

1992-93 Calendar



MOUNT ROYAL
COLLEGE

1992 - 1993 MOUNT ROYAL COLLEGE CALENDAR

Published 1992

Compiled and Edited by the Educational Liaison Division
of the Office of the Registrar, Mount Royal College, Calgary, Alberta

Production Co-ordinators

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FREQUENTLY USED TELEPHONE NUMBERS

Department	Phone
Admissions Advising Centre (Office of the Registrar).....	240-0148
Admissions (credit courses) (Office of the Registrar)	240-3722
Bookstore	240-6300
Campus Recreation and Athletics	240-6517
Continuing Education Registration (credit-free).....	240-3833
Conservatory of Music, Speech Arts and Dance	240-6821
Counselling	240-6362
Educational Liaison (Office of the Registrar).....	240-6947
Fees Office	240-5984
Financial Aid and Awards.....	240-6304
Health Services	240-6326
Library Information.....	240-6140
Parking	240-6914
Registration and Records (Office of the Registrar)	240-3303
Residence Office.....	249-7224
Security	240-6897
Student Services.....	240-5930
Students' Association.....	240-6401
Switchboard (8:30 a.m. - 4:30 p.m.)	240-6111
Transfer Credit Assessment (Office of the Registrar)	240-6733

OFFICE HOURS

The College's administrative offices are open Monday to Friday (except holidays) from 8:30 am to 12 noon and from 1 pm to 4:30 pm Summer office hours are from 8:30 am to 12 noon and from 12:30 pm to 4 pm

The Office of the Registrar is open to the public Monday through Thursday from 8:30 am to 7 pm and from 8:30 am to 4 pm on Friday. Summer hours are from 8:30 am to 4 pm between May 19, 1992 and August 14, 1992. Telephone service is available Monday to Friday from 8:30 am to 4:30 pm Summer telephone hours are the same as the summer office hours.

The City Centre Campus is open to the public Monday through Thursday, 9 am to 8 pm and from 9 am to 4 pm on Friday for the Fall and Winter Semesters. Summer office hours are from 8:30 am to 4 pm between June 15, 1992 and August 14, 1992.

MOUNT ROYAL COLLEGE CALENDAR STATEMENT

College Goal

To render still more effective the College's commitment to student academic success and to student/user satisfaction with College programs and services.

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

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

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

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

Not all courses listed in this Calendar will be offered in the 1992 - 1993 academic year. Students should consult a copy of the Mount Royal College Schedule of Classes prior to registration.

THE MOUNT ROYAL COLLEGE CALENDAR

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

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

INFORMATION FOR STUDENTS

HOW TO USE THIS CALENDAR

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

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

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

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

Students should also refer to the Academic Schedule in the Calendar which outlines significant dates and timelines such as registration, drop/add periods, examination dates, holidays and deadline dates for refunds.

HOW TO RECEIVE THIS CALENDAR

In Person

Calendars may be purchased in person for \$5.00 a copy. The Bookstore sells College Calendars during regular Bookstore business hours. Calendars are also sold at the front counter of the Office of the Registrar during normal hours of operation. Please note that Calendar prices are subject to change.

By Mail

Calendars are mailed from the Office of the Registrar for \$7.00 a copy in Canada and \$10.00 a copy for out-of-country residents. Please make cheques or money orders payable to Mount Royal College. Calendar prices are subject to change.

Mailing List

Mount Royal College maintains a permanent mailing list of secondary and post-secondary institutions and public libraries within the province of Alberta. Other institutions and organizations are asked to re-submit their Calendar requests annually. A limited number of Calendars will be mailed free of charge to educational institutions, government agencies and certain corporations in Canada. Other institutions may order Calendars for \$7.00 a copy.

OTHER PUBLICATIONS

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

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

TABLE OF CONTENTS

	PAGE
Academic Schedule	5
Mount Royal College Introduction and Mission Statement	7
Admissions	9
Admission Procedures	13
Registration Information	15
Fees and Deposits	18
Financial Aid and Scholarships	24
Academic Regulations	25
General Graduation Requirements	37
Instructional Departments	40
Academic Programs Offered at Mount Royal College:	
Aviation	46
Broadcasting	48
Business Administration	50
Canadian Studies	55
Child and Youth Care Worker	56
College Preparation Program	58
Computer Marketing and Business Administration	59
Computer Science and Information Systems	60
Criminology	64
Early Childhood Education and Development	67
Engineering	70
Environmental Technology	71
General Arts and Science	74
General Insurance and Business Administration	75
Gerontology	77
Interior Design	78
Journalism	80
Leisure Services	81
Music Performance	83
Nursing	85
Occupational Hygiene Technology	90
Physical Education	92
Professional Writing	96
Public Relations	97
Rehabilitation Services	99
Secretarial Arts and Office Administration	101
Social Work	106
Speech	108
Theatre Arts	110
Co-operative Education	112
University Transfer Programs	114
Transfer Programs	119
- The University of Calgary	
- Programs Transferable to Other Universities	
College Courses (Descriptions)	120
Services for Students and the Community	198
Faculty of Continuing Education and Extension	199
Glossary	206
Governance	209

ACADEMIC SCHEDULE

FALL SEMESTER 1992 AND WINTER SEMESTER 1993

First day to apply for admission to Fall Semester 1992.....	January 27, 1992
Submission of Intent to Register for Fall Semester 1992 (continuing students only).....	February 24 - March 6, 1992
Advance registration for Fall Semester 1992 (continuing students only).....	March 30 - April 10, 1992
Full fees for Fall Semester 1992 due (registered students only).....	July 15, 1992
Last day to apply for admission to Fall Semester 1992*	July 17, 1992
Regular registration period (new and continuing students)*	August 17 - 28, 1992
Registration adjustment (drop/add) for Fall Semester - add classes	August 31 - September 4, 1992
- drop classes	August 31 - September 11, 1992
First day of Fall Semester classes	September 1, 1992
Last day to cancel Fall Semester registration for full tuition refund (less deposit)	September 11, 1992
First day to apply for admission to Winter Semester 1993.....	October 5, 1992
Submission of Intent to Register for Winter Semester 1993 (continuing students only).....	October 6-16, 1992
Advance registration for Winter Semester 1993 (continuing students only).....	November 2 - 20, 1992
Last day to withdraw from a course or program in the Fall Semester with award of "W" grade.....	November 6, 1992
Last day to apply for admission to Winter Semester 1993	November 20, 1992
Regular registration period for Winter Semester 1993 (new and continuing students)*	November 23 - December 18, 1992
Last day of Fall Semester classes	December 10, 1992
Fall Semester final examination period**	December 11-22, 1992
Fall Semester 1992 ends.....	December 22, 1992
First day of Winter Semester classes.....	January 5, 1993
Registration adjustment (drop/add) period for Winter Semester - add classes	January 5 - 8, 1993
- drop classes	January 5-15, 1993
Last day to cancel Winter Semester registration for full tuition refund (less deposit)	January 15, 1993
First day to apply for admission to Fall Semester 1993	January 25, 1993
Winter Semester reading break	February 15-19, 1993
Submission of Intent to Register for Fall Semester 1993 (continuing students only).....	February 22 - March 5, 1993
Last day to withdraw from a course or program in the Winter Semester with award of "W" grade	March 12, 1993
Advance registration for Fall Semester 1993 (continuing students only).....	March 29 - April 8, 1993
Last day of Winter Semester classes	April 20, 1993
Winter Semester final examination period**	April 21 - May 1, 1993
Last day to apply to graduate in 1993	April 30, 1993
Winter Semester 1993 ends	May 1, 1993

SPRING SEMESTER 1993

Advance registration (for continuing students)	March 29 - April 8, 1993
Regular registration period (new and continuing students)*	April 13-23, 1993
Registration adjustment (drop/add) period for Spring Semester - add classes	April 26 - May 5, 1993
- drop classes	April 26 - May 7, 1993
First day of Spring Semester classes	May 3, 1993

1992

July 1992

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March 1993						
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June 1993						
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27	28	29	30			

Last day to cancel Spring Semester registration for full tuition refund (less deposit).....	May 7, 1993	3
Last day to withdraw from 6-week courses with award of "W" grade	May 28, 1993	3
Last day to withdraw from 8-week courses with award of "W" grade	June 4, 1993	3
Last day of classes for 6-week courses	June 11, 1993	3
Final examination period for 6-week courses	June 14-15, 1993	3
Spring Semester 1993 ends for 6-week courses**	June 15, 1993	3
Last day of classes for 8-week courses	June 25, 1993	3
Final examination period for 8-week courses**	June 28-29, 1993	3
Spring Semester 1993 ends for 8-week courses	June 29, 1993	3
Last day of classes for 16-week courses	August 20, 1993	3
Final examination period for 16-week courses**	August 23-24, 1993	3

- * Late admission and registration are subject to the approval of the Registrar.
- ** Students must be available for final examinations up to the last day of the examination period as specified in the Academic Schedule.
- A non-refundable application processing fee of \$25.00 must accompany every application for admission or re-admission to the College.

HOLIDAYS

Labour Day	September 7, 1992	2
Thanksgiving Day	October 12, 1992	2
Remembrance Day	November 11, 1992	2
Christmas and New Year's Closure	December 25, 1992 - January 4, 1993	3
Family Day	February 15, 1993	3
Good Friday	April 9, 1993	3
Easter Monday	April 12, 1993	3
Victoria Day	May 24, 1993	3
Canada Day	July 1, 1993	3
Calgary Stampede Parade Morning	July 2, 1993	3
Heritage Day	August 2, 1993	3

MOUNT ROYAL COLLEGE: AN INTRODUCTION

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

The College operates under **The Colleges Act and The Department of Advanced Education Act of the Province of Alberta**. The conduct, management, and control of the College and all its property, revenue, and business affairs are vested in the Board of Governors of Mount Royal College. The Academic Council, a body representative of the College community, reviews and develops policies concerning the College's academic activities and recommends academic policies to the Board. Administrative officers appointed by the Board are responsible for the implementation of policy and the operation of the College. The President is the Chief Executive Officer of the College.

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

MOUNT ROYAL COLLEGE: MILESTONES

Mount Royal College opened its doors to 154 students in downtown Calgary on September 8, 1911, under the sponsorship of the Methodist Church, and became one of the Secondary Schools of the United Church of Canada in 1925.

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

In the 1940s, Engineering courses were initiated in the University Department and graduates of Petroleum Engineering courses were accepted for transfer to the University of Oklahoma, the College's first link with a U.S. institution.

On September 1, 1966, Mount Royal College became a public institution under **The Colleges Act and The Department of Advanced Education Act of the Province of Alberta**.

In 1972, the Lincoln Park Campus in southwest Calgary opened. Approximately 3,400 students enrolled in courses that year, ranging from Aviation to Interior Design to University Transfer, in an "open-learning" facility designed for future expansion. The "open door" policy encouraged students with varied educational backgrounds to study at the College.

In 1981, the College returned to the downtown core with the opening of the Downtown Centre, and also reached out to rural constituents through the Big Country Educational Consortium. In 1985, a new Downtown Campus opened.

The College expanded its two-year university transfer programs in 1989-90, enabling more students to complete

two years of university study in selected majors before transferring to university to complete their Bachelor's degrees.

The College completed a \$73 million facility expansion and renovation of its Lincoln Park campus in 1989, and also opened its \$12 million townhouse student residence complex the same year, providing on-campus accommodation for 438 students.

In 1990, the College expanded its downtown operations opening the City Centre Campus at 833 - 4 Avenue S.W.

MOUNT ROYAL COLLEGE TODAY

More than 7,000 credit students attend Mount Royal College each year, with another 22,000 enrolled in courses offered by the Faculty of Continuing Education and Extension. An additional 9,000 students are registered in the Conservatory of Music, Speech Arts and Dance. The College offers 76 credit programs, many transferable to university.

The College offers career diplomas and certificates, as well as university transfer programs to full-time and part-time students. Five of the programs feature Co-operative Education; which combines academic study with paid work experience. Some courses are taught by distance delivery, extending beyond city and provincial boundaries.

The business need for career upgrading and skill development is also met by the Faculty of Continuing Education and Extension, which creates new programs to meet evolving needs.

The Mount Royal College Conservatory of Music, Speech Arts and Dance, which began in 1911, has a national reputation for music excellence, providing both private and group lessons through specialized instruction. It offers the Academy of Music Program for gifted young musicians and a credit program in music performance.

MISSION STATEMENT

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

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

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

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

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

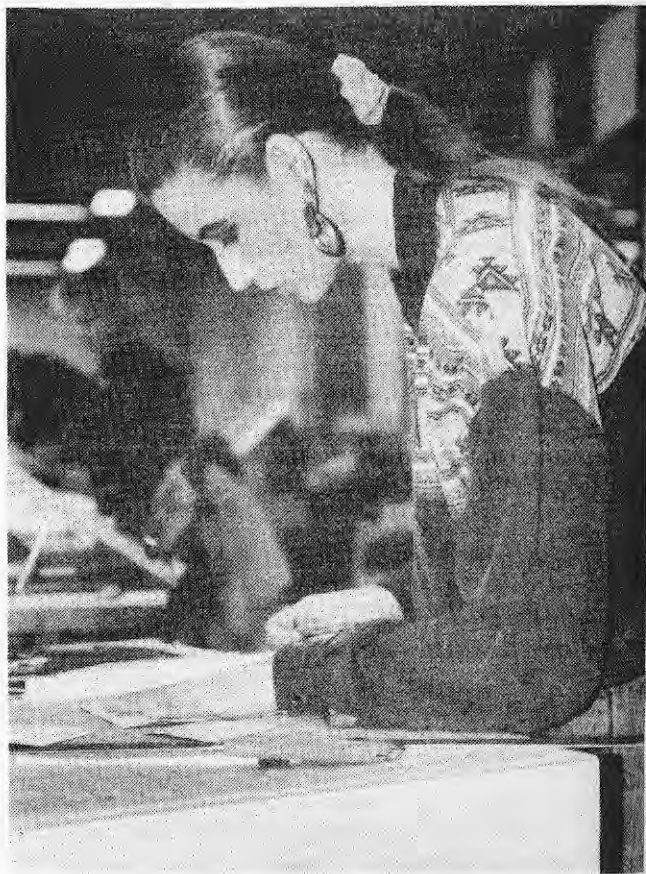
In order to provide programs, services and instruction which are relevant and sound, the College promotes:

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

Through its flexible admissions policy, the College encourages adults of diverse educational backgrounds to take advantage of the educational opportunities available at the College. To ensure that students are well prepared to meet the challenges of post-secondary education, the College maintains an integrated system of assessment, counselling, advising and placement to assist students in their choice and realization of appropriate educational goals. The College requires that every student possess a reasonable proficiency in basic skills, and certain programs maintain particular entrance requirements. In order to assist students, the College also provides a complement of student services, learning resources, and recreational activities in support of its programs and activities.

DEGREE GRANTING PROPOSAL (under review)

In response to the changing educational needs of the Calgary region, Mount Royal College has submitted a proposal to Alberta Advanced Education requesting authorization and funding to grant undergraduate degrees in selected areas. The College's proposal recommends the addition of degree programs in several areas and in two (2) phases throughout the next five (5) years. **At the time of publication of this Calendar, the proposal has not been approved and is still under review.**



INITIAL INQUIRY - ADMISSIONS ADVISING CENTRE

Inquiries relating to admission should be directed to the Admissions Advising Centre of the Office of the Registrar, Mount Royal College, 4825 Richard Road S.W., Calgary, Alberta, T3E 6K6. Telephone (403) 240-0148.

GENERAL ADMISSIONS INFORMATION

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

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

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

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

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

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

Applicants from Outside Alberta

Some College level programs do not require that a student have the Alberta Grade 12 Senior Matriculation or equivalent (providing that the student is 18 years of age). Students from outside Alberta interested in a College-level program with academic admission requirements or a university transfer program should contact the Admissions Advising Centre.

INTERNATIONAL STUDENT ADMISSION

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

General Information

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

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

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

Transfer from Other Institutions

Applicants who entered Canada on a Student Visa to attend another educational institution must complete at least one semester at that institution before their application to attend Mount Royal College can be considered.

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

Fees

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

Application Deadlines

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

Outside Canada

Fall Semester - April 1

Within Canada

Fall Semester - July 1

Winter Semester - November 1

English Language Proficiency

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

1. Successful completion of the equivalent of two years of full-time instruction in an English language secondary institution in Canada. This program of instruction is to have included English 20 and 30 (or their equivalents) with a minimum mark of 60% in each of the two courses.
2. Successful completion of a full year or more of course work, including an introductory course in English, from an accredited post-secondary institution where English is the language of instruction and from which transfer credit is normally allowed by Mount Royal College.
3. Presentation of results of the Test of English as a Foreign Language (TOEFL). Details and applications for this test may be obtained from Test of English as a Foreign Language, Box 899, Princeton, New Jersey, 08540, U.S.A.

a. Applicants presenting a TOEFL score of 560 or higher will be considered as having demonstrated English language proficiency and may register in a normal course load.

b. Applicants presenting a TOEFL score of below 560 must apply to the Languages Institute and must complete the English as a Second Language (EASL) program.

The TOEFL score of 560 is considered a minimal requirement. Students applying for admission to some programs may be required by the Department to write other examinations to assess admissibility to the desired programs.

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

Conditional acceptances cannot be issued to applicants who have not fully satisfied the College's English Language Proficiency requirement or who are in the process of meeting this requirement. In particular, applicants who have completed English 20 (or equivalent) and who are currently registered in English 30 (or equivalent) will not be considered for admission to any credit program until all final grades are received by the Office of the Registrar. Such applicants are strongly advised to consider an alternative way of demonstrating their proficiency in English.



MEDICAL REQUIREMENTS

Applicants with chronic health problems that may require medical attention while attending the College must notify the Health Services Department.

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

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

TRANSFER CREDIT AND APPLICATION OF CREDIT

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

The amount of transfer credit given is limited by the Residence Requirement. For more information, see the "Academic Programs" and "Graduation Requirements" sections of the Calendar - the last 50% of the work completed toward the award of a Mount Royal College parchment must be completed at the College, except where prior written approval has been given by the Dean of the appropriate faculty.

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

1. Transfer Credit

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

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

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

Application for transfer credit must be made through the Office of the Registrar.

Time Limitation

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

course. Notice of such exceptions to this would be subject to the approval on the recommendation of the chairperson of both the discipline and the student's program; such exceptions are to be forwarded by the Dean of the Faculty to the Academic Standards Committee at the end of each semester.

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

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

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

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

2. Articulation Arrangement - Secretarial Arts

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

3. Work Experience Credit

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

4. Credit by Examination (Challenge Examination)

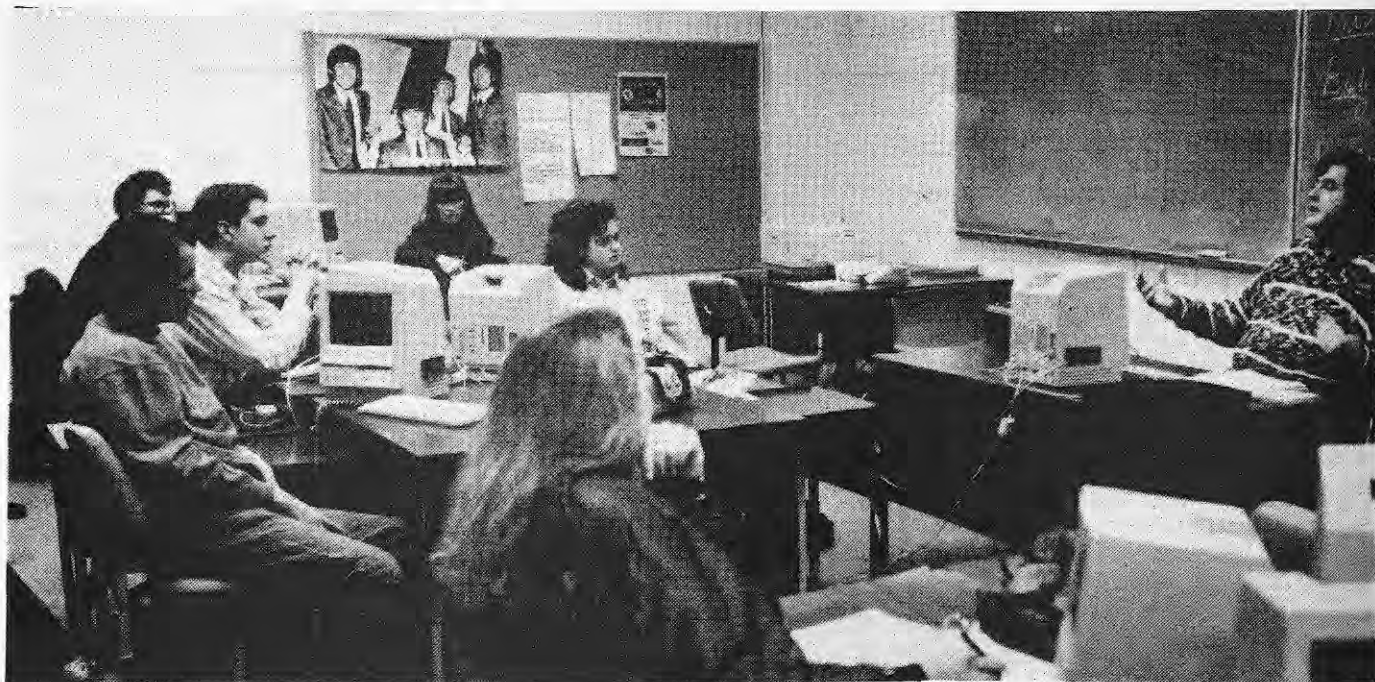
Many students enter the College with work and other experience that may reflect subject matter of courses offered for credit at the College. The procedure of challenge examination is a method of recognizing this experience. Students who feel that they are entitled to such credit may apply for credit by examination. The relevant department shall have the responsibility to evaluate each student's application and determine which courses may be challenged, subject to the following specified regulations. Each department shall compile a list of courses for its area which shall not be considered for credit by examination.

Procedures

1. In order to obtain credit by examination, a person must be a registered student at the start of the semester and when the examination is written.
2. Students may obtain the Credit By Examination Form from the Office of the Registrar. The student will complete the form and take it to the appropriate department.
3. The department shall evaluate the student's request for credit by examination and determine if credit for the course may be obtained in this manner. The decision of the department shall be recorded on the form. The student shall then bring the form to the Office of the Registrar and pay a non-refundable fee of \$100.00. Payment of the fee will be recorded on the form.
4. The date of payment shall be deemed to constitute an official request for credit by examination. Requests for credit by examination must be received by the end of the fourth week of classes in any semester. Students must write the exam within two weeks after payment.
5. The examination will be graded by the department, which shall determine whether the student clearly shows above average knowledge of the subject matter. The grading shall be either "CR" - Challenge Credit, or "NC" - No Credit. Under no circumstances will a letter grade be given. Courses for which credit is received in this manner will therefore contribute to the student's total credits.
6. The Registrar shall notify students regarding the status of their course challenge.
7. A student may request a review of a challenge examination grade or appeal the grade awarded through the normal appeal process. However, students are not allowed to rewrite an examination for credit.

Limitations

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



ADMISSION PROCEDURES

FULL-TIME STUDENTS

Submit to the Office of the Registrar:

1. A completed Mount Royal College Application Form, available from the Office of the Registrar or from the Handbook for Prospective Students, which is distributed to Alberta high school guidance offices. NOTE: When a second application is submitted, the first one will no longer be considered.
2. A non-refundable \$25.00 application processing fee (cheque or money order made payable to "Mount Royal College").
3. An **official transcript** of your academic record from any high school, college, technical institute or university you have attended. An official transcript is sent directly from the Department of Education, and/or from other institutions maintaining such records, to the Office of the Registrar at Mount Royal College.

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

Applicants who have completed or are not currently attending Grade 12 (or the final year of secondary school in their jurisdiction) may wish to provide an unofficial copy of their complete high school transcript. Conditional admission may be offered on the basis of unofficial academic documents; however, an official transcript must be provided in due course to gain clear admission.

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

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

4. A completed Medical History Form upon request. Medical examinations are necessary for some programs. Applicants will be notified if this is required after submitting the Application Form.

5. Permanent Residents and Other Non-Canadian Citizens

In addition to steps 1 - 4, include: a copy of your passport, showing permanent resident (landed immigrant) status, or a copy of the permit or visa that allows you to reside in Canada. Applicants who are not citizens will not be accepted until proof of status has been received.

6. International Visa Students Only

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

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

Admission will be dependent upon available space. Documents must be received by April 1 to be considered for admission to the following Fall Semester. Applicants may not be notified of their admissibility until just prior to the beginning of classes.

APPLICATION DEADLINES

Fall Semester - The College begins accepting applications on the last Monday in January for programs commencing in the upcoming Fall Semester. Although documents required for screening should be submitted when requested, all final transcripts and documents must reach the College by **August 1**.

Winter Semester - On the first Monday of October the College starts accepting applications for the Winter Semester. Please check with the Admissions Advising Centre (240-0148) to determine what programs are accepting applications. Since the College usually has many more applicants than available positions, it is wise to apply early. International students should see the previous section on application deadlines under "International Student Admission". Although documents required for screening should be submitted when requested, all final transcripts and documents must reach the College by **December 1**.

Late Applications

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

LIMITATION ON ENROLMENT

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

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

All students who are given a letter of acceptance will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program. The deposit will apply toward tuition fees for the semester in which the student is admitted. The balance of fees is due at the time of registration.

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

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

CONDITIONAL ACCEPTANCE

Students who are registered in subjects while they are seeking admission to the Fall semester may be granted conditional acceptance based upon a written report listing the courses in which the student is currently registered and/or has completed. An applicant may also supply an unofficial copy of his/her transcript in order to be granted conditional acceptance.

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

PART-TIME STUDENTS

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

Students who wish to enrol in three or more courses are required to apply for full-time study, complete program screening requirements, write the College Placement Test, and meet with an advisor prior to registration at the College.

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

RE-ADMISSION

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

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

RE-ADMISSION AFTER DISQUALIFICATION

See "Disqualification Appeal Procedures" section of this Calendar.



REGISTRATION INFORMATION

GENERAL INFORMATION

Registration is the process of formally assigning and recording the enrollment of a student in a course or courses. Registration requires agreement by the student to be bound by the rules and regulations of the College, accepting that these may be amended from time to time. Only a student who has been admitted or re-admitted or who is continuing from one semester to the next and whose transcript of record indicates eligibility to continue may register. The completion of a Registration Form and other documents indicated by the Office of the Registrar comprises the agreement referred to above.

Student Responsibility

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

The official withdrawal date from a course or program is the date the student first advises the Office of the Registrar in writing of his/her intent to withdraw.

Registration Dates

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

Availability of Courses

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

HOW TO REGISTER

New Students

Those students who wish to take three or more courses should follow the procedures outlined in the "Admissions Procedures" section of this calendar. After doing so, they must complete a College Placement Test in order to determine their strengths and weaknesses in reading and writing. The results of the test will be used by the program advisor, in consultation with the student, for planning an academic program that is suitable to the student's abilities and requirements. Testing may be waived if certain requirements have been completed; exemptions must be requested by the applicant. Specialized program advisors are available and must be consulted by full-time students when planning a program and completing the Registration Form.

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

Those students who wish to take only one or two courses are considered to be part-time and normally need not apply for admission in advance. Registration can be completed by mail or in-person. The Part-Timer publication is available one to two months prior to the commencement of classes and contains information regarding registration dates and procedures for part-time students.

Continuing Students

Full-time continuing students are asked to complete an Intent to Register form and to submit a registration deposit approximately one month prior to registration in March and November. Appointments to register are posted one week prior to registration. Students in most programs must see a program advisor prior to the time they have been assigned to register.

Part-time continuing students can call the Office of the Registrar to make an appointment to register on the dates publicized prior to registration.

Course Wait Lists

If requested classes are full and there are no alternative sections available, students can request to be placed on the wait list for a class. During the Registration Adjustment (Drop/Add) period, as seats become available in classes with wait lists, the names of students who are assigned seats from the wait list are posted daily on an Approved Add List. **It is the responsibility of each student to check all Approved Add Lists posted during this period to confirm whether they have been enrolled in a class for which they were initially wait-listed.** Students are not permitted to attend any classes for which they have been wait-listed until such time as their name appears on an Approved Add List.

It is the responsibility of each student to begin attending those classes for which they are shown as registered on the Approved Add Lists. Students who are added to a class from a wait list, but who subsequently decide that they do not wish to attend that particular class or section, must formally drop that course from their timetable by submitting a Registration Adjustment - Drop/Add Request Form to the Office of the Registrar by the deadline dates specified in the Academic Schedule. **Students who do not officially cancel or drop a course to which they have been added from a wait list will be considered as being registered in that course and will be charged full fees for that course whether they subsequently attend classes or not.** Students in this situation may also be awarded an "F" grade for that course at the end of the semester.

More detailed information regarding drop/add and wait list procedures is distributed to all students at the time of their initial registration for a semester.

Students Who Register Against An Advisor's Recommendation

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

Confirmation of Registration

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

Audit Student

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

Auditors must present a signed Permission To Audit Form to the Office of the Registrar. Final permission to audit a course cannot be given until the number of students registered in the class for credit is known, which is after the drop/add period.

Schedule of Classes

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

Maximum Student Course Load

Students normally carry from fourteen (14) to nineteen (19) credits per semester depending on the program of study. Only students who have completed all courses in a semester with a grade of "D" or better and have obtained a semester GPA of 3.00 or higher at Mount Royal College may be permitted to register for course overload in the next semester.

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

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

Late Registration

A student is required to complete registration by the last day of registration specified in the "Academic Schedule". No student will be permitted to register after classes have commenced. If, because of extraordinary circumstances, a student has not been able to register prior to the date shown in

the "Academic Schedule", permission to register late must be sought from the Office of the Registrar. Such students, if approved for registration, will be required to pay a late registration fee of \$50.00. This fee will not be applied toward tuition. Late registration will only be accepted in those courses which have available space. Drop/add privileges will not be open to late registrants. Under no circumstances will requests for late registration be accepted after the last day of the first week in which classes have commenced.

Dates specified in the "Academic Schedule" are subject to change. Contact the Office of the Registrar for current information on Registration.

Incomplete Registration

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

Letter of Permission

Students who are registered in diploma or certificate programs at Mount Royal College may be granted permission to take a limited number of courses at other post-secondary institutions, which, if completed successfully (see policy on Transfer Credit), will be included for credit toward their program at Mount Royal College. Such permission must be obtained before the student registers and is always at the discretion of the Chairperson of the department in which the student is registered. The number of courses that can be completed is also limited by the number of transfer credits permitted toward a parchment by the department concerned. (See policy on "Residence Requirement" in the section entitled "General Graduation Requirements" in this Calendar.) Permission must be obtained on a Letter of Permission Form prior to taking the courses, and it is the student's responsibility to ensure that the College receives the official transcript indicating the results.

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

Identification Cards

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

New and returning students must pick up their identification cards at the Office of the Registrar during their first semester. At the end of each semester, unclaimed cards will be destroyed. Students who do not pick up their cards will be required to pay a \$10.00 replacement fee.

The card is validated for use each semester upon presentation of proof of payment of all tuition fees. If a student loses this identification card, its loss should be reported to the Library or Resource Islands immediately. Until the loss of the card has been reported, a student is responsible for all equipment checked out with this card. A new card will be issued by the Office of the Registrar for a \$10.00 fee.

CHANGE OF REGISTRATION

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

Cancellation Procedures

Students who decide to cancel their registration must do so in writing prior to the last day in the second week of classes.

Course Cancellation by the College

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

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

Change of Program

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

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

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

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

a) Withdrawal From a Course

A student can withdraw from one or more (but not all) courses by submitting a Course Withdrawal Form. A copy of the Course Withdrawal Form shall be forwarded immediately by the Registrar to the instructor concerned. Students who stop attending classes and do not follow the proper withdrawal procedures will be recorded as having failed the course. Students wishing to withdraw from the last course in which they are registered must follow the College withdrawal procedures listed in this section of the Calendar.

b) Instructor Initiated Withdrawal

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

1. has not completed assignments, tests, or examinations and/or;
2. has failed to meet clinical, lab, practicum, or other standards of performance set out by the instructor in the course outline.

After the tenth week of the semester or after two-thirds of the scheduled length of the course has been completed, an instructor may remove a student from class for any one of the reasons shown in 1 or 2 above. However, an "F" grade must

be awarded. For exceptions, see "Special Withdrawal Policy" in this section of the Calendar.

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

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

Withdrawal From the College

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

Students should be forewarned that if seven "W" grades are accumulated, they will be disqualified from the College.

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

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

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

Telephone withdrawals will not be accepted.

Special Withdrawal Policy

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

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

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

FEES AND DEPOSITS

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

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

Continuing students taking part in advance registration are required to pay a \$100.00 non-refundable Intent to Register Deposit with the submission of the Intent to Register Form. The balance of their tuition and fees for Fall Semester must be paid in full by July 15; otherwise, registration will be cancelled. The balance of tuition and fees for Winter or Spring Semester is due at the time of registration. Although the deposit is non-refundable, it will be applied against regular tuition fees.

All new students pay a non-refundable \$100.00 Program Acceptance Deposit. The Program Acceptance Deposit for new students confirms their acceptance into a program. Although the deposit is non-refundable, it will be applied against regular tuition fees.

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

NON-PAYMENT OF FEES

Student grades, transcripts, diplomas, scholarships, medals, prizes and standing will not be issued nor will students be permitted to register in subsequent semesters until all financial obligations attributable to fees, deposits, and non-return of equipment, material or library books are settled.

Returned Cheques Any student who presents a cheque that is returned by the bank (e.g., N.S.F., Stop Payment, Account Closed, etc.) will be placed on a "Bad Cheque List" for 3 years and any future payments must be made by cash, certified cheque or money order. In addition, a returned cheque charge of \$15.00 will be assessed on each returned cheque.

Fee Refunds

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

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

Fee Reassessment Due to Registration Adjustments

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

Students will not be allowed to register in subsequent semesters or to receive grades/transcripts until all financial obligations are met.

SCHEDULE OF FEES

Application Fee

A non-refundable application processing fee of \$25.00 must accompany every application requesting admission or re-admission to the College. Applications received without the fee will **not** be processed. The fee will not apply against normal tuition fees. A cheque or money order made payable to Mount Royal College should accompany every application.

Audit Student Fee

Students choosing to audit a course will pay **half** of the normal tuition fee assessment for the course; the normal tuition fee assessment varies depending on the credit value of the course. See "Registration" section of this Calendar for Audit Regulations.

Challenge Examination Fee

Students wishing to take a challenge credit examination will pay **half** of the normal tuition fee assessment for the course being challenged; the normal tuition fee assessment varies depending on the credit value of the course. See "Admissions" section of this Calendar for Challenge Examination Regulations.

College Calendar

The College Calendar is available from the Office of the Registrar and at the College Bookstore. The cost is \$5.00 per copy if obtained on campus, \$7.00 per copy if mailed within Canada, and \$10.00 per copy if mailed outside Canada. (These prices include the Goods and Services Tax).

Credit Extension and Part-time Studies Course Fee

To offset extra costs involved, a supplementary fee may be assessed for credit extension courses given off-campus. Students taking credit extension courses off-campus will not be required to pay Athletics or Student Association Fees.

Deferred Final Examination Fee

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

Document Evaluation Fee

Prospective students who wish to have their academic credentials assessed for potential admissibility prior to or in lieu of making formal application for admission to the College must pay a non-refundable document evaluation fee of \$25.00. This fee is separate from and in addition to the normal application fee of \$25.00 which must accompany every formal application for admission and re-admission.

Duplicate Document Fee

Students requesting copies of College-originated documents from the Office of the Registrar are required to pay \$1.00 for each copy requested. An example of these documents is acknowledgment of student status.

Electronic Access Card Fee

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

Graduation Fee

Students taking part in Convocation will pay a \$20.00 graduation fee.

Identification Card Replacement Fee

A lost student identification card will be replaced by the Office of the Registrar for a fee of \$10.00. See the "Registration" section of this Calendar for I.D. Card Regulations.

Intent to Register Deposit Fee

All continuing students pay a non-refundable \$100.00 Intent to Register Deposit as part of their total fee payment. The Intent to Register Deposit confirms intention to register. Although the deposit is non-refundable, it will be applied against regular tuition fees.

Late Registration Fee

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

Locker Rental Fee

Large lockers are available for rent for \$14.50 per semester or \$27.00 for two semesters. Small lockers rent for \$9.00 per semester or \$16.00 for two semesters. Rental for the spring semester is \$3.50. Locker rental payments can be made at the Fees Office. At the end of the paid locker rental period, contents must be removed from the locker; otherwise, they will be turned over to our Lost and Found Department and will be disposed of, if not claimed, in 45 days.

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

Students renting lockers are required to use the locks provided by the College.

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

Lock Deposit Fee

Students will pay a \$5.00 lock deposit fee per academic year which will be refunded on return of the lock.

Parchment Replacement Fee

Students are required to pay a \$50.00 fee for replacement of parchments.

Parking Fee

Limited parking is available to students on campus. Students may apply for a parking permit for a fee per term. The display of a valid parking permit in the vehicle does not guarantee a parking space, but authorizes parking in available spaces in designated student parking lots.

Program Acceptance Deposit Fee

All new students pay a non-refundable \$100.00 Program Acceptance Deposit. The Program Acceptance Deposit for new students confirms their acceptance into a program. Although the deposit is non-refundable, it will be applied against regular tuition fees.

Any continuing students or re-admitted students requesting a program change must also pay a non-refundable \$100.00 Program Acceptance Deposit. The Program Acceptance Deposit for re-admitted or continuing students is a conditional acceptance subject to their academic status at the time of registration. Although the deposit is non-refundable, it will be applied against regular tuition fee.

Registration Reinstatement Fee

Students whose registration is cancelled for non-payment of tuition and other fees must pay a non-refundable \$25.00 reinstatement of cancelled registration fee before re-registering in their courses. Registration reinstatement cannot be guaranteed since it is subject to course availability.

Schedule of Classes Fee

Copies of the Schedule of Classes are available for \$1.00 each from the Office of the Registrar or the College Bookstore.

Spring Session Fee

Students who enroll for Spring Session courses will be charged a Student Activities Fee of \$5.00 for one to five credits and \$7.00 for six credits. The Building Fund Fee will be at a rate of \$5.00 for all students enrolled. The Schedule of Special Fees also applies to the Spring Semester. In addition, there is a \$4.00 per credit surcharge.

Testing and Assessment Fee

Each student tested by the Testing Centre will be charged a pre-College testing and assessment fee of \$10.00.

This fee is assessed to offset the added costs associated with the administration, scoring, interpretation, and providing students with the results of their pre-College test results. The one-time fee also pays for any additional interest, ability or psychological testing requested by faculty or students.

Transcript Fee

Costs for transcripts are \$4.00 for each copy ordered. Official transcripts bearing the College seal and signature of the Registrar will be issued only to educational institutions and potential employers. Students will be issued only unofficial transcripts without the College seal. Generally, three to five working days are required for processing requests.

EXPLANATION OF FEE SCHEDULES

Foreign Student Non-Resident Fee

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

Student's Association Activity Fee

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

Student Association Building Fund and Planning Fee

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

Student Accident Insurance Fee

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

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

Dental Accident Reimbursement - Covers, within five years from the date of accident, dental treatment required as a result of injury to whole or sound teeth in accordance with the Provincial Dental Association Fee Schedule. Treatment must begin within 30 days of the accident. In the event treatment cannot be completed within five years, it covers up to \$500.00 per injured tooth, with Automatic Inflation Protection, upon completion of permanent restorative treatment.

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

Confinement Disability - Pays a monthly benefit of \$100.00, commencing the 31st day of disability, if injury results in home or hospital confinement which continues for at least six consecutive months and prevents attendance at any type of classes. Benefit will be payable, for a maximum of twenty-four months.

Permanent Total Disability Benefit - Pays a lump sum of \$50,000.00 (less amount of any other benefit payable under this plan) if, within 100 days of an accident, the insured student becomes totally and permanently disabled as a result of the accident and such disability is continuous for twelve consecutive months. Insured must be prevented, by such disability, from ever engaging in any occupation or employment for compensation or profit.

Fracture or Dislocation Benefits - Pays from \$15.00 to \$500.00 for specified bone fractures or dislocations (includes bilateral fractures). Plus benefits for severance of tendons, burns or other injuries where no fracture or dislocation has occurred.

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

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

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

Exclusions and Limitations - The policy does not cover:

- A. Sickness or disease either as a cause or effect except as otherwise provided (e.g. under Dread Disease Expense);
- B. Suicide or any attempt threat;
- C. Injury that is compensable under any Workers' Compensation Act, or Criminal Injuries Compensation Board, except in the case of Accidental Death;
- D. Air Travel other than while riding as a fare paying passenger in a licensed passenger aircraft provided by an incorporated passenger carrier. Aviation students are covered under a separate policy.
- E. The expense of a brace or similar device used for non-therapeutic purposes or used solely for the purpose of participating in sports or other leisure activities.

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

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

For application forms and further information contact Health Services.

Tuition and General Fees

Under the Tuition Fee Policy set up by Alberta Advanced Education, the annual increase in fees for instruction will average \$50.00 per student per session (\$100.00/student per year). Actual increases over the 1992/93 Mount Royal College Fee Schedule will vary for each student according to the number of courses and credits taken.

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

SCHEDULE OF SPECIAL FEES

Special Course Fees

Physical Education

- PHED 1215 \$40.00
- PHED 1297 \$50.00

Chemistry

All students taking Chemistry courses will be required to pay a \$20.00 locker deposit fee. The deposit will be refunded at the end of the semester when the locker is checked and the key is returned.

Special Program Fees

Aviation

In addition to regular tuition and general fees, flight training fees are approximately \$18,000.00 for a student in the two-year Aviation Diploma starting with a private pilot's licence. Students will be required to make a \$3,500.00 deposit for each semester. Deposits are made with the Fees Office at the time of registration. Flight training fees are subject to change depending on operating costs for aircraft and related services.

Co-operative Education

Mount Royal College has developed co-operative education programs in Accounting and Financial Management (Business Administration), General Insurance and Business Administration, Interior Design, Public Relations, and Secretarial Arts and Office Administration. These programs allow students to blend academic study with relevant paid work experience. The course requirements are identical to the regular program diploma requirements, but timelines are longer to accommodate two 4-month work-terms which alternate with academic semesters. See "Co-operative Education" section of this Calendar for details.

A Co-op application fee of \$215.00 is assessed after students are accepted into Co-op programs. This includes the Co-op Professional Development Seminars and preparation prior to the first work-term.

Fees of \$215.00 per Co-operative Education work-term are assessed thereafter.

For the 1992-93 academic year only, continuing Co-op students will be charged Co-op fees for each academic semester according to the previous system. See the Co-op Department for details.

Co-op fees offset a portion of the administrative costs of Co-operative Education delivery, which is an enhancement of regular academic programs.

Music Performance Diploma

Students enrolled in the Music Performance Diploma will pay a fee of \$200.00 per semester for private instruction.

Other students will pay an hourly rate as established by the Conservatory of Music, Speech Arts and Dance.

Speech Diploma

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



1992-1993 STUDENT FEE SCHEDULE

CREDIT PROGRAMS - PER SEMESTER

Number of Credits	Tuition Fees	General Fees			Total Tuition & General Fees	Student Association Fee		Total
		Athletics	Instr. Equip. & Lab Fees	Insurance		Activity	Building	
Regular								
1	\$83.60	\$4.50	\$7.00	\$2.00	\$97.10	\$7.70	\$8.45	\$113.25
2	109.40	9.00	14.00	2.00	134.40	7.70	8.45	150.55
3	135.20	13.50	21.00	2.00	171.70	7.70	8.45	187.55
4	161.00	18.00	28.00	2.00	209.00	15.40	8.45	232.85
5	186.80	22.50	35.00	2.00	246.30	15.40	8.45	270.15
6	212.60	27.00	42.00	2.00	283.60	23.10	8.45	315.15
7	238.40	31.50	49.00	2.00	320.90	23.10	8.45	352.45
8	264.20	36.00	56.00	2.00	358.20	23.10	8.45	389.75
9	290.00	40.50	63.00	2.00	395.40	37.70	15.28	448.48
10	315.80	45.00	70.00	2.00	432.80	37.70	15.28	485.78
11	341.60	49.50	77.00	2.00	470.10	37.70	15.28	523.08
12	367.40	54.00	84.00	2.00	507.40	37.70	15.28	560.38
13	393.20	54.00	91.00	2.00	540.20	37.70	15.28	593.18
14	419.00	54.00	98.00	2.00	573.00	37.70	15.28	625.98
15	444.80	54.00	105.00	2.00	605.80	37.70	15.28	658.78
16 +	32.80 per Credit [\$25.80 Tuition & \$7.00 Lab Fee]							

Under the Tuition Fee Policy set up by Alberta Advanced Education the 1992-1993 annual increase in fees for instruction may average \$52.75 per student per term (\$105.50/student per year). Actual increases over the 1991-1992 Mount Royal College Fee Schedule will vary for each student according to the number of courses and credits taken.taken.

1992-1993 INTERNATIONAL STUDENT FEE SCHEDULE

CREDIT PROGRAMS - PER SEMESTER

International - Registered and/or Officially Accepted prior to March 31, 1991

Number of Credits	Tuition Fees	General Fees			Total Tuition & General Fees	Student Association Fee		Total
		Athletics	Instr. Equip. & Lab Fees	Insurance		Activity	Building	
1	\$125.40	\$4.50	\$10.50	\$2.00	\$142.40	\$7.70	\$8.45	\$158.55
2	164.10	9.00	21.00	2.00	196.10	7.70	8.45	212.25
3	202.80	13.50	31.50	2.00	249.80	7.70	8.45	265.95
4	241.50	18.00	42.00	2.00	303.50	15.40	8.45	327.35
5	280.20	22.50	52.50	2.00	357.20	15.40	8.45	381.05
6	318.90	27.00	63.00	2.00	410.90	23.10	8.45	442.45
7	357.60	31.50	73.50	2.00	464.60	23.10	8.45	496.15
8	396.30	36.00	84.00	2.00	518.30	23.10	8.45	549.85
9	435.00	40.50	94.50	2.00	572.00	37.70	15.28	624.98
10	473.70	45.00	105.00	2.00	625.70	37.70	15.28	678.68
11	512.40	49.50	115.50	2.00	679.40	37.70	15.28	732.38
12	551.10	54.00	126.00	2.00	733.10	37.70	15.28	786.08
13	589.80	54.00	136.50	2.00	782.30	37.70	15.28	835.28
14	628.50	54.00	147.00	2.00	831.50	37.70	15.28	884.48
15	667.20	54.00	157.50	2.00	880.70	37.70	15.28	933.68
16 +	Add \$49.20 per Credit [\$38.70 Tuition & \$10.50 Lab Fee]							

International - Officially Accepted after March 31, 1991

Number of Credits	Tuition Fees	General Fees			Total Tuition & General Fees	Student Association Fee		Total
		Athletics	Instr. Equip. & Lab Fees	Insurance		Activity	Building	
1991								
1	\$167.20	\$4.50	\$14.00	\$2.00	\$187.70	\$7.70	\$8.45	\$203.85
2	218.80	9.00	28.00	2.00	257.80	7.70	8.45	273.95
3	270.40	13.50	42.00	2.00	327.90	7.70	8.45	344.05
4	322.00	18.00	56.00	2.00	398.00	15.40	8.45	421.85
5	373.60	22.50	70.00	2.00	468.10	15.40	8.45	491.95
6	425.20	27.00	84.00	2.00	538.20	23.10	8.45	569.75
7	476.80	31.50	98.00	2.00	608.30	23.10	8.45	639.85
8	528.40	36.00	112.00	2.00	678.40	23.10	8.45	709.95
9	580.00	40.50	126.00	2.00	748.50	37.70	15.28	801.48
10	631.60	45.00	140.00	2.00	818.60	37.70	15.28	871.58
11	683.20	49.50	154.00	2.00	888.70	37.70	15.28	941.68
12	734.80	54.00	168.00	2.00	958.80	37.70	15.28	1011.78
13	786.40	54.00	182.00	2.00	1024.40	37.70	15.28	1077.38
14	838.00	54.00	196.00	2.00	1090.00	37.70	15.28	1142.98
15	889.60	54.00	210.00	2.00	1155.60	37.70	15.28	1208.58
16 +	Add \$65.60 per Credit to [\$51.60 Tuition & \$14.00 Lab Fee]							

FINANCIAL AID AND SCHOLARSHIPS

GENERAL INFORMATION

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

Applications or further information may be obtained from:

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

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

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

GOVERNMENT LOANS

Government regulations require that social insurance numbers must be recorded on loan applications. Students must enroll in a minimum of nine (9) credits to be eligible for student loans.

The Canada Student Loan Plan

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

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

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

The Province of Alberta Assistance Program

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

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

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

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

The Students' Finance Board is presently authorized to loan up to \$5,300.00 per academic year as an Alberta Student Loan and Canada Student Loan combined. Additional loans may be available to students enrolled in a year of study which is longer than the normal academic year. Special grants are available to students who demonstrate need in excess of this amount.

Withdrawals

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

SCHOLARSHIPS AND AWARDS

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

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

Unless otherwise stated, completed applications for Mount Royal College Scholarships must be received by the Financial Aid and Awards Office by October 31. Where no application information is shown, the award is made automatically without application. Applications for Community Scholarships should be completed and returned to the appropriate address on the dates specified by the donors.

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

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

ACADEMIC REGULATIONS

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

ACADEMIC SEMESTERS

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

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

CREDIT HOURS

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

ATTENDANCE POLICY

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

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

GRADUATION

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

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

CORRECTION OF GRADES

Once a student's grade has been recorded in the Office of the Registrar and by the Director of Admissions, an instructor may not request that this grade be changed unless it was assigned in error. A Change of Grade Form must be submitted certifying the reasons why the first grade is in error. The form must be signed by the instructor and the Department Chairperson offering the course. Requests for a change of grade must reach the Office of the Registrar no later than 30 days after the opening of the next major (16-week) semester. **UNDER NO CIRCUMSTANCES WILL INSTRUCTOR-INITIATED GRADE CHANGES BE ACCEPTED AFTER THIS PERIOD.**

EXAMINATION POLICY

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

In the calculation of the final grade average, the final examination shall comprise not less than 20 percent nor more than 50 percent of the total grade. Any tests carried out during the last two weeks of lectures may not account, in total, for more than 10 percent of the final grade, except in the case of laboratory or oral testing, take-home examinations, or terminal projects.

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

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

POSTING THE FINAL EXAMINATION TIMETABLE

The Final Examination Timetable shall be prepared and posted by the Office of the Registrar no later than eight (8) weeks before the end of a major (16-week) semester.

DETERMINATION OF A FINAL GRADE

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

DEFERRED EXAMINATION

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

If a student becomes ill or is notified of severe domestic affliction during an examination, he/she should report at once to the invigilating instructor, hand in his/her unfinished examination paper, and request that it be cancelled. If illness is the cause, he/she must report directly to Student Health Services so that any subsequent application for a deferred examination may be supported by a medical certificate. In the case of evening students, a medical certificate must be obtained from a physician. The instructor and Department Chairperson should be informed of the circumstances in writing, and the medical certificate must be delivered to the Office of the Registrar within 48 hours after the scheduled examination.

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

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

Loss of Privilege

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

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

DEFERRED WORK

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

TRANSCRIPTS AND THE RELEASE OF INFORMATION

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

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

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

RELEASE OF GRADES

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

NAME AND/OR ADDRESS CHANGE

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

COUNTERFEITING AND ALTERING

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

ACADEMIC APPEALS AND GRIEVANCES

Students have the right to fair and equitable procedures for the lodging, hearing, and resolution of matters involving final grades, academic standing, and other complaints. Complaints may arise from disputed grading of course work or from implementation of College regulations, policies, and actions that affect students directly.

The basic principles governing the hearing of student appeals and grievances are as follows:

1. that fairness will be applied to all parties in procedures and decisions;
2. that sound academic decisions will not be set aside on the basis of minor irregularities in procedures;
3. that academic decisions should be made as close as possible to the level on which the academic competence resides;
4. that all members of a committee hearing an appeal should be free of bias.

It is not intended that any appeal or grievance hearing shall be conducted on an adversarial basis or like a trial in law.

Where circumstances warrant and there is reasonable cause, the time limits indicated below for the hearing of academic appeals and complaints may be extended at the discretion of the Registrar.

Types of Appeals

Under the College's academic appeals and grievance procedures, the following types of appeals may be initiated:

- A) Appeals Involving Academic Standing.
 - 1) Appeals of the final grade awarded in a course, based on the exercise of academic judgment.
 - 2) Appeals of academic standing, on grounds other than the exercise of academic judgment.
- B) Complaints and Appeals with Respect to Matters Not Involving Academic Standing.

Appeals of Final Grade for a Course

The final grade for a course may be appealed only on the following grounds:

- a) the final grade was not calculated on all of the work completed and as indicated in the course outline; or
- b) there was an arithmetic miscalculation of the final grade; or
- c) there was an alleged unfair assessment of academic performance.

Step 1: It is mandatory that a student who wishes to challenge the final grade awarded in a course first discuss the matter informally with the instructor before initiating a formal grade review or appeal.

Step 2: If satisfaction has not been achieved as a result of the instructor's review, the student may file a FINAL GRADE REVIEW REQUEST FORM with the Registrar within FIFTEEN (15) days of the date shown on the final grade report received by mail from the Office of the Registrar. The student must show that the request has strong merit. The Registrar will ensure that this form is transmitted to the appropriate Department Chairperson for further action. The Department Chairperson may request re-marking by an independent instructor and will consider all relevant evidence before making a decision.

Step 3: If the student is not satisfied with the results of the Department Chairperson's review, a FINAL GRADE APPEAL FORM may be submitted to the Registrar within FIVE (5) working days of receipt of the Department Chairperson's decision. The final grade appeal will be considered IF AND ONLY IF any or all of the following grounds can be convincingly demonstrated to the Chairperson of the Faculty Appeals Committee (generally the Dean of the Faculty):

- a) there is new evidence that was not considered by the Department Chairperson; or

- b) there was a procedural error in reaching the decision; or
- c) the findings of the Department Chairperson were not supported by the evidence.

If the Chairperson of the Faculty Appeals Committee determines the appeal to have merit, he will convene the Faculty Appeals Committee which may:

- a) refer the matter back to the Department Chairperson for reassessment; or
- b) request that an independent instructor re-mark the work; or
- c) convene a formal hearing.

Except under exceptional circumstances, the decision of the Faculty Appeals Committee will be final.

Step 4: The student may appeal the decision of the Faculty Appeals Committee to the College Grievance Committee IF AND ONLY IF the presence of any or all of the following conditions can be convincingly demonstrated to the Chairperson of the College Grievance Committee:

- a) alleged bias of the Faculty Appeals Committee; or
- b) alleged unfair procedures on the part of the Faculty Appeals Committee; or
- c) substantial new evidence that could not have been presented to the Faculty Appeals Committee.

The student must provide a written statement to the Registrar raising reasonable doubt as to the appropriateness of the decision made by the Faculty Appeals Committee and supporting the request for a hearing by the College Grievance Committee. If the Chairperson of the College Grievance Committee is not satisfied that the evidence documented in the student's written statement fully supports the request for a College Grievance Committee hearing, the request for a hearing will be denied. It is the full intent of this policy that disputes concerning the assignment of a final grade, the unsatisfactory fulfilment of academic performance, or any other purely academic matter not be taken to the College Grievance Committee unless the conditions described herein are clearly evident.

Appeals of Academic Standing on Grounds Other than the Exercise of Academic Judgement

Step 1: A student who alleges an injustice in determining his/her academic standing in a course or program on grounds other than the exercise of academic judgement of the substance of the course work must first discuss the matter informally with the instructor to attempt a resolution of the problem.

Step 2: If the problem cannot be resolved after informal discussion with the instructor, the student may file a **SPECIAL NOTICE OF APPEAL: NON-ACADEMIC JUDGEMENT** with the Registrar within FIVE (5) working days of the action or circumstance in question. Upon receipt of the Special Notice of Appeal, the Registrar will forward copies of the form to the responsible Dean of the Faculty who will convene a meeting of all parties to the dispute for the purpose of informal discussion and resolution of the matter. Following the meeting, the Dean will render a decision.

Step 3: If the student is not satisfied with the Dean's decision, he/she may request in writing to the Registrar that the Faculty Appeals Committee (to be chaired by a Dean from another Faculty) hear the appeal. This written request must be submitted to the Registrar within FIVE (5) working days after the informal hearing decision is released. Such an appeal will be considered IF AND ONLY IF any or all of the following grounds can be convincingly demonstrated to the Chairperson of the Faculty Appeals Committee:

- a) there is new evidence not considered by the Dean at the informal hearing; or
- b) there was a procedural error in reaching the informal hearing decision; or
- c) the findings of the Dean at the informal hearing were not supported by the evidence.

The appeal will be heard by the Faculty Appeals Committee IF AND ONLY IF the Chairperson of the Faculty Appeals Committee deems the appeal to have merit.

Except under exceptional circumstances, the decision of the Faculty Appeals Committee will be final.

Step 4: The student may appeal the decision of the Faculty Appeals Committee to the College Grievance Committee IF AND ONLY IF the presence of any or all of the following conditions can be convincingly demonstrated to the Chairperson of the College Grievance Committee:

- a) alleged bias of the Faculty Appeals Committee; or
- b) alleged unfair procedures on the part of the Faculty Appeals Committee; or
- c) substantial new evidence that could not have been presented to the Faculty Appeals Committee.

The student must provide a written statement to the Registrar raising reasonable doubt as to the appropriateness of the decision made by the Faculty Appeals Committee and supporting the request for a hearing by the College Grievance Committee. If the

Chairperson of the College Grievance Committee is not satisfied that the evidence documented in the student's written statement fully supports the request for a College Grievance Committee hearing, the request for a hearing will be denied. It is the full intent of this policy that disputes concerning the assignment of a final grade, the unsatisfactory fulfilment of academic performance, or any other purely academic matters not be taken to the College Grievance Committee unless the conditions described herein are clearly evident.

Complaints and Appeals with Respect to Matters Not Involving Academic Standing

Matters not involving academic standing are typically described as complaints or grievances related to the operations of the College. Provision is made for appeals of this nature to be heard by the College Grievance Committee.

- Step 1: All complaints or grievances must initially be discussed with the person(s) against whom the complaint is directed and also with the Registrar or the Director of Student Services. Other officers of the College who might be able to help resolve the potential grievance should be consulted as well.
- Step 2: If the student remains dissatisfied with the outcome of preliminary consultations, a formal appeal for redress of the grievance or removal of the alleged injustice shall be filed with the Registrar within TEN (10) days of the decision which accounts for complaint. The complaint or grievance shall be expressed in the form of a letter specifying the grounds for the complaint. If the Chairperson of the College Grievance Committee is not satisfied that the complaint has merit, he/she will deny it. If the Chairperson determines the grievance to have merit, he/she will convene the College Grievance Committee to hear the complaint. The decision of the College Grievance Committee will be final and binding on all parties to a dispute.

Composition of the Faculty Appeals Committee

Each Faculty Appeals Committee will be composed of five (5) voting members as follows:

- a) The Dean of the Faculty responsible for the instructor/Department Chairperson who rendered the decision regarding academic standing which is in dispute will serve as Chairperson of the Faculty Appeals Committee. If the Dean of the Faculty responsible for the matter served as Chairperson of an informal hearing or was in any way involved with adjudication of the matter in dispute, the Registrar shall name an alternate Dean to serve as Chairperson of the Faculty Appeals Committee.
- b) The Mount Royal College Students' Association will name one student who is unfamiliar with the dispute and does not know the appellant.
- c) Two faculty members will be selected by the Registrar from lists drawn up by each Dean of a Faculty at the start

of each academic year. One faculty member will be selected from within the Faculty responsible for the course and one from outside that Faculty. Both faculty members should be unfamiliar with the details of the dispute.

- d) The College Registrar.

It is intended that members of the Faculty Appeals Committee will not act as advocates for either party.

The quorum of the Committee shall be four (4), including the Chairperson and the student member; a tied vote will be a defeated vote.

Composition of the College Grievance Committee

Each College Grievance Committee (more than one may function at one time if necessary) will be composed of seven (7) voting members as follows:

The Committee quorum will be five (5) members including the Chairperson; a tied vote is a defeated vote.

The College Grievance Committee deals with all complaints related to the operations of the College that do not involve academic standing. The Committee will not attempt to evaluate the academic merits of any course grade.

All of the forms pertaining to academic appeals mentioned above may be obtained from the Office of the Registrar.

More detailed information regarding the policy and procedures governing academic appeals and grievances is provided in the College's Policies and Procedures Manual.

NON-ACADEMIC CONDUCT

The College reserves the right to suspend or, in extreme circumstances, to expel any student for non-academic conduct which includes:

- behaviour which, a reasonable person would believe, causes, or threatens to cause, harm or injury to persons;
- behaviour which, a reasonable person would believe, causes, or threatens to cause, damage to College property or the property of others;
- conduct which seriously disrupts the educational activities, services or events provided by the College for students or members of the community;
- behaviour or conduct which is otherwise unlawful.

The power to suspend may be exercised by the Dean in whose Faculty the student is enrolled or by the Dean in whose Faculty the course is being taught or, in certain cases, by the Vice-President, Academic Affairs. Upon the suspension of a student, a Review Committee of the College shall be convened by the appropriate Vice-President, Administrative Services to determine whether the action has been justified and also whether other disciplinary action is warranted. Such other disciplinary action may include probation, long-term suspension or expulsion from the College. The decision of the Review Committee shall be final and binding.

More detailed information regarding the policy and procedures pertaining to non-academic conduct and suspension is provided in the College's Policies and Procedures Manual.

SEXUAL HARASSMENT OR DISCRIMINATION

Sexual harassment and other forms of discrimination are unacceptable at Mount Royal College. In cases of sexual harassment or discrimination, you are advised to approach the Students' Association, Student Services, Health Services, or Human Resources for information regarding the College's No Discrimination Policy, or how to contact a Discrimination/Harassment Advisor.

Within the limits of its resources and consistent with the College's commitment to its entire student population, Mount Royal College supports the integration of students with special needs into the mainstream of College life and learning.

ACADEMIC DISQUALIFICATION POLICY

A. POLICY

(1) Introduction

Mount Royal College is committed to maintaining high standards, encouraging academic success, and indicating to students when their current program of study may be inappropriate. In keeping with these goals, the College reserves the right to place a student on academic probation and subsequently to disqualify the student from further registration in credit courses at the College for one or more Fall or Winter Semesters in accordance with College policies.

Academic standards, as stated in this policy, are College-wide and relate to a student's eligibility to continue to register at Mount Royal College. Students should be aware that specific programs of study may require conditions in addition to the College-wide standard; failure to meet these program-specific standards can result in a student's being required to withdraw from his/her present program. Information concerning program-specific requirements is available in the College Calendar and in departmental policies and procedures. The responsibility for being familiar with and fulfilling these requirements rests with the students.

(2) Academic Warning for Low Grade Point Average

- a) A student shall be placed on academic warning if, at any time, his/her cumulative or semester grade point average is below 2.00.
- b) A student shall no longer be on academic warning when his/her cumulative and semester grade point averages equal or exceed 2.00.

- c) It is strongly recommended that a student on academic warning consult an academic advisor prior

to registration for each semester in which the student enrolls under this status.

(3) Notice for "W" Grades

- a) A student shall be notified if he/she has accumulated five (5) "W" grades.
- b) It is strongly recommended that such students consult an academic advisor prior to registration for each semester in which the student enrolls under this status.

(4) Academic Disqualification for Low Grade Point Average

- a) A student who, at the end of his/her first semester, has attempted at least 12 credits used in the calculation of his/her grade point average will be disqualified if his/her grade point average is less than 1.00.
- b) A student who has attempted at least 12 credits used in the calculation of his/her grade point average will be disqualified if his/her cumulative grade point average falls below 1.50 and if his/her semester grade point average is less than 2.00.
- c) Students who are registered at the time of their disqualification will have their registration cancelled.

(5) Academic Disqualification for Academic Withdrawal

- a) A student shall be disqualified when he/she has accumulated seven (7) "W" grades.
- b) A student who has been disqualified for the accumulation of "W" grades will be disqualified again if he/she accumulates two (2) additional "W" grades.

(6) Exemption from Academic Disqualification or Warning Status

A student shall not be disqualified or placed on warning if he/she meets any of the following criteria:

- a) The student has attempted less than 12 credits used in the calculation of his/her grade point average at Mount Royal College.
- b) A manual calculation of the cumulative grade point average by the Office of the Registrar, including only the highest grade for repeated course work and excluding grades in courses taken more than six (6) years ago, reveals that the student does not come under the provision of the policies in Items (4) and (5).

It is the student's responsibility to contact the Office of the Registrar and request a manual calculation of cumulative grade point average.

- c) The student's transcript indicates less than two semesters of credit registration at Mount Royal College, unless the student's grade point average in the first semester is below 1.00.

(7) First Academic Disqualification

- a) Students disqualified for the first time at the end of the Fall Semester are eligible to apply for re-admission to the next Fall Semester.
- b) Student's disqualified for the first time at the end of the Winter Semester are eligible to apply for re-admission to the next Winter Semester.
- c) Students disqualified for the first time at the end of the Spring Semester are eligible to apply for re-admission to the next Winter Semester.

(8) Second and Subsequent Disqualifications

- a) Students disqualified for a second (or subsequent) time will not be permitted to enroll in further credit courses at the College for a period of three consecutive major semesters. The Spring Semester is not considered to be a major semester, therefore students are required to withdraw from this semester as well.

(9) Re-admission after Academic Disqualification

- a) Disqualified students must apply for re-admission in accordance with the application deadlines for new students as specified in the "Academic Schedule" published in the College Calendar.
- b) Prior to application for re-admission, students must consult a counsellor. The counsellor will indicate to the Office of the Registrar when this occurs in order to complete the student's application procedure.

B. APPEAL PROCEDURES

(1) Procedures for Appealing Academic Disqualification

- a) Only under exceptional circumstances involving medical reasons and/or serious domestic affliction may a student appeal a disqualification for low cumulative grade point average or accumulation of "W" grades. The exceptional circumstances must have occurred prior to the end of the student's final examination period.
- b) The student shall obtain a Disqualification Appeal Form from the Office of the Registrar.
- c) The appeal form, along with the required supporting documents, shall be submitted to the Office of the Registrar within seven (7) working days of the date shown on the final grade report received by mail from the Office of the Registrar.

(2) Student Status Pending Outcome of Appeal

A student appealing academic disqualification shall have the right to register and participate in class until the ruling of the Disqualification Appeals Committee is made. If, at the time of the ruling of the Disqualification Appeals Committee, the appeal is not upheld, the student shall be de-registered and all fees shall be refunded to the student except the registration deposit fee.

(3) Disqualification Appeals Committee

- a) An Academic Disqualification Appeals Committee will be established for the purpose of hearing petitions from students who have been disqualified because of an accumulation of "W" grades or due to a low cumulative grade point average (as stipulated in Items B (1) and (2) above).
- b) The Disqualification Appeals Committee will be appointed by one of the Vice-President, Academic Affairs and will consist of the following members:
 - One representative from each of the Academic Faculties (Arts, Business Studies and Applied Arts, Community and Health Studies, and Science and Technology);
 - One student nominated by the Students' Association;
 - One member of the professional counselling staff of Student Services;
 - The Registrar or designate;
 - A dean of an academic faculty who shall chair the committee.

(4) Decision of the Disqualification Appeals Committee

- a) The decision of the Disqualification Appeals Committee shall be final in all cases.
- b) The Chairperson of the Disqualification Appeals Committee shall communicate the Committee's decision, in writing, to the student and the Office of the Registrar within ten (10) days of the hearing.



ACADEMIC STATUS

GRADING SYSTEM

Grade	Grade Point Value	Description
A	4.00	Excellent - superior performance, showing comprehensive understanding of the subject matter.
A-	3.70	
B+	3.30	
B	3.00	Good - clearly above average performance with knowledge of subject matter generally complete.
B-	2.70	
C+	2.30	
C	2.00	Satisfactory - basic understanding of the subject matter.
C-	1.70	
D+	1.30	
D	1.00	Minimum pass - marginal performance, generally insufficient preparation for subsequent courses in the same subject.
F	0	Fail - unsatisfactory performance or failure to meet course requirements.

Symbols*

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

* Not calculated in GPA.

** Refer to Credit by Examination under Admission Requirements.

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

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

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

The agreement must be arranged prior to the deadline for submission of final grades to the Office of the Registrar as published in the "Academic Schedule" and

must be completed within a maximum of 60 days after that time.

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

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

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

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

Q The "Q" grade is an unassigned grade.

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

GRADE POINT AVERAGE

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

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

Course	Grade	Points		Credits		Points
ADMN 1120	A	4	x	4	=	16
CHEM 1030	B	3	x	4	=	12
ENGL 1112	C	2	x	3	=	6
GEOL 1201	D	1	x	4	=	4
GERM 2205	F	0	x	3	=	0
MATH 1224	I	0	x	3*	=	0
PSYC 1112	W	0	x	3*	=	0
				18		38
Total Grade Points						38
Total Credits*						18*
G.P.A.						= 2.11

*"I" and "W" grades are not counted.

DEAN'S HONOUR ROLL

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

PRESIDENT'S HONOUR ROLL

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

REPETITION OF A COURSE

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

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

INTEGRITY OF STUDENT WORK

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

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

I. Responsibility of the Instructor

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

II. Responsibility of the Student

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

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

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

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

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

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

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

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

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

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

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

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

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

Consequences of Dishonesty

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

In the case of a SECOND OFFENSE, the student shall be expelled from the College, receive an "F" grade for those courses involved, and a "Q" grade (no grade assigned) for other courses taken that semester.

III. Procedures

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

IV. Appeal Procedures

1. a. IN THE CASE OF THE FIRST OFFENSE, if the student is not satisfied with how the matter has been resolved, he/she may appeal the decision to the Department Chairperson.

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

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

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

The College consists of men and women dedicated, both individually and as a community, to inquiry and analysis, to the accumulation and dissemination of knowledge, and to the creative and speculative exercise of the imagination. The essential conditions for these pursuits are an atmosphere of freedom and a respect and appreciation for the basic rights and responsibilities of all of the College's constituents. This Statement of Student Rights and Responsibilities is intended to constitute a guideline to be observed by the Board of Governors, students, faculty, staff, and administrators of Mount Royal College. It does not constitute a legal contract between the students and the College, and it cannot override any collective agreement or other legally enforceable contract where there is conflict. The statement is not intended to create a foundation for civil proceedings in the Courts of the Province of Alberta.

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

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

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

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

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

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

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

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

4. **RIGHT:** To have access to current information printed in the College Calendar or, when such publication is not timely, posted at the Office of the Registrar and at locations other than the Lincoln Park campus where credit courses are offered, regarding academic regulations, policies, and procedures, including admission and registration requirements and procedures, course descriptions, course and program change and withdrawal procedures, program and graduation requirements, final examination policy and regulations, and transfer arrangements as outlined in the Alberta Transfer Guide.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. **RIGHT:** To be given a written outline, at the beginning of the courses in which they are registered, of the objectives of the course, the evaluation system to be

used, the requirements regarding class attendance and punctuality, the format and due dates of major assignments, as well as penalties if they are to be employed. In the event that circumstances beyond the control of the instructor compel substantial changes to course content and/or classroom procedures, rules, and regulations, the students registered in the course will be given written notice of such changes.

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

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

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

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

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

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

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

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

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

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

RESPONSIBILITY: To participate in such evaluations when requested.

18. **RIGHT:** To have appeal and grievance procedures established by the College and printed in the College Calendar or, when such publication is not timely, posted at the Office of the Registrar and at locations other than

the Lincoln Park campus where credit courses are offered.

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



GENERAL GRADUATION REQUIREMENTS

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

DIPLOMA PROGRAMS

All diploma program patterns must be arranged by the student in consultation with the appropriate Academic Program Advisor and according to the advice of the Department Chairperson concerned.

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

Credit Requirements

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

Residence Requirement

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

Prior approval to complete course work at another institution will be recorded on a "Letter of Permission" Form which may be obtained from the Office of the Registrar. The "Letter of Permission" must be signed by the appropriate Department Chairperson and returned to the Office of the Registrar for final approval and processing. Action must be completed prior to commencement of the next semester following the last semester attended at Mount Royal College. A copy of the "Letter of Permission" Form will be sent to the institution at which the student intends to complete the outstanding course work. The outstanding course work must be completed within two semesters after leaving Mount Royal College.

Grade Point Average Requirement

- a grade point average of at least 2.00 based on all courses required for graduation in the program. (This includes all the core courses specified in the published curriculum pattern for that program, as well as all approved options and electives, the English requirement, and a minimum of four appropriate Arts and Science courses selected from four different subject areas.)

Advanced and Senior-Level Course Requirements

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

English Requirement

- successful completion of English 1112 or 2201.

Arts and Science Requirements

- a minimum of 12 credits from approved Arts and Science courses. There are seven (7) areas of approved Arts and Science courses and a student must take at least one (1) course from each of four (4) different areas (see below).

Program Pattern Requirements

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

RESTRICTIONS AND INTERPRETATIONS FOR DIPLOMA PROGRAMS

Internal Program Transfer - Advanced Standing

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

Advanced and Senior-Level Course Requirements

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

English Requirement

- Students will be placed in English 1112 or 2201 on the basis of their College Placement Test results.
- Students may substitute any other English course, except English 0100, 0105, 1030, or 1217 to satisfy the English requirement with the permission of the Department Chairperson, provided that the final grade is a "C" or higher.

Arts and Science Requirements

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

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

To comply with the Arts and Science requirements listed in the program course outline, four (4) courses must be chosen from four (4) different areas. There are seven (7) areas in total from which to choose. Please note the restrictions outlined in this section of the Calendar.

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

Area 1. Behavioural Sciences

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

Area 2. Communications

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

Area 3. Fine Arts, Physical Education

- Interior Design 1110, 1113, and 1221
- Leisure Services 1111, 1132, and 1290
- all Music courses (please note the restrictions listed in this section of the Calendar)
- Physical Education 1110, 1211, 1215, 1217, 1221, 1225, and 1268
- all Theatre Arts courses except Theatre Arts 1105, 1205, 1206, and 1207 (please note the restrictions listed in this section of the Calendar)

Area 4. Humanities

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

Area 5. Mathematical Sciences

- Astronomy 2205
- Computer Science 1165, 1170, 1321, and 2203
- all Mathematics courses except Mathematics 0101, 1003, 1010, 1020, 1030, and 1031
- all Physics courses except Physics 1030

Area 6. Natural Sciences

- all Biochemistry courses
- all Biology courses (plus Physical Education 1224)* except Biology 1110
- all Chemistry courses except Chemistry 1015, 1030, and 1102
- all Geography courses except Geography 1208 and 1209
- all Geology courses
- all Geophysics courses
- Interdisciplinary Studies 1160, 1161, 1244, 1260, 1261, and 1262
- all Microbiology courses

- all Natural Science courses
- all Zoology courses

Area 7. Social Sciences

- all Economics courses except Economics 1030
- all History courses
- all Canadian Studies courses
- all Political Sciences courses
- all Women's Studies courses

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

Program Pattern Requirements

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

Directed Readings Restriction

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

Courses That Cannot Be Used For Graduation Purposes

- Courses numbered from 0000 to 0999 cannot be used for graduation purposes.
- No course may be presented to fulfil more than one graduation requirement. Example: English 1112 may not be presented as an Area 2 Communications course if this course is also being used to satisfy the English requirement.
- No high school equivalent course (level 30 or lower) may be used for graduation purposes except where specifically designated in the program pattern.
- English as a Second Language (EASL) or Learning Skills (LNSK) courses cannot be used for graduation purposes.



CERTIFICATE PROGRAMS

All certificate program patterns must be arranged by the student in consultation with the appropriate Academic Program Advisor and according to the advice of the program Chairperson concerned.

Credit Requirements

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

Residence Requirement

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

Grade Point Average Requirement

- a grade point average of 2.00 based on all courses required for graduation in the program. (This includes all the core courses specified in the published curriculum pattern for that program, as well as all approved options and electives).

Program Pattern Requirements

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

RESTRICTIONS AND INTERPRETATIONS FOR CERTIFICATE PROGRAMS

Internal Program Transfer - Advanced Standing

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

Advanced and Senior-Level Courses

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

Program Pattern Requirements

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

Directed Readings Restriction

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

Courses That Cannot Be Used For Graduation Purposes

- Courses numbered from 0000 to 0999 cannot be used for graduation purposes.
- No course may be presented to fulfil more than one graduation requirement.
- No high school equivalent course (level 30 or lower) may be used for graduation purposes except where specifically designated in the program pattern (see list of high school equivalent courses in the section of this Calendar entitled "High School Matriculation Equivalent").
- English as a Second Language (EASL) courses or Learning

Skills (LNSK) courses cannot be used for graduation purposes.

TIME LIMITATION - DIPLOMA OR CERTIFICATE COURSE WORK

The maximum period of validity for the application of credits for any course toward a Mount Royal College credential shall be six (6) years from the date of the successful completion of that course. Students may request a waiver of this restriction by petitioning that an exception to this policy be approved. Exceptions to the six-year limitation will be considered under the following conditions:

- a) equivalent of a "C" grade or better is required in any single course from this or any other institution (including The University of Calgary);
- b) students may be required to demonstrate competency in the subject as determined by the Chairperson of the department offering the course for which the exception is being requested;
- c) courses completed more than ten years prior to the application for exception will not be considered;
- d) all exceptions which meet the criteria above will be approved upon authorization of both the Chairperson of the applicant's program and the Chairperson of the department offering the course for which the exception is being requested;
- e) applications which, for any reason, are not covered by the criteria above will be referred to the Dean.

Transfer and exemption requests will be submitted on approved forms available at the Office of the Registrar, and the form will be routed through the Office of the Registrar to the relevant Chairperson for approval along with the following documentation (as appropriate):

- copy of official transcript
- calendar description
- number of hours of instruction
- course outline (if requested)
- proposed use for course (e.g. core or option)

Academic Standards Committee of Academic Counsel may request periodic reports on exemptions to the time limit.

APPLICATION TO GRADUATE

All students who are candidates for the award of a diploma or certificate are responsible for notifying the Office of the Registrar of their intention to graduate. They must complete the Application for Graduation Form prior to the deadline indicated in the "Academic Schedule" at the front of this Calendar. The appropriate forms are available at the Office of the Registrar. Candidates graduate in accordance with conditions shown in the Calendar of the year in which they first enrolled in the program, provided there has been no break in their attendance at the College. Students who discontinue their studies will be subject to the graduation requirements published in the Calendar at the time of their return to the College. See also "Graduation" in the "Academic Regulations" section of this Calendar.

INSTRUCTIONAL DEPARTMENTS

FACULTY OF ARTS

Dean, K. Robson 240-6960

Department of Behavioural Sciences

Chairperson, J. Robertson 240-6437

Faculty:

R. Genereux, Psychology; C. Handy, Sociology; J. Johnson, Psychology; M. Kanwar, Sociology; L. Korella, Psychology; E. McDougall, Psychology; B. McLeod, Psychology; F. Miles, Psychology, Counselling; M. Roberts, Psychology; J. Robertson, Anthropology; G. Stawn, Sociology; F. Ulmer, Anthropology; P. Wilson-Brooks, Sociology.

Diploma Program:

Arts and Science with a Major in Behavioural Sciences

Major in Psychology

Major in Sociology

Courses Offered:

Anthropology, Archaeology, Education, Psychology and Sociology

Department of Economics and Political Science

Chairperson, D. Thomas 240-6533

Faculty:

R. Davidson, Political Science; M. Fellows, Economics; G. Flanagan, Economics, Political Economy; K. Gillis, Economics; R. Kosztirko, Economics, Political Economy; B. Kunitomo, Economics; M. Mertin, Political Science; V. Nallai-Nayagam, Economics; D. Thomas, Political Science; Y. Umar, Political Economy, Political Science.

Diploma Program:

Arts and Science with a Major in Social Sciences

Courses Offered:

Economics, Political Economy and Political Science

Department of English:

Chairperson, J. Paquette 240-6453

Faculty:

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

Diploma Program:

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

Certificate Program:

Professional Writing

Courses Offered:

English and Professional Writing

Department of Fine and Performing Arts

Chairperson, L. duFort 240-6906

Faculty:

T. Besse, Theatre Arts; L. duFort, Theatre Arts; A. Scrimger, Speech.

Diploma Programs:

Speech

Arts and Science with Majors in Speech and Theatre Arts

Courses Offered:

Speech and Theatre Art

Department of Humanities

Chairperson, T. Brown 240-6054

Faculty:

T. Brown, History; S. Godlovitch, Philosophy, Interdisciplinary Studies; H. MacLeod, History, Interdisciplinary Studies, Social Science; D. Martens, Philosophy; R. McDougall, History; P. Morton, Philosophy; P. Roome, History, Interdisciplinary Studies; R. Thomson, Religion, Interdisciplinary Studies; T. Wood, Philosophy.

Diploma Programs:

Arts and Science with Major in Canadian Studies

Courses Offered:

Canadian Studies, History, Interdisciplinary Studies, Philosophy, Religion, Social Science and Women's Studies

Department of Languages

Chairperson, E. Sorensen 240-6538

Faculty:

M. Beauvilain, French; B. Glazer, French; N. Lombardi, Spanish; E. Rosenberg, German, French; A. Sassine, French; E. Sorensen, Linguistics, Classics.

Courses Offered:

Classics, French, German, Linguistics and Spanish

Learning Skills Centre

Co-ordinator, P. Franklin 240-5934

Secretary, S. Kowshowki 240-6452

Learning Skills Specialist (Staff):

C. Gerein; S. McGillis; A. Parry; S. Robertson

FACULTY OF BUSINESS STUDIES AND APPLIED ARTS

Acting Dean, B. Mahon 240-6962

Department of Business Administration

Chairperson, G. Stewart 240-6833

Faculty:

M. Bellas, General Business and Marketing; T. Brown, Marketing; J. Crichton, Marketing Computer Technology; S. Gribben, Human Resources Administration; G. LaBrie, Insurance; V. Kinnear, Accounting; D. MacPherson, Computer Accounting; J. McCullough, Accounting; L.

Milton, General Business/Communications; J. Mooney, Insurance; M. Pasternak, Communications; B. Pier, Accounting; L. Rankin, Mathematics and Statistics; S. Robertson, Records Management and Micrograph; R. Rohl, Accounting; D. Woods, Marketing.

Diploma Programs:

Business Administration

Business Administration - Co-operative Education

General Insurance and Business Administration

Computer Marketing and Business Administration

Certificate Programs:

Business Administration

- Advanced Accounting

- Human Resources Administration

- Marketing Management

- Applied Information Management

Public Administration

Courses Offered:

Administration

Department of Communications

Chairperson, E. Dixon 240-6909

Faculty:

J. Balcers, Journalism; M. Chikinda, Broadcasting (Radio);

E. Dixon, Public Relations; P. Dunphy, Broadcasting

(Radio); B. Leemburg, Broadcasting (Television); R.

MacDonald, Journalism; G. Montgomery, Broadcasting

(Television).

Diploma Programs:

Broadcasting, Journalism, Public Relations

Courses Offered:

Communications

Department of Interior Design

Chairperson, J. Smith 240-6108

Faculty:

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

Wawruch.

Diploma Programs:

Interior Design

Courses Offered:

Interior Design

Department of Secretarial Arts and Office Administration

Chairperson, L. Jackson 240-6548

Faculty:

J. Hayes, Communications, Typing, Fundamentals of

Business; C. Hunter, Communications, Shorthand,

Fundamentals of Business, Practicum; L. Jackson, Office

Procedures, Typing; T. Kinoshita, Accounting, Data

Processing, Word Processing; M. Kirk, Legal, Practicum,

Fundamentals of Business, Typing; D. Mellow, Accounting,

Data Processing, Typing; J. Slemko, Office Systems.

Diploma Programs:

Secretarial Arts and Office Administration

Certificate Program:

Secretarial Arts and Office Administration

Office Systems Operations and Administration

Courses Offered:

Secretarial Arts and Office Systems Operations and

Administration

FACULTY OF COMMUNITY AND HEALTH STUDIES

Dean, D. Stouffer 240-6988

Department of Criminology

Chairperson, K. Hollington 240-6379

Faculty:

G. Brayton, Child and Youth Care Worker; R. Burke,

Criminology; R. Harris, Criminology; K. Hollington,

Criminology; R. LaHaye, Criminology; S. McBrien,

Criminology; J. Winterdyk, Criminology.

Diploma Programs:

Child and Youth Care Worker, Corrections, Law

Enforcement and Criminology Transfer

Certificate Programs:

Majors in Corrections, Law Enforcement, and Security

Courses Offered:

Child and Youth Care Worker and Criminology

Department of Leisure Services and Physical Education

Acting Chairperson, J. Jarrell 240-6509

Faculty:

S. Atkinson, Physical Education and Hockey Coach; A.

Derbyshire, Physical Education; K. Hirl, Leisure Services; M.

Hogan, Physical Education and Men's Basketball Coach; J.

Jarrell, Physical Education; G. Koroluk, Physical Education;

D. Nelson, Physical Education; L. Snow, Leisure Services; D.

Turner, Physical Education; D. Watts, Physical Education; R.

Weight, Leisure Services; T. Wright, Leisure Services.

Diploma Programs:

Leisure Services (Leisure Facilities Operations)

Leisure Services (Recreation Management)

Leisure Services (Recreation Therapy)

Physical Education (General)

Physical Education (Aquatic Administration)

Physical Education (Athletic Therapy)

Physical Education (Outdoor Pursuits)

Physical Education (Physical Fitness Leadership)

Physical Education (Sports Administration)

Physical Education (University Transfer)

Courses Offered:

Leisure Services and Physical Education

Department of Nursing and Allied Health

Chairperson, D. Taylor 240-6880

Faculty:

D. Asquith, Nursing; C. Boyle, Nursing; L. Davies, Nursing; S. Duhamel, Nursing; M. Dunki, Nursing; H. English, Nursing; Y. Hayne, Nursing; D. Hinde, Gerontology; D. Hunt, Nursing; F. Jackson, Nursing; C. Jones, Nursing; L. Judd, Nursing; S. King, Nursing; C. McRae, Nursing; J. Miller, Gerontology; S. Moore, Post Basic Mental Health; M. Montgomery, Nursing; M. Mott, Nursing; M. Osborne, Post Basic Mental Health; D. Spaulding, Nursing; D. Taylor, Nursing; M. Will, Nursing; J. Woolgar, Nursing.

Diploma Programs:

Nursing

Certificate Programs (Registered Nurses):

Gerontology

Post-Basic Mental Health Nursing

Courses Offered:

Allied Health, Gerontology, Natural Science 1272, Nursing and Post-Basic Mental Health

Department of Social Services

Chairperson, E. Hogan 240-6448

Faculty:

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

Diploma Programs:

Early Childhood Education and Development

Rehabilitation Services

Social Work

Arts and Science with a Major in Applied Social Sciences

Certificate Programs:

Early Childhood Education and Development

Rehabilitation Services

Courses Offered:

Early Childhood Education and Development, Rehabilitation Services and Social Work

FACULTY OF CONTINUING EDUCATION AND EXTENSION

Dean, D. Spaulding 240-6859

Arts, Program Director,

T. Gahlinger 240-6864

Business Studies and Applied Arts, Program Director,

T. Mayer 240-6014

C.P.R. Program Administrator,

S. Rieger 240-6090

Community and Health Studies, Program Director,
M. Miller 240-6868

Credit Extension and Part-Time Studies, Program Director,
M. Stange 240-6856

International Education, Program Director,
L. Smith 240-6285

Languages Institute, Manager
D. Wood 240-5510

Science and Technology, Program Director,
J. Lockhart 240-6013

Sport and Fitness Resource Centre, Program Administrator,
R. Griffin 240-6525

Transitional Vocational Program, Program Co-ordinator,
E. Danelesko 240-6588

FACULTY OF SCIENCE AND TECHNOLOGY

Dean, G. Williams 240-6166

Department of Aviation

Chairperson, S. Clarke 240-6156

Faculty:

S. Clarke, Aviation; R. Elliot, Aviation; B. Foster, Aviation;
B. Marcotte, Aviation; K. Martin, Aviation.

Diploma Program:

Aviation

Courses Offered:

Air Flight Training, Physics 1241 and 1242 and Physical
Education 1173

Department of Chemical and Biological Sciences

Chairperson, T. MacAlister 240-6684

Faculty:

R. Calosing, Chemistry; S. Corff, Biology; K. Cummins,
Chemistry; F. Comerford, Occupational Hygiene
Technology; P. Lake, Chemistry; D. Leask, Environmental
Technology; M. Lungle, Chemistry; T. MacAlister, Biology;
F. Muhammad, Biology; R. Owen, Biology; I. Paul, Biology;
M. Pollock, Biology; R. Sloan, Environmental Technology;
R. St-Fort, Chemistry; Y. Swendson, Biology.

Diploma Programs:

Environmental Technology

Occupational Hygiene Technology

Arts and Science with a Major in Natural Science

Certificate Program:

Environmental Technology

Occupational Hygiene Technology

Courses Offered:

Biology, Biochemistry, Chemistry, Environmental
Technology, Microbiology, Natural Science, and
Occupational Hygiene

Department of Computer Science and Information Systems

Chairperson, H. Freedman 240-6968

Faculty:

L. Brothers; Y. Freedman; G. Cross; S. Gill; P. Kelly; C.
MacKimmie; P. Pospisil; K. Tam.

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

Certificate Programs:
Computer Science
Advanced Systems Analysis and Project Management

Courses Offered:
Computer Science

Department of Earth Sciences

Chairperson, J. Cox 240-6165

Faculty:
J. Cox, Petroleum and Geology; W. Haglund, Geology; L. Hanson, Petroleum and Geology; R. Langemann, Geography; S. Smith, Petroleum Land Management; R. Thirnbeck, Geography.

Courses Offered:
Air Flight Training 1109 and 1209, Geography, Geology, Geophysics, Petroleum, Petroleum Land Administration and Petroleum and Mineral Resource Land Management

Department of Mathematics, Physics, and Engineering

Chairperson, S. Brindley 240-6248

Faculty:
S. Brindley, Mathematics; D. Dang, Engineering; Y. Elsabrouty, Mathematics; J. Kenyon, Mathematics; D. Macnab, Mathematics; H. Morrill, Mathematics; J. Penfold, Physics and Astronomy; A. Plaxton, Mathematics; J. Springer, Mathematics; R. Stilwell, Mathematics; Q. Syed, Physics; J. Terray, Mathematics.

Diploma Programs:
Arts and Science with Majors in Engineering and Mathematical Sciences

Courses Offered:
Astronomy, Engineering, Mathematics, Physics and Statistics

CONSERVATORY OF MUSIC, SPEECH ARTS AND DANCE

Director: Dr. N. Burgess 240-6595
Manager, General Conservatory Programs: P. Dornian
Manager, Academy, Choral and Credit Program: J. Kadz
Acting Co-ordinator, Credit Program: S. Nadler

Faculty:
See Academic Staff listing at back of Calendar.

Diploma Program:
Music Performance

ACADEMIC SERVICES

Dean, A. Dymont 240-6068

Student Services

Director, Dr. J. MacNeil 240-6364
Counselling Department 240-6362
Head of Counselling, P. McVicar
Counsellors: K. Alderson; S. Anderson; L. Armstrong; M. Birdwell; G. Dean; C. Loveday; P. McVicar; F. Miles; L. Sorrenti-Little; R. Tierney.
Co-ordinator, College Preparation Program, L. Sorrenti-Little

240-6362
Financial Aid and Awards Officer, A. Laureshen 240-6306
Residence Life Program 249-7224, Manager, G. Racher;
Activities Co-ordinator, R. Brazonni.
Career Development and Employment Co-ordinator, D. MacDonald 240-6308
Co-ordinator of Pre-College Testing and Assessment, M. Dubord
Chaplaincy, T. Hilling, W. Lorentzon 240-8942

Health Services 240-6326

Doctors: J. Lowe; S. Scott; L. Spratt; R. Ziegler.
Nurses: M. Siewert; M. Conboy; A. Bright (Part-time).

Office of the Registrar and Director of Admissions

Registrar and Director of Admissions, A. Alisaukas 240-6346
Assistant Registrar, Admissions, Advising and Liaison, J. Madill 240-6062
Assistant Registrar, Records and Registration, L. Niewinski 240-6347
Academic Scheduler, J. Bjerke 240-6586
Co-ordinator, Educational Liaison, A. MacKichan 240-6350
Supervisor, Admissions, P. Harrison 240-6355
Supervisor, Records, W. Zelisko 240-6356
Co-ordinator, Credit-Free Registration, L. McNab 240-6392
Transfer Co-ordinator, E. May 240-6733
User Analyst, K. Eckel 240-6948
Co-ordinator, Registration and Information, City Centre Campus, L. Henry

Library

Director, Library Services, M. Bailey 240-6134
Public Services Librarians:
Media and Resource Islands, Yuen-Ching Sin Fu 240-6132
Library Information, J. Weweler 240-6135
Library Circulation, P. Taylor 240-6126
Instructional Librarians, M. Millard 240-6136, C. Sinanan, R. Sherwin 240-6086
Technical Services Librarian, I. Watt 240-6137

Academic Development Centre

Director, L. Korella 240-6435
Professional Development Co-ordinator, M. Roberts 240-6041
Instructional Design Consultant, R. McLean 240-6044
Microcomputer Lab Technologist, B. Clayton 240-6122
Media Production Manager, D. Lemky 240-6570

Co-operative Education

Manager, P. Racher 240-6915
Co-ordinators:
R. Adamson, M. Korman-Halpen, L. Sears, D. Summersides, E. Wright
G. LaBrie, Faculty Co-ordinator
Co-op Programs:
Business Administration
Accounting and Financial Management
General Insurance and Business Administration
Interior Design
Public Relations
Secretarial Arts and Office Administration

ACADEMIC PROGRAMS

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

DIPLOMAS

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

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

ARTS AND SCIENCE DIPLOMAS

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

Applied Social Sciences (under review)
Canadian Studies
Computer Science
Engineering
General Studies:
- Behavioural Sciences
- English (and Communications)
- Humanities
- Mathematical Sciences
- Natural Sciences
- Social Sciences
Speech (under review)
Theatre Arts

CERTIFICATES

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

Business Administration:
- Advanced Accounting
- Applied Information Management
- Human Resources Administration
- Marketing Management
Computer Science:
- Advanced Systems Analysis and Project Management
- Computer Science
Criminology:
- Law Enforcement
- Corrections
- Security
Early Childhood Education and Development
Environmental Technology
Gerontology
Occupational Hygiene Technology
Post-Basic Mental Health Nursing
Professional Writing
Public Administration (under review)
Rehabilitation Services
Secretarial Arts and Office Administration:
- Office Systems Operation and Administration
- Secretarial Arts

UNIVERSITY TRANSFER PROGRAMS

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

Bachelor of Arts
Bachelor of Commerce
Bachelor of Education
Bachelor of Engineering
Bachelor of Physical Education
Bachelor of Science

MISCELLANEOUS PROGRAMS

College Preparation Program
General Arts and Science:
- High School Upgrading
- General Interest
- High School Upgrading/University Transfer Combined

TRANSFER OF CREDIT TO OTHER EDUCATIONAL INSTITUTIONS

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

Mount Royal College has agreements with the provincial universities of Alberta that cover the transfer of credit from the college to these institutions. Under the terms of these agreements it is possible for students to transfer up to two years of credit toward a degree program offered by the provincial universities of Alberta. Students should consult the appropriate edition of the "Alberta Transfer Guide" issued by the Alberta Council on Admissions and Transfer or the Calendar of the receiving institutions for further details regarding admission requirements, transfers, and advanced credit arrangements.



PHOTO BY GORDON BROWN

AVIATION

PROGRAMS OFFERED

Diploma - Aviation

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology
G. Williams

Chairperson, Department of Aviation
S. Clarke

GENERAL INFORMATION

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

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

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

Academic:

Mathematics 30 and Physics 30

Physical:

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

Personal:

The College does not impose any age limitations.

Private Pilot's Licence:

Applicants must possess a Private Pilot's Licence at the time of registration. Possession of a Private Pilot's Licence is not essential prior to being interviewed. Applicants may be provisionally accepted at the interview subject to their being in possession of a Private Pilot's Licence at the time of registration. Mount Royal College offers Private Pilot's training during the summer.

Due to the nature of the profession, enrolment limits, and the costs involved, it is necessary to carefully screen applicants. Applicants are advised to apply early and to complete all admission requirements as early as possible. Students who expect to complete academic requirements by June of any

year should not wait for their final transcripts before applying. Applications will be accepted on or after the last Monday in January in any year for entry the following September. Applicants who meet the basic admission requirements will be reviewed through pre-admission assessment tests and an interview by a panel at the College, prior to acceptance into the program. The assessment and interview occur on selected days during the six month period prior to the start of the semester.

Program Deposit All students accepted into the Aviation Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

Flight Training Fees The fees for this portion of the program vary considerably with the equipment used. Because of the escalation in gasoline prices and aircraft insurance, it is also difficult to estimate costs. The fees will also vary for individual students. However, for planning purposes, the sum of \$18,000.00 may be used.

Students in the Aviation Program will be required to deposit \$3,500.00 for each semester. This sum must be deposited with the Finance Department at the time of registration.

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

Canada Student Loan:	\$3,570.00
Government of Alberta Loan:	\$1,730.00
Total	\$5,300.00

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

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

Continuance in the Program In addition to the general graduation requirements students must achieve the following:

1. A minimum grade of "C" is required in all AIRF courses.
2. A minimum grade of "C" is required in all core MATH and PHYS courses.
3. Continuing satisfactory progress is required in flight training.

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

CURRICULUM

Diploma - Aviation

Semester	Credits
Arts and Science Requirement.....	3
Air Flight Training 1100 - Theory of Flight and Navigation.....	3
Air Flight Training 1130 - Aircraft Engines.....	3
Mathematics 2251 - Calculus with Applications I.....	4
Physics 1241 - Aviation Physics I.....	4
Total Credits	17

Semester 2	Credits
Arts and Science Requirement.....	3
Air Flight Training 1109 - Aviation Meteorology (Introductory).....	4
Air Flight Training 1111 - Commercial Pilot's Licence	3
Air Flight Training 1240 - Aviation Management	3
Physics 1242 - Aviation Physics II.....	4
Total Credits	17

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

Semester 4	Credits
Arts and Science Requirement.....	3
Air Flight Training 1206 - Advanced Aircraft Operations, Performance and Flight Planning.....	3
Air Flight Training 1210 - Aircraft Engines and Systems.....	3
Air Flight Training 1220 - Avionics.....	3
Air Flight Training 1232 - Advanced Navigation Guidance and Control of Aircraft.....	3
Physical Education 1173 - Wilderness Survival Techniques	1.5
Total Credits	16.5
Total Credits for Graduation	66.5

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



BROADCASTING

PROGRAMS OFFERED

Diploma - Broadcasting

PROGRAM CONSULTANTS

Acting Dean, Faculty of Business Studies and Applied Arts
B. Mahon

Chairperson, Department of Communications
E. Dixson

GENERAL INFORMATION

The Broadcasting Program at Mount Royal College offers participants the knowledge and skills necessary to qualify for entry level positions in the broadcasting industry.

Theoretical learning and tutorials in radio and television practice are combined with practical experience in on-campus and off-campus radio and television stations.

The program of study emphasizes broadcast journalism, announcing, commercial and program writing, and radio and television operations and production. Program participants in Semester four (4) will specialize in one of: television operations and production, television news reporting and production, or television commercial writing and production.

University Transfer The two-year diploma program from Mount Royal College is accepted for one-year or two-year transfer credit at select Canadian and American universities offering degrees in communications, radio, television and film. Further information on specific transfer possibilities is available from the Department of Communications' academic advisor for the Broadcasting Program.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older, by the last day of the semester to which they are being admitted. Applicants must be able to type accurately at 30 words per minute.

Additional Admission Procedures In addition to meeting general admission requirements, diploma program applicants will be assessed to ensure they have a realistic chance for success in the Broadcasting Program. Assessment procedures include compulsory attendance at a departmental testing program and the submission of a portfolio. Better-qualified applicants will be interviewed by department faculty. After application for admission, applicants will be sent detailed information on the assessment procedures to be followed.

Program Deposit All persons accepted into the Broadcasting Program will be required to pay a \$100.00 non-refundable deposit, within two weeks of notification of acceptance into the program.

Continuance in the Program Program participants who fail to achieve at least a minimum of a "C" grade in any required course in the program will be disqualified and will not be permitted to continue in the program in the subsequent semester. This grade requirement applies to all courses in the program except English 1112 or 2201, the four Arts and Science requirements, and electives. Participants who have been disqualified may apply for re-admission to the program and, if re-admitted, must repeat any required courses in which the "C" minimum was not met.

Additional Expenses Participants in the Broadcasting Program can expect to incur at least \$1000.00 in expenses for materials and supplies during the course of the program.

CURRICULUM

Diploma - Broadcasting

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

Semester 2	Credits
Arts and Science Requirement	3
Communications 1201 - Radio Operations	3
Communications 1202 - Radio Writing and Programming	3
Communications 1203 - Broadcast Journalism (Radio)	3
Communications 1206 - Radio Performance	3
Total Credits	15

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

Semester 3	Credits
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Communications 1204 - Broadcast Journalism (Television).....	3
Communications 1240 - Television Program Production and Television Operations	4
Communications 1241 - Television Commercial Writing/Producing.....	4
Total Credits	17

Semester 4	Credits
Choice of Three Specialization Options:	
Option 1:	
Communications 1144 - Introduction to Photography	3
Communications 1211 - Introduction to Television - Production	6

Option 2:	
Communications 1247 - Television News Production	6
Communications 1248 - Television Current Affairs	3
Option 3:	
Communications 1242 - Advanced Television	
Commercial Writing and Production	6
Communications 1245 - Advertising for Broadcasters	3
Total Credits	9
Total Credits for Graduation	63

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



BUSINESS ADMINISTRATION

PROGRAMS OFFERED

Diploma - Business Administration
Diploma - Business Administration - Co-operative Education
Certificate - Business Administration - Advanced Accounting
Certificate - Business Administration - Human Resources Administration
Certificate - Business Administration - Marketing Management (under review)
Certificate - Business Administration - Applied Information Management
University Transfer - Business Administration
The Department of Business Administration also offers separate diplomas in:
- General Insurance and Business Administration
- Computer Marketing and Business Administration
(Consult separate program descriptions found elsewhere in this calendar).

PROGRAM CONSULTANTS

Acting Dean, Faculty of Business Studies and Applied Arts
B. Mahon

Chairperson, Department of Business Administration
G. Stewart

GENERAL INFORMATION - DIPLOMA PROGRAMS

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

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

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

Admission Requirements Qualified applicants will be considered for admission to the Business Administration Diploma Program on the basis of their academic records, with preference given to those with English 30 or 33 and Mathematics 30 or 33 with a grade over 60.

Mature applicants who do not meet the above requirements will write a series of entrance examinations. These will include a short departmental math test, a reading test and a critical thinking test. A mature student is defined as one who is 18 years of age OR older and has been out of high school for at least one year.

Program Deposit All students accepted into Business Administration Programs will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

The Business Administration Diploma program allows the student to major in one of four patterns after completing the first semester of classes. Certain Business Administration courses are allowed as credit against the C.M.A. and C.G.A. programs of studies. For more information, the student should see the Business Administration Department.

Diploma - Accounting and Financial Management Pattern

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

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

Co-operative Education blends academic study with relevant, paid work experience. The Accounting and Financial Management program has a Co-operative Education option. Students selected into the Co-op program will complete two four-month paid work-terms with employers in accounting. The first work-term takes place after students successfully complete two academic semesters; the second takes place after the third and before the fourth academic semester. The work-term placements are arranged through the College's Co-operative Education Department. Jobs may include:

- Account Analysis Assistant
- General Bookkeeping
- Account Receivables/Payables Assistant
- Internal Audit Assistant
- Account Reconciliations Clerk
- Joint Interest Accountant
- Fixed Assets Accounting Clerk
- Revenue Accounting

Positions are frequently found with a variety of accounting departments in major oil and gas companies, smaller accounting firms, government agencies and private business. Students must successfully complete both work-terms and all four academic semesters in order to graduate with a diploma noting their Co-op Education experience. Co-op students pay a special fee during each academic semester of their program.

Co-op work-terms are designed to provide an extension of the learning process into a relevant work environment. Students are usually considered trainees and should be prepared to receive entry-level wages.

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

Admission to the optional Co-op program is made **after** students are accepted into their academic program. During their first academic semester, students may submit applications to the Co-operative Education Department. Applicants are screened by the Co-operative Education Co-ordinator and program faculty.

Refer to the Co-operative Education section of this calendar for more details concerning the Co-op process, the work/study schedule, fees, admission requirements and graduation requirements. For additional information, contact the Co-operative Education Department at (403) 240-6915, Room E216.

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Administration 1120 - Principles of Accounting OR Administration 1121 - Financial Accounting Concepts	4
Administration 1130 - Principles of Management	3
Administration 1161 -. Business Mathematics and Statistics	3
Total Credits	16

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

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

Semester 4	Credits
Arts and Science Requirement	3
Administration 1222 - Intermediate Accounting II	4
Administration 1227 - Managerial Finance	3

Approved Option*	3
Approved Option*	3
Total Credits	16
Total Credits for Graduation	65

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

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

Diploma - Marketing Management Pattern

The marketing pattern was developed for students considering a career in one of the marketing fields. As well as the required administration courses, students will be exposed to specialized areas such as: professional salesmanship, advertising, sales management, marketing research, consumer behaviour and marketing analysis.

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Administration 1120 - Principles of Accounting OR Administration 1121 - Financial Accounting Concepts	4
Administration 1130 - Principles of Management	3
Administration 1161 -.Business Mathematics and Statistics	3
Total Credits	16

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

Semester 3	Credits
Arts and Science Requirement	3
Administration 1210 - Business Communications	3
Administration 1257/*1 - Industrial Marketing	3
Administration 1258/*2 - Marketing Research	3
Administration 1259/*6 - Intermediate Marketing	3
Total Credits	15

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

Total Credits for Graduation	62-63
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- *1. Prerequisite - Administration 1150
- *2. Prerequisite - Administration 1150, 1161
- *3. Prerequisite - Administration 1120, 1130, 1150, 1161, 1210, 1220, 1257, 1258, 1259
- *4. Choose one of: Administration 1253 (Prerequisite: Administration 1150), Administration 1254 (Prerequisite: Administration 1130, 1150), Administration 1256 (Prerequisite: Administration 1150), Communications 1252.
- *5. Any Business Administration, Economics or Computer Science course excluding Administration 1131 and Economics 1150.
- *6. Prerequisite - Administration 1120, 1130, 1150, 1161

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

Diploma - Human Resources Administration Pattern

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

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Administration 1120 - Principles of Accounting OR Administration 1121 - Financial Accounting Concepts	4
Administration 1130 - Principles of Management	3
Administration 1161 - Business Mathematics and Statistics	3
Total Credits	16

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

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

Semester 4	Credits
Arts and Science Requirement	3
Administration 1276 - Organizational Behaviour	3
Administration 1277 - Employee Training and Development OR Administration 1275 - Compensation and Benefits Administration	3
Approved Option*	3
Approved Option*	3
Total Credits	15
Total Credits for Graduation	62

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

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

Diploma - General Business Administration Pattern

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

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Administration 1120 - Principles of Accounting OR Administration 1121 - Financial Accounting Concepts	4
Administration 1130 - Principles of Management	3
Administration 1161 - Business Mathematics and Statistics	3
Total Credits	16

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

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

Semester 4	Credits
Arts and Science Requirement.....	3
Administration 1230 - Business Law	3
Administration 1333 - Strategic Management.....	3
Approved Option**	3
Approved Option**	3
Total Credits	15
Total Credits for Graduation	63

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

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

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

UNIVERSITY TRANSFER IN BUSINESS ADMINISTRATION

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

GENERAL INFORMATION - CERTIFICATE PROGRAMS

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

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

Program Deposit All students accepted into Business Administration Programs will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

These programs are specialized in nature and cover four areas of career interest. Students will take a small number of required courses and specialize in one of the following areas:

Advanced Accounting, Marketing Management, Human Resources Administration, or Applied Information Management.

Departmental approval is required for admission.

CURRICULUM

Certificate - Advanced Accounting

Program Prerequisites The prerequisites for admittance into the Advanced Accounting Certificate Program are Administration 1120 or 1121 and 1220 or the consent of the Department.

Core Requirements	Credits
Administration 1221 - Intermediate Accounting I.....	4
Administration 1222 - Intermediate Accounting II	4
Administration 1224 - Management Accounting	4
Administration 1227 - Managerial Finance	3
Administration 1381 - Advanced Financial Accounting	4
Administration 1382 - Advanced Managerial Accounting	4
Administration 1383 - Management Processes and Problems.....	4
Approved Option.....	3-4
Approved Option.....	3-4
Approved Option.....	3-4

Total Credits for Graduation36-39

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

Approved Options	Credits
Administration 1223 - Computerized Accounting	4
Administration 1225 - Principles of Auditing	3
Administration 1226 - Petroleum Accounting.....	3
Administration 1230 - Business Law	3
Administration 1265 - Management Information Systems	3
Administration 1276 - Organizational Behaviour	3
Administration 1280 - Introduction to Personal and Corporate Income Tax	3
Administration 1323 - Advanced Computerized Accounting.....	4
Administration 1380 - Advanced Income Tax	3

Certificate - Human Resources Administration

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

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

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

Certificate - Marketing Management

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

Students must take any 5 courses from the following courses:

	Credits
Administration 1253 - Retail Management	3
Administration 1254 - Sales Management	3
Administration 1256 - Introduction to Advertising and Sales Promotion	3
Administration 1257 - Industrial Marketing.....	3
Administration 1258 - Marketing Research	3
Communications 1252 - Business Public Relations	3
Approved Option*	3
Total Credits	15
Total Credits for Graduation	30

* An Approved Option must have written permission from the Department.

NOTE: Prerequisites for these courses must be followed.

Certificate - Applied Information Management

The Applied Information Management Certificate provides a program of courses for individuals wishing to work, or already working, as technicians, analysts, supervisors and managers in the following areas: Records Management, Micrographics, Forms Design and Management.

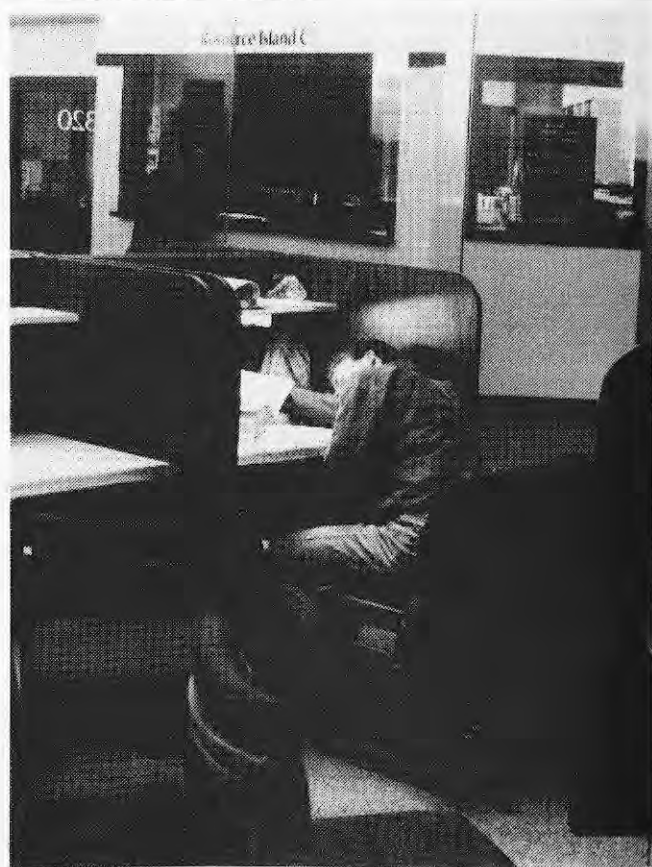
Admission Requirements This Certificate is intended for the working adult who has expressed a desire to improve his/her knowledge of records management, micrographics and forms design. Department approval is required for admission.

Program Deposit All students accepted into the Applied Information Management Certificate Program will be required to pay a \$100.00 non-refundable deposit with two weeks of notification of acceptance into the program.

Semester 1	Credits
Administration 1130 - Principles of Management.....	3
Administration 1190 - Introduction to Business Information Management.....	3
Administration 1192 - Introduction to Records Management.....	3
Administration 1193 - Basic Forms Design	3
Approved Option*	3
Total Credits	15

Semester 2	Credits
Administration 1196 - Micrographics for Technicians OR Administration 1297 - Applied Micrographic Systems	3
Administration 1210 - Business Communications	3
Administration 1292 - Advanced Records Management.....	3
Approved Option*	3
Approved Option*	3
Total Credits	15
Total Credits for Graduation	30

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



PROGRAMS OFFERED

Arts and Science - Diploma - Canadian Studies

PROGRAM CONSULTANTS

Dean, Faculty of Arts

K. Robson

Chairperson, Department of Humanities

T. Brown

GENERAL INFORMATION

The Canadian Studies Program is designed for students who wish to focus their studies specifically on Canada. It provides students with a unique opportunity to integrate knowledge about Canada from many subject areas. Through studying Canada's past and present in relation to national and international questions, students will gain knowledge about the culture, economics, geography, politics, history and social stratification of Canada.

UNIVERSITY TRANSFER

Students who successfully complete the diploma program will be eligible in most cases to enter the third year of The University of Calgary's Canadian Studies Program and work towards receiving a Bachelor of Arts degree with a minor or major in Canadian Studies.

Program Deposit All students accepted into the Canadian Studies Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Canadian Studies

The following courses are recommended to meet the requirements of the Mount Royal College Canadian Studies Diploma Program.

All students in the Canadian Studies Program must take English 2201 and Canadian Studies 2231, six (6) other first year courses, eight (8) second year courses and four (4) Arts and Science Requirement courses. Students wishing to transfer to The University of Calgary, Canadian Studies Program should consult the University Calendar carefully before selecting courses.

Required Program courses:

English 2201

Canadian Studies 2231

First Year Courses* Choose at least six (6) and no more than two (2) first year courses from any one discipline:

Anthropology 2203, 2255

Canadian Studies 1270

Economics 2201, 2203

French 2215/2217 or 2225/2227

History 2231, 2233

Political Science 2201, 2221, 2281

Sociology 1216, 2201, 2203, 2205

Women's Studies 2272

Second Year Courses* Choose at least eight (8) and no more than two (2) second year courses from any one discipline:

Anthropology 3313

Archaeology 3303

Canadian Studies 3333, 3337

Economics 3301, 3303, 3357, 3359

English 3370, 3371

French 3361

History 3328, 3331

Political Science 3321, 3329, 3343

Sociology 3371, 3375

Women's Studies 3341

Arts and Science Requirements Choose one (1) course from four (4) different areas. See "Arts and Science Requirements" in this Calendar for details.

* Some courses have prerequisites. It is the student's responsibility to see that these have been met.



CHILD AND YOUTH CARE WORKER

PROGRAM OFFERED

Diploma - Child and Youth Care Worker

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer

Chairperson, Department of Criminology
K. Hollington

GENERAL INFORMATION

The Child and Youth Care Worker Program prepares individuals to work with maltreated and behaviourally disordered children and youths between the ages of 7 and 18. These young people may live in receiving and assessment centres, community based group homes, residential treatment centres or young offender facilities, or reside with their families, but may be receiving specialized family support services.

If you are in sound physical and emotional health, are of good character, and have a capacity for creative involvement with children/youth, consider child and youth care worker as a career. As a staff member you would do group and individual counselling, lead recreational activities, and handle domestic chores and administrative duties. Expect shift work, weekend work and, in some cases, live-in jobs. There are frustrating moments, moments when you can not see any progress, but each day will challenge your intelligence, humour, patience, compassion, energy and imagination.

Age and experience are important. Most agencies will only consider workers over 21. Maturity is valued. Paid or volunteer experience with groups of school-age children will help you get your foot in the door. You will also need a driver's license.

Upon successful completion of the Diploma in Child and Youth Care Worker, students may apply to transfer to the University of Victoria, in order to complete a Bachelor's Degree in Child and Youth Care.

Admission Requirements Applicants must be 19 years of age or older by May 1 in the year in which they apply. This requirement applies to applicants who possess the equivalent of an Alberta High School Diploma and to those who have left high school.

A limited number of students are accepted. Biographical information and letters of reference which attest to your good character are required. You will also be screened to ensure that you meet basic standards that will give you a reasonable chance for success in the program.

Program Deposit All students accepted into the Child and Youth Care Worker Program will be required to pay a

\$100.00 non-refundable deposit, within two weeks of notification of acceptance into the program.

Continuance in the Program In order to be considered as a continuing student of record in the Child and Youth Care Worker Program, students must maintain a minimum "C" grade in all required program courses. Students who fail to meet this requirement may be withdrawn from the Child and Youth Care Worker Program.

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

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

As stated above, students who do not maintain a minimum "C" grade in all required courses will not be accommodated in practicum placements.

CURRICULUM

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

Diploma - Child and Youth Care Worker

Semester 1	Credits
English 1112 or 2201	
(see note below)	3
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Child and Youth Care Worker 1110 - Fundamentals of Human Communicating	3
Child and Youth Care Worker 1132 - The Profession of Child and Youth Care	3
Total Credits	15

Semester 2	Credits
Arts and Science Requirement.....	3
Allied Health 1130 - Substance Abuse and Related Health Issues	3
Criminology 1208 - Young Persons In Conflict With The Law	3
Child and Youth Care Worker 1142 - Practicum	3
Child and Youth Care Worker 1232 - Caring For The Disturbed Child	3
Psychology 1240 - Life Span Development	3
Total Credits	18

Semester 3	Credits
Child and Youth Care Worker 1215 - Treatment Methods I	3
Child and Youth Care Worker 1221 - Youth Counselling	3
Child and Youth Care Worker 1241 - Practicum	6
Psychology 3385 - Introduction to Abnormal Psychology	3
Total Credits	15
Semester 4	Credits
Arts and Science Requirement.....	3
Child and Youth Care Worker 1225 - Treatment Methods II	3
Child and Youth Care Worker 1242 - Practicum	6
Sociology 1212 - Marriage and the Family	3
Total Credits	15
Total Credits for Graduation	63

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



PHOTO BY GORDON BROWN

COLLEGE PREPARATION

PROGRAMS OFFERED

College Preparation Program

PROGRAM CONSULTANTS

Co-ordinator, College Preparation Program
L. Armstrong

GENERAL INFORMATION

Many students are interested in returning to school for career training or retraining. Students who have been out of school for a long time and/or have not completed a high school diploma may find themselves weak in the basic skills needed to succeed at college or university. Those who have presently left high school should be approximately at a grade 11-level. They may also need to build confidence in their career choice and personal goals. For these students, the College Preparation Program may be the answer.

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

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

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

Program Deposit All students accepted into the College Prep Program will be required to pay a \$100.00 non-refundable deposit, within two weeks after notification of acceptance into the program.

CURRICULUM

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

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

* Not a requirement.

Students who feel that this may be the best program for them must contact the College's Counselling Department, (403) 240-6362, before applying.

COMPUTER MARKETING AND BUSINESS ADMINISTRATION

PROGRAM OFFERED

Diploma - Computer Marketing and Business Administration

PROGRAM CONSULTANTS

Acting Dean, Faculty of Business Studies and Applied Arts
B. Mahon

Chairperson, Department of Business Administration
G. Stewart

GENERAL INFORMATION

The objective of this program is to train computer marketing specialists in the areas of software, hardware and related computer technologies and services. The student will learn how to work with clients to uncover needs, establish trust and solve problems. Courses offered cover the basic skills of marketing, sales, business communications, management and understanding computer hardware and software. Students will receive on-the-job training through a practicum.

Admission Requirements Applicants will be required to have the equivalent of an Alberta High School Diploma with a 50% average in English 30 or 33 and Math 30, 31, or 33. Preference will be given to those with English 30 and Math 30 over 60%. Mature applicants (defined as 18 years of age and older, who have been out of high school for at least one year) who do not meet the academic entrance requirements will write a series of entrance examinations. These will include a short departmental math, a reading, and a critical thinking test.

Program Deposit All students accepted into the Computer Marketing and Business Administration Diploma Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Computer Marketing and Business Administration

Semester 1	Credits
English 1112 - Principles of English Composition.....	3
Administration 1120 - Principles of Accounting OR Administration 1121 - Financial Accounting Concepts.....	4
Administration 1150 - Principles of Marketing.....	3
Administration 1161 - Business Mathematics and Statistics	3
Arts and Science Requirement*.....	3
Total Credits	16

* Computer Science 2203 - Introduction to Computers is strongly recommended as an Arts and Science requirement in this first semester as it is a prerequisite for subsequent computer courses.

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

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

Semester 4	Credits
Administration 1251 - Computer Marketing Internship.....	3
Administration 1254 - Sales Management	3
Administration 1259 - Intermediate Marketing	3
Computer Science 1234 - Requirements Analysis	3
Arts and Science Requirement.....	3
Total Credits	15
Total Credits for Graduation	62

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



COMPUTER SCIENCE AND INFORMATION SYSTEMS

PROGRAMS OFFERED

Diploma - Computer Information Systems
Arts and Science Diploma - Computer Science
Certificate - Advanced Systems Analysis and Project Management (under review)
Certificate - Computer Science

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology
G. Williams

Chairperson, Department of Computer Science and Information Systems
H. Freedman

GENERAL INFORMATION - DIPLOMA PROGRAMS

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

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

A university degree is desirable to work as a senior systems analyst or project leader. However, operating positions and entry-level programming jobs are open to college graduates. With experience and demonstrated ability, you will progressively advance to more senior positions. Careers are frequently found working with large computer systems in major oil and gas companies, financial and educational institutions, research organizations, government departments and agencies, and computer software development firms.

A career in the computer field offers a challenging and rewarding environment, but also a demanding one. Industry is seeking employees with higher skill and educational levels than in the past, and good grades are necessary to get a job upon graduation or to be admitted to a university program. Consequently, a great deal of work is required to be successful in the Diploma Programs.

Our programs offer two career paths into the computer field. The Computer Information Systems Diploma is a two-year career program. It is intended for students who wish to begin their careers after two years of study; however, courses transfer to Information Systems degrees at other institutions.

The two-year Arts and Science Diploma in Computer Science is a University Transfer program which offers the first two years of The University of Calgary's degree program.

Program Deposit All students accepted into Computer Science and Computer Information Systems will be required to pay a \$100.00 non-refundable deposit, within two weeks of notification of acceptance into the program

ARTS AND SCIENCE DIPLOMA - COMPUTER SCIENCE

The Arts and Science Diploma is designed for students who wish to transfer to a university degree program in Computer Science. It is possible to complete the first two years of a university degree at Mount Royal College. Mathematical ability is essential for success in this program because of its emphasis on theoretical computing science and mathematics.

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

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

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

CURRICULUM

Diploma - Arts and Science - Computer Science

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Computer Science 2211 - Introduction to Computer Science I.....	3
Mathematics 2211 - Linear Methods I.....	3
Approved Option **	3
Arts and Science Requirement.....	3
Total Credits	15

Semester 2	Credits
Computer Science 2213 - Introduction to Computer Science II.....	4
Mathematics 2271 - Discrete Mathematics	3
Approved Option**	3
Approved Option**	3
Arts and Science Requirement.....	3
Total Credits	16

Semester 3	Credits
Computer Science 3301 - Procedural Languages	4
Computer Science 3313 - Introduction to Theoretical Computer Science	4
Computer Science 3323 - Computer Architecture and Assembly Language Programming	3
Elective	3
Arts and Science Requirement.....	3
Total Credits	17

Semester 4	Credits
Computer Science 3303 - Data Structures.....	4
Computer Science 3357 - System Software	3
Approved Computer Science Option*	3
Approved Option**	3
Arts and Science Requirement.....	3
Total Credits	16

Credits for Graduation.....64

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

* A list of approved Computer Science options is available from the Department.

** Any university transfer course may be used as an approved option. A list of courses relevant to computer science is available from the Department.

DIPLOMA - COMPUTER INFORMATION SYSTEMS

The Computer Information Systems Diploma prepares students for employment in the computer field immediately upon graduation. **THE DIPLOMA IS ACCREDITED BY CIPS (CANADIAN INFORMATION PROCESSING SOCIETY), THE CANADIAN PROFESSIONAL ASSOCIATION.** Many of the courses in the program are also university transferable, and students may continue their studies towards an Information Systems Degree.

The program provides a solid foundation in programming skills and in analysis and design, as well as a basic understanding of business organizations. Problem solving and communications skills are developed through a combination of Computer, Business, and Arts and Science

courses. Graduates are prepared to work effectively and efficiently as junior programmers and as analysts on small projects, and are equipped to assume progressively more senior positions.

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

Admission Requirements Applicants must have either the equivalent of an Alberta High School Diploma OR be a mature student (one who is 18 years of age or older and has been out of high school for at least one year). Applicants must also have the equivalents of Mathematics 30 and either English 30 or 33. Minimum grades of 50 are required, but preference will be given to applicants with a grade of 60 or over. Mature applicants with several years of work experience can request to write Department entrance examinations in lieu of the mathematics and English admission requirements. Contact the Department (403) 240-6149 for details.

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

CURRICULUM

Diploma - Computer Information Systems

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

Semester 2	Credits
Computer Science 1273 - Software Development.....	4
Computer Science 3305 - COBOL and Business Systems.....	4
Approved Administration Option	3
Approved Administration Option	3
Arts and Science Requirement.....	3
Total Credits	17

Semester 3	Credits
Computer Science 1270 - Advanced Microcomputer Systems OR Computer Science 2213 - Introduction to Computer Science II	4
Computer Science 1281 - Systems Analysis	3
Computer Science 1289 - Business Information Systems	4
Elective	3
Arts and Science Requirement	3
Total Credits	17

Semester 4	Credits
Computer Science 1278 - Database Management Systems	3
Computer Science 1282 - Software Development Project	3
Approved Option*	3
Approved Option*	3
Arts and Science Requirement	3
Total Credits	15
Total Credits for Graduation	64-65

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

* A list of suggested approved options which are relevant to a career in the computer field is available in the Computer Science and Information Systems Department. This list includes Business Administration courses which are highly recommended.

CERTIFICATE - ADVANCED SYSTEMS ANALYSIS AND PROJECT MANAGEMENT

(This program is currently under review)

GENERAL INFORMATION

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

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

Candidates believing that they have the equivalents of these are encouraged to apply.

Admission Procedures Candidates should apply directly to the Department of Computer Science and Information Systems. Information on admission procedures can be obtained by contacting the Department at (403) 240-6149.

Course Exemptions A maximum of three courses, with the exception of Computer Science 1311 and 1313, may be challenged. Challenge privileges will be granted based on equivalent skills gained through work experience and professional upgrading activities. A minimum of five courses must be taken at Mount Royal College in order to graduate.

CURRICULUM

Certificate - Advanced Systems Analysis and Project Management

Core Requirements	Credits
Computer Science 1311 - Systems Development	3
Computer Science 1313 - Project Management	3
Computer Science 1314 - Quality Assurance, Audit and Security	3
Computer Science 1316 - Database Design	4
Computer Science 1317 - Systems Development in a Fourth Generation Environment	4
Approved Computer Science option	3-4
Approved Computer Science option	3-4
Approved Computer Science option	3-4
Approved option	3-4
Approved option	3-4
Total Credits for Graduation	32-37

Approved Computer Science options may be chosen from the following:

Computer Science 1289 - Business Information Systems	4
Computer Science 1291 - Information Systems in Organizations	3
Computer Science 1312 - Problem Solving and Decision Making	4
Computer Science 1315 - Evaluation of Hardware and Software	3
Computer Science 3305 - COBOL and Business Systems	4

Approved options may be any course relevant to the students' occupation. They must be approved by the department chairperson prior to registration. Suggested courses are:

Administration 1276 - Organizational Behaviour	3
English 1301 - Technical Writing: Systems Documentation	3
English 3363 - Technical Writing	3

CERTIFICATE - COMPUTER SCIENCE

GENERAL INFORMATION

The Certificate Program is for computer users from a variety of backgrounds who want to gain a conceptual framework and practical skills. For example: a daily user of software packages or in-house systems who wishes to become familiar with computers and be involved in systems development; an occasional or regular user of small to medium-sized computers who is concerned about appropriate uses of technology; a technical or professional user such as geologist, geophysicist, architect or designer who uses computers regularly and writes software.

The Certificate Program can be tailored to your needs. Contact the Department to discuss individual circumstances and qualifications.

Admission Requirements Enrolment is limited to those with relevant work experience. Applicants must either possess the equivalent of an Alberta High School Diploma OR be a mature student (one who is 18 years of age or older and has been out of high school for at least one year). Applicants must also have the equivalents of Mathematics 30 and either English 30 or 33. Alternate entrance testing is available for mature students. Contact the Department, (403) 240-6149, for details.

CURRICULUM

Certificate - Computer Science

Core Requirements	Credits
Computer Science 2203 - Introduction to Computers	
OR Computer Science 1170 - Introduction to Computer Systems	
Approved Option*	3
Approved Option*	3
Approved Option*	3
Approved Option*	3
Approved Computer Science Option**	3
Approved Computer Science Option**	3
Approved Computer Science Option**	3
Approved Computer Science Option**	3
Elective	3
Total Credits for Graduation	30

An approved option is any course relevant to the student's occupation. These may include any Business Administration or Science or Computer Science course. Others must be approved by the Department Chairperson prior to registration.

** Approved Computer Science options are normally chosen from one of the three groups below. Others must be approved by the Department Chairperson prior to registration.

Group I (User Analyst Pattern)

- COMP 1202 - Database Design and Programming
 - COMP 1281 - Systems Analysis
 - COMP 1282 - Systems Design
 - COMP 1291 - Information Systems in Organizations
 - COMP 2211 - Introduction to Computer Science I
 - COMP 3305 - COBOL and Business Systems
- Group II (Microcomputer Systems Pattern)

- COMP 1202 - Database Design and Programming
- COMP 1230 - Advanced Microcomputer Applications
- COMP 1232 - Survey of Software
- COMP 1233 - Microcomputer Hardware and Operating Systems
- COMP 1234 - Requirements Analysis

Group III (Technical Pattern)

- Approved Computer Science Options:
- COMP 1161 - FORTRAN Programming
 - COMP 1270 - Advanced Microcomputer Systems
 - COMP 2211 - Introduction to Computer Science I
 - COMP 2213 - Introduction to Computer Science II

- Approved Options:
- MATH 1207 - Mathematics for Engineers I
 - MATH 1224 - Introduction to Statistics
 - MATH 2251 - Calculus I



CRIMINOLOGY

PROGRAMS OFFERED

Diploma - Criminology - Corrections
Diploma - Criminology - Criminology
Diploma - Criminology - Law Enforcement
Certificate - Law Enforcement
Certificate - Corrections
Certificate - Correctional Officer - Southern Alberta
Extension

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer

Chairperson, Criminology Department
K. Hollington

GENERAL INFORMATION

Mount Royal College has three justice related programs. Two are career-oriented programs while the third is a university transfer program in Criminology. Some courses are common to all programs.

Criminology may be defined as the objective, systematic study of how criminal laws are enacted, why some people break these laws, how we and our representatives react to the breaking of law, and our methods of dealing with convicted offenders.

Career Programs Both a Certificate and Diploma in the Criminology field are offered. Students may choose between a Corrections option, a Law Enforcement option or a Security option. Persons desiring to enter the field directly from their college experience will find these programs of interest. Persons wishing to upgrade their qualifications will benefit from the Certificate Programs.

University Program In addition to the Diploma Programs the department offers two years transferable to a university. Students will follow course patterns consistent with the requirements of Simon Fraser University. Graduates of the College's Diploma Program in Criminology are eligible to receive credit for the first two years of the Bachelor's Degree in Criminology offered at Simon Fraser University and other universities. See the section in this calendar entitled "Programs That Transfer To Other Universities" for more information.

Mount Royal College has transfer arrangements with other Canadian and United States universities, notably Simon Fraser University, the University of Ottawa, Carleton University and California State University at Long Beach.

Criminology courses are also interesting electives for students in general programs.

Universities may have other admission requirements in addition to those specified above. It is each individual student's responsibility to be aware of these requirements and

to ensure that they are satisfied. Specific information may be obtained from the Calendar or Registrar's Office of the institution to which transfer is sought.

In-Service Programs Agreements have been made with various justice agencies to provide programs for serving justice personnel. These courses are delivered on site. Details are available from Criminology Department Advisors.

Admission Requirements - Diploma Programs All Criminology Career applicants must have the equivalent of an Alberta High School Diploma OR have left school and be 18 years of age or older by the last day of the semester to which they are being admitted.

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

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

Admission Requirements - University Transfer In addition to the requirements for the Diploma Program preference will be given to students who have completed Math 30 or 33.

Continuance in the Program In order to be considered as a continuing student of record in the Criminology Programs, students must maintain a minimum "C" grade in all required program courses. Students who fail to meet this requirement may be required to withdraw from the Criminology Program.

Students who are no longer students of record in the Criminology Program may apply for re-admission to the Criminology Program. Students may repeat courses only at the discretion of, and with permission of, the Criminology Department.

Program Deposit All students accepted into a Criminology Career Diploma program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

Practicum Placements Students will be accepted into a practicum on the basis of academic performance, professional suitability and conduct and in conformity with the foregoing program continuation requirements. If a question of professional suitability and/or conduct arises, a Committee of three faculty members of the Department, under the direction of the Department Chairperson, shall examine the specific case.

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

CURRICULUM

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

Diploma - Law Enforcement

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement.....	3
Criminology 1110 - Introduction to the Justice System	3
Criminology 1111 - Introduction to Human Relations.....	3
Physical Education 1115 - Fitness and Self Defense.....	3
Total Credits	15

Semester 2	Credits
Arts and Science Requirement.....	3
Criminology 1112 - Introduction to Law Enforcement.....	3
Criminology 1207 - Interviewing	3
Criminology 1208 - Young Persons In Conflict With The Law	3
Elective	3
Total Credits	15

Semester 3	Credits
Arts and Science Requirement.....	3
Criminology 1212 - Evidence and Procedures	3
Criminology 1226 - The Administration of Justice	3
Criminology 1240 - Issues in Law Enforcement.....	3
Criminology 1243 - Introduction To Criminology.....	3
Total Credits	15

Semester 4	Credits
Arts and Science Requirement.....	3
Criminology 1224 - Criminal Law	3
Criminology 1234 - Emotional Abnormality	3
Criminology 1244 - Intervention Strategies in the Justice Process.....	3
Elective	3
Total Credits	15

Total Credits for Graduation60

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

Diploma - Corrections

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement.....	3
Criminology 1110 - Introduction to the Justice System	3
Criminology 1111 - Introduction to Human Relations.....	3
Criminology 1208 - Young Persons In Conflict With The Law	3
Total Credits	15

Semester 2	Credits
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Criminology 1207 - Interviewing	3
Criminology 1230 - Introduction To Corrections.....	3
Elective	3
Total Credits	15

Semester 3	Credits
Arts and Science Requirement.....	3
Criminology 1232 - Personality Assessment.....	3
Criminology 1234 - Emotional Abnormality	3
Criminology 1235 - Casework Methods and Practice	3
Criminology 1244 - Intervention Strategies In The Justice Process	3
Elective	3
Total Credits	18

Semester 4	Credits
Criminology 1225 - Correctional Field Practicum	8
Criminology 1226 - The Administration of Justice	3
Criminology 1243 - Introduction To Criminology.....	3
Total Credits	14

Total Credits for Graduation62

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

Diploma - Criminology

Semester 1	Credits
Criminology 1110 - Introduction To The Justice System	3
Criminology 1243 - Introduction to Criminology	3
English 2201 - Composition	3
Arts and Science Requirement.....	3
Elective	3
Total Credits	15

Semester 2	Credits
Criminology 1208 - Young Persons In Conflict With The Law	3
Criminology 1226 - The Administration of Justice	3
Psychology 2205 - Principles of Psychology	3
Arts and Science Requirement.....	3
Elective	3
Total Credits	15

Semester 3	Credits
Criminology 1224 - Criminal Law	3
Criminology 1245 - Psychological Explanations of Criminal and Deviant Behaviour	3
Psychology 1215 - Behavioural Statistics	3
Arts and Science Requirement	3
Elective	3
Total Credits	15

Semester 4	Credits
Criminology 1230 - Introduction to Corrections	3
Criminology 1246 - Sociological Explanations of Criminal and Deviant Behaviour	3
Criminology 1260 - Research Methods in Criminology	3
Sociology 2201 - Introductory Sociology	3
Arts and Science Requirement	3
Total Credits	15

Total Credits For Graduation60

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

GENERAL INFORMATION - CERTIFICATE PROGRAMS

Criminology Certificates with a major in Law Enforcement and Security are available. These programs are ideally suited for practitioners in the justice field wishing to upgrade their qualifications. Should applicants wish to proceed to a Diploma Program, they should be guided by the residence requirement.

Admission Requirements Certificate applicants must meet the general program requirement which state that applicants must possess the equivalent of an Alberta High School Diploma OR be 18 years of age or older by the last day of the semester to which the student is being admitted.

Certificate program applicants should also be actively involved in the justice system.

CURRICULUM

Certificate - Law Enforcement

Semester 1/2	Credits
Criminology 1207 - Interviewing	3
Criminology 1212 - Evidence and Procedures	3
Criminology 1224 - Criminal Law	3
Criminology 1240 - Issues In Law Enforcement	3

Students must complete an additional nine (9) credits in Criminology courses taken only from the core listings for the major of study. Students must also complete nine (9) approved option credits in any discipline approved by the Criminology Program Advisor.

Total Credits For Graduation30

Certificate - Corrections

Semester 1/2	Credits
Criminology 1207 - Interviewing	3
Criminology 1230 - Introduction To Corrections	3
Criminology 1232 - Personality Assessment	3
Criminology 1235 - Casework Methods and Practice	3

Students must also complete an additional nine (9) credits in Criminology courses taken only from the core listings for the major of study. Students must also complete nine (9) approved option credits in any discipline approved by the Criminology Program Advisor.

Total Credits For Graduation30

Certificate - Correctional Officer - Southern Alberta Extension

Credits for prior learning at Alberta Solicitor General Staff College	15-18
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Students must complete an additional 15-18 credits in Criminology courses taken only from the core listings for the major of study15-18

Total Credits for Graduation30-36



EARLY CHILDHOOD EDUCATION AND DEVELOPMENT

PROGRAMS OFFERED

Diploma - Early Childhood Education and Development
Certificate - Early Childhood Education and Development

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer

Chairperson, Department of Social Services
E. Hogan

Co-ordinator
B. Shepherd

GENERAL INFORMATION - DIPLOMA PROGRAM

The Early Childhood Education Programs at Mount Royal College are designed to prepare graduates for employment as early childhood professionals in a variety of early childhood settings. An individual may enter the one-year Certificate or the two-year Diploma Program. Students develop an understanding of children's intellectual, emotional, physical and social needs and skills in planning and implementing developmentally appropriate programs for young children.

An individual working with children requires a firm foundation of understanding the growth, development and behaviour of young children. Required courses in the program include the family, early childhood education, childhood development, child health, interpersonal relations, community resources and experiences observing and interacting with children. Students also take a variety of arts and science courses as well as electives.

The number of field placements in the diploma program may be limited. Students will be accepted into field placements on the basis of academic performance, professional suitability, and conduct. Placements will be subject to the approval of the Early Childhood Education Advisor. General interest students may be able to register for course offerings when seats are available, without being registered in the diploma program. Early Childhood Advisor's permission for this is necessary.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted. All applicants must write the College Placement Test and must be eligible for English 1112 or higher.

One week of volunteer or employment experience in a pre-school setting approved by Mount Royal College is a prerequisite to acceptance into the diploma program. This must be five consecutive days of full-time work, 6-8 hours per day. It is recommended that this experience be primarily

with normally developing children. A list of participating centres is available from the Office of the Registrar and/or the Program Advisor. Applicants will not be considered unless they finish the volunteer or employment experience and submit documentation to the Office of the Registrar before August 1.

Applicants are also required to submit additional biographical information and a completed Mount Royal College Immunization Form.

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

Program Deposit All students accepted into the Early Childhood Education and Development Diploma Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

Continuance in the Program Students must achieve a "C" grade or better in EACE 1104 to enrol in any other Early Childhood Education courses. Students must receive a grade of "C" or better in EACE 1282 to enrol in EACE 1283. A grade of "C" or better is required in EACE 1283 for graduation.

Note: Students who graduate with an Early Childhood Education and Development Certificate may continue through part-time evening courses to earn their diploma. Please contact the Early Childhood Education and Development Advisor for further information.

CURRICULUM

Diploma - Early Childhood Education and Development

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Early Childhood Education and Development 1104	
- Introduction to Early Childhood Education	3
Early Childhood Education and Development 1108	
- Infant Development	3
Psychology 1221 - Effective Interpersonal Behaviour OR Interdisciplinary Studies 1212 - Effective Interpersonal Behaviour	3
Psychology 1112 - The Psychology of Adjustment OR Psychology 2205 - Principles of Psychology OR Sociology 1110 - Introduction to Sociology OR Sociology 2201 - Introductory Sociology	3
Total Credits	15

Semester 2	Credits
Early Childhood Education and Development 1109	
- Planning Developmentally Appropriate Programs	3
Early Childhood Education and Development 1110	
- Play and the Developing Child	3
Early Childhood Education and Development 1208	
- Child Development	

Early Childhood Education and Development 1209	
- Group Care and Education of Infants and Toddlers	3
Early Childhood Education and Development 1282	
- Practicum I	6
Total Credits	18

Semester 3	Credits
Allied Health 1213 - Nutrition and Health	2
Early Childhood Education and Development 1210	
- Issues in Early Childhood	2
Early Childhood Education and Development 1211	
- Child, Family and Community	3
Early Childhood Education and Development 1283	
- Practicum II	6
Arts and Science Requirement	3
Total Credits	16

Semester 4	Credits
Early Childhood Education and Development 1212	
- Planning, Implementing and Evaluating Child Care Programs	2
Early Childhood Education and Development 1213	
- Overview of Young Children with Special Needs	2
Psychology 1240 - Life Span Development	
OR Sociology 2203 - Current Social Issues	3
Arts and Science Requirement	3
Arts and Science Requirement	3
Arts and Science Requirement	3
Total Credits	16

Total Credits for Graduation65

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

GENERAL INFORMATION - CERTIFICATE PROGRAM

Note: As of Fall 1990 the certificate has been revised. If you need to complete a Certificate begun prior to Fall 1990 or wish to pursue a Diploma please contact the Early Childhood Education and Development Advisor.

The Certificate Program in Early Childhood Education and Development has been designed to provide workers who are currently employed in child-care settings with an opportunity to upgrade their knowledge and skills on a part-time basis.

The program has been divided into three, self-contained semesters. This will allow students the option of either completing the Certificate within one full year of study, or extending the program over a period of several years.

All courses will be scheduled in the evenings with occasional Saturday workshops. Certificate program students should expect to be on campus for two evenings a week during each semester.

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

The Certificate program generally is restricted to individuals who are currently employed in the field of early childhood education. A limited number of positions may be available for individuals who possess some related post-secondary education, who have previously been employed in child-care settings, or who present evidence of a particular ability to profit from further study in this area.

Program Deposit All students accepted into the Early Childhood Education and Development Certificate Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Certificate - Early Childhood Education and Development

Semester 1 (Fall)	Credits
Early Childhood Education and Development 1104	
- Introduction to Early Childhood Education	3
Early Childhood Education and Development 1109	
- Planning Developmentally Appropriate Programs	3
Total Credits	6

Semester 2 (Winter)	Credits
Early Childhood Education and Development 1108	
- Infant Development	3
Early Childhood Education and Development 1110	
- Play and the Developing Child	3
Early Childhood Education and Development 1208	
- Child Development	3
Total Credits	9

Semester 3 (Spring*)	Credits
Early Childhood Education and Development 1210	
- Issues in Early Childhood	2
Early Childhood Education and Development 1211	
- Child, Family and Community	3
Total Credits	5

* The Spring Semester generally runs from the beginning of May to the end of June for this program only.

Practicum Credits:

In addition to three semesters of course work, students must complete the following two practicum courses:

	Credits
Early Childhood Education and Development 1170	
- Practicum I	6
Early Childhood Education and Development 1270	
- Practicum II	6
Total Credits	12
Total Credits for Graduation	32

ENGINEERING

PROGRAMS OFFERED

Arts and Science Diploma - Engineering (Under Review)

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology
G. Williams

Chairperson, Department of Mathematics, Physics and Engineering
S. Brindley

GENERAL INFORMATION

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

The Engineering Program focuses on the math-science curriculum seeking to develop appropriate skills in these areas. Arts and Science requirements must also be completed for possible university transfer. Those students applying for Engineering must complete the courses listed below.

Transfer to The University of Calgary Those students wishing to transfer directly to The University of Calgary should consult a program advisor. Mount Royal College offers the first-year and some second-year courses of The University of Calgary's Engineering Program.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted. Applicants must have completed Mathematics 30, Mathematics 31 and Physics 30, with a mark of no less than 50% in each and an average of no less than 60% in all three, in order to be considered for clear admission. Students with a deficiency in mathematics, physics, chemistry and English will enrol in courses at the level appropriate to their proficiency.

Program Deposit All students accepted into the Engineering Diploma Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Arts and Science - Engineering

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement.....	3
Chemistry 1211 - Principles of Chemistry II.....	4
Engineering 1120 - Engineering Problems and Orientation.....	1
Engineering 1213 - Engineering Computation OR Geology 1120 - Physical Geology	3-4
Mathematics 1207 - Mathematics for Engineers I.....	4
Total Credits	18-19

Semester 2	Credits
Arts and Science Requirement.....	3
Chemistry 1210 - Principles of Chemistry I.....	4
Engineering 1203 - Statics.....	3
Engineering 1213 - Engineering Computation OR Geology 1120 - Physical Geology	3-4
Mathematics 1209 - Mathematics for Engineers II	4
Total Credits	17-18

Semester 3	Credits
Arts and Science Requirement.....	3
Chemistry 1212 - Organic Chemistry	4
Mathematics 1307 - Mathematics for Engineers III	4
Physics 2269 - Acoustics, Optics and Radiation	4
Elective	3
Total Credits	18

Semester 4	Credits
Arts and Science Requirement.....	3
Engineering 1214 - Newtonian Physics.....	4
Engineering 1215 - Electricity and Magnetism	4
Mathematics 1309 - Mathematics for Engineers IV	4
Elective	3
Total Credits	18

Total Credits for Graduation72

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

ENVIRONMENTAL TECHNOLOGY

PROGRAMS OFFERED

Diploma - Environmental Technology
Certificate - Environmental Technology

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology
G. Williams

Chairperson, Department of Chemical and Biological
Sciences

T. MacAlister

Program Co-ordinator
D. Leask

GENERAL INFORMATION - DIPLOMA PROGRAM

Today our quality of life and health is often jeopardized by products of our society;

- toxic chemicals,
- sewage,
- pesticides,
- hazardous and industrial wastes.

These products are responsible for the pollution of our land, water, air and soil. The well-being of ecosystems and organisms may be compromised by these toxic materials.

The dangers associated with these hazardous materials can be reduced by;

- recognizing the problems,
- evaluating the environmental parameters,
- initiating adequate control methods.

Public awareness on the part of governments and many industries has established strong and active departments responsible for preventing pollution, by diagnosing and providing solutions for control of environmental problems. Environmental technologists are trained to identify and evaluate actual or potential environmental hazards. They may work independently, or provide technical support to professional pollution control specialists - engineers, chemists, biologists and others.

On completion of the program, graduates may apply to the Alberta Society of Engineering Technologists for certification.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted. Applicants must have the equivalents of Mathematics 30 and Chemistry 30 with a minimum grade of 60%. Passing grades in English 30 and Biology 30 are also required. Students who do not meet the admission requirements may re-apply to enrol in the Environmental Technology Diploma Program after successful completion of the necessary upgrading courses.

Mount Royal College is pursuing transfer arrangements with Montana Tech in Environmental Quality Control and Environmental Engineering programs. Please consult the program co-ordinator for information relating to this arrangement.

Program Deposit All students accepted into Environmental Technology will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Environmental Technology

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Biology 2201 - Principles of Biology	4
Chemistry 1210 - Principles of Chemistry I OR Chemistry 2201 - General Chemistry I	4
Environmental Quality Control 1110 - An Introduction to Environmental Data Processing and Analysis OR Mathematics 1211 - Concepts of Mathematical Statistics OR Mathematics 1224 - Introduction to Statistics	3
Natural Science 1112 - An Introduction to Current Environmental Issues	3
Total Credits	17

Semester 2	Credits
Biology 1210 - Ecology	4
Chemistry 1211 - Principles of Chemistry II OR Chemistry 1213 - Quantitative Chemical Analysis OR Chemistry 2203 - General Chemistry II	4
Chemistry 1212 - Organic Chemistry OR Chemistry 3341 - Elementary Organic Chemistry	4
Environmental Quality Control 1215 - Instrumentation	3
Environmental Quality Control 1235 - Environmental Assessment Issues	3
Total Credits	18

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

Diploma - Environmental Technology - Air Pollution Studies

Semester 3	Credits
Arts and Science Requirement	3-4
Environmental Quality Control 1214 - Methods of Air Sampling and Analysis	3
Geography 1208 - Weather and Climate	2
Geography 1209 - Meteorological Instrumentation	2
Approved Option	3-4
Approved Option	3-4
Total Credits	16-19

Semester 4	Credits
Arts and Science Requirement	3-4
Arts and Science Requirement	3-4
Arts and Science Requirement	3-4
Environmental Quality Control 1223	
- Air Pollution Control	4
Environmental Quality Control 1240	
- Quality Assurance and Quality Control.....	4
Total Credits	17-20
Total Credits for Graduation	68-74

Diploma - Environmental Technology - Waste Management Studies

Semester 3	Credits
Arts and Science Requirement	3-4
Arts and Science Requirement	3-4
Environmental Quality Control 1231	
- Waste Management	4
Environmental Quality Control 1232	
- Groundwater Contamination	4
Approved Option	4
Total Credits	18-20
Semester 4	Credits
Arts and Science Requirement	3-4
Arts and Science Requirement	3-4
Environmental Quality Control 1236	
- Regulations and Compliance Procedures	3
Approved Option	3-4
Approved Option	4
Total Credits	16-19
Total Credits for Graduation	69-74

Diploma - Environmental Technology - Water Pollution Studies

Semester 3	Credits
Arts and Science Requirement	3-4
Arts and Science Requirement	3-4
Biology 1219 - Limnology	4
Environmental Quality Control 1220	
- Water Pollution I	4
Approved Option	4
Total Credits	18-20
Semester 4	Credits
Arts and Science Requirement	3-4
Arts and Science Requirement	3-4
Environmental Quality Control 1230	
- Water Pollution II	4
Microbiology 1218 - Introductory Microbiology	
OR Microbiology 2241 - Microbiology	4
Approved Option	4
Total Credits	18-20
Total Credits for Graduation	71-75

GENERAL INFORMATION - CERTIFICATE PROGRAM

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

On completion of the program, graduates can petition the Alberta Society of Engineering Technologists for certification.

Admission Requirements Applicants must meet the general College admission requirements. The Certificate program is restricted to persons with experience in environmental management and/or related fields.

Students petitioning for registration in this program do so in consultation with the program advisor.

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

Laboratory requirements will depend upon the student's background.

Enrolment may be limited in the program.

Non-Certificate Students Persons wishing to take certain courses in the program but not intending to obtain a certificate may register for those courses with the permission of the program advisor.

CURRICULUM

Certificate - Environmental Technology - Air Sampling and Analysis

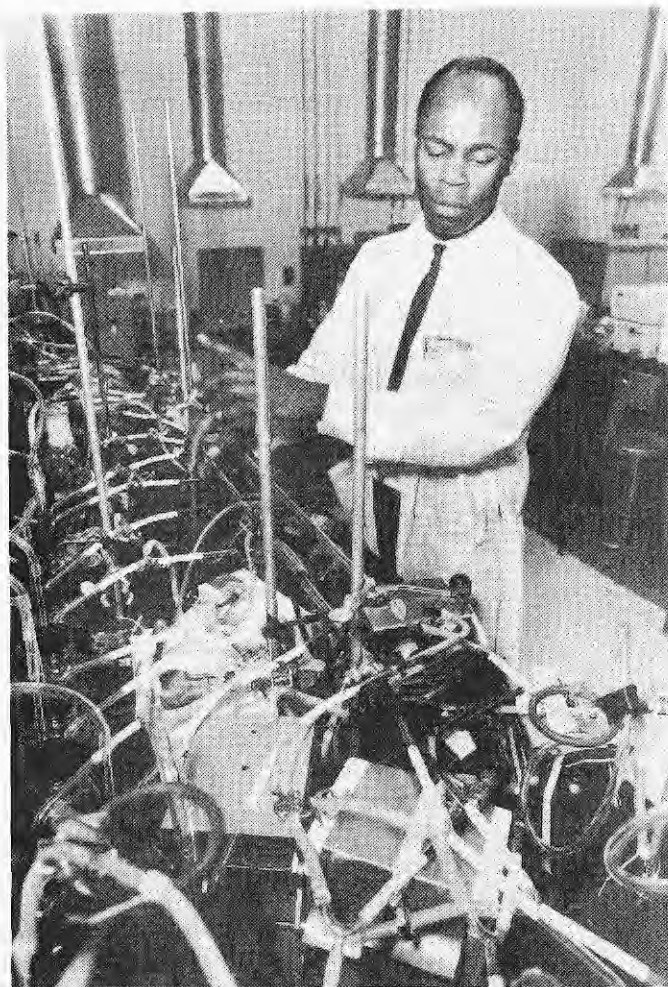
Semester 1	Credits
Environmental Quality Control 1110 - An Introduction to Environmental Data Processing and Analysis	3
Environmental Quality Control 1214 - Methods of Air Sampling and Analysis	3
Geography 1208 - Weather and Climate	2
Geography 1209 - Meteorological Instrumentation	2
Approved Option	3-4
Approved Option	3-4
Total Credits	16-18

Semester 2	Credits
Biology 1210 - Ecology.....	4
Environmental Quality Control 1215 - Instrumentation.....	3
Environmental Quality Control 1223	
- Air Pollution Control.....	3
Environmental Quality Control 1299	
- Directed Readings in Air Pollution.....	3-4
Approved Option.....	3-4
Total Credits.....	16-18
Total Credits for Graduation.....	32-36

Certificate - Environmental Technology - Water Sampling and Analysis

Semester 1	Credits
Biology 1219 - Limnology.....	4
Environmental Quality Control 1110 - An Introduction to	
Environmental Data Processing and Analysis.....	3
Environmental Quality Control 1220 - Water Pollution I.....	4
Environmental Quality Control 1299	
- Directed Readings in Water Pollution.....	3-4
Approved Option.....	3-4
Total Credits.....	17-19

Semester 2	Credits
Biology 1210 - Ecology.....	4
Environmental Quality Control 1215 - Instrumentation.....	3
Environmental Quality Control 1230 - Water Pollution II.....	4
Microbiology 1218 - Introductory Microbiology.....	4
Approved Option.....	3-4
Total Credits.....	18-19
Total Credits for Graduation.....	35-38



GENERAL ARTS AND SCIENCE

PROGRAMS OFFERED

Arts and Science Diploma - General Studies with majors in:

Behavioural Sciences
English (and Communications)
Humanities
Mathematics
Natural Sciences
Social Sciences

PROGRAM CONSULTANTS

Dean, Faculty of Arts
K. Robson

Dean, Faculty of Science and Technology
G. Williams

GENERAL INFORMATION

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

Because of the variation in entrance requirements to different post-secondary institutions, students should consult the calendar of the institution to which they seek transfer. This can be done at Mount Royal College in consultation with an academic advisor who will assist students in planning a program that conforms to the requirements of the institution chosen.

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

Program Deposit All students accepted into Arts and Science Diploma Programs will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

Graduation Requirements	Minimum Credits
English 1112 or 2201	3
Arts and Science Requirements - (4 of 7 areas)	12
Program Requirement -	
Approved Option Major Area of Study	9
Approved Option Major Discipline	12
Approved Option in Area other than Major	15
Electives	9

Total Credits for Graduation60

For further information contact the Office of the Registrar or the Department offering the major area of study.

CURRICULUM

Arts and Science Diploma

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Approved Option in Major Area of Study	3
Approved Option in Major Discipline	3
Approved Option in Area other than Major	3
Total Credits	15

Semester 2	Credits
Arts and Science Requirement	3
Approved Option in Major Area of Study	3
Approved Option in Major Discipline	3
Approved Option in Area other than Major	3
Elective	3
Total Credits	15

Semester 3	Credits
Arts and Science Requirement	3
Approved Option in Major Area of Study	3
Approved Option in Major Discipline	3
Approved Option in Area other than Major	3
Elective	3
Total Credits	15

Semester 4	Credits
Arts and Science Requirement	3
Approved Option in Major Discipline	3
Approved Option in Area other than Major	3
Approved Option in Area other than Major	3
Elective	3
Total Credits	15

Total Minimum Credits for Graduation60

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



GENERAL INSURANCE AND BUSINESS ADMINISTRATION

PROGRAM OFFERED

Diploma - General Insurance and Business Administration
Co-operative Education Program

PROGRAM CONSULTANTS

Acting Dean, Faculty of Business Studies and Applied Arts
B. Mahon

Chairperson, Department of Business Administration
G. Stewart

GENERAL INFORMATION

The purpose of this Co-operative Education Program is to provide full-time Diploma students with the knowledge, skills, attitudes and experience necessary for a successful career in the general insurance industry. Specific positions for which the student will be trained will include: insurance underwriting, claims adjustment, risk management and specific insurance areas (casualty, property, automobile, etc.). The nine insurance courses included in this program will be applicable to the designation of Associateship in the Insurance Institute of Canada upon successful completion of the Institute exams. Students will also receive the necessary background to operate in a complex business environment.

Co-operative Education blends academic study with relevant, paid work experience. All students who are accepted to the General Insurance Program become Co-operative Education students, and complete two four-month paid work-terms with employers in general insurance along with their academic semesters. The first work-term takes place after students successfully complete two academic semesters; the second takes place after the third and before the fourth academic semester. The work-term placements are arranged through the College's Co-operative Education Department. Jobs performed can include:

- Assistant Marketer
- Broker Trainee/Customer Service Representative
- Claims Service Representative
- Claims Trainee
- Field Underwriter
- Personal Lines Data Entry Clerk
- Underwriter Trainee

Positions are frequently found with general insurance companies, brokerages, claims adjusters, direct writers and independent insurance agencies. Students must successfully complete both work-terms and all four academic semesters in order to graduate with a diploma noting their Co-op Education experience. Co-op students pay a special fee during each academic semester of their program.

Co-op work-terms are designed to provide an extension of the learning process into a relevant work environment. Students are usually considered trainees and should be prepared to receive entry-level wages.

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

Refer to the Co-operative Education section of this calendar for more details concerning the Co-op process, the work/study schedule, fees, admission requirements and graduation requirements. For additional information, contact the Co-operative Education Department at (403) 240-6915, Room E216.

Admission Requirements The General Insurance and Business Administration Program is a limited enrolment program. Applicants will be required to have the equivalent of an Alberta High School Diploma with a 50% average in English 30 or 33 and Math 30, 31 or 33.

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

In addition to the above admission requirements, applicants will be asked to submit a letter of application to the program. Selection of students will be made on the basis of their high school grades and the quality and content of their letter of application.

Program Deposit All students accepted into the General Insurance and Business Administration Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - General Insurance and Business Administration

Semester 1 (Fall)	Credits
English 1112 - Principles of Expository Writing	3
Administration 1120 - Principles of Accounting OR Administration 1121 - Financial Accounting Concepts.....	4
Administration 1130 - Principles of Management.....	3
Administration 1140 - Principles and Practice of Insurance.....	2
Administration 1145 - Personal Lines Production.....	2
Arts and Science Requirement.....	3
Total Credits	17

Semester 2 (Winter)	Credits
Administration 1141 - Insurance on Property I	2
Administration 1143 - Automobile Insurance	2
Administration 1150 - Principles of Marketing.....	3
Administration 1161 - Business Mathematics and Statistics	3
Administration 1220 - Financial Accounting	4
Arts and Science Requirement.....	3
Total Credits	17

Spring/Summer Session		Credits
First Insurance Work-term	**NC	
Administration 1144 - Claims I	2	
Total Credits	2	

Semester 3 (Fall)		Credits
Administration 1142 - Liability Insurance	2	
Administration 1170 - Personnel Administration	3	
Administration 1210 - Business Communications	3	
Arts and Science Requirement	3	
Insurance Option	2	
Approved Option*	3	
Total Credits	16	

Winter Session		Credits
Second Insurance Work-term	**NC	
Total Credits	**NC	

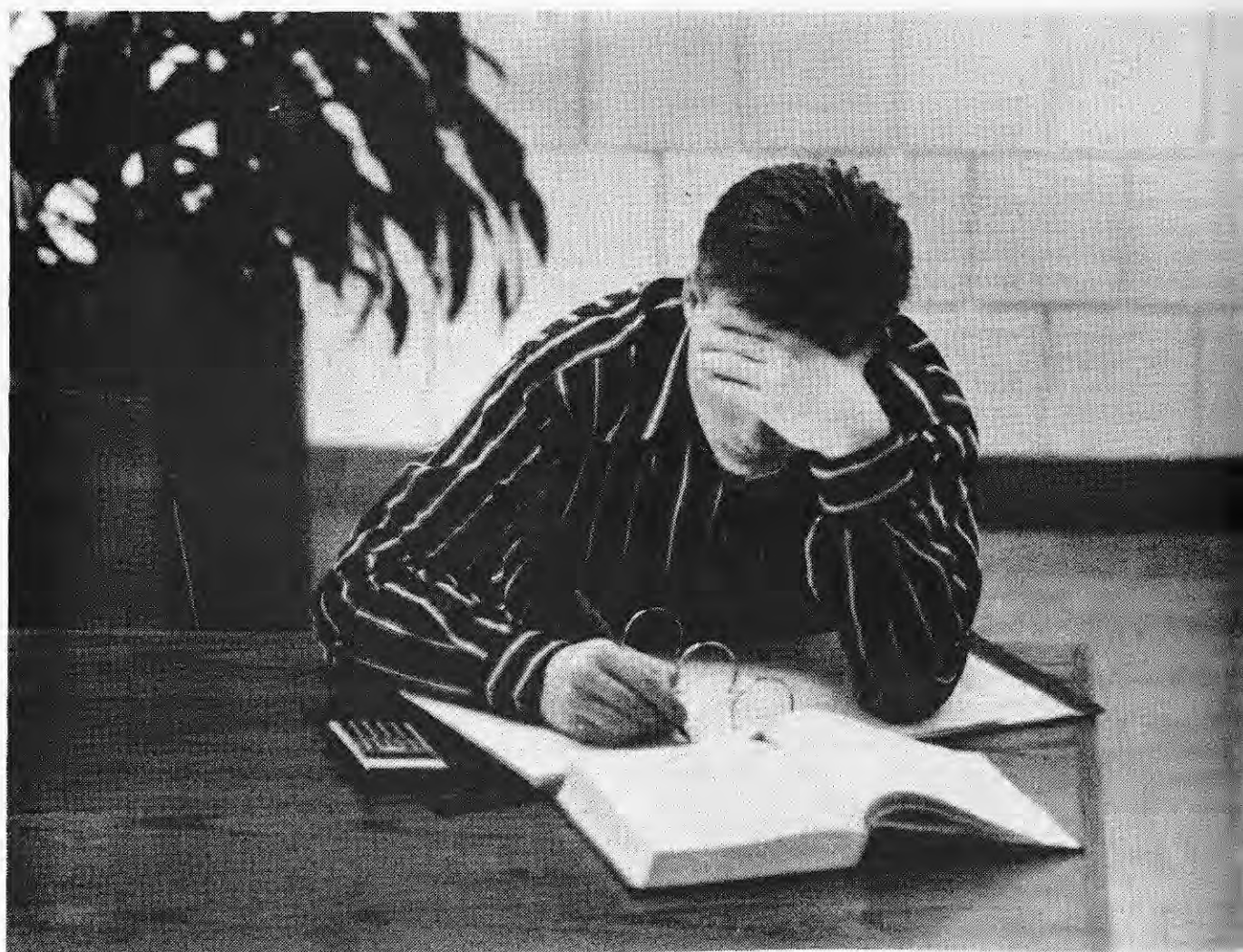
Semester 4 (Spring/Summer)		Credits
Administration 1230 - Business Law	3	
Administration 1276 - Organizational Behaviour	3	
Arts and Science Requirement	3	
Insurance Option	2	
Insurance Option	2	
Approved Option*	3	
Total Credits	16	

Total Credits for Graduation68

* An approved option is Secretarial Arts 1116, any Business Administration, Computer Science or Economics course, excluding Administration 1131 and Economics 1160.

** NC - No Credit Value

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



PROGRAM OFFERED

Certificate - Gerontology

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer

Chairperson, Department of Nursing and Allied Health
D. Taylor

GENERAL INFORMATION

The purpose of this program is to broaden the student's knowledge of aging and assist them in adapting previously learned skills and learn new skills pertinent to the older adult.

It should be stressed that this is an interdisciplinary, multi-focal program emphasizing the wellness model of aging and the value of an interdisciplinary approach to the many needs of the elderly.

The curriculum will assist students in understanding the theories of aging based on the social, biological and behavioural sciences. The students will have the opportunity to examine their own attitudes about aging and society's attitudes towards the elderly, identifying how these factors influence the allocation of resources. Students will become cognizant of existing resources available for the elderly and methods of referral and means of accessing specific programs and services. An understanding of the many and varying needs of the elderly and methods of assessment will be identified through presentation of the common physical, social and emotional problems associated with aging. From this knowledge base the student will develop communication and teaching skills, based on the principles of adult learning and the psychology of learning.

The student will have the opportunity to develop more specialized skills that pertain directly to his or her area of employment or desired area of employment through the selection of options for further study.

The proposed Interdisciplinary Program in Gerontology would prepare registrants/graduates to assume responsibilities in effectively meeting the needs of the elderly in a variety of health and social service occupations.

Admission Requirements The Certificate Program in Gerontology is a program intended to admit students with prior education and experience or those wishing to expand their knowledge and skills to more effectively deal with the elderly client. The program is targeted to include those individuals who already possess a diploma or degree, such as social workers, mental health workers, nurses, occupational health personnel, physiotherapists and professionals involved in developing educational, recreational or social programs for the elderly. It is also anticipated that members of the public,

e.g. volunteers, etc., may be interested in taking selected courses, without completing the total program for certification.

Entrance to the program is based upon consent of the Department.

Course Delivery To facilitate access to the program for adult learners, courses will be offered via independent study and distance delivery mechanisms. Distance delivery mechanisms provide flexible learning opportunities by reducing the required face-to-face contact time with the instructor. The use of study modules, telephone tutoring, teleconferencing and periodic workshops for off-campus students, allow the program to be offered on a full- or part-time basis, and will facilitate participation by the adult learner. If the student's present occupation involves sufficient contact with the elderly client, they will be able to utilize their employment situation to complete the practicum requirement of the program.

CORE COURSES IN PROGRAM

	Credits
Gerontology 1302 - Introduction to Gerontology.....	3
Gerontology 1304 - Healthy Aging	3
Gerontology 1306 - Aging and Mental Health Concerns	3
Gerontology 1308 - Working with Older Adults and Their Families	3
Gerontology 1311 - Interdisciplinary Teamwork: Concepts and Resources	3
Gerontology 1316 - Aging and Physical Health Concerns.....	3
Gerontology 1321 - Issues in Gerontology: Current and Future Perspectives	3

Specialized Areas and Practice: Choice of One Focus

FOCUS I	Credits
Gerontology 1314* - Program Planning for Older Adults	3
Gerontology 1317 - Practicum in Program Planning and Development for Elderly Clients	6

FOCUS II	Credits
Gerontology 1312 - Gerontic Nursing	3
Gerontology 1315 - Practicum in Promoting Health Care for Elderly Clients	6

Total Credits for Graduation30

* Students who have completed LESR 1260 will not be required to complete GERO 1314.

INTERIOR DESIGN

PROGRAMS OFFERED

Diploma - Interior Design
(Interior Design Assistant)
Diploma - Interior Design - Co-operative Education
(Interior Design Assistant)

PROGRAM CONSULTANTS

Acting Dean, Faculty of Business Studies and Applied Arts
B. Mahon

Chairperson, Department of Interior Design
J. Smith

GENERAL INFORMATION

The field of interior design specializes in the development of aesthetically unified and functional environments for both residential and commercial projects. Program requirements emphasize the study and development of practical design skills. Fundamentals of design, design analysis, space planning and programming, building construction and materials, the effects of colour, texture, lighting, technical drawing, specification writing, creativity and a knowledge of business practices are all essential components of the profession.

The Interior Design Program at Mount Royal College provides students with the skills and knowledge necessary to work as Interior Design Assistants to professional designers, architects, housing developers, and others. The emphasis of the Interior Design Program at Mount Royal College is to prepare the graduate to enter the design field immediately. Recognition as a qualified Interior Designer will require several years of work experience in the interior design industry and/or further education. Students should note that professional qualifications vary from province to province.

Students intending to transfer to other educational institutions should be aware that acceptance into these programs is solely dependent upon the receiving institution. Credit for studies at Mount Royal College is reviewed on an individual basis at most institutions.

A great deal of work outside the classroom is required to provide the student with the understanding necessary to complete the program.

THIS PROGRAM IS ACCREDITED BY THE FOUNDATION FOR INTERIOR DESIGN EDUCATION AND RESEARCH.

Co-operative Education blends academic study with relevant, paid work experience. The Interior Design Diploma Program has a Co-operative Education option. Students selected into the Co-op Program complete two four-month paid work-terms with employers in business along with their academic semesters. The first work-term takes

place after students successfully complete two academic semesters; the second takes place after the third and before the fourth academic semester. The work-term placements are arranged through the College's Co-operative Education Department. Jobs performed can include:

- Draftsperson
- Interior Design Assistant
- Retail Design Consultant
- Retail Sales Consultant

Positions are frequently found with a variety of professional designers, architects and retail outlets. Students must successfully complete both work-terms and all four academic semesters in order to graduate with a diploma noting their Co-op Education experience. Co-op students pay a special fee during each academic semester of their program.

Co-op work-terms are designed to provide an extension of the learning process into a relevant work environment. Students are usually considered trainees and should be prepared to receive entry-level wages.

Co-op job opportunities are a reflection of the labour market. Therefore, Interior Design students may need to plan for job sites outside Calgary, and perhaps Alberta.

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

Admissions to optional Co-op Programs are made **after** students are accepted into their academic program. During their first academic semester, students may submit applications to the Co-operative Education Department. Applicants are screened by the Co-operative Education Coordinator and program faculty.

Refer to the Co-operative Education section of this calendar for more details concerning the Co-op process, the work/study schedule, fees, admission requirements and graduation requirements. For additional information, contact the Co-operative Education Department at (403) 240-6915 Room E216.

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

In addition to meeting the general admission requirements, diploma program applicants will be screened to ensure that they meet basic standards that will give them a realistic chance for success in the Interior Design Program. Screening procedures include a portfolio submission and an interview conducted by department faculty. After applying for admission, applicants will be sent further instructions regarding these screening procedures.

NOTE: APPLICATIONS MUST BE RECEIVED WITHIN THE FIRST SIX (6) WEEKS, AFTER THE LAST MONDAY IN JANUARY FOR THE FOLLOWING ACADEMIC YEAR.

Program Deposit All students accepted into the Interior Design Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

Continuance in the Program Students who fail to achieve a minimum grade of "C" (2.00 GPA) in each of all required core courses in the program will not be allowed to continue in Interior Design core courses in the subsequent semester, and must repeat any required core courses in which the "C" minimum was not met. This grade requirement does not apply to the English requirement, the four Arts and Science courses, and approved options. A minimum grade of "C" is required in all Interior Design core courses in order to qualify for a diploma.

CURRICULUM

Diploma - Interior Design

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Interior Design 1150 - Design I	5
Interior Design 1152 - Technical Design and Drafting I	5
Interior Design 1156 - Graphic Presentation I	2
Interior Design 1158 - Materials I	1
Total Credits	19

Semester 2	Credits
Arts and Science Requirement	3
Interior Design 1151 - Design II	5
Interior Design 1157 - Graphic Presentation II	2
Interior Design 1159 - Materials II	1
Interior Design 1160 - Interior Design Business Principles and Practices I	2
Interior Design 1163 - Technical Design and Drafting II	5
Approved Option*	3
Total Credits	21

* Approved options include: Interior Design 1110, 1113, 1221, 1227.

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

Semester 3	Credits
Arts and Science Requirement	3
Interior Design 1250 - Design III	4
Interior Design 1252 - Technical Design and Drafting III	5
Interior Design 1256 - Graphic Presentation III	2
Interior Design 1258 - Materials III	1
Interior Design 1264 - Interior Design Business Principles and Practices II	1
Total Credits	16

Semester 4	Credits
Arts and Science Requirement	3
Interior Design 1251 - Design IV	4
Interior Design 1253 - Technical Design and Drafting IV	5
Interior Design 1257 - Graphic Presentation IV	2
Interior Design 1265 - Interior Design Business Principles and Practices III	1
Total Credits	15

Total Credits for Graduation71

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



JOURNALISM

PROGRAMS OFFERED

Diploma - Journalism

PROGRAM CONSULTANTS

Acting Dean, Faculty of Business Studies and Applied Arts
B. Mahon

Chairperson, Department of Communications
E. Dixon

GENERAL INFORMATION

The Journalism Program at Mount Royal College offers participants the theoretical knowledge and craft skills required for entry-level reporting, writing and editing positions in the community and daily newspaper industries. Courses are taught in a classroom-newsroom environment and program participants are responsible for publication of a newspaper. Graduates of the program may seek further post-secondary education - certain Canadian and American universities may offer one or two years' transfer credit for successful completion of the two-year Mount Royal College Journalism Diploma - or go to jobs with daily newspapers and community weekly newspapers.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted. Applicants must be able to type accurately at 30 words a minute.

Additional Admission Requirements In addition to meeting general admission requirements, diploma program applicants will be assessed to ensure they have a realistic chance for success in the Journalism Program. Assessment procedures include compulsory attendance at a departmental testing program. Applicants must submit a portfolio. Better-qualified applicants will be interviewed by department faculty. After application for admission, applicants will be sent detailed information on the assessment procedures to be followed.

Program Deposit All persons accepted into the Journalism Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

Continuance in The Program Program participants who fail to achieve at least a minimum of a "C" grade in any required course in the program will be disqualified from the program and will not be permitted to continue in the program in the subsequent semester. This grade requirement applies to all courses in the program except the four Arts and Science requirements and electives. Participants who have been disqualified may apply for re-admission to the program and, if re-admitted, must repeat any required courses in which the "C" minimum was not met.

Additional Fees Participants in the Journalism Program can expect to incur up to \$1000.00 in expenses for materials and supplies in the course of the program. Further expenses may be incurred in going to communities outside of Calgary for the fourth-semester one-month unpaid practicum.

CURRICULUM

Diploma - Journalism

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Communications 1120 - Introduction to Newswriting and Reporting	3
Communications 1141 - Introduction to Photo Journalism	3
Communications 1180 - History of the Mass Media	3
Secretarial Arts 1131 - Beginning Shorthand	3
Total Credits	15
Semester 2	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Communications 1212 - General Assignment Writing and Reporting	3
Communications 1226 - Issues in Journalism I	3
Political Science 2221 - Government/Politics of Canada	3
Total Credits	15
Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Communications 1219 - Newspaper Editing I	4
Communications 1222 - Reporting Public Affairs	3
Elective	3
Total Credits	16
Semester 4	Credits
Communications 1221 - Newspaper Editing II	3
Communications 1225 - Senior Public Affairs Reporting	3
Communications 1227 - Issues in Journalism II	3
Communications 1243 - Advanced Photo Journalism	3
Communications 1290 - Journalism Practicum	3
Total Credits	15
Total Credits for Graduation	61

In semester four, Communications 1290 is the only course students take during the month of January. In the remainder of the semester, four courses are taken February through April at an accelerated rate. This means no non-communications courses can be taken in semester four.

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

LEISURE SERVICES

PROGRAMS OFFERED

Diploma - Leisure Services (Leisure Facilities Operations)
Diploma - Leisure Services (Recreation Management)
Diploma - Leisure Services (Recreation Therapy)

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer
Acting Chairperson, Department of Leisure Services and
Physical Education
J. Jarrell

GENERAL INFORMATION

This program is designed to offer students a broad education in the field of leisure services. Graduates of the program become recreation workers in various community recreation agencies, institutions, municipal parks and recreation departments, commercial enterprises and industrial settings.

Leisure Services is a two-year career program which attempts to teach the principles of recreation leadership. It is designed to emphasize the importance of the total development of each individual's physical, social, emotional, and psychological needs in the social environment of recreation activities.

In order to be successful, the graduate should have acquired the following competencies which have been identified in the Leisure Services course work. Students with a Diploma in Leisure Services will be able to:

- use their recreation philosophy as a foundation for their work;
- acknowledge ethical standards and their application to leisure services;
- have sufficient knowledge of program areas in the field of leisure to maintain a balanced program;
- apply knowledge of normal physical, psychological, and social development of man to program planning and leadership;
- apply the techniques of communication and leadership to groups;
- develop a personal comprehensive leadership style;
- develop a program planning style which takes into consideration clients' needs, skill progression, objectives, facilities and resource management, budget, evaluation and administrative theory;
- utilize community resources such as social, public and civic service agencies, in planning well-balanced leisure services.

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

All students making application for a diploma program will complete a questionnaire designed by the Department in

order to determine the student's previous education, practical experience in recreation, general understanding of the profession, and a statement of the student's future career plans.

A faculty committee will review the assessment tests administered to all entering students.

All applications, questionnaires and testing results will be reviewed by the Department to determine successful applicants. A personal interview may be requested by the Department.

Program Deposit All students accepted into the Leisure Services Programs will be required to pay a \$100.00 non-refundable deposit, within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma Programs

The two-year professional diploma course for prospective Leisure Service workers has been designed to offer three routes:

Leisure Services (Recreation Management)
Leisure Services (Recreation Therapy)
Leisure Services (Leisure Facilities Operations)

Program development should be discussed with a Leisure Services advisor.

Diploma - Leisure Services (Recreation Management)

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement.....	3
Leisure Services 1111 - Education for Leisure.....	3
Leisure Services 1131 - Direct Leadership.....	3
Leisure Services 1150 - Practicum I.....	2
Total Credits	14

Semester 2	Credits
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Leisure Services 1210 - Program Planning	3
Leisure Services 1213 - Survey of Facility Planning	3
Leisure Services 1261 - Survey of Disabling Conditions.....	3
Total Credits	15

Semester 3	Credits
Leisure Services 1147 - Introduction to Voluntarism.....	3
Leisure Services 1240 - Leadership Theory	3
Leisure Services 1243 - Administration of Leisure Services.....	3
Leisure Services 1246 - Marketing for Sport and Recreation	3
Leisure Services 1250 - Practicum II.....	4
Total Credits	16

Semester 4	Credits
Arts and Science Requirement.....	3
Leisure Services 1175 - Introduction to Tourism.....	3
Leisure Services 1254 - Research Project	3
Elective	3
Elective	3
Total Credits	15

Total Credits for Graduation60

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

Valid certification in Standard First Aid and CPR Basic Rescuer are required for graduation.

Diploma - Leisure Services (Recreation Therapy)

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement.....	3
Leisure Services 1111 - Education for Leisure.....	3
Leisure Services 1131 - Direct Leadership.....	3
Leisure Services 1150 - Practicum I.....	2
Total Credits	14

Semester 2	Credits
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Leisure Services 1260 - Program Planning in Institutions for the Handicapped and Disabled	3
Leisure Services 1261 - Survey of Disabling Conditions.....	3
Leisure Services 1270 - Leisure Counselling	3
Total Credits	15

Semester 3	Credits
Leisure Services 1240 - Leadership Theory	3
Leisure Services 1250 - Practicum II.....	4
Leisure Services 1266 - Music and Movement Activities in Recreation Therapy	3
Leisure Services 1268 - Creative Arts in Recreation Therapy	3
Leisure Services 1274 - Leisure Services for the Elderly.....	3
Total Credits	16

Semester 4	Credits
Arts and Science Requirement.....	3
Leisure Services 1147 - Introduction to Voluntarism.....	3
Leisure Services 1254 - Research Project	3
Elective	3
Elective	3
Total Credits	15

Total Credits for Graduation60

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

Valid certification in Standard First Aid and CPR Basic Rescuer are required for graduation.

Diploma - Leisure Services (Leisure Facilities Operations)

This is a two-year joint program between the Southern Alberta Institute of Technology (S.A.I.T.) and Mount Royal College. Students must spend the first- year of the program at S.A.I.T. The second-year will be at Mount Royal College.

It is designed to prepare individuals who are interested in pursuing a career in facility operations including both the programming and maintenance-operations functions. Although geared to meeting the needs of smaller municipalities, opportunities for employment are also available in larger urban areas.

Mount Royal College Year

Semester 1	Credits
Leisure Services 1147 - Introduction to Voluntarism.....	3
Leisure Services 1240 - Leadership Theory	3
Leisure Services 1243 - Administration of Leisure Services	3
Leisure Services 1246 - Marketing for Sport and Recreation	3
Leisure Services 1250 - Practicum II.....	4
Total Credits	16

Semester 2	Credits
English 1112 - Principles of Expository Writing	3
Administration 1130 - Principles of Management.....	3
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Leisure Services 1210 - Program Planning	3
Total Credits	15

Total MRC Credits for Graduation.....31

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

Valid certification in Standard First Aid and CPR Basic Rescuer are required for graduation.

MUSIC PERFORMANCE

PROGRAMS OFFERED

Diploma - Music Performance

PROGRAM CONSULTANTS

Director, Conservatory of Music, Speech Arts and Dance
N. Burgess

Co-ordinator, Music Performance Program
E. Keown

GENERAL INFORMATION

In response to the special needs of young musicians who may have the potential to become professional performers, Mount Royal College has developed a Diploma Program in Music Performance with streaming to fit the needs of different instruments. Our program is unique in that it alters the balance of the conventional music performance program by placing the emphasis on the development of performing skills.

The Diploma in Music Performance is designed to prepare students for positions in professional performing organizations or for further studies, by allowing them approximately five (5) hours a day for concentrated practice and by giving them the opportunity to develop their performance skills under very careful guidance.

To accommodate those students who wish to continue their studies at The University of Calgary with two years credit toward a Bachelor of Music Degree, a diploma program in conjunction with the University has been developed. Students will be able to complete their academic requirements at The University of Calgary while participating in the enhanced performance situation being offered at Mount Royal College. Further information on this program is available from the Conservatory on request.

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

Note: Those students lacking Alberta Senior Matriculation requirements should be advised that they will encounter difficulty should they wish to transfer to other Canadian institutions.

Additional Admission Requirements Applicants who meet the general requirements above will be selected on the basis of their standing in the following:

Performance Background

- Applicants must exhibit proof of performance skills at, or equivalent to, at least a Grade X Conservatory Level.

Audition and Interview

- Applicants will be required to have a half-hour audition at which they must play representative works from different periods, as well as a brief interview to discuss goals and objectives.

Placement Tests

- Placement tests in music theory, history and keyboard may be required at the discretion of the audition committee.

Program Deposit All students accepted into the Music Performance Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program. There is also an additional fee of \$200.00 per semester over and above the standard College fees.

CURRICULUM

Diploma - Music Performance

Semester 1	Credits
Arts and Science Requirement.....	3
MUSA 1131 - Piano for Non - Piano Playing Students (if required)	1
MUSC 1104 - Chmber Ensemble I.....	2
One of MUSC 1108 - Repertoire/Literature I OR MUSC 1137 - Jazz Theory and Composition I.....	2
MUSC 1109 - Theory of Music I	3
One of MUSC 1115, 1214, 1215, or 1216 - Chorus OR one of MUSC 1119, 1219, 1220, OR 1221 - Orchestra	1
MUSD 1100 Level - Principal Instrument or Voice.....	4
Total Credits	16

Semester 2	Credits
Arts and Science Requirement.....	3
MUSA 1231 - Piano for Non-Piano Playing Students II (if required)	1
MUSC 1120 - Chamber Music II	2
One of MUSC 1121 - Repertoire/Literature II OR MUSC 1237 Jazz Theory and Composition II	2
MUSC 1123 - Theory of Music II	3
One of MUSC 1214, 1215, or 1216 - Chorus OR one of MUSC 1219, 1220, or 1221 - Orchestra	1
MUSD 1200 Level - Principle Instrument or Voice.....	4
Total Credits	16

Semester 3	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement.....	3
MUSA 1331 - Piano for Non-Piano Playing Students III (if required)	1
One of MUSC 1215 or 1216 - Chorus OR one of MUSC 1220 or 1221 - Orchestra	1
MUSC 1230 - Chamber Music III.....	2
MUSC 1231 - Repertoire/Literature III.....	2
MUSC 1232 - History of Music I OR MUSC 1234 - Jazz History I	3
MUSD 1300 Level - Principal Instrument or Voice.....	4
Total Credits	19

Semester 4	Credits
Arts and Science Requirement.....	3
MUSA 1431 - Piano for Non-Piano Playing	
Students IV (if required).....	1
MUSC 1216 - Chorus IV OR MUSC 1221 - Orchestra IV	1
MUSC 1240 - Chamber Ensemble IV	2
MUSC 1241 - Repertoire/Literature IV	2
MUSC 1242 - History of Music II	
OR MUSC 1244 - Jazz History II.....	3
MUSC 1250 - Recital	2
MUSD 1400 Level - Principal Instrument or Voice.....	4
Total Credits	18

Total Credits for Graduation 65-69

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

Students will be exempted from MUSA 1131, 1231, 1331, 1431 (Piano for Non-Piano Playing Students) if they can display a level of playing at least equivalent to Grade 6.

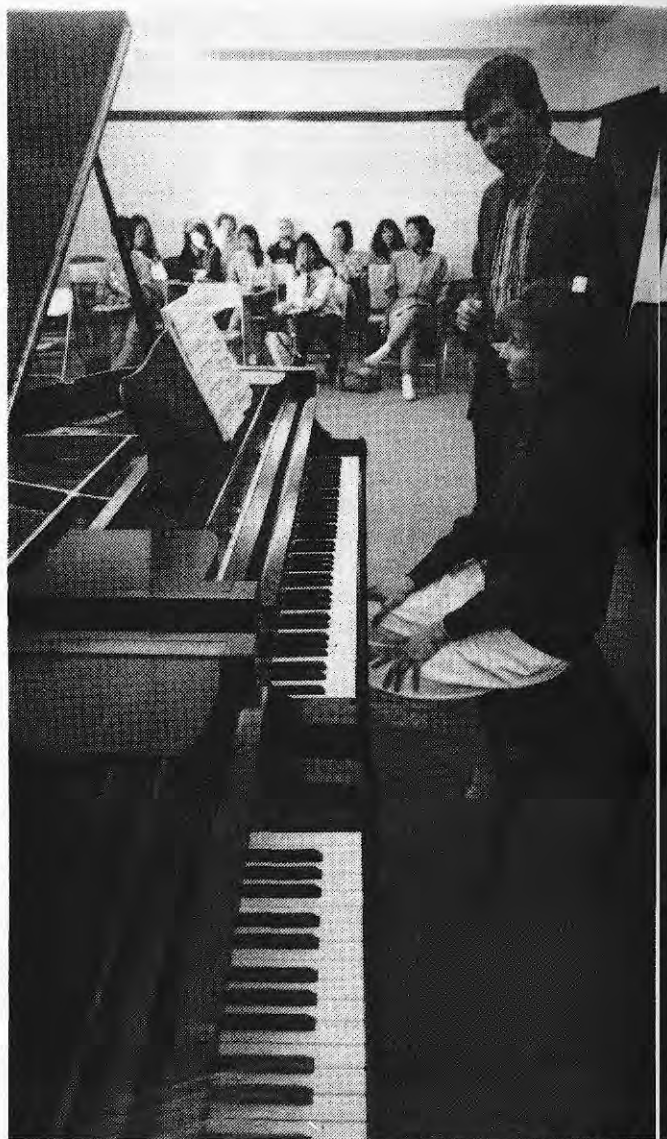


PHOTO BY GORDON BROWN

PROGRAMS OFFERED

Diploma - Nursing

Certificate - Post-Basic Mental Health Nursing

The Department of Nursing and Allied Health also offers a separate certificate in Gerontology. (Consult separate program descriptions found elsewhere in this Calendar)

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies

D. Stouffer

Chairperson, Department of Nursing and Allied Health

D. Taylor

GENERAL INFORMATION - DIPLOMA

This Program is designed to promote the necessary skills in providing nursing care, primarily in the clinical setting. It is also designed to help students develop an awareness of how the individual and/or family relates to their community.

The Program provides theory and practice that will enable students to assess patient problems, plan, implement, and evaluate patient care. The helping relationship is emphasized to assist students in functioning at a beginning level nursing position.

In addition to specific nursing courses, the Program includes social and biological science courses that provide students with principles to be applied to the practice of nursing. Students obtain experience in a variety of clinical settings (inclusive of acute care areas such as maternity, medicine, surgery, psychiatry, pediatrics and may obtain clinical experience in extended care areas such as geriatrics or rehabilitation).

The Nursing Program is 88 weeks in length and is comprised of four (4) regular semesters, two (2) spring semesters, and a final summer internship experience designed to facilitate transition into the nursing work-force.

After successful completion of the Nursing Program (all required nursing courses and support courses, according to the grading policies established by the nursing faculty), the student is eligible and required to write the Canadian Nurses' Association Testing Service Examination. Successful completion of the C.N.A.T.S. examination enables the student to apply for registration with the professional association (Alberta Association of Registered Nurses).

Once registration is granted by the professional association (Alberta Association of Registered Nurses), the graduate of the Diploma Nursing Program is able to practice nursing as a Registered Nurse.

THIS PROGRAM IS EVALUATED AND APPROVED ACCORDING TO THE REGULATIONS GOVERNING NURSING EDUCATION PROGRAMS IN THE

PROVINCE OF ALBERTA LEADING TO NURSING REGISTRATION, AS PUBLISHED BY THE AUTHORITY OF THE UNIVERSITIES CO-ORDINATING COUNCIL (MAY 1982).

ADMISSION REQUIREMENTS - DIPLOMA

Regular Admission

1. Alberta High School Diploma or equivalent,
2. 60% minimum average in five (5) matriculation Grade 12 subjects (as listed below) and a mark of no less than 50% in:
 - (a) English 30
 - (b) Biology 30
 - (c) one other science: Chemistry 30, Physics 30, Mathematics 30 or Mathematics 31
 - (d) and two other subjects: Economics 30, a language 30 other than English, Social Studies 30, or an additional science.

Mature Admission

1. Minimum age - 23 years
2. 60% average and a mark of no less than 50% in:
 - (a) English 30
 - (b) Biology 30
 - (c) one of: Chemistry 30, Mathematics 30, Mathematics 31, Physics 30, Economics 30, a language 30 other than English or Social Studies 30.

All applicants are required to have:

1. A recent medical examination;
2. Updated immunization (upon acceptance into the program);
3. Completed pre-admission assessment tests;
4. College Placement Test (pre-admission testing and basic skills assessment are compulsory);
5. Successful applicants must have a valid and current Cardio-Pulmonary Resuscitation (Basic Life Support) certificate no earlier than May 1 of the year they are applying for and no later than the first day of classes.

All applicants will be reviewed with respect to admission requirements and information obtained from pre-admission assessment tests by the Diploma Nursing Program Admissions Committee. A personal interview may be required upon request of the Admissions Committee/Nursing Faculty.

Nursing is a limited enrolment program. Students are advised to apply early and to complete all admission requirements as quickly as possible. Each completed application will be reviewed in order of receipt. Students who expect to complete academic requirements by June of any year should not wait for their final transcripts before applying. Applications will be accepted on or after the last Monday in January for the following academic year. Applications will be accepted until full enrolment is reached.

Program Deposit All students accepted into the Nursing Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program. Failure to pay this deposit results in the forfeit of a place in the program. The \$100.00 will be credited towards tuition when you enter the program.

Auditing Courses Special permission must be granted by the Nursing Department for students to audit nursing theory courses. Students who audit theory courses are not allowed to participate in clinical experiences.

Continuance in the Program In order to be considered as continuing students of record in the Nursing Program, students must maintain a minimum "C" grade in concurrent co-requisite nursing courses (theory courses and applied clinical courses). See Grading Policies: Nursing Courses.

Students who fail to maintain the required "C" average in concurrent co-requisite nursing courses will be withdrawn from the Nursing Program. In addition, students who fail to maintain a minimum grade of "C" in required non-nursing or support courses will be withdrawn from the Nursing Program.

Students who are no longer students of record in the Nursing Program may apply for re-admission to the Nursing Program. Students may repeat nursing courses only at the discretion of, and with permission of, the Admissions Committee Diploma Nursing Faculty.

Credit Policy Nursing Courses (Concurrent co-requisite theory and applied clinical practice courses).

In order to receive credit for concurrent co-requisite nursing courses, students are required to maintain a minimum of a "C" grade in each nursing course. Failure in an applied clinical course precludes the student receiving credit for the concurrent theory course. Failure in a theory course precludes the student receiving credit for the concurrent clinical course.

Failure to receive credit in either situation results in withdrawal from the nursing program as above, and students must re-apply for admission.

If re-admission is granted, students are required to repeat both concurrent co-requisite nursing courses and to maintain a minimum of a "C" grade in concurrent co-requisite nursing courses to be considered students of record in the program.

Clinical Course Probation Policy Students who are having difficulty maintaining a satisfactory level of performance (minimum "C" grade) in applied clinical practice courses may be put on probation at any time throughout the course. A clinical probation contract must be completed by the instructor and copies provided for the student and instructor. In addition, the following policies apply:

(a) Students may go on clinical probation only once after completing Nursing 1150/1151. Subsequent performance in all clinical courses must be satisfactory (minimum "C" grade) or an instructor initiated withdrawal will occur.

(b) Students will not proceed to the next set of concurrent co-requisite nursing courses on clinical probation except in extenuating circumstances, in which case the length of probation will be determined by the instructors involved after consultation with the Program Co-ordinator and Department Chairperson. Extenuating circumstances shall not apply to Nursing 1261 - Nursing Internship. Students may not proceed from Nursing 1258/1259 into Nursing 1261 on clinical probation.

(c) Students may be placed on probation in a clinical course at any time.

(d) Clinical probation is an instructional prerogative. A student may fail a clinical practice course at any time during that course if the clinical performance of that student is questionable in relation to his/her delivery of safe patient care.

Re-admission Any student who discontinues or is withdrawn from the Nursing Program must apply for re-admission. This re-admission application must be received by the Office of the Registrar at least eight weeks prior to the last day of classes in the semester preceding the semester to which the applicant wishes to re-enter. The request for re-admission must be submitted to the Nursing and Allied Health Department, the Admissions Committee and the Diploma Nursing Faculty, for approval.

Graduation Requirements In addition to the general graduation requirements, a minimum grade of "C" is required in all nursing courses and in: Microbiology 1212, Biology 1220, 1221; Psychology 1240, 2205; English 1112 or 2201; and Sociology 2201.

Students will be required to meet all of the program requirements in order to be awarded a Diploma in Nursing.

REGISTRATION EXAMINATIONS

Students who have successfully completed the Nursing Program requirements, and who have been awarded the Diploma in Nursing, are eligible and required to write the Canadian Nurses' Association Testing Service Examination. The C.N.A.T.S. Examination is administered by the Professional Examinations Office as prescribed by the Professional Examinations Board in nursing of the Universities Co-ordinating Council.

Students eligible to write the C.N.A.T.S. Examination must:

- (1) Make application to write the C.N.A.T.S. Examination for the Professional Examinations Office, so that the completed application and required fees are received by the Professional Examinations Office at least ten weeks prior to the desired/scheduled writing dates.
- (2) Pay the required fees to write the C.N.A.T.S. Examination.
- (3) Request program transcripts, which confirm their program completion and awarding of the Diploma in

Nursing from Mount Royal College, be forwarded to the Professional Examinations Office and the Alberta Association of Registered Nurses.

Program candidates are required to successfully pass the C.N.A.T.S. Examination to qualify for registration with the professional association (Alberta Association of Registered Nurses).

The Diploma Nursing Program will be notified as to the success of all candidates in the C.N.A.T.S. examination and subsequent qualification for registration in Alberta. Students must apply for Temporary Work permits from the Alberta Association of Registered Nurses in order to work in Alberta from the time of program completion until such time as they are notified of successful qualifying scores on the C.N.A.T.S. examination and receive official registration status.

Guidelines for Students to Complete Courses in Specific Content Area

Requirements are stipulated by the Professional Association (Alberta Association of Registered Nurses) for the writing of the C.N.A.T.S. examination. Students who have failed their examination twice, and foreign students and/or other nurses with course deficiencies, are required to repeat recommended courses or take new course work.

Students must apply to the Nursing and Allied Health Department for written permission to enter a specific course in the Nursing Program. If an equivalent course can be presented to meet the stipulated requirement, the student may be allowed admission into the program. In addition, students must apply to the Professional Association (Alberta Association of Registered Nurses)/Professional Examinations Board for approval to enrol in the specific course.

GRADUATE NURSES FROM COUNTRIES OTHER THAN CANADA

Graduates from countries other than Canada must meet the following requirements:

- (1) Confirmation from the Alberta Association of Registered Nurses that the applicant is a graduate nurse from another program/country; that he/she would be eligible to write the C.N.A.T.S. Examination; and that he/she would be eligible to practice nursing in Alberta upon successful completion of a course.
- (2) Pass an English proficiency test (oral/aural and written) administered by Mount Royal College.
- (3) Personal interview may be required upon request of the Admissions Committee.
- (4) Review major curriculum threads, college policies, assignment expectations and clinical expectations prior to or initially in the course.

If the student does obtain admission, it is required that the student:

- (1) Be considered as any other student in the course and that he/she be responsible for the behaviours stated in the course outline.
- (2) Be subject to grading/continuance and credit policies outlined in this calendar and as per the course outline.

The Nursing and Allied Health Department of Mount Royal College will notify the Alberta Association of Registered Nurses of the student's eligibility to rewrite the C.N.A.T.S. examination upon satisfactory completion of the necessary content, if satisfactory clinical and academic progress has been achieved as outlined above.

CURRICULUM

Students wishing to take required non-nursing courses prior to admission to the Nursing Program should contact program advisors regarding policies.

Diploma - Nursing

Semester 1 (Fall, first year)	Credits
English 1112 or 2201 (see note below)	3
Biology 1220 - Anatomy and Physiology I	4
Mathematics 1003 - Basic Arithmetic Skills for Nurses (one credit, not credited toward graduation)	-
Nursing 1150 - Introductory Concepts of Nursing Process	7
Nursing 1151 - Applied Introductory Nursing Process	4
Total Credits	18

Semester 2 (Winter, first year)	Credits
Biology 1221 - Anatomy and Physiology II	4
Nursing 1152 - Introductory Medical - Surgical Nursing	6
Nursing 1153 - Applied Introductory Medical - Surgical Nursing Process	5
Psychology 2205 - Principles of Psychology	3
Total Credits	18

Spring Semester (8 weeks).....	Credits
Nursing 1154 - Intermediate Medical- Surgical Nursing	3
Nursing 1155 - Applied Intermediate Medical - Surgical Nursing Process	3
Sociology 2201 - Introductory Sociology	3
Total Credits	9

Semester 3 (Fall, second year) Credits
Each student must complete four of the following 8 week nursing courses in this semester. Concurrent nursing courses must be taken in the same semester.

Nursing 1250 - Care of the Family: Advanced Medical-Surgical Nursing	(3)
AND	
Nursing 1251 - Applied Advanced Medical - Surgical Nursing Process	(3)
OR	
Nursing 1252 - Care of the Family: Maternity Nursing	(3)
AND	
Nursing 1253 - Applied Maternity Nursing Process	(3)
OR	
Nursing 1254 - Care of the Family: Mental Health Nursing	(3)
AND	
Nursing 1255 - Applied Mental Health Nursing Process	(3)
OR	
Nursing 1256 - Care of the Family: Pediatric Nursing	(3)
AND	
Nursing 1257 - Applied Pediatric Nursing Process	(3)
Nursing Courses (4 courses x 3 credits)	12
Microbiology 1212 - Microbiology and Infectious Diseases in Health Care	4
Psychology 1240 - Life Span Development	3
Total Credits	19

Semester 4 (Winter, second year) Credits	
Each student must complete the four remaining nursing courses of those listed above, which were not completed in the Fall Semester:	
Nursing courses (4 courses x 3 credits)	12
Approved Option	3
Approved Option	3
Total Credits	18

Spring Semester II (8 weeks) Credits	
Nursing 1258 - Professional and Career Responsibilities	2
Nursing 1259 - Integrated Nursing Practice	6
Total Credits	8

Summer Semester I (8 weeks) Credits	
Nursing 1261 - Nursing Internship	5
Total Credits	5

Total Credits for Graduation95

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

CERTIFICATE - POST-BASIC MENTAL HEALTH

GENERAL INFORMATION

The Certificate Program is designed for post-basic study for registered nurses wishing to develop skills and expertise in the areas of Mental Health Nursing. It is a competency-based program and as a clinical course is designed to prepare the practitioners to deal effectively with mental health concerns in a variety of settings such as psychiatric units of general hospitals, mental hospitals, forensic units, auxiliary hospitals, community mental health settings and in other areas of Alberta's expanding mental health care facilities.

Students may assume either a part-time or full-time equivalent status. Part-time students will be granted five years from the time of initially beginning the Post-Basic Mental Health Nursing courses to complete requirements for the Certificate; however, most students complete the program in two to three years.

The pattern of study is distance delivery. Distance delivery is a method of presenting course material which minimizes instructor/student one-to-one contact. Theory courses are designed using a combination of: independent study, teleconferences, on-campus workshops and instructor/student telephone conferences.

Each course will require from eight to ten hours per week study time, plus a one and one half hour long teleconference approximately every four weeks. There is a day-long on-campus workshop required for most courses.

Clinical practica are arranged for each student by the program faculty, depending on the student's learning needs, skill development and competence (as assessed by program faculty) and on availability of clinical facilities. In some situations a preceptor in the agency provides supervision and guidance to the student during the practicum.

The Post-Basic Mental Health Nursing Certificate is transferable to post-R.N. programs at The University of Calgary, University of Alberta or University of Lethbridge. Students must meet the admission requirements for the university of their choice.

University Transfer

The Post-Basic Mental Health Nursing Certificate Program is transferable to the following universities:

The University of Calgary
University of Alberta
University of Lethbridge

Please contact the Program Co-ordinator for further information regarding transfer credit.

Admission Requirements

- 1. Students must meet minimum admission requirements for either regular admission or mature admission as set out in the Mount Royal College Academic Calendar. Special admission may be granted to an applicant who does not possess the equivalent of high school matriculation but who is currently a Registered Nurse and presents evidence of professional competence and the ability to profit from further study.
- 2. Graduation from an approved school of nursing and current active registration with the Alberta Association of Registered Nurses, or, if from another province or country, eligibility for registration with the A.A.R.N.
- 3. Evidence of basic preparation in psychiatric/mental health nursing in a Basic Nursing Program.

Applicants must submit the following documents with their application:

- 1. A completed Mount Royal College Application form (available from the Office of the Registrar).
- 2. One official nursing school transcript and transcripts for any post-secondary educational courses or programs.
- 3. A letter of reference from the Basic Nursing Program or from the latest employer.
- 4. One official high school transcript.
- 5. Basic Life Support Certificate in Cardiopulmonary Resuscitation (must be obtained prior to clinical practicum). For information contact the Nursing and Allied Health Department.
- 6. An interview will be required, either in person or by telephone.

The application deadlines for admission to the part-time program beginning in September and January are **MAY 15** and **NOVEMBER 1** respectively. All documentation should be received by these dates. It is also anticipated there may be mental health nurses who would be interested in taking selected courses without completing the whole program; however, application to the program must be completed.

Credit by Examination Before making application for Credit by Examination students should consult with the Program Co-ordinator.

Financial Assistance Information regarding financial assistance is available from the Alberta Association of Registered Nurses, the Students' Finance Board, and Financial Aid and Awards, Mount Royal College.

Certificate Requirements

A minimum grade of "C" is required in all courses and a total of 33 credits are required for the completion of the Post-Basic Mental Health Nursing Certificate.

CURRICULUM

Certificate - Post-Basic Mental Health Nursing

Core Requirements	Credits
Post Basic Mental Health Nursing 1307	
- Theoretical Basis for Mental Health Nursing*	3
Post Basic Mental Health Nursing 1317	
- Mental Disorders in Focus: A Nursing Perspective I	3
Post Basic Mental Health Nursing 1318	
- Mental Disorders in Focus: A Nursing Perspective II	3
Post Basic Mental Health Nursing 1337	
- Somatotherapies	3
Post Basic Mental Health Nursing 1347	
- Intervention Modes I	3
Post Basic Mental Health Nursing 1348	
- Intervention Modes II	3
Post Basic Mental Health Nursing 1357	
- Mental Health Nursing in the Community	3
Post Basic Mental Health Nursing 1367	
- Issues and Trends in Professional Practice	3
Post Basic Mental Health Nursing 1397	
- Clinical Practicum	9
Total Credits for Graduation	33

Students must complete the total program of studies in order to graduate.

* Students may apply for credit by examination for this course if previous experience indicates it is appropriate (see previous note).



OCCUPATIONAL HYGIENE TECHNOLOGY

PROGRAMS OFFERED

Diploma - Occupational Hygiene Technology
Certificate - Occupational Hygiene Technology

PROGRAM CONSULTANTS

Dean, Faculty of Science and Technology
G. Williams

Chairperson, Department of Chemical and Biological
Sciences
T. MacAlister

Co-ordinator, Occupational Hygiene Technology Program
F. Comerford

GENERAL INFORMATION

In industry, workers may be exposed to work place environments which may cause or contribute to ill-health. These hazards include:

- toxic chemicals
- physical agents, such as noise, heat, stress, radiation, biological agents, such as micro-organisms and ergonomic concerns, caused by poorly designed tools or work stations

Workers may be protected from these hazards using suitable control methods such as substitution of less hazardous processes or materials, properly designed ventilation systems, process isolation and personal protection.

Increased awareness of the potential health effects and the cost of industrial illness has heightened the interest of employers towards evaluation and control of workplace hazards. Of particular interest are health effects that become evident only after several years of exposure.

Occupational hygiene technologists are trained to identify and evaluate workplace health hazards, and in some cases recommend suitable control measures. They may work independently or provide technical support to an occupational hygienist and other occupational health professionals.

At present, there is a demand for skilled professionals and technologists in the field of occupational hygiene. Employment opportunities exist with municipal, provincial and federal government agencies, consulting companies, and with major companies in the oil, chemical, mining and manufacturing industries.

A two-year Diploma Program and one-year Certificate Program are offered in Occupational Hygiene Technology. The Diploma Program is designed to accommodate recent high school graduates and mature students with little or no related experience. The Certificate Program is aimed primarily at students with some related experience or training, especially those currently working in industry who require upgrading in the field of Occupational Hygiene.

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

In addition grades of 60% or better in Biology 30, Chemistry 30, English 30, Mathematics 30 and Physics 20 are required. Students who do not meet the admission requirements may re-apply to enrol in the Occupational Hygiene Technology Program after successful completion of the necessary upgrading courses.

Applicants may be required to attend an interview on campus to ensure that they have a realistic chance for success in the program. After applying for admission, applicants will be sent further information about screening procedures.

For admission to the Certificate Program students must possess an acceptable two-year diploma or degree.

Program Deposit All students accepted into the Occupational Hygiene Technology Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Occupational Hygiene Technology

Semester 1	Credits
English 2201 - Composition	3
Biology 1216 - Human Physiology	4
Chemistry 2201 - General Chemistry I.....	4
Mathematics 1211 - Concepts of Mathematical Statistics.....	4
Occupational Hygiene 1222 - Occupational Hygiene I.....	4
Total Credits	19

Semester 2	Credits
Chemistry 3341 - Elementary Organic Chemistry	4
Occupational Hygiene 1223 - Occupational Hygiene II.....	3
Occupational Hygiene 1229 - Occupational Health and Safety: Engineering and Technology	3
Arts and Science Requirement	3-4
Arts and Science Requirement	3-4
Total Credits	16-18

Semester 3	Credits
Biochemistry 3341 - Biochemistry of Life Processes	4
Environmental Quality Control 1231 - Waste Management ..	3
Occupational Hygiene 1227 - Industrial Ventilation.....	3
Occupational Hygiene 1231 - Occupational Hygiene Measurements I	3
Arts and Science Requirement	3-4
Total Credits	16-17

Semester 4	Credits
Occupational Hygiene 1226 - Industrial Toxicology	4
Occupational Hygiene 1232 - Occupational Hygiene Measurements II	4
Occupational Hygiene 1234 - Occupational Health and Safety	3
Occupational Hygiene 1235 - Instrumentation and Analysis	3
Arts and Science Requirement	3-4
Total Credits	17-18

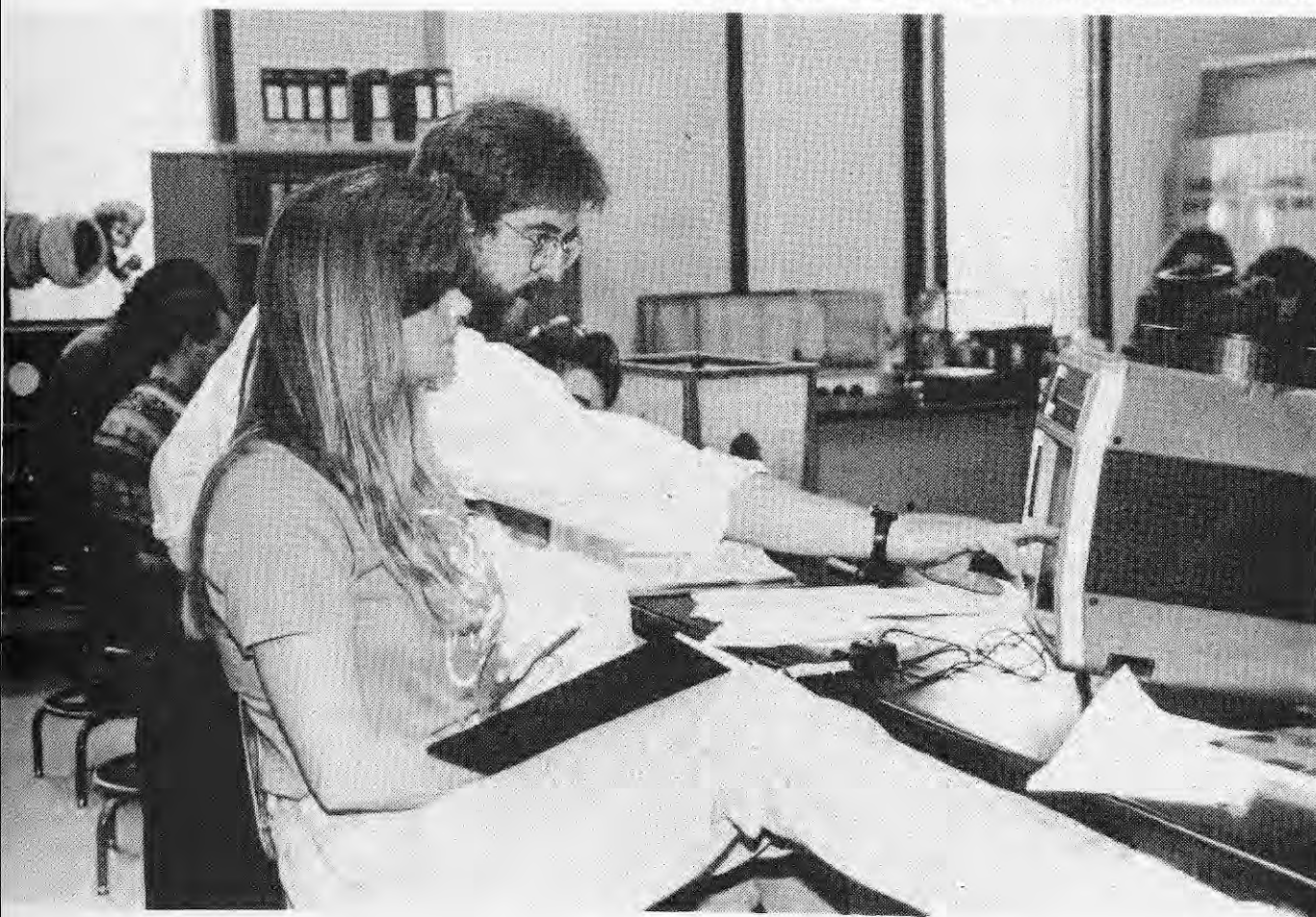
Total Credits for Graduation68-72

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

Certificate - Occupational Hygiene Technology

Semester 1	Credits
Environmental Quality Control 1110 - Introduction to Environmental Data Processing and Analysis	3
Environmental Quality Control 1214 - Methods of Air Sampling and Analysis	3
Occupational Hygiene 1222 - Occupational Hygiene I	4
Occupational Hygiene 1227 - Industrial Ventilation	3
Occupational Hygiene 1231 - Occupational Hygiene Measurements I	3
Total Credits	16

Semester 2	Credits
Environmental Quality Control 1215 - Instrumentation	3
Environmental Quality Control 1239 - Hazardous Wastes and Chemicals	3
Occupational Hygiene 1226 - Industrial Toxicology	4
Occupational Hygiene 1232 - Occupational Hygiene Measurements II	4
Occupational Hygiene 1234 - Occupational Health and Safety	3
Total Credits	17
Total Credits for Graduation	33



PHYSICAL EDUCATION

PROGRAMS OFFERED

Diploma - Physical Education - General
Diploma - Physical Education - Aquatic Administration
Diploma - Physical Education - Athletic Therapy
Diploma - Physical Education - Outdoor Pursuits
Diploma - Physical Education - Physical Fitness Leadership
Diploma - Physical Education - Sports Administration
University Transfer - Physical Education

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer

Acting Chairperson, Department of Leisure Services and
Physical Education
J. Jarrell

GENERAL INFORMATION - DIPLOMA PROGRAM

Students entering the Physical Education Diploma Program at Mount Royal College have a choice of five (5) patterns depending upon their career desire: Aquatic Administration, Athletic Therapy, Outdoor Pursuits, Sports Administration, Physical Fitness Leadership, or the General Program. The program has sufficient flexibility to allow students who plan to transfer to a university to select appropriate transfer courses to the specific institution.

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

Applicants will complete the College Placement Test administered to all entering students. The test results will be reviewed by a committee of the Department to determine successful applicants. Where appropriate, the Department will also consider the applicant's graduating average for the high school diploma or high school equivalency courses.

Program Deposit All students accepted into Physical Education will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

GENERAL INFORMATION UNIVERSITY TRANSFER PROGRAM

For information on university transfer to the Faculty of Physical Education at The University of Calgary, refer to the section entitled "University Transfer Programs - Mount Royal College" located in this Calendar.

For information on transfer to other institutions, consult with the Physical Education Department's Program Advisor.

Program Deposit All students accepted into Physical Education will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.



CURRICULUM - DIPLOMA PROGRAM

Diploma - Physical Education - General Program

This program is designed for students who wish to generalize in Physical Education, or prefer to only enrol in university transfer courses. Students should consult the Alberta Transfer Guide, the Mount Royal College academic advisor in Physical Education and/or the calendar of the institution to which they wish to transfer, before registering in the specific courses.

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Physical Education 1110 - Historical and Philosophical Survey	3
Physical Education 1114 - Fundamental Fitness and Measurement	3
Physical Education 1224 - Human Anatomy	4
Physical Education Option	3
Total Credits	16

Semester 2	Credits
Arts and Science Requirement	3
Biology 2201 - Principles of Biology	4
Physical Education 1221 - Applied Anatomy and Kinesiology	4
Physical Education Option	3
Physical Education Option	3
Total Credits	17

Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Physical Education 1220 - Scientific Basis of Prevention and Care of Athletic Injuries	3
Physical Education Option	3
Elective	3
Total Credits	15

Semester 4	Credits
Arts and Science Requirement	3
Physical Education 1211 - Sociological - Psychological Foundations in Physical Education	3
Physical Education Option	3
Physical Education Option	3
Elective	3
Total Credits	15

Total Credits for Graduation63

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

Diploma - Physical Education - Aquatic Administration

Prerequisites for this program are: R.L.S.S.C. Senior Resuscitation, Bronze Medallion, and Bronze Cross. This is a two-year instructional program for individuals wishing to be trained in the area of organization and administration of aquatic programs. Students will acquire skills in aquatic activities, business administration, leadership, public relations, communications and marketing, evaluation and implementation.

Semester 1	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Physical Education 1221 - Applied Anatomy and Kinesiology	4
Physical Education 1295 - R.L.S.S. and Red Cross Instructors Course	3
Physical Education Option	3
Total Credits	16

Semester 2	Credits
English 1112 or 2201 (see note below)	3
Physical Education 1110 - Historical and Philosophical Survey	3
Physical Education 1114 - Fundamental Fitness and Measurement	3
Physical Education 1296 - Advanced Life Saving	3
Physical Education Option	3
Total Credits	15

Semester 3	Credits
Arts and Science Requirement	3
Physical Education 1220 - Scientific Basis of Prevention and Care of Athletic Injuries	3
Physical Education 1225 - Organization and Administration of Sport	3
Physical Education 1268 - Introductory and Intermediate Coaching	3
Elective	3
Total Credits	15

Semester 4	Credits
Arts and Science Requirement	3
Leisure Services 1246 - Marketing for Sport and Recreation	3
Physical Education 1211 - Sociological-Psychological Foundations in Physical Education	3
Physical Education Option	3
Elective	3
Total Credits	15

Total Credits for Graduation61

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

Diploma - Physical Education - Athletic Therapy

This program is designed to develop understanding and skill in the theoretical principles and applied practices of Athletic Therapy. Individuals will acquire skills to assess and recondition (based on physician's referral) injured athletes. The protective and preventative measures needed in physical activity will also be studied.

Semester 1	Credits
Arts and Science Requirement.....	3
Physical Education 1110 - Historical and Philosophical Survey	3
Physical Education 1114 - Fundamental Fitness and Measurement.....	3
Physical Education 1224 - Human Anatomy.....	4
Total Credits	13

Semester 2	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Physical Education 1220 - Scientific Basis of Prevention and Care of Athletic Injuries.....	3
Physical Education 1221 - Applied Anatomy and Kinesiology.....	4
Total Credits	16

Semester 3	Credits
Biology 1216 - Human Physiology	4
Physical Education 1211 - Sociological-Psychological Foundations In Physical Education.....	3
Physical Education 1223 - Musculoskeletal Assessment - Spine	3
Physical Education 1226 - Musculoskeletal Assessment - Peripheral.....	3
Physical Education 1227 - Introductory Exercise Physiology	3
Total Credits	16

Semester 4	Credits
Arts and Science Requirement.....	3
Physical Education 1230 - Clinical Modalities in Athletic Therapy	3
Physical Education 1231 - Rehabilitation Techniques in Athletic Therapy	3
Physical Education 1268 - Introductory and Intermediate Coaching	3
Physical Education 1280 - Practicum	3
Total Credits	15

Total Credits for Graduation60

Note: Presentation of a valid Standard First Aid Certificate and Basic Rescuer CPR Certificate is recommended prior to graduation.

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

Diploma - Physical Education - Physical Fitness Leadership

The student will acquire the necessary specialized skills, knowledge and attitudes required to organize and instruct physical fitness classes, evaluate physical fitness levels, operate specialized laboratory equipment, counsel individuals and groups about program design, and establish and operate physical fitness programs in industry, clubs and communities.

Semester 1	Credits
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Physical Education 1114 - Fundamental Fitness and Measurement.....	3
Physical Education 1221 - Applied Anatomy and Kinesiology	4
Physical Education Option	3
Total Credits	16

Semester 2	Credits
English 1112 or 2201 (see note below)	3
Physical Education 1110 - Historical and Philosophical Survey	3
Physical Education 1210 - Exercise Techniques	3
Physical Education 1224 - Human Anatomy.....	4
Physical Education 1227 - Introductory Exercise Physiology	3
Total Credits	16

Semester 3	Credits
Arts and Science Requirement.....	3
Biology 1216 - Human Physiology	4
Physical Education 1218 - Advanced Fitness Techniques	3
Physical Education 1220 - Scientific Basis of Prevention and Care of Athletic Injuries.....	3
Physical Education 1225 - Organization and Administration of Sport	3
Total Credits	16

Semester 4	Credits
Arts and Science Requirement.....	3
Physical Education 1211 - Sociological-Psychological Foundations in Physical Education.....	3
Physical Education 1280 - Practicum	3
Physical Education Option	3
Elective	3
Total Credits	15

Total Credits for Graduation63

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

Diploma - Physical Education - Sports Administration

This program is designed to train people to work in sports programs at the administrative level. Types of employment include: coaching; directing programs and activities in clubs, leagues, and sports camps; and consulting for government and agencies in the areas of sport, recreation, and fitness.

Students will acquire administrative and organizational skills necessary for planning, designing, marketing, and implementing sports programs, as well as an understanding of various physical skills, teaching and coaching methods, and the biomechanics of sport.

Semester 1	Credits
Arts and Science Requirement.....	3
Physical Education 1211 - Sociological-Psychological Foundations in Physical Education.....	3
Physical Education 1221 - Applied Anatomy and Kinesiology.....	4
Physical Education 1268 - Introductory and Intermediate Coaching.....	3
Physical Education Option.....	3
Total Credits.....	16
Semester 2	Credits
English 1112 or 2201 (see note below).....	3
Physical Education 1110 - Historical and Philosophical Survey.....	3
Physical Education 1114 - Fundamental Fitness and Measurement.....	3
Physical Education 1224 - Human Anatomy.....	4
Physical Education Option.....	3
Total Credits.....	16
Semester 3	Credits
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Physical Education 1220 - Scientific Basis of Prevention and Care of Athletic Injuries.....	3
Physical Education 1225 - Organization and Administration of Sport.....	3
Elective.....	3
Total Credits.....	15
Semester 4	Credits
Arts and Science Requirement.....	3
Leisure Services 1246 - Marketing for Sport and Recreation.....	3
Physical Education Option.....	3
Elective.....	3
Elective.....	3
Total Credits.....	15
Total Credits for Graduation.....	62

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

Diploma - Physical Education - Outdoor Pursuits

This program is designed to develop understanding, appreciation and skill in the theory and practice of outdoor pursuits. Students will acquire administrative, organizational, and leadership knowledge necessary for planning, designing and implementing outdoor-related programs, and physical skills in outdoor activities. Emphasis will be on social awareness and group dynamics. Experiential techniques will be used.

Semester 1	Credits
Arts and Science Requirement.....	3
English 1112 - Principles of Expository Writing.....	3
Physical Education 1110 - Historical and Philosophical Survey.....	3
Physical Education 1171 - Introduction to Outdoor Pursuits.....	3
Physical Education 1224 - Human Anatomy.....	4
Total Credits.....	16
Semester 2	Credits
Arts and Science Requirement.....	3
Physical Education 1114 - Fundamental Fitness and Measurement.....	3
Physical Education 1221 - Applied Anatomy and Kinesiology.....	4
Physical Education 1225 - Organization and Administration of Sport.....	3
Physical Education 1282 - Outdoor Activities.....	3
Total Credits.....	16
Semester 3	Credits
Arts and Science Requirement.....	3
Physical Education 1173 - Wilderness Survival Techniques.....	1.5
Physical Education 1220 - Scientific Basis of Prevention and Care of Athletic Injuries.....	3
Physical Education 1250 - Introductory Canoeing.....	1.5
Physical Education 1254 - Introductory Mountaineering.....	1.5
Leisure Services 1290 - Camp Administration.....	3
Total Credits.....	13.5
Semester 4	Credits
Arts and Science Requirement.....	3
Physical Education 1211 - Sociological/Psychological Foundations in Physical Education.....	3
Physical Education 1251 - Introductory Kayaking.....	1.5
Physical Education 1253 - Introductory Rock Climbing.....	1.5
Physical Education Option.....	3
Elective.....	3
Total Credits.....	15
Total Credits for Graduation.....	60.5

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

PROFESSIONAL WRITING

PROGRAM OFFERED

Certificate - Professional Writing

PROGRAM CONSULTANTS

Dean, Faculty of Arts
K. Robson

Chairperson, English
J. Paquette

Co-ordinator, Professional Writing
A. Pett

GENERAL INFORMATION - CERTIFICATE PROGRAM

The Professional Writing Certificate prepares students for a variety of writing careers. By developing skills in creative, non-fiction, and business/technical writing, students learn a range of techniques and acquire flexibility in their approach to writing. They also receive specific training in the use of computers, the latest publishing technology, and business-related issues.

Mount Royal College has received approval to offer the Professional Writing Certificate for an initial three year period (September 1, 1988 - June 30, 1992) at which point the program will be reviewed and possibly extended.

Although the program is practical in its career focus, graduates are not assured regular employment. Writers who are employed full-time by industry or government usually possess additional appropriate education or expertise. If graduates already hold a specialized diploma or degree, the certificate will enhance their opportunities. Alternatively, the program will assist graduates in obtaining work, whether full- or part-time, as free-lance writers or as consultants.

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

More specifically, applicants will require at least two years of prior post-secondary education OR a high school diploma (a grade of 65 or higher in English 30) with at least two years of relevant work experience.

Applicants will be required to submit a portfolio containing samples of their writing and to attend a personal interview. They must also be able to type at the Typing 10-level or its equivalent. On the College Placement Test, they must score at least five or six, unless they meet the current criteria for exemption from this test.

Program Deposit All students accepted into the Professional Writing Certificate Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM - CERTIFICATE PROGRAM

Semester 1	Credits
Professional Writing 1310 - Stylistics	3
Professional Writing 1316 - The Creative Writer.....	3
Professional Writing 1328 - Technical Writing.....	3
Professional Writing 1334 - Graphic Presentation	3
Professional Writing 1335 - Production Editing	2
Total Credits	14

Semester 2	Credits
Professional Writing 1340 - Principles of Communication.....	3
Professional Writing 1380 - Professional Writing Business Principles and Practices	1
Professional Writing 1390 - Professional Practice: Practicum	3
Three of:	
Professional Writing 1317 - Advanced Creative Writing.....	(3)
Professional Writing 1329 - Advanced Report Writing	(3)
Professional Writing 1360 - Scriptwriting.....	(3)
Professional Writing 1370 - Writing for Publication	(3)
(3 courses x 3 credits)	9

Total Credits16

Total Credits for Graduation30

PUBLIC RELATIONS

PROGRAMS OFFERED

Diploma - Public Relations (Co-operative Education)

PROGRAM CONSULTANTS

Acting Dean, Faculty of Business Studies and Applied Arts
B. Mahon

Chairperson, Department of Communications
E. Dixon

GENERAL INFORMATION

The Public Relations Co-operative Education Program at Mount Royal College is designed to prepare students for employment in the communications industry. Students are given the theoretical basis for public relations work, and will study how public relations techniques are put into operation. Some courses involve projects for Calgary-based organizations, which permit students to "learn by doing".

Students take a Journalism course as well as Public Relations courses. Since most public relations practitioners are required to do newswriting and editing and to work closely with media personnel, a thorough understanding of these areas is essential. Students also study graphics, photography, speech, business administration, and marketing.

THIS PROGRAM IS OFFICIALLY RECOGNIZED BY THE CANADIAN PUBLIC RELATIONS SOCIETY.

Co-operative Education All students who are accepted to the Public Relations Program become Co-operative Education students, and complete two four-month paid work-terms with employers in public relations along with their academic semesters. The first work-term takes place after students successfully complete two academic semesters; the second takes place after the third and before the fourth academic semester. The work-term placements are arranged through the College's Co-operative Education Office, and positions are frequently found with major oil and gas companies, transportation firms, radio and television stations, arts and cultural groups, government departments and agencies, and non-profit organizations. Students must successfully complete both work-terms and all four academic terms in order to graduate with a diploma noting their co-op education experience.

Co-op work-terms are designed to provide an extension of the learning process into a relevant work environment. Students are usually considered trainees and should be prepared to receive entry-level wages.

Co-op job opportunities are a reflection of the labour market. Therefore, Public Relations students may need to plan for job sites outside Calgary, and perhaps Alberta.

The work-terms will be recorded on the student's transcript with a Pass or Fail grade noted. The Pass/Fail designation will carry no credit weight. For more information, contact the Co-operative Education Department at Mount Royal College.

University Transfer Students who wish to transfer to Canadian universities should consult with the academic advisor to ensure that as many as possible of the courses selected are transferable to the university of their choice.

Admission Requirements The Public Relations Program is a limited enrolment program. Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted. Applicants must be able to type accurately at 30 words per minute.

Additional Admission Procedures In addition to meeting the general admission requirements, applicants will be assessed to ensure they have a realistic chance for success in the Public Relations Program and in the field. Assessment procedures include compulsory attendance at departmental testing and the submission of a portfolio. Better qualified applicants will be interviewed by Department Faculty. After application for admission, applicants will be sent detailed information on the assessment procedures to be followed.

Applicants will be tested for basic reading and writing skills, as well as critical thinking ability. Applicants will be evaluated on their performance on a current events test. Applicants scoring below acceptable levels on these tests will be expected to consider a program whereby their communication skills will be upgraded. Upon successful completion of this upgrading, they may re-apply for admission into the program.

Program Deposit All persons accepted into the Public Relations Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

Continuance in the Program Program participants who fail to achieve at least a minimum of a "C" grade in any required course in the program will be disqualified and will not be permitted to continue in the program in the subsequent semester. This grade requirement applies to all courses in the program except the four Arts and Science requirements. Participants who have been disqualified may apply for re-admission to the program and, if re-admitted, must repeat any required courses in which the "C" minimum was not met.

Additional Fees Participants in the Public Relations Program can expect to incur at least \$1,000.00 in expenses for materials and supplies in the course of the program. Further expenses may be incurred in going to communities outside of Calgary for the co-operative work-terms.

CURRICULUM

Diploma - Public Relations (Co-operative Education)

Semester 1 - September to December	Credits
English 1112 or 2201 (see note below)	3
Communications 1120 - Introduction to Newswriting and Reporting	3
Communications 1161 - Introduction to Public Relations	3
Communications 1232 - Marketing Communications Planning and Production	3
Communications 1250 - Visual Communications for Public Relations	3
Total Credits	15

Semester 2 - January to April	Credits
Communications 1132 - Media Relations	3
Communications 1146 - Photography for Public Relations	3
Communications 1162 - Public Relation Programming and Management	3
Communications 1263 - Strategic Media Planning	3
Arts and Science Requirement (Computer Science 2203 recommended)	3
Total Credits	15

Work-Term I: May to August

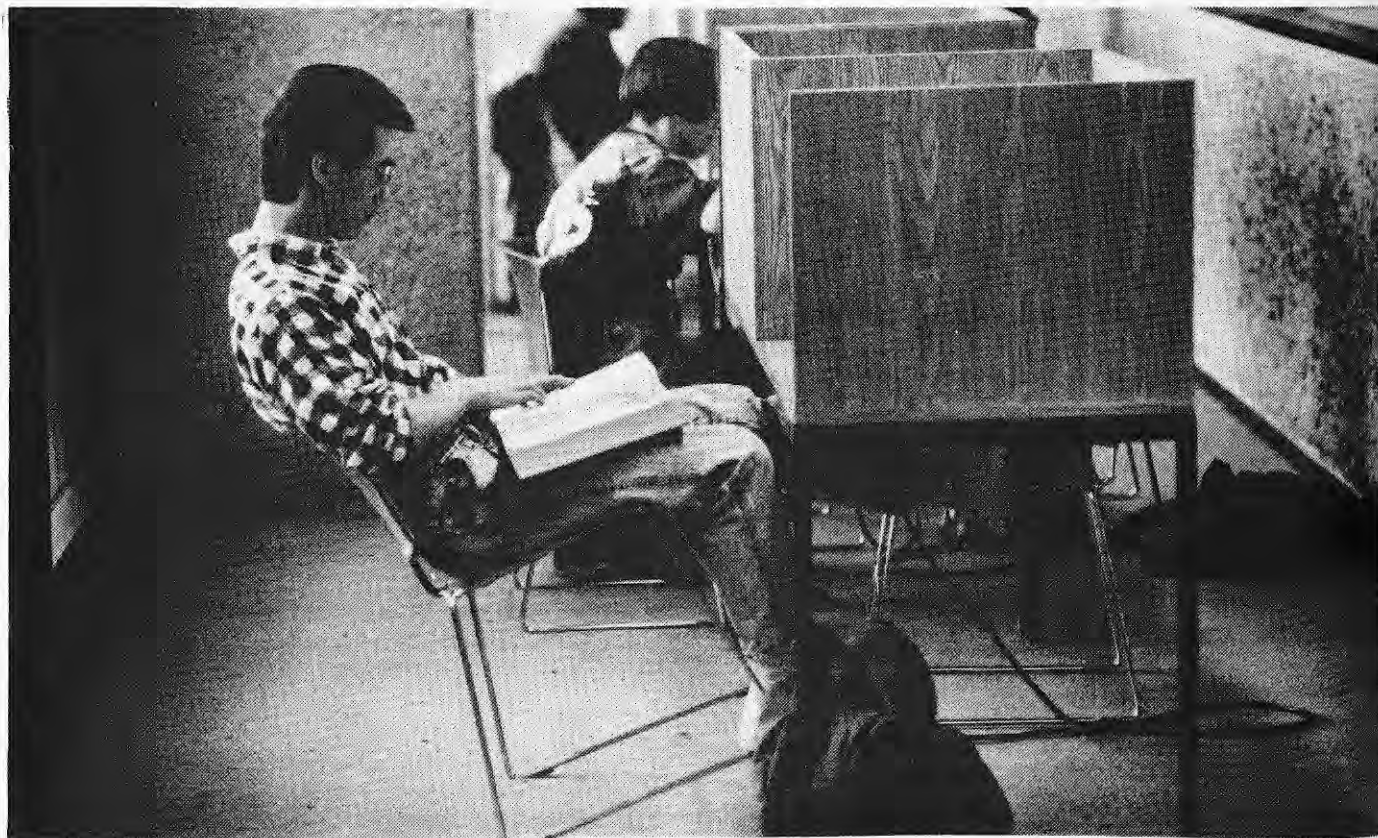
Semester 3 - September to December	Credits
Administration 1150 - Principles of Marketing	3
Communications 1234 - Editing for Public Relations	3
Communications 1260 - Public Relations Analysis	3
Arts and Science Requirement (Speech 1112 recommended)	3
Arts and Science Requirement (Psychology 1221 recommended)	3
Total Credits	15

Work-Term II: January to April

Semester 4 - May to August	Credits
Administration 1131 - Introduction To Business Administration	3
Communications 1264 - Public Relations Issues	3
Communications 1265 - Legal Issues for Public Relations	3
Communications 1266 - Fundraising and Volunteer Management	3
Arts and Science Requirement	3
Total Credits	15

Total Credits for Graduation60

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



REHABILITATION SERVICES

PROGRAMS OFFERED

Diploma - Rehabilitation Services
Certificate - Rehabilitation Services

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer

Chairperson, Department of Social Services
E. Hogan

Co-ordinator, Rehabilitation Services
A. Wight-Felske

GENERAL INFORMATION

The field of rehabilitation services emphasizes the provision of behavioural, social and technical support for the disabled individual. As part of a team of professionals, rehabilitation practitioners design and implement intervention/teaching plans in residential, social, employment and recreational areas for disabled children and adults.

The Rehabilitation Services Program at Mount Royal College offers a combination of theory and supervised practical experience. Field work is an important aspect of the learning process and students may gain clinical experience in such settings as: day care centres, pre-school programs, special education classes, vocational and residential settings.

Diploma Program All students entering the Diploma Program will be required to complete the core courses and the Arts and Science requirements.

Certificate Program A one-year Certificate in Rehabilitation Services is also offered. The Certificate Program is equivalent to the first-year of the Diploma Program and is recommended for people with previous experience in the field.

Admission Requirements Applicants must have the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older. Rehabilitation Services accepts a limited number of applicants. All applicants must write the College Placement Test prior to admission and must be eligible for English 1112 or higher.

All applicants must provide the Office of the Registrar with proof that they have ten to twelve hours of observer/participant experience in an agency dealing with either physically or mentally handicapped people. A list of possible agencies is available from the Office of the Registrar upon request.

Applicants are required to attend an orientation session held in the spring.

For more information, contact:

Advisor, Rehabilitation Services
Department of Social Services
Mount Royal College
4825 Richard Road S.W.
Calgary, Alberta T3E 6K6
Telephone (403) 240-6983

Program Deposit All students accepted into the Rehabilitation Services Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Rehabilitation Services

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Leisure Services 1261 - Survey of Disabling Conditions.....	3
Psychology 1112 - The Psychology of Adjustment OR Psychology 2205 - Principles of Psychology	3
Rehabilitation Services 1113 - Attitudes, Systems and Resources of Rehabilitation	3
Arts and Science Requirement.....	3
Total Credits	15

Semester 2	Credits
Allied Health 1112 - Health Care Practices for Rehabilitation Practitioners.....	3
Rehabilitation Services 1121 - Individual Program Planning I**	3
Rehabilitation Services 1122 - Education of the Developmentally Delayed Learner	3
Rehabilitation Services 1123 - Vocational Rehabilitation OR Rehabilitation Services 1223 - Family and Home Living Training	3
Rehabilitation Services 1261 - Field Work I**	6
Total Credits	18

Semester 3	Credits
Rehabilitation Services 1210 - Relationship and Counselling Skills	3
Rehabilitation Services 1222 - Individual Program Planning II**	3
Rehabilitation Services 1123 - Vocational Rehabilitation OR Rehabilitation Services 1223 - Family and Home Living Training	3
Rehabilitation Services 1262 - Field Work II**	6
Approved Option*	3
Total Credits	18

Semester 4	Credits
Rehabilitation Services 1224 - Human Services Organizations	3
Approved Option*	3
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Total Credits	15
Total Credits for Graduation	66

Certificate - Rehabilitation Services

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Leisure Services 1261 - Survey of Disabling Conditions.....	3
Psychology 1112 - The Psychology of Adjustment OR Psychology 2205 - Principles of Psychology	3
Rehabilitation Services 1113 - Attitudes, Systems and Resources of Rehabilitation	3
Rehabilitation Services 1121 - Individual Program Planning I**	3
Arts and Science Core Option	3
Total Credits	18

Semester 2	Credits
Allied Health 1112 - Health Care Practices for Rehabilitation Practitioners.....	3
Psychology 3351 - Developmental Psychology	3
Rehabilitation Services 1122 - Education of the Developmentally Delayed Learner	3
Rehabilitation Services 1123 - Vocational Rehabilitation OR Rehabilitation Services 1223 - Family and Home Living Training	3
Rehabilitation Services 1261 - Field Work I	6
Total Credits	18
Total Credits for Graduation	35

* Rehabilitation Approved Options: The student will choose two Rehabilitation approved options from the following list;

Rehabilitation Services 1214 - Leisure Recreation Skills for the Disabled

Rehabilitation Services 1225 - Technical Resources for Disabled Individuals

Rehabilitation Services 1226 - New Directions in Rehabilitation

Rehabilitation Services 1242 - Communication Skills for the Handicapped Individual

** Students will be accepted into practicums on the basis of academic performance, professional suitability, fitness and conduct. To be placed in the following practicum courses (REHB 1261, 1262) and the conjoint methods courses (REHB 1121, 1222), students must obtain a minimum grade point average of 2.00 in all courses other than Arts and Science Requirements. Students may be required to withdraw from REHB 1121, 1222, 1261, and 1262 within the first three weeks based on their performance in skill competency based exams.

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

SECRETARIAL ARTS AND OFFICE ADMINISTRATION

PROGRAMS OFFERED

Diploma - Secretarial Arts and Office Administration
Diploma - Secretarial Arts and Office Administration
- Co-operative Education
Certificate - Secretarial Arts and Office Administration
Certificate - Office Systems Operation and Administration

PROGRAM CONSULTANTS

Acting Dean, Faculty of Business Studies and Applied Arts
B. Mahon
Chairperson, Department of Secretarial Arts and Office
Administration
L. Jackson

GENERAL INFORMATION - DIPLOMA PROGRAM

Well trained people are an organization's most valuable asset. With technological advancements, office equipment and procedures becoming more specialized, individuals with specific training and skills are vital to an organization's day-to-day operations.

The Secretarial Arts and Office Administration Program at Mount Royal College offers students the training necessary to qualify them for industry's office demands. Students may specialize in one of three areas of study in the Diploma Program depending upon their individual aspirations: General Secretarial, Legal Secretarial, and Medical Office Assistant.

Students are offered a well-rounded education at the College through enrolling in Arts and Science options to complement their Secretarial Arts and Office Administration Diploma.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma. As well, a minimum of Grade 11 Mathematics (Mathematics 20 or 23 or their equivalents outside Alberta) and Grade 12 English (English 30 or 33 or their equivalents outside Alberta) are required.

Mature applicants (defined as 18 years of age or older who have been out of high school for at least one year) will write a series of entrance examinations. These will include: a short departmental math, a reading and critical thinking test. Mature student applicants must also be interviewed by Department members.

Internal Applicants Students wishing to transfer to the Department of Secretarial Arts and Office Administration from other departments within the College must meet the requirements outlined above or obtain consent of the Chairperson. Such applicants must also meet with a Secretarial Arts and Office Administration Advisor prior to admission into the program.

All applications are subject to review by the Department with respect to admission requirements and information obtained from pre-admission assessment tests. Students may be requested to attend a personal interview with the Department.

Program Deposit All students accepted into Secretarial Arts and Office Administration Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

Special Fees Students in the Secretarial Arts and Office Administration Program can expect to incur at least \$200.00 in expenses for materials and supplies in the course of the program. Further expenses may be incurred in going to communities outside of Calgary for the co-operative work-terms.

Articulation Arrangement The Secretarial Arts and Office Administration Department of Mount Royal College has an articulation arrangement whereby Alberta High School students having a high school business education background may apply for advanced standing in the two-year diploma program. Candidates should have a high school diploma, or equivalent, obtained within the past two years. Application must be made for permission to write Articulation Examinations in some first-year secretarial courses upon the student's admission to the Secretarial Arts and Office Administration Program. This could include:

SECR 1117 - Introductory Keyboarding
SECR 1131 - Beginning Shorthand
SECR 1144 - Introduction to Bookkeeping

In exceptional cases, the following may be articulated:

SECR 1101 - Fundamentals of Business for Secretaries
SECR 1122 - Communications I
SECR 1145 - Business Data Processing
SECR 1181 - Introductory Office Procedures

A student will not be permitted to write any articulation examination more than once.

A letter grade will not be assigned for articulation examinations. A Pass/Fail indication will be assigned shortly after the examination has been written.

Examinations will be prepared and administered by instructors in the Secretarial Arts and Office Administration Department, and are designed to test the student's background, knowledge, and skill competency in a given subject area to ensure that the student is capable of working at a level equivalent to that expected of students who have completed an established Mount Royal College introductory level course.

To qualify for articulation privileges, a student must:

1. Make formal application to the Registrar of Mount Royal College for regular admission to the College.
2. Make formal application to the Chairperson of the Secretarial Arts and Office Administration Department for permission to write the articulation examinations prior to the commencement of each semester.

3. Make arrangements for the writing of the articulation examinations through the Secretary, Secretarial Arts and Office Administration Department, Mount Royal College, 4825 Richard Road S.W., Calgary, Alberta, T3E 6K6. Examinations may be written at Mount Royal College or at a regional testing centre.

Articulation examination results will be mailed to the candidates within two weeks of writing the examinations.

Qualifications for MRC Articulation Candidacy:

A student who applies for articulation with the Secretarial Arts and Office Administration Department of Mount Royal College should have:

1. An Alberta High School Diploma, or equivalent.
2. A minimum final grade of "C" or 65 in the high school courses for which articulation is requested.

CURRICULUM

Diploma - Secretarial Arts and Office Administration

All students entering two-year diploma programs in the Secretarial Arts and Office Administration Department will complete a common core of courses in the first-year.

First year core courses:

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Secretarial Arts 1101 - Fundamentals of Business for Secretaries	3
Secretarial Arts 1117 - Introductory Keyboarding	3
Secretarial Arts 1122 - Communications I	3
Secretarial Arts 1144 - Introduction to Bookkeeping	4
Total Credits	16

Semester 2	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Secretarial Arts 1145 - Business Data Processing	4
Secretarial Arts 1181 - Introductory Office Procedures	3
Secretarial Arts 1201 - Speedbuilding I	2
Secretarial Arts 1203 - Formatting I	2
Total Credits	17

Total Credits for the First-Year33

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

Second Year Specializations:

In the second-year of the program, students will specialize in one of these four areas:

General Secretarial

General Secretarial - Co-operative Education

Medical Office Assistant

Legal Secretarial

Specialization - General Secretarial

Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Secretarial Arts 1211 - Speedbuilding II	2
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1280 - Advanced Office Procedures OR Secretarial Arts 1288 - Office Procedures II	3
Total Credits	15

Semester 4	Credits
Secretarial Arts 1213 - Formatting II	2
Secretarial Arts 1224 - Communications II	3
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1296 - General Secretarial Practicum	3
Approved Option	3
Total Credits	15

Total Credits for Graduation63

General Secretarial - Co-op

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Secretarial Arts 1101 - Fundamentals of Business for Secretaries	3
Secretarial Arts 1117 - Introductory Keyboarding	3
Secretarial Arts 1122 - Communications I	3
Secretarial Arts 1144 - Introduction to Bookkeeping	4
Total Credits	16

Semester 2	Credits
Arts and Science Requirement	3
Secretarial Arts 1145 - Business Data Processing	4
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1181 - Introductory Office Procedures	3
Secretarial Arts 1201 - Speedbuilding I	2
Secretarial Arts 1203 - Formatting I	2
Total Credits	18

Semester 3	Credits
Arts and Science Requirement	3
Arts and Science Requirement	3
Secretarial Arts 1211 - Speedbuilding II	2
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts	4
Secretarial Arts 1280 - Advanced Office Procedures	3
Total Credits	15

Semester 4	Credits
Arts and Science Requirement.....	3
Secretarial Arts 1213 - Formatting II.....	2
Secretarial Arts 1224 - Communications II.....	3
Secretarial Arts 1240 - Planning and Professional Development.....	3
Approved Option.....	3
Total Credits.....	14

Total Credits for Graduation63

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

Co-operative Education blends academic study with relevant, paid work experience. The Secretarial Arts and Office Administration Program has a Co-operative Education option. Students selected into the Co-op program complete two four-month paid work-terms with employers along with their academic semesters. The first work-term takes place after students successfully complete two academic semesters; the second takes place after the third and before the fourth academic semester. The work-term placements are arranged through the College's Co-operative Education Department. Jobs performed can include:

- Administrative Assistant - Secretary/Receptionist
- Junior Secretary - Special Projects Assistant
- Payroll Clerk - Word Processing Operator
- Research Assistant

Positions are frequently found with major oil and gas companies, manufacturing firms, small business, government departments, financial and educational institutions. Students must successfully complete both work-terms and all four academic semesters in order to graduate with a diploma noting their Co-op Education experience. Co-op students pay a special fee during each academic semester of their program.

Co-op work-terms are designed to provide an extension of the learning process into a relevant work environment. Students are usually considered trainees and should be prepared to receive entry-level wages.

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

Admission to optional Co-op programs are made **after** students are accepted into their academic program. During their first academic semester, students may submit applications to the Co-operative Education Department. Applicants are screened by the Co-operative Education Coordinator and program faculty.

Refer to the Co-operative Education section of this Calendar for more details concerning the Co-op process, the work/study schedule, fees, admission requirements and graduation requirements. For additional information, contact the Co-operative Education Department at (403) 240-6915, Room E216

Specialization - Medical Office Assistant

This program prepares students for employment as medical office assistants. The curriculum is designed to provide theory and practice in basic health occupation skills and to provide for competency in performance of business functions related to the medical office practice. The program encompasses theory and laboratory practice in medical and business skills, as well as selected courses in general education. Although emphasis is on employment in physicians' offices, opportunities are also available in hospitals, extended care facilities, clinics, insurance companies, and industry.

Semester 3	Credits
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts.....	4
Secretarial Arts 1211 - Speedbuilding II.....	2
Secretarial Arts 1271 - Medical Terminology.....	4
Secretarial Arts 1280 - Advanced Office Procedures.....	3
Total Credits.....	19

Semester 4	Credits
Secretarial Arts 1213 - Formatting II.....	2
Secretarial Arts 1224 - Communications II.....	3
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts.....	4
Secretarial Arts 1279 - Medical Office Concepts and Functions.....	3
Secretarial Arts 1291 - Medical Office Internship.....	3
Total Credits.....	15

Total Credits for Graduation67

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

Specialization - Legal Secretarial

This program provides a general education as well as training for a position as a competent legal secretary. The program includes courses in liberal arts, develops secretarial skills to a high level of speed and efficiency, develops knowledge in the areas of litigation, real property, and corporate practices, and provides on-the-job training through a specialized internship.

Semester 3	Credits
Arts and Science Requirement.....	3
Arts and Science Requirement.....	3
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts.....	4
Secretarial Arts 1211 - Speedbuilding II.....	2
Secretarial Arts 1260 - Litigation I.....	3
Secretarial Arts 1261 - Litigation II.....	3
Total Credits.....	18

Semester 4	Credits
Secretarial Arts 1213 - Formatting II.....	2
Secretarial Arts 1224 - Communications II.....	3
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts.....	4
Secretarial Arts 1262 - Real Property.....	3
Secretarial Arts 1263 - Corporate Practices.....	3
Secretarial Arts 1294 - Legal Secretary Internship.....	3
Total Credits	18

Total Credits for Graduation69

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

GENERAL INFORMATION - CERTIFICATE PROGRAMS

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

Students entering a certificate program must satisfy the Department, through a combination of work experience or other means, and that they have completed all the first-year secretarial diploma core courses: Secretarial Arts 1101, 1117, 1122, 1144, 1145, 1181, 1201 and 1203. Before being placed in the certificate program, applicants will be interviewed and tested individually to assess their competencies.

In order to receive a certificate, students must complete the courses specified for the particular route chosen. First-year core courses and internship courses from the diploma program may not be used as substitutes for any course in the certificate program.

Program Deposit All students accepted into Secretarial Arts and Office Administration will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

Special Fees Students in the Secretarial Arts and Office Administration Program can expect to incur at least \$200.00 in expenses for materials and supplies in the course of the program. Further expenses may be incurred in going to communities outside of Calgary for the co-operative work-terms.

CURRICULUM

Certificate - General Secretarial

Semester 1	Credits
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts.....	4
Secretarial Arts 1211 - Speedbuilding II	2
Secretarial Arts 1280* - Advanced Office Procedures OR Secretarial Arts 1288* - Office Procedures II.....	3
Approved Option	3
Approved Option	3
Total Credits	15

Semester 2	Credits
Secretarial Arts 1213 - Formatting II.....	2
Secretarial Arts 1224 - Communications II	3
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts.....	4
Approved Option	3
Approved Option	3
Total Credits	15

* General Secretarial students who wish to gain employment in the petroleum industry must select Secretarial Arts 1288.

Total Credits for Graduation30

Certificate - Medical Office Assistant

Semester 1	Credits
Secretarial Arts 1156 - Introduction to Word Processing - Keyboarding and Concepts.....	4
Secretarial Arts 1211 - Speedbuilding II	2
Secretarial Arts 1271 - Medical Terminology	4
Secretarial Arts 1280 - Advanced Office Procedures.....	3
Approved Option	3
Total Credits	16

Semester 2	Credits
Secretarial Arts 1213 - Formatting II.....	2
Secretarial Arts 1224 - Communications II.....	3
Secretarial Arts 1256 - Advanced Word Processing - Keyboarding and Concepts.....	4
Secretarial Arts 1279 - Medical Office Concepts and Functions	3
Approved Option	3
Total Credits	15

Total Credits for Graduation31

Certificate - Legal Secretarial

Semester 1	Credits
Secretarial Arts 1156 - Introduction to Word Processing	
- Keyboarding and Concepts.....	4
Secretarial Arts 1211 - Speedbuilding II	2
Secretarial Arts 1260 - Litigation I.....	3
Secretarial Arts 1261 - Litigation II.....	3
Approved Option	3
Approved Option	3
Total Credits	18

Semester 2	Credits
Secretarial Arts 1213 - Formatting II.....	2
Secretarial Arts 1224 - Communications II	3
Secretarial Arts 1256 - Advanced Word Processing	
- Keyboarding and Concepts.....	4
Secretarial Arts 1262 - Real Property	3
Secretarial Arts 1263 - Corporate Practices.....	3
Total Credits	15
Total Credits for Graduation	33

CERTIFICATE - OFFICE SYSTEMS OPERATION AND ADMINISTRATION

GENERAL INFORMATION

This program is aimed at part-time students already in the work force who are interested in career mobility and upgrading their technical, administrative and communication skills. It is also intended for individuals who want to consider a career change, but lack the specialized skills. Also, the program is suitable as a post-graduate certificate for those who have already received traditional training as full-time secretaries.

Admission Requirements Prospective students will be required to bring basic typing/word processing skills to the program along with a number of years of direct business experience. Students without the basic typing/word processing skills will be expected to complete one or more upgrading courses. These upgrading courses can be taken at Mount Royal College or at other institutions offering equivalent courses.

Program Deposit All students accepted into the Office Systems Operation and Administration Program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Certificate - Office Systems Operation and Administration

Semester I	Credits
Administration 1210 - Business Communications	3

Administration 1279 - Office and Staff Administration.....	4
Computer Science 2203 - Introduction to Micro-computers..	3
Office Systems Operation and Administration 1201	
- Word Processing Applications	4
Office Systems Operation and Administration 1211	
- Integrated Software Applications	4
Total Credits	1

Semester 2	Credits
Computer Science 1230 - Advanced Micro-computer	
Applications OR Administration Elective	4
Office Systems Operation and Administration 1213	
- Advanced Integrated Software Applications	
OR Administration Elective	3-4
Office Systems Operation and Administration 1221	
- Records Management for the Automated Office	
OR Office Systems Operation and Administration 1225	
- Accounting for the Automated Office	4
Office Systems Operation and Administration 1231	
- Graphic Design for Business Applications.....	4
Office Systems Operation and Administration 1241	
- Office Project Administration and Co-ordination	3
Total Credits	18-19
Total Credits for Graduation	36-37

SOCIAL WORK

PROGRAMS OFFERED

Diploma - Social Work
Arts and Science Diploma - Applied Social Sciences
(under review)

PROGRAM CONSULTANTS

Dean, Faculty of Community and Health Studies
D. Stouffer

Chairperson, Department of Social Services
E. Hogan

Co-ordinator, Social Work
M. Lemiski

GENERAL INFORMATION - DIPLOMA - SOCIAL WORK

This is a two-year program which combines a knowledge of the humanities and behavioural sciences, an understanding of social work theory and philosophy and the development of practical skills, in the College, and through field-work experience. Students are prepared for employment in a broad range of private health, welfare and social agencies, as well as provincial and municipal social service, health and welfare agencies. The program prepares students to provide counselling, guidance, emotional support, and material aid to individuals and small groups.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left high school and be 18 years of age or older by the last day of the semester to which they are being admitted. All applicants must provide the Office of the Registrar with proof that they have a minimum of 50 hours of observer/participant volunteer experience in a social services agency. A list of possible agencies is available from the Office of the Registrar upon request.

Mount Royal College accepts a limited number of applicants into the Social Work Program. Applicants are screened to ensure they have a realistic chance for success in the program. All applicants must write the College Placement Test prior to admission and must be eligible for English 1112 or higher. Please contact the Social Services Department for further information on selection criteria.

In the second-year, the number of students accepted may be limited by the number of field-work (practice in agencies) placements available. All students will be selected for practicums on the basis of academic performance, professional suitability, fitness and conduct, and volunteer community service. Placement of all qualified students in a practicum situation cannot be guaranteed. All students registering in this program must do so in consultation with a program advisor.

Program Deposit All students accepted into the program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

CURRICULUM

Diploma - Social Work

If a student wishes to graduate in four semesters, the following pattern of course selection is essential.

Semester 1	Credits
Social Work 1110 - Emotional Growth	3
Social Work 1114 - Social Work Process.....	6
Social Work 1187 - Social Welfare Policies and Issues (see note below)	3
Plus three courses from the six listed below*.....	9
Total Credits	21

Social Work 1187 is open only to Social Work students who are enrolled in the other Semester 1 Social Work courses concurrently or who have already completed them.

Semester 2	Credits
Social Work 1211 - Emotional Maturity	3
Social Work 1215 - Social Service Methods.....	6
Social Work 1287 - Orientation to Field Practice (see note below)	3
Plus the remaining three courses from the six courses listed below*	9
Total Credits	21

Social Work 1287 is open only to Social Work students who are enrolled in all other Semester 1 and Semester 2 Social Work courses concurrently or who have already completed them.

Semester 3	Credits
Social Work 1212 - Relationship Adjustments	3
Social Work 1213 - Understanding and Working with Abnormal Behaviour.....	3
Social Work 1216 - Helping Skills With Individuals and Families	3
Social Work 1218 - Social Work With Groups	3
Total Credits	12

Semester 4	Credits
Social Work 1217 - Administration in Social Service Organizations	3
Social Work 1219 - Social Service Techniques II.....	3
Social Work 1294 - Social Service Field-Work - Advanced (see note below).....	4
Social Work 1295 - Social Service Field-Work - Advanced (see note below).....	4
Total Credits	14

Total Credits for Graduation68

Social Work 1294 and 1295 are open only to Social Work students who are enrolled in all other Semester 1, 2, 3, and 4 Social Work courses or who have already completed them. Additionally, no student will be permitted to enrol in these courses whose total semester credit load exceeds 17 credits.

* In addition to the Program Pattern Requirements listed above, students must complete the following six courses to graduate:

Courses	Credits
English 1112 or 2201 (see note below)	3
Four Arts and Science Requirements (see section in this Calendar entitled "General Graduation Requirements")	12
One Elective	3
Total Credits (other than Social Work course credits)	18

In addition to the courses required for graduation, all students will have their progress in the program reviewed each semester by a committee comprised of faculty members of the Department. Students found to be in Academic difficulty may be referred for remedial assistance, or in extreme cases, advised to withdraw from the Program.

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

GENERAL INFORMATION - DIPLOMA - APPLIED SOCIAL SCIENCES

The following describes the Applied Social Sciences Program; however, it is not being offered in 1992-93.

The Applied Social Sciences Program is designed to give students pursuing a university degree in social sciences a broad background in the application of social sciences theory in a variety of human service settings.

The Applied Social Sciences Program is an alternative to the Social Work Program and is intended for students who wish to take social work courses without doing the field-work practice in a social work agency at this time. In place of the field-work courses, students select other courses, usually those courses transferable to various university degree programs.

Admission Requirements Applicants must possess the equivalent of an Alberta High School Diploma OR have left

high school and be 18 years of age or older by the last day of the semester to which they are being admitted.

As a limited number of students are accepted into this program, applicants may be screened to ensure that they have a realistic chance for success in the program.

Program Deposit All students accepted into Applied Social Sciences will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

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

CURRICULUM

Diploma - Applied Social Sciences

Semester 1	Credits
Social Work 1110 - Emotional Growth	3
Social Work 1114 - Social Work Process	6
Plus three courses from the twelve listed below*	9
Total Credits	18

Semester 2	Credits
Social Work 1211 - Emotional Maturity	3
Social Work 1215 - Social Service Methods	6
Plus three courses from the twelve listed below*	9
Total Credits	18

Semester 3	Credits
Social Work 1216 - Helping Skills With Individuals and Families	3
Social Work 1218 - Social Work With Groups	3
Plus three courses from the twelve listed below*	9
Total Credits	15

Semester 4	Credits
Social Work 1217 - Administration in Social Service Organizations	3
Social Work 1219 - Social Service Techniques II	3
Plus three courses from the twelve listed below*	9
Total Credits	15

Total Credits for Graduation66

* In addition to the program pattern requirements listed above, students must complete the following twelve courses to graduate:

Courses	Credits
English 1112 or 2201 (see note below)	3
Four Arts and Science Requirements (see section in this Calendar entitled "General Graduation Requirements")	12
Five Arts and Science Options	15
2 Electives	6
Total Credits	36

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

SPEECH

PROGRAMS OFFERED

Diploma - Speech (under review)
Arts and Science Diploma - Speech (under review)
(Voice Production and Oral Interpretation)

PROGRAM CONSULTANTS

Dean, Faculty of Arts
K. Robson

Chairperson, Department of Fine and Performing Arts
L. duFort

Co-ordinator, Speech Program
A. Scrimger

GENERAL INFORMATION

The following describes the Speech Program; however, it is not being offered in 1992-93.

This two-year diploma program is intended for prospective private speech teachers. For the most part, graduates become self-employed speech teachers who instruct on an individual and small group basis in much the same way that music teachers do. In addition, graduates may be afforded opportunities to work as free lance consultants or instructors in established conservatories. Successful practitioners are able to both earn a living and contribute to the community by imparting speech skills to clients.

On completion of this two-year diploma program, graduates wishing to obtain certification with an Associate Diploma of Mount Royal College (A.M.R.C.) must enrol in the Conservatory of Music, Speech Arts and Dance in order to complete their training. The program provides transfer privileges to four-year programs at certain universities in the United States. These institutions offer degrees in speech production and oral interpretation, as well as speech therapy.

There are no degree programs in speech production and oral interpretation at universities in Canada. Those institutions with degree programs in speech therapy do not grant transfer credit for this diploma program. Therefore, students wishing to proceed to a university in Canada may, with the assistance of an advisor, choose courses that will enable them to transfer into degree programs in Drama.

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

Those students lacking Alberta senior matriculation requirements should be advised that they will encounter difficulty should they wish to transfer to other Canadian institutions.

Applicants who meet the general requirements above will have their courses selected by an academic advisor on the basis of the following criteria:

Placement Tests - Entry into the program will be determined by results of the College Placement Test in reading and composition.

Orientation - Prospective students are required to attend an orientation session at which time their career goals will be discussed. Applicants may also be requested to attend an interview at which time their speaking skills will be assessed.

Program Deposit All students accepted into the Speech program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program. There may also be an additional fee of approximately \$130.00 per semester for private instruction in selected Speech courses. These courses are offered in conjunction with the Conservatory of Music, Speech Arts and Dance.

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

CURRICULUM

Diploma - Speech

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Arts and Science Requirement	3
Speech 1110 - Fundamentals	3
Theatre Arts 1110 - Acting I	3
Theatre Arts 1130 - Voice and Diction I	3
Total Credits	15
Semester 2	Credits
English 1111 - Introduction to Literary Forms	3
Arts and Science Requirement	3
Speech 1112 - Introduction to Public Speaking Using Visual Aids	3
Theatre Arts 1210 - Acting II	3
Theatre Arts 1230 - Voice and Diction II	3
Total Credits	15
Semester 3	Credits
English 1210 - English Literature to the Eighteenth Century	3
Arts and Science Requirement	3
Linguistics 1210 - The Nature of Language I	3
Speech 1220 - Reader's Theatre I	3
Theatre Arts 1202 - Early Theatre	3
Elective	3
Total Credits	18

Semester 4	Credits
English 1211 - English Literature from the Eighteenth Century to the Present.....	3
Arts and Science Requirement.....	3
Speech 1221 - Reader's Theatre II.....	3
Speech 1223 - Speech Science.....	3
Theatre Arts 1203 - Modern Theatre.....	3
Elective.....	3
Total Credits.....	18
Total Credits for Graduation.....	66

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

Diploma - Arts and Science - Speech

Students seeking a university degree are advised to take this diploma that is transferable to certain universities in the United States. There are no degree programs in speech in Canada with the exception of speech therapy. The Mount Royal Speech courses are not transferable to these programs.

Semester 1	Credits
English 1112 or 2201 (see note below).....	3
Arts and Science Requirement.....	3
Arts and Science Option.....	3
Approved Option.....	3
Approved Option.....	3
Total Credits.....	15

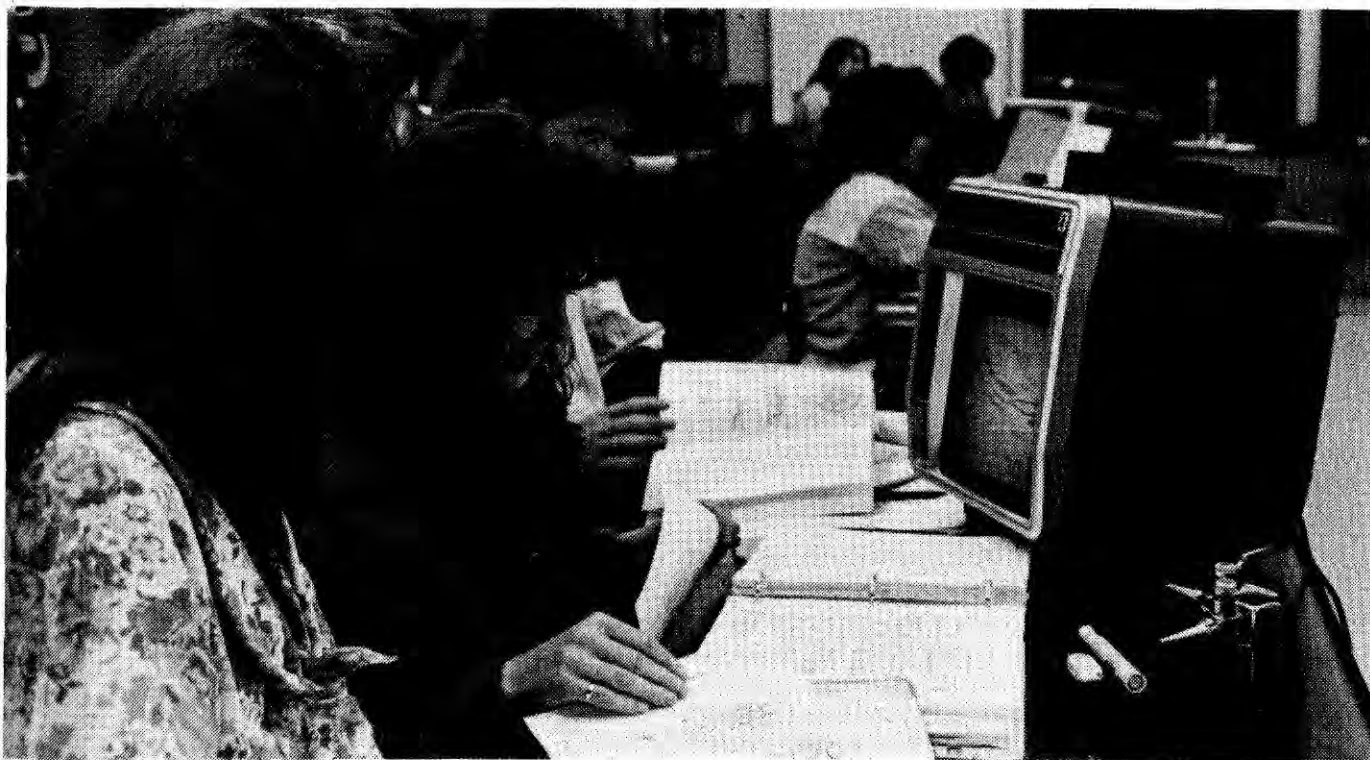
Semester 2	Credits
Arts and Science Requirement.....	3
Arts and Science Option.....	3
Arts and Science Option.....	3
Approved Option.....	3
Elective.....	3
Total Credits.....	15

Semester 3	Credits
Arts and Science Requirement.....	3
Arts and Science Option.....	3
Approved Option.....	3
Approved Option.....	3
Elective.....	3
Total Credits.....	15

Semester 4	Credits
Arts and Science Requirement.....	3
Arts and Science Option.....	3
Approved Option.....	3
Approved Option.....	3
Elective.....	3
Total Credits.....	15

Total Minimum Credits for Graduation.....60

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



THEATRE ARTS

PROGRAMS OFFERED

Arts and Science Diploma - Theatre Arts

PROGRAM CONSULTANTS

Dean, Faculty of Arts
K. Robson

Chairperson, Department of Fine and Performing Arts
L. duFort

GENERAL INFORMATION

There is a growing interest in theatre arts education in Canada. Professional theatre companies in the country are demanding higher levels of training and skill from prospective employees and interns; theatre arts studies are now a part of most secondary school curricula; and continuing national concern about our cultural identity has drawn increased attention to developments in Canadian performing arts industries. Furthermore, television and film companies, both Canadian and foreign, have discovered a great resource in Canada's theatre technicians, production personnel, and performers, creating an increased demand on the talent pool.

Mount Royal College is responding to these demands by offering an intensive and specialized program in Theatre Arts. Students who wish to continue their studies after high school or seek training at a later stage in their careers may apply for admission to the Mount Royal College program in either of the Performance or Technical streams, each of which features a transition course for Film/Television in the final semester. Another unique feature of this program is the high level of involvement of local professional companies whose personnel are integrally involved in teaching the courses offered. Training takes place at Mount Royal College and in local theatre venues.

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

In addition, the applicant will generally be required to audition for the program and may be asked to attend an interview prior to acceptance.

Graduates of the program will find that they can transfer credits to a university program for continued study (entry requirements vary among institutions), continue to other professional training programs or seek entry-level employment in the profession.

Students in both the performance and technical streams benefit from an opportunity to study in small, concentrated class settings. Full-time instructors and distinguished guests from the field provide a blend of expertise, ensuring that

students acquire a broad range of academic and practical experience.

Program Deposit All students accepted into the program will be required to pay a \$100.00 non-refundable deposit within two weeks of notification of acceptance into the program.

Continuance in the Program Students who fail to achieve at least a minimum of a "C-" grade in any required Theatre Arts course will be disqualified from the Theatre Arts Program, and will not be allowed to continue in the program in the subsequent semester. In addition to this, students must complete all required courses each term, in the sequence outlined in the Calendar. Any exceptions must receive the approval of the Department Chairperson.

Students who are no longer enrolled or who have been disqualified may apply for re-admission through the Office of the Registrar. Re-admission to the program will be at the discretion of the Department. Students must repeat any course(s) in which the "C-" grade was not met.

Professional Conduct Students should adhere to College policy regarding non-academic conduct as defined in the Calendar. In addition, students in the Theatre Arts Program are expected to conduct themselves in a professional manner in rehearsal and performance, and in any department-affiliated activity. Inappropriate behaviour will be dealt with firmly and may result in disqualification from the program.

CURRICULUM

Performance Stream - Diploma - Arts and Science - Theatre Arts

Semester 1	Credits
English 1112 or 2201 (see note below)	3
Theatre Arts 1100 - Stagecraft I	3
Theatre Arts 1105 - Production Practicum I*	1
Theatre Arts 1110 - Acting I	3
Theatre Arts 1120 - Movement I	3
Theatre Arts 1130 - Voice and Diction I	3
Arts and Science Requirement	3
Total Credits	19

Semester 2	Credits
Theatre Arts 1205 - Production Practicum II*	2
Theatre Arts 1210 - Acting II	3
Theatre Arts 1220 - Movement II	3
Theatre Arts 1230 - Voice and Diction II	3
Arts and Science Requirement	3
Arts and Science Requirement	3
Total Credits	17

Semester 3	Credits
Theatre Arts 1202 - Early Theatre	3
Theatre Arts 1206 - Production Practicum III*	3
Theatre Arts 1211 - Acting III	4
Theatre Arts 1221 - Movement III	2
Theatre Arts 1231 - Voice and Diction III	2
Theatre Arts 1280 - Professional Development	1
Arts and Science Requirement	3
Total Credits	18

Semester 4	Credits
Theatre Arts 1203 - Modern Theatre	3
Theatre Arts 1207 - Production Practicum IV*	3
Theatre Arts 1212 - Acting IV	4
Theatre Arts 1215 - Acting for Film and TV	3
Theatre Arts 1222 - Movement IV	2
Theatre Arts 1232 - Voice and Diction IV	2
Total Credits	17

Total Credits for Graduation71

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

* Students are required to be involved in rehearsals and performances of department productions; the extent of their involvement increases as they progress through the program and the number of hours varies.

Technical Stream - Diploma - Arts and Science - Theatre Arts

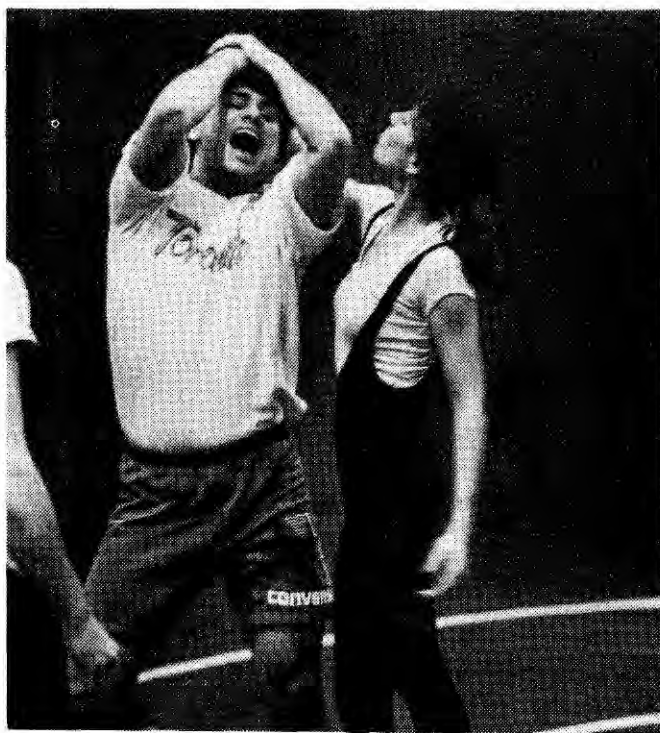
Semester 1	Credits
English 1112 or 2201 (see note below)	3
Theatre Arts 1100 - Stagecraft I	3
Theatre Arts 1105 - Production Practicum I*	1
Theatre Arts 1110 - Acting I	3
Theatre Arts 1120 - Movement I	3
Theatre Arts 1130 - Voice and Diction I	3
Arts and Science Requirement	3
Total Credits	19

Semester 2	Credits
Theatre Arts 1200 - Stagecraft II	3
Theatre Arts 1205 - Production Practicum II*	2
Theatre Arts 1250 - Lighting Lab I	1
Theatre Arts 1251 - Sound Lab I	1
Theatre Arts 1260 - Costumes Lab I	1
Theatre Arts 1261 - Props Lab I	1
Theatre Arts 1262 - Scenery Lab I	1
Arts and Science Requirement	3
Approved Option	3
Total Credits	16

Semester 3	Credits
Theatre Arts 1202 - Early Theatre	3
Theatre Arts 1206 - Production Practicum III*	3
Theatre Arts 1252 - Lighting and Sound II	
OR Theatre Arts 1263 - Costumes and Props II	
OR Theatre Arts 1265 - Scenery and Props II	2
Theatre Arts 1270 - Design I	
OR Theatre Arts 1273 - Stage Management I	3
Theatre Arts 1280 - Professional Development	1
Arts and Science Requirement	3
Approved Option	3
Total Credits	18

Semester 4	Credits
Theatre Arts 1203 - Modern Theatre	3
Theatre Arts 1207 - Production Practicum IV*	3
Theatre Arts 1253 - Lighting and Sound III	
OR Theatre Arts 1264 - Costumes and Props III	
OR Theatre Arts 1266 - Scenery and Props III	2
Theatre Arts 1271 - Design II	
OR Theatre Arts 1275 - Technical Direction/Production Management	3
Theatre Arts 1286 - Production Assistance for Television and Film	2
Arts and Science Requirement	3
Total Credits	16

Total Credits for Graduation69



CO-OPERATIVE EDUCATION

PROGRAMS OFFERED

Co-operative Education options are available in the following programs:

Faculty of Business Studies and Applied Arts

- Business Administration (Accounting and Financial Management Pattern)
- General Insurance and Business Administration
- Interior Design
- Public Relations
- Secretarial Arts and Office Administration

PROGRAM CONSULTANTS

Manager, Co-operative Education
P. Racher

Co-ordinators, Co-operative Education
R. Adamson, L. Bryant, M. Korman-Halpen, L. Sears,
E. Wright

GENERAL INFORMATION

Co-operative Education literally opens doors to opportunity. Co-op allows students to alternate studies at the College with paid, practical work experience.

Co-operative Education is a guided process that helps to bridge the transition from the classroom to the workplace. The role of the Co-operative Education Department is to assist students in locating suitable employment opportunities. Co-op students are prepared to compete for selected job opportunities that are directly related to their field of study. Careful monitoring by the College and supervision by the employer provides valuable insights into the attitudes and behaviour appropriate for the job. Involvement in Co-op can provide a head-start on a career.

Professional development workshops during each academic semester, career coaching by Co-op program co-ordinators, and opportunities to network with the business community are special features of Co-op programs. Students develop skills in working **for** and **with** people, communication and leadership skills, adaptability, and a sense of professionalism and ethics. Co-op students gain a broader understanding of the world of work, their own chosen field, and the necessary skills to plan their future career path.

Co-operative Education, as defined by the Canadian Association for Co-operative Education, is a process of education which formally integrates academic study with work experience in co-operating employer organizations. The usual plan is to alternate periods of academic study with periods of work experience in appropriate fields of business, industry, government, social services and the professions. Co-operative programs adhere to the following criteria:

1. Each work situation is developed and/or approved as a suitable learning situation.
2. Students are engaged in productive work rather than mere observation.
3. Students are paid for work performed.
4. Students' progress on the job is monitored by the institution.
5. Students' performance on the job is supervised and evaluated by the students' Co-operative employer.
6. The total Co-operative work experience is normally 50% of the time spent in academic study, and in no circumstances less than 30%. At Mount Royal College, Co-op programs consist of the usual four academic semesters required by the diploma program (or 16 months of study) plus two work-terms (or 8 months of work experience).

Co-operative Education is an enhancement of the specified two-year diploma programs. Usually after the completion of their second academic semester, Co-op students alternate work-terms and academic semesters. See work-study format chart for time lines. Each work-term is equivalent in length to an academic semester: four months in duration, consisting of full-time work experience related to the student's academic discipline. A minimum of two work-terms are completed, and the program normally ends with an academic semester.

Co-op work-terms are designed to provide an extension of the learning process into a relevant work environment. Students are encouraged to pursue their own job possibilities, subject to the approval of the Co-op Department.

Co-op job opportunities are a reflection of the labour market and often extend outside Calgary and Alberta. Students have been placed across Canada and internationally. The Co-op Department makes every effort to provide an adequate number of acceptable jobs for co-op students; however, placement cannot be guaranteed. Students are usually considered trainees and should be prepared to receive entry-level wages.

Admission Requirements There are two streams in Co-operative Education; mandatory and optional.

Students enrolled in Public Relations, and General Insurance & Business Administration are pursuing a mandatory Co-op program, where two successful Co-op work-terms are a requirement to graduate.

For students registered in Secretarial Arts, Accounting and Financial Management, and Interior Design, entry into Co-operative Education is optional. Students must apply for optional Co-op programs during their first semester.

Students interested in applying to Co-op programs must submit a completed "Co-op Application" form to the Co-operative Education Department by the designated deadline. Forms are available in the Co-operative Education Department, Room E216.

To be eligible, students must be registered in the programs offering Co-operative Education. Mandatory Co-op students are pre-screened prior to acceptance into their programs. Co-op students are selected for optional programs on the basis of academic performance, (approximately 2.70 GPA or "B-") faculty recommendations, and a personal interview with the pertinent Co-operative Education Co-ordinator. The specific screening process may vary slightly by program. For more information, contact the Co-operative Education Department at (403) 240-6915, Room E216.

Students must be eligible for employment in Canada.

Co-op Fees An application fee of \$215.00 is assessed after students are accepted into Co-op programs. This includes the Co-op professional development seminars and preparation prior to the first work-term. Fees of \$215.00 per Co-operative Education work-term are assessed thereafter. Co-op fees offset a portion of the administrative costs of Co-operative Education delivery, which is an enhancement of regular academic programs.

For 1992-93 academic year only, continuing Co-op students will be charged Co-op fees for each academic semester according to the previous system. See the Co-op Department for details.

Continuance In The Program Students accepted into Co-op programs must comply with Co-operative Education Policies, approved by the College, and regulations outlined in "The Works: Your Complete Introduction to Co-operative

Education". A copy of "The Works" is given to all students accepted into Co-op programs. Since each Co-op program is a patterned sequence, students must not withdraw from, or fail to receive a minimum grade of "C" in all required core courses in the program. Their overall G.P.A. must not fall below 2.00, subject to College policy concerning the first academic semester.

Graduation Requirements The course requirements of Co-op options are identical to those of the non-Co-op diploma programs. To graduate with an academic record of successfully completed work-terms and the "Co-operative Education" designation on their diplomas, Co-op students must meet the following criteria:

1. Complete two work-terms, normally four months long, but no less than 12 weeks in duration.
2. Obtain a "Satisfactory" or better rating on all work-term evaluations.
3. Obtain a "Satisfactory" or better rating for each work report.
4. Maintain all specified academic and ethical regulations.

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

Employer evaluations will remain a part of the student's records in the Co-operative Education Department, thereby recognizing the employer as an integral partner in Co-operative Education.

Co-op Work Study Format

Programs	1st year			2nd year			
	Sept-Dec	Jan-Apr	May-Aug	Sept-Dec	Jan-Apr	May-Aug	Sept-Dec
Fall Entry	Academic Semester	Academic Semester	Work Term	Academic Semester	Work Term	Academic Semester	
	1	2	1	3	2	4	
- Accounting							
- General Insurance							
- Interior Design							
- Public Relations							
- Secretarial Arts							
Winter Entry		Academic Semester	Academic Semester	Work Term	Academic Semester	Work Term	Academic Semester
		1	2	1	3	2	4
- Accounting							

UNIVERSITY TRANSFER PROGRAMS - MOUNT ROYAL COLLEGE

Mount Royal College offers one- and two-year university transfer programs in several different areas. There are several advantages to beginning your university degree studies at Mount Royal College. Almost all of the classes are quite small, allowing for close contact and interaction between students and instructors. This ensures high quality instruction in a personalized setting. In addition, lower tuition costs will help lessen the overall financial burden often associated with continuing your education.

Our six (6) university transfer programs are designed to prepare students for transfer to selected degree-granting institutions. University transfer students are not working towards Mount Royal College diplomas or certificates. Majors may be pursued in the following areas:

- Bachelor of Arts
- Bachelor of Commerce
- Bachelor of Education
- Bachelor of Engineering
- Bachelor of Physical Education
- Bachelor of Science

Entrance to some university transfer programs may require one or more high school subjects which you do not currently have. Grade 12 equivalency courses and university transfer courses can be taken at the same time in the General Arts and Science Program.

GENERAL ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER PROGRAMS

Mount Royal College recently changed the general admission requirements for the six (6) university transfer programs specified above. Effective with the Fall Semester 1992 intake, there will be three (3) equally acceptable admission routes or qualification categories for applicants seeking entry to any of these six (6) programs:

1. Admission on the Basis of Secondary School Standing

Applicants will be considered eligible for admission to a university transfer program on the basis of their secondary school standing if they present five (5) appropriate Grade 12 subjects with a final overall average of 60.0% or higher and no grade below 50.

The five (5) Grade 12 subjects used in the calculation of this admission average must include English 30 and all of the other prerequisite Grade 12 subjects (or their equivalents) specified for the university transfer program to which entry is sought. Prerequisite Grade 12 subjects for each university transfer program are outlined below.

2. Admission on the Basis of Maturity

Applicants will be considered eligible for admission to a university transfer program on the basis of maturity if:

- a) they are at least 20 years of age or older by the commencement of the semester* to which they are seeking entry; and

- b) they present a grade of 50 or higher on English 30 and all of the other prerequisite Grade 12 subjects (or their equivalents) specified for the university transfer program to which they are applying. The prerequisite Grade 12 subjects for each university transfer program are outlined below.

* The commencement of each semester is understood to be the first day of classes as published in the College Calendar.

3. Admission on the Basis of Post-Secondary Standing

Applicants will be considered eligible for admission to a university transfer program on the basis of standing obtained at another recognized or accredited post-secondary institution if:

- a) they have completed the equivalent of at least one full year of study (ten [10] semester courses or thirty [30] credit hours) with a grade point average of at least 2.00 or higher on the four-point grading scale (or the equivalent grade point average expressed on a letter or percentage scale); and
- b) they are considered to be in good standing by the post-secondary institution attended most recently; and
- c) they present a grade of 50 or higher on English 30 and all of the other prerequisite Grade 12 subjects (or their equivalents) specified for the university transfer program to which they are applying. The prerequisite Grade 12 subjects for each university transfer program are outlined below.

NOTE: Students who have been required to withdraw from another post-secondary institution for academic reasons will not be considered for admission to any university transfer program offered at Mount Royal College unless at least one major (16-week) Fall or Winter Semester has elapsed since the official date of their disqualification from further studies. (The Spring or Summer Semester is not considered to be a major semester for the purposes of this regulation.) Applicants who have been required to withdraw from another post-secondary institution for academic reasons may be considered for admission to a university transfer program, either on the basis of their secondary school standing or on the basis of maturity, once the major (16-week) semester has elapsed.

Summary of Prerequisite Grade 12 Subjects for University Transfer Programs Offered at Mount Royal College:

Bachelor of Arts

English 30 and either Mathematics 30 or a second language completed at the 30-level.

Bachelor of Commerce

English 30 and Mathematics 30.

Bachelor of Education

English 30 and either Mathematics 30 or a second language completed at the 30-level.

Bachelor of Engineering

English 30, Mathematics 30, Mathematics 31, Chemistry 30 and Physics 30.

Bachelor of Physical Education

English 30, Mathematics 30, Biology 30, and Chemistry 30.

Bachelor of Science

English 30 and Mathematics 30. (Biology 30, Chemistry 30, Mathematics 31, and Physics 30 are strongly recommended for students intending to major in particular Science disciplines, but are not required for admission.)

BACHELOR OF ARTS

The Bachelor of Arts university transfer program allows students to take courses in Anthropology, Economics, English, History, Languages, Philosophy, Psychology and Sociology, to name just a few disciplines. Bachelor of Arts students register in a full load of transfer courses and are **not involved in any high school upgrading**. If you are interested in combining high school upgrading and university transfer courses, you should apply directly to the General Arts and Science Program.

A full two-year program of studies is now offered in the areas of **Anthropology, Canadian Studies, Economics, English, French, Political Science, Psychology, and Sociology** which will allow you to transfer into the third year of a university degree program. There are many second-year course offerings in other Arts disciplines, and it is anticipated that additional major areas of study will be offered in the near future.

Prerequisite Grade 12 Subjects: English 30 AND either Mathematics 30 or a second language completed at the 30-level.

Note: For the Canadian Studies transfer program, you must apply to the Arts and Science Diploma Program. (see below)

BACHELOR OF COMMERCE

Students who wish to earn a Bachelor of Commerce degree from The University of Calgary must complete two full years of study (20 half courses) in the University's Faculty of General Studies before applying for admission to the Faculty of Management. The Bachelor of Commerce transfer program at Mount Royal College includes all of the 20 pre-Management courses offered by the University's Faculty of General Studies; thus, it is possible to complete two full years of study at Mount Royal College toward the Bachelor of Commerce degree offered at The University of Calgary. Students who are admitted to our Bachelor of Commerce transfer program are reserved seats in core courses during the first two semesters. They take a full load of transfer courses in each semester of the program in such areas as Accounting, Economics, Mathematics and Statistics, English, Management, and Business Data Processing.

Prerequisite Grade 12 Subjects: English 30 AND Mathematics 30. Preference is given to applicants with grades of 60 and above in each prerequisite subject.

Note that the first-year university transfer courses Mathematics 2211 and 2251 require a grade of at least 65 in Mathematics 30 or at least 60 in Mathematics 31 as a prerequisite.

First-Year Curriculum at Mount Royal College includes:

Semester 1

Mathematics 2211
Economics 2201
Jr. English
Humanities* OR Science**
OR Social Science*** Option
Non-Management Option

Semester 2

Mathematics 2251
Economics 2203
Option
Humanities* OR Science**
OR Social Science*** Option
Non-Management Option

* Humanities options include appropriate university transfer courses in Classics, English, French, German, Latin, Philosophy, Religion, and Spanish.

** Science options include appropriate university transfer courses in Astronomy, Biochemistry, Biology, Chemistry, Computer Science, Geology, Geophysics, Mathematics, Microbiology, Physics, and Zoology.

*** Social Science options include appropriate university transfer courses in Anthropology, Archaeology, Economics, Geography, History, Linguistics, Political Science, Psychology, and Sociology.

BACHELOR OF EDUCATION

You may begin your studies toward a Bachelor of Education degree at Mount Royal College. At The University of Calgary, students spend one full year in the Faculty of General Studies where they must complete ten (10) half courses, including EDTS 231 (MRC 2231) and 233 (MRC 2233), before applying for admission to the Faculty of Education. Students who enter the Bachelor of Education transfer program at Mount Royal College may also take ten (10) courses, including EDTS (2)231 and EDTS (2)233, which will enable them to apply for transfer into the second year of the program.

Prerequisite Grade 12 Subjects: English 30 AND either Mathematics 30 or a second language completed at the 30-level.

First-Year Curriculum at Mount Royal College includes:

Semester 1	Semester 2
Education 2231	Education 2233
Major	Major
Major	Major
OR Non-Education Option*	OR Non-Education Option*
Major	Major
OR Non-Education Option*	OR Non-Education Option*
Open Option	Open Option

* The Major or Non-Education Option varies depending on the area of specialization and/or the level of teaching (such as Elementary or Secondary School).

BACHELOR OF ENGINEERING

This university transfer program is designed to cover between one-and two-years of a four-year bachelor's degree in Engineering. It accommodates widely varying interests in the field, including civil, electrical, mechanical, petroleum and chemical engineering.

Prerequisite Grade 12 Subjects: English 30, Mathematics 30 and 31, Chemistry 30, and Physics 30.

First-Year Curriculum at Mount Royal College includes:

Semester 1	Semester 2
Chemistry 1210	Chemistry 1211
Engineering 1120	Engineering 1213
Engineering 1203	OR Geology 1120
Engineering 1213	Engineering 1214
OR Geology 1120	Engineering 1215
Mathematics 1207	Mathematics 1209
Physics 2269	

BACHELOR OF PHYSICAL EDUCATION

Transfer arrangements have been established with The University of Calgary for a number of courses in this program. Students must take a minimum of five (5) full course equivalencies and may transfer up to ten (10) full course equivalencies for entrance into The University of Calgary.

Because the university transfer curriculum includes a wide selection of courses, students at Mount Royal College should consult an advisor in the Department of Leisure Services and Physical Education to plan their program prior to registration.

Prerequisite Grade 12 Subjects: English 30, Mathematics 30, Biology 30, and Chemistry 30.

BACHELOR OF SCIENCE

This course of study will provide you with the first year of most Bachelor of Science programs. It is also possible to take first-year courses toward degrees in Medicine, Veterinary Science, Forestry, Agriculture and other specialized sciences. The College has recently introduced full two-year transfer packages in selected science disciplines. Students in the Bachelor of Science transfer program may complete a two-year program of studies which will allow them to transfer into the third-year of a university degree program in **Computer Science, Psychology and in selected majors within the Biological Sciences.**

If you are interested in combining high school upgrading and university transfer courses, you should apply directly to the General Arts and Science Program.

Prerequisite Grade 12 Subjects: English 30 and Mathematics 30. (Biology 30, Chemistry 30, Mathematics 31, and Physics 30 are strongly recommended for students intending to major in particular Science disciplines, but are not required for admission.)

Note that the first-year university transfer courses Mathematics 2211 and 2251 require a grade of at least 65 in Mathematics 30 or at least 60 in Mathematics 31 as a prerequisite.

Note: For the Computer Science transfer program, you must apply to the Arts and Science Diploma Program. (see below)

ARTS AND SCIENCE DIPLOMA

The Arts and Science Diploma (with a major) is designed to prepare students for transfer to selected degree-granting institutions for continuation of studies. The majors included in this category are:

- Canadian Studies
- Computer Science
- Engineering
- General Studies
- Theatre Arts

For further information on admissions requirements for each Arts and Science Diploma, refer to the particular program section in this Calendar.

TRANSFER TO A UNIVERSITY DEGREE PROGRAM - GENERAL INFORMATION

Students intending to continue their studies in a degree program at a university should consult the calendar(s) of the institution they wish to attend and ensure that they meet the admission requirements of the program and faculty of their choice. Additional information and advice regarding university transfer programs and courses may be obtained from the Admissions Advising Centre of the Registrar's Office (403) 240-0148 and from the Alberta Transfer Guide which is available at the Office of the Registrar.

ADMISSION TO ALBERTA UNIVERSITIES BY LETTER OF RECOMMENDATION

Students who do not meet the normal secondary school requirements for admission to Alberta universities may be eligible to be considered for admission by successfully completing a minimum of ten (10) Mount Royal College courses with a grade point average (GPA) of 2.00. Alberta universities will consider students to be admissible under this arrangement, provided the university receives a letter from the Registrar of Mount Royal College giving reasons why the student should be deemed to have satisfied matriculation requirements. **Because of recent changes to entrance policies and procedures at some Alberta universities, Mount Royal College students should be aware that they will likely have to satisfy additional academic criteria to enhance their chances of admission to the university or degree program of their choice.**

HIGH SCHOOL MATRICULATION EQUIVALENTS

Students who are lacking certain Grade 12 (30-level) courses required for admission to The University of Calgary, another Alberta university or to a diploma program at Mount Royal College may clear their matriculation deficiencies by completing appropriate equivalency courses offered at Mount Royal College. While such equivalency courses are not counted toward a General or Advanced High School Diploma issued by Alberta Education, they may be presented in lieu of the corresponding Grade 12 (30-level) subject(s) for purposes of admission to The University of Calgary and other Alberta universities.

The Mount Royal College courses that may be used in place of Alberta Grade 12 (30-level) subjects for purposes of admission to The University of Calgary are listed below:

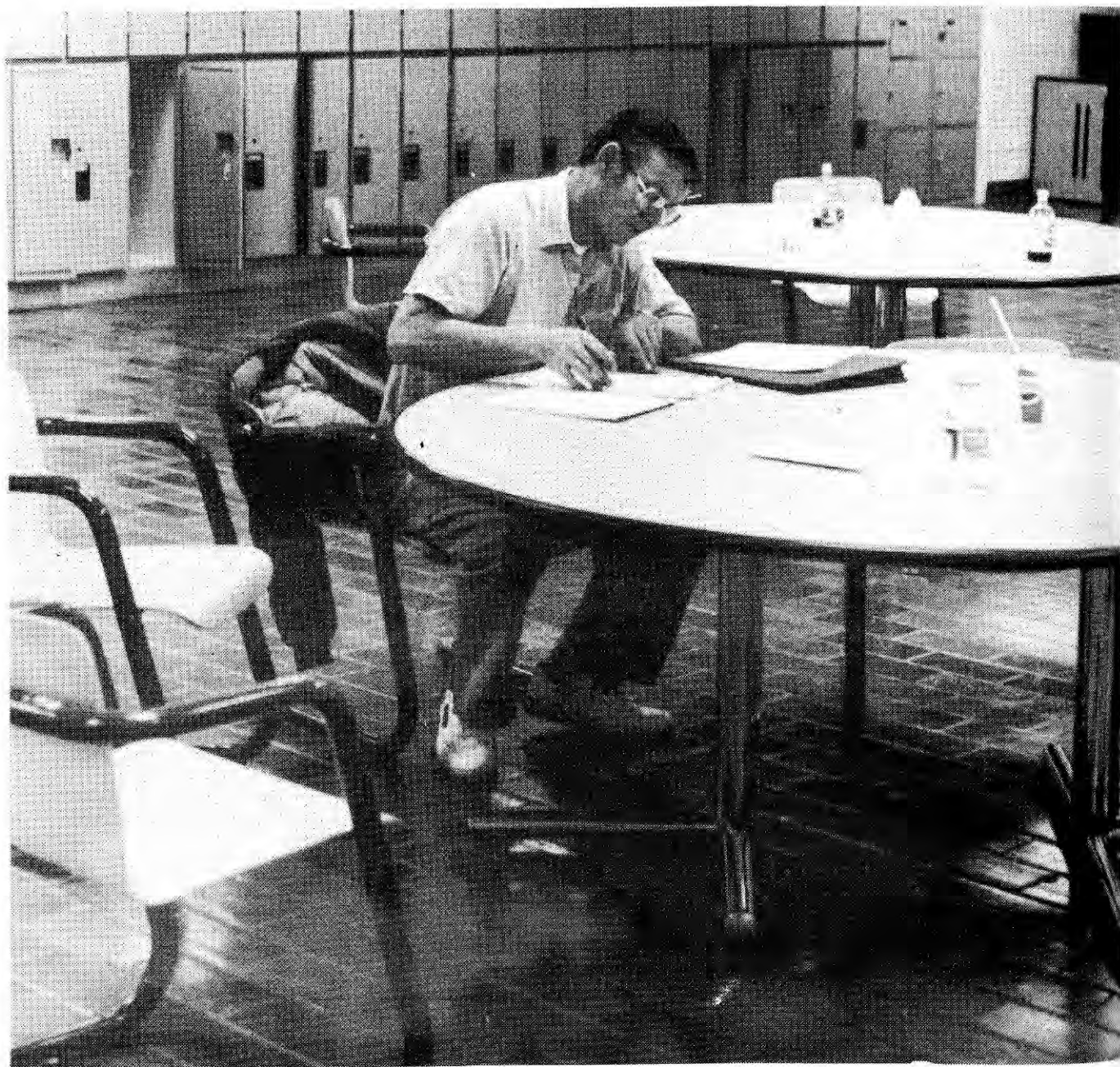
Mount Royal College Course	Corresponding Alberta High School Course
Biology 1110	Biology 30
Chemistry 1030	Chemistry 30
Economics 1030	Economics 30
English 1030	English 30
French 2203	French 30
German 2207	German 30
Mathematics 1030	Mathematics 30
Mathematics 1031	Mathematics 31
Physics 1030	Physics 30
Social Science 1030	Social Science 30
Spanish 2203	Spanish 30

For purposes of computing the matriculation average, The University of Calgary will convert the letter grades awarded for these courses into numerical grades according to the following scale:

Mount Royal College Letter Grade	Per Cent Scale
A+	97%
A	90%
A-	80%
B+	77%
B	75%
B-	70%
C+	67%
C	65%
C-	60%
D+	55%
D	50%

Most of the matriculation equivalency subjects listed above **cannot** be used to satisfy the graduation requirements of a College diploma or certificate program. However, French 2203, German 2207 or Spanish 2203 may be presented for graduation purposes as an Area 4 (Humanities) Arts and Science option, provided that the student has not previously completed the corresponding Grade 12 (30-level) subject. The University of Calgary will not grant transfer credit for any Mount Royal College course which is also used to clear matriculation deficiencies. For example, students who present French 2203 in lieu of French 30 for the purposes of admission to The University of Calgary may not also receive transfer credit for that course toward their degree program.

Students who are lacking one or more Grade 12 matriculation (30-level) subjects and wish to obtain additional information about an appropriate program of study for admission to The University of Calgary or another Alberta university should consult the Admissions Advising Centre, Office of the Registrar at (403) 240-0148.



TRANSFER PROGRAMS

TRANSFER PROGRAMS - THE UNIVERSITY OF CALGARY

Students intending to transfer from Mount Royal College to The University of Calgary should consult the University's Calendar to ensure they meet the admission requirements and transfer regulations for the faculty of their choice. It is recommended that students enrolled in university transfer programs at Mount Royal College seek the advice of an Admissions Advisor in the Admissions Advising Centre, Office of the Registrar prior to selecting their courses.

Transfer programs available:

Anthropology
Biological Sciences
Canadian Studies
Chemistry
Computer Science
Economics
Education
Engineering
English
Fine Arts
French/Spanish
General Studies (BA or BSc)
Geography
Geology and Geophysics
History
Linguistics
Management
Mathematics and Statistics
Nursing
Philosophy
Physical Education
Physics
Political Science
Pre-Medicine
Psychology
Religious Studies
Social Work
Sociology

PROGRAMS THAT TRANSFER TO OTHER UNIVERSITIES

Students can normally begin the following degree programs at Mount Royal College:

Agriculture and Forestry, University of Alberta
Arts and Science, The University of Lethbridge
Criminology, Simon Fraser University
Dentistry, University of Alberta
Engineering, University of British Columbia
Engineering, University of Victoria
Fine Arts, The University of Lethbridge
Food Science, University of Alberta
Law, University of Alberta
Management, The University of Lethbridge
Medicine, University of Alberta
Nursing, University of Alberta
Nursing, The University of Lethbridge
Optometry, The University of Waterloo
Pharmacy, University of Alberta
Physical Education and Recreation, University of Alberta
Science, University of Alberta
Veterinary Medicine*, The University of Saskatchewan

* **COLLEGE OF VETERINARY MEDICINE** - There are four Colleges of Veterinary Medicine in Canada: the Ontario Veterinary College, University of Guelph; Ecole de Medicin Veterinaire, Universite de Montreal; the Western College of Veterinary Medicine, the University of Saskatchewan; and the University of Prince Edward Island. Since the Western College of Veterinary Medicine was established primarily to provide veterinary education for residents of the western provinces and territories, Alberta residents are expected to apply to that institution and should concentrate their efforts on gaining admission there. (The Ontario Veterinary College and Ecole de Medicin Veterinaire will accept applications from Alberta residents, but these institutions give priority to residents of their respective province.)

Students are urged to contact the receiving institution involved regarding admission and transfer credit policies before enrolling in Mount Royal College courses.

MOUNT ROYAL COLLEGE COURSES

HOW TO INTERPRET A COURSE DESCRIPTION

Sample

1. CHEM 1210 - Principles of Chemistry I
2. (4 credits - TG) 6 hours instruction (including lab)
3. An introduction to the behaviour and properties of gases, liquids and solids; phase transformations, the phase rule and phase diagrams. Ideal gases and real gases; equations of state and their application, simple kinetic theory; vapor pressure; transport properties of gases and liquids. Solids: crystalline and noncrystalline structures; nonequilibrium solid phases; electrical and thermal conductivity.
4. Prerequisite: Chemistry 1030 or equivalent.

Interpretation

1. Subject Abbreviation (CHEM), Course Number (1210), and Short Title of the Course (Principles of Chemistry I)

The full name for a subject abbreviation is shown at the beginning of that subject group. Courses are numbered according to the following system. ('Restrictions and Interpretations' are detailed in the section entitled "College Programs - Graduation Requirements".)

- 0000-0999 Preparatory Courses
Carry credit but are not counted towards a diploma, certificate, or the grade point average.
- 1000-1099 Preparatory Courses
Do not carry credit towards a diploma or certificate. This includes all courses which are in the 1000-1099 number series.
- 1010- Courses equivalent to Alberta high school courses at the "10-level" (Grade 10).
- 1020- Courses equivalent to Alberta high school courses at the "20-level" (Grade 11).
- 1030- Courses equivalent to Alberta high school courses at the "30-level" (Grade 12).
- 1031- Courses equivalent to Alberta high school courses at the "31-level".
- 1100-1199 Introductory College Courses
Note that a limited number of 1110 courses are 30-level equivalents. They do not count towards graduation.
- 1200-1299 Advanced college courses requiring previous college-level work.
- 1300-1399 Senior college courses requiring advanced college-level work.
- 2000-2999 Junior-level university transfer courses offered at Mount Royal College.

2. Credit Value (4 credits) and Transfer Guide Designator (TG)

A credit is a number assigned to the "amount of learning" students receive through a combination of lectures, tutorials, seminars, labs, etc. In some courses, 1 credit may equal one hour of class time per week. A specific number of credits is required to complete each diploma or certificate program the College offers. Courses with a "TG" beside the credits are courses which are accepted under certain conditions for transfer to some or all of the Alberta universities. Students may receive full or partial credit for these courses. For further information, consult the "Alberta Transfer Guide" which is available at the Office of the Registrar.

Hours and Type of Instruction (6 hours instruction, including lab)

Unless otherwise stated, the number of hours indicates hours of instruction each week. Courses normally run 15 weeks (excluding the examination time) each Fall and Winter Semester and 6 or 8 weeks during Spring Semester. Therefore, this sample course involves a total of 90 hours of instruction. Instruction at Mount Royal College is made up of lectures, tutorials, laboratory sessions and guided independent study. Any course may use one or all of these different methods of instruction.

3. Course Description (An introduction...conductivity.)

This is a brief description of the topics to be covered in the course. A more detailed description, called a "Course Outline" or "Syllabus", is usually handed out the first day of classes. Course outlines are available through the department offering the course.

4. Special Notes (Prerequisite)

Prerequisites are courses that must be completed before taking certain courses. Co-requisites are courses that must be taken at the same time as certain courses. Recommended preparation refers to courses that should be completed before taking certain courses. Other special notes about extra fees, special restrictions, etc., are usually noted after the course description.

Not all courses listed in this Calendar are offered in every semester. Students should consult a copy of the Mount Royal College Schedule of Classes prior to registration.

NOTE: Mount Royal College reserves the right to make changes in the information stated in this Calendar without prior notice.

COURSE DESCRIPTION INDEX

Administration (ADMN)
Air Flight Training (AIRF)
Allied Health (ALHE)
Anthropology (ANTH)
Archaeology (ARKY)
Astronomy (ASTR)
Biochemistry (BCEM)
Biology (BIOL)

Canadian Studies (CNST)
 Chemistry (CHEM)
 Child and Youth Care Worker (CYCW)
 Classics (CLAS)
 Communications (COMM)
 Computer Science (COMP)
 Criminology (CRIM)
 Early Childhood Education (EACE)
 Economics (ECON)
 Education (EDTS)
 Electronics (ELEC)
 Engineering (ENGR)
 English (ENGL)
 Environmental Quality Control (ENVI)
 French (FREN)
 Geography (GEOG)
 Geology (GEOL)
 Geophysics (GOPH)
 German (GERM)
 Gerontology (GERO)
 History (HIST)
 Interdisciplinary Studies (IDST)
 Interior Design (INDS)
 Law Enforcement (CRIM)
 Learning Skills (LNSK)
 Leisure Services (LESR)
 Linguistics (LING)
 Mathematics (MATH)
 Microbiology (MIBI)
 Music (MUSC)
 Natural Science (NTSC)
 Nursing (NURS)
 Occupational Hygiene (OCCH)
 Office System Operations and Administration (OSOA)
 Petroleum (PETR)
 Petroleum and Mineral Resource Land Management (PMLM)
 Petroleum Lease Administration (PMLA)
 Philosophy (PHIL)
 Physical Education (PHED)
 Physics (PHYS)
 Political Science (PLSC)
 Post Basic Mental Health (PBMH)
 Preparatory (PREP)
 Professional Writing (PWRT)
 Psychology (PSYC)
 Rehabilitation Services (REHB)
 Religion (RLGN)
 Secretarial Arts (SECR)
 Social Science (SOSC)
 Social Work (SLWK)
 Sociology (SLGY)
 Spanish (SPAN)
 Speech (SPCH)
 Theatre Arts (THEA)
 Women's Studies (WMST)
 Zoology (ZOOL)

ADMINISTRATION (ADMN)

ADMN 1120 - Principles of Accounting

(4 credits - TG) 4 hours instruction, 1 hour lab

An introduction to basic accounting principles and practices is given in this course. Includes books of account and financial statements; merchandise accounting; internal control procedures, specialized journals and ledgers; cash; accounts receivable; inventories; plant and equipment. Emphasizes the use of accounting data as a management tool.

ADMN 1121 - Financial Accounting Concepts

(4 credits - TG) 4 hours instruction, 1 hour lab

This course uses a conceptual approach to financial accounting, an introduction to the needs and uses of accounting information, emphasizes differences between proprietorships, partnerships, and corporations as well as the analysis of financial statements for each. Procedural considerations of accounting are introduced.

Students considering transfer to another institution should select Administration 1121. Credits will not be granted for both Administration 1120 and Administration 1121.

ADMN 1130 - Principles of Management

(3 credits - TG) 3 hours instruction

This course is a comprehensive, systematic and practical study of management. The major functions that comprise the management process (planning, organizing, leading and controlling) are examined thoroughly. The focus is on knowledge, understanding and performance of these functions to maximize organizational productivity.

ADMN 1131 - Introduction to Business Administration

(3 credits - TG) 3 hours instruction

This introductory course is a study of modern business enterprises. The major functions that comprise business (marketing, production, management and finance) are examined thoroughly. Emphasis is placed on presenting the student with real business problems in order to develop problem-solving/decision-making skills in these major functional areas.

ADMN 1140 - Principles and Practice of Insurance

(2 credits) 3 hours instruction for 12 weeks

The history and functions of insurance are discussed including; the law and the judicial system; the insurance contract; risk; classes of coverage; the insurer - licensing of insurance companies, economic environment of insurance; marketing of insurance, loss settlement, claims, the adjuster and reinsurance.

ADMN 1141 - Insurance on Property I

(2 credits) 3 hours instruction for 12 weeks

This course provides an introduction to property insurance; basic fire insurance, extended coverage endorsement; Insurance Act Provisions - fire insurance; coinsurance, mortgage clauses; introduction to inland marine and multi-peril; householders' named perils, personal effects floater, fine arts policy; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

ADMN 1142 - Liability Insurance

(2 credits) 3 hours instruction for 12 weeks

This course provides an introduction to liability insurance: Canadian law; general concepts of liability insurance; Common Law; the Civil Code in Quebec, comprehensive general liability; comprehensive personal liability; personal injury liability, products liability; umbrella liability; underwriting; reinsurance and claims.

ADMN 1143 - Automobile Insurance

(2 credits) 3 hours instruction for 12 weeks

This course provides an introduction to and development of automobile insurance; the policy; endorsements; non-owned liability insurance; automobile garage policies; claims; industry programs for insurance availability and Highway Victims Indemnity Funds; insurance rating; loss prevention; marketing and specifics of policy coverages in each province.

ADMN 1144 - Claims I

(2 credits) 3 hours instruction for 12 weeks

This course provides an introduction to insurance claims; the independent adjuster; the insurer's claims department; the contract; the policy; investigation and settlement; the adjuster's role; first party claims: automobile; property; commercial property; third party claims; documentation: property claims; aids to implementing adjustment.

ADMN 1145 - Personal Lines Production

(2 credits) 3 hours instruction for 12 weeks

An overview of the insurance business including: definitions and explanations; the organizational structure; sales - an introduction and legal jurisdiction - federal and provincial, tort, agency and contract law is provided. Home, automobile and life insurance are also studied.

ADMN 1150 - Principles of Marketing

(3 credits - TG) 3 hours instruction

This course provides an introduction to the fundamental concepts and principles of marketing. Examination of the marketing environments, consumer and market analysis and the strategy involved in co-ordinating the marketing mix of product price, distribution and promotion.

ADMN 1151 - Marketing Computer Technology

(3 credits) 3 hours instruction

This course focuses on the marketing of computer technology and software. The student will be taught how to use the fundamental principles and techniques of marketing to solve marketing problems within the computer technology industry, assess the computer needs of customers and help customers meet and solve those needs.

ADMN 1154 - Professional Salesmanship

(3 credits) 3 hours instruction

This course provides better understanding of the sales process: prospecting, presenting, meeting objections and closing. Emphasizes practical communication skills. Includes optional selling project in which theory is implemented.

ADMN 1161 - Business Mathematics and Statistics

(3 credits) 3 hours instruction, 1 hour lab

This is a preparatory course in the fundamental concepts of business mathematics. Course content includes topics of mathematics and long-term investment such as retail mathematics, mathematics of finance and bonds, insurance mathematics and descriptive statistics.

ADMN 1170 - Personnel Administration

(3 credits - TG) 3 hours instruction

This is an introductory course in personnel and human resource administration. In addition to the functional areas of personnel administration, the student will study the factors affecting the management of an organization's human resources, various contemporary issues in Canadian personnel management, as well as the state of industrial relations in Canada.

ADMN 1190 - Introduction to Business Information Management (formerly ADMN 1191)

(3 credits) 3 hours instruction

This course introduces the student to the elements of information management. The course includes: what is information, information systems, how information is used and the tools of the Information Manager.

ADMN 1192 - Introduction to Records Management

(3 credits) 3 hours instruction

This course introduces students to an effective and efficient program to improve the management of records in an organization. Subjects include: records inventory and evaluation; retention and disposals schedules; control of active records and storage of inactive records.

ADMN 1193 - Basic Forms Design

(3 credits) 3 hours instruction

This course introduces the student to a design methodology which can be used to control the process of designing a form. This methodology is applied to the design problems encountered while creating each of the three basic types of forms: handwritten, typewritten, and line printer. The course concludes with a discussion of special design topics such as machine readable forms, negotiable instruments and MICR coding.

ADMN 1196 - Micrographics for Technicians

(3 credits) 3 hours instruction

This course is designed to give students a technical knowledge of micrographics which will enable them to work efficiently in micrographics facilities. Film process and micrographics equipment operation are covered. Tours of micrographics facilities are provided when available.

ADMN 1210 - Business Communications

(3 credits - TG) 3 hours instruction

This course explores effective communication within modern business. Students will learn to write more effectively according to the seven "C's"; clearly, completely, concisely, concretely, courteously, considerately and correctly. Appropriate formats for business letters, memorandums and reports are examined. Interpersonal skills required to develop effective relationships in business are studied.

Recommended preparation: English 1112 or 2201.

ADMN 1220 - Financial Accounting

(4 credits - TG) 4 hours instruction, 1 hour tutorial

The focus in this course is on recording and reporting problems encountered in partnership accounting; the organization and operation of corporations; long-term debt and investments; accounting for a manufacturing concern; managerial decisions; statement of change in financial position and analysis of financial statements.

Recommended preparation: Administration 1120 or 1121.

ADMN 1221 - Intermediate Accounting I

(4 credits - TG) 4 hours instruction, 1 hour tutorial

This course provides an in-depth analysis of divergent viewpoints on accounting principles encountered in recording and reporting for assets and liabilities as well as the related income statement accounts.

Recommended preparation: Administration 1220.

ADMN 1222 - Intermediate Accounting II

(4 credits - TG) 4 hours instruction, 1 hour tutorial

An in-depth analysis of accounting theory and principles encountered in connection with reporting debt or equity and their related effects on income statements are discussed. Includes a discussion of pensions, leases, income tax allocation and the statement of changes in financial position.

Recommended preparation: Administration 1220.

ADMN 1223 - Computerized Accounting

(4 credits) 4 hours instruction

An introduction to computerized accounting software (e.g. AccPac). The general ledger module will be covered in detail. An integral component of this course is the conversion of a fictitious company's manual general ledger to a computerized format. Computerized financial statements will be prepared.

Prerequisite: Administration 1220.

ADMN 1224 - Management Accounting

(4 credits - TG) 4 hours instruction, 1 hour tutorial

This course provides an introduction to the nature, scope and use of managerial accounting. Topics include: quantitative management devices for selection and attaining objectives; job and process costing; standard costs-variance analysis; break-even analysis; budgeting; and inventory planning and control.

Recommended preparation: Administration 1120 or 1121 and 1220.

ADMN 1225 - Principles of Auditing

(3 credits) 3 hours instruction

This course examines the role of the internal or external auditor in business. Explores the legal and ethical environment of auditing. Emphasizes the methods and procedures used in auditing and reporting as they relate to specific financial statement areas such as assets, liabilities, equities, revenues, and expenses.

Prerequisites: Administration 1120 and 1220.

ADMN 1226 - Petroleum Accounting

(3 credits - TG) 3 hours instruction

Students are given an introduction to the accounting principles and practices associated with oil and gas exploration and development in Alberta, as well as a study of the impact of income tax on the industry.

Recommended preparation: Administration 1120 or its equivalent and Petroleum 1124.

ADMN 1227 - Managerial Finance

(3 credits - TG) 4 hours instruction

This course provides an examination of the functions, problems and techniques of business finance. Topics include capital investment policies of the firm; capital budgeting; cost of capital; capital structure valuation and risk consideration.

Recommended preparation: Administration 1120, 1161 and 1220.

ADMN 1230 - Business Law

(3 credits - TG) 3 hours instruction

This course provides an examination of the Law of Contracts, assignments, trusts and negotiable instruments. Business transactions such as the sale of goods and the formation of contracts will be discussed. This course also covers the Law of Torts, insurance and guarantees, principle and agent, negotiable instruments, partnership, corporations and credit transactions.

ADMN 1233 - Small Business Entrepreneurship and Management (formerly ADMN 1232)

(3 credits) 3 hours instruction

This course is a systematic, comprehensive and practical study of small business conceptualization, formation and management. Management of the production, marketing, finance, operations and personnel functions are examined thoroughly. Student groups are required to prepare and submit detailed plans for new small businesses.

ADMN 1240 - Bodily Injury Claims

(2 credits) 3 hours instruction for 12 weeks

Investigation and background are considered in this course as well as anatomy; bodily injury; treatment; interpretation of medical reports; disability; rehabilitation; evaluation, negotiation and settlement of claims.

ADMN 1241 - Insurance on Property II

(2 credits) 3 hours instruction for 12 weeks

Topics included in this course are: business fire coverages; extended coverage endorsements; rating; principles, purposes, mechanics and practice of underwriting; mercantile and commercial coverages designed for specific purposes; bailee's policies; condominiums and real property insurance.

ADMN 1242 - Insurance on the Person

(2 credits) 3 hours instruction for 12 weeks

This course provides a discussion of the basic principles of life insurance, types of policies and the fundamental differences between life insurance and general insurance; actuarial - the cash flow; annuities; government control; underwriting and risk; taxation of life insurance and characteristics of group insurance.

ADMN 1243 - Insurance Against Crime

(2 credits) 3 hours instruction for 12 weeks

This course examines definitions, policy conditions, robbery insurance; burglary insurance; broad form coverage - money and securities policy; safe deposit box policies; comprehensive dishonesty, disappearance and destruction policy; office - store burglary and robbery, broad form storekeepers, brokers' blanket bonds; physical protection; underwriting; rating and claims.

ADMN 1244 - Claims II

(2 credits) 3 hours instruction for 12 weeks

This course provides a discussion of the principles governing settlement; preserving the evidence; general liability claims; professional and products liability claims; fidelity bond claims; surety bond claims; claims evaluation and settlement negotiation and civil procedure.

ADMN 1245 - Business Interruption Insurance

(2 credits) 3 hours instruction for 12 weeks

An examination of the purpose; terminology; insured perils; policy period - indemnity period; American vs. British approach; insurable interest is undertaken in this course. Earnings insurance (no coinsurance); extra expense insurance; contingent business interruption forms; rent or rental value; other miscellaneous forms; practical comparisons and loss adjustment are also discussed.

ADMN 1246 - Casualty Covers

(2 credits) 3 hours instruction for 12 weeks

This course deals with glass insurance; surety bonds; boiler and machinery insurance; aviation insurance; miscellaneous coverages - water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance and commercial credit insurance.

ADMN 1247 - Building Construction, Fire Protection and Basic Hazards

(2 credits) 3 hours instruction for 12 weeks

This course provides a study of building construction - basic terms and construction types; fire divisions and separations; combustion controls; flammable and combustible liquids; common hazards; welding, flame cutting and grinding, waste disposal and control and prevention of fires.

ADMN 1248 - Commercial Lines Production I

(2 credits) 3 hours instruction for 12 weeks

Students receive an introduction to risk management - scope, objectives, process; exposure identification and analysis, alternatives for dealing with each exposure; monitoring results; commercial accounts exposure identification and analysis - producer's role in risk management, exposures to loss, human asset loss exposures; case studies; property insurance - fire insurance policies, all risk policies and business interruption insurance - policies available; package policies - liability, crime, boiler, machinery and glass.

ADMN 1251 - Computer Marketing Internship

(3 credits) 3 hours instruction

This is an applied course to integrate the knowledge and skills acquired throughout the Marketing Computer Technology Program. Students will be placed in the computer industry where they will utilize a variety of marketing and computer skills. A project will be a required component of this course.

ADMN 1253 - Retail Management

(3 credits - TG) 3 hours instruction

This course provides an introduction to the nature, scope, problems and challenges of retail management. The strategy and decision-making involved in location analysis, retail organization, merchandising and managing the retail mix is examined.

Prerequisite: Administration 1150.

ADMN 1254 - Sales Management

(3 credits) 3 hours instruction

This course provides an examination of the techniques of marketing and promotion, the direction and organization of sales personnel and the control of marketing costs. Through case study method, students face the many business problems of an actual sales manager.

Prerequisites: Administration 1130 and 1150.

Recommended preparation: Administration 1154.

ADMN 1256 - Introduction To Advertising and Sales Promotion

(3 credits - TG) 3 hours instruction

A study of modern advertising and promotion techniques. This course involves the planning and development of campaigns from budget allocation, research, creative and media selection strategies to methods of evaluation.

Prerequisite: Administration 1150.

ADMN 1257 - Industrial Marketing

(3 credits - TG) 3 hours instruction/tutorial

This course provides an examination of marketing in the industrial environment. Topics covered include organizational buying behaviour, evaluation of industrial markets and development of industrial marketing strategy.

Prerequisite: Administration 1150.

ADMN 1258 - Marketing Research

(3 credits - TG) 3 hours instruction/tutorial

A study of the theory and application of marketing research is undertaken, including why marketing research is done and how it is used. Components of effective marketing research will also be studied including proposals, research design, questionnaire design, collection of data, analysis and interpretation of results.

Prerequisite: Administration 1150 and 1161.

ADMN 1259 - Intermediate Marketing

(3 credits - TG) 3 hours instruction/tutorial

This course uses a problem-solving approach to marketing concepts through case analysis and market readings. An in-depth examination of the decision-making necessary for marketing strategy formulation, product positioning, pricing, channels, marketing research, promotion and marketing for non-profit organizations.

Prerequisite: Administration 1120, 1130, 1150 and 1161.

ADMN 1262 - Applied Statistical Analysis I

(3 credits - TG) 3 hours instruction, 1 hour lab

This course covers the collection, presentation and interpretation of data using different sampling techniques. Basic continuous random variables will be introduced. Applications will be business oriented and analyzed by manual and computerized methods.

Prerequisite: Administration 1161 or Mathematics 2251 or consent of the instructor.

ADMN 1263 - Applied Statistical Analysis II

(3 credits - TG) 3 hours instruction, 1 hour lab

This course covers the collection, presentation and interpretation of data using different sampling techniques. Basic concepts of probability and analysis of discrete and continuous random variables will be introduced. Applications will be business oriented and will be analyzed by manual and computerized methods.

Prerequisite: Administration 1262.

ADMN 1265 - Management Information Systems

(3 credits - TG) 3 hours instruction

This course provides an examination of the principle techniques of designing and implementing successful computer based management information systems. Topics include: the role of information systems data, integrated data base, feasibility studies, human resource inventory systems, organizational impact, system analysis techniques, table and decision-making, application packages, information retrieval systems, controls and future trends.

Recommended preparation: Administration 1130, 1262 and Computer Science 2203.

ADMN 1273 - Labour Relations

(3 credits - TG) 3 hours instruction

This course provides an examination of the industrial and labour relations system with emphasis on its role and relationship in society, labour unrest and industrial conflict, labour laws and dispute resolution techniques.

Recommended preparation: Administration 1170.

ADMN 1274 - Employee Selection and Recruiting

(3 credits - TG) 3 hours instruction

This course provides students with the skills and knowledge required for effective recruiting and selection. Emphasis will be placed on interviewing techniques and applications. Topics include: developing job requirements, identifying sources of recruits, writing employment advertisements, developing application forms and interview situations (such as discipline and counselling).

Recommended preparation: Administration 1170.

ADMN 1275 - Compensation and Benefits Administration

(3 credits - TG) 3 hours instruction

This course provides students with the theory and practice of compensation and benefits administration. Topics include: job analysis and description, wage and salary surveys, job evaluation and employee benefits.

Recommended preparation: Administration 1170.

ADMN 1276 - Organizational Behaviour

(3 credits - TG) 3 hours instruction

This course provides an examination of the factors that influence the behaviour of people in organizations. Emphasis will be placed on the application of theory through group interaction and case studies. Topics include: leadership, motivation, power, organizational structure and design.

Recommended preparation: Administration 1130 or consent of the department.

ADMN 1277 - Employee Training and Development

(3 credits - TG) 3 hours instruction

This course provides the student with current theory and practical approaches to the training and development of human resources within an organization. The course is designed for managers, supervisors, and personnel practitioners. Topics include: identifying training needs, types of training, evaluation, learning theory, employee counselling, career development, discipline and employee assistance programs.

Prerequisite: Administration 1170.

ADMN 1279 - Office and Staff Administration

(3 credits) 3 hours instruction

This course is an examination of the fundamental principles of business organization and management with specific emphasis on how those principles relate to the problems of staff administration, training, and development within the clerical office. Participation in a case study approach to the problems caused by office administration is emphasized.

This course is designed specifically for the Office Systems Operation and Administration program in the Department of Secretarial Arts.

ADMN 1280 - Introduction to Personal and Corporate Income Tax

(3 credits) 3 hours instruction

Canadian income tax laws affecting corporations, proprietors, partnerships and salaried employees. Reviews the computation of income tax, taxable income, taxes payable, corporate distributions, taxation of capital gains, problem solving and the preparation of corporate and personal tax returns.

Prerequisites: Administration 1120 and 1220

ADMN 1292 - Advanced Records Management

(3 credits) 3 hours instruction

This course deals with the concepts introduced in "Introduction to Records Management" by developing skills in designing active and inactive record systems for various types of organizations and developing retention periods and schedules for the records of an organization. Group and individual exercises emphasize the "how-to" aspect of records management.

ADMN 1293 - Advanced Forms Design

(3 credits) 3 hours instruction

Forms design techniques from Basic Forms Design are reviewed and the student is introduced to cost analysis of the common form types: handwritten, typewritten and line printer. Other discussion topics include: use of carbon papers, use of self imaging papers, construction techniques, electronic design, non-impact printer design and pricing.

Prerequisite: Administration 1193 or an equivalent level of course work and/or experience as determined by the department.

ADMN 1297 - Applied Micrographics Systems (formerly ADMN 1296)

(3 credits) 3 hours instruction

This course will assist individuals actively involved in Micrographics to design efficient information retrieval micrographic systems. Formats, advantages, disadvantages and equipment selection will be covered, as well as evaluation techniques, cost benefit analysis and optical media.

ADMN 1323 - Advanced Computerized Accounting

(4 credits) 4 hours instruction

This course is a continuation of ADMN 1223 for accounting majors, more advanced accounting transactions will be covered. Additional modules such as accounts receivable, accounts payable, and payroll will be introduced. Formatting of financial statements will be covered as well as the preparation of other accounting schedules.

Prerequisites: Administration 1223 and Administration 1221 or 1222.

ADMN 1333 - Strategic Management (formerly ADMN 1331)

(3 credits) 3 hours instruction

This course is an advanced and intensive study of strategic management. The student, through the case method of instruction, is placed in the role of a practicing manager and is required to identify, evaluate, select, and implement actions that will provide the firm with strategic advantages over its competitors during changing internal and external conditions. This requires that the student possess a solid background in the major functional areas of business.

Prerequisites: Administration 1120, 1130, 1150, 1161, 1210, 1220 and 1224 or 1227 or permission of the Department.

ADMN 1350 - Marketing Strategy Planning

(3 credits - TG) 3 hours instruction

This course integrates the many marketing variables within a series of strategic decisions. It is designed to give a practical understanding of the strategic planning involved in successfully planning a marketing program.

Prerequisites: Administration 1120, 1130, 1150, 1161, 1210, 1220, 1257, 1258 and 1259.

ADMN 1380 - Advanced Income Tax

(3 credits) 3 hours instruction

This course examines the principles of personal and corporate income tax in depth. Topics will include personal and corporate tax planning, corporate reorganization, tax legislation and tax rulings.

Prerequisites: Administration 1120, 1220 and 1280.

ADMN 1381 - Advanced Financial Accounting

(4 credits) 4 hours instruction

This is an advanced course in financial accounting which covers the following areas: intercorporate investments, partnerships and joint ventures, foreign currency transactions, changing prices and financial reporting.

Prerequisites: Administration 1221 and 1222.

ADMN 1382 - Advanced Managerial Accounting

(4 credits) 4 hours instruction

This is an advanced course in managerial accounting which covers the following topics: budgetary planning, cost centres and performance evaluation, a profit analysis and transfer pricing.

Prerequisites: Administration 1221, 1222 and 1224.

ADMN 1383 - Management Processes and Problems

(4 credits) 4 hours instruction

This is a comprehensive course in management case analysis which covers the following topics: marketing, operations management, personnel management, performance measurement, planning and control, strategic planning, programming budgets, controllership, revenue, expense profit and investment centres, service organizations, non-profit organizations and the planning process.

Pre or Co-requisites: Administration 1381 and 1382.

ADMN 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

AIR FLIGHT TRAINING (AIRF)

AIRF 1100 - Theory of Flight and Navigation

(3 credits) 7 hours instruction

This course provides knowledge of basic aerodynamics, weight and balance, aircraft instruments, aircraft performance and navigation. It includes a number of hours dual and solo in the aircraft depending on the student's background.

Prerequisites: Acceptance into the Aviation program and those who have passed the D.O.T. medical examination.

AIRF 1109 - Aviation Meteorology (Introductory)

(4 credits) 5 hours instruction

This course meets the meteorology requirements for the Department of Transport Commercial Pilot's licence, basic meteorology as it applies to aviation and the ability to interpret weather information for pilots as supplied by Atmospheric Environment Services.

Prerequisite: Acceptance into the Aviation Program or instructor's permission.

AIRF 1111 - Commercial Pilot's Licence

(3 credits) 7 hours instruction

This course is designed to give students a knowledge of the material outlined in the Department of Transport's Study and Reference Guide for Commercial Pilot's Licence in the lectures and fifty flight hours, dual and solo. At the end of the semester all students will have passed the written examination for the Commercial Pilot's Licence and completed 110 hours of flight time.

Prerequisite: Air Flight Training 1100.

AIRF 1122 - Electronics

(3 credits) 3 hours instruction

This course provides students with an introduction to electronics. Emphasis will be placed on the fundamentals of electronics as applied to Avionics.

AIRF 1130 - Aircraft Engines

(3 credits) 3 hours instruction

This course is designed to give students a theoretical, practical and working knowledge of an aircraft piston engine and its ancillary controls. Students will also be introduced to the turbo prop and turbo jet engine.

AIRF 1202 - Multi-Engine Instrument Rating

(3 credits) 5 hours instruction

This course is designed to give students a knowledge of the material outlined in the Department of Transport's Study and Reference Guide for Instrument Rating in the lectures and eighty-seven hours, dual and solo, in the aircraft. At the end of the semester all students will have received their Commercial Pilot's Licence, passed the D.O.T. flight test for a multi-engine endorsement, passed the D.O.T. written examination for the Instrument Rating endorsement.

Prerequisite: Air Flight Training 1111.

AIRF 1206 - Advanced Aircraft Operations, Performance and Flight Planning

(3 credits) 3 hours instruction, 4 hours practicum

This course is designed to give students an advanced knowledge of the operations, performance, navigation and flight planning of long-range, high-performance jet aircraft. At the end of the semester all students will have received their Instrument Rating endorsement.

Prerequisite: Air Flight Training 1202.

AIRF 1209 - Aviation Meteorology (Advanced)

(4 credits) 5 hours instruction (including lab)

This course prepares students for the meteorological portion of the Instrument Flying test. It deals with practical flight planning problems, both low level and high level. Upon successful completion of the course students should have a good grounding in practical meteorological problems and be equipped to make correct decisions on meteorological problems confronting an aircraft captain.

Prerequisite: Air Flight Training 1109.

AIRF 1210 - Aircraft Systems

(3 credits) 3 hours instruction

This course is designed to give students a theoretical and working knowledge of aircraft hydraulic, pneumatic, electric, pressurization, oxygen, fire and ice protection systems.

Prerequisite: Air Flight Training 1130.

AIRF 1220 - Avionics

(3 credits) 3 hours instruction

This course provides a basic understanding from an operational viewpoint of the functions and limitations of avionics equipment.

Prerequisite: Air flight training 1122.

AIRF 1232 - Advanced Navigation Guidance and Control of Aircraft

(3 credits) 3 hours instruction

This course is an advance study of gyro compass devices and heading reference systems, navigation computers, sophisticated navigation systems, flight directors, autopilots and autoland systems and Microwave Landing Systems.

AIRF 1240 - Aviation Management

(3 credits) 3 hours instruction

This course is an introduction to the administrative aspects of airline operations and management. An analysis of problems and trends facing management in various segments of the general aviation industry and the airlines.

ALLIED HEALTH (ALHE)

See also Nursing (NURS) courses and Post-Basic Mental Health Nursing (PBMH) courses.

ALHE 1112 - General Health Care

(3 credits) 2 hours instruction, 1 hour tutorial

This course provides the student with information about health care needs and rights of clients in rehabilitation settings. Students have scheduled opportunities to learn skills necessary for assessment and management of health care of disabled clients. Topics will include basic needs such as safety, hygiene, activity, nutrition, elimination and respirations. Variables influencing health such as stress, common health problems, sexuality, loss and death are also considered.

ALHE 1130 - Substance Abuse and Related Health Issues

(3 credits) 3 hours instruction

This course will provide the student with an overview of substance abuse and related health issues. It will explore such areas as attitudes and values; pharmacology; models of addiction, assessment, treatment, recovery; and health promotion.

ALHE 1188 - Aging in Contemporary Society

(3 credits) 3 hours instruction

Aging will be discussed in this course, from its physiological, psychological and sociological perspectives. This course will examine changes in older individuals as well as the broader social issues confronting them. Interventions for holistic aging will be discussed. This course will be of interest to undergraduate students in a variety of disciplines.

NOTE: Allied Health 1188 is not open to Gerontology Certificate Program students.

ALHE 1213 - Nutrition and Health

(2 credits) 2 hours instruction

This course is designed to provide the student with basic knowledge and skills in the health maintenance of the child up to six years of age. Concepts inherent in health maintenance include the nutritional, physical and emotional needs and problems of the developing child. Principles of child safety and the impact of hospitalization are also included.

ANTHROPOLOGY (ANTH)

ANTH 2201 - Introduction to Human Evolution (U of C ANTH 201)

(3 credits - TG) 3 hours instruction

Human evolution, the role of biosocial phenomena in the evolution of physical structure and social behaviour, and consideration of the origins and development of culture.

ANTH 2203 - Introduction to Social and Cultural Anthropology (U of C ANTH 203)

(3 credits - TG) 3 hours instruction

The nature of human society: its elements, its variability and its perpetuation. Conclusions will be drawn from comparisons of institutions (political, economic, religious, educational and sexual) in both small-scale and large-scale societies.

ANTH 2255 - An Ethnographic Survey of Native North America (U of C ANTH 225)

(3 credits - TG) 3 hours instruction

Selected North American Indian cultures in terms of the relationships among basic subsistence adaptations, social, ceremonial, and ideological structures.

ANTH 3313 - Contemporary Indian Issues in Canada (U of C ANTH 313)

(3 credits - TG) 3 hours instruction

Sociocultural, legal and historical aspects of issues defined by various Indian groups as central to their existence and cultural survival. Land issues, status of women, treaties and human rights, etc., are examined in a sociocultural perspective including a consideration of current events in the context of the history of Indian-White relations. A close examination of the structure and function of current Indian movements, organizations and legal presentations.

Prerequisite: Anthropology 2203 or U of C Anthropology 360 or consent of the Department.

ANTH 3381 - Introduction to Linguistic Anthropology

(3 credits) 3 hours instruction

The anthropological study of Language and Communication. A brief survey of field and analytical methods and the theory of linguistic anthropology.

Prerequisite: Anthropology 2203 and Linguistics 1210.

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and the other Alberta Universities.

ANTH 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

ARCHAEOLOGY (ARKY)

ARKY 2201 - Introduction to Archaeology (U of C ARKY 201)

(3 credits - TG) 3 hours instruction, 3 hours lab

Basic principles of archaeology. How archaeological remains are located, recovered and interpreted.

ARKY 2205 - Ancient Peoples and Places (U of C ARKY 205)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

An overview of Old and New World archaeology; the emergence of humans; development of humans and culture from hunting/gathering to agriculture and ancient urban societies.

ARKY 3303 - Archaeology of North America

(3 credits) 3 hours instruction

An overview of prehistoric cultural developments in North America.

ARKY 3321 - Early People in the Old World

(3 credits) 3 hours instruction

The origins and development of early hunting and/or gathering peoples in Africa, Eurasia and Australia between 2.5 million and 10,000 years ago.

ASTRONOMY (ASTR)

ASTR 2205 - The Modern Universe (U of C ASTR 205)

(3 credits - TG) 3 hours instruction

A comprehensive, descriptive survey of modern astronomy which focuses on the development of our present views of the universe. Topics include: solar system exploration by telescope and spacecraft; the birth and death of stars; the violent interstellar medium; the Milky Way and other galaxies; cosmic rays, pulsars and supernovae, the concept of a black hole; exploding galaxies and quasars; the beginning and end of the universe; the possibilities of extra-terrestrial life and interstellar communication. Opportunities for field trips to The University of Calgary's observatory will be provided. This course is not recommended for physical science majors.

NOTE: Credit for ASTR 2205 and U of C Astronomy 211 will not be allowed.

BIOCHEMISTRY (BCEM)

BCEM 3341 - Biochemistry of Life Processes

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

An elementary introduction to biochemistry. Particular emphasis will be placed on a description of the chemistry of compounds of biochemical interest and how these relate to cell structure, proteins, carbohydrate and lipid metabolism and nucleic acids. Labs: Simple experiments illustrating the chemistry and biological function of molecules.

Prerequisite: Chemistry 3341.

BIOGEOGRAPHY

Refer to Geography course descriptions.

BIOLOGY (BIOL)

BIOL 1110 - Fundamentals of Biology

(4 credits) 3 hours lecture, 3 hours lab

Topics in this course include: cell chemistry; ultra-structure; organelle function; metabolic pathways of photosynthesis and respiration; mitotic and meiotic processes; genetics and heredity and human systems. It is intended for university transfer and career program students who will do more studies in biology and other cognate subjects.

While this course may be presented for admission to an Alberta university, courses completed at Mount Royal College are not eligible for Alberta Education graduation credits or transcript purposes. However, students who are deemed "mature" under Alberta Education criteria may challenge the Alberta Education Diploma examinations and receive credit towards an Alberta High School Diploma. Students should therefore confirm their maturity status in

advance of Mount Royal College enrolment by contacting Student Records, Alberta Education (403) 427-5306 for formal confirmation.

BIOL 1210 - Ecology

(4 credits - TG) 3 hours lecture, 3 hours lab

This course provides an exploration of the relationship between living organisms and their environment. Topics include an introduction to environmental influences, communities and populations as well as discussions of North American biomes. An appreciation of how Ecological Theory is applied to current problems relating to land use and resource exploitation is developed. This course is intended for career program students, as a general interest Arts and Science option, and for university transfer students.

BIOL 1214 - Human Anatomy

(4 credits - TG) 3 hours lecture, 3 hours lab

This course provides a systematic survey of the structure of the human body. Topics include cells and tissues of the body plus the anatomy of the skeletal, articular, muscular, digestive, respiratory, urinary, reproductive, circulatory, nervous, integumentary and endocrine systems. Labs are designed to provide practical demonstrations that parallel the material discussed in the lectures.

This course is the same as Physical Education 1224.

Students interested in how the body systems perform their functions should consider Biology 1216.

Recommended preparation: Biology 1110 or equivalent.

BIOL 1215 - Evolution and Heredity

(3 credits - TG) 3 hours lecture, 1 hour tutorial

This course is designed to give students an appreciation of evolution by explaining the mechanisms of the evolutionary process in terms of the laws of inheritance as well as the interaction of heredity and the environment. It is oriented toward human populations, their biological histories and their congenital medical problems.

Recommended preparation: Biology 1110 or equivalent.

BIOL 1216 - Human Physiology

(4 credits - TG) 3 hours lecture, 3 hours lab

This course describes how the systems of the human body perform their functions. Topics include physiology of the nervous system, hormonal control mechanisms, muscle physiology, body defence mechanisms and physiology of the reproductive, circulatory, respiratory, urinary and digestive system. Labs are designed to let the student discover and gain an appreciation of how his/her body functions.

Prerequisite: Biology 30 or 1110.

BIOL 1219 - Limnology

(4 credits - TG) 3 hours lecture, 3 hours lab

The study of fresh water ecosystems is undertaken in this course. Topics include sampling methodology, taxonomy and ecosystem relationships. Labs include considerable field work and data analysis.

BIOL 1220 - Anatomy and Physiology I

(4 credits - TG) 3 hours lecture, 3 hours lab

A basic course in human anatomy and physiology designed for students in the allied health fields. Topics include: terminology, membranes, skin and glands, cells and tissues, the skeletal system, the muscular system, digestion and nutrition, the urinary system, and the respiratory system. Each topic includes an emphasis on homeostasis.

BIOL 1221 - Anatomy and Physiology II

(4 credits - TG) 3 hours lecture, 3 hours lab

This course is a continuation of Biology 1220 and involves a second semester of basic human anatomy and physiology. It deals with the following systems and areas: central and peripheral nervous systems, autonomic nervous system, the endocrine system, embryology, the cardiovascular system, body fluids, electrolyte and fluid balance, and the lymphatic system.

Prerequisite: Biology 1220.

BIOL 2201 - Principles of Biology (U of C BIOL 201)

(4 credits - TG) 3 hours lecture, 3 hours lab

The fundamentals of modern biology. The labs will demonstrate principles common to plants, animals and microbes.

Not open to students with credit in U of C Biology 205. See also Botany, Microbiology and Zoology course listings.

BIOL 2205 - The Organization and Diversity of Life (U of C BIOL 205)

(4 credits - TG) 3 hours lecture, 2 hours tutorial

Basic principles of modern biology.

NOTE: Not open for credit to Majors and Minors in the Department of Biological Science at The University of Calgary. Credit for both Biology 2201 and 2205 will not be allowed.

BIOL 2225 - Plant Biology (U of C BOTA 225)

(4 credits - TG) 3 hours lecture, 3 hours lab

The interrelationships between form and function of the living plant. An introduction to the concepts of the morphology, physiology, and evolution of the plant kingdom.

Prerequisite: Biology 2201 with a grade of "C-" or above.

BIOL 3301 - Introduction to Cell and Molecular Biology (U of C BIOL 301)

(4 credits - TG) 3 hours lecture, 2 hours tutorial

Structure, composition, function and regulation of the cell. Molecular components and their incorporation into the cell; cell organelles and the integrated functioning of all cellular components; cell differentiation and specialization; genome organization and regulation of gene expression.

Prerequisite: Biology 2201 with a grade of "C-" or above.

BIOL 3311 - Principles of Genetics (U of C BIOL 311)

(4 credits - TG) 3 hours lecture, 3 hour lab

Mendelian inheritance, genetic linkage, tetrad analysis, sex-linkage, sex determination, the structure and function of the gene, developmental genetics, cytoplasmic inheritance, molecular genetics and the genetic structure of populations will be covered. The laboratory experiments will consist of the genetic analysis of an "unknown" stock using the *Drosophila melaogaster* model system.

Prerequisite: Biology 2201 with a grade of "C-" or above.

BIOL 3313 - Ecology of Individuals and Populations

(4 credits - TG) 3 hours lecture, 3 hours lab

Introduction to the science of ecology. Emphasis on the development of concepts dealing with both individual organisms and populations.

Prerequisites: One of Biology 2225, Microbiology 2241 or Zoology 2273 with a grade of "C-" or above.

BIOL 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

CANADIAN STUDIES (CNST)

CNST 1270 - The Canadian Mosaic

(3 credits - TG) 2 hours lecture, 1 hour tutorial

This course provides an interdisciplinary study of the history of inter-ethnic and racial relations with emphasis on the experiences and contributions of selected ethnic or racial minorities in Canada.

CNST 1271 - Contemporary Canadian Problems

(3 credits) 2 hours lecture, 1 hour tutorial

This course examines problems peculiar to Canada, such as regionalism, separatism, Canadian-American relations, Canada's place in the world community, as well as the problems common to western industrialized countries such as pollution, urbanization, racial and minority issues and poverty.

CNST 2231 - Introduction to Canadian Studies (U of C CNST 231)

(3 credits - TG) 3 hours lecture, 1 hour tutorial

An interdisciplinary examination of the nature of Canadian nationalism and regionalism in their developmental and contemporary contexts. The political, economic and cultural dimensions of Canadian identity will be a central focus.

CNST 3333 - Canada in Comparative and International Perspective

(3 credits) 3 hours lecture

Canada will be compared, from a variety of perspectives, to the United States, Japan, Switzerland and other countries. Canada's role in world affairs; its defence, trade and

diplomatic policies will be examined.

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and the other Alberta Universities.

CNST 3337 - Introduction to Folklore: The Canadian Context (U of C CNST 337)

(3 credits - TG) 3 hours lecture

Introduction to the academic study of folklore: basic terminology, folk groups, performance and applications with examples taken from the Canadian and Albertan context. Introduction to traditional genres of folkloristic expression and analysis of current folk groups and their folklore.

CNST 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

CHEMISTRY (CHEM)

CHEM 1015 - Basic Chemistry I

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

This course is designed for students who have no previous course in Chemistry. It is the first course in the Chemistry 1015, 1030 sequence. Topics include: matter and energy, measurement in Chemistry, atomic structure, periodic table, chemical formulae and nomenclature, chemical reactions and chemical equations, mole concept and stoichiometric calculations, chemical bonding and states of matter.

CHEM 1030 - Basic Chemistry II

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

Chemistry 1030 completes the Chemistry 1015, 1030 sequence and in doing so, adequately prepares students for first-year university requirements. It is not recommended for students with credit in Chemistry 30. Topics include: solutions; acids and bases; oxidation-reduction; energy changes; reaction rates; chemical equilibria and electrochemistry. Learning is assisted by means of lectures, tutorials and labs, with individual tutoring available.

Prerequisite: Chemistry 1015 or Grade 10 Chemistry.

While this course may be presented for admission to an Alberta university, courses completed at Mount Royal College are not eligible for Alberta Education graduation credits or transcript purposes. However, students who are deemed "mature" under Alberta Education criteria may challenge the Alberta Education Diploma examinations and receive credit towards an Alberta High School Diploma. Students should therefore confirm their maturity status in advance of Mount Royal College enrolment by contacting Student Records, Alberta Education (403) 427-5306 for formal confirmation.

CHEM 1101 - Introductory College Chemistry (formerly CHEM 1102)

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

This course prepares students for entry into more advanced chemistry courses. Topics include: metric conversion, atoms, molecules and chemical bonding, nomenclature, molar relationships, stoichiometry, chemical equilibrium, electrochemistry, acid base relationship and thermodynamics.

Recommended Preparation: Grade 11 Chemistry

CHEM 1210 - Principles of Chemistry I

(4 credits - TG) 3 hours lecture, 3 hours lab

This course provides an introduction to the behaviour and properties of gases, liquids and solids; phase transformations; the phase rule and phase diagrams. Ideal gases and real gases; equations of state and their application; simple kinetic theory; vapor pressure; transport properties of gases and liquids. Solids: crystalline and noncrystalline structures; nonequilibrium solid phases; electrical and thermal conductivity.

Prerequisite: Chemistry 1030 or equivalent.

CHEM 1211 - Principles of Chemistry II

(4 credits - TG) 3 hours lecture, 3 hours lab

Topics discussed in this course include: basic chemical concepts; electronic structure of the atom; chemical bonding; molecular geometry and physical properties; oxidation-reduction phenomena; chemical kinetics and equilibria; chemistry of water and chemistry of energy sources.

Prerequisite: Chemistry 1030 or equivalent.

CHEM 1212 - Organic Chemistry

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

Topics discussed in this course include: the hybridization of the carbon atom and covalent bonding; type reactions of alkanes, alkenes, alkynes; substitution, halogenation, nitration and oxidation of aromatic hydrocarbons; functional groups and their reactions; polymerization; industrial applications of organic reactions.

Prerequisite: Chemistry 1030 or equivalent.

CHEM 1213 - Quantitative Chemical Analysis

(4 credits - TG) 3 hours lecture, 3 hours lab

Fundamental theoretical principles, common apparatus and basic techniques, separative techniques, titrimetry and gravimetry are discussed in this course.

Prerequisite: Chemistry 1101 or equivalent.

CHEM 2201 - General Chemistry I (U of C CHEM 201)

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

Lectures: Basic chemical concepts; stoichiometry; gas laws; periodic table and the chemistry of selected elements; atomic and molecular structure; chemical bonding; structures of organic compounds; states of matter and phase changes and properties of solutions. Laboratory: Experiments designed to

illustrate the lecture material and to develop skill in using basic laboratory apparatus.

Prerequisites: Chemistry 30 and Mathematics 30.

Recommended Preparation: Mathematics 31.

Recommended Co-requisite: Mathematics 2251.

CHEM 2203 - General Chemistry II (U of C CHEM 203)

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

Lectures: Continuation of Chemistry 2201; acid/base concepts; chemical kinetics and equilibrium; acid/base and solubility equilibria; elementary thermodynamics; oxidation and reduction and electrochemistry. Laboratory: Experiments designed to illustrate the lecture material and to develop skill in using basic laboratory apparatus.

Prerequisite: Chemistry 2201.

Recommended Co-requisite: Mathematics 2253.

NOTE: Credit for both Chemistry 2203 and U of C Chemistry 209 will not be allowed.

CHEM 3341 - Elementary Organic Chemistry

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

A survey of bio-organic and industrial organic chemistry for non-chemistry majors.

NOTE: This course will not serve as a prerequisite for advanced chemistry courses. Credit for CHEM 3341/BCEM 3341 and any University of Calgary BCCEM 340, CHEM 350, BCCEM 440 or BCCEM 441/443 will not be allowed.

Prerequisite: Chemistry 1030.

CHEM 3350 - Organic Chemistry I

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

Lectures: A study of compounds of carbon with emphasis on reaction mechanisms to illustrate the basic principles of organic chemistry. Structure and bonding, physical properties, and stereochemistry; addition, elimination, and displacement reactions by functional group classification; structure-reactivity relationships; aromaticity and aromatic substitution; condensation reactions and spectroscopic methods of structure determination.

Laboratory: Techniques in organic chemistry, preparation of some organic compounds and methods of qualitative organic analysis.

This course is the first half of CHEM 3350 - CHEM 3351 which are equivalent to The University of Calgary's Chemistry 350 course. The syllabus, texts and materials used, and labs performed are similar to the University course.

Prerequisites: Chemistry 2201 and 2203 or U of C Chemistry 234 with "C" or better.

CHEM 3351 - Organic Chemistry II

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

Lectures: A study of compounds of carbon with emphasis on reaction mechanisms to illustrate the basic principles of organic chemistry. Structure and bonding, physical properties, and stereochemistry; addition, elimination, and displacement reactions by functional group classification;

structure reactivity relationships; aromaticity and aromatic substitution; condensation reactions and spectroscopic methods of structure determination. Laboratory: Techniques in organic chemistry, preparation of some organic compounds and methods of qualitative organic analysis.

This course is the second half of CHEM 3350 - CHEM 3351 which are equivalent to The University of Calgary's Chemistry 350 course. The syllabus, texts and materials used, and labs performed are similar to the University course.

Prerequisite: Chemistry 3350 with a grade of "C" or better.
CHEM 1199, 1299 - **Directed Readings**

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

CHILD AND YOUTH CARE WORKER (CYCW)

CYCW 1110 - Fundamentals of Human Communicating

(3 credits) 3 hours instruction

This course in human communications training focuses on improving the individual's ability to relate to others through analysis of the skills required for effective communication.

CYCW 1132 - The Profession of Child and Youth Care (formerly CCWK 1131)

(3 credits) 3 hours instruction

This is an introductory course designed to provide the students with an overview of the field of Child/Youth Care. Students are challenged to explore their belief and value system, gaining self-awareness and understanding of their personal impact on children in care. CYCW 1132 is the foundation for all subsequent CYCW courses.

CYCW 1142 - Practicum

(3 credits) 6 hours field work, 2 hours seminar

In this introductory field placement, students will have the opportunity to observe a variety of residential and community programs available to children and families and the diversity of treatment methods, philosophies and approaches in working with troubled youth.

CYCW 1215 - Treatment Methods I

(3 credits) 3 hours instruction

Students will gain an understanding of the assessment, treatment and evaluation process of troubled youth in residential day treatment and therapeutic care.

CYCW 1221 - Youth Counselling

(3 credits) 3 hours instruction

This course emphasizes the acquisition of skills necessary to counsel individuals on a one-to-one basis. Students attitudes towards the helping relationship and issues in child and youth care counselling are explored.

CYCW 1225 - Treatment Methods II

(3 credits) 3 hours instruction

The theories and practice of counselling and psychotherapies will be explored as to their application within a variety of counselling and therapeutic environments.

CYCW 1232 - Caring For The Disturbed Child

(3 credits) 3 hours instruction

This is an introductory course to the field of child and youth care. The basic philosophy of this course is that a set of attitudes, specific knowledge, skills, and proficiencies is unique to the competent child and youth care worker. The course will explore the child and youth within the therapeutic milieu.

CYCW 1241 - Practicum

(6 credits) 16 hours per week, 2 hours seminar

Students are assigned to residential, school and community agencies to learn the specific skills required to work with youth. They will have the opportunity to integrate theory and practice through supervised experience with a client group.

Co-requisite: Child and Youth Care Worker 1215.

CYCW 1242 - Practicum

(6 credits) 16 hours per week, 2 hours seminar

This course is a continuation of Child and Youth Care Worker 1241.

CYCW 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

CLASSICS (CLAS)

CLAS 2211 - The Technical Terms of Medicine and the Life Sciences (U of C CLAS 211)

(3 credits - TG) 3 hours lecture

The Greek and Latin elements of modern medical and life-sciences terminology, with a brief introduction to its history and cultural background.

COMMUNICATIONS (COMM)

COMM 1112 - Introduction to Radio Writing

(3 credits) 3 hours instruction

This course is designed to provide students with necessary skills required to write for radio. Students are introduced to the art of writing for sound through writing and producing commercial and public service announcements. In addition, students learn research techniques, interviewing, logging, programming as well as how to contact and work for advertising clients and prepare radio campaigns.

COMM 1114 - Introduction to Broadcast Journalism (Radio)

(3 credits) 3 hours instruction

Students are introduced to journalism for radio, with concentration on news gathering and news presentation. While developing students' radio news judgment, this course will also develop students' general news judgment. Students will learn to write news for broadcast.

COMM 1116 - Introduction to Radio Operations

(3 credits) 3 hours instruction, 2 hours open lab

This course emphasizes the operation of typical equipment used in most am and fm radio stations. Students will learn the techniques involved in the cueing and playing of discs, cartridges, cassettes and reel to reel tape. They are also taught tape editing, splicing, recording and dubbing, program mixing and microphone techniques. Students will also spend at least two hours each week on-air over the CMRC radio station. Areas covered include program preparation, production values, programming, music selection and on-air presentation.

COMM 1120 - Introduction to Newswriting and Reporting

(3 credits) 1.5 hours instruction, 2 hours tutorial

This course is designed to teach the basics of news reporting and writing. Participants will learn how to recognize newsworthy events and developments, conduct news interviews, write news stories, develop a command of English, and deal with ethical issues in reporting and writing news. News stories are produced for possible publication in the Journalism Program newspaper, The Journal.

COMM 1132 - Media Relations

(3 credits) 1 hour instruction, 2 hours lab

Students will examine the relationship between journalists and public relations practitioners, and will learn how to prepare a variety of materials for media use including news releases, public service announcements, and media kits. They will learn how to develop and maintain media lists, plan news conferences, and prepare for interviews.

Prerequisite: All previous Communications courses required for the Public Relations Program.

COMM 1141 - Introduction to Photo Journalism

(3 credits) 4 hours instruction

This is a beginner's course in photo journalism focusing on black and white photography. Topics include: basic camera handling, developing and printing film, magazine and newspaper layouts. Students must carry out photo assignments for the journalism students' newspaper using their own SLR 35 mm cameras (not instamatics).

COMM 1144 - Introduction to Photography

(3 credits) 4 hours instruction

This is an introductory course designed to provide

broadcasting students with a basic knowledge of photography and its applications to the television medium. Topics include: basic camera handling technique, exposure control, composition, lighting and presentation continuity. Students should supply their own SLR 35 mm camera (not instamatics).

COMM 1146 - Photography for Public Relations

(3 credits) 1 hour instruction, 2 hours tutorial

This course teaches students the basics of the theory and practice of photography. The production of prints, slides, and slide-tape presentations is covered, and students are introduced to both black and white and color work as well. Critiques of student work are included. Students are required to provide their own SLR 35 mm camera with manual features (not instamatics).

Prerequisite: First semester Public Relations courses.

Extra Fees/Special Considerations: Students must purchase their own SLR 35 mm camera and provide some supplies.

COMM 1161 - Introduction to Public Relations

(3 credits) 3 hours instruction

This course introduces students to the field of public relations. Public relations will be studied in various contexts ranging from the corporate environment to government, non-profit, and consulting situations. Human communication theory, organizational theory and organizational communications will also be explored as being fundamental to public relations activity.

COMM 1162 - Introduction to Public Relations II/Public Relations Programming and Management

(3 credits) 3 hours instruction

This course builds on the topics introduced in Communications 1161 by introducing students to the process of formulating public relations plans for communication activities. Students practice the process of researching a problem or opportunity, analyzing target groups to be reached and messages to be delivered, budgeting and scheduling activities, and evaluating the results following implementation of the plan.

Prerequisites: All previous Communications courses required for the Public Relations Program.

COMM 1180 - History of the Mass Media

(3 credits) 3 hours instruction

This course traces the development and creation of the concept of mass circulation and mass audiences from its beginnings to its 20th century applications. Emphasis is placed on the relationship of media growth to evolutions in technology and society. Special reference is made to the development of journalism.

COMM 1201 - Radio Operations

(3 credits) 4 hours instruction

Through regularly scheduled duties and shifts, students are given the opportunity to practice and improve learned skills

in all areas of radio operations in this course. Students will be required to work specific shifts in all areas of CMRC radio operations.

Prerequisites: Communications 1111, 1112, 1113, 1114.

COMM 1202 - Radio Writing and Programming

(3 credits) 3 hours instruction

This course is designed to expand the fundamental radio writing skills of students through regular weekly copy-writing assignments for use on CMRC, editorial writing, research for talk show format, production of radio documentary and production of commercial and public service announcements. Students will also write for CMRC as required.

Prerequisites: Communications 1111, 1112, 1113, 1114.

COMM 1203 - Broadcast Journalism (Radio)

(3 credits) 3 hours instruction

Through regular news assignments for use on the CMRC radio station, students are trained to handle an increasing volume of work under pressure of deadlines and to apply broadcast journalism skills through reporting on meetings, panel discussions and press conferences.

Prerequisites: Communications 1111, 1112, 1113, 1114.

COMM 1204 - Broadcast Journalism (Television)

(3 credits) 3 hours instruction

Students are introduced to the television application of Broadcast Journalism. Through regular news assignments for CMRC-TV News Shows, using electronic newsgathering equipment and techniques, students will develop newsgathering, writing, reporting and presentation skills for television.

COMM 1205 - Radio Practicum

(2 credits) 35 hours practicum (3 weeks)

This course provides a practical experience in radio broadcasting through one or more internships with local radio stations. Areas of emphasis will include commercial writing, foreground writing, research, radio news, traffic, music library and radio production.

Prerequisites: Communications 1111, 1112, 1113, 1114, and Speech 1111.

COMM 1206 - Radio Performance

(3 credits) 3 hours tutorial

This course will focus on newsreading and broadcast presentation skills. Emphasis is placed on interpretation and the ability to lift the word from the printed page with credibility.

Prerequisite: All previous Communications courses required for the Broadcasting Program.

COMM 1209 - Television Operations

(2 credits) 30 hours practicum (3 weeks)

This course provides an introduction to the operation of basic

television equipment: television camera, audio board, television lights, microphones, video switcher and television graphics. This course also will include basic interviewing techniques for television.

Prerequisites: Communications 1111, 1112, 1113, 1114, and Speech 1111.

COMM 1211 - Introduction to Television Production

(6 credits) 6 hours instruction

In this course, students will acquire sophisticated operational skills on television equipment through a practical approach to production techniques including commercial and program production and pre-production projects; principles of creative direction; on-camera techniques including news, weather and sports; and E.N.G. (Electronic News Gathering) techniques.

Prerequisites: Communications 1240 and 1241.

COMM 1212 - General Assignment Writing and Reporting

(3 credits) 1.5 hours instruction, 2 hours tutorial

This course is designed to further develop students' abilities to report and write news stories. Duties include covering actual news events, interviewing local and visiting personalities, developing local angles on national stories, and reporting on meetings, panel discussions and press conferences. Each student is required to cover a beat and submit a weekly story or stories as generated by news events.

Prerequisite: All previous Journalism courses.

COMM 1219 - Newspaper Editing I

(4 credits) 2 hours instruction, 4 hours tutorial

This course is designed to provide the student with the skills and background needed to edit and produce a newspaper. Students learn how to handle copy, write headlines, mock up pages, use pictures, select type sizes as well as colour, and prepare visuals.

Prerequisite: All first year Journalism courses.

COMM 1221 - Senior Editing

(3 credits) 1 hour instruction, 4 hours lab

This course is a continuation of Communications 1219. Students further develop and use the skills necessary to edit and produce a newspaper. Students have an opportunity to attempt innovations in newspaper design and to experiment in different methods of news presentation.

Prerequisite: Communications 1219.

COMM 1222 - Reporting Public Affairs

(3 credits) 3 hours instruction

In this course students develop reporting skills by working on a variety of beats. Special emphasis is placed on reporting public affairs at Civic, Provincial and Federal levels. Investigative reports in community affairs may be prepared for the department newspaper.

Prerequisite: Communications 1212.

COMM 1225 - Senior Public Affairs Reporting

(3 credits) 4 hours instruction

This course is a continuation of Communications 1222. Students practice their reporting skills by preparing in-depth articles on various phases of public affairs. Emphasis in this course is placed on reporting issues rather than on reporting single events.

Prerequisite: Communications 1222.

COMM 1226 - Issues in Journalism I

(3 credits) 3 hours instruction/tutorial

This course will provide research, discussion, and instruction in the legal and ethical issues arising in the conduct of newspaper reporting and writing. Consideration will be given to the rights and responsibilities of newspaper reporters and editors in relation with the public, political and other prominent personalities, and public and private institutions.

Prerequisite: All first semester Journalism courses.

COMM 1227 - Issues in Journalism II

(3 credits) 3 hours instruction

This course will offer research, discussion and instruction in issues affecting the newspaper business in North America. Trends and problems of newspaper production will be considered as well as legal and ethical aspects. Newspaper production will be studied within the social context.

Prerequisite: All previous Journalism courses.

COMM 1228 - Special Events and Promotions

(3 credits) 3 hours instruction

This course will teach students how to recognize and research opportunities for public, community, or other special events and promotions. They will also learn how to plan and implement these types of activities, and how to evaluate the results. Students will undertake a special event as a project.

COMM 1232 - Marketing Communications Planning and Production

(3 credits) 3 hours instruction

Students will study the planning and implementation of print and electronic advertising campaigns including research, budgeting, copywriting and production methods in this course.

COMM 1234 - Editing for Public Relations

(3 credits) 3 hours instruction/tutorial

This course covers the theory and practice of editing written material for public relations applications. Students are exposed to the principles of layout for print, and are introduced to desktop publishing. The focus is placed on editing for quality and correctness in content and technical execution. Students also learn how to prepare work for suppliers such as graphic artists and commercial printers.

Prerequisite: All previous Communications courses required for the Public Relations Program.

COMM 1240 - Television Program Production and Television Operations

(4 credits) 1 hour instruction, 2 hours tutorial, 3 hours studio seminar

Students learn the techniques and disciplines of Television Production in this course. This course further develops skills in audio, lighting, VTR editing, camera, studio directing and switching. Students will be introduced to Electronic Field Production. Directing a television interview will form the basis of learning the basic principles of directing. Students also develop skills in on-air work.

Prerequisites: All previous Broadcasting courses.

COMM 1241 - Television Commercial Writing and Production

(4 credits) 1 hour instruction, 2 hours tutorial, 3 hours studio seminar

This course is designed to introduce students to the basics of television commercial writing and production. The theory of commercial writing will be discussed and sample commercials will be viewed and analyzed. Practical exercises in commercial writing and production will be carried out on a weekly basis, enabling students to produce commercials, promotional materials and presentations.

Prerequisites: All previous Broadcasting courses.

COMM 1242 - Advanced Television Commercial Writing/Producing

(6 credits) 1 hour instruction, 2 hours tutorial, 6 hours studio

This course is for students who wish to continue on a more advanced level towards qualifying for a writer/producer position in a commercial television station operation. Basics of commercial television writing/producing will be reviewed, and more advanced writing and production techniques will be examined and carried out.

Prerequisite: All previous Broadcasting courses.

COMM 1243 - Advanced Photo Journalism

(3 credits) 4 hours instruction

This course is a continuation of Communications 1141 in the practical applications of photo-journalistic skills to news and magazine assignments. Students will be expected to submit photos for use in the weekly departmental newspaper, carry out photo assignments and provide their own cameras (not instamatics).

Prerequisite: Communications 1141.

COMM 1245 - Advertising for Broadcasters

(3 credits) 3 hours instruction

This course covers the theory and practice of advertising. The specifics will include communication plans and focus group testing, both done in conjunction with COMM 1242 assignments. Students will learn the basics of print advertising, media campaigns, media buying, marketing and various advertising techniques currently used.

Prerequisite: All previous Broadcasting courses.

COMM 1247 - Television News Production

(6 credits) 1 hour instruction, 2 hours tutorial, 6 hours studio

This course is for students who wish to specialize in television news production. The focus of the course will be the theory and practice of news lineup, writing, taping and editing. Students who take this course must also take COMM 1248 - Television Current Affairs.

Prerequisite: All previous Broadcasting courses.

COMM 1248 - Television Current Affairs

(3 credits) 1 hour instruction, 2 hours tutorial

This course is for students who wish to specialize in television news production. It emphasizes advanced techniques for reporting news for television, including the principles and practices of beat reporting, as well as reporting politics, business and social issues. Investigative reporting principles and practices will be introduced.

Prerequisite: All previous Broadcasting courses.

COMM 1250 - Visual Communications for Public Relations

(3 credits) 1 hour instruction, 2 hours tutorial

This is a practical course providing an overview of print terminology, equipment and processes. It emphasizes the use of print media graphics in publication and display design. Special preparation and reading may be required prior to commencement of classes.

COMM 1252 - Business Public Relations (formerly ADMN 1252)

(3 credits) 3 hours instruction

This course is a study of techniques of contemporary public relations. It covers the origins, environment and the process from fact-finding, planning, programming, action and communication to evaluation. All of the publics are examined along with a look at the practice of the profession.

COMM 1260 - Public Relations Analysis

(3 credits) 3 hours instruction

This course provides an introduction to research and evaluation techniques which can be applied to public relations. These range from the more formal research techniques such as surveys and communication audits, to the less formal methods of evaluation such as clipping file analysis. Students undertake a number of projects and assignments in order to appreciate the application of these analysis techniques in public relations.

Prerequisite: Communications 1250.

COMM 1262 - Public Relations Methods

(3 credits) 3 hours instruction

Students will study a number of the most important methods of public relations communication in detail in this course. The writing and production of materials such as brochures, annual reports, speeches, displays and exhibits and scripts for audio-visual presentations will be considered. Students will

carry out specific assignments to gain experience in these methods.

COMM 1263 - Strategic Media Planning

(3 credits) 1 hour instruction, 2 hours tutorial

This course will build on the knowledge gained in Communications 1232 - Marketing Communications Planning and Production. In this course, students will study the characteristics of various communications media, and will learn how to purchase and place advertising.

Prerequisite: All previous Communications courses required for the Public Relations Program.

COMM 1264 - Public Relations Issues

(3 credits) 3 hours instruction

This course provides an overview of the major trends and developments affecting public relations practice and the direction the field is taking.

Prerequisite: All previous Communications courses required for the Public Relations Program.

COMM 1265 - Legal Issues for Public Relations

(3 credits) 3 hours instruction

This course will survey a range of laws and legal issues that may concern public relations practitioners. These may include libel and slander, copyright and trademark law, advertising law, broadcast law, and elements of legislation relating to employee rights and corporate financial disclosure. Prerequisite: All previous Communications courses required for the Public Relations Program.

COMM 1266 - Fundraising and Volunteer Administration

(3 credits) 3 hours instruction

This course introduces students to two increasingly important elements of public relations practice. Building on some basic elements of organizational communications, the processes of developing and maintaining a strong volunteer base will be considered. The elements of fundraising strategies as well as donation policies will be presented.

Prerequisite: All previous Communications courses required for the Public Relations Program.

COMM 1280 - Magazine Writing and Production

(3 credits) 4 hours instruction

This course provides students with an opportunity to write magazine articles, edit and layout magazine copy and possibly produce a finished magazine.

COMM 1290 - Journalism Practicum

(3 credits) 4 week practicum

This is a full-time, four week practicum during which the student works as an employee of a newspaper. Placement requires instructor approval.

COMM 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the calendar.

COMPUTER SCIENCE (COMP)

COMP 1161 - **FORTRAN Programming**

(3 credits - TG) 3 hours lecture, 1 hour tutorial

This is an introductory programming course for students not majoring in Computer Science. Students write programs in Fortran 77, and make use of packaged programs. Emphasis is on scientific and technical applications.

Prerequisite: Mathematics 30 or equivalent.

COMP 1165 - **BASIC Programming**

(3 credits - TG) 3 hours lecture, 1 hour tutorial

This is an introductory programming course for students not majoring in Computer Science. Students acquire the skills necessary to design elementary algorithms and to code them in the BASIC programming language. Arrays, strings and files are covered.

COMP 1170 - **Introduction to Computer Systems**

(3 credits - TG) 3 hours lecture, 1 hour tutorial/lab

This course is intended for students majoring in Information Systems. Topics include: techniques for development of computer-based systems; their capabilities and limitations; architecture and systems software; application development; the role of computer professionals and social issues. Students also learn microcomputer software packages.

COMP 1191 - **Acquisition of Microcomputer Resources**

(3 credits) 3 hours lecture

This course covers all topics related to introducing a microcomputer into a business environment. Included are: justification requirements analysis; evaluation of software and hardware; contracts; site preparation; training; conversion from manual systems; testing; maintenance procedures; controls and vendor-supplied and user-prepared documentation. Flexibility, expansion, reliability, service, and the alternatives of buying, renting or leasing are also discussed. The principles learned are applied to case studies.

Prerequisite: Computer Science 2203 or the equivalent.

COMP 1202 - **Database Design and Programming**

(3 credits) 3 hours lecture

This course covers design techniques for building reliable, effective and maintainable applications with microcomputer database packages. They are covered in terms appropriate for the business user. Participants study systems that have been written in a database language, and design and program their own business applications.

Prerequisite: Computer Science 2203 or the equivalent.

COMP 1230 - **Advanced Microcomputer Applications**

(4 credits - TG) 2 hours lecture, 2 hours lab

Microcomputer operating systems, spreadsheets, database and communications software are studied in detail and an advanced working knowledge is developed. Course presentation emphasizes a project approach and includes the

study of a variety of techniques to enhance the creation, formatting, distribution and presentation of business information.

Prerequisite: Computer Science 2203.

COMP 1232 - **Survey of Software**

(3 credits) 2 hours lecture, 2 hours lab

In this course students gain familiarity with microcomputer software packages from categories such as word processors, spreadsheets, integrated packages, database management systems, presentation graphics, desktop publishing and communications packages. Leading products are compared, and their strengths and weaknesses considered. Topics such as software licensing, installation, upgrades, transportability of data, and the hardware requirements of a package are discussed.

Prerequisite: Computer Science 2203.

COMP 1233 - **Microcomputer Hardware and Operating Systems**

(3 credits) 3 hours lecture, 1 hour lab

This course presents a functional, systems-level treatment of microcomputer hardware and the organization of components into architectural configurations. One microcomputer is covered in-depth and comparisons to others are made. Topics include: principles of microcomputer operating systems and utilities, how system software interfaces with the hardware, compatibility, multi-user systems and networks. Lab work includes installing peripheral boards, cabling, and installing and upgrading operating systems.

Prerequisite: Computer Science 1232.

COMP 1234 - **Requirements Analysis**

(3 credits) 3 hours lecture

This course focuses on the consultant role of microcomputer sales. Students learn the steps in determining user requirements, configuring systems to meet processing requirements, and the identification and evaluation of alternatives. Case studies, including cases from practicums, are used extensively.

Prerequisites: Computer Science 1232 and 1233.

COMP 1270 - **Advanced Microcomputer Systems**

(4 credits - TG) 3 hours lecture, 1 hour tutorial

Advanced concepts of microcomputer use including operating systems, communications, Local Area Networks (LANs), spreadsheets, and use of the C programming language.

This course is intended for Information Systems students only.

Prerequisite: Computer Science 1170 and 2211.

COMP 1273 - **Software Development**

(4 credits - TG) 3 hours lecture, 2 hours tutorial, 1 hour lab

This course further develops the problem solving and algorithm design skills acquired in Computer Science 2211. Students learn to design a modular solution, to develop and

execute a thorough test plan, and to debug a large program in a systematic manner. By comparing the control structures, data types and sub-program mechanisms of Pascal and other languages, students acquire an understanding of the generic structure of procedural programming languages.

Prerequisites: Computer Science 2211.

Recommended preparation: Computer Science 1170 and Mathematics 2211.

COMP 1278 - Database Management Systems

(3 credits - TG) 3 hours lecture, 1 hour tutorial, 1 hour lab

This course emphasizes concepts and data structures necessary to understand and implement systems using databases. Students develop an understanding of data organization techniques, data models and data normalization. Network relational and hierarchical data models are explored with specific examples. Students design and implement a simple system using one of the data models. Data integrity, file security and query facilities are discussed.

Prerequisite: Computer Science 1273 and 1289.

COMP 1281 - Systems Analysis

(3 credits - TG) 3 hours lecture, 1 hour tutorial, 1 hour studio

Introduction to systems analysis as applied to business applications. Students apply the tools and techniques presented in class to case studies and prepare feasibility studies and project proposals. Topics include: preliminary investigation, requirements definition, data flow diagrams, data dictionary, decision analysis and cost/benefit analysis.

Prerequisite: Computer Science 3305 or consent of the Department.

Pre or Co-requisites: Administration 1210 or English 3363.

COMP 1282 - Software Development Project

(3 credits - TG) 3 hours lecture, 2 hours tutorial

This is a course to demonstrate student proficiency in developing a full system in a 4GL environment using software engineering, CASE and prototyping methodologies. Students will also be expected to complete maintenance and documentation assignments.

Prerequisite: Computer Science 1281 or consent of the Department.

COMP 1283 - Numerical Methods

(3 credits - TG) 5 hours lecture

Topics included in this course are: numerical representations; accuracy and errors; series evaluations; roots of equations; solutions of systems of simultaneous equations; matrix techniques; numerical integration; first order differential equations; least squares and graphical curve fitting; and interpolation. The FORTRAN language is used to implement all numerical methods in computer programs. Advanced techniques unique to FORTRAN are taught in the course.

Students are expected to have enough knowledge of high-level programming languages to be able to learn the details on their own through the use of reference manuals.

Prerequisites: Computer Science 1161, 1273 or Engineering 1213, Mathematics 2211 and 2251.

COMP 1289 - Business Information Systems (formerly COMP 1288)

(3 credits - TG) 5 hours lecture, 2 hours lab

This course covers the physical design and development of systems in third and fourth generation languages. Topics include: input/output design, file design, file access methods, and use of screen management utilities. Advanced features of the COBOL language and an introduction to a fourth generation language are covered.

Prerequisite: Computer Science 3305.

COMP 1291 - Information Systems in Organizations

(3 credits - TG) 3 hours lecture

This course deals with issues of strategic importance to information systems professionals. Topics will be selected from areas such as: application generators, decision support systems, project management, data communications, information centres, end-user computing, artificial intelligence, and office automation.

Prerequisite: Computer Science 1281 or consent of the Department.

COMP 1311 - Systems Development

(4 credits - TG) 3 hours lecture, 1 hour tutorial

This is an advanced course and emphasis will be on the practical application of theories and systems tools. Students will be expected to be familiar with the basic tools of analysis and design (eg. DFD, HIPO, etc.) Tools will be covered briefly for review purposes. The emphasis throughout the course will be on the impact of systems development activities on the organization. A major case study will be required of all students.

Prerequisite: Computer Science 1281 or consent of the Department.

COMP 1312 - Problem Solving and Decision Making

(4 credits) 3 hours lecture, 1 hour tutorial

This course covers the logical steps of analysing problem content, isolating the causes of a problem by testing, taking effective corrective measures, establishing objectives for decision making, selecting a range of alternative solutions, assessing the risks of alternatives, establishing contingent actions, and setting priorities.

Prerequisite: Admission to the Advanced Systems Analysis and Project Management Certificate or consent of the Department.

COMP 1313 - Project Management

(3 credits) 3 hours lecture

This course provides a study of various project management methodologies. Topics include: planning; estimating; scheduling; tracking and controlling a project; identifying accountability; performance and quality control criteria; and change control.

Prerequisite: Admission to the Advanced Systems Analysis and Project Management Certificate or consent of the Department.

COMP 1314 - Quality Assurance, Audit, and Security

(3 credits - TG) 3 hours lecture

Topics included in this course are: setting acceptance criteria and performance standards; the role of the auditor in the systems development process; validation; testing; and protection of a system's investment.

Prerequisite: Admission to the Advanced Systems Analysis and Project Management Certificate or consent of the Department.

COMP 1315 - Evaluation of Hardware and Software

(3 credits) 3 hours lecture

This course examines how to identify which commercial software package may meet the project requirements, the essential properties of a good software package, how to shortlist, benchmark and select the package and associated hardware, and how to prepare a thorough cost/benefit analysis. The alternatives of buying, renting or leasing are also discussed.

Prerequisite: Admission to the Advanced Systems Analysis and Project Management Certificate or consent of the Department.

COMP 1316 - Database Design

(4 credits - TG) 3 hours lecture, 1 hour tutorial

As more businesses incorporate database management software into their computer environment, it becomes essential that a good systems analyst be able to understand the impact of this on systems development. This course presents an in-depth study of various database models and their corresponding design considerations. Students will design and implement a realistic system in both a relational DBMS and a hierarchical DBMS.

Prerequisite: Computer Science 1278 or consent of the Department.

COMP 1317 - Systems Development in a Fourth Generation Environment

(4 credits - TG) 3 hours lecture, 1 hour tutorial

This course identifies benefits and pitfalls of a fourth generation language environment. The use of prototyping and modelling, and how to integrate these tools into the system development life cycle is discussed. Practical project work using fourth generation languages is an integral part of the course.

Prerequisite: Computer Science 1282 or consent of the Department.

COMP 1321 - Business Data Processing

(3 credits - TG) 3 hours lecture, 1 hour tutorial

This course covers the use of the computer and related devices in achieving the data processing objectives and meeting the information needs of the organization. Hardware, software and the development of business applications is discussed. Instruction is given in the use of software packages and application generators.

Prerequisite: Second year standing in the Bachelor of Commerce transfer program.

COMP 2203 - Introduction to Computers (U of C CPSC 203)

(3 credits - TG) 3 hours lecture, 1 hour tutorial, 2 hours lab

Elementary programming techniques, the use of microcomputers for text processing, spreadsheet and data base packages, and elementary computer communication facilities.

COMP 2211 - Introduction to Computer Science I (U of C CPSC 211)

(3 credits - TG) 3 hours lecture, 1 hour tutorial, 2 hours lab

Programming using a structured programming language with emphasis on the design of algorithms for solving problems using computers.

COMP 2213 - Introduction to Computer Science II (U of C CPSC 213)

(4 credits - TG) 3 hours lecture, 2 hours tutorial, 1 hour lab

Introduction to assembly language programming and computer architecture. Topics include: data representation; instruction formats; addressing and debugging techniques.

Prerequisite: Computer Science 2211.

Recommended Preparation: Computer Science 1170.

COMP 3301 - Procedural Languages (U of C CPSC 301)

(3 credits- TG) 3 hours lecture, 1 hour tutorial, 2 hours lab

Programming in a high level procedural language. Program structures and facilities for constructing modular programs.

Prerequisites: Computer Science 2213 and Mathematics 2271.

COMP 3303 - Information Structures (formerly COMP 1277) (U of C CPSC 303)

(3 credits - TG) 3 hours lecture, 1 hour tutorial, 2 hours lab

Dynamic and static data structures important to computer science. Time and space efficiency of associated algorithms.

Prerequisite: Computer Science 3301.

COMP 3305 - COBOL and Business Systems (U of C CPSC 305)

(4 credits - TG) 3 hours lecture, 1 hour tutorial, 2 hours lab

Introduction to business data processing with applications. Programming in COBOL. Reliability of business systems and programs, backup and recovery. Report generation.

Prerequisite: Computer Science 2211.

COMP 3313 - Introduction to Computability (U of C CPSC 313)

(3 credits - TG) 3 hours lecture, 1 hour tutorial, 2 hours lab

Abstract machines: finite automata; push down automata and Turing machines. An introduction to formal languages; the hierarchy of languages (regular, context-free, and recursive) recognized by these machines; applications of these languages.

Prerequisites: Computer Science 2213 and Mathematics 2271.

COMP 3321 - Introduction to Logic Circuit Design (U of C CPSC 321)

(3 credits - TG) 3 hours lecture, 2 hours critique

Boolean Algebra. Combinational circuits. Synchronous and asynchronous sequential circuits. Cyclic circuits, pulse counters, registers and other computer circuits. Basic electrical parameters of transistors and devices, and their effect on circuit design.

Prerequisites: Computer Science 2213 and Mathematics 2271.

COMP 3323 - Computer Architecture and Assembly Language Programming (U of C CPSC 323)

(3 credits - TG) 3 hours lecture, 1 hour tutorial, 2 hours critique

Architecture of a modern computer system with emphasis on processor operation, memory addressing, and assembly language programming.

Prerequisites: Computer Science 2213 and Mathematics 2271.

COMP 3357 - System Software (U of C CPSC 357)

(3 credits - TG) 3 hours lecture, 1 hour tutorial, 2 hours lab

System software and the control of hardware. Interrupts, device input and output, programmable interfaces, simple device drivers, machine architecture for the support of system software.

Prerequisite: Computer Science 3301 and 3323.

COMP 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

CRIMINOLOGY (CRIM)

CRIM 1110 - Introduction to the Justice System

(3 credits) 3 hours instruction

This course provides an examination of the systems and sub-systems of the justice system including police, courts and corrections. Attention will be given to the interfaces between various aspects of the system and the problems facing the components in an evolving democracy.

CRIM 1111 - Introduction to Human Relations

(3 credits) 3 hours instruction

This course provides an introduction to the understanding of the development of relationships, emotional learning and growth. Students explore and develop cross-disciplinary and cross-cultural understanding of the concepts of normal human behaviour and development relevant and applicable to a broad range of living situations and interventions with individuals, small groups and larger social networks.

CRIM 1112 - Introduction to Law Enforcement

(3 credits) 3 hours instruction

This course includes a comparative survey of law enforcement agencies including the role and development of the police component in the total justice system. Police culture as well as the internal and external controls are examined. Specific functions such as: patrol, investigation, traffic control and crisis intervention are analyzed. Attention will be paid to the use of power of arrest, search and seizure, and discretion. Public attitudes and image will be covered.

CRIM 1207 - Interviewing

(3 credits) 3 hours instruction

This course involves basic interviewing techniques. Various aspects of interpersonal communication used in the interview situation such as feedback mechanisms, paraphrasing and nonverbal communication are discussed and practiced during a series of exercises and experiences related to the functioning of the Justice System.

CRIM 1208 - Young Persons in Conflict With the Law

(3 credits) 3 hours instruction

This course provides a study of the behavioural dynamics of young persons involved in antisocial acts. An examination of the legal and social effects of legislation on the community and the young offender is also undertaken. A consideration of community resources is included.

CRIM 1212 - Evidence and Procedures

(3 credits) 3 hours instruction

The course includes the study of procedural law relating to obtaining, preserving and presenting evidence. Selected topics to be covered include: the physical and mental elements of a crime; criminal responsibility; rules of evidence; continuity; obtaining statements; and admissibility of verbal and written confessions.

CRIM 1215 - Tutorial on the Justice System

(3 credits) 3 hours instruction

This is a seminar course based on significant justice system areas such as planning, change and innovation.

CRIM 1224 - Criminal Law

(3 credits) 3 hours instruction

Students are provided with an historical and philosophical perspective as to the nature, aims, and scope of criminal law. Concepts such as mens rea, due process, and disclosure are examined. Specific categories of offences and proposed "treatment" alternatives will be studied in terms of their implications on due process.

CRIM 1225 - Correctional Field Practicum

(8 credits - TG) 32 hours per week

This practicum provides a supervised correctional work placement in a selected agency or institution. Students become directly involved in correctional service and systems within the community. Regular seminars assist the integration of theory and practice. There is ongoing contact between the faculty supervisor and student. Written reports are required.

Prerequisites: Completion of all Criminology core course requirements prior to the fourth semester and completion of all but three credits in elective areas. A minimum 2.25 cumulative G.P.A. prior to practicum experience.

CRIM 1226 - The Administration of Justice

(3 credits) 3 hours instruction

This course deals with the understanding of the dynamic processes of change in the administration of justice. Issues include: tensions in the justice system caused by such factors as alienation, environmental threats, social order, personal well being, changing social structures and perceptions, civil liberties and effective law enforcement.

CRIM 1230 - Introduction to Corrections

(3 credits) 3 hours instruction

This course provides an examination of the nature and functions of the principle components of correctional services in Canadian society. Included are: pre-trial diversion; fine option; restitution; probation; incarceration; community residential programs; parole; after-care and self-help endeavours. Organization, operations and effectiveness will be studied, as well as implications for the future.

CRIM 1232 - Personality Assessment

(3 credits) 3 hours instruction

This course provides an examination and application of selected approaches to personality assessment within a justice context. These include: clinical, behavioural and social assessments and their relationships to normal and abnormal behaviour. Implications for the management, control, individualization of treatment and the efficient use of staff resources in dealing with the offender are discussed.

CRIM 1234 - Emotional Abnormality

(3 credits) 3 hours instruction

Basic concepts of emotional growth are expanded to include a more complex examination of inadequate responses to emotional stress. The concepts of neurosis, psychosis,

psychopathy and character disorders are examined in terms of their causes, affect on the person and community and general intervention methodologies. The focus of study will be related to cases and incidents within the justice system.

CRIM 1235 - Casework Methods and Practice

(3 credits) 3 hours instruction

This course provides an examination of the principles, ethics, values and varying components of an effective casework process. A general systems approach is utilized in an application to case studies and the realities of a helping relationship in the justice system.

CRIM 1240 - Issues in Law Enforcement

(3 credits) 3 hours instruction

This course involves a detailed examination of the issues concerning law enforcement in a modern democratic society. Topics include: police-citizen conflict; occupational sub-culture; crime prevention; and interface with other justice agencies and organization of work.

CRIM 1243 - Introduction to Criminology

(3 credits) 3 hours instruction

In this course students are introduced to the major theoretical concepts presently available as an explanation of crime, criminals and criminality in the field of criminology. The varying lectures will be supported by student research and experimentation relative to this region.

CRIM 1244 - Intervention Strategies in the Justice Process

(3 credits) 3 hours instruction

This course provides an examination of the characteristics of the helping relationship as they apply to the corrections and justice field. Basic theoretical approaches to counselling will be covered and, where possible, practiced in the context of justice services.

Prerequisite: Criminology 1207.

CRIM 1245 - Psychological Explanations of Criminal and Deviant Behaviour

(3 credits) 3 hours instruction

This course provides a critical examination of the psychological and psychoanalytical explanations of criminal and deviant behaviour. The works of various authors will be examined to explain the psychological processes underlying behaviour defined as crimes against persons. Such crimes include: assault, rape, theft, prostitution and drug addiction.

CRIM 1246 - Sociological Explanations of Criminal and Deviant Behaviour

(3 credits) 3 hours instruction

An introduction to sociological and social psychological explanations of non-conformist conduct is provided in this course. The sociological perspectives of crime and deviance are examined. Topics include: anomic; neutralization; group conflict; cultural; ecological; control; and structural and symbolic interactionist theories. Contemporary revisions of certain theories will also be examined.

CRIM 1248 - Minorities and the Criminal Justice System

(3 credits) 3 hours instruction or correspondence

An analysis of political, economic and ethnic minorities and their relationship with the criminal justice system. Critical analysis of possible discordance, disharmony, or conflict between ethnic and racial minorities in Canada and the host majority will be examined.

Prerequisite: Criminology 1243 or consent of the Department.

CRIM 1260 - Research Methods In Criminology

(3 credits) 3 hours instruction

This is an introductory course in the concepts and techniques basic to research in criminology. It includes principles which guide the researcher, terminology, selection of topic material, defining and measuring variables, the concept of the research hypothesis, research design, sampling methods, qualitative and quantitative data, application of statistics in research, and ethics in criminological research.

CRIM 1272 - Directed Study

(3 credits) 3 hours instruction

This course is designed for the practitioner and consists of a combination of seminars and directed studies in consultation with the instructors. It permits the individual to focus on particular issues relevant to the student's interests.

CRIM 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

DIRECTED READINGS

(1 to 4 credits)

Subject to the approval of the department chairperson.

In order to establish a more flexible approach by which students may pursue and receive credit in areas of study which are of particular interest to them, a category of courses entitled "Directed Readings" has been established. The credit value may vary between 1 and 4 credits. The actual value will be determined by the instructor and the chairperson of the department concerned. However, no more than one course, not to exceed 4 credits, of Directed Readings can be used for graduation purposes. The objectives agreed upon will be filed in the Office of the Registrar and will be made available to any institution requesting them for evaluation purposes. Arrangements for Directed Readings must be completed within three weeks of the first day of classes.

EARLY CHILDHOOD EDUCATION AND DEVELOPMENT (EACE)

EACE 1104 - Introduction to Early Childhood Education

(3 credits) 3 hours instruction

This initial course provides students with an overview of the

field of early childhood education. Topics discussed are: observation techniques; history and philosophy; goals and purposes of early childhood education; environments for young children; and elements pertinent to successful interactions with children in group settings. Students will observe a variety of early childhood programs.

EACE 1108 - Infant Development

(3 credits) 3 hours instruction

This course covers the theories and sequences of development from the pre-natal stage until the age of two years. This is a prerequisite for Group Care and Education of Infants and Toddlers (EACE 1209) and Child Development (EACE 1208).

EACE 1109 - Planning Developmentally Appropriate Programs

(3 credits) 3 hours instruction

The focus of this course will be the practical implementation of developmentally appropriate practices for young children in group settings, based on a knowledge of child development and the needs of young children to remain individuals within the group environment.

EACE 1110 - Play and the Developing Child

(3 credits) 3 hours instruction

This course will examine play as it affects children's total development. Topics to be discussed include: definitions and theories of play; values and types of play; and the role of the adult and the effect of the environment in the facilitation of play.

EACE 1170 - Practicum I

(6 credits) 30 hours/week

Students will be observed by a field supervisor in their place of employment (usually a day care setting) as they interact with and care for young children while following and completing a practicum manual.

Students will be accepted into practicums on the basis of academic performance, professional suitability, fitness and conduct. They will be required to withdraw for violation of professional ethics or behaviour.

NOTE: Students must receive a grade of "C" or better in EACE 1170 to enrol in EACE 1270.

Pre or co-requisite: Early Childhood Education and Development 1104 and 1208 or equivalents.

EACE 1208 - Child Development

(3 credits) 3 hours instruction

This course will cover the theories and sequences of child development in pre-school children.

Prerequisite: Early Childhood Education and Development 1108.

EACE 1209 - Group Care and Education of Infants and Toddlers

(3 credits) 3 hours instruction

This course provides the fundamentals for planning, implementing and evaluating quality group settings for infants and toddlers. Topics include: philosophy and goals of infant and toddler programs; the role of the adult and routine caregiving and the physical setting.

Prerequisite: Early Childhood Education and Development 1108.

EACE 1210 - Issues in Early Childhood

(2 credits) 2 hours instruction

This course provides an examination of philosophies, issues, practices, trends and experiences of practitioners in the field of early childhood education and training.

EACE 1211 - Child, Family and Community

(3 credits) 3 hours instruction

This course focuses on the mental health of the pre-school child. The environmental and genetic factors that affect children's ultimate development are studied. Issues such as divorce, death in the family and societal factors are discussed in terms of the affect they have on the development of the child.

EACE 1212 - Planning, Implementing And Evaluating Child Care Programs

(2 credits) 2 hours instruction

This course discusses a wide variety of factors that have an impact on the management of child care centres.

EACE 1213 - Overview of Young Children with Special Needs

(2 credits) 2 hours instruction

This introductory course provides students with some information about young children who are exceptional. Along with learning about specific types of handicapping conditions and an introduction to the field of exceptional children and their families, this course will discuss some techniques to integrate children with special needs into pre-school programs.

EACE 1270 - Practicum II

(6 credits) 30 hours/week

This course is a continuation of EACE 1170 - Practicum I. The theories and appropriate practices of early childhood education will be reinforced and students' skills in these areas will be developed and assessed. This may occur in the student's place of employment (usually a day-care setting) and also may require a placement in the Mount Royal College Day Care Centre and/or in other College selected child care settings at the discretion of College Faculty.

Students will be accepted into practicums on the basis of academic performance, professional suitability, fitness and conduct. They will be required to withdraw for violation of professional ethics or behaviour.

NOTE: Students must receive a grade of "C" or better in EACE 1270 for graduation.

Prerequisite: Early Childhood Education and Development 1170.

Prerequisite or co-requisite: Early Childhood Education and Development 1104 and 1208 or equivalents.

EACE 1282 - Practicum I

(6 credits) 270 hours/semester

For two days per week, students will interact with young children in a variety of pre-school settings under supervision. Students will be accepted into practicums on the basis of academic performance, professional suitability, fitness and conduct. They will be required to withdraw for violation of professional ethics or behaviour.

Students must receive a grade of "C" or better in Early Childhood Education and Development 1282 to enrol in Early Childhood Education and Development 1283.

Prerequisite: Early Childhood Education and Development 1104.

EACE 1283 - Practicum II (formerly EACE 1281)

(6 credits) 270 hours/semester

This course is a continuation of EACE 1282. Students will spend two days per week plus a two week block in a pre-school setting under supervision. The theories and appropriate practices of early childhood education will be reinforced and students' skills in these areas will be developed and assessed. Students will be accepted into practicums on the basis of academic performance, professional suitability, fitness and conduct. They will be required to withdraw for violation of professional behaviour and ethics.

Prerequisite: Early Childhood Education and Development 1104 and 1282.

NOTE: A grade of "C" or better is required in Early Childhood Education and Development 1283 for graduation.

EACE 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

ECONOMICS (ECON)

ECON 1030 - The Canadian Economy

(3 credits) 3 hours instruction

This course involves a survey of the institutions characteristic to the Canadian economy and contemporary problems in an historical perspective. Not recommended for students who have completed Economics 30.

While this course may be presented for admission to an Alberta university, courses completed at Mount Royal College are not eligible for Alberta Education graduation credits or transcript purposes. However, students who are deemed "mature" under Alberta Education criteria may

challenge the Alberta Education diploma examinations and receive credit towards an Alberta high school diploma. Students should therefore confirm their maturity status in advance of Mount Royal College enrolment by contacting Student Records, Alberta Education (427-5306) for formal confirmation.

ECON 1160 - Issues in Consumer Economics (formerly ECON 1150)

(3 credits) 2 hours instruction, 1 hour tutorial

Issues facing contemporary Canadian consumers are discussed. This course focuses on key issue areas in the discipline including: the interplay between societal trends, consumer choices, and the environment; sustainable lifestyles; rights, responsibilities and ethics in interactions between government, business and consumers; factors affecting consumer choices in food, shelter and planning for the future; and collective issues such as transportation and health care.

ECON 2201 - Principles of Microeconomics (U of C ECON 201)

(3 credits - TG) 3 hours instruction

Principles of consumption, production, exchange: market and firm equilibrium under different competitive conditions. These principles are applied to various contemporary problems in the Canadian economy, such as the changing structure of agriculture, foreign ownership and control, and pollution.

Not open to students with credit in U of C Economics 206 or 300.

ECON 2203 - Principles of Macroeconomics (U of C ECON 203)

(3 credits - TG) 3 hours instruction

National income determination, the monetary and banking system, and elementary fiscal and monetary policies. Contemporary problems of unemployment, inflation, economic growth, business cycles, and the international economy.

Not open to students with credit in U of C Economics 206 or 300.

Pre or Co-requisite: Economics 2201 or consent of the Department.

ECON 3301 - Intermediate Economic Theory - Microeconomics I (U of C ECON 301)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Demand production and costs in a market economy. Pricing in perfectly and imperfectly competitive markets.

Prerequisites: Economics 2201 and 2203 or consent of the Department.

ECON 3303 - Intermediate Economic Theory - Macroeconomics I (U of C ECON 303)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Analysis of Canadian Social Accounts. Models of income

and employment determination in closed and open economies. Introduction to inflation.

Prerequisite: Economics 2201 and 2203 or consent of the Department.

ECON 3321 - International Economics

(3 credits) 3 hours instruction

This course is intended to give students a broad insight into the field of international economics. It discusses basic trade and monetary issues such as: the rationale for trade, protectionism vs. free trade, international investment and the balance of payments disequilibria and agreements.

Prerequisite: Economics 2201 and 2203.

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and other Alberta universities.

ECON 3334 - Economics of Developing Countries I

(3 credits - TG) 3 hours instruction

Meaning and measurement of development, underdevelopment and development, dualism, theories of economic development and models of economic growth are discussed in this course.

Prerequisite: Economics 2201 and 2203.

NOTE: Both Economics 3334 and 3335 must be completed to obtain credit for U of C ECON 334.

ECON 3335 - Economics of Developing Countries II

(3 credits - TG) 3 hours instruction

This course is an analysis of the problems faced by Third World Countries in the course of their development, policy and institutional aspects and their relations with the mature industrial societies.

Prerequisites: Economics 2201, 2203 and 3334.

NOTE: Both Economics 3334 and 3335 must be completed to obtain credit for U of C ECON 334.

ECON 3340 - Money and Banking I

(3 credits - TG) 3 hours instruction

The principles of money creation, the structure of Canadian banks and near-banks, the structure and operation of the Bank of Canada, and the demand and supply of money are examined in detail with respect to the Canadian setting.

Prerequisite: Economics 2203.

ECON 3341 - Money and Banking II

(3 credits - TG) 3 hours instruction

In continuation of Economics 3340, this course will provide the student with a comprehensive examination of monetary theory, monetary policy, monetary effects on exchange rates, balance of payments and trade, the structure of financial markets and the structure of capital markets.

Prerequisites: Economics 2203 and 3340.

ECON 3351 - Public Sector Economics: Expenditures

(3 credits) 3 hours instruction

An introduction to public expenditure theory, the nature of public goods and externalities, social decision procedures, political and bureaucratic influences, the budgetary process, cost-benefit analysis and the history and present structure of government spending in Canada.

Prerequisite: Economics 2201 and 2203.

Co-requisite: Economics 3301.

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and other Alberta universities.

ECON 3353 - Public Sector Economics: Revenue

(3 credits) 3 hours instruction

An introduction to the theory of taxation, the rationale for and impact of various methods of raising public revenue, the history of the Canadian tax structure, interjurisdictional problems, and contemporary tax-policy issues.

Prerequisites: Economics 2201 and 2203

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and other Alberta universities.

ECON 3357 - Intermediate Economic Theory - Microeconomics II (U of C ECON 357)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Extensions of microeconomic topics such as factor markets, general equilibrium and welfare economics.

Prerequisites: Economics 2201, 2203, and 3301.

ECON 3359 - Intermediate Economic Theory - Macroeconomics II (U of C ECON 359)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Extensions of macroeconomic topics such as aggregate consumption and investment, interest rate theory, the demand for money, expectations in macro models, and growth theory.

Prerequisites: Economics 2201, 2203, and 3303.

ECON 3367 - Agricultural Economics (U of C ECON 367)

(3 credits - TG) 3 hours instruction

Principles which determine the production and price of agricultural products, analysis of the problems in farming, such as costs, technological developments, demand and supply changes, resource combination, enterprise selection, scale of operation, seasonal, cyclical and secular changes in prices, underlying principles, concepts and factors that control efficient marketing and merchandising of agricultural products.

Prerequisites: Economics 2201 and 2203.

ECON 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

**EDUCATION (EDTS) TEACHER
EDUCATION AND SUPERVISION**

EDTS 2231 - Introduction to Teaching I: Theory (U of C EDTS 231)

(3 credits - TG) 3 hours instruction

Theoretical analysis of the teaching-learning process in terms of relevant social, philosophical, psychological, and political patterns in contemporary society; the development of the educational enterprise viewed through an historical perspective with attention to possible future developments.

EDTS 2233 - Introduction to Teaching II: Application (U of C EDTS 233)

(3 credits - TG) 4 hours instruction

Observation and analysis of the teaching-learning process in laboratory and school settings.

Pre or co-requisite: Education 2231.

EDTS 3321 - Education and Individual Development

(3 credits) 4 hours instruction

Psychological, social and educational determinants of child development.

Prerequisite: Education 2231 and 2233.

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and the other Alberta Universities.

EDTS 3325 - Introduction to Computers in Education

(3 credits) 3 hours instruction, 2 hours lab

An introduction to the theoretical and practical components of computers in education with particular reference to their academic, social and cultural implications. The practical component will involve experiences in the faculty's computer education laboratories.

Prerequisite: Education 2231 and 2233.

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and the other Alberta Universities.

ENGINEERING (ENGR)

ENGR 1120 - Engineering Problems and Orientation

(1 credit - TG) 1 hour instruction, 1 hour tutorial

This course provides an orientation to the engineering profession; the application of mathematics and physics to the solving of engineering problems; problem layout; technical report format; engineering technology and design exercises.

ENGR 1203 - Statics

(3 credits - TG) 3 hours instruction, 1.5 hours tutorial

Topics included in this course are: statics of particles and rigid bodies, freebody diagrams, equilibrium in two dimensions and three dimensions; internal forces in frames

and mechanisms; internal forces in beams — shear-force, bending-moment and axial-force diagrams; relations between load, shear and bending-moment. Friction; distributed forces review of centres of gravity and centroids of lines, areas and volumes; forces on submerged surfaces; distributed loads on beams are also discussed. The vector approach will be introduced throughout the course.

ENGR 1213 - Engineering Computation

(3 credits - TG) 3 hours instruction, 2 hours lab

Topics covered in this course include: basic computer hardware functions, control, input/output; computer systems, terminals, cpu's, memory, ram, rom, disk, tape, communications equipment, modems; basic software systems, assemblers, compilers, interpreters, editors, macro facilities, high level languages; structured analysis and design, including data flow diagrams, structure charts, data dictionary and pseudocode; top down design, bottom up implementation; testing strategy; documentation; introduction to FORTRAN; engineering applications; computer networks; computer system utilization.

Prerequisite: Mathematics 1207 or consent of the Engineering Advisor.

ENGR 1214 - Newtonian Physics

(4 credits - TG) 3 hours instruction, 1.5 hours tutorial, 1.5 hours lab

Kinematics of particles and rigid bodies; rectilinear and curvilinear motion, translation, rotation, general plane motion, relative motion, force, mass, acceleration, mass moment of inertia. Work and energy principles; potential and kinetic energy, work of friction, conservative systems, power and efficiency. Impulse and motion, conservation of linear and angular momentum. Introduction of simple harmonic motion. Note: Vector approach will be introduced throughout the course. Some three dimensional problems will be attempted.

Prerequisites: Engineering 1203 and Mathematics 1207.

ENGR 1215 - Electricity and Magnetism

(4 credits - TG) 3 hours instruction, 1.5 hours tutorial

An introduction to electrostatics: electric charges and fields; potential and capacitance; magnetic fields; energy considerations; electromotive force, inductance. Time-varying electric and magnetic fields. Elements of atomic structure; electric current flow. Ohm's law. Kirchoff's laws, electromagnetic properties of materials. Vector approach throughout.

Pre or Co-requisites: Engineering 1214 and Mathematics 1209.

ENGR 1303 - Electric Circuits and Machines

(4 credits) 3 hours instruction, 1 hour tutorial, 1.5 hours lab

Elements of linear networks and their characteristics, network theorems, analysis of RLC circuits, phasor representation and ac steady state analysis. Power in electrical circuits; three-phase circuits. Principles of electromechanical energy conversion, electromagnetic circuits, induction. Basic

principles of transformers and rotating dc and ac machines.

Prerequisite: Engineering 1215.

NOTE: Transfer negotiations are currently underway with The University of Calgary and the University of Victoria for this course.

ENGR 1313 - Engineering Drawing and Computer Applications

(4 credits - TG) 3 hours instruction, 2 hours lab

Engineering drawing; theory of projection and multiview representation, auxiliary and sectional views, dimensioning, pictorial sketching, information for manufacturing. Computer graphics; comprehensive FORTRAN programming, including file manipulation and data structures; introduction to data bases; engineering applications; input/output using specialized engineering hardware; specialized computer hardware, virtual memory.

Prerequisite: Engineering 1213.

ENGR 1319 - Statistics for Engineering

(3 credits - TG) 4 hours instruction including 1 hour tutorial

This course involves: the presentation and description of data; introduction to probability theory; Bayes theorem; discrete and continuous probability distributions; estimation; sampling distributions; tests of hypotheses on means; variances and proportions and simple linear regression and correlation. Applications are chosen from engineering practice.

Prerequisite: Mathematics 1209.

ENGR 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

ENGLISH (ENGL)

ENGL 0100 - Basic Writing

(3 credits) 4 hours instruction

English 0100 is a basic writing course that focuses on spelling, grammar, punctuation, sentence structure and the paragraph. Intensive writing instruction provides the basis for frequent writing assignments. The course is designed as preparation for English 1112.

NOTE: This course is appropriate for students who score 1 or 2 on the College Placement Test.

ENGL 0105 - Basic Reading Skills

(3 credits) 4 hours instruction

This course provides opportunities for guidance and practice in reading skills for a variety of purposes. The focus is on increasing comprehension and speed of textbook reading using systems for study reading and note-making as well as on reading for enjoyment. This course is designed for students who feel they will have difficulty dealing with College reading materials.

ENGL 1030 - Literature and Composition

(3 credits) 4 hours instruction

This course prepares students to meet The University of Calgary entrance requirements in the area of English language and literature. Students write paragraphs and essays of various lengths based upon ideas derived from the study of literary works and from other sources.

Prerequisite: recommended English 20 or 33 or equivalents.

Successful completion of English 1030 is accepted by The University of Calgary as equivalent to high school matriculation (English 30) in English.

While this course may be presented for admission to an Alberta university, courses completed at Mount Royal College are not eligible for Alberta Education graduation credits or transcript purposes. However, students who are deemed "mature" under Alberta Education criteria may challenge the Alberta Education Diploma examinations and receive credit towards an Alberta High School Diploma. Students should therefore confirm their maturity status in advance of Mount Royal College enrolment by contacting Student Records, Alberta Education (403) 427-5306 for formal confirmation.

ENGL 1112 - Principles of Writing

(3 credits) 4 hours instruction

English 1112, a process oriented course, focuses on writing and reading texts, with an emphasis on the essay. Also included is instruction in research strategies.

NOTE: Students who score 2 or below on the College Placement Test will be required to enroll in ENGL 0100.

ENGL 1217 - Creative Writing

(3 credits) 3 hours instruction

This course provides opportunities for creative, imaginative, and personal writing. Students write stories, poetry and/or drama and receive instruction in narrative techniques, creation of character and dialogue, description, poetic form and technique, and the use of various resources of language.

Recommended preparation: English 1112 or 2201.

ENGL 1230 - Special Topics in Language and Literature

(3 credits) 3 hours instruction

This course provides an examination of a different literary topic each semester. Topics will range from Commonwealth literature, Religious texts, Music and Literature, Mythology, and Women's Studies to Ethnic Literature, Popular Culture, the History of the English Language, and specific period courses such as Romanticism and the Victorian Age. Written assignments will provide opportunities for the student to develop critical writing skills.

Prerequisites: English 1112 or 2201.

ENGL 1241 - Children's Literature

(3 credits) 3 hours instruction

This course surveys children's literature, including myth, folktale, herotale, nursery rhyme, poetry, fable, picture books

and realistic fiction. The emphasis is on a range and development of works suitable for preschool and elementary school children. Attention will be given to practice in reading aloud, presentation and written composition.

ENGL 1243 - Introduction to the Study of Film

(3 credits - TG) 5 hours instruction including lab

This course surveys the history of narrative film from its beginnings to the present. Students will view and discuss approximately a dozen major films as products of their time and place in film history and as aesthetic works, with particular reference to their "film language". The influence of technology, theory, and criticism will, where appropriate, be considered. Written assignments will offer students practice in film criticism and research.

ENGL 1301 - Technical Writing: Systems Documentation

(3 credits) 3 hours instruction

This course will emphasize the skills needed to write good systems and user documentation. The various documentation produced at each stage of the systems life cycle will be analyzed for the type of information required by the target audience, choice of on-line or print presentation, formatting and packaging.

Prerequisites: The equivalents of ENGL 1112 and 3363 or consent of the Department.

ENGL 2201 - Composition (U of C ENGL 201)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

In order to help students improve their writing, this course will review the elements of English grammar and the mechanics of good writing. It will concentrate on the structures of sentences, paragraphs and essays. Written assignments will offer practice in composition. There will be discussion and analysis of essays.

NOTE: Students must score 5 or 6 on the College Placement Test or have passed English 1112 with a grade of "C" or higher to qualify for admission.

ENGL 2210 - English Literature to the Eighteenth Century (formerly ENGL 1210)

(3 credits - TG) 3 hours instruction

This course surveys English literature from its earliest beginnings to the Restoration (1660), but with an emphasis on Chaucer, Shakespeare, and Milton. Students will learn how to read a variety of texts closely and critically, and will examine the ways in which these texts relate to their socio-political, religious and cultural environments (the Dark Ages, the Middle Ages, and the Renaissance).

Recommended preparation: English 1112 or 2201.

ENGL 2211 - English Literature from the Eighteenth Century to the Present (formerly ENGL 1211)

(3 credits - TG) 3 hours instruction

This course surveys English literature from the Restoration (1660) through the Enlightenment, Romanticism, and Victorianism, up to and including the Twentieth Century.

Like English 2210, this course focuses on both close reading and socio-political issues. Studying literature within the context of on-going revolution - aesthetic scientific, religious, political, and industrial - will challenge students to think critically about the forces that have contributed to literary expression in England.

Recommended preparation: English 1112 or 2201.

ENGL 2231 - The Novel and the Short Story (U of C ENGL 231)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

A study of four or five novels and six to ten short stories, with instruction in the writing of critical essays.

ENGL 2235 - Introduction to Poetry (U of C ENGL 235)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

A study of selected poetry written in English, with instruction in the writing of critical essays.

ENGL 2237 - Introduction to Dramatic Literature (U of C ENGL 237)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

A study of six to eight plays, with instruction in the writing of critical essays.

ENGL 3301 - Advanced Writing

(3 credits) 4 hours instruction

A course in which students study rhetorical theory and apply it to the examination of their own writing and that of selected texts.

Prerequisites: English 2201 or consent of the Department.

ENGL 3312 - Shakespeare I

(3 credits - TG) 3 hours instruction

A consideration of the development and variety of Shakespeare's dramatic art.

Prerequisites: Six junior English credits.

ENGL 3313 - Shakespeare II

(3 credits - TG) 3 hours instruction

A continuation of Shakespeare I. Further consideration of the development and variety of Shakespeare's dramatic art.

Prerequisites: Six junior English credits.

ENGL 3318 - Women's Literary Tradition

(3 credits - TG) 3 hours instruction

As we examine a variety of literary texts - past and present - we will explore a women's literary tradition which until recently, has been overshadowed by the 'master' pieces of a male literary tradition. Readings from both literary and critical works will assist us, as we examine the question of "tradition" itself and women's place within and outside that tradition. At the same time, we will ask some difficult and challenging questions about gender, the self, and society.

Prerequisites: Six junior English credits.

ENGL 3319 - Women and Autobiography

(3 credits - TG) 3 hours instruction

Life writing or autobiography is a genre often overlooked in the study of Literature. Why is this so? How does it differ from other genres? What is meant by "writing the self"? As we examine women's autobiographies from a variety of times, cultures and classes, in addition to a variety of sources (journals, diaries, letters, poetry), we will attempt to come to terms with these questions.

Prerequisites: Six junior English credits.

ENGL 3341 - Romantic Literature in the Age of Revolution

(3 credits - TG) 3 hours instruction

As the flames of political revolution swept America and France, and as the socio-economic furnace of a newly industrialized England threatened to explode, so too were fired the imaginations of Britain's Romantic writers. This course studies literature in the context of the various political and socio-economic changes, from the 1760's to the 1830's, that inspired a Romantic literary revolution equal to the times. Writers studied will include, among others, Wollstonecraft, Blake, Wordsworth, Keats, and Shelley.

Prerequisites: Six junior English credits.

ENGL 3345 - Victorian Literature in the Age of Reform

(3 credits - TG) 3 hours instruction

From 1830-1890, Victorian Britain was a society in flux fuelled by a reforming zeal: determined to know itself, it was nonetheless equally determined to cover up or divert its gaze from the ugliness it discovered. This course examines the extent to which Victorian writers - poets, essayists, and novelists - participated in both determinations. Writers studied will likely include, among others, Carlyle, Tennyson, Gaskell, and Browning.

Prerequisites: Six junior English credits.

ENGL 3346 - American Literature to 1900 I

(3 credits - TG) 3 hours instruction

This course surveys classic American literature from its Puritan origins to the Civil War, with emphasis on major figures in poetry and prose such as Emerson, Thoreau, Poe, Hawthorne, Melville, and Whitman. Attention is given to the defining features of American consciousness and imagination: Puritanism, the Enlightenment, and the American Renaissance.

Prerequisites: Six junior English credits.

ENGL 3347 - American Literature to 1900 II

(3 credits - TG) 3 hours instruction

This course continues the survey of classic American literature from the Civil War to 1900, with emphasis on major figures in poetry and prose such as Dickinson, Twain, James, Crane, and Dreiser. Attention is given to the social and economic changes due to Southern reconstruction, Northern industrialization, and Western expansion, as well as the aesthetic currents resulting in realism and naturalism.

Prerequisites: Six junior English credits.

ENGL 3348 - Twentieth-Century American Literature I

(3 credits - TG) 3 hours instruction

This course surveys modern American literature from 1900 to World War II, with emphasis on major figures in poetry, prose and drama such as Eliot, Frost, Stevens, Williams, Faulkner, Hemmingway, and O'Neill. Attention is given to the social, economic and political forces shaping the American consciousness during World War I, the Jazz Age, and the Great Depression.

Prerequisites: Six junior English credits.

ENGL 3349 - Twentieth-Century American Literature II

(3 credits - TG) 3 hours instruction

This course continues the survey of modern American literature from World War II to the present, with emphasis on representative figures in poetry, prose and drama such as Bishop, Ginsberg, Lowell, Plath, Bellow, Cheever, Mailer, O'Connor, Welty, and Williams. Attention is given to the social, economic, and political forces shaping the American consciousness from the Beat Generation, to Sixties' radicalism, to post-modernism.

Prerequisites: Six junior English credits.

ENGL 3357 - The Short Story (U of C ENGL 357)

(3 credits - TG) 3 hours instruction

A survey of the short story from its beginnings to the present.

Prerequisites: Six junior English credits.

ENGL 3358 - The British Novel I

(3 credits - TG) 3 hours instruction

This course traces the development of the British novel from the early eighteenth century to the late nineteenth century. It focuses on works by such writers as Defoe, Richardson, Fielding, Austen, the Brontes, Shelley, Dickens, and Eliot. Students will be required to read at least six novels and to participate in seminar discussions.

Prerequisites: Six junior English credits.

ENGL 3359 - The British Novel II

(3 credits - TG) 3 hours instruction

A continuation of The British Novel I, this course consists of a study of the development of the British novel from the late nineteenth century to the present. It will include novels by such writers as Hardy, Conrad, Lawrence, Joyce, Woolf, and Lessing. Students will be required to read at least six novels and to participate in seminar discussions.

Prerequisites: Six junior English credits.

ENGL 3363 - Technical Writing (U of C COMS 363)

(3 credits - TG) 3 hours instruction

Principles and techniques of technical writing. Through analysis of selected technical prose and directed writing practice, students will develop competence in the presentation of technical information for a variety of audiences.

Recommended Preparation: English 1112 or 2201.

ENGL 3370 - Canadian Literature I

(3 credits - TG) 3 hours instruction

This course surveys Canadian literature in English from its beginnings to the early twentieth century, and explores topics such as the development of a colonial literature; the literary articulation of "Canadian" subjects and themes; the adaptation of literary forms to Canadian experience; and the role of the literary institution in the development of Canadian nationalism. Students will examine the literature of exploration, travel and settlement; narrative, dramatic, and lyric poetry; and prose fiction.

Prerequisites: Six junior English credits.

ENGL 3371 - Canadian Literature II

(3 credits - TG) 3 hours instruction

A continuation of Canadian Literature I, this course focuses on the development of modernism and post-modernism in twentieth century Canadian writing.

Prerequisites: Six junior English credits.

ENGL 3393 - Science Fiction (U of C ENGL 393)

(3 credits - TG) 3 hours instruction

An examination of representative works of science fiction with attention to the tradition, its leading themes and modern developments.

Recommended preparation: English 1112 or 2201.

ENGL 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

ENVIRONMENTAL QUALITY CONTROL (ENVI)

ENVI 1110 - An Introduction to Environmental Data Processing and Analysis

(3 credits) 3 hours lecture, 1 hour tutorial

This course provides an introduction to statistics and data processing and is designed to acquaint students registered in the Environmental Technology and Occupational Hygiene Technology Programs with various statistical tools commonly used in these career areas.

ENVI 1214 - Methods of Air Sampling and Analysis

(3 credits) 3 hours lecture, 3 hours lab

This course provides an examination of the various techniques used to monitor and control gaseous and particulate emissions; the problems involved in obtaining reliable data and the analysis of survey results. The theory will be supported by laboratory and field studies.

Recommended preparation: Chemistry 1213.

ENVI 1215 - Instrumentation

(3 credits) 3 hours lecture, 3 hours lab

This course provides an examination of the basic theory and operation of Ultraviolet-Visible, Infrared, and Atomic Absorption Spectrophotometers Chromatography; Polarography; and Electrochemical techniques. The emphasis is on the laboratory procedures and data treatment of results.

Prerequisites: Chemistry 1101 and Environmental Quality Control 1110 or equivalent.

Co-requisite: Chemistry 1213.

ENVI 1220 - Water Pollution I

(4 credits) 3 hours lecture, 3 hours lab

A study of the sources, transport, effects and fates of chemicals in surface waters. Topics include: the principles of water pollution control; aquatic environmental chemistry; redox reactions; liquid/solid/gas interactions; complexation; pesticides; nutrients; detergents; heavy metals; water and sewage treatment. An emphasis is placed upon environmental chemical analysis in laboratory and field.

Prerequisites: Chemistry 1213 and Environmental Quality Control 1215.

ENVI 1223 - Air Pollution Control

(3 credits) 3 hours lecture, 3 hours lab

Methods of manual and automated source testing will be examined in detail. Laboratory studies will be conducted with source sampling equipment. Computational procedures and handling of data will also be examined in detail.

ENVI 1230 - Water Pollution II

(4 credits) 3 hours lecture, 3 hours lab

This course is a continuation of Water Pollution I and discusses the environmental chemistry of soil, pesticide chemistry, eutrophication, acid rain, run-off and some principles of water pollution control. An emphasis is placed upon environmental chemical analysis in the laboratory and field.

Prerequisites: Environmental Quality Control 1220.

ENVI 1231 - Waste Management

(4 credits) 3 hours lecture, 2 hours lab

A general survey course of the principles of waste management. Topics covered in this course include: regulations; classification and chemistry of wastes; transportation; public participation; and options for disposal of wastes including landfill, recycling, treatment, waste exchanges and end product substitution. Field-work and laboratory procedures are emphasized.

ENVI 1232 - Groundwater Contamination

(4 credits) 3 hours lecture, 2 hours lab

This course provides a basic understanding of the principles of groundwater contamination. Topics include: hydrological cycle; groundwater geology; sources; fate and behaviour of contaminants; numerical simulation of groundwater

contamination; leachate control and treatment and clean-up criteria.

ENVI 1235 - Environmental Assessment Issues

(3 credits) 3 hours lecture

This course is composed of a general introduction to environmental assessment in Canada and includes case studies, seminars and analysis of current national and international environmental issues. Guest speakers will be drawn from various involved organizations. A review of the best available technology for environmental problems will be made.

Prerequisite: Consent of the Department.

ENVI 1236 - Regulations and Compliance Procedures

(3 credits) 3 hours lecture

Review of current environmental regulations, compliance procedures, and associated records and forms management activities. Students will be given practical experience in common compliance procedures.

ENVI 1239 - Organic Wastes and Chemical Analysis

(3 credits) 2 hours lecture, 3 hours lab

An examination of the generation, collection, and analysis of organic chemical wastes. A major emphasis will be on chemical residue analysis techniques. A review of legal residue levels will be presented.

ENVI 1240 - Quality Assurance and Quality Control

(4 credits) 3 hours lecture, 2 hours lab

Students will utilize statistical methods used to maintain and ensure data quality, integrity and compliance in the environmental industry. The necessity of QA/QC programs, audit trial procedures and the collection of evidence will be examined.

Prerequisite: Environmental Quality Control 1110.

ENVI 1241 - Waste Disposal

(3 credits) 2 hours lecture, 3 hours lab

An examination of the various methods available for Waste Disposal and the regulations governing the disposal method. Alternative methods will be examined.

ENVI 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

FRENCH (FREN)

FREN 2201 - Beginners French I (U of C FREN 201)

(3 credits - TG) 4 hours instruction, 1 hour lab

For students who have no knowledge of the language or whose preparation in it amounts to less than Grade XII French.

May not be taken for credit by students with French 30 or 31.

FREN 2203 - Beginners French II (U of C FREN 203)

(3 credits - TG) 4 hours instruction, 1 hour lab

A continuation of French 2201.

May not be taken for credit by students with French 30 or 31.

Prerequisite: French 2201 or consent of the Department.

French 2215 - First Year University French (Oral) I

(U of C FREN 215)

(3 credits - TG) 3 hours instruction, 1 hour tutorial, 1 hour lab

Training in comprehension, speaking, reading and writing of French with emphasis on oral skills.

Prerequisite: French 30 or French 2203 or consent of the Department.

May not be taken for credit by students with French 2225.

FREN 2217 - First Year University French (Oral) II (U of C FREN 217)

(3 credits - TG) 3 hours instruction, 1 hour tutorial, 1 hour lab

A continuation of French 2215.

May not be taken for credit by students with French 2227.

Prerequisite: French 2215 or 2225 or consent of the Department.

FREN 2225 - First Year University French (General) I (U of C FREN 225)

(3 credits - TG) 3 hours instruction, 1 hour tutorial, 1 hour lab

Training in comprehension, speaking, reading, and writing of French.

May not be taken for credit by students with French 2215.

Prerequisite: French 30 or French 2203 or consent of the Department.

FREN 2227 - First Year University French (General) II (U of C FREN 227)

(3 credits - TG) 3 hours instruction, 1 hour tutorial, 1 hour lab

A continuation of French 2225.

May not be taken for credit by students with French 2217.

Prerequisite: French 2215 or 2225 or consent of the Department.

FREN 3301 - Composition (U of C FREN 301)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Development of writing skills, concentrating on the structures of sentences, paragraphs and essays, vocabulary enrichment, precis writing, correspondence. Designed for students with a good command of oral French and experience in a francophone or immersion bilingual environment.

Prerequisite: French 2217 or 2227 or consent of the Department.

FREN 3315 - Second Year University French I (formerly FREN 3325) (U of C FREN 315)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Further training in comprehension, speaking, reading and writing of French.

Prerequisites: French 2217 or 2227 or consent of the Department.

FREN 3317 - Second Year University French II (formerly FREN 3327) (U of C FREN 317)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

A continuation of French 3315.

Prerequisites: French 3315 or consent of the Department.

FREN 3361 - Literature and Civilization of Quebec (formerly FREN 3360)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

This course is an introduction to the literature and civilization of Quebec. Students should be able to read simple texts and have at least intermediate skill in grammar and syntax. The course will cover some of the typical themes in Quebecois literature as revealed in poetry, short stories, essays and a small number of novels. Study of contemporary Quebec films is also a component of this course.

Recommended preparation: French 2227 or consent of the Department.

FREN 1199 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

GENERAL EDUCATION

Refer to Interdisciplinary Studies course descriptions.

GEOGRAPHY (GEOG)

GEOG 1110 - Introduction to Physical Geography

(4 credits - TG) 5 hours instruction

An introduction to the study of physical geography is provided. Students' familiarity with the basic elements of climate and landforms will be increased. The interpretation of topographic maps and air photographs, work on climatic data and charts, supplemented by field trips will give the students an understanding of their local environment.

GEOG 1123 - Soils

(4 credits - TG) 5-6 hours instruction

This is a broad course intended to give students an understanding of the basic principles of soil science; and some knowledge of the nature and distribution of important soil groups in relation to geography, biology, agriculture, forestry, and other sciences. Topics include: physical, chemical, and biological properties of soil; soil formation; classification; use; abuse and conservation.

GEOG 1208 - Weather and Climate

(2 credits - TG) 5 hours instruction/one-half semester

This course is an introductory study of weather elements and climate. The primary goal is to demonstrate the scientific principles that govern the circulation of the atmosphere and

day-to-day sequences of weather events, which result in such conditions as the greenhouse effect, severe weather and anomalies from long term climate records.

GEOG 1209 - Meteorological Instrumentation

(2 credits) 5 hours instruction/one-half semester

This course is organized to provide "hands-on" experience with meteorological instruments used in the observations of meteorological data at the surface and in the upper atmosphere.

Prerequisite: Geography 1208.

GEOG 1230 - Cartography

(3 credits - TG) 5 hours instruction

Raw data is organized for presentation in sample table, graph and symbol form. Pictorial, areal, volumetric and divided proportional symbols are used to represent planning data. Line maps are used to depict routed flows such as traffic volumes and non-routed flows such as exchanges of goods and services. Thematic mapping includes dot distributions, choropleths, isolines, and areal and proportional symbols. An introduction will be given on the preparation and presentation of report quality diagrams and maps interpreted from areal photography as well as on computer assisted cartography. Projects are required to be reproducible within report formats.

GEOG 1231 - Introduction to Remote Sensing

(3 credits - TG) 4 hours instruction

This course covers the types of images available; black and white, colour, infrared, radar and satellite images, and their use in urban and resource planning. Quantitative aspects of photogrammetry such as the determination of photo scale, measurement of distances, areas and heights are taught and practiced throughout.

Air photo mosaics are produced and the use of photography for mapping purposes is explored. Exercises in interpretation develop knowledge of the meaning of photo details and patterns, and enable students to identify objects from their shape, size, tone and the association of features surrounding them. Interpretation is practiced on both the urban and regional scale and their use in urban, resource and environmental planning.

GEOG 1240 - Urban Geography

(3 credits - TG) 3 hours instruction

Theories dealing with the form and location of urban settlements are introduced in this course. An overview of Canadian urbanization in its historical and worldwide perspective is provided with emphasis placed on understanding the functions of cities in the context of their regional hinterlands, and the physical, social, and economic factors affecting their form and composition.

GEOG 2201 - Man and Environment I (U of C GEOG 201)

(4 credits - TG) 5 hours instruction

Introduction to the physical elements of the environment such as weather, climate, hydrology, landforms, soils, vegetation, and the processes producing variations of these elements on

the surface of the earth. Examples of environmental inter-relationships and problems that affect man are emphasized.

GEOG 2203 - Man and Environment II (U of C GEOG 203)

(4 credits - TG) 5 hours instruction

The study of man, his origins, culture, technology, economy and impact on the environment. The manner in which man attempts to impose order upon the surface of the earth. Concepts of relative location will be introduced with particular regard to both the external orientation and the internal organization of urban areas. Some emphasis will be placed on student projects in the laboratories.

GEOG 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

GEOLOGY (GEOL)

GEOL 1120 - Physical Geology

(4 credits - TG) 6 hours instruction

An introduction to the basic principles of physical geology. Topics include: minerals and rocks; processes at work upon and within the earth such as streams, glaciers and earthquakes; the interpretation of common physiographic features; and man and his environment. Intended for Engineering students.

GEOL 1124 - Introduction to the Petroleum Industry (formerly PETR 1124)

(3 credits) 3 hours instruction

An overview of the history, functioning and technical aspects of the petroleum industry. The course content will emphasize the geologic occurrence of petroleum; topics covered are broad and will act as an introduction to the specialized courses. Topics include: origin, migration and occurrence of petroleum; and the regulation, economics and production of petroleum.

GEOL 1203 - Geological History of the Western Canadian Basin

(3 credits) 3 hours instruction

This course is an in-depth study of the geological setting, events and nomenclature of the geological history of the Western Canadian Basin using the Alberta Stratigraphic column as the framework. Topics will include: marine deposition, including reefs, evaporitic basins, regressive/transgressive sequences; Deltaic sedimentary sequences and fluvial sedimentation; and regional and local tectonics/structures.

Prerequisite: Geology 2209.

GEOL 1207 - Laboratory Techniques

(4 credits) 6 hours instruction

This course provides an introduction to the basic techniques of the preparation, analysis and written description of well cuttings, rock and fossil samples. Laboratory assignments will consist of well cutting descriptions, staining techniques, acetate peels, thin section preparation, grain mount and other sedimentary rock analysis. A project involving field collecting and laboratory techniques concludes this course.

Recommended preparation: Geology 2201 and 2205.

GEOL 1215 - Computer Applications in the Petroleum Industry

(3 credits) 5 hours instruction

This course introduces the student to the use of PC computers by the assignment of "Case Studies" in which data is input, worked and extracted. Topics include: well log and surface data in generating maps and cross-sections; production data for reservoir calculations; and use of data base.

GEOL 1220 - Crystallography

(4 credits - TG) 6 hours instruction

A systematic discussion and examination of the internal and external properties of crystals and the identification of minerals in hand specimens is undertaken in this course.

Prerequisites: Geology 2201 and 2205, Chemistry 2201.

GEOL 1221 - Mineralogy

(4 credits - TG) 6 hours instruction

This course involves a study of crystal optics and the examination of the properties of minerals in thin section. The systematic classification of minerals and igneous, metamorphic and sedimentary rock classification methods are also discussed.

Prerequisites: Geology 1220, Physics 2203 or 2221, Mathematics 2253.

GEOL 1310 - Vertebrate Palaeontology

(4 credits) 6 hours instruction

Evolutionary trends in the major groups of vertebrates from both neontological and palaeontological viewpoints. The interpretation of palaeontological data and their applicability to our understanding of vertebrate evolution and systematic theory.

Prerequisites: Geology 3391 and Zoology 3373 or consent of the Department.

GEOL 1330 - Formation Evaluation

(4 credits) 6 hours instruction

This course involves an introduction to the collection and interpretation of data which are required to evaluate a well drilled for the production of oil or gas. Topics include: wireline log analysis; core analysis; lithologs; drill stem tests and production tests. The student will be taught how to create a data spreadsheet to be used for the construction of subsurface exploration projects.

Prerequisite: Geology 3381.

GEOL 1340 - Structural Geology

(4 credits) 6 hours instruction

Mechanical principles involved in the deformation of rocks; classification of tectonic structures in stratified and non-stratified rocks; geological mapping; manipulation of structural data and its predictive use.

Prerequisite: Geology 2201 and 2209 or U of C GEOL 200.

GEOL 2201 - Physical Geology (formerly GEOL 1201) (GEOL 2201 and 2205 = U of C GLGY 200)

(4 credits - TG) 6 hours instruction

This course provides a study of the principles of physical geology. Topics include: the classification and identification of rocks and minerals; processes in the earth's interior; plate tectonics; and the structure of the earth and geologic resources.

Credit can only be obtained for one of Geology 1120 or 2201 or 2209 or U of C GLGY 209 or 271.

GEOL 2205 - Historical Geology (formerly GEOL 1205) (GEOL 2201 and 2205 = U of C GLGY 200)

(4 credits - TG) 6 hours instruction

A study of the earth's geologic history as interpreted from sedimentary rocks, fossils and models of global tectonics is undertaken in this course. Emphasis will be on lithologies, fossils, and their stratigraphic and environmental significance, as they relate to the physical and organic evolution of North America, from Precambrian times to recent.

Prerequisite: Geology 2201 with a grade of "C-" or above.

GEOL 2209 - Introduction to Geology (formerly GEOL 1119) (U of C GLGY 209)

(3 credits - TG) 4 hours instruction

Basic concepts regarding the major features of the earth; its rock and mineral composition, processes controlling erosion, deposition and surface structures; formation of mountains, ocean basins and continents; origin of the earth and drift of continents.

GEOL 3373 - Geomorphology (formerly GEOL 1212) (U of C GLGY 373)

(4 credits - TG) 6 hours instruction

Geomorphic concepts and processes. Laboratory: map and air photo analysis and field trips.

Prerequisites: Geology 2201 and 2205 or U of C GLGY 200.

GEOL 3381 - Stratigraphy and Sedimentation (formerly GEOL 1211) (U of C GLGY 381)

(4 credits - TG) 6 hours instruction

Stratigraphic principles and sedimentary processes which are related to the understanding of the types and occurrence of sedimentary rocks.

Prerequisite: Geology 2201 and 2205 or U of C GLGY 200.

GEOL 3391 - Paleontology (formerly GEOL 1210) (U of C GLGY 391)

(4 credits - TG) 6 hours instruction

Principles of classification, comparison of fossil with modern forms, morphology of invertebrate fossils, their evolutionary history and paleoecologic significance.

Prerequisite: Geology 2201 and 2205 or U of C GLGY 200.

GEOL 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

GEOPHYSICS (GOPH)

GOPH 1210 - Principles of Geophysics

(3 credits - TG) 3 hours instruction

An introduction to the basic principles of geophysical prospecting for hydrocarbons and mineral resources. Topics include: seismic instruments and principles of seismic surveys, refraction, and reflection seismic prospecting; principles of gravity prospecting and instruments; principles of magnetic prospecting and instruments; principles of the electrical prospecting method; prospecting for radioactive minerals; integration of geophysical methods with other methods of prospecting. For non-geophysics majors.

Prerequisite: A course in general geology or Petroleum 1124 or consent of the Department.

GOPH 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

GERMAN (GERM)

GERM 2205 - Beginners German I (U of C GERM 205)

(3 credits - TG) 3 hours instruction, 1 hour lab

Imparts on the introductory level an active, practical skill in the use of the spoken and written word, using material from everyday situations.

Not open to students with credit in U of C German 305 or 309. May not normally be taken for credit by students with German 30 or 31.

GERM 2207 - Beginners German II (U of C GERM 207)

(3 credits - TG) 3 hours instruction, 1 hour lab

A continuation of German 2205.

Prerequisite: German 2205.

Not open to students with credit in U of C German 307. May not normally be taken for credit by students with German 30 or 31.

GERM 2225 - First Year University German I (U of C GERM 225)

(3 credits - TG) 3 hours instruction, 1 hour lab

Develops the student's ability in speaking, reading and

writing German, using modern texts. For students with high school German.

Prerequisite: German 30.

GERM 2227 - First Year University German II (U of C GERM 227)

(3 credits - TG) 3 hours instruction, 1 hour lab

A continuation of German 2225.

A student cannot receive credit for both German 2225/2227 and U of C German 301/303.

GERM 1199 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

GERONTOLOGY (GERO)

Courses in the Interdisciplinary Certificate Program are offered on a home study (distance delivery) basis in the Fall and Winter Semesters.

GERO 1302 - Introduction to Gerontology

(3 credits - TG)

This course provides a base understanding of the field of Gerontology. It examines the three major areas in this multi-disciplinary field: physiological aging, psychological aging and sociological aging. The contributions made by each to our understanding of aging is studied. The Canadian aging population and the resulting myths and realities are examined, as well as learning, death and dying, ethnicity and the particular concerns of women and aging.

NOTE: This course is open to Gerontology Certificate students only.

GERO 1304 - Healthy Aging

(3 credits - TG)

Examines effects of aging in the context of normal/healthy/successful aging processes. Lifestyle factors such as nutrition, sexuality, exercise, leisure and health issues are considered. It also reviews integrative aspects of healthy aging such as housing, transportation, economics, family and community supports. Death is discussed as the final outcome of life. Consideration of and planning for one's own aging is encouraged.

GERO 1306 - Aging and Mental Health Concerns

(3 credits - TG)

This is a review of current concepts in mental health in relation to older adults. Common mental health concerns of the aged are presented and psychological approaches to assessment and treatment are addressed, with an emphasis on cognitive and behavioural approaches.

GERO 1308 - Working with Older Adults and Their Families

(3 credits - TG)

This course provides an overview of family relationships in later life and examines frameworks for understanding the family system. Concepts of interviewing, assessing and intervening with older adults in the context of the family are introduced.

GERO 1311 - Interdisciplinary Teamwork: Concepts and Resources

(3 credits)

This course prepares the student to identify and function within the context of interdisciplinary care of older adults. Within the context of long-term care, aspects of the team approach are examined; the team members, organizational setting, team activities (including multi-dimensional assessment) and functioning, small group communication and team evaluation. Particular emphasis is placed on the role of the older client as a team member. Additionally, students will have an opportunity to learn about resources available to older adults; types used and concepts.

GERO 1312 - Gerontic Nursing

(3 credits - TG)

This course focuses on methods of assessment of health care needs of older adults and stresses problem-solving in the development, implementation and evaluation of interventions to meet health care needs.

GERO 1314 - Program Planning and Older Adults

(3 credits - TG)

This is an introduction to approaches used in accessing the needs of older adults, program planning and implementation. Effective use of volunteers and program evaluation will be presented.

GERO 1315 - Practicum in Promoting Health Care for Elderly Clients

(6 credits)

This is a practicum course involving the development, planning and implementation of a specific health care program/focus for elderly clients. The student will be responsible for designing the practicum objectives. A short evaluation will also be required. This practicum allows the student to demonstrate content/concepts learned in Gerontology 1312.

Prerequisites: Students must have completed all core courses with a minimum grade point average of 2.00 in these courses as well as Gerontology 1312 or have the consent of the Department Chairperson. Students will be accepted into a practicum on the basis of academic performance, professional suitability and conduct.

GERO 1316 - Aging and Physical Health Concerns

(3 credits - TG)

This course examines common physical problems associated

with aging (e.g. skin problems and sensory problems). Approaches to assisting the older adult with these problems through treatment and modification of activities of daily life is examined.

GERO 1317 - Practicum in Program Planning and Development for Elderly Clients

(6 credits)

This is a student practicum course involving the planning, development and implementation of a specific program for the elderly. The student will be responsible for designing practicum objectives which include demonstration of ability to use a needs assessment as a basis. A short evaluation will also be required of the student. The student will be expected to demonstrate content/concepts learned in Gerontology 1314.

Prerequisites: Students must have completed all core courses with a minimum grade point average of 2.00 in these courses as well as Gerontology 1314 or have the consent of the Department Chairperson. Students will be accepted into a practicum on the basis of academic performance, professional suitability and conduct.

GERO 1321 - Issues in Gerontology: Current and Future Perspectives

(3 credits)

This course examines core issues in the study of gerontology. Topics central to living and growing older will be explored. Specific consideration will be given to developing strategies for communication, health promotion and systems advocacy as they apply to older adults. Awareness of ethical and policy development issues will be examined. The evolution of the field of gerontology as a discipline will also be examined.

HISTORY (HIST)

HIST 1150 - History of Childhood

(3 credits - TG) 3 hours instruction

A comparative study is undertaken of the history of childhood and child care practices in various countries from ancient times to the present.

HIST 1212 - History of the United States to 1877

(3 credits - TG) 3 hours instruction

This course deals with the United States to 1877 with special attention to the problems of creating a democracy, growth of the nation, sectionalism and the results of the Civil War.

HIST 1213 - History of the United States Since 1877

(3 credits - TG) 3 hours instruction

The United States since Reconstruction is discussed with emphasis on the development of current issues.

HIST 2201 - An Introduction to History: Europe to 1500 (U of C HIST 201)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

An introduction to the Middle Ages, to historical methods,

and to varieties of historical explanation. Topics may include: the changing nature of the Church, heresy and dissent, and the relationship of art and architecture to social, intellectual and political ideals.

HIST 2203 - An Introduction to History: Europe since 1500 (U of C HIST 203)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Major issues in modern European history, emphasizing the relationship between ideas and events. Sample themes: revolution and social change; the scientific outlook and democratic ideals; liberalism and industrialization; theory and practice in socialism and Soviet communism.

HIST 2231 - An Introduction to History: Canada, Origins to 1867 (U of C HIST 231)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

An introduction to the dynamic themes in early Canadian history. Special attention will be devoted to social, economic, and political development, White-Indian relations and the opening of the Canadian West.

HIST 2233 - An Introduction to History: Modern Canada, 1867 - 1967 (U of C HIST 233)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Themes in the development of the Canadian nation from Confederation to the present, with particular attention to federal-provincial relations, economic development, social movement, and western political protest.

HIST 3328 - Alberta: Past and Present

(3 credits - TG) 3 hours instruction

This course provides a study of Alberta's past and present with emphasis on urbanization, agriculture and industry, political developments, outstanding personalities and cultural growth.

Prerequisite: Any introductory History course, preferably History 2231 or 2233.

HIST 3331 - Canadian Social Development (U of C HIST 331)

(3 credits - TG) 2 hours instruction, 1 hour tutorial

A study of the growth of Canadian society from colonial times to the present. Emphasis on European and American backgrounds of Canadian social institutions and their development in various regional settings. Consideration will be given to the role of immigrants, social and ethnic groups, health, crime and punishment, education, religion, the arts, and recreation.

Prerequisite: An introductory History course, preferably History 2231 or 2233.

HIST 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

INTERDISCIPLINARY STUDIES (IDST)

Interdisciplinary Studies is the integration of facts, ideas, and interpretations of several disciplines to a common theme.

Individual course content will be based on a single specific theme to which various disciplines can relate and share a common focal point.

The current list of Interdisciplinary Studies courses consists of those which in the past have been identified as General Education Courses. They may be used to satisfy the Arts and Science Requirement for graduation as indicated.

IDST 1121 - Media and Environment

(3 credits) 3 hours instruction

This course provides an interdisciplinary investigation of media and environment as they shape man's personal and social life. Emphasis is placed on the role of technological media, both printed and electronic, in shaping the consciousness of man in a specific cultural environment.

IDST 1122 - Ideologies and Change

(3 credits) 3 hours instruction

This course provides an interdisciplinary investigation that includes the definition of an ideology; the effects of different ideologies on man's perception of himself, society and the future; and the problems created by various approaches to political and social change.

IDST 1140 - Outstanding Lives

(3 credits - TG) 3 hours instruction

This course provides an interdisciplinary study of the original works of significant thinkers from the areas of the arts, fine arts, science and politics.

IDST 1141 - Cultural Epochs

(3 credits) 3 hours instruction

An interdisciplinary study of an outstanding historical period such as the Renaissance, Classical Greece, Tang China or some aspect of the twentieth century is undertaken in this course.

IDST 1160 - Man and His Natural Environment

(3 credits) 3 hours instruction

A series of discussions and assignments are used to demonstrate the continuum and dependency of the sciences on each other by using a selected element of our environment (water or air) as a unifying theme. Supporting discussions from non-science disciplines will further broaden the theme and increase students' understanding of the interactions within the environment so that they may better adjust to it and improve it.

IDST 1161 - Natural History of Western Canada

(3 credits) 3 hours instruction including labs and field trips

A study of the natural history of the Western Prairies and the Rocky Mountains of Canada is undertaken in this course. The geologic history, and a survey of the fauna and flora, and the environment of the region are included.

IDST 1212 - Effective Interpersonal Behaviour

(3 credits) 3 hours instruction

Through theory and practice, students develop effective helping behaviour. Topics include: Art Comb's concept of "The Self as Instrument" and Robert Carkhuff's "core conditions".

IDST 1221 - Symbols

(3 credits - TG) 3 hours instruction

This course provides an exploration of the meaning of symbolism in human experience with particular attention to the work of psychoanalyst Carl Jung. Specific themes are examined in depth: the "life-as-journey" idiom; symbolism of fire and water; Prometheus/Frankenstein - the symbols of technical power and control.

IDST 1222 - Intercultural Communications

(3 credits) 3 hours instruction

An attempt is made in this course to isolate, identify and overcome barriers to effective communications between members of cross-cultural groups. Instruction takes place through lectures, discussion, and personal interviews.

IDST 1223 - Technology and Social Change

(3 credits) 3 hours instruction

This course examines the cultural, social, economical and political implications of rapid technological change. Specifically, the course will examine the relationship between technology and work and leisure, education, personal relationships, communications, scientific research, international relations, as well as ethics and legality.

IDST 1244 - Issues in Science and Religion

(3 credits - TG) 3 hours instruction

This course examines issues of mutual concern for science and religion such as: evolution and creation; value and meaning of humanity; exploitation and/or stewardship of life, of the world.

IDST 1260 - Energy in Nature and Society

(3 credits) 3 hours instruction

This course provides an examination of the types, characteristics, and sources of energy which are found and used in man's natural environment and/or his culture. This course traces the flow of energy through different natural and social systems, noting the roles and relationships.

IDST 1261 - Matter in Nature and Society

(3 credits) 3 hours instruction

This course provides an introduction to the forms, characteristics and occurrences of naturally occurring matter and their role in human activities. It is designed to develop an informed attitude on the role of matter in nature and society. Students choose and concentrate on a particular aspect of matter.

IDST 1262 - Problems of Science: A Philosophical Perspective

(3 credits - TG) 3 hours instruction

The sciences are purported to have a methodology peculiar to them, that attempts to explain, predict and describe phenomena. Most develop theories and attempt to formulate laws of nature. This course deals with these and other concepts of science from a philosophical and historical point-of-view in the attempt to characterize the most general features of the scientific enterprise.

IDST 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

INTERIOR DESIGN (INDS)

INDS 1110 - History of Art and Architecture I

(3 credits - TG) 3 hours instruction

This course provides a survey of art and architecture and minor arts from the old stone age to the end of the twelfth century in Europe and the Near East. Students are offered a systematic study of aesthetics and the development of art styles which will enable them to develop a basic appreciation and understanding of art and its origins.

INDS 1113 - History of Art and Architecture II

(3 credits - TG) 3 hours instruction

This course is a sequel to Interior Design 1110. It provides a general historical survey of the visual arts in Western Europe from the Middle Ages and Renaissance Period to the end of the 19th century. Lectures and seminars are supported with slides and films.

Recommended preparation: Interior Design 1110.

INDS 1150 - Design I

(5 credits - TG) 2 hours instruction, 6 hours studio

This course provides an introduction to the basic elements, principles and concepts of design. The theory deals with underlying concepts. Studios are directed to the application of theory in two and three dimensional problems.

Restricted to students admitted to the Interior Design Program or consent of the Department.

INDS 1151 - Design II

(5 credits - TG) 2 hours instruction, 6 hours studio

This course is a continuation of Interior Design 1150. The principles and concepts are further elaborated and colour theory is continued. The application of basic construction systems is introduced. Theory is applied to problems of space planning and colour in interiors, and design for human beings.

Prerequisite: Interior Design 1150 or consent of the Department.

INDS 1152 - Technical Design and Drafting I

(5 credits - TG) 2 hours instruction, 6 hours studio

This course involves theory and practical exercises in architectural and design drafting techniques. Students are introduced to equipment use, lettering, drawing plan and elevation as well as three dimensional object drawing.

Restricted to students admitted to the Interior Design Program or consent of the Department.

INDS 1156 - Graphic Presentation I

(2 credits) 1 hour instruction, 2 hours studio

This course provides an introduction to drawing as a communication skill in Interior Design. The focus is on the development of skills with pencil, pen and ink and students are given an introduction to water colours.

Restricted to students admitted to the Interior Design Program or consent of the Department.

INDS 1157 - Graphic Presentation II

(2 credits - TG) 1 hour instruction, 3 hours studio

This course is a continuation of Graphic Presentation I. The skills introduced in Graphic Presentation I will be refined. Other appropriate media will be introduced. The emphasis is on drawing as a communicating skill, integral to the design process.

Prerequisite: Interior Design 1156 or consent of the Department.

INDS 1158 - Materials I

(1 credit) 1 hour instruction

A survey of building materials used in interior spaces is undertaken in this course. An introduction to simple construction principles is also provided.

Restricted to students admitted to the Interior Design Program or consent of the Department.

INDS 1159 - Materials II

(1 credit) 1 hour instruction

This course is a continuation of Materials I, focusing on characteristics of textiles, materials and applications in interiors.

Prerequisite: Interior Design 1158 or consent of the Department.

INDS 1160 - Interior Design Business Principles and Practices I

(2 credits) 2 hours instruction

This course provides an introduction to the profession; origins and history; scope of practice and services; market services and communications skills. The emphasis is on awareness of professional associations; their ethics and regulations, current design practices; and skill building in effective business communications.

Restricted to students admitted to the Interior Design Program or consent of the Department.

INDS 1163 - Technical Design and Drafting II

(5 credits) 2 hours instruction, 6 hours studio

This course is a continuation of Interior Design 1152 including the theory and practice of perspective drawing and an introduction to the preparation of working drawings.

Prerequisite: Interior Design 1152 or consent of the Department.

INDS 1221 - History of Modern Art and Architecture

(3 credits - TG) 3 hours instruction

This course provides a survey of painting, sculpture and architecture in Western Europe and North America from the late 19th century to the present day. Students will explore aesthetics and the development of art styles to enable the student to better understand the trends of 20th century contemporary visual expression.

INDS 1227 - History of Furniture

(3 credits - TG) 3 hours instruction

This course provides a study of furniture, interiors and the changes in styles as their designs adapted to different societies and races from the period of early Egypt to present day. The course considers the influence of historical Egyptian, Roman Empire, French, Italian and English furniture on contemporary furniture, including pieces recently designed in Canada, the United States and the Scandinavian countries.

INDS 1250 - Design III

(4 credits - TG) 2 hours instruction, 4 hours studio

Residential and commercial interior design theory and principles and the factors affecting them will be addressed through lectures and seminars. Theory will be applied to medium scope project solutions, with awareness of the current interior design market.

Prerequisite: Interior Design 1151 or consent of the Department.

INDS 1251 - Design IV

(4 credits - TG) 2 hours instruction, 4 hours studio

This course is a continuation of Interior Design 1250 - Design III with the concentration on material relating to the commercial aspect of design. Theory will be applied to the research and solution of commercial interior projects.

Prerequisite: Interior Design 1250 or consent of the Department.

INDS 1252 - Technical Design and Drafting III

(5 credits) 2 hours instruction, 6 hours studio

Theory and studio will present lectures and assignments related to the comprehension, design and drafting of environmental installations and constructions in residential and commercial situations. Research, seminars, guest speakers and field trips will supplement the information.

Prerequisite: Interior Design 1163 or consent of the Department.

INDS 1253 - Technical Design and Drafting IV

(5 credits) 2 hours instruction, 6 hours studio

This course is a continuation of Interior Design 1252 - Technical Design and Drafting III with concentration on increasingly complex physical interior elements.

Prerequisite: Interior Design 1252 or consent of the Department.

INDS 1256 - Graphic Presentation III

(2 credits) 1 hour instruction, 3 hours studio

This course is a continuation of Graphic Presentation II. The focus is on the application of drawing as an expedient means of problem solving and communicating with specific reference to Interior Design.

Prerequisite: Interior Design 1157 or consent of the Department.

INDS 1257 - Graphic Presentation IV

(2 credits) 1 hour instruction, 2 hours studio

This course is a continuation of Graphic Presentation III. The focus is on the presentation of developed design solutions.

Prerequisite: Interior Design 1256 or consent of the Department.

INDS 1258 - Materials III

(1 credit) 1 hour instruction

This course is a continuation of Materials II, focusing on characteristics of textiles, materials and applications in interiors.

Prerequisite: Interior Design 1159 or consent of the Department.

INDS 1264 - Interior Design Business Principles and Practices II

(1 credit) 1.5 hours instruction

This course is a continuation of Interior Design Business Principles and Practices I. It provides an introduction to the elements of information management; organizational procedures and the supportive documentation required in the design process. Topics cover the practical performance requisites of the Interior Designer.

Prerequisite: Interior Design 1160 or consent of the Department.

INDS 1265 - Interior Design Business Principles and Practices III

(1 credit) 1.5 hours instruction

This course is a continuation of Interior Design Business Principles and Practices II. Further analysis of the sequential preparation of procedural and contractual documents which support visual design proposals and further development of presentation skills.

Prerequisite: Interior Design 1264 or consent of the Department.

INDS 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

LAW ENFORCEMENT

Refer to Criminology course descriptions

LEARNING SKILLS (LNSK)

These courses, as well as all other courses in the 0100 to 0199 number series, do not carry credit towards the award of a Diploma or Certificate.

LNSK 0107 - Career Exploration and Planning

(3 credits) 3 hours instruction

This course involves students in a comprehensive program of career exploration and planning. Major topics include self-exploration (interests, values, abilities, temperaments, goals, and desired life style), exploration of career and educational options, decision-making skills and contact with the world of work.

LNSK 0111 - Speed Reading

(1 credit) 3 hours instruction - 6 weeks

This course assists participants in using their reading skills more effectively by emphasizing flexibility and organization. Participants are required to practice regularly outside class.

LNSK 0113 - Writing About Literature

(1 credit) 1 hour instruction

This course provides the student with instruction and practice in writing critical and analytical essays on literary topics. While selected works of literature will serve as examples for analysis and discussion, course emphasis will be on developing writing skills.

LNSK 0117 - Word Usage

(1 credit) 1 hour instruction

This course examines the basic principles of semantics or word usage by focusing on the relationships among thoughts, words and objects.

LNSK 0119 - Techniques of Clear Thinking

(3 credits) 3 hours instruction

The intention of this course is to implant and nourish the growth of critical intelligence in the student. It includes the presentation of a variety of basic techniques essential to clear and efficient thought. Students will study classification skills, principles of comprehension and strategies for identifying and evaluating arguments.

LNSK 0121 - Developing Good Study Skills

(1 credit) 3 hours instruction - 6 weeks

This course assists students in learning how to study more effectively by focusing on developing self-discipline in study and providing information and assistance in the development of effective study habits.

LNSK 0123 - Learn to Spell

(1 credit) 2 hours instruction - 5 weeks

This course assists students who are having difficulty with spelling, helping them to assess the causes of their difficulties.

LEISURE SERVICES (LESR)

LESR 1111 - Education for Leisure

(3 credits - TG) 3 hours instruction

This course is a survey of the historical, philosophical, psychological and sociological relationships of leisure and the leisure services profession. Topics include: introduction and orientation to leisure; concepts affecting leisure; agents of leisure; the community and its contribution to leisure; and leisure and your lifestyle.

LESR 1131 - Direct Leadership

(3 credits - TG) 3 hours instruction

A course in direct leadership fundamentals and in developing skills and values of representative recreation activities.

LESR 1132 - Arts and Crafts

(3 credits - TG) 3 hours instruction including laboratory

This course provides an exploration of arts and crafts media.

LESR 1133 - Recreation for Youth

(3 credits - TG) 3 hours instruction

A course designed for students in professions working with youth as an introduction to the concepts and skills related to leisure services and recreation. Topics include: program planning; leadership techniques; and arts and crafts.

LESR 1147 - Introduction to Voluntarism

(3 credits) 3 hours instruction per week/16 weeks or 6 hours instruction per week/8 weeks

This course provides a study of the volunteer in the community. Discussion will include a brief history of voluntarism, the recruitment and training of volunteers and the role of volunteers in the planning and delivery of community programs. The focus of the course is on the principles of volunteer management in a wide variety of community service environments.

LESR 1150 - Practicum I

(2 credits) 3 hours instruction

This course is designed to provide learning experiences in a variety of leisure service areas. It acquaints students with a wide variety of program settings available in the broad field of Leisure Services.

LESR 1175 - Introduction to Tourism

(3 credits) 3 hours instruction

This course provides a survey of the history, principles, organization, planning, regional attitudes, behaviour, patterns and vocational opportunities in tourism.

LESR 1210 - Program Planning

(3 credits - TG) 3 hours instruction

An in-depth study of the theory, methods, techniques and skills used in planning leisure programs is undertaken in this course. Topics include: principles of program planning; identifying program needs; program planning in specific settings; program evaluation; and synthesis.

Prerequisite: Consent of the Department.

LESR 1211 - Leisure and the Community

(3 credits - TG) 12 hours instruction per week/4 weeks

This course is designed to promote discussion on the nature of community and an understanding of the group process in the creation of an ideal community.

Prerequisite: Consent of the Department.

LESR 1213 - Survey of Facility Planning

(3 credits - TG) 3 hours instruction

This course provides an exploration of the variety and types of facilities and areas used in the provision of leisure services. Opportunity will be provided to examine the planning process as it relates to master plans, facilities, parks, pools and the materials related to their development and management.

LESR 1232 - Advanced Arts and Crafts

(3 credits - TG) 3 hours instruction/laboratory

This course is a continuation of Leisure Services 1132 with specialization in selected crafts and greater in-depth study.

There will be additional costs for materials for this course.

Prerequisite: Leisure Services 1132 or consent of the Department.

LESR 1240 - Leadership Theory

(3 credits - TG) 6 hours instruction per week/8 weeks

This course is designed to help students develop more effective leadership skills in themselves and others. Topics include: definition, nature and styles of leadership; knowledge of staff; sensitivity to others; mechanical leadership skills; supervisory techniques; public relations; evaluation skills; working with volunteers; and designing leadership development programs.

LESR 1243 - Administration of Leisure Services

(3 credits - TG) 6 hours instruction per week/8 weeks

The fundamental principles and practices involved in the administration of a variety of leisure services will be discussed. Topics include: survey and analysis of various administrative theories; study of the various methods and techniques of budgeting, personnel management, business procedures and problem solving through case studies.

LESR 1246 - Marketing for Sport and Recreation

(3 credits) 3 hours instruction per week/16 weeks or 6 hours instruction per week/8 weeks

The principles, practices and strategies of marketing as they relate specifically to sport and recreation will be discussed.

The student will investigate a variety of approaches for marketing for both non-profit and business ventures in sport and recreation.

LESR 1250 - Practicum II

(4 credits)

This course is a continuation of Leisure Services 1150. Under supervision, students will gain practical experience in a program administered by an approved agency.

Students will be accepted into practicum on the basis of academic performance, professional suitability and conduct. If a question of professional suitability and/or conduct arises, a Committee of three faculty members of the Department, under the direction of the Chairperson, shall examine the specific case.

Prerequisites: Consent of the Department Chairperson. Students must have completed Leisure Services 1111, 1131, 1150, 1210 or 1260, 1261, 1213 or 1270, with an overall minimum grade point average of 2.00 in these courses.

LESR 1254 - Research Project

(3 credits - TG)

The student will prepare a major project which serves as a synthesis of academic courses and field work experiences. The topic must be related to leisure in its broadest terms, of interest to the student and have some practical use to someone else in the future. In addition to researching, preparing and submitting the project, students must present and discuss it before a selected evaluation panel.

LESR 1260 - Program Planning in Institutions for the Handicapped and Disabled

(3 credits - TG) 3 hours instruction

This course involves a study of the theory, methods, techniques and skills used in planning leisure programs for special populations in institutions.

LESR 1261 - Survey of Disabling Conditions

(3 credits - TG) 3 hours instruction

This course is designed to acquaint students with the nature of a selected cross-section of handicapping conditions.

LESR 1266 - Music and Movement Activities in Recreation Therapy

(3 credits) 6 hours instruction per week/8 weeks

This course is designed to provide the student with theoretical and practical skills to conduct physical activities in movement education and to explore how music is used in recreation therapy programs.

LESR 1268 - Creative Arts in Recreation Therapy

(3 credits) 6 hours instruction per week/8 weeks

This course is designed to provide the student with an opportunity to explore Arts and Crafts media and Creative Drama with a focus on provision of quality programs in Recreation Therapy.

LESR 1270 - Leisure Counselling

(3 credits - TG) 3 hours instruction

Concepts, methods and techniques of leisure counselling are discussed in this course.

LESR 1274 - Leisure Services For The Elderly

(3 credits) 6 hours instruction per week/8 weeks

This course is designed to familiarize the student with the elderly, the aging process and their relationship to the provision of leisure services for the elderly in both community and institutional settings.

LESR 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

LINGUISTICS (LING)

LING 1210 - The Nature of Language I

(3 credits - TG) 3 hours instruction

This course provides a survey of the field of linguistics, its content, techniques and objectives; the nature of language; the techniques of phonological, morphological, and syntactic analysis and description through the solution of problems from selected languages; the applications of linguistics in language learning, language teaching and speech therapy.

LING 1211 - The Nature of Language II

(3 credits - TG) 3 hours instruction

This course places special emphasis on the development of the English Language, the place of English in relation to the languages of the world, language change and variation, and applied linguistics.

LING 3321 - Modern English Grammar

(3 credits) 3 hours instruction

A survey of syntactic patterns of contemporary English. The basis of analysis is Canadian English.

Prerequisite: Linguistics 1210 or 1211 or consent of the Department.

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and the other Alberta Universities.

LING 1199 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

MATHEMATICS (MATH)

MATH 0101 - Basic Arithmetic Skills (formerly LNSK 0101)

(3 credits) 3 hours instruction

This course provides students with opportunities to improve basic skills in arithmetic. Emphasis is placed on individualized instruction, student self-pacing with direct

instructor supervision. Topics include: fundamental operations in arithmetic with whole numbers, fractions and decimals; problem solving; applications to real life including such topics as equations, ratio and proportion, and speed skills and accuracy.

MATH 1003 - Basic Arithmetic Skills for Nurses

(1 credit) 1 hour instruction

This course is designed to help Nursing students improve their basic skills in arithmetic as well as to teach them to apply these skills. Content includes fundamental operations in arithmetic and utilizing ratio and proportion in solving problems.

This course is a prerequisite for Nursing 1111 and is restricted to Nursing students. Nursing students who challenge the examination in this course will not be charged the normal fee for challenging an examination.

MATH 1010 - Introduction to Elementary Mathematics

(4 credits) 5 hours instruction

This course provides a study of sets, relations and functions; real numbers; equations; inequalities; exponents and radicals; the algebra of rational expressions; geometry of straight lines, triangles and quadrilaterals.

MATH 1020 - Elementary Mathematics

(4 credits) 5 hours instruction

This course provides a study of relations and functions, quadratic functions, equations and inequalities, complex number systems, solution sets of systems, logarithmic functions, geometry of straight lines, triangles, quadrilaterals, polygons and circles.

Recommended preparation: Mathematics 1010.

MATH 1030 - Algebra and Trigonometry

(4 credits) 5 hours instruction

Relations and functions, inequalities and equations involving inequalities, polynomial functions, rational functions, quadratic relations, exponential and logarithmic functions, trigonometric functions, sequences and series.

Recommended preparation: Mathematics 1020.

Not recommended for students having Mathematics 30.

While this course may be presented for admission to an Alberta university, courses completed at Mount Royal College are not eligible for Alberta Education graduation credits or transcript purposes. However, students who are deemed "mature" under Alberta Education criteria may challenge the Alberta Education Diploma examinations and receive credit towards an Alberta High School Diploma. Students should therefore confirm their maturity status in advance of Mount Royal College enrolment by contacting Student Records, Alberta Education (403) 427-5306 for formal confirmation.

MATH 1031 - Calculus and Matrices

(4 credits) 5 hours instruction

Part 1: Calculus - Limits, differentiation of sums, products and quotients (excluding log and trig functions), the Chain

rule, application to curve sketching, maximum and minimum problems, motion, simple integration, area under a curve and area between curves.

Part 2: Matrices - Systems of linear equations, operations with matrices, special matrices, the determinant function, finding multiplicative inverses of suitable square matrices.

While this course may be presented for admission to an Alberta university, courses completed at Mount Royal College are not eligible for Alberta Education graduation credits or transcript purposes. However, students who are deemed "mature" under Alberta Education criteria may challenge the Alberta Education Diploma examinations and receive credit towards an Alberta High School Diploma. Students should therefore confirm their maturity status in advance of Mount Royal College enrolment by contacting Student Records, Alberta Education (403) 427-5306 for formal confirmation.

MATH 1201 - Algebra and Trigonometry (formerly MATH 1118)

(4 credits - TG) 5 hours instruction

This course provides for better understanding of the topics in Mathematics 30. Topics include: the real number system, fundamentals of algebra, the Binomial Theorem, solutions of equations and inequalities, functions, linear and quadratic relations, the conic sections, linear systems in two and three variables, polynomial and rational functions, the Remainder Theorem, theorems about roots, circular (trigonometric) functions and their graphs, sequences, series and mathematical induction.

Prerequisite: Mathematics 30 or 1030.

MATH 1205 - The Beauty of Mathematics

(3 credits) 4 hours instruction

This course introduces the student to the skills of problem solving and critical thinking. A real emphasis is placed on applications of Mathematics to everyday life experiences.

MATH 1207 - Mathematics for Engineers I

(4 credits - TG) 4 hours instruction, 1.5 hours tutorial

This is a first course in applied calculus including differentiation and integration of functions of one variable, properties of elementary functions, maxima, minima, related rates, conic sections, tangents, normals, transcendental functions, area, length, volume and centre of mass.

This course is intended for Engineering students, Aviation students, and all students of applied mathematics.

Prerequisite: Mathematics 1030 and 1031.

MATH 1209 - Mathematics for Engineers II

(4 credits - TG) 4 hours instruction, 1.5 hours tutorial

This course is a continuation of Mathematics 1207, including hyperbolic functions, techniques of integration, improper integrals, polar co-ordinates, parametric equations, and introduction to double and iterated integrals, indeterminate forms, infinite series, power series. Taylor's theorem and an introduction to Fourier series. Algebraic topics, including complex numbers, vectors, vector and matrix algebra, and an

introduction to the solution of systems of linear equations.

Recommended preparation: Mathematics 1207 or equivalent or the consent of the Department.

MATH 1211 - Concepts of Mathematical Statistics

(4 credits - TG) 3 hours instruction, 1 hour tutorial, 1 hour lab

The systematic treatment of fundamental statistical ideas culminating in the discussion of parameter estimation and hypotheses testing is undertaken in this course. Students will use some statistical computer packages to deal with problems within the course.

MATH 1224 - Introduction to Statistics

(4 credits - TG) 5 hours instruction

This course involves descriptive statistics and basic theory. Graphs, frequency tables, means, standard deviation, probability, expectation, probability distributions (binomial, poisson, normal) sampling distributions, regression and correlation.

Prerequisite: Mathematics 1030, 30 or 33.

MATH 1225 - Statistical Inference

(4 credits - TG) 5 hours instruction

This course involves inferences concerning means, proportion and variance. Analysis of variance (one and two ways), regression and correlation analysis are also discussed as well as nonparametric statistics. Application of these statistics to problems in business, biology and social sciences is studied.

Prerequisite: Mathematics 1224 or consent of Department.

MATH 1307 - Mathematics for Engineers III

(4 credits - TG) 3 hours instruction, 1.5 hours tutorial

This course deals with algebraic topics including vector and matrix algebra, solution of systems of linear equations, determinants, matrix inversion, eigenvalues. Methods for ordinary differential equations including variation of parameters, undetermined coefficients, operator methods, Laplace transforms and solution in series are discussed.

Prerequisite: Mathematics 1209.

MATH 1309 - Mathematics for Engineers IV

(4 credits - TG) 3 hours instruction, 1.5 hours tutorial

Functions of several variables, partial derivatives, Chain rule and differentials. Vector calculus, with line and surface integrals; Green's, Gauss' and Stoke's theorems.

Prerequisite: Mathematics 1307.

MATH 2211 - Linear Methods I (U of C MATH 211)

(3 credits - TG) 4 hours instruction

Vector algebra. Matrices and linear equations. Elements of co-ordinate geometry. Complex numbers. Determinants. Applications.

Prerequisite: A grade of 65 or higher in Mathematics 30 or equivalent; or a grade of 60 or higher in Mathematics 31; or a grade of "C-" or better in any of Mathematics 1030, 1031, 1201, or in The University of Calgary's Mathematics 201.

MATH 2251 - Calculus I (U of C MATH 251)

(3 credits - TG) 4 hours instruction

Functions and graphs, gradients and areas, derivatives and integrals. Illustration of the fundamental connection between derivatives and integrals. Algebraic properties of differentiation, product rule, Chain rule. Applications.

Prerequisite: A grade of 65 or higher in Mathematics 30 or equivalent; or a grade of 60 or higher in Mathematics 31; or a grade of "C-" or better in any Mathematics 1030, 1031, 1201, or in The University of Calgary's Mathematics 201.

NOTE: Standard term tests will be written at times designated by the Department.

MATH 2253 - Calculus II (U of C MATH 253)

(3 credits - TG) 3 hours instruction, 1 hour lab

L'Hopital's rule; improper integrals. Exponential and trigonometric functions and their inverses, hyperbolic functions. Methods of integration. Separable differential equations. Polar co-ordinates. Taylor polynomials. Limits. Infinite sequences and series.

This course is a prerequisite for many 300-level courses in Pure Mathematics, Applied Mathematics and Statistics (U of C).

Prerequisite: Mathematics 2251 with a grade of "C-" or above.

MATH 2271 - Discrete Mathematics (U of C MATH 271)

(3 credits - TG) 3 hours instruction, 1 hour lab

Sets and relations; induction; counting; recurrence and trees; symbolic logic; graphs; applications.

Prerequisite: Mathematics 2211.

Pre or Co-requisite: Computer Science 2211.

MATH 3311 - Linear Methods II (U of C Math 311)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Vector spaces and subspaces. Linear independence. Matrix representation of linear transformations. Eigenvalues and eigenvectors. Quadratic forms. Inner products, Gram-schmidt orthogonalization.

Prerequisite: Mathematics 2211.

MATH 3325 - Theory of Interest (U of C ACSC 325)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Measurement of interest, elementary annuities, general annuities, amortization schedules and sinking funds, bonds and other securities.

Prerequisite: Mathematics 2253.

MATH 3340 - Elementary Mathematics from an Advanced Standpoint I

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Topics from high school Algebra and Geometry as well as more advanced topics treated from the unifying point of view of modern mathematical concepts. Part I.

Prerequisites: Any two of Mathematics 1211, 1224, 1225, 2211, 2251, 2253 or 2271.

MATH 3341 - Elementary Mathematics from an Advanced Standpoint II

(3 credits - TG) 3 hours instruction, 1 hour tutorial
Topics from high school Algebra and Geometry as well as more advanced topics treated from the unifying point of view of modern mathematical concepts. Part II.

Prerequisite: Mathematics 3340.

MATH 3351 - Introduction to Differential Equations (U of C Math 351)

(3 credits - TG) 3 hours instruction, 1 hour tutorial
Ordinary differential equations of first and second order. Power series solutions. Applications.

Prerequisite: Mathematics 2253.

MATH 3353 - Multivariate Calculus (U of C Math 353)

(3 credits - TG) 3 hours instruction, 1 hour tutorial
Curves and vectors in the plane. Vector and solid geometry. Partial derivatives. Vector analysis. Multiple integrals. Extremes of functions of several variables. Applications.

Prerequisites: Mathematics 2211 and 2253.

MATH 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

MICROBIOLOGY (MIBI)

MIBI 1212 - Microbiology and Infectious Diseases in Health Care

(4 credits - TG) 3 hours lecture, 3 hours lab

This course provides the student with the basic principles of diagnostic microbiology and prepares Nursing students for clinical encounters with pathogenic and infectious organisms. Emphasis is placed on defining the role of Nursing personnel in the epidemiology and nursing care of clinically significant infectious diseases.

Recommended Preparation: Biology 30, 1214 or 1216, 2201.

MIBI 1218 - Introductory Microbiology

(4 credits - TG) 3 hours lecture, 3 hours lab

This is a basic microbiology course describing the major characteristics of microbial organisms. Emphasis is placed on the role of micro-organisms in the environment, including discussions of sewage treatment, petroleum microbiology and other relevant topics in Industrial and Applied Microbiology.

Recommended Preparation: Biology 1110 or equivalent.

MIBI 2241 - Microbiology (U of C MIBI 241)

(4 credits - TG) 3 hours lecture, 3 hours lab

Fundamental theories, principles and methods of general microbiology. Structure, replication and functions of bacteria, fungi and viruses.

Prerequisite: Biology 2201 with a grade of "C-" or above.

Recommended Co-requisite: Chemistry 2201.

MIBI 3343 - The Life of Bacteria

(4 credits) 3 hours lecture, 3 hours lab

The evolution, metabolism and structure of the various physiological groups of bacteria.

Prerequisites: Microbiology 2241 and one of Chemistry 3341 or 3350-3351 or U of C BCEM 340.

MUSIC

MUSA - 1/2 Hour Private Instruction

MUSB - 1 Hour Private Instruction

MUSC - Lecture and Performance Courses

MUSD - 2 Hours Private Instruction (restricted to Music Diploma students)

All music courses must be chosen in consultation with the Conservatory of Music, Speech Arts and Dance.

*Most music courses may be arranged on a private lesson basis. In the event of low enrolment in certain courses, an hourly rate as established by the Conservatory of Music, Speech Arts and Dance will apply.

MUSC 1100 - Rudiments I

(1 credit) 1 hour instruction

This course covers the rudiments of music theory: rhythm, scales, chords, intervals, transposition, cadences, notation and terminology.

MUSC 1104 - Chamber Ensemble I

(2 credits - TG) 2 hours instruction

This course involves the playing of chamber music (quartets and trios) appropriate to the student's instrument and coaching by a faculty member.

MUSC 1107 - Pianoforte Literature I

(1 credit) 1 hour instruction

This is a listening course designed to present piano music for the general student as well as the trained musician. It covers literature from the late Baroque to the 20th century.

Prerequisite: Knowledge of piano keyboard equivalent to Grade VI level.

MUSC 1108 - Repertoire/Literature I

(2 credits - TG) 2 hours instruction

This course provides a study of solo literature for the student's principal instrument. This will be done in small classes grouped according to instrument families (strings, woodwinds, brass, piano, voice). Literature may be played by the students in class and augmented by recordings where necessary.

MUSC 1109 - Theory of Music I

(3 credits) 3 hours instruction

This course provides an analysis of melodic, contrapuntal, harmonic, rhythmic and formal elements of representative works from Renaissance through the Classical period. Some part writing will be required. Aural and sight reading skills will be developed.

MUSC 1110 - Music Exploration I

(3 credits) 3 hours instruction

Exploration of the art of music and its materials is undertaken in this course. The emphasis is on the development of listening skills beginning with obvious features and moving to more specific aspects of particular styles and types of music. Examples will be drawn from a variety of styles - classical and popular, past and present - and will co-ordinate with musical events in Calgary during the current semester.

MUSC 1115 - Mount Royal Singers I

(1 credit) 2 hours participation

This choir performs a variety of literature from different periods and styles. Some vocal instruction is given in the context of the rehearsal, but the primary purpose is to present the singers with a broad selection of music and prepare it for public concerts.

Prerequisite: Permission of the conductor.

MUSC 1119 - Mount Royal College Orchestra I

(1 credit) 3 hours participation

Emphasis is placed on playing together as a group. Instruction in good ensemble playing will be given. Students supply their own instruments except those not commonly owned privately.

Prerequisite: A playing level of Grade VIII from any recognized conservatory. Audition required.

MUSC 1120 - Chamber Music II

(2 credits - TG) 2 hours instruction

This course is a continuation of MUSC 1104.

MUSC 1121 - Repertoire/Literature II

(2 credits - TG) 2 hours instruction

This course is a continuation of MUSC 1108.

MUSC 1122 - Mount Royal College Concert Band I

(1 credit) 3 hours participation

This group is for students of intermediate to advanced ability. Players must supply their own instruments except those not commonly owned privately. Music of a high standard is taught and the scores are of a classic and popular vein.

Prerequisite: A playing level of Grade VI from any recognized conservatory. Permission of the conductor.

MUSC 1123 - Theory of Music II

(3 credits) 3 hours instruction

This course is a continuation of MUSC 1109.

MUSC 1137 - Jazz Theory and Composition I

(2 credits) 2 hours instruction

This course introduces the student to the fundamentals of Jazz Theory and Composition which, combined with the development of supportive musical skills, will improve the

student's ability to master jazz improvisation and to perform the different styles and concepts inherent in Jazz and Popular Music.

Prerequisite: MUSC 1200 or consent of the Department.

MUSC 1200 - Rudiments II

(1 credit) 1 hour instruction

This course is a continuation of MUSC 1100.

Prerequisite: MUSC 1100 or equivalent.

MUSC 1202 - Music Exploration II

(3 credits) 3 hours instruction

This course is a continuation of MUSC 1110. More details about various forms of music, stylistic periods and significant types of music in the 20th century.

Prerequisite: MUSC 1110 or consent of Department.

MUSC 1212 - Beginning Harmony (Grade III)

(3 credits) 1 hour instruction per week/30 weeks

This course involves diatonic harmony in four parts and melody writing in major keys, plus harmonic and structural analysis in major and minor keys.

Prerequisite: MUSC 1200 or equivalent.

MUSC 1213 - Harmony (Grade IV)

(3 credits) 1 hour instruction per week/30 weeks

This course is a continuation of MUSC 1212 in both major and minor keys and including seventh chords, secondary dominants and elementary modulation.

MUSC 1214 - Mount Royal Singers II

(1 credit) 2 hours participation

This course is a continuation of MUSC 1115.

Prerequisite: MUSC 1115.

MUSC 1215 - Mount Royal Singers III

(1 credit) 2 hours participation

This course is a continuation of MUSC 1214.

MUSC 1216 - Mount Royal Singers IV

(1 credit) 2 hours participation

This course is a continuation of MUSC 1215.

MUSC 1217 - Music History (Grade III)

(3 credits) 1 hour instruction per week/30 weeks

This course provides a survey of music history from the Renaissance to the present, including Canadian music.

Prerequisite: MUSC 1200 or equivalent.

MUSC 1218 - Music History (Grade IV)

(3 credits) 1 hour instruction per week/30 weeks

Classical and Romantic music is studied in this course.

Prerequisite: MUSC 1200 or equivalent.

MUSC 1219 - Mount Royal College Orchestra II

(1 credit) 3 hours participation

This course is a continuation of MUSC 1119.

MUSC 1220 - Mount Royal College Orchestra III

(1 credit) 3 hours participation

This course is a continuation of MUSC 1219.

MUSC 1221 - Mount Royal College Orchestra IV

(1 credit) 3 hours participation

This course is a continuation of MUSC 1220.

MUSC 1222 - Mount Royal College Concert Band II

(1 credit) 3 hours participation

This course is a continuation of MUSC 1122.

MUSC 1223 - Mount Royal College Concert Band III

(1 credit) 3 hours participation

This course is a continuation of MUSC 1222.

MUSC 1224 - Mount Royal College Concert Band IV

(1 credit) 3 hours participation

This course is a continuation of MUSC 1223.

MUSC 1225 - Music History (Grade V)

(3 credits) 1 hour instruction per week/30 weeks

Music of the Medieval, Renaissance, Baroque, and 20th century periods, including musical activity in Canada is studied in this course.

Prerequisite: MUSC 1200 or equivalent.

MUSC 1226 - Music Analysis (Form)

(3 credits) 1 hour instruction per week/30 weeks

Visual and aural recognition of forms such as Binary, Sonata, Rondo and Fugue are studied in this course as well as some identification of harmonic progressions.

Prerequisite: MUSC 1213 or equivalent.

MUSC 1227 - Harmony (Grade V)

(3 credits) 1 hour instruction per week/30 weeks

This course is a continuation of MUSC 1213 including advanced modulation, secondary dominant and diminished sevenths, chromatic chords and two-part florid counterpoint.

Prerequisite: MUSC 1213 or equivalent.

Recommended preparation: MUSC 1226.

MUSC 1228 - Advanced and Free Counterpoint

(3 credits) 1 hour instruction per week/30 weeks

Add counterpoint to a given melody, add double counterpoint at the 15th; or write three variations on a given ground.

Prerequisite: MUSC 1227.

MUSC 1230 - Chamber Music III

(2 credits - TG) 2 hours instruction

This course is a continuation of MUSC 1120.

MUSC 1231 - Repertoire/Literature III

(2 credits - TG) 2 hours instruction

This course is a continuation of MUSC 1121.

MUSC 1232 - History of Music I

(3 credits) 3 hours instruction

This course presents the development of music from Renaissance to the end of the Classical period. Special attention will be given to large instrumental and vocal forms.

MUSC 1234 - Jazz History I

(3 credits) 3 hours instruction

This course familiarizes the student with the history of Jazz, from its early beginnings before the turn of the century to the end of the Swing Era, in the context of the prevailing social and economic conditions of the day. The various styles and their principal exponents, will be examined in terms of their contributions to the development of Jazz and Popular music, with view to fostering an appreciation and understanding of its role, value to, and influence on today's musical world.

Prerequisite: Consent of the Department.

MUSC 1237 - Jazz Theory and Composition II

(2 credits) 2 hours instruction

This course is a continuation of MUSC 1137. It will continue to develop an understanding of the fundamentals of Jazz Theory and Composition, combined with the development of supportive skills, to further improve the student's ability to master Jazz improvisation and to perform with greater success the different styles and concepts inherent in Jazz and Popular Music.

Prerequisite: MUSC 1137.

MUSC 1240 - Chamber Ensemble IV

(2 credits - TG) 2 hours instruction

This course is a continuation of MUSC 1230.

MUSC 1241 - Repertoire/Literature IV

(2 credits - TG) 2 hours instruction

This course is a continuation of MUSC 1231.

MUSC 1242 - History of Music II

(3 credits) 3 hours instruction

This course presents the development of music from the Romantic period to the present day. Special attention will be given to larger instrumental and vocal forms.

MUSC 1244 - Jazz History II

(3 credits) 3 hours instruction

This course is a continuation of Jazz History I, commencing with the emergence of the BeBop Era in the 1940's and terminating with the current state-of-the-art in the 1980's. Within that time span, the diversified styles of Jazz will be examined in rough chronological order, including BeBop, Cool Jazz, 3rd Stream Music, Hard Bop, Free Jazz, Jazz Fusion/Jazz Rock. The leading exponents of each style will be presented and their contribution to the development of Jazz analyzed. External influences such as Latin American, Indian music will be looked at as well as socio-economic conditions which have affected Jazz in terms of its development, public recognition and in establishing trends for the future.

Prerequisite: MUSC 1234.

MUSC 1250 - Recital

(2 credits)

In order to graduate with a diploma in Performance, the student must play (or sing) a full length recital (from one to one and one-half hours duration) of literature which will show technical proficiency and stylistic understanding of several periods. The proposed recital program must be approved by the Conservatory Administration and one instructor (besides the student's own teacher) on the student's principal instrument. This approval must be given at least two months in advance of the recital date.

MUSC 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

Music - Private Lessons

Private lessons are available through the Mount Royal College Conservatory of Music, Speech Arts and Dance. Arrangements for instruction can be made through the Conservatory Office, Room Y302, Level III, Telephone (403) 240-6821.

Due to the specialized nature of instruction, fees for these courses are billed at a higher rate than other College courses. Fees for the courses listed below and other private lessons may be obtained directly from the Conservatory Office.

See section entitled "Special Fees" under "Fees and Deposits" in this Calendar.

Lessons are offered in the areas listed below. A variety of instruction to meet individual needs can be arranged through the Conservatory Office.

Principal and Secondary Instruments or Voice:

MUSA - 1/2 Hour Private Instruction

(1 credit - TG) 1/2 hour instruction

MUSB - 1 Hour Private Instruction

(2 credits) 1 hour instruction

MUSD - 2 Hour Private Instruction

(4 credits - TG) 2 hours instruction

(Restricted to Diploma Students)

These courses may only be taken with the permission of the Conservatory of Music, Speech Arts and Dance.

Instrument	Semester			
	1	2	3	4
Keyboard				
- Piano	1131	1231	1331	1431
Vocal				
- Voice	1141	1241	1341	1441
Strings				
- Violin	1151	1251	1351	1451
- Viola	1152	1252	1352	1452
- Cello	1153	1253	1353	1453
- Bass	1154	1254	1354	1454
- Harp	1155	1255	1355	1455
- Guitar	1156	1256	1356	1456

Instrument	Semester			
	1	2	3	4
Winds				
- Oboe	1161	1261	1361	1461
- Clarinet	1162	1262	1362	1462
- Flute	1163	1263	1363	1463
- Bassoon	1164	1264	1364	1464
- Saxophone	1165	1265	1365	1465
Brass				
- Trumpet	1171	1271	1371	1471
- Trombone	1172	1272	1372	1472
- French Horn	1173	1273	1373	1473
- Tuba	1174	1274	1374	1474
Percussion				
- Percussion	1191	1291	1391	1491

NATURAL SCIENCE (NTSC)

NTSC 1112 - An Introduction to Current Environmental Issues

(3 credits) 3 hours instruction

This course involves a current, comprehensive and holistic overview of critical environmental issues for non-science majors. The environmental issues explored in this course from various points of view will serve as a valuable and solid foundation for students, who will be making decisions that shape the future of their society.

NTSC 1115 - Forensic Science

(4 credits) 3 hours instruction, 3 hours lab

This course is designed to acquaint the prospective law enforcement officer and those in related fields with a wide variety of enforcement, detection and preventative devices and methods being employed and developed. Demonstrations, lectures and discussion groups will be utilized and, where feasible, specialists in the numerous forensic fields will be asked to speak.

Restricted to Criminology students or consent of the instructor.

NTSC 1272 - Health in Today's World

(3 credits) 2 hours instruction, 1 hour tutorial

This course examines human health behaviour as a lifetime process of response and adaptation to the demands of an internal and external environment. The multi-disciplinary approach is designed to assist students as individuals and family members to acquire the knowledge to make healthy choices that will affect the quality of their lifestyle.

NURSING (NURS)

See also Allied Health, Gerontology, Natural Science and Post-Basic Mental Health Nursing course descriptions in this section of the Calendar.

NURS 1150 - Introductory Concepts of Nursing Process

(7 credits) 120 hours of instruction/semester

This course provides an introduction to the role and responsibilities of the Nurse. The nursing process is introduced to provide the theoretical base/foundation for patient care. Emphasis is on self-awareness and the helping relationship as applied to nursing care. Principles of nursing skills are taught and application is developed in conjunction with skill development laboratories.

Pre or Co-requisites: Biology 1220, English 1112 or 2201.

Co-requisites: Mathematics 1003, Nursing 1151.

NURS 1151 - Applied Introductory Nursing Process

(4 credits) 144 hours instruction/semester

This course involves the application of nursing process at the basic level in a clinical setting. The student will be given opportunities to provide basic care to adult patients in a variety of acute care agencies. This course will involve the application of concepts concurrently studied in Nursing 1150. There will be an introduction of communication and teaching skills. Learning experience will be planned, selected, directly supervised and evaluated by the Nursing Faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or Co-requisites: Biology 1220, English 1112 or 2201, Mathematics 1003.

Co-requisite: Nursing 1150.

NURS 1152 - Introductory Medical-Surgical Nursing

(6 credits) 110 hours instruction/semester

This course provides an introduction to common concepts relevant to the interruption of the health of the individual. Stress and homeostasis in relation to pathophysiology, aberrant cellular growth and fluid and electrolyte balance are considered in relation to common medical-surgical problems. These concepts are expanded to include discussion of common health problems related to gastrointestinal, cardiovascular and respiratory systems. Pharmacological aspects of patient care are introduced with emphasis on the nurse's responsibility in drug administration as well as an introductory focus on knowledge of drugs and drug actions in safe patient care.

Pre or Co-requisites: Biology 1221, Psychology 2205, all previous nursing and program required non-nursing courses.

Co-requisite: Nursing 1153.

NURS 1153 - Applied Introductory Medical-Surgical Nursing Process

(5 credits) 168 hours instruction/semester

This course involves the application of common concepts relevant to disrupted homeostasis and common health problems of the adult in the clinical setting. Emphasis will be on provision of care to patients in a variety of medical-surgical settings. Patients will be assigned to develop progressive skill in providing care to adult patients with illnesses of varying and increasing complexity. The emphasis will be placed on skills of medication

administration to assigned patients in the clinical setting. Patient teaching will be emphasized to facilitate patients' adaptation to their health problems. Learning experiences will be planned, selected, directly supervised and evaluated by the Nursing Faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or Co-requisites: Biology 1221, Psychology 2205, all previous nursing and program required non-nursing courses.

Corequisite: Nursing 1152.

NURS 1154 - Intermediate Medical-Surgical Nursing

(3 credits) 60 hours instruction/semester

Further examination of common health problems of the adult involving medical-surgical nursing care and intervention is undertaken in this course. Health problems related to renal, endocrine, reproductive system and cancer are discussed. There is discussion of community resources to assist adaptation of the individual to his/her health problems. Discussion of pharmacological intervention of relevant drug groups continues and is integrated into health problems discussed.

Pre or Co-requisites: Sociology 2201, all previous nursing and program required non-nursing courses.

Co-requisite: Nursing 1155.

NURS 1155 - Applied Intermediate Medical-Surgical Nursing Process

(3 credits) 96 hours instruction/semester

This course involves the continued application of the nursing process to assigned patients in acute medical-surgical clinical settings. Students will be required to give nursing care to assigned groups of patients with health problems of varying complexity. Organization of patient care and setting of care priorities will be emphasized as the student practices her/his skills on full nursing shifts in a hospital. Learning experiences will be planned, selected, directly supervised and evaluated by the Nursing Faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or Co-requisites: Sociology 2201, all previous nursing and program required non-nursing courses.

Co-requisite: Nursing 1154.

NURS 1250 - Care of the Family: Advanced Medical-Surgical Nursing

(3 credits) 48 hours instruction/semester

This course provides a continued examination of specific medical-surgical health problems of the adult in context of rehabilitative aspects of nursing care for multi-problem patients. Discussion will focus on the aging process, musculoskeletal, neurological and integumentary problems. Students will investigate alternative healers. Emphasis is on teaching the patient and family to assist in adjustments. Community resources which are integral to the adaptive process of the patient will be included.

Pre or Co-requisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Co-requisite: Nursing 1251.

NURS 1251 - Applied Advanced Medical-Surgical Nursing Process

(3 credits) 112 hours instruction/semester

This course involves the application of the nursing process at a more advanced level to enable students to care for groups of patients with multiple health problems. The student will be expected to demonstrate increased ability to utilize the nursing process in care of groups of multi-problem patients. Continued emphasis will be on setting priorities of care and developing flexibility in meeting patient needs in an effective manner. Learning experiences will be planned, selected, directly supervised and evaluated by the Nursing Faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or Co-requisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Co-requisite: Nursing 1250.

NURS 1252 - Care of the Family: Maternity Nursing

(3 credits) 70 hours instruction/semester

An examination of the nursing process in relation to the childbearing woman is undertaken in this course. The emphasis is on nursing care throughout the childbearing cycle to meet the physical, emotional and social needs of the mother and baby using a family general approach. Nursing responsibilities in relation to the antepartum, intrapartum, and postpartum woman are considered with particular emphasis on patient teaching. The focus is on normal pregnancy with consideration of more common disruptions which lead to problems for the pregnant woman. Community resources for the childbearing mother and family are also examined.

Pre or Co-requisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Co-requisite: Nursing 1253.

NURS 1253 - Applied Maternity Nursing Process

(3 credits) 96 hours instruction/semester

This course provides opportunity for the application of principles and practice of the maternity nursing process in the clinical area. The student will gain experience in the principal areas of maternity care in the hospital clinical setting: labour and delivery, postpartum and nursery. The emphasis will be on further development of teaching skills to assist the mother and family in adapting to the expanded family. Learning experiences will be planned, selected, directly supervised and evaluated by the Nursing Faculty.

Pre or Co-requisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Co-requisite: Nursing 1252.

NURS 1254 - Care of the Family: Mental Health Nursing

(3 credits) 70 hours instruction/semester

This course examines concepts of mental health and illness in the context of the helping relationship of the Nurse. The focus is to increase the development of positive interpersonal relationships and therapeutic communication skills to promote mental health in the provision of nursing care. Various approaches to mental health care using an eclectic perspective are considered as well as common mental health problems of the individual and implications for the family.

Pre or Co-requisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Co-requisite: Nursing 1255.

NURS 1255 - Applied Mental Health Nursing Process

(3 credits) 96 hours instruction/semester

This course provides opportunity for the application of the nursing process in the care of individuals with mental health problems, using an eclectic perspective in conjunction with a problem solving approach. Community resources available to the individuals and families are considered. Emphasis is on the effective use of communication skills in care of individuals with mental health problems. Learning experiences will be planned, selected, directly supervised and evaluated by the Nursing Faculty.

Pre or Co-requisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Co-requisite: Nursing 1254.

NURS 1256 - Care of the Family: Pediatric Nursing

(3 credits) 70 hours instruction/semester

In this course the nursing process is examined in relation to the child as a member of the family unit. The emphasis is on normal stages of growth and development. Consideration is given to common health problems of children as they progress through these stages within the context of the family. Community resources available to the family are considered.

Pre or Co-requisites: (Fall) Microbiology 1212, Psychology 1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Co-requisite: Nursing 1257.

NURS 1257 - Applied Pediatric Nursing Process

(3 credits) 96 hours instruction/semester

This course provides opportunity for the application of the nursing process in identifying the physical, emotional and social needs of the ill child during the course of hospitalization. Emphasis is on caring for the child in relation to normal stages of growth and development. Family teaching is reinforced with consideration of referral to appropriate community resources. Learning experiences will be planned, selected, directly supervised and evaluated by the Nursing Faculty.

Pre or Co-requisites: (Fall) Microbiology 1212, Psychology

1240, all previous nursing and program required non-nursing courses. (Winter) 2 electives.

Co-requisite: Nursing 1256.

NURS 1258 - Professional and Career Responsibilities

(2 credits) 39 hours instruction/semester

This course involves discussion of concepts related to professional and career responsibilities. Central themes will focus on nursing care delivery systems, nursing practice standards, legal and ethical aspects. The responsibilities relevant to professional associations and collective bargaining will be discussed. Health care consumerism will be explored in conjunction with power and politics in the health care system. Leadership roles of the Nurse as well as adaptation to reality shock will be considered.

Pre or Co-requisites: All previous nursing and program required non-nursing courses.

Co-requisite: Nursing 1259.

NURS 1259 - Integrated Nursing Practice

(6 credits) 192 hours instruction/semester

This course provides opportunity for the application of the nursing process in developing an integrated practice base for effective functioning as a health team member. There will be opportunity to provide complete and individualized care for patients with multiple or more complex problems. The emphasis is on independent problem solving by the student to provide safe care. Students will develop awareness of principles of leadership in assuming primary care or team leading roles. Ability to manage assigned learning experiences will be evaluated carefully during instructional supervision to assess the student's ability to assimilate role responsibilities and to determine readiness for the internship practicum (Nursing 1261 - Summer Session). Learning experiences will be planned, selected, directly supervised and evaluated by the Nursing Faculty. Students' ability to provide safe patient care is a responsibility and will be evaluated by the instructor.

Pre or Co-requisites: All previous nursing and program required non-nursing courses.

Co-requisite: Nursing 1258.

NURS 1261 - Nursing Internship

(5 credits) 320 hours/semester

This course provides opportunity for the application of the nursing process to patient care during an internship which gives the student the opportunity to make a transition to the work world of the beginning staff nurse. The application of integrated nursing knowledge and practice will occur on a nursing unit of appropriate assignment/selection decided by the Nursing Faculty in conjunction with the student. The student will work with the staff of the assigned unit as a nursing intern under the guidance of a designated resource person. Shifts and rotations will be assigned in accordance with policies and practices of the nursing unit/agency, in consultation with liaison instructional personnel after a suitable orientation. It is expected that this work experience internship will prepare the student to comfortably assume the

responsibilities of the beginning staff nurse (diploma nursing practice).

Prerequisites: All previous nursing and program required non-nursing courses.

OCCUPATIONAL HYGIENE (OCCH)

OCCH 1222 - Occupational Hygiene I

(4 credits) 4 hours instruction, 2 hours lab

In this course the student will acquire an understanding of basic occupational hygiene principles, and approaches to hazard recognition, evaluation and control. Common chemical and physical occupational health hazards will be discussed, including applicable exposure limits. In addition, students will be introduced to instrumentation involved in the detection and measurement of chemical and physical agents in the workplace.

Prerequisite: Consent of the Department.

OCCH 1223 - Occupational Hygiene II

(3 credits) 3 hours instruction, 2 hours lab

Students will gain a basic knowledge and the skills in the recognition, evaluation and control of occupational health hazards. Students will be introduced to methods and instrumentation for the measurement of common physical and ergonomic factors.

Prerequisites: Occupational Hygiene 1222.

OCCH 1226 - Industrial Toxicology

(4 credits - TG) 5 hours instruction, 1 hour lab

This course presents an understanding of toxicological fundamentals: toxicology, dose response relationships, quantitative measures of toxicity, tolerance limits, local and systemic effects, acute and chronic toxicity, the concept of hazard, and physiological classification of toxic materials. It also examines the effects of industrial toxic agents on the human, occupational exposure limits for toxic hazards, as well as biological and medical monitoring of exposed workers.

Prerequisites: Occupational Hygiene 1222 or consent of the Department.

OCCH 1227 - Industrial Ventilation

(3 credits) 3 hours instruction, 2 hours tutorial, 1 hour lab

This course presents a study of ventilation requirements for occupational health hazard control. Topics will include: general and local exhaust systems; duct design; air cleaners; air movers; air recirculation; and make-up air in specific applications.

OCCH 1229 - Occupational Health and Safety: Engineering and Technology

(3 credits) 3 hours instruction

An exploration of current principles and methods of hazard recognition in specific and industrial operations. The recognition of occupational health and safety engineering of plant operations will be examined.

OCCH 1231 - Occupational Hygiene Measurements I

(3 credits) 6 hours instruction including lab

This course presents a study of sampling strategies, research methodology and equipment used to investigate various physical and chemical health hazards in a variety of industrial locations.

OCCH 1232 - Occupational Hygiene Measurements II

(4 credits) 6 hours instruction including lab

This course will examine important and current examples of occupational hygiene investigations. Sample topics include: the biological effects of selected physical, chemical, biological and ergonomic agents; approaches to industrial hygiene problems, their analysis and solution; and control criteria and design.

OCCH 1234 - Occupational Health and Safety

(3 credits) 3 hours instruction, 1 hour seminar

Students will gain an understanding of accident prevention concepts, current legislation and regulations, responsibilities for safety, promoting safe practices, hazard identification and safety appraisals. The student will become familiar with accident investigation techniques, specific safety hazards, personal protective equipment and safety analysis.

OCCH 1235 - Instrumentation and Analysis

(3 credits) 3 hours instruction, 2 hours lab

The student will learn the operating principle of common occupational hygiene instruments. Practical experience in procedures and instrumentation will be provided in chromatographic methods, spectrophotometry and other methods.

OFFICE SYSTEMS OPERATION AND ADMINISTRATION (OSOA)

OSOA 1201 - Word Processing Applications (formerly SECR 1257)

(4 credits) 4 hours instruction, 1 hour lab

This course examines current word processing technology. Students will learn the basic and advanced functions of a full featured word processing package including: footnoting; statistical typing; macro-construction; merge operations and mathematical functions. Course presentation includes formatting of appropriate business letters, memorandums and reports.

OSOA 1211 - Integrated Software Applications (formerly SECR 1266)

(4 credits) 4 hours instruction, 1 hour lab

This course applies the process by which a secretary integrates the output from word processing, spreadsheets, graphics and database software to produce a variety of business documents and presentation materials. Course presentation emphasizes a project approach incorporating microcomputer skills.

Prerequisites: Office Systems Operation and Administration 1201 and Computer Science 2203.

OSOA 1213 - Advanced Integrated Software Applications (formerly SECR 1267)

(4 credits) 4 hours instruction, 1 hour lab

The advanced course is a continuation of Introduction to Integrated Software Applications and begins with a review of the basic techniques. Course presentation emphasizes a project approach to the subject matter which includes procedures for producing reports, proposals, presentations and publications such as the corporate newsletter.

Prerequisites: Office Systems Operation and Administration 1211 and Computer Science 1230.

OSOA 1221 - Records Management for the Automated Office (formerly SECR 1258)

(4 credits) 4 hours instruction, 1 hour lab

This course begins with an introduction to records management practices and procedures, then expands into a detailed study of the practices required to manage records within the automated office. Students will learn techniques which teach the set-up and maintenance of system and application data file structures. Course presentation addresses procedures for computer systems using typical business application packages.

OSOA 1225 - Accounting for the Automated Office

(4 credits) 4 hours instruction, 1 hour lab

This course is an introductory bookkeeping/accounting course as a basis for computerized accounting, budgeting and forecasting. The course covers topics related to the accounting cycle; financial statements; and cash, accounts receivable and payable accounting. After achieving an understanding of accounting principles, a major emphasis will be placed on the application of theory to a computerized accounting system.

OSOA 1231 - Graphic Design For Business Applications (formerly SECR 1259)

(4 credits) 4 hours instruction, 1 hour lab

This course is an introduction to the principles of good graphic design as related to the process of producing a variety of business documents, proposals and presentations using desktop publishing. Course presentation emphasizes the application of design principles through a series of simulated office exercises and projects.

OSOA 1241 - Office Project Administration and Coordination (formerly SECR 1268)

(3 credits) 3 hours instruction

This course examines the fundamental principles of planning, organizing and co-ordinating the process of distributing business information. Time management and the advantages of using project management software packages are introduced and discussed. Course presentation emphasizes a case study approach and requires completion of an independent research project.

PETROLEUM (PETR)

PETR 1233 - Petroleum and Gas Economics

(3 credits) 3 hours instruction

This course provides an in-depth study of the economic factors affecting and governing the petroleum industry. The emphasis is placed on the evaluation of petroleum properties using all accepted methods. Students are required to submit reports in which before and after tax evaluations of petroleum properties have been independently calculated.

Prerequisites: Petroleum and Mineral Resource Land Management 1115 and Petroleum 1237.

PETR 1237 - Drilling and Well Completion

(3 credits) 3 hours instruction

This course provides an introduction to petroleum drilling engineering for non-engineering majors and examines drilling methods, completion procedures, government regulations, transportation and processing of hydrocarbons.

Pre or Co-requisite: Geology 1124.

PETR 1324 - Petroleum Industry

(3 credits) 3 hours instruction

The course provides a detailed discussion and analysis of the history, functioning and technical aspects of the petroleum industry. The emphasis of the course is to illustrate the interrelation in the industry among governments, companies, economics, science and engineering.

Pre or Co-requisites: Geology 1120, Geology 2201, Geology 2209 or Petroleum 1237.

Credit cannot be obtained for both Petroleum 1124 and 1324.

PETR 1325 - Geology of Petroleum

(4 credits) 2 hours instruction, 4 hours lab

This course provides an introduction to the geological aspects of the petroleum industry and its associated technologies. The emphasis will be on the specialized data collected, the techniques used to communicate the data and applications of the data in the petroleum industry. Topics include: chemical and physical properties of petroleum; subsurface dynamics; origin and migration of petroleum; petroleum traps and reservoir characteristics; maps and survey systems; cross-sections generated from logs and maps; oil and gas rights and leasing; and geologic history of western Canada.

Prerequisite: Geology 1330.

PETR 1331 - Petroleum Regulations and Oil and Gas Law

(3 credits) 3 hours instruction

This course will explore the content and application of Canadian/Alberta petroleum regulations and oil and gas laws. In addition, various types of oil and gas related contracts will be discussed.

PETR 1335 - Advanced Petroleum Exploration

(6 credits) 3 hours instruction, 9 hours lab

This course provides a detailed study of sedimentary models and exploration stratigraphy using primarily subsurface geophysical and geological data. The student will be required to prepare detailed prospect maps employing sedimentary concepts and executed by acceptable hand and computer assisted drafting.

Prerequisite: Petroleum 1325.

PETR 1339 - Petroleum Corporate Strategy and Operation

(3 credits) 3 hours instruction

This course provides an overview of the history of the World Petroleum Industry and the role of multinational oil companies and cartels in world reserves, production and consumption. The infrastructure of oil companies and their relationships with consultants, the service industry and the banking system will be discussed. The emphasis will be placed on co-operative ventures in exploration and financing.

Prerequisite: Petroleum 1325.

PETR 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

PETROLEUM LEASE ADMINISTRATION (PMLA)

PMLA 1209 - Land Administration (formerly PMLA 1210)

(3 credits) 3 hours instruction

This course is a basic introduction to land administration functions within an oil and gas company. The course content consists of an introduction to terminology, concepts and procedures, through a "hands-on" approach. Topics include: mineral and surface rights; documentary/registering interest; records management; preparation of records; revision of records and disposition. This course is applicable for students with no experience in the subject.

Pre or Co-requisite: Petroleum and Mineral Resource Land Management 1113.

PMLA 1219 - Advanced Land Administration (formerly PMLA 1220)

(3 credits) 3 hours instruction

This course involves an in-depth discussion of the acquisition and maintenance of petroleum and natural gas rights with detailed practical exercises and assignments. Topics include: acquisition of crown and freehold petroleum and natural gas rights; maintenance of crown and freehold documents; oil and gas contracts and Federal Lands licenses.

Prerequisite: Petroleum Lease Administration 1209.

PETROLEUM AND MINERAL RESOURCE LAND MANAGEMENT (PMLM)

PMLM 1113 - Oil and Gas Agreements I (formerly PMLM 1112)

(3 credits) 3 hours instruction

This course presents: a comparative study of Canadian Land Titles systems, with particular emphasis on the Torrens system, including an in-depth study of the Land Titles Act and the Dower Act, together with a review of pertinent cases; land survey systems; ways of holding an interest in land; and title examinations and historicals.

Prerequisite: Geology 1124.

Co-requisite: Petroleum 1324.

PMLM 1115 - Oil and Gas Agreements II (formerly PMLM 1114)

(3 credits) 3 hours instruction

This course involves a study of various types of petroleum and natural gas agreements: freehold and crown leases; easements; releases; surface ownership and rights of the surface owner, together with the requirements, rights and obligations of the industry and the regulations and administrative tribunals governing the foregoing.

Pre or Co-requisite: Petroleum and Mineral Resource Land Management 1113.

PMLM 1212 - International Law

(3 credits) 3 hours instruction

This course involves a study of international law as related to Canada with particular reference to the ownership of offshore rights, such as continental shelf rights. Topics include: laws and regulations governing offshore drilling and production; acquisition of drilling and production rights in foreign countries; foreign courts and their control of exploration and production activities; a general overview of multinational corporations and application of the laws to their operations in the country of "Parent" incorporation and the countries of operations.

PMLM 1215 - Oil and Gas Agreements III (formerly PMLM 1214)

(3 credits) 3 hours instruction

This course provides for an in-depth study of royalties, oil and gas letter agreements, formal farmout agreements, operating agreements as well as pooling and trust agreements. It will cover the major aspects of the 1981 and 1990 C.A.P.L. Operating Procedure as well as the concepts of spacing units, incentives and grouping. An overview of unitization and gas purchase contracts will also be studied. Where possible there will be a review of pertinent cases and various agreements will be drafted.

Prerequisite: Petroleum and Mineral Resource Land Management 1115 with a grade of "C-" or above.

PMLM 1220 - Field Services

(3 credits) 3 hours instruction

This course provides an in-depth review of the statutes and regulations governing mineral and surface leasing by the Alberta and Federal Crown and by way of Freehold. The emphasis will be placed on surface negotiations in the areas of access, land appraisal and compensation, land reclamation, land use and management and communications between the surface land owner and the land department.

Prerequisite: Petroleum and Mineral Resource Land Management 1114 with a grade of "C-" or above.

PMLM 1221 - Lease Records

(3 credits) 3 hours instruction

This course provides an examination of regulations and documents governing mines and minerals and surface tenure systems in Canada and a review of the lease record form including use of manual and computer systems, rental and obligation calendars and acreage and property reports. The internal structure of a land department and its interaction with other departments, companies and government are also studied. This course is restricted to students in the Petroleum and Mineral Resource Land Management Certificate Program.

Prerequisite: Petroleum and Mineral Resource Land Management 1114 with a grade of "C-" or above.

PMLM 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

PHILOSOPHY (PHIL)

PHIL 1110 - Introduction to Philosophy

(3 credits - TG) 3 hours instruction

This course is designed to help students acquire the ability to reason correctly and effectively through the identification and understanding of formal and informal fallacies. Introduces students to philosophical thinking through an examination of such philosophical questions as: What is mind? Is man free? Does God exist? Students are encouraged to develop the habit of thinking clearly, logically and independently.

PHIL 1111 - Introduction to Moral Philosophy

(3 credits - TG) 3 hours instruction

This course provides a study of such practical moral problems as: capital punishment, civil disobedience, abortion, euthanasia and the use of marijuana; as well as related ethical problems of right and wrong, the good, moral value, the purpose of the law and moral knowledge.

PHIL 1112 - Introduction to Reasoning and Moral Philosophy

(3 credits - TG) 3 hours instruction

This course is designed to help students acquire the ability to reason correctly through the identification and understanding of formal and informal fallacies; introduction to philosophical

thinking through an examination of such topics as the nature of law, the purpose of law, law and morality and certain theories of obligations; and encourages students to develop the habit of thinking clearly, logically and independently.

Students who have taken or are taking Philosophy 1110 or Philosophy 1111 are not permitted to take this course.

PHIL 1201 - History of Western Philosophy I: Greek to Mediaeval

(3 credits - TG) 3 hours instruction

This course provides a study of the major philosophers and philosophical movements from ancient Greece to the Middle Ages. This course also provides an introduction, in an historical context, to typical philosophical problems.

Both Philosophy 1201 and Philosophy 1202 must be completed to obtain advanced credit for U of C Philosophy 202.

PHIL 1202 - History of Western Philosophy II: Modern

(3 credits - TG) 3 hours instruction

This course provides a study of the major philosophers and philosophical movements from the Renaissance to the recent past. This course also provides an introduction, in an historical context, to typical philosophical problems.

Both Philosophy 1201 and Philosophy 1202 must be completed to obtain advanced credit for U of C Philosophy 202.

PHIL 1205 - Introductory Logic

(3 credits - TG) 3 hours instruction

This course involves an introductory study of the techniques used in appraising arguments as they occur in everyday life and language.

PHIL 1211 - Problems in Philosophy: Man and Society

(3 credits - TG) 3 hours instruction

This course involves a close examination of problems selected from the following areas: ethics; politics; law; history and religion.

Recommended preparation: Any other course in Philosophy.

PHIL 2201 - Problems of Philosophy (U of C PHIL 201)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Provides an introduction to philosophy through the discussion of selected topics such as: skepticism, perception, personal identity, free will and determinism, and God.

PHIL 2249 - Ethics (formerly PHIL 2203) (U of C PHIL 249)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

A first enquiry into the nature and justification of moral standards.

PHIL 2275 - Introductory Logic (formerly PHIL 2205) (U of C PHIL 275)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

An introduction to deductive and inductive techniques used in appraising arguments. The course may contain some elementary formal logic, but its main focus will be on analyzing arguments as they occur in everyday life and ordinary language. An alternative to U of C Philosophy 279.

Not open to students with credit in U of C Philosophy 279 or 377.

PHIL 3301 - Problems of Analysis (U of C PHIL 401)

(3 credits - TG) 3 hours instruction

An introduction to some of the fundamental concepts and techniques of philosophical analysis. Topics to be discussed will include: definition; meaning and reference; the analytic-synthetic distinction; and the nature of philosophical analysis.

Prerequisite: A previous course in Philosophy or consent of the Department.

PHIL 3313 - Biomedical Ethics (U of C PHIL 313)

(3 credits - TG) 3 hours instruction

A critical and analytical examination of ethical and legal problems arising in and about health care. Issues to be considered may include: euthanasia, abortion, the conditions for the withdrawal of treatment, the physician-patient relationship, research on human subjects, and genetic engineering. The practical applications of ethical and legal theory are emphasized.

PHIL 3329 - Business Ethics (U of C PHIL 329)

(3 credits - TG) 3 hours instruction

A critical and analytical examination of some central moral problems that arise in and for business. Emphasis throughout the course will be placed not only on the details of the particular problems studied but also on the conceptual and other tools needed to understand and resolve or solve such problems. Topics to be discussed will include: the moral responsibilities and rights of corporations and their officers, codes of business ethics, and conflicts of responsibilities and rights.

PHIL 3333 - Aesthetics (U of C PHIL 333)

(3 credits - TG) 3 hours instruction

An examination of the criteria and concepts employed in aesthetic evaluation.

Prerequisite: A previous course in Philosophy or consent of the Department.

PHIL 3363 - Epistemology (U of C PHIL 363)

(3 credits - TG) 3 hours instruction

A study of some of the central problems in epistemology, including the following: knowledge and belief, empirical (perceptual and inductive) knowledge, a priori knowledge, appearance and reality, truth, and skepticism.

Prerequisite: A previous course in Philosophy or consent of the Department.

PHIL 3367 - Science and Philosophy (formerly PHIL 1210)
(U of C PHIL 367)

(3 credits - TG) 3 hours instruction

For students in any discipline who would like to understand some of the fundamental principles of scientific enquiry and the place of scientific discoveries in human knowledge. Topics will include: scientific explanation, theory, prediction, confirmation, and, when feasible, other material relating to the interests of the students in the course.

PHIL 3377 - Logic I (formerly PHIL 3303) (U of C PHIL 377)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Sentential and first-order logic with identity and descriptions, from both the deductive and semantic points of view. Completeness, compactness, decidability for sentential logic.

Not open to students with credit in U of C Philosophy 279.

PHIL 3381 - Philosophy of Mind (formerly PHIL 3325) (U of C PHIL 381)

(3 credits - TG) 3 hours instruction

A study of topics such as: thought, emotions, action and the will, mind-body identity, personal identity, and theories about the nature of mind.

Prerequisite: A previous course in Philosophy or consent of the Department.

PHIL 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

PHYSICAL EDUCATION (PHED)

PHED 1110 - Historical and Philosophical Survey

(3 credits - TG) 3 hours instruction

This course provides an introduction to the history, philosophy, principles and practices of Physical Education and its relationship to our culture.

PHED 1114 - Fundamental Fitness and Measurement

(3 credits - TG) 3 hours instruction, 2 hours tutorial

This is a foundation course in physical fitness incorporating the basic theory, testing and application of physical fitness, nutrition and weight control knowledge. It involves a lecture/laboratory presentation in which students will design personal fitness programs, apply the programs, test their progress and evaluate the results.

PHED 1115 - Fitness and Self-Defence

(3 credits) 3 hours instruction

This is a physical fitness and self-defence course to encourage students entering the field of justice administration to develop and maintain a high level of physical fitness.

Restricted to Criminology students.

PHED 1141 - Olympic Wrestling

(3 credits - TG) 3 hours instruction

This course provides an introduction to the skill and training methods of freestyle Olympic wrestling. It includes: skill analysis; officiating; tournament organization; training methods; drawmaster techniques and coaching methods. Participants will organize an in-class tournament and aid in organizing a local wrestling tournament. The Level I Technical Course for the National Coaching Certification Program may also be included.

PHED 1143 - Introductory Strength Training

(3 credits - TG) 3 hours instruction

This is a theoretical and practical course on strength training program for prepubescent, teenage male and female athletes with the emphasis on the design and use of the student's own strength training program. Topics include: strength evaluation; program design; nutritional and safety concerns; research related to isometric, isotonic and isokinetic strength techniques.

PHED 1153 - Round and Square Dance

(3 credits - TG) 3 hours instruction

Also referred to as North American Heritage Dance, this is a co-ed beginner's course that stresses fun and participation in informal social dancing. Students will be exposed to fundamental movements, formations and techniques of both round and square dance styles through practical performance sessions as well as lectures and films on the cultural roots of these dances.

PHED 1155 - Social Dance

(3 credits - TG) 3 hours instruction

This course is designed to provide students with the basic skills to participate in and enjoy social dance at the beginner's level. While step execution will be of great importance, the aspects of posture and development of simple choreography will play an important role. The Foxtrot, Swing, Waltz, Rumba, Samba, Cha Cha, Tango and the Country Swing will be included.

PHED 1159 - Introductory Contemporary Dance

(3 credits - TG) 3 hours instruction

This introductory course provides an exposure to the possibilities dance offers as a recreational outlet and as an art form. A progression in jazz is made from basic steps to combinations to a dance.

Modern dance is also reviewed including a field trip to a performance.

PHED 1161 - Women's Introductory Gymnastics

(3 credits - TG) 3 hours instruction

This course involves introductory skill development involving: tumbling; dance; uneven bars; balance beam vaulting and trampoline. Information on teaching and spotting beginning gymnastic skills and conducting demonstrations, displays and community programs will be introduced. The Level I Technical Course for the National

Coaching Certification Program in Artistic Gymnastics and Trampoline, and the C.G.F. Development and Achievement Awards Programs will be included.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves a fee.

PHED 1163 - Men's Introductory Gymnastics

(3 credits - TG) 3 hours instruction

This course encourages introductory skill development involving: tumbling; vaulting; rings; parallel bars; horizontal bars; side horse and trampoline. Information on teaching and spotting beginning gymnastic skills and conducting demonstrations, displays and community programs will be introduced. The Level I Technical Course for the National Coaching Certification Program in Artistic Gymnastics and Trampoline, and the C.G.F. Development and Achievement Awards Programs will be included.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves a fee.

PHED 1171 - Introduction to Outdoor Pursuits

(3 credits - TG) 4 hours instruction including studio

This course will survey the history, principles, philosophy, rationale and vocational opportunities of outdoor pursuits. Students will become familiar with fundamental camping and navigation techniques as the cornerstones of outdoor living.

Some course sections will be taught in modules over specific weekends.

PHED 1173 - Wilderness Survival Techniques

(1.5 credits) 10 hours instruction and 1 weekend practicum (total)

This course prepares students to handle emergency situations in the Canadian climate. It includes field trips into mountainous regions.

PHED 1210 - Exercise Techniques

(3 credits - TG) 3 hours instruction

This course provides a theoretical and practical introduction to the techniques required to lead fitness classes. Topics include: the role of the leader; motivational techniques; safety; lessons and course planning; and special populations.

Prerequisite: Physical Education 1114 or consent of the Department.

PHED 1211 - Sociological-Psychological Foundations in Physical Education

(3 credits) 3 hours instruction

This course provides an introduction to the elementary concepts, sources and nature of evidence that form the basis of current physical education practices. Its emphasis is on integration of the Sociological and Psychological foundation areas to provide a complete picture of Physical Education.

PHED 1215 - Lifetime Leisure Activities

(3 credits - TG) 3 hours instruction

This course provides an exposure to a variety of lifetime physical and leisure skills. It includes a variety of individual,

dual and team, physical activities; cultural and social recreational activities; managing and planning leisure time; and an introduction to personal health associated with lifetime leisure pursuits.

An additional lab fee of \$40 will be charged for this course.

PHED 1217 - Elementary School Physical Education

(3 credits - TG) 3 hours instruction

This is a comprehensive course involving all aspects of the modern elementary school Physical Education Program with emphasis on movement adventures. Observation and field-work are required.

PHED 1218 - Advanced Fitness Techniques

(3 credits - TG) 3 hours instruction

This is a theoretical and practical course on techniques in exercise prescription for individuals and groups with basic fitness skills. Topics include: fitness evaluation; consultation techniques; exercise prescription; energy systems; circuit training; strength training and employee fitness.

Prerequisite: Physical Education 1114 or consent of the Department.

PHED 1220 - Scientific Basis of Prevention and Care of Athletic Injuries

(3 credits - TG) 3 hours instruction, 2 hours lab

This course provides a study of the responsibilities of physical educators toward the basic principles of Athletic Therapy and their role in the prevention and treatment (first aid) of athletic injuries.

Prerequisite: Physical Education 1224 or consent of the Department.

PHED 1221 - Applied Anatomy and Kinesiology

(4 credits - TG) 3 hours instruction, 2 hours tutorial

This course provides a detailed study of the locomotor apparatus; individual and group muscular action and basic mechanical principles as they apply to human movement. Muscular and mechanical analysis of simple and complex human movement are also examined.

PHED 1222 - Sports Medicine Rehabilitation

(3 credits) 3 hours instruction

This course involves an introduction to therapeutic modalities and reconditioning exercised for an injured athlete; muscle and joint evaluation; and the use of technical equipment specific to an athletic therapist and an athletic setting.

Recommended preparation: Physical Education 1220.

PHED 1223 - Musculoskeletal Assessment - Spinal

(3 credits) 3 hours instruction

This course involves the study of athletic injuries that fall into the category of complex injuries, repetitive trauma; injuries common to athletics will be approached from the perspective of differential diagnosis. Assessment techniques utilized by certified athletic therapists will be taught. Hands on experience will emphasize the assessment of injured

athletes as well as the utilization of appropriate intervention skills. Specific joints covered - Cervical, Thoracic, Lumbar, Pelvis and Hip.

Prerequisite: Physical Education 1220, 1221, or 1224 or consent of the Department.

PHED 1224 - Human Anatomy

(4 credits - TG) 3 hours instruction, 3 hours lab

This course provides a systematic survey of the structure of the human body. Topics include: cells and tissues of the body; the anatomy of the skeletal, articular, muscular, digestive, respiratory, urinary, reproductive, circulatory, nervous, integumentary and endocrine systems. Labs are designed to provide practical demonstrations that parallel the material discussed in the lectures.

This course is the same as Biology 1214.

PHED 1225 - Organization and Administration of Sport

(3 credits - TG) 3 hours instruction

This course provides an examination of the role, function and relationships of the administrator of athletic programs, their responsibilities to the athlete, coach, spectators, sponsor and the program. It is designed to give a philosophical overview as well as practical administrative skills to the sports and athletic program administrator.

PHED 1226 - Musculoskeletal Assessment - Peripheral

(3 credits) 3 hours instruction

This course involves the study of athletic injuries that fall into the category of complex injuries, repetitive trauma; injuries common to athletics will be approached from the perspective of differential diagnosis. Assessment techniques utilized by certified athletic therapists will be taught. Hands on experience will emphasize the assessment of injured athletes as well as the utilization of appropriate intervention skills. This course will deal with Finger, Wrist and Hand, Forearm and Elbow, Shoulder, Knee, Lower Leg, Ankle and Foot.

Prerequisite: Physical Education 1220, 1221, or 1224 or consent of the Department.

PHED 1227 - Introductory Exercise Physiology

(3 credits) 3 hours instruction

This course examines the physiological effects of muscular exercise, physical conditioning and training with consideration given to the application of these effects to physical health and to performance in physical activity. Some instructional time will be devoted to the establishment of tests, criteria for selection of tests, and measurement devices used to evaluate physiological status.

PHED 1229 - Introductory Golf

(1.5 credits - TG) 3 hours instruction per week/7.5 weeks

This is an introductory course in golf with the emphasis on skills, rules, safety, etiquette, the care and selection of equipment and the organization of recreational activities.

PHED 1230 - Clinical Modalities in Athletic Therapy

(3 credits) 3 hours instruction

This course will provide theoretical and practical in-depth knowledge of the safe and effective use of clinical modalities such as Ultrasound, Electrical Muscle Stimulation, Transcutaneous Electrical Neural Stimulation.

Recommended preparation: Physical Education 1220, 1223 and 1226.

PHED 1231 - Rehabilitation Techniques in Athletic Therapy

(3 credits) 3 hours instruction

This course will provide theoretical and practical in-depth knowledge of the safe and effective use of exercise in enhanced recovery from injury.

Co-requisite: Physical Education 1230 or consent of the Department.

PHED 1234 - Introductory Archery

(1.5 credits - TG) 3 hours instruction per week/7.5 weeks

This is an introductory course in archery with the emphasis on skills, rules, safety, etiquette, the care and selection of equipment and the organization of recreational activities.

PHED 1235 - Basketball for Men

(3 credits - TG) 3 hours instruction

This is a comprehensive course in basic basketball skills, knowledge, teaching methods and team strategy. Students will be expected to prepare a comprehensive scouting report. Students will practice specific basketball skills apart from class time. The Level I Technical Course for the National Coaching Certification Program may be included.

PHED 1236 - Basketball for Women

(3 credits - TG) 3 hours instruction

This is a comprehensive course in basic basketball skills, knowledge, teaching methods and team strategy. Students will be expected to prepare a comprehensive scouting report. Students will practice specific basketball skills apart from class time. The Level I Technical Course for the National Coaching Certification Program may be included.

PHED 1237 - Volleyball for Men

(3 credits - TG) 3 hours instruction

This is a comprehensive course in basic volleyball skills, knowledge, teaching methods and team strategy. Students will learn how to organize and administrate volleyball tournaments and league play as well as prepare a comprehensive scouting report. Students will practice specific volleyball skills apart from class time. The Level I Technical Course for the National Coaching Certification Program may be included.

PHED 1238 - Volleyball for Women

(3 credits - TG) 3 hours instruction

This is a comprehensive course in basic volleyball skills, knowledge, teaching methods and team strategy. Students

will learn how to organize and administrate volleyball tournaments and league play as well as prepare a comprehensive scouting report. Students will practice specific volleyball skills apart from class time. The Level I Technical Course for the National Coaching Certification Program may be included.

PHED 1239 - Introductory Badminton

(1.5 credits - TG) 3 hours instruction per week/7.5 weeks

This is an introductory course in badminton with the emphasis on skills, teaching and coaching strategies as well as the organization of clinics and tournaments.

PHED 1249 - Introductory Tennis

(1.5 credits - TG) 3 hours instruction per week/7.5 weeks

This is an introductory course in tennis with the emphasis on skills, teaching and coaching strategies and the organization of clinics.

PHED 1250 - Introductory Canoeing

(1.5 credits - TG) 3 hours instruction per week/7.5 weeks

This is an introductory course in canoeing with the emphasis on basic techniques, equipment, safety precautions, group dynamics and leadership skills. Students may be involved in moving water situations.

PHED 1251 - Introductory Kayaking

(1.5 credits - TG) 3 hours instruction per week/7.5 weeks

This is an introductory course in kayaking with the emphasis on basic techniques, equipment, safety precautions, group dynamics and leadership skills. Students may be involved in moving water situations.

PHED 1253 - Introductory Rock Climbing

(1.5 credits - TG) 3 hours instruction per week/7.5 weeks

This is an introductory course in rock climbing with the emphasis on the skills necessary for easy lead climbing. Use will be made of indoor and outdoor facilities.

PHED 1254 - Introductory Mountaineering

(1.5 credits - TG) 3 hours instruction per week/7.5 weeks

This is an introductory course in mountaineering which includes alpine and glacier techniques. A peak ascent, within the Rocky Mountains, will be attempted. Emphasis will be placed on safety and sound judgment.

PHED 1261 - Women's Intermediate Gymnastics

(3 credits - TG) 3 hours instruction

This course includes information on routine composition, judging competitions, training procedures and teaching techniques of intermediate skills in artistic gymnastic events. Participation on four competitive apparatus and the trampoline is required as well as involvement in community gymnastics programs. Level II Technical Course for the National Coaching Certification Program will be included.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves a fee.

Prerequisite: Level I Technical of the National Coaching Certification in Artistic Gymnastics and Theory Level I.

PHED 1263 - Men's Intermediate Gymnastics

(3 credits - TG) 3 hours instruction

This course includes information on routine composition, judging competitions, training procedures and teaching techniques of intermediate skills in artistic gymnastic events. Participation on the six competitive apparatus and the trampoline is required as well as involvement in community gymnastics programs. Level II Technical of the National Coaching Certification Program will be included.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves a fee.

Prerequisite: Level I Technical in Artistic Gymnastics of the National Coaching Certification Program.

PHED 1264 - Advanced Coaching

(3 credits) 3 hours instruction

This course provides exposure to selecting sport specific training programs, evaluating fitness, organizing and selecting training programs, detecting and correcting errors in skill techniques, advising on nutritional programs, developing mental strategies, pre-competition strategies, competition strategies, problem solving and motivational techniques for long term training programs. This course includes the National Coaching Certification Program Theory Level III.

Prerequisite: National Coaching Certification Program Level I Full Certification and Level II Theory and Technical.

PHED 1268 - Introductory and Intermediate Coaching

(3 credits - TG) 3 hours instruction

This course provides exposure to motor learning, growth and development, philosophy, psychology, audio-visual, public relations, administration and training methods as it pertains to coaching. Students have the opportunity to obtain both Level I and II Theory of the National Coaching Certification Program.

PHED 1269 - Introductory Power Skating and Hockey Coaching

(3 credits -TG) 3 hours instruction

This is a theoretical and practical course on power skating techniques and ice hockey skills. The student will learn how to teach skating and organize hockey sessions for skill development. Topics include: proper use of biomechanical principles in skating; proper use of edges; drills to develop skating skills and techniques to develop necessary strength and power both on and off the ice. The student will be shown the proper execution of all basic hockey skills - shooting, passing, stickhandling and checking - and will be taught proven teaching progressions for each. Level I Technical of the National Coaching Certification Program may be included.

PHED 1271 - Outdoor/Indoor Soccer

(3 credits - TG) 3 hours instruction

This is a comprehensive course in basic soccer skills, knowledge, officiating and team strategy. Indoor and outdoor play will be covered. Lecture time will be spent on organizing tournaments, teaching methods and officiating the game of soccer.

PHED 1280 - Practicum

(3 credits)

This is a formal work practicum with an assigned agency. Participants will be involved in integration seminars, and will be required to participate in specified hours of practicum and complete the assignments as required.

This course is limited to physical education students enrolled in the Athletic Therapy and Physical Fitness Leadership Routes who have successfully completed or are concurrently enrolled in the core course requirements for each route.

Prerequisites for Athletic Therapy route: Physical Education 1220, 1221, and 1224.

Prerequisites for Physical Fitness Leadership route: Physical Education 1114, 1210, 1218.

PHED 1282 - Outdoor Activities

(3 credits - TG) 4 hours instruction

This course is designed to familiarize students with a variety of outdoor activities, such as cycle touring, canoeing and kayaking, backpacking, caving, rock climbing and mountaineering, and ski touring. The emphasis will be on experimental methods of learning and practical activities will take place on certain weekends.

Prerequisite: Physical Education 1171 or equivalent outdoor experience and consent of the Department.

PHED 1290 - Introductory Swimming

(3 credits - TG) 3 hours instruction

In this course students will perfect swimming strokes and water entries and will complete the requirements for all eight levels of the Canadian Red Cross Learn to Swim Program. Students will also learn basic self-rescue and life saving techniques as well as how to provide for the first aid, artificial respiration and emergency care requirements of a non-breathing and/or injured victim of an aquatic accident. Students will complete the requirements for the Royal Life Saving Society Junior Resuscitation and the Life Saving I, II and III Awards.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves a fee.

PHED 1293 - Senior Resuscitation, Bronze Medallion and Bronze Cross

(3 credits - TG) 3 hours instruction

In this course students will learn techniques of first aid treatment, artificial respiration and other emergency care procedures necessary to assist the victim of an aquatic emergency. Students will also learn and perfect life saving skills related to water rescue. The Royal Life Saving Society Senior Resuscitation, Bronze Medallion and Bronze Cross Awards will be included.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves a fee.

PHED 1295 - RLSS and Red Cross Instructor Course

(3 credits - TG) 3 hours instruction

This is a comprehensive study of the techniques of teaching aquatic skills. Practice teaching and competitive swimming, diving and distance swimming will be introduced. Students must be proficient in performing swimming, rescue skills and artificial respiration and meet the requirements of the Canadian Red Cross and RLSS Water Safety Instructor I and II Certifications.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves a fee.

Prerequisite: Current Bronze Medallion Award and Senior Artificial Resuscitation Award.

PHED 1296 - Advanced Life Saving

(3 credits - TG) 4 hours instruction

In this course the emphasis is on lifeguarding techniques for pools. Basic first aid techniques and various emergency situations in aquatics will be studied. The students may take the National Life Guard Service Award, the Life Saving Fitness Award, C.P.R. Basic Award, Aquatic Emergency Care and Red Cross Standard First Aid Certificate.

Students will be responsible for payment of examination fees to outside organizations when the issue of a certificate involves a fee.

Prerequisites: Students must hold a current Bronze Cross Award and Senior Artificial Resuscitation Award.

PHED 1297 - Basic Scuba

(3 credits - TG) 4 hours instruction

This is a comprehensive course designed to prepare students for scuba diving certification. It includes diving physics and medicine as well as optional open water dives.

Students will be responsible for payment of fees to outside organizations when the issue of a certificate involves a fee.

An additional lab fee of \$50 will be charged for this course.

Prerequisites: Medical certificate, Bronze Medallion or consent of the Department.

PHED 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

PHYSICS (PHYS)

PHYS 1030 - Introductory Physics

(4 credits) 4 hours instruction, 1 hour lab

This course involves the study of electricity and mechanics of solids. These topics are considered with a minimum requirement of mathematics and the use of experiments. Not recommended for students having Physics 30.

Prerequisite: Mathematics 20 or 1020.

While this course may be presented for admission to an Alberta university, courses completed at Mount Royal College are not eligible for Alberta Education graduation

credits or transcript purposes. However, students who are deemed "mature" under Alberta Education criteria may challenge the Alberta Education Diploma examinations and receive credit towards an Alberta High School Diploma. Students should therefore confirm their maturity status in advance of Mount Royal College enrolment by contacting Student Records, Alberta Education (403) 427-5306 for formal confirmation.

PHYS 1110 - Microelectronics in Business and Manufacturing

(4 credits) 3 hours instruction, 2 hours lab

This course will survey the applications of microelectronics in business and industry. It will examine the current and future impact of information technology on commercial and manufacturing activities and will review the associated social and economic implications. The basic concepts of digital technology will be introduced and applied to an examination of the uses of computers, telecommunications, robotics, computer-aided manufacturing and process control. The course is designed for non-science majors.

PHYS 1130 - Physics of Hi-Fi

(4 credits) 5 hours instruction

This course provides a non-mathematical approach to the concepts of physics and Hi-Fi consumerism. Topics include: vectors; kinematics; rotational dynamics; oscillations; acoustics; D.C. and A.C. circuitry; transistor and I.C. Technology and Fourier analysis; and magnetism. Electromagnetic wave theory will be taught using examples taken from modern Hi-Fi equipment.

Recommended preparation: Mathematics 20 or equivalent.

The Department offers the following first-year University Transfer courses:

- (a) Physics 2201 - General Physics I/2203 - General Physics II. This sequence is intended for students whose program requires only two one-semester courses (one full course equivalent) in Physics giving a broad survey of Physics. Physics 2201/2203 does not use calculus. This sequence is not a sufficient prerequisite for second-year Physics courses.
- (b) Physics 2231 - Physics I/2233 - Physics II. This sequence is intended for (i) students whose programs have either Physics, Astrophysics, Geophysics, Geology, Chemistry, Chemical Physics or Applied Mathematics as a major field or whose programs have either Physics, Astrophysics or Geophysics as a minor field; (ii) students whose programs require more than one full-course equivalent in Physics; or (iii) students who want a rigorous introduction to Physics concentrating on mechanics rather than providing a broad survey. Physics 30 and Mathematics 30 are prerequisites to Physics 2231. It is recommended that Mathematics 2211 be taken concurrently with Physics 2231, unless taken earlier. Physics 2233 uses calculus and requires Mathematics 2251 as a prerequisite. Further, it is strongly recommended that Mathematics 2253 be taken concurrently, unless completed earlier.

NOTE: After completing the first half-course of either sequence (a) or (b) above, students may transfer to the second half-course of the other sequence. A transfer from Physics 2201 to 2233 requires the consent of the Department. Students will have to do some preparatory work before beginning Physics 2233 to make up for the difference in coverage between Physics 2201 and 2231. Such students should consult the Department at least one month before beginning Physics 2233. They should also note the Mathematics prerequisite for Physics 2233 and other Mathematics courses recommended in conjunction with Physics 2231 and 2233.

(c) Engineering 1215 and Physics 2269. These are service courses for Engineering students.

(d) Physics 1235/1236. These calculus-based courses are intended primarily for aviation students and will be replaced by the Physics 1241/1242 sequence after the developmental phase is completed.

PHYS 1235 - Mechanics and Light

(4 credits - TG) 3 hours instruction, 1 hour tutorial, 3 hours lab

This is a calculus based course emphasizing mechanics. It includes: vectors; rectilinear motion in one and two dimension motion along a circle; relative motion; the laws of motion; particle dynamics; gravitation; work; conservation of energy and of momentum; simple harmonic motion; and geometrical optics.

Prerequisites: Mathematics 30, Physics 30 or 2201.

Co-requisite: Mathematics 2251 or equivalent.

Recommended preparation: Mathematics 31 is strongly recommended.

PHYS 1236 - Mechanics, Electricity and Magnetism

(4 credits - TG) 3 hours instruction, 1 hour tutorial, 3 hours lab

This is a calculus based course in mechanics, electricity and magnetism. It is a follow-up course of Physics 1235. It includes systems of particles, moments of inertia, rigid body motion, electrostatics, D.C. circuits, electromagnetic forces from point and extended sources.

Prerequisites: Mathematics 2251 with a grade of "C-" or above, Physics 1235.

Co-requisite: Mathematics 2253.

PHYS 1241 - Aviation Physics I

(4 credits) 3 hours instruction, 1 hour tutorial, 3 hours lab

This is the first of a two course sequence in Calculus based Physics specifically designed to suit aviation students. This course will introduce aviation students to the basic principles of Physics which apply to aviation related topics.

Prerequisites: Mathematics 30, Physics 30 or 2201.

Recommended Preparation: Mathematics 31 is strongly recommended.

PHYS 1242 - Aviation Physics II

(4 credits) 3 hours instruction, 1 hour tutorial, 3 hours lab

This is the second of a two course sequence in Calculus based Physics specifically designed to suit aviation students. This course will apply the basic principles of Physics (taught in Physics 1241) to aviation related topics.

Prerequisites: Mathematics 2251 with a grade of "C" or above, Physics 1241.

PHYS 2201 General Physics I (U of C PHYS 201)

(4 credits - TG) 3 hours instruction, 3 hours tutorial and lab
Mechanics and thermal physics.

Credit for both Physics 2201 and 2231, or U of C Physics 234 will not be allowed.

Prerequisite: Mathematics 30 or 1030.

PHYS 2203 - General Physics II (U of C PHYS 203)

(4 credits - TG) 3 hours instruction, 3 hours tutorial and lab
Waves, optics, electricity and magnetism, modern Physics. Intended for students taking only one full-course equivalent (two semester courses) in Physics.

Prerequisite: Physics 2201 or 2231.

The course combination Physics 2201/2203 is not a sufficient prerequisite for 300-level U of C Physics courses.

PHYS 2231 - Physics I (U of C PHYS 231)

(4 credits - TG) 3 hours instruction, 1 hour tutorial, 3 hours lab

A discussion of fundamental concepts, emphasizing rigorous reasoning based on definitions and physical laws. Special relativity, vectors, kinematics, statics, Newton's laws, force fields, work and energy, conservation laws and subatomic particles.

Prerequisites: Mathematics 30 and Physics 30.

Recommended preparation: Mathematics 2211 and 2251 to be taken concurrently with Physics 2231.

Credit for both Physics 2201 and 2231, or U of C Physics 234 will not be allowed.

PHYS 2233 - Physics II (U of C PHYS 233)

(4 credits -TG) 3 hours instruction, 1 hour tutorial, 3 hours lab

A discussion of mechanical systems using calculus. Newton's laws and applications. Systems of particles. Work and energy with variable forces. Dynamics of rigid body motion. Fluid mechanics. Kinetic theory. First law of thermodynamics.

Prerequisites: Mathematics 2251 and Physics 2231.

Recommended preparation: Mathematics 2253 to be taken previously or concurrently.

With the consent of the Department, Physics 2201 may be substituted for Physics 2231 as a prerequisite. Students planning to transfer into Physics 2233 from Physics 2201 are advised to see the instructor well in advance of the beginning of lectures to inquire about additional background reading.

Credit for both Physics 2233 and either U of C Physics 227 or 234 will not be allowed.

PHYS 2269 - Acoustics, Optics and Radiation (U of C PHYS 269)

(4 credits - TG) 3 hours instruction, 1 hour tutorial

For students in Engineering. A survey course of wave motion as applied to geometric and physical optics, acoustics and radiant energy transfer with some emphasis on practical applications.

Pre or Co-requisite: Mathematics 1207.

PHYS 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

POLITICAL SCIENCE (PLSC)

PLSC 2201 - Introduction to Government and Politics (U of C POLI 201)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

A systematic introduction to the basic concepts and institutions of the process of politics.

PLSC 2221 - Introduction to Canadian Politics (U of C POLI 221)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

Conflict and integration within the national political community; regional, linguistic, and economic concerns from an Alberta prospective.

PLSC 2281 - World Politics (U of C POLI 281)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

An introduction to the problems of international politics and organization.

PLSC 3310 - History of Political Thought I

(3 credits - TG) 3 hours instruction, 1 hour tutorial

This course focuses on the quest for the GOOD REGIME in the West. The criteria for the GOOD REGIME will be enunciated and applied to the Classical (Platonic, Aristotelian and Roman) and the Medieval (Augustinian and Thomistic) conception of the GOOD REGIME.

Both Political Science 3310 and 3311 must be completed in order to obtain credit for U of C POLI 310.

Prerequisite: Political Science 2201.

PLSC 3311 - History of Political Thought II

(3 credits - TG) 3 hours instruction, 1 hour tutorial

This course is a continuation of Political Science 3310. It focuses on the Machiavellian, Liberal, Marxian and Utopian conceptions of the GOOD REGIME.

Both Political Science 3310 and 3311 must be completed in order to obtain credit for U of C POLI 310.

Prerequisite: Political Science 3310.

PLSC 3321 - The Canadian State

(3 credits - TG) 3 hours instruction, 1 hour tutorial

The formal institutions of the Canadian state, including Parliament, the executive, federalism, the Constitution, and the courts. Emphasis on the way that political processes are shaped by these and other institutions.

Prerequisite: Any junior (2200-level) Political Science course or consent of the Department.

PLSC 3329 - Politics of Alberta (U of C POLI 329)

(3 credits - TG) 3 hours instruction

Sources of conflict and consensus; policy-making; inter-government affairs; and the management of the provincial political economy.

Prerequisites: Political Science 2201 or 2221 or consent of the Department.

PLSC 3335 - Perspectives on Political Economy (formerly PLSC 2235)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

This is a general introductory course in Political Economy. It offers an overview of the dominant perspectives on Political Economy and introduces the student to the central distinguishing concepts of the discipline.

Prerequisite: Economics 2201 or 2203 and Political Science 2201 or 2281 or consent of the Department.

PLSC 3339 - International Political Economy

(3 credits - TG) 3 hours instruction, 1 hour tutorial

International economic relations are studied from the perspective of international power relations and international institutions. Issues such as; dependence, exploitation, North-South and East-West relations are discussed.

Prerequisite: Political Science 3335 or consent of the Department.

PLSC 3341 - Constitutionalism and the Charter of Rights

(3 credits) 3 hours instruction

Issues in public morality and constitutionalism raised by the Canadian Charter of Rights.

Prerequisite: Political Science 2201 or 2221 or 3343.

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and the other Alberta Universities.

PLSC 3343 - Law, Politics and the Judicial Process (U of C POLI 343)

(3 credits - TG) 3 hours instruction, 1 hour tutorial

The judicial system as a branch of government and as a part of the political process. Focus on the Canadian judiciary within a comparative context.

Prerequisite: Any other Political Science course or introductory Criminology course.

PLSC 3359 - Comparative Government and Politics

(3 credits) 3 hours instruction

An introduction to the analytical concepts of the comparative approach to political analysis.

Prerequisite: Any junior (2200-level) Political Science course.

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and the other Alberta Universities.

PLSC 3381 - Foreign Policy Analysis

(3 credits - TG) 3 hours instruction, 1 hour tutorial

The principal determinants and processes for foreign policy-making and implementation, including selected cases in conflict resolution.

Prerequisite: Political Science 2281.

PLSC 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

POST-BASIC MENTAL HEALTH NURSING (PBMH)

Courses in the Post-Basic Mental Health Nursing Program are offered by distance delivery in the Fall and/or Winter Semesters.

PBMH 1307 - Theoretical Basis for Mental Health Nursing (formerly PBMH 1305)

(3 credits - TG) 16 weeks instruction

This introductory course serves as a theoretical base for Mental Health Nursing practice and for all other PBMH theory courses. It is a pre or co-requisite for all other courses.

PBMH 1317 - Mental Disorders in Focus: A Nursing Perspective I (formerly part of PBMH 1315)

(3 credits - TG) 16 weeks instruction

This course is an in-depth study of diagnostic criteria based on DSM IIIR and psychiatric terminology. It incorporates both knowledge of Mental Health Nursing and human response patterns to assist the nurse in assessing, diagnosing, planning, implementing and evaluating patient/client care. Various assessment formats are presented.

Prerequisite: Post-Basic Mental Health Nursing 1307.

PBMH 1318 - Mental Disorders in Focus: A Nursing Perspective II (formerly part of PBMH 1315)

(3 credits - TG) 16 weeks instruction

This course is a continuation of PBMH 1317 and is an in-depth study of diagnostic criteria based on DSM IIIR and psychiatric terminology. It incorporates both knowledge of Mental Health Nursing and human response patterns to assist the nurse in assessing, diagnosing, planning, implementing and evaluating patient/client care. Various assessment formats are presented.

Prerequisites: Post-Basic Mental Health Nursing 1307 and 1317.

PBMH 1337 - Somatherapies (formerly PBMH 1335)

(3 credits - TG) 16 weeks instruction

This course focuses on psychopharmacology and other physical therapies in mental health care and the relevance of these therapies for mental health nursing.

Prerequisite: Post-Basic Mental Health Nursing 1307.

PBMH 1347 - Intervention Modes I (formerly part of PBMH 1345)

(3 credits - TG) 16 weeks instruction

This course focuses on: intervention with the individual; family assessment and family interviewing. Throughout this course, various models of assessment, interviewing and therapy will be explored, and their implications for Mental Health Nursing practice identified.

Prerequisite: Post-Basic Mental Health Nursing 1307.

PBMH 1348 - Intervention Modes II (formerly part of PBMH 1345)

(3 credits - TG) 16 weeks instruction

This course is a continuation of PBMH 1347. The content focuses on: intervention with groups and sexuality - including sexual history assessment, interviewing and counselling. Throughout this course various models of assessment, interviewing and therapy will be explored, and their implications for Mental Health Nursing practice identified.

Prerequisites: Post-Basic Mental Health Nursing 1307 and 1347.

PBMH 1357 - Mental Health Nursing in the Community (formerly PBMH 1355)

(3 credits - TG) 16 weeks instruction

Multi-dimensional models for Mental Health Nursing practice in a community setting are presented in this course. Target population groups which frequently come to the attention of the Mental Health Nurse in the community are identified and specific interventions are examined.

Prerequisite: Post-Basic Mental Health Nursing 1307.

PBMH 1367 - Issues and Trends in Professional Practice (formerly PBMH 1365)

(3 credits - TG) 16 weeks instruction

This course is designed so students may examine issues and trends apparent today in nursing practice, education and research, with a focus in mental health nursing.

Prerequisite: Post-Basic Mental Health Nursing 1307.

PBMH 1397 - Clinical Practicum (formerly PBMH 1391 and 1396)

(9 credits - TG) 432 hours

This course will provide students with an opportunity for synthesis and application of Mental Health Nursing principles, theories and interventions from the theory courses. A special area of focus relevant to the student's interest will be identified and extensive study will be completed in this focus area. Clinical practica are arranged by the program

faculty, depending on the student's learning needs, skill development and competence and availability of clinical facilities, and may include junior and senior components.

Prerequisites: Post-Basic Mental Health Nursing 1307, 1317 and 1318.

PREPARATORY (PREP)

PREP 0109 - College Preparation

(3 credits) 4 hours instruction

This course provides students with opportunities to learn and experience needed skills for College success such as communication, relationship, study and organizational skills, career and life planning and College adjustment.

PROFESSIONAL WRITING (PWRT)

PWRT 1310 - Stylistics

(3 credits) 3 hours instruction, 1 hour tutorial

Stylistics for the writer is concerned with variation and choice in the use of written language. The course explores the numerous factors which affect the message imparted by words. Topics covered include language, style and situation, the sounds of language, syntax, diction, context, register, the specific functions of language; and the media and written language.

Prerequisite: Admission to Professional Writing Program or consent of the English Department.

PWRT 1316 - The Creative Writer (formerly ENGL 1217)

(3 credits) 3 hours instruction

This course provides opportunities for creative, imaginative, and personal writing. Students write stories, poetry, and/or drama and receive instruction in narrative techniques, creation of character and dialogue, description, poetic form and technique, and the use of various resources of language.

Prerequisite: Admission to Professional Writing Program or consent of the English Department.

PWRT 1317 - Advanced Creative Writing (formerly ENGL 1317)

(3 credits) 3 hours instruction

Advanced instruction is given in the art of fiction writing, with particular emphasis on the short story.

Prerequisite: Admission to Professional Writing Program or consent of the English Department.

PWRT 1328 - Technical Writing

(3 credits) 3 hours instruction

A study of the principles and techniques of scientific writing. Through analysis of selected scientific prose and directed practice in writing, students will develop competence in the presentation of technical information for a variety of audiences.

Prerequisite: Admission to Professional Writing Program or consent of the English Department.

Recommended Preparation: English 1112 or 2201.

PWRT 1329 - Advanced Report Writing (formerly ENGL 1329)

(3 credits) 3 hours instruction

Principles and practice of technical and business communication are discussed as applied to longer reports such as the feasibility study, proposal, and manual. Topics will include market research, competitive planning, organizational strategies, co-ordination of team efforts, and editing. Students will be required to work on group projects.

Prerequisite: Admission to Professional Writing Program or consent of the English Department.

PWRT 1334 - Graphic Presentation (formerly ENGL 1235)

(3 credits) 3 hours instruction

A survey of the visual aids used to supplement print is provided in this course. Topics include: the selection, design, and integration of tables, graphs, charts and diagrams; computerized graphics; videotape; and 35 mm slides. The intent is to make the student a discriminating user and evaluator of visual aids. Students will also receive an orientation to using computers.

Prerequisite: Admission to the Professional Writing Program or consent of the English Department.

PWRT 1335 - Production Editing (formerly ENGL 1335)

(2 credits) 2 hours instruction

Editorial responsibilities and practice in preparing manuscripts for production (typesetting, layout, printing, binding, distribution) are discussed in this course. Experience with desktop publishing will be provided.

Prerequisite: Admission to Professional Writing Program or consent of the English Department.

PWRT 1340 - Principles of Communication (formerly ENGL 1280)

(3 credits) 3 hours instruction

This course involves a survey of the major theories of human communication and their application within organizations and the mass media. Emphasis will be placed on the perspective and role of the writer.

Prerequisite: Admission to Professional Writing Program or consent of the English Department.

PWRT 1360 - Scriptwriting (formerly ENGL 1360)

(3 credits) 3 hours instruction

This course deals with the elements of writing for stage and screen: the market for theatrical, radio, television, educational and industrial productions; basic problems and techniques of dramatization.

Prerequisite: Admission to Professional Writing Program or consent of the English Department.

PWRT 1370 - Writing for Publication (formerly ENGL 1370)

(3 credits) 3 hours instruction

This course involves writing for general and trade periodicals; the free-lance writer's marketplace and marketing; techniques of writing nonfiction.

Prerequisite: Admission to Professional Writing Program or consent of the English Department.

PWRT 1380 - Professional Writing Business Principles and Practices (formerly ENGL 1380)

(1 credit) 1 hour instruction

A survey of organizational procedures, marketing, contracts and income tax for the professional writer is undertaken in this course.

Prerequisite: Admission to Professional Writing Program or consent of the English Department.

PWRT 1390 - Professional Practice: Practicum (formerly ENGL 1390)

(3 credits)

Supervised internship as an editor of Skylines, Mount Royal College's literary journal, or as a writer/editor in a working publications organization.

Prerequisite: Admission to Professional Writing Program or consent of the English Department.

PSYCHOLOGY (PSYC)

PSYC 1112 - The Psychology of Adjustment

(3 credits) 3 hours instruction

This course provides an introduction to the psychology of personal growth and adjustment: its principles and methods of study. It will deal with the application of psychological concepts to such selected issues as identity and growth; relationships and communication; sex roles and sexuality; and emotions and stress. The aim of the course is to help students increase their awareness of themselves and others.

PSYC 1212 - Experimental Psychology I

(3 credits - TG) 3 hours instruction

This course provides an introduction to experimental design, analysis and interpretation and scientific methods in psychology. It is intended for psychology majors.

Prerequisites: Psychology 1215 and 2205.

PSYC 1213 - Learning

(3 credits - TG) 3 hours instruction

This course provides a survey of the major issues and areas in the field of learning. Content includes: basic types of learning; complex learning phenomena; and applications of learning theory to education and therapy, based on the investigation of both animal and human verbal learning.

Recommended preparation: Psychology 1112 or 2205.

PSYC 1215 - Behavioural Statistics

(3 credits - TG) 3 hours instruction, 2 hours lab

This course provides an introduction to descriptive and inferential statistical techniques as applied to behavioural research. Tabulation, graphic representation and reduction of data, correlation, chi square, probability, t-distribution and one-way analysis of variance are all examined.

Prerequisite: Mathematics 30 or 1030.

PSYC 1220 - Organizational Psychology

(3 credits) 3 hours instruction

This course provides an introduction to some of the main areas of industrial, personnel, consumer and engineering psychology, within the framework of such basic concepts of psychology as learning, motivation and perception.

PSYC 1221 - Effective Interpersonal Behaviour

(3 credits) 3 hours instruction

This course provides an opportunity to explore some important aspects of interpersonal communication, to develop a greater understanding of interpersonal effectiveness, and on the basis of this understanding to practice behaviours which increase interpersonal effectiveness.

PSYC 1226 - Problem Solving and Decision Making

(3 credits - TG) 3 hours instruction

When people solve problems and make decisions, what steps and processes are involved? What is creative thinking, what is critical thinking, and how does each contribute to effective problem solving and decision making? What strategies are used by highly successful problem solvers and decision makers? What are the common obstacles to effective problem solving and decision making and how can these be overcome? How can we become more adept at solving problems and making decisions in academic, work, interpersonal, and everyday settings? This course will address these issues by reviewing relevant theories and research findings from the field of cognitive psychology.

PSYC 1230 - Behaviour Modification

(3 credits - TG) 3 hours instruction

The theory and practice of operationalizing behaviour modification techniques are examined in this course. It is intended for students who anticipate being employed in helping professions such as Day Care, Social Work and Nursing.

PSYC 1240 - Life-Span Development

(3 credits - TG) 3 hours instruction

This course provides an overview of the major developmental stages from birth to death. Development will be studied from a variety of theoretical perspectives and the application of theory to practical situations will be examined.

Recommended preparation: Psychology 1112 or 2205.

PSYC 1255 - Developmental Psychology II

(3 credits) 3 hours instruction

This course deals with issues of development during the adolescent years. Topics discussed include: the psychological implications of puberty; physical, cognitive and social development.

Recommended preparation: Psychology 2205.

PSYC 2205 - Principles of Psychology (U of C PSYC 205)

(3 credits - TG) 3 hours instruction

An introduction to the methods, theory and practice of psychology. This course is a prerequisite for all senior Psychology courses.

PSYC 2207 - Contemporary Issues In Applied Psychology

(3 credits) 3 hours instruction

A survey of selected psychological research as applied to contemporary problems including clinical psychology, mental retardation, addictions, health psychology, hypnosis, industrial psychology, environmental psychology, individual differences, human development, aging and consumer behaviour.

NOTE: This course may not be used as a prerequisite for senior psychology courses.

PSYC 3345 - Social Psychology

(3 credits - TG) 3 hours instruction

Social psychological approaches to understanding social influence, social perception and cognition, attitudes and group dynamics.

Prerequisites: Psychology 2205 or equivalent.

PSYC 3351 - Developmental Psychology

(3 credits - TG) 3 hours instruction

The study of psychological development through childhood.

Prerequisite: Psychology 2205 or equivalent.

PSYC 3383 - Personality

(3 credits - TG) 3 hours instruction

Approaches to the study of personality.

Prerequisite: Psychology 2205 or equivalent.

PSYC 3385 - Introduction to Abnormal Psychology

(3 credits - TG) 3 hours instruction

An overview of abnormal behaviour and experiences, their causes and treatment.

Prerequisite: Psychology 2205 or equivalent.

PSYC 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

REHABILITATION SERVICES (REHB)

REHB 1113 - Attitudes, Systems and Resources of Rehabilitation

(3 credits - TG) 3 hours instruction, 1 hour tutorial, 3 hours field-work

This course is designed to provide an understanding of the development and organization of major societal service systems affecting the disabled. Field work will involve one morning, afternoon or evening a week in which visits to various agencies in the community as well as guest speakers and media presentations are used to familiarize students with different agency services in general, and specifically, the agencies which exist in the community of Calgary.

REHB 1121 - Individual Program Planning I (formerly part of REHB 1120)

(3 credits - TG) 3 hours instruction

This course presents a philosophy of individual program planning for disabled persons within the rehabilitation plan. The rehabilitation practitioner's teaching skills, observation, needs analysis, behavioural objectives, recording, and learning theory are taught in conjunction with Rehabilitation Services 1261 - Field Work.

Students may be required to withdraw from REHB 1121 within the first three weeks based on their performance in skill competency based exams.

REHB 1122 - Education of the Developmentally Delayed Learner (formerly part of REHB 1120)

(3 credits - TG) 3 hours instruction

This course familiarizes students with educational curriculum design for developmentally delayed children, adolescents and adults.

REHB 1123 - Vocational Rehabilitation

(3 credits - TG) 3 hours instruction

This course focuses on the development of effective industrial work skills and techniques for maximizing involvement in vocational settings.

REHB 1210 - Relationship and Counselling Skills

(3 credits - TG) 3 hours instruction

This course is designed to assist the students in developing a clearer understanding of what is involved in effective helping with the handicapped and to facilitate the development of behaviours and attitudes which are conducive to helping.

REHB 1214 - Leisure Recreation Skills for the Disabled (formerly REHB 1213)

(3 credits - TG) 3 hours instruction

This course is designed to familiarize students with means of using recreation as part of the rehabilitation process. Practical experience will be provided along with content.

REHB 1222 - Individual Program Planning II

(3 credits) 3 hours instruction

This course is designed to provide the student with the theory and practical skills needed to work directly with persons exhibiting an emotional or behavioural disturbance in addition to their mental handicap.

Students may be required to withdraw from REHB 1222 within the first three weeks based on their performance in skill competency based exams.

Co-requisite: Rehabilitation Services 1262.

REHB 1223 - Family and Home Living Training (formerly part of REHB 1221)

(3 credits - TG) 3 hours instruction

This course introduces students to the stresses and strengths of families with handicapped members and the utilization of family support members. Residential training programs will be taught within the context of the family and residential setting.

REHB 1224 - Human Service Organizations (formerly part of REHB 1221)

(3 credits - TG) 3 hours instruction

Theory of human service organizations is studied within a context of planning census, staffing and program models. The relationship of generic systems and the disabled person is explored.

REHB 1225 - Technical Resources for Disabled Individuals

(3 credits - TG) 2 hours instruction, 1 hour lab

This course will introduce students to technical aids assisting disabled persons in communications and environmental control. The use of microcomputers in teaching handicapped individuals will be examined.

REHB 1226 - New Directions in Rehabilitation

(3 credits - TG) 3 hours instruction

This course will introduce students to new research areas in rehabilitation. Critical evaluation of journal articles in terms of practical applications will occur.

REHB 1242 - Communication Skills for the Handicapped Individual (formerly REHB 1241)

(3 credits - TG) 3 hours instruction

This course provides familiarization with communication skills needed to work with the deaf, blind and severely motor-handicapped as well as an examination of the special needs of particular groups.

REHB 1261 - Field-Work I

(6 credits - TG) 24 hours/week

This course involves forty days of supervised practice in a community agency system, in which the principles of rehabilitation are reinforced and students' skills in these areas are developed. Students will be accepted into practicum settings on the basis of academic performance, professional suitability, fitness and conduct.

Students may be required to withdraw from REHB 1261 within the first three weeks based on their performance in skill competency based exams.

Prerequisite: Rehabilitation Services 1121.

REHB 1262 - Field-Work II

(6 credits - TG) 24 hours/week

This course involves forty days of supervised practice in a community agency system, in which the information and principles of rehabilitation will be reinforced, and students' skills in these areas will be developed. Students will be accepted into practica on the basis of academic performance, professional suitability, fitness and conduct.

Students may be required to withdraw from REHB 1262 within the first three weeks based on their performance in skill competency based exams.

Co-requisites: Rehabilitation Services 1121 and 1261.

REHB 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

RELIGION (RLGN)

RLGN 1252 - Religions, Society and Conflict

(3 credits - TG) 3 hours instruction

This course provides an evaluation of contemporary religious attitudes in the light of previous established insights. Topics include: the religious consciousness of man, religious freedom, death, God and the Transcendent, different religious moral systems with regard to the problems of war, marriage, poverty, religious worship and the relationship of religious institutions with society.

RLGN 2201 - World Religions: Western (formerly RLGN 1221) (U of C RELS 201)

(3 credits - TG) 3 hours instruction

Introduction to Judaism, Christianity and Islam.

RLGN 2203 - World Religions: Eastern (U of C RELS 203)

(3 credits - TG) 3 hours instruction

Introduction to Eastern religions such as Jainism, Hinduism, Buddhism, Confucianism and Taoism.

RLGN 2205 - The Nature of Religion (formerly RLGN 1220) (U of C RELS 205)

(3 credits - TG) 3 hours instruction/tutorial

An introduction to the study of religion which relates religious traditions to contemporary thought and culture.

RLGN 3301 - The Religion of the Hebrew Bible/Old Testament (formerly RLGN 1250) (U of C RELS 301)

(3 credits - TG) 3 hours instruction/tutorial

An introduction to the critical study and reading of the books of the Hebrew Bible/Old Testament in English translation. The course focuses on the religious beliefs and institutions of ancient Israel.

RLGN 3303 - The Beginnings of Christianity (formerly RLGN 1251) (U of C RELS 303)

(3 credits - TG) 3 hours instruction

The history, literature and religion of the early Christians.

Prerequisite: Religion 2201 or consent of the Department.

RLGN 3311 - The Classical Hindu Tradition

(3 credits) 3 hours instruction

The background, basic literature, thought and practices of classical Hinduism.

Prerequisite: Religion 2203.

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and other Alberta Universities.

RLGN 3383 - The Buddhist Tradition

(3 credits) 3 hours instruction

A study of the doctrinal development, literature, and practices of the Buddhist tradition, including treatment of topics such as early Buddhism, Mahayana, and Tibetan Vajrayana.

Prerequisite: Religion 2203.

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and other Alberta Universities.

RLGN 3385 - East Asian Religious Traditions

(3 credits) 3 hours instruction

An examination of the literature, development, and practices of the Chinese and Japanese religious traditions, including topics such as; Confucianism, Taoism, and Shinto, as well as east Asian schools of Buddhism. (eg. Zen)

Prerequisite: Religion 2203.

NOTE: Transfer credit for this course is currently being negotiated with The University of Calgary and other Alberta Universities.

RLGN 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

SECRETARIAL ARTS (SECR)

SECR 1101 - Fundamentals of Business for Secretaries

(3 credits) 3 hours instruction

This is a basic orientation course in business which is designed to introduce the future secretary to the modern business world. The course gives a broad overview of what business is and how the economy, business and government are interrelated. Basic modern management theory and financial principles are discussed.

SECR 1116 - Keyboarding on Computers

(3 credits) 3 hours instruction

This course is designed for all individuals to develop keyboarding skills. The course emphasizes operating the

keyboard by the touch typing method and introducing correspondence and documents. This course is designed for all students excluding those in Secretarial Arts and Office Administration.

SECR 1117 - Introductory Keyboarding

(3 credits) 3 hours instruction, 2 hours lab

This course is for secretarial students with limited previous instruction in keyboarding. The course develops technique, touch typing, rhythm, speed and accuracy with an additional emphasis on computer operation. Production work includes introductory business correspondence and documents.

SECR 1122 - Communications I

(3 credits) 3 hours instruction, 1 hour tutorial

This is a specialized course designed to stress the importance of business English through composition and to increase business vocabulary. A thorough review of English Grammar is central to the course, which is organized according to needs stressed by the business community.

SECR 1131 - Beginning Shorthand

(3 credits) 3 hours instruction

An initial course in shorthand affording the student a well-rounded knowledge of theory and short forms of basic shorthand. It also provides a good basic reading and writing speed. At the end of the semester the student is required to pass a written evaluation in shorthand theory plus a three minute timing in shorthand at 60 wpm.

SECR 1144 - Introduction to Bookkeeping (formerly SECR 1142)

(4 credits) 4 hours instruction, 1 hour lab

This course provides an introduction to accounting as a "language" of business. It covers all steps in the accounting cycle including adjustments, worksheets, closing entries, specialized journals and subsidiary ledgers for service and merchandising firms. Other topics include: financial statement presentation, cash and accounts receivable, payroll accounting and accounting principles.

SECR 1145 - Business Data Processing

(4 credits) 4 hours instruction, 1 hour lab

This introductory course is designed for students with limited computer knowledge. The primary emphasis is placed on business software applications related to secretarial work. Popular software such as Lotus, D Base, etc., will be used. In addition, some computer literacy, flowcharting and programming is covered.

Recommended preparation: Secretarial Arts 1144.

SECR 1156 - Introduction to Word Processing - Keyboarding and Concepts

(4 credits) 4 hours instruction, 1 hour lab

This course provides an introduction to keyboarding and concepts providing skill development in all basic word processing functions on PC based systems. The course compares various types of word processing systems and

applications and provides insights as to how word processors operate.

Prerequisite: Secretarial Arts 1216.

SECR 1181 - Introductory Office Procedures

(3 credits) 3 hours instruction

This is a practical procedures course which is intended to expand on and lend practical experience to skills and principles gained in the first semester. This course will build a foundation for such office skills as filing, telephone/telecommunications, banking, travel arrangements, machine transcription, receptionist duties and interpersonal relations leading to effective contribution in the office environment.

Prerequisite: Secretarial Arts 1101 and 1117.

SECR 1201 - Speedbuilding I (formerly SECR 1216)

(2 credits) 2 hours instruction, 1 hour lab

This course enhances the student's touch typing ability by focusing on technique, rhythm, speed and accuracy.

Prerequisite: Secretarial Arts 1117.

SECR 1203 - Formatting I (formerly SECR 1216)

(2 credits) 2 hours instruction, 1 hour lab

This course will expand the student's knowledge of advanced formatting principles suitable to the entry level office worker.

Prerequisite: Secretarial Arts 1117.

SECR 1211 - Speedbuilding II (formerly SECR 1217)

(2 credits) 2 hours instruction, 1 hour lab

This course further expands on the foundation built in Speedbuilding I.

Prerequisite: Secretarial Arts 1201.

SECR 1213 - Formatting II (formerly SECR 1220)

(2 credits) 2 hours instruction, 1 hour lab

This course builds on Formatting I and introduces advanced formatting principles suitable to intermediate and advanced office workers.

Prerequisite: Secretarial Arts 1203.

SECR 1216 - Intermediate Typewriting

(3 credits) 3 hours instruction, 2 hours lab

This course builds and enhances the level of skill in both speed and production work achieved in Elementary Typewriting. Production includes tables, forms, reports and more complicated letter formatting.

Prerequisite: Secretarial Arts 1117.

SECR 1227 - Typewriting Applications and Machine Transcription

(2 credits) 2 hours instruction, 1 hour lab

This course is designed to further enhance skills dealing with complex typing applications and to further develop typing accuracy and speed. Machine transcription theory and techniques will be introduced.

Prerequisite: Secretarial Arts 1216.

SECR 1220 - Advanced Typewriting Application and Machine Transcription

(2 credits) 2 hours instruction, 1 hour lab

This course is designed to provide advanced and complex typing and machine transcription applications. It will emphasize creative problem solving and critical thinking as approaches to typing production and transcription from complex unarranged materials. The course will further develop accuracy and speed.

Prerequisite: Secretarial Arts 1217.

SECR 1224 - Communications II

(3 credits) 3 hours instruction

This course applies all language and formatting skills emphasized in Communications I and typing courses to the writing of business letters and reports. Students will be responsible for preparing all correspondence from composition through production of typed mailable copy.

Recommended preparation: Secretarial Arts 1122 and 1216.

SECR 1240 - Planning and Professional Development

(3 credits) 3 hours instruction

This course serves to integrate previously learned secretarial skills with formal planning procedures to develop the administrative and organizational competencies required by business. Individual skills in: self-evaluation, career advancement, team building, networking and role analysis will be developed through seminars, case studies, and simulations. Interpersonal skills aimed at meeting the human challenges presented in a busy office will be emphasized.

Prerequisites: Secretarial Arts 1101 and 1181.

SECR 1256 - Advanced Word Processing - Keyboarding and Concepts

(4 credits) 4 hours instruction, 1 hour lab

In this course basic word processing concepts and keyboarding skills acquired in Secretarial Arts 1156 are used to learn advanced functions and concepts such as spellcheck, thesaurus, macros, glossaries, outlines, styles, labels, merge and select and sort records. A variety of word processing software will be used to develop transfer skills.

Prerequisite: Secretarial Arts 1156 and 1217 or equivalent.

SECR 1260 - Litigation I

(3 credits) 6 hours instruction including lab (8 weeks)

Civil litigation is the area of law dealing with disputes between individuals. In this introductory course the student will be introduced to check lists, precedents, time limits, the diarization of important dates/record keeping, and court systems and procedures. The importance of accuracy, neatness, proofreading, grammar and transcription skills, office procedures and systems for efficient production of work are stressed.

Prerequisites: Secretarial Arts 1122, 1181, 1201 and 1203 with a grade of "C" or above in each.

SECR 1261 - Litigation II

(3 credits) 6 hours instruction (8 weeks)

This course is a continuation of Litigation I. The course covers specific areas of litigation such as matrimonial and personal injury actions and procedures.

Prerequisite: Secretarial Arts 1260 with a grade of "C" or above.

SECR 1262 - Real Property

(3 credits) 8 hours instruction (6 weeks)

Real property is the area of law dealing with real estate transactions and the transferring of title from one person to another. This further development of the legal specialization covers such topics as conveyancing, Land Titles office practices and procedures.

Prerequisite: Secretarial Arts 1261 with a grade of "C" or above.

SECR 1263 - Corporate Practices

(3 credits) 8 hours instruction (6 weeks)

This course covers corporate matters such as the nature of the corporate entity; incorporation procedures; and preparation of corporate documents and correspondence; and Wills.

Prerequisite: Secretarial Arts 1262 with a grade of "C" or above.

SECR 1271 - Medical Terminology (formerly SECR 1276)

(4 credits) 4 hours instruction

This is a basic medical terminology course designed for Medical Office Assistant majors and other interested students. The course first covers medical prefixes, suffixes and combining forms. Then it proceeds to present the body systems with reference to anatomical, diagnostic and operative terms. Medical transcription of various medical reports is also required.

Prerequisite: Secretarial Arts 1181 and 1216.

SECR 1279 - Medical Office Concepts and Functions

(3 credits) 3 hours instruction

This course is designed to familiarize the student with the operation of a medical office and the areas in which the assistant may contribute to routine office operations. It will also introduce the student to the various laws and acts that govern the office personnel and give the student an understanding of various related societies and associations. Completion of health insurance and Workers' Compensation forms will also be covered.

Prerequisite: Secretarial Arts 1271.

SECR 1280 - Advanced Office Procedures

(3 credits) 3 hours instruction, 1 hour lab

This course expands on the theory and practices covered in all courses in the Secretarial Arts Program and emphasizes office procedures and business fundamentals. Students will be expected to demonstrate competence within a series of situations designed to simulate an office environment.

Prerequisite: Secretarial Arts 1181.

SECR 1287 - Electronic Office Systems

(3 credits) 3 hours instruction

This course examines each of the current office automation technologies; specifically, such areas as text creation and desktop publishing, electronic spreadsheets, computer graphics and drawing, electronic information storage and retrieval, communication, micrographics, reprographics and electronic printing. Course presentation emphasizes both the technology and its impact on the office environment.

SECR 1288 - Office Procedures II - Petroleum Secretarial

(3 credits) 3 hours instruction, 1 hour lab

This course expands on the theory and practices covered in all courses in the Secretarial Arts Program with specific emphasis on those procedures and practices typical of companies operating in the petroleum industry. Students will be expected to demonstrate competence within a series of situations designed to simulate the office environments of small, medium and large corporations.

Prerequisite: Secretarial Arts 1181.

SECR 1291 - Medical Office Practicum

(3 credits) 120 hours practicum

This is the finishing course for students taking the Medical Office Assistant Diploma Program. The student will be placed in an actual office situation where varied skills will be involved, and report as a full-time employee at that office for a four-week period. Assignments for this course will be "true-to-life" and will require the ability to finish a project.

Prerequisite: Students must successfully complete all other required Secretarial Arts courses.

SECR 1294 - Legal Secretarial Practicum

(3 credits) 120 hours practicum

This is the finishing course for students taking the Legal Secretarial Diploma Program. The student will be placed in an actual office situation where varied skills will be involved, and report as a full-time employee at that office for a four-week period. Assignments for this course will be "true-to-life" and will require the ability to finish a project.

Prerequisite: Students must successfully complete all other required Secretarial Arts courses.

SECR 1296 - General Secretarial Practicum

(3 credits) 120 hours practicum

This is the finishing course for students taking the General Secretarial Diploma Program. The student will be placed in an actual office situation where varied skills will be involved, and report as a full-time employee at that office for a four-week period. Assignments for this course will be "true-to-life" and will require the ability to finish a project.

Prerequisites: Students must successfully complete all other required Secretarial Arts courses.

SECR 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

SOCIAL SCIENCE (SOSC)

SOSC 1030 - Contemporary History and Government

(3 credits) 3 hours instruction

This course involves a study of contemporary political, economic and social problems including international conflict and co-operation.

While this course may be presented for admission to an Alberta university, courses completed at Mount Royal College are not eligible for Alberta Education graduation credits or transcript purposes. However, students who are deemed "mature" under Alberta Education criteria may challenge the Alberta Education Diploma examinations and receive credit towards an Alberta High School Diploma. Students should therefore confirm their maturity status in advance of Mount Royal College enrolment by contacting Student Records, Alberta Education (403) 427-5306 for formal confirmation.

SOCIAL WORK (SLWK)

SLWK 1110 - Emotional Growth

(3 credits) 3 hours instruction

This course provides an introduction to understanding the development of relationships and the dynamics of emotional learning and security.

SLWK 1114 - Social Work Process

(6 credits) 6 hours instruction

This course utilizes an approach to learning based on a Computer Managed Learning format and frequent small group sessions. Students study basic theoretical principles underlying the process of helping in individual and group situations and learn how to apply these principles to the development of a number of skills in a variety of helping situations.

SLWK 1187 - Social Welfare Policies and Issues (formerly SLWK 1186)

(3 credits) 3 hours instruction

A review and analysis of Social policies and issues as they relate to the delivery and development of appropriate social services.

SLWK 1211 - Emotional Maturity

(3 credits) 3 hours instruction

Students examine the concept of emotional maturity in this course. The emphasis is placed on "normal" behaviour. Relationships are examined in respect to their affect on emotional growth.

Prerequisite: Social Work 1110.

SLWK 1212 - Relationship Adjustments

(3 credits) 3 hours instruction

This course is a continuation of Social Work 1110 and 1211. An examination is undertaken of relationships, needs and emotional growth focusing on relationship adjustments resulting from life crises. Students will examine their own attitudes which affect helping relationships and the role of the Social Worker.

Prerequisites: Social Work 1110 and 1211.

SLWK 1213 - Understanding and Working with Abnormal Behaviour

(3 credits) 3 hours instruction

This course emphasizes the understanding of abnormal behaviour as it relates to a client system. Current methods of treatment and help used by professional Social Workers are studied.

Prerequisites: Social Work 1110 and 1211.

SLWK 1215 - Social Service Methods

(6 credits) 6 hours instruction

This course is a continuation of Social Work 1114.

Prerequisite: Social Work 1114.

SLWK 1216 - Helping Skills With Individuals and Families

(3 credits) 3 hours instruction

This course concentrates on further development of social service skills and close examination of students' attitudes as a help or a hindrance in working with individuals. Students contribute case material for classroom use.

Prerequisites: Social Work 1114 and 1215.

SLWK 1217 - Administration in Social Service Organizations

(3 credits) 3 hours instruction

This course involves further studies of detailed aspects of social service administration.

Prerequisites: Social Work 1114 and 1215.

SLWK 1218 - Social Work With Groups

(3 credits) 3 hours instruction

This course is designed to further develop and refine social work skills for working with groups.

Prerequisites: Social Work 1114 and 1215.

SLWK 1219 - Social Service Techniques II

(3 credits) 3 hours instruction

This course is a continuation of Social Work 1218. It familiarizes students with the development of social service philosophy and its influence on present day social service planning. Attention is given to aspects of community work.

Prerequisites: Social Work 1114, 1215 and 1218.

SLWK 1287 - Orientation to Field Practice (formerly SLWK 1286)

(3 credits)

This course is a continuation of Social Work 1187.

This course provides the student with an opportunity to work and examine in depth the operation of one or more special service agencies representing various approaches to the care and service of people. Students serve in Calgary agencies for a minimum of 1 day per week for the entire semester. They must analyze their experiences in writing in a daily activity/analysis log book.

SLWK 1294 - Social Service Field-Work - Advanced

(4 credits)

This course involves supervised study and practice. Students spend four days a week in a social service agency. After an initial orientation period students are expected to assume full responsibility for cases in order to enhance their knowledge and skill in social work methods.

See program pattern regarding other courses which must be taken concurrently or must have been completed.

Prerequisite: Social Work 1187 and 1287.

SLWK 1295 - Social Service Field-Work - Advanced

(4 credits)

During agency work more attention is given to teaching students specific skills, developing competence in terms of offering adequate service to clients and participating in the overall agency program.

See program pattern regarding other courses which must be taken concurrently or must have been completed.

Prerequisite: Social Work 1294.

SLWK 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

SOCIOLOGY (SLGY)

SLGY 1110 - Introduction to Sociology

(3 credits - TG) 3 hours instruction

This course provides an introduction to the basic concepts and models of sociological inquiry. Topics include: culture; socialization; social groups; deviance and control; organizations; social stratification; ethnic groups; social movements; social institutions; urban living; and social change.

SLGY 1210 - Race and Ethnic Relations

(3 credits - TG) 3 hours instruction

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

Recommended preparation: Anthropology 2203 and Sociology 1110.

SLGY 1212 - Marriage and The Family

(3 credits - TG) 3 hours instruction

This course examines courtship processes, marriage and its alternatives, and the family systems. Also covered are such topics as; communication, conflict and associated problems in marriage and the family, divorce, remarriage and other related topics.

SLGY 1216 - Urban Sociology

(3 credits - TG) 3 hours instruction

This course provides a study of social and political factors in the life of the city. Special emphasis will be placed on current issues in The City of Calgary.

SLGY 1218 - Juvenile Delinquency

(3 credits - TG) 3 hours instruction

This course provides a systematic analysis and criticism of biological, psychological, psychoanalytical and sociological theories of deviancy. Attention is given to statistics and contemporary research with special emphasis on the distribution and types of deviant subcultures.

Recommended preparation: Sociology 1110.

SLGY 1219 - Crime and Society

(3 credits - TG) 3 hours instruction

This course provides an introductory analysis and criticism of the major theories of criminal behaviour. Emphasis is placed on the relationship between social structure and types of criminal behaviour such as drug addiction statistics and contemporary research.

Recommended preparation: Sociology 1110.

SLGY 2201 - Introductory Sociology (U of C SOCI 201)

(3 credits - TG) 3 hours instruction

The sociological study of society, social institutions, group behaviour, personality formation, and social change.

SLGY 2203 - Current Social Issues (U of C SOCI 203)

(3 credits - TG) 3 hours instruction

Issues such as population growth, industrial conflict, abortion, drug abuse, and status of women will be treated from a sociological perspective.

SLGY 2205 - Canadian Society

(3 credits - TG) 3 hours instruction

An examination of the major institutions of Canadian society. Consideration is given to the diversity of the Canadian population and to the dynamics of contemporary patterns of social change.

SLGY 3332 - Sociological Theory I

(3 credits - TG) 3 hours instruction

An overview of the development of sociological thought. Theorists such as Marx, Durkheim and Weber will be discussed.

Prerequisite: Sociology 2201 or consent of the Department.

SLGY 3333 - Sociological Theory II

3 credits - TG) 3 hours instruction

An overview of the development of sociological thought. Theorists such as Parsons, Blau, Goffman and Garfinkel will be discussed.

Prerequisite: Sociology 2201 or consent of the Department.

SLGY 3371 - The Family (U of C SOCI 371)

(3 credits - TG) 3 hours instruction

Structure and functions of the family, family systems, sociology of family life stages (such as childhood, adolescence, adulthood, old age), contemporary trends and problems of the family.

Prerequisite: Sociology 2201.

SLGY 3375 - Theories and Patterns of Ethnic Relations (U of C SOCI 375)

(3 credits - TG) 3 hours instruction

A sociological introduction to the forms and dynamics of relations among ethnic groups around the world. Such concepts as prejudice, racism, assimilation, pluralism, and decolonization are examined in theoretical and cross-national contexts.

Prerequisite: Sociology 2201.

SLGY 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

SPANISH (SPAN)

SPAN 2201 - Beginners' Spanish I (U of C SPAN 201)

(3 credits - TG) 4 hours instruction, 1 hour lab

For students who have no knowledge of the language. An oral approach is stressed through the use of dialogues, structural patterns and conversation. May not normally be taken for credit by students with Spanish 30 or 31.

SPAN 2203 - Beginners' Spanish II (U of C SPAN 203)

(3 credits - TG) 4 hours instruction, 1 hour lab

A continuation of Spanish 2201.

May not normally be taken for credit by students with Spanish 30 or 31.

Prerequisite: Spanish 2201 or equivalent.

SPAN 1199 - Directed Reading

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

SPEECH (SPCH)

SPCH 1110 - Fundamentals

(3 credits - TG) 3 hours instruction

This course provides an introduction to current theories of communication. An understanding of effective communication and its potential is promoted through participation in a variety of

speaking situations. Opportunity is given for group discussion; audience analysis; development of good listening habits and how to research, organize and prepare various types of speeches.

SPCH 1111 - Oral Interpretation I

(3 credits) 3 hours instruction

This course is designed to develop vocal potential. Emphasis is placed on relaxation, breathing, resonance and articulation to encourage full vocal expressiveness.

SPCH 1112 - Introduction to Public Speaking Using Visual Aids

(3 credits) 3 hours instruction

In this course the student will develop the skills of public speaking in an organized and effective manner using visual aids to support and clarify the message. Particular emphasis is placed on the art of persuasive speaking.

SPCH 1125 - In-house Communications

(3 credits) 3 hours instruction

This course will combine theoretical study with practical application to provide the student with transferable skills and expertise in the specifics of the interview situation, report presentation, group dynamics and interpersonal communication. Included will be telephone technique and the "Quick Response" presentation.

SPCH 1211 - Oral Interpretation II

(3 credits) 3 hours instruction

This course will focus on news reading and broadcast presentation skills. Emphasis is placed on interpretation and the ability to lift the word from the printed page with credibility.

Recommended preparation: Speech 1111.

SPCH 1220 - Reader's Theatre I

(3 credits - TG) 3 hours instruction

This course is designed to promote the cultivation of the art of reading aloud in groups as well as the participation in self-expressive activity before an audience, with a view to making contemporary literature an enjoyable, personalized experience.

SPCH 1221 - Reader's Theatre II

(3 credits - TG) 3 hours instruction

This course is a continuation of Speech 1220. A high standard of performance is expected.

SPCH 1223 - Speech Science

(3 credits) 3 hours instruction

This course involves a survey of the anatomy, psychology and physics of speech.

SPCH 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

THEATRE ARTS (THEA)

THEA 1100 - Stagecraft I

(3 credits - TG) 2 hours instruction, 3 hours lab

This introductory level course will provide a basic understanding of the technical and design elements of a production. Topics covered will include: scenery, costume, and lighting design; scenery, props and costume construction; lighting and sound; and production organization.

THEA 1103 - Make-up for Stage, Film, and Fashion

(3 credits) 3 hours instruction

This is an introductory course in make-up technique particularly relevant to theatre workers and models. Practical class sessions allow you to practice make-up application.

THEA 1105 - Production Practicum I

(1 credit - TG) 35 hours

Students are required to work on the department's productions in performance or production crew capacities.

THEA 1110 - Acting I

(3 credits - TG) 1 hour instruction, 4 hours tutorial

This course is an introduction to improvisation, movement and a creative dramatics approach through theatre games for the beginning actor. Dramatic works from Ibsen to our contemporaries will be discussed.

THEA 1112 - Introduction to Theatre

(3 credits - TG) 3 hours instruction

This course provides an introduction to the nature of theatre including: speech; a creative dramatics approach to improvisation; acting and set construction.

THEA 1115 - Creative Drama and Movement for Adults Dealing with Children (formerly DRMA 1115)

(3 credits - TG) 3 hours instruction

This course deals with directed play, emotional control, and the ability to co-operate with children through improvisation, theatre games and movement. The imagination is developed and students gain experience in developing expressive speech.

THEA 1120 - Movement I

(3 credits - TG) 2 hours instruction, 2 hours tutorial

This course provides training in movement techniques designed to develop flexibility, control, rhythm and expressiveness.

THEA 1130 - Voice and Diction I

(3 credits - TG) 3 hours lab

This course provides an introduction to the nature of voice production and articulation. The emphasis will be on freeing the natural voice as it pertains to the stage task.

THEA 1200 - Stagecraft II

(3 credits - TG) 3 hours instruction

This course is a continuation of THEA 1100 covering the theoretical and historical aspects of scenery, props, costumes, lighting, sound, stage management, technical direction, production management, and design in greater depth; in preparation for the lab work in lighting, sound, scenery, props and costumes.

Prerequisite: Theatre Arts 1100.

THEA 1202 - Early Theatre

(3 credits - TG) 3 hours instruction

This course provides an historical survey of the theatre from ancient times to the Renaissance.

THEA 1203 - Modern Theatre

(3 credits - TG) 3 hours instruction

This is an historical survey of the theatre from the Renaissance to the present day.

Recommended preparation: English 1112 or 2201.

THEA 1205 - Production Practicum II

(2 credits - TG) 50 hours per semester

Students are required to work on the department's productions in performance or production crew capacities.

Prerequisite: Theatre Arts 1105.

THEA 1206 - Production Practicum III

(3 credits - TG) 50-65 hours per semester

Students in their second-year will work on the department's productions in major acting roles and senior production positions.

Prerequisite: Theatre Arts 1205.

THEA 1207 - Production Practicum IV

(3 credits - TG) 50-65 hours per semester

Students in their second year will work on the department's productions in major acting roles and senior production positions.

Prerequisite: Theatre Arts 1206.

THEA 1210 - Acting II

(3 credits - TG) 1 hour instruction, 4 hours tutorial

This course is a continuation of THEA 1110. Contemporary plays are discussed, and classroom exercises are based on the scripts. The emphasis is on character analysis, character portrayal and performance techniques.

Prerequisite: Theatre Arts 1110.

THEA 1211 - Acting III

(4 credits - TG) 2 hours instruction, 4 hours tutorial

This course provides continued study in the techniques of acting with the emphasis on intensive scene work from contemporary scripts.

Prerequisite: Theatre Arts 1210.

THEA 1212 - Acting IV

(4 credits - TG) 2 hours instruction, 4 hours tutorial

This course provides continued study in the techniques of acting with the emphasis on scenes selected from period scripts. The periods to be studied may be chosen on the basis of the department's productions.

Prerequisite: Theatre Arts 1211.

THEA 1215 - Acting for Film and Television

(3 credits) 2 hours instruction, 2 hours tutorial

This course will assist the actor in making the transition from stage to film and television. The course will include practical exercises before the camera.

Prerequisites: Theatre Arts 1211, 1221 and 1231.

THEA 1220 - Movement II

(3 credits - TG) 2 hours instruction, 2 hours tutorial

This course is a continuation of THEA 1120. Emphasis is given to expression inspired by the arts: music, sculpture and poetry. Physical training concepts from fencing, dance and gymnastics may be incorporated.

Prerequisite: Theatre Arts 1120.

THEA 1221 - Movement III

(2 credits - TG) 1 hour instruction, 2 hours tutorial

This course will provide further conditioning exercises and more advanced dance techniques as well as experience in group choreography.

Prerequisite: Theatre Arts 1220.

THEA 1222 - Movement IV

(2 credits - TG) 1 hour instruction, 2 hours tutorial

This course is intended to teach further dance techniques and to expose the student to movement relating to period styles. In addition, students will have the opportunity to express their creativity in preparing movement studies.

Prerequisite: Theatre Arts 1221.

THEA 1230 - Voice and Diction II

(3 credits - TG) 3 hours instruction

The focus of this course is on voice for characterization. Work is primarily on oral interpretation of literature with emphasis on vocal technique in performance.

Prerequisite: Theatre Arts 1130.

THEA 1231 - Voice and Diction III

(2 credits - TG) 1 hour instruction, 2 hours tutorial

This course explores the varied demands made on the actor's voice in theatrical applications. Emphasis is on quality and control in performance.

Prerequisite: Theatre Arts 1230.

THEA 1232 - Voice and Diction IV

(2 credits - TG) 1 hour instruction, 2 hours tutorial

This course is a continuation of work with the voice of the individual actor.

Prerequisite: Theatre Arts 1231.

THEA 1240 - Fundamentals of Costume Design

(3 credits - TG) 2 hours instruction, 2 hours lab

This course deals with the principles of costume design for the stage; textiles, pattern-making, cutting and construction. This course may be co-ordinated with the Department's season of plays.

Prerequisites: Theatre Arts 1100 and 1200 or consent of the Department.

THEA 1243 - Fundamentals of Stage Directing

(3 credits - TG) 3 hours instruction

This course provides an introduction to the fundamentals of play directing, production procedures and staging techniques involved in stage directing. The course culminates with a production - chosen, cast and directed by the student.

THEA 1244 - Directing Project

(3 credits - TG)

In this course students are each required to select a script for a full-length, one-act play and then cast, rehearse and present it for public performance.

THEA 1247 - Introduction to Stage Lighting

(3 credits - TG) 5 hours instruction

This course deals with light, form, and space, and their relationship to stage design in co-ordination with one of the plays presented by Theatre Arts.

THEA 1250 - Lighting Lab I

(1 credit) 3 hours lab

Over the course of the semester, the students will learn the component parts of lighting equipment and the elements of the process of lighting a production.

Prerequisite: Theatre Arts 1100.

Co-requisite: Theatre Arts 1200.

THEA 1251 - Sound Lab I

(1 credit) 3 hours lab

Over the course of the semester, the students will learn the component parts of sound equipment and the elements of the process of providing sound for a production.

Prerequisite: Theatre Arts 1100.

Co-requisite: Theatre Arts 1200.

THEA 1252 - Lighting and Sound II

(2 credits) 1 hour instruction, 3 hours lab

Study will focus on intensive and in-depth work in technology and process for the student specializing in lighting and sound.

Prerequisite: Theatre Arts 1200.

THEA 1253 - Lighting and Sound III

(2 credits) 1 hour instruction, 3 hours lab

This is a continuation of THEA 1252 at increased levels of sophistication and complexity. The student will work at the level of the professional department head.

Prerequisite: Theatre Arts 1252.

THEA 1260 - Costumes Lab I

(1 credit) 3 hours lab

Over the course of the semester, the students will learn the basic skills required for costuming a production.

Prerequisite: Theatre Arts 1100.

Co-requisite: Theatre Arts 1200.

THEA 1261 - Props Lab I

(1 credit) 3 hours lab

Over the course of the semester, the students will learn the basic skills required to provide the props for a production.

Prerequisite: Theatre Arts 1100.

Co-requisite: Theatre Arts 1200.

THEA 1262 - Scenery Lab I

(1 credit) 3 hours lab

Over the course of the semester, the students will learn the basic skills required to build the scenery for a production.

Prerequisite: Theatre Arts 1100.

Co-requisite: Theatre Arts 1200.

THEA 1263 - Costumes and Props II

(2 credits) 1 hour instruction, 3 hours lab

Study will concentrate on more intensive and in-depth work in prop-making and costuming skills for the student intending to specialize in costumes and props.

Prerequisite: Theatre Arts 1200.

THEA 1264 - Costumes and Props III

(2 credits) 1 hour instruction, 3 hours lab

This is a continuation of THEA 1263 at increased levels of sophistication and complexity. The student will work at the level of the professional department head.

Prerequisite: Theatre Arts 1263.

THEA 1265 - Scenery and Props II

(2 credits) 1 hour instruction, 3 hours lab

Study will focus on more intensive and in-depth work in scenery construction and prop-making skills for the student intending to specialize in scenery and props. This class will also introduce the student to scenery painting materials and methods.

Prerequisite: Theatre Arts 1200.

THEA 1266 - Scenery and Props III

(2 credits) 1 hour instruction, 3 hours lab

This is a continuation of THEA 1265 at increased levels of sophistication and complexity. The student will work at the level of the professional department head. This class will continue training in scenery painting materials and methods.

Prerequisite: Theatre Arts 1265.

THEA 1270 - Design I

(3 credits - TG) 2 hours instruction, 3 hours lab

This is an introductory level course. Topics covered will include scenery, lighting, costume and props design. Study will incorporate the history of art, architecture, furnishings and fashion. Play analysis, research methods, drawing, rendering, model-making and drafting as tools of communication will also be taught.

Prerequisite: Theatre Arts 1200.

THEA 1271 - Design II

(3 credits) 2 hours instruction, 3 hours lab

This is a continuation of THEA 1270. Topics covered will include: scenery, lighting, costume and props design at more advanced levels.

Prerequisite: Theatre Arts 1270.

THEA 1273 - Stage Management

(3 credits - TG) 2 hours instruction, 3 hours lab

This is an introductory level course in Stage Management. Study will include: an overview of technical direction; production management and administration, with major concentration on the role of the Equity Stage Manager. Students will be assigned as Stage Managers and Assistant Stage Managers on in-house productions. Performing arts unions will be analyzed.

Prerequisites: Theatre Arts 1100 and 1200.

THEA 1275 - Technical Direction/Production Management

(3 credits) 2 hours instruction, 3 hours lab

Students will specialize according to interest and ability. Study will involve assuming specialized roles on in-house productions under faculty supervision.

Prerequisite: Theatre Arts 1273.

THEA 1280 - Professional Development

(1 credit) 1.5 hours instruction

This course is designed to prepare the student for field placement or employment in the profession.

THEA 1286 - Production Assistance for Television and Film

(2 credits) 1 hour instruction, 2 hours tutorial

A study of the similarities and differences between production for theatre and production for film and television. The course will include a study of lighting, sound, scenery, costumes and props.

THEA 1199, 1299 - Directed Readings

See "Directed Readings" which are listed alphabetically in this section of the Calendar.

WOMEN'S STUDIES (WMST)

WMST 2272 - Issues for Canadian Women (formerly CNST 1272)

(3 credits - TG) 2 hours lecture, 1 hour tutorial

An interdisciplinary study of major issues confronting Canadian women. Topics may include: Canadian feminism in historical perspective, health, sexuality, work issues (such as equal pay, unemployment, pensions and the impact of technology), family issues and women's role in Canadian politics.

WMST 3341 - Women in Canada (U of C WMST 341)

(3 credits - TG) 2 hours lecture, 1 hour tutorial

Change in the lives of Canadian women over three centuries. A survey of women's roles as men saw them and of women's view of their place in Canadian society. Topics may include: the family, the frontier experience, paid and unpaid labour, moral reform, politics and feminism.

Prerequisite: Women's Studies 2272 or any first-year History course.

ZOOLOGY (ZOOL)

ZOOL 2273 - Animal Biology (U of C ZOOL 273)

(4 credits - TG) 3 hours lecture, 3 hours lab

Study of animal design, function and evolution.

Prerequisite: Biology 2201 with a grade of "C-" or above.

ZOOL 3373 - Embryology (U of C ZOOL 373)

(4 credits - TG) 3 hours lecture, 3 hours lab

The development of vertebrate and invertebrate organisms including: gametogenesis, fertilization, cleavage, gastrulation, organogenesis and growth.

Prerequisite: Zoology 2273 with a grade of "C-" or above.

ZOOL 3375 - An Introduction to Invertebrate Zoology (U of C ZOOL 375)

(4 credits - TG) 3 hours lecture, 3 hours lab

A survey of the invertebrate phyla with particular reference to those which exemplify the following grades of organization: protoplasmic, cellular, tissue, and organ-system and within the latter - acoelomate, pseudocoelomate, schizocoelomate and enterocoelomate. Emphasis is placed on functional morphology of the major phyla.

Prerequisite: Zoology 2273 with a grade of "C-" or above.

ZOOL 3377 - The Vertebrates (U of C ZOOL 377)

(4 credits - TG) 3 hours lecture, 3 hours lab

Comparative anatomy; a basis for understanding the functional organization, development and adaptive radiation of vertebrates.

Prerequisite: Zoology 2273 with a grade of "C-" or above.
Recommended Preparation: Zoology 3373.

SERVICES FOR STUDENTS AND THE COMMUNITY

ACCOMMODATIONS

Residence

Mount Royal College has residence space for 438 students as of September 1989. Located on campus, northeast of the College, the townhouse units are just minutes from classes. Each unit contains a kitchen, living area, one or two full baths and a complete basement for storage. Laundry facilities as well as the clerical and administrative offices are located in the Administration Building. Four of the townhouse units are designated for handicapped students.

The complex is managed by the Residence Manager who screens applicants and assigns units according to the compatibility of the students and their needs. Students rent for an eight-month period from September to April, for the spring or summer sessions, or over the summer if registered for the Fall semester. Call (403) 249-7224 for more information.

Off-Campus Accommodation

Looking for a place to live in Calgary? To find accommodation, give yourself two to three weeks before classes start. The YMCA, YWCA or Youth Hostel can put you up those first few days. Start your search by following up the listings that interest you in our housing registry. The housing registry also contains a list of students looking for roommates. The classified ads in local newspapers are also good sources. Anywhere in the southwest area of the city is generally accessible to the College. District names to watch for include: Glamorgan, Lakeview, Lincoln Park, Altadore, Richmond, Bankview, Knob Hill, Mount Royal, South Calgary, Killarney, Glengarry, Scarboro, and Spruce Cliff.

Unfurnished apartments can easily average \$350 - \$500 for a one-bedroom and \$450 - \$600 for a two-bedroom.

ATHLETICS/CAMPUS RECREATION

Athletics

Whether you are the centre of attention or cheering from the sidelines, athletics will be an important part of your campus experience at Mount Royal College. We are a member of the Alberta Colleges' Athletic Conference (ACAC) which provides opportunities for men and women to compete in intercollegiate sports. Other members of the conference include Medicine Hat College, Red Deer College, Southern Alberta Institute of Technology, Northern Alberta Institute of Technology, Camrose Lutheran College, Olds College, Grande Prairie Regional College, Lethbridge Community College, Grant MacEwan Community College, Lakeland College, Keyano College, and Alberta Vocational College at Lac LaBiche. Bring a buddy and come out to see our Cougars (Calvin included) in action!

Intercollegiate Sports

Team Activities

Basketball:

The men's and women's basketball programs at Mount Royal

College continue to be tremendously successful among college teams. Both teams have been ranked among the top ten men's and women's college teams in the country.

Hockey:

The Cougars play in the very tough Alberta Colleges' Athletic Conference League which is one of the best in Canada. Cougar hockey has provided an alternative for many Tier 1 and 2 hockey players who are interested in combining fast paced hockey with a well respected formal education.

Soccer:

Men's soccer was introduced to the Mount Royal College sport scene as a new athletic activity in 1989. The team will compete in the college league with Northern Alberta Institute of Technology, Grant MacEwan Community College, Red Deer College, Southern Alberta Institute of Technology and Lethbridge Community College. The provincial champion will advance to the Canadian Colleges' National Championship.

Volleyball:

As with our other sports the men's and women's volleyball programs have been equally successful. These two teams are ranked among the top ten in Canada.

Tournament Sports

The varsity athletic program also offers opportunities for prospective students/athletes in the sports of badminton, cross-country running and golf.

For more information about Athletics, contact the Coordinator of Athletics in Room U131 or at (403) 240-6517.

Campus Recreation

Campus Recreation - a great way to have fun, meet new people, socialize with friends, get some exercise, learn new skills and enjoy friendly competition.

Mount Royal College students, and employees may participate in the following areas:

Intramurals: Basketball, volleyball, hockey, soccer, flag football - these are a few examples of some of our leagues and tournament sports. Many of the activities are co-recreational.

Recreational Endeavour Courses: We offer courses in fitness, aquatics, sport skills, music and dance, crafts and more.

Clubs: Some examples of popular clubs are badminton, kayak, hang gliding, rodeo, underwater hockey and soccer. You can join any activity club that interests you.

Special Events: There is something for everyone to get involved in, from road races to spaghetti eating contests!

Free time: Facilities may be used during posted times and discounted vouchers are available for the use of off-campus facilities for racquet sports, downhill skiing and golf.

To accommodate the above activities we have two gymnasiums, a pool, a weight room, a pond which provides skating in the winter, playing fields and a walking/jogging

trail. For information about these on-campus facilities please refer to their alphabetical listing in this section.

Lockers are available through the Physical Education Equipment Room. They also offer a convenient towel service. The fee is \$27.00 per year for lockers and towel service.

Remember, recreation is not restricted to competitive activities or even physical activities. We would like you to enjoy your leisure time by using Campus Recreation to its fullest. You will find lots of opportunities in Campus Recreation's annual calendar and brochures. The Campus Recreation Office is located on Level I, Room U131, close to the gyms. Phone (403) 240-6517 for additional information.

Downhill Skiing/Golf

Campus Recreation also offers discount vouchers to students and employees for downhill skiing and the Mount Royal College Driving Range (Golf).

Walking/Jogging Trail

Walkers and joggers can enjoy the outdoors of Mount Royal College on 2.8 km or 1.2 km routes. A detailed walking brochure illustrates these routes in the vicinity of Mount Royal College. The brochure is available at the Campus Recreation Office, Room U131.

Gyms

We have a large main gymnasium with bleachers for 600 people. The hardwood floor is used for a wide variety of athletic and intramural activities. This gym is yours to use during posted times. The auxiliary gym contains mirrored walls (for dance and fitness classes) as well as a climbing wall. The climbing wall gives you a chance to learn mountain climbing in a perfect climate. Equipment is available in accordance with policies set out by Campus Recreation.

Pool

Our 25 by 25 metre indoor pool is used for canoeing, kayaking, scuba diving, waterpolo, diving, life saving instruction and swimming. Spectator seating above the pool makes it suitable for competitive activities.

When not in use for teaching, the pool is available to Mount Royal College students and employees during "Campus Recreation free swim" times and is available to Mount Royal College students, employees, and the general public during "public swim" times.

Racquetball/Squash

Although we do not have courts at the College, Campus Recreation has made arrangements with nearby clubs for recreational play and instruction. Full details about discounted vouchers are available at Campus Recreation, Room U131.

Weight Room

The weight room features universal weight machines and an abundance of free weights and accessories. The hours of operation are the same as the nearby Equipment Room except for a few classes that may be scheduled during the day. The

schedule is posted at the weight room.

A Leisure Facility Card can be obtained by students and employees at no charge from the Equipment Room. The card allows you to use leisure facilities and access Campus Recreation Programs.

FACULTY OF CONTINUING EDUCATION AND EXTENSION

The Faculty of Continuing Education and Extension offers a diverse range of courses and programs to meet the community's needs for professional and personal development.

Some courses and programs are developed from credit curriculum by College staff, while others are developed in response to local interest with the assistance of individuals or groups from the community. Continuing education offerings fall under the general program areas of arts, community and health studies, science and technology, and business studies and applied arts.

Courses may be offered on weekday evenings over a period of weeks or in shorter seminar or workshop formats on weekday evenings or weekends. Custom-designed courses for businesses or associations can also be arranged. While the College provides the structure for administering and programming continuing education courses, many are offered in convenient community locations off-campus.

Credit Extension and Part-Time Studies

Credit Extension and Part-time Studies at Mount Royal College offer the part-time student a flexible means to sharpen career skills, qualify for or transfer to university, earn a College certificate or diploma, or complete high school studies. Certificates and diplomas can be earned in many disciplines through daytime, evening and credit contract programs. Whether you are 18 or 81, part-time studies at Mount Royal College can give you the knowledge you need for personal fulfillment, the opportunity for rewarding career growth or the chance to begin university studies. For further information call (403) 240-6871.

In addition to offering adults continuing education opportunities for personal and professional development, occupational upgrading and enhancement of leisure time, the Faculty of Continuing Education and Extension continues to offer the following special community services:

Cardio-Pulmonary Resuscitation

In co-operation with the Alberta Heart and Stroke Foundation, the CPR program offers courses in:

Basic Life Support

- HeartSaver
- Infant/Child
- Basic Rescuer
- Basic Rescuer Re-registration
- BLS Instructor/Instructor-Trainer

Advanced Life Support

- Advanced Cardiac Life Support Provider/Instructor
- Pediatric Advanced Life Support Provider (i.e.: Pediatric Advanced Life)
- Basic Trauma Life Support Provider
- Automatic External Defibrillator

First Aid/CPR

- Emergency Child Care
- Emergency First Aid/with CPR
- Standard First Aid/with CPR

The CPR staff and volunteers also organize courses and provide qualified instructors to meet the needs of clubs, organizations and companies. For more information call (403) 240-6090.

Sport and Fitness Resource Centre

Mount Royal College's Sport and Fitness Resource Centre offers fitness assessment, counselling and programmed activities to individuals and groups in Calgary and the surrounding area. As well, the Centre operates the Sport Therapist Services which provides coverage to national, provincial and municipal sports hosted by organizations in Calgary and the surrounding area. We also specialize in professional continuing education for sport and fitness leaders, serve as a resource centre and library, offer conference packages on health and lifestyle topics and host special events and fitness demonstrations.

Transitional Vocational Program

The Transitional Vocational Program offers two streams of programming to developmentally delayed adults. The Employment Preparation Program is 12 months in duration and combines on-campus instruction with community-based work experience placements. The emphasis of the program is on assisting the student in becoming prepared for competitive employment and community living. Evening courses in literacy and mathematics are also available. They are 28 weeks long and are based on a student/instructor ratio of 6:1, allowing individualized programming and instruction. These classes occur weekly for two hours.

Continuing Education - Registration and Information

Major announcements of courses, seminars, workshops and other events are made in August, January and April. For further information, visit the Continuing Education Credit-free Registration Office, located on the main level, Kerby Hall. Registrations and fee payments for continuing education programs are also handled at this counter, or at the Registration/Information area of the City Centre Campus (833 - 4 Avenue S.W.). During Fall and Winter, the office is open until 8 P.M., Monday through Thursday. See the section entitled Faculty of Continuing Education and Extension or phone (403) 240-3833.

EXTENSION SERVICES - CITY CENTRE CAMPUS

The Languages Institute

The Faculty's Languages Institute offers credit-free courses in French, German, Spanish, Mandarin, Japanese and English As a Second Language (EASL). Designed for students needing to upgrade their English skills, EASL classes are open to permanent residents of Canada, as well as those studying on tourist or student visas. Students applying from outside Canada who have no TOEFL score or have a score of less than 560 must apply for admission to the Languages Institute rather than to a regular academic program. All EASL students take courses in oral work, reading, vocabulary and writing. If seats are available, intermediate and advanced-level students may also take up to two credit classes with the approval of the EASL advisor.

Office of International Education

At Mount Royal College, The Office of International Education co-ordinates College participation in international development projects overseas. Custom-designed training packages are also developed for local and international business organizations. In addition, the Office works with the Languages Institute to organize summer tour packages for international students. These tours combine intensive language training with tourism and an increased understanding of Alberta and Canada.

CONSERVATORY OF MUSIC, SPEECH ARTS AND DANCE

The Mount Royal College Conservatory of Music, Speech Arts and Dance has been in existence and affiliated with Mount Royal College since 1911. The Conservatory is the second largest of its kind in Canada. Private and group lessons are offered for all ages and levels on all orchestral instruments, piano, voice, guitar, saxophone, harp and theory as well as a complete Speech Arts and Public Speaking Program and a comprehensive Dance Program.

Group activities include Orchestras, Choirs, Wind Ensembles, Fiddle Classes, Big Band Jazz, Flute Choir, Music Theory, a variety of Speech classes, and Dance classes.

The Early Childhood Program includes a String Program created by Dr. Lise Elson, a Suzuki Piano Program, Kodaly Musicianship Classes and Dalorozo Eurhythmic classes.

The Academy is a comprehensive program for gifted children up to age 18. The program includes master classes with leading local and internationally renowned musicians.

Mount Royal College Conservatory, School of Dance

Established in 1984, the Mount Royal College School of Dance is recognized for its commitment to excellence in training dancers. Students ranging from 3 years of age to semi-professional level participate in a program designed to stimulate their creative skills while training them in the art of

classical ballet. Based on the Royal Academy of Dancing syllabus, the School of Dance also offers non-syllabus and open classes, jazz instruction and workshops, master classes and lectures with visiting dancers. The School is based at the Lincoln Park Campus.

The Conservatory has a faculty of approximately 120 professional artists and an associated Branch Studio System throughout the City of Calgary. Call the Conservatory for information at (403) 240-6821.

SERVICES

Accidents

The College holds an insurance policy providing some coverage to students for accidents only. The Finance Department has all policy details; for information call (403) 240-6310. Health Services will process your claim and help you to recover. For information call (403) 240-6326.

Career Development, Employment Centre and Volunteer Resource Centre

The Career Development and Employment Centre was established to meet the needs of Mount Royal College students and alumni. The Centre is a comprehensive area which provides information relevant to educational and career pursuits. In addition to a career resource library, the Centre also posts employment and volunteer opportunities, assists with employment planning and job search, and provides support to the organizations who recruit Mount Royal College students.

The Career Development Centre provides:

- a reference library of directories, calendars and videotapes from colleges and universities across Canada and the United States
- materials to assist students with career planning and job search including: PC Directions (a computer software package, designed to assist individuals in selecting a career path); employment and occupational information; work, study and travel abroad information; special interest areas including personal development, assertiveness training, women and work
- audio/video tapes describing educational programs at Mount Royal College, Southern Alberta Institute of Technology and The University of Calgary

Employment Services include:

- computerized posting and referral of students to Full-time, Part-time and Summer employment opportunities
- job search workshops, individual assistance with resumes/covering letters, job-search and interview techniques
- facilities for on-campus recruiting
- resource materials, videos on skill development, company information, directories, organization profiles and salary information
- special events such as career fairs, job clubs, mock interviews and the alumni-mentor program

The Volunteer Resource Centre:

- promotes the idea of becoming a volunteer
- provides an avenue for the course requirements of students on campus
- provides the campus population with comprehensive information on volunteer opportunities available in Calgary.

Hours of Operation: 8:30 a.m. - 4:30 p.m. Monday through Friday

Student Services; 2nd Level, Kerby Hall; (403) 240-6308

Testing

The centre also provides the following testing activities:

- psychological tests (after counsellor referral)
- general tests (TOEFL, ACT)
- College Placement Test

For further information call (403) 240-6368 or (403) 240-5942.

Counselling Department

A staff of qualified counsellors is available to help students with educational, career and personal concerns.

Counsellors are available, by appointment, to assist you in the following areas:

Educational Counselling

provides assistance with:

- educational goal setting
- academic difficulties
- College policies and procedures

Career Counselling

helps students establish career goals and educational plans through:

- exploring values, temperament, abilities, interests, and motivation
- researching educational and occupational alternatives
- linking discoveries about self with potential occupations

Personal Counselling

assists you in dealing with such issues as:

- personal conflicts and problems
- test anxiety desensitization
- stress management
- communication skills
- assertiveness
- lack of confidence
- student effectiveness/competence concerns

Disabled Students

Mount Royal College recognizes that disabled students have particular needs. A reserved parking area, automatic doors, special technical equipment, elevator service to all levels of the College, wheelchair washrooms and lowered telephones have been designed to make College life easier. The Coordinator of Services for Disabled Students and other Counsellors work with disabled students to familiarize them with campus resources and assist them in the educational process.

Health Services

Health Services is designed to provide complete medical care to students, faculty, staff and dependents. No appointment is necessary for urgent or emergency cases, but you are advised to make an appointment at least 24 hours in advance for other medical problems.

Full medicals; third party medicals (including Drivers, Scuba and D.O.T.); cast application or removal; removal of warts, cysts and other medical needs can be attended to by an appointment. All students are covered by accident insurance and the claims are filled out at this office. (For details of accident insurance, refer to the section in this Calendar entitled "Fees and Deposits".)

Health Services is staffed by two full-time nurses, one part-time nurse, one medical office assistant and four physicians. Hours of operation are weekdays from 8 A.M. to 4:30 P.M. Facilities include a laboratory, minor surgery area, cot room and examining rooms.

Tuberculin skin tests are compulsory for those in high risk groups who will be contacted by Health Services.

Health Services is located on the second floor in Room U226. Phone (403) 240-6326.

International Students

If you are an out-of-country student adjusting to a new environment, the International Student Co-ordinator in the Counselling Department (and the other counsellors) can assist you. They will provide an orientation and on-going educational and personal counselling as desired. Phone (403) 240-6362.

Learning Resources Centre (Library)

The Learning Resources Centre (LRC) consists of a collection of over 120,000 books, a wide range of audio-visual materials, over 1,000 periodical subscriptions and many other specialized resources. Services include term paper research instruction and assistance, general reference assistance, on-line searching, circulation, inter-library loans, photocopying, microfilm/fiche reader/printer facilities, and audio-visual playback equipment for in-College use. The LRC also has evening and weekend hours.

Resources are also available from discipline-related Resource Islands that are "branches" of the LRC and are adjacent to faculty offices and teaching areas. These islands are stocked with audio-visual and print materials of prime importance to the current semester's courses, and offer short-term loans.

Pick up a copy of the Student Guide to the Learning Resources Centre on your first visit. Phone (403) 240-6140 for information on hours, loan periods, library tours and borrowing procedures.

There is a small library at the City Centre Campus, for students attending classes there. For hours and other information, pick up a fact sheet at the City Centre Campus.

Learning Skills Centre

If you are wondering how you will cope with the demands of

your College courses, it will come as a very pleasant surprise to you to know that the Learning Skills Centre provides expert, friendly advice and support on problems ranging from how to organize your time, to how to organize that all-important essay or report.

The Learning Skills Centre has four main ways of helping you: (1) individual appointments to help with a particularly difficult assignment, (2) a peer tutor program for extended one-to-one help or study-group help, (3) small group workshops on concentration and remembering strategies such as lecture notetaking, textbook reading and exam preparation and (4) a Learning Disabilities Project. Come to the Learning Skills Centre, T123, in the Arts Wing for a complete list of the workshops.

You can receive advice and help from Learning Skills Specialists at the Learning Skills Centre Monday to Thursday from 8:30 a.m. to 8 p.m. and on Friday from 8:30 a.m. to 4:30 p.m. The Centre is open every College business day. There is no charge for this service so come and see us or call us at (403) 240-6452.

Learning Disabilities Project

The College now has a Learning Disabilities Consultant who is here to assist students who have difficulties with the learning process. If you know, or suspect, you have a learning disability, contact the Learning Disabilities Consultant at the Counselling Centre or telephone (403) 240-6362.

Library

See Learning Resources Centre

Office of the Registrar and Admissions Advising Centre

This is your first and last stop at Mount Royal College for:

- academic appeals
- admission and evaluation of documents
- admissions and academic advising
- articulation arrangement (Secretarial Arts)
- Calendars and program brochures
- credit by examination
- graduation information
- grade reports
- grievances and grievance appeals
- high school visitations and liaison activities
- mark reviews
- registration
- registration adjustment (drop/add)
- requests for information about program offerings
- statistical information
- transcripts
- transfer credit
- transfer to universities and colleges.

Mount Royal College offers one-stop service at the new Admissions Advising Centre (Office of the Registrar), providing you with all the information you need to make your entry into College as convenient as possible. For Academic Advising, please call (403) 240-0148 to make an appointment.

Worship

For over 75 years, Mount Royal College has upheld a spiritual tradition which stems from the original vision of Dr. George Kerby. This tradition continues today through the existence of an on-campus Chaplaincy where a variety of services are available. Currently offered are: weekly Chapel Services, counselling, support groups and weekly discussion groups in the Chapel. The Chaplaincy Team consists of professionals as well as student volunteers who are interested in the ministry. The office (F122) is open daily from 10 a.m. to 5 p.m. and is located across from the Chapel.

The Chaplains are available as resource persons and will provide guidance on spiritual issues. Phone (403) 240-8942 or (403) 240-8904.

STUDENTS' ASSOCIATION

All part-time and full-time students at Mount Royal College are members of the Students' Association. The Association was incorporated in 1967 and moved to Lincoln Park Campus in 1972. The Students' Association has a number of different roles:

- acts as a representative body for all Mount Royal College Students
- administers student funds and affairs
- co-ordinates special events and activities
- provides and oversees all student-owned facilities
- acts as a liaison between College administration and students
- provides a social centre for the student body
- provides other services/activities as directed by Student Council

Wyckham House

Wyckham House is your student centre. Operated by the Students' Association, it is located by the West entrance to the College. Wyckham House opened in September 1987 and quickly became a meeting place for all students. Once through the link, and inside Wyckham House there is an array of shops, services and facilities to discover!

Administration

Executive offices in Z201

Administration offices in Z202

Students' Council Chamber

Smoking Student lounges

Societies' offices, meeting rooms and storage areas

Retail Outlets

Arcade - located in the basement of Wyckham House, enjoy playing over 35 different types of electronic games.

Collegiate Shop - located on the main level, we provide stationary, inexpensive gifts, a one-day photofinishing service, transit passes, cigarettes, pop and milk.

Copymat - located in the basement we provide a range of services that include: photocopying, desktop publishing, resume service, rental typewriters and stationary.

Used Textbook Store - located in the basement of Wyckham House, the Used Textbook Store is great for finding bargains instead of paying that high retail price for new books! Check us out before you go elsewhere!

Wycked Ware - located on the main level, this retail outlet offers colorful and exciting campus fashions, an assortment of fun gift ideas, as well as a dry cleaning service. Tickets for all concerts and cabarets are also sold through this outlet.

Thirsty's - located on the main level, Thirsty's is our licensed bar and lounge that provides big screen TV entertainment, movie nights, sports nights, and a technological advanced "sounds around" sound system.

Food Court - located on the main level, the food court houses five food kiosks that provide different varieties of food ranging from Chinese food to hamburgers and fries, cappuccinos, pasta salads and pizza. All reasonably priced and delicious!

Entertainment Services

Concerts - the Students' Association brings in class acts such as Blue Rodeo, Spirit of The West, Northern Pikes, etc. Watch for posters around the College and in Wyckham House.

Special Events - Last Class Bash, Fall Frosh and lots of great noon hour entertainment are just a few of the things the Students' Association organizes to make your life here at Mount Royal College more than just studying.

Cabarets - there are weekly Students' Society pubs and parties happening throughout the year in Wyckham House. Look out for publicity around the College and in Wyckham House.

Other Services

- Theme days and weeks such as National Student Day, Environmental Awareness Week, etc.
- Speakers, seminars and workshops
- Annual Leadership Conference
- Annual Excellence Awards for students and student societies
- Representation for all students on College Boards and Committees
- Individual representation for students on appeals, grievances, etc.
- Advocacy on all student issues to Government at every level
- Scholarships to help students meet the ever increasing costs of education

Students With Special Needs

Within the limits of its resources and consistent with the College's commitment to its entire student population, Mount Royal College supports the integration of students with special needs into the mainstream of College life and learning.

The provision of a supportive physical, academic, and social environment is the responsibility of the entire College. In assisting students with special needs, Mount Royal College's criteria for academic excellence will not be compromised.

MISCELLANEOUS

Bookstore

The Bookstore is owned and operated by Mount Royal College. The Bookstore's purpose is to meet all your textbook and supply needs. It also carries a full range of general reading and reference books and provides many other items and services which may be of interest to you. The Bookstore is located on the Main Street, level one, opposite the Library.

Bookstore hours are:

8:30 am - 4:30 pm Monday through Friday (September to June)

8:30 am - 4 pm Monday through Friday (July and August) 10 am - 4 pm Saturdays (August 15 to April 30)

Evening hours as required for Night School.

The Bookstore has a computerized master textbook list.

Special orders are accepted on any title that is in print but not in stock; a \$5 deposit is required.

Personal cheques will be accepted for the amount of purchase. A minimum purchase of \$2.00 and identification are required. A \$15.00 fee is charged for returned cheques.

Refunds or exchanges will be considered on required textbooks only. New unmarked textbooks may be returned for full refund if accompanied by a receipt within two weeks of the beginning of the semester in which they were purchased. Refunds are not normally given on used books, special order books, general books, paperbacks or other merchandise. **DEFECTIVE BOOKS OR MERCHANDISE** are refundable at all times.

The Bookstore offers used book buy-backs year round and two major buy-backs in December and April. One half of the current list price will be paid for books which will be used again as required textbooks. Wholesale prices may be paid on other books.

No parcels, briefcases or previously purchased books and supplies may be carried into the Bookstore. At the entrance to the store is a book drop provided for your convenience; any articles left here are at your own risk. The cashiers have instructions to charge for all items carried out of the store. Shoplifters will be prosecuted.

If you have any questions, problems, suggestions or complaints, please feel free to speak to the Manager or any of the staff.

Buses

The Calgary Transit System offers six main bus routes to the College. From the College, students may catch the #13 bus (Mount Royal) at the west side of the campus on Richardson Way. Students living in the Lakeview area may catch the #18 bus (Lakeview) on Richardson Way. The #72 bus run (Circle Route) makes a clockwise circuit around the city, including stops at the University. It stops near the College on Richardson Way and Richard Road. The #73 (Circle Route) moves counter-clockwise across the city. Students are also

able to catch the #20 bus (Heritage Station) on the east side of Richard Road, near Bishop Carroll High School. It's best to contact Calgary Transit for schedule information at (403) 276-7801. Bus passes and tickets are available at the Bookstore and Collegiate Shop. Student bus passes for full-time students only are available at the Bookstore.

Copy Centres

Copy Centres for use by faculty, staff and students are located at Printing Services on the lower level of the main building and on the second level of Roy Deyell Hall. They offer over-the-counter photocopies at cost. Coin-operated machines are located throughout the College.

Hours of Operation:

Printing Services: 8:30 am - 4:30 pm, Monday - Friday

Roy Deyell Hall: 8:30 am - 4:30 pm, Monday - Friday

Roy Deyell Hall Closed - July and August

Day Care Centre - Mount Royal College Day Care Society

The Day Care Centre offers care on a full-time basis for 80 children, between the ages of 2 and 6.

The Centre is open from 7 am to 6 pm, Monday through Friday throughout the year closing only for statutory holidays.

For further information please phone (403) 240-6410.

Food and Beverage Regulations

The consumption of food and beverages is permitted only in food service areas, department offices, public corridors and hallways. Food and beverages are not permitted in classrooms, reading rooms, the library, lecture halls, theatres, etc.

The consumption of alcoholic beverages is permitted only in areas licensed by, and under the regulations of, the Alberta Liquor Control Board.

Food Services

Mount Royal College's food services, except those provided in Wyckham House, are provided by the Marriott Corporation and include:

Courtside Cafe

The main dining area on campus has capacity for 550 patrons and provides ample seating opportunity. The servery includes short order grill, pizza/pasta, hot entrees, salad/soup bars, gourmet sandwiches, in-house bakery, desserts and beverages.

Lincoln Park Room

The third-floor dining room offers more formal dining, a la carte and buffet, depending on the season.

Tim Horton's Donuts

The kiosk, located off the main hallway, features donuts, coffee and tea.

Convenience/Grocery Store - "Essentials"

Especially handy for students in the residence, the convenience store offers grocery items and snacks.

Wyckham House Food Kiosks

Wyckham House's five food kiosks offer fast-food variety, including pizza, burgers, Chinese food, gourmet coffee, muffins, cookies, hot dogs, salads, sandwich specialties and beverages. There's plenty of seating.

Collegiate Shop (Wyckham House)

Snacks, soft drinks, munchies and some grocery/convenience store items can be purchased at the Collegiate Shop.

Thirsty's (Wyckham House)

Thirsty's is the licensed student lounge.

Lockers

Large lockers are available for rent for \$14.50 per semester or \$27.00 for two semesters with a \$10.00 locker deposit. Small lockers rent for \$9.00 per semester or \$16.00 for two semesters with a \$3.50 locker deposit. The Spring semester locker rentals are \$3.50. The Fees Office handles rentals shortly after classes begin. Be forewarned - at the end of each semester the contents are turned over to our Lost and Found Department and will be disposed of, if not claimed, in 45 days.

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

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

Students renting lockers are required to use the locks provided by the College.

There is an additional \$5.00 Lock Deposit Fee which is refundable when the lock is returned.

Newspapers

The Journal

A regular newspaper produced by Journalism students.

Reflector

You needn't major in Journalism to contribute to this Students' Association-sponsored paper. Always controversial, the Reflector welcomes new blood to its staff.

Parking

Designated Student Parking is available at the College on a first-come first-served basis. Permits are available at the Parking Office which is open from 8:30 am to 3:30 pm Monday through Friday. Extended hours may be in affect during peak periods. The cost of permits for each semester is posted at the Parking Office. All vehicles must display a valid permit; violators will be ticketed. Parking is enforced from 7:00 am to 9:00 pm (0700 - 2100 hrs.) Monday through Friday.

Handicapped Parking Stalls are located at the Recreation Entrance, Wyckham House and the East Gate. All users must display a Handicapped Permit. Enforcement is 24 hours a day, seven days a week.

All vehicles are prohibited from parking on designated fire lanes, sidewalks and roadways.

Radio

CMRC, the College radio station, operated by Broadcasting Diploma students, broadcasts in-house and via cable.

Scheduling Office

Scheduling is the central booking office for Mount Royal College. This office assigns space for credit and credit-free courses, Campus Recreation activities and community functions such as meetings and seminars. Phone (403) 240-6585.

Security and Public Safety

Security and Public Safety is responsible for ensuring the safety and security of all persons using the College's facilities and protecting its equipment and assets. The department is located at the West Gate and operates 24 hours a day, year round. Some of the services offered to students are: emergency first aid, a lost and found, after dark escorts to cars for students and vehicle boosting in cold weather. Students are urged to call Security at (403) 240-6897 or (403) 240-6898 if they are witness to an incident or require assistance.

Smoking Policy

Smoking is not permitted in Mount Royal College facilities except in designated areas (see main doors or directories for designated smoking areas). This policy applies to all college students, employees and visitors and is in effect full time.

Complaints regarding the infringement of this policy should be referred to the Manager, Chairperson or Supervisor of the area for violations by College employees. The Department of Security and Public Safety should be notified of violations by students or the public. Breach of this policy will be treated in the same manner as breaches of other existing College policies.

Student Mail

Mount Royal College does not forward student mail nor does it release student addresses to third parties. Any mail for students from outside parties should be sent to their home addresses. Any mail for students staying in Residence should be sent to the student at the following address:

Name

Box #

Mount Royal Court

Calgary, Alberta

T3E 7C9

Theatres

The College has two performance theatres linked by a common stagecraft and dressing room area. The Leacock Theatre, set aside for music and speech events, seats 330. Full theatrical lighting, sound equipment and movable seating makes the 240-seat Wright Theatre ideal for drama productions. Adjacent to both theatres you'll find the Courtside Cafe. In addition to these two theatres, the 380-seat Ford Theatre (V200) and the 200-seat Jenkins Theatre (I115) hosts lectures, films and special events.

GLOSSARY

Please note that the definitions that follow are general definitions. More specific explanations of these terms as they are used at Mount Royal College may be found throughout this Calendar.

Academic Schedule

- a calendar of important College dates such as the first and last day of classes, deadline for payment of fees and last day to withdraw from a course.

Admission

- acceptance of a person who has formally applied to attend the College. Individuals may be admitted if they meet the admission requirements for the program they wish to study and submit all the necessary forms and supporting documentation.

Admission Requirements

- sometimes called entrance requirements.
- the background an applicant must have before being admitted to study at the College. Some examples of admission requirements are: age, a high school diploma, letters of reference, Mathematics 30, and a Department of Transport Medical Clearance.

Advanced Placement

- students who have taken the equivalent of Mount Royal College courses in some other manner may apply for advanced placement. If advanced placement is granted, students will be excused from taking corresponding Mount Royal College courses, but other College courses must be taken in their place in order to satisfy the credit value required for the award of a parchment.

Advisor

- sometimes called an academic advisor or program advisor.
- a faculty member or administrator who helps students select courses that will satisfy graduation requirements for the students' program. Advisors have been assigned to each program the College offers. Students should keep their original advisor as long as they stay in their original program.

Alumnus

- a former student or graduate of the College.

Appeal

- a request that a grade on a particular piece of work or a final standing in a course or program be changed on grounds related to the accuracy or fairness of the mark assigned.

Approved Option

- a course relating to a student's field of study that must be chosen in consultation with and approved by the appropriate program advisor.

Arts and Science Requirement

- a course selected from each of any four of the seven Arts

and Science areas. See General Graduation Requirements in this Calendar.

Auditor

- often referred to as an auditing student.
- a student who pays to attend a credit class. An auditor does not receive credit for attending the course and is not allowed to participate in assignments or exams. To audit a course, students must have the permission of the instructor.

Certificate

- a parchment awarded to students who have completed all the requirements of a certain program. Certificates usually indicate completion of the equivalent of eight months (two semesters) of full-time studies.

Continuing Student

- a student who took one or more courses at Mount Royal College in the preceding semester. Students who attend the Winter Semester, miss the Spring Semester, and then return for the Fall Semester are also called continuing students.

Convocation

- the ceremony to celebrate with those students who successfully completed their program and satisfied the College's graduation requirements. The graduation ceremony is held in the Fall.

Co-operative Education

- integrated academic study and alternating salaried work-terms available in a number of specialized disciplines.

Co-requisite

- course(s) students must take at the same time they are taking other particular courses.

Course Load

- the number of courses a student takes in a semester.

Credit

- often called credit hour.
- a number assigned to the "amount of learning" a student receives through a combination of lectures, tutorials, seminars and labs. One credit usually equals one hour of class time per week.

Deferred Final Examination

- students who miss a final examination due to some compelling reason may apply, through the Office of the Registrar, to write the examination at a later date. Refer to the 'Examination Policy' and 'Deferred Examination' sections located under "Academic Regulations".

Diploma

- a parchment awarded to students who have completed all the requirements of a certain program. Diplomas usually indicate completion of 16 months of full-time studies spread over two years (four semesters).

Directed Readings

- special arrangement whereby students may pursue and receive credit in areas of study on an independent basis. See Directed Readings under the "Course Description Section" of this Calendar for procedures and restrictions.

Disqualified Student

- a student who is no longer permitted to attend Mount Royal College for a specified period of time. Students will be disqualified if they do not do well in their courses. The College grade report will carry a notation "Required to Withdraw".

Drop/Add

- frequently referred to as registration adjustment or change of registration.
- students may drop or add courses at the beginning of a semester. Courses which are "dropped" at this time do not show on a student's record.

EASL

- English as a Second Language.
- special English courses offered to students who do not speak, read or write English well enough to be successful in credit College courses. The EASL courses are offered through the Languages Institute. For further information call (403) 240-5513.

Elective

- a course which is not specified for a program but counts towards a diploma or certificate. While program advisors may recommend certain courses to fulfil elective requirements, students may freely choose their electives.

Fees

- money which students must pay the College to attend courses. Tuition and fees cover things such as accident insurance, athletics, some laboratory costs, as well as class attendance. They do not cover text books.

Full-time Student

- for admission, registration, College Placement Testing, and advising purposes, a full-time student is one who is enrolled in 3 or more courses.
- for financial assistance under The Province of Alberta Student's Finance Act and for fee assessment purposes, a full-time student is considered to be one taking 9 credits or more. See the "Fees" and "Financial Aid and Scholarships" section of this Calendar.
- for Income Tax Deductions a full-time student must be enrolled in a minimum of 9 credits (excluding Audit courses, Credit By Examination courses, High School courses and Learning Skills courses).
- for participation on a Mount Royal College Athletic Tournament Team, a full-time student must be taking 9 credits.

Grade Point Average (G.P.A.)

- the average of a student's marks. The College does not use percentage grades for final marks; thus, each letter grade is assigned a number of points (i.e., A = 4 points, D = 1 point) so that the marks can be added together and averaged. For more information, see the "Academic Status" section of this Calendar.

Grievance

- a claim or complaint by a student that a College unit has reached a decision which is not in keeping with College policy or taken an erroneous action which adversely affects the student.

Instructor

- sometimes called a faculty member or teacher.
- a qualified individual who teaches at the College.

Limited Enrolment Program

- often referred to as a limited or quota program.
- a program which only accepts a fixed number of first-year students.

Option

- a course selected by the student from the list of courses available in the Calendar. It counts toward a diploma or certificate.

Parchment

- the award received for successful completion of the College's diploma or certificate graduation requirements.

Part-time Student

- a student who enrolls in one or two courses.

Petition

- a request that a regulation be waived on compassionate grounds or because of extenuating circumstances (i.e., petition for readmission or against disqualification).

Practicum

- a course of study involving supervised practical work.

Prerequisite

- course(s) that students must successfully complete prior to taking another course.

Program

- an approved group of related courses leading to a diploma or certificate.

Re-Admitted Student

- a student who has taken course(s) at Mount Royal College before but not in the preceding semester.

Registration

- the period before each semester when students sign up for classes and pay fees. Students cannot register in courses until they have been admitted to the College.

Required Courses

- often called compulsory courses. Specific courses in a program that relate to the field a student is studying. Students may not substitute any other course for a required course without the written permission of the program chairperson. To graduate, students must complete all the required courses outlined in their program pattern.

Required to Withdraw

- see "Disqualified Student"

Scholarship

- a sum of money given to a student usually for high marks, though there are a number of different scholarships available. It does not have to be paid back.

Semester

- often known as an academic session. Each academic year at the College is divided into periods of time called semesters. At Mount Royal, the Fall and Winter Semesters each last 16 weeks. There is also one Spring Semester which usually lasts six or eight weeks. Students who attend the Spring Semester receive the same number of hours of instruction as in the Fall or Winter Semester.

Senior Matriculation

- frequently known as university entrance.
- a term used in Alberta to describe a student who has an Alberta High School Diploma (100 credits) with five 30-level subjects, including English 30 and Mathematics 30 as well as one social science 30 subject, one natural science subject and one 30-level option. These five subjects must be chosen carefully as different subjects are required for entrance to the various university faculties.

Student Loan

- a government loan to help students pay for books, tuition, and living expenses while attending a college, university

or technical school. Students must start paying back their loan once they have been out of school for six months. See the "Financial Aid and Scholarships" section of this Calendar for more information.

TOEFL

- Test Of English As A Foreign Language.
- an international test which must be written by every applicant to the College whose native language is not English.

Transcript

- sometimes called an academic record or student record.
- a permanent record of all of a student's courses, credits and grades. Transcripts are kept by the Office of the Registrar and are only released upon written request by the student.

Transfer Credit

- sometimes called advanced credit, advanced standing, or credit for previous knowledge.
- students may be awarded transfer credit for courses they have taken at another accredited college, university or technical school. Transfer credit is only given when the experience an applicant acquired through previous study is almost identical to that which would be gained in one of the credit courses at the College.

Tuition

- see the "Fees" section of this Calendar for more information.

Withdrawal

- procedure for a student who withdraws from one course or from the College completely and stops attending classes. Students who do not withdraw from courses using the proper procedures are given an 'F' grade in the course(s) even if they haven't attended class.

BOARD OF GOVERNORS

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S. K. Dhir
R. G. Hawkins, B.Sc., M.B.A., C.A.
D. R. Ingram
P. R. Munroe, C.M.A.
J. P. Peacock, B.A., L.L.B., Q.C.
A. M. Rawlins
B. M. Reynolds
A. D. Rogan, B.Sc., M.Sc., P. Eng.
B. C. Shervey, B.Comm., M.B.A.
T. L. Wood, B.A. (Hon.), M.A.
P. Zip, B.Ed.

ADMINISTRATIVE STAFF

President's Office:

President
T. L. Wood, B.A. (Hon.), M.A.
College Secretary, Executive Assistant to the President
P. J. Musclow, B.A. (Hon.)
Director, Office of Institutional Analysis and Planning
L. R. Wallace-Hulecki, B.Sc.
Director, Public Affairs and Development
H. M. Wight

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Assistant Vice-President and Dean of Academic Services
A. Dymont, A.L.A., F.L.A., M.Phil.
Dean of Arts
K. Robson, B.A. (Hon.), M.A., M.A.
Acting Dean of Business Studies and Applied Arts
B. Mahon
Director, Extension Services - City Centre Campus
L. Smith, B.A. (Hon), M.A., B.Ed.
Dean of Continuing Education and Extension
D. Spaulding, R.N., B.Sc.N. (Alta), M.Ed. (Calg)
Dean of Community and Health Studies
D. Stouffer, B.A., M.Ed., Ed.D.
Dean of Science and Technology
G. Williams, B.Sc., Ph.D., P.Geol.
Director of Conservatory of Music and Speech Arts
N. Burgess, B.Ed.(Dist), M.M.E., D.M.E.(Dist)
Registrar and Director of Admissions
A. Alisauskas, B.A., M.A.
Director, Academic Development Centre
L. Korella, B.Ed., M.Ed., Ph.D., C.Psych.
Director of Library Services
M. Bailey, M.A.(Edin), M.A., M.L.S. (Alta)
Director of Student Services
J. MacNeil, B.A., B.Ed., M.Ed., Ed.D., C.Psych.
Learning Skills Centre Co-ordinator

P. Franklin, B.A., M.A.
Manager, Co-operative Education
P. Racher, B.H.Ec., M.Sc.

DIVISION OF ADMINISTRATIVE SERVICES

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Controller - Finance
W.M. Perzel, M.C.I., C.G.A.
Acting Director, Financial Planning and Budgeting
E. Fletcher.
Acting Director, Human Resources
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G. G. Mathezer, B.Eng., M.Sc., M.B.A.
Director, Physical Resources
S. J. Foster, P.Eng.
Director, Ancillary Services
E. E. Rayner

EXTENSION SERVICES

Director
L. Smith, B.A., B.Ed., M.A. (Queen's)
Operations Manager, City Centre Campus
C. Burke, B.A.Sc. (Guelph)
Program Administrator, Languages Institute
D. Wood, B.A., M.A. (U of C), RSA Cert. TEFL

ACADEMIC STAFF

Alderson, K.; B.A., M.Sc. (Calg); Counselling.
Anderson, S.; B.A. (Calg), M.Ed. (U of T); Counselling.
Armstrong, L.; B.Ed. (Sask), M.S.W. (Calg); College Prep.
Asquith, D.; R.N., B.Sc.N. (U of T); Nursing.
Balcers, J.; B.A. (Mich St), M.S. (Iowa St); Communications.
Baxter, J.; B.A. (Hon)(Calg), M.Sc. (Calg); Rehabilitation Services.
Beauvilain, M.; B.A. (Hon)(Alta), M.A. (Alta); French.
Bellas, M.; B.Sc.(Hon)(Loyola), Ph.D. (Alta); Business Administration.
Besse, T.; B.Ed. (Alta), M.A. (Wash); Drama.
Birdwell, M.; B.A. (N.Colo St), M.Sc. (Colo St), Cert. Psych.; Counselling.
Boyle, C.; R.N., B.Sc. (U of S), M.A. (Calg); Nursing.
Brayton, G.; B.S.W., M.S.W. (Calg), Ph.D. (CPU Calif) R.S.W.; Criminology and Child Care Worker.
Brindley, S.; B.Sc. Dip.Ed. (Queensland), B.Ed., M.Sc. (Math), M.Sc. (Ed)(Calg), Ph.D. (Calg); Mathematics and Statistics; Chairperson, Department of Mathematics, Physics and Engineering.
Brothers, L.; B.Sc. (Man), M.B.A. (Calg); Computer Science and Computer Information Systems.
Brown, N.; B.Sc., M.B.A. (Ore); Business Administration.
Brown, T.E.; B.A. (Hon) (Brock), M.A. (Carleton), Ph.D. (Queen's); History; Chairperson, Department of Humanities.

- Burke, R.; B.A. (Columbia Pacific); Criminology.
- Calosing, R.; B.Sc. (San Augustin), M.Sc. (Alta); Chemistry.
- Campbell, C.; B.I.D. (Man), B.A., M.A. (Central Wash U); Interior Design.
- Chikinda, M.; LTC (London) (Speech), AMRC; Communications.
- Clark, M.; B.A. (Calg), M.Sc. (Calg); Rehabilitation Services, Social Services.
- Clarke, S.; Major (CAF/Ret'd); Aviation; Chairperson, Department of Aviation.
- Clement, D.; B.P.E. (Hon) (U of W. Ont), M.A. (U of W. Ont)
- Collier, R.; B.A. (Carleton), M.A., MAT (Wisc); English.
- Corff, S.; B.A., Ph.D. (Cleveland, Ohio); Biology.
- Cox, J.; B.Sc. (Durham), M.Sc. (Alta) P. Geol.; Chairperson, Earth Sciences.
- Craig-Mason, S.; B.I.D. (Man); Interior Design.
- Crichton, J.; B.A.Sc. (U of T), P.Eng.; Business Administration.
- Cross, G.; B.Sc. (Hon)(Calg), Ph.D. (Calg); Computer Science and Computer Information Systems.
- Cummins, K.; B.Sc. (U Coll of Wales), Ph.D. (Wales); Chemistry.
- Dang, D.Q.; B.E.(Hon)(Australia), Ph.D. (Calg); Engineering.
- Daum, D.; B.A., B.Ed. (Sask), M.A. (Essex), M.Ed. (U of T); French.
- Davidson, R.; B.A. (Calg), M.A. (W.Ont), L.L.B. (Calg), M.P.A. (Calg), Political Science.
- Davies, L.; R.N., B.Sc.N. (Sask), M.Ed. (Calg); Nursing.
- Dean, G.; B.A., M.A. (Alta), Ed.D. (UCLA); Counselling.
- Derbyshire, A.; B.P.E. (Calg), M.A. (Colorado); Physical Education.
- Dixon, E., APR; A.B.C. B.J. (Carleton), M.C.S. (Calg); Public Relations; Chairperson, Department of Communications.
- Drover, J.; B.A. (Hon), M.A. (McMaster), Ph.D. (McMaster); English.
- duFort, L.; B.A. (Hon), M.A. (UBC); English; Chairperson, Fine and Performing Arts.
- Duhamel, S.; R.N., B.N. (Calg); Nursing.
- Dunki, M.; R.N., B.Sc.N. (Alta); Nursing.
- Dunphy, P.; Communications (Radio).
- Dyment, A.; A.L.A., F.L.A., M.Phil. (U of Wales); Dean, Academic Services.
- Edmonds, M.; B.A. (Alta), B.S.W., M.S.W. (U of T); Social Work.
- Elliot, R.; Captain (CAF/Ret'd); Aviation.
- Elsabrouty, Y.; Special B.Sc. (Alexandria), M.Sc. (Calg); Mathematics.
- Everest, B.; B.A. (Alta), M.A. (Windsor); English.
- Fellows, M.; B.A., M.A. (Calg); Economics.
- Flanagan, G.; B.A. (Calg), M.E.S. (York), M.A. (UBC); Economics, Political Economy.
- Foster, W.; Captain (CAF/Ret'd); Aviation.
- Freedman, H.; B.Eng. (McGill), P.Eng. (Que), C.A.; Chairperson, Department of Computer Science and Computer Information Systems.
- Fu, Y.; B.A. (U of T), M.L.S., M.Ed. (Hawaii); Librarian.
- Garand, H.; B.A. (Hon), M.A. (Simon Fraser), M. F. A. (Norwich); English.
- Genereux, R.; B.Sc. (Hon) (Calg), M.A. (UBC); Psychology.
- Gibb, S.; B.Ed. (Alta), M.A. (Brigham Young); Education.
- Gill, S.; I.S.P., B.Sc. (Hon), Dip. Ed. (Sheffield), M.Sc. (Evansville), CDP; Computer Science and Computer Information Systems.
- Gillis, K.; B.B.A. (St.F.X.), M.A. (Calg); Economics.
- Glazer, B.; B.A. (Hon)(Calg), Cert. TESL (Portland St), M.A. (Calg); French.
- Godlovitch, S.; B.A.(Hon) (McGill), M.Litt. (Oxford), Ph.D. (Maryland); Interdisciplinary Studies, Philosophy.
- Gribben, S.; B.A. (U of T), M.B.A. (York); Business Administration.
- Hagerman, J.; B.A. (Sask), M.S.W. (UBC); Social Work.
- Haglund, W.; B.Sc. (Portland State Univ), M.Sc. (Univ of Kans) P. Geol.; Earth Sciences.
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- Hunt, D.; R.N., B.N. M.Ed. (Calg); Nursing.
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- Kinnear, V.; C.A., M.Sc. (Bus. Admin.) (U.B.C.) B.S.W. (Calg); Business Administration.
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- Lungle, M.; B.Sc. (Montana), M.Sc. (UBC), Ph.D. (Guelph); Chemistry.
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- MacDonald, R.; B.A., M.A., Communications.
- MacKimmie, C.; I.S.P., B.A. (Hon)(UNB), M.Sc. (Calg); Computer Science and Computer Information Systems.
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- MacNab, D.; B.Ed. (Alta), M.Ed. (Calg), MQ (Royal Roads); Mathematics.
- MacNeil, J.; B.A. (St. Francis Xavier), B.Ed. (Dal), M.Ed. (Maine), Ed. D. (OSU); Director of Student Services.
- MacPherson, D.; B.Ed. (Calg), CA; Business Administration.
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- Martens, D.; B.A. (Alta), M.A. (Alta), Ph.D. (Brown); Philosophy.
- Martin, K.; Aviation
- May, E.; B.A. (San Francisco St), M.A. (Arizona St); Secretarial Arts.
- McBrien, S.; B.A., M.A. (Calg), Ph.D. (Columbia Pacific); Criminology.
- McCormick, S.; B.A., B.Ed. (Calg), M.A. (UBC); Secretarial Arts.
- McCullough, J.; B.Comm. (Sask); CA; Business Administration.
- McDougall, E.; B.A. (Hon)(Sask), M.A. (Calg); Psychology.
- McDougall, R.; B.Ed., B.A. (Sask), M.Ed. (Calg); History.
- McLean, R.; R.N., B.Sc.N. (Alta); Academic Development Centre.
- McLeod, B.; B.Sc. (Hon)(Toronto), Ph.D.(McMaster); Psychology.
- McRae, C.; R.N., B.Sc.N. (Alta); Nursing.
- McVicar, P.; B.A. (Man), M.Sc. Ed. Psych. (Calg); Counselling.
- Mellow, D.; B.Comm., B.Ed. (Calg); Secretarial Arts.
- Mellow, R.; B.A. (Queens), B.S.W., M.S.W. (U of T), R.S.W.; Social Work.
- Mertin, M.; B.A., M.A. (Calg); Political Science.
- Miles, F.; B.A. (Queens), M.Div., Th.M. (Princeton), M.Sc. (Calg), Ph.D. (Calg); Psychology; Counselling.
- Millard, M.; B.A., B.Ed., M.L.S. (Calg); Librarian.
- Miller, J.; R.N., B.Sc.N. (Sask), M.A. (Calg); Nursing, Gerontology.
- Milton, L.; B.Sc. (Alta), M.Sc. (Alta); Business Administration.
- Monday, W.; B.A., M.A. (UCLA), D.A. (Idaho St); English.
- Montgomery, G.; Radio Arts (Lethbridge Comm Coll); Communications.
- Montgomery, M.; R.N., B.Sc.N. (UWO); Nursing.
- Moore, S.; R.N., B.A. (Canadore Coll), M.Ed. (Calg); Post Basic Mental Health, Nursing.
- Morrill, H.; B.A./B.Ed. (Arizona); Mathematics.
- Morrison, P.; B.A., M.A. (Gonzaga), M.A., Ph.D. (U of T); English.
- Mortimer-Rae, K.; B.Sc.(Hon)(Idaho), M.S.W. (Calg); Social Work.
- Morton, P.; M.A. (W. Ont), Ph.D. (W. Ont); Philosophy.
- Mott, M.; R.N., B.N. M.Ed. (Calg); Nursing.
- Muhammad, F.; B.Sc. (Hon) (Dhaka), M.Sc. (Dhaka), Ph.D. (McGill); Biology.
- Mullen, E.; B.A., M.Ed. (Calg); English.
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Wawruch, A.; B.Arch. (Man); Interior Design.

Webster, J.; B.Comm. (Sir George Williams, Montreal), M.Ed. (Boston); Physical Education.

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Wood, T.; B.A.(Hon) (Alta), M.A.(Calg); Philosophy; President.

Woods, D.; B.A. (Hons) (Sask), M.B.A. (Alta); Business Administration.

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E. Keown, B.Mus. Dip. (Salzburg)

Co-ordinator, Exams and Pianoforte

A. Reiser, A.R.C.T., A.Mus.

Early Childhood Faculty

Beach, H.; A.R.C.T. (Kodaly)

Bryant, S.; B.A. Perf. (Violin)

Carnie, F.; B.Mus., M.M. (Violin)

Ciring, D.; M.Mus. Perf. (Poland) (Violin)

Glaser-Climie, C.; B.Mus. DIPFA. (Artistic Director - Kodaly/Early Childhood Area Representative)

Grigoriu, K.; Dip. (Bucharest) (Violin)

Janes-Carne, S.; B.Mus., M.F.A. (Guitar, Theory)

Jurchuk, T.; M.Mus. Perf. Dip. (Violin)

Lee, H.; B.Mus., M.Mus. (Theory)

Louie, B.; B.Mus., M.Mus. (Violin)

Megee, T.; B.Mus. (Cello)

Patipatanakoon, M.; (Suzuki Piano)

Rudzik, S.; (Eurhythmics)

Thompson, M.; B.Mus., M.A., PF Teacher Cert. TEI

Matsumoto, Japan, S.A.A. Teacher Trainer (Artistic Director - Suzuki Piano Program)

Weryshko, C.; B.Ed. (Kodaly)

Orchestras

Brown, J.; B.Mus., M.M. (Calgary Intermediate Wind Orchestra)

Crozman, J.; B.Mus. (Fiddle Class, Co-ordinator of Fiddling Program)

Ferguson, D.; ARCT, B.Ed. M.M. (Chamber Strings)

Friedenberg, E.; B.Mus. (Big Band Jazz)

Marshall, D.; A.R.C.T., A.M.R.C., Mus. Perf. Dip., B.Mus. (Fiddle Class)

Neumann, B.; B.Mus. (Junior Orchestra, Prep. Strings, Pre-Chamber Strings)

Nadler, S.; (Co-ordinator, Orchestral Programs)

Price, G.; B.Mus., M.M., D.M.A. (Calgary Youth Wind Symphony)

Pulos, N.; B.Mus., M. Mus. (Calgary Youth Orchestra,

Intermediate Strings) (Artistic Director)

Thorlacius, B.; B.Ed. (Junior Wind Ensemble)

Pianoforte Faculty

Brookwell, I.; A.R.C.T., Artist Diploma (Salzburg)

Cross, B.; A.R.C.T., A.M.U.S., L.M.R.C., A.M.R.C.

Davidson, A.; B.Mus., M.Mus.

Diver, D.

Dornian, K.; A.R.C.T., B.Mus., M.Mus.

Engle, M.; B.Mus. M.Sc.M., M.A., Ph.D. pending (Academy)

Firth, M.A.; A.R.C.T., A.T.C.L., B.A., M.A.

Gow, S.; B.Mus., M.Mus.

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Jackson, D.; A.M.A. (Academy)

Keown, E.; B.Mus., Dip. (Salzburg)

Laycock, R.; B.Mus., M.Mus.

Page, S.; A.T.C.L., B.Mus.

Reiser, A.; A.R.C.T., A.Mus. (Co-ordinator Pianoforte)

Rudzik, P.; M.A. (Gdansk)

Shannon, A.; B.Mus. Perf., M.Mus., A.R.C.T.

Southard, J.; A.R.C.T.

Syer, J.; B.Mus., M.Mus., M.M.A., D.M.A.

Turner, P.; L.R.A.M., A.R.C.M.

Waite, J.; A.R.C.T., A.Mus., B.Mus., M.Mus.

String Faculty

Agopian, E.; B.Mus., M.Mus.; (Violin)

Barrett, J.; A.R.C.T., B.Mus., M.Mus.; (Violin)

Bryant, S.; B.A. Perf.; (Violin)

Carnie, F.; B.Mus., M.M.; (Violin)

Crozman, J.; B.Mus.; (Fiddle, Violin)

Elson, L.; M.M.A., D.M.A.; Violin (Academy)

Erhardt, J.; B.Mus., M.Mus.; (Cello)

Garrett, S.; B.Mus., Cert. Adv. Studies (London); (Double Bass)

Grigoriu, K.; Dip. (Bucharest); (Violin)

Grossman, J.; B.Mus.; (Viola, Violin)

Kadz, J.; (Cello)

Louie, B.; B.Mus., M.Mus.; (Violin)

Megee, T.; B.Mus.; (Cello)

Neumann, B.; B.Mus.; (Violin)

Pulos, N.; B.Mus., M.Mus.; (Viola, Violin)

Szojka, E.; Dip. (Basel); (Violin)

Thompson, J.; L.R.A.M.; (Viola)

Van der Sloot, P.; B.Mus.; (Viola, Violin)

Vrba, C.; Dip. (Czechoslovakia); (Violin) (Academy)

Woodwind Faculty

Bosnjak, R.; M.Mus.; (Clarinet)

Climie, S.; B.Mus.; (Clarinet)

DeJong, M.; B.Mus. Perf.; (Saxophone)

Dornian, A.; B.Mus., M.Mus.; (Flute)

Dornian, P.; B.Mus., M.Mus.; (Clarinet)

Eselson, L.; B.Mus., M.Mus.; (Flute)

Friedenberg, E.; B.Mus.; (Saxophone)

Landa, J.; B.Mus., M.Mus.; (Oboe)

Reside, J.; (Flute)

Short, J.; B.Mus., M.Mus.; (Oboe)

Sussman, D.; B.Sc., M.Mus.; (Oboe)

Brass Faculty

Baker, R.; B.Mus., M.Mus.; (Trombone)
Caswell, D.; B.Mus., M.Mus.; (French Horn)
Day, R.; (Trumpet)
Eastep, M.; B.Mus.; (Tuba)
Engstrom, H.; B.Mus.; (Trumpet)
Kellan, K.; (French Horn)
Kellan, T.; B.Mus.; (Trumpet)
Reid, D.; (Trombone)

Percussion Faculty

De Boeck, G.
Schuett, M.; B.Mus., M.Mus.
Van Dusen, B.; B.Mus.

Classical Guitar Faculty

Galvez, M.; Dip.(Hon) (Spain)
Janes-Carne, S.; B.Mus., M.F.A.

Harp Faculty

O'Sullivan, M.; B.A., B.Mus.

Jazz/Contemporary Popular Performance

Day, R.; (Trumpet)
De Boeck, G.; (Drums)
Diver, D.; (Piano) (Area Co-ordinator - Jazz and Popular Contemporary Music [Non-Credit])
Friedenberg, E.; B.Mus.; (Flute, Saxophone)
Glasrud, D.; (Guitar)
Hyde, J.; (Bass)

Vocal/Choral Faculty

Erickson, L.; A.R.C.T., L.T.C.L., B.Ed., M.A.
Ferguson, D.; A.R.C.T., B.Ed., M.M.; Mount Royal Youth Choir (Artistic Director Choral Program)
Glaser-Climie, C.; B.Mus., DIPFA.; Junior Children's Choir
Quilichini, E.; A.R.C.T., L.T.C.L., B.Ed., M.Mus.; Mount Royal Children's Choir

Accompanists

Music

Ahenda, L.; A.R.C.T., B.Mus.
Dornian, K.; A.R.C.T., B.Mus., M.Mus.
Gleusteen, E.
Jacques, J.; B.Mus., M.A.
Jewell, P.; M.Mus.
Jonas-Horvath, G.; Artist Dip Program, M.A. (Hon)
Jones, S.; B.Mus.
Murdoch, K.
Ruberg, S.
Waite, J.; B.Mus., M.Mus., A.R.C.T., A.M.U.S.
Wharton, M.; B.Mus.
Yee, B.; B.Mus., M.Mus.

School of Dance

Durocher, M.
Janzen, H.; A.R.C.C.O., F.R.C.C.O., A.R.C.T., B.Mus., M.Mus.
Kulasekera, D.; A.T.C.L., L.T.C.L.
Molochnikov, V.; B.Mus.
Wiebe, C.

School of Dance Faculty

Mullett, C.; A.R.A.D., A.I.S.T.D.
Rothwell, C.; A.I.S.T.D.
Rothwell, R.C.; (Artist Director)
Walker, C.; A.B.A.T.D.

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Lee, H.; B.Mus., M.Mus.
Mundie, M.; B.Ed.
Nadler, S.
Noren, W.; B.Mus.
Page, S.; A.T.C.L., B.Mus.
Southard, J.; A.R.C.T.

Speech Arts Faculty

Cormack, J.; B.A., L.T.C.L.
Fleming, J.; A.R.C.T., A.T.C.L., A.M.R.C., L.M.R.C.
Goodfellow, V.; B.A., Speech Dip. T.C.L.
Grant, J.; A.R.C.T., A.M.R.C.
Humphreys, M.; A.R.C.T., A.M.R.C., L.T.C.L., A.T.C.L.
Kobylnyk, D.; A.M.R.C., A.R.C.T.
Lorincz, C.; A.R.C.T., A.M.R.C., A.T.C.L., L.T.C.L., BFA (Drama)
Morrow, G.; A.M.R.C., A.R.C.T., B.A.
Orr, J.; A.R.C.T., A.M.R.C., B.A.
Parnham, E.; A.R.C.T., A.M.R.C., L.T.C.L.
Powers, D.; A.R.C.T., A.M.R.C., B.Ed.
Richards, B.; A.M.R.C.
Seetal, S.; A.R.C.T., A.M.R.C.
Simmonds, J.; B.A., A.M.R.C., A.R.C.T.
Stapleton, S.; A.R.C.T., A.M.R.C., B.Ed.
Steen, D.; A.M.R.C., Speech Diploma M.R.C. (Hon)
Woolf, M.; A.R.C.T., A.M.R.C., B.Ed., A.T.C.L.

ACADEMIC PROGRAM ADVISORY COMMITTEES

Broadcasting - Radio

Bronstein, R.; Director of Radio, CBC, Calgary.
Casey, M.; Program Manager, CKRD, Calgary.
Lord, P.; Creative Director, CISS AM, Calgary.
Spitzer, R.; Program Director, CFAC, Calgary.

Broadcasting - Television

Dwornik, W.; Operating Manager, CISA-T.V.
Dys, H.; Production Manager, ITV Television Centre.
Merriman, J.; Sales Representative/Writer Producer, CFCN T.V.

Mullett, D.; Retail Sales Supervisor, Channel 2&7 T.V.
Yost, B.; Operations Manager, CFCN T.V.

Business Administration

Balderston, D.; Partner, Balderston, Dyck, Roper, Gray.
Ernter, B.; President, Westcan Horticultural Specialists Ltd.
Farries, B.; President, Farries, McKenzie Insurance Ltd.
Gaal, G.; Accounting Department, Sureway Metal Systems Ltd.
Hobbs, G.; Director, Human Resources Planning & Development, Petro-Canada Inc.
Hoffman, R.; Vice-President, Olympic Development, Atco Ltd.
Lavender, D.; President, Counter Offer.
MacEachern, L.; General Manager, Servpro Ltd.
Maher, M.; Dean, Faculty of Management, The University of Calgary.

Child and Youth Care Worker

Cooper, J.; Supervisor, Gemma House.
Darbison, D.; 2nd Year Student, Child and Youth Care Worker Program, Mount Royal College.
Foster D.; 1st Year Student, Child and Youth Care Worker Program, Mount Royal College.
Fox, R.; Graduate, Child and Youth Care Worker Program, Mount Royal College.
Johnson, S.; Residential Program Co-ordinator, Salvation Army Children's Village.
Kingsmith, M.; Co-ordinator, Child and Youth Care Worker Program, Mount Royal College.
Semel, R.; Director, Project Trust Treatment Centre.
Summerville, K.; Representative, Alberta Association of Services for Children and Families.
Wittig, P.; Program Supervisor, Wood's Homes.

Computer Science and Computer Information Systems

Beauvais, D.; Graduate, Programmer/Analyst, TransCanada Pipeline Ltd.
Brown, W.; Silicon Wings Inc.
Earl, L.; Partner, Ethier Associates.
Freedman, H.; Chairperson, Computer Science and Computer Information Systems Department, Mount Royal College.
George, Dr. R.; President, A.C.T.C. Technologies Inc.
Gill, S.; Co-ordinator, Computer Information Systems Program, Computer Science and Computer Information Systems Department, Mount Royal College.
Gilmore, P.; Graduate, Systems Analyst, Trizec Corporation.
Harris, D.; Manager, Corporate Applications Development, NOVA Corporation of Alberta.
Harris, M.; David Aplin and Associates, National Vice-President, Canadian Information Processing Society.
Licker, P.; Professor and Chairman, Management Science and Information Systems Area, Faculty of Management, The University of Calgary.
Mathezer, G.; Director of Computer Information Systems, Mount Royal College.
Parent, J.; Manager, Corporate Computer Centre, NOVA Corporation of Alberta.

Criminology - Corrections

Beaton, L.; Captain, Correctional Services, Salvation Army.
Fullerton, T.; Warden, Drumheller Institution.
Gaudette, P.; Alberta Criminology and Corrections Association.
Graham, P.; Provincial Director, Alberta Seventh Step Society.
Innes, B.; Director of Programs, Elizabeth Fry Society.
Kassen, M.; Warden, Bowden Institution.
Knox, G.; Regional Director of Correctional Services, Alberta Solicitor General.
Larsen, N.; Graduate, Corrections Program, Mount Royal College.
LaHaye, R.; Co-ordinator, Corrections Program, Mount Royal College.
Lytle, R.; Area Manager, Corrections Service Canada, Parole.
Nicholson, P.; Director, Solicitor General Staff College.
Sand, G.; District Director, John Howard Society.
Spiro, G.; Instructor, Corrections Program, Mount Royal College.

Criminology - Law Enforcement/Security

Andrews, W.; Graduate, Law Enforcement Program, Mount Royal College.
Bergen, J.; Inspector, Personnel Section, Calgary Police Service.
Black, J.; 2nd Year Student, Law Enforcement Program, Mount Royal College.
Christensen, J.; Education Consultant, Alberta Human Rights Commission.
Der, B.; Batting & Der Barristers and Solicitors/Sessional Instructor, Mount Royal College.
Hollington, K.; Chairperson, Department of Criminology, Mount Royal College.
Lieskovsky, S.; Staff Sgt., Personnel Section, Calgary Police Service.
Minion, R.; President, Protection Services Ltd.
Nicholson, P.; Director, Solicitor General Staff College.
Pollock, N.; Argus Investigative Services Limited.
Rea, R.; Director of Staffing, Customs and Excise.
Shearer, J.; Inspector, Personnel Section.
Thorpe, R.; Intercultural Education Co-ordinator, Calgary Immigrant Aid Society.
Wilson, A.; Chief Constable, Municipal District of Rockyview No. 44.

Early Childhood Education and Development

Creighton, T.; Providence Child Development Centre.
Fortin, J.; Certificate Student.
Hogan, E.; Chairperson, Department of Social Services, Mount Royal College.
Keith, D.; Director, Mount Royal College Day Care.
Kuiken, J.; Social Services Department, City of Calgary.
Lagrange, A.; Early Childhood Department, University of Calgary.
Lawrence, J.; Executive Director, Dover Day Care Centre.
Millard, D.; Early Childhood Professional Association.
Sayani, S.; Director/Owner Hanzel and Gretel Day Care.

Shepherd, B.; Exofficio Faculty Member, Mount Royal College.
Sutherland, E.; Director, Cross Cultural Children's Centre.
Valinti, M.; Director, Bowness Montgomery Day Care.
Wainwright, J.; Exofficio Faculty Member, Mount Royal College.

Engineering

Brindley, S.; Chairperson, Department of Mathematics, Physics and Engineering, Mount Royal College.
Dang, D. Q.; Faculty, Department of Mathematics, Physics and Engineering, Mount Royal College.
Day, Dr. R. L.; Associate Dean (Student Affairs), Faculty of Engineering, The University of Calgary.
Eadie, B.; Engineer, Quantel Engineering.
Laureshen, C.; Student, The University of Calgary.
Levesque, J.; Engineer, Landata.
Malik, Dr. O.; Associate Dean (Academic), Faculty of Engineering, The University of Calgary.
St.Fort, R.; Faculty, Department of Chemical and Biological Science, Mount Royal College.
Syed, Q.; Faculty, Department of Mathematics, Physics and Engineering, Mount Royal College.

English As A Second Language

Under Review.

Environmental Technology

Jackson, R.; Entech Environmental Services Ltd.
LaBerge, D.; Chemex Labs (Alberta) Ltd.
Leask, D.; Mount Royal College.
MacAlister, T.; Chairperson, Chemical and Biological Sciences, Mount Royal College.
Martens, J.; Communications Branch, Alberta Environment.
Mott, G.
Peck, G.; Alberta Environment Pollution Control.
Pool, A.; Pan Canadian Petroleum Ltd.
Sloan, R.; Mount Royal College.
Ullman, P.; Environmental Management Associates.
Waisman, D.; Energy Resource Conservation Board.
Wiebe, W.; PetroCanada.

General Insurance and Business Administration

Adams, S.; Co-op Student, Mount Royal College.
Bannerman, G.; President, Bannerman Insurance Ltd.
Gorai, F.; Account Executive, Toole Peet & Co. Ltd.
Johnson, D.; Branch Manager, Guardian Insurance Company of Canada.
Knievel, P.; Co-op Student, Mount Royal College.
LaBrie, G.; Business Administration Department, Mount Royal College.
Lang, F.; General Manager, The Insurance Institute of Southern Alberta.
Mork, N.; Insurance Agency Manager, Alberta Motor Association.
Pearson, R.; Branch Manager, Adjusters Canada.
Racher, P.; Manager, Co-operative Education, Mount Royal College.
Robertson, P.; Regional Administration and Systems Manager, Commercial Lines Division, Royal Insurance Canada.

Trachsel, J.; Co-operative Education Co-ordinator, General Insurance and Business Administration, Mount Royal College.

Thorson, R.; Co-op Graduate, Mount Royal College.

Geology

Baillie, A.; Consultant.
Cox, J.; Chairperson, Department of Earth Sciences, Mount Royal College.
Denton, S.; Chevron Canada Resources.
Duff, D.; C.S.P.G. Rep., Independent.
Haskett, W.; Unocal Canada Ltd.
McDougall, A.; Geological Manager, Texaco Canada Resources Ltd.
Rayer, F.; Tanqueray Resources.
Tippett, C.; Shell Canada Ltd.
Thibodaux, B.; Exploration Geologist, Canadian Hunter Exploration Ltd.
Williams, G.; Dean, Faculty of Science and Technology, Mount Royal College, ex-officio member.
Young, B.; Advisor Professional Development, Petro-Canada Resources.

Geophysics

Under Review.

Gerontology

Cantalope, A.; Veterans Affairs.
Church, J.; Regional Manager, Long Term Care, Inservices Resource Centres.
McMeekin, S.; Program Graduate.
Miller, J.; Co-ordinator, Gerontology Certificate Program, Mount Royal College.
Moore, S.; Instructor, Gerontology Certificate Program, Mount Royal College.
Osis, M.; Clinical Nurse Specialist, Geriatrics.
Potter, J.; Program Graduate.
Taylor, D.; Chairperson, Department of Nursing and Allied Health, Mount Royal College.
Slaughter, S.; Clinical Nurse Specialist, Calgary General Hospital, Bow Valley Centre.
Speckeen, J.; Consultant, Clinical Services, Carewest.
Wallace, S.; Community Representative.

Human Resources

Dexter, D.; Manager, Human Resources, Gulf Canada.
Diamond, T.; Advisor, Human Resources Development, Petro Canada.
Hallamore, B.; General Manager, Human Resources, Esso Resources Canada Ltd.
Krautzer, P.; Manager, Mergers and Acquisitions, Oil & Gas Group, Bank of Commerce.
Neumann, D.; Manager, Employee Relations, AGT.
Pfeiffer, I.; Manager, Planning and Development, Shell Canada.
Ponomar, N.; Manager, Personnel and Safety, Western Steel.

Interior Design

Anderson, M.; Student Representative, Mount Royal College.
Busby, K.; Kerry Busby Interior Design.
Follet, I.; Facility Management Services.

Halpen, M.; Co-operative Education Department, Mount Royal College.

Harkness, F.; Winnick Interior Design.

McFarland, V.; Graham Edmonds.

Parker, M.; Cohos Evamy Partners.

Scarf, R.; Culham Pederson Valentine.

Sizeland, G.; Sizeland Evans.

Smith, J.; Chairperson, Interior Design, Mount Royal College.

Wapple, S.; Simpson Roberts Wapple.

Journalism

Under Review.

Leisure Services

Acorn, S.; Director of Recreation Therapy, Chinook Nursing Home.

Beatt, L.; Tourism and Convention Board.

Bowron, J.; Administrative Supervisor, Parks and Recreation, The City of Calgary.

Chalifour, D.; Student, Mount Royal College.

Dubick, J.; Community Recreation Co-ordinator, Parks and Recreation, The City of Calgary.

Fisher, D.; Calgary Catholic Immigration Society.

Laughton, P.; General Manager, Crowchild Twin Arenas.

Stearne, K.; Recreation Program Supervisor, Calgary Association for the Mentally Handicapped.

Waugh, D.; Teacher, Dr. Gordon Townsend School.

Yovanovich, V.; Supervisor of Recreation Therapy, Sarcee Nursing Home.

Music

Banks, T.; Musician/Composer, Edmonton

Bell, A.; Professor/Composer, The University of Calgary

Macleod, J. Dr.; Supervisor of Fine Arts, Calgary Catholic Board of Education

McKerchar, D.; Producer, Art and Music Radio, CBC Calgary

Miller, V. Dr.; Dean, School of Fine Arts, The University of Lethbridge

Reid, J.; Prairie Regional Director, Canadian Music Centre, The University of Calgary

Robertshaw, J.; Touring Co-ordinator, Alberta Culture, Edmonton

Rolston, T.; Artistic Director, Banff Centre School of Fine Arts, Banff

Shaw, J.; General Manager, Calgary Philharmonic Orchestra

Nursing and Allied Health

Cullen, M.; D.O.N., Surgery, Salvation Army Grace Hospital.

Frank, D.; Counsellor, Bowness High School.

Greenley, N.; Administrator, Alberta Children's Hospital.

McKiel, E.; Faculty of Nursing, The University of Calgary.

King, S.; Faculty Representative, Mount Royal College.

McRae, K.; Co-ordinator, Nursing Diploma Program, Mount Royal College.

Robinson, P.; Community Representative.

Shock, N.; Program Graduate Representative.

Smith, J.; Registrar, Alberta Association of Registered Nurses.

Sorenson, R.; Student Representative.

Taylor, D.; Chairperson, Department of Nursing and Allied Health, Mount Royal College.

Umphrey, J.; Assistant Executive Director, Rockyview General Hospital.

Occupational Hygiene Technology

Arkell, K.; Executive Consultant, Burnell & Associates.

Cheng, F.; Manager, Industrial Hygiene, Shell Canada.

Comerford, F.; Department of Chemical and Biological Sciences, Mount Royal College.

Lawrence, M.; Occupational Hygienist, The City of Calgary.

Lawson, W.; Director of Occupational Hygiene Services, Occutech Services Inc.

MacAlister, Dr. T.; Chairperson, Chemical and Biological Sciences, Mount Royal College.

Roth, Dr. S.; Professor Head, Division of Toxicology, Faculty of Medicine, The University of Calgary.

Smith, K.; Director, Calgary Region, Occupational Health & Safety, Government of Alberta.

Thurston, A.; Occupational Health & Safety, Government of Alberta.

Williams, Dr. G.; Dean, Faculty of Science and Technology, Mount Royal College.

Wurster, D.; Senior Corporate Hygienist, NOVA Corporation of Alberta.

Petroleum Land Management

Carter, W.; Oak Bay Resources Limited.

Cox, J.; Chairperson, Department of Earth Sciences, Mount Royal College.

Cunningham, B.; B.P. Exploration Canada Limited. (Retired)

Dyson, L.; Dynex Petroleum Ltd.

Haglund, W.; PMLM Co-ordinator, Department of Earth Sciences, Mount Royal College.

Kaiser, W.; Coencor.

O'Byrne, J.; Independent.

Ogilvy, C.; Director Continuing Education, C.A.P.L., Hillcrest Resources Ltd.

Perry, V.; Gulf Canada Resources.

Rousch, M.; Charter Land Services Ltd.

Smith, S.; Instructor, Earth Sciences, Mount Royal College.

Williams, G.; Dean, Faculty of Science and Technology, Mount Royal College, ex-officio member.

Williams, T.; Home Oil Company Limited.

Zboya, P.; Past-President of C.A.P.L., Hamilton Brothers Canadian Gas Company Ltd.

Physical Education

Emes, Dr. C.; Associate Dean (Academic), Faculty of Education, The University of Calgary.

Fisher, Dr. B.; Faculty of Physical Education, University of Alberta.

Hawes, Dr. M.; Faculty of Physical Education, The University of Calgary.

Jackson, P.; (Section Head) Volunteer Leadership Development Section, Alberta Recreation and Parks.

Laidlaw, K.; Student, Mount Royal College.

Little, N.; Chairman, Department of Physical Education, The University of Lethbridge.

McKay, K.; Manager, North Family "Y".

Pelletier, L.; Superintendent, Physical Education Department, Catholic School Board.

Poole, G.; Head, Athletic Therapist, Southern Alberta Institute of Technology.

Semkuley, J.; Physical Education Department, Calgary Public School Board.

Post-Basic Mental Health Nursing

Benning, E.; Manager, Psychiatric Outpatient Program, Department of Psychiatry, Grey Nun's Hospital, Edmonton.

Dyck, E.; R.N., Medicine Hat Regional Hospital.

Grant, E.; Chairperson, Calgary.

Grisdale, B.; Graduate Representative.

Hurtig, W.; Assistant Professor, Faculty of Nursing, University of Alberta.

Law, D.; Director of Nursing, Psychiatry, Calgary General Hospital.

Moore, S.; Co-ordinator, Post-Basic Mental Health Nursing, Mount Royal College.

Rose, J.; Project Co-ordinator, Faculty of Nursing, The University of Calgary.

Sherwood, J.; Nursing Consultant, Professional Issues, A.A.R.N.

Taylor, D.; Chairperson, Department of Nursing and Allied Health, Mount Royal College.

Vosburgh, D.; Inpatient Program Director, Mental Health Services, Calgary District Hospital Group.

Public Relations

Annelsey, D.; Amoco Canada.

Bell, P.; Tourist and Convention Bureau.

Chellas, M.; Petroleum Resources Communication Foundation.

Macauley, S.; Consultant.

O'Conner, K.; Esso Resources.

Piotto, L.; Calgary General Hospital.

Robertson, J.; Children's Hospital.

Sernowsky, S.; TransCanada Pipelines.

Singleton, L.; TransAlta Utilities.

Szklarz, M.; Public Relations Department, Foothills Hospital

Wood, J.; Coal Association.

Rehabilitation Services

Bowes, C.; Columbia Institute of Canada Inc.

Creighton, T.; Providence Child Development Centre.

Danelesko, E.; Vocational Development Program, Mount Royal College.

Fendall, D.; Student Services, Calgary Catholic Board of Education.

Fornwald, J.; Calgary Association for the Mentally Handicapped.

Gentlemen, G.; Western Human Resources.

Hauser, D.; Universal Rehabilitation Service Agency.

Hogan, E.; Chairperson, Department of Social Services, Mount Royal College.

La Force, J.; 2nd Year Student, Mount Royal College.

Law, S.; Calgary Alternative Support Services Inc.

Lewis, P.; Director, Calgary Community Living Society.

Mikkelsen, D.; Society for the Treatment of Autism.

Russell, M.; Service for the Disabled.

Thomas, O.; Calgary Board of Education.

Trivers, S.; 1st Year Student, Mount Royal College.

Turner, J.; Scenic Bow/Legion Group Homes.

Yost, E.; Optional Rehabilitation Services Inc.

Wells, G.; Head Injury Relearning Centre.

Wight-Felske, Dr. A.; Co-ordinator, Exofficio Faculty Members, Mount Royal College.

Secretarial Arts

Clark, L.; MDM Palliser Medical Clinic.

Ferrari-Harkness, E.; Graduate.

Jackson, L.; Chairperson, Secretarial Arts and Office Administration, Mount Royal College.

Jamieson, J.; Esso Resources Canada.

Kryczka, K.; Bennett Jones Verchere.

McNeil, J.; Sir Winston Churchill High School.

Wheatcroft, R.; Fenerty, Robertson, Fraser and Hatch.

Wright, B.; Alberta Professional Centre.

Social Work

Bolitho, Dr. F.; Director, The University of Calgary.

Buhr, J.; Social Services Department, The City of Calgary.

Davenport, S.; 2nd Year Student, Mount Royal College.

Easton, S.; Supervisor, Alberta Social Services.

Edmonds, M.; Exofficio Faculty Member, Mount Royal College.

Elson, M.; Secretary, Exofficio Faculty Member, Mount Royal College.

Faulds, Z.; A.A.S.W. Education.

Ferber, A.; Private Practice.

Foster, D.; Canadian Mental Health Association.

Gordon, J.

Gregory, R.; Avenue 15.

Hagerman, J.; Exofficio Faculty Member, Mount Royal College.

Hanslien, C.; Alumna.

Hogan, E.; Chairperson, Social Services Department, Mount Royal College.

Holinda, D.; Executive Director, AIDS Calgary.

Johnson, B.; Regional Manager, ASSCH Family Support Services.

Lemiski, M.; Exofficio Faculty Member, Mount Royal College.

Millar, A.; 2nd Year Student, Mount Royal College.

Mortimer-Rae, K.; Co-ordinator, Exofficio Faculty Member, Mount Royal College.

Nicoll, M.; Executive Director, A.A.S.W. Education.

Pasukonis, S.; Private Practice.

Purves-Smith, B.; Exofficio Faculty Member, Mount Royal College.

Reyes, M.; Canadian Hispanic Senior Services.

Young, J.; A "Young" Approach, Geriatric Planning.

Speech

Boyle, P.; Chairperson, Speech Advisory Committee.

duFort, L.; Chairperson, Department of Fine and Performing Arts, Mount Royal College.

Lauchlan, D.; General Manager, Centre for the Performing Arts.

Miller, R.; Senior Counsel, Petro-Canada.
 Motter-Hodgson, M.; Community Programmer, Continuing Education and Extension, Mount Royal College.
 Robson, K.; Dean, Faculty of Arts, Mount Royal College.
 Scrimger, A.; Speech Co-ordinator, Department of Fine and Performing Arts, Mount Royal College.
 Wiggan, A.; President, Hayhurst Communications.

Theatre Arts (Performance)

Bard, B.; Artistic Director, Lunchbox Theatre.
 Dobbin, M.; Executive Producer, Alberta Theatre Projects.
 duFort, L.; Chairperson, Department of Fine and Performing Arts, Mount Royal College.
 Dugan, Dr. J.; Head, Department of Drama, The University of Calgary.
 Kinch, M.; Artistic Director, Theatre Calgary.
 McGuire, Sister M.; Advanced Computing Technology Centre, The University of Calgary.
 Robson, K.; Dean, Faculty of Arts, Mount Royal College.
 Ross, G.; Manager, Theatre Arts, The Banff Centre.
 Wright, M.; Member, Fine Arts Council, Alberta Teachers' Association.

Theatre Arts (Production)

Avery, J.; Technical Director, The Banff Centre.
 Christensen, P.; Alberta Section, USITT.
 Fitzsimonds, L.; Production Co-ordinator, Calgary Centre for Performing Arts.
 Goodman, D.; Production Co-ordinator, Alberta Theatre Projects.
 Morris, L.; Administrative Director, Alberta Theatre Projects.
 Ross, G.; Manager, Theatre and Literary Arts, The Banff Centre.
 Schneider, M.; Production Manager, Theatre Calgary.
 Stevens, D.; Manager, F & D Scene Changes Limited.

Continuing Education and Extension

Canadian Institute of Management

Burgess, J.; Accountant.
 Hewage, G.; Contracts Administrator, Amoco Canada.
 Kershaw, A.; Alberta Hard of Hearing.
 Mele, J.; Mark Resources.
 Ross, R.; Mancal Ltd.
 Schauer, C.; Rosemount Instruments.
 Smith, B.; Consultant (retired).
 Snyder, P.; Nestles Canada.
 Thomas, M.; Fisons Corporation Ltd.

Canadian Association of Petroleum Production Accounting Education

Bardana, I.; Pinnacle Resources.
 Belgrave, J.; Southern Alberta Institute of Technology.
 Boon, P.
 Cerveney, L.; Brinkerhoff Resources.
 Doska, A.
 Dunkerley, B.; Home Oil.
 Heritage, B.; Peat Marwick Thorne
 Herman, W.
 Holizki, C.; Pembina Resources.
 Jacobsen, L.

Laprade, A.; BMP Energy Systems.
 McCrae, D.; Esso Resources.
 McGuire, M.; Sceptre Resources.
 Parker, A.M.; Mount Royal College.
 Sauers, K.; Esso Resources.
 Stevens, L.; BMP Energy Systems.
 Vanmeter, D.; Morguard Resources.
 Weich, B.; Gulf Canada Inc.

Certified Employee Benefits Specialists (C.E.B.S.)

Amborst, J.; Shell Canada Ltd.
 Clements, A.; Nova Corporation.
 Fingas, W.; Towers Perrin.
 Fitch, J.; The Alexander Consulting Group.
 France, S.; Great West Life Assurance Co.
 Mayer, T.; Mount Royal College.
 Noel-Bentley, E.; Petro-Canada Inc.
 Schmidt, F.; W.F. Morneau and Associates Ltd.
 Tough, A.; William M. Mercer Ltd.
 Welsh, R.; Prudential Insurance Co. of America.

Cardio-Pulmonary Resuscitation

Beaton, S.; Respiratory Therapy Dept, Bow Valley Centre, Calgary General Hospital.
 Ellison, R.; Fire Department - Rescue Safety Division, The City of Calgary.
 Gant, Dr. P.; Medical Director, Emergency Medical Services, The City of Calgary.
 Hastings, D.; Life Support Training - Cromdale Campus, Grant MacEwan Community College.
 Hunt, D.; Diploma Nursing Program, Mount Royal College.
 Hunt, M.; 1 Field Ambulance, CFB Calgary.
 Hyslop, Dr. M.; Medical Director, Fire Department HQ, The City of Calgary.
 McGonilge, Dr. L.; Dept. of Paediatrics, University of Alberta Hospital.
 McManus, R.; Co-ordinator, Prehospital Care Program, Southern Alberta Institute of Technology.
 Miller, M.; Program Director, Continuing Education and Extension, Mount Royal College.
 More, G.; Representative - Southern Alberta Institute of Technology.
 Warnica, Dr. J.W.; Dept. of Cardiology, Foothills Hospital.

Fashion Merchandising

Gowing, N.; Program Student.
 Hedley, W.; Domini Sports Wear.
 Hunter, D.; Manager, R.H. Williams.
 Little, E.; Manager, Bayshore Fashion.
 McIvor, L.; Manager, McCarthy Leigh's.
 Russell, C.; Western Regional Manager, The Bay.
 Walinga, K.; Area Supervisor, Tall Girl.
 Wright, F.; Owner, Ports International - Chinook.

Nursing Continuing Education

Cullen, M.; Salvation Army Grace Hospital.
 Graham, M.; Alberta Children's Hospital.
 Halvorson, K.; Foothills Hospital.
 Henly, C.; Calgary District Hospital Group, Rockyview General Hospital.
 Holder, A.; A.G.T. Occupational Health.

Johnson, S.; Alberta Association of Registered Nurses.
 Kelndorfer, J.; Chinook Nursing Home.
 Mar, V.; Bethany Care Centre.
 Miller, M.; Nursing Continuing Education, Mount Royal College.
 Soltes, D.; Peter Lougheed Centre, Calgary General Hospital.
 Stenhouse, A.; Quality Assurance and Education, Calgary Health Services.
 Taylor, D.; Chairman, Department of Nursing, Mount Royal College.
 Welsh, A.; Dr. Vernon Fanning Extended Care Centre.
 Will, M.; Assistant to Chairman, Department of Nursing, Mount Royal College.
 Wildwind, S.; Home Care Division, Calgary Health Services.

Real Property Administration

Couronne, B.; Elveden Centre Calgary Inc.
 Lister, D.; Trizec Equities Ltd.
 Mayer, T.; Faculty of Continuing Education and Extension, Mount Royal College.
 Moore, B.; Royal LePage.
 Partridge, B.; Building Owners and Managers Association.
 Storey, M.; Oxford Development Group Inc.

Sport and Fitness Resource Centre

Bentz, L.; Alberta Recreation and Parks.
 Griffin, R.; Faculty of Continuing Education and Extension, Mount Royal College.
 Johnstone, M.; TransAlta Utilities.
 La Fournie, R.; Independent Business Institute.
 Lowe, Dr. J.; Health Services Department, Mount Royal College.
 Purves, B.; Seniors Programming.
 Silzer, J.; Calgary Health Services - Nutrition Division.
 Switzer, I.
 Watts, D.; Leisure Services and Physical Education, Mount Royal College.
 Webb, S.; Recreation and Leisure Services.

Telecommunications Management

Cameron, G.; Manager, Telecommunications, Bank of Montreal.
 Chambers, N.; Communications Supervisor, Home Oil.
 Dimaulo, J.; CNCP Telecommunication.
 Joyce, K.; Senior Communications Specialist, Greyhound Lines of Canada Ltd.
 Meyer, B.; IBM Canada Ltd.
 Morela, N.; Business Systems, Alberta Government Telephones.
 Murray, M.; Etcom Canada Inc.
 Presner, M.; Northern Telecommunication.
 Yaskiw, B.; Data Processing Services, The City of Calgary.

Transitional Vocational Program

Baxter, J.; Instructor, Rehabilitation Services, Mount Royal College.
 Bell, A.; Shaughnessy Secondary School.
 Drake, C.; Director, Vocational Services, Calgary Association for the Mentally Handicapped.
 Gauthier, S.

Johnston, Dr. D.; Chairman, Advisory Committee, No Corp.
 LeSueur, R.; Rehabilitation Studies, The University of Calgary.
 Law, E.
 O'Gorman, E.; Father Lacombe High School.
 Schmitz, Y.; Co-ordinator, Services for the Handicapped.
 Stott, T.; Alberta Career Centre.
 Truscott, F.; Foothills Composite High School.
 Tymkiw, G.; Shaughnessy Secondary School.

Travel Education

Cruickshank, B.; CMS Travel.
 Dreher, M.; Mount Royal College.
 Duffy, G.; Cardinal Coach Lines.
 Falk D.; Westcan Treks.
 Fosti, J.; Westin Hotel.
 Holemans, L.; Delta Bow Valley.
 Johnson, J.; Skyline Hotel.
 Kraft, W.; Air Canada.
 McClelland, B.; Rob Rom Travel.
 Palmer, M.; KLM Travel.
 Powell, S.
 Robart, P.; Calgary Convention and Visitor Bureau.
 Sclanders, D.; Canadian Airlines International.
 Willrodt, J.; Intra Whiteside World Travel.

Voluntary and Non-Profit Sector Management (V.N.P.S.M.)

Allen, D.; Alberta Sport Council.
 Bond, P.; United Way.
 Hutchinson, J.; Student, Homemakers Service.
 Irwin, G.; Volunteer Centre of Calgary.
 Jardine, M.; Volunteer Resources, Calgary General Hospital.
 Lauchlan, D.; Calgary Centre for Performing Arts.
 Mayer, T.; Mount Royal College.
 Milton, M.; Mount Royal College.
 Pasmore, S.; Parks and Recreation, City of Calgary.
 Stewart, G.; Mount Royal College.
 Wood, S.; Association of Directors of Volunteer Resources.
 Zahnd, L.; Volunteer Resources, Holy Cross Hospital.

Waste Management

Berzins, W.; Western Research.
 Brushett, E.; Private Consultant.
 Collin, G.; Amoco Canada Petroleum Co. Ltd.
 Lulman, P.; TransAlta Utilities Corporation.
 Nagendran, J.; Alberta Special Waste Management Corp.
 Railton, J.; Monenco Consultants Ltd.
 Siemieniuk, W.; Monenco Consultants Ltd.
 Smith, J.; Waste Management Calgary.
 Taylor, B.; Alberta Environment.
 Whitfield, D.; Alberta Environment.



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