

Capilano College

calendar 1970-1971

COLLEGE REGION

PEMBERTON

CAPILANO COLLEGE
Howe Sound Location

SQUAMISH

HOWE SOUND DISTRICT #48

CAPILANO COLLEGE
MATHERS CAMPUS
1770 Mathers Avenue,
West Vancouver, B.C.

VANCOUVER SCHOOL DISTRICT #45

CAPILANO RIVER

VANCOUVER SCHOOL DISTRICT #44

CAPILANO COLLEGE
Carson Graham Location

HORSESHOE BAY

HWY. 99

MATHERS AVE.

15th St.

TAYLOR WAY

NORTH HWY. 401

DEEP COVE

WHYTECLIFF MARINE DRIVE

LIONS GATE

BRIDGE

2ND NARROW BRIDGE

STANLEY PARK

VANCOUVER CITY



**CAPILANO
COLLEGE**

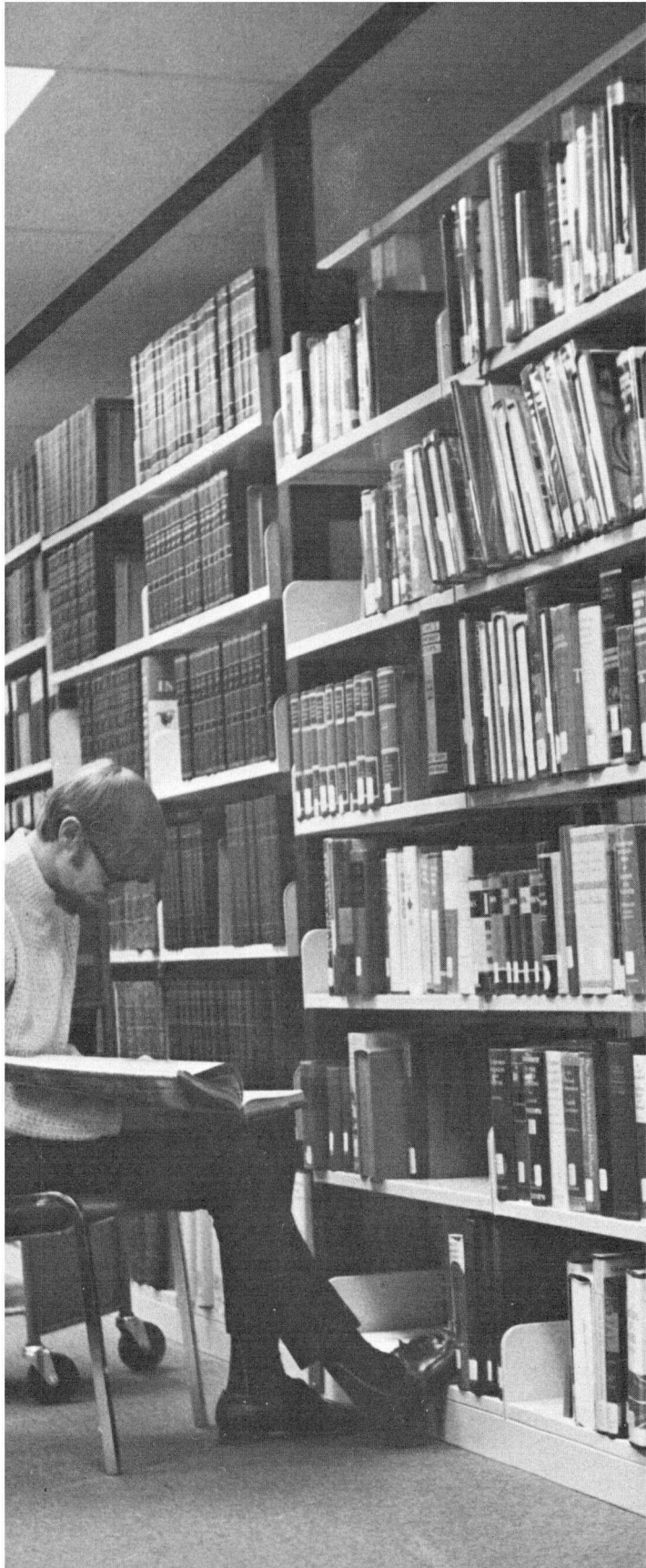
CALENDAR

1970-1971

CAPILANO COLLEGE
1770 Mathers Avenue
West Vancouver, B.C.
Telephone 926-5551

TABLE OF CONTENTS

I. INTRODUCTORY MATERIAL	5
General statement of college	5
History and purposes	5
College government	6
College council and executive officers	6
II. ADMISSION INFORMATION	11
Admission requirements	12
Financial information	14
Admission procedure	16
III. ACADEMIC INFORMATION	19
The academic year	20
College certificate	20
Associate in Arts and Science Diploma	20
Credit hours	20
Status of students according to program	21
Attendance	21
Student identification cards	21
Mid-term warnings	21
Grading	21
Academic record and official transcript	22
Provision and standing	23
Scholastic probation	23
Repeating a course	24
Auditing	25
Course credits	25
Permanent student number	25
Change of name or address	25
Course or section changes	25
Withdrawal	25
Transfer to and from other institutions	26
Transfer credit	27
Advance standing	27
IV. GENERAL INFORMATION FOR STUDENTS	29
Responsibilities	30
Student Services Centre	31
Media Centre	32
Student Lounge	34
Bookstore	34
Parking	34
Student Areas	35
Student Association	35
Scholarships, bursaries, loans	36
V. PROGRAMS OF STUDY 1970-1971	41
Academic Transfer Program	42
Career Programs	42
General Education Program	43
Community Services Program	43
College Preparatory Program	43
VI. CAREER PROGRAMS	45
VII. COLLEGE COURSES	71
VIII. COLLEGE FACULTY	114



CAPILANO COLLEGE



I A COMPREHENSIVE COMMUNITY COLLEGE

Capilano College is a community college of the North Shore College District which is made up of the three School Districts of North Vancouver, West Vancouver and Howe Sound. It is one of eight community colleges in British Columbia and is part of the provincial system of higher education.

The main part of the College presently occupies the campus and facilities of the West Vancouver Secondary School, operating on an afternoon and evening program from 4:00 pm to 10:30 pm Monday through Thursday. At this location the College utilizes the rooms of the high school. In addition it operates out of a "Student-Faculty" building, a Media Centre in two separate units, a Science laboratory building, and an electronic learning laboratory. Classes are also held in other community locations which presently include North Vancouver Senior Secondary School, Carson Graham Secondary School (North Vancouver) on a day basis, and Howe Sound Senior Secondary School at Squamish. The number of centres will likely increase by September 1970.

A site for a new core campus will be selected in 1970. The College can then develop educational specifications looking toward the establishment of permanent facilities.

History

Capilano College began as an idea on March 9, 1964 when the school boards of West and North Vancouver established a liaison committee to study the feasibility of a community college on the "North Shore". The prime concern of the liaison committee was for unmet student learning needs, typically those of grade 12 graduates who needed post secondary education, either technical or academic, and those of adults in the community who wished to upgrade or enrich their education.

A feasibility study commissioned by the liaison committee recommended the establishment of a community college on the "North Shore" by September 1968. Following publication of this study the school boards of Howe Sound and Sechelt joined the two original boards to adopt the recommendation as a joint proposal of four boards. In January 1966 permission was sought and eventually gained to hold a plebiscite in the four school districts upon the question of the establishment of a college to operate, in its initial years, in the facilities of West Vancouver Senior Secondary School. On March 7, 1968 the plebiscite succeeded in the school districts of West Vancouver, North Vancouver and Howe Sound. On April 22, the provincial Council of Public Instruction gave permission to the three Boards to establish, operate, and maintain a community college. Capilano College opened on schedule in September 1968.

Aims and Purposes

Capilano College is a comprehensive, community educational facility offering a varied curriculum and service to the districts it serves. It is a learner-centered institution with resources, instructors and facilities designed to assist the student in reaching his educational goals.

More specifically the College endeavours:

- a) To enable young adults to transfer to other institutions for a continuation of their formal education, or to pursue career programs leading to employment.
- b) To serve the adult community in upgrading of educational levels and in providing for all, academic programs for self enrichment.

The College offers:

- A two year academic program of courses enabling transfer to universities.
- One and two year career programs leading to graduation from Capilano College, or B.C.I.T., upon transfer from Capilano College.
- General education courses not presently transferable.
- A community service non-credit program designed to meet the needs of the community through short courses, seminars, lectures, and workshops.

College Government

Capilano College government consists of the College Council and the various internal bodies of students, faculty and administration.

The College Council is established under the Public Schools Act of the Province and consists of members appointed by the Lieutenant-Governor in Council or by the Minister of Education, and members appointed by the three district School Boards. This Council of interested community citizens has the responsibility for the operation of the College.

The internal system of government that has developed is unusual for a post secondary educational institution. It is a system representative of the students, faculty and administration. The main body, called the Cabinet, receives material and recommendations from various committees such as Student Services, Curriculum and Instruction, Research and Development, and Finance. All bodies are broadly representative with student-faculty membership. Thus the plan provides for a maximum interaction and communication among College groups.

College Council

- W. J. Wallace, Chairman 1970-1971
G. B. Wilson, Vice-Chairman 1970-1971
- | | |
|-----------------|-----------------|
| L. S. Boothroyd | W. E. Lucas |
| J. F. Ellis | W. V. Manson |
| C. P. Jones | T. J. MacDonald |
- L. D. G. Brooks, Bursar (Secretary-Treasurer to Council)

Executive Officers

- A. H. Glenesk, Principal
L. D. G. Brooks, Dean of Instruction and Bursar
T. Hollick-Kenyon, Dean of Student Services and Registrar
H. B. Kirchner, Assistant Dean, Career Programs
A. P. D. Smith, Administrative Assistant
T. W. Donovan, Accountant



1970-1971 COLLEGE CALENDAR

SUMMER 1970 Dates and details of the 1970 Summer Term are available in a separate brochure.

FALL 1970

- Aug. 1 (Sat) Academic Year begins.
- Aug. 10-27 (M-Th) Preregistration interviews for new and returning students—2:00 to 10:00 p.m. daily.
- Aug. 31 (M) Orientation for all students—8:00 p.m. in the College Auditorium.
- Sept. 1 (T) First day of Fall Term. Registration and payment of fees for all *former* students—1:00 p.m. - 9:00 p.m.
- Sept. 2, 3, 4 (W,Th,F) Registration and payment of fees for all *new* students 1:00 p.m. - 9:00 p.m.
- Sept. 4 (F) Registration week ends.
- Sept. 7 (M) Labour Day. College closed.
- Sept. 8 (T) Classes commence.
Late registration fees in effect.
First day for course and section changes.
- Sept. 11 (F) Last day for Late Registration.
- Sept. 18 (F) Last day for course and section changes.
- Sept. 21 (M) Last day to receive 80% refund of fees.
- Oct. 5 (M) Last day to receive 50% refund of fees. No further refunds granted.
- Oct. 12 (M) Thanksgiving Day. College closed.
- Oct. 28 (W) Mid-term warning deadline.
- Oct. 30, 31 (F & Sat) Fall Term Retreat.
- Nov. 2-6 (M-F) Faculty Advisement week. Classes continue as usual.
- Nov. 11 (W) Remembrance Day. College closed.
- Nov. 12 (Th) Last day to withdraw from classes without incurring an "F" grade.
- Nov. 16 (M) Pre-registration interviews for Spring Term begin.
- Dec. 17 (Th) Last day of classes.
- Dec. 25 (F) Christmas Day. College closed.
- Dec. 26 (Sat) Boxing Day. College closed.
- Dec. 31 (Th) Last day of Fall Term.

SPRING 1971

- Jan. 1 (F) First day of Spring Term.
- Jan. 4, 5 (M & T) Registration of all students. Payment of all fees.
- Jan. 6 (W) Classes commence. Late fees in effect. First day for course and section changes.
- Jan. 11 (M) Last day for late registration.
- Jan. 15 (F) Last day for course and section changes.
- Jan. 22 (F) Last day to receive 80% refund of fees.
- Feb. 2 (T) Last day to receive 50% refund of fees. No further refunds granted.
- Feb. 24 (W) Mid-term warning deadline.
- March 1-5 (M-F) Faculty Advisement week. Classes continue as usual.
- March 8-12 (M-F) Spring Vacation for students in B.C.I.T. programs.
- March 11 (Th) Last day to withdraw from classes without incurring "F" grades.
- March 15 (M) Pre-registration Interviews for Summer Term begin.
- April 9 (F) Good Friday. College closed.
- April 12 (M) Easter Monday. College closed.
- April 22* (Th) Last day of classes.
- April 30 (F) Last day of Spring Term.

*Students registered in B.C.I.T. courses should substitute the following date: May 21.

SUMMER 1971

Dates and details for this session will be announced in a separate brochure to be issued in the Spring Term.

ADMISSION INFORMATION

II ADMISSION INFORMATION

ADMISSION REQUIREMENTS

Capilano College is operated primarily for residents of the three School Districts of Howe Sound, West Vancouver and North Vancouver, which comprise the College District.

Residence Requirements

A Resident is defined as:

- (1) Any person under 21 years of age on the first day of the current term who is a dependent of parents or guardians who have resided in the College District for at least four months prior to the first day of the current term being applied for.
- (2) Any person under 21 years of age residing outside the College District on the first day of the current term whose parents or guardians are taxpayers on real property in the College District.
- (3) Any person 19 years of age or over on the first day of the current term who has been a resident of the Regional College District for at least four months prior to the first day of the current term being applied for.
- (4) Any person who attended a Secondary School in the College District (as defined above) and who:
 - a) achieved a complete Grade 12 graduation
 - b) is not deficient in more than two courses required for minimum secondary graduation.

Students not able to qualify as residents as defined above are classified as non-residents, and are required to pay a non-resident tuition fee.

Certain non-residents may be admitted to the College pursuant to an arrangement made between the College Council and the appropriate authority in the area from which the student comes.

Residents have priority of admission to all College classes.

The residence status of a student is established prior to registration. The responsibility for registering under correct resident status, and for reporting all changes in residence status, is the responsibility of the student. A student who falsifies resident status will be subject to disciplinary action.

A student whose residence status is in question will be required to provide documentary or other proof to obtain entrance as a resident.

Students From Other Countries

A student from outside Canada must present proper documentation showing that he is a landed immigrant in Canada before his Application for Admission will be considered. Exceptions to this rule may be made by the Principal in regard to students who reside in the College District at the time of initial application. Application for admission on a student visa originating from outside Canada will not be accepted.

A student from a country where English is not the common language must satisfy the Registrar that his knowledge of English is sufficient to permit the successful pursuit of his studies.

Capilano College is not prepared to engage in extensive correspondence with students who reside outside the College District in order to determine an applicant's eligibility for admission.

Limitation of Enrolment

The College reserves the right to limit enrolment, and to limit the registration in, or to cancel or revise, any of the courses listed.

ACADEMIC REQUIREMENTS

An eligible student is one who:

- (a) Has graduated from a British Columbia secondary school, or
- (b) Has completed equivalent standing in another school system, or
- (c) On the first day of the current term, is not deficient in more than two courses required for minimum secondary school graduation (which must be completed), or
- (d) is 19 years of age or over on the first day of the College term, and will, in the opinion of the College, profit by enrolment in one or more courses, or
- (e) is accepted by special arrangement in view of the candidate's particular experience, maturity, or ability. Complete Grade 12 standing may not be required of such a student, or
- (f) is a Secondary School student, highly recommended by his Principal and teachers, who has demonstrated an exceptional academic ability, and who can function at the college level.

A college Admissions Committee consisting of students and faculty will deal with special cases.

A part time student may register for any number of courses less than a full time load. He may register only for those subjects in which he has passed the pre-requisite courses, or their equivalent, or in which the pre-requisite has been waived by the Co-ordinator, with approval of the Dean of Instruction.

No student may take more than fifteen credit hours of academic courses or more than the full requirement of a career program without special permission from the Dean of Student Services.

FINANCIAL INFORMATION

Tuition Fees (Credit or Audit)

Tuition fees are based on a term of four months. All term fees are payable in full, at registration. Post-dated cheques will not be accepted.

Fees are not transferable from one term to another.

Application Fee

\$10.00 payable at the time of the initial application.

Applications will not be processed without the application fee. This fee is not normally refundable. It is only paid once, upon initial acceptance to the College.

Resident Tuition Fees

Academic Program—\$20.00 per course.

Maximum tuition fee in one term
—\$100.00.

NB Math 130, 131, 132, and 140 tuition fees are \$12.00 per course.

Career Programs —\$20.00 per course.

Maximum tuition fee in one term
—\$100.00.

Non-Resident Tuition Fees

Non-resident students are required to pay the following tuition fees:

Full Program —\$275.00 per term.

Partial Program —\$55.00 per course per term.

N.B. Math 130, 131, 132, and 140 at
\$37.00 per course.

Maximum tuition fee in one term
is \$275.00.

Student Activity Fee (normally non-refundable)

\$2.00 per course to a maximum of \$10.00.

Late Registration

\$5.00 per course per term to a maximum of \$25.00

Special Fees

Career courses may require an assessment for supplies or special activity. Students will be notified of such requirements.

Students whose fees will be paid by agencies (other than Government Scholarships) are required to present a letter to this effect at registration.

Refunds

1. The application fee is refundable only if a student is refused admission or his course and/or program is cancelled.
2. Late fees are refundable only when a course is cancelled.
3. A complete refund of fees is made when courses or programs are cancelled.
4. Refunds may be granted to a student on the basis of a complete or partial official withdrawal. (see scale below)

Scale of Withdrawal Refunds

(see College Calendar for specific dates)

- (a) 80% of tuition fees from the date classes commence until 14 days later, inclusive of both dates.
- (b) 50% of tuition fees from the day following the last day specified in (a) until 14 days later, inclusive of both dates.
- (c) From the day following the last day specified in (b) until the end of the term, no refund will be granted.

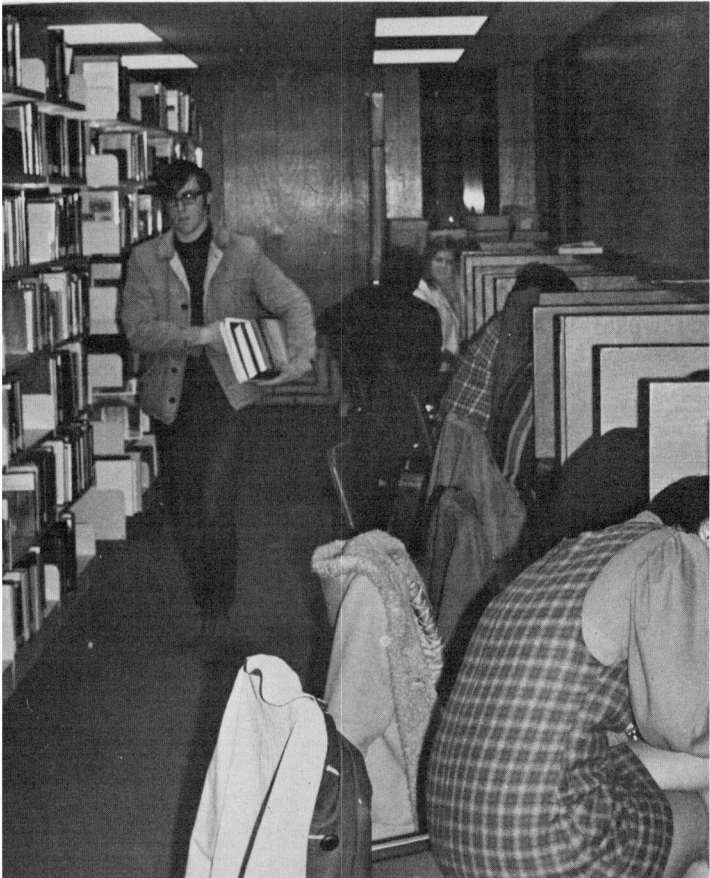
Estimated Expenses

Students entering Capilano College for the first time should have sufficient funds to cover the expenses of a four month term. A student carrying a full course load and living at home would require approximately \$320.00 to meet the out-of-pocket expenses of a four month term, or \$630.00 for an equivalent academic year of two terms.

The cost per term may be estimated as follows:

Tuition Fees	- - - - -	\$100.00
Application Fee	- - - - -	10.00
Student Activity Fee	- - - - -	10.00
Books and Supplies	- - - - -	60.00
Local Transportation	- - - - -	40.00
Miscellaneous Expenses	- - - - -	100.00
		<hr/>
		\$320.00

N.B. The above does *not* include room and board.



ADMISSION PROCEDURES

Procedures for new students applying to Capilano College are as follows:

1. Application Form

Apply to the Student Services Centre for an Application Form and Calendar. Read the Calendar. Fill out the Application Form in detail, attach all official transcripts of work done elsewhere, and enclose \$10.00 for the application fee.

2. Be sure your application, transcripts and application fee are in to Student Services at least two weeks before the beginning of the term you wish to enter. Consult the Calendar for appropriate dates.

3. Bring your completed application form to the College, and arrange for a Pre-Registration Interview with an Adviser in Student Services. **ALL NEW STUDENTS ARE REQUIRED TO HAVE A PRE-REGISTRATION INTERVIEW PRIOR TO ACCEPTANCE.**

Pre-registration Interview Schedule:

1970 Fall Term—August 10-27—2:00 p.m.-10:00 p.m.

1971 Spring Term—November 6-December 10—
2:00 p.m.-10:00 p.m.

4. Upon completion of all forms and documentation, your application will be processed, and you will be advised of your acceptance by a Permit to Register in the mail. Detailed registration information will be enclosed with the Permit to Register, giving the day and time that you should register.

All enquiries concerning admission should be addressed to the Dean of Student Services. New students are encouraged to seek the aid of Advisers in Student Services.

Admission cannot be completed by mail.

FORMER STUDENTS RETURNING TO COLLEGE

1. Consult your Faculty about appropriate courses.

2. Fill out your Registration Notification Card mailed to you and return to Student Services one month prior to the term you wish to attend.

3. Detailed registration instructions will then be mailed to you.

SQUAMISH CENTRE

Students attending classes in Squamish should note these dates:

1970 Fall Term

Pre-Registration Interviews:—Thursday, August 27th
3:00 p.m.-9:00 p.m.

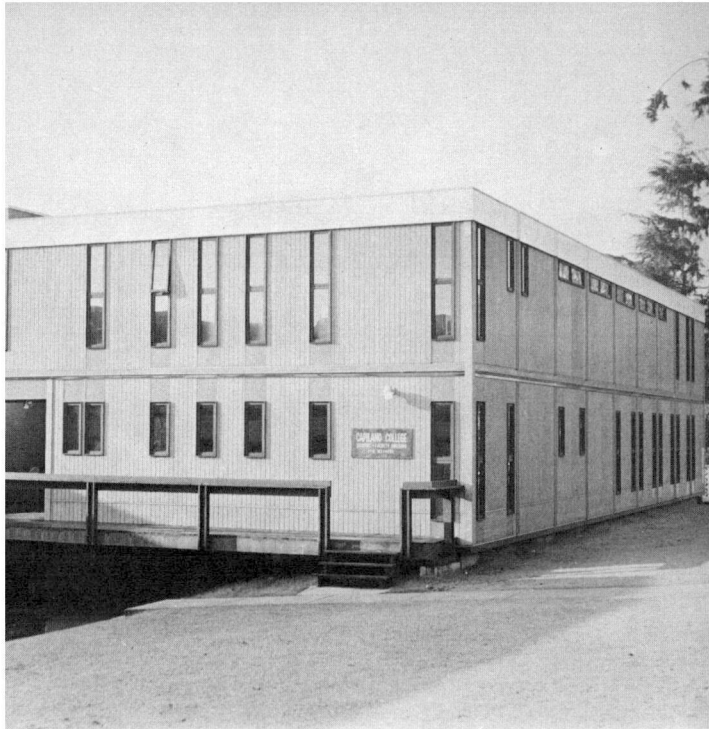
Registration: Monday, September 14th
7:00 p.m.-9:00 p.m.

1971 Spring Term

Pre-Registration Interviews:—Wednesday, January
6th 7:00 p.m.-9:00 p.m.

Registration:—Monday, January 11th:
7:00 p.m.-9:00 p.m.

Location: Howe Sound Secondary School.



Information may be obtained from Mr. Robert Ellison, Director of Adult Education, Box 250, Squamish, B.C. Phone 892-5228. Course offerings will be limited, and subject to sufficient enrolment.

REGISTRATION PROCEDURE

1. Students must register in person.
2. It is the students' responsibility to ensure that they are completely and correctly registered in appropriate courses in accordance with pre-requisites, and without timetable clashes.
3. Registration takes place at the College. Please refer to the Calendar of dates for the registration days.
4. New students must present their Permit to Register to enter the Registration Area.
Former students must present their last statement of grades to register.
5. Students should check before completing their registration for any discrepancies between the program they are following and the program entered on his record in Student Services.
6. Students may not attend courses for which they are not registered.

Registration for Different Locations

Students may register at the main College for courses given at various centres, e.g. West Vancouver, Squamish, North Vancouver. Once a student has registered at one location, he is *not* permitted later to change a course or section to a *different* location.

ACADEMIC INFORMATION

III ACADEMIC INFORMATION

THE ACADEMIC YEAR

The Academic Year is divided into three terms—Fall, Spring, and Summer. A course pursued progressively for two terms normally constitutes an academic year in that subject.

COLLEGE CERTIFICATE

A certificate will be awarded to a student who completes the requirements of a prescribed two-term Career Program, provided that he has earned at least three credits in English, and has a Grade Point average of 2.0 or better.

ASSOCIATE IN ARTS AND SCIENCE DIPLOMA

A student who has completed the requirements of any 4-term College program can receive an Associate in Arts and Science Diploma provided he has fulfilled the following conditions:

He must have completed at least sixty credit hours of work or their equivalent, including the requirements listed below, the last thirty credit hours of which would normally be completed at Capilano College.

He must have a Grade Point average of 2.0 determined from his sixty best credit hours, and he must have completed the requirements of the program in which he is enrolled.

In addition to the above, he must have earned three credit hours in English, plus six credit hours made up of one course each from any two of the three following lists:

List A	List B	List C
Biology	Economics	Art
Chemistry	Geography	English Literature
Mathematics	Political Science	Fine Arts
Physics	Psychology	Modern Languages
Geology	Sociology	History
Contemporary Issues—Science	Anthropology Contemporary Issues—Social Science	Philosophy

Every candidate for a certificate or diploma must make formal application through the Student Services Centre where special forms are available.

CREDIT HOURS

A credit hour represents one hour per week of class room work per term. Most courses offered are three credit courses. As such they would require three class hours per week and may also include required study in laboratories, seminars, or tutorials.

STATUS OF STUDENTS ACCORDING TO PROGRAM

Full-time College student—A full time College student is one who is enrolled in at least five courses, four of which are post-secondary courses.

Part-time College student—A part-time College student is one who is participating in a more limited program.

ATTENDANCE

Students are expected to attend all classes in which they are registered. At the discretion of the instructor, irregular attendance can result in suspension from a class.

Since evaluation of a student's progress in any course is cumulative, based on class assignments and participation, as well as on examination, regular attendance is essential for success.

A medical certificate may be required in case of repeated or prolonged absenteeism. Students absent from class because of prolonged illness are advised to consult the Student Services Centre upon their return to College.

STUDENT IDENTIFICATION CARDS

In the event of the loss of a student's Identification Card, a duplicate card may be obtained from the Student Services Centre upon application and the payment of one dollar.

MID-TERM WARNINGS

Students are notified by their instructors at the middle of each term if they are receiving an unsatisfactory grade. They are advised to contact their instructor and an Adviser in the Student Services Centre for assistance.

If illness prevents a student from writing a final examination, an instructor may, at his discretion, assign a grade or grant a deferred examination. In such cases, a physician's certificate must be submitted to the Student Services Centre within one week of the date of the examination.

GRADING

Capalino College uses the following categories of grading and recording.

Letter Grade	Meaning	Grade Points
A	Superior	4
B	Above Average	3
C	Satisfactory	2
D	Minimal Pass	1
F	Failed	0
I	Incomplete	
W	Withdrawn	0*
Audit	Audit	0*

* Not calculated in Grade Point Average

Grade Point Average (G.P.A.)

Grade Point Averages are reported on each Permanent Student Record. The G.P.A. is the sum of the grade points earned in the term divided by the number of course hours taken which are applicable to the Grade Point computation.

Statement of Grades

A statement of grades is mailed to students following the end of each term. Grades will not be released to students prior to the mailing date and time. All obligations relating to fees, library books or fines, rentals, loans, or borrowed equipment must be met before any statement of grades, transcripts, certificate, or diploma will be released.

Machine errors and omissions in the statement of grades should be reported immediately in person or in writing to the Student Services Centre.

The student's most recent statement of grades will admit him to the Registration Area for his next term.

Grades recorded on a student's statement of grades are final and can only be changed as the result of an appeal.

If a course is repeated, the previous grade will remain on the student's Permanent Student Record.

Appeal of Final Grades

If a student wishes to appeal a final grade, his request must be submitted in writing to the Dean of Student Services. A letter of appeal must state the grounds of appeal. All appeals must be accompanied by a fee of five dollars for each course in which re-assessment is sought. Appeals, with the appeal fee, must be received by the Dean of Student Services in the Student Services Centre not later than seven days after the mailing date of the statement of grades. Appeals are reviewed by an Appeals Committee consisting of representatives of faculty and students, and in each case all the work of the term, including the final examination, is taken into consideration. The student will be informed in writing of the Committee's decision. If the mark is changed, the five dollar fee will be refunded; otherwise, it will be retained.

Appeals will not be considered unless the above procedure is followed. Machine errors and omissions in the statement of grades will be corrected as soon as identified, without appeal.

ACADEMIC RECORD AND OFFICIAL TRANSCRIPT

The Student Services Centre maintains a permanent record of each student's courses, credits, and grades. Only a laminated copy bearing the signature of the Dean of Student Services constitutes an official transcript.

Official transcripts are available in the Student Services Centre upon completion of a Transcript Order Form, and payment of a fee of 25 cents per transcript. They are issued only at the request of the student or of appropriate agencies or officials.

Information on the Permanent Student Record is not released to outside agencies without the consent of the student.

PROVISIONAL STANDING

This is based on the circumstances of entry into the College. The following students would automatically be given provisional standing at the time of registration:

- a. Those who are completing Grade 12 standing. Provisional standing will continue until Grade 12 is completed, irrespective of college grades achieved. Credits earned at college will be deferred pending completion of standing for College diplomas.
- b. Those entering as Mature Entry students. In this case Provisional Standing extends for one term.

SCHOLASTIC PROBATION

This is brought about because the student has not maintained a scholastic standard acceptable to the College.

The following regulations apply:

- a. Scholastic Probation Regulations apply to any student after he has attempted a total of nine hours of credit at Capilano College (or the equivalent number of credits on a non-academic program).
- b. A student is placed on Scholastic Probation at the end of any term in which his Grade Point Average is 1.50 or less.
- c. A student placed on Scholastic Probation is notified by letter at the end of the term, and it is noted on his Permanent Student Record.
- d. During the first term of Scholastic Probation, the student is expected to achieve a Grade Point Average of over 1.50. The average is calculated on work done in the probation term only; it is not cumulative. If he succeeds, he is released from Scholastic Probation, and it is noted on his Permanent Student Record. If he does not succeed, he is required to withdraw.
- e. A student whose Grade Point Average in any term is .50 or less is automatically required to withdraw from the college at the end of that term.
- f. If a student who has withdrawn elects to continue the same program, he may not petition for reinstatement for at least two terms, and if reinstated, may not assume a full course load in his first term without special permission from the Dean of Student Services. If a disqualified student elects to follow an alternate program, he may petition for reinstatement in the first term in which entry into that program is practicable.
- g. A disqualified student may be reinstated on Scholastic Probation for only one term by petition to the Admissions Committee. The petition must be filed six weeks before registration in the term he wishes or is entitled to attend. In general, such petition will be granted only if the student can show the Admissions Committee that the conditions which led to his previous failure have now been removed and/or that he proposes a change of program in which he has better prospects of success, and that satisfactory provision for continuing consultation with an Adviser can be made. In the event that a student, through change of program, elects to return immediately after disqualification, the requirement to petition will be waived.

provided that the purposes of the petition can be achieved through consultation with the Dean of Student Services.

- h. A reinstated student must achieve a Grade Point Average of over 1.50 in the first term or he is again disqualified, and the same conditions for re-entry are applicable.
- i. While on Scholastic Probation a student shall be assigned to an Adviser and is expected to report to him or her regularly to discuss his program.
- j. Work done by the student at another institution during a period of disqualification will be accepted on its merits.
- k. While on Scholastic Probation a student may not represent his College or the students in college affairs, or hold any office in the College organization.
- l. Students entering Capilano College from other universities or colleges whose Grade Point Average (or equivalent) is below the Scholastic Probation level (as outlined above) are placed on Scholastic Probation at the point of admission, and all Scholastic Probation regulations as outlined above apply.

REPEATING A COURSE

Courses may be repeated for the purpose of raising grades. Credit will be granted for the course receiving the highest grade.



AUDITING

A student may enrol in any course as an auditor, provided space is available and upon payment of the course and application fee. An auditor is exempt from examinations and does not receive credit.

A student may change from "Audit" to "Credit" during the first week of classes, provided he has the consent of the Student Services Centre.

A student may change from "Credit" to "Audit" up to the last day to withdraw from courses. The Student Services Centre and the instructor must be advised of such changes.

COURSE CREDITS

A student will receive credit only for the courses in which he is OFFICIALLY registered according to the records in the Student Services Centre.

PERMANENT STUDENT NUMBER

The permanent student number assigned when a student first applies for admission remains unchanged throughout his College career. This number controls all student records, Statement of Grades, etc.

A student should carry his student identification card at all times while in attendance at the College.

CHANGE OF NAME OR ADDRESS

It is the responsibility of the student to inform the Student Services Centre of any changes in name, address, or phone number from the information provided on the application form. Students wishing to receive their grades at an address different from their home or term address, may do so by contacting the Student Services Centre.

COURSE OR SECTION CHANGES

All changes must be submitted to the Student Services Centre. Course changes require the signature of an Adviser. Changes will be permitted only during the periods indicated below.

1970 FALL TERM: September 8-18

1971 SPRING TERM: January 6-15

Procedure to Follow When Making Changes

Consult the Instructors of the courses involved in the change; fill out a Change of Course or Section form and submit it to the Student Services Centre. Section changes within a course do NOT require an Adviser's signature. Course changes do require an Adviser's signature.

WITHDRAWAL

Students must withdraw officially through the Student Services Centre, otherwise an "F" grade results. Students may drop one or more courses without academic penalty at any time before 10:00 p.m. November 12th (Fall Term), or 10:00 p.m. March 11th (Spring Term).

Procedure to Withdraw From a Course

1. See your instructor first.
2. Complete the necessary documentation at the Student Services Centre.
3. Have an Adviser and instructor sign the necessary forms.

TRANSFER TO AND FROM OTHER INSTITUTIONS

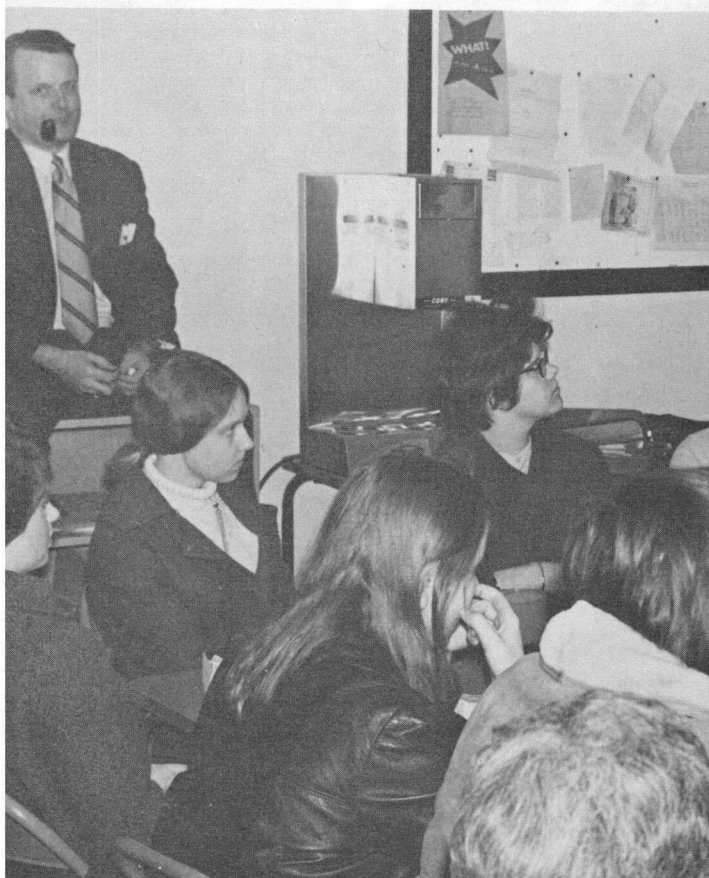
Students who enter Capilano College on an academic transfer program and anticipate transfer to another educational institution should consult the Registrar of that institution prior to registering at Capilano. The transferability of courses taken at Capilano College is determined by the institution to which the student transfers.

Students planning to transfer to another institution should discuss their plans with a College Adviser, bearing in mind that the responsibility for final choice of course or program remains with the student.

The Student Services Centre maintains a library of calendars of other post-secondary institutions for the use of students.

Universities:

At the time of printing of this Calendar, most academic transfer courses offered by the College receive credit at B.C. universities. Notable exceptions are English 100 (Writing) and English 102 (Advanced Composition) at Simon Fraser University.



Specific lists of courses acceptable at the universities, and their equivalencies, are available at the Student Services Centre.

B.C. Community Colleges:

There is an agreement between all B.C. Community Colleges to accept each others credits upon transfer.

B.C.I.T.:

Students may enrol for the first year at Capilano College prior to transfer to B.C.I.T. to complete a two year diploma in certain programs.

TRANSFER CREDIT

Transfer credits are credits granted to students on admission for acceptable work done at another institution; the transfer credits reduce the total number of credits which are required at Capilano College for a certificate or diploma. Students wishing Transfer Credit should present suitable documentation to the Student Services Centre for adjudication by the appropriate Faculty.

ADVANCE STANDING

Advance standing is standing to a certain level in a subject area granted to students on admission. The Faculty concerned examine the applicant's previous work, or may ask him to take a placement examination, which places him at a certain level in the sequence of courses. No credit is given for levels below the standing granted.



**GENERAL
INFORMATION
FOR
STUDENTS**



IV GENERAL INFORMATION FOR STUDENTS

RESPONSIBILITIES

It is the student's responsibility to acquaint himself with the rules and regulations contained in this calendar and in bulletins issued by the College.

Because of the unusual physical situation of the College in utilizing areas of the West Vancouver Senior Secondary School, the students have a responsibility to cooperate with the teachers and staff of the high school. Students are requested specifically to keep out of high school areas until at least 3:45 each College day.

Students who are registered on a full course load at Capilano College are strongly advised not to accept excessive outside employment if they are to achieve a satisfactory standing at the College.

STUDENT SERVICES CENTRE

The Student Services Centre is located on the main floor of the Student-Faculty Building. Here the Dean of Student Services and a staff of trained Advisers work closely with students on a great variety of problems, including vocational guidance, and problems of personal or social adjustment. Educational planning is done in conjunction with faculty advisers. A student requiring any kind of assistance whatever should always feel free to make use of the resources of the Centre.

The Student Services Centre provides the following services to the College students, and community:

Relations With Secondary Schools

Students currently attending senior secondary schools in the College District may have pre-admission interviews in their schools before applying for admission to Capilano College. Students are advised to contact their counsellors for specific information.

Admission Services

(See Admission Requirements above).

Information Services

The Student Services Centre provides three general types of information for College students:

- a. Occupational and career information.
- b. Information regarding the policies and admission regulations of potential transfer institutions.
- c. Information and assistance concerning Capilano College philosophy and procedure.

Guidance and Advice

Students are encouraged to seek guidance from an Adviser in any of the following areas:

- a. The selection of an educational program.
- b. Financial problems.
- c. The challenge of achieving a satisfactory academic performance in college.
- d. Concerns about transfer.
- e. Clarification of vocational goals.
- f. Personal matters.

Student Records

All student records, housed in the Student Services Centre, are confidential. The student's registration file is open to that student.

Housing

Any students at Capilano College requiring housing near the Campus may obtain information about available lodging from the Student Services Centre.

Student Employment

The Student Services Centre maintains a close liaison with the North Vancouver office of the Canada Manpower organization for students desiring full or part-time employment. A central employment bureau is also maintained in the Centre for students wishing to obtain part-time employment while they attend Capilano College.

Student Activity

The Dean of Student Services acts in an advisory capacity to student groups interested in promoting extracurricular activities. Capilano College adopts an innovative and experimental philosophy in its approach to student activities, believing these should emanate from needs expressed by the student body itself. The principle of participation by students on a joint basis with Faculty and Administration in the life of the College has been followed since the College was opened.

Students interested in new types of student activity are encouraged to contact the Dean to initiate planning and organization.

Orientation Day

Orientation Day, a special program designed to inform new and returning students, is held at the beginning of each Fall Term.

The 1970 Orientation Day will be held on Monday, August 31, 1970, at 8:00 P.M. in the Auditorium in the West Vancouver Senior Secondary School.

All students should be in attendance.

MEDIA CENTRE

The Media Centre is an important part of the instructional program of the College. Students have full access to its materials and services. The Media Centre is located in three buildings.

- 1. The Main Media Centre Building** is immediately to the east of the Secondary School and may be entered from the School's eastern entrance. All books and pamphlets, including reference and reserve materials,

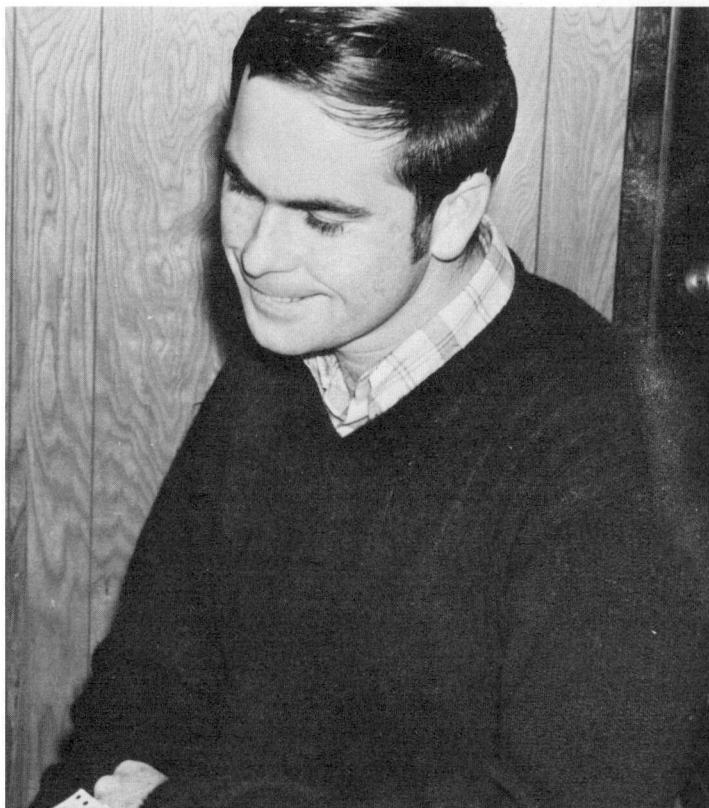


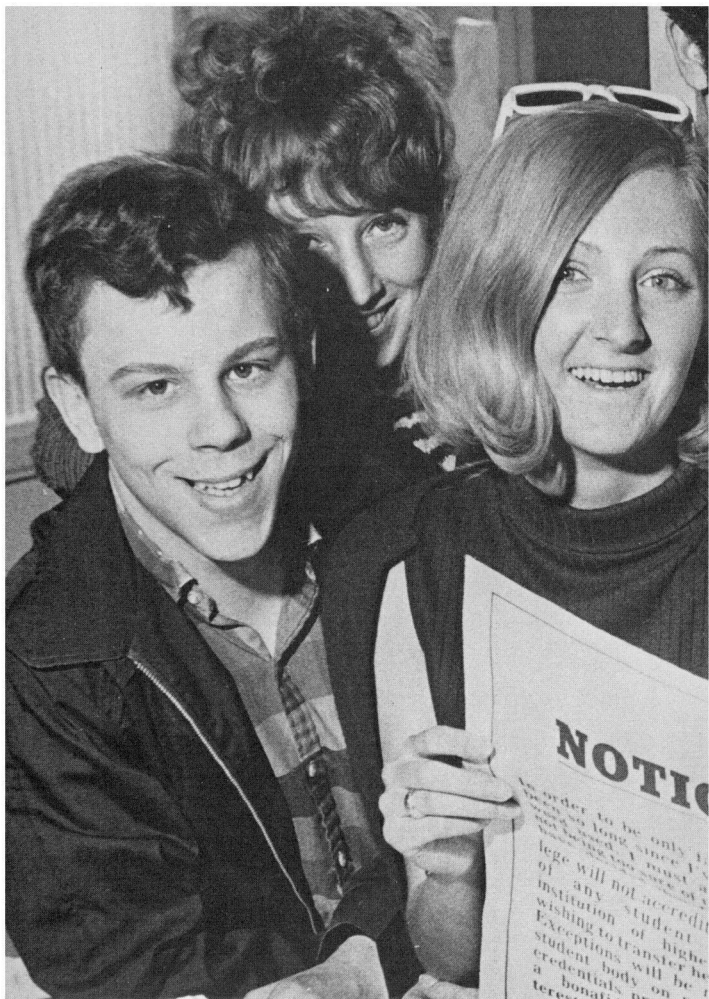
are located here. Records of all Media Centre holdings are centralized in this building, and a librarian is on duty to help students locate materials and to answer reference questions.

2. **The Media Lab.** is located to the south of the Main Media Centre. It is the centre of recorded sound for the College and contains the collection of tapes and records. It is equipped with various program sources and receiving equipments. Here a student may listen and speak into a taped program and play back a recording of the original material along with his voice. Other receiving stations allow taped lectures or music to be listened to. Open labs during most of the day make possible a choice of programs by students.
3. **The Media Centre Annex** is attached to the north of the Secondary School Library and may be entered from either the School Library or from the School's main driveway. It contains the periodical collection, including back issues and current subscriptions, and the visual non-print materials (slides, filmstrips, films, film loops), together with equipment for viewing these within the Centre. Certain equipment may be signed out for short terms. Slide production and photocopying services are available here. A student assistant or the Audio Visual Assistant will help students use these materials and services.

A handbook explaining the use of the Media Centre is available. It is hoped that students will learn how to make use of their facilities.

High school students and the general public are invited to make use of the Media Centre resources at any time.





STUDENT LOUNGE

Student Lounge facilities, along with Food Services, are located in the West Vancouver Senior Secondary School Cafeteria.

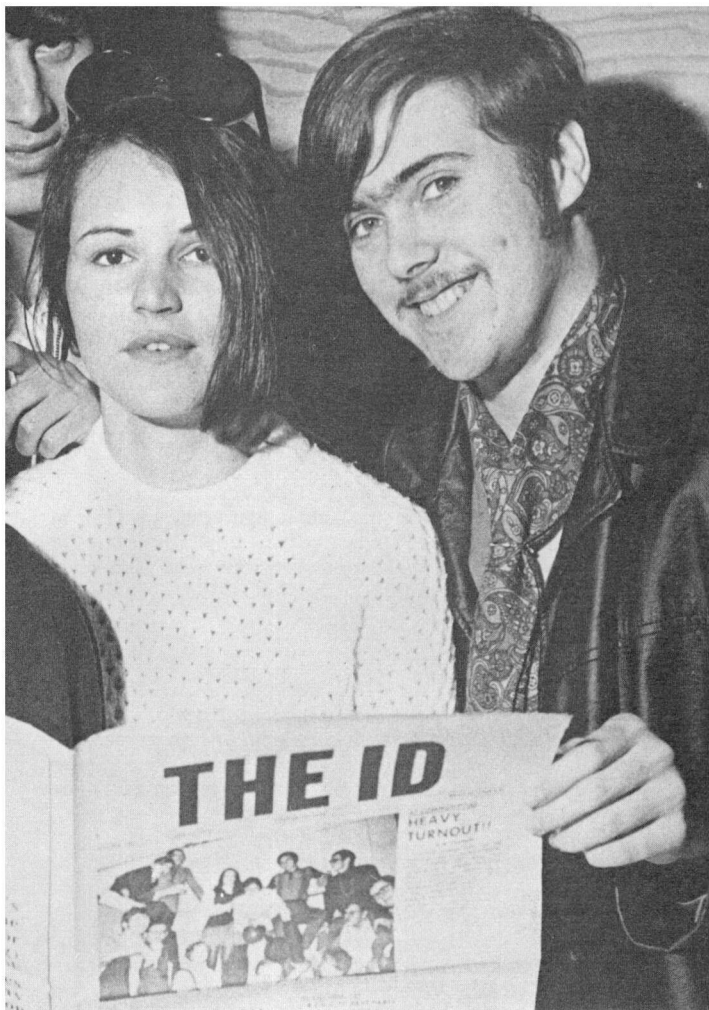
BOOKSTORE

A Bookstore is located in Room 53 of the West Vancouver High School Building. It sells texts and supplementary educational supplies. The store caters especially to Capilano College students, but is also open to High School students and the general public.

PARKING

Because parking space on the College campus of the West Vancouver Senior Secondary School is extremely limited, student parking is primarily street parking.

Students are therefore urged to respect the access rights of neighbouring homes and are reminded that they are personally responsible for any traffic violations that may occur. The College is not responsible for car infractions due to crowded conditions of the local streets. The



student is responsible for all towing charges and fines incurred in street parking or in parking in restricted areas on the College grounds.

STUDENT AREAS

Carrels are provided for intensive individual study both in the main Media Centre Building and in the "Faculty-Student" Building. Tables for study are also available in the High School Library across from the Gymnasium.

STUDENT ASSOCIATION

The students of the College elect a Student Association Council which governs student affairs at the College.

This Council is one of the means through which students can make their contribution to the development and operation of College government. The Council appoints student members to the Cabinet and the various committees in the structure of College government. To finance the various activities under the student association council there is a student activity fee as outlined under the financial information in this Calendar.

SCHOLARSHIPS, BURSARIES, LOANS

Note: All application forms, information about various kinds of financial assistance and the correct procedure for application are available in the Student Services Centre.

Scholarships

Government of British Columbia Scholarships—Scholarships will be granted for amounts representing one-third to three-quarters of tuition fees. To be eligible a student must have completed secondary school graduation and be enrolled in five College level courses or a full Technical Program. Mature Entry students qualify after one term of a successfully completed full course load.

Awards are based on current term results and will be applied to the fees in the subsequent term or year at any approved post-secondary educational institution in British Columbia. Applications must be filed each term and **MUST** be submitted to the Student Services Centre no later than:

Fall Term—January 4, 1971

Spring Term—May 4, 1971

First-class scholarships (representing three-quarters of tuition fees), Upper Second-class scholarships (representing one-half of tuition fees), and Lower Second-class scholarships (representing one-third of tuition fees) are awarded on the basis of grades obtained.

Naval Officers' Association of British Columbia

Scholarships will be granted in amount of up to \$250.00. They are offered to students beginning or continuing studies at the universities in British Columbia, the Technological Institute, and the Community Colleges, with the intention of either following a permanent career in the Canadian Armed Forces (Navy) or following a course of study which, coupled with the student's past associations, will qualify him as potential personnel for the Royal Canadian Navy in times of national emergency.

University Women's Club (West Vancouver Branch)

A \$100.00 scholarship will be awarded to a female student, preferably a part-time student, for continuing academic education.

Fred Reid Scholarship

This award is made available through the generosity of Mr. F. Reid, friend of the College. A \$100.00 scholarship will be awarded to a male student, preferably a part-time student, who qualifies academically for an academic education. Application should be made in writing to the Dean of Student Services before August 15, 1970.

The Birks Family Foundation Bursary

This bursary, in the amount of \$200.00 to be awarded in the Fall of 1970, is made possible by the generosity of the Birks Family Foundation of Montreal. It will be awarded to a student, male or female, enrolled at Capilano College on a full third and fourth term course program, who has both a demonstrated academic ability

and financial need. The Bursary will be applied, in the first instance, against the student's tuition fees for both terms. Application should be made in writing to the Dean of Student Services before August 15, 1970.

Bursaries

Government of British Columbia Bursaries (Awards made primarily on the basis of demonstrated financial need). To be eligible the student must have completed secondary school graduation with an average of not lower than 65%, must be enrolled in five College level academic courses or a full Technical Program at Capilano College, and must undertake to attend for two continuous terms. Normally, assistance is in the range of \$75.00 to \$150.00 per academic year. Larger amounts may be authorized in exceptional cases. Applications must be submitted to the Student Services Centre by July 1st of each year.

Naval Officers' Association of British Columbia

Grants or bursaries in amounts of up to \$300.00 each for bursary loans are provided on the basis of combined academic standing and need. In addition, the same conditions and preference apply as for the Association's scholarships outlined above.

Margaret Campbell Bursary

This award is made possible by the North Shore Business and Professional Women's Club in recognition of Councillor Margaret Campbell's outstanding contribution to North Vancouver, and as a past National President of the Canadian Federation of Business and Professional Women's Clubs.

This award in the amount of \$100.00 shall be awarded each September to a woman enrolled at Capilano College in at least three courses.

This award will be made in September, 1970, after the final selection has been made by the North Shore Business and Professional Women's Club.

Applications should be submitted to the Student Services Centre not later than August 15, 1970.

Vancouver Foundation

Funds are available to aid students who present evidence of sound academic achievement or promise and who have financial need which cannot be satisfied through other sources. Applications must be submitted before July 1, 1970 to Mr. G. P. Kaye, Executive Director, Vancouver Foundation, 1105 W. Pender Street, Vancouver, B.C.

Awards

Governor General's Silver Medal

This medal is awarded each year by His Excellency the Governor-General of Canada to the graduating student who has achieved the best scholastic record in attaining his diploma at Capilano College.

Dean's List

Special recognition will be accorded students who complete a full program of studies at the College with a 3.50 grade point average or higher during a term. Similar recognition will be accorded to students achieving the same average in not less than three courses.

MLS



Composition

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Loans

Canada Student Loans

To be eligible a student must:

- a. Be enrolled in a full-time College career or academic program as defined by the Department of Education.
- b. Undertake to study as a full-time student for one term or two continuous terms.

Loans of up to \$1,000.00 are available each academic year (Maximum of \$500 per term) to a maximum of five years, and are interest-free until six months after completion of full-time post-secondary studies directed towards a degree or diploma.

A loan will be granted only after the student is formally enrolled in a full-time program. Students thus must have sufficient funds to pay for fees and books at registration. Canada Student Loans are made for educational purposes only, and the amount granted will be based upon demonstrated financial need.

Student Emergency Loan Fund

The Fund is designed to provide a short term interest-free loan not to exceed \$100.00 to a student, who, while in serious financial difficulty at present, expects or proves he or she will receive certain funds in the near future from which the loan will be repaid.

Applications will only be considered from students who currently are registered at Capilano College. Loans from this Fund will only be granted to students who have exhausted all other avenues of financial assistance. Students anticipating assistance from other sources of aid in the near future may, however, qualify for an Emergency Loan.

Applications in writing describing the necessity for emergency assistance, the amount required, and the proposed method and date of repayment should be addressed to the Dean of Student Services.

The Fund is of a revolving nature and is maintained by donation.

PROGRAMS OF STUDY

V PROGRAMS OF STUDY 1970-1971

Capilano College offers combinations of courses representing a particular program as well as individual courses for students seeking post-secondary educational opportunities.

While a student's selection of subjects may draw from several fields of study, it usually falls within the boundaries of one of the following programs:

1. Academic transfer programs
2. Career programs
3. General Education program
4. Community Service program
5. College Preparatory program for adults

The first three programs offer courses for credit toward a College Diploma. Special courses, workshops, forums, or other forms of educational experience may be offered without college credit throughout the academic year.

ACADEMIC TRANSFER PROGRAMS

A wide selection of courses is open to students who wish to pursue a program leading to further study after leaving Capilano College. Most courses are designed to be equivalent to the comparable disciplines at the major universities of British Columbia. Transfer of credit to any particular university or institute is guaranteed only by the adjudication of the accepting institution. However, the arts and science courses described in the calendar are offered as College-level courses. It is the responsibility of the student to choose courses appropriate to the next institution of his choice and relate them to his major field of study.

CAREER PROGRAMS

Groups of courses selected to prepare students for immediate employment are offered through a number of career-oriented programs. These curriculum patterns are primarily prepared for students who are not considering a transfer to another institution. One and two-year programs are offered in the following fields of study:

1. Art
2. Audio Visual Resources
3. Automotive Management
4. Business
5. Early Childhood Education
6. Legal, Medical, or Business Secretary Specialty
7. Retail Fashions
8. Secretarial

In addition to the above, Capilano College offers several programs in which the student completes his first year at the College, then transfers to the British Columbia Institute of Technology for his second and graduating year. This arrangement pertains for the following programs:

1. Business Management
2. Electrical and Electronics
3. Hotel (Motel and Restaurant Management)

By September, 1970, it is anticipated that additional technical programs will be introduced at the College. The normal admittance qualification for any of the technical programs is secondary school graduation.

GENERAL EDUCATION PROGRAM

Some students may have as their goal an Associate in Arts and Sciences Diploma awarded after two years of successful study in approved courses. This General Education program is designed for students who desire to study one or two years beyond high school in order to obtain a wider and enriched educational background. Detailed requirements for such a program should be checked by the student with an Adviser during the pre-registration interview.

COMMUNITY SERVICES PROGRAM

This is a non-credit program consisting of lecture series, forums, seminars, courses, and musical and performing arts events. The main goals of the program are to stimulate controversy and discussion on issues pertinent to the cultural-intellectual life of the College community.

Over the 1969-70 year the Community Services Program has offered participational seminars under such titles as "Labor, Trade Unions and the Establishment", "The Indians of British Columbia", "The Generation Gap", "Has God a Heart"; has held an "On Stage" series in arts; has conducted a community workshop on Planning; and has held seminar courses on interior design, flower arranging, and sense relaxation.

The Community Services Program for each term will be announced in advance through special brochures and other publicity.

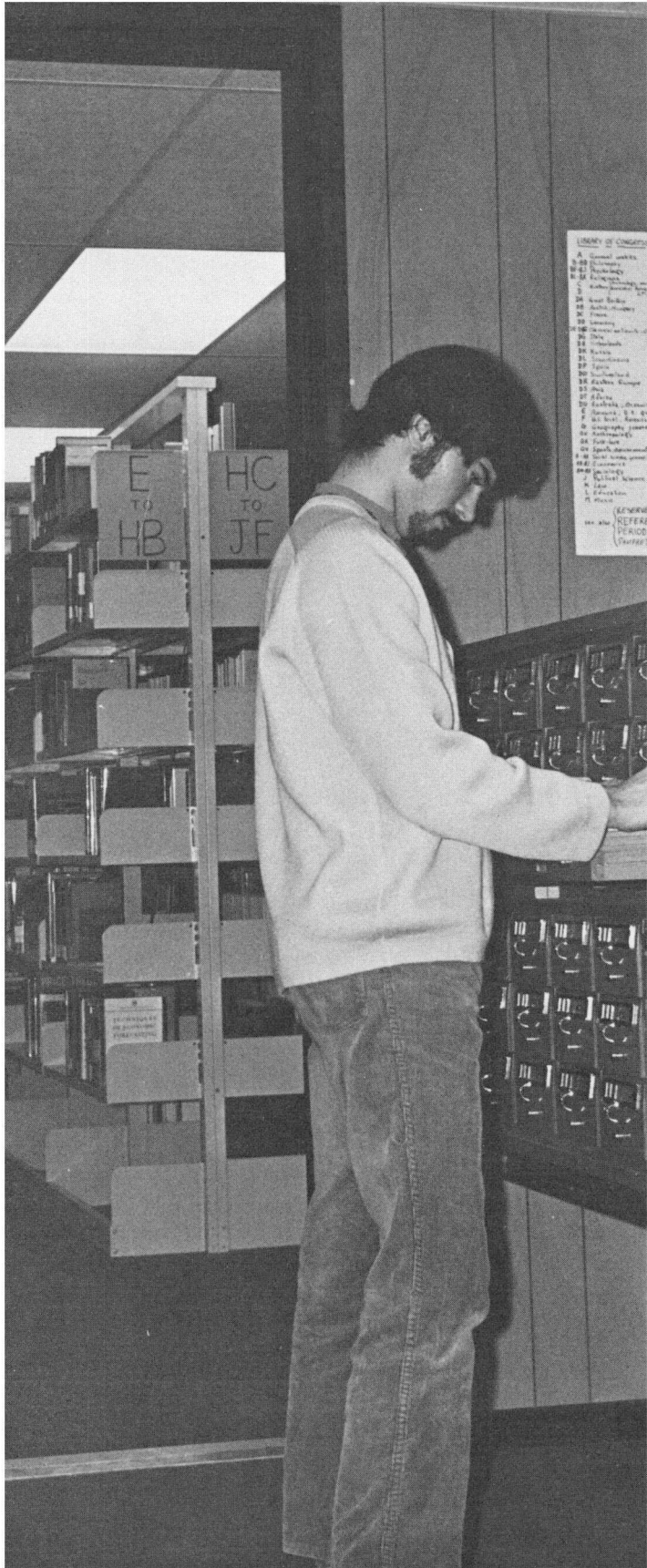
COLLEGE PREPARATORY PROGRAM FOR ADULTS

This program is planned for over school age and adult students who will need to complete college entrance requirements upon entering college.

Our proposed new program may be in effect by September 1970. Any interested applicants should apply at the Student Services Centre.

This arrangement to complete Grade XII is already operative through the adult education department of North and West Vancouver School Boards. Completion of such a program currently leads to high school graduation status under the Department of Education.

CAREER PROGRAMS



LIBRARY OF CONGRESS

- A General works
- B-09 Philosophy
- B-1 Psychology
- B-24 Linguistics
- C Authors-Individuals
- D
- 24 Great Britain
- 26 Arch. History
- D. France
- 29 Germany
- 29.060 Germany and Aust. C.
- 29.100 Italy
- 29.14 -Netherlands
- 29.160 Russia
- 29.17 Scandinavia
- 29.18 Spain
- 29.20 Switzerland
- 29.240 Europe -Europe
- 29.250 Asia
- 29.26 Africa
- 29.270 Oceania -Oceania
- 29.280 America -U.S. & C.
- 29.290 America -Central
- 29.300 Geography -General
- 29.310 Anthropology
- 29.320 Folklore
- 29.330 Social Anthropology
- 29.340 Social Science -General
- 29.350 Economics
- 29.360 Mathematics
- J Physical Sciences
- K Law
- L Education
- M Music

REFRESH PERIOD

E
TO
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TO
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REVISED BY

VI CAREER PROGRAMS

The Career Programs offered by Capilano College are designed to prepare post-secondary youth and adults for employment in business and industry.

It is the intention of the College to maintain flexibility in admission to the various programs so that all who may benefit from further education may have the opportunity to do so. A sincere desire to learn is the College's prime concern in granting admission to students to the various Career Programs.

The student is assisted in every way to make wise vocational and educational plans, but in the final analysis, he must assume responsibility for making his own choice of program.

The suggested curriculum outlined for each program includes required, recommended, and elective courses. Through the facilities of the Student Services Centre and their Advisers, it is possible to work out a program of studies best suited to the needs of each individual.

In certain programs, students who complete the first year at Capilano College may transfer to the British Columbia Institute of Technology to complete their studies. In others, on the job experience will be developed and recognized.

To provide the student with an insight into human nature, studies in the humanities and behavioral sciences form an important part of every career program. The student studies some of the methods of inquiry into the nature of man, the natural world, and social institutions. These studies provide the prospective graduate with an opportunity to learn about the relationship of his career to the economic world in which he must perform. Advance credit will be awarded students who have earned general education credits from other institutes of learning.

Communication courses also form part of every career program. These are designed to assist the student to write clearly and speak well. Such courses provide the resources to back up the special talents of the career program graduate.

STUDENT COURSE AND WORK LOAD

The average number of term hours of course work required of students who enroll in career programs will approximate 19½ hours per week. However, some programs may be as high as 30 hours and others as low as 18 hours per week.

It is strongly recommended, because of the importance to the student of his educational program, that students plan not to take job employment while undertaking studies in any one of the career programs.

In those cases where students find it necessary to earn a part-time income while attending Capilano College, a partial program of no more than three courses in any career program is recommended. Any exceptions to this policy must be approved by the Dean of Student Services or an adviser.

Students who enroll in a career program with a "C" average after graduation from Grade XII are particularly advised not to take any employment while undertaking course work at Capilano College.

ART PROGRAM

The Art Program is primarily designed to prepare the student for further study in the field of fine and applied art, and to provide basic training for entering different fields of industry and commerce as a trainee. It consists of a liberal or general education, and specialized art training consisting of Basic Design, Drawing and Painting, Anatomy, Sculpture, Illustration, Graphics, Pottery and Ceramics, Costume and Fashion Design, Elements of Interior Design, Advertising Design, and Typography.

All high school graduates are eligible for admission. The program is especially suitable for those people who have graduated from the Visual and Performing Arts Program of the B.C. Secondary School System.

Those people who do not have a completed grade XII standing may also apply for admission. Such candidates may be accepted on the basis of their particular experience, maturity, ability, and interest.

Although the College provides a generous amount of expendable supplies for this program, students taking the full program should be prepared to purchase art supplies costing anywhere from \$50.00 to \$75.00 per term.

ASSOCIATE OF ARTS AND SCIENCES DIPLOMA

	Credit Hours
Major Program Requirements	66
General Education Requirements	12
Recommended Courses	6
Electives	12
	—
	96



RECOMMENDED COURSES

Independent Art Project

CURRICULUM

		Credit Hours
First Term		
English	— Any English Course	3
Art 166	— Anatomy I	3
Art 152	— Life Drawing I	3
Art 154	— General Drawing I	3
Art 158	— Design I	3
Art 153	— Approaches to Visual Form	3
Art 167	— Sculpture I	3
Gen. Studies 150	— Contemporary Issues—Science	3
		—
		24
Second Term		
English	— Any English Course	3
Art 174	— Sculpture II	3
Art 184	— Life Drawing II	3
Art 164	— General Drawing II	3
Art 178	— Design II	3
Art 159	— Contemporary Trends in Visual Form	3
Art 188	— Anatomy II	3
Gen. Studies 160	— Contemporary Issues —Social Sciences	3
		—
		24
Third Term		
Art 264	— Lettering and Paste-up	3
Art 250	— Painting Media	3
Art 251	— Illustration	3
Art 254	— Advertising Design	3
Art 258	— Pottery and Ceramics	3
Art 262	— Advanced Life Drawing	3
	Elective	3
	Elective	3
		—
		24
Fourth Term		
Art 276	— Typography	3
Art 266	— Interior Design	3
Art 270	— Costume and Fashion Design	3
Art 278	— Graphic and Printing Media	3
Art 291	— Independent Art — Project IV	6
	Elective	3
	Elective	3
		—
		24

**Up to 9 hours in the 3rd and 4th terms may be used to pursue work in a specialized area.*

AUDIO VISUAL RESOURCES PROGRAM

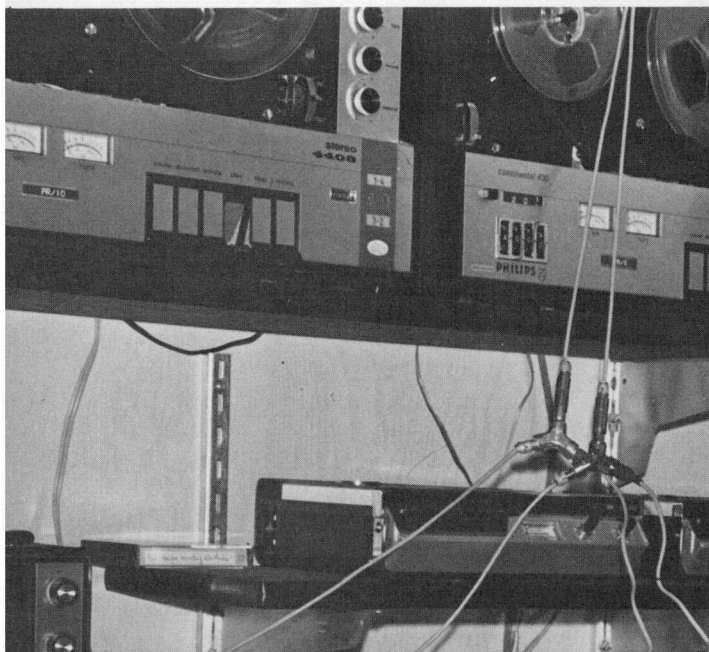
The Audio Visual Resources Program is designed to fill the increasing need of industry, education, and the professions for people proficient in the skills required for the effective use of audio-visual media. The graduate will be proficient in the field of graphics, photography, and the maintenance of audio and visual electronic equipment. In addition he will be skilled in the production, care, organization, and distribution of audi-visual materials. He will also have had experience in instructing workshop groups in the proper use of various audio-visual equipment and materials.

Specific courses have been included to provide the necessary background which will enable the graduate to work in schools in a para-professional role with teachers, and in business and industry, assisting in the promotion of products and services.

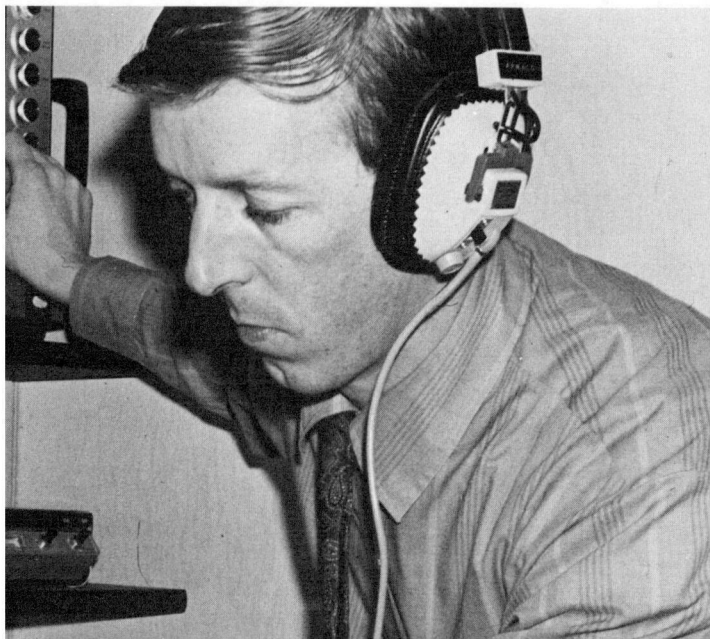
The program is ideal for men and women alike. All high school graduates are eligible for admission. Those people who do not have a completed grade XII standing may also apply for admission. Such candidates may be accepted based on their particular experience, maturity, or ability.

CAPILANO COLLEGE CERTIFICATE	Credit Hours
Major Program Requirements	21
General Educational Requirements	6
Recommended Courses	6
Electives	6
	—
	39

ASSOCIATE IN ARTS AND SCIENCE DIPLOMA	Credit Hours
Major Program Requirements	43.5
General Education Requirements	6
Recommended Courses	6
Electives	15
	—
	70.5



CURRICULUM		Credit Hours
First Term		
English 150	— Communications	3
Technology 180	— Audio Visual Equipment	3
Technology 184	— Photographic Theory and Practice	3
Drafting 150	— Introductory Drafting I	3
Technology 156	— Learning Resource Centres	1.5
Gen. Studies 150	— Contemporary Issues—Science Elective	3 3
		<u>19.5</u>
Second Term		
English 151	— Communications	3
Art 170	— Graphic Illustration	3
Technology 182	— Lab. Operation Techniques	1.5
Drafting 151	— Introductory Drafting	3
Psychology 160	— Human Relations	3
Gen. Studies 160	— Contemporary Issues —Social Science	3 3
	— Elective	3
		<u>19.5</u>
Third Term		
Education 162	— Library Resources and Services	3
Art 254	— Advertising Design	3
Education 258	— Theories of Learning	3
Art 154	— General Drawing I	3
	Elective	3
		<u>15</u>
Fourth Term		
Electrical 160	— Applied Electricity	3
Technology 178	— Educational Television Systems	3
Technology 186	— Audio-Visual Learning Program	3
Technology 188	— Lighting	1.5
	Elective	3
	Elective	3
		<u>16.5</u>





AUTOMOTIVE MANAGEMENT PROGRAM

The automotive industry is continually searching for qualified well trained people who have automotive technical and mechanical skills and business training. The Automotive Management program is aimed at providing the student with additional specialized automotive training along with courses in General Business. Graduates of the program may find work as a Counterman, Stockkeeper, Industrial Jobber, Store Manager, Inside Salesmen, Field Representative, and Service Station Manager.

All high school graduates are eligible for admission to the program. Applicants who do not have a completed grade XII standing may also apply for admission. Such candidates may be accepted based on their particular experience, maturity, or ability.

CAPILANO COLLEGE CERTIFICATE	Credit Hours
Major Program Requirements	22.5
General Education Requirements	12
Recommended Courses	0
Electives	3
	37.5

CURRICULUM

First Term		Credit Hours
English 150	— Communications	3
Technology 164	— Lubrication, Cooling, and Fuel Systems	3
Technology 162	— Hydraulic and Automotive Transmissions	3
Business 150	— Essentials of Bookkeeping	3
Gen. Studies 150	— Contemporary Issues—Science	3
Technology 158	— Automotive Parts and Control systems	1.5
	— Elective	3
		19.5

Second Term		Credit Hours
English 151	— Communications	3
Technology 168	— Automotive Engine and Accessories	3
Technology 166	— Service Station Management	3
Psychology 160	— Human Relations	3
Business 170	— Business Law	3
Gen. Studies 160	— Contemporary Issues—Social Science	3
	Elective	3
		21

RECOMMENDED COURSES

Business Calculations and Machines
 Company Organization Seminar
 Marketing

BUSINESS PROGRAM—GENERAL

This program is designed for the student who plans to enter business where a knowledge of its functional fields of business is necessary. It is intended to give breadth rather than in-depth specialization. The first two terms of the program provide as a broad introduction to the field of business. The third and fourth terms combine continued instruction in basic business practices with the development of specialist skills in the general areas of accounting and marketing. It is particularly suited for students who may wish to start their own businesses, or who wish to gain a broad background in business. Graduates of the program may find employment with retail establishments, banks, insurance companies, credit unions, and other related kinds of business. All high school graduates are eligible for admission to the program. It is especially suited for those who have graduated from the Commercial program of the B.C. Secondary School System and offers some particular advantages to people who are presently working in business but who may require some additional training to become more effective in their job.

Applicants who do not have a complete grade XII standing may also apply for admission. Such candidates may be accepted into the program based on their particular experience, maturity, or ability.

CAPILANO COLLEGE CERTIFICATE	Credit Hours
Major Program Requirements	24
General Education Requirements	9
Recommended Courses	3
Elective	3
	39

RECOMMENDED COURSES

Accounting II
Financial Maths

ASSOCIATE IN ARTS AND SCIENCE DIPLOMA

Major Program Requirements	51
General Education Requirements	9
Recommended Courses	3
Electives	12
	75



CURRICULUM

	First Term	Credit Hours
English 150	— Communications	3
Business 161	— Marketing—General Business	3
Commerce 160	— Business Calculations and Machines I	4.5
Business 150	— Essentials of Bookkeeping or	
Business 152	— Accounting I	3
Gen. Studies 150	— Contemporary Issues—Science Elective	3 3
		19.5
	Second Term	
English 151	— Communications	3
Business 157	— Accounting Systems	3
Business 170	— Business Law	3
Psychology 160	— Human Relations	3
Business 168	— Company Organization Seminar	1.5
Gen. Studies 160	— Contemporary Issues— Social Sciences or	
Mathematics 152	— Financial Mathematics	3
Business 153	— Accounting II or Elective	3 3
		19.5
	Third Term	
Business 254	— Finance	3
Business 256	— Production	3
Business 258	— Taxation Accounting or	
Business 260	— Salesmanship	3
Business 262	— Cost Accounting or	
Business 160	— Merchandising Elective Elective	3 3 3
		18
	Fourth Semester	
Business 266	— Small Business Management	3
Business 268	— Labour Management Relations	3
Business 270	— Business Ethics <i>One of the Following:</i>	1.5 1.5
Business 272	— Hotel Accounting	
Business 274	— Bank Accounting	
Business 276	— Wholesaling	
Business 278	— Buying	
Business 280	— Display <i>Two of the Following:</i>	6
Business 282	— Data Processing	
Business 284	— Accounting III	
Business 286	— Market Research	
Business 288	— Transportation and Traffic Mgmt.	
Business 290	— Auditing	
Business 292	— Comprehensive Office Management	
Business 294	— Personnel Elective	3
		18



BUSINESS MANAGEMENT PROGRAM

The accelerated development in recent years of scientific knowledge and industrial productivity has increased the complexity of modern business. This has stimulated competition to a very high degree, and in order to maintain its ability to compete, management has had to rely on a more scientific approach to managing. Specialists in many fields are employed to gather, analyse, interpret, and present information for management's use. With the increasingly specialized nature of modern business, young persons about to enter business must not only be eager, intelligent and hard working, but must have specialized training as well. The curriculum of the Business Management technology embraces the technical nature of management practices, and consequently graduates from this program are in high demand by prospective employers. Completion of the one year program at Capilano College leads to the following programs at the British Columbia Institute of Technology: Administrative Management; Manpower Management; Accounting and Finance.

The general prerequisite for entry into the Business Management Program is graduation on the Academic Technical Program. No special prerequisite are required. The program of studies consists of the following courses.

	Credit Hours
Major Program Requirements	54
General Education Requirements	6
Recommended Courses	0
Elective	0
	—
	60



First Term		Credit Hours
English 150	— Communications	3
Mathematics —150	Business Mathematics and Statistics I	6
Economics 100	— Introduction to Economics	3
Business Management 176—	Management in Industry	3
Business Management 154—	Accounting I	6
Business Management 162—	Credit and Collections	3
Business Management 158—	Marketing I	3
Business Management 156—	Office Systems and Equipment	3
		<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 30
Second Term		
English 151	— Communications	3
Mathematics 151	— Business Mathematics and Statistics II	6
Business Management 172—	Administrative Practices	3
Business Economics 150	— Current Economic Issues	3
Business Management 155—	Accounting II	6
Business Management 180—	Introduction to Data Processing	3
Business Management 159—	Marketing II	3
Business Management 174—	Systems and Procedures	3
		<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 30

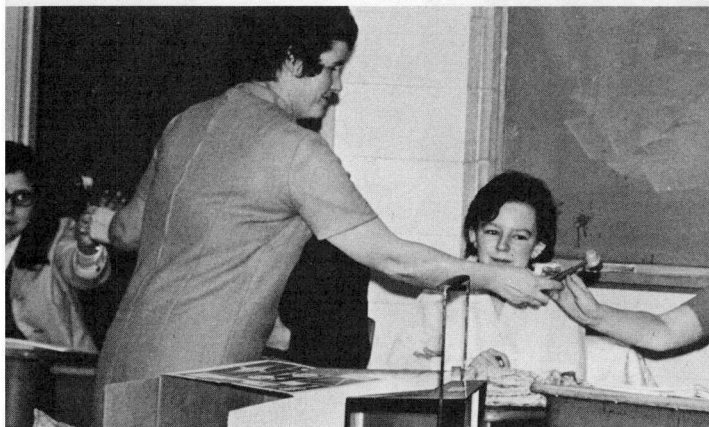
EARLY CHILDHOOD EDUCATION PROGRAM

The Early Childhood Education program is a two year program designed for the student preparing for employment as a preschool teacher in cooperative preschools, private nurseries, kindergartens, child-care centers, or other occupations where a knowledge of the young child is essential.

Emphasis is placed on student participation and observation. Students will spend two half-days a week in preschool centers and must participate in a two and a three week practicum at the end of the first and second year respectively. All instruction is scheduled for the evening Monday through Thursday from 4:00 p.m. onwards.

The program is designed to develop an understanding of child psychology, exceptional children, guidance techniques, preschool curriculum areas and their implementation, and preschool administration. Relevant liberal arts courses plus electives are also included.

All high school graduates are eligible for admission to the program. It is especially suitable for those who have



graduated from the Community Service Program of the B.C. Secondary School System.

Applicants who do not have a completed grade XII turity, or ability. All prospective applicants are required to have an interview with the program instructor before the application is processed.

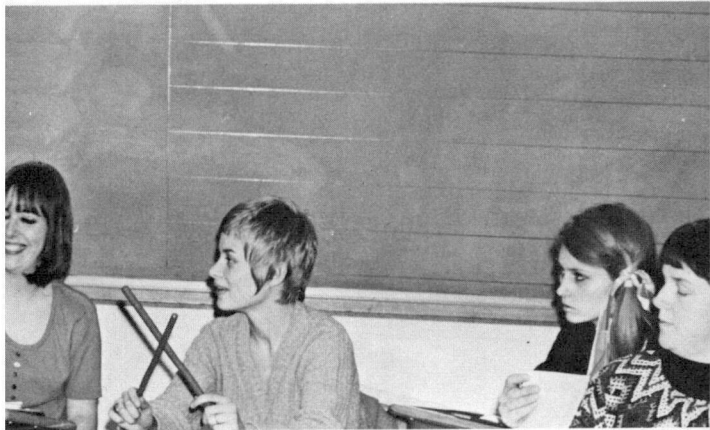
CAPILANO COLLEGE CERTIFICATE	Credit Hours
Major Program Requirements	32
General Education Requirements	6
Recommended Courses	0
Elective	6
	—
	44

ASSOCIATE IN ARTS AND SCIENCE DIPLOMA	
Major Program Requirements	67.5
General Education Requirements	6
Recommended Courses	3
Electives	12
	—
	88.5

CURRICULUM

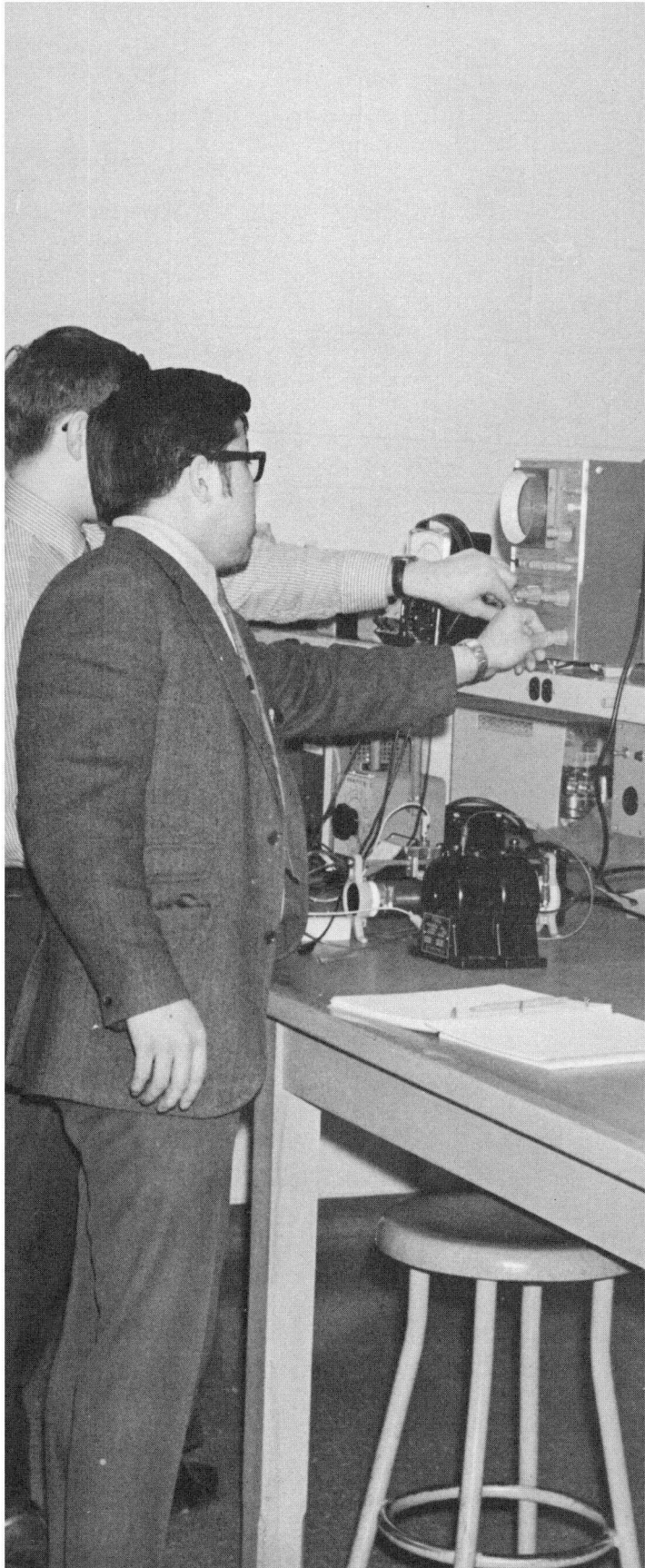
	First Term	Credit Hours
English 100	— Writing	3
Health 150	— Health and the Pre-School Child	3
Psychology 150	— Child Psychology I	3
Education 152	— Curriculum Planning I	3
Education 350	— Workshop Practicum I	7
	Elective	3
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		22

	Second Term	
English	— A Second Term English Course	3
Education 153	— Curriculum Planning II	3
Psychology 151	— Child Psychology II	3
Education 150	— Philosophy of Early Childhood Education	3
Education 351	— Workshop Particum II	7
	— Elective	3
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		22



	Third Term	
English 158	— History of Children's Lit.	3
Sociology 100	— Social Structures or Elective	3
Education 250	— Social Studies, Science and Mathematics	3
Education 252	— Music, Drama, Art and Dance	3
Education 352	— Workshop Practicum III	7
	Elective	3
		<hr style="width: 100%; border: 0.5px solid black;"/>
		22

	Fourth Term	
Education 262	— Exceptional Children	3
Education 264	— Pre-School Administration	3
Education 269	— Parent-Teacher Relationships	3
Psychology 201	— Group Dynamics or Elective	3
Education 353	— Workshop Practicum IV	7
	Elective	3
		<hr style="width: 100%; border: 0.5px solid black;"/>
		22



ELECTRICAL & ELECTRONICS PROGRAM

The objective of the two-year Electrical and Electronics Technology program is to provide sufficient training for the graduate to enter industry at the para-professional level as an engineering assistant or technologists. A broad training is given in fundamentals and industrial practices, qualifying the graduate to enter a variety of fields in an industry which provides many opportunities.

The general prerequisite for entry into the Electrical and Electronics Technology is graduation on the Academic Technical Program as prescribed by the Department of Education. The special prerequisites required for this program are Mathematics 12; Chemistry 11; and Physics 11.

Although Physics 12 is not mandatory, it is recommended. The program of studies taken at Capilano College leads to the following second year specialties at the British Columbia Institute of Technology: Industrial Design; Utility Systems; Digital Computer Systems; Telecommunication Systems; and Circuit Design.

	Credit Hours
Major Program Requirements	57
General Education Requirements	6
Recommended Courses	0
Elective	0
	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 63

First Term

English 150	— Communications	3
Mathematics 154	— Applied Mathematics: Electrical Tech. I	9
Physics 150	— General Physics: Electrical Tech. I	6
Electrical 150	— Electrical Circuits I	9
Electrical 152	— Electrical Components	1.5
Drafting 150	— Introductory Drafting I	3
		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 31.5

Second Term

English 151	— Communications	3
Mathematics 155	— Applied Mathematics: Electrical Tech. II	9
Physics 151	— General Physics: Electrical Tech. II	4.5
Electrical 151	— Electrical Circuits II	6
Electrical 154	— Electronic Circuits	4.5
Drafting 151	— Introductory Drafting II	3
Chemistry 160	— Properties of Materials I	1.5
		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 31.5

HOTEL, MOTEL AND RESTAURANT MANAGEMENT PROGRAM

In the two year program, students obtain intensive theoretical and practical training not only in general business procedures, but also in every aspect of hotel or restaurant operations: front office and housekeeping; general and departmental controls and accounting; purchasing, receiving, and storing of hotel supplies; preparation and serving of food and beverages; maintenance and engineering; planning and design; advertising and promotion; and human relations. The hotel and restaurant laboratory area at the British Columbia Institute of Technology is outfitted with fully furnished typical hotel and motel rooms; a lobby and a lounge, and a front desk equipped with the latest automatic billing and audit machines. Students will train in the institute's cafeteria and dining room, learning the fundamentals of food operations from the purchase of food through its preparation to the serving of a top quality meal. Completion of the one year program outlined below lends to the second year of the program to be taken at B.C.I.T.

The general prerequisite for entry into the Hotel, Motel and Restaurant Management Program is graduation on the Academic Technical Program as prescribed by the Department of Education. No special prerequisites are necessary. The program of studies consists of the following courses:

	Credit Hours
Major Program Requirements	54
General Education Requirements	6
Recommended Courses	0
Elective	0
	60



First Term

English 150	—	Communications	3
Mathematics 150	—	Business Mathematics and Statistics I	6
Economics 100	—	Introduction to Economics	3
Business Management 162	—	Credits and Collections	3
Business Management 154	—	Accounting I	6
Business Management 178	—	Front Office Management	3
Business Management 182	—	Food and Beverage Management I	6
			30

Second Term

English 151	—	Communications	3
Mathematics 151	—	Business Mathematics and Statistics II	6
Economics 150	—	Current Economic Issues	3
Business Management 155	—	Accounting II	6
Business Management 180	—	Introduction to Data Processing	3
Business Management 184	—	Bar and Room Management	3
Business Management 183	—	Food and Beverage Management II	4.5
English 162	—	English Speech	1.5
			30





LEGAL, MEDICAL OR BUSINESS SECRETARY SPECIALTY PROGRAM

These programs are designed for students who wish to qualify for specialized secretarial positions. Emphasis will be on secretarial skills and office procedures, with application in the specialized areas.

Students who have qualified in their first year of the Professional Secretary Program may elect one of these programs.

Applicants who have not taken the first year of the Professional Secretary Program but who can demonstrate competence in shorthand (a minimum speed of 60 words a minute with accurate transcription) and typewriting (a minimum speed of 40 words a minute and ability to use effective display) may be admitted directly into the program at this stage.

Applicants who do not possess the necessary shorthand and typewriting skills will be required to take preparatory courses in these subjects.

CAPILANO COLLEGE CERTIFICATE		Credit Hours
Major Program Requirements		21
General Education Requirements		12
Recommended Courses		0
Electives		6
		<hr/> 39

CURRICULUM

First Term

English 150	— Communications	3
Commerce 157	— Secretarial Science V Shorthand	4.5
*Commerce 159	— Legal Office Procedures or	
Commerce 163	— Medical Office Procedures	1.5
*Commerce 164	— Specialized Knowledge Legal I or	
Commerce 165	— Specialized Knowledge Medical I	1.5
Commerce 166	— Secretarial Science VI Inter-Typing and Secretarial Duties	3
Gen. Studies 150	— Contemporary Issues— Science	3
	Elective	3
		<hr/> 19.5

Second Term

English 151	— Communications	3
Commerce 167	— Secretarial Science VII— Shorthand	4.5
*Commerce 169	— Legal Office Procedures II or	
*Commerce 173	— Medical Office Procedures II	1.5
Commerce 174	— Specialized Knowledge— Legal II or	
Commerce 175	— Specialized Knowledge— Medical II	1.5
Commerce 176	— Secretarial Science VIII— Advanced Typing and Secretarial Duties	3
Gen. Studies 160	— Contemporary Issues— Social Sciences	3
	Elective	3
		<hr/> 19.5

**Students wishing to take the Business specialty may elect one of the business courses offered.*

RETAIL FASHIONS PROGRAM

The program is designed for students who wish to enter the fashion industry. Graduates will find employment in the areas of fashion promotion, sales, manufacturer's representatives, boutique shops, and department stores. Subjects studied include Clothing Design and Construction; The Art and Economics of Fashion; Fashion Trends, Fabrics for the Fashion Industry; Fashion Merchandising; and Costume and Fashion Design.

All high school graduates are eligible for admission. It is especially suitable for those who have graduated from the Community Services Program of the B.C. High School system.

Students who do not have a completed grade XII standing may also apply for admission. Such candidates may be accepted based on their particular experience, maturity, or ability.

CAPILANO COLLEGE CERTIFICATE	Credit Hours
Major Program Requirements	18
General Education Requirements	12
Recommended Courses	0
Elective	6
	36

ASSOCIATE IN ARTS AND SCIENCE DIPLOMA	
Major Program Requirements	43.5
General Education Requirements	12
Recommended Courses	0
Elective	18
	73.5



CURRICULUM

First Term

English 150	—	Communications	3
Technology 174	—	Clothing Design and Construction I	3
Business 150	—	Essentials of Bookkeeping	3
Business 160	—	Merchandising	3
Gen. Studies 150	—	Contemporary Issues—Science Elective	3
			18

Second Term

English 151	—	Communications	3
Business 170	—	Business Law	3
Technology 179	—	Clothing Design and Construction II	3
Technology 176	—	Fashion Merchandising	3
Gen. Studies 160	—	Contemporary Issues—Social Sciences Elective	3
			18

Third Term

Art 254	—	Advertising Design	3
Business 260	—	Salesmanship	3
Technology 172	—	Fabrics for the Fashion Industry	3
Technology 250	—	Fashion Seminar	3
			3
			18

Fourth Term

Business 266	—	Small Business Management	3
Business 268	—	Labour Management Relations	3
Business 270	—	Business Ethics	1.5
Psychology 160	—	Human Relations	3
Art 270	—	Costume and Fashion Design	3
			3
			19.5





SECRETARIAL SCIENCE PROGRAM

The demand for good secretaries far exceeds the available supply in business and industry, government, courts, and professions. All high school graduates are eligible for admission to this program. Students may enter without previous training in shorthand and typewriting as intensive courses in these subjects are given from the elementary stage. Students entering from secondary school commercial courses may take an assessment of their standard and work toward an advancement of their proficiencies.

Students may register for either the Clerical or Secretarial options of this program. Those students who elect to take the Secretarial option will take shorthand in terms one and two. The Clerical option offers business courses in place of shorthand.

Those who do not have a completed grade XII standing may also apply for admission. Such candidates may be accepted based on their particular interest, maturity or ability.

CAPILANO COLLEGE CERTIFICATE	Credit Hours
Major Program Requirements	33
General Education Requirements	6
Recommended Courses	0
Elective	6
	45

CURRICULUM

First Term

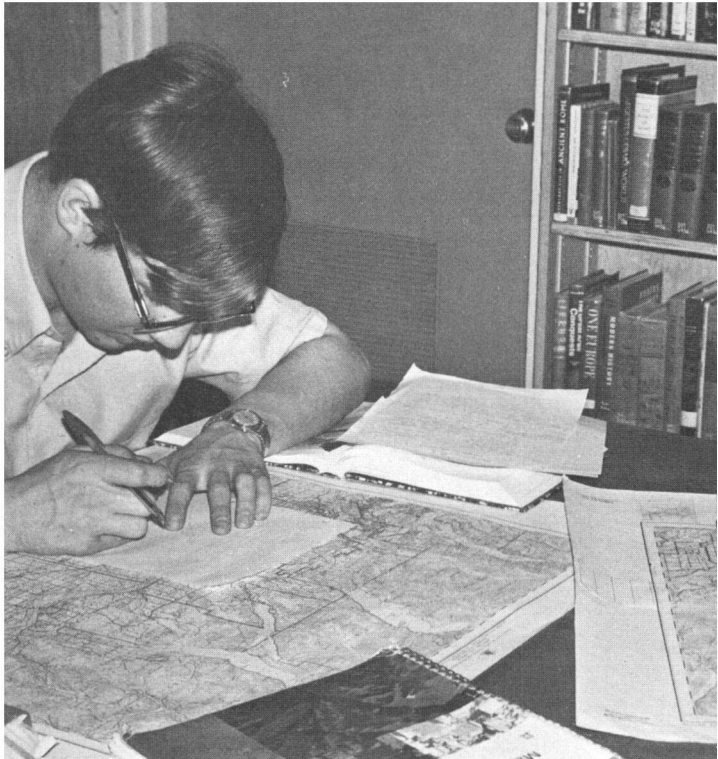
English 150	— Communications	3
Commerce 150	— Secretarial Science I— Shorthand	6
Commerce 152	— Secretarial Science II— Typing	4.5
Business 150	— Essentials of Bookkeeping	3
Gen. Studies 150	— Contemporary Issues—Science Elective	3 3
		22.5

Second Term

English 151	— Communications	3
Commerce 153	— Secretarial Science III— Shorthand	6
Commerce 154	— Secretarial Science IV— Typing and Office Procedures	4.5
Psychology 160	— Human Relations	3
Gen. Studies 160	— Contemporary Issues— Social Sciences Elective	3 3
		22.5

NOTE: Third and Fourth Terms of the Secretarial Program are currently under development.

COLLEGE COURSES



VII COLLEGE COURSES

STANDARD COURSE ABBREVIATIONS

The following course abbreviations are used in the Permanent Student Record issued to students.

Anthropology	- - - - -	ANTH
Art	- - - - -	ART.
Biology	- - - - -	BIOL
Business	- - - - -	BUS.
Business Management	- - -	BSMG
Chemistry	- - - - -	CHEM
Commerce	- - - - -	COMM
Drafting	- - - - -	DRAF
Economics	- - - - -	ECON
Education	- - - - -	EDUC
Electronics	- - - - -	ELEC
English	- - - - -	ENGL
Fine Arts	- - - - -	F.A.
French	- - - - -	FREN
General Studies	- - - - -	GEN.
Geography	- - - - -	GEOG
Geology	- - - - -	GEOL
German	- - - - -	GERM
Health	- - - - -	HLTH
History	- - - - -	HIST
Mathematics	- - - - -	MATH
Music	- - - - -	MUS.
Philosophy	- - - - -	PHIL
Physics	- - - - -	PHYS
Political Science	- - - - -	POL.
Psychology	- - - - -	PSYC
Sociology	- - - - -	SOC.
Spanish	- - - - -	SPAN
Technology	- - - - -	TECH

COURSE NUMBERING SYSTEM

- #001-099—Remedial and make-up courses, including community service courses, and courses (or a series of courses) in preparation for specific certification outside the college. *These are not transferable to University.*
- #100-149—Courses normally taken in the first college year of a program for university transfer.
- #150-198—Courses normally taken in the first college year of a career program. *These are not transferable to University.*
- #200-249—Courses normally taken in the second college year of a program for university transfer.
- #250-298—Courses normally taken in the second college year of a career program. *These are not transferable to University.*
- #199 and 299—Reserved for special projects usually carried out by individual students or groups of students by arrangement with the subject co-ordinator.
- #300-399—Workshops, laboratory courses, field work, etc. when taken apart from a specific theoretical course.

NOTE: The actual holding of any course in a term is subject to sufficient enrolment.

NOTE: Students planning to take academic courses should carefully note the following:

- 1. There are a few courses which, though academic in nature, are not intended to be transferable to the universities. Credits earned for such courses count toward an Associate in Arts Diploma. These are designated "This course is not transferable to university."*
- 2. There are a number of new courses for which transfer status is being negotiated at the time of printing the Calendar, but for which transferability has not yet been granted. Such courses are designated: "University transfer credit being applied for." Students should check the transfer status of such courses at time of registration before signing up for them.**
- 3. Students may register only for those subjects in which they have passed the pre-requisite courses or their equivalent. In unusual cases, a pre-requisite may be waived by the Coordinator of the subject field, with the approval of the Dean of Instruction.*

NOTE: on special markings with courses.

—F and S designate the term in which the course is being given—Fall '70 and Spring '71.

—A (3) or (2) on the right hand side designates the number of credits.

ANTHROPOLOGY

ANTHROPOLOGY 120—

INTRODUCTION TO ANTHROPOLOGY (F.S.) (3)

A comparative study of cultural institutions; of social structures; economic and political systems; religions and ideological systems. Human evolution, the races of mankind, cultural evolution, and the culture of primitive man.

ART

ART 152—LIFE DRAWING I (F) (3)

Study of Drawing from human figure. Pencil, Charcoal and Charcoal pencil techniques. Contour and gesture drawing. Drawing from direct observation.

ART 153—APPROACHES TO VISUAL FORM (F) (3)

Certain key figures and movements in Nineteenth and Twentieth Century will be studied and discussed in depth. Studio activities will be centered around both two and three dimensional problems of visual form that directly relate to the area under study. This will be considered as an essential basis of understanding the change and new directions that appear in design and the applied arts to be studied in the second term.

ART 154—GENERAL DRAWING I (F) (3)

Study of drawing media. Drawing from memory and imagination. Principles of perspective, still-life, interior and landscape drawing.

ART 158—DESIGN I (F) (3)

Principles of Design, visual art form, basic visual art material. Basics of pictorial composition and organization. Study of shade, tone, and colour.

ART 159—CONTEMPORARY TRENDS IN VISUAL FORM (S) (3)

The growth of both two and three dimensional design with particular reference to the Nineteenth Century "Art Nouveau" movement and the Twentieth Century Bauhaus. Emphasis will be placed upon the way in which the new discoveries made by painters and sculptors in the field of plastic organization and visual language have been assimilated and used in the context of contemporary design.

Specific Studio design projects will be a major part of this course.

ART 164—GENERAL DRAWING II (S) (3)

Pre-requisite Art 154

Further study of drawing media and materials. Creative drawing, study of drawing styles.

ART 166—ANATOMY I (F) (3)

Practical study of human anatomy through drawing of bone and muscle structure. Technique of anatomical drawing, study of proportions and movement of human body.

ART 167—SCULPTURE I (F) (3)

Study of Elemental sculpture techniques. Clay modelling, casting and firing. Three dimensional study of the head.

ART 190—INDEPENDENT ART PROJECT I (F) (3)

Individual work on projects in chosen art field.

ART 191—INDEPENDENT ART PROJECT II (S) (3)

Individual work on project in chosen art field.

ART 170—GRAPHIC ILLUSTRATION (S) (3)

The preparation of audio visual materials, filmstrips, tapes and transparencies. Creative application of posters, charts, diagrams, signs, flow charts, silk screening etc. Visualization of ideas in various media.

ART 174—SCULPTURE II (S) (3)

Pre-requisite: Art 167

Contemporary sculpture techniques. Plastic and metal sculpture.

ART 178—DESIGN II (S) (3)

Pre-requisite: Art 158

Further study of design principles related to various media. Study of material and media characteristics. Comparative study of style and pictorial organization.

ART 184—LIFE DRAWING II (S) (3)

Pre-requisite: Art 152

Further study of drawing from human figure. Study of drawing techniques (pen, ink, brush, pencil). Representational and imaginative rendering.

ART 188—ANATOMY II (S) (3)

Pre-requisite: Art 166

Further study of Human Anatomy. Comparative Study of Animal Anatomy through drawing.

ART 250—PAINTING MEDIA (F) (3)

Basic painting study. Colour and materials. Workshop in easel painting. Landscape and figural painting.

ART 251—ILLUSTRATION (F) (3)

Introduction to illustration techniques and styles. Illustration in black and white for publication. Color Illustration.

ART 254—ADVERTISING DESIGN (F) (3)

Typography and layout. Advertising Design, direct mail, Display and Retail design. Institutional Advertising. Use of photography in Advertising Design.

ART 258—POTTERY AND CERAMICS (F) (3)

Workshop in wheel work. Glazes and firing. Study of ceramics and enamels.

ART 262—ADVANCED LIFE DRAWING (F) (3)

Life drawing with emphasis on creative approach. Stylization, abstraction of human figure. Study depth of drawing techniques and styles in reference to contemporary demands in fashion, illustration and advertising.

ART 264—LETTERING AND PASTE-UP (F) (3)

Presence of lettering for display, advertising and hand lettered presentations in: layout, calligraphy, illuminating, sign painting. Practice of paste-up assembly of types and illustration for printed reproduction.

ART 266—INTERIOR DESIGN (S) (3)

Study of fabrics, materials and trends in interior design. Costing and estimating. Interior design projects.

ART 270—COSTUME AND FASHION DESIGN (S) (3)

Survey study of costume in various applications. Principles of dress and costume design. Materials, trends and methods in contemporary fashions and fashion market.

ART 276—TYPOGRAPHY (S) (3)

Study of typeface, type characteristics and application. Type specification and measure for type setting and printing. Contemporary use of printed type in advertising, display, publicity and graphic presentation. Visits to typesetting and composing rooms.

ART 278—GRAPHIC AND PRINTING MEDIA (S) (3)

Workshop study in printing and reproduction media. Photography, film, and T.V. design. Problems in type, weight, width and style. Study of drawings, photographs, paper, inks, printing processes and binding processes used in effective design.

ART 290—INDEPENDENT ART PROJECT III (F) (3)

Advanced individual work on projects in chosen field of specialization, if possible, as trainee in an industrial establishment.

ART 291—INDEPENDENT ART PROJECT IV (S) (3)

Work as a trainee in an commercial or industrial establishment with instructor supervision.

BIOLOGY

All Biology courses, with the exception of Biology 200 (Genetics) require weekly laboratory periods or field trips.

BIOLOGY 104—CURRENT CONCEPTS IN BIOLOGY—I (F, S) (3)

Prerequisite: None

This is the first term of a course designed as a laboratory science elective for students who do not plan to take further courses in the Biological Sciences. Topics of current interest will be emphasized. These topics include aspects of human physiology, biology of aging, current research on fatal diseases, human genetics and the problems of genetic engineering, common plants and animals of B.C., plus other related topics.

BIOLOGY 105—CURRENT CONCEPTS IN BIOLOGY—II (S) (3)

Prerequisite: Biology 104

This course is designed as a logical continuation of Biology 104 and continues the discussion of current ideas and concepts in biology. Topics taken in the second term include ecology, environmental pollution, population dynamics, evolution, the origin of life, plus other related topics.

BIOLOGY 110—INTRODUCTORY BIOLOGY—I (F) (3)

Prerequisite: None, but Biology 11 strongly recommended.

This is the standard introductory course for those taking further courses in Biology. Fundamental properties and functions of living organisms. The cell-structure and function. Basic life processes stressing photosynthesis and respiration. Discussion of fundamental plant and animal systems from a comparative and evolutionary viewpoint. Animal behaviour.

BIOLOGY 111—INTRODUCTORY BIOLOGY—II (S) (3)

Prerequisite: Biology 100 or 110

This course deals primarily with concepts involving the whole organism and draws heavily on Biology 100 for background. Genetics—Mendelian and chemical—and its evolutionary significance. Introduction to embryology. Brief survey of the plant and animal kingdoms stressing a comparative and integrated approach. Ecology—eco-systems and population dynamics.

BIOLOGY 200—GENETICS (S) (3)

Prerequisites: Biology 100 and 101, or 110 and 111

The principles of inheritance—Mendelian and non-Medelian. Chemical nature of the gene, gene structure and function, gene duplication in bacteria and viruses. Some study of higher organisms including man.

BIOLOGY 204—ECOLOGY—1 (F) (3)

Prerequisite: Biology 100 and 101, or 104 and 105, or 110 and 111

Laboratory and field trips required. The first term of an introductory course in general ecology stressing biotic-environmental relationships at the individual and ecosystem levels of integration. Concepts of the ecosystem—its components and dynamics. Energy flow in ecosystems. Major ecosystem types in North America with emphasis on those found in British Columbia. Tropical ecosystems.

BIOLOGY 205—ECOLOGY II (S) (3)

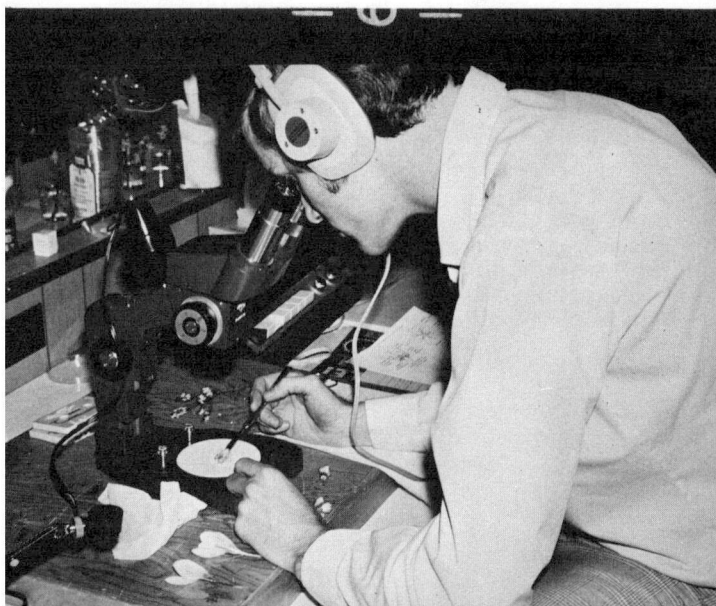
Prerequisite: Biology 204

Laboratory and field trips required. This course is designed as a logical continuation of Biology 204, and continues the discussion of basic ecological concepts. Included are population dynamics, the population explosion, pollution and its ecological significance, autecology and a discussion of modern trends and problems in ecology.

BIOLOGY 210—MORPHOLOGY OF VASCULAR PLANTS (F) (3)

Prerequisites: Biology 100 and 101, or 110 and 111

A comparative study of the vascular plant groups—the pteridophytes, gymnosperms, and angiosperms, The evolution, morphology, ecology, and function of each of the groups are emphasized.



BUSINESS

BUSINESS 150—ESSENTIALS OF BOOKKEEPING (F) (3)

An introductory course designed to cover basic terminology, techniques and applications of accounting. Theory and practice of keeping adequate records. Use of special journals, controlling accounts and subsidiary ledgers; periodic adjustments, closing procedures and preparation of financial statements.

BUSINESS 152—ACCOUNTING I (F) (3)

Prerequisite: Bookkeeping 12, C grade or better, or equivalent standing

Review of the basics of Accounting with emphasis on practical problem solving. Certain areas selected for deeper study where it seems desirable.

For those students who have completed Bookkeeping 12 or Accounting 12 in the High School with a grade "C" or better; or who have had equivalent experience. Students who have recently completed Bookkeeping 11 in a satisfactory manner may also be considered.

A student must take either Essentials of Bookkeeping or Accounting I. The satisfactory completion of either course will be acceptable for entry into Accounting II.

BUSINESS 153—ACCOUNTING II (S) (3)

Prerequisite: Business 152

Further development of work started in first term. Revenue and expense accounts, Balance Sheet accounts; including such problem areas as depreciation, inventory evaluation, calculation of goodwill, doubtful a/c provisions and matchings of costs and revenues.

BUSINESS 157—ACCOUNTING SYSTEMS (S) (3)

Study of various accounting systems, internal control, flow charts, uses and fundamentals of computer systems.

BUSINESS 160—MERCHANDISING (F) (3)

Intensive study of the aspects of retailing—the organization and classification of merchandise, planning and control of inventory, credit policies and store layout. Includes the role of advertising media and production.

BUSINESS 161—MARKETING—GENERAL BUSINESS (F) (3)

An introductory course in the various functional areas of marketing. Main emphasis will be on the product, channels of distribution, price, and promotion.

BUSINESS 168—COMPANY ORGANIZATION SEMINAR (S) (1.5)

A study of the principles of company organization; governing legislation, legal forms, structure, control, techniques.

BUSINESS 170—BUSINESS LAW (S) (3)

Areas of study include a short history of the Canadian legal system, the principles of contract as they apply to different fields of business, mortgages, partnerships, wills, patents, copyrights, bankruptcy and business torts.

BUSINESS 254—FINANCE (F) (3)

The basic mechanics and theories of investments. The kinds of stocks, bonds, and other claims upon profits and their special uses. The stock market, commodity exchange; and curb exchange. Brokers, members of the exchanges, and the rules under which they operate. Factors determining prices of stocks and bonds. Monthly investment plans. A brief study of the credit union plan.

BUSINESS 256—PRODUCTION (F) (3)

A survey of production and planning in industry, with emphasis on Canadian industry; including materials and inventory control, plant layout and location, job and process systems, purchasing and labour.

BUSINESS 258—TAXATION ACCOUNTING (F) (3)

A working knowledge of personal and corporate taxation including definition of income, allowable deductions, methods of payment, and current legislation. Other forms of taxation such as the sales and excise tax will also be studied.

BUSINESS 260—SALESMANSHIP (F) (3)

Development of techniques of face to face persuasion. Methods of organizing a territory. Selecting products; getting and holding customers; wholesale and direct selling principles and practices. Student demonstrations provide practice in realistic sales presentations which is to involve acquiring sales and product information, preparing demonstration models and appropriate selling aids.

BUSINESS 262—COST ACCOUNTING (F) (3)

The standard cost method of unit cost control is studied in detail including variance control and analysis. Emphasis is placed on material control, and analysis, direct labor accumulation, and distribution of indirect manufacturer expense.

BUSINESS 266—SMALL BUSINESS MANAGEMENT (S) (3)

The organization and problems of small business in our society. Failure and success, capital and credit, planning, financial control, marketing problems, legal relationships.

BUSINESS 268—LABOUR MANAGEMENT RELATIONS (S) (3)

History and development of the Labour Movement; development of labour legislation; supervisors responsibility for good labour relations; union contract and grievance procedure.

BUSINESS 270—BUSINESS ETHICS (S) (1.5)

Ethical problems encountered in the business world. Individual moral values, illegal business practices, the role of the Better Business Bureau and the Consumers' Protection Act.

BUSINESS 272—HOTEL ACCOUNTING (S) (1.5)

Accounting problems peculiar to the service industry—supplies inventory, foodstuffs control, receipts collection.

BUSINESS 274—BANK ACCOUNTING (S) (1.5)

All aspects of accounting duties from Cashier to Manager. A detailed study of the procedures, forms, and records used in banking institutions, together with financial documents with which they deal.

BUSINESS 276—WHOLESALE (S) (1.5)

The various wholesale institutions, internal operations, policies and problems, relations with the manufacturer and the retailer.

BUSINESS 278—BUYING (S) (1.5)

The function and operation of buying, type of merchandise to be offered, buying quantities, timing, and pricing.

BUSINESS 280—DISPLAY (S) (1.5)

The study of display principles—store windows, interior display, etc. A student project will be required.

BUSINESS 282—DATA PROCESSING (S) (3)

Description and functions of various machines, systems, and procedures. Basic operation and control of data processing machines such as IBM card punch, verifier, sorter, interpreter, collator.

BUSINESS 284—ACCOUNTING III (S) (3)

Prerequisites: Business 152 and 153

Review of accounting procedures, working papers, financial statements; incomplete records; partnerships; consignments; home office and branch accounting.

BUSINESS 286—MARKET RESEARCH (S) (3)

Principles, techniques and applications of market research in marketing. Emphasis on the use of scientific methods to strengthen sales support. Sources of sales and product information, sales promotion, industrial and institutional research, elementary statistical applications, practice in preparation of formal and informal research reports.

BUSINESS 288—TRANSPORTATION AND TRAFFIC MANAGEMENT (S) (3)

Canadian transportation systems, federal and provincial regulations of railroads, shipping, and air transport; freight rates and tariffs, shipping documents, special freight services, freight claims. Technical tariff and rate interpretation. The place of demand of domestic and international transportation in the overall field of distribution.

BUSINESS 290—AUDITING (S) (3)

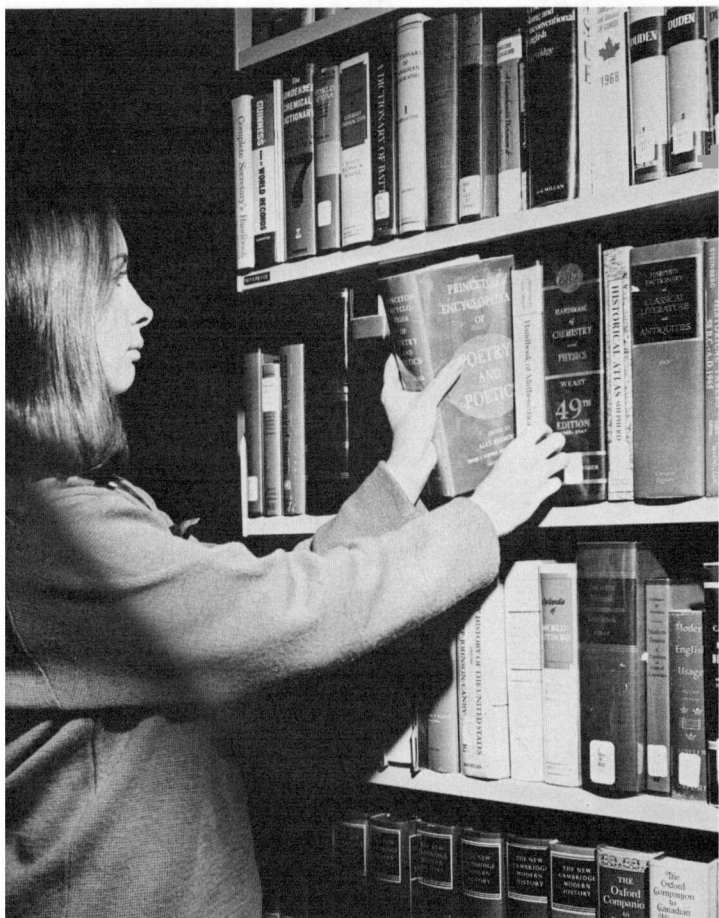
Internal and external auditing; procedures involved in auditing a set of books, checking accounts receivable and payable, inventories, cash, financial statements.

BUSINESS 292—COMPREHENSIVE OFFICE MACHINERY (S) (3)

Detailed study of various office machinery including duplicating equipment, bookkeeping machines and calculating machines.

BUSINESS 294—PERSONNEL (S) (3)

A study of business personnel including industrial relations, staffing, work incentives, time and motion study.



BUSINESS MANAGEMENT

BUSINESS MANAGEMENT 154—ACCOUNTING I (F) (6)

The principles and techniques of a complete accounting cycle covering assets, liabilities, and owners equity; basic accounting procedures; changes in owners equity; closing the books; adjustments for accrued revenue; accrued expense, and for revenue and cost apportionments. The construction of working papers and financial statements including merchandise operations. Accounting for proprietorships, partnerships, and limited companies. Procedures and principles applicable to cash, investments, receivables, inventory, fixed assets, and liabilities. Accounting for manufacturing operations and basic cost accounting techniques. The analysis of financial data for management including sources and uses of working capital, cash flow statements and cash forecasting, the departmental and branch operations. Accounting aids for management, budget and profit planning. Consolidated statements. Canadian tax structure and Federal-Provincial tax arrangements. Income tax. All students are required to complete a practice set during the second term.

BUSINESS MANAGEMENT 155—ACCOUNTING II (S) (6)

Prerequisite: Business 154

Continuation of the work begun in Accounting I.

BUSINESS MANAGEMENT 156—OFFICE SYSTEMS AND EQUIPMENT (F) (3)

An introduction to the capabilities of the commonly used machines—adding and calculating machines, cash registers, copiers and duplicating equipment, microfilming, dictating equipment, etc. Operating skill with the adding and calculating machines only is included.

BUSINESS MANAGEMENT 158—MARKETING I (F) (3)

An introduction to the marketing environment and marketing institutions; detailed study of the basic marketing functions, market research, product planning, selection of trade channels, merchandising advertising and sales promotion, salesmanship. Emphasis on marketing of industrial as well as consumer goods.

BUSINESS MANAGEMENT 159—MARKETING II (S) (3)

Prerequisite: Business Management 158

A continuation of the work started in Business 158 in the first term.

BUSINESS MANAGEMENT 162—CREDIT AND COLLECTIONS (F) (3)

Studies of various types of credit and their use by retail businesses, commercial enterprises, and consumers. Including sources of information, credit policy and control, and collection techniques.

BUSINESS MANAGEMENT 172—ADMINISTRATIVE PRACTICES (S) (3)

A study to give the student an introductory insight into the basic nature of business problems and into the administrative process involved in handling them. Problems in all of the several business areas will be examined, with emphasis on the personnel management aspects of these fields. Study and discussion will be undertaken of actual business situations selected to illustrate typical problems met in industry requiring managerial analysis, decision, and action.

BUSINESS MANAGEMENT 174—SYSTEMS AND PROCEDURES (S) (3)

An introduction to manual, one-write, key-sort, and machine systems covering such applications as billing, sales analysis, accounts receivable, accounts payable and expense distribution, inventory payroll distribution, and payroll writing. A practise set in one-write form is to be completed by all students. The course also provides a brief introduction to the interrelationships of the basic functions such as purchasing, receiving, stock-keeping, production, selling, disbursing.

BUSINESS MANAGEMENT 176—MANAGEMENT IN INDUSTRY (F) (3)

An orientation in the nature of business in the private enterprise system, embracing forms of business ownership and organization, management, leadership, and business elements of production.

BUSINESS MANAGEMENT 178—FRONT OFFICE MANAGEMENT (F) (3)

Front office organization and psychology. Materials, equipment, and supplies used; rooms salesmanship; reservations, registrations, and front office "accounting" for various size hotels; handling of cash and credit transactions; the night hand-transcript, and the processing of accounts and the night audit on billing-audit equipment; telephone switchboard.

BUSINESS MANAGEMENT 180—INTRODUCTION TO DATA PROCESSING (S) (3)

Training in basic data-processing principles to develop recognition of the possible application of these principles for industry. The principle functions of data processing will be illustrated and practised with unit record equipment. Elementary computer programmes will be written and tested on the 1620 computer. The use of flow-charting and elementary data-processing system design will illustrate the achieving of data-processing objectives.

BUSINESS MANAGEMENT 182—FOOD AND BEVERAGE MANAGEMENT (F) (3)

Background of industry; hygiene and sanitation; meal planning, menu preparation, basic production systems.

Identification, sources and selection of foods; purchasing principles and methods; basic food preparation; culinary terminology; food science. Elementary kitchen layout, equipment specification; maintenance, cost of repairs. Service of food in dining-rooms; snack bars, banquet rooms, lounges. Kitchen and service areas labour cost control; food costing and production control. Menu writing and preparation. Organization of catering department; personnel requirements and administration. Wines, dining-room equipment purchase and storage; introduction to convenience foods and new media of food preparation and service.

BUSINESS MANAGEMENT 183—FOOD AND BEVERAGE MANAGEMENT II (S) (3)

Prerequisite: Business 182

This course is a continuation of the work started in the first term.

BUSINESS MANAGEMENT 184—BAR AND ROOMS MANAGEMENT (S) (3)

Housekeeping organization and duties; control forms used; supplies and equipment used; specifications for purchasing equipment and line; laundry operations; beer-parlour organization and control; cocktail-lounge organization, glassware, types of beverages, dispensing devices, and control systems.

CHEMISTRY

All Chemistry courses include weekly three-hour laboratory periods.

CHEMISTRY 101—GENERAL CHEMISTRY (F) (3)

Prerequisite: Chemistry 100

Mathematics 101 or 131 should be taken concurrently if not already completed. A study of acids and bases, kinetics, systematic chemistry of the non-metals, metals and metallurgy. An introduction to organic and bio-chemistry, nuclear chemistry. *This course will not be offered again.*

CHEMISTRY 104—FUNDAMENTALS OF CHEMISTRY—I (F,S) (3)

Prerequisite: None

This course is specifically designed for non-science students. It also fulfils the first year Chemistry requirements for Nursing, Home Economics and Physical Education. Course coverage includes chemical principles, stoichiometry, solids, liquids, and gases, the chemical bond, compounds, and representative chemistry. The laboratory complements of Chemistry 104, 105 will have a practical orientation.

CHEMISTRY 105—FUNDAMENTALS OF CHEMISTRY—II (S) (3)

Prerequisite: Chemistry 104

Topics to be included in this term are electrochemistry, introductory thermochemistry, representative inorganic chemistry, equilibrium, organic chemistry.

CHEMISTRY 110—PRINCIPLES AND METHODS OF CHEMISTRY—I (F, S) (3)

Prerequisites: Chemistry 12 or 11 with at least a C grade, and Mathematics 12.

Mathematics 100 or 130 should be taken concurrently if not already completed.

This course is designed for students who plan careers in science. A study of stoichiometry, the gaseous state, solids, liquids, the periodic system, chemical bonding, thermodynamics.

CHEMISTRY 111—PRINCIPLES AND METHODS OF CHEMISTRY—II (S) (3)

Prerequisites: Chemistry 110

Mathematics 101 or 131 should be taken concurrently if not already completed.

Solutions, acids, bases, and salts, redox equations, electrochemistry, equilibrium, metallurgy, nuclear chemistry and organic chemistry.

CHEMISTRY 160—PROPERTIES OF MATERIALS —(S) (1.5)

Comparative properties of engineering materials with emphasis on application to Electrical and Electronics Technology; plastics, ceramics, metals and alloys, mechanical properties, electrical properties, corrosion properties, and factors leading to service failures in operating environments.

CHEMISTRY 200—ORGANIC CHEMISTRY—I (F) (3)

Prerequisite: Chemistry 105 or 111

Nomenclature, structure, identification, and spectroscopy of organic molecules, Alkanes, alkenes, alkynes, alcohols, aldehydes, ketones, ethers, acids, optical isomerism.

CHEMISTRY 201—ORGANIC CHEMISTRY—II (S) (3)

Prerequisite: Chemistry 200

Organometallic compounds. Carbohydrates. Amines, amides, nitriles, nitro, azo, diazo and related compounds. Protein chemistry. Electrophilic aromatic substitution. Heterocyclics.

COMMERCE

COMMERCE 150—SECRETARIAL SCIENCE I— SHORTHAND (F) (6)

Beginning study of the principles of Pitman's shorthand based on well-presented sequence of lessons from New Basic Course and accompanying Acceleration Taped Course. Developing increasing speeds on high-frequency vocabulary. Emphasis on application of theory and penmanship.

COMMERCE 152—SECRETARIAL SCIENCE II— TYPING (F) (4.5)

An introduction to typewriting for students with little or no previous instruction. Mastery of keyboard by touch system, correct typing techniques, operation and care of typewriter, development of speed and accuracy, fundamentals of effective display.

COMMERCE 153—SECRETARIAL SCIENCE III— SHORTHAND (S) (6)

Prerequisite: Commerce 150

Emphasis on vocabulary expansion, development of speed and facility in writing, and accurate transcription. Secretarial Science I or a sound basic knowledge of the theory of Pitman's shorthand is necessary for this course.

COMMERCE 154—SECRETARIAL SCIENCE IV— TYPING AND OFFICE PROCEDURE (S) (4.5)

Prerequisite: Commerce 152

Development of speed and accuracy in typewriting. Letters, manuscripts, tabulations, reports. Application to general office duties: telephone, telegraph, mail, reception, travel, shipping, banking services. Filing and duplicating systems reference sources, appointments, use of transcribing machines. Personalities and attitudes. Prerequisite: Secretarial Science II or permission.

COMMERCE 157—SECRETARIAL SCIENCE V— SHORTHAND (F) (4.5)

Pre-requisite: Secretarial Science III or ability to take dictation at 60 w.p.m. with accurate transcription.

Continuation of speed development, 80-100 words a minute; accuracy in transcription; further review of theory to increase vocabulary; dictation of familiar and unfamiliar material.

COMMERCE 159—LEGAL OFFICE PROCEDURES—I (F) (1.5)

Use of shorthand and typewriter in a legal office. Dictation of letters; transcription from shorthand notes and recorded dictation; typing of legal documents representative of the Conveyancing, Corporate, Divorce, Litigation and Probate departments of a legal firm; use of legal terms and forms.

COMMERCE 160—BUSINESS CALCULATIONS AND MACHINES—I (F) (4.5)

Comprehensive review and drill in fundamental operations of algebra and arithmetic in relation to business usage, with emphasis on accuracy in computations. Fractions, percentages, interest, bank discounts, foreign exchange, trade and cash discounts. The development of basic skills in the operation of various office computing machines.

COMMERCE 163—MEDICAL OFFICE PROCEDURES—I (F) (1.5)

The procedures and routine in a doctor's office and hospital clerical department, maintenance of records, medical plans and insurances, telephone personality, appointments, filing, reports, supplies, study of medical dictionary and reference material, medical ethics. Typing and shorthand relevant to work in medical offices will be studied and applied.

COMMERCE 164—SPECIALIZED KNOWLEDGE—LEGAL I (F) (1.5)

An introductory course in the Canadian legal system; general legal principles and their applications; history of legal development; court systems.

COMMERCE 165—SPECIALIZED KNOWLEDGE—MEDICAL I (F) (1.5)

A series of lectures designed to provide the necessary background knowledge in health and medicine, elementary anatomy and physiology, understanding of terminology and scientific and clinical aspects of the job.

COMMERCE 166—SECRETARIAL SCIENCE VI—INTERMEDIATE TYPING AND SECRETARIAL DUTIES (F) (3)

Pre-requisite: Secretarial Science IV or typing skill to an intermediate level with a speed of 40 w.p.m.

Continuation of development in speed and accuracy. Stress on production of work, proof reading, acceptable work standards. Copying from rough drafts, preparation of routine correspondence, increased proficiency in use of transcribing machines, arrangements and minutes of meetings. (This course is offered concurrently with Secretarial Science II).

COMMERCE 167—SECRETARIAL SCIENCE VII—SHORTHAND (S) (4.5)

Pre-requisite: Secretarial Science V or ability to take dictation at 80 w.p.m. with accurate transcription.

Advanced speed development at rates 100-120 words a minute and higher. Dictation of general and specialized materials for varying time periods; rapid and accurate transcription; taking of notes for minutes, reports.

COMMERCE 169—LEGAL OFFICE PROCEDURES II (S) (1.5)

Pre-requisite: Legal Office Procedures I.

Continuation of work begun in the first term.

COMMERCE 173—MEDICAL OFFICE PROCEDURES II (S) (1.5)

Pre-requisite: Medical Office Procedures I.

Continuation of work begun in first term, admissions, case histories, charts, summaries, surgical and pathological reports.

COMMERCE 176—SECRETARIAL SCIENCE VIII—ADVANCED TYPING AND SECRETARIAL DUTIES (S) (3)

Pre-requisite: Secretarial Science VI or permission.

More advanced typewriting work to increase proficiency in dealing with office procedures and problems, responsibilities of a secretary, composition of letters, arrangements for meetings and conferences and transcription in summarized form of notes for reports and minutes, working with people and delegation of work, employment opportunities, job applications and interviews. (Offered concurrently with Secretarial Science IV.)

COMMERCE 174—SPECIALIZED KNOWLEDGE—LEGAL II (S) (1.5)

Pre-requisite: Commerce 164

A continuation of the work began in the first term.

COMMERCE 175—SPECIALIZED KNOWLEDGE—MEDICAL II (S) (1.5)

Pre-requisite: Commerce 165

A continuation of the work began in the first term.

DRAFTING

DRAFTING 150—INTRODUCTORY DRAFTING (F) (3)

Orthographic and isometric projection; lettering; technical sketching; sections; conventional practices; dimensions; working drawings; intersections and developments.

DRAFTING 151—INTRODUCTORY DRAFTING II (S) (3)

Pre-requisite: Drafting 150.

Orthographic and isometric projections; lettering; technical sketing; sections; conventional practices; dimensions; working drawings; intersections and developments. Electrical and electronic production drawings will be included.

ECONOMICS

ECONOMICS 100—INTRODUCTION TO ECONOMICS (F, S) (3)

A review of the economic thinking and processes that are involved in the production and distribution of wealth in the world's economies; the market system of prices, supply and demand; basic determinants of poverty, employment, income and prices, the role of the Government; international trade.

ECONOMICS 120—HISTORY OF EARLY ECONOMIC THOUGHT AND DEVELOPMENT (F) (3)

The pre-industrial period. History of the economic development of civilization from ancient times until the Industrial Revolution. The influence of geographical factors, discoveries and invention, religion, social organization and customs.

ECONOMICS 121—ECONOMIC HISTORY OF THE INDUSTRIAL ERA (S) (3)

The industrial period. Analysis of the main historical features of economic development from the Industrial Revolution to the present day in relation to the history of economic thought from Adam Smith, through Karl Marx to Lord Keynes, and John Galbraith.

ECONOMICS 150—CURRENT ECONOMIC ISSUES (F, S) (3)

A course of talks, discussions and debates to stimulate interest in everyday economics and to provide information about the day's news on such subjects as Business pricing and costing, Money and Banking, Unemployment and Poverty, Ownership of Canadian Industry, International trade.

ECONOMICS 160—RESOURCE ECONOMICS OF BRITISH COLUMBIA (S) (3)

The factors that are leading to the development of British Columbia's economy with respect to agriculture, mining, forestry, fishing, manufacturing, and the service industries will be examined. The methods and techniques of critical evaluation and economic analysis will be reviewed. The student will develop an understanding of the B.C. economy in both an economic and geographic sense as well as gaining an insight into the behavioural role of business and the part that the government plays in the economic life of the Province. British Columbia's trading relationships with the rest of Canada, the countries of the "Pacific Rim," the U.S. and Europe will be surveyed.

ECONOMICS 200—PRINCIPLES OF MACROECONOMICS (S) (3)

Pre-requisite: Economics 100.

The principal elements of theory concerning national income and employment; money, prices, the banking system and the rate of interest; international trade and the balance of payments.

ECONOMICS 201—PRINCIPLES OF MICROECONOMICS (F, S) (3)

Pre-requisite: Economics 100.

An analysis of economic systems in respect to pricing and production in which the following concepts will be examined: the theories of utility, demand and consumer behaviour; the theory of the business firm under principles of perfect competition, oligopoly, monopoly, monopolistic competition; the pricing of the productive factors; welfare economics and the social goals of society.

EDUCATION

EDUCATION 150—PHILOSOPHY OF EARLY CHILDHOOD EDUCATION (S) (3)

Foundations of Early Childhood Education. Philosophy and history of Early Childhood Education and its development in selected countries plus a critical examination of modern issues.

EDUCATION 152—CURRICULUM PLANNING I (F) (3)

This course is designed to give students a knowledge of guidance techniques, curriculum planning and implementation of preschool educational programs.

EDUCATION 153—CURRICULUM PLANNING II (S) (3)

Pre-requisite: Education 152.

A continuation of the curriculum planning course started in the first term.

EDUCATION 162—LIBRARY RESOURCES AND SERVICES (F) (3)

This course introduces the student to the resources and services of all types of libraries; studies begin with a brief history of books, libraries, printing and publishing. Instruction on various systems of circulation and library materials. Classification schemes and general principles used in simple descriptive cataloguing. Instruction in the use and routine maintenance of the machines used in the library such as Xerox, Telex, Offset Press, Micro-text Reading, Micro-Film Readers, Cameras, and Read Printers.

EDUCATION 250—SOCIAL STUDIES, SCIENCE AND MATHEMATICS (F) (3)

A study by inquiry, exploration, and discovery of social studies, science, and mathematics for young children.

EDUCATION 252—MUSIC, DRAMA, ART AND DANCE (F) (3)

A study of expression through language, drama, arts, music and dance.

EDUCATION 258—THEORIES OF LEARNING (F) (3)

Learning as applied through the media of film, tape, and other media. The present educational system and the role of the Media Resource Technician in the school system. Basic learning theory; how we learn and the education process. Individual differences, motivation, the influence of heredity.

EDUCATION 262—EXCEPTIONAL CHILDREN (S) (3)

A study of exceptional children in an educational setting — gifted, mentally retarded, emotionally disturbed, and physically handicapped children. Students will observe exceptional children in institutions, hospitals, clinics, and private schools weekly during the Workshop 353 course.

EDUCATION 264—PRE-SCHOOL ADMINISTRATION (S) (3)

Administration and management of private preschools, cooperative preschools, and day care centers. Regulations regarding licensing of schools, selection and arrangement of equipment, financial operations of schools, records and reports, personnel development and relationships. Procedures for admitting children. Staff work schedules.

EDUCATION 268—PARENT-TEACHER RELATIONSHIPS (S) (3)

Preschool teacher and her relationships with parents and community at large. Interviewing techniques, parents and children learning together, guidance procedures to help the teacher effectively direct parents in a cooperative setting and community resources will be discussed.

EDUCATION 350—WORKSHOP PRACTICUM I (F) (7)

The student is rotated through nursery schools, kindergartens, and day care centers to observe guidance techniques, materials, equipment, and educational programs for young children. Student will participate as student-assistant in the latter part of the term. Two half-days of observation and participation plus one hour seminar weekly.

EDUCATION 351—WORKSHOP PRACTICUM II (S) (7)

Pre-requisite: Education 350

Students will participate in preschool programs located in nursery schools, kindergartens, and day care centers in the capacity of student-assistant. This will be equivalent to two half-days per week.

Student is required to participate in a preschool program as a student-assistant for two weeks, on an everyday for half-day basis.

EDUCATION 352—WORKSHOP PRACTICUM III (F) (7)

Pre-requisite: Education 350 and 351

Students will remain in the same school for entire term. Student-teacher will gradually be given increasing responsibilities in the planning and implementing of educational and guidance experiences.

EDUCATION 353—WORKSHOP PRACTICUM IV (S) (7)

Pre-requisite: Education 350, 351, and 352

Students will observe and participate in a variety of agencies for exceptional children. This will be equivalent to two half-days per week.

Three week practicum, every day for half-a-day.

ELECTRONICS

ELECTRICITY 150—ELECTRICAL CIRCUITS I (F) (9)

A theoretical and practical introduction to circuit analysis as applied to d.c. circuits. The fundamental principles and techniques involved in circuit analysis introduced at a level requiring a working knowledge of linear equations, determinants, trigonometry, logarithms, and exponential functions.

Course content includes: study of basic parameters and units, such as current voltage, resistance, conductance and power: circuit laws, theorems, and rules as applied to series, parallel, and series-parallel circuits and to network analysis, the behaviour of resistor capacitors, and inductors in d.c. circuits; introduction to the characteristics of solid-state diodes and repair of equipment.

ELECTRICITY 151—ELECTRICAL CIRCUITS II (S) (6)

Pre-requisite: Electricity 150.

A continuation of the work started in the first term.

ELECTRICITY 152—ELECTRICAL COMPONENTS (F) (1.5)

An introduction to the characteristics and applications of the small components most frequently used in the electrical and electronic industries standards, coding systems, tolerances, and basic test procedures. Fabrication circuit assembly techniques will be discussed and applied, with particular emphasis being placed upon special soldering techniques. Basic inspection and quality control procedures.

ELECTRICITY 154—ELECTRONIC CIRCUITS (S) (4.5)

Pre-requisite: Electricity 150.

This is a course in understanding and designing basic electronic circuitry. Although dealing almost entirely with solid-state devices, vacuum tubes are mentioned. Typical topics include the following: semi-conductor physics applied to the PN junction and the bipolar transistor; meaning and interpretation of characteristic curves; basic voltage and current amplifying circuits; load-line analysis and choice of Q-point; choice and design of bias circuits; stability; a.c. equivalent circuits; interstage coupling and frequency response considerations; feedback; oscillation and oscillator circuits; power supplies; including voltage and current regulating circuits.

ELECTRICITY 160—APPLIED ELECTRICITY (S) (3)

An understanding of basic electrical theory leading to an understanding of schematic and wiring diagrams. The use and application of basic test equipment. Minor repair and servicing of audio-visual equipment and accessories.

ENGLISH

ENGLISH 010—LANGUAGE SKILLS (F, S) (3)

Note: This course is not transferable to university.

An intensive course in the basic language skills that should enable the student to proceed without difficulty through a regular college program. The curriculum within each section of the course is not all pre-determined, but will evolve partly out of the assessed needs of each individual student. Most of the course work will be practical and done in class, and will involve written and oral exercises, and exercises to stimulate perception and awareness.

ENGLISH 050—READING AND STUDY SKILLS (F, S) (NIL)

The aim of the Reading and Study 050 course is to develop the student's reading and study skills. Emphasis will be placed on purposeful and flexible reading techniques related to speed of comprehension. The student will be encouraged to develop an efficient balance in budgeting of study, lecture and recreation time. Assistance in efficient understanding of course work as well as such reading skills as skimming, scanning and critical reading will be included.

ENGLISH 100—WRITING (F, S) (3)

Note: This course does not receive credit at Simon Fraser University.

Pre-requisite: English 12 or its equivalent, Grade C or better, or English 010.

(Students may also enter this course by passing the Capilano College Language Skills Test.)

A course in the fundamentals of good writing, including syntactical accuracy, the precise expression of simple and complex ideas, and the structuring of ideas in logical and persuasive forms. This course will involve a considerable amount of written work, both in and out of class. Attention will be given to essay and research techniques. Materials for the course will include a comprehensive handbook, mimeographed selections of various kinds and at least one collection of essays by substantial authors.

ENGLISH 102—ADVANCED COMPOSITION (F,S) (3)

Note: This course does not receive credit at Simon Fraser University.

Pre-requisite: English 12 or its equivalent, Grade A or English 100.

(Students may also enter this course by passing the Capilano College Advanced Composition Entrance Test.) A course in the theory and practice of good writing, at a level suitable for students who already have a good command of language. Opportunity will be provided for development of special individual abilities, and for the more advanced development of general analytical and rhetorical skills, through reading of selected essays and through writing on a variety of challenging topics of increasing complexity.

ENGLISH 104—FICTION (S) (3)

Pre-requisite: English 100 or 102.

A study of twentieth century short stories and novels. The chief aim of the course is to encourage original responses to literary expression, and to develop the ability to express those responses in criticism.

ENGLISH 105—POETRY (F, S) (3)

Pre-requisite: English 100 or 102.

A course similar to English 104, but covering poetry.

ENGLISH 106—DRAMA (S) (3)

Pre-requisite: English 100 or 102.

A course similar to English 104, but covering drama.

ENGLISH 108—THEMES IN CONTEMPORARY LITERATURE (F, S) (3)

Pre-requisite: English 100 or 102.

A study of twentieth-century works, each of intrinsic literary merit, but arranged together under a thematic heading of demonstrable significance in the contemporary world. (The theme heading for each section of the course will be announced at the time of registration.) The chief aim of the course is to encourage original responses to literary expression, and to develop the ability to express those responses in criticism. Works will be drawn from various genres and will be studied as artistically formed expressions of feelings and ideas, both separately and in relation to one another.

ENGLISH 150—COMMUNICATIONS (F, S) (3)

A course in the development of writing and speaking skills. The material of the course is closely related to business and technical career goals. There will be numerous writing assignments, including a report based on original research, and at least one spoken presentation.

ENGLISH 151—COMMUNICATIONS (S) (3)

Pre-requisite: English 150.

A course in the further development of writing and speaking skills, together with a study of communications in society: advertising, propaganda and the mass media. A long report based on research will be required.

ENGLISH 158—HISTORY OF CHILDREN'S LITERATURE (F) (3)

History of Children's Literature, analysis of children's reading taste at various stages of development with emphasis on the preschool years, criteria of evaluation for text and illustration, techniques of storytelling and puppetry.

ENGLISH 162—ENGLISH SPEECH (S) (1½)

Speech construction; types of speeches; speaking before groups; introducing and thanking speakers, chairing meetings and interviewing; practice in preparation and delivery of talks to groups.

ENGLISH 190—CREATIVE WRITING (S) (3)

Note: Not designed for university transfer.

A workshop course designed for students who wish to develop their skills in written self-expression and craftsmanship. Members of the class are required to write and submit their writings regularly for group discussion.

ENGLISH 192—THEATRE PRACTICE (F) (3)

Note: Not designed for university transfer.

A course in speech, movement and acting. The course involves basic exercises, such as body and voice relaxation and concentration, and more advanced training in group involvement, designed to lead the student to confidence and competence as a performer. Learning techniques also include phonetic transcription, physical exercises, improvisation and the directing and criticizing of scenes.

ENGLISH 200—ENGLISH LITERATURE TO 1660 (F, S) (3)

Pre-requisite: English 100 or 102, and one of English 104, 105, 106, or 108.

A study of texts in all genres, from selected major authors between medieval times and 1660. The course is designed to include a certain amount of in-depth study, and to give the students a broad historical and critical frame of reference. The main aim of the course is to provide the student with a representative experience of the range of English Literature.

ENGLISH 201—ENGLISH LITERATURE SINCE 1660 (S) (3)

Pre-requisite: English 100 or 102, and one of English 104, 105, 106, or 108.

A course similar to English 200, but covering the later period indicated.

ENGLISH 204—MAJOR AMERICAN WRITERS TO 1850 (F) (3)

Note: University transfer credit being applied for.

Pre-requisite: English 100 or 102, and one of English 104, 105, 106, or 108.

A course designed to acquaint the student with the writings of selected major American writers, and to provide the student with a broad historical and critical frame of reference. Texts will be considered both aesthetically and historically.

ENGLISH 205—MAJOR AMERICAN WRITERS SINCE 1850 (S) (3)

Note: University transfer credit being applied for.

Pre-requisite: English 100 or 102, and one of English 104, 105, 106, or 108.

A course similar to English 204, but covering the more recent period, as indicated.

ENGLISH 212—READINGS IN WORLD LITERATURE TO 1800 (F) (3)

Pre-requisite: English 100 or 102, and one of English 104, 105, 106, or 108.

A course designed to acquaint students with a variety of major and influential works of literature from the classical Greek era to the end of the 18th Century. Readings include examples of prose fiction, essays, poetry, philosophic dialogue (Plato), and drama. The major emphasis in this course will be on both historical and aesthetic evaluation of the works studied.

ENGLISH 213—READINGS IN WORLD LITERATURE SINCE 1800 (S) (3)

Pre-requisite: English 100 or 102 and one of English 104, 105, 106, or 108.

A course similar to English 212, but covering the more recent period, as indicated.

FINE ARTS

FINE ARTS 100—THE HISTORY OF ART (F, S) (3)

Fine Arts 100 is intended to familiarize the student with the continuum of the History of Art as manifested in painting, sculpture and architecture from 15,000 B.C. - 1,400 A.D. Special attention will be given to the Egyptian, Aegean, Greek and Roman civilizations and to the ultimate evolution by the 1st century B.C. of the ancient classical style so critical to the development of and to the spectator's comprehension of all later styles in western art. Particular notice will be made of the influences of "classical art" on the mediaeval styles (Carolingian - Romanesque - Gothic) from the 9th century until the 14th while at the same time the unique character of mediaeval art and architecture will be described.

FINE ARTS 101—THE HISTORY OF ART (F, S) (3)

A review through the centuries of classical 'supremacy' (1400 - 1750 A.D.) in painting, architecture and sculpture up to the rejection (in some quarters) of the historical basis of art in the late 1960's. Special attention will be given to those artists who invent and make changes rather than those who 'follow.' A review of the aspects of style that accompany certain impulses or modes of creation will be included.

FRENCH

Note: All courses in French include three hours of instruction and one and one-half hours of laboratory practice per week.

FRENCH 050—BEGINNING FRENCH (F) (3)

Note: This course is not transferable to university.

A linguistic introduction designed to provide complete beginners with the basic elements of the language through a conversational approach.

FRENCH 102—INTRODUCTORY FRENCH (F, S) (3)

Pre-requisite: French 11 or 050.

This course is designed to give spoken fluency and reading facility as well as some writing of the language, based on the Audio-Lingual approach.

FRENCH 103—INTRODUCTORY FRENCH (F, S) (3)

Pre-requisite: French 102.

A continuation of French 102. Should be taken whenever possible in the term following French 102.

FRENCH 110—INTERMEDIATE FRENCH (F) (3)

Note: University transfer credit being applied for.

Pre-requisite: French 12.

Grammar revision; exercises, dictations, weekly assignments; some literary texts.

FRENCH 111—INTERMEDIATE FRENCH (S) (3)

Note: University transfer credit being applied for.

Pre-requisite: French 110.

A continuation of the work of French 110. Review through literary text and composition. Additional emphasis on literary composition. Should be taken whenever possible in the term following French 110.

FRENCH 202—ADVANCED FRENCH (F) (3)

Pre-requisite: French 103 or French 111.

An advanced course to continue oral fluency with grammar review; formal translations, dictations and literary texts (the latter given in French).

FRENCH 203—ADVANCED FRENCH (S) (3)

Pre-requisite: French 202.

A continuation of the work of French 202. Should be taken whenever possible in the term following French 202.

FRENCH 210—ADVANCED FRENCH (F) (3)

Note: University transfer credit being applied for.

Pre-requisite: French 111.

An advanced course with emphasis on written work together with the study of literary texts.

FRENCH 211—ADVANCED FRENCH (S) (3)

Note: University transfer credit being applied for.

Pre-requisite: French 210.

A continuation of the work of French 210. Should be taken whenever possible in the term following French 210.



GENERAL STUDIES

GENERAL STUDIES 150—CONTEMPORARY ISSUES—SCIENCE (F) (3)

This is a non-laboratory Science Survey of topics of general current interest. Includes the Philosophy and Methods of Science, Human Ecology and Population, radioactivity, pollution, drugs, the geology of the North Shore and other current issues at the discretion of the instructor.

Field trips in lieu of lectures will be arranged as appropriate.

GENERAL STUDIES 160—CONTEMPORARY ISSUES—SOCIAL SCIENCE (S) (3)

A team of social scientists will define and discuss some of the problems and issues which face mankind today and threaten his survival. Topics likely to be included are: Aggression, Poverty (in Canada and in the Third World), Urbanization, Ecological imbalance, Man's response to these problems.

This problem-centered approach will be designed to effect an awareness of the various disciplines within the social sciences, and an evaluation of their contributions to society. The course will include lectures, tutorials, and use of modern media.

GENERAL STUDIES 110—MOVEMENTS OF THE 20th CENTURY—INTELLECTUAL (F) (3)

Note: University transfer credit being applied for.

This course will include discussions of readings and films on such topics as:

- the end of 19th Century optimism,
- the ideas of Freud and Einstein,
- the limitations of scientific and mathematical knowledge,
- the flight from rationalism,
- the "Death of God" in Theology,
- the question of a new synthesis between East and West.

GENERAL STUDIES 111—MOVEMENTS OF THE 20th CENTURY—SOCIAL (S) (3)

Note: University transfer credit being applied for.

After the end of World War I most of the world suffered from dislocation and disturbance as the old order crumbled and ideas fermenting for the past century came to maturity. In some countries the disturbances resulted in the termination of the government instituted by the Treaty of Versailles and the imposition of dictatorship. In other countries this pattern was not followed and the government in power retained authority.

The aim of this course is to try and understand the underlying forces in each country which promoted revolutionary movements, and the reasons why in each case they were unsuccessful. It will also try to explore the reasons for later developments.

The format will be interdisciplinary and the countries studied intensively will be Canada, England, and Germany.

GEOGRAPHY

GEOGRAPHY 110—METHODODOLOGY AND TECHNIQUES (F, S) (3)

The course will concentrate on the development and present day use of geographic methods of inquiry and techniques of analysis in the study of mankind in his physical and human environments. The aim of the course is to prepare a student to select and proceed to a specialized field of study in subsequent courses, and yet retain an appreciation of his position in the discipline as a whole. The college has a wide range of modern equipment, maps, and aerial photographs for group and individual study. Students will be encouraged to engage in field research, utilizing the techniques developed in lectures and laboratory classes.

GEOGRAPHY 111—HUMAN GEOGRAPHY (S) (3)

Pre-requisite: Geography 110.

This course continues the themes and techniques developed in Geography 110 and applies them to an analysis of human characteristics and activities in Western North America. Assignments will be sufficiently flexible to allow students to investigate specialized topics within the general content of the course. Predominant themes will be the changing nature of man-land relationships in their spatial context, diffusion of cultures and technological innovation, and present trends in the distribution, movement, and activity of peoples from Alaska to Mexico.

GEOGRAPHY 200—ECONOMIC GEOGRAPHY OF ADVANCED ECONOMIES (F)

Pre-requisite: Geography 110.

This examines in detail the concepts of economic man developed in Geography 110 and 111 introducing the theories and concepts behind modern economic geography. The nature of resources and their use, the spatial characteristics of different economic systems at different scales of analysis, and the meaning of underdevelopment are some of the themes to be investigated in the study of mining, manufacturing, agriculture, transportation, energy production and consumption, and tertiary activities. Lectures will provide a base from which students are expected to select specialized topics for research and reading. The results of their findings will be discussed in seminars.

GEOGRAPHY 201—URBAN STUDIES (S) (3)

Pre-requisite: Geography 110.

This course is based on the themes and problems encountered in the field of Urban Geography, recognizing the increasing inter-disciplinary nature of urban area analysis. The major topics to be examined are urbanization as an historic and rapidly continuing process, the growth of functional regions and patterns of urban settlement, the dynamics of urban structure and land use, and the critical problems that face mankind today due to past developments in the spatial, economic and social organization of cities. Illustrative examples will be taken from many parts of the world, though special attention will be focussed on the Lower Mainland of B.C. as a course "laboratory".

GEOLOGY

Geology courses include weekly three-hour laboratory periods or equivalent field trips.

GEOLOGY 110—PHYSICAL GEOLOGY (F) (3)

An introduction to concepts of physical geology. Topics discussed include origin and structure of the earth, volcanism, materials of the earth-rock and mineral types, diastrophism, erosion processes including glaciation, mass movement, water and wind action, seismology, evolution of landscapes—introduction to geomorphology.

GEOLOGY 111—HISTORICAL GEOLOGY (S) (3)

Prerequisite: Geology 110

An introduction to basic concepts of historical geology. Topics discussed include the geological time scale and the rock record, origin of life, and the fossil record. The paleozoic, mesozoic and coenozoic eras, with their included geological period, are taken in some detail. The theory of evolution.

GERMAN

Note: All German courses include three hours of instruction and one and one-half hours of laboratory practice per week.

GERMAN 100—FIRST YEAR GERMAN (F, S) (3)

A comprehensive course emphasizing the oral approach. Some written work and elementary reading given as well.

GERMAN 101—FIRST YEAR GERMAN (F, S) (3)

Pre-requisite: German 100.

A continuation of the work of German 100. Should be taken whenever possible in the term following German 100.

GERMAN 200—SECOND YEAR GERMAN (F) (3)

Note: University transfer credit being applied for.

Pre-requisite: German 101.

This course consists of conversation, grammar and composition and modern literary selections.

GERMAN 201—SECOND YEAR GERMAN (S) (3)

Note: University transfer credit being applied for.

Pre-requisite: German 200.

This course continues the work of German 200 and should be taken whenever possible in the semester following German 200.

HEALTH

HEALTH 150—HEALTH AND THE PRE-SCHOOL CHILD (F) (3)

A study of physiology, nutrition, first aid, diseases, mental health, and community services as they relate to the preschool child.

HISTORY

HISTORY 100—REVOLUTIONARY IDEAS IN HISTORY: THE AMERICAS (F, S) (3)

An analyses of the major ideas which have influenced the social, economic and political developments of Canada and the United States.

HISTORY 101—REVOLUTIONARY IDEAS IN HISTORY: EUROPE (F, S) (3)

History 101 will study the theory and practice of four modern ideologies: capitalism, communism, fascism and socialism. Emphasis will be on these ideologies in action. Mid-Victorian Britain, Russia under Lenin, Hitler's Germany, and Britain under the 1945-51 Labour Government will provide case studies.

HISTORY 200—MAN AND HIS CITY TO 1850 (F, S) (3)

A history of the growth of the urban hierarchy in Europe and North America. Development of early centres and trading posts. The Industrial Revolution and the rise of the industrial city in the 19th Century. A background to poverty and affluence. The British and European scene transferred to North America.

HISTORY 201—MAN AND HIS CITY SINCE 1850 (S) (3)

This course will provide an insight into the nature, impact and character of city growth, together with a study of its relationship with other phases of history. The scope of the study is global with the various regions of the world treated in different ways so as to cover as wide a spectrum of analysis as possible. The growth of cities in Asia, Africa, Latin America and Europe will be reviewed with added emphasis on the Urbanism of Canadian Society. Today's and Tomorrow's needs will be reviewed with maximum reference to the Lower Mainland of B.C.

MATHEMATICS

MATHEMATICS 030—PRE-CALCULUS REVIEW (F) (3)

Note: This course is not transferable to university.

Pre-requisite: Some experience with mathematics at the high school grade 12 level, such as Mathematics 91 or a term's work in Mathematics 12, or the approval of the Coordinator.

This course is designed as a review of algebra and discussion of the fundamentals of trigonometry. Primarily for students who anticipate taking calculus courses or who wish to take an introductory course in physics but are weak in mathematics.

Mathematics 030 is designed to bridge the gap between high school and college-level mathematics for those students whose backgrounds are slightly deficient in some areas.

MATHEMATICS 100—INTRODUCTION TO COLLEGE MATHEMATICS (F, S) (3)

Pre-requisite: Mathematics 11.

Sets and numbers, inequalities, absolute values, coordinate systems, functions and graphs, the circular (trig.) functions, quadratic functions, matrices and determinants.

MATHEMATICS 101—INTRODUCTION TO COLLEGE MATHEMATICS (F, S) (3)

Pre-requisite: Mathematics 100.

Permutations, combinations, binomial theorem, exponential and logarithmic functions application of trig. to triangle problems, complex numbers, and conic sections.

MATHEMATICS 120—INTRODUCTION TO COMPUTER PROGRAMMING (F) (3)

Pre-requisite: Mathematics 11.

This course will cover the basic ideas involved in writing programs for simple scientific calculations. It is designed to give a general understanding of computers, and specific experience in writing and executing a few simple programs.

MATHEMATICS 121—A HIGH LEVEL LANGUAGE (S) (3)

Note: University transfer credit being applied for.

Pre-requisite: Mathematics 11.

This course will provide an introduction to assembly language programming with emphasis on practical experience and application. Some experience in programming is desirable but not necessary.

Special Note: *Mathematics 130, 131, 132 and 140 each carry only two term hours of credit. Students should therefore normally plan to take three of these courses over two terms.*

MATHEMATICS 130—CALCULUS (F, S) (2)

Pre-requisite: Mathematics 12.

Techniques and applications of differentiation and integration.

MATHEMATICS 131—CALCULUS I (F, S) (2)

Pre-requisite: Mathematics 130.

MATHEMATICS 132—INTRODUCTION TO ANALYSIS (S) (2)

Pre-requisite: Mathematics 130.

This one term course deals with the theoretic aspects of introductory calculus. It is designed for students proceeding with mathematics.

MATHEMATICS 140—INTRODUCTION TO VECTORS AND MATRICES (F, S) (2)

Pre-requisite: Mathematics 12.

Systems of linear equations, vectors, matrices, determinants, linear independence.

MATHEMATICS 150—BUSINESS MATHEMATICS AND STATISTICS I (F) (6)

Review of basic mathematics; fundamentals of analytic geometry; functions and managerial planning; elements of calculus with business applications; introduction to statistics.

MATHEMATICS 151—BUSINESS MATHEMATICS AND STATISTICS II (S) (6)

Pre-requisite: Mathematics 150.

Discounts, mark-ups, margin, selling price, mark-downs; simple interest, compound interest; discounting negotiable instruments; instalment purchases; depreciation; insurance; frequency distributions, averages, index numbers, probability, linear correlation, reliability, and sampling.

MATHEMATICS 152—FINANCIAL MATHEMATICS (S) (3)

Simple annuities, time and interest rate, amortization, depreciation, comparison of assets, sinking funds and bonds, insurance for business purposes.

MATHEMATICS 154—APPLIED MATHEMATICS: ELECTRICAL TECHNOLOGY I (F) (9)

This course deals with the theory and application in the electrical and electronic fields of the following areas of study: Trigonometry, with emphasis on wave-forms, vectors, and use of identities; complex numbers and their use in a.c. circuit calculations; logarithmic and exponential functions, with application to transient and power problems; linear equations, matrices and determinants, with application to mesh circuits analysis.

**MATHEMATICS 155—APPLIED MATHEMATICS:
ELECTRICAL TECHNOLOGY II (S) (9)**

Pre-requisite: Mathematics 154.

A course in calculus dealing with the following topics, with applications throughout in the electrical and electronics fields: The differentiation and integration of algebraic, trigonometric, logarithmic, exponential, and hyperbolic functions; power series; partial differentiation; differential equations of the first and second order.

This course will include a short course on computing techniques involving basic ideas in flow-charting and programming with the use of the computer.

MATHEMATICS 200—ALGEBRA (F) (3)

Note: University transfer credit being applied for.

Prerequisite: Mathematics 140

Vector spaces, linear transformation, matrices, eigenvalues, quadratic forms.

MATHEMATICS 201—ALGEBRA (S) (3)

Note: University transfer credit being applied for.

Prerequisite: Mathematics 140

Set Theory, mathematical induction, number systems, groups, rings, and fields.

MATHEMATICS 230—CALCULUS II (F, S) (3)

Pre-requisite: Mathematics 130 and 131.

Polar coordinates, parametric equations and vectors, solid geometry and vectors, and partial differentiation.

MATHEMATICS 231—CALCULUS II (F, S) (3)

Pre-requisite: Mathematics 230.

Multiple integrals, infinite series, complex numbers and functions and differential equations.

MUSIC

It is hoped to develop before September initial courses in the field of music, possibly for transfer credit. It is probable that the first offerings will be in the fields of choral music and music theory or history.

PHILOSOPHY

PHILOSOPHY 101—INTRODUCTION TO PHILOSOPHY (F, S) (3)

An examination of the nature of philosophical thinking through the study of some classical writers' approach to particular philosophical problems.

PHILOSOPHY 102—ETHICS (F, S) (3)

Note: University transfer credit being applied for.

Pre-requisite: Philosophy 101.

An introduction to the problems of moral philosophy via the writings of some classical and modern thinkers.

PHILOSOPHY 200—LOGIC AND SCIENTIFIC REASONING I (F) (3)

Note: University transfer credit being applied for.

Pre-requisite: Philosophy 101.

The role of hypotheses and observation in scientific method. Deduction and induction. Dynamics of scientific discovery. Nature of scientific truth.

PHILOSOPHY 201—LOGIC AND SCIENTIFIC REASONING II (S) (3)

Note: University transfer credit being applied for.

Pre-requisite: Philosophy 101.

Introductory deductive logic. Propositional logic including: Validity. Truth Tables, Consistency, with some Predicate logic, and an introduction to Set Theory.

PHYSICS

All physics courses include weekly laboratory or tutorial periods.

PHYSICS 104—PRINCIPLES OF PHYSICS I (F) (3)

Prerequisite: No Physics prerequisite. Mathematics 12 or Mathematics 030 is required.

This course is not intended for majors in the physical sciences. It is suitable for students going into Home Economics, Nursing, Medicine, Biology, Dentistry, and for arts majors. Topics covered include space, time, motion, relativity, energy, heat, and pressure.

PHYSICS 105—PRINCIPLES OF PHYSICS II (S) (3)

Prerequisite: Physics 104 or 100 or 110.

A continuation of Physics 104. Topics include electricity, magnetism, light, quantum theory.

Note: Physics 100 and 101, or 110 and 111 are pre-requisite to all second year physics courses.

PHYSICS 110—GENERAL PHYSICS I (F) (3)

Prerequisite: Physics 12, or at least a "C" in Physics 11, and Mathematics 12.

Mathematics 130 must be taken concurrently if not already completed.

A survey of mechanics covering vectors, kinematics, dynamics, energy momentum, rotation, simple harmonic motion, waves and an introduction to heat and temperature.

PHYSICS 111—GENERAL PHYSICS II (S) (3)

Prerequisites: Physics 110 and Mathematics 130.

Mathematics 131 must be taken concurrently if not already taken.

A continuation of Physics 100 into electric and magnetic fields, circuits, wave optics, and atomic and nuclear physics.

**PHYSICS 150—GENERAL PHYSICS—
ELECTRICAL TECHNOLOGY I (F) (6)**

The six hours includes laboratory periods.

Kinematics, dynamics (Newton's law of motion), friction statics, angular motion, energy, momentum, simple machines, structure and properties of matter, fluid mechanics, temperature and heat, thermal properties of mater, thermodynamics heat transfer.

**PHYSICS 151—GENERAL PHYSICS—
ELECTRICAL TECHNOLOGY II (S) (4.5)**

This four and one-half hours includes laboratory period. Electrostatics, electromagnetism, a.c. circuits, wave motion and sound, electromagnetic waves, geometrical and wave optics, relativity and quantum mechanics, atomic and nuclear phenomena. The mathematical treatment requires only algebra and trigonometry, although the use of calculus may occur near the end of the second term.

This course is similar to General Physics except that subject matter is related more to the electrical and electronics field. A section on the physics of electron emission and semi-conductor behaviour is included.

PHYSICS 200—HEAT AND KINETIC THEORY (F) (3)

Prerequisite: Physics 101 or 111, and Mathematics 131. Mathematics 230 must be taken concurrently if not already taken.

An introduction to the first and second laws of thermodynamics, entropy, kinetic theory, specified heats. Weekly three-hour laboratory on electricity and electronics.

PHYSICS 201—ELECTRIC CIRCUITS (S) (3)

Prerequisite: Physics 200, Mathematics 230.

Mathematics 231 must be taken concurrently if not already taken.

Fundamentals of AC theory, LR, RC, LRC circuits, resonance, mechanical analogs, forced and damped oscillations. Continuation of laboratory in Physics 200.

POLITICAL SCIENCE

POLITICAL SCIENCE 100—COMPARATIVE GOVERNMENTS (F, S) (3)

A comparative analysis of the form and structure of governments in Canada, Japan and the U.S.S.R. The role of the executive, legislature, bureaucracy and the judiciary as well as the role of the citizen and his socialization will be studied.

POLITICAL SCIENCE 101—CONTEMPORARY IDEOLOGIES (F, S) (3)

An introduction to political thought with particular attention to the influence of ideas on political action. Liberalism, Conservatism, Socialism and Communism with its two revisions—Stalinism and Maoism will be examined.

POLITICAL SCIENCE 200—CANADIAN GOVERNMENT AND POLITICS (F, S) (3)

Note: University transfer credit being applied for.

A study of Canadian governing structures with emphasis on the functioning of the federal parliament and bureaucracy and the party system which operates in Canada.

PSYCHOLOGY

PSYCHOLOGY 100—INTRODUCTION TO PSYCHOLOGY (F, S) (3)

A study of the historical and contemporary approaches to certain fundamental problems in psychology; physiological psychology; the processes of human development; sensation and perception; conditioning, research methods; testing.

PSYCHOLOGY 101—BEHAVIOUR THEORY (F, S) (3)

Prerequisite: Psychology 100

An introduction to the study of human behaviour, including such topics as: learning; emotions; motivation; conflict; adjustment; individual differences; personality; social behaviour.

PSYCHOLOGY 150—CHILD PSYCHOLOGY I (F) (3)

A study of the developing child from infancy to adolescence. A psychological study of the behaviour and development of children with particular emphasis on the implications of this study for the guidance of young children.

PSYCHOLOGY 151—CHILD PSYCHOLOGY II (S) (3)

Prerequisite: Psychology 150

A continuation of the Child Psychology Course started in the first term.

PSYCHOLOGY 160—HUMAN RELATIONS (S) (3)

A study of interpersonal and group relations with particular reference to the work situation. Concepts of motivation and morale. Human relations as a factor in union management relations.

PSYCHOLOGY 200—SOCIAL PSYCHOLOGY (F, S) (3)

Prerequisite: Psychology 100

A study of the effects of large groups on individual human behaviour. Included will be an exploration of the social determinants of personality, motivation, perception, attitudes, prejudice, crowd behaviour and related topics.

PSYCHOLOGY 201—GROUP DYNAMICS (S) (3)

Prerequisite: Psychology 100

A study of the behaviour of individuals in small groups. Included will be an exploration of the interaction dynamics of small social groups such as the family, work parties, committees, encounter and T-groups.

PSYCHOLOGY 204—CHILD DEVELOPMENT (F, S) (3)

Prerequisite: Psychology 100

A study of the genetic and environmental determinants of growth and development up to the period of adolescence.

PSYCHOLOGY 205—THE PSYCHOLOGY OF AGING (S) (3)

Prerequisite: Psychology 100

A study of the genetic and environmental determinants of change in behaviour from maturity to senescence.

SOCIOLOGY

SOCIOLOGY 100—SOCIAL STRUCTURES (S) (3)

Prerequisite: Sociology 101

The concepts of social structure and social institutions. The characteristics of some important social institutions: the political system, the economy, social stratification. The study of modern industrial societies and related social processes—bureaucracy, the division of labour, secularization, class and status.

SOCIOLOGY 101—CONCEPTS AND THEORIES OF SOCIETY (F, S) (3)

An introduction to the development of sociological theory, with emphasis on the main ideas and concepts of sociological thought as it has evolved over time. The conceptual and methodological foundations of the principal schools of thought.

SOCIOLOGY 122—SOCIOLOGICAL THEORY (S) (3)

Note: University transfer credit being applied for.

Prerequisite: Sociology 101

An examination of some theoretical models of society, particularly in contemporary sociology. The study of functionalist and conflict theories of society. Divergent theoretical approaches to common social problems in modern industrial society; the sociology of knowledge.

SPANISH

Note: All Spanish courses include three hours of instruction and one and one-half hours of laboratory practice per week.

SPANISH 100—FIRST YEAR SPANISH (F, S) (3)

A basic course in the oral and written language. Emphasis is placed on an oral approach with grammar, composition and conversation.

SPANISH 101—FIRST YEAR SPANISH (S) (3)

Prerequisite: Spanish 100

A continuation of the work of Spanish 100. Should be taken whenever possible in the term following Spanish 100.

SPANISH 200—SECOND YEAR SPANISH (F) (3)

Note: University transfer credit being applied for.

Prerequisite: Spanish 101

A continuation of the work of Spanish 101 with emphasis entirely on oral discussion of literary texts.

SPANISH 201—SECOND YEAR SPANISH (S) (3)

Note: University transfer credit being applied for.

Prerequisite: Spanish 200

A continuation of the work of Spanish 200. Should be taken whenever possible in the term following Spanish 200.

TECHNOLOGY

TECHNOLOGY 156—LEARNING RESOURCE CENTRES (F) (1.5)

A study of existing media and resource centres. An analysis of physical layouts, equipment and supplies, kinds of service, organization, and costs. Students will be expected to design a workable media resources centre and qualify the particular design chosen.

TECHNOLOGY 158—AUTOMOTIVE PARTS AND CONTROL SYSTEMS (F) (1.5)

An introduction to the automotive parts business. Instruction and practice in parts control including the use of parts catalogs and numbering systems. Ordering procedures; pricing and inventory procedures. Warranty of goods. Advertising and promotion of automotive parts and accessories.

TECHNOLOGY 162—HYDRAULICS AND AUTOMATIC TRANSMISSIONS (F) (3)

Hydraulic principles and operation, hydraulic and vacuum brake systems and service, fluid couplings, torque converters, valve and control circuits, automatic transmissions and repair.

**TECHNOLOGY 164—LUBRICATION, COOLING,
AND FUEL SYSTEMS (F) (3)**

Engine lubrication systems; S.A.E. products, engine additives; engine cooling system, repairing and adjusting carburetors; concepts and principles as applied to automotive fuel systems.

**TECHNOLOGY 166—SERVICE STATION
MANAGEMENT (S) (3)**

Service and sales; work orders; safety; station maintenance; lighting circuits; minor engine repairs; lubrication and hoist operation, winter maintenance and service; and brake and wheel service.

**TECHNOLOGY 168—AUTOMOTIVE ENGINE
AND ACCESSORIES (S) (3)**

Fundamental electrical theories and principles; operation of engine; distributors; analyzers; armature and coil testing; generator and starter operation; use of automotive test equipment.

**TECHNOLOGY 172—FABRICS FOR THE
FASHION INDUSTRY (F) (3)**

A survey of the development and use of fashion fabrics, including fiber identification, grouping of fiber characteristics, methods of fabric construction, and finishing. These factors will be continually related to the effect they have on the development of the design, serviceability and care of fabrics. Textile labelling, legislation, promotion selling, and the development of the Canadian Textile industry will be investigated.

**TECHNOLOGY 174—CLOTHING DESIGN
AND CONSTRUCTION I (F) (3)**

Students will be engaged in the development of clothing designs, patterns, and garment construction. Construction techniques and pattern development will be studied as they apply to the market value. The use of new materials and development of new garment shapes will be encouraged. Sewing skill is not necessary.

**TECHNOLOGY 176—FASHION MERCHANDISING
(S) (3)**

Techniques for buying and selling fashion items. Acquaintance with fashion resources and evaluation of quality and pricing in relation to consumer preference. Students will explore fully the development and present trends in the Canadian fashion industry, import, and export practices.

**TECHNOLOGY 178—EDUCATIONAL
TELEVISION SYSTEMS (S) (3)**

Broadcast and closed circuit television, including videotape recording. Functional components of a T.V. system. Videotaped instructional sequences. Professional studio techniques and systems design.

TECHNOLOGY 179—CLOTHING DESIGN AND CONSTRUCTION II (S) (3)

Prerequisite: Technology 174

Fitting pattern and fabric selection and design. Clothing construction through handling of advanced patterns and fabrics. Includes custom and speed techniques, adjusting patterns to individual design proportions. Emphasis to be on fitting experimentation, creative ability and craftsmanship.

TECHNOLOGY 180—AUDIO VISUAL EQUIPMENT (F) (3)

The introduction and use of audio visual equipment presently available today. The use and care of recorders, P.A. systems, playback systems, and specialized equipment. Students will gain experience in the normal operation of equipment and in special techniques such as editing sound on sound, etc. The various kinds of listening centres and language laboratories will be studied.

TECHNOLOGY 182—LAB OPERATION TECHNIQUES (S) (1.5)

The necessary preparation to function as a lab assistant in the chemistry, physics, biology, and other classrooms where demonstrational type equipment is required. Care and maintenance of science equipment. The proper care and use of various acids, liquids, and gases safety precautions in the lab. The ordering of supplies and maintaining inventory.

TECHNOLOGY 184—PHOTOGRAPHIC THEORY AND PRACTICE (F) (3)

A beginning course in photographic theory and practice. Basic principles of camera operation, exposure, developing and printing.

TECHNOLOGY 186—AUDIO VISUAL LEARNING PROGRAM (S) (3)

Under the guidance of the instructor and in consultation with a teacher, the student designs a learning unit. The student is required to complete all the necessary research for the particular unit and submit a proposal for approval. The learning unit to utilize tape, film and printed material.

TECHNOLOGY 188—LIGHTING (S) (1.5)

Light sources, illumination, optics, inverse-square law, problems in lighting. A detailed study of light as it affects the production of good filming.

TECHNOLOGY 250—FASHION SEMINAR (F) (3)

Develop efficiency in tracing current fashion trends and the use of fashion vocabulary. Become familiar with journals and magazines, and other mass media that advertise and promote fashion; study the forces in society that are presently creating fashion change. Students will prepare a personal project on some topic of fashion to present to the seminar group.

VIII FACULTY

The following list is of the full-time and part-time instructors for the Spring Term of 1970, which is the time of printing.

AFFLECK, MRS. C.—Secretarial Diploma and R.S.A. Sec. Sciences Dip.; **Commerce.**

AFFLECK, D.—B.A., B.Ed., B.C. (Hons.), M.Lib.; **Head Librarian.**

ANDREWS, MRS. M.—B.A., M.A.; **History.**

BAGOO, MRS. E.—B.H.E., M.Ed.; **Early Childhood Education.**

BEENEY, MRS. M.—B.Sc., M.Sc.; **Technology.**

BOLAND, L.—B.Sc., M.Sc., Ph.D.; **Sociology.**

BOUVIER, D. G.—B.A., M.A.; **Philosophy.**

BROOKS, L. D. G.—B.A., M.A.; **Dean of Instruction and Bursar**

BROWN, M.—B.A., M.Sc.; **Psychology.**

BURSTEIN, MRS. F.—B.A., M.A., Ph.D.; **English.**

CARTER, MRS. S.—B.A., M.L.S.; **Librarian.**

DARLING, R.—B.Sc.; **Drafting.**

DAWSON, I.—B.A., M.A.; **Geography.**

DETOURREIL, MRS. S.—B.A., M.A.; **English.**

DONOVAN, T. W.—C.A.; **Accountant.**

EDGE, G. A.—B.A., M.A.; **Economics and Coordinator of Social Sciences**

FITE, R.—B.A., M.A.; **English.**

FREEMAN, M.—B.Sc., M.S., Ph.D.; **Physics.**

FURSTENWALD, MRS. C.—B.A.; **Spanish.**

GLENESK, A. H.—B.Comm., B.A., M.Ed.; **Principal.**

GROVES, MRS. P.—B.A., M.A.; **Sociology.**

GRUEN, F.—**Mathematics.**

HAMILTON, MRS. R.—B.A.; **History.**

HANKIN, MRS. B.—B.A.; **German.**

HOLLICK-KENYON, T.—B.A., B.S.W., M.S.W.; **Dean of Student Services and Registrar.**

HORNAL, J.—B.A.; **Business.**

HOWELL, L.—**Business.**

HUMPHRIES, M.—B.A., M.A., Ph.D.; **Coordinator of Psychology.**

HUTCHINSON, MRS. P.—B.Comm; **Business Administration.**

KAJIWARA, K.—Dip., B.C. Voc.; **Electricity and Electronics.**

KAVIC, L.—B.A., M.A., Ph.D.; **History.**

KERR, R.—B.Comm.; **Business.**

KILIAN, C.—B.A.; English.
KIRCHNER, H.—B.Ed.; Assistant Dean, Career Programs.
KRAFT, K. L.—B.Sc.; Mathematics.
LAMARRE, MRS. M.—B.A., M.A.; Adviser.
LECOUTEUR, MRS. P.—B.Sc., M.Sc., Ph.D.; Chemistry.
LESKARD, S.—Dipl. in Art; Art.
LOWY, MRS. B.—B.A., B.Ed.; French.
McFAYDEN, MRS. S.—Education.
McLARNON, J.—B.Sc., M.Sc.; Physics.
MANN, J.—B.Comm.; Commerce.
MAYHEW, W.—B.A., M.A.; Geography.
MITCHELL, L.—B.A.; Psychology.
MORRISON, L.—B.C.I.T. Dipl.; Technology.
MOSSOP, C.—B.A.; Anthropology.
NESBITT, B.—B.A., M.A., Ph.D.; English.
NEWTON, E.—B.Voc.Ed.; Business.
OBEGI, T.—B.A., M.A.; French.
OSBORN, T.—B.S.A., M.B.A.; Business.
READ, D. W.—B.A., M.Sc., Ph.D.; Coordinator of Sciences.
REID, F.—B.A., M.Sc.; Coordinator of Modern Languages.
REID, D.—B.A., M.A.; Economics.
REES, M.—B.A.; Geography.
ROSENBERG, MRS. A.—M.A.; Fine Arts.
SANGUINETTI, MRS. S.—B.A., M.A.; Political Science.
SAYRE, J. E.—B.S., B.A., M.A.; Economics.
SCHERMBRUCKER, W. G.—B.A., M.A.; Coordinator of English.
SIMS, W. S.—B.Sc.; Mathematics.
SMITH, MRS. C.—B.Sc., M.Sc.; Mathematics.
SMITH, A. P. D.—B.A., M.A.; Administrative Assistant.
TERRAL, J. L.—B.A., M.A.; English.
THOMAS, I.—B.A.; Fine Arts.
VEN HUIZEN, B.—B.S.; Biology.
WADE, K.—B.Sc., M.Sc., Ph.D.; Biology.
WALKER, C.—B.Sc., M.A.; Coordinator of Mathematics.
WASHBURN, MRS. J.—B.A., M.A.; Psychology.
YANDLE, MRS. S.—B.A.; Sociology.
YOUNG, B. M.—B.Comm.; Psychology.
ZELTER, MRS. L.—B.Comm.; Business.

NOTES

Capilano College

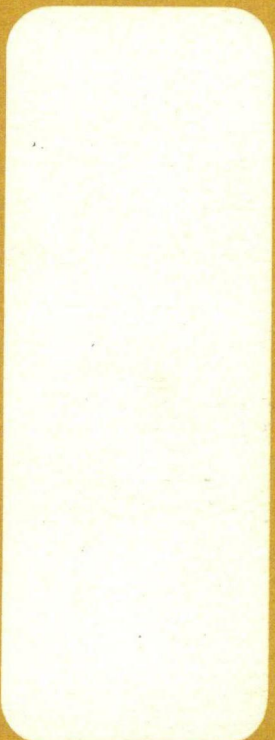
Calendar 1970-1971

CAPILANO COLLEGE

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