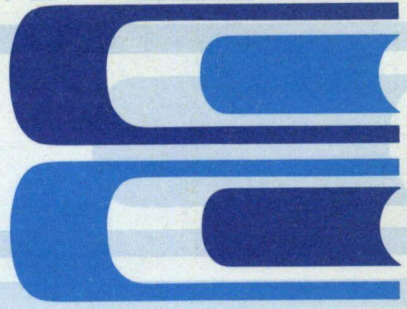


*Jacquie Ludlow.  
Dorcen Cottrell*



**capilano college**

**calendar 1972 - 1973**

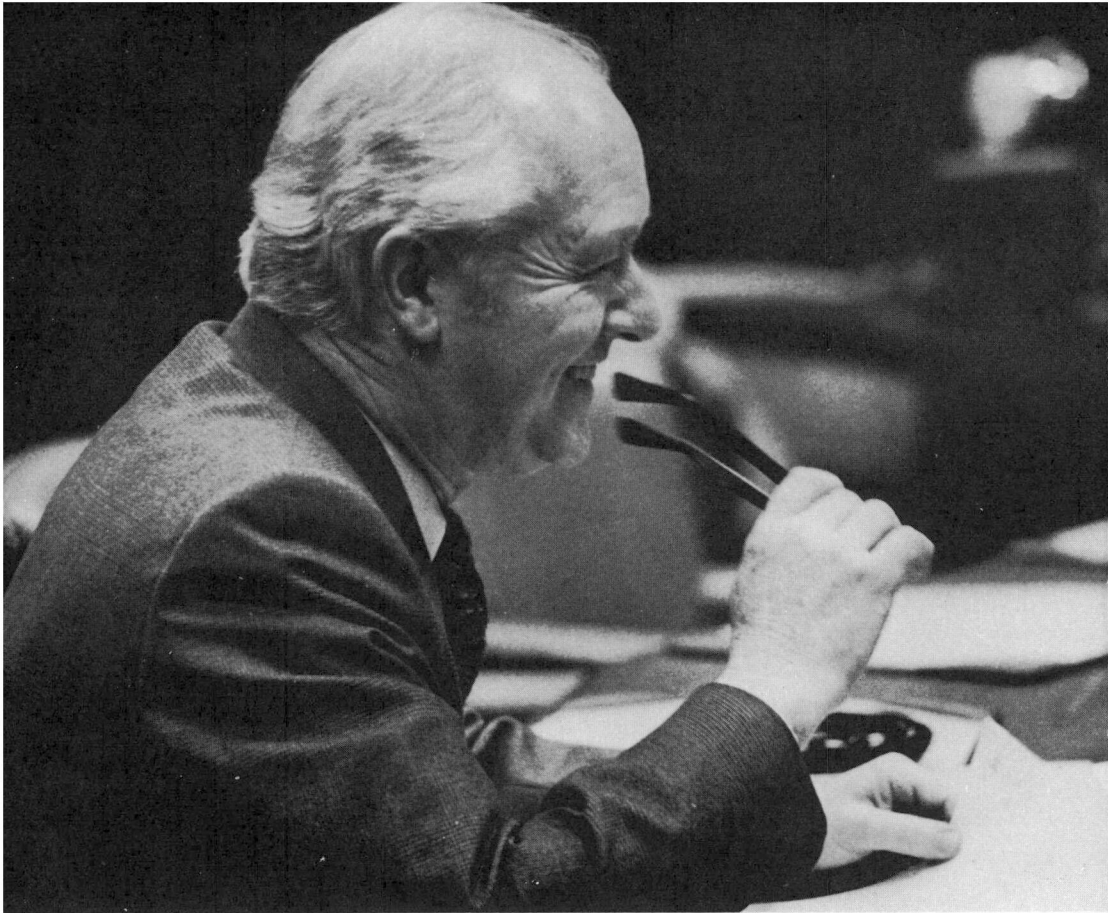


1770 Mathers Avenue  
West Vancouver, B.C.  
Telephone 926-5551

**calendar 1972-1973**

A Publicly Supported Community College





## **tribute to L. D. G. Brooks**

The 1972-73 College Calendar is dedicated to the founding Dean of Instruction, Mr. L.D.G. Brooks. His extraordinary contribution to the development of the College as Executive Secretary of the College Co-ordinating Committee, and since the opening of the College, as Dean of Instruction, will benefit the College community for many years to come. Much evidence of his contribution is recorded in this issue of the fifth-annual College Calendar. Upon his retirement, the College faculty, staff, students and his administrative colleagues wish to thank him for his dedication and for his academic and administrative prowess, as demonstrated at Capilano College. His friends at the College wish to express their sincere appreciation for his outstanding educational leadership.

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*Credits: Photographs contributed by the Capilano College Media Centre and the following students: Peter Proudlock, Larry Goldstein.*





## capilano college

Capilano College forms part of the provincial system of higher education in British Columbia and serves the three school districts of North Vancouver, West Vancouver and Howe Sound.

To study the feasibility of a community college on the North Shore, the School Boards of North and West Vancouver established a liaison committee in March, 1964. A study commissioned by this committee recommended operation of a college by September, 1968. Following publication of the study, the School Boards of Howe Sound and Sechelt joined the two original boards to adopt the proposal. By January, 1966, permission had been sought and gained to hold a plebiscite. On March 7, 1968, the plebiscite succeeded in the school districts of North Vancouver, West Vancouver and Howe Sound. The provincial Council of Public Instruction permitted the boards to establish, operate and maintain a college on April 22.

Capilano College opened in September, 1968, sharing facilities with the West Vancouver Secondary School.

The College is a learner-centered institution. As a comprehensive, community educational facility, it offers a varied curriculum. The two-year academic program can lead to a College Diploma or to university transfer.

One and two-year Career Programs can provide a College Diploma or a B.C.I.T. Certificate upon transfer. A Community-Service, non-credit program upgrades educational levels and offers self-enrichment to adults through short courses, seminars, lectures and workshops.

The College faces a unique opportunity in 1972. New facilities to consolidate services and to afford new dimensions to learning processes will be developed. The College architect has been chosen, and funds are expected to be made available for a facility design and long-term planning which emphasize the close relationship between the College and the community.

New methods of learning, new trends in design and new concepts of post-secondary community involvement will reach the first stage of development on the new College site which is expected to be occupied by September, 1972.

# the 1972 - 73 college year

## FALL TERM

August 7 - 31	Early Registration for 1972 Fall Term continues.
15	Deadline for submission of petitions for re-admission to the 1972 Fall Term.
September 4	Labour Day. College closed.
5	Classes commence. Late Registration fees in effect.
15	Last day for course and section changes and Late Registration.
October 9	Thanksgiving Day. College closed.
30	Deadline for submission of mid-term grades.
November 11	Remembrance Day. College closed.
14	Last day to withdraw officially from a course.
20 - Dec. 1	First period of Early Registration for 1973 Spring Term.
December 1	Deadline for submission of petitions for re-admission for the 1973 Spring Term.
11 - 15	Second period of Early Registration for 1973 Spring Term.
19	Last day of classes.
25	Christmas Day. College closed.
26	Boxing Day. College closed.

## SPRING TERM

January 2 - 9	Final registration period for 1973 Spring Term.
8	Deadline for submission of B.C. Government Scholarship applications.
9	Deadline for appealing 1972 Fall Term grades.
10	Classes commence. Late Registration fees in effect.
22	Last day for course and section changes and Late Registration.
March 6	Deadline for submission of mid-term grades.
21	Last day to withdraw officially from a course.
26 - April 6	First period of Early Registration for 1973 Summer and Fall Term.
April 6	Deadline for submission of petitions for re-admission to the 1973 Summer Term.
16 - 27	Second period of Early Registration for 1973 Summer and Fall Terms.
20	Good Friday. College closed.
23	Easter Monday. College closed.
27	Last day of classes.



May 7 - 11

Third period of Early Registration for 1973 Summer and Fall Terms.

14

Deadline for submission of B.C. Government Scholarship applications.

15

Deadline for appealing 1973 Spring Term grades.

30

Graduation Ceremony.

### SUMMER TERM

May 14

Classes commence. Late Registration fees in effect.

17

Last day for course and section changes and Late Registration.

21

Victoria Day. College closed.

June 5

Deadline for submission of mid-term grades.

12

Last day to withdraw officially from a course.

28

Last day of classes.



Registration



### COLLEGE COUNCIL IN ACTION

Around table left to right: Mr. A. H. Glenesk, Dr. J. F. Ellis, Mr. W. Jordan, Mr. W. J. Wallace, Mr. T. J. MacDonald, Mrs. E. Ross, Mr. W. E. Lucas

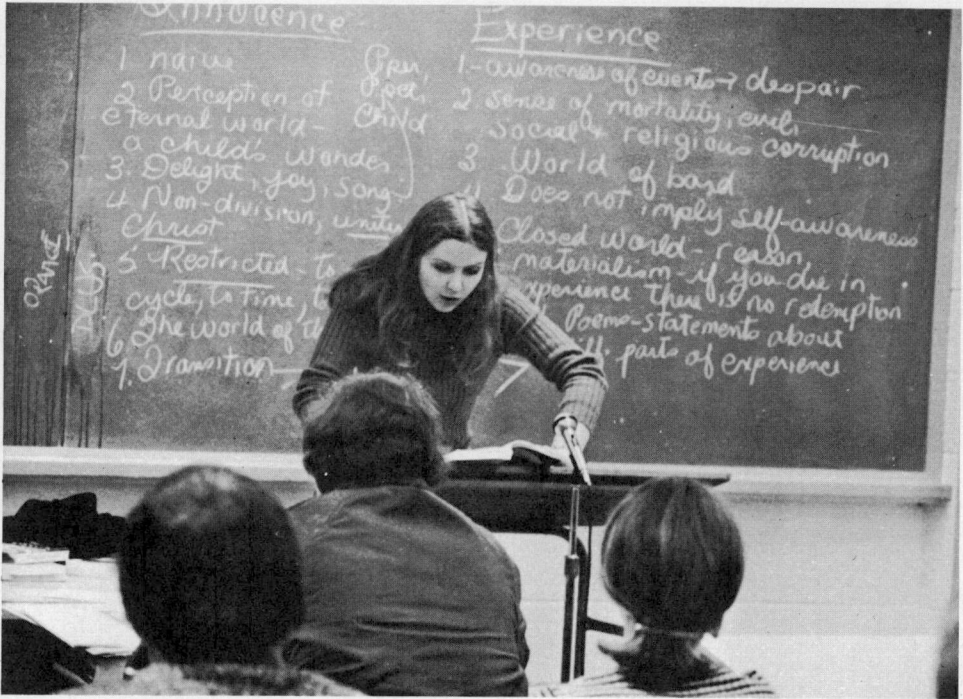
## 1972-1973 college council

Mr. W. J. Wallace, Chairman  
Mr. T. J. MacDonald, Vice Chairman  
Dr. G. Bonham  
Mr. T.B.M. Fougberg  
Dr. J. F. Ellis  
Mr. W. E. Lucas  
Mrs. E. Ross  
Mr. G. Stuart  
Dr. G. B. Wilson

## executive officers

A. H. Glenesk, Principal  
W. Jordan, Bursar  
D. K. Jardine, Dean of Academic Studies  
T. Hollick-Kenyon, Dean of Student Services and Registrar  
H. B. Kirchner, Dean of Career Programs  
A. P. D. Smith, Assistant to the Principal  
D. Affleck, Head Librarian  
T. Donovan, Accountant, Purchasing Agent





## faculty

Affleck, D.E.  
 Andrews, Mrs. M.R.W.  
 Bagshaw, R.J.  
 Bartle, P.F.W.  
 Beeny, Mrs. M.  
 Bennett, W.F.  
 Bizzocchi, J.V.  
 Blodgett, Miss R.J.  
 Brasfield, Mrs. D.M.  
 Brown, Mrs. J.L.

Buchan, S.

Budd, B.T.  
 Burstein, Dr. F.V.

Carter, Mrs. S.  
 Clark, Mrs. H.  
 Clark, R.D.  
 Clifford, Miss J.M.  
 Coupe, Dr. R.  
 Coupey, P.L.M.

B.A., B. Ed., M. Lib.; Head Librarian  
 B.A., M.A.; History & Co-ordinator  
 B. Comm., M.A.; Adviser  
 B.A., M.A.; Anthropology  
 B. Sc., M. Sc.; Retail Fashions  
 B.A. Sc., M.A. Sc., P. Eng.; Electronics  
 B.A.; Media Resources  
 B.A.; Fine Arts  
 B.A., M.A.; Adviser  
 B. Sc., Cert. in Pre-school Teacher Training;  
 Early Childhood Education  
 B.A., Dipl. Early Childhood Educ.;  
 Early Childhood Education  
 B.S.F., C.A.; Business  
 B.A., M.A., Ph. D.; English, General Studies  
 & Co-ordinator  
 B.A., M. Lib.; Librarian  
 B.H.E.; Fashion  
 B.A., M.A.; English & Div. Chairman Humanities  
 B.A., M.A.; English  
 B.A., Ph. D.; English  
 B.A., M.A.; English

Darling, R.	B. Sc.; Drafting
Dembicki, Mrs. N.G.	B.H.E.; Retail Fashions
Downton, D.C.	B.A., A.R.C.T.; Music
Dunbar, Miss H.J.	Dipl. Bus. Mgmt., Dipl. Personnel Mgmt, Counselling & Guidance; Business
Dunsford, L.	B.S.F., M.S.; Recreation
Edge, G.A.	B.A., M.A.; Economics & Co-ordinator
Freeman, Dr. M.J.	B.Sc., M.S., Ph.D.; General Studies & Physics
Furstenwald, Mrs. C.	B.A.; Spanish
G'Froerer, B.	B. Mus.; Music
Gibson, W.G.	B.A.; Biology
Gilbert, S.R.	B.A.; English
Glenesk, A.H.	B. Comm., B.A., M. Ed.; Principal
Hankin, Mrs. B.A.	B.A., M.A.; German
Hanley, Mrs. P.	Dipl. Adult Education, Cert. Pre-school Teacher Training; Early Childhood Education
Hendriks, Mrs. P.	B. Ed., Dipl. E.C.E.; Early Childhood Education
Hollick-Kenyon, T.	B.A., B.S.W., M.S.W.; Dean of Student Services & Registrar
Homer, G.J.F.	B.A., B.L.S.; Media Resources
Humphries, Dr. M.	B.A., M.A., Ph. D.; Psychology & Div. Chairman Social Science
Hutchinson, Mrs. P.	B. Comm.; Business & Co-ordinator
Johnson, D.T.	B. Comm., M.B.A.; Business
Johnson, R.G.	Art
Jordan, W.M.	B.A., C.A.; Bursar
Kalley, J.P.	B. Sc., M. Sc.; Biology
Kirchner, H.B.	B. Ed.; Dean of Career Programs
Kobylynsky, K.A.	B. Mus., M. Mus.; Music
Kilian, C.	B.A.; English
Kitchen, Mrs. V.B.	B. Sc.; Mathematics
Krohman, H.S.	B. Ed.; Media Resources
Lamarre, Mrs. M.A.	B.A., M.A.; Adviser
Lecouteur, Dr. P.	B. Sc., M. Sc., Ph. D.; Chemistry
Lee, Dr. G.F.	B.S., M. Sc., Ph. D.; Physics
Lenos, Mrs. M.H.	B.A., M.A.; German
Leskard, S.	Dipl. of Art; Art & Co-ordinator
Lobsinger, J.P.	B.A., M.A.; Political Science
MacDonald, Mrs. J.P.D.	B.H.E., M.A.; Early Childhood Education
MacKenzie, K.L.	B.A., M.A.; History
MacKinlay, J.D.	B.A., M.A.; English
MacNeill, Dr. M.J.B.	B.A., M.A., Ph. D.; Psychology
McLaren, Miss K.D.	B.H. Sc., Cert. of Ceramics; Art
McLarnon, J.	B. Sc., M. Sc.; Physics
Michaels, J.G.B.	B. Sc., B. Ed.; Business
Michaels, Mrs. M.J.D.	B. Sc., B.A.; Psychology
Molnar, F.	Art
Morel, A.	Licence en Droit - D.E.S. droit privé, M.A.; French.
Morin, Miss R.B.	Dipl. of Prof. Modelling, Dipl. of Fashion Merchandising; Fashion
Moseley, B.G.	B.A., M.B.A.; Business
Pape, A.C.	B.A.; Media Resources
Pareis, Dr. E.N.	B. Sc., Ph. D.; Psychology
Perry, K.V.	B. Mus., M.A. Mus. Ed.; Music
Powell, D.G.M.	B. Sc., M. Sc.; Mathematics



Priester, C.L.	F.C.B.A., B.A., M.A.; Business
Pullan, S.	Cert. Art. Design; Media Resources
Read, Dr. D.W.	B.A., M. Sc., Ph. D.; Chemistry & Div. Chairman Science
Rector, B.	B. Ed.; Music
Reid, Mrs. B.	B.A.; English
Reid, F.	M.A.; French & Co-ordinator
Richards, F.J.	Cert. of Elec. & Radio Eng., Higher National Cert., C.E.; Media Resources
Ridgwell, C.A.	B. Sc., M.A.; Sociology
Rosenberg, Mrs. A.C.	B.A., M.A., Fine Arts
Ross, Mrs. B.	B.J.; Commerce
Ryan, A.	B.A.; Philosophy
Salter, R.	B.A., M.A.; General Studies & Sociology
Sanguinetti, Mrs. S.P.	B.A., M.A.; Political Science & Co-ordinator
Sayre, J.E.	B.S.B.A., M.A.; Economics
Schernbrucker, W.G.	B.A., M.A.; English
Siegrist, B.G.	M.B.A.; Adviser
Sims, W.S.	B. Sc.; Mathematics
Slater, Mrs. M.M.	B.H.E., Dipl. Child Study, M.A.; Early Childhood Education
Smith, A.P.D.	B.A., M.A.; Assistant to the Principal & History
Stapleton, A.B.	Art
Suarez, R.	B.I.D.; Art
Thomlinson, A.G.	B.A., M. Sc.; Geology
Tietz, Mrs. G.L.	B.A.; Special Appointment Reading & Study Commerce
Tilley, Mrs. W.	B. Sc., M. Sc.; Biology
Ven Huizen, B.A.	Secretarial Cert.; Commerce
Vickars, Mrs. K.	B. Sc., M. Sc., Ph. D.; Biology
Wade, Dr. L.K.	B.A., M.A.; Sociology
Warnke, A.E.	B. Sc., M. Sc.; Mathematics
Waterman, A.G.	B. Comm.; Business
Watts, R.	B.A., M.A.; Geography
Weaver, B.J.	B.A., M.A.; Geography
White, B.P.	N.D.D., A.R.C.A.; Art
Williams, C.	B.A., M.A.; History
Williamson, P.	B.A.; Fine Arts
Wolverton, M.	B.A., Dipl. of Child Study; Early Childhood Education & Co-ordinator
Worman, Mrs. E.R.	

# I. 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 a Canadian citizen or landed immigrant who:

1. Is under 19 years of age on the first day of the current term, and 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 term being applied for.
2. Is under 19 years of age on the first day of the current term, and whose parents or guardians are currently paying school taxes in the College District.
3. Is 19 years of age or over on the first day of the current term, and has been a resident of the College District for at least four months prior to the first day of the term being applied for.
4. Has attended a secondary school in the College District (as defined above) and who, within one school year of the date of application to the College, has:
  - a. achieved Grade 12 graduation, or
  - b. is not deficient in more than two courses required for minimum secondary graduation.
5. Is registered, or will register as a Career Program student.
6. Resides in a British Columbia College District with which there is a reciprocal arrangement to waive non-resident fees.

Students not able to qualify as residents (as defined above) are classified as non-residents and are required to pay non-resident tuition fees.

Residents have priority of admission to all College classes. The resident status of a student is established prior to Registration. The responsibility for registering under correct resident status and for reporting all changes in resident status is the responsibility of the student. If he falsifies resident status, he is subject to suspension.

A student whose resident status is in question will be required to provide documentary evidence (such as an affidavit of residency) or proof to obtain entrance as a resident.

#### Student From Other Countries

A student from outside Canada must present proper documentation (Imm. #1000) to indicate that he is a landed immigrant in Canada, before his Application for Admission will be considered. Applications for immigrant status in process will not be considered. Application for Admission on a student visa originating from outside Canada will not be accepted.

A student from a country in which English is not the common language must satisfy the Registrar that his knowledge of English is sufficient to permit the successful pursuit of studies. He may be required to write an English Language proficiency test prior to admission.

Capilano College is not prepared to engage in extensive correspondence with students who reside outside the College District to determine their eligibility for admission.

#### ELIGIBILITY FOR ADMISSION

Capilano College will consider for admission:

- a) B.C. Secondary School graduates or students with equivalent standing.
- b) Persons over 19 years of age who, in the opinion of the Registrar, are capable of profiting from instruction.
- c) Grade XII students from B.C. Secondary Schools who are within one or two courses of completion of graduation.
- d) Secondary School students of the College District who are capable of profiting from instruction at the College level, and who have the written recommendation of their school Principal.

A College Admissions Committee, composed of students and faculty, will deal with special cases, or with applications not accepted by the Registrar.

#### FINANCIAL INFORMATION

All term fees must be paid in full at Registration. Post-dated cheques will not be accepted. Separate cheques for tuition fees and Student Society fees will not be accepted. Fees are not transferable from one term to another.

##### Resident Tuition Fees

Per course	— \$ 20.00 per term.
Maximum tuition fee (this does not cover Community Services courses)	— \$100.00 per term.

##### N.B.

General Studies 100 & 101	— \$ 60.00 per term.
Japanese 100 & 101	— \$ 40.00 per term.
Mathematics 130, 131, 132 or 140	— each \$12.00 per term.

##### Non-Resident Tuition Fees (Academic Only)

Per Course	— \$ 55.00 per term.
Maximum tuition fee	— \$275.00 per term.

##### N.B.

General Studies 100 & 101	— \$165.00 per term.
Japanese 100 & 101	— \$110.00 per term.
Mathematics 130, 131, 132 or 140	— each \$37.00 per term.



### Student Society Fee (Normally Non-Refundable)

\$2.00 per course to a maximum of \$10.00. This fee does not apply to courses given in the Howe Sound School District.

### Late Registration Fee

\$5.00 per course per term to a maximum of \$25.00. Payment of a Late Registration fee is not required if a student has registered before the deadline and wishes to add a course.

### Special Fees

Students should be aware that Career Program courses may require an assessment for supplies or special activities.

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

### Travel Assistance — Howe Sound Students

The Howe Sound School District will provide financial assistance to resident students attending four or more Capilano College courses offered outside that district, in the form of a travel allowance of \$40.00 per month. Students should apply for the allowance at the Student Services Centre. Successful applicants will receive payment from the Howe Sound School Board.

### Refunds

1. Late fees are refundable only when a course is cancelled.
2. A complete refund of fees is made when courses or programs are cancelled.
3. Refunds may be granted to a student on the basis of a complete or partial official withdrawal (see scale below).
4. Students who enrol during Early Registration and withdraw before the first day of classes will receive an 80% refund of fees.
5. All Student Society fee refunds are made through application to the Treasurer, Student Society.

### Scale of Withdrawal Refunds

- 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.

### Refund Deadlines

#### FALL

- September 18 — Last day to receive a refund of 80% of tuition fees.  
October 2 — Last day to receive a refund of 50% of tuition fees.

#### SPRING

- January 23 — Last day to receive a refund of 80% of tuition fees.  
February 6 — Last day to receive a refund of 50% of tuition fees.

#### SUMMER

- May 22 — Last day to receive a refund of 80% of tuition fees.  
May 29 — Last day to receive a refund of 50% of tuition fees.

## 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 enrolled in a full program and who lives at home would require approximately \$310.00 to meet the out-of-pocket expenses of a four month term or \$620.00 for an equivalent academic year of two terms.

The cost per term for a full-time student may be estimated as follows:

Tuition fees	\$100.00
Student Society fees	10.00
Books and supplies	60.00
Local transportation	40.00
Miscellaneous expenses	<u>100.00</u>
	\$310.00

## ADMISSION POLICY AND PROCEDURES

### 1. Application For Admission

Application and a calendar may be obtained through the Student Service Centre of the College.

### 2. Transcripts

Secondary school graduates and college or university students should submit or arrange for the submission of all official transcripts with their applications to avoid delays in processing.

### 3. Pre-Registration Interviews For New Students

All new students are required to have an interview at the Student Services Centre prior to admission. Appointments are available from 10:00 a.m. until 9:00 p.m., Mondays to Thursdays and 9:00 a.m. until 5:00 p.m. on Fridays, at the Student Services Centre.

In addition, special periods of Pre-Registration interviews are scheduled as follows for the 1972 Fall Term: August 7-31, 2:00 p.m. to 10:00 p.m., Monday-Thursday.

Students who plan to enter any Career Program are required to arrange an interview with the person in charge of the program, prior to admission.

When the admission process is completed, a student will receive a Letter of Admission to the College.

### 4. Completing Registration

Upon receipt of the Letter of Admission, a student may register, pay fees, and receive a College Identification Card, by following the procedure outlined in the Registration Booklet accompanying his Letter of Admission. Early Registrants receive priority in scheduling time-tables.

### 5. Returning Students

Returning students may register early for Fall, Spring and Summer Terms at the Student Services Centre, during the periods of Early Registration.

### 6. Mail or Telephone Registration

All students may register early by phone or mail. Telephone or mail registrations are held for one week, pending payment of the necessary fees. If no payment is received within one week, the early registration is automatically cancelled, and no record is kept of the transaction.

7. All new and returning students may register early in the Registration Room on the following dates, from 1:00 - 5:00 and 6:00 - 9:00 p.m. Monday to Thursday and 1:00 - 4:00 p.m. on Fridays.

1972

May 8th-15th Summer

June 5th-22nd

July 10th-28th

August 7th-31st

November 20th-December 1st

December 11th-15th

1973

January 2nd-9th

March 26th-April 6th

April 16th-27th

May 7th-11th

8. Enrolment in some Career Programs or courses may be curtailed or postponed, due to space or equipment limitations.

Applications for Admission to Career Programs for the 1972-73 academic year should be filed no later than August 1, 1972 to ensure admission to a specific Career Program. Assuming other admission criteria are met, priority will generally be given to applicants as follows:

1. Students previously registered at Capilano College.
2. Residents of the College District.
3. Date of application to the specific Career Program.

### SQUAMISH

Students attending classes in Squamish should check for special dates and course offerings given there during the 1972-73 academic year. Information may be obtained from the Director of Adult Education, Box 250, Squamish, B.C., (Phone 892-5228) or from the Student Services Centre. Course offerings will be limited and subject to sufficient enrolment.

### Mobile Counselling Unit



## II academic information

### THE ACADEMIC YEAR

The Academic Year is divided into two terms, Fall and Spring, and a Summer Session of two months. 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 (except B.C.I.T. transfer programs) or its equivalent, provided that he has earned at least three credit hours in English and has a Grade Point Average of 2.00 or better.

### ASSOCIATE IN ARTS AND SCIENCE DIPLOMA

A student who has completed the requirements of any four-term College program may 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 its equivalent, including the requirements listed below.

- a) The last thirty credit hours must be completed at Capilano College.
- b) A Grade Point Average of 2.00 determined from the sixty best credit hours must be attained.
- c) The requirements of the program in which the student is enrolled must be completed.
- d) Three credit hours in English must be earned, plus six credit hours made up of one course each from any two of the three following lists:

#### LIST A

Biology  
Chemistry  
Mathematics  
Physics  
Geology  
General Studies  
Science

#### LIST B

Economics  
Geography  
Political Science  
Psychology  
Sociology  
Anthropology  
General Studies  
Social Science

#### LIST C

Art  
English Literature  
Fine Arts  
Modern Languages  
Music  
History  
Philosophy

### CREDIT HOURS

A credit hour normally represents one hour per week of classroom work per term. This does not apply to Mathematics 130, 131, 132 and 140. Most courses offered are three credit hour courses. As such, they require three class hours per week and may, in addition, require laboratories, seminars or tutorials. With regard to the Self-Paced Learning Program courses, the correlation between credit hours and class hours per week may not apply.



## STATUS OF STUDENTS ACCORDING TO PROGRAM

Full-time College Student — A full-time College student is one who is enrolled in at least fifteen credit hours of academic work, or one who is enrolled in a full Career Program.

Part-time College Student — All other students.

## COURSE OVERLOAD REGULATIONS

During the Fall and Spring Terms, a student may not 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. Special regulations apply to the Summer Term.

## ATTENDANCE

A student is expected to attend all classes in which he is registered. Since evaluation of progress in any course is cumulative, based on class assignments, participation and examinations, regular attendance is essential for success. Irregular attendance may result in lowered grades or suspension.

A student absent from classes because of prolonged illness is advised to notify the Student Services Centre, as soon as possible, in the event that a medical certificate may be required to re-instate him.

If illness prevents a student from writing a final examination, he may be assigned a grade or granted a deferral, at the discretion of his Instructor. In such cases, a physician's certificate must be submitted to the Student Services Centre within one week of the date of the examination.

## COLLEGE IDENTIFICATION CARDS

Students receive Polaroid Identification Cards at Registration which are used as library cards. Those who register by mail or phone should make arrangements to secure their Polaroid Identification Cards in the Registration Room, prior to commencing classes. In the event of the loss of a College Identification Card, a duplicate may be obtained from the Student Services Centre upon application and the payment of two dollars.

## MID-TERM WARNINGS

Any student receiving a "D" or "F" grade at mid-term is notified by mail. He is advised to contact his Instructor and an Adviser in the Student Services Centre for advice and assistance. Grades for all students are posted at the centre in which the section is given.

## GRADING

Capilano 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	0*
W*	Withdrawn	0*

\* Not calculated in Grade Point Average

## Grade Point Average

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

## Statement of Grades

A Statement of Grades is mailed to students at the end of each term. Grades will not be released to students prior to the mailing date and time. All obligations relating to tuition and Student Society 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.

If a course is repeated, the previous grade will remain on a student's Permanent Student Record; however, only the higher grade will be included in his cumulative G.P.A.

## 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. Appeals by proxy will not be considered. A letter of appeal must state the grounds of appeal and be accompanied by a fee of five dollars for each course in which re-assessment is sought. A student may appear before the Review Committee, if he wishes. Appeals, with the appeal fee, must be received by the Dean of Student Services not later than the following appeal deadlines:

Fall Term:	January 5, 1973	— 5:00 p.m.
Spring Term:	May 15, 1973	— 10:00 p.m.
Summer Term:	August 10, 1973	— 5:00 p.m.

Appeals are considered by a Review 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 or cost to the student.

## 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 Registrar, or his authorized representative, constitutes an official transcript. Official transcripts are available at the Student Services Centre upon completion of a Transcript Order Form and payment of a fee of 25 cents per transcript. Transcripts 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 or other persons without the consent of the student.

## SCHOLASTIC PROBATION

A Student who has not maintained a scholastic standard acceptable to the College is subject to Scholastic Probation.

- a) Scholastic Probation regulations apply to any student after he has attempted a total of nine hours of credit at Capilano College.
- 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 his Permanent Student Record is labelled accordingly.
- d) During the first term of Scholastic Probation, a 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; this is noted on his Permanent Student Record and he is advised by letter. If he does not succeed, he is required to withdraw from the College.
- e) A student whose Grade Point Average in any term is .50 or less, based on nine credit hours which have been attempted, 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, except under special circumstances, 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 through petition to the Admissions Committee. The petition must be filed on or before the registration deadline in the term he wishes or is entitled to attend. In general, such petitions 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. The student is also placed on Scholastic Probation.

- 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, whom he is expected to consult 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 participate or represent the College in any activities sponsored wholly or in part by the College or be recognized by the College Council as a student spokesman.
- l) A student entering Capilano College from another university or college whose Grade Point Average (or equivalent) is below the Scholastic Probation level (as outlined above) is placed on Scholastic Probation at the point of admission, and all Scholastic Probation regulations, as outlined above, apply.
- m) When a student has successfully completed 30 or more credit hours with a cumulative G.P.A. of 2.00 or better, and subsequently registers in one or two courses that result in a Term G.P.A. of less than .50 he will not be required to withdraw, but will be placed on Scholastic Probation when he re-registers.

#### REPEATING A COURSE

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

## VISITORS

A person may attend a class session as a visitor for a limited period of time, provided he has permission from the Instructor in advance. This privilege does not extend to science and language labs or courses requiring the use of machinery or materials. A visitor is not registered, does not sit examinations, does not receive credit, and attends less than 3 weeks during the term.

## AUDITING

A student may attend all meetings of a class without receiving credit. As an auditor he pays the normal tuition fee and registers as all other students. He does not normally sit examinations or submit essays. He is not permitted to attend science and language labs or courses requiring the use of machinery or materials. Audit students will be accepted on a space-available basis, with preference given to credit students.

## COURSE CREDITS

A student will receive credit only for the courses and sections 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 unless his name is changed at a later date. This number controls all student records, Statements of Grades, etc., and the College Identification Card.

## 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. A student wishing to receive his grades at an address different from his home or term address may do so by contacting the Student Services Centre.

## COURSE OR SECTION CHANGES

A change must be submitted to the Student Services Centre. A course change requires the signature of an Adviser. A change will be permitted at any time after a student has registered until the following dates:

1972 Fall Term	— September 15th
1973 Spring Term	— January 22nd
1973 Summer Term	— May 17th

## Procedure To Follow When Making A Course Change

The student should consult the Instructor of the course involved in the change, fill out a Change of Course or Section Form and obtain an Adviser's signature. A section change within a course does not require an Adviser's signature, but is subject to available space in that section.

## 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 November 17th (Fall Term), March 21st (Spring Term) or June 12th (Summer Term).

## Procedure to Withdraw From a Course

The student must see his instructor, complete the necessary form at the Student Services Centre, and obtain the signature of his Instructor, if necessary, and an Adviser.



## 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. The College publishes a Transfer Guide outlining the transferability of appropriate courses. Students planning to transfer to another institution should also discuss their plans with a College Adviser, bearing in mind that the responsibility for final choice of courses or programs remains with the student. The Student Services Centre maintains an extensive library of calendars of other post-secondary institutions for the use of students and faculty.

### B.C. Public Colleges

There is an agreement among all public B.C. Colleges to accept each others credits upon transfer, if applicable to a program given at the admitting college.

### B.C.I.T.

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

### V.C.C. Summer Term Transfer

Special arrangements have been made for Capilano College students to attend V.C.C. during a Summer Term, if the courses they require are not available during the Capilano College Summer Term.

Students interested in this program should consult an Adviser in the Student Services Centre for information about the correct procedure.

## TRANSFER CREDIT

Transfer credits are credits granted to students on admission for acceptable work done at other institutions; 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. All approved transfer credits are noted on the student's Permanent Student Record.

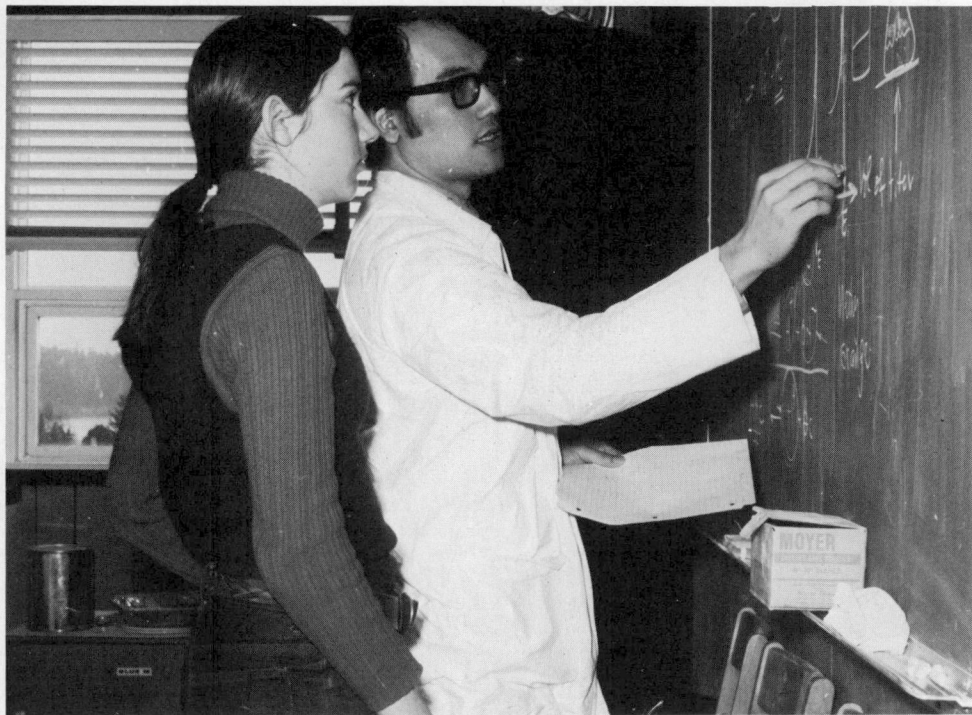
## ADVANCED STANDING

Advanced 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 ask him to take an examination which places him at a certain level in the sequence of courses. No credit is given for levels below the standing granted.

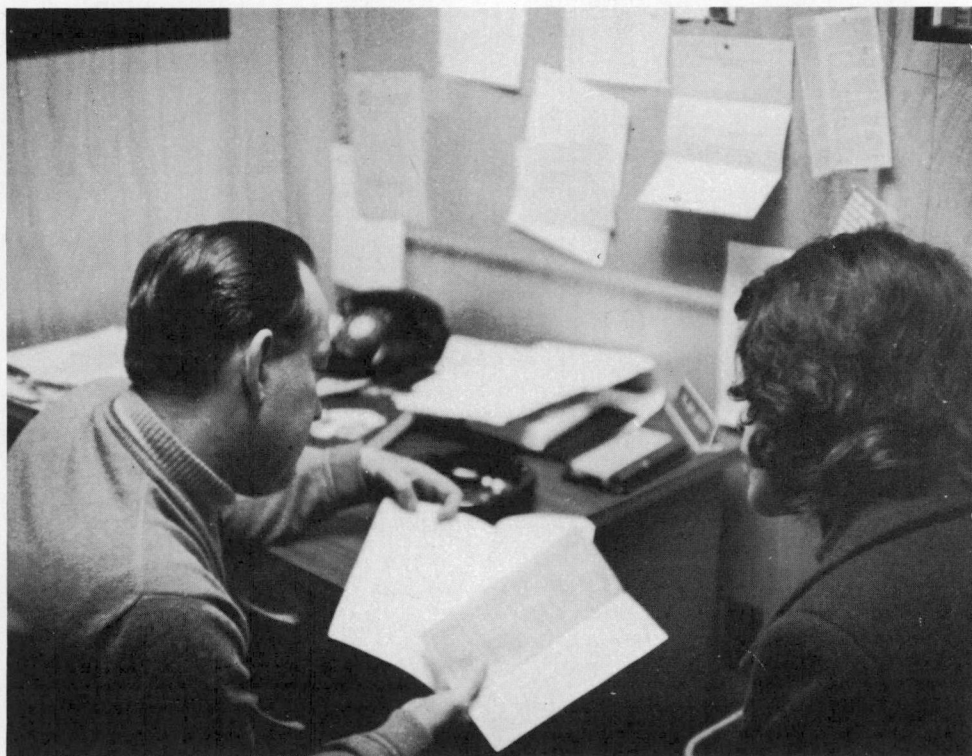
## EXEMPTION STANDING — CAREER STUDENTS

Students enrolling in a Career Program may be exempted from certain courses within the program upon the successful demonstration of acquired skills and knowledge in specific course areas. Such exemption standing will be noted on the Permanent Student Record.

Students granted such exemptions will have their total course load reduced by the number of exempted credit hours to the maximum of six credit hours per academic year without effect upon the status of the Certificate or Diploma in the particular program. Such exempted credit hours are not necessarily transferable to other institutions.



Laboratory Instruction.



Counselling at Student Services Centre

## **III general information for students**

### **STUDENT REPOSIBILITIES**

Capilano College assumes that students who enrol will seriously attempt satisfactory completion of all studies which are undertaken. The College also assumes that students are mature and responsible and will conduct themselves accordingly.

Under the Public Schools Act of British Columbia, the College Principal may suspend a student from the College and report his action to the College Council.

### **STUDENT SERVICES CENTRE**

Special non-academic services for students are co-ordinated through the staff of the Student Services Centre. These include guidance, testing, housing, placement, financial aid, athletics, extra-curricular student activities, school liaison and the maintenance of student records.

The Centre, located on the main floor of the Student-Faculty building, is open from 9 a.m. to 10 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Friday.

#### **Guidance**

The services of trained Advisers are available to all students and to members of the College District. Advisers assist students in educational planning and provide guidance in the solution of academic and personal problems. The College counselling objective is to help students achieve self-direction in decision-making and planning.

In the Student Services Centre current counselling and vocational literature is on display for student use.

### Testing Services

In conjunction with its guidance services, Capilano College offers students a wide variety of testing facilities. Testing is used as an adjunct to the basic counselling process on a voluntary basis, and is confidential.

### Housing

Students who live away from home while attending Capilano College may obtain accommodation listings from the Student Services Centre.

### Placement Bureau

The College Placement Bureau, located in the Student-Faculty building, assists students in locating part-time casual and vacation employment. It also assists graduates in finding permanent full-time positions.

### Financial Aid

Numerous individuals, organizations and agencies have made generous awards available to College students. Both government and private scholarships, bursaries and loans may be applied for. In addition, the Capilano College Student Society provides funds for an emergency loan fund which is administered by Student Services Centre staff. Detailed information on all awards and application forms are contained in the "Financial Aid" brochure, available at the Student Services Centre.

### Student Records

All student records are housed in the Student Services Centre. These records are confidential, but a student's own registration file is open to him.

### Athletics

Capilano College encourages a program of intramural and competitive athletics for both men and women students, under the supervision of the Director of Athletics. The program includes rugby, hockey, gymnastics, basketball, volleyball, badminton, and swimming.

### Student Activity

The Capilano College Student Society is incorporated under the Societies Act of British Columbia to co-ordinate all extra-curricular activities. The Student Services Centre acts in an advisory capacity to student-activity groups. All credit students are automatically members of the Student Society and pay a Student Society fee as determined by the Executive Council of the Society.

All students are encouraged to become active in student activities, which are an integral part of their college education. Students interested in new types of student activity should contact the Student Services Centre to initiate planning and organization.

### School Liaison

College Advisers visit all secondary schools in the College District each Spring to speak to student groups about opportunities offered by Capilano College. School students planning to enter the College may take advantage of early admission interviews at their school, by contacting their school Counsellor for the appropriate dates.

The "Lost and Found" area and First Aid equipment is located in the Student Services Centre.



## LEARNING RESOURCES CENTRE

### MEDIA CENTRE

An important part of the instructional program, the Media Centre provides service through printed and audio-visual materials. Over 32,000 books, current subscriptions to more than 800 periodicals, along with a growing record, tape and film collection are available, as well as equipment for their use.

Capilano College students have complete access to materials and services upon presentation of a current College Identification Card. Residents of the college district and teachers employed by school boards within the college district may sign out material not in immediate demand by College students. A library handbook explaining the location and use of resources and services is available at all Media Centre locations and in the Student Services Centre.

### LEARNING RESOURCES AREAS

In designing its new facilities, the College is considering the provision of a series of "learning communities." Diffused services to support learning in the areas where students can most effectively confront all the resources required for mastery of a subject will be accessible in each "community."

### BOOKSTORE

A bookstore, which caters especially to Capilano College students, but is also open to Secondary School students and to the general public, is situated in Portable A at the west side of the Mathers Campus.

### PARKING

Student parking is primarily street parking at the main College campus of the West Vancouver Senior Secondary School. Students are urged to respect the access rights of neighboring homes, as they are personally responsible for any traffic violations that may occur. Parking facilities at all other College locations are adequate.

### AWARDS

#### Dean's List

Special recognition will be accorded students who complete a full program of studies at the College with a 3.50 or higher grade point average during a term.

#### 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/her diploma at Capilano College.

1971-72 Recipient: Constance Kenny.

#### Merit List

Special recognition will be accorded part-time students with a 3.50 cumulative grade point average or higher who have successfully completed 30 semester hours at Capilano College.

## **IV programs of study 1972-1973**

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

While students may select subjects from several fields, they generally choose one of the following programs:

1. Academic transfer program
2. Career program
3. General Studies program
4. Community Services program
5. Self-Paced Learning program

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

### **ACADEMIC TRANSFER PROGRAM**

Numerous courses are available to students who wish to pursue programs leading to further study. Most of them receive direct equivalent credit in comparable disciplines at all British Columbia universities; some receive unassigned credit, signifying that they fulfill requirements for a major or as general electives.

The subjects described in this calendar are offered as college-level courses. It is the responsibility of students to choose those appropriate to the senior institution, as well as to relate them to major fields of study. At the time of printing, all academic courses offered by the College receive transfer credit at provincial universities, with the exception of English 100, Music 100 and 101 at Simon Fraser University.

## CAREER PROGRAMS

Groups of courses selected to prepare students for immediate employment are offered through a number of career-oriented programs in the following fields of study:

1. Art
2. Business and Commerce
3. Early Childhood Education
4. Media Resources
5. Outdoor Recreation Leadership Program
6. Private Music Teacher Education
7. Retail Fashions
8. Secretarial Science

In addition, Capilano College offers the following programs in which the student completes his first year and transfers to the British Columbia Institute of Technology for his second and graduating year:

1. Business Management (Second year — four options)
2. Electrical and Electronics (Second year — three options)

## GENERAL STUDIES PROGRAM

The College offers certain courses which are interdisciplinary in nature and are designed to consider certain topics from various points of view. Students wishing to develop a broad and rich educational background can profit from this approach to learning. A two-year program, leading to an Associate in Arts and Science Diploma, is under development.

## CONTINUING EDUCATION AND COMMUNITY SERVICES PROGRAM

To involve the College in the everyday life of the community and to encourage citizens of the North Shore to use the College as a means of self-enrichment is the role of the Community Services Department. It endeavours to respond to community requests in scheduling programs wherever suitable space may be found within the community.

Its work includes the organization of public meetings, seminars, conferences and talks on topics of current concern, as well as the presentation of films, plays and musical events. It also offers special short courses, often granting credit towards a Capilano College Certificate or an Associate in Arts and Science Diploma.

The College, through this Department, invites members of the community to "visit" classes, subject to the Instructor's permission and seating space, in an attempt to inform them of the many regular evening or day courses offered as part of its university-transfer and Career Programs.

Note: Students who wish to complete secondary school graduation should contact the Adult Education Department of the local School Board. The North and West Vancouver School Board Adult Education Department and the Howe Sound Adult Education Department also offer a comprehensive variety of programs and courses beginning each September and January. Full details of these offerings can be obtained from the Adult Education Departments for North and West Vancouver, (985-8741), and the Howe Sound Adult Education Department, (892-5228).

## SELF-PACED LEARNING PROGRAM

Packaged courses, designed to be studied in the home with the aid of cassette tapes, manuals, slides, film loops and other audio-visual equipment as the means of instruction, are currently under development. They will be offered to housewives, businessmen, senior citizens or Pemberton Valley residents who are unable to come to the College

campus regularly. Although regular attendance on campus will not be required, regular contact with an Instructor, and, if possible, with other students will be arranged as part of the program. A maximum of 4 meetings each term will occur.

As many of the following courses as possible are to begin in the Fall Term, 1972:

Commerce 150

Commerce 161

English 100

English 104

History 101

Political Science 100

Psychology 100

Detailed information about the program is provided in a brochure available at the Student Services Centre.



*Language Lab*



## V career programs

Career Programs offered at Capilano College prepare adults for employment in business and industry. All secondary school graduates are eligible for admission; those without Grade XII standing may also apply and will be considered on the basis of their particular experience, maturity, ability and interest.

The suggested curriculum for each program includes required, recommended and elective courses. Every attempt is made to plan a program of studies best suited to individual needs; however, each student must assume final responsibility for selecting his program.

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 Career Programs. 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.

Communications 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.

Enrolment in some Career Programs may be curtailed due to space and equipment limitations. Consequently, those students who contemplate entrance are encouraged to apply early. Applicants are required to have an interview with the Program Coordinator prior to admission to the program.

## STUDENT COURSE AND WORK LOAD

Career Program course work approximates 19½ hours per week. However, some programs may require as many as 32 hours and others as few as 16 hours per week. It is strongly recommended that students not accept employment while undertaking full-time studies in any one of the Career Programs.



*Retail Fashions Student Modelling*

# art program

The Art program offers an opportunity for concentrated study in either Fine or Applied Arts.

A number of studio courses carry transfer credit to the Bachelor of Fine Arts Program at U.B.C. Students planning to apply for admission to the second or third year at the University should establish with the U.B.C. Registrar the requirements for transfer, prior to registering at Capilano College. Although a student may meet the transfer requirements upon successful completion of necessary art and academic courses at the College, he is reminded that U.B.C. will admit to the Studio Program only those who present a substantial portfolio of high quality art work. Successful graduates of the program may also transfer into a third year at the Vancouver School of Art.

The Applied Art specialty is designed to prepare students for entry into such areas as advertising, graphics, illustration, design and layout, photography, film making and animation, fashion design, pottery and ceramics.

The College provides a generous amount of expendable supplies for the Art Program; however, students enrolled in the full program should be prepared to purchase art supplies in the range of \$50 — \$75 per term; this amount includes a \$7.00 fee for materials per studio course, payable at registration.

## CAPILANO COLLEGE CERTIFICATE

	Credit Hours	Studio Lab Hours
FINE ARTS		
Major Program Requirements .....	30	12
General Education Requirements .....	6	
Recommended and/or Option Courses .....	6	
Electives .....	6	
	<u>48</u>	<u>12</u>

## APPLIED ARTS

Major Program Requirements .....	30	
General Education Requirements .....	6	
Recommended and/or Option Courses .....	6	
Electives .....	6	
	<u>48</u>	<u>12</u>

## ASSOCIATE IN ARTS AND SCIENCE DIPLOMA

### FINE ARTS

Major Program Requirements .....	54	
General Education Requirements .....	6	
Recommended and/or Option Courses .....	12	
Electives .....	18	
	<u>90</u>	<u>24</u>

### APPLIED ARTS

	Credit Hours	Studio Lab Hours
Major Program Requirements .....	54	24
General Education Requirements .....	6	
Recommended and/or Option Courses .....	18	
Electives .....	12	
	<u>90</u>	<u>24</u>



## **fine arts**

### FIRST TERM

		Credit Hours	Lab Hours
English 150 *1	Communications .....	3	
Art 166	Anatomy .....	3	
Art 152	Life Drawing .....	3	
Art 154	General Drawing .....	3	3
Art 158	Design .....	3	3
Fine Arts 100	History of Art .....	3	
Art 167	Sculpture .....		
	or		
	Academic Elective *2 .....	3	
	Academic Elective .....	<u>3</u>	
		24	<u>6</u>

### SECOND TERM

English 151	Communications .....	3	
Art 188	Anatomy .....	3	
Art 184	Life Drawing .....	3	
Art 164	General Drawing .....	3	3
Art 178	Design .....	3	3
Fine Arts 101	History of Art .....	3	
Art 174	Sculpture .....		
	or		
	Academic Elective *2 .....	3	
	Academic Elective .....	<u>3</u>	
		24	<u>6</u>



THIRD TERM

Art 250	Painting Media .....	3	3
Art 262	Advanced Life Drawing .....	3	3
Art 260	Approaches to Visual Form .....	3	
Art 258	Pottery and Ceramics .....	3	
Independent Study 298	Independent Art Project or Recommended Elective .....		
	Academic Elective .....	3	
	Academic Elective .....	3	
		<u>3</u>	
		21	<u>6</u>

FOURTH TERM

Art 255	Painting Media .....	3	3
Art 263	Advanced Life Drawing .....	3	3
Art 261	Contemporary Trends in Visual Form ....	3	
Art 259	Pottery and Ceramics .....	3	
Independent Study 299	Independent Art Project or Recommended Elective .....		
	Academic Elective .....	3	
	Academic Elective .....	3	
		<u>3</u>	
		21	<u>6</u>

\*1 Students who meet the pre-requisite for English 100 may choose to substitute this course and its companion for English 150 - 151.

\*2 Option for B.F.A. Studio program candidates.

# applied art

## FIRST TERM

		Credit Hours	Studio Lab Hours
English 150 *1	Communications .....	3	
Art 152	Life Drawing .....	3	
Art 154	General Drawing .....	3	3
Art 158	Design .....	3	3
Art 162	Lettering and Type .....	3	
Fine Arts 100	History of Art .....	3	
General Studies 160	Contemporary Issues — Science		
	or		
	Academic Elective .....	3	
	Recommended Elective .....	3	
		<u>24</u>	<u>6</u>

## SECOND TERM

English 151	Communications .....	3	
Art 184	Life Drawing .....	3	
Art 164	General Drawing .....	3	3
Art 178	Design .....	3	3
Art 276	Typography .....	3	
Fine Arts 101	History of Art .....	3	
General Studies 150	Contemporary Issues — Social Science		
	or		
	Academic Elective .....	3	
	Recommended Elective .....	3	
		<u>24</u>	<u>6</u>

## THIRD TERM

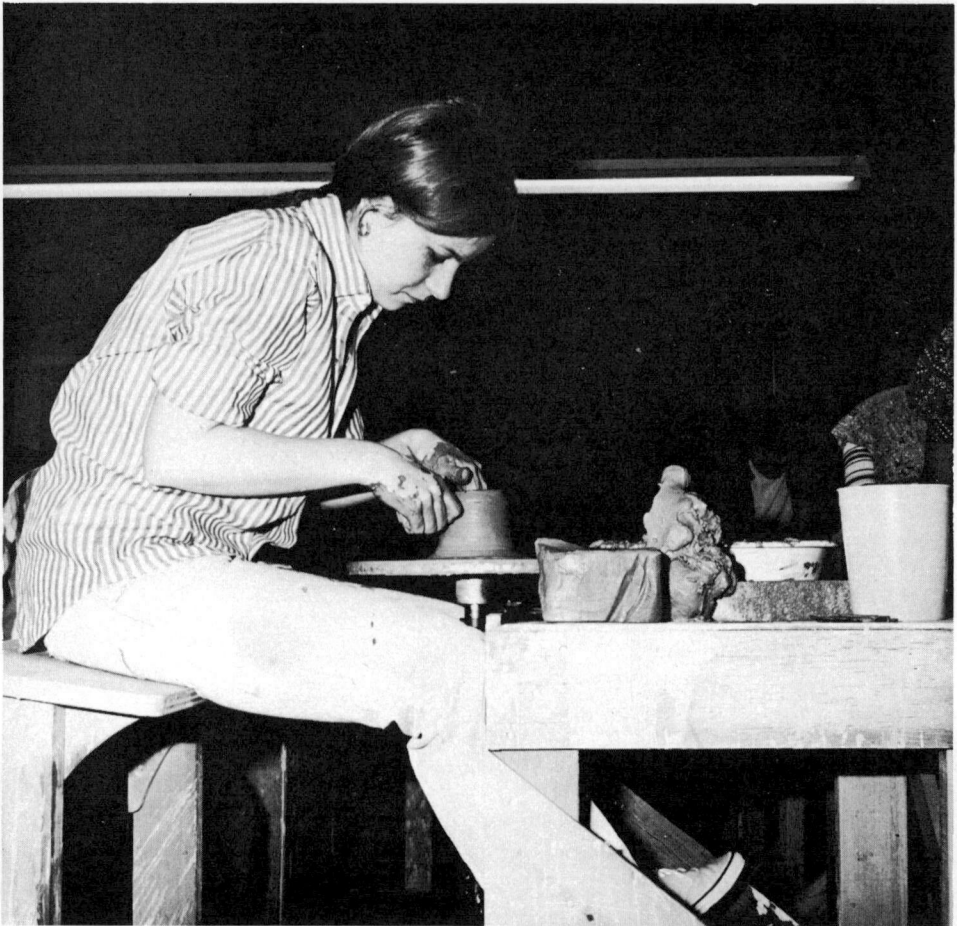
Art 250	Painting Media .....	3	
Art 262	Advanced Life Drawing .....	3	3
Art 252	Applied Design .....	3	3
Art 251	Illustration .....	3	
Independent Study 298	Independent Art Project		
	or		
	Recommended Elective .....	3	
	Recommended Elective .....	3	
	Academic Elective .....	3	
		<u>21</u>	<u>6</u>

FOURTH TERM

Art 255	Painting Media .....	3	3
Art 253	Applied Design .....	3	3
Art 278	Graphic and Printing Media .....	3	
Independent Study 299	Independent Art Project		
	or		
	Recommended Elective .....	3	
	Recommended Elective .....	3	
	Academic Elective .....	3	
		<u>21</u>	<u>6</u>

Recommended Elective:  
Any course in Art, Fashion or Technology.

\*1 Students who meet the pre-requisite for English 100 may choose to substitute this course and its companion for English 150 - 151.



## business and commerce program

This program prepares a student for employment in business and industry. It is intended to provide breadth rather than in-depth specialization. At the same time, the student may acquire the necessary specialized tools and aids in communications, accounting and business machines. Thus, the program is suited to the student considering a career in business which requires a broad background, the student who is, as yet, undecided as to which area of specialization he wishes to pursue, or the student wishing to start his own business.

Graduates may find employment in sales, purchasing, banking, accounting, insurance, manufacturing and other organizations.

	Credit Hours
<b>CAPILANO COLLEGE CERTIFICATE</b>	
Major Program Requirements .....	31.5
General Education Requirements .....	3
Recommended Courses .....	3
Electives .....	<u>0</u>
	37.5

### ASSOCIATE IN ARTS AND SCIENCE DIPLOMA

Major Program Requirements .....	64.5
General Education Requirements .....	4.5
Recommended Courses .....	9
Elective .....	<u>0</u>
	78

### FIRST TERM

English 150 * <sup>1</sup>	Communications .....	3
Business 150	Essentials of Bookkeeping	
	or	
Business 152	Accounting .....	3
Commerce 161	Business Calculations .....	4.5
Business 161	Marketing .....	3
Business 156	Business Data Processing .....	3
Gen. Studies	Contemporary Issues — Social Science	
160	or	
	Elective .....	<u>3</u>
		19.5



SECOND TERM		Credit Hours
English 151	Communications .....	3
Business 155	Essentials of Bookkeeping or	
Business 153	Accounting .....	3
Mathematics 152	Financial Mathematics .....	3
Business 170	Business Law .....	3
Business 260	Salemanship .....	3
Psychology 160	Human Relations .....	3
		<u>18</u>

\*1 Students who meet the pre-requisite for English 100 may choose to substitute this course and its companion for English 150 - 151.

### THIRD TERM

Business 160	Merchandising .....	3
Business 266	Small Business Management .....	3
Bus. Mgmt. 162	Credit and Collections .....	3
Bus. Mgmt. 156	Office Systems and Equipment .....	3
English 164	Public Speaking .....	1.5
Bus. Mgmt. 172	Administrative Practices .....	3
Business 262	Cost Accounting or	
	Elective .....	3
		<u>19.5</u>

### FOURTH TERM

Business 254	Finance .....	3
Business 286	Market Research .....	3
Business 288	Transportation and Traffic Management	3
Economics 150	Current Economic Issues .....	3
Independent Study 299	Independent Project .....	3
Gen. Studies 150	Contemporary Issues — Science .....	3
	or Elective	
Business 250	Advertising .....	3
		<u>21</u>

## 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. 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, those about to enter business must be not only eager, intelligent and hard working, but have specialized training as well. The curriculum of the Business Management program embraces the technical nature of management practices. 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.

Eligibility for entry into this program will be determined after an interview with the Program Co-ordinator or his designate.

FIRST TERM		Credit Hours
English 150	Communications .....	3
Mathematics 150	Business Mathematics and Statistics .....	6
Economics 100	Introduction to Economics .....	3
Bus. Mgmt. 172	Administrative Practices .....	3
Bus. Mgmt. 154	Accounting .....	6
Bus. Mgmt. 162	Credit and Collections .....	3
Bus. Mgmt. 158	Marketing .....	3
Bus. Mgmt. 156	Office Systems and Equipment .....	3
		<u>30</u>
SECOND TERM		
English 151	Communications .....	3
Mathematics 151	Business Mathematics and Statistics .....	6
Bus. Mgmt. 176	Management in Industry .....	3
Economics 150	Current Economic Issues .....	3
Bus. Mgmt. 155	Accounting .....	6
Bus. Mgmt. 180	Introduction to Data Processing .....	3
Bus. Mgmt. 159	Marketing .....	3
Bus. Mgmt. 174	Systems and Procedures .....	3
		<u>30</u>

## early childhood education program

Early Childhood Education is a two-year program preparing students to work in nursery schools, private kindergartens, day-care centres, hospitals and other facilities which serve children with special needs. Although the focus of the program centers primarily on children from 3-5 years, it is not confined to that group. Expanded community needs require the training of personnel to work with both older and younger children in the day-care field.

The core material of the program concentrates on the study of human development and the foundations and philosophy of Early Childhood Education. An interrelated series of courses permits detailed study of program organization, curriculum content and guidance methods. Other areas of study include health, nutrition, family life, the exceptional child, parent-teacher relationships and the administration of pre-school centres. Each student selects additional courses of particular interest as electives to expand her general education and personal development. Theory and practice are closely related throughout the program, as students spend regular periods each term observing and participating in various community pre-school centres under the supervision of College Instructors.

Courses are presented in a manner which promotes active student participation through practical demonstrations, reports, projects and general discussion. Considerable responsibility is given students, enabling them to develop into creative, independent, knowledgeable persons.

Applicants are required to present a medical certificate and a T.B. X-ray certificate, as well as to arrange an interview with the Program Co-ordinator, prior to acceptance into this program.

Applicants who have previously taken Early Childhood Education courses elsewhere, including Adult Education courses for which recognition has been granted by the Community Care Facilities Licensing Board, may submit a record of these courses for consideration for credit towards the College Associate in Arts and Science Diploma.

Individual courses may be taken by students working towards accreditations by the Community Care Facilities Licensing Board, but not wishing to pursue the full diploma.

Applicants in either of the above two categories should consult with the Program Co-ordinator for course approval.

	Credit Hours
<b>CAPILANO COLLEGE CERTIFICATE</b>	
Major Program Requirements .....	24
General Education Requirements .....	6
Recommended Courses .....	0
Elective .....	6
	<u>36</u>

### ASSOCIATE IN ARTS AND SCIENCE DIPLOMA

Major Program Requirements .....	51
General Education Requirements .....	6
Recommended Courses .....	0
Electives .....	15
	<u>72</u>

FIRST TERM		Credit Hours
English 150* <sup>1</sup>	Communications .....	3
Health 150	Health and the Pre-School Child .....	3
Psychology 150* <sup>2</sup>	Child Psychology .....	3
Education 152	Curriculum Planning .....	3
Education 360 * <sup>3</sup>	Workshop Practicum .....	3
	Elective .....	<u>3</u>
		18

\*<sup>1</sup> Students who meet the pre-requisite for English 100 may choose to substitute this course and its companion for English 150 - 151.

\*<sup>2</sup> Psychology 150: Child Psychology must be taken prior to or concurrently with Education 152.

\*<sup>3</sup> Education 360: Workshop Practicum must be taken prior to or concurrently with Education 152.

SECOND TERM		Credit Hours
English	A Second Term English Course .....	3
Education 153	Curriculum Planning .....	3
Psychology 151	Child Psychology .....	3
Education 150	Philosophy of Early Childhood Education .....	3
Education 361	Workshop Practicum .....	3
	Elective .....	<u>3</u>
		18

### THIRD TERM

English 158	History of Children's Literature .....	3
Sociology 150	Family Sociology .....	3
Education 250	Social Studies, Science and Mathematics .....	3
Education 252	Music, Drama, Art and Dance .....	3
Education 362	Workshop Practicum .....	3
	Elective .....	<u>3</u>
		18

### FOURTH TERM

Education 262	Exceptional Children .....	3
Education 264	Pre-School Administration .....	3
Education 268	Parent-Teacher Relationships .....	3
Education 363	Workshop Practicum .....	3
Psychology 201	Group Dynamics .....	
	or	
	Elective .....	3
	Elective .....	<u>3</u>
		18



# electrical and electronics program

Society depends upon electrical energy, electronic communications, and electronic controls. The use of electronic equipment is evident in the factory, office, store, hospital or home. Travel by airplane or ship could not exist on today's scale without electronic navigational aids.

There is a need for persons trained in the principles and applications of electrical and electronic systems to join the technical teams which design, produce, sell, install and maintain them. The technologist graduate of the Electrical and Electronics Program becomes the anchor-man of this team.

After successful completion of the program at Capilano College, the student is recommended for transfer to B.C.I.T. Second year options open to him are:

1. Electrical Option

This option is concerned with the generation, transmission, distribution, utilization and control of electrical energy.

2. Telecommunications Option

This option deals with the application of electronics to commercial communications and navigational systems.

3. Control Electronics

This option covers the application of electronics in fields other than telecommunications.

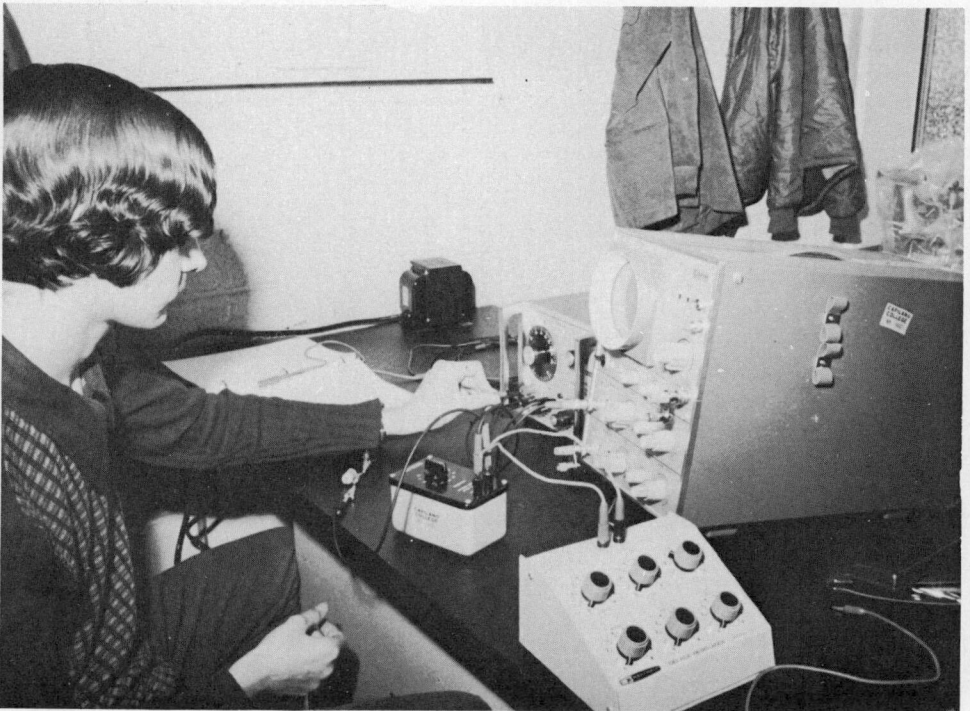
Graduates from the Electrical and Electronics Program are employed in research and development, systems design, production, sales, installation and maintenance in commercial companies, government agencies and educational institutions.

Eligibility for entry into this program will be determined after an interview with the Program Co-ordinator or his designate.

		Credit Hours	Lab Hours
FIRST TERM			
English 150	Communications .....	3	
Mathematics 160	Applied Mathematics: Electrical Technology .....	7.5	
Physics 154	General Physics: Electrical Technology .....	2	2
Electrical 156	Electrical Circuits .....	5	2
Electrical 164	Circuit Devices and Techniques .....	2	2
Electrical 161	Electrical Measurements .....	3	1
Electrical 162	Electrical Fabrication and Assembly .....	<u>2</u>	<u>1</u>
		24.5	8

SECOND TERM

English 151	Communications .....	3	
Mathematics 161	Applied Mathematics: Electrical Technology .....	7.5	
Physics 155	General Physics: Electrical Technology .....	2	2
Electrical 157	Electrical Circuits .....	5.5	3
Electrical 165	Electronics Circuits .....	5	2
Electrical 163	Electrical Fabrication and Assembly .....	2	1
		<u>25</u>	<u>8</u>



## media resources program

The Media 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 audio-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.

Students enroled in this program should be prepared to purchase supplies ranging from \$25.00 to \$50.00 per term.



CAPILANO COLLEGE CERTIFICATE

	Credit Hours	Studio Lab Hours
Major Program Requirements .....	21	6
General Education Requirements .....	6	
Recommended Courses .....	0	
Electives .....	<u>6</u>	
	33	<u>6</u>

ASSOCIATE IN ARTS AND SCIENCE DIPLOMA

Major Program Requirements .....	54	17
General Education Requirements .....	6	
Recommended Courses .....	0	
Electives .....	<u>6</u>	
	66	<u>17</u>

FIRST TERM

		Credit Hours	Lab Hours
English 150 * <sup>1</sup>	Communications .....	3	
Technology 180	Audio Visual Equipment .....	3	
Technology 184	Photographic Theory and Practice .....	3	3
Technology 152	Graphics For the Media Specialist .....	3	
General Studies 160	Contemporary Issues - Social Science.....		
	or		
	Elective .....	<u>3</u>	
		15	<u>3</u>

SECOND TERM

English 151	Communications .....	3	
Technology 185	Photographic Theory and Practice .....	3	3
Technology 300	Field Workshop and Seminar .....	3	
Technology 153	Film Animation .....	3	
Technology 181	Audio Production .....	3	
General Studies 150	Contemporary Issues - Science or		
	Elective .....	<u>3</u>	
		18	<u>3</u>

\*<sup>1</sup> Students who meet the pre-requisite for English 100 may choose to substitute this course and its companion for English 150 - 151.



THIRD TERM

Education 258	Theories of Learning .....	3	
Technology 251	Filmmaking .....	6	
Technology 260	Audio Visual Graphics .....	3	
Technology 178	Educational Television Systems .....	3	2
Electricity 160	Applied Electricity .....	3	
		<u>18</u>	<u>2</u>

FOURTH TERM

Technology 301	Specialized Instructional Aids .....	3	3
Technology 302	Instructional Media Productions .....	3	3
Technology 303	The Media Specialist in Education and Training .....	3	3
Technology 256	Learning Resources Centres .....	3	
Education 259	Media and Society .....	3	
		<u>15</u>	<u>9</u>



# outdoor recreation program

Outdoor recreation has become one of the most rapidly expanding segments of our economy. It has expanded because of increasing public interest in the use of large park and outdoor recreation facilities, as well as concern for the preservation of natural areas. An increase in leisure time, in disposable incomes and in the improvement of access roads into remote areas has increased the need for well trained individuals capable of planning and directing recreation programs and managing facilities.

The Capilano College Outdoor Recreation Program will train specialists to work effectively in National, Provincial and Regional parks. Related job opportunities exist in marina, ice arena, ski area, swim area and camp facilities management. Associated employment may also be found in resorts, private camps and ecology centres.

The program will provide the graduate with skills required to plan and operate good outdoor recreation programs, to manage facilities and land areas.

As part of their independent project, students will choose from one of three concentrations: environmental management, facilities management, or program planning. They will be expected to plan, complete and analyze the results of the practical application of theory and experiences from other courses.

	Credit Hours
<b>CAPILANO COLLEGE CERTIFICATE</b>	
Major Program Requirements .....	24
General Education Requirements .....	6
Recommended Courses .....	0
Electives .....	6
	<u>36</u>
 <b>ASSOCIATE IN ARTS AND SCIENCE DIPLOMA</b>	
Major Program Requirements .....	54
General Education Requirements .....	6
Recommended Courses .....	0
Electives .....	12
	<u>72</u>
	 Credit Hours
<b>FIRST TERM</b>	
English 150      Communications .....	3
Recreation 150    Outdoor Recreation Environments .....	3
Recreation 151    Introduction to Recreation .....	3
Recreation 154    Construction and Maintenance of Outdoor Facilities .....	3
Recreation 156    Outdoor Recreation Programs .....	3
Elective .....	3
	<u>18</u>

SECOND TERM

English 151	Communications .....	3
Recreation 151	Outdoor Recreation Areas .....	3
Recreation 153	Work, Leisure and Society .....	3
Recreation 155	Outdoor Facilities Management .....	3
Recreation 157	Skills Development .....	3
	Elective .....	3
		<u>18</u>

Credit  
Hours

THIRD TERM

English 164	Public Speaking .....	1.5
Recreation 250	Outdoor Recreation Ecology .....	3
Recreation 252	Outdoor Recreation Practicum .....	3
Recreation 254	Outdoor Recreation Program Planning .....	3
Recreation 256	Skills Development .....	3
Mathematics 260	Basic Statistics .....	1.5
	Elective .....	3
		<u>18</u>

FOURTH TERM

Recreation 251	Outdoor Recreation Environmental Management .....	3
Recreation 253	Outdoor Facilities Workshop .....	3
Independent Study 299	Independent Study .....	3
Recreation 255	Techniques of Applied Horticulture .....	3
Mathematics 261	Outdoor Recreation Statistics .....	3
	Elective .....	3
		<u>18</u>

## private music teacher education program

The Private Music Teacher Education Program prepares students who have had some basic theory courses and considerable training in voice, piano or instrumental work for careers as private music teachers. The initial program provides a common music curriculum for all students, while recognizing both their chief field of interest and, where appropriate, their achievement as music students under private instruction.

The Program consists of a liberal or general education and specialized music training, including theory, pedagogy, ensemble work and repertoire study. It also offers residents of the College community a continuing education in music.

Acceptance of applicants will be based on audition, musical background, and a good music potential. Applicants are required to have an interview and an audition with a member of the Music Faculty before being accepted into the program.

The College is presently attempting to obtain transfer credit for all music courses offered in the first year of the Private Music Teacher Education Program, with the exception of Music 168 and 169. Further information will be available at a later date.

### CAPILANO COLLEGE CERTIFICATE

	Credit Hours
Major Program Requirements .....	27
General Education Requirements .....	12
Recommended Courses .....	0
Electives .....	<u>0</u>
	39

### ASSOCIATE IN ARTS AND SCIENCE DIPLOMA

	Credit Hours
Major Program Requirements .....	45
General Education Requirements .....	18
Recommended Courses .....	0
Electives .....	<u>12</u>
	75



FIRST TERM

		Credit Hours
English 150 * <sup>1</sup>	Communications .....	3
Music 100	Music Theory .....	3
Music 150	Choral Explorations .....	3
Music 162	Methods of the Major Orchestral Instruments .....	3
Music 170	Vocal Repertoire (Voice Only) or	
Music 172	Piano Repertoire (Piano Only) or	
Music 174	Instrumental Ensemble (Instrumental Only) .....	1.5
*Music 180	Piano Class (Non Piano Majors) .....	1.5
*Music 164	Private Music Instruction or	
	Elective .....	1.5
Music 190	Music History or	
	Elective .....	<u>3</u>
		19.5

1. Piano Majors will take 19.5 credit hours in the first term as they are exempt from taking Music 180, Piano Class.

2. The music student who decides to take an elective in place of Music 168 will have an additional 1.5 credit hours in the first term.

\*<sup>1</sup> Students who meet the pre-requisite for English 100 may choose to substitute this course and its companion for English 150 - 151.

SECOND TERM

English 151	Communications .....	3
Music 101	Music Theory .....	3
Music 151	Choral Explorations .....	3
Music 163	Methods of the Major Orchestral Instruments .....	3
Music 171	Vocal Repertoire (Voice Only) or	
Music 173	Piano Repertoire (Piano Only) or	
Music 175	Instrumental Ensemble (Instrumental Only)	1.5
*Music 181	Piano Class (Non Piano Majors) .....	1.5
*Music 165	Private Music Instruction or	
	Elective .....	1.5
Music 191	Music History or	
	Elective .....	<u>3</u>
		19.5

1. Piano Majors will take 19.5 credit hours in the second term as they are exempt from taking Music 181, Piano Class.

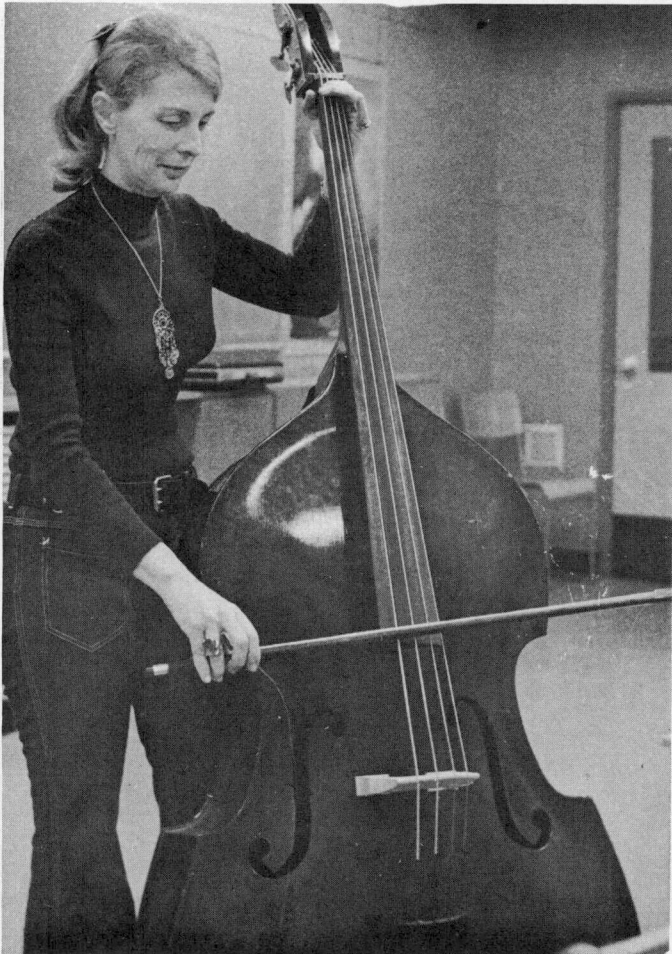
2. The music student who decides to take an elective in place of Music 169 will have an additional 1.5 credit hours in the second term.

THIRD TERM

Music 252	Choral Explorations .....	3
Music 250	Structure of Music .....	3
Music 254	Principles of Music Curriculum Development .....	3
Psychology 150	Child Psychology .....	3
	Elective .....	3
	Elective .....	3
		<u>18</u>

FOURTH TERM

Music 253	Music Ensemble .....	3
Music 251	Structure of Music .....	3
Music 255	Practice Teaching .....	3
Psychology 151	Child Psychology .....	3
	Elective .....	3
	Elective .....	3
		<u>18</u>



## retail fashions program

This program prepares students who wish to enter the fashion industry. Graduates will find employment in fashion promotion, sales, boutiques, department stores and as manufacturers' representatives.

Those students enrolled in Clothing Design and Construction courses should be prepared to purchase supplies ranging from \$25.00 to \$50.00 per term.

### CAPILANO COLLEGE CERTIFICATE

	Credit Hours
Major Program Requirements .....	27
General Education Requirements .....	3
Recommended Courses .....	3
Elective .....	<u>3</u>
	36

### ASSOCIATE IN ARTS AND SCIENCE DIPLOMA

Major Program Requirements .....	51
General Education Requirements .....	4.5
Recommended Courses .....	12
Elective .....	<u>3</u>
	70.5

### FIRST TERM

English 150 * <sup>1</sup>	Communications .....	3
Business 150	Essentials of Bookkeeping	
	or	
Business 152	Accounting .....	3
Business 160	Merchandising .....	3
Fashion 172	Fabrics for the Fashion Industry .....	3
Fashion 150	Consumers of Apparel .....	3
	Elective .....	<u>3</u>
		18

\*<sup>1</sup> Students who meet the pre-requisite for English 100 may choose to substitute this course and its companion for English 150 - 151.

SECOND TERM

English 151	Communications .....	3
Business 155	Essentials of Bookkeeping or	
Business 153	Accounting or	
	Elective .....	3
Business 250	Advertising .....	3
Fashion 170	History of Western Fashion .....	3
Fashion 253	Home Furnishings .....	3
Psychology 160	Human Relations .....	3
		<u>18</u>

THIRD TERM

Fashion 254	Clothing Design and Construction .....	4.5
Business 266	Small Business Management .....	3
English 164	Public Speaking .....	1.5
Technology 284	Photography and Fashion .....	3
General Studies 160	Contemporary Issues — Social Science or	
	Elective .....	3
		<u>15</u>

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FOURTH TERM

Fashion 255	Clothing Design and Construction .....	4.5
Business 260	Salesmanship .....	3
Fashion 251	Fashion Promotion .....	3
Business 170	Business Law or	
	Elective .....	3
Independent Study 299	Independent Project .....	3
Gen. Studies 150	Contemporary Issues — Science or	
	Elective .....	3
		<u>19.5</u>



# secretarial science program

(SECRETARIAL AND CLERICAL OPTIONS)

The demand for good secretaries far exceeds the available supply in business and industry, government, courts and professions.

Students may register for either the Clerical or Secretarial options of this program. Those who select the Clerical option will take shorthand in the first term and thereafter substitute business courses. Students who choose the Secretarial option may, in the third and fourth terms, specialize in one of the three general areas of business, legal or medical knowledge.

Students may enter shorthand and typewriting courses without previous training, as intensive courses in these subjects are given from the elementary stage. Students entering from secondary school commercial courses may request an assessment of their standard and work toward an advancement of their proficiencies. Additionally, they may qualify to enter third and fourth term shorthand courses with a background in Forkner, Take 30 or Pitman. Speeds should be in the 60-80 w.p.m. range, and written permission must be received from the Instructor.

Students who qualify to enter advanced shorthand and/or typing courses may elect to take specialized Legal and Medical courses in their first year with the written permission of the Co-ordinator.

## CAPILANO COLLEGE CERTIFICATE

	Credit Hours
Major Program Requirements .....	30
General Education Requirements .....	4.5
Recommended Courses .....	3
Electives .....	<u>0</u>
	37.5

## ASSOCIATE IN ARTS AND SCIENCE DIPLOMA

Major Program Requirements .....	57
General Education Requirements .....	4.5
Recommended Courses .....	9
Electives .....	<u>3</u>
	73.5

## FIRST TERM

		Credit Hours
English 150 * <sup>1</sup>	Communications .....	3
Business 150	Essentials of Bookkeeping or	
Business 152	Accounting .....	3
English 164	Public Speaking .....	1.5
Commerce 150	Secretarial Science — Shorthand .....	6
Commerce 152	Secretarial Science — Typing .....	<u>4.5</u>
		18

\*<sup>1</sup> Students who meet the pre-requisite for English 100 may choose to substitute this course and its companion for English 150 - 151.

## SECOND TERM

English 151	Communications .....	3
Commerce 153	Secretarial Science — Shorthand .....	6
Commerce 154	Secretarial Science — Typing and Office Procedures .....	4.5
Psychology 160	Human Relations .....	3
Business 155	Essentials of Bookkeeping or	
Business 153	Accounting or	
General Studies 150	Contemporary Issues — Science or	
	Elective .....	<u>3</u>
		19.5

## THIRD TERM

Commerce 157	Secretarial Science — Shorthand .....	4.5
Commerce 166	Secretarial Science — Intermediate Typing and Secretarial Duties .....	3
Bus. Mgmt. 156	Office Systems and Equipment .....	3
Any Two Of:		
Commerce 250	Legal Office Procedures and Specialized Knowledge or	
Commerce 252	Medical Office Procedures and Specialized Knowledge or	
Commerce 161	Business Calculations * <sup>2</sup> or	
General Studies 160	Contemporary Issues — Social Science or	
	Elective .....	<u>6</u>
		16.5

\*<sup>2</sup> Students who take Commerce 161 will complete a total of 18 credit hours in their third term.

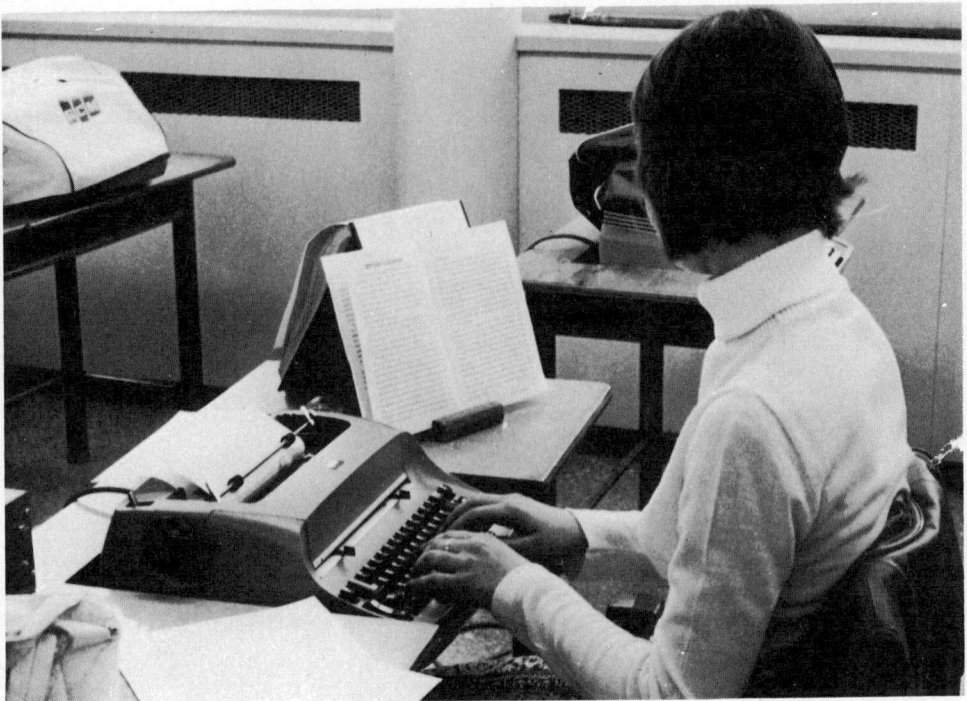
FOURTH TERM

Commerce 167	Secretarial Science — Shorthand .....	4.5
Commerce 176	Secretarial Science — Advanced Typing and Secretarial Duties .....	3
Independent Study 299	Independent Project .....	3
Any Two Of: Commerce 251	Legal Office Procedures and Specialized Knowledge or	
Commerce 253	Medical Office Procedures and Specialized Knowledge .....	6
	or	
Any Second or Fourth Term Business Course	or	
	Elective	
	Elective .....	3
		<u>19.5</u>

CLERICAL OPTION

Students selecting the Clerical option will follow the program above with the following exceptions:

- Second Term: Commerce 153 is replaced by two electives with General Studies 150 and business courses recommended. Business 153 or Business 155 must be taken.
- Third Term: Commerce 157 is replaced by Commerce 161.
- Fourth Term: Commerce 167 is replaced by two electives with business courses recommended.



## VI general studies

With well-established courses and programs in both academic and career areas, Capilano College has also developed a series of flexible multi-disciplinary or non-disciplinary offerings designed to appeal to any member of the college community who responds to a challenging intellectual experience.

Most of these courses are problem-centered, and experimentation and innovation characterize the structuring and presentation of material. They are designed to interest regular academic transfer students, career students who are not enrolled in a full Career Program, students who have not decided whether they want to enter academic or Career Programs, and members of the community interested in involving themselves in a challenging education experience.

Two new programs include the Capilano "A" Program (General Studies 100 — 101), liberal studies directed toward problems of basic human concern, two terms in length, and offering a total of 18 college credits. University transfer credit has been granted by S.F.U. and U.B.C., and is being applied for at the University of Victoria.

The Canadian Studies Program is a multi-disciplinary program of academic courses, focusing upon Canadian content and involving some integration of approach and materials. University transfer credit is available, and the student may enter a full second year program including 6 hours of elective credits.

Additionally, there are two problem-centered interdisciplinary courses which serve as overview introductions to Physical Science (General Studies 150) and Social Science (General Studies 160).

For further description of these programs and courses, please see General Studies course descriptions contained in this calendar.



## VII college courses

### COURSE NUMBERING SYSTEM

#001-099 — 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.

#150-197 — Courses normally taken in the first college year of a Career Program. These are not transferable to university, unless so stated in the course description.

#200-249 — Courses normally taken in the second college year of a program for university transfer.

#250-297 — Courses normally taken in the second college year of a Career Program. These are not transferable to university, unless so stated in the course description.

#198, 199, 298, and 299 — Reserved for special projects usually carried out by individual students or groups of students after consultation and with written permission of the subject Co-ordinator.

#300-399 — Workshops, laboratory courses, field work, etc. when taken apart from a specific, theoretical course.

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 and Science 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 Registration, before enrolling.
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 Co-ordinator of the subject field, with the written approval of the Dean of Instruction.
4. If no pre-requisites are listed in the Calendar, the course has no pre-requisite for admission.

NOTE: Regarding special markings listed with courses, "F" and "S" designate the term in which the course is being given, Fall 1972 and Spring 1973.

The number in brackets on the right hand side designates the number of credits.

## college course offerings

The following course descriptions represent the entire curriculum available at Capilano College. The term in which each course is to be offered is indicated at the beginning of the description.

Students should note that although the College makes every attempt to adhere to course offerings, they are subject to sufficient enrolment and limitations of equipment and space.

### NOTE: SCIENCE GENERAL INFORMATION

Students planning university-oriented careers in the sciences should have as secondary school pre-requisites Mathematics 12 and two other science subjects either at the grade 12 level or at the grade 11 level with at least a "C" grade.

Students planning careers in engineering, mathematics, chemistry, physics or geology should take the following:

Mathematics 130, 131, 140

Chemistry 110, 111

Physics 110, 111

English 100 plus one other course selected from English 104, 105, 106, 108

Elective

Students planning careers in biology, agriculture, forestry, medicine, dentistry and pharmacy must take the following courses:

Mathematics 130, 131, 140

Biology 110, 111

Chemistry 110, 111 (or, less preferably, Chemistry 104, 105)

Physics 104, 105, or 110, 111

English 100, plus one other course selected from English 104, 105, 106, 108

Students planning careers in home economics or nursing should take the subjects listed above, except that Chemistry 104, 105 may be substituted for Chemistry 110, 111.

Unless otherwise stated, science courses other than mathematics include three hours of labs per week. Exceptions are:

Biology 214, 215; Geology 110, 111; and Physics 104, 105, 110 and 111 with two hours of labs per week. Biology 200 has no formal labs scheduled.

All potential science students should discuss their course selection with a science faculty member. These students are also encouraged to discuss more general topics such as career selection and employment potential with science faculty members or an Adviser.

# anthropology

Students who intend to major should take Anthropology 120 and 121 for which they will receive transfer credit in Anthropology 200 at U.B.C. and at the University of Victoria. Those entering S.F.U. will receive credit for P.S.A. 172, if they complete Anthropology 120 and unassigned P.S.A. credit for Anthropology 121.

ANTHROPOLOGY 120 — INTRODUCTION TO ANTHROPOLOGY (F, S) (3)

A first look at anthropological data, theory and method, including the study of culture; folkways; superorganic human evolution; man's place among the primates; social institutions of hunters, gatherers, nomadic pastoralists; agricultural societies, industrial cultures and subcultures.

ANTHROPOLOGY 121 — INTRODUCTION TO  
SOCIAL ANTHROPOLOGY (F, S) (3)

Pre-requisite: Anthropology 120

An examination of ethnography, ethnology, structural analysis and the systemic approach; methodological, epistemological and ethical problems of ethnographic field-work; social institutions of western and nonwestern peoples.

ANTHROPOLOGY 200 — INTERMEDIATE SOCIAL ANTHROPOLOGY (F) (3)

Note: University transfer credit being applied for.

Pre-requisite: Anthropology 120

An analysis of social structure and social process, with reference to the social organization of hunting, gathering, pastoral, agricultural, peasant, urban and industrial societies, as well as a history of social anthropology, with reference to recent theories of multiple, linear and general evolution; structuralism, functionalism, determinism and diffusionism.

ANTHROPOLOGY 201 — INTERMEDIATE ARCHAEOLOGY (S) (3)

Note: University transfer credit being applied for.

Pre-requisite: Anthropology 120

A look at the history and culture of man on earth, with emphasis on prehistory and non-historical data, including primate evolution, geology, paleontology, morphology; archaeological approaches to innovation, evolution, ecology, diffusion and culture change; new approaches in archaeology, the archaeology of contemporary society, archaeology in British Columbia.

# art

ART 058 — POTTERY AND CERAMICS (F, S) (NIL)

An introduction to pottery and its practice as a basic preparation for advanced work on a potter's wheel. Practice of handbuilding techniques; introduction to wheel work, glazes, firing and studio discipline. A non-credit course for those wishing experience in pottery.

ART 084 — LIFE DRAWING (F, S) (NIL)

A studio course in drawing from the human figure, including exercises in developing visual perception, graphic sensitivity and drawing skills. Study of line and line characteristics in pencil techniques; contour, cross-contour, gesture and action drawing from direct observation and empathy; exercises in thought-hand co-ordination. A course for students wishing to acquire experience in life drawing through study of undraped models.

ART 152 — LIFE DRAWING (F) (3)

The study of drawing from the human figure; exercises in developing visual perception, memory and drawing skills; contour, cross-contour, gesture and action drawing from direct observation; line and line characteristics in pencil techniques. Emphasis on empathy and instinctive rendering, and developing visual, sensitivity and thought-hand co-ordination. A basic preparation for future drawing experiences.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 154 — GENERAL DRAWING (F) (3)

The study of drawing media and drawing techniques, including reportage and descriptive drawing in pencil, pen and ink, brush, pastel and charcoal; study of drawing styles from the point of draftsmanship and rendering applicable to a set purpose; principles of perspective and practice of drawing from still-life, landscape, objects and reference materials. Emphasis on technique and presentation.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 158 — DESIGN (F) (3)

An introduction to the concept and principles of design with study of basic visual material and form, pictorial organization and composition, process and psychology of visual communication; characteristics of visual form and exercise in creating meaningful and relevant graphic communications using basic shapes. Emphasis on developing an understanding and sense of design and its application.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 162 — LETTERING AND TYPE (F) (3)

The study of lettering, type faces and type characteristics, with emphasis on the practice of hand lettering for rough and semi-comprehensive presentation as applicable for advertising layout, sign painting, printed publications and marketing displays.

ART 164 — GENERAL DRAWING (S) (3)

Pre-requisite: Art 154

Further study of drawing media and techniques, including an examination of drawing styles with emphasis on a conceptual and creative approach; practice of multi-point perspective drawing and development of skill to render different surface qualities and three dimensional objects in space; drawing from memory and imagination; study of distortion and true scale.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 166 — ANATOMY (F) (3)

A practical study of human anatomy through drawing of bone and muscle structure, with emphasis on the human skeleton and large muscles, proportions and movement of the body; practice of the technique of anatomical drawing and study of the historical background of anatomy in the arts before the 16th Century.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 167 — SCULPTURE (F) (3)

The study of the fundamentals of sculpture and three dimensional form (geometric, classic, biomorphic). Work with a variety of materials, such as plastics, paper, cloth, clay, metal and various media producing both soft and hard three-dimensional shapes, to create sculptural forms and imaginative structures.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.



ART 170 — GRAPHIC ILLUSTRATION (S) (3)

Pre-requisite: None. However, a student should have basic drawing skills and the ability for design.

The visualization and preparation of graphic ideas for audio-visual media, display, educational and commercial use. Techniques of producing filmstrips; tapes; transparencies of charts, diagrams, signs, flow charts, with emphasis on technique and professional presentation.

ART 174 — SCULPTURE (S) (3)

Pre-requisite: Art 167

Further study and practice of sculpture and three-dimensional form. Study of sculptural styles and schools; modelling in clay, casting, carving, metal sculpture; study of figurative and non-figurative forms; investigation of material and three-dimensional design in relation to the environmental scene.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 178 — DESIGN (S) (3)

Pre-requisite: Art 158

Further study of design principles, pictorial organization, characteristics of visual form and media; investigation of "artist's geometry" on the basis of analysis of the great masters' work; study of color and aspects of pictorial harmony and contrast; practice of design through creative individual and group projects; emphasis on research and creative production.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 184 — LIFE DRAWING (S) (3)

Pre-requisite: Art 152

Further study in drawing from the human figure; exercises in perceiving and visualizing the elements of rhythm, plane, mass and volume; interpretative stylization and distortion; synthesis and analysis of graphic elements perceived in a pose, personality or form. Drawing from observation and reflection, with emphasis on imaginative interpretation and investigation of technique.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 188 — ANATOMY (S) (3)

Pre-requisite: Art 166

Further study of human anatomy as applied to the visual arts, including a study of anatomy in the arts after the 16th Century; detailed study of musculature; comparative study of animal anatomy through drawing.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 250 — PAINTING MEDIA (F) (3)

Pre-requisite: Art 178 or equivalent standing through familiarity of design principles.

Basic painting study; introduction to painting materials and techniques; spontaneous painting from still-life, landscape and interior subjects; study of color and color design, harmony and chromatic scales.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 251 — ILLUSTRATION (F) (3)

Pre-requisite: Art 187, 164, and 184

An introduction to illustration problems, techniques and contemporary styles in magazine, book and advertising illustration; study and practice of illustration in black and white and in full color for reproduction in printing media.

ART 252 — APPLIED DESIGN (F) (3)

Pre-requisite: Art 178

The study and practice of the application of design principles to crafts, industrial, commercial and graphic arts, including the development of concepts of craft media, advertising and display; studio work in media appropriate to the subject under study. Exact content of the course established on the basis of actual student interest and community need.

ART 253 — APPLIED DESIGN (S) (3)

Pre-requisite: Art 252

Further study and application of design principles to the projects of practical design, with emphasis on larger individual and group projects; specialization in a medium investigated.

ART 255 — PAINTING MEDIA (S) (3)

Pre-requisite: Art 250

Further study and practice of painting, with emphasis on work in the medium of the student's individual choice and preference. Study of figurative painting and more complex compositions in the abstract and semi-abstract manner; creative painting from imagination; visual selection and association of ideas.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 258 — POTTERY AND CERAMICS (F) (3)

The study and practice of pottery with emphasis on work on a potter's wheel; introduction to glazes, ceramics and enamels; firing; bisque and glazes; study of the world's pottery and ceramics.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 259 — POTTERY AND CERAMICS (S) (3)

Pre-requisite: Art 258

Further study and practice in wheel work, glazes, ceramics and enamels; development of creative approach and emphasis on design concepts and execution; study of contemporary styles in creative pottery.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 260 — APPROACHES TO VISUAL FORM (F) (3)

Pre-requisite: Fine Arts 100 and 101

A study and discussion of key movements and figures in the art of the 19th and 20th Centuries. Studio activities centered around two and three-dimensional problems of visual form which relate directly to areas under study. An essential basis for understanding the change and new direction in visual arts to be studied during the second term.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 261 — CONTEMPORARY TRENDS IN VISUAL FORM (S) (3)

Pre-requisite: Art 260

The growth of two and three-dimensional design in 20th Century art movements, including "Art Nouveau", Bauhaus and the contemporary European and North American art trends; new discoveries in the field of form organization and the visual language in the present day. Specific studio design projects related to the areas of study will be a major part of this course.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 262 — ADVANCED LIFE DRAWING (F) (3)

Prerequisite: Art 184

Life drawing with emphasis on an interpretative and creative approach; study in depth of drawing techniques and styles in reference to contemporary trends in fine and applied arts; further exploration of graphic elements derived from observation of the human body, action and character.

Note: This course carries 1.5 transfer units to the B.F.A. Studio Program at U.B.C.

ART 263 — ADVANCED LIFE DRAWING (S) (3)

Pre-requisite: Art 262

Further study and practice of interpretative and creative life drawing, including stylization and abstraction of human form; design element in figurative drawing; experiments with drawing media.

ART 276 — TYPOGRAPHY (S) (3)

Pre-requisite: Art 162

A study of contemporary typeface, its characteristics and application in advertising, display, publicity and graphic presentation; type specification and measure for type setting; work with commercially produced transfer type specimens, repro-proofs and practice of lettering for comprehensive layout. Field trips to type-setting and composing rooms.

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

Pre-requisite: Art 164, 178 or equivalent experience in drawing and design.

The study and practice of basic hand-printing and graphic techniques such as lino and wood-cut, silk screening, indaglio and lithography; and a survey of modern commercial printing techniques and equipment. Field trips to printing and printing plates production establishments.



Student Art Exhibition

# biology

All biology courses, except Biology 200, require weekly laboratory periods or field trips.

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

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. Emphasis on topics of current interest, such as basic principles of ecology; the ecosystem concept; biogeoclimatic zones; environmental pollution; evolution; the origin of life; and a discussion of the plant and animal kingdoms.

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

Pre-requisite: Biology 104

A continuation of Biology 104, including population dynamics, basic principles of genetics, with emphasis on human genetics; problems of genetic engineering; aspects of human physiology; biology of aging; animal behavior and other related topics.

## BIOLOGY 110 — INTRODUCTORY BIOLOGY (F, S) (3)

Pre-requisite: None, However, Biology 11 is strongly recommended.

The standard introductory biology course for students who plan to take further courses in this area. Major topics include structure and function of cell components in a variety of cell types; cell division; an introduction to genetics; structure and function of D.N.A.; protein synthesis; theory of the origin of life; evolution; survey of the plant and animal kingdoms; viruses and bacteria.

## BIOLOGY 111 — INTRODUCTORY BIOLOGY (F, S) (3)

Pre-requisite: Biology 110

A continuation of Biology 110 which further develops the discussion of basic biological concepts such as the processes of photosynthesis and respiration; basic principles of ecology; structure, function and components of ecosystems; biogeoclimatic zones, energy flow; nutrient cycling and population dynamics; animal behavior and its relationship to ecology; important comparative, evolutionary and ecological aspects of gas exchange, internal transport, digestive, excretory, nervous and reproductive systems.

## BIOLOGY 200 — GENETICS (S) (3)

Pre-requisite: Biology 110 and 111

A study of the principles of inheritance, Mendelian and non-Mendelian; the chemical nature of the gene, gene structure and function, and gene duplication in bacteria and viruses, as well as some study of higher organisms, including man.

## BIOLOGY 204 — ECOLOGY (F) (3)

Pre-requisite: Biology 104 and 105 or 110 and 111

The first term of an introductory course in general ecology, stressing biotic-environmental relationships at the ecosystem level; the concept of the ecosystem, its components and dynamics; energy flow in ecosystems, nutrient cycling, biogeoclimatic zones with emphasis on British Columbia, vegetation analysis, tropical ecosystems. Emphasis is on principles of plant ecology and on problems in this field.



BIOLOGY 205 — ECOLOGY (S)

(3)

Pre-requisite: Biology 204

A continuation of Biology 204, with emphasis on principles and problems of animal ecology, including discussion of selected non-North American ecosystems; study of soils, pollution and its ecological significance; population dynamics; the human population explosion; problems in autecology; ecological aspects of animal behavior; modern trends and problems in ecology.

BIOLOGY 210 — MORPHOLOGY OF VASCULAR PLANTS (F)

(3)

Pre-requisite: Biology 110 and 111

A comparative study of the vascular plant groups, the pteridophytes, gymnosperms and angiosperms, with emphasis on the evolution, morphology, ecology and function of each of the groups and discussion of problems in plant morphology.

BIOLOGY 214 — CELL BIOLOGY (F)

(3)

Note: University transfer credit being applied for.

Pre-requisite: Biology 110 and 111 and concurrent registration in Chemistry 200, if not already completed.

An integrated study of cell structure and function as determined by electron microscopy; cell physiology and cell biochemistry, including levels of organization in cells, structure of biological molecules, techniques and methodology in cytological and cytochemical investigation of cells and organelles, and structure and function of the nucleus and cytoplasm. Laboratory exercises include basic and advanced microscopy, interpretation of electron micrographs and fundamental cytochemistry.

BIOLOGY 215 — CELL BIOLOGY (S)

(3)

Note: University transfer credit being applied for.

Pre-requisite: Biology 214 and concurrent registration in Chemistry 201, if not already completed.

An examination of specialized organelles for energy production or utilization; basic roles of proteins, carbohydrates, and lipids in maintaining cell metabolism and homeostasis; and the mechanisms involved in information storage and transfer in cells. Laboratory exercises include qualitative and quantitative determination of biochemical components of cells, isolation of organelles, and interpretive experiments in enzyme kinetics, photochemistry and cytogenetics.



*Biology Lab*

## business

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

An introductory course designed to cover basic terminology, techniques and applications of accounting, including the 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.

The course will include 3 hours of lecture and discussion material and 1½ lab hours per week.

### BUSINESS 152 — ACCOUNTING (F) (3)

Pre-requisite: Bookkeeping 12, "C" grade or better; or by written permission of the Instructor.

A review of the basics of accounting, with emphasis on practical problem-solving. Material will include specialized journals, adjustments, closing procedures, financial statements, payrolls and other matters related to the accounting function.

The course will include 3 hours of lecture and discussion material and 1½ lab hours per week.

### BUSINESS 153 — ACCOUNTING (S) (3)

Pre-requisite: Satisfactory completion of Business 152; a grade "B" or better in Business 150; or by written permission of the Instructor.

Further development of work started in the first term, including balance sheet accounts, emphasizing such problem areas as cash, receivables, depreciation, inventory evaluation; partnerships, budgeting, income tax.

The course will include 3 hours of lecture and discussion material and 1½ lab hours per week.

### BUSINESS 155 — ESSENTIALS OF BOOKKEEPING (S) (3)

Pre-requisite: Satisfactory completion of Business 150; or by written permission of the Instructor.

A continuation of work begun in Business 150, with emphasis on cash, receivables, payroll and other basic bookkeeping functions.

The course will include 3 hours of lecture and discussion material and 1½ lab hours per week.

### BUSINESS 156 — BUSINESS DATA PROCESSING (F) (3)

An appraisal of the computer's role in today's business, placing the computer in its proper perspective as a tool used by man for his benefit, and practice in the techniques of problem solving, flow charting and elementary programming.

### BUSINESS 160 — MERCHANDISING (F) (3)

The study and analysis of the aspects of retailing in Canada, including types of retail institutions; internal store organization and layouts; planning and control of inventory; evaluation of quality and pricing in relation to consumer preference, as well as an exploration of methods of buying and selling fashion merchandise, with emphasis on major Canadian manufacturers and retailers.

### BUSINESS 161 — MARKETING (F) (3)

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

BUSINESS 170 — BUSINESS LAW (S) (3)

A brief outline of the Canadian legal system; the principles of contract; forms of business organization; wills; torts; bankruptcy; relationship between landlord and tenant, and consumer protection legislation.

BUSINESS 250 — ADVERTISING (S) (3)

A study of typography and layout in retail advertising, including advertising design, direct mail, display, institutional advertising; use of photography in advertising design.

BUSINESS 254 — FINANCE (S) (3)

An examination of the basic mechanics and theories of investments; the kinds of stocks, bonds and other claims upon profits and their special uses; study of the stock-market, commodity exchanges; brokers, members of the exchanges and the rules under which they operate; factors determining prices of stocks and bonds; monthly investment plans.

BUSINESS 256 — PRODUCTION (3)

A survey of methods and planning techniques that aim to optimize the use of human and material factors of production in the pursuit of production goals, including materials and inventory control; plant layout and location; job and process systems; purchasing; labor relations; union contracts; grievance procedure; and labor legislation.

Note: Not to be offered in 1972/73

BUSINESS 260 — SALESMANSHIP (S) (3)

The 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 presentation which involves acquiring sales and product information, preparing demonstration models and appropriate selling aids.

BUSINESS 262 — COST ACCOUNTING (F) (3)

Pre-requisite: Satisfactory completion of Business 153; or by written permission of the Instructor.

The Canadian cost accountant's role, with emphasis on costing definitions and procedures; material control; direct labor accumulation; distribution of indirect manufacturing expenses; variance control and budgeting.

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

An examination of the forms and methods of organization and problems of small business in our society, such as failure and success; capital and credit; planning; financial control; marketing problems; legal relationships.

BUSINESS 286 — MARKET RESEARCH (S) (3)

The principles, techniques and applications of market research in marketing, with 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)

A study of Canadian transportation systems; federal and provincial regulations of railways, shipping, and air transport; freight rates and tariffs; shipping documents, special freight services, freight claims; technical tariff and rate interpretation.

# business management

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

The principles and techniques of a complete accounting cycle, covering assets, liabilities and owner's equity; basic accounting procedures; changes in owner's equity; closing the books; adjustments for accrued revenue, accrued expense, and 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, 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 (S) (6)

Pre-requisite: Business Management 154

A continuation of the work begun in Business Management 154.

Note: When both Business Management 154 and 155 are completed, they receive 6 semester hours credit in Commerce at S.F.U., and 1½ hours credit for Commerce 151 and 1½ hours unassigned Commerce credit at U.B.C.

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

An introduction to the capabilities of the commonly used machines, such as adding and calculating machines, cash register, copiers and duplicating equipment, microfilming, dictating equipment, the flexowriter. Operating skill with the adding and calculating machines only.

## BUSINESS MANAGEMENT 158 — MARKETING (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, sales promotion and salesmanship, with emphasis on the marketing of industrial as well as consumer goods.

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

Pre-requisite: Business Management 158

A continuation of the work begun in Business Management 158.

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

A study of various types of credit and their use by retail businesses, commercial enterprises and consumers, including sources of information; credit policy; control; analysis, and collection techniques.



**BUSINESS MANAGEMENT 172 — ADMINISTRATIVE PRACTICES (F) (3)**

An introduction to the basic nature of business problems and to the administrative process involved in handling them. Study and discussion of actual business situations selected to illustrate typical problems met in industry requiring managerial analysis, decision and action.

Note: Students taking this course will receive 1½ hours transfer credit for Commerce 190 at U.B.C.

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

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

**BUSINESS MANAGEMENT 176 — MANAGEMENT IN INDUSTRY (S) (3)**

An orientation into the nature of business in the private enterprise system, with emphasis on the role and interaction of the three levels of government with business; the role of financial intermediaries and the Capital Market in influencing the behavior of firms; and the financial function of management.

Note: Business Management 172 and Business Management 176 taken together receive 3 semester hours credit in Commerce at S.F.U.

**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; illustration of the principal functions of data processing, as well as practice with unit record equipment; writing and testing of elementary computer programs; use of flow-charting and elementary data processing systems designed to illustrate the achievement of data processing objectives.

## **chemistry**

All chemistry courses include weekly three-hour laboratory periods.

**CHEMISTRY 104 — FUNDAMENTALS OF CHEMISTRY (F) (3)**

A course specifically designed for non-science students which also fulfills first-year chemistry requirements for nursing, home economics and physical education. A study of chemical principles; stoichiometry; solids, liquids, and gases; the chemical bond; compounds; representative chemistry. Laboratory will have a practical orientation.

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

Pre-requisite: Chemistry 104

A study of electrochemistry; introductory thermochemistry; representative inorganic chemistry; equilibrium; organic chemistry.

**CHEMISTRY 110 — PRINCIPLES AND METHODS OF CHEMISTRY (F) (3)**

Pre-requisite: Chemistry 12; or Chemistry 11 with at least a "C" grade, and Mathematics 12. Mathematics 130 must be taken concurrently, if not already completed.

A course 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 (S) (3)

Pre-requisite: Chemistry 110. Mathematics 131 must be taken concurrently, if not already completed. Mathematics 140 must be taken with either Chemistry 110 or 111, if not already completed.

An examination of solutions; acids, bases, and salts; redox equations, electrochemistry; equilibrium, metallurgy; nuclear chemistry and organic chemistry.

CHEMISTRY 200 — ORGANIC CHEMISTRY (F) (3)

Pre-requisite: Chemistry 105 or 111

A study of nomenclature; structure, identification, and spectroscopy of organic molecules; alkanes, alkenes, alkynes, alcohols, aldehydes, ketones, ethers, acids, optical isomerism.

CHEMISTRY 201 — ORGANIC CHEMISTRY (S) (3)

Pre-requisite: Chemistry 200

A study of organometallic compounds; carbohydrates; amines, amides, nitriles, nitro, azo, diazo and related compounds; protein chemistry; electrophilic aromatic substitution; heterocyclics.

CHEMISTRY 204 — INTRODUCTION TO  
PHYSICAL INORGANIC CHEMISTRY (F) (3)

Pre-requisite: Chemistry 105 with "B" standing or Chemistry 111, together with Mathematics 130, 131, and 140.

A course for students majoring in the biological sciences and for those planning careers in medicine, dentistry, agriculture or forestry. A study of thermodynamics; thermochemistry; acids and bases; PH determinations; solubility products and qualitative inorganic analysis. Biological application of these topics stressed. This course includes four hours of laboratory work per week.

CHEMISTRY 205 — INTRODUCTION TO  
PHYSICAL INORGANIC CHEMISTRY (S) (3)

Pre-requisite: Chemistry 204

A study of electrochemistry; galvanic cells, oxidation-reduction in biological systems; reaction rates and enzyme kinetics; macromolecular systems. This course includes four hours of laboratory work per week.

## commerce

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

Beginning study of the principles of Pitman's shorthand based on a well-presented sequence of lessons from **New Basic Course** and accompanying **Acceleration Taped Course**, with emphasis on the application of Pitman shorthand theory and on the development of increasing speeds on high frequency vocabulary.

COMMERCE 152 — SECRETARIAL SCIENCE—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.

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

Pre-requisite: Commerce 150 or written permission of the Instructor based upon tested assessment of student.

A course emphasizing theory; vocabulary expansion; development of speed and facility in writing, and accurate transcription.

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

Pre-requisite: Commerce 152 or written permission of the Instructor.

A continuation of the development of speed and accuracy in typewriting, with emphasis on the production jobs and related office skills such as letters, tabulations, office forms, transcribing machines.

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

Pre-requisite: Commerce 153 or written permission of the Instructor after assessment of the student's ability to take dictation at 60 w.p.m. with accurate transcription.

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

COMMERCE 161 — BUSINESS CALCULATIONS (F) (4.5)

A comprehensive review and drill in fundamental operations of algebra and arithmetic in relation to business usage, with emphasis on accuracy in computations; fractions; percentages; ratios; insurance; commission; profit and loss; foreign exchange; trade and cash discounts and statistical tools.

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

Pre-requisite: Commerce 154 or typing skill to an intermediate level with a speed of 40 w.p.m.

A continuation of development in speed and accuracy, with stress on production of work, proofreading, acceptable work standards; copying from rough drafts; preparation of routine correspondence; tables; manuscripts; arrangements and minutes of meetings. This course will include a 1½ hour lab.

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

Pre-requisite: Commerce 157 or written permission of the Instructor after assessment of the student's ability to take dictation at 80 w.p.m. with accurate transcription.

Advanced speed development at rates of 100-120 words a minute and higher; dictation of general and specialized materials for varying time periods; rapid and accurate transcription.

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

Pre-requisite: Commerce 166 or written permission of the Instructor.

More advanced typewriting work to increase proficiency in dealing with office procedures and problems; responsibilities of a secretary; composition of letters; machine transcription in summarized form of notes for reports and minutes; employment opportunities, job applications and interviews.

COMMERCE 250 — LEGAL OFFICE PROCEDURES AND  
SPECIALIZED KNOWLEDGE (F) (3)

Pre-requisite: Commerce 153 and Commerce 154 or by written permission of the Instructor.

Introduction to the Canadian legal system; general legal principles and their applications; history of legal development; court systems; use of shorthand and typing 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 251 — LEGAL OFFICE PROCEDURES AND  
SPECIALIZED KNOWLEDGE (S) (3)

Pre-requisite: Commerce 250.

A continuation of Commerce 250.

COMMERCE 252 — MEDICAL OFFICE PROCEDURES AND  
SPECIALIZED KNOWLEDGE (F) (3)

Pre-requisite: Commerce 154 or by written permission of the Instructor. Shorthand desirable, but not required.

A course which provides the necessary background knowledge in health and medicine; understanding of terminology, elementary anatomy and physiology; 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 253 — MEDICAL OFFICE PROCEDURES AND  
SPECIALIZED KNOWLEDGE (S) (3)

Pre-requisite: Commerce 252

A continuation of Commerce 252, including admissions; case histories; charts; summaries; surgical and pathological reports.

## economics

Economics 100 and 101 will provide insight into the economic life of the nation for the student who is interested in a general background in Economics. They will also serve as an introduction to the study of underlying economic theories explored in the 200-level courses.

Students who plan to major in Economics for careers in commerce, industry and government should complete Economics 200 and 201, before proceeding to third year courses at U.B.C. and S.F.U. Students who plan to major in Economics at S.F.U. are also advised to complete Economics 120 and 121.

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

An analysis of current economic problems on the local, national and international scene; a study of the historical context in which economic issues can be judged and an explanation of the different economic systems in the world, such as capitalism and socialism; an exploration of the processes involved in the production and distribution of wealth such as the market system of prices; concepts of supply and demand theory.

ECONOMICS 101 — CANADIAN ECONOMICS (S) (3)

The structure, strength and problems of the Canadian economy seen through its international trading position, including considerations of tariff policies, exchange rates, balance of payments, immigration policies; its corporate and trade union structure, including consideration of foreign investment, foreign "control"; the nature and extent of government power in the life of the economy, including an examination of controls over business, policies dealing with unemployment and inflation, federal-provincial-municipal relations and taxation policies, poverty, housing, health and education in the context of regional disparities within the country; problem issues such as farming, urban growth, pollution, and development of the North.



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

Economic history from ancient times to the Industrial Revolution, with emphasis on Western civilization as well as references to developments in India and China; introduction to basic economic principles in an historical setting, with respect to the economic life of primitive man; economics of the River and Greek civilizations, the Roman Empire; European expansion and the transition from feudalism to capitalism.

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

A history of economic growth and development from the Industrial Revolution to the present, including study of several West European countries, North America, with particular emphasis on Canada; and the developing countries of Asia, Africa and South America.

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

An examination of the underlying principles upon which the market economy is established in terms of scarcity and choice, consumer behavior (the laws of demand) and business behavior (the laws of supply). Provides the student with the ability to analyze the cost structure of firms and to determine optimum price and output levels; examines money and banking; structure and organization of Canadian industry; trade union activities; principles of taxation; Canada's foreign trade; foreign investment in the Canadian economy.

ECONOMICS 160 — RESOURCE ECONOMICS OF BRITISH COLUMBIA (3)

Note: Not offered in 1972/73

A course, geographical in content, economic in its analytical approach, which examines factors leading to the development of British Columbia's economy, including forestry, manufacturing, mining, fishing, agriculture and tourism, and which reviews the economy of British Columbia today.

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

Pre-requisite: Economics 100 or 101

A study of the nature of economic fluctuations which occur in the national economy and an examination of the range of issues which surround economic instability nationally and internationally. Examines measurement of performance over time and between countries in terms that include output, employment and prices; explanation of money, the role of banks, monetary policy; examination of government spending and taxation policies in relation to national income theory and problems of unemployment, lagging growth, inflation; analysis of the basis of international trade, its financing, and the nature of exchange rates and international payments; study of the problems of underdeveloped countries.

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

Pre-requisite: Economics 100 or 101

A study of the theoretical constructs of consumer behavior and the operation of business firms in the market economy under conditions of perfect competition, oligopoly, monopoly and monopolistic competition; analysis of markets for finished goods and factors of production; study of the theory of distribution.

# education

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

The historical and philosophical foundations of Early Childhood Education and a critical examination of contemporary issues and programs.

EDUCATION 152 — CURRICULUM PLANNING (F) (3)

First half of a two-part sequence. An introduction to the goals and purposes of Early Childhood Education and the role of the pre-school teacher through a comparison of different types of centres; underlying principles of program planning; learning potential of play activities; guidance methods.

EDUCATION 153 — CURRICULUM PLANNING (S) (3)

Pre-requisite: Education 152 and Psychology 150

A continuation of Education 152. Application of the principles of program planning in a variety of centres and for children of different ages with the focus on day care; examination of major curriculum areas with reference to developmental sequence, objectives, related activities and their integration into the daily program; teacher role in meeting individual differences.

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

Pre-requisite: Education 152 and 153 or by written permission of the Program Coordinator

An examination of children's early concept development in science, social studies and mathematics with activities and experiences for the young child and their integration into the pre-school program.

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

Pre-requisite: Education 152 and 153 or by written permission of the Program Coordinator

An examination of the creative arts (music, art, drama, dance) both theoretical and practical, and their application to the enrichment of programs for the young child.

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

A study of learning as applied through media, with emphasis on the present educational system and the role of the Media Resource Technician within it.

EDUCATION 259 — MEDIA AND SOCIETY (F) (3)

A course on the role of media in society with emphasis on the internal factors affecting the nature of various mass media; external determinants and constraints; critical issues relating to mass-media and communications, technologies, futurism and media literacy.

EDUCATION 262 — EXCEPTIONAL CHILDREN (S) (3)

Pre-requisite: None. However, E.C.E. students are advised that Education 363 should be taken concurrently.

A study of exceptional children with the focus on an educational environment for optimal development. The gifted, the mentally retarded, the emotionally disturbed, the neurologically and physically handicapped will be studied.

EDUCATION 264 — PRE-SCHOOL AND DAY-CARE  
ADMINISTRATION (S) (3)

Administration and management of pre-schools with emphasis on day-care centres, including licensing regulations; procedures for setting up a centre; financial operation; personnel policies; staff relationships; program development and implementation.

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

The pre-school teacher and her relationship with parents and the community; communication techniques to help parents and teachers learn and work together in a variety of settings and in a variety of ways; community resources and referrals.

EDUCATION 360 — WORKSHOP PRACTICUM (F, S) (3)

Pre-requisite: Psychology 150. Education 152 should be taken concurrently or prior to Education 360.

The first of a four-part practicum sequence during which the student observes and participates in a variety of community pre-school programs. Early in the term a three-week observation period will be arranged, consisting of three mornings per week. A further four-week participation practicum period later in the term requires four mornings per week. Weekly seminar for discussion and integration.

EDUCATION 361 — WORKSHOP PRACTICUM (F, S) (3)

Pre-requisite: Education 360. Education 153 should be taken concurrently or prior to Education 361.

Two participation practicum periods, one of three weeks and one of four weeks duration. Each will consist of four mornings per week, three hours each. Weekly Seminar for discussion and integration.

EDUCATION 362 — WORKSHOP PRACTICUM (F, S) (3)

Pre-requisite: Education 361

Two participation practicum periods, one of three weeks and one of four weeks duration. Each will consist of four mornings per week, three hours each. Weekly Seminar for discussion and integration.

EDUCATION 363 — WORKSHOP PRACTICUM (S) (3)

Pre-requisite: Education 362. Education 262 should be taken concurrently or prior to Education 363.

Observation and participation in a variety of programs for exceptional children. Early in the term a three-week observation period will be arranged, three mornings per week. A further four-week practicum period later in the term requires four mornings per week. Weekly seminar for discussion of observations and integration of theory and practice.



*Early Childhood Education Practicum.*

# electricity

## ELECTRICITY 156 — ELECTRICAL CIRCUITS (F) (5)

Pre-requisite: Mathematics 12, Physics 11 and Chemistry 11.

A theoretical and practical introduction to circuit analysis as applied to d.c. circuits; 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; study of basic parameters and units, such as current voltage, resistance, conductance and power; circuit laws, theorems; rules as applied to series, parallel, and series-parallel circuits; network analysis, and coupled circuit analysis. This course has five hours of lecture and two hours of lab per week.

## ELECTRICITY 157 — ELECTRICAL CIRCUITS (S) (3) 5.5

Pre-requisite: Electricity 156 and Mathematics 160. Mathematics 161 should be taken concurrently.

A study of the sine wave; average and effective values; impedance; admittance; power and power factor; characteristics of resistors, capacitors, and inductors in a.c. circuits; laws, rules, and techniques applied to series, parallel, and series-parallel a.c. circuits; resonance, complex algebra and phasor diagrams applied to a.c. circuit analysis, and an introduction to coupled circuits. This course has five and one-half hours of lecture and three hours of lab per week.

## ELECTRICITY 160 — APPLIED ELECTRICITY (F) (3)

The minor repair and calibration of audio-visual equipment and accessories; the use of elementary test equipment to determine faults in connecting accessories such as line cords and adapters; soldering techniques and the use of basic hand tools; study of the block system of operation of various audio and visual equipment. An attempt will be made to provide the student with a greater appreciation and understanding of the kinds of equipment currently used in the field of audio-visual productions.

## ELECTRICITY 161 — ELECTRICAL MEASUREMENTS (F) (3)

Pre-requisite: Mathematics 12, Physics 11 and Chemistry 11.

A study of electrical quantities, their units and symbols, including the instruments commonly used, their limitations, accuracy, and application; measurement of power, resistance, and capacitance and the limitations of certain instruments in obtaining accurate measurements; techniques in the measurement of phase angle, frequency, and distortion. This course is fundamental to all other electrical and electronic courses. It includes three hours of lecture and one hour of lab per week.

## ELECTRICITY 162 — ELECTRICAL FABRICATION AND ASSEMBLY (F) (2)

Pre-requisite: Mathematics 12, Physics 11, and Chemistry 11

A course designed to cover welding of ferrous and non-ferrous metals, together with the appropriate materials knowledge; fabrication as applied to the manufacture of electrical and electronic assemblies; electrical wiring and installation methods with related electrical code training and appropriate electrical drafting techniques. This course has two hours of lecture and one hour of lab per week.



ELECTRICITY 163 — ELECTRICAL FABRICATION AND ASSEMBLY (S) (2)

Pre-requisite: Electricity 162

A continuation of Electricity 162 in which the student will be required to make working drawings for an electronic device and completely assemble parts and components to specifications. This course has a total of two hours of lecture and one hour of lab per week.

ELECTRICITY 164 — CIRCUIT DEVICES AND TECHNIQUES (F) (2)

Pre-requisite: Mathematics 12, Physics 11, And Chemistry 11

An introduction to the characteristics and application of the small components most frequently used in the electrical and electronic industries; study of industry standards, coding systems, tolerances, and basic test procedures; fabrication circuit assembly techniques discussed and applied, with particular emphasis on special soldering techniques; basic inspection and quality control procedures; work with solid state devices; basic transistor theory and parameters, including basic circuits covered in preparation for Electricity 154. This course has two hours of lecture and two hours of lab per week.

ELECTRICITY 165 — ELECTRONIC CIRCUITS (S) (5)

Pre-requisite: Electricity 156 and Mathematics 160. Mathematics 161 should be taken concurrently.

A course in understanding and designing basic electronic circuitry through the study of solid-state devices, with some mention of vacuum tubes; 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. This course has five hours of lecture and two hours of lab per week.

## english

### GENERAL INFORMATION

Students intending to transfer to universities other than Simon Fraser should take two first-year English courses (100 and one of 104, 105, 106 or 108). Those bound for Simon Fraser can obtain transfer credit for 104, 105, 106 and 108, if they desire; English majors normally take three of these four courses during their first year at S.F.U. English 100 is not transferable to S.F.U.

Intending majors and honours students should complete English 200 and 201. These two courses are sometimes required for certain Arts and Education programs; students should check university calendars and seek help from Advisers in determining requirements.

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

Note: This course is not transferable to university.

An intensive course in the basic language skills to enable the student to proceed without difficulty through a regular college program. Curriculum not all pre-determined, but evolving partly from the assessed needs of the students. Most work will be practical and done in class; involves written and oral exercises, as well as exercises to stimulate perception and awareness.

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

The development of reading and study skills, with emphasis on purposeful and flexible reading techniques related to speed of comprehension; the development of 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.

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; a passing grade in English 010; or a passing grade on 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, expository, and persuasive forms. Problems in mechanics of writing dealt with individually in conferences, by revision of essays, and if necessary, by individual drill. Much attention given to precise, appropriate and effective selection and use of words throughout the term. Increasing emphasis on effective organization and development of material for a variety of purposes.

ENGLISH 104 — FICTION (F, S) (3)

Pre-requisite: English 100

A study of selected twentieth-century short stories and novels, each of intrinsic literary merit. The chief aim of the course, beyond broadening and deepening the student's understanding and appreciation of literature, is to encourage original responses to literary expression, and to increase the student's ability to express those responses in well-developed criticism.

ENGLISH 105 — POETRY (F, S) (3)

Pre-requisite: English 100

A study of selected major and significant minor twentieth-century poets whose poetry is, in all cases, of intrinsic literary merit. The chief aim of the course, beyond broadening and deepening the student's understanding and appreciation of literature, is to encourage original responses to literary expression, and to increase the student's ability to express those responses in well-developed criticism.

ENGLISH 106 — DRAMA (S) (3)

Pre-requisite: English 100

A study of selected twentieth-century plays, especially since 1950. The chief aim of the course, beyond broadening and deepening the student's understanding and appreciation of literature, is to encourage original responses to literary expression, and to increase the student's ability to express those responses in well-developed criticism.

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

Pre-requisite: English 100

A study of twentieth-century works, each of intrinsic literary merit, arranged under a thematic heading of significance in the contemporary world. The theme heading for each section of the course will be announced at the time of registration. 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) (3)

A course in the development of writing and speaking skills with material closely related to business and technical career goals. 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, including advertising, propaganda and the mass media. A long formal, written report based on research 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 pre-school years; criteria for evaluation for text and illustration; techniques of story telling and puppetry; audio-visual aids including film strips, tape recorder, flannel boards, with workshops in same.

ENGLISH 164 — PUBLIC SPEAKING (F) (1.5)

An advanced course in oral communication concerned with effective speaking in the context of business, and including 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)

An intensive workshop course designed to help students develop their skills in self-expression and craftsmanship in poetry, fiction, and drama. Students are required to write extensively in their chosen genre, and to develop an awareness, through written practice, of at least one of the other genres. Students are also required to submit their writing regularly for group discussion. Students will be encouraged to develop their work to the point at which it should become acceptable for publication in **The Capilano Review** and other literary magazines.

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

Pre-requisite: English 100 or advanced standing, 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. An attempt to provide the student with a broad historical and critical frame of reference as well as some indepth study of individual works.

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

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

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

ENGLISH 202 — CANADIAN LITERATURE (F) (3)

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

A course designed to familiarize the student with major, representative authors from the colonial beginnings of Canada to World War II. An investigation of various themes and styles which evolved through the early literature and which are reflected in contemporary Canadian literature. Examples of significant French-Canadian works studied in translation.

ENGLISH 203 — CANADIAN LITERATURE (S) (3)

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

The continuation of English 202 becoming more intensive in its investigation of individual, major, modern authors of poetry, novels and plays in Canada since World War II. A study of the emergence in modern form of themes and attitudes of a sensibility uniquely Canadian.

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

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

A course designed to familiarize the student with the writings of selected major, representative American writers, and to provide the student with a broad historical and critical frame of reference. Texts considered both for their own literary merits and in historical context.

Note: Not to be offered in 1972-73.

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

Pre-requisite: English 100 or advanced standing and one of English 104, 105, 106, or 108. English 204 recommended but not required.

A course similar to English 204, but covering the period from 1850 to 1920, and concentrating on the development of realism in American literature.

Note: Not to be offered in 1972-73.

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

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

A course 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 with major emphasis on historical and aesthetic evaluations.

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

Pre-requisite: English 100 or advanced standing, and one of English 104, 105, 106 or 108. English 212 recommended, but not required.

A course similar to English 212, but covering the period from 1800 to 1920.

## **fashion**

FASHION 150 — CONSUMERS OF APPAREL (F) (3)

An examination of the psychological, sociological, economic, and artistic motives that influence purchasing patterns of individuals and groups; current consumer purchasing reports; the development of skills in relating elements of clothing design to personal temperament and physical features.

FASHION 170 — HISTORY OF WESTERN FASHION (S) (3)

A survey of fashions from the days of Ancient Egypt to the present, including an investigation of major cultural forces that influence fashion change, and analysis of current fashions to discern influence of past cultures.



FASHION 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 with constant relation of these factors to the effect on development of the design, serviceability and care of fabrics; investigation of textile labelling, legislation, promotion selling, and the development of the Canadian textile industry.

FASHION 251 — FASHION PROMOTION (S) (3)

The study of methods of fashion promotions and the specific study of planning fashion promotions, including theme selection according to influencing factors such as age group appeal, promotional timing, budgets and merchandise content; areas, aims and coordination of advertising and display techniques to enhance a promotion; the study of areas of documentation of information and designation of responsibility in relation to specific promotions.

FASHION 253 — HOME FURNISHINGS (S) (3)

A brief analysis of important furniture periods and their relationship to today's furniture styles; fundamentals of decorating; study of textiles, color wall finishes, window treatments, floor coverings and accessories; practice of room planning through use of floor plans, and room decorating by combining furniture fabrics and accessories.

FASHION 254 — CLOTHING DESIGN AND CONSTRUCTION (F) (4.5)

An analysis of clothing designs in relation to market value which encompasses the study of art elements and principles as well as discussions of current designs and designers; involvement in original design and garment making; pattern-making and draping techniques; development of skills in macrame, knitting and crocheting; market surveys of design and construction standards. No sewing skills required.

FASHION 255 — CLOTHING DESIGN AND CONSTRUCTION (S) (4.5)

Pre-requisite: Fashion 254

A continuation of individual designing and development of garments; development of skill in solving fitting problems; comparison of construction techniques and design in relation to retail value.

## **fine arts**

### GENERAL INFORMATION

Students who plan a major in Fine Arts at U.B.C. are advised to complete required B.A. courses as well as Fine Arts 100 and 101. In their second year they should include either Fine Arts 200 and 201 or two of the studio art courses which receive transfer credit. Those interested in completing honours are strongly urged to obtain a reading knowledge in two languages, such as French, German and Italian.

For the B.F.A. degree at U.B.C., students should fulfill the B.A. academic requirements and be governed, regarding studio courses, by the information presented in the Art Section of this calendar.

All Fine Arts courses receive elective credit at S.F.U.; students should consult the Fine Arts department at the University of Victoria for their requirements.

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

An historical survey of art from prehistoric times to the late Gothic period with consideration given to the painting, architecture and sculpture of each, as well as to the artists themselves, their social context; problems of style and period classification.

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

A consideration of painting, architecture and sculpture from the Renaissance to the present, emphasizing the approach pursued in Fine Arts 100.

FINE ARTS 200 — PROBLEMS AND TOPICS IN  
NORTH AMERICAN ART (F) (3)

Pre-requisite: Fine Arts 100 or 101

A study of painting, sculpture and architecture of North America to encourage the student to engage himself in Research in Fine Arts history and criticism, in part through contact with artists who live in the Lower Mainland.

FINE ARTS 201 — PROBLEMS AND TOPICS IN  
NORTH AMERICAN ART (S) (3)

Pre-requisite: Fine Arts 100 or 101

A continuation of Fine Arts 200.

## french

Students who wish to proceed to S.F.U. and to pursue further courses in French are reminded of the present equivalency standards. Exemption will normally be given, depending upon the results of a placement test or other assessment procedure. As a result of the placement test, area credit may be granted which would count towards major requirements in language. Other courses may only be used for elective credit.

Students with French Grade 11 who wish only to satisfy the U.B.C. Faculty of Arts language requirement need French 102 and 103. Should they plan to major, they should also include French 202, and 220 during their third year, by permission of the Department.

Students with French Grade 12 who intend to major at U.B.C. should complete French 110, and 111, as well as French 210 and 211. They may then proceed to U.B.C. French 220, which may be taken during their third year by permission from the Department, and French 302.

Note: All French courses include a total of five and one-half hours of instruction per week, made up of three hours of lectures; one and one-half hours of laboratory practice; and one hour of conversation practice with a native speaker.

FRENCH 050 — BEGINNING FRENCH (F) (3)

Note: This course is not transferable to university.

An introductory course, for adults with no experience in French, which uses a conversational approach.

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

Pre-requisite: French 11 or 050

A course designed to give spoken fluency and reading facility as well as some writing of the language, including phonetics, based on the audio-lingual approach.

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

Pre-requisite: French 102. This course should be taken, whenever possible, in the term following French 102.

A continuation of French 102.

FRENCH 110 — INTERMEDIATE FRENCH (F) (3)

Pre-requisite: French 12

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

FRENCH 111 — INTERMEDIATE FRENCH (S) (3)

Pre-requisite: French 110. This course should be taken, whenever possible, in the term following French 110.

A continuation of the work of French 110, including a review through literary texts and composition, with emphasis on literary composition.

FRENCH 202 — ADVANCED FRENCH (F) (3)

Pre-requisite: French 103

An advanced course to continue oral fluency with grammar review; some translation, dictation and literary texts given in French.

FRNCH 203 — ADVANCED FRENCH (S) (3)

Pre-requisite: French 202. This course should be taken, whenever possible, in the term following French 202.

A continuation of the work of French 202.

FRENCH 210 — ADVANCED FRENCH (F) (3)

Pre-requisite: French 111

An advanced course with emphasis on written work, together with the study of literary texts requiring a great deal of background reading in literature.

FRENCH 211 — ADVANCED FRENCH (S) (3)

Pre-requisite: French 210. This course should be taken, whenever possible, in the term following French 210.

A continuation of the work of French 210, requiring intensive background reading in literature.

## general studies

GENERAL STUDIES 100 — CAPILANO "A" PROGRAM (F) (9)

Note: University transfer credit granted by S.F.U. and U.B.C. and being applied for at U. Vic.

A problem-centered program of liberal education focusing upon themes of basic human concern, and involving weekly lectures, seminars, tutorials, individual conferences, and a variety of off-campus activities such as field trips and visits to plays, films, and art exhibitions.

GENERAL STUDIES 101 — CAPILANO "A" PROGRAM (S) (9)

Note: University transfer credit granted by S.F.U. and U.B.C. and being applied for at U. Vic.

Pre-requisite: General Studies 100

A continuation of the Capilano "A" Program.

Note: A complete second-year program of Canadian Studies is available, carrying university credit. For information, contact the Student Services Centre.

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

How will today's scientific discoveries shape tomorrow's society? Is science a powerful force leading to a society beyond the control of man, or is it a method man can use to solve some of the rapidly growing problems we hear about daily? These and related questions will be explored by a team of scientists using lectures, films, and extensive discussion.

GENERAL STUDIES 160 — CONTEMPORARY ISSUES  
SOCIAL SCIENCE (F)

(3)

Note: University transfer credit being applied for.11, 12.

A team of social scientists will define and discuss some of the problems and issues which face mankind today and threaten his survival, such as aggression, poverty in Canada and in the Third World, urbanization, ecological imbalance and 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 250 — 251

These courses are currently under development, and may be offered in the Fall Term, 1972. See the calendar supplement for further information.

## geography

Geography courses are planned for students who wish a major in this field as well as for those who wish electives. More than one geography course may be taken simultaneously. Students intending to transfer to U.B.C. may combine Geography 110 and 201 to receive credit for U.B.C. Geography 100. Geography 111 and 201 will receive credit as U.B.C. Geography 200/201. Students planning to transfer to S.F.U. may take the geography courses in any sequence.

GEOGRAPHY 106 — BRITISH COLUMBIA —  
A REGIONAL ANALYSIS (F, S)

(3)

A regional analysis of the geography of British Columbia and the Yukon which examines the criteria for defining regions; the historical development of settlement in the Western Cordillera; the concept of the hierarchy of central places and hinterland areas; a study of the present distribution of economic activities in B.C. analyzed by region and showing their inter-connectedness.

GEOGRAPHY 110 — METHODOLOGY AND TECHNIQUES (F)

(3)

A course concentrating 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. Students are encouraged to engage in field research, utilizing the techniques developed in lectures.

GEOGRAPHY 111 — HUMAN GEOGRAPHY (F)

(3)

An examination of human cultural characteristics and activities in different environmental situations; an evaluation of landscape change as a function of human cultural evolution, from hunting and gathering societies to the modern industrial urban society; theoretical concepts applied to man-land relationships, and to the migration, diffusion and distribution of human populations.

GEOGRAPHY 200 — ECONOMIC GEOGRAPHY OF  
— ADVANCED ECONOMICS (S)

(3)

A detailed examination of the concepts and themes of economic geography in terms of agriculture, manufacturing, transportation and tertiary activities; an analysis of the methods used in economic geography in terms of behavioral systems, and statistical, descriptive and regional analysis.



A course based on the themes and problems encountered in the field of urban geography, recognizing the increasing interdisciplinary nature of urban area analysis and examining urbanization as an historic and rapidly continuing process; the growth of functional regionals and patterns of urban settlement; the dynamics of urban structure and land use; critical problems that face mankind today due to past developments in the spatial, economic and social organization of cities. Examples to be taken from many parts of the world, though special attention focused on the Lower Mainland of B.C. as a course "laboratory".

## geology

Geology courses include weekly two-hour laboratory periods or equivalent field projects.

### GEOLOGY 110 — PHYSICAL GEOLOGY (F)

(3)

Pre-requisite: Any two of the following courses: Biology 11, 12; Chemistry 11, 12; Physics 11, 12.

An introduction to principles and processes of physical geology such as the composition and origin of igneous rocks; chemical and mechanical weathering, erosion and land forms; origin and composition of sedimentary and metamorphic rocks; origin and structure of continents and ocean basins; internal constitution of the earth; origin of the earth.

### GEOLOGY 111 — HISTORICAL GEOLOGY (S)

(3)

Pre-requisite: Geology 110.

An introduction to the principles of historical geology and application of these principles in the study of a continent and an ocean basin, with topics such as absolute and relative age; geological time-scale; stratigraphy and structure; stratigraphic paleontology; ancient environments and organic evolution; geologic history of North America; sea-floor spreading; global tectonics; paleomagnetism; geologic history of the Pacific Ocean basin.

## german

Students who wish to proceed to S.F.U. and to pursue further courses in German are reminded of the present equivalency standards. Exemption will normally be given, depending upon the results of a placement test or other assessment procedure. As a result of the placement test, area credit may be granted which would count towards major requirements in language. Other courses may only be used for elective credit.

In the case of U.B.C., present equivalent standards provide transfer on the following basis:

Capilano College	U.B.C.
German 100 and 101 (3 credits each)	100 (3)
German 200 and 201 (3 credits each)	200 (3)

The student wishing to major fulfills departmental requirements with German 223, which may be taken in the third year by permission of the Department.

Note: All courses in German include a total of five and one-half hours of instruction per week, made up of three hours of lectures; one and one-half hours of laboratory practice; and one hour of conversational practice with a native speaker.

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

An introduction to the German language using an audio-lingual approach, with reinforcement through reading and through written drill.

GERMAN 101 FIRST YEAR GERMAN (S) (3)

Pre-requisite: German 100. This course should be taken, whenever possible, in the term following German 100.

A continuation of the work in German 100.

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

Pre-requisite: German 101

A course which includes conversation, grammar, composition and the study of modern literary selections.

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

Pre-requisite: German 200. This course should be taken, whenever possible, in the term following German 200.

A continuation of the work in German 200.

## health

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

A study of physiology; common diseases and disorders of children; first aid; nutritional needs and how they can be met for children in day care, with attention to preventive health measures and community resources.

## history

Students intending to major in History are advised to consult with a history faculty member of the university of their choice. In general, students planning to attend should take at least two history courses at the College and a broad sampling of courses in the social sciences and humanities. Students planning to take honours should have a reading knowledge of a foreign language.

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

An introduction to historiography as well as a consideration of Liberalism, Communism, Fascism and Socialism through theory and case studies.

HISTORY 102 — IDEAS IN CANADIAN AND  
AMERICAN HISTORY (F, S) (3)

A study of the historical concepts of democracy, individualism, equality, progress, mission, nation and race.

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

A thorough analysis of urban life, including the medieval, the mercantile English and American, and the industrial English city.

HISTORY 201 — MAN AND HIS CITY FROM 1850 (F, S) (3)

A study of the city in North America from 1850 to 1940, with emphasis on man's attitudes towards the city, the factors which shaped the character of the cities, and the historical environment of the period.

HISTORY 203 — LOCAL HISTORY SEMINAR (F) (3)

Note: University transfer credit being applied for.

A course in historical methodology which studies research techniques in theory and practice, and which involves work with North Shore historical materials in order to prepare a major research paper.

HISTORY 204 — LOCAL HISTORY SEMINAR (S) (3)

Note: University transfer credit being applied for.

Pre-requisite: History 203

Composition and criticism of research papers dealing with local history.

## **independent study**

A special, independent project for Career Program students whose primary purpose is an "in-depth" study of a business, technical, art, or education topic related to a particular career program. The student assumes responsibility for planning his project and is required to submit a statement of the problem, the research procedure or method to be employed, and an indication of the data, items, or facts to be collected to the Program Co-ordinator, prior to the calendar date for course and section changes. All project submissions are to be approved and directed by an Instructor.

INDEPENDENT STUDY 198 — INDEPENDENT PROJECT (F) (3)

Pre-requisite: Written consent of the Program Co-ordinator.

Normally undertaken in the first term of the first year of a Career Program.

INDEPENDENT STUDY 199 — INDEPENDENT PROJECT (S) (3)

Pre-requisite: Written consent of the Program Co-ordinator.

Normally undertaken in the second term of the first year of a Career Program.

INDEPENDENT STUDY 298 — INDEPENDENT PROJECT (F) (3)

Pre-requisite: Written consent of the Program Co-ordinator.

Normally undertaken in the first term of the second year of a Career Program.

INDEPENDENT STUDY 299 — INDEPENDENT PROJECT (S) (3)

Pre-requisite: Written consent of the Program Co-ordinator.

Normally undertaken in the second term of the second year of a Career Program.

## **japanese**

JAPANESE 100 — FIRST YEAR JAPANESE (F) (6)

An intensive beginning course in basic Japanese, including both the spoken language and the Japanese script for students whose interests are academic as well as practical.

JAPANESE 101 — FIRST YEAR JAPANESE (S) (6)

Pre-requisite: Japanese 100

A continuation of Japanese 100.

JAPANESE 150 — FIRST YEAR JAPANESE (F) (3)

An audio-lingual approach which teaches students to comprehend basic Japanese.

JAPANESE 151 — FIRST YEAR JAPANESE (S) (3)

Pre-requisite: Japanese 150

A continuation of Japanese 150.

# mathematics

Mathematic courses are offered which correspond to the first and second year courses at the universities. The calculus courses are designed for students proceeding in the sciences, engineering, architecture and economics: Mathematics 100 and 101 are recommended for social science students or for students who wish to satisfy a one year non-science, mathematics requirement.

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

Note: This course is not transferable to university.

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

A review of algebra and a 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 100 — INTRODUCTION TO  
COLLEGE MATHEMATICS (F, S) (3)

Pre-requisite: Mathematics 11.

A study of set theory; symbolic logic; vectors and matrices; linear programming; probability and the theory of games.

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

Pre-requisite: Mathematics 100.

An introduction to the language of statistics and some statistical methods, including discrete random variables and their distribution; random sampling; normal distribution theory; estimation of parameters and testing hypotheses.

SPECIAL NOTE: MATHEMATICS 130, 131, 132, AND 140 EACH CARRY ONLY TWO TERM HOURS OF CREDIT. STUDENTS SHOULD, THEREFORE, PLAN TO TAKE THREE OF THESE COURSES OVER TWO TERMS. MATHEMATICS 132 IS TYPICALLY TAKEN AFTER MATHEMATICS 130.

MATHEMATICS 130 — CALCULUS (F, S) (2)

Pre-requisite: Mathematics 12

A course for students who plan to proceed in mathematics, the physical sciences, the life sciences, or some discipline which requires optimization techniques. A brief review of required analytic geometry; the derivative; techniques of differentiation; applications of the derivative to MAX-MIN and related rate problems.

MATHEMATICS 131 — CALCULUS (F, S) (2)

Pre-requisite: Mathematics 130

A study of the anti-derivative; the integral; techniques of integration and applications of the integral.

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

Pre-requisite: Mathematics 130.

A course for students who plan to proceed in mathematics, emphasizing mathematical introduction; limits of sequences and series; continuity and continuous function theorems.



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

Pre-requisite: Mathematics 12

An examination of systems of linear equations; vectors; matrices; determinants and linear programming.

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

A review of basic mathematics and a study of fundamentals of analytic geometry; functions and managerial planning; elements of calculus with business applications; discounts, mark-ups, margin, selling price, mark-downs, simple interest, compound interest, discounting negotiable instruments, instalment purchases, depreciation, insurance.

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

Pre-requisite: Mathematics 150 (or 153 if this course is being taken for university transfer).

An examination of frequency distributions; averages; index numbers; probability; linear correlation; reliability and sampling.

MATHEMATICS 152 — FINANCIAL MATHEMATICS (S) (3)

Pre-requisite: Satisfactory completion of Commerce 161; or written permission of the Instructor.

A study of simple interest and discount; compound interest; simple annuities; time and interest rate; amortization; depreciation; comparison of assets; sinking funds and bonds; insurance for business purposes; credit buying.

MATHEMATICS 153 — PROBABILITY THEORY (F) (3)

A basic course developing probability theory with applications to business problems.

Note: When both Mathematics 151 and 153 are taken, they receive 6 semester hours credit in Economics at S.F.U.

MATHEMATICS 160 — APPLIED MATHEMATICS:  
ELECTRICAL TECHNOLOGY (F) (7.5)

Pre-requisite: Mathematics 12, Physics 11, and Chemistry 11.

A study of the theory and application in the electrical and electronic fields of 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 circuit analysis.

MATHEMATICS 161 — APPLIED MATHEMATICS:  
ELECTRICAL TECHNOLOGY (S) (7.5)

Pre-requisite: Mathematics 160

A course in calculus with applications in the electrical and electronic fields of the differentiation and integration of algebraic, trigonometric, exponential, and hyperbolic functions; power series; partial differentiation; differential equations of the first and second order.

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

MATHEMATICS 200 — LINEAR ALGEBRA (F) (3)

Pre-requisite: Mathematics 140

A study of vector spaces; linear transformations; matrices; determinants; eigen-values; quadratic forms, and inner product spaces.

MATHEMATICS 201 — ABSTRACT ALGEBRA (S) (3)

Pre-requisite: Mathematics 200

An examination of complex numbers; properties of integers; polynomials over the real and complex fields; the fundamental theorem of algebra.

MATHEMATICS 220 — INTRODUCTION TO COMPUTER PROGRAMMING (F) (3)

Note: University transfer credit being applied for.

Pre-requisite: Any two-first-year Mathematics courses.

An introduction to the basic ideas involved in writing programs for simple scientific calculations, as well as various data processing problems in statistics and accounting to provide a general understanding of computers and specific experience in writing and executing some simple programs.

MATHEMATICS 221 — ELEMENTS OF COMPUTER SCIENCE (S) (3)

Note: University transfer credit being applied for.

Pre-requisite: Mathematics 131 and 220.

A study of computer organizations; comparison of natural and programming languages; algorithms; applications to numerical and non-numerical problems.

MATHEMATICS 230 — CALCULUS (F) (3)

Pre-requisite: Mathematics 130 and 131 with at least a C standing in both. Mathematics 200 should be taken concurrently, if not already completed.

A course for students proceeding with mathematics, physics or chemistry, and including study of differentiation; extrema of functions of two variables; parametric representation; vector valued functions and the line integral.

MATHEMATICS 231 — CALCULUS (S) (3)

Pre-requisite: Mathematics 230

The techniques and applications of multiple integration, infinite series, power series, and ordinary differential equations.

MATHEMATICS 260 — BASIC STATISTICS (F) (1.5)

A review of basic arithmetic including averages, medians, probability, reliability, frequency, and sampling.

MATHEMATICS 261 — OUTDOOR RECREATION STATISTICS (S) (3)

Pre-requisite: Mathematics 260

A problem-centered approach to the sampling methods and compilations used in outdoor recreation measurements, such as tests and measurement of outdoor recreation program and computer programming for outdoor recreation measurements.

## music

A potential music major is advised to consult the university Music Department prior to College registration. In general, he should take first year Arts required courses, including Music 100, 101, 120 and 121.

The College is presently attempting to obtain transfer credit for all music courses offered in the first year of the Private Music Teacher Education Program, with the exception of Music 168 and 169. Further information will be available at a later date.

MUSIC 100 — MUSIC THEORY (F) (3)

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

Pre-requisite: Knowledge of keys, triads, rhythm.

A study of closed forms and fundamental harmonic resources, with emphasis on ear skills; and a musical analysis of the Baroque Period.

MUSIC 101 — MUSIC THEORY (S) (3)

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

Pre-requisite: Music 100

A study of developmental forms and inter-relating melodies, as well as a musical analysis of the Classical Period.

MUSIC 110 — MUSIC APPRECIATION (F) (3)

A course for the layman, tracing the development and use of the materials of music through the various historical periods, with emphasis on the development of the student's aural awareness, and on the expansion of his vocabulary of musical concepts.

MUSIC 111 — MUSIC APPRECIATION (S) (3)

Pre-requisite: Music 110

A more advanced study of the use of the materials of music for the layman, specifically involving a synthesis and expansion of the concepts acquired in Music 110. Through extensive listening to representative works, the student will be guided toward recognizing and appreciating main styles, forms and composers of the various stylistic periods from early music to that of our own times.

MUSIC 120 — MUSIC HISTORY (F) (3)

Pre-requisite: None. However, the ability to read music would be advantageous.

A chronological study of music history from circa 500 AD to circa 1400 AD, including Ancient Greek music, the Gregorian and Ambrosian chants, the beginnings of polyphony, and French and Italian music of the 14th century.

MUSIC 121 — MUSIC HISTORY (S) (3)

Pre-requisite: Music 120

A chronological study of music history from approximately 1400 AD to 1600 AD, examining polyphonic music of the Netherlands, the Schools of Burgundy and Flanders, the "Golden Age of Polyphony"; trends in France, Italy, England, Germany and Spain; the development of Church music, as well as that of the madrigal, chanson and instrumental music; study of vocal and instrumental music of the Early Baroque.

MUSIC 150 — CHORAL EXPLORATIONS (F) (3)

The comprehensive coverage of choral materials and specific vocal techniques in their study, including samples of styles from Renaissance music through to the contemporary styles of musicals. Students will use their voices as well as possible through various vocal techniques, and the group will perform publicly.

MUSIC 151 — CHORAL EXPLORATIONS (S) (3)

Pre-requisite: Music 150

A continuation of the work in Music 150.

MUSIC 162 — METHODS OF THE MAJOR  
ORCHESTRAL INSTRUMENTS (F) (3)

A study of pedagogy for students wishing to pursue instructional techniques in their major fields.

MUSIC 163 — METHODS OF THE MAJOR  
ORCHESTRAL INSTRUMENTS (S) (3)

Pre-requisite: Music 162

A continuation of Music 162, with emphasis on voice, piano, or strings. Time allotted for private study of the major instrument.

MUSIC 164 — PRIVATE MUSIC INSTRUCTION (F) (1.5)

Pre-requisite: Registration in, or completion of, two or more music courses in the Fall term.

A credit course in private music instruction.

MUSIC 165 — PRIVATE MUSIC INSTRUCTION (S) (1.5)

Pre-requisite: Music 164

A continuation of Music 164.

MUSIC 170 — VOCAL REPERTOIRE (VOICE ONLY) (F) (1.5)

A study of the vocal repertoire of the 16th, 17th and 18th Centuries, and an analysis of the interrelation of poetic text, vocal line and the instrumental part in songs of these periods.

MUSIC 171 — VOCAL REPERTOIRE (VOICE ONLY) (S) (1.5)

Pre-requisite: Music 170.

A continuation of Music 170, with emphasis on music of the Classical Period.

MUSIC 172 — PIANO REPERTOIRE (PIANO ONLY) (F) (1.5)

A workshop class for pianists in the standard and lesser known works of piano repertoire from the 17th Century to the present day, including a study of the repertoire from Early Baroque keyboard composers through J. S. Bach.

MUSIC 173 — PIANO REPERTOIRE (PIANO ONLY) (S) (1.5)

Pre-requisite: Music 172

A continuation of Music 172, with emphasis on music from J.S. Bach through Mozart.

MUSIC 174 — INSTRUMENTAL ENSEMBLE  
(INSTRUMENTAL ONLY) (F) (1.5)

A workshop class for string players concerned with the fundamentals of baton technique; principles of interpretation; study methods; and rehearsal technique.

MUSIC 175 — INSTRUMENTAL ENSEMBLE  
(INSTRUMENTAL ONLY) (S) (1.5)

Pre-requisite: Music 174

A continuation of Music 174, with emphasis on extensive outside preparation.



MUSIC 180 — PIANO CLASS (NON-PIANO MAJORS) (F) (1.5)

A course providing non-piano majors with the ability to read keyboard music harmonically and melodically.

MUSIC 181 — PIANO CLASS (NON-PIANO MAJORS) (S) (1.5)

Pre-requisite: Music 180

A continuation of Music 180.

MUSIC 190 — MUSIC HISTORY (F) (3)

A chronological study of music history from approximately 1600 A.D. to 1800 A.D. This course covers the music of the Baroque and Classical periods.

MUSIC 191 — MUSIC HISTORY (S) (3)

A chronological study of music history from approximately 1800 to the present. This course covers the music of the Romantic and Modern periods.

MUSIC 250 — STRUCTURE OF MUSIC (F) (3)

Pre-requisite: Music 100 and 101.

Studies at the advanced level from the Baroque Period to Wagner, investigating the expanding harmonic resources of the 19th Century and of such forms as fugue, sonata allegro, opera and oratorio.

MUSIC 251 — STRUCTURE OF MUSIC (S) (3)

Pre-requisite: Music 250

The study of music structure from Wagner to the present.

MUSIC 252 — CHORAL EXPLORATIONS (F) (3)

Pre-requisite: Music 150 and 151

The study and performance of choral literature of the Romantic Period, with emphasis placed on choral technique.

MUSIC 253 — MUSIC ENSEMBLE (S) (3)

Pre-requisite: Music 150, Music 151, and Music 252

A continuation of Music 150, 151, 252 with emphasis on the study of advanced choral performance; techniques and literature of the contemporary period.

MUSIC 254 — PRINCIPLES OF MUSIC CURRICULUM DEVELOPMENT (F) (3)

A comprehensive treatment of principles, problems and practices of music curriculum development and general methodology, as related to private music teaching, including the relationship of all stages of music curriculum planning.

MUSIC 255 — PRACTICE TEACHING (S) (3)

Pre-requisite: Music 254

Practical experience in the teaching of music under supervisory situations.

# philosophy

Prospective philosophy majors should consult the Philosophy faculty of the university of their choice prior to registering at Capilano College. For Simon Fraser University, they are advised to take Philosophy 101 and 102 in the first year and to transfer to the university for their second year. For U.B.C. students should complete Philosophy 101 and 102.

## PHILOSOPHY 101 — INTRODUCTORY PHILOSOPHY (F, S) (3)

An investigation of moral and political philosophy, metaphysics, and epistemology, with emphasis on the nature of the good; the relationship between law and morality; civil disobedience; crimes against humanity; law and liberty; perception and illusion; doubt and uncertainty; other minds, the nature of reality.

## PHILOSOPHY 102 — MORAL PHILOSOPHY (S) (3)

Pre-requisite: Philosophy 101 or equivalent

A study of moral philosophy, including ethical relativism; hedonistic ethics; existential moral decision; free will and moral responsibility; abortion, euthanasia and suicide; moral belief and psychoanalysis; technocracy and morality.

## PHILOSOPHY 200 — LIBERALISM (F) (3)

Pre-requisite: Philosophy 101 and 102 or any two courses in History, Political Science, Sociology or Economics.

A seminar which intensively examines liberal democratic theory and practice, focusing upon economic, social and political institutions, with emphasis given to the psychological and moral implications of contemporary liberalism.

## PHILOSOPHY 201 — SOCIALISM AND ANARCHISM (S) (3)

Pre-requisite: Philosophy 200 or any two courses in History, Political Science, Sociology or Economics.

An examination of the Socialist and Anarchist reaction to liberalism through Marxism and Anarchist literature and practice. Attention directed to the psychological and moral implications of economic, social and political institutions.

# physics

All physics courses include weekly laboratory or tutorial periods.

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

Pre-requisite: No Physics pre-requisite. Mathematics 12 or Mathematics 030 is required.

A course for non-majors in the physical sciences, which examines space; time; motion; relativity; energy; heat and pressure.

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

Pre-requisite: Physics 104 or 110.

A continuation of Physics 104, emphasizing electricity; magnetism; light; and the quantum theory.

NOTE: PHYSICS 110 AND 111 ARE PRE-REQUISITE TO ALL SECOND YEAR PHYSICS COURSES

PHYSICS 110 — GENERAL PHYSICS (F) (3)

Pre-requisite: 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 and waves.

PHYSICS 111 — GENERAL PHYSICS (S) (3)

Pre-requisites: Physics 110 and Mathematics 130. Mathematics 131 must be taken concurrently, if not already taken. Mathematics 140 must be taken concurrently with either Physics 110 or 111, if not already completed.

A continuation of Physics 110 into electric and magnetic fields, circuits, wave optics, and atomic and nuclear physics.

PHYSICS 154 — GENERAL PHYSICS:  
ELECTRICAL TECHNOLOGY (F) (2)

Pre-requisite: Mathematics 12, Physics 11 and Chemistry 11.

A study of basic electricity, with emphasis on Coulomb's law; lines of force; restivity; capacitance, and electro-chemistry; basic magnetism, including magnetic induction and intensity; electromagnetic induction, including Faraday's and Lenz's laws; use of A.C. and D.C. generators, transformers and inductors; semi-conductor theory, including physics of transistors and diodes. Two hours of lecture plus two hours of labs per week.

PHYSICS 155 — GENERAL PHYSICS:  
ELECTRICAL TECHNOLOGY (S) (2)

Pre-requisite: Physics 154

A study of mechanics, including kinematics; Newton's laws; equilibrium; angular motion; energy and momentum; heat and thermo-dynamics; wave motion, including electromagnetic theory; sound waves, and topics such as refraction, diffraction and polarization; modern physics, including relativity, quantum mechanics, atomic and nuclear phenomena. Two hours of lecture plus two hours of labs per week.

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

Pre-requisite: Physics 101 or 111 and Mathematics 131 and 140. Mathematics 230 must be taken concurrently, if not already completed.

An introduction to the first and second laws of thermo-dynamics; entropy; kinetic theory and specified heats, including a weekly three hour laboratory on electricity and electronics.

PHYSICS 201 — ELECTRIC CIRCUITS (S) (3)

Pre-requisite: Physics 200, Mathematics 230. Mathematics 231 must be taken concurrently, if not already completed.

The study of electric and magnetic fields; fundamentals of AC theory; LR, RC, LRC circuits; resonance; mechanical analogs; forced and damped oscillations, as well as continuation of laboratory work begun in Physics 200.

# political science

Students intending to major in Political Science should take any three of the four political science courses offered. Students who will transfer to U.B.C., whose Political Science Department emphasizes international relations and requires a course in Canadian Government, should take Political Science 100 or 101 and 200 and 201. S.F.U. will accept two first-year and three second-year courses from the areas of Political Science, Anthropology and Sociology.

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

An introduction to the elements of government and politics in a comparative perspective with the role of the executive, legislature, bureaucracy, and the judiciary, as well as the role of the citizen and his socialization studied in various countries.

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

An introduction to political thought with particular attention to the influence of ideas on political action, including an examination of Liberalism, Conservatism, Socialism and Communism with its two revisions, Stalinism and Maoism.

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

A study of Canadian governing structures, with emphasis on the functioning of the federal parliament, the bureaucracy and the party system which operates in Canada. This course is conducted on an independent study basis.

POLITICAL SCIENCE 201 — INTERNATIONAL RELATIONS (F, S) (3)

A study of international politics in both theoretical and practical aspects with the student comparing historical international systems, looking at techniques of wielding international influence through various means and studying the formulation of foreign policies.

# psychology

A student may transfer up to six one-semester courses to most local universities. Those intending to major in psychology at universities in British Columbia are strongly advised to take Psychology 100, 101, 210 and 211. Students should note that Psychology 210 has no pre-requisite and may be taken at any time.

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

A study of historical and contemporary approaches to the major problems in psychology, with emphasis on the fundamental areas of sensation, perception, learning, motivation, complex processes and individual differences.

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

Pre-requisite: Psychology 100

A continuation of Psychology 100, with special emphasis on the application of fundamental psychological concepts to a variety of applied problems such as education and learning; mental health and adjustment; rehabilitation; personnel selection; system design; and consumer behaviour.



PSYCHOLOGY 150 — CHILD PSYCHOLOGY (F) (3)

The first half of a two-part sequence. A study of the developing child from infancy to the end of the pre-school years; a psychological study of the development and behaviour of children with particular emphasis on the implications for guidance of young children.

PSYCHOLOGY 151 — CHILD PSYCHOLOGY (S) (3)

Pre-requisite: Psychology 150

A continuation of Psychology 150, covering the child's development through childhood and adolescence into adulthood.

PSYCHOLOGY 160 — HUMAN RELATIONS (S) (3)

A background in behavioural sciences as applied to organizational and business situations; understanding of people and group dynamics in the work situation.

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

Pre-requisite: Psychology 100

A study of the effects of groups on individual human behaviour, including such topics as affiliation; person perception; aggression; group structure; leadership; conformity; attitude formation and change; social pressure; socialization; and methodology.

PSYCHOLOGY 201 — GROUP DYNAMICS (S) (3)

Pre-requisite: Psychology 100

A study of the behaviour of people in small groups, including research methods; verbal and non-verbal communication; interaction processes; interpersonal influence; interpersonal attraction; sensitivity and encounter groups; personal growth techniques; group cohesion; group productivity; and contemporary theories of small-group human relations.

PSYCHOLOGY 204 — CHILD DEVELOPMENT (F) (3)

Pre-requisite: Psychology 100

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

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

Pre-requisite: Psychology 100

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

PSYCHOLOGY 210 — STATISTICS AND RESEARCH DESIGN (F) (3)

A course for students who expect to major in Psychology or one of the other social sciences. An introduction to descriptive and inferential statistics and research methods in the social sciences.

PSYCHOLOGY 211 — EXPERIMENTAL PSYCHOLOGY (S) (3)

Pre-requisite: Psychology 210

A continuation of Psychology 210 for Psychology majors. An introduction to experimental methodology applied to areas such as sensation, perception, learning and motivation.

# recreation

## RECREATION 150 — OUTDOOR RECREATION ENVIRONMENTS (F) (3)

A study of rock and soil identification and significance; air and water relationships; the biology of selected animal and plant species, unique plant species, and endangered wildlife species.

## RECREATION 151 — OUTDOOR RECREATION AREAS (S) (3)

An examination of recreation resource geography, parks and other outdoor recreation areas in B.C., as well as outdoor recreation use and activities, and the planning of outdoor recreation areas.

## RECREATION 152 — INTRODUCTION TO RECREATION (F) (3)

A history of the development of recreation in Canada and B.C., including an examination of types of recreation; community centre recreation, playground recreation, institutional recreation, therapeutic and outdoor recreation, and a survey of recreation as a profession; the career philosophy; and principles of recreation.

## RECREATION 153 — WORK, LEISURE AND SOCIETY (S) (3)

A study of the role of work and leisure during the various historical periods, with emphasis on leisure in contemporary society, and work and leisure as they relate to the present expansion of recreation.

## RECREATION 154 — CONSTRUCTION AND MAINTENANCE OF OUTDOOR FACILITIES (F) (3)

The layout, design, construction and maintenance of outdoor facilities such as ice rinks, marinas, ski tows, swimming pools, camps, campgrounds, and beaches; the type of maintenance equipment necessary to operate these facilities and elementary surveying techniques.

## RECREATION 155 — OUTDOOR FACILITIES MANAGEMENT (S) (3)

A study of general business practices in the operation of the various outdoor recreation facilities, such as record-keeping; budgeting; accounting; purchasing; advertising, and concession agreements.

## RECREATION 156 — OUTDOOR RECREATION PROGRAMS (F) (3)

An introduction to the organization and development of outdoor recreation programs in the B.C. parks.

## RECREATION 157 — SKILLS DEVELOPMENT (S) (3)

Pre-requisite: All students enrolled in this course must first meet with the program Co-ordinator to determine the number of courses and areas of concentration.

An evaluation of existing student proficiencies with a view to broadening them through in-college structured course work; directed studies, utilizing both college and community opportunities; independent studies, utilizing community programs and opportunities.

## RECREATION 250 — OUTDOOR RECREATION ECOLOGY (F) (3)

A study of plant and animal ecology, land-man relationships, conservation theories and ecological principles as a basis to recreation land management.

RECREATION 251 — OUTDOOR RECREATION  
ENVIRONMENTAL MANAGEMENT (S) (3)

An examination of fish and wildlife recreation management, water recreation management, forest recreation management; concepts of multiple land use; recreation land classification and use capability.

RECREATION 252 — OUTDOOR RECREATION PRACTICUM (F) (3)

Pre-requisite: Term 1 and Term 2 of the program.

Arrangements will be made with local recreation agencies to provide students with the equivalent of three hours a week in actual outdoor recreation settings.

RECREATION 253 — OUTDOOR FACILITIES WORKSHOP (S) (3)

Pre-requisite: Recreation 252.

A workshop in which the experience of students in the practicum will be assessed in seminar-discussion sessions utilizing case studies and other on-the-job experiences. Each student will be required to submit a report of his field experience.

RECREATION 254 — OUTDOOR RECREATION  
PROGRAM PLANNING (F) (3)

An examination of major outdoor recreation activities; programs in B.C.'s outdoor recreation areas; the planning and implementation of new programs and new approaches to them.

RECREATION 255 — TECHNIQUES OF  
APPLIED HORTICULTURE (S) (3)

A study of the biology of horticultural plants, with emphasis on those used in landscaping, as well as an examination of basic greenhouses, and planting techniques.

RECREATION 256 — SKILLS DEVELOPMENT (F) (3)

Pre-requisite: Recreation 157

A continuation of the work begun in first-year skill development courses.

## sociology

Students registering for sociology courses should note that course material is, generally, of a cumulative nature. Those who intent to major should complete Sociology 100 and 101. Sociology 200 and 201 will provide the U.B.C. transfer student with unassigned credit towards a major, as well as a good introduction to sociological methods.

SOCIOLOGY 100 — SOCIAL STRUCTURES (F) (3)

A study of the concepts of social structure and social institutions; characteristics of some important social institutions; the political system, the economy, social stratification; 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 (S) (3)

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

## SOCIOLOGY 122 — SOCIOLOGICAL THEORY (3)

Pre-requisite: Sociology 100

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

Not to be offered in 1972/73

## SOCIOLOGY 150 — FAMILY SOCIOLOGY (F) (3)

An analysis of the family in terms of social organization, culture, socialization and stratification, both in Canada and in other cultures with emphasis on contemporary life styles.

## SOCIOLOGY 200 — CANADIAN SOCIETY (F) (3)

An introduction to the study of Canadian society, including an analysis of the major Canadian institutions studied on a national basis, with special emphasis on the dynamics of change within each.

## SOCIOLOGY 201 — CANADIAN SOCIETY (S) (3)

An advanced sociological approach to the dynamics of Canadian society, with special emphasis placed on regional, social structures and social movements within Canada.

# spanish

Students who wish to proceed to S.F.U. and to pursue further courses in Spanish are reminded of the present equivalency standards. Exemption will normally be given, depending upon the results of a placement test or other assessment procedure. As a result of the placement test, area credit may be granted which would count towards major requirements in language. Other courses may only be used for elective credit.

At U.B.C. present equivalent standards equate Spanish 100 and 101 with Spanish 100, Spanish 200 and 201 with Spanish 200. The student who plans a major in Spanish may enter U.B.C.'s Spanish 300 when he completes the Capilano courses.

NOTE: All courses in Spanish include a total of five and one-half hours of instruction per week, made up of three hours of lectures; one and one-half of laboratory practice; and one hour of conversational practice with a native speaker.

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

A basic course in the oral and written language, with oral emphasis in grammar, composition and conversation.

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

Pre-requisite: Spanish 100. This course should be taken, whenever possible, in the term following Spanish 100.

A continuation of the work of Spanish 100.

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

Pre-requisite: 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)

Pre-requisite: Spanish 200. This course should be taken, whenever possible, in the term following Spanish 200.

A continuation of the work of Spanish 200.



# technology

## TECHNOLOGY 152 — GRAPHICS FOR THE MEDIA SPECIALIST (F) (3)

An introduction to contemporary graphic media and methods, with lectures, demonstrations, and workshop assignments to familiarize the student with a wide range of materials and devices generally available in the field.

## TECHNOLOGY 153 — FILM ANIMATION (S) (3)

Pre-requisite: Technology 152, Technology 184.

An introduction to film animation techniques using Super 8 film, basic motion picture camera and studio lighting techniques in lectures, demonstrations and workshop exercises, including a wide range of film animation media; drawing on film; bleaching; table top animation; cut-outs; camera animation of graphics and photographs; titling and basic animation cell technique.

## TECHNOLOGY 178 — EDUCATIONAL TELEVISION SYSTEMS (F) (3)

An examination of broadcast and closed circuit television, including video-tape recording; functional components of a television system; videotaped instructional sequences; professional studio techniques and systems design.

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

The introduction and use of audio visual equipment presently available, as well as the use and care of recorders; P.A. systems; playback systems and specialized equipment to give the student experience in the normal operation of equipment, and in special techniques, as editing sound on sound.

## TECHNOLOGY 181 — AUDIO PRODUCTION (S) (3)

Pre-requisite: Technology 180

An introduction to basic production techniques for educational materials including information-sending documentaries, drama, satire, dramatization and special learning formats; interviewing, scripting, editing and mixing; basic technical aspects of audio equipment and performance specifications, as well as special uses of audio materials, such as language labs, directed study and information retrieval systems.

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

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

## TECHNOLOGY 185 — PHOTOGRAPHIC THEORY AND PRACTICE (S) (3)

Pre-requisite: Technology 184

The application of photographic principles acquired in Technology 184, with emphasis on combining shot sequences to tell a story, as well as editing, layout and presentation.

## TECHNOLOGY 251 — FILMMAKING (F) (6)

An introduction to basic motion picture production; camera, film stock, lighting; exposure controls; lenses and perspectives; camera movement, pictorial and directional continuity; editing, titling, scripting, with emphasis upon film as a graphic medium.

## TECHNOLOGY 256 — LEARNING RESOURCES CENTRES (S) (3)

Pre-requisite: Technology 300, Education 258

A course in which the student will produce a plan of an audio-visual resources centre in relation to the developing concept of total learning resources services.

TECHNOLOGY 260 — AUDIO VISUAL GRAPHICS (F) (3)

Pre-requisite: Technology 184, Technology 185. Whenever possible, Technology 178 and Technology 251 should be taken concurrently.

A basic course in the principles of graphic information and preparation of graphic materials for classroom instructional purposes, film or television productions, including workshop assignments with thermal and diazode copiers; colourtone techniques; photographic paste-up and reduction techniques; the production of diagrams; basic display and flow charts. Most exercises will be designed to serve the needs of production work pursued in Technology 178 and 251.

TECHNOLOGY 284 — PHOTOGRAPHY AND FASHION (F) (3)

An introductory course on the procedures used to set up displays for the camera, with an understanding of the use of tonal quality in relation to these objects, and practice at working from a layout with models, as well as the production and designing of sets.

TECHNOLOGY 300 — FIELD WORKSHOP AND SEMINAR (S) (3)

Pre-requisite: Program specialties in the first year of the Media Resources Program.

A workshop course in which the student is rotated through Audio-Visual Centres of schools, colleges, universities and other related areas to observe and participate in the use and application of audio-visual materials and equipment.

TECHNOLOGY 301 — SPECIALIZED INSTRUCTIONAL AIDS (S) (3)

Pre-requisite: Completion of the specialty courses in the first year of the Media Resources Program.

An advanced course in the planning and preparation of special graphic and instructional aids for classroom, film, and t.v. productions, as well as the study of production techniques, colourtone production and other display media.

TECHNOLOGY 302 — INSTRUCTIONAL MEDIA PRODUCTIONS (S) (3)

Pre-requisite: Completion of specialty courses in the first year of the Media Resources Program.

An advanced course in media productions, including audio, slide tape, film, v.t.r. and e.t.v. as these relate to educational and training needs, with production styles for specific needs and audiences.

TECHNOLOGY 303 — THE MEDIA SPECIALIST IN  
EDUCATION AND TRAINING (S) (3)

Pre-requisite: Completion of specialty courses in the first year of the Media Resources Program.

A course concerned with the uses of media for motivation, triggers, information transmission, emotive learning and self-awareness; the relationship of the media specialist to education in general, with emphasis on the tasks confronting him.

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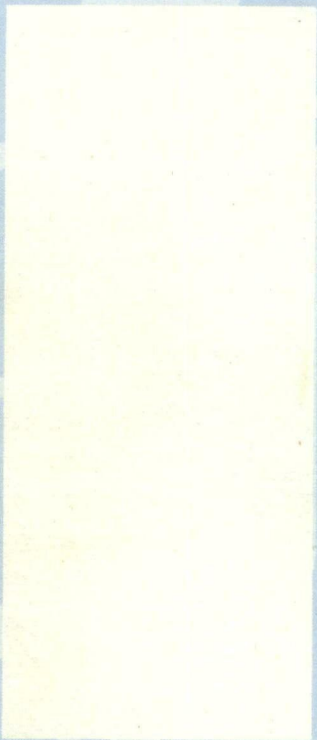
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# Capilano College

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