



VANCOUVER CITY COLLEGE
(King Edward Centre)

calendar 1967-1968

Handwritten signature in red ink

Vancouver City College
KING EDWARD CENTRE

CALENDAR
1967-1968

MAIN BUILDINGS:
951 West 12th Avenue
Vancouver 9, B.C.
Telephone 738-3191
or 736-7929

ANNEX:
557 West 12th Avenue
Vancouver 9, B.C.
Telephone 874-4437

PLACEMENT CENTRE,
DEPARTMENT OF MANPOWER & IMMIGRATION,
VANCOUVER CITY COLLEGE.

See P. 26.

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Calendar — 1967-1968

FALL TERM

July - August:	Applications, pre-admission counselling, and placement testing.
September 1:	First day of Fall Term.
September 6, 7, 8:	Registration for Fall Term.
September 11:	First day of classes.
September 20:	Last day for change of courses.
October 9:	Thanksgiving Day: King Edward Centre closed.
October 13:	Last day for refunds.
November 15:	Last day for official withdrawal from courses to secure "W" grade.
November 15:	Last day for application for certificates or diplomas at end of Fall Term.
November 27:	First day of applications, pre-admission counselling, and placement testing for Spring Term.
December 15:	Last day of classes and examinations for Fall Term.
December 31:	Last day of Fall Term.

SPRING TERM

January 1:	First day of Spring Term.
January 3, 4:	Registration for students returning from Fall Term.
January 5:	Registration for new students.
January 8:	First day of classes.
January 17:	Last day for change of courses.
February 9:	Last day for refunds.
March 22:	Last day for official withdrawal from courses.
March 22:	Last day for application for certificates or diplomas at end of Spring Term.
April 1:	First day of applications, pre-admission counselling, and placement testing for Summer Term.
April 12:	Good Friday: King Edward Centre closed.
April 15:	Easter Monday: King Edward Centre closed.
April 24:	Last day of classes and examinations for Spring Term.
April 30:	Last day of Spring Term.

SUMMER TERM

May 1:	First day of Summer Term.
May 2, 3:	Registration for Summer Term.
May 6:	First day of classes.
May 15:	Last day for change of courses.
May :	Victoria Day (date to be announced): King Edward Centre closed.
June 7:	Last day for refunds.
June 17 - 26:	Department of Education examinations for College Preparatory Program students wishing to write to meet Departmental requirements.
July 1:	Dominion Day: King Edward Centre closed.
July 23:	Last day for official withdrawals.
July 23:	Last day for application for certificates or diplomas at end of Summer Term.
August 23:	Last day of classes and examinations for Summer Term.
August 31:	Last day of Summer Term.

Organization of Vancouver City College

BOARD OF SCHOOL TRUSTEES

MRS. W. V. McDONALD
Chairman

ARTHUR J. F. JOHNSON
Vice-Chairman

ROBERT M. DUNDAS

JAMES D. L. MacFARLAN

W. GORDON McOUAT

MRS. O. H. NEW

FREDERICK N. A. ROWELL

J. C. MELVIN SCOTT

MRS. H. C. F. SPRING

DR. R. F. SHARP
Superintendent of Schools

COLLEGE EXECUTIVE OFFICERS

DR. B. E. WALES — *Director*

D. H. GOARD — *Assistant Director*

DR. J. H. WORMSBECKER — *Executive Assistant*

J. D. NEWBERRY — *Principal, King Edward Centre*

F. A. AMESS — *Principal, Vancouver School of Art*

S. V. CLARKE — *Principal, Vancouver Vocational Institute*

Vancouver City College

A COMPREHENSIVE EDUCATIONAL PROGRAM

In July, 1965 the Vancouver School of Art, Vancouver Vocational Institute, and King Edward Centre were co-ordinated as an educational complex called the Vancouver City College organized and operated by the Board of School Trustees, District 39 (Vancouver). Their combined facilities are designed to provide a broad variety of post-secondary educational opportunities. This calendar applies to Vancouver City College, King Edward Centre, and covers academic and technical programs.

King Edward Centre is organized in three four-month terms covering twelve months of operation. Two terms constitute a one-year program for students. Details of this organization will be found in the section headed "College Term".

THE KING EDWARD CENTRE CURRICULUM

Vancouver City College, King Edward Centre, offers a broad curriculum designed to serve the needs of most individuals who wish post-secondary education. Among those whom it serves are:

- (a) Those who seek first and second years Arts and Science programs at the college level. Some of these students will transfer to one of the universities for further study; others will complete a broad general education for the college diploma.
- (b) Those who will enrol in one of the variety of college technical career programs designed to meet the needs of business and industry for technically-trained persons. Students may complete a one-year certificate program and enter employment or may complete a two-year program for the college graduation diploma.
- (c) Those who do not meet college entrance requirements and wish to complete a college preparatory program so that they may pursue college study.
- (d) Those who wish to improve their general education in part-time study by enrolling in one or more regular college courses offered in the various fields of study.
- (e) Those who wish to improve their vocational education by enrolling in one of the many courses in Business Administration or other technical fields either on a certificate program or on an individual course basis.
- (f) Those who wish to take advantage of short courses, workshops, seminars, and conferences offered at the college from time to time to meet the requirements of various individuals and groups in the community.

Administration and Faculty

KING EDWARD CENTRE

ADMINISTRATION

- J. D. NEWBERRY — B.A., B.Ed. (Brit. Col.), *Principal*
 A. H. GLENESK — B.A., B.Com., M.Ed. (Brit. Col.), *Vice-Principal, Administration*
 J. J. DENHOLM — B.A. (Sask.), B.Ed., M.A. (Brit. Col.), Ph.D. (Calif.), *Vice-Principal, Student Services*
 H. M. BROWN — B.A., B.Ed. (Brit. Col.), *Administrative Assistant*
 L. S. GRANT — B.A., M.A. (Brit. Col.), *Administrative Assistant*
 J. L. MONK — B.A., B.Ed., Dip. Municipal Admin. (Brit. Col.), *Administrative Assistant*
 H. E. PANKRATZ — B.A., B.Ed. (Brit. Col.), *Assistant, College Preparatory Program*

FACULTY*

- ALLAN, E. A. — B.Sc., M.Sc. (Brit. Col.), *Chemistry*
 ALLINGHAM, A. — B.A. (Brit. Col.), B.Ed. (Alberta), *English*
 BAGLEY, JOHN — B.A.Sc. (Brit. Col.), *Mathematics*
 BAILEY, PETER C. — B.A. (Hons.) (Oxon.), *History*
 BARRETT, MISS M. E. — B.Sc. (London), M.A. (Brit. Col.), *Mathematics*
 BARTON, NORMAN — B.A., M.A. (Brit. Col.), *Mathematics*
 BAYNES, R. A. — B.S.A., M.A. (Brit. Col.), *Zoology*
 BIDESHI, R. R. — B.Sc. (Brit. Col.), *Biology*
 BRISTOLL, MISS S. M. — B.A. (Brit. Col.), *Secretarial Science*
 BROWN, R. D. — B.Com. (Brit. Col.), C.G.A., *Accounting*
 BRYENTON, G. A. M. — B.A. (Hons.) (Brit. Col.), M.A. (Toronto), *Psychology*
 CHIDDELL, PHILIP R. — B.A. (Brit. Col.), B.D. (Fuller), M.L.S. (Wash. State), *Librarian*
 CONE, A. A. — A.B. (Fordham), M.A., Ph.D. (Harvard), *Mathematics*
 CONNAUGHTY, G. W. — B.A., B.Ed. (Sask.), M.A. (Calif.), *English*
 COOK, F. Y. — B.A., M.A. (Brit. Col.), *Physics*
 CORRY, A. — A.D.C.A., I.D.I., *Art and Merchandising*
 CUNNINGHAM, ROBT. — B.Sc. (London), M.A. (Wash.), *Counsellor*
 DARTNELL, A. L. — B.Com. (Sir Geo. Williams), M.A. (McGill), *Economics, Business Administration*
 DAWE, A. E. — B.A., B.Ed. (Brit. Col.), M.A. (Wash.), *English*
 DAY, H. W. — B.A. (Brit. Col.), M.A. (West. Ont.), *History and Economics*
 DELANEY, F. A. — B.A. (Brit. Col.), Ph.L. (St. Mary's), *Psychology*

DENNETT, T. T. — B.A., M.Ed. (Brit. Col.), *Chemistry; Acting Chairman, Department of Sciences*

DULL, H. K. — B.A. (Wash.), M.A. (Calif.), *Chemistry*

DUNN, C. W. — B.A. (Hons.) (Brit. Col.), M.Ed. (West. Wash.), *History and Political Science*

FALLIS, Miss M. M. — B.A. (Brit. Col.), M.A. (Toronto), *Chairman, Department of English*

FAST, E. G. — B.A., B.Ed. (Sask), M.Ed. (Brit. Col.), *Mathematics*

FERGUSON, T. F. — C.G.A., *Accounting*

FITZPATRICK, D. M. — B.A., B.Ed. (Brit. Col.), *English*

FLITTON, R. J. — B.A. (Hons.) (McGill), *Marketing and Sales*

FLOE, C. — B.S.A. (Brit. Col.), *Biology*

FRAME, G. A. — B.A. (Brit. Col.), *English*

GOPAUL-SINGH, R. — B.A. (Brit. Col.), *Zoology*

GORANSON, E. S. — B.A., M.A. (Brit. Col.), Ph.D. (Toronto), *Biology*

GRAHAM, D. M. — B.Sc. (St. Andrews), Ph.D. (Alberta), *Chemistry*

GRANT, H. J. — B.A., M.A. (Brit. Col.), *English*

HAMILTON, R. T. — B.A.Sc., M.A. (Brit. Col.), *Physics*

HARDS, A. A. — B.A., B.Ed., M.A. (Brit. Col.), *French*

HEXAMER, R. A. — A.O.C.A., *Art and Merchandising*

HILL-TOUT, J. E. — B.A., B.Ed. (Brit. Col.), *Chairman, Department of Social Sciences*

HILMO, MRS. M. M. A. — B.A. (Brit. Col.), *Chemistry*

HINDMARCH, MISS G. M. — B.A. (Brit. Col.), *English*

HOLLAND, Antony — Graduate, London Theatre Studio and Old Vic Company, *Drama*

HOPKINS, R. G. — B.A., M.A. (Cambridge), *English*

HUNDEN, DAVID J. — B.A. (Brit. Col.), M.A. (Carleton), *Social Sciences*

JOHNSON, A. R. — B.A. (Brit. Col.), *Counsellor*

JONES, G. — B.A., B.Ed., M.A. (Brit. Col.), *History and Political Science*

JONES, MRS. MARY — B.A. (Man.), Dip. S.W. (Toronto), M.S.W. (Calif.), *Welfare Aide Program*

KABERRY, J. G. S. — B.A. (Hons.) (Durham), M.A. (Minn.), *Geography*

KARAS, GEORGE N. — B.Sc. (Brit. Col.), *Mathematics*

KERO, MELVIN — Dip. V.S.A., B.A., M.A. (Brit. Col.), *English*

KONESKY, E. W. — B.A. (Hons.), M.Ed. (Brit. Col.), *Mathematics*

LAITHWAITE, MRS. E. — B.A. (Alberta), *English*

LANGRIDGE, MISS G. A. — B.A. (Hons.), M.A. (Brit. Col.), *French; Acting Chairman, Department of Modern Languages*

LIVESEY, E. E. — B.A., M.Ed. (Brit. Col.), *Mathematics*

LUND, A. J. — M.A. (Oslo), *English*

MACADAM, J. D. — B.A. (London), B.Ed. (Brit. Col.), *Mathematics*

MCDIARMID, MISS M. — B.A. (Brit. Col.), *German*

MARSHALL, D. W. — B.A., B.Com. (Brit. Col.), *French*

MIDDAUGH, MRS. M. — B.A. (Minn.), *Museum Assistant*

MILL, MRS. E. V. — B.A. (Brit. Col.), *Executive Secretary Program*

MITTON, DAVID — B.Sc., M.Sc. (Brit. Col.), *Mathematics*

MODI, MRS. MIRA — M.Sc. (Andhra, India), M.S. (Purdue), *Physics*

MOORE, MRS. H. G. — B.A. (Hons.), M.A. (Brit. Col.), *Economics*

MOORE, J. A. — B.A. (Hons.), M.A. (Brit. Col.), *Chairman, Department of Mathematics*

MOORE, MISS S. G. — B.A., B. Ed., M.A. (Brit. Col.), *French*

OLAFSON, G. A. — B.P.E., M.P.E. (Brit. Col.), *Physical Education*

OLSEN, MISS I. — B.Sc., M.Sc., Ph.D. (Wash.), *Psychology*

PAIN, MRS. E. — B.A. (Hons.), B.Ed. (Brit. Col.), *French*

PALFERY, E. W. H. — B.Sc. (Queensland), M.Ed. (Brit. Col.), *Mathematics*

PARKER, J. F. — B.A. (Brit. Col.), M.A. (Wash.), *English*

PETERSON, MRS. A. — B.A., M.Sc. (Brit. Col.), *Biology*

PLETCHER, TONY F. — B.Sc., M.Sc. (Brit. Col.), *Biology*

POLLOCK, D. B. — B.A., B.Ed. (Brit. Col.), *Mathematics*

QUIGLEY, MISS K. M. M. — B.A., M.A. (Dublin), *History*

REID, J. G. — B.A., M.A. (Brit. Col.), *History*

ROBERTSON, THOMAS — B.Ed., M.A. (Alberta), *Sociology*

ROWBOTHAM, P. F. — M.A. (Cambridge), L.L.B. (London), *Geography*

RYNIAK, T. — B.A., B.Ed. (Brit. Col.), *Physics*

SINCLAIR, GARY — B.P.E. (Brit. Col.), M.Sc. (Oregon), *Physical Education*

SING, MISS M. B. — B.A. (Toronto), B.L.S. (Wash.), *Library Assistant Program*

SMITH, K. I. M. — B.A., M.A. (Durham), *English*

SPEED, R. H. — B.A., M.A. (Brit. Col.), *Counsellor*

STANDEN, S. D. — B.A. (Brit. Col.), M.A. (Oregon), *History*

STEINER, K. D. — B.Sc., M.Sc. (Brit. Col.), *Chemistry*

STEMO, MRS. L. J. — *Journalism*

STEPHENS, MISS F. E. — B.A. (Sask.), B.Ed. (Brit. Col.), *Counsellor*

STEVENS, MISS S. H. — B.H.Sc. (U. of Guelph), *Food Services Technician Program*

STUBBS, MRS. E. C. — B.A. (Brit. Col.), *English*

SUTHERLAND, G. W. — M.A. (Hons.) (Aberdeen), *Geography*

SWEDE, G. — B.A. (Brit. Col.), M.A. (Dalhousie), *Psychology*

THOMPSON, MRS. M. L. — B.Mus., A.Mus., L.Mus. (Sask.), *Pre-School Teacher Education*

TOLMAN, MRS. N. L. — B.Ed. (Brit. Col.), *Reading Development*

TONNE, H. E. — B.A. (Brit. Col.), M.A. (Oregon), *German*

TURNER, R. B. — B.A. (Brit. Col.), M.Ed. (West. Wash.), *Counsellor*

ULMER, A. L. — B.A., M.A. (Brit. Col.), *Geography*

VON WITTGENSTEIN, H. — B.A. (Brit. Col.), *German*

WALDEN, MISS A. M. — B.A., L.L.B., M.A. (Brit. Col.), *Zoology*
WEBSTER, S. L. — B.A. (Toronto), M.S. (Illinois), *Physics and Technical Studies*

WILSON, MRS. E. M. — B.A. (Brit. Col.), A.T.C.L. (London), *Librarian*

WINSKILL, MISS A. — B.A., B.Ed., M.Ed. (Brit. Col.), *Counsellor*

WOOD, MRS. I. M. — B.A., B.Ed. (Brit. Col.), *English*

YORK, L. B. — B.A., B.Ed. (Brit. Col.), *Chemistry*

YOUNG, A. C. — B.A., B.Ed. (Brit. Col.), *History*

*Faculty for the 1967-1968 college year as of March, 1967. Additional appointments are yet to be made and will be listed in the next calendar.

College Technical Program

ADVISORY COMMITTEES

Each of the technical career programs offered by the College has been developed with the assistance of an advisory committee. The College is grateful for the support and guidance which the members of these committees give to our technical curriculum planning.

ACCOUNTING ADVISORY COMMITTEE

MR. W. A. ATKINSON, Registered Industrial Accountant, B.C. Telephone Co., Vancouver

MISS C. MARGARET BRISCALL, Society of Industrial Cost Accountants, Vancouver

MR. A. S. HUNTER, Director of Education, Institute of Chartered Accountants, Vancouver

MR. W. CURRY MCCALPIN, Certified General Accountant, McCaLpin Leche & Co. Ltd., Vancouver

MR. T. JAMES MACDONALD, Certified General Accountant, c/o The Anaconda Co. (Canada) Ltd., Britannia Beach, B.C.

MR. CHARLES M. MACLEOD, Regional Administrator, Society of Industrial Cost Accountants of B.C.

MR. NOEL B. SMITH, Secretary-Treasurer, Certified General Accountants, Vancouver

MR. JAMES E. SPRY, Chairman, General Education Committee, Certified General Accountants, Vancouver

MR. DONALD USHER, Chartered Accountant, Thorne Dunn Helliwell Christianson & Co., Vancouver

MR. PETER WOOLLEY, Chartered Accountant, B.C. Institute of Technology, Burnaby, B.C.

ART AND MERCHANDISING ADVISORY COMMITTEE

MR. HARRY AIKEN, Publicity Manager, Woodward Stores, Vancouver

MR. F. A. AMESS, Principal, Vancouver School of Art

MR. BRIAN CAVENDISH, Head of Commercial Art, Vancouver School of Art

MRS. M. C. GAUT, Assistant to Merchandising Manager (Western Region), The Bay, Vancouver

MR. IAN J. MCLEOD, Advertising Manager, Woodward Stores, Vancouver

MR. HUGH ROSS, Personnel Manager, The Bay, Vancouver

MRS. BARBARA WINKLER, Fashion Co-ordinator, Eaton's, Vancouver

EXECUTIVE SECRETARY ADVISORY COMMITTEE

MR. PAT BRIEN, Office Supervisor, B.C. Hydro, New Westminster, representing the Administrative Management Society

MISS ELEANOR CALDWELL, President, Administrative Assistants and Private Secretaries Association
 MR. M. D. CARSE, Office Services Supervisor, B.C. Telephone Co., Vancouver, representing the Administrative Management Society.
 MISS H. M. DICKSON, Chairman, Education Committee, National Secretaries Association, Vancouver
 MISS JOAN HEWITT, President, National Secretaries Association, Vancouver

FINANCE AND INVESTMENT ADVISORY COMMITTEE

MR. E. C. ARGUE, Credit Sales Manager, The Bay, Vancouver
 MR. R. M. BELL, The Vancouver Insurance Agents' Association, c/o Bell & Mitchell Ltd., Vancouver
 MR. G. R. ELLIOTT, Staff Officer, District General Manager's Department, The Royal Bank of Canada, Vancouver
 MR. J. E. HOEGG, President, Grouse Mountain Resorts Ltd., Vancouver
 MR. J. E. LEWIS, Branch Manager, The Economical Mutual Insurance Co., Vancouver
 MR. D. H. MAPLETON, Canadian Credit Institute, Vancouver, c/o Jantzen of Canada Ltd., Vancouver
 MR. H. K. NAYLOR, British Columbia Supervisor, Eastern & Chartered Trust Co., Vancouver
 MR. B. W. WOOD, Great West Life Assurance Co., Vancouver

FOOD SERVICES TECHNICIAN ADVISORY COMMITTEE

MR. J. COOPER, Regional Superintendent, Vocational Training and Special Services, Indian Affairs Branch
 MISS NORMA FORRESTER, Dietitian, Richmond General Hospital
 MISS JOAN GROVES, Consultant, B.C. Hospital Insurance Services, Victoria
 MISS D. LAW, Dietitian, Royal Columbian Hospital, New Westminster, B.C.
 MISS M. LOCK, Dietitian, Amherst Private Hospital & Nursing Home, Vancouver
 SISTER S. McDONALD, Administrator, St. Vincent's Hospital, Vancouver
 MRS. W. RAMSELL, Dietitian, B.C. Dietetic Association, Vancouver
 MISS Z. RUTHVEN, Dietitian, B.C. Dietetic Association, Vancouver
 MRS. G. SMITH, Dietitian, Lions Gate Hospital, North Vancouver
 MR. W. G. TUSON, Manager, Industrial Catering Ltd., Vancouver

JOURNALISM ADVISORY COMMITTEE

MR. JOSEPH DESCHAMPS, Past President, B.C. Business Press Editors Association
 MR. J. L. GRAY, Public Relations Manager, Fraser Valley Milk Producers Association
 MR. C. S. Q. HOODSPITH, President, B.C. Weekly Newspapers Association
 MR. L. T. JACKSON, News Director, Canadian Broadcasting Corporation, Vancouver

MR. R. C. LEY, Public Relations Supervisor, Finning Tractor & Equipment Co. Ltd., Vancouver, and Past President, B.C. Industrial Editors Association
 MRS. DOROTHY SMIBERT, Past President, B.C. Business Press Editors Association
 MR. STANLEY SUTHERLAND, Director, Reader Services, The Province, Vancouver

MARKETING AND SALES ADVISORY COMMITTEE

MR. HARRY DAVIDSON, Manager, R. & M. Bearings Canada Ltd., Vancouver
 MR. RALPH STOKES, Supervisor, Special Services, Canada Manpower Centre (Robson Street), Vancouver
 MR. HAROLD INGLIS, Training Supervisor, Finning Tractor & Equipment Co. Ltd., Vancouver
 MR. ART LIND, Plant Manager, Canadian Oxygen Ltd., Scott-Foster Division, Vancouver
 MR. JACK MARIER, Western District Manager, Burroughs Business Machines Ltd., Vancouver
 MR. MILL ROSS, Manager, Canada Manpower Centre (Robson Street), Vancouver
 MR. WILLIAM THOMPSON, Sales Manager, L. A. Varah Ltd., Vancouver

PRE-SCHOOL TEACHER TRAINING ADVISORY COMMITTEE

MRS. JOYCE L. BROWN, Vancouver Co-operative Pre-School Teachers Association, New Westminster, B.C.
 MISS PHYLLIS CARTER, British Columbia Play School, Vancouver
 MISS LOIS DE SHIELD, In Charge of Day Care, 4570 West 11th Avenue, Vancouver
 MRS. MARGARET ENNENBERG, Vancouver Co-operative Pre-School Teachers Association, Vancouver
 MRS. PAT GIAMOU, Day Care, Vancouver
 MRS. MARGARET LEVINE, Vancouver Co-operative Pre-School Teachers Association, North Vancouver
 MR. A. SHIPP, British Columbia Welfare Licence Inspector, Vancouver
 MRS. CYNTHIA TAYLOR, Primary Supervisor, Vancouver School Board
 MRS. P. WHITE, British Columbia Welfare Licence Inspector, Vancouver
 MRS. BETTE WOOD, Vancouver Co-operative Pre-School Teachers Association, West Vancouver
 MRS. KATHLEEN WYCHERLEY, Greater Vancouver Kindergarten Association, White Rock, B.C.

THEATRE ARTS ADVISORY COMMITTEE

MR. MALCOLM BLACK, Artistic Director, Playhouse Theatre Co., Vancouver
 MISS JOY COGHILL, Artistic Director, Holiday Theatre, Vancouver

MR. GERALD NEWMAN, Radio Producer, Canadian Broadcasting Corporation, Vancouver
 MR. B. ROSS, Resident House Manager, Metro Theatre Centre, Vancouver
 MR. G. THEOBALD, Producer, Channel 8 Television, Burnaby, B.C.

WELFARE AIDE ADVISORY COMMITTEE

MISS A. K. CARROLL, Psychiatric Social Work Consultant, Provincial Mental Health Services, Vancouver
 PROFESSOR MURIEL CUNLIFFE, School of Social Work, University of British Columbia
 MR. DOUGLAS W. FOWLER, Training Supervisor, Provincial Welfare Services, Vancouver
 MR. ARCHIE MORRISON, President, B.C. Association of Social Workers
 MR. E. D. HILL, Director, Social Planning, Community Chest, Vancouver
 MR. T. T. HILL, Director, Social Service Department, City of Vancouver
 MR. F. J. McDANIEL, Assistant Administrator, Social Service Department, City of Vancouver
 MR. S. H. PINKERTON, Executive Director, Children's Aid Society of Vancouver
 MISS A. PUMPHREY, Director, Social Service Department, Vancouver General Hospital
 MR. J. J. ALLMAN, Executive Director, Catholic Children's Aid Society, Vancouver
 MR. DEREK THOMSON, Director, Family Service Agency, Vancouver

General Information

THE COLLEGE TERM

1. The college term is four months long. Courses offered during each college term are complete courses for which final grades are assigned. Two college terms constitute a college year.
2. There are three college terms during the calendar year:
 - (a) The Fall Term:.....September to December (incl.)
 - (b) The Spring Term:.....January to April (incl.)
 - (c) The Summer Term:.....May to August (incl.)
3. Successful completion of an approved program of study over four terms will fulfil Vancouver City College diploma requirements.
4. Students are accepted at the beginning of each college term. Courses offered during any given term are determined by the number of students registering, the availability of faculty and classroom accommodation.
5. Regular college courses may be taken in day or evening sessions for full credits.
6. The college day extends from 8:30 a.m. to 10:30 p.m.
7. The unit of credit is the term hour, which represents one hour of class instruction per week for one term. A college course usually consists of three term hours for credit purposes although the actual number of class hours may be greater because most courses require laboratory sessions, field work, and tutorial or seminar periods.

A normal college program will consist of a minimum of five courses per term and a maximum of six courses per term.

ADMISSION REQUIREMENTS

1. Eligibility

An eligible applicant is one who:

- (a) has graduated from a British Columbia secondary school or has acquired equivalent standing, or
- (b) has reached 19 years of age by the first day of the current term, or
- (c) is under 19 years of age by the first day of the current term but is deficient in not more than two courses for secondary school completion, or
- (d) has completed the College Preparatory Program, or
- (e) may be accepted in view of his particular experience and/or achievement on a college entrance examination battery considered acceptable by Vancouver City College.

NOTE: Eligibility is not a guarantee of enrolment.

2. Residence

Accepted applicants who are **residents of the City of Vancouver** or who are on a Technical Program may enrol in classes from 8:30 a.m. to 10:30 p.m. Others may enrol only in classes from 3:30 p.m.

A resident of the City of Vancouver is defined as:

- (a) Any person under 21 years of age on the first day of the current term who is a dependent of parents or legal guardians who reside in the City of Vancouver.
- (b) Any person under 21 years of age on the first day of the current term whose parents or legal guardians are the registered owners of real property in the City of Vancouver in respect of which real property taxes during the preceding calendar year amounted to at least \$75.00.
- (c) Any person 21 years of age or over on the first day of the current term who resides in the City of Vancouver.

Others may apply for adjudication of residence status at the office of the Vice-Principal, Student Services.

3. Day classes financed as part of the federal-provincial agreement are not restricted to Vancouver residents. Normally high school graduation or equivalent standing is prerequisite to these programs. Preference will be given to Vancouver residents if enrolment is limited.

FEES

College Arts and Science Program.....	\$20 per course per term to a maximum of \$100
College Preparatory Program.....	\$20 per course per term to a maximum of \$100
College Technical Programs.....	\$20 per course per term to a maximum of \$75

(These programs qualify for special government grants)

Non-resident Fee Regular course fee plus an additional \$5 per course.

NOTES

1. *Fees for a full program:*
 - a) A full college program consists of a minimum of five courses per term.
 - b) A regular year consists of two college terms.
 - c) Tuition fees for a complete one-year program:

College Arts and Science (two terms).....	\$200
College Technical (two terms).....	\$150
College Preparatory (two terms).....	\$200
2. Fees which are paid by cheque or money order should be made out to Vancouver City College, King Edward Centre.
3. In technical programs a \$10 non-refundable deposit must be paid at the time of acceptance. This is applied to the fee payment.
4. A late fee of \$2 per course is charged for students who are granted permission to register after the last day for payment of fees.
5. A Student Society fee of \$1 is levied on all students attending King Edward Centre to provide funds for the operation of the society.
6. A Student Services fee of \$2 is levied on all students registered in four or

more courses. Funds are disbursed from this fee to support college publications and special events of an educational and recreational nature.

7. Students may not transfer fees from one term to another.

FEE EXEMPTIONS

Students classed as Vancouver residents under 19 years of age as of September 1, 1967 are exempt from college fees for those courses which they require for secondary school graduation. These students will pay fees for additional courses in which they enrol.

In certain cases students who have been accelerated in the Vancouver School System may be exempted from fees for their first college year. Students who consider themselves eligible should consult with the college Counselling Centre.

FEE REFUNDS

1. If a student withdraws from the college before the opening of the term, the college fees will be refunded less a \$2.00 registration fee for each course up to a maximum of \$10.00.
2. If a student withdraws from the college after five weeks of the college term have elapsed there is no refund of fees.
3. If a student withdraws from the college during the period between commencement of the term and five weeks after this date, college fees will be refunded according to a prorated schedule. Refunds will be based on the date the student officially notifies the Vice-Principal, Student Services, of his withdrawal from the college. The Student Services fee and the Student Society fee are not refundable.

SCALE OF REFUNDS

Fee for Course.....	SINGLE COURSES		MAXIMUM FEES	
		\$20.00	\$75.00	\$100.00
Withdrawal After:.....	REFUND		REFUND	
	Week 1	\$15.00	\$60.00	\$75.00
	Week 2	12.50	50.00	62.50
	Week 3	10.00	40.00	50.00
	Week 4	7.50	30.00	37.50
	Week 5	5.00	20.00	25.00

DIPLOMAS AND CERTIFICATES

Vancouver City College offers short courses, workshops, and seminars to meet requirements of special groups in the community. However, most full-time programs at City College consist of two or four terms.

1. *College Certificate*

Students who complete requirements for a two-term technical program receive a certificate showing the course work completed and standing granted.

Additional work in the third and fourth terms may lead to a college dip-

loma which may be acquired through day or evening study or a combination of both.

2. *College Diploma*

Students who complete a four-term program with a minimum of 60 term hours of college work on an approved program receive the college diploma. At least 30 term hours must be earned at Vancouver City College. Students who have met the requirements for the college certificate or college diploma must make application for these at the Student Services Centre at least one month prior to the end of term classes and examinations. See Page 5 of this Calendar for final dates for such applications.

DIPLOMA REQUIREMENTS

Diploma requirements permit a high degree of flexibility in program selection to provide for individual student needs. These requirements include completion of a core program and a major field of study.

1. *CORE SUBJECTS (at least 7 courses)*

- (a) Communication
3 courses from among those offered by the Department of English;
2 of the 3 courses must be in sequence
- (b) Social Science
Any 2 courses from among those offered by the Department of Social Sciences
- (c) Mathematics and/or Science
Any 2 courses from among those offered by the Department of Mathematics and/or the Department of Science

2. *MAJOR FIELD OF STUDY (at least 8 courses)*

Every four-term program is related to job preparation or to more advanced study. Each program requires a group of at least 8 courses that provides a concentration of study in a particular field such as accounting or science.

The major fields in the Technical Programs are listed under that heading. The major fields in non-technical programs are: English and Social Sciences, English and Modern Languages, Life and Physical Sciences, Mathematics and Science, Modern Languages, Pre-Technical Studies, Social Sciences.

3. *ELECTIVES (at least 5 courses)*

Students may select courses to complete their programs from among those in which they are eligible to enrol. These may be related to their major field of study or may provide background in some field of particular interest to the student.

Although the College operates on a trimester plan with the possibility of students completing the requirements for the college graduation diploma in either December, April, or August, the formal graduation ceremony is held in May following the completion of the Spring Term.

TRANSFER FROM VANCOUVER CITY COLLEGE

Students who anticipate a transfer from Vancouver City College to some other educational institution should consult the registrar of that institution, since the requirements for many degree programs are in process of change. Such students also should discuss their plans with a College counsellor, bearing in mind that responsibility for final choice of courses or program rests with the student.

Simon Fraser University

Simon Fraser University will welcome students transferring from Vancouver City College after one, two, three, or four terms, provided that they can produce satisfactory evidence that they are likely to succeed in the studies they propose, and provided that they are recommended by the College.

University of British Columbia

Students who in the past would have sought admission to University of British Columbia following Grade 13 may now seek admission following two terms of study at Vancouver City College and will be considered on standing shown on transcripts of records issued by the College.

A student who chooses courses at the College that are appropriate to his academic objective at university and who obtains adequate standing in them will be accepted for further studies at the University of British Columbia under the same conditions that apply to a student who has taken all his post-secondary studies at the University.

The situation is similar for students transferring to the University following four terms at the College.

University of Victoria

Students from the College will be admitted to University of Victoria under the following provisions, which are applied to students from all other colleges and universities:

"An applicant who has completed work at another university or college, or has the equivalent of Grade 13 taken outside British Columbia may be given credit for subjects previously passed, provided they are equivalent to courses offered in the university curriculum, are of sufficiently high standing, and are appropriate to the program elected by the applicant. Such advanced standing will be tentative only and is subject to review after the student has completed one or more sessions at the University.

"Advance credit granted in a degree program is limited and may not normally be applied to the final two years of the programs."

STUDENT CLASSIFICATION

1. *Regular Student*

A regular student is one who meets the entrance requirements for Vancouver City College.

2. *Probationary Student*

A probationary student is one who is deficient in not more than two final courses for secondary school graduation and whose achievement at the

Grade XII level indicates the potential for further education. Such students will be required to take pre-requisite courses in subjects in which they are deficient.

3. *Preparatory Student*

A preparatory student is one who does not meet the admission requirements described above in 1 or 2, and who is 19 years of age or over, and whose scholastic record indicates the likelihood of success in further education. Under exceptional circumstances persons who are under 19 years of age and have or have not been out of school for at least one year may be admitted to this category.

Preparatory students will be required to take such pre-requisite courses as may be deemed necessary.

College organization, with its emphasis upon student responsibility, its term arrangement and provision for day or night attendance affords a flexibility well suited to meet the needs of those adults who require pre-requisite courses in order to pursue further education.

4. *Partial Student*

A partial student is one who registers for not more than three college courses. All others will be classified as full students. Partial students will be permitted to register for any course for which they have the required background.

STUDENTS FROM OTHER COUNTRIES

Students from outside Canada must meet the requirements of the Department of Manpower and Immigration (Immigration Division) prior to application for admission. Such students who have attended other Canadian educational institutions and hold student visas may be considered and adjudicated on an individual basis if they seek transfer to Vancouver City College.

PRE-ADMISSION COURSE ADVISING

Pre-admission counselling and assessment are available at the Student Services Centre for several weeks prior to registration dates. Consult Page 5 of this Calendar for dates. Applicants must discuss their proposed course program with a counsellor in advance of registration.

Appointments for such advisory conferences may be made by telephone (738-3191). Counsellors are available during the day and evening, Monday through Thursday, and during the day on Friday.

It is essential that records of school marks and other relevant documents be brought to such an interview.

REGISTRATION

Registration for each college term is conducted during week-days immediately preceding the first day of classes. Consult Page 5 of this Calendar for dates. Selected groups of students may be given the privilege of enrolling for the following term by mail. Such students will be notified during the latter part of the term.

CHANGES OF COURSES OR PROGRAMS

All students plan their courses in consultation with a counsellor. If a student believes that he has been incorrectly programed or if he wishes to add or change a course, he must report to a counsellor without delay for consideration of his request. Such changes, if approved, may be permitted up to the "Last day for change of course" as listed on Page 5.

SECTION CHANGES

Section changes after registration are not encouraged, but may be made under the following circumstances:

- (a) As a result of changes in a student's working hours. In such cases permission to change a section may be granted if the student produces a letter from his employer.
- (b) As a result of a domestic or other exceptional circumstance not anticipated at the time of registration.

Students who feel they have a valid reason for requesting a change of section must report to the Counselling Centre. Placement in a section after registrations are closed is made at the discretion of the College Administration.

WITHDRAWALS

A student officially withdrawing from a course must complete the formal withdrawal procedure at the Student Services Centre before the last day for course withdrawals in order to receive a "W" standing. Failure to do so will result in an "I" grade.

Dates for official withdrawals are listed on Page 5 of this Calendar. There are no refunds for withdrawals after the fifth week of the term.

RESPONSIBILITIES OF STUDENTS

1. *To Their Studies*

It is the responsibility of students to keep their work up-to-date and to complete assignments as required. Final grades are based upon term work including laboratory assignments as well as upon examination results.

All students are required to write final examinations.

2. *To the College*

Students will conduct themselves in a manner that will reflect favourably upon the College and its student body. In matters of deportment and dress a mature and responsible standard is expected.

Statutory regulations covering conduct in public places are applicable at Vancouver City College.

3. *To the Faculty*

All faculty members are available for consultation with students either during posted office hours or by arrangement.

Students should take advantage of small-group learning situations, tutorials, and faculty consultations to work closely with members of the faculty and enrich their college learning experience.

4. *Regarding Attendance*

Regular attendance is required of students in all classes, lectures, laboratories, workshops, and seminars. Irregular attendance may result in exclusion of a student from classes.

Since the final standing for each course is based on class assignments and examinations during the term, regular attendance is essential for success in any course.

Students who are unavoidably absent because of illness or some other acceptable cause are responsible for class work or assignments missed. If repeated absences are due to illness the student may be requested to submit a medical certificate.

If a student is absent from any examination during the term, for which due notice has been given, he may be required by the instructor to report to the Vice-Principal, Student Services, upon his return to the College.

EXPLANATION OF GRADES

Student work at the College is reported by a system of six classifications. These are:

A—Distinguished Grade

The student consistently distinguishes himself in examinations, reports, projects, and class participation.

B—Above-Average Grade

The student consistently shows mastery of the course and is able to relate the content of the course to other knowledge.

C—Average Grade

The student shows evidence of comprehension of the subject matter to indicate success in the next higher course in the same field.

P—Minimum Pass Grade

The student obtains a minimum pass standing in examinations, reports, projects, and class participation. He is given credit for the course but in general is not permitted to proceed to the next higher course.

F—Failing Grade (No credit)

The student does not show evidence of understanding the course content in the specific subject field.

I—Incomplete (No credit)

The student has not met course requirements in attendance, class work, assignments, or examinations.

The grade point equivalents of the above letter grades are as follows:

A — 4	P — 1
B — 3	F — 0
C — 2	I — 0

W—Withdrawal (No credit and is not included in calculation of grade placement)

The student must comply with the required withdrawal procedure in time to secure this status. See Page 23 for details.

A statement of grades is mailed to every student at the end of each term.

REREADS FOR FINAL GRADES

Rereads for final grades are possible and in each case all the term's work plus the final examination will be reviewed by a committee of the faculty. The committee may raise the final grade, may lower it, or may leave it as it was originally given to the student. In all cases the committee's decision will be final.

If a student wishes a reread, he or she must submit a written request addressed to the Vice-Principal, Student Services. The request must be accompanied by a fee of \$5 per subject. If the mark subsequently is raised, the fee will be refunded; otherwise it will be retained. The request for a reread must be received by the Vice-Principal in charge of Student Services not later than fourteen days after the mailing date of the original statement of marks.

As soon as the committee has reached a decision the Vice-Principal will advise the student by mail.

No rereads will be considered unless the student follows the procedure outlined above. In cases of mechanical error not involving a reread, students should check with the Vice-Principal, Student Services; no fee will be charged in such cases.

FINANCIAL AID

Most students enrolled in a full program of post-secondary studies are eligible to receive financial aid under the Canada Student Loan Plan. Approved applicants may receive interest-free loans to a maximum of \$1,000 each academic year under this plan.

Other interest-free loan funds of a limited nature are available to approved applicants.

The Government of British Columbia has funds available for bursaries to assist students who wish to enter a college or university program. An acceptable academic standard and demonstrated financial need are required of applicants for such assistance.

Details on the above plans are available from the Student Services Centre.

STUDENT SERVICES CENTRE

During the college day the counselling staff offer the following services at the Student Services Centre which is located on the lower floor of the gymnasium building: career planning, course advising, personal counselling, occupational and vocational information.

A library of calendars of other post-secondary institutions is maintained. This centre also provides a testing and assessment service.

All enquiries regarding educational records or requests for transcripts must be presented here.

STUDENT PLACEMENT CENTRE

Canada Manpower Division, Department of Manpower and Immigration, has established a year-round service for students enrolled in one or more post-secondary courses at Vancouver City College.

Placement of graduating students is a primary objective but every effort will be made to secure employment for students between terms and, in case of necessity, on a part-time basis during the college year.

Graduating students should arrange for an appointment for interviews and completion of applications for employment as early as possible after final year enrolment so that they may be considered for interview appointments with employer-recruiters.

Students seeking information about career opportunities should contact this centre. A library of occupational publications and other information supplied by employers is being maintained for use of students and faculty.

Offices are located in the Student Services Centre. Business hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

Companies and government departments are encouraged to write for further information to: The Head, Placement Centre, c/o Student Services, Vancouver City College, King Edward Centre.

LIBRARY AND STUDY FACILITIES

The Library, located on the third floor, north, of the main building, is the principal centre for books, tapes, records, and other educational materials. Reserve books and periodicals are available in the reserve book room, second floor, south.

Another room on the first floor, south—opposite the main office—is another major study area.

These rooms are provided for quiet study and research. Study areas also are available at the Annex during the day.

Two language laboratories and a reading development laboratory are located in the main building for instruction and study. An extensive collection of tapes for instructional reinforcement is available for independent study. These may be borrowed for use in the listening rooms adjoining the Library.

READING AND STUDY SKILLS SERVICE

This new service for students is available for those wishing to increase their reading speed and comprehension. Emphasis is placed on study skills.

Students attend one noon-hour lecture and two one-hour periods in the reading laboratory per week.

Regular students are charged no fee for this service.

STUDENT FACILITIES

Two cafeterias are operated—one on the lower floor of the gymnasium building and the other in Room A-15 at the Annex.

The Bookstore, located adjacent to the Student Services Centre, stocks texts and supplementary books for college courses and other books and periodicals of general interest. It also is the campus shop for college sweaters,

rings, and other items of special interest to City College students. Special books and materials may be ordered through the Bookstore.

A student lounge is located in the southeast corner of the main building, on the first floor.

Room and board usually are obtainable in several homes in the area, but the College assumes no responsibility for any housing accommodation.

PARKING FACILITIES

The College parking area for students is operated by Metro Parking. Public parking regulations apply to students. Entrance to the lot is on 10th Avenue and students use the east side of this lot. The rate is 25c per car for each entry. Motorcycles are charged \$1.00 per month.

Faculty privileges are designated by Lot A and Lot B stickers. Under no circumstances are student cars to be parked in Lot A or Lot B, or on the Annex grounds. Unauthorized cars (i.e. those without an appropriate window sticker) will be towed away at the expense of the owner.

STUDENT SOCIETY

The Student Society is a student organization governed by a student executive which is elected annually in October. The Student Society through its executive is responsible for campus clubs, social activities, some publications, intramural sports, co-ordination of events, and liaison between students and administration.

All students are assessed a Student Society fee to provide funds for the operation of the society.

Students attending Vancouver City College are encouraged to participate in one or more activities supported by the Student Society.

PHYSICAL EDUCATION

Because of the importance of physical fitness and the desirability of cultivating leisure-time recreational interests, students are encouraged to enrol in activity courses in physical education.

All students may count fourteen hours of credit in physical education towards the College diploma.

Gymnasium facilities are provided for physical education, games, and other activities. An outdoor area also is available for student recreation.

An intramural sports program is conducted by the Department of Physical Education and students are encouraged to participate in the various phases of this program.

Students also are invited to organize similar activities for which there is an expressed desire, provided these are approved by the Department of Physical Education.

SCHOLARSHIPS

Various scholarships are available to students in all programs at Vancouver City College. For further information students should enquire at the Student Services Centre.

CERTIFIED GENERAL ACCOUNTANTS ASSOCIATION OF B.C. provides two scholarships of \$50 each to students intending to qualify as professional accountants. Awards are made each spring term on the basis of achievement in the previous term.

VCC STUDENT SOCIETY each term provides four scholarships of \$50 each to men and women students in full-time attendance in both academic and technical programs. Awards are made on the basis of achievement and financial need.

PEO SISTERHOOD, CHAPTER AF annually provides two scholarships of \$125 each for women students, awarded at the end of their first term and based on academic achievement and financial need.

NATIVE CANADIAN INDIANS—Simon Fraser University offers an annual scholarship of \$500 to a native Indian male student who plans to continue his studies at SFU. The award is made on the basis of demonstrated academic potential. SFU also has other funds available for native Indian students.

JOHN HENDERSON SCHOLARSHIP of \$300 is provided annually by Vancouver Parent-Teacher Council to a student enrolling in the first term of a college program at Vancouver City College. The award is made on the basis of demonstrated leadership qualities and academic achievement.

INDUSTRIAL CATERING LTD. offers two \$50 scholarships, one awarded at the end of the Fall Term and the other at the end of the Spring Term. Awards are made on the basis of academic achievement during the term.

VANCOUVER JAYCETTES provide an annual scholarship of \$100 to a student in need of financial assistance who is entering his second term at VCC.

GOVERNMENT OF BRITISH COLUMBIA offers payment of one-half of tuition fees for students who average 80 per cent or higher in their graduation from secondary school. Secondary school graduates whose average marks range from 70 to 80 per cent may have one-third of their tuition fees paid in the first year of college.

ASSOCIATION OF ADMINISTRATIVE ASSISTANTS AND PRIVATE SECRETARIES:

- (a) In the current academic year an award of \$25 to the student showing the most promise as a potential executive secretary;
- (b) In the graduating year an award of \$25 to the student with the highest proficiency during the two-year course.

Programs Offered — 1967-1968

A college course normally consists of three or more hours of classwork per week in one subject area for a four-month period.

A college program consists of a planned selection of courses which together provide purposeful study towards some definite educational or occupational goal.

Programs

COLLEGE ARTS AND SCIENCE

College programs are offered in a number of subject areas including English, Mathematics, Social Sciences, Physical Sciences, Foreign Languages, and Physical Education. Students will find requirements in these programs very flexible.

Appropriate course selection may lead to college graduation in Arts and Science, to specialized training in a technical field or to advanced study at other post-secondary institutions. Many of these programs are available in the Evening Division.

COLLEGE TECHNICAL PROGRAMS

Programs in technical fields lead to careers in business, industry, and community services. These programs have been developed with the co-operation of advisory committees. Because of their specialized nature, technical programs allow students to enrol in a limited number of electives only.

Technical programs are arranged for either two terms or four terms. This arrangement makes it possible for students to complete the first two terms, which usually emphasize the practical aspects of the specialty, and then to enter employment. The third and fourth terms then can be taken by college evening classes for diploma credit.

Other students may prefer to complete the four-term program in regular full-time study for diploma standing.

Students accepted into any of these programs are required to complete all the prescribed courses.

The College reserves the right to make necessary changes in the courses listed in any program.

Enrolment is limited.

Courses followed by "W" are available only to students enrolled in the applicable technical program.

The following full-time career programs will be offered during the 1967-1968 college year:

Business Administration
Accounting
Executive Secretary
Finance & Investment
Marketing & Sales
Data Processing

Community Services
Food Services Technician
Library/Museum Assistant
Pre-school Teacher Training
Welfare Aide
Art and Merchandising
Journalism
Theatre Arts—Drama

In addition to these programs offered at King Edward Centre certain programs at the Vancouver Vocational Institute may be combined with study at the Centre for a College diploma. See CO-ORDINATED PROGRAMS on Page 39.

ACCOUNTING PROGRAM

The courses included in this program provide a useful preparation for those interested in the accounting occupations in business and industry. It also offers preparatory training for students who may consider working toward membership in the Institute of Chartered Accountants, the Certified General Accountants Association, or the Society of Industrial and Cost Accountants.

Liaison is maintained with each of these professional groups, so that each may determine the exact credit that will be given the College graduate in accountancy who chooses to continue study towards professional qualification.

First Term

English 15A
(Communication)
Geography 15
(Economic Development of B.C.)
Psychology 17
(Applied Psychology)
Accounting 15A
Mathematics 18
(Mathematics of Finance)
Business Law 15A

Third Term

English 20
(Report Writing)
Economics 21A
(Principles of Economics)
Fundamentals of Finance 21A
Auditing 23A
Accounting 21A

Second Term

English 15B
(Communication—advanced)
Mathematics 23
(Statistics)
Business Law 15
Business Procedures 15
Accounting 15B
Business Law 15B

Fourth Term

Data Processing 15
Economics 21B
(Principles of Economics)
Auditing 23B
Accounting 21B
Management Policy & Practice 21

EXECUTIVE SECRETARY PROGRAM

Training in the broader aspects of business and human relations is combined with advanced secretarial training for careers in business. Advanced

training supplemented by suitable office employment prepares the career employee for senior secretarial positions including those at the executive level.

First Year—Certificate Program in Secretarial Science

The first year is one of initial training in Secretarial Science. Previous business experience is not required.

First Term

English 15A
(Communication)
Mathematics 19
(Business Mathematics)
Business Procedures 15
Secretarial Skills 15AW
Secretarial Workshop 15AW

Second Term

English 15B
(Communication—advanced)
Accounting 15A
Psychology 17
(applied psychology)
or elective course
Secretarial Skills 15BW
Secretarial Workshop 15BW

Secretarial Workshop—3 hours daily

The workshop provides instruction in secretarial procedures including correspondence, telephone procedure, and care of various office machines with emphasis on transcription and reproduction equipment. There is thorough training and counselling in the development of personality and poise as required by secretaries.

Second Year—Diploma Program—Executive Secretary

The diploma program is advanced training for first-year Secretarial Science graduates and for experienced office workers who desire further training and certification for senior secretarial positions including those at the executive level.

Courses other than the Secretarial Workshop may be taken by day-time or evening attendance. Advanced students taking a combination of day courses and the evening workshop may complete the diploma requirements in one year. Evening attendance only will require two to three years. All applicants must have skill in typing and shorthand. Experienced stenographers may qualify for a certificate and/or diploma in accordance with calendar requirements.

First Term

English 20
(Report Writing)
Life Science 17
(Nature of Man & the World)
Business Law 15
Office Practice 21AW
Executive Secretary Workshop
21AW

Second Term

Geography 15
(Economic Development of B.C.)
or elective course
Data Processing 15
Management Policy and Practice 21
Office Practice 21BW
Executive Secretary Workshop
21BW

Note: Students may take equivalent courses in the evening Business Administration Program.

Executive Secretary Workshop—3 hours on two evenings per week

A minimum of instruction time is spent on basic stenographic skills. Emphasis is placed on advanced executive secretarial responsibilities such as:

arrangements for meetings and conferences, minutes, development of travel plans, banking, personal financial records, and supervision of personnel.

DATA PROCESSING PROGRAM

There is a growing demand in industry for trained people to schedule, operate, and maintain data processing equipment oriented to accounting and recording procedures. Computer installations are increasing rapidly in this area. This program is designed to train students as operators, programmers, and systems analysts. The full two-year training plus suitable work experience will prepare those with high aptitude to become systems analysts and developers.

The installation of a sophisticated computer at Vancouver City College enables students to obtain both the theory and practice so necessary for well-trained data processing staff.

Pronounced mathematical aptitude is essential to success in this program.

Certificate in Computer Programming

First Term

English 15A
(Communication)
Accounting 15A
Business Procedures 15
Mathematics 20
(Computer Math)
Data Programming Workshop 15AW

Second Term

English 15B
(Communication—advanced)
Accounting 15B
Data Processing 15
*Computer Science 15
Data Programming Workshop 15BW

Diploma in Data Processing Systems

Third Term

English 20
(Report Writing)
Accounting 21A
Economics 15
Systems Workshop 21AW

Fourth Term

Geography 15
(Economic Development of B.C.)
Accounting 21B
Economics 16
Management Policy and Practice 21
Systems Workshop 21BW

*Course outline to be prepared

Programing Workshop—3 hours daily.

The first-year workshop emphasizes training and practice in programing on various modern computer units.

Systems Workshop—3 hours daily

The second-year workshop includes advanced programing; computer languages; data systems, analysis, design, and implementation.

FINANCE AND INVESTMENT PROGRAM

Opportunity for employment in the financial, investment, banking and insurance fields is increasing. Vancouver is recognized as the financial centre of Western Canada.

The Finance and Investment Program prepares students for careers in investment, insurance, trust companies, banks, credit departments, and related businesses in this expanding field.

First Term

English 15A
(Communication)
Geography 15
(Economic Development of B.C.)
Psychology 17
(Applied Psychology)
Business Procedures 15
Investments & Institutions 15A
Accounting 15A

Second Term

English 15B
(Communication—advanced)
Geography 16
(Pacific Trading Community)
Mathematics 18
(Finance)
Marketing 15
Investments & Institutions 15B
Accounting 15B

Third Term

English 20
(Report Writing)
Economics 21A
(Principles of Economics)
Mathematics 23
(Statistics)
Fundamentals of Finance 21A
Business Law 15A

Fourth Term

Business Law 15B
Economics 21B
(Principles of Economics)
Management Policy & Practice 21
Data Processing Equipment 15
Fundamentals of Finance 21B

MARKETING AND SALES PROGRAM

An effective person in the marketing and sales field combines a knowledge of product with good sales technique supplemented by broad business training. These requirements, with the exception of product knowledge, are offered at King Edward Centre.

First opportunity on this program is for those who have an acceptable background of training and/or experience in business or in some technical-vocational field. The student with appropriate technical-vocational training in Vancouver City College or an equivalent institution receives credit for such courses. He may complete diploma requirements in less than four terms by taking only those courses required to complete the diploma program.

Other students accepted will be required to complete all the courses listed for either the College certificate and/or diploma.

First Term

English 15A
(Communication)
Economics 15
(Practical Economics—
Fundamentals)
Accounting 15A
Business Procedures 15
Sales Workshop 15AW

Second Term

English 15B
(Communication—advanced)
Economics 16
(Applications)
Psychology 17
(Applied Psychology)
Marketing 15
Sales Workshop 15BW

Third Term

English 20
(Report Writing)
Mathematics 19
(Business Mathematics)

Fourth Term

Political Science 19
Mathematics 23
(Statistics)
Merchandising 21B

Merchandising 21A
Business Law 15
Fundamentals of Finance 21A

Management Policy & Practice 21
*Sales Thesis 24

Sales Workshop:

Theoretical and practical aspects of salesmanship under laboratory conditions which reflect the actual needs of business through the use of such techniques as role-playing and case study.

**Sales Thesis 24:*

Receives credit as a fourth term subject. A comprehensive report on a major marketing or sales problem to be developed during tutorials throughout the final term of the two-year program.

FOOD SERVICES TECHNICIAN PROGRAM

This program is designed to train students to work in a supervisory capacity in the dietetic department of a hospital or similar institution. There is a definite need for trained people to assume supervisory tasks in the field of food service.

The British Columbia Dietetic Association, which assisted in developing this program, co-operates in placement of students in supervised positions that give them related practical experience and the opportunity for remuneration in the four months following the first year of college training. This four months of supervised experience is an integral part of the program. Satisfactory completion of this field work is a certificate requirement.

First Term

English 15A
(Communication)
*Basic Science 19A
(Introductory Physiology)
Nutrition 15A
(Elementary Nutrition)
Food Preparation 15
(Theory and Lab.)
Food Services Workshop 15AW

Third Term

English 20
Psychology 22
(Social Psychology)
Sociology 20
(Introductory)
Nutrition 21
(Advanced Therapeutic)
Food Services Workshop 21AW

*Course outlines to be prepared.

Food Services Workshop:

Approximately 30 per cent of instruction time will be spent in workshop activities, laboratory work, and field trips to provide practical knowledge of diets and food preparation.

Second Term

English 15B
(Communication—advanced)
*Basic Science 19B
(Elements of Chemistry & Physics)
Psychology 17
(Applied Psychology)
Nutrition 15B
(Therapeutic Nutrition)
Food Services Workshop 15BW

Fourth Term

History 15
(Twentieth Century Canada)
Personnel Management 15
Work Study 15
Mathematics 19
(Business Mathematics)
Food Services Workshop 21BW

Each term workshop includes three principal areas of study and practice directly related to food services work.

Students are required to purchase laboratory coats.

PRE-SCHOOL TEACHER TRAINING PROGRAM

(One-Year Certificate Program)

This program is designed to prepare students to qualify for the Provincial Department of Health and Welfare Licence in pre-school teaching. There is a growing need for people trained to teach pre-school children in co-operative pre-schools, private nurseries and kindergartens, and child-care centres.

This training is recognized as specialist training for teaching in public school kindergartens providing the candidate also has, or qualifies for a B.C. Teaching Certificate.

The program consists of fulltime day training for two four-month terms commencing in September and ending in April.

Students who are accepted are required to complete the ten prescribed courses unless they have previously completed one or more of them in the Evening Division Program.

The courses consist of:

1. Methods in Pre-school Education
2. Demonstration of Pre-school Methods
3. Child Growth and Development (Psychology I)
4. Personality Development (Psychology II)
5. Play and Play Techniques for Pre-school Children
6. Music and Rhythms for Pre-school Children
7. Arts and Crafts for Pre-school Children
8. Language and Literature for Pre-school Children
9. Social Studies and Science for Pre-school Children
10. Parent-Teacher Relationship in the Pre-school Setting

Most courses outlined are given in the afternoon. Mornings are spent in observation and practise-teaching in the various types of pre-school centres.

LIBRARY/MUSEUM ASSISTANT PROGRAM

This program is designed to prepare students for employment as technical assistants in libraries, museums, and related institutions. Trained technicians have been in short supply for some years. A major increase in library and museum construction during the two Centennial years will result in an even greater demand for employees in both fields.

The morning courses are common to both the library and museum options. Separate afternoon workshops permit the teaching of practical work in each of the specialties. Students must elect to take either the library or the museum option at time of enrolment.

First Term

English 15A
(Communication)
Typing 15A
(Beginning level)
Display Techniques 15

Second Term

English 15B
(Communication—advanced)
Supervised Typing
Psychology 17
(Applied Psychology)

Museum Philosophy &
Functions 15AW or
Library Philosophy &
Functions 15AW
Library Workshop 15AW or
Museum Workshop 15AW

Museum Conservation &
Repair 15BW or
Library Techniques 15BW
Library Workshop 15BW or
Museum Workshop 15BW

Library Workshop:

Theory and practice are given in the clerical procedures involving the acquisition, cataloguing, and circulation of a wide variety of library materials. Necessary background knowledge is provided in study of the history of libraries; their purposes and organization; the development of writing, printing, and the book; publishing and the book trade.

Field work includes visits to libraries and related establishments. Students get practical work experience in local libraries.

Students must have some typing skill prior to enrolment.

Museum Workshop:

Approximately 30 per cent of instruction time is given to workshop training. The skills of cataloguing, conservation, taxidermy, and museum display are demonstrated and practised. Field trips to museums, art galleries, and other pertinent exhibits provide practical knowledge. Some time is devoted to work in museums and related institutions.

WELFARE AIDE PROGRAM

This program includes preparation for employment in the social welfare field as assistants to professional social workers. There are many job opportunities in the rapidly expanding welfare field for technically trained persons. This training prepares them to perform many welfare services which do not require professional social work qualifications.

Two of the most likely employment areas will be in social welfare agencies and in institutions housing children and/or adults.

Suitably experienced persons in child care work or psychiatric nursing may be accepted as certificate students in a second-year program without having taken the general first-year Welfare Aide training.

All students registered must have a valid B.C. driver's licence for the standard gear-shift vehicle, or be prepared to acquire such a licence before the second term.

Certificate Program

First Term

English 15A
(Communication)
Political Science 17
(Canadian Social Legislation)
Psychology 15
(Fundamentals)
Family in Society 15
History and Philosophy of
Social Work 15
Welfare Aide Workshop 15AW
Field Work 15AF

Second Term

English 15B
(Communication—advanced)
Psychology 16
(Behavioural Theory)
Child Activities 15
Social Welfare Practice 15
Special Social Problems 17
Welfare Aide Workshop 15BW
Field Work 15BF

Welfare Aide Workshop:

A job-oriented study of methods that the aide will use in various welfare tasks. Most sessions are closely related to the field trips. Techniques include "buzz" groups, demonstration sessions, role-playing, case studies, special report situations, etc.

Field Work:

Field trips are conducted throughout the program to give every student a first-hand knowledge of the work of the various social work agencies. At the end of the Certificate Year, students are placed for one month of supervised work in a social agency. Successful completion of field work is a certificate requirement.

Diploma Year:

A college diploma is acquired by completion of a second year of study of ten approved courses. These courses are mainly in the social sciences, English, and selected business administration subjects. Diploma requirements may be completed through two terms of full-time day attendance or spread over a longer period through evening courses at the College.

ART AND MERCHANDISING PROGRAM

Employment opportunities exist for persons with training in certain aspects of commercial art coupled with a sound knowledge of the merchandising field in retail sales and other related commercial ventures.

Students entering this program should have an interest and some ability in art. They should be interested in using their art training in a business setting.

The first year art workshop provides certain basic art training for all students on the course. In the second year, the workshop will be merchandising oriented with art training emphasizing sketching and rendering, graphic and visual communications, fashions, interior furnishings and design.

First Term

English 15A
(Communication)
Mathematics 19
(Business Mathematics)
Science 17
Art & Merchandising
Workshop 15AW
Art History 15W

Third Term

Economics 15
(Fundamentals)
Business Procedures 15
Merchandising 21A
Art Workshop 21AW
Period Design 15W

Second Term

English 15B
(Communication—advanced)
Psychology 17
(Applied Psychology)
Fundamentals of Design 15W
Art & Merchandising
Workshop 15BW
Marketing 15

Fourth Term

English 20
(Report Writing)
Economics 16
(Applications)
Merchandising 21B
Art Workshop 21BW
Fabrics and Materials 15W

Art Workshop:

Students will spend about 35 per cent of their instruction time in the workshop. A \$15 materials fee will be charged for each term of the first-year Art Workshop.

First and Second Terms:

Basic art elements and fundamentals studied through project assignments in various media. Students are exposed to numerous facets of perception and their analogies to other forms of communication.

Third and Fourth Terms:

The workshop will correlate merchandising techniques and art training to develop the student's ability in retail fields requiring a practical knowledge of colour, design, interior furnishings and fashion.

JOURNALISM PROGRAM

The journalist is not adequately prepared without a broad background of education with special emphasis on Economics, Political Science, Current Affairs and Business Trends. The College Journalism Program combines course work in these areas with study and practice in journalism.

First Term

English 15A
(Communication)
Economics 15
(Fundamentals)
Psychology 17
(Applied Psychology)
Journalism Workshop 15AW
Creative Writing 15W

Third Term

Mathematics 19
(Business Mathematics)
History 15
(20th Century Canada)
Geography 15
(Economic Development of B.C.)
Journalism Workshop 21AW
Publication Policy &
Procedure 21W

Journalism Workshop:

The workshop will take approximately 35 per cent of the student's instruction time. It includes training and assignments for various reporting duties, editing, make-up, etc. Topics for study in the workshop include: Use of the Camera in Photo-Journalism, Equipment Operation, Law of the Press, Court Routine, Public Relations and Public Opinion. Some of the work will be related to production of the college paper.

THEATRE ARTS—DRAMA PROGRAM

A basic training in acting is provided to develop skill in the theatre arts for those who wish to follow a professional career in theatre, or who may

wish to use such training as a teacher in schools, community centres, or other institutions.

The course emphasizes practical training of the actor, including voice and movement to meet the requirements of various styles of professional acting used in the theatre, radio, television and films. Good health is an asset as some of the advanced training is fairly strenuous.

Students will be required to provide their own gym clothes, leotards for dance training and a foil for fencing.

First Term

*English 18A
(History of Drama)
Life Science 17
(Nature of Man and the World)
Theatre Skills 15A
(1) Physical Education
(2) Voice Training
(3) Dance Training
Acting 15AW

Third Term

Mathematics 19
(Business Mathematics)
French 18A
(Oral French)
*Dancing and Costume
*Music 19A
Theatre Skills 21A
(1) Physical Education
(2) Fencing
(3) Voice Training
Acting 21AW

*Courses to be outlined later.

Acting:

This involves approximately 40 per cent of instruction time, as it constitutes the basic acting training in the program. The first year emphasizes improvisation and encouragement of creative imagination. Practice is given in development of sensory awareness, communication, and characterization. Students are expected to attend certain live theatre performances at student rates as a part of the acting training.

The second year involves more advanced improvisations and acting in plays including some experimental acting with experienced professionals. Practice in basic stage management is also a second year activity.

CO-ORDINATED PROGRAMS

Co-ordinated programs combining work at the Vancouver Vocational Institute (a division of Vancouver City College), with classwork at King Edward Centre may be completed in the following specialties:

Second Term

*English 18B
(History of Drama)
English 15B
(Communication—advanced)
Psychology 17
(Applied Psychology)
Theatre Skills 15B
(1) Physical Education
(2) Voice Training
(3) Dance Training
Acting 15BW

Fourth Term

*Music 19B
French 18B
(Oral French)
Theatre Skills 21B
(1) Stylized Movement
(2) Fencing
(3) Dance Training
(4) Voice Training
Acting 21BW

Mechanical Technician
Electronic Technician
Construction Technician

A one-year or equivalent program in one of several specialized fields at the Vancouver Vocational Institute is combined with two terms of related study at King Edward Centre for College Diploma standing. College technician programs may be commenced at either centre. Students considering qualifying for the Technician Program college diploma should consult with the counselling service.

At the present, these Vancouver Vocational Institute programs may lead to the Technician Diploma:

Mechanical Technician

- Automotive
- Diesel Engineering
- Machine Shop

Electronics Technician

- Electronics
- Electricity and Industrial Electronics

Construction Technician

- Building Construction
- Drafting, Architectural and Structural

NOTE: Completion of Department of Labor Apprenticeship programs in the above fields may qualify persons for equivalent standing. Consult the Apprenticeship Branch Counsellors for information about these Technician programs.

The two-term sequence at King Edward may precede or follow the specialized training and includes:

Term 1

Communication
*Mathematics
Applied Psychology
*Physics
Elective

Term 2

Communication (Advanced)
Technical Writing
*Chemistry
Economic Development of B.C.
Elective

**These courses will be designed to accommodate the requirements of the various Technician programs, i.e. in Physics—Hydraulics or Electrical and Wave Phenomena.*

Consult the counsellors for details of other co-ordinated programs which are presently being developed.

EVENING PROGRAMS

In addition to the College Arts and Science programs listed in this Calendar, the following also are available to those wishing to continue their education through evening instruction:

BUSINESS ADMINISTRATION CERTIFICATE PROGRAM

This program offered in co-operation with the Vancouver Board of Trade is designed to provide training in the various areas of business management.

It is available to business men and women who find a need to supplement their technical skills with a broad knowledge of business.

The following subjects are offered at King Edward Centre:

Basic Statistical Analysis; Bookkeeping; Business Law; Business Trends and Investments; Effective Communication; Effective Supervision; Elementary Economics; Elements of Accounting; Export Fundamentals; Fundamentals of Purchasing; How to Start and Run Your Own Business; Industrial Cost Accounting; Labour Relations; Management Accounting Analysis for Small Business; Management Policy and Practice; Marketing; Mathematics of Finance; Merchandising for Retailers; Personnel Practices for Small Business; Psychology for Business and Industry; Salesmanship; Work Study.

The following subjects are offered at the Vancouver Vocational Institute:

Data Processing Equipment Orientation; Data Processing for Small Business Management; Basic Computer Systems; Data Systems—Analysis, Design and Implementation; Principles of Management.

The majority of these courses will start in the Fall term. Others will be offered in January, 1968. Each course is complete in itself. In addition, courses successfully completed may carry credit toward the College Certificate in Business Administration. Courses are organized on a one-night-per-week basis. Some are completed in ten sessions; others, in twenty sessions.

A brochure listing details of admissions, starting dates, registration, fees, and class schedules may be obtained at King Edward Centre or by phoning 738-3191.

VOCATIONAL COUNSELLING CERTIFICATE PROGRAM

A program for the training of vocational counsellors of adults has been developed as one of the services of Vancouver City College.

Courses offered in the program include: Effective Communication, Growth and Development of the Individual, Community Resources, Counselling Techniques, Statistics, Current Employment Trends.

Each course requires attendance one evening per week for twenty weeks.

A college certificate is awarded by Vancouver School Board to students who successfully complete a satisfactory sequence of courses in either of the above programs.

EVENING DRAMA WORKSHOP

A Drama Workshop will be offered for students who cannot attend a full-time training program. This will include training in speech, acting, stage design and other essentials of theatre crafts.

The following programs are offered at the Vancouver Vocational Institute, 250 West Pender Street, Vancouver 3, Telephone MU 1-8111:

DATA PROCESSING CERTIFICATE PROGRAM

This program is given in co-operation with the Vancouver Chapter of the Data Processing Management Association. Instruction is given in the following evening division courses:

Data Processing Equipment Orientation; Data Processing for Small Business Management; Auxiliary Machines; Univac 1004 Programing; Basic 1401 Computer Programing; Computer Programing in "Cobol"; Advanced 1401 Programing; IBM 402 Operations; Data Transmission Systems; Effective Communication; Effective Supervision; Principles of Management; Basic Computer Systems; Data Systems—Analysis, Design and Implementations.

ELECTRONICS CERTIFICATE PROGRAM

This program is of three years' duration and requires attendance for three and one-half hours a night, two nights a week for thirty weeks in each year. The courses listed below are offered at the Vancouver Vocational Institute:

Color T.V.; T.V. Servicing, Advanced; Electronic Test Equipment Applications Course; H.F. and V.H.F. Radio Equipment; Electronic Fundamentals; Semi-Conductor Circuit Analysis; Telecommunications Operation; Carrier Systems and Principles; Communication Systems including Microwave.

Radio and T.V. Theory and Practice; and T.V. Servicing, Basic, are also offered in this program and are available at the Vancouver Technical School, Night Division, 2600 East Broadway, Vancouver 12, Telephone AL 5-2644.

TECHNICAL DRAFTING PROGRAM

This program is designed for those who wish to enter the drafting field but cannot attend day classes. The program is of three years' duration and requires attendance for three and one-half hours a night two nights a week for thirty weeks in each year. Applicants who qualify have a choice of Structural Drafting or Mechanical Drafting.

A college certificate is awarded by Vancouver School Board to students who successfully complete a satisfactory sequence of courses in the above programs.

STANDARD COURSE ABBREVIATIONS

The following course abbreviations are used in the statement of grades issued to students:

English	ENG	French	FREN
History	HIST	German	GERM
Geography	GEOG	Physics	PHYS
Sociology	SOCIOL	Chemistry	CHEM
Political Science	POL SC	Biology	BIOL
Economics	ECON	Physical Science	PHYS SC
Psychology	PSYCH	Life Science	LIFE SC
Mathematics	MATH	Zoology	ZOOL
		Physical Education	PHYS ED

College Course Descriptions

COURSE NUMBERING

1. College Preparatory Courses are numbered 01 to 09. These courses do not normally carry college credit but are offered to provide the opportunity for students to make up deficiencies and obtain college entrance standing. Students who meet college entrance requirements but who, upon the advice of faculty advisors, enrol in one advanced option among college preparatory courses to acquire additional background in a subject area before taking advanced work, may receive credit for such study.
2. Regular college courses for credit towards the college diploma are numbered 10 and above. The numbers are preceded by the subject field in which the course is listed.
Example: History 17—History of Modern Industrialization
3. All college course numbers followed by the letter A or B, designate courses which must be taken in sequence. That is, En 15A must be completed before taking En 15B.
4. Courses numbered 20 and above are in general advanced courses which require prerequisite study.
5. Prerequisite requirements, if applicable, are given in the course description. Students should select courses with care to ensure that they undertake an acceptable college program which will meet college certificate or diploma requirements and best meet their occupational or career needs.
6. The number of hours of lectures, seminars or tutorials and laboratory work per week is shown following the course description. It is given as a series of three numbers. For example: 2:2:2 indicates that a course consists of 2 hours of lectures, 2 hours of seminars and 2 hours of laboratory work per week.

COURSES OFFERED, 1967-1968

These courses will be offered at Vancouver City College, King Edward Centre during the three terms comprising the 1967-1968 college year. Not all courses will be offered during any one term. Course offerings depend upon the number of students registering for various courses, the availability of faculty and classroom accommodation.

The schedule of courses for each term is listed in the calendar supplement which is issued well before the beginning of the term and gives details regarding courses offered, meeting times of classes, and the number of hours per week.

BUSINESS ADMINISTRATION

These courses are open to regular students as electives but no attempt will be made at this time to provide a differentiated course for those not on a Business Administration Program.

**Accounting 15A
and
Accounting 15B**

The fundamentals of accounting. An examination of the basic techniques, principles and concepts involved in the accumulation, classification and presentation of financial data. 3:1:0

Accounting for proprietorship, partnerships and limited companies. Introduction to cost accounting, financial statement analysis and consolidations. 3:1:0

**Accounting 21A
and
Accounting 21B**

Intermediate accounting, a comprehensive study of the more complex accounting techniques, principles and practices. A detailed examination of the methods and concepts involved in the measurement of net income and the determination of financial position. 3:1:0

Prerequisite: Accounting 15B. 3:1:0

**Auditing 23A
and
Auditing 23B**

Internal control and auditing procedures involved in the certification of financial statements. Generally accepted auditing standards. Professional and legal requirements in auditing. 3:1:0

3:1:0

**Business Law 15A
and
Business Law 15B**

A general overview of business law, including sources of law, court procedures, law of contracts, agency law, sale of goods, partnership and company law. An introduction to negotiable instruments, tort liability and the Bankruptcy Act; labour, welfare and tax legislation; and acts applying to the various financial institutions. 3:1:0

Business Procedures 15

An introduction to business. This course recognizes the need for a thorough knowledge of the conduct of business in our society regardless of which business specialty is selected by the student for intensive study. 3:1:0

**Data Processing
Equipment 15**

A study of mechanized accounting systems in business and industry. Orientation to the systems and equipment used in bulk processing of data, including accounting machines, punch card machines and computers. 3:1:0

**Fundamentals of
Finance 21A
and
Fundamentals of
Finance 21B**

A study of internal company financing. Reference is made to investment and banking institutions. Major topics are financial ratio analysis, cash, inventory and receivables, management (including consumer credit), fixed asset investment, cash flow forecasting, sources of credit, cost of capital, and appraisal of investment opportunities. Some emphasis on ownership versus leasing, implications of income tax and real estate investment. 3:1:0

**Investments and
Institutions 15A**

A study of money, banking institutions, investment firms, investor protection, types of securities, financial statements and ratio analysis. 3:1:0

**Investments and
Institutions 15B**

The underwriting of bonds and stocks, bond and stock market operations and portfolio management. The course also includes the operations of insurance, trust, finance and other companies of similar nature. 3:1:0

**Management Policy
and Practice 21**

Principles of organization and resulting types of business structure; line and staff organization; production problems; aspects of personnel management. A course that uses case studies as the principal method of introducing various management policies and practices. 3:1:0

Marketing 15

A concentrated study of texts and cases involving distributive problems such as: consumer motivation, product and service development, corporate organization, costs pricing, advertising, and supply matching demand. 3:1:0

Merchandising 17

A study of retailing methods and techniques particularly as they pertain to firms dealing in products or services requiring some art background. 3:1:0

Merchandising 21A

A detailed study of practices of middlemen and their roles in business. The wholesaling program: product mix, sales promotion, investment, warehousing and shipping.

Prerequisite: Two terms of marketing and sales courses or their equivalent. 3:1:0

Merchandising 21B

The essentials of retailing. A study of all the types of business organizations catering to the needs of the consumer. 3:1:0

**Personnel
Management 15**

A study of the procedures used in hiring and training employees, including selection, training, supervision, and evaluation. Other topics include labor relations, work scheduling and the rudiments of position classification. 3:1:0

Work Study 15

A course to develop ability in work simplification through efficient physical layout and efficient work flow. 3:1:0

COMMUNITY SERVICES

Child Activities 15

Training in constructive activities for the various age levels of young children. The course includes theory of child developmental activities, and student

- participation in games and other activities for children including those for special groups. 2:0:2
- Child Care 21A** A study of the principles and concepts of the care of children who need special resources due to emotional, mental or physical handicaps. This course includes training in the care of delinquent children. 3:1:0
- Child Care 21B** A study of special problems in working with children in institutions and group homes. 3:1:0
- Family in Society 15** A study of the family as a unit in society. The expanding and contracting family with emphasis on the developmental role and tasks of its members, including stress factors which affect the normal functioning. 3:1:0
- Food Preparation 15** A basic course in the principles and skills involved in quality food preparation including practical laboratory experience in food preparation.
- History and Philosophy of Social Work 15** An historical study of the social problems, concepts and trends in Britain, Canada and the United States. Emphasis is on the changing methods employed to meet changing needs. 3:1:0
- Nutrition 15A** An introduction to the principles of normal nutrition; a study of the functions and sources of basic nutrients, enabling the student to relate nutritional needs to meal planning for optimum health.
- Nutrition 15B** Development of the principles of nutrition specifically in relation to the treatment of disease; investigation of the commonly used therapeutic diets and their employment for the welfare of the patient.
- Nutrition 21** A continuation of the study of diet therapy involving more advanced diets and new developments in the field of nutrition.
Prerequisite—Nutrition 15B.
- Social Welfare Practice 15** A study of concepts and basic principles of working with people in a helping relationship. Some emphasis on the ethical principles involved. 3:1:0
- Special Social Problems 17** A study of special family problems such as delinquency, housing, home-management and budgeting. The course includes specific study of broken home situations and the placement of children. 3:1:0

CULTURAL AND PERFORMING ARTS

- Display Techniques 15** Basic training in the preparation of displays as required in library and museum work.

Theatre Skills 15A

A skill training course including basic acrobatics, dancing, mime and fencing. A further section involves voice training through singing which develops good breath control so necessary in acting. Skills also include training in diction, dialectics, verbal agility, and the speaking of Shakespeare.

0:0:8

Theatre Skills 15B

0:0:8

Theatre Skills 21A

More advanced training in the skills included in the first two sections of Theatre Skills.

Prerequisite: Theatre Skills 15B

0:0:8

Theatre Skills 21B

A continuation of the work of Advanced Theatre Skills 21A.

0:0:8

FINE ARTS

Courses in Music and Art are being developed. It is hoped that these will be available commencing in the Fall Term. Several elective courses in Drama are already offered at the College. Further details will be listed in the Calendar Supplement which precedes the opening of the term. Official abbreviations are indicated for each subject field.

ENGLISH (ENG)

English 07

ENGLISH AS A SECOND LANGUAGE

This course is intended to help those students who have an elementary knowledge of English but need to improve their facility in speaking and writing before proceeding to college courses. A non-credit course for which no fee is charged to full-time students. Part-time students may enrol in this course at the normal course fee.

3:1:0

English 09

READING DEVELOPMENT

A course offered to the student who wishes to increase his reading speed and comprehension. Emphasis is placed on study skills. One noon hour lecture per week plus two 1-hour periods in the reading laboratory. A non-credit course for which no fee is charged to full-time students. Part-time students may enrol in this course at the normal course fee.

1:0:2

English 15A

COMMUNICATION

A study of the role of communication in society. Stress on the communications skills of reading, writing, speaking and listening. Particular attention will be given to developing the student's ability to gather, organize and present ideas effectively. 3:1:0

English 15B**COMMUNICATION (Advanced)**

A study of communications as a constantly evolving process in a technological culture. The course aims to further improve the student's ability to speak and write clear, precise expository prose; to achieve greater facility in the use of language; to develop his critical faculties. Stress will be on increased mastery of communication skills and techniques. 3:1:0

English 17A**LITERATURE and COMPOSITION**

Literature of the 20th Century with special consideration of forms and techniques characteristic of modern literary developments; the study and application of principles of composition that underlie effective, mature writing. Students who plan further study in English literature should enrol in this course. 3:1:0

English 17B**LITERATURE and COMPOSITION. 3:1:0****English 18A**

HISTORY of WORLD THEATRE and DRAMA
Classical & Medieval Renaissance — 500 B.C. to 1660 A.D. Great playwrights and dramatic literature correlated with the history and development of world theatre, the physical playhouse and methods of production. 3:1:0

English 18B

HISTORY of WORLD THEATRE and DRAMA
Modern — 1660 A.D. to 20th Century — Great playwrights and dramatic literature correlated with the history and development of world theatre, the physical playhouse and methods of production. 3:1:0

English 20**REPORT WRITING**

This course aims to develop the student's ability to apply specifically to the written report writing skills previously developed in English 15B and 17B; to make the student aware of the multiplicity of typical report forms and to prepare the student to assist in the presentation of reports in business office or departmental meetings.

Prerequisite: English 15B or English 17B. 3:1:0

English 23**A SURVEY OF ENGLISH LITERATURE**

The Medieval World in English Literature, the English Renaissance, the Seventeenth Century.

Prerequisite: English 15B or English 17B. 3:1:0

Competence in composition is required of students in English 23 and English 24. An essential part of

English 24

these courses will be the preparation of papers based on independent study.

A SURVEY OF ENGLISH LITERATURE

The Augustans and the Age of Reason, the Romantic Period, the Victorian Age.

Prerequisite: English 15B and English 17B.

Note: Students who are making English a major field of study are advised to complete English 23 before enrolling in English 24. 3:1:0

English 25**CANADIAN LITERATURE**

A study of selected works of poetry, fiction and criticism.

Prerequisite: English 15B or 17B. 3:1:0

English 27**EXPLORING LITERATURE**

The purpose of this course is to widen the student's acquaintance with works of literature. In preliminary lectures, the instructor will provide a literary "map" as a guide to the student. The student will then choose a literary form or theme (e.g., the sociological novel, the drama of ideas) and in consultation with the instructor will select the titles he will study. Through consultations and assignments he will proceed to give order to his personal reading program.

Prerequisite: English 15B or 17B. 3:1:0

MATHEMATICS (MATH)**Mathematics 14****COLLEGE BASIC MATHEMATICS**

Note: There are many topics in the current Mathematics 12 course which are not included in Mathematics 91. Mathematics 14 covers many of these topics and is required of all students who have completed Mathematics 91 and who wish to enrol in Mathematics 17A. Mathematics 14 and Mathematics 17A may be taken concurrently.

The following topics are included: sets, numbers, axioms for real numbers, inequalities, absolute values, approximation and significant figures, functions and their graphical representation, trigonometric functions and complex numbers, trigonometric identities and formulas, the circular functions and their inverses, the binomial expansion, and matrices and determinants.

Prerequisite: Mathematics 91 or equivalent. 4:0:0

Mathematics 15A**FUNDAMENTAL COLLEGE MATHEMATICS**

Mathematics 15A and 15B are designed for students

who have successfully completed Mathematics 11 or three years of academic high school mathematics. These courses are intended to serve two purposes: they are designed for those students who require a one-year course in college mathematics, and they serve as a prerequisite for Mathematics 17A.

Mathematics 15A includes the following topics: sets and numbers, inequalities, absolute values, coordinate systems, functions and their graphical representation, the circular functions, quadratic functions, and matrices and determinants.

Prerequisite: Mathematics 11, 01B, 30 or equivalent. 4:0:0

Mathematics 15B

FUNDAMENTAL COLLEGE MATHEMATICS

The course includes permutations, combinations, binomial theorem, inverse circular functions, exponential and logarithmic functions, applications of circular functions in solving triangles, graphing of the circular function, complex numbers, and conic sections. 4:0:0

Mathematics 16A

INTRODUCTION TO FINITE MATHEMATICS

This course is designed for the student who desires a knowledge of some of the aspects of "Modern Mathematics". The course will be very useful for students planning to enter the teaching profession. It will also provide valuable training for those who plan to study computer technology. Topics include: symbolic logic, sets and subsets, number bases, modular arithmetic, binomial and multinomial theorems, and probability.

Prerequisite: Mathematics 11 or equivalent. 4:0:0

Mathematics 16B

INTRODUCTION TO FINITE MATHEMATICS

Topics include: probability, vectors and matrices, linear programming, the theory of games, Boolean algebra, topology, non-Euclidean geometry. 4:0:0

Mathematics 17A

CALCULUS

This introductory course and Mathematics 17B are intended for students who plan advanced study of mathematics in the fields of pure or applied science. These courses are a prerequisite for Mathematics 27A and 29A. Topics include: derivatives of algebraic functions, applications of the derivative, and plane analytic geometry.

Prerequisite: Mathematics 12 or Mathematics 15B. For students with Mathematics 91 only, Mathemat-

ics 14 must be taken concurrently, or as a prerequisite. 4:0:0

Mathematics 17B

CALCULUS

Topics include: integration, application of the definite integral, differentiation and integration of transcendental functions, and special methods of integration. 4:0:0

Mathematics 18

MATHEMATICS OF FINANCE

An introductory course in the mathematics of finance and investment. Topics include: simple interest and bank discount, compound interest, annuities, amortization and sinking funds, depreciation, and valuation of investments. 4:0:0

Mathematics 19

BUSINESS MATHEMATICS

An introductory course for students of business, including topics such as simple and compound interest, present value, bank discount, instalment buying, personal borrowing, cash and trade discounts, mark-ups, taxation, insurance, etc. 4:0:0

Mathematics 20

INTRODUCTION TO COMPUTER SCIENCE AND DATA PROCESSING

The objectives of this course are: to acquaint students with the material encompassed by data processing and computer science; to prepare students who contemplate entering the field of computer science so that they may make a more knowledgeable decision; to provide all students with a basic understanding of programming languages and of the concept of the stored program computer. Topics include: number systems, Boolean algebra, problem-solution arrangement, flow charting, and programming and computer logic. 4:0:0

Mathematics 23

BASIC STATISTICAL MEASUREMENT

Provides students with a basic understanding of statistics. Topics include: collection, classification, analysis and presentation of numerical data, measures of location and variability, random samples and sampling distributions, estimation of parameters and testing of hypotheses. 4:0:0

Mathematics 27A

CALCULUS

Integration, applications of the definite integral, differentiation and integration of transcendental functions, and special methods of integration.

Prerequisite: Mathematics 17B or equivalent. 4:0:0

Mathematics 27B

CALCULUS

Polar coordinates, vectors and parametric equations,

solid geometry and vectors, partial differentiation.
4:0:0

Mathematics 29A

ALGEBRA AND GEOMETRY

Elementary algebra of matrices, linear transformations of the plane, determinants, and applications to abstract algebra.

Prerequisite: Mathematics 27A and 27B which may be taken concurrently. 4:0:0

Mathematics 29B

ALGEBRA AND GEOMETRY

Vectors, lines, planes, half-planes, convex sets, introduction to n-space, elementary theory of equations, characteristic values, and mathematical induction. 4:0:0

MODERN LANGUAGES

FRENCH (FREN)

French 17A

INTERMEDIATE FRENCH

A continuation of all aspects of French studied in French 11 including independent reading of at least one book. Not intended for students who plan to specialize in the study of French. This course and French 17B lead to a final sequence in French: French 27A and B.

Prerequisite: French 20 (old course) or French 11 (new course). Students from outside B.C. should consult with the department. 3:0:1

French 17B

INTERMEDIATE FRENCH

Further development of the speaking, reading and writing of French. Students will read at least one book independently. 3:0:1

French 18A

ORAL FRENCH (Elementary)

An audio-visual course with an exclusively aural-oral approach designed for beginners. 3:0:1

French 18B

ORAL FRENCH

A continuation of the aural-oral approach with some writing and reading. 3:0:1

French 19A

FRENCH LANGUAGE AND LITERATURE

Primarily a literature course, but including grammar and oral and written composition for students who plan advanced study in the French language.

Prerequisite: French 92 or French 12 (new course), or a four-year course elsewhere (Grades 9-12). 3:0:1

French 19B

FRENCH LANGUAGE AND LITERATURE

3:0:1

French 27A

SENIOR COLLEGE FRENCH

A terminal French course not leading to further study in French literature and composition, unless the student receives recommendation from the department. Satisfies language requirements for some careers.

Prerequisite: French 17B or equivalent. 3:0:1

French 27B

SENIOR COLLEGE FRENCH

3:0:1

French 28A

INTERMEDIATE FRENCH (Oral)

A continuation of the practical speaking, reading and writing of French.

Prerequisite: French 18B. 3:0:1

French 28B

INTERMEDIATE FRENCH (Oral)

Note: Students with French 20, 91 or 92 standing but no previous oral French are advised to take French 18 or 28 (whichever is offered) in conjunction with French 17 or 19. 3:0:1

French 29A

ADVANCED FRENCH LANGUAGE AND LITERATURE

Emphasis is on literature and explication de texte, oral and written composition. This course leads to advanced study of the French language.

Prerequisite: French 19B or equivalent. 3:0:1

Note: With the approval of the Department, able students who have completed French 17B or its equivalent may be admitted to this course.

French 29B

ADVANCED FRENCH LANGUAGE AND LITERATURE

3:0:1

GERMAN (GERM)

German 15A

MODERN CONVERSATIONAL GERMAN

A beginner's course with emphasis on communication in oral and written form. The student will be introduced to reading material adapted to his own special interests, i.e. business, fine arts, technical, etc. This course may be taken concurrently with any other German course. 3:0:1

German 15B

MODERN CONVERSATIONAL GERMAN

3:0:1

German 16

READING GERMAN

A course in German designed to help candidates in the preparation for advanced degrees which re-

quire reading knowledge of a foreign language. Emphasis is placed on reading in one specialized field of research undertaken by a candidate, e.g. Physics, Political Science, etc.

German 17A

BASIC GERMAN

A beginner's course in oral and written composition. A prerequisite to a concentrated study of the German language. 3:0:1

German 17B

BASIC GERMAN

3:0:1

German 19A

INTERMEDIATE GERMAN

Oral and written composition based on the works of contemporary German authors, short stories, and essays. Some 19th century poetry. Students who plan further study of composition and literature should enrol in this course.

Prerequisite: German 17B or equivalent (German 90, 91, 92, 01B, 17B).

Note: Open to students of German language background with the permission of the department. 3:1:0

German 19B

INTERMEDIATE GERMAN

3:1:0

German 29A

ADVANCED GERMAN LITERATURE AND COMPOSITION

A study of contemporary German literature and some works from the classical period of the early 19th Century. Oral and written composition. Students who plan further study of German must complete this course.

Prerequisite: German 19B or equivalent (German 110, 120).

Note: Open to students of German language background with the permission of the department. 3:1:0

German 29B

ADVANCED GERMAN LITERATURE AND COMPOSITION

3:1:0

PHYSICAL EDUCATION (PHYS ED)

Students who are not specializing in Physical Education are permitted to take only one activity course per term towards a college diploma. Permission to take more than one activity per term must be granted by the department.

All students may count four term hours of credit in Physical Education toward the college diploma.

Students who are considering a career in Physical Education and/or Recreation should plan their program in consultation with the Physical Education faculty.

The prescribed gymnasium dress is:

WOMEN

- * Shorts
- * Blouse
- Socks (white)
- Running Shoes (white)

MEN

- * Shorts
- * T-Shirt
- Socks (white)
- Running Shoes

**Shorts, T-Shirts and blouses are of distinctive college design and must be purchased at the college bookstore.*

In addition to the college courses in physical education listed in this calendar there are a number of intramural sports activities which are open to all students. Individual day lockers and shower facilities are available for students participating in the college Physical Education and Recreation Program.

Required courses for students enrolled in certain technical career programs are given by arrangement.

RECREATIONAL ACTIVITY COURSES—Each course satisfies requirements for ONE term hour of credit.

Physical Education 14 BADMINTON

Instruction in the basic skills, strokes, rules, scoring, strategy, systems, and game courtesies. Singles, doubles, and ladder tournaments will be conducted. 0:0:2

Physical Education 15 BASKETBALL

Fundamentals, basic drills, simple offensive tactics, team offense and defense, rules, coaching, and officiating techniques. 0:0:2

Physical Education 16 BOWLING

Instruction and practice in the basic skills, rules, scoring, and game courtesies; participation in a league bowling situation.

Note: An additional fee for lane rental will be charged for this course. 0:0:2

Physical Education 19 DEVELOPMENTAL FITNESS ACTIVITIES FOR MEN

For the student desiring a graduated activity program geared to his level of fitness. Considerable attention is devoted to cardio-vascular development through appropriate running activities. Tests are given regularly relating to motor fitness, speed, balance, strength, endurance, flexibility, and power. 0:0:3

Physical Education 22 KEEP FIT FOR WOMEN

Instruction and practice in the principles of exercise, posture, and voluntary relaxation. Diet and

its relationship to figure control will be stressed.
0:0:3

Physical Education 25 INDIVIDUAL SPORTS:
ARCHERY, GOLF, AND TENNIS
Archery—Techniques, competitions, care of equipment.
Golf—Theory of the swing, practical application, etiquette, and rules.
Tennis—Strokes, tactics, systems, and umpiring.
0:0:2

Physical Education 28 VOLLEYBALL
Basic skills, rules, team tactics (both offensive and defensive), coaching, and officiating techniques.
0:0:2

Physical Education 31 WEIGHT TRAINING
A basic course of weight conditioning designed to build and strengthen the body.
0:0:3

PROFESSIONAL ACTIVITY COURSES

The following courses are intended for those students who are considering a career in Physical Education and/or Recreation. Please refer to the preceding section for course descriptions.

Physical Education 44 BADMINTON 0:0:2

Physical Education 45 BASKETBALL 0:0:2

Physical Education 47 VOLLEYBALL 0:0:2

Physical Education 49 INTRODUCTION TO COMPETITIVE GYMNASTIC EVENTS (Men)
Students participate in the long horse, side horse, parallel bars and rings. Physical proficiency will be developed.
0:0:2

Physical Education 50 CONTINUATION OF COMPETITIVE GYMNASTIC EVENTS (Men)
A second course in long horse, side horse, parallel bars, rebound tumbling, and rings. Theory of gymnastics and physical proficiency will be developed. Prerequisite: Physical Education 49. 0:0:2

Physical Education 53 GAMES, CONTESTS, AND RELAYS
Relay, group, and recreational games and activities.
0:0:2

Physical Education 56 SWIMMING I (Men & Women)
The course covers techniques of front crawl, breast stroke, elementary back or back crawl. Swimmers of sufficient ability are taught Red Cross Senior cer-

tificate. When prospective teachers are in the majority, some attention is centred on teaching methods.
0:0:2

Note: An additional fee to cover pool rental will be charged for this course.

Physical Education 57 SWIMMING II (Men & Women)
The course covers the Red Cross Instructor's Certificate, Life Saving, advanced swimming and teaching practice.
Prerequisite: Physical Education 56 (Grade of A or B or consent of instructor). 0:0:2
Note: An additional fee to cover pool rental will be charged for this course.

PROFESSIONAL THEORY COURSES

Physical Education 60 INTRODUCTION TO PHYSICAL EDUCATION
Professional orientation, basic philosophy, and objectives; professional qualifications, opportunities, responsibilities, and obligations.
3:0:0

Physical Education 61 FOUNDATIONS OF RECREATION
The course covers the scope of community recreation; its background and principles; basic social values; organization and relation to other social institutions.
Permission of the Department is required. 3:0:0

Physical Education 62 PERSONAL AND COMMUNITY HEALTH
Intended to acquaint students with basic health information, body systems, growth and development; includes study of physiological bases for health.
3:0:0

PHYSICAL AND LIFE SCIENCES

LIFE SCIENCES (LIFE SC)

Life Science 17 THE NATURE OF MAN AND HIS BIOLOGICAL WORLD
Modern aspects of zoology, botany, physiology, bacteriology, genetics and ecology related to a study of contemporary problems. This course is recommended for students who, while not planning to specialize in science, desire some background in these areas. Special effort will be made to select topics of concern to the class.
3:1:0

BIOLOGY (BIOL)

Biology 16A GENERAL BIOLOGY
(Bi 11, 91)
A review of the major phyla, cell structures, physical and chemical properties of living matter. A

study of life processes including: photosynthesis, respiration, nutrition and transport. A background in chemistry is desirable.

Prerequisite: Biology 91 or Biology 11 or Biology 01A and 01B or equivalent. 3:1:2

Biology 16A

GENERAL BIOLOGY

A special course for those who have not taken Bi 91, Bi 11 or its equivalent. The content of the course is the same as that for Biology 16A above. Students successfully completing this course may proceed to Biology 16B. 4:1:2

Biology 16B

GENERAL BIOLOGY

A comparative study of the skeletal, muscular, excretory, endocrine, nervous, and reproductive systems. Modern principles of development, genetics, evolution, and ecology will be studied.

Prerequisite: Biology 16A or equivalent. 3:1:2

Biology 18

HUMAN PHYSIOLOGY

The fundamentals of human physiology; a course covering all systems of the body; primarily for students in the Food Services Program. 3:0:0

Biology 23

INTRODUCTION TO GENETICS

The principles of inheritance including: the chemical nature of the gene, its structure, function and duplication in bacteria and viruses. Some study of higher organisms including man.

Prerequisites: Biology 12, Biology 16 or equivalent; Chemistry 11 or Chemistry 91 or equivalent. 3:2:0

Biology 24

FIELD ECOLOGY

Ecology of terrestrial and aquatic communities native to British Columbia. Specific management and conservation techniques will be studied. Course topics include: animal and plant populations, distribution, abundance, life history and adaptations. Field trips during laboratory hours will be required. Prerequisite: Biology 12 or Biology 16A or equivalent. 3:1:2

Biology 25

HUMAN PHYSIOLOGY

A lecture and laboratory course dealing with blood, circulation, nerve-muscle physiology, the nervous system, and kidney function; for students in nursing and students proceeding to advanced work in the biological sciences.

Prerequisite: Biology 12 or Biology 16 or equivalent. Chemistry 15 or equivalent is desirable but

not mandatory. Students are advised to take Zoology 21 concurrently. 3:1:2

Biology 26

HUMAN PHYSIOLOGY

A lecture and laboratory course dealing with respiration, digestion, metabolism, the endocrine glands, reproduction, and the special senses; for students in nursing and students proceeding to more advanced work in the biological sciences. It is recommended that this course be taken in conjunction with Biology 25.

Prerequisite: as for Biology 25. 3:1:2

Zoology 21

BIOLOGY OF VERTEBRATES

An evolutionary survey of the vertebrate classes: their functions, histology, development, adaptation, and distribution of populations. This course is designed for students preparing for careers in nursing or wildlife or as preparation for special study in advanced biological science.

Prerequisite: Biology 12 or Biology 16B or equivalent. 3:1:2

PHYSICAL SCIENCE (PHYS SC)

Physical Science 18

THE NATURE OF MAN AND HIS PHYSICAL WORLD

Modern aspects of chemistry and physics required as a background to the study of contemporary problems. This course is recommended for students not specializing in the study of sciences who desire some background in the subject. An effort will be made to select topics of concern to the class. 3:1:0

CHEMISTRY (CHEM)

Chemistry 15A (Ch 11)

GENERAL CHEMISTRY

A general course of college level chemistry including discussion of: atomic and molecular structure, periodic table, chemical bonding, nuclear chemistry, organic chemistry, solids and liquids.

Prerequisite: Chemistry 11 or Chemistry 01A and 01B. 3:1:2

Chemistry 15A (Ch 91)

GENERAL CHEMISTRY

A special course open to students who have taken Chemistry 91 or mature students who lack chemistry background. The latter with approval of the department may take Chemistry 15 instead of Chemistry 01. The content of the course is the same as that for Chemistry 15A (11). Students

successfully completing this course may proceed to Chemistry 15B. 5:0:2

Chemistry 15B

GENERAL CHEMISTRY

Topics include: properties of gases, changes of state, solutions, acid-base theory, kinetics, equilibrium, thermodynamics. Course will not be given in the Fall Term, 1967.

Prerequisite: Chemistry 15A(11) or Chemistry 15A(91) or equivalent. 3:1:2

Chemistry 15B (Ch 12)

GENERAL CHEMISTRY

Similar to Chemistry 15B above but with added topics for students who have completed Chemistry 12.

Prerequisite: Chemistry 12. 3:1:2
Students are encouraged to take Math 17A and Math 17B concurrently.

Chemistry 15B (Old version)

To be given in the fall of 1967 only. Open to students who have completed Chemistry 15A prior to the fall of 1967. Among the topics to be considered: atomic structure, the nucleus and the electrons; chemical bonding, kinetics, equilibrium, ionic equilibrium, descriptive chemistry.

Prerequisite: Chemistry 15A. 3:1:2

Chemistry 21

A second course in physical inorganic chemistry requiring Chemistry 15B or an equivalent course as a prerequisite. Course will include: a brief review and extension of equilibria in solution, oxidation reduction, electrode potentials and equilibrium constants from E.M.F., electronic structures of atoms, valency, structure and shape of molecules, coordination chemistry. 3:2:3

Chemistry 22

An introduction to thermodynamics including first and second laws, enthalpy, entropy, and Gibb's free energy. Organic chemistry, aliphatic and aromatic, with emphasis on preparation, reactions, and structure of functional groups; descriptive inorganic chemistry with some physical methods of determining structure. Chemistry 23B must be taken concurrently. 3:2:3

PHYSICS (PHYS)

Physics 15A

MECHANICS

An introduction to elementary mechanics. The structure of matter, kinematics, dynamics, statics, energy and heat are examined in the classroom and the laboratory.

Physics 15A (Ph 91)

Prerequisite: Physics 91 or Physics 11, and Mathematics 91. 3:1:2

MECHANICS

A special course for those who do not have credit in the present Physics 11 course, but who have had a previous course in physics. The content of this course is the same as that for Physics 15A above. 4:1:2

Physics 15B

ELECTRICAL AND WAVE PHENOMENA

An introduction to electricity and wave phenomena. The behaviour of circuits and electric charges and properties of sound and light waves are examined in classroom and laboratory.

Prerequisite: Physics 15A or Physics 15A(91). 3:1:2

Physics 25A

ADVANCED MECHANICS

An advanced study of vectors, Galilean invariance, dynamics, energy, momentum, harmonic oscillators, and dynamics of rigid bodies. Mechanical laws are studied in the laboratory by electrical means.

Prerequisite: Physics 15B.

Texts: Mechanics, Berkeley Physics Course, Volume 1; Part A, Laboratory Physics, Berkeley Physics Laboratory. 3:1:2

Physics 25B

RELATIVISTIC MECHANICS

A study of relativity as it applies to the inverse-square-law of force, speed of light, Lorentz transformations of length and time, relativistic dynamics, principle of equivalence and particles of modern physics. Laboratory work as required.

Prerequisite: Physics 25A.

Texts: As in Physics 25A. 2:2:2

SOCIAL SCIENCES

ECONOMICS (ECON)

Economics 15

PRACTICAL ECONOMICS (Fundamentals)

A course for the general student to supply a practical knowledge of economic principles and the nature of our free enterprise economy. This covers national income; business organization; demand, supply and price; monopolies, trade and wages. 3:1:0

Economics 16

PRACTICAL ECONOMICS (Applications)

This course continues with the study of Canada's economy under such headings as rent, interest and

profit; trade unions; public finance; money supply and price levels; banking; business cycles and economic progress.

Note: Students considering advanced study in Economics are advised to take Economics 15 as a prerequisite to Economics 16. 3:1:0

Economics 17

INTRODUCTORY ECONOMIC HISTORY (formerly History 18)

History of the economic development of civilization from ancient times until the Industrial Revolution. Emphasis will be placed on geographical factors, discoveries and inventions, religion, social organizations, and government.

Economics 18

ECONOMIC HISTORY OF MODERN EUROPE (formerly History 17)

An analysis of the main historical features of economic development since the Industrial Revolution.

Note: Students are advised to complete Economics 17 before enrolling in Economics 18.

Economics 21A

PRINCIPLES OF ECONOMICS

Emphasis is on microeconomic analysis. This includes government activity, the multiplier and the accelerator, determinants of national income, and the business cycle.

Economics 21B

PRINCIPLES OF ECONOMICS

Emphasis is on microeconomic analysis. This includes demand and supply, marginal utility, indifference curves, economics of the firm, and a resume of comparative economic systems.

Economics 22

PRINCIPLES AND APPLICATIONS OF ECONOMICS

International trade and finance; current economic problems in growth, particularly in Canada, and generally in under-developed areas.

Prerequisite: Economics 21A.

GEOGRAPHY (GEOG)

Geography 15

ECONOMIC DEVELOPMENT OF BRITISH COLUMBIA

A geographical analysis of British Columbia's present and future economic development. 3:1:0

Geography 16

THE PACIFIC TRADING COMMUNITY

A regional geography study of the Pacific rim

countries, emphasizing their economic, political and social interrelationships with British Columbia. 3:1:0

Geography 18

PHYSICAL GEOGRAPHY (Meteorology and Climatology)

A science laboratory course providing an introduction to the sciences of weather, climate, soils and cartography. 2:1:2

Geography 19

PHYSICAL GEOGRAPHY (Geomorphology)

A science laboratory course on a systematic study of the origin and evolution of the earth's topographic features. It deals with landform—its origin, sculpture, stage of development and its distribution.

Note: Students planning advanced study in Geography are advised to take both Geography 18 and 19. 2:1:2

HISTORY (HIST)

History 15

CANADA IN A 20th CENTURY WORLD

A survey of Western World development for the past six decades. This study attempts to recapture the feeling and excitement as events and crises evolved and points out Canada's part in these developments.

History 16

TWENTIETH CENTURY BRITAIN

A study of the momentous changes in Britain and her part in world affairs since 1900.

History 17

See Economics 18.

History 20

CANADIAN-AMERICAN RELATIONS

A study of our contrasting political structures, our historical conflicts, and our parallel economic systems and interdependence. Students are advised to have acquired some background in either Canadian or American history.

History 22

MODERN EUROPEAN HISTORY (1900-1939)

A study of Europe at the turn of the century; the causes, events, and aftermath of World War I; the "search for security" and the League of Nations; the Great Depression and the rise of totalitarian states.

History 23

MODERN EUROPEAN HISTORY (1939 to the Present)

A study of the conflicts leading to World War II; the events and global aspects of the war; the "Cold War" tensions; the impact of growing Communism

and the emergence of "Red China"; the collapse of colonialism and resultant rise of the new nationalism in Asia and Africa.

Note: Students planning advanced study in History are advised to take History 22 as a prerequisite to History 23.

History 24

EARLY CANADA (from 1534 to 1896)

The story of early French and English colonies on the eastern coast through the period of colonial rivalry; the British conquest; the conflict of cultures, and political development through Confederation to the end of the Macdonald era.

History 25

MODERN CANADA (from 1896 to the Present)

The political and economic growth of Canada; the emergence of a new nation after World War I; the problems of the Great Depression; industrial development in World War II; increasing influence in international affairs, and our search for solutions to modern Canadian problems.

Note: Students planning advanced study in History are advised to take History 24 as a prerequisite to History 25.

History 26

AMERICAN HISTORY

(from Early Colonies to the Civil War)

A study of the struggle of the first British colonies for economic existence, for political independence, for continental expansion, and political unity. 3:1:0

History 27

AMERICAN HISTORY

(from the Civil War to the Present)

The growth of a Great Power through consolidation and economic exploitation of vast lands and resources; its defiance of Old World powers; pro and anti-isolationism factors in World War I and World War II; the problems and responsibilities of the world's greatest industrial giant.

Note: Students planning advanced study in History are advised to take History 26 as a prerequisite to History 27. 3:1:0

POLITICAL SCIENCE (POL SC)

Political Science 17

SOCIAL LEGISLATION IN CANADA

A study of federal, provincial, and municipal legislation and its application in the broad field of social welfare.

Political Science 19

CANADIAN POLITICAL DEVELOPMENT

A study of Canadian government at all levels—

its growth and structure, political parties, and an analysis of the political forces which have shaped this country.

PSYCHOLOGY (PSYCH)

Psychology 15A

FUNDAMENTALS OF PSYCHOLOGY

An introduction to the study of human behaviour. This course will examine the historical antecedents to the science of psychology, and the physiological and neurological basis of behaviour, sensation and perception, motivation and emotion, learning and related concepts.

Psychology 15B

BEHAVIOUR THEORY

A second-term introductory study of human behaviour which will include investigations into individual differences, personality theory, social behaviour, and the methods by which these behaviour concepts are evaluated.

Psychology 17

APPLIED PSYCHOLOGY

A course designed to introduce the student to psychological principles which operate personally, socially, and vocationally, with emphasis on the individual in the work environment. 3:1:0

Psychology 22

SOCIAL PSYCHOLOGY

An examination of the individual's integration into society and the ways by which his behaviour is influenced by group beliefs, attitudes, prejudices, propaganda, leadership, and other social factors.

Prerequisite: Psychology 15B recommended for students planning advanced studies; otherwise, Psychology 15A or Psychology 17. 3:1:0

Psychology 23

PSYCHOLOGY OF ADJUSTMENT

A study of the dynamic mechanisms by which the individual learns to react effectively to stress and frustration. 3:1:0

Psychology 24A

DEVELOPMENTAL PSYCHOLOGY (Prenatal and Infancy)

A study of the determinants of behaviour and the processes of growth and maturation through the prenatal period and infancy.

Prerequisite: Psychology 15B or in special circumstances 17 and 15A. 3:1:0

Psychology 24B

DEVELOPMENTAL PSYCHOLOGY (Childhood and Adolescence)

The growth and development of the individual

during childhood and adolescence, and the factors which influence social, intellectual, emotional and other behaviour. 3:1:0

SOCIOLOGY (SOCIOLOGY)

Sociology 20

INTRODUCTION TO SOCIOLOGY (Theory)

An introduction to the development of the main ideas, concepts, and theories in sociology and anthropology. 3:1:0

Sociology 21

INTRODUCTION TO SOCIOLOGY (Social Structure)

An introduction to the complex of social institutions and groups in society, and different types of societies.

Note: Students who intend to pursue further study in sociology should take both Sociology 20 and Sociology 21. 3:1:0

COLLEGE PREPARATORY PROGRAM

A College Preparatory Program, patterned after the Department of Education's Adult Secondary Program, is available to adults holding a Grade 10 standing or equivalent. Students will select one of the options available—academic, technical or commercial. Introductory courses are available for students who have not completed Grade 10 standing: information about these classes is available from the counsellors.

Completion of the preparatory program of appropriate courses qualifies students for admittance to Vancouver City College, University of B.C. or Simon Fraser University. Grades earned will also be recognized by the provincial Department of Education for standing at Grade 12 level on the Adult Secondary Program in all cases except where department examinations may be prescribed. The program may be completed in day or evening classes, or in a combination of them.

Instruction is offered in four-month terms on the same basis as college academic courses.

Most day classes are held in the King Edward Annex. Others are given in the King Edward Centre, main building.

For the Fall Term starting September, 1967, and the Spring Term starting January, 1968, evening classes will be held in the following three centres:

John Oliver Secondary School.....530 East 41st Avenue
Kitsilano Secondary School.....2550 West 10th Avenue
Vancouver Technical Secondary School.....2600 East Broadway

and Saturday morning classes will be held at:

King Edward Centre.....951 West 12th Avenue

For the Summer Term starting May, 1968, day and evening classes will be held at King Edward Centre.

A brochure containing detailed information about fees, registration, counselling, course descriptions, schedule of classes, and program requirements is available from Vancouver City College, King Edward Centre (738-3191). It will also be available in the evening at the other centres during the two weeks prior to commencement of classes.

Headquarters for counselling and records is Vancouver City College, King Edward Centre.

The following courses are available:

Canadian Viewpoints, Algebra, Biology, Chemistry, Physics, English Literature, Geography, History, Advanced Mathematics, French, German, Typing, Bookkeeping, General Mathematics, General Business, Office Practice, and Office Orientation.