



King Edward Centre

VANCOUVER CITY COLLEGE

calendar 1968-1969

1968-1969 SCHEDULE

SUMMER TERM

May 1, 1968:	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 20:	Victoria Day: King Edward Centre closed.
June 7:	Last day for refunds.
June 17 - 26:	Department of Education examinations for College Preparatory students wishing to write to meet Departmental requirements (if applicable).
July 1:	Dominion Day: King Edward Centre closed.
July 23:	Last day for official withdrawal from courses to secure "W" grade.
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.

FALL TERM

September 1, 1968:	First day of Fall Term.
September 2:	Labour Day: King Edward Centre closed.
*September 4, 5, 6:	Registration for Fall Term.
September 9:	First day of classes.
September 13:	Last day for change of courses.
October 4:	Last day for refunds.
October 14:	Thanksgiving Day: King Edward Centre closed.
November 11:	Remembrance Day: King Edward Centre closed.
November 15:	Last day for application for certificates or diplomas at end of Fall Term.
November 29:	Last day for official withdrawal from courses to secure "W" grade.
December 17:	Last day of classes and examinations for Fall Term.
December 25:	Christmas Day: King Edward Centre closed.
December 26:	Boxing Day: King Edward Centre closed.
December 31:	Last day of Fall Term.

SPRING TERM

January 1, 1969:	First day of Spring Term: New Year's Day: King Edward Centre closed.
*January 3, 6:	Registration for students returning from Fall Term.
January 7:	Registration for new students.
January 8:	First day of classes.
January 15:	Last day for change of courses.
February 5:	Last day for refunds.
March 14:	Last day for application for certificates or diplomas at end of Spring Term.
March 28:	Last day for official withdrawal from courses to secure "W" grade.
April 4:	Good Friday: King Edward Centre closed.
April 7:	Easter Monday: King Edward Centre closed.
April 18:	Last day of classes and examinations for Spring Term.
April 30:	Last day of Spring Term.

SUMMER TERM

May 1, 1969:	First day of Summer Term.
May 2, 5:	Registration for Summer Term.
May 6:	First day of classes.
May 13:	Last day for change of courses.
May 19:	Victoria Day: King Edward Centre closed.
June 3:	Last day for refunds.
June 16 - 25:	Department of Education examinations for College Preparatory students wishing to write to meet Departmental requirements (if applicable).
July 1:	Dominion Day: King Edward Centre closed.
July 25:	Last day for official withdrawal from courses to secure "W" grade.
August 22:	Last day of classes and examinations for Summer Term.
August 31:	Last day of Summer Term.

*For registration dates for evening and Saturday morning College Preparatory classes, see separate brochure.

VANCOUVER CITY COLLEGE

KING EDWARD CENTRE

CALENDAR

1968-1969

Vancouver City College reserves the right to change any regulation, provision or requirement in this calendar at any time, and to add or to withdraw courses at any time.

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

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

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ORGANIZATION OF VANCOUVER CITY COLLEGE

BOARD OF SCHOOL TRUSTEES

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DR. R. F. SHARP
Superintendent of Schools

COLLEGE EXECUTIVE OFFICERS

DR. B. E. WALES— <i>Director</i>
DR. J. J. DENHOLM— <i>Executive Assistant, Instruction</i>
G. L. MAROTTE— <i>Executive Assistant, Administration</i>
W. S. ADAMS— <i>Curriculum Assistant</i>
J. D. NEWBERRY— <i>Principal, King Edward Centre</i>
F. A. AMESS— <i>Principal, Vancouver School of Art</i>
S. V. CLARKE— <i>Principal, Vancouver Vocational Institute</i>

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 operated there.

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 the people it serves are:

- (a) Those who seek first and second-year 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 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, enter employment and later return to complete the second year of study for the Diploma. In most programs it is desirable to complete the Diploma program in two consecutive years.
- (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.

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:
 2. (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 may commence College Arts and Science or College Preparatory programs at the beginning of any 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.

Residence

Vancouver City College is operated primarily for residents of the City of Vancouver. Accepted applicants who are residents of the City of Vancouver and accepted applicants for Technical programs may enrol in classes from 8:30 a.m. to 10:30 p.m. Beginning September, 1968, non-residents on the Arts and Science program may enrol only in classes after 6:30 p.m., but it must be remembered that Vancouver residents receive priority of admission to all College classes.

A resident of the City of Vancouver is defined as:

1. Any person under 21 years of age on the first day of the current term who is a dependent of parents or legal guardians who reside in the City of Vancouver.
2. Any person under 21 years of age on the first day of the current term whose parents or legal guardians are the taxpayers on 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.
3. Any person 21 years of age or over on the first day of the current term who resides in the City of Vancouver. To obtain priority at registration applicants over 21 years of age must have been resident in Vancouver for at least three months prior to date of registration. Others may apply for adjudication of residence status at the office of the Assistant Registrar.

Students not able to qualify as residents of the City of Vancouver as defined above are classified as non-residents.

The residence status of a student is established prior to or at registration. The responsibility of registering under correct residence status is placed upon the student. Similarly, the responsibility for reporting a change in residence status is the responsibility of the student. A student who furnishes false information regarding residence status shall be subject to suspension or dismissal. The Vice-Principal, Student Services, will decide in such cases.

Eligibility

An eligible applicant is one who:

1. (a) has graduated from a British Columbia secondary school or
(b) has acquired equivalent standing through successful completion of the College Preparatory program or
(c) is accepted on the basis of a college entrance examination battery considered adequate by Vancouver City College or
(d) is accepted on the basis of previous experience or
2. is 19 years of age by the first day of the current term or

3. if under 19 years of age by the first day of the current term is:
 - (a) not deficient in more than two courses required for minimum secondary school graduation or
 - (b) is married.

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.

Students from outside Canada who have lived less than five years in this country and whose native tongue is other than English will be expected to write a placement test prior to registration. Dates for such tests are available from College counsellors.

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 prerequisite 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, 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 may be admitted to this category.
Preparatory students will be required to take such prerequisite courses as may be deemed necessary.
College organization, with its emphasis upon student responsibility, its term arrangement and its provision for day or night attendance affords a flexibility well-suited to meet the needs of those adults who require prerequisite courses in order to pursue further education.
4. Partial Student
A partial student is one who registers for fewer than five 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.

Counselling

Pre-admission assessment, counselling and course planning are available in the Student Services Centre throughout the calendar year. PROSPECTIVE STUDENTS MUST DISCUSS THEIR PROPOSED PROGRAM WITH A COUNSELLOR PRIOR TO REGISTRATION. Neither application nor acceptance may be completed by mail. It is essential that relevant records of previous education be brought to pre-registration interviews. It is the student's responsibility to secure a record of his academic standing from his previous school or college if he does not already possess one. Evaluations of standing at admission are made by the College counsellors and become part of each student's permanent record at Vancouver City College.

Counsellors are available during the day and evening, Monday through Thursday, and during the day on Friday.

It should be remembered that at all times final responsibility for selection of courses, planning of a program and preparation of a term schedule remains with the student.

Registration

At the beginning of each term, certain days (indicated on the inside front cover of this calendar) are allotted to registration.

Priority of admission to the registration area is determined by the permanent registration number assigned to each student during his original pre-admission interview. Permanent registration numbers are called in series and prospective registrants are admitted to the area in that sequence.

Permanent Registration Number

The permanent registration number assigned at the first counselling interview remains unchanged throughout the student's College career. This number controls all student records, Statements of Grades, etc. All students should carry their student identification and library cards showing the registration number at all times while attending the College.

FEES

Tuition Fees (credit or audit)

1. The maximum fee for the College Arts and Science Program is \$100 per term at the rate of \$20 per course.
Exception —Physical Education courses: \$10 per course per term, except Physical Education 60, 61 and 62 which are \$20 per course per term. Some Physical Education courses require additional fees for off-campus facilities (see course descriptions).
2. The maximum fee for the College Technical Program is \$100 per term at the rate of \$20 per course.
Exceptions—Technical course workshops: \$30 per term.
—Some technical courses require additional materials or service fees; e.g. Art and Merchandising and Physical Education (see course descriptions).
—Technical students are required to pay a non-refundable deposit of \$10 when notified of their acceptance into a program.
3. The maximum fee for the College Preparatory Program taken on a full-time basis in day classes is \$100 per term at the rate of \$20 per course.
4. For Night School students the rate per course for College Preparatory evening or Saturday morning classes is \$18, except for Canadian Viewpoints which has a fee of \$30.

Miscellaneous Fees

1. Non-resident fee (see Page 5).
\$5 per course per term to a maximum of \$25 per term.
2. Late registration fee (assessed on King Edward Centre students who register late)
\$2 per course per term to a maximum of \$10 per term.
3. Student Society fee (assessed on all students enrolled in College or College Preparatory courses at King Edward Centre or Annex) is \$1.00 per term for students registered in one, two, or three courses; \$3.00 per term for students registered in four or more courses. This fee is assessed on all students registered in the Fall and Winter Terms. In the Summer Term, the Student Society fee is \$1.00 for all students.

Refunds

The scale below indicates the rate of refund which will be granted to students who withdraw from the College or from a course which qualifies for a refund (see Withdrawal Procedures, Page 12).

Scale of Refunds

Withdrawal in 1st or 2nd week of instruction 80% of the tuition fee
Withdrawal in 3rd or 4th week of instruction 50% of the tuition fee
Withdrawal after the 4th week of instruction no refund

Note: (1) Students withdrawing from the College before the first day of instruction will receive a full refund minus a registration fee of \$2 per course to a maximum of \$10.

- (2) The above scale does not apply to College Preparatory courses offered through Night School or on Saturdays (see Evening Centre counsellor for information).

Fee Exemptions

Students who are Vancouver residents and under 19 years of age as of September 1, 1968 are exempt from tuition fees for those College Preparatory daytime courses (Monday to Friday) which they require for minimum secondary school graduation. These students will pay fees for any other courses in which they enrol.

In certain cases students who have been accelerated in a Vancouver School may be exempted from fee payment during their first College year. Students who consider themselves eligible will present a letter from their secondary school principal, certifying accelerated status.

Fee Payment

1. Registration is not complete until all fees are paid. Cheques or money orders must be made payable to "Vancouver City College".
2. Students whose cheques are not honoured where drawn will be excluded immediately from classes. If permission for such students to complete registration by cash payment is granted, they may be readmitted to all classes on payment of an additional fee for late registration.

Estimated Expenses

Students entering Vancouver City College should have sufficient funds to cover the expenses of a four-month term. A student carrying a full course load and living at home normally would require \$275 to \$300 to meet out-of-pocket expenses of a four-month term, or \$550 for an academic year of two four-month terms. Over a four-month term estimated expenses may be broken down as follows:

Tuition.....	\$100.00
Student fees	3.00
Books and Supplies.....	60.00 (approx.)
Transportation (\$9.00 per month).....	36.00 (approx.)
Miscellaneous (\$20.00 per month).....	80.00 (approx.)

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 Diploma which may be acquired through day or evening study or a combination of both.
2. College Diploma
Students who complete a four-term program within 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 inside front cover 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 Sciences
Any 2 courses from among those offered by the Department of Social Sciences, excluding any Geography course offered as an elective in section (c).
- (c) Mathematics and/or Science
Any 2 courses from among those offered by the Department of Mathematics and/or the Department of Science or laboratory courses in Geography.

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 three-term plan with the possibility of students completing the requirements for the College Graduation Diploma in either December, April, or August, one formal graduation ceremony is held annually in May following the completion of the Spring Term.

Transfer To Other Institutions

Students who anticipate transfer from Vancouver City College to another educational institution should consult the registrar of that institution. The transferability of courses taken at Vancouver City College is determined solely by the institution to which the student transfers.

Similarly, an institution to which an official Transcript is sent may evaluate the courses, appraise the letter grades and recompute the grade-point average of the student in accordance with its own policies and regulations.

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

Course Load

The normal credit load permitted a student in a single term is five College level courses of three credits each. In addition, students may be permitted to carry one-unit courses in Physical Education.

Students enrolled in College Preparatory classes only may register for six courses in a term. Students enrolled in a combination of College Preparatory and College level courses may, under special circumstances, be granted the privilege of enrolling in six courses, depending on the program elected.

In exceptional circumstances, students whose past academic achievement has been evaluated as "superior" may be permitted to carry a course load exceeding the prescribed limits. Application for permission to do so must be submitted in writing to a College counsellor.

Term Work

The term essays, projects and reports, etc. assigned to students during the semester account for over 50% of the achievement grade compiled at the completion of the course. The final examination in each course provides an additional means of measuring achievement.

It is vital, therefore, for success in any course or program at Vancouver City College, that a student maintain a consistent effort in all assignments and classwork. Instructors have tutorial periods available every week, particularly for students whose best efforts are not achieving adequate success.

Examinations

In order to receive course credit, students are required to write the final examination in each course taken. Examination schedules are posted prominently about the College at least ten days before examination dates. It is the responsibility of the student to report examination clashes so that an adjustment may be made in his schedule.

Students who fail to write a final examination because of illness may appeal to the Vice-Principal, Student Services, for special consideration. Appeals must be substantiated by a medical certificate.

Grades and Grade Points

Vancouver City College uses a letter system of grading the achievement of students.

Letter Grade		Grade Point Equivalent
A	Distinguished achievement. The student distinguishes himself consistently in examinations, reports, and class participation.	4
B	Above-average achievement. The student exhibits consistent mastery of the course and is able to relate the content of the course to other knowledge.	3
C	Average achievement. The student demonstrates sufficient comprehension of the subject matter to indicate success in the next higher course in the same field.	2
P	Minimum passing achievement. The student is granted credit for the course but is not permitted to proceed to the next higher course without department approval.	1
F	Failing grade (no credit). The student does not show evidence of understanding the course content in the specific subject field.	0
I	Incomplete (no credit). The student has not met requirements in attendance, classwork, assignments or examinations.	0
W	Withdrawn (no credit): Course not included in calculation of grade point average.	

Grade Point Average (GPA)

Grade point averages are reported on each Statement of Grades. The GPA is the sum of the grade points earned in the term divided by the number of courses taken which are subject to consideration in grade point calculation.

Courses preceded by an asterisk in this calendar are not included in calculation of the GPA. All other courses are given equal weight in calculation of the GPA.

Statement of Grades

A Statement of Grades is mailed to students each term within one week following the last scheduled examination in that term. Grades will not be released to students prior to the mailing date and time. All obligations relating to fees, library books or fines, rental textbooks and borrowed equipment must be met before any Statement of Grades, Transcript, Diploma or Certificate will be released.

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

A student's most recent Statement of Grades is also a ticket of admission to the registration centre for the next term.

Appeal of Final Grades

If a student wishes to have a final grade re-assessed, the request must be submitted in writing to the Vice-Principal, Student Services. All appeals for re-assessment must be accompanied by a fee of \$5.00 for each course in which re-assessment is sought. Appeals must be received in the office of the Vice-Principal, Student Services, not later than fourteen days after the mailing date of the original Statement of Grades.

Appeals are reviewed by a committee of the Faculty and in each case all the work of the term including the final examination is taken into consideration. The Vice-Principal, Student Services, will inform the student of the committee's decision. If the mark is raised, the \$5.00 fee will be refunded; otherwise, it will be retained. The decision of the Faculty committee is final.

Appeals will not be considered unless the above procedure is followed.

NOTE: Final grades are established with great care. Barring clerical or machine errors, appeals seldom result in altered grades.

Maintenance of Academic Standing

A student whose grade point average in a term is .99 or lower is not entitled to re-register at Vancouver City College (King Edward Centre) during the succeeding three College terms.

Academic Record and Official Transcripts

The Student Services Centre maintains a permanent record of each student's courses, credits and grades.

An official Transcript is a copy of a student's permanent record bearing both the signature of the Vice-Principal, Student Services, (or his delegate) and the seal of the College.

Official Transcripts are available in the Student Services Centre, upon request. Each student is entitled to one Transcript free of charge. A fee of 50 cents is charged for each additional Transcript.

Students intending to transfer to other educational institutions are advised to record their request for a Transcript in the Student Services Centre at least five days before the Transcript is required.

Auditing a Course

A course may be audited by any student for the usual tuition and miscellaneous fees, provided space is available in the course. Since no term work is required of an audit student, no credit is granted.

Once registered, a student may not change from "audit" to "credit" status nor from "credit" to "audit". A student may apply to the Student Services Centre for permission to audit a course.

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.
2. 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 seminars and tutorials and work closely with members of the Faculty to enrich their College learning experience.
3. To the College:
Registration at Vancouver City College is a privilege extended to qualified applicants. Acceptance in a College program carries with it an obligation to maintain a mature and responsible standard of conduct, deportment and dress. On campus, it is the responsibility of every student to observe the laws governing the community as well as the rules of Vancouver City College.

A student who fails to do so or who acts in a manner that will reflect unfavourably upon himself, the College or the student body is subject to disciplinary action which may result in suspension or dismissal.

4. To the Community:

The College is organized and operated by the Vancouver Board of School Trustees as a public service at community expense and the co-operation of all students in proving the value of such an institution to the community is expected at all times.

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. Absence for any cause in no way relieves a student of the responsibility of completing the work of the course to the satisfaction of the instructor.

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 during the term from any examination for which due notice has been given, he may be required by the instructor to report to the Student Services Department upon his return to the College.

Course Changes

All students plan their courses in consultation with a College counsellor. If a student believes that he has chosen an incorrect program or if he wishes to add or change a course, he must report to a College counsellor without delay for consideration of his request.

Such changes, if approved, may be permitted if space is available up to and including the "last day for change of course" as listed in the College calendar. The student must accept full responsibility for final choice of courses.

Section Changes

Section changes after registration are not encouraged, but may be permitted under the following circumstances if space is available:

- (a) As a result of an alteration in a student's hours of employment, in which case permission to change a section may be granted if the student presents a letter from his employer;
- (b) As a result of an exceptional circumstance—domestic, etc.—not anticipated at the time of registration.

Requests for section changes may be made at the Student Services Centre. Placement in a section after the close of registration is at the discretion of the Student Services Department.

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.

The last day for official withdrawal from courses in each term is listed on the inside front cover of this calendar.

Change of Name or Address

At registration, all students are required to submit a permanent address to which term-end Statements of Grades may be mailed. If name or permanent mailing address is changed after registration, it is the responsibility of the student to report the change to the Student Services Centre.

Student Services Centre

The Student Services Centre is located on the lower floor of the gymnasium. The counselling staff offer the following services during College hours: 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 made here.

Library and Study Facilities

The Library, located on the third floor, north, in 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.

Room 249 on the first floor, south—opposite the main office—is another major study area.

These rooms are provided for quiet study and preparation of assignments. Study areas are also available at the Annex.

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 are available for independent study; these may be borrowed for use in the listening room adjoining the Library.

Reading and Writing Skills Services

Special developmental programs are available for those wishing to increase their reading speed and comprehension or to improve their writing skills.

Students enrolling for either of these services will attend a one-hour lecture and two one-hour laboratory sessions per week. Full-time students are charged no fee for these services.

The writing skills program is designed to improve composition techniques and to assist students in all types of written assignment and in note-taking.

Student Society

The Student Society is a student organization governed by a student executive which is elected annually. 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 operations of the Society.

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

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 informa-

tion to: The Head, Placement Centre, c/o Student Services, Vancouver City College, King Edward Centre.

Student Facilities

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

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. Available facilities are posted regularly on a bulletin board in the main hall.

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.

Areas marked "Lot A" and "Lot B" are reserved for faculty use only. 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.

Clubs

Any group of students in good standing at Vancouver City College may organize a club on campus. They may apply for Student Council funds to support their activities if they have some degree of organization, offer an activity which is of interest to the student body and are approved by Student Council.

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.

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 other similar activities for which there is an expressed desire, provided these are approved by the Department of Physical Education.

Lockers

Approximately 1,000 lockers are available in the Main Building. There is no priority system for these, nor are any reserved. Each student who secures a locker is responsible for its contents and for the locker's security.

All lockers must be cleared by term-end in April. Spring Term students who enrol for the Summer Term may retain their lockers by using identification stickers available in the Main Office.

Bookstore

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.

Publications

A weekly news bulletin entitled POSTMARK is published and distributed to students. It contains regular items of interest such as meeting notices, club announcements and

information about other campus activities. The Administration uses the POSTMARK frequently to advise students regarding regulations, examination arrangements and other items of urgency to all students.

The College newspaper, THE SAVANT, is published semi-monthly throughout the term by the Journalism class. It contains major news stories of the campus, student discussion material, entertainment and book reviews and many other items of general student interest. SAVANT is distributed free to all students.

Scholarships, Bursaries and Loans

Scholarships and Awards

GOVERNMENT OF BRITISH COLUMBIA SCHOLARSHIPS. To be eligible a student must have completed secondary school graduation and be enrolled in five College level courses or a full Technical program.

Awards are based on current term results and will be applied to the fees in the subsequent term or year at Vancouver City College, the University of British Columbia, or Simon Fraser University. *Applications may be filed each term and MUST be submitted prior to the writing of the final term examinations.*

First-class Scholarships (representing three-quarters of tuition fees), Upper Second-class Scholarships (representing one-half of tuition fees), and Lower Second-class Scholarships (representing one-third of tuition fees) are awarded on the basis of a Grade Point Average (GPA).

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 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.

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.

ASSOCIATION OF ADMINISTRATION 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.

PACIFIC COMMAND OF THE ROYAL CANADIAN LEGION provides "Bursaries—Scholarships" valued at \$200—\$300 and awarded on the basis of financial need and academic achievement. To be eligible a student must be a dependent of a veteran and must be entering a full-time program of studies at the first year College level. Applications must be submitted to the Royal Canadian Legion by May 31 of each year.

VANCOUVER CITY HALL EMPLOYEES' ASSOCIATION provides two annual bursaries of \$100 each to persons or their dependents holding a membership in the association for at least two years. Awards will be made in the Spring Term of each year, based upon achievement.

HOWE STREET (VANCOUVER) CANADA MANPOWER CENTRE STAFF WELFARE ASSOCIATION provides a scholarship of \$250 each year for the son or daughter of a member of the Canada Manpower staff. The scholarship is available only for a student pursuing his or her education at the post-secondary level including attendance at Vancouver City College. Application for this scholarship should be made through Mr. R. Waite, 549 Howe Street, Vancouver, B.C.

DATA PROCESSING MANAGEMENT ASSOCIATION annually provides two \$50 scholarships for students entering their third term in the Data Processing Program at Vancouver City College. Awards will be based upon academic achievement and promise demonstrated in the field of Data Processing.

Bursaries

GOVERNMENT OF BRITISH COLUMBIA BURSARIES (Awards made primarily on the basis of demonstrated financial need): To be eligible a student must have completed secondary school graduation with an average not lower than 65%, must be enrolled in five College level courses or a full Technical program at Vancouver City College and must undertake to attend for two continuous terms.

Normally, assistance is in the range of \$75 to \$150 per academic year. Larger amounts may be authorized in exceptional cases. Applications must be submitted to the British Columbia Department of Education by August 5 of each year.

Loans

CANADA STUDENT LOANS: To be eligible a student must:

- (a) have completed secondary school graduation (any program) and be enrolled in a College Technical program
- OR have completed secondary school graduation on an Academic or Academic-Technical program and be enrolled in a College Academic or General Education program;
- (b) be enrolled in five College level courses or in a full College Technical program;
- (c) undertake to attend for two continuous terms at the same institution.

Loans of up to \$1,000 are available each academic year (two continuous terms) to a maximum of five years and are interest-free until six months after completion of full-time post-secondary studies directed towards a degree or diploma.

A loan will be granted only *after* the student is formally enrolled in a full-time program. Students thus *must* have sufficient funds to pay for fees and books at registration.

Canada Student Loans are made for educational purposes only and the amount granted will be based upon demonstrated financial need.

THE PEO SISTERHOOD EDUCATIONAL LOAN FUND—Loans are available to women students in any year of an academic program and may be requested at any time. The maximum amount of a loan to any student is \$1,250. Eligible students may apply for and be granted the maximum loan of \$1,250 for two or more years of study, but may draw only \$625 of the loan in one academic year.

STUDENT ASSISTANCE FUND—This fund provides limited emergency assistance to students who are not eligible to receive financial aid from other sources. The fund is maintained by donation. In the 1967-68 academic year donations to the Student Assistance Fund were received from:

- (a) Mr. J. R. Evans
- (b) College Services Fund

Application forms for all types of financial assistance may be obtained at the Student Services Centre of Vancouver City College. Students who are interested should enquire there for final dates for such applications.

PROGRAMS OFFERED – 1968-1969

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.

College Arts and Science

College programs are offered in a number of subject areas including English, Mathematics, Social Sciences, Physical and Life 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 Preparatory Program

Adults wishing to prepare for College entrance may do so by completing the College Preparatory program in either of two ways.

If they wish to study intensively they may register in the day program of the College as "Preparatory students" and will be admitted to the classes in Preparatory subjects offered for College students. Preparatory students are encouraged to participate in the full program of the College and to enjoy its benefits including use of the Library, seminar periods and access to the Faculty during office hours.

The second method of completing College entrance standing is by enrolment in the Night School College Preparatory program offered by the Board. Night classes for this program are conducted at Kitsilano, John Oliver and Vancouver Technical Secondary Schools on weekdays and at King Edward Centre on Saturday mornings.

Because of time limitations and because night school students generally are older than day students, less time is assigned to instruction in this evening program. More responsibility is placed on students since they have little access to the resources of the College.

Completion of the College Preparatory program qualifies students to apply for admission to Vancouver City College in those courses or programs for which they have completed the prerequisites.

Grades earned also will be recognized by the provincial Department of Education for standing at the Grade Twelve level on the Adult Secondary Program except for those courses in which departmental examinations are prescribed. The credits earned may also, with the approval of the secondary school principal concerned, be used for high school completion.

Preparatory students planning to attend a university are advised to consult a university counsellor before making application for admission to that institution.

A pamphlet providing full details of this program is available at the following centres:

	Telephone
King Edward Centre	951 W. 12th Ave. 738-3191
John Oliver Secondary School.....	530 E. 41st Ave. 327-3613 (2:00-5:00 p.m.) 327-8341 (after 6:00 p.m.)
Kitsilano Secondary School.....	2550 W. 10th Ave. 738-5636 (7:00-9:30 p.m.)
Vancouver Technical Secondary School.....	2600 East Broadway 255-2645 (7:00-9:30 p.m.)

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, Book-keeping, General Mathematics, General Business, Office Practice, and Office Orientation.

College Technical Programs

Programs in technical fields lead to careers in business, industry, and community resources. 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.

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 through 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 1968-1969 college year:

Business Administration

Accounting
Executive Secretary Training
Finance and Investment
Marketing and Sales
Data Processing

Community Services

Food Services Technician Training
Library Assistant Training
Museum Assistant Training
Pre-School Teacher Training
Welfare Aide Training

Art and Merchandising

Journalism

Theatre Arts—Drama

Additional Technical programs are planned for 1968-1969 in:

Community Recreation Leadership
Teaching Assistant Training

Enquiries regarding Technical programs should be addressed to the Student Services Department.

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 29).

Community Recreation Leadership

Community Recreation Leadership Advisory Committee

Dr. R. L. Ramsay, School of Physical Education, University of British Columbia, Vancouver, B.C.

Mr. G. Squires, President, B.C. Recreation Society, c/o Burnaby Municipal Hall, Burnaby, B.C.

Mr. L. Ryan, Vancouver Park Board, 2099 Beach Avenue, Vancouver, B.C.

Mr. D. Robinson, Department of Recreation & Conservation, Victoria, B.C.

Mr. J. Panton, Community Director, Department of Education, Victoria, B.C.

Mr. M. Smith, Vancouver Park Board, 2099 Beach Avenue, Vancouver, B.C.

A program in Community Recreation Leadership is presently being formulated to commence in September, 1968 on a two year basis. It will be designed to train persons to operate under professional direction in community centres and other recreational facilities offering programs for all ages and in a varied field of activities.

Teaching Assistant Program

The College plans to offer a Technical program in September, 1968, to train teaching assistants for secondary and/or elementary schools. As this program is currently being developed, it cannot be detailed at this time.

In general, the program will train enrolees to perform a variety of non-instructional duties including those of laboratory assistants, audio-visual technicians and supervisors of students in areas other than the classroom.

Accounting Program

Accounting Advisory Committee

Mr. A. Atkinson, Registered Industrial Accountant, B.C. Telephone Co., Vancouver, B.C.
Miss C. M. Briscall, Society of Industrial Cost Accountants, Vancouver, B.C.

Mr. A. S. Hunter, Director of Education, Institute of Chartered Accountants, Vancouver, B.C.

Mr. W. C. McCalpin, Certified General Accountant, McCalpin Leche & Co. Ltd., Vancouver, B.C.

Mr. T. J. MacDonald, Certified General Accountant, c/o The Anaconda Co. (Canada) Ltd., Britannia Beach, B.C.

Mr. C. M. MacLeod, Regional Administrator, Society of Industrial Cost Accountants of B.C., Vancouver, B.C.

Mr. N. B. Smith, Secretary-Treasurer, Certified General Accountants, Vancouver, B.C.

Mr. J. E. Spry, Chairman, General Education Committee, Certified General Accountants, Vancouver, B.C.

Mr. D. Usher, Chartered Accountant, Thorne Dunn Helliwell Christianson & Co., Vancouver, B.C.

Mr. P. Woolley, Chartered Accountant, B.C. Institute of Technology, Burnaby, B.C.

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 to the College graduate in accountancy who chooses to continue study towards professional qualification.

First Term

English 15A
(Communication)
Geography 15
(Economic Development)
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

Note: Students who have completed Bookkeeping 11, Bookkeeping 12 and Accounting 12 with a C+ or higher average may be admitted to Accounting 15B instead of Accounting 15A.

Executive Secretary Program

Executive Secretary Advisory Committee

Mr. P. Brien, Office Supervisor, B.C. Hydro and Power Authority, New Westminster, representing the Administrative Management Society.

Second Term

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

Fourth Term

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

Miss E. Caldwell, President, Administrative Assistants and Private Secretaries Association, Vancouver, B.C.

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, B.C.

Miss J. Hewitt, President, National Secretaries Association, Vancouver, B.C.

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 17
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 consists of 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 an evening workshop may complete the Diploma requirements in one year. Evening attendance only will require two to three years for completion of the program.

Experienced stenographers may qualify for a certificate and/or diploma in accordance with calendar requirements. However, all applicants must have skill in typing and shorthand.

First Term

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

Second Term

Geography 15
(Economic Development of B.C.)
or elective course
Data Processing 15
Management Policy & 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 each of 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

Data Processing Program Advisory Committee

Mr. J. S. Bartlett, Manager, Pacific Tabulating and Statistical Ltd., Vancouver, B.C.

Mr. C. A. Harris, Data Processing Manager, Finning Tractor Co., Vancouver, B.C.

Mr. G. T. Herbert, Data Processing Manager Canadian Forest Products, Vancouver, B.C.

Mr. R. W. Ruhwald, Data Processing Manager, Surrey Municipal Hall, Surrey, B.C.

Mr. W. Detwiller, Supervisor of Operations, Computing Centre, University of British Columbia, Vancouver, B.C.

Mr. L. B. Monasch, Adult Education Department, Vancouver School Board, Vancouver, B.C.

Dr. E. N. Ellis, Department of Research and Special Services, Vancouver School Board, Vancouver B.C.

Mr. A. Patterson, Assistant Secretary-Treasurer, Vancouver School Board, Vancouver, B.C.

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 23
(Statistics)
Data Programming Workshop 15AW

Second Term

English 15B
(Communication—Advanced)
Accounting 15B
Data Processing 15
Mathematics 21
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

Programming Workshop — 3 hours daily

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

Systems Workshop — 3 hours daily

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

Finance and Investment Program

Finance and Investment Advisory Committee

Mr. E. C. Argue, Credit Sales Manager, Hudson's Bay Company, Vancouver, B.C.

Mr. R. M. Bell, The Vancouver Insurance Agents' Association, c/o Bell & Mitchell Ltd., Vancouver, B.C.

Mr. G. R. Elliott, Staff Officer, District General Manager's Department, The Royal Bank of Canada, Vancouver, B.C.

Mr. J. E. Hoegg, President, Grouse Mountain Resorts Ltd., Vancouver, B.C.

Mr. J. E. Lewis, Branch Manager, The Economical Mutual Insurance Co., Vancouver, B.C.

Mr. D. H. Mapleton Canadian Credit Institute, Vancouver, c/o Jantzen of Canada Ltd., Vancouver, B.C.
 Mr. H. K. Naylor, British Columbia Supervisor, Eastern & Chartered Trust Co., Vancouver, B.C.
 Mr. B. W. Wood, Great West Life Assurance Co., Vancouver, B.C.

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 with investment, insurance and trust companies; banks, credit departments and related businesses in the field of finance.

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

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

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

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

Marketing and Sales Program

Marketing and Sales Advisory Committee

Mr. H. Davidson, Manager, R. & M. Bearings Canada Ltd., Vancouver B.C.
 Mr. R. Stokes, Supervisor, Special Services, Canada Manpower Centre, Vancouver, B.C.
 Mr. H. Inglis, Training Supervisor, Finning Tractor & Equipment Co. Ltd., Vancouver, B.C.
 Mr. A. Lind, Plant Manager, Canadian Oxygen Ltd., Scott-Foster Division Vancouver, B.C.
 Mr. J. Marier, Western District Manager, Burroughs Business Machines Ltd., Vancouver, B.C.
 Mr. W. Thompson, Sales Manager, L. A. Varah Ltd., Vancouver, B.C.

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 previous appropriate technical-vocational training in Vancouver City College or an equivalent institution receives credit for courses successfully completed. 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 the College Certificate and/or Diploma.

First Term
 English 15A
 (Communication)
 Economics 15
 (Practical Economics—Fundamentals)
 Accounting 16
 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)
 Merchandising 21A
 Business Law 15
 Fundamentals of Finance 21A

Sales Workshop

This workshop provides 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

A comprehensive report on a major marketing or sales problem is developed during tutorials throughout the final term of the two-year program. This thesis earns credit as a fourth-term subject.

Food Services Technician Program

Food Services Technician Advisory Committee

Mr. J. Cooper, Regional Superintendent, Vocational Training and Special Services, Indian Affairs Branch, Vancouver, B.C.
 Miss N. Forrester, Dietitian, Richmond General Hospital, Richmond, B.C.
 Miss J. Groves, Consultant, B.C. Hospital Insurance Services, Victoria, B.C.
 Miss D. Law, Dietitian, Royal Columbian Hospital, New Westminster, B.C.
 Miss M. Lock, Dietitian, Amherst Private Hospital and Nursing Home, Vancouver, B.C.
 Sister S. McDonald, Administrator, St. Vincent's Hospital, Vancouver, B.C.
 Miss E. Nordland, B.C. Hospital Insurance Services, Vancouver, B.C.
 Mrs. W. Ramsell, Dietitian, B.C. Dietetic Association, Vancouver, B.C.
 Miss Z. Ruthven, Dietitian, B.C. Dietetic Association, Vancouver, B.C.
 Mrs. G. Smith, Dietitian, Lions Gate Hospital, North Vancouver, B.C.
 Mr. W. G. Tuson, Manager, Industrial Catering Ltd., Vancouver, B.C.

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-month period 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)
 Biology 18
 (Introductory Physiology)
 Nutrition 15A
 (Elementary Nutrition)
 Food Preparation 15
 (Theory and Lab.)
 Food Services Workshop 15AW

Fourth Term

Political Science 19
 Mathematics 23
 (Statistics)
 Merchandising 21B
 Management Policy & Practice 21
 *Sales Thesis 24

Second Term

English 15B
 (Communication—Advanced)
 Science 19
 (Elements of Chemistry and Physics)
 Psychology 17
 (Applied Psychology)
 Nutrition 15B
 (Therapeutic Nutrition)
 Food Services Workshop 15BW

Third Term

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

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)

Pre-School Teacher Training Advisory Committee

- Mrs. J. L. Brown, Vancouver Co-operative Pre-School Teachers Association, New Westminster, B.C.
 Miss P. Carter, British Columbia Play School, Vancouver, B.C.
 Miss M. Dick, Strathcona Day Care Centre, Vancouver, B.C.
 Miss L. Deshield, In Charge of Day Care, 4570 West 11th Avenue, Vancouver, B.C.
 Mrs. M. Ennenberg, Vancouver Co-operative Pre-School Teachers Association, Vancouver, B.C.
 Mrs. F. W. Hansley, Day Care Centre, Vancouver, B.C.
 Mrs. M. Levine, Vancouver Co-operative Pre-School Teachers Association, North Vancouver, B.C.
 Mrs. E. Miller, York House School, Vancouver, B.C.
 Mr. A. Shipp, British Columbia Welfare Licence Inspector, Vancouver, B.C.
 Mrs. C. Taylor, Primary Supervisor, Vancouver School Board, Vancouver, B.C.
 Mrs. P. White, British Columbia Welfare Licence Inspector, Vancouver, B.C.
 Mrs. B. Wood, Vancouver Co-operative Pre-School Teachers Association, West Vancouver, B.C.
 Mrs. K. Wycherley, Greater Vancouver Kindergarten Association, White Rock, B.C.

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 full-time 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 Assistant Program**Library Assistant Advisory Committee**

- Mr. R. DesBrisay, Director, Burnaby Public Library, 7252 Kingsway, Burnaby, B.C.
 Miss H. Gray, Social Sciences Department, Library, Simon Fraser University, Burnaby, B.C.
 Mrs. M. Ginther, Library Co-ordinator, Vancouver School Board, Vancouver, B.C.
 Mr. P. Grossman, Director, Vancouver Public Library, 750 Burrard Street, Vancouver, B.C.
 Mr. R. Harris, Librarian, B.C. Institute of Technology, 3700 Willingdon, Burnaby, B.C.
 Mr. M. P. Jordan, Assistant Director, Vancouver Public Library, 750 Burrard Street, Vancouver, B.C.

- Miss H. McKay, Vancouver Public Library, 750 Burrard Street, Vancouver, B.C.
 Miss D. Taylor, Librarian, B.C. Hydro and Power Authority, 970 Burrard Street, Vancouver, B.C.

- Miss A. Tufts, President, B.C. Library Association, c/o Business Division, Vancouver Public Library, 750 Burrard Street, Vancouver, B.C.

This program is designed to prepare students for employment as technical assistants in libraries. Trained assistants have been in short supply for some years. A major increase in library construction will result in an even greater demand for employees in this field.

First Term

English 15A (Communication)
 Typing 15A
 Display Techniques 15A
 Library Philosophy & Functions 15AW
 Library Workshop 15AW

Second Term

English 15B (Communication—Advanced)
 Supervised Typing
 Psychology 17 (Applied Psychology)
 Library Techniques 15BW
 Library 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 Assistant Program**Museum Assistant Advisory Committee**

- Dr. G. C. Carl, Director, Provincial Museum of Natural History and Anthropology, Victoria, B.C.
 Mrs. A. E. Hawthorne, Curator, Anthropological Museum, University of British Columbia, Vancouver, B.C.
 Dr. W. Ireland, Provincial Archivist, Victoria, B.C.
 Mr. G. Moore, Museum Co-ordinator, Victoria, B.C.
 Dr. M. Newman, Director, Vancouver Public Aquarium, Vancouver, B.C.
 Mr. H. Pickstone, Director, Vancouver Museums, Vancouver, B.C.
 Mrs. R. Watson, Chairman, Vancouver Civic Museum Board, Vancouver, B.C.
 Mr. F. R. Whittick, Deputy Chairman, Vancouver Civic Museum Board, Vancouver, B.C.

This program is designed to train students in various technical aspects of museum work including display, restoration, preservation, and cataloguing of materials and artefacts. There is a shortage of trained museum personnel at the sub-professional level.

The training includes academic subjects related to museum work combined with afternoon workshops emphasizing the practical aspects of museum operation.

First Term

English 15A
 (Communication)
 Typing 15A
 Display Techniques 15A
 Museum Philosophy & Functions 15AW
 Museum Workshop 15AW

Second Term

English 15B
 (Communication—Advanced)
 Anthropology
 Display Techniques 15B
 Museum Conservation & Repair 15BW
 Museum Workshop 15BW

Museum Workshop

Approximately 30 per cent of instruction time is devoted 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

Welfare Aide Advisory Committee

Miss A. K. Carroll, Psychiatric Social Work Consultant, Provincial Mental Health Services, Vancouver, B.C.

Professor M. Cunliffe, School of Social Work, University of British Columbia, Vancouver, B.C.

Mr. D. W. Fowler, Training Supervisor, Provincial Welfare Services, Vancouver, B.C.

Mr. A. Morrison, President, B.C. Association of Social Workers, Vancouver, B.C.

Mr. T. T. Hill, Director, Social Service Department, City Hall, Vancouver, B.C.

Mr. F. J. McDaniel, Assistant Administrator, Social Service Department, City Hall, Vancouver, B.C.

Mr. S. H. Pinkerton, Executive Director, Children's Aid Society, Vancouver, B.C.

Miss A. Pumphrey, Director, Social Service Department, Vancouver General Hospital, Vancouver, B.C.

Mr. J. J. Allman, Executive Director, Catholic Children's Aid Society, Vancouver, B.C.

Mr. D. Thompson, Director, Family Service Agency, Vancouver, B.C.

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 15A

(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 15B

(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 selected mainly from 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

Art and Merchandising Advisory Committee

Mr. H. Aiken, Publicity Manager, Woodward Stores Ltd., Abbott and Hastings, Vancouver, B.C.

Mr. F. Amess, Vancouver School of Art, 249 Dunsmuir Street, Vancouver, B.C.

Mr. B. Cavendish, Vancouver School of Art, 249 Dunsmuir Street, Vancouver, B.C.

Mr. J. McLeod, Advertising Manager, Woodward Stores Ltd., Abbott and Hastings, Vancouver, B.C.

Mr. H. Ross, Personnel Manager, Hudson's Bay Co. Ltd., Georgia and Granville Sts., Vancouver, B.C.

Mr. G. Smith, College of Education, University of B.C., Vancouver, B.C.

Mrs. B. Winkler, Fashion Co-ordinator, T. Eaton Co. Ltd., 515 West Hastings St., Vancouver, B.C.

Employment opportunities exist for persons with a sound knowledge of merchandising and related business subjects coupled with certain aspects of commercial art training.

Students entering this program should have an interest in 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 in the course. In the second year the workshop will be merchandising-oriented, with training in art emphasizing sketching and rendering, graphic and visual communication, fashions, interior furnishings and design.

First Term

English 15A

(Communication)

Business Procedures 15

Science 17

Art & Merchandising Workshop 15AW

Art History 15W

Second Term

English 15B

(Communication—Advanced)

Psychology 17

(Applied Psychology)

Art & Merchandising Workshop 15BW

Marketing 15

Fundamentals of Design 15W

Fourth Term

English 20

(Report Writing)

Economics 16

(Applications)

Merchandising 21B

Art Workshop 21BW

Fabrics and Materials 15W

Third Term

Economics 15

(Fundamentals)

Mathematics 19

(Business Mathematics)

Merchandising 21A

Art Workshop 21AW

Period Design 15W

Art Workshop

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

First and Second Terms

Basic art elements and fundamentals are 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

Journalism Advisory Committee

- Mr. J. DesChamps, Past President, B.C. Business Press Editors Association, Vancouver, B.C.
Mr. J. L. Gray, Public Relations Manager, Fraser Valley Milk Producers Association, Burnaby, B.C.
Mr. C. S. Q. Hoodspith, President, B.C. Weekly Newspapers Association, West Vancouver, B.C.
Mr. L. T. Jackson, News Director, Canadian Broadcasting Corporation, Vancouver, B.C.
Mr. R. C. Ley, Public Relations Supervisor, Finning Tractor & Equipment Co. Ltd., Vancouver, and Past President, B.C. Industrial Editors Association
Mr. M. Poule, Canadian Broadcasting Corporation, Vancouver, B.C.
Mrs. D. Smibert, Past President, B.C. Business Press Editors Association, Vancouver, B.C.
Mr. S. Sutherland, Director, Reader Services, The Province, Vancouver, B.C.
Mr. S. Wilson, Williams & Wilson Ltd., The Public Relations Society of B.C., Vancouver, B.C.

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
(Twentieth 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

Theatre Arts Advisory Committee

- Miss J. Coghill, Executive Director, Playhouse Theatre, Vancouver, B.C.
Mr. C. Evans, Playhouse Theatre, Vancouver, B.C.
Miss J. Heyman, Director, Holiday Theatre, 1309 S.W. Marine Dr., Vancouver, B.C.
Mr. I. Sooder, Television Producer, Canadian Broadcasting Corporation, 701 Hornby Street, Vancouver, B.C.
Mr. G. Theobald, Producer, Channel 8 Television, 7850 Enterprise, Burnaby, B.C.
Mrs. C. Wisdom, 1706 West 15th Avenue, Vancouver, B.C.

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:

Mechanical Technician
Electronics Technician
Construction Technician

A one-year or equivalent program in one of several specialized fields at the Vancouver Vocational Institute is combined with 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.

In all cases the student must complete the Diploma requirements of 3 sections of English (normally English 15A and B and English 20), 2 sections of Mathematics and/or Science and 2 sections of Social Sciences. Issuance of a Diploma will depend on successful completion of a minimum of 10 college credit courses within the conditions outlined.

Various other Vancouver Vocational Institute programs may lead to the College Diploma in a technical option providing the candidate has Grade 12 or the equivalent and has the necessary prerequisite courses to enter the required College level Mathematics and Sciences.

Students from the following V.V.I. programs would require at least two sections of College Physics and one or more sections of Mathematics directly related to their technical training:

Mechanical Technician

- Automotive
- Diesel Engineering
- Machine Shop

Electronics Technician

- Electronics
- Electricity and Industrial Electronics

Construction Technician

- Building Construction
- Drafting, Architectural and Structural

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 board 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, 1969. 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 681-8111.

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 Programming; Basic 1401 Computer Programming; Computer Programming in "Cobol"; Advanced 1401 Programming; 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.

COLLEGE COURSE DESCRIPTIONS

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
Spanish	SPAN	Physical Education	PHYS ED
		Philosophy	PHIL

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 full credit for such study.
2. Regular College courses for credit towards the College Certificate or Diploma are numbered 10 and above. The numbers are preceded by the subject field in which the course is listed.
Example: HISTORY 16—Twentieth Century Britain
3. All College course numbers followed by the letter A or B designate courses which must be taken in sequence. That is, ENG 15A must be completed before a student takes ENG 15B.
4. Courses numbered 20 and above are, in general, advanced courses which require prerequisite study.

Prerequisites

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 fulfil College Certificate or Diploma requirements and best meet their occupational or career needs.

Credits

The standard unit of credit represents a minimum of one hour per week of classroom work for a term. Most college level courses carry three units of credit but require more than three hours of classroom work or the equivalent in laboratories, seminars, tutorials, etc.

Credits are indicated in parentheses immediately after each course number. For example:

GEOGRAPHY 18 (3) Physical Geography

College Preparatory courses are not on a credit pattern.

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, 1968-1969

The following courses will be offered at Vancouver City College, King Edward Centre, during the three terms comprising the 1968-1969 college year. Not all courses will be offered during any one term. 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 meeting times of classes and the number of course 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 (3) and Accounting 15B (3)

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 16 (3)

The fundamentals of accounting. An emphasis on the managerial use of financial statements involving analysis, cash budgets and fund statements. This course is a credit course for students on a College Diploma program other than the Accounting, Finance and Investment or Data Processing programs. 3:1:0

Accounting 17 (3)

A course in Secretarial Accounting. The bookkeeping cycle, payroll preparation, control of cash funds and financial statement preparation. This is not a credit course for students in the Accounting, Finance and Investment or Data Processing Programs. 3:1:0

Accounting 21A (3) and Accounting 21B (3)

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 (3) and Auditing 23B (3)

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 (3) and Business Law 15B (3)

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

3:1:0

Business Procedures 15 (3)

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 (3)

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 (3) and Fundamentals of Finance 21B (3)

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

3:1:0

Investments and Institutions 15A (3)

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 (3)

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 (3)

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 (3)

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 (3)

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 (3)

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 (3)

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

Personnel Management 15 (3)

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 (3)

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

Community Services**Child Activities 15 (3)**

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 (3)

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 (3)

A study of special problems in working with children in institutions and group homes. 3:1:0

Family in Society 15 (3)

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 (3)

A basic course in the principles and skills involved in quality food preparation including practical laboratory experience in food preparation. 0:0:3

History and Philosophy of Social Work 15 (3)

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 (3)

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. 3:1:0

Nutrition 15B (3)

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. 3:1:0

Nutrition 21 (3)

A continuation of the study of diet therapy involving more advanced diets and new developments in the field of nutrition. Prerequisite—Nutrition 15B. 3:1:0

Social Welfare Practice 15 (3)

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 (3)

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 (3)

Basic training in the preparation of displays as required in library and museum work.

Theatre Skills 15A (3)

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 (3)

A continuation of the work of Theatre Skills 15A. 0:0:8

Theatre Skills 21A (3)

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 (3)

A continuation of the work of Advanced Theatre Skills 21A. 0:0:8

Fine Arts

Stage Band 15W (3)

A workshop course in popular band music, of interest and value to student instrumentalists. Two two-hour sessions are held weekly and College credits are granted for success in the course. 4:0:0

English (Eng)

*English 07 (0)

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 (0)

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 (3)

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 (3)

COMMUNICATION (Advanced)

A study of communications as a constantly evolving process in a technological culture. Special consideration will be given to the function of the mass media and to traditional and popular arts as forms of communication. 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 (3)

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 (3)

LITERATURE and COMPOSITION

A continuation of the studies commenced in English 17A. 3:1:0

English 18A (3)

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 (3)

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 (3)

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 or 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 (3)

A SURVEY OF ENGLISH LITERATURE

The Medieval World in English Literature, the English Renaissance, the Seventeenth Century. 3:1:0

Prerequisite: English 15B or English 17B.

Competence in composition is required of students in English 23 and English 24. An essential part of these courses will be the preparation of papers based on independent study.

English 24 (3)

A SURVEY OF ENGLISH LITERATURE

The Augustans and the Age of Reason, the Romantic Period, the Victorian Age. 3:1:0

Prerequisite: English 15B or English 17B.

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

English 25 (3)**CANADIAN LITERATURE**

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

3:1:0

Prerequisite: English 15B or 17B.

English 27 (3)**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

3:1:0

Prerequisite: English 15B or 17B.

Mathematics (Math)**Mathematics 14 (3)****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.

4:0:0

Prerequisite: Mathematics 91 or equivalent.

Mathematics 15A (3)**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. Courses 15A and 15B 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.

4:0:0

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

Mathematics 15B (3)**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 (3)**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.

4:0:0

Prerequisite: Mathematics 11 or equivalent.

Mathematics 16B (3)**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 (3)**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, Mathematics 14 must be taken concurrently, or as a prerequisite.

4:0:0

Mathematics 17B (3)**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 (3)**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 (3)**MATHEMATICS OF BUSINESS AFFAIRS**

This course presents the basic mathematics used in everyday business affairs, with specific reference to the calculation of simple and compound interest, discounting notes, instalment buying, cash and trade discounts, mark-ups, taxation, loans, mortgages, insurance and investments. It is intended primarily for students of business, but provides a basic understanding of mathematics required for personal finance.

4:0:0

Mathematics 20 (3)**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 21 (3)**COMPUTER SCIENCE**

This course is an extension of some concepts introduced in Mathematics 20. Programming will be limited to Fortran and Cobol. Rather than an extensive development, emphasis will be on aspects of programming which apply particularly to the computer as a tool in mathematical and business applications. Prerequisite: Mathematics 20.

4:0:0

Mathematics 23 (3)**BASIC STATISTICAL MEASUREMENT**

Provides students with a basic understanding of statistics. Topics include: col-

lection, classification, analysis and presentation of numerical data, measures of location and variability, random samples and sampling distributions, estimation of parameters and testing hypotheses. 4:0:0

Mathematics 27A (3)

CALCULUS

This is a second-year calculus course suitable for students proceeding further with mathematics and for those who require a knowledge of second-year calculus for physics, chemistry and other sciences. The course includes polar coordinates, parametric equations and vectors, solid geometry and vectors and partial differentiation.

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

Mathematics 27B (3)

CALCULUS

Multiple integrals including surface area and physical applications of triple integration, infinite series, complex numbers and functions, and differential equations.

Prerequisite: Mathematics 27A. 4:0:0

Mathematics 29A (3)

ALGEBRA AND GEOMETRY

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

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

Mathematics 29B (3)

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 15A (3)

BEGINNERS' FRENCH AT THE COLLEGE LEVEL

Fundamentals of speaking, reading and writing the language; classroom work supplemented by practice in the language laboratory. 3:1:1

French 15B (3)

BEGINNERS' FRENCH AT THE COLLEGE LEVEL

A continuation of the work studied in French 15A. 3:1:1

Successful students in French 15A and 15B will be accepted in French 17A.

French 17A (3)

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), or French Introductory A and B at this College. Students from outside B.C. should consult with the department. 3:0:1

French 17B (3)

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 (3)

ORAL FRENCH (Elementary)

An audio-visual course with an exclusively aural-oral approach designed for beginners or for students who have done some French and wish to improve their spoken fluency. 3:0:1

French 18B (3)

ORAL FRENCH

A continuation of the aural-oral approach with some writing and reading.

Intermediate students who wish to improve oral command may be accepted without 18A. 3:0:1

French 19A (3)

FRENCH LANGUAGE AND LITERATURE

Primarily a literature course, but includes grammar and oral and written composition for students who plan advanced study in the French language. 3:0:1

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

French 19B (3)

FRENCH LANGUAGE AND LITERATURE

A continuation of the work studied in French 19A. 3:0:1

French 27A (3)

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 (3)

SENIOR COLLEGE FRENCH

A continuation of the work studied in French 27A. 3:0:1

French 28A (3)

INTERMEDIATE FRENCH (Oral)

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

Prerequisite: French 18B or 2 or 3 years of French. 3:0:1

French 28B (3)

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 (3)

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 (3)

ADVANCED FRENCH LANGUAGE AND LITERATURE
A continuation of the work studied in French 29A.

3:0:1

German (Germ)**German 15A (3)**

ORAL GERMAN FOR BEGINNERS

This course may be taken by anyone wishing to learn to *speak* German, and may be taken concurrently with any other German course. No previous knowledge of German required.

Note: Students wishing to continue the study of German should enrol in German 17A or 19A (See below). Such students require competency in reading and translating from one language into the other in addition to facility in speaking.

2:0:2

German 15B (3)

ORAL GERMAN FOR BEGINNERS

A continuation of the work studied in German 15A.

2:0:2

German 17A (3)

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 (3)

BASIC GERMAN

A continuation of the work studied in German 17A.

3:0:1

German 19A (3)

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.

3:0:1

German 19B (3)

INTERMEDIATE GERMAN

A continuation of the work studied in German 19A.

3:0:1

German 29A (3)

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.

3:0:1

German 29B (3)

ADVANCED GERMAN LITERATURE AND COMPOSITION

A continuation of the work studied in German 29A.

3:0:1

Spanish (Span)**Spanish 17A (3)**

BASIC SPANISH

A beginners' course in the oral and written language, a prerequisite to the concentrated study of the language.

3:0:1

Spanish 17B (3)

BASIC SPANISH

A continuation of the work done in Spanish 17A.

3:0:1

Physical Education (Phys Ed)

All students may count four term hours of credit in Physical Education towards the College Diploma.

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

Students who are considering a career in Physical Education and/or Recreation should plan their program in consultation with the Physical Education faculty. Required courses for students enrolled in certain technical career programs are arranged within the department.

The prescribed gymnasium dress is:

WOMEN	MEN
*Shorts	*Shorts
*Blouse	*T-Shirt
Socks (white)	Socks (white)
Running Shoes	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.

Recreational Activity Courses

Each course satisfies requirements for ONE term hour of credit.

Physical Education 13 (1)

RUGBY

Instruction in the basic skills, knowledge, tactics and training techniques of Rugby Union Football.

0:0:2

Physical Education 14 (1)

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 (1)

BASKETBALL

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

0:0:2

Physical Education 19 (1)

DEVELOPMENTAL FITNESS ACTIVITIES FOR MEN

For the student desiring a graduated activity program geared to his level of fit-

ness. 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 (1)

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 (1)

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 26 (1)

SWIMMING

Instruction in basic water safety and swimming skills. Swimmers of sufficient ability may acquire Red Cross certification. 0:0:2

Note: An additional fee for pool rental is charged.

Physical Education 27 (1)

VOLLEYBALL

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

Physical Education 31 (1)

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.

Physical Education 43 (1)

RUGBY

Instruction in the basic skills, rules, tactics, teaching methods and training techniques of Rugby Union Football. 1:0:2

Physical Education 44 (1)

BADMINTON

Instruction in the basic skills, strokes, rules, scoring, strategy, systems and game courtesies. Singles, doubles and ladder tournaments will be conducted. Emphasis is on teaching techniques. 1:0:2

Physical Education 45 (1)

BASKETBALL

Fundamentals, basic drills, simple offensive tactics, team offense and defense, rules, practise organization, teaching techniques, coaching and officiating techniques. 1:0:2

Physical Education 47 (1)

VOLLEYBALL

Basic skills, rules, team tactics (offensive and defensive), teaching, coaching and officiating techniques. 1:0:2

Physical Education 49 (1)

GYMNASTICS I

The role of gymnastics in physical education with emphasis on the nature of warm-up activities, tumbling and balancing stunts, individual and group tumbling routines, small apparatus routines, with an introduction to Long Horse and Side Horse events. Teaching techniques will also be developed. 1:0:2

Physical Education 50 (1)

GYMNASTICS II

A second course involving the Long Horse, Side Horse, parallel bars, rings, rebound tumbling; free exercise routines and movement education. The theory of gymnastics, teaching techniques and physical proficiency will be developed.

Prerequisite: Physical Education 49, A or B standing. 1:0:2

Physical Education 51 (1)

CONDITIONING PROGRAMS FOR MEN AND WOMEN

Exercise programs, conditioning principles and exercises, fitness assessment techniques, methods and techniques of program adaptation. 1:0:2

Physical Education 53 (1)

GAMES, CONTESTS, AND RELAYS

Theoretical aspects of play; play interests, values and outcomes; influences of sex and age upon play. Participation in and development of a repertoire of games, contests and relays. Teaching methods and procedures and their application in an actual school physical education program. 1:0:2

Physical Education 56 (1)

SWIMMING I

The course covers techniques of the front crawl, side stroke, breast stroke, elementary back or back crawl. Swimmers are tested for the Red Cross Senior Certificate. Emphasis is also given to the theory of swimming and water safety with an introduction to teaching techniques. 1:0:2

Physical Education 57 (1)

SWIMMING II

The course covers the Red Cross Instructor's Certificate, life saving, RLSS Bronze Certification and teaching techniques. The role of swimming in physical education and recreation programs is also emphasized.

Prerequisite: Physical Education 56, A or B standing or consent of instructor. 1:0:2

Professional Theory Courses

Physical Education 60 (3)

INTRODUCTION TO PHYSICAL EDUCATION

Professional orientation, basic philosophy, and objectives; professional qualifications, opportunities, responsibilities and obligations. 3:0:0

Physical Education 61 (3)

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 (3)

BASIC ANATOMY AND PHYSIOLOGY

Intended to acquaint students with body systems, growth, development and function. Some aspects of personal and community health are included. 3:0:0

Physical and Life Sciences

Life Sciences (Life Sc)

Life Science 17 (3)

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 this area. Special effort will be made to select topics of concern to the class.

3:1:0

Biology (Biol)

Biology 16A (3) (with previous biology)

GENERAL BIOLOGY

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.

Prerequisite: Biology 91 or Biology 11 or Biology 01B or equivalent. A background in Chemistry is desirable.

3:1:2

Biology 16A (3) (no previous biology)

GENERAL BIOLOGY

For mature students with no previous biology. Students must be prepared to spend extra time in individual study to rectify their lack of biological background.

The content of the course is the same as that of Biology 16A (with previous Biology). Students successfully completing this course may proceed to Biology 16B.

4:1:2

Biology 16B (3)

GENERAL BIOLOGY

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

Prerequisite: Biology 16A or equivalent.

3:1:2

Biology 18 (3)

HUMAN PHYSIOLOGY

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

Biology 23 (3)

INTRODUCTION TO GENETICS

The principles of inheritance including: Mendelian and non-Mendelian; the chemical nature of the gene; gene structure and function; gene duplication in bacteria and viruses. Some study of higher organisms including man.

3:2:0

Biology 24 (3)

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 16B or equivalent.

3:1:2

Biology 25 (3)

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 16B or equivalent. Chemistry 15 or equivalent is desirable but not mandatory. Students are advised to take Zoology 21 concurrently.

3:1:2

Biology 26 (3)

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 (3)

MORPHOLOGY OF THE VERTEBRATES

Comparative anatomy of the vertebrates with emphasis on man—a survey of the development and morphology of organ systems. Representative forms will be dissected.

3:1:2

Prerequisite: Biology 16B or equivalent.

Physical Science 18 (3)

A course designed for students not specializing in science who desire some understanding of what science is about. Aspects of science required as a background to the study of contemporary problems will be stressed.

3:1:0

Science 19 (3)

A course introducing basic elements of chemistry and physics chosen to provide a background for various technical programs.

3:1:0

Chemistry (Chem)

Chemistry 15A (3)

GENERAL CHEMISTRY

A general course of College level Chemistry including discussion of: atomic and molecular structure, periodic table, chemical bonding, nuclear chemistry, organic chemistry, properties of gases and the kinetic molecular theory.

Prerequisite: Chemistry 11 or Chemistry 01B.

4:1:2

Chemistry 15B (3)

GENERAL CHEMISTRY

Topics include: liquids, solids and changes of state, solutions, acid-base theory, kinetics, equilibrium, thermodynamics.

Prerequisite: Chemistry 15A.

4:1:2

Chemistry 15A (Honours)

Chemistry 15B (Honours)

A special sequence for students who have obtained 65% or better in Chemistry 12. Topics will be similar to those in 15A-15B but will be covered in greater depth.

3:1:2

Prerequisite: Chemistry 12.

3:1:2

Chemistry 21 (3)

A second course in physical inorganic chemistry. 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, co-ordination chemistry. 4:1:3

Prerequisite: Chemistry 15B or equivalent.

Chemistry 22 (3)

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.

Prerequisite: Chemistry 21 or equivalent.

4:1:3

Physics (Phys)**Physics 15A (3)****MECHANICS**

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

Prerequisite: Physics 11 or Physics 01B or equivalent.

4:1:2

Physics 15B (3)**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.

4:0:2

Physics 25A (3)**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. MATH 27A must be taken concurrently, if not previously taken.

Prerequisite: Physics 15B or equivalent.

4:0:2

Physics 25B (3)**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.

4:0:2

Social Sciences**Economics (Econ)****Economics 15 (3)****BASIC ECONOMICS**

A course for the general student in economic principles, stressing the Canadian Economic System. This covers national income; business organization; demand, supply and price; monopolies, trade and wages. 3:1:0

Economics 16 (3)**BASIC 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 (3)**INTRODUCTORY ECONOMIC HISTORY**

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. 3:1:0

Economics 18 (3)**ECONOMIC HISTORY OF MODERN EUROPE**

An analysis of the main historical features of economic development since the Industrial Revolution. 3:1:0

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

Economics 21A (3)**PRINCIPLES OF ECONOMICS**

Emphasis is on macroeconomic analysis. This includes government activity, the multiplier and the accelerator, determinants of national income, and the business cycle. 3:1:0

Economics 21B (3)**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. 3:1:0

Economics 22 (3)**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.

3:1:0

Geography (Geog)**Geography 15 (3)****ECONOMIC DEVELOPMENT OF BRITISH COLUMBIA**

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

Geography 16 (3)**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 (3)**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 (3)

PHYSICAL GEOGRAPHY (Geomorphology)

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

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

History (Hist)

History 15 (3)

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 crisis evolved and points out Canada's part in these developments. 3:1:0

History 16 (3)

TWENTIETH CENTURY BRITAIN

A study of the momentous changes in Britain and of her part in world affairs since 1900. 3:1:0

History 20 (3)

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. 3:1:0

History 22 (3)

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. 3:1:0

History 23 (3)

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. 3:1:0

History 24 (3)

EARLY CANADA (From Cartier to Confederation)

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 to 1867. 3:1:0

History 25 (3)

MODERN CANADA (a Century of Confederation)

The social, political and economic growth of Canada from sea to sea, the emergence of a new nation after World War I, the problems of the Great Depression, our surging industrial development in World War II, and our increasing activity in international affairs.

Note: Students planning advanced study in History are advised to take History 24 as a prerequisite to History 25. 3:1:0

History 26 (3)

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 for political unity. 3:1:0

History 27 (3)

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-isolationist 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 (3)

SOCIAL LEGISLATION IN CANADA

A study of federal, provincial and municipal legislation and its application in the broad field of social welfare. 3:1:0

Political Science 19 (3)

CANADIAN POLITICAL DEVELOPMENT

A study of Canadian government at all levels—growth and structure, political parties and an analysis of the political forces which have shaped this country. 3:1:0

Psychology (Psych)

Psychology 15A (3)

FUNDAMENTALS OF PSYCHOLOGY

An introduction to the study of human behaviour. This course will examine the historical antecedents to the science of psychology, the physiological and neurological bases of behaviour, sensation, perception, intelligence, experimental design and statistics. 3:1:0

Psychology 15B (3)

BEHAVIOUR THEORY

A second-term introductory study of human behaviour which will include investigations into individual differences, personality theory, motivation, emotion, social behaviour, learning and related concepts.

Prerequisite: Psychology 15A. 3:1:0

Psychology 17 (3)

APPLIED PSYCHOLOGY

A course designed primarily to introduce Technical program students to the psychological principles which operate personally, socially and vocationally, with an emphasis on the individual in his work environment. 3:1:0

Psychology 22 (3)

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 (3)

PSYCHOLOGY OF ADJUSTMENT

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

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

Psychology 24A (3)

DEVELOPMENTAL PSYCHOLOGY (Prenatal Period 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 (3)

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.

Prerequisite: Psychology 24A. 3:1:0

Sociology (Sociol)

Sociology 20 (3)

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 (3)

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

Philosophy (Phil)

Philosophy 20 (3)

INTRODUCTION TO THE PROBLEMS OF PHILOSOPHY

Problems in the history of ideas; analysis of the writings and doctrines of major philosophers. Consideration of issues in the theory of knowledge and metaphysics, with some attention to value theory. 3:1:0

Philosophy 21 (3)

INTRODUCTION TO THE METHODS OF PHILOSOPHY

Logic as a tool. Methods of philosophic logic. Induction, validity, reason and truth. Causation and the philosophy of science. 3:1:0

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Artist's drawing of the new Vancouver City College to be constructed on a 20-acre site of Langara Golf Course.