

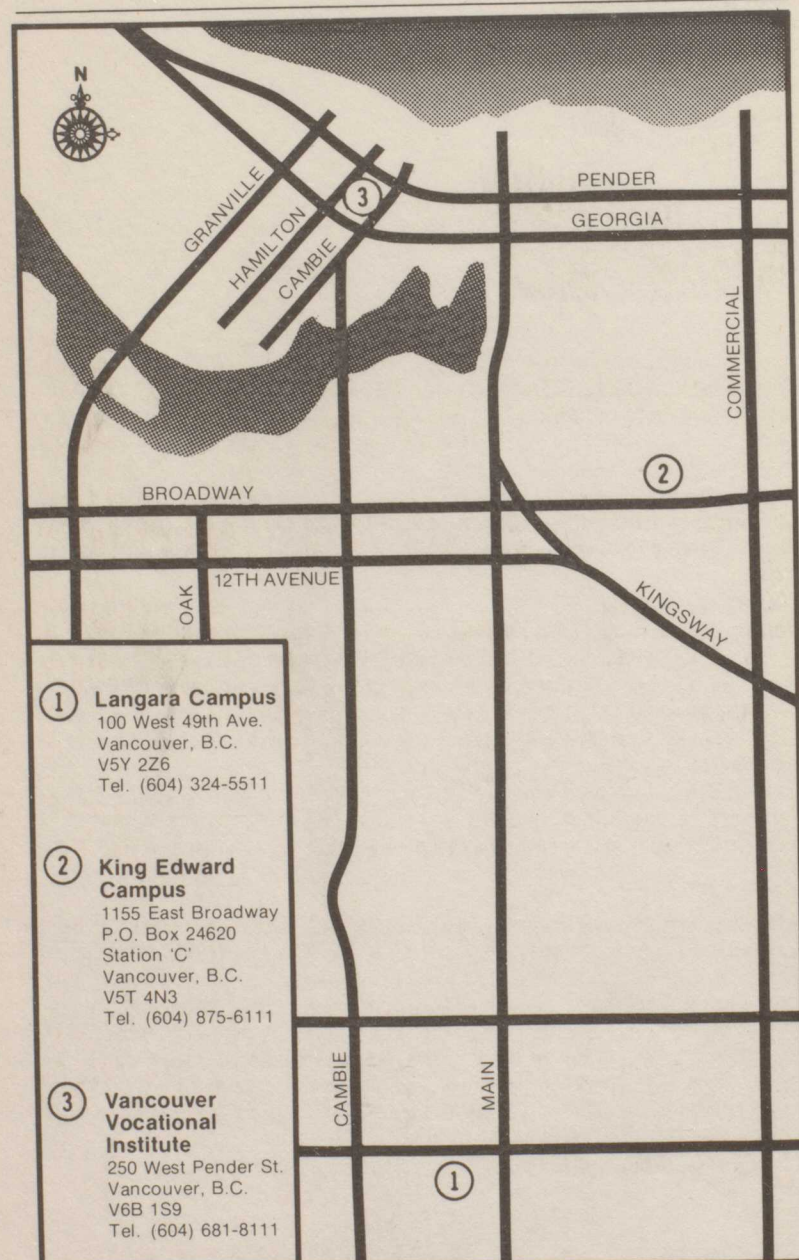
VANCOUVER
COMMUNITY
COLLEGE 

Langara
Campus

1984-1985
Calendar



PRINCIPAL LOCATIONS OF VANCOUVER COMMUNITY COLLEGE



Vancouver Community College offers educational opportunities at more than 30 outreach centres throughout the city.



WELCOME

Welcome to Vancouver Community College. VCC serves its students through four instructional divisions, Langara Campus, Vancouver Vocational Institute, King Edward Campus, and the Continuing Education Division. Our recent student count exceeded 20,000; in fact, over 20% of the instruction provided by the B.C. post-secondary non-university system is delivered by VCC.

The College Board, central administration, campus administration, faculty and support staff exist for the single purpose of providing all students of the College with the best quality of education and training permitted by available resources.

You may be taking a program leading to employment or further education upon graduation, or a course designed to upgrade your job skills or enhance the quality of your life; whatever your goals, it is our job to help you achieve them. We are proud of the success of our graduates but are constantly looking for ways to improve our courses, programs and services. Student feedback is sought and considered not only while attending, but also after leaving the College.

As a student, you should feel free to discuss any questions you may have with an instructor, a counsellor or Dean. The College is committed to deal with student concerns expeditiously through established procedures or to establish special committees where no such procedures exist.

In discharging our responsibility to you, as a student, we must also take into account our responsibility to all taxpayers, particularly during a period of financial restraint, when the most prudent use of scarce resources must be made. Fees cover a very small part of the total operating costs of the college; the bulk of costs is covered by funds raised through taxes. To ensure the productive expenditure of these funds, we are going to ask and expect from you a serious commitment to your studies. The best efforts of our faculty will be without purpose unless they are matched by such a commitment from you.

I wish you a productive and pleasant association with VCC.

A. S. Manera
President
Vancouver Community College

ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

College Board

J. Chapman	E. Jarvis
V. Giles	C. Miller
P. Glass	J. Pearkes
P. Hebb	B. Spitz
B. Irvine	

College Executive Officers

A. S. Manera, Dipl.Tech., B.Sc.E.E. (Northrop U.), M.Sc.E.E. (U. of So. Calif.), P.Eng. (Ont.), President
C. R. Carter, B.A. Dipl.Teach. (U.B.C.), M.L. (U. of Wash.), Director of College Resources
J. J. Denholm, B.A., (Sask.), M.A., B.Ed. (U.B.C.), Ph.D. (Calif. Berk.), Principal, Langara Campus
K. M. Fleming, B.Sc. (McGill), C.A., Bursar and Director of Administrative Services
H. E. Pankratz, B.A., B.Ed., M.Ed. (U.B.C.), Principal, King Edward Campus
H. W. Rerup, B.Sc.E.E. (Pac. Int. Coll. of Arts & Sc.), Principal, Vancouver Vocational Institute

Central Administration

C. F. Avery, B.A. (U.B.C.), Director of Public Relations & Advertising Services
J. R. Goard, B.A.Sc. (U.B.C.), M.Sc.Chem.E., M.Sc.Mgm't.Sci. (U. of London), D.I.C. (Imperial Coll.), P.Eng. (B.C.), Director of Systems & Computer Services
W. Hill, M.C.I.Q.S., M.Q.S.S.B.C., Director of Buildings & Grounds
N. Hogg, M.B., Ch.B. (Glasgow), Director of College Health Services
D. D. Jones, Dipl. Pers. Admin., Cert. Pub. Admin. (Sask.), Director of Human Resources
M. B. MacLean, B.A. (U. of Wash.), Cert. Teach. M.A. (U.B.C.), Director of Instructional Media Services

A BRIEF HISTORY

VANCOUVER COMMUNITY COLLEGE, formerly Vancouver City College, was established in 1965 by bringing together the Vancouver Vocational Institute (1949), the Vancouver School of Art (1929), the Vancouver School Board's Night School Program (1909) and the King Edward Senior Matriculation and Continuing Education Centre (1962).

Growing with startling speed, the King Edward Centre proved so inadequate to contain the requirements of the academic areas that a new campus was built at Langara and opened in October of 1970. However, the old King Edward site was not vacant for long; it soon housed the fifth division of the College—the Special Programs Division, now King Edward Campus.

VANCOUVER COMMUNITY COLLEGE is unique in many ways. Besides being the oldest community college in Canada and the second largest post-secondary institution in B.C., it offers many programs not available elsewhere. To name a few: Art in Merchandising, Power and Process Engineering, and Interpreters for the Deaf.

A College Council was established as the governing body in December of 1970. Administrative services were provided by the Vancouver School Board until the Spring of 1973, when the College agreed to separate from the Vancouver School Board and established its own Regional Offices which began to function November 18, 1974.

In accordance with the provisions of the College and Provincial Institutes Act, Vancouver Community College was designated by Order-in-Council November 24, 1978. This gave the College a corporate life separate from the School Board, permitting the College Board to authorize land holdings, borrowings and other activities attendant to a corporation.

The College Board, which oversees the affairs of the College, is comprised of nine members appointed by the Provincial Lieutenant Governor in Council.

VCC CAMPUSES

KING EDWARD CAMPUS

King Edward Campus was created in 1970 to consolidate a variety of programs which had been located previously at a number of different locations. As well as administering on-site programs, K.E.C. is responsible for classes at more than 30 centres throughout Vancouver.

A unique variety of programs is provided by K.E.C. for its unique clientele. K.E.C. caters to adults of all ages and ethnic and educational backgrounds. Primarily, adults requiring preparatory courses—courses leading to other training or up-grading basic skills to re-enter the work force—are accommodated.

In the spring of 1983 the campus's three instructional divisions—College Foundations, Communications Arts, and Training and Development—moved into a new facility at 1155 East Broadway. The new King Edward Campus offers a full range of teaching and support services to the more than 7,000 full-time and part-time students who enrol in classes, running five days a week from 8 a.m. to 10 p.m.

LANGARA CAMPUS

Langara is one of the most intensively used education facilities in B.C. On a normal weekday 6,500 people from throughout the Lower Mainland use the campus.

VCC CAMPUSES

Located at 100 West 49th Avenue, Langara Campus held its first classes in October 1970. The four-story instructional building, which surrounds a large quadrangle, houses lecture theatres, conference rooms, multi-use classrooms, study and seminar rooms, science laboratories and technical-vocational workrooms and studios for the cultural and performing arts. Covered walkways connect with the library and the gymnasium.

Langara Campus offers a broad curriculum designed to serve the needs of most individuals who wish post-secondary education. Through fall and spring terms it enrolls regularly 5,500 students—4,300 in arts and science programs (first and second year) and 1,200 in 21 career programs of specific occupational orientation. The academic year is divided into three terms of four months each. Any two terms of enrollment constitute an academic year.

VANCOUVER VOCATIONAL INSTITUTE

The Vancouver Vocational Institute specializes in the preparation of students to enter or up-grade their careers in business, industry and service occupations. It was first opened in 1949 in response to a growing awareness of the need for realistic technical and vocational training.

Classes operate on a six-hour, five-day week and twelve-month year basis. In response to the heavy demand for training, some programs are offered on an extended day basis in day, evening and weekend classes. Twenty of its programs are unique in British Columbia.

Growth in the V.V.I., located at 250 West Pender Street, has been evident in all areas of the operation. Through the years it has grown considerably and changed to meet public demand. New programs have been added to meet new employment demands; and courses are constantly being revised and expanded to meet the continuous changes in business and industry. In most of the 90 courses offered, content is primarily one-third theory and two-thirds practical experience.

CONTINUING EDUCATION

The adult continuing education arm of the College offers the public a large variety of learning experiences. The Continuing Education program includes over 300 short-term courses for part-time students. It features several major instructional areas: a Business Administration up-grading program, Vocational and Technical courses, as well as general interest courses.

Continuing Education annually enrolls approximately 25,000 part-time students. Courses are held at three evening centres—Langara Campus, Vancouver Vocational Institute and King Edward Campus. Langara Campus is foremost in the College offerings of general interest courses. In addition, courses for any kind of short-term instruction are operated throughout the city.

The Fall program of Continuing Education begins early September; the Winter term, early January, the Spring term, early April and the Summer term, mid-June.

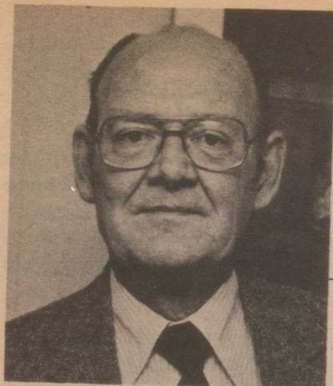
COLLEGE PROGRAMS

KING EDWARD CAMPUS • autobody repair • auto mechanics • basic job readiness training • basic training for skill development • college foundations • diesel mechanics • employment orientation for women • English language training • homemaker introductory • homemaker/institutional aide • music • pharmacy assistant • programs on deafness • vocational orientation for youth

LANGARA CAMPUS • accounting • arts & science • business management • data processing • finance & investment • marketing & sales • realty appraisal • court reporter • criminal justice • early childhood education • food services technician • library technician • nursing • recreation leadership • teacher assistant • welfare aide • small business • art in merchandising • fine arts • journalism • photography technician • theatre arts • general education

VANCOUVER VOCATIONAL INSTITUTE • accounting • baking—industrial • baking—options • bookkeeping • carpentry—basic • carpentry—building construction • clerk-typist • computer programmer—junior • cooking—core and short-order • cooking—institutional and camp • cooking—a la carte and banquet • cooking—Chinese cuisine • data entry operator • dental assisting • dental assisting upgrade • dental receptionist • dental technician • dental technician—upgrade • dental technician/mechanic apprenticeship • dining room and lounge service • drafting—basic and architectural • drafting—civil and structural • drafting—materials handling and process piping • drafting—structural steel detailing • electricity—basic • electricity and industrial electronics • electronics—basic • electronics—computer • electronics technician • hairdressing • hairdressing apprenticeships • hairstyling—men's • hospital unit assistant • legal secretary • machinist—basic • machinist—advanced • marketing micro technology • medical office assistant • medical stenographer/transcriptionist (with word processing) • nursing—aide • nursing—long term care aide upgrade • nursing—orderly • nursing—practical • power and process engineering • power engineering—general • power engineering—technical • power engineering certification (correspondence) • power engineering certification (tutorial) • power sewing • printing production • printing production (graphic arts) apprenticeship certificates • secretarial • security officer • skin care—(esthetics) • travel agent—junior • welding—basic • welding—intermediate • welding—advanced • word processing operator

CONTINUING EDUCATION • accounting • business administration (general) • communications • managerial supervision • marketing management • personnel management • sales management • small business management • vocational art • movement & visual arts • commercial art • general interest courses—i.e. afro jazz, dancercize, body conditioning • belly dancing • calligraphy • freelance writing • guitar • home canning & freezing • public speaking for the terrified • summer school of languages • photography • tennis • yoga • and many more



MESSAGE FROM THE PRINCIPAL

Welcome to Langara Campus, one of the Campuses of Vancouver Community College. Langara has been offering courses and programs at the post-secondary level to the community for nearly two decades. We have grown a great deal since our inception. Our programs have developed and changed to reflect the needs of the community. It is our desire to serve you to the best of our ability.

Langara offers almost thirty programs leading to job opportunities in both Career and Academic fields plus a wide range of Arts and Science courses which may be taken for transfer purposes or as a means whereby you can determine your aptitude for post-secondary studies. As well, these courses offer an opportunity to explore a variety of subjects. Information on courses and programs may be found in this **Calendar**.

While we have developed new programs and introduced new courses to reflect social and technological changes in society, it is essential that you keep in mind that, as a result of difficult economic times, we may not always be able to provide the course or program you require or desire. Whether you are interested in full or part-time studies, if you are a secondary school graduate (or will soon be one) or a mature student, come and speak with us. Drop in to see a counsellor. Talk over your educational goals. We look forward to serving you if we offer that in which you have an interest.

J. J. Denholm,
Principal,
Langara Campus

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College Officers, Senior Staff, and Faculty

1984-85 SCHEDULES

SUMMER TERM 1984

In order to increase accessibility to the College's offerings during the summer months, Langara Campus has added two 8 week terms (May/June, July/August) to its regular 1984 Summer term. Students may register in any of the Summer Terms, however, all students are limited to a combined total of 17 credit hours.

SUMMER TERM 1984
INCLUDES MAY/JUNE & JULY/AUGUST TERMS

MAY/AUGUST TERM

Classes for the May/August term start May 3 and end August 10. Final examinations for the May/August term, August 13-17, must be written unless student is exempted by medical certificate.

May 1, 1984:	First Day of Summer term.
May 1 & 2:	Registration for May/August term.
May 3:	First day of classes.
May 4 & 7:	Late Registration and Change.
May 21:	Victoria Day; Langara Campus closed.
May 22:	Last day for refunds.
May 24:	Annual Graduation Ceremony.
July 1:	Dominion Day; Langara Campus closed.
July 2:	Langara Campus closed in lieu of Dominion Day.
August 1:	Last day for withdrawals.
August 6:	B.C. Day; Langara Campus closed.
August 13-17:	Term-end examinations.
August 31:	Last day of May/August term.

MAY/JUNE TERM 1984

Classes for the May/June term start May 3 and end June 20. Final examinations for the May/June term, June 21 and 22, must be written unless student is exempted by medical certificate.

May 1, 1984:	First day of May/June term.
May 1 & 2:	Registration for the May/June term.
May 3:	First day of classes.
May 4 & 7:	Late Registration and Change.
May 14:	Last day for refunds.
May 21:	Victoria Day; Langara Campus closed.
May 24:	Annual Graduation Ceremony.
June 9:	Last day for withdrawals.
June 21 & 22:	Term-end examinations for the May/June term.
June 30:	Last day for the May/June term.

JULY/AUGUST TERM 1984

Classes for the July/August term start July 3 and end August 21. Final examinations for the July/August term, August 22 and 23, must be written unless student is exempted by medical certificate.

May 1 & 2:	Registration for the July/August term.
June 1-29:	Registration for the July/August term at Student Services Monday through Friday during regular College hours.
July 1:	Dominion Day; Langara Campus closed.
July 2:	Langara Campus closed in lieu of Dominion Day.
July 3:	First day of classes.
July 3 & 4:	Late Registration and Change.
July 13:	Last day for refunds.
August 3:	Last day for withdrawals.
August 6:	B.C. Day; Langara Campus closed.
August 22 & 23:	Term-end examinations for the July/August term.
August 31:	Last day of July/August term.

FALL TERM 1984

Classes start September 7 and end December 7. Final examinations, December 10 — 14, must be written unless student is exempted by medical certificate.

August 30, 1984:	Orientation Day
September 1:	First day of Fall term.
September 3:	Labour Day; Langara Campus closed.
September 4, 5, 6:	Registration for Fall term.
September 7:	First day of classes.
September 10 & 11:	Late Registration and Change.
September 25:	Last day for refunds.
October 8:	Thanksgiving Day; Langara Campus closed.
October 12:	Last day for withdrawals from section 50 courses.
November 11:	Remembrance Day; Langara Campus closed.
November 12:	Langara Campus closed in lieu of Remembrance Day.
November 30:	Last day for withdrawals.
December 10-14:	Term-end examinations.
December 25:	Christmas Day; Langara Campus closed.
December 26:	Boxing Day; Langara Campus closed.
December 31:	Last day of Fall term.

SPRING TERM 1985

Classes start January 7 and end April 12. Final examinations, April 15 — 19, must be written unless student is exempted by medical certificate.

January 1, 1985:	First day of Spring term, New Year's Day; Langara Campus closed.
January 2, 3, 4:	Registration for Spring term.

January 7:	First day of classes.
January 8 & 9:	Late Registration and Change.
January 24:	Last day for refunds.
February 8:	Last day for withdrawal from section 50 courses.
February 22:	Study Day — Langara Campus open.
March 15:	Last day for Application for Certificates or Diplomas at end of Spring term.
April 1:	Last day for withdrawals.
April 5:	Good Friday; Langara Campus closed.
April 8:	Easter Monday; Langara Campus closed.
April 15-19:	Term-end examinations.
April 30:	Last day of Spring term.

SUMMER TERM 1985

In order to increase accessibility to the College's offerings during the Summer months, Langara Campus has added two 8 week terms (May/June, July/August) to its regular 1985 Summer term. Students may register in any of the Summer Terms, however, all students are limited to a combined total of 17 credit hours.

SUMMER TERM 1985 INCLUDES MAY/JUNE & JULY/AUGUST TERMS

MAY/AUGUST TERM, 1985

Classes for the May/August term start May 3 and end August 9. Final examinations for the May/August term, August 12 — 16, must be written unless student is exempted by medical certificate.

May 1, 1985:	First day of Summer term.
May 1 & 2:	Registration for May/August term.
May 3:	First day of classes.
May 6 & 7:	Late Registration and Change.
May 20:	Victoria Day; Langara Campus closed.
May 22:	Last day for refunds.
May 23:	Annual Graduation Ceremony.
July 1:	Dominion Day; Langara Campus closed.
August 1:	Last day for withdrawals.
August 5:	B.C. Day; Langara Campus closed.
August 12-16:	Term-end examinations.
August 31:	Last day of May/August term.

MAY/JUNE TERM 1985

Classes for the May/June term start May 3 and end June 21. Final examinations for the May/June term, June 24 and 25 must be written unless student is exempted by medical certificate.

May 1, 1985:	First day of May/June term.
May 1 & 2:	Registration for May/June term.

May 3:	First day of classes.
May 6 & 7:	Late Registration and Change.
May 13:	Last day for refunds.
May 20:	Victoria Day; Langara Campus closed.
May 23:	Annual Graduation Ceremony.
June 7:	Last day for withdrawals.
June 24 & 25:	Term-end examinations for the May/ June term.
June 30:	Last day of the May/June term.

JULY/AUGUST TERM 1985

Classes for the July/August term start July 2 and end August 14. Final examinations for the July/August term, August 15 and 16, must be written unless student is exempted by medical certificate.

May 1 & 2, 1985:	Registration for the July/August term.
June 3-28:	Registration for the July/August term at Student Services, Monday through Friday during regular College hours.
July 1:	Dominion Day; Langara Campus closed.
July 2:	First day of classes.
July 2 & 3:	Late Registration and Change.
July 10:	Last day for refunds.
August 1:	Last day for withdrawals.
August 5:	B.C. Day; Langara Campus closed.
August 15-16:	Term-end examinations for the July/August term.
August 31:	Last day of July/August term.

ACADEMIC YEAR		
FALL	SPRING	SUMMER
September-December	January-April	May-August
		May/June July/August

In addition to the regular Summer Term, May/August, there will be a May/June term and a July/August term in 1984 and 1985.

LANGARA OPERATION

The campus remains open during normal operating hours unless a specific announcement to the contrary is made. Emergency closures occur only under the most extreme of circumstances.

LANGARA OPERATES ON A TWENTY-FOUR HOUR CLOCK

The College Reserves the right to alter or discontinue courses, change fees, and alter procedures and rules regulating admission and registration, instruction in and graduation from the College and its various divisions, and to change any other regulations affecting the student body. Changes go into effect whenever the appropriate College authorities so determine and apply not only to prospective students but also to those who at that time are registered in the College.

HOW LANGARA CAMPUS WORKS

- 1) The normal term at Langara Campus is four months long. Courses last for a full term, and students receive final grades at the end of each term. In some terms a few full credit 2-month courses may be given. Two four-month terms of full-time study (15 credit hours or more) normally constitute a complete academic year of study at Langara — some career programs require three terms per year.
- 2) There are three terms in the calendar year:
 - a) The Fall Term September to December
 - b) The Spring Term January to April
 - c) The Summer Term May to August

NOTE: Although you may complete your requirements for a college diploma in either December, April, or August, there is only one graduation ceremony a year, held in May.

- 3) You can fulfill Vancouver Community College diploma requirements by successfully completing an approved program of study over four terms (60 credit hours of study). Within the Career Division, there are a number of programs that require more than 60 credit hours and/or more than four terms: the Nursing, Data Processing Cooperative, and Theatre Arts Programs require six terms; the Court Reporter and Food Services Programs require five terms. Excluding regular career program requirements, the normal maximum load a term is 17 credit hours of college courses. If you have maintained a grade point average of 3.0, you may carry a course load exceeding the prescribed limits with permission from a campus counsellor.

- 4) Langara defines a full-time student as one registered in 12 or more credit hours and a part-time student as one registered in fewer than 12 credit hours.
- 5) You may commence College Arts and Science Programs at the beginning of any Langara term. See page 9 for details regarding enrolment in career programs. (Some career program enrolments are interrupted and some are continuous.)
- 6) Many academic courses at Langara Campus have both day and evening sessions. The Langara Campus day lasts from 0830 hours to 2230 hours Monday through Thursday; on Friday, Langara closes at 1630 hours. **LANGARA OPERATES ON A TWENTY-FOUR HOUR CLOCK.**

Pre-Admission Counselling

The Student Services Centre provides pre-admission counselling, assessment, and course planning throughout the year. You may see counsellors without appointment, day and evening Monday to Thursday, and during the day on Friday. If you wish to enrol, you must have a pre-admission counselling interview, if possible well before registration for the term in which you plan first to enrol. Counsellors will provide as much guidance as possible, but you should remember that the final responsibility for selection of courses and preparation of a course schedule is yours. Please note, if your background so warrants, your maximum course load may be limited. Such action will be determined at the time of pre-admission counselling.

Orientation Day for New Students

Orientation is an important part of enrolment at Langara Campus. This day is set aside for you to meet instructors and discuss both individual course content and instructional methods. Counsellors may discuss with you many other issues such as course planning, pre-requisites, grading and study skills that pertain to all aspects of education at Langara. This, along with a tour of the campus, an opportunity to meet the campus principal and deans, has in the past proven very beneficial to students beginning their post-secondary studies at Langara. (See Schedule pages 1 to 4.)

Citizenship Requirements

Only Canadian citizens and those who have permanent resident (landed immigrant) status in Canada may enrol at Langara. The definition of "permanent resident status" accords with the definition of the Canada Employment and Immigration Commission. Evidence of citizenship, or permanent residence may be requested by the College.

Language Requirements

English Placement Test

If you plan to enrol in a first semester English or Communication course, you must take the B.C. English Placement Test prior to the semester in which you hope to register.

Mathematics Diagnostic Test

For information on the Mathematics Diagnostic Test see page 137.

Academic Requirements

Regular Academic Admission

The academic requirements for admission to Langara Campus on a credit or non-credit basis are:

- a) Possession of a complete British Columbia Grade XII standing or the equivalent (including General Education Development Test completion); or
- b) Successful completion of an approved College Foundations Program (see Calendar, V.C.C., King Edward Campus).

Dean's Admission (formerly known as "Mature Student"):

If you do not possess the qualifications for regular academic admission, the Dean of Administrative and Student Services or his delegate will, nevertheless, consider you for regular admission if, on the basis of your experience, background, previous education or age, you seem likely to succeed in a college program.

Conditional Admission

- a) If you are deficient in not more than two secondary equivalent courses, you may be admitted to an academic program conditionally and registered concurrently in not more than three college courses (9 credit hours) at Langara Campus. You must register first at King Edward Campus (College Foundation courses), and Langara Campus will withhold credit for college courses until you have made up College Foundation deficiencies.
- b) If you have been refused re-admission at another post-secondary institution owing to inadequate achievement, Langara Campus will admit you as though you had been on probation during your last term at your previous institution. For subsequent enrolments, you will be subject to "Admission" and "Maintenance of Standing" requirements at Langara Campus.

Depending on the academic background of a student, counsellors may restrict the number of courses in which such a student may register. The Dean of Administrative and Student Services will adjudicate exceptional cases and circumstances arising from the admission process.

YOU SHOULD REMEMBER THAT, BECAUSE OF THE LARGE NUMBER OF STUDENTS ENROLLING, LANGARA CAMPUS IS NOT ABLE TO GUARANTEE REGISTRATION IN SPECIFIC PROGRAMS OR COURSES EVEN IF YOU HAVE BEEN GRANTED ADMISSION. REGISTRATION IS ALSO DEPENDENT ON HAVING THE PREREQUISITES OF INDIVIDUAL PROGRAMS OR COURSES.

Registration Priority

Priorities for registration in any term will be determined by a system of student number coupled with Grade Point Average (GPA). Please go to Student Services for details.

HOW TO ENROL

Procedure for enrolling for the first time in Arts and Science Programs

- 1) Before you register, you must go to the Student Services Centre for pre-admission counselling, assessment, and course planning. You may arrange for an interview during your graduating year at a B.C. secondary school and before you have received your British Columbia Secondary School Statement. Indeed, you should have your interview in the spring if you are planning to enrol in the fall term immediately following completion of secondary school. Prospective students who are not presently in secondary school may make application any time after the first month of the term preceding that in which the student wishes to register.
- 2) You should bring to the interview:
 - a) An official record of academic standing from your previous school or college (e.g. British Columbia Secondary School Statement, complete).
 - b) Any records, certificates, and recommendations from your previous education.
 - c) Proof of permanent resident status (if required).The counsellor's evaluation from this interview becomes part of your permanent record after registration.
- 3) AT THE TIME OF THE INTERVIEW, THE COUNSELLOR WILL GIVE YOU A COURSE PLANNING FORM RECOMMENDING A SUGGESTED PROGRAM AND SEQUENCE OF COURSES AND WILL ASSIGN YOU A COLLEGE IDENTIFICATION NUMBER WHICH YOU WILL USE IN REGISTRATION AND WHICH YOU MUST PUT ON ALL DOCUMENTS YOU SUBMIT DURING REGISTRATION. THE IDENTIFICATION NUMBER INDICATES YOU HAVE MET THE GENERAL REQUIREMENTS FOR ADMISSION TO LANGARA CAMPUS BUT HAVE NOT REGISTERED IN ANY COURSE. IT HAS NO VALIDITY AFTER THE REGISTRATION PERIOD FOR WHICH IT WAS ISSUED UNLESS IT IS CONVERTED TO A PERMANENT REGISTRATION NUMBER BY REGISTERING.
- 4) If your background so warrants, your maximum course load may be restricted by the counsellor. This decision will be made during the interview with the counsellor.
- 5) Following your application interview, you will be informed of your registration date. If this information is not available at application time it will be mailed to you.

- 6) During the registration days at the beginning of the term (see pages 1-4), you will appear as scheduled by your identification number. You should bring to registration:
 - a) The identification number assigned at your pre-admission interview.
 - b) The Course Planning Form (white copy) prepared by the counsellor.
 - c) Records or transcripts of previous academic standing to provide proof that you have pre-requisites for specific courses.
 - d) Fees.
 - e) English Placement Test results — if applicable.
 - f) Mathematics Diagnostic Test results — if applicable.
- 7) At registration, you will receive a student card which also serves as a library card. You should carry this card (which shows your Permanent Registration Number) at all times because it is required to borrow library books, as identification during exams, and for admission to student functions.

Guided Independent Study Courses

Langara Campus offers a number of guided independent study courses which use a combination of print materials, cassette tapes, and tutorials. These courses, not all of which may be available through G.I.S. every term, are: English 127, 128 and 229; French 115, 215, 117, 217, 119 and 219; Sociology 120 and 121; Psychology 115 and 215; History 117; Geography 180; and Mathematics 162 and 262. Off-campus students (who will have priority at registration) may take these courses by correspondence, but on-campus students taking regular courses may also enrol. The courses are recommended only for students who are confident of their ability to work independently. Like all Langara courses, they must ordinarily be completed during the semester in which you enrol. For further information on the courses or on how to register for them, contact the Student Services office at Langara.

Procedure for enrolling for the first time in Career Programs

Applicants for admission to career programs who satisfy the criteria for admission to their program will be admitted on a "first come, first served" basis. For admission requirements for career programs, see the portion of this calendar devoted to the description of specific programs (pages 30 to 112).

- 1) New applications for any program will be accepted during the ten-month period immediately preceding the program intake date.
 - i.e.—March 1st to December 31st for January intake
 - November 1st to August 31st for September intake
 - July 1st to April 30th for May intake

New applications received prior to the ten-month period will be returned.

Selection of applicants for most programs generally takes place four months prior to program intake date. Thereafter, applicants will be considered only if seats are available in the program.

- 2) Senior secondary school graduation is the normal pre-requisite for admission to career programs. However, many applicants enter programs without this because of other qualifications and experience. Some career programs require such special submissions and procedures as interviews, testing, auditions, or portfolios.
- 3) Applicants who satisfy the criteria for admission to the program of their choice will be admitted on a "first come, first served" basis. It should be pointed out that the college reserves the right to limit admissions to those applicants, who in the opinion of the college, possess the requisite capabilities for success.
- 4) Applicants in Grade 12 in British Columbia at the time of application who otherwise satisfy the criteria of a program of their choice, may be considered for tentative acceptance based on mid-term marks. Final acceptance will be subject to confirmation of Grade 12 completion.
- 5) Applicants must meet appointment times and dates for testing and interviews.
- 6) Normally, applicants will be notified of acceptance or non-acceptance two to three months prior to commencement of instruction. Unsuccessful applicants may apply for other programs where space permits or for enrolment in Arts and Science studies.
- 7) Successful applicants will be required to submit a non-refundable deposit (50% of the total tuition fee for the term) and, if applicable, to satisfy medical requirements. (Deposits will be refunded if applicants do not meet medical requirements or do not complete Grade 12.)

NOTE: Because facilities for programs are limited, we cannot guarantee admission into any program even though you may fulfill minimum requirements.

- 8) If accepted into a career program, you will be so notified by letter. That letter will give you a day and hour for registration.

Procedure for re-enrolling

- 1) If you are a returning student, you must re-register for each term in which you wish to enrol. If an Arts and Science student, you will appear as scheduled by your permanent registration number and your most recent TERM grade point average (G.P.A.) during the registration days at the beginning of the term. If a Career Program student, you will be so listed and you will register as noted in the term schedule.
- 2) You should bring to registration:
 - a) A Statement of Grades from your last term of registration.
 - b) Proof of satisfactory completion of pre-requisite requirements, if appropriate, for any course in which you plan to register.
 - c) Fees (an advance fee may be required of students re-registering in career programs).

Changes

The Course Planning Form given to you by your counsellor (see page 18) is a suggested selection of courses consistent with your expressed educational goal. If you have any queries regarding this plan or concerns about changes you should again see a Langara counsellor either before

or during registration. If you wish to add or change a course after registration, you must report to the Late Registration and Change area during its operation. There you may discuss the matter with a counsellor and make the necessary changes in your program if classroom space is still available. Counsellors will help you as much as possible, but the responsibility for the final choice of courses is yours.

FEES

Tuition (Credit or Non-credit)

Career — Full Time

12 credit hour course	— \$172.00
13 or more credit hour course	— \$215.00

... Materials fee for some programs is \$8.00 per course to a maximum of \$32.00.

Career — Part Time

0 — 3 credit hour course	— \$ 60.00
4 — 6 credit hour course	— \$120.00
7 — 9 credit hour course	— \$180.00
10 — 11 credit hour course	— \$240.00

Arts and Science

0 — 3 credit hour course	— \$ 60.00
4 — 6 credit hour course	— \$120.00
7 — 9 credit hour course	— \$180.00
10 — 12 credit hour course	— \$240.00
13 — 15 credit hour course	— \$300.00

Maximum fee is \$300.00.

Senior Citizen Tuition Fee Exemption:

Exemption from payment of tuition fees is available to senior citizen residents of B.C. who are 65 years of age and over. Automatic admission and tuition fee exemption may not be possible in all courses or programs in that some are limited in enrolment or are specifically employment oriented. The campus principal (or delegate) shall decide upon the availability of such courses and programs to senior citizen students on a fee exempt basis.

Miscellaneous Fees:

- a) Fees for non-credit courses. (see page 15):
 - Fees for non-credit registration are the same as for credit registration.
- b) Late Registration: \$5.00 per course per term to a maximum of \$25.00 per term.
- c) Student Society: \$8.75 per term basic for Fall and Spring Terms and \$5.00 per term basic for Summer Term and \$3.00 per term for each course to a maximum total fee of \$23.75 (Fall and Spring) and \$20.00 (Summer). ALL COURSES ARE SUBJECT TO A STUDENT SOCIETY FEE (WHETHER ON CAMPUS OR NOT).

- d) Guided Independent Study courses: \$60.00
- e) Charges for changes are as follows:
 - \$30.00 for each and every drop/add transaction
 - no extra charge for an add — the regular \$60.00 course fee per each 0 — 3 credit hour course applies.

Fee Refunds

Fifty per cent (50%) refund during the first two weeks after registration.
NO REFUNDS BEYOND THAT TIME.

Fee Payment

- 1) Registration is not complete until all fees are paid. Please make your cheques or money orders payable to "Vancouver Community College".
- 2) If your cheques are not honoured where drawn, you will be excluded immediately from classes. If you are then allowed to complete registration by cash payments or by certified cheque, you may be re-admitted to all classes on payment of an additional fee of \$5.00 per course for late registration. In following terms, you will be required to pay your fees in cash or by certified cheque.

Fee Receipts

Official fee receipts are issued once a year. They must be retained for income tax purposes. Duplicate receipts are not issued. It is essential therefore, that you keep your fee receipt in a safe place when you receive it.

GRADING AND RECORDS

Term Work

Term essays, projects, and reports assigned during the term account for 65 to 80 percent of the grade for each course. The final examination provides an additional means of measuring achievement. Considering this, it is vital for success in any course or program at Vancouver Community College, Langara Campus, that you maintain a consistent effort in all assignments and classwork. Many instructors have tutorial periods available every week, particularly for students who need extra help.

Attendance

You must attend all classes, lectures, laboratories, workshops and seminars. Irregular attendance may result in your exclusion from classes. Absence for any cause in no way relieves you of the responsibility for completing the work of the course to the satisfaction of the instructor. If you are unavoidably absent because of illness or some other acceptable cause, you are still responsible for class work or assignments missed. If repeated absences are due to illness, you may be asked to submit a medical certificate. If you are absent during the term from any examination for which due notice has been given, you may be required by the

instructor to report to the Student Services Centre upon your return to the College.

Final Examinations

To receive course credit, you must write the scheduled final examination for each course taken. The schedules are displayed prominently about the campus at least ten days before the examinations begin. To get credit in your courses, you must accept a commitment to be available for these examinations, as scheduled. You may not expect any re-arrangement of examination times unless you have two or more exams scheduled at the same time. In such cases, you must report such clashes to the Administration Office. If you have attended a course throughout the term, but owing to illness or other special circumstances, are unable to write a final examination, you may apply to the registrar for "aegrotat standing," that is, a grade based upon the term's work. Such applications must be substantiated by a medical certificate or other appropriate documentation.

Grades and Grade Points

Vancouver Community College, Langara Campus uses a letter system to grade your achievements.

Letter Grade	Grade Point Equivalent
A Distinguished Achievement For consistently distinguished accomplishment in examinations, reports, and class participation.	4
B Above Average Achievement For consistent mastery of the subject matter of this course.	3
C Average Achievement For sufficient comprehension of the subject matter.	2
P Minimum Passing For completion of a course but with below average achievement. (College credit will be granted but you will not normally be permitted to proceed to the next course.)	1
F Insufficient Achievement For completion of a course without demonstrating sufficient knowledge of the content to receive credit.	0
N No Credit If you cannot be awarded an A, B, C, P, or F and are ineligible for a W. This includes the student who, having registered in a course: 1) Ceases to attend or to participate in class work after the final withdrawal date (first day of the last month in any term (i.e. December 1, April 1, August 1). 2) Does not write the final examination.	0

S	Satisfactory	Not to be included in the Grade Point Average
U	Unsatisfactory	Not to be included in the Grade Point Average

The "S" and "U" grades are for evaluation of achievement in the field work courses in some Career Programs. The courses employing "S" and "U" grades are identified in their calendar descriptions.

Symbols

O	O in the credit column indicates no credits in this course.	
W	Withdrawal (no credit) For the student who after the course change period is granted a withdrawal from a course or courses for medical, compassionate or other reasons considered acceptable by the college.	Not to be included in the Grade Point Average
X	Duplicate course (no credit) ... When a course is repeated the more recent grade will be used in the calculation of the grade point average; however, both grades remain on the permanent record. It should be noted that this system functions for courses repeated as of the 79/3 term and thereafter only. Credit will be granted only once for a course regardless of the number of times a course may be successfully completed. A repeated course is known as a duplicate course.	Not to be included in the Grade Point Average
*	Indicates that the student took the course on a non-credit basis.	Not to be included in the Grade Point Average
#	Grade not available at time of printing.	

Withdrawals

To receive this "W" standing, you must comply with the formal withdrawal procedure at the Student Services Centre. If you do not complete a course and/or fail to write the examination but fail to withdraw officially, you will receive an "N" grade. The final withdrawal date is the first day of the last month in any term (i.e. December 1, April 1, August 1).

After the final withdrawal date, if you wish to leave a course for reasons of doubtful successful completion, you will receive an "N" grade.

In the calculation of the grade point average, an "N" grade is included and carries a grade point equivalent of "O".

For withdrawal dates in the May/June term and in the July/August term please see the schedule on pages 1-4.

Registering on a Non-Credit Basis

With the exception of those courses which must be restricted to students in a particular program, all courses offered at Vancouver Community College, Langara Campus may be taken on a non-credit basis by students who have the necessary pre-requisites. No marks or credit will be awarded, but the course name and number will appear on the student's record together with the symbol (*) indicating the course was taken on a non-credit basis.

Fees for non-credit registration are the same as for credit registration. **Conversion from a non-credit to a credit basis or from a credit to a non-credit basis is not permissible either during or after the term.**

Grade Point Average (GPA)

Grade point averages are reported on each Statement of Grades. To find your GPA, multiply the letter grade point equivalent for each course by the number of credits granted for that course. Then add up these figures for all courses and divide the total by the total of credits for all courses you are taking (not including courses graded S or U or W).

Overall Grade Point Average (GPA)

To find your overall GPA, multiply the letter grade point equivalents for all courses on your permanent record by the number of credits granted for all courses. Then add up these figures for all courses and divide the total by the total of credits for all courses you have taken (not including courses graded S or U or W). If you repeat a course, only the more recent grade will be used in calculation of your grade point average although the original grade will remain on your record.

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, and they are never released to anyone else without the student's permission. You must meet all obligations relating to fees, library books or fines, and borrowed equipment before the college will release a Statement of Grades, Transcript, Diploma or Certificate. You must submit to the Student Services Centre, a permanent address to which term-end Statements of Grades can be mailed. If you change your name or permanent mailing address, please report the change to the Student Services Centre.

Academic Freedom

The College recognizes Academic Freedom. For clarification of the term academic freedom see either the Dean of Instruction or the Dean of Administrative and Student Services.

Appeal of Final Grades

APPEAL OF FINAL GRADE MUST BE MADE WITHIN 14 DAYS OF THE DATE THE GRADES WERE MAILED.

Please contact Registrar's Office for detailed procedure for Appeal of Final Grades.

Grievance Procedure

Please contact Registrar's Office for detail of Grievance Procedure.

Advanced Placement/Equivalent Credit

Please contact Student Services for information on the above.

Academic Record and Official Transcripts

The Student Services Centre maintains a permanent record of your courses, credits, and grades.

An official transcript is a copy of a student's permanent record bearing both the signature of the registrar (or delegate) and the seal of the college.

You may acquire official transcripts in Student Services on request. You must apply for a transcript in person or by written request well in advance of the time for which you need it. The fee for transcripts is two dollars (\$2.00) for each copy.

Generally, you must pay such fees in advance, but at the discretion of the registrar you may be billed after transcripts are issued. When you submit your request by mail, return delivery of the transcript usually requires about one week.

N.B. IF YOU WILL NEED OFFICIAL TRANSCRIPTS AFTER FINAL EXAMINATIONS PLEASE ORDER THEM BEFORE CLASSES TERMINATE.

Transfer to other Institutions

If you plan to transfer from Vancouver Community College, Langara Campus to another educational institution, you should consult the registrar of that institution to determine the transferability of courses you have taken at Langara Campus. The institution to which your official transcript is sent may evaluate your courses, appraise your letter grades, and compute your grade point average in accordance with its own policies and regulations. If you plan to transfer, you should discuss your plans with a college counsellor, bearing in mind that responsibility for final choice of course/program is yours.

MAINTENANCE OF STANDING

Re-Admission

If you are returning to Langara, you must re-register for each term. At registration, you must present the Statement of Grades from your last term at Langara.

Requirements for Re-Admission (see also **Grades and Grade Points**, page 13):

- 1) A student will be placed on probation if:
 - a) the term grade point average is less than 1.50 and/or
 - b) a grade of 'F', 'N', 'U' or 'W' is received in two or more courses.

NOTE: In place of "on probation" on the Statement of Grades or on the permanent record card, the message "You **must** see a counsellor prior to re-registration at Langara Campus," will appear.

- 2) Re-registration is not permitted for three successive terms if:
 - a) a student's term grade point average is less than 1.50 in two successive terms of registration and/or
 - b) if a student received 'F', 'N', 'U' or 'W' in two or more courses in two successive terms of registration.

NOTE: The statement "You may not re-register for the next three consecutive terms" will be placed on the Statement of Grades and the Permanent Record Card. Prior to the next registration for which you are entitled to re-register, you **must** see a counsellor.

By Course:

- 1) Registration in a College course with a pre-requisite at the College level requires a grade of 'A', 'B' or 'C' in the pre-requisite College Course.
- 2) College credit will be granted for the grade 'P', but advancement to next course level will not normally be permitted.
- 3) The College reserves the right to restrict or refuse re-registration in a course in which a grade of 'P', 'F', 'N', 'U' or 'W' has been received.

By Program:

- 1) If you receive a grade point average of less than 1.50 and/or you receive a 'F', 'N', 'U' or 'W' in two or more courses, you **must** see a counsellor before registering.
- 2) If you receive a grade point average of less than 1.50 and/or you receive a 'F', 'N', 'U' or 'W' in two or more courses for two successive terms of registration you may not re-register for three terms.
- 3) If you receive grades of 'P', 'F', 'N', 'U' or 'W', in any of your program courses, you must receive departmental permission to proceed in the program.

Board of Admissions

Unique cases and circumstances arising from the process of re-admission which are incapable of resolution within existing policies and procedures of the college may be referred through the Dean of Administrative and Student Services to the Board of Admission for resolution.

STUDENT/FACULTY RESPONSIBILITIES

- 1) You have a responsibility to be familiar with all policies at Langara Campus as laid out in this calendar. In any case of dispute, ignorance of regulations cannot be used as an excuse.
- 2) The College recognizes Academic Freedom. For clarification of the term academic freedom see either the Dean of Instruction or the Dean of Administrative and Student Services.

- 3) Your instructor has a responsibility to provide you with frequent evaluation throughout the semester. You have a responsibility to keep your work up-to-date so that your instructor can inform you of your progress. Remember that final examinations constitute no more than 20 to 35 percent of your final grade.
- 4) Your instructor has a responsibility to keep regular office hours (and tutorial or seminar hours for the fourth hour of day sections where applicable). You have a responsibility to take advantage of these times to discuss problems or questions you may have.

STUDENT SERVICES CENTRE

If you need any help or information about Langara Campus and your place in it, visit the Student Services Centre. This centre, located on the main floor of the instructional building just east of the main doors, contains the office of the Dean of Administrative and Student Services, the Registrar's Office, the Records Office, the Counselling Department, the Admissions Office, and the Financial Aid Office. The dean is responsible for all administrative and student service functions and the operation of the following: the cafeteria, the bookstore, day care, health services, financial aid, building services (parking and cleaning), refunds and tax receipts and Student Council.

A. Counselling Department

Professional counsellors are available the year round from 0900 hours to 2100 hours every week day. The exception is Friday when 1630 hours is closing time. The office is open to enquirers and applicants as well as past and present students. Counsellors will help you with:

- 1) Admissions — Enrollment Advising
 - a) interviewing for admission; procedures of application; review of educational background; determination of advance credit; course planning.
 - b) course changes; withdrawal procedures; interviews for re-admission; determination of diploma and certificate completion for career programs.
 - c) academic advice and information about general educational opportunities; university transfer information.
- 2) Counselling and Guidance
 - a) interview for vocational, educational, and personal counselling.
 - b) consultation about testing; guidance information; referral to college and community resources.
 - c) conducting personal development groups.

B. Registrar's — Records Office

Even before you have officially registered as a student, you may get from the Records Office:

- a) calendars
- b) term schedules

- c) information about the registration process
 - d) application forms for employment as a student aide
- After you have registered, you will find this office helpful in providing:

- a) I.D. cards and information about permanent registration numbers
- b) verification of your courses
- c) a lost and found service
- d) emergency contacts with students enrolled at Langara Campus
- e) contact with security and building maintenance personnel

The Records Office also handles all matters concerned with grading, including:

- a) appeal of final grades
- b) aegrotats
- c) information concerning the withholding of marks

In addition, the Registrar and the Records Office provide a wide range of information about official and unofficial records:

- a) transcripts and unofficial duplicates of marks (both at the request of the student only)
- b) determination of diplomas for Arts and Science programs.
- c) fee receipts
- d) certification of registration statements
- e) change of address and change of name forms
- f) education deduction forms
- g) Evening Business Administration Credit Course records

Lost and Found

The Lost and Found, located in the Student Records Office, keeps articles for one term following the one in which they are found. Thereafter, they are given to charitable organizations for distribution.

Religious Counselling

You may make arrangements through the Counselling Office to receive religious counsel.

Disabled Students

To provide for the special needs of the disabled student, the following services are currently available. Please contact the Counselling Department at Langara for more information.

- confidential counselling (personal, educational, vocational)
- pre-registration and timetabling
- individual campus orientation tours
- campus accessibility information and maps
- special arrangements for examinations if necessary
- volunteers and student aides to assist in taping, note-taking, library research, lab work, typing, interpreting for the deaf or hard-of-hearing
- reserved parking area for cars with official stickers
- lockers available through Student Society office
- financial advice and assistance from Financial Aid Office located in counselling area
- special assistance in addition to regular year round health care from Health Services

- the Library has a large collection of taped material plus a Visualtek, cassette players, slide viewers, slides, etc., on the 4th floor. Contact Marianne Wynne, librarian responsible for Inter-library Loans and materials for the visually impaired
- P.E. and Recreation — contact the Physical Education and Recreation Department for recreational counselling and information
- English Placement Test and Math Diagnostic Test in braille, large type, and on tape
- Guided Independent Study (cassette/tutorial) courses being offered: English 127, 128, 229 and 230; French 115, 215, 117, 217, 119 and 219; Geography 180; Mathematics 162 and 262; History 117; Sociology 120 and 121; and Psychology 115 and 215.
- Students are encouraged to make their needs known **as early as possible** prior to each registration in order that we may offer them the greatest assistance.

SUPPORT SERVICES

Bookstore

The Bookstore, on the second floor of the instructional block opposite the elevator doors, stocks texts and supplementary books for College Courses as well as other books and periodicals of general interest and necessary stationery supplies. It is also the campus shop for College mugs, T-shirts, pins, cards, gift wrap and other items of special interest to Langara students. During the first two weeks of each term, the Bookstore operates a special text book centre in the basement of the Library (Room L007).

Gold Room

The Gold Room, in the instructional block, provides tutorial instruction to students needing help with writing and mathematics.

The room is designed to provide individualized learning assistance to students who have been referred to the room by their instructor and to others who drop in who have identified areas in which they need help.

The Gold Room provides a large variety of helpful printed materials and, in some subject areas, mini-courses designed to improve student learning skills.

Any student is welcome at the Gold Room during its hours of operation.

Health Services

The College Health Service provides free and confidential health care on a continuing basis to students while at the college.

Hours: Monday to Friday 0900 to 1630

Phone: 324-5256

Location: Main Concourse opposite the elevators

Emergency Number: Dial 300

Personnel: Community health nurse, physician, psychologist, psychiatrist, orthoptist and receptionist.

Services Offered: Emergency treatment, treatment of minor medical and surgical problems, management of anxiety, short-term therapy, crisis intervention, relaxation training, health education for groups or individuals, health counselling, Medical Services Plan information, referral services, pregnancy tests, birth control counselling, vision tests, blood pressure checks, allergy injections, nutrition and weight control counselling.

The Library

The Library, located west of the quadrangle, contains many resources including books and periodicals (magazines) for research or browsing, newspapers, annual reports, pamphlets, slides, audio cassettes, films, and information in other formats. A library guide is available to show the specific locations of materials in the Library.

Reference and Information Service

The reference librarian's main responsibility is to help students and instructors in locating materials for their learning and teaching. Reference assistance is available on the main floor of the library during library hours. Reference help in locating media materials is available in the Media Library (Fourth Floor).

Catalogues

The Library's collection is listed in a microfiche catalogue. The catalogue includes materials available from the three VCC campus libraries: Langara and King Edward Campuses, and Vancouver Vocational Institute.

Study Spaces

A limited number of study spaces are found on the Basement Two Level, and on the Second and Third floors. The Fourth Floor study spaces are reserved for media equipment use only.

The Reserve Collection

Textbooks and other books and articles selected by instructors for course reading are kept in the Reserve Collection on the First Floor. Reserve materials may be signed out on short term loan.

Periodicals (Magazines)

Magazines may be signed out on 24 hour loan from the Periodical desk on the Mezzanine Level. There is also a small reading area on the Mezzanine Level.

Media Library

Audio-visual materials and equipment are located on the Fourth Floor. Many items may be signed out.

Photocopiers

The Library has three photocopiers for public use: one on the First Floor and two on the Mezzanine Level.

Typewriters

Typewriters for student use are located on the Fourth Floor.

Library Skills

Students can learn how to use the library efficiently by completing an individualized self-paced orientation program designed by library staff. Ask for the "Library Skills" activity sheet. Also browse through the

"Library Tactics" series of pamphlets. The various "Library Tactics" pamphlets explain how to conduct library research in a number of specific subject areas.

Signing Out Material

To sign out materials, you must have a Student Identification Card. You are responsible for all items checked out on your card. Fines are levied on overdue materials. Patrons are charged for any books which are lost while in their possession; the charge includes the cost of replacement, processing charges, and may also include binding costs. Check the "Library Information" sheet for further information on Library loans policy.

Interlibrary Loans

The library staff can assist you in locating resource materials not held by the Langara Library. The Library belongs to the British Columbia Union Catalogue — a comprehensive listing of the holdings of college and university libraries throughout the province. Ask for assistance at the Reference Desk.

Library Hours

Fall and Spring: Monday through Thursday — 0800 to 2100 hours

Friday — 0800 to 1630 hours

Saturday — 1200 to 1700 hours

Sunday — closed

Summer: To be announced.

Intersession: Monday through Friday — 0800 to 1630 hours

Parking

Student parking on campus is free. STREET PARKING IN THE AREA IS RESTRICTED, AND REGULATIONS ARE ENFORCED BY TOW-AWAY PENALTIES. The faculty parking lot is reserved for faculty, and unauthorized cars (those without appropriate windshield stickers) will be towed away at the expense of the owners. Disabled students should contact the Security Office of Langara Campus for special parking facilities.

Physical Education

If you are interested in developing or maintaining physical fitness or cultivating leisure-time recreational activities, the college provides the following resources:

- 1) Service Activity Courses: see the description on page 105.
- 2) Intercollegiate Athletics: Langara Campus competes in the Totem Conference which includes two-year post-secondary schools in the province. Schools compete in the following sports — for men: rugby, soccer, basketball, volleyball, badminton; for women: field hockey, volleyball, basketball, badminton.

Langara Campus is also a member in good standing in the 4-West Championship organization which was first organized in 1971 to obtain a champion of the four western provinces in selected sports.

- 3) Intra-Mural (Campus Recreation) Program: The Intra-Mural program at Langara Campus provides opportunity for involvement in five main areas:

- a) league play — floor hockey, basketball, soccer, volleyball, badminton and touch football.
- b) individual recreational activities — skating, swimming, tennis, and badminton.
- c) Special events — swim meets, square dances, car rallies, and orienteering.
- d) Keep-Fit Program — yoga, keep-fit, and exercise circuit.
- e) Challenge cup — student groups may participate in sports or recreational activities of their own choice on a challenge basis.

In striving to meet their objectives, the Intra-Mural Council has designed opportunities for fun and total participation in a relaxed environment.

Publications

The College newspaper, THE VOICE is published by the Journalism students at Langara Campus. It contains major news stories about all campuses of Vancouver Community College, student discussion material, entertainment and book reviews, and many other items of general student interest. It is free to all students.

Reading Laboratory

The Reading Laboratory, in Room L403 (fourth floor library), offers the opportunity to develop college-level reading, study, and note-taking skills.

Student Society

The Langara Student Society is a student organization governed by a student executive which is elected annually. The Student Society, through its executive, the Students' Council, is responsible for social activities, some publications, intra-mural sports, coordination of events, and liaison between students.

All students pay a Student Society fee to provide funds for the operation of the society. (see page 11)

Any group of students in good standing at Vancouver Community College, Langara Campus may organize a club on campus with the approval of the executive of the Student Society. They may apply for Student Society 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 the Student Society.

The Student Society also operates a housing service which provides information concerning facilities available for students.

If a Student Society executive so recommends, or a group of students petition in accordance with the Student Society Constitution, the college may provide, for a limited time, financial control services. It would be necessary to have a specific agreement drawn with the understanding that the Student Society's autonomy with respect to expenditure priority would be maintained.

A copy of the Student Society Constitution is available at either the Student Society office on the second floor, or the Student Services office on the first floor of the academic building.

THEATRE

Studio 58, the theatre in the basement at Langara (Room A058), presents plays throughout the year. All productions are designed and directed by professionals who also teach in the Theatre Arts Department. Students in the six-term professional training program play the parts and do the technical and backstage work.

Ticket prices are very reasonable, and you can save even more by buying a voucher book of ten tickets, good for five years. ALL Studio 58 shows have one free performance for V.C.C. students, usually the pre-view before opening or the first Monday after opening. Reservations are advised. Most performances start at 2000 hours. Call local 227 (324-5227) for more information.

CERTIFICATES AND DIPLOMAS

NOTE: To receive a certificate or diploma, you must apply for graduation at the Student Services Centre prior to March 15, for a certificate or diploma to be received at the graduation ceremony held annually in the spring of each year. You should apply for graduation as soon as you complete certificate or diploma requirements, regardless of the term.

Certificates

If you complete successfully the requirements of a two-term Career Program (one academic year; at least 50% of which MUST be completed at Langara . . . this 50% must be the final 50% of your program), you are eligible to receive a Vancouver Community College, Langara Certificate. In the 1984/85 college year, Langara will offer the following certificate programs:

- *Early Childhood Education
- Journalism
- *Small Business Development
- Special Education Assistant
- Welfare Aide

*The Small Business Development Program and the Early Childhood Education Program require the satisfactory completion of three terms of study.

This calendar lists certificate requirements specific to each program. (see index)

Diplomas

If you complete successfully the requirements of a four-term program (two academic years or the equivalent), you are eligible to receive a Vancouver Community College, Langara Diploma.

Exceptions are, the Data Processing Cooperative Program, the Nursing Diploma Program and the Theatre Arts Diploma Program which require the satisfactory completion of six terms of study; the Court Reporter Diploma Program and the Food Services Technician Diploma Program require five terms.

In the 1984/85 college year, Langara will offer the following Diploma programs.

- Arts and Science
- Arts and Science (Canadian Studies) (See page 26)
- Arts and Science (Classical Studies) (See page 26)
- Arts and Science (Commerce) (See page 47)
- Arts and Science (Computer Systems Technologist)
(See page 143)
- Arts and Science (Latin American Studies) (See page 27)
- Arts and Science (Physical Education) (See page 27)
- Accounting
- Art in Merchandising
- Business Management
- Co-ordinated Studies
- Court Reporter
- Criminal Justice
- Data Processing
- Data Processing (Co-operative)
- Finance and Investment
- Fine Arts
- Food Services Technician
- General Education
- Journalism
- Library Technician
- Marketing and Sales
- Nursing
- Pacific Rim (Business Management)
- Pacific Rim (Marketing and Sales)
- Photography Technician
- Realty Appraisal
- Recreation Leadership
- Theatre Arts

A diploma requires the successful completion of at least 60 credit hours with at least 6 credit hours in the English Department and a minimum of 50% of your studies at Langara. This 50% must be the final 50% of your studies. For any exceptions to this regulation prior approval must be obtained. Please make application to the Graduation Adjudication Committee in Student Services.

You may use courses for only one diploma. If you desire an additional diploma, you must earn the necessary 60 credits with courses not used for the previous diploma.

General requirements for the Arts & Science, Co-ordinated Studies, and General Education Diplomas are listed below. For all other programs, you will find specific requirements listed elsewhere in the calendar (see index).

ARTS AND SCIENCE This diploma allows a degree of concentration in academic areas of interest for those students who plan two years of college study. With appropriate selection of courses, this diploma is suitable for students planning studies beyond the two-year college level.

You must select at least 45 credit hours from courses offered by one or more of the English and Modern Language, the Humanities and Social Science, or the Mathematics and Science divisions. You may not select the 45 credit hours from those courses designed, for the most part, for Career diplomas (courses are designated by an asterisk in the calendar). Students taking English courses must include one of English 127 or English 128 and one of English 229 or English 230 within the above-mentioned 45 credit hours. If you so wish, all or some of the remaining 15 credit hours may be selected from Career Courses.

ARTS AND SCIENCE (CANADIAN STUDIES) For the Diploma in Arts and Science (Canadian Studies) you must complete:

- 1) Canadian Studies 250
- 2) The requirements of the diploma in Arts and Science, including at least five of the following: Anthropology 150, 221, 240; Economics 115, 116, 221; English 325; French (any course); Geography 120, 130, 150, 155; History 116, 216, 117, 217, 161, 369; Philosophy 226; Physical Education 261; Political Science 117, 119, 209, 219; Sociology 121.
- 3) Canadian Studies 105 — attendance at a one semester series of lectures on Canadian topics presented in weekly two hour sessions;
OR
satisfactory completion of one Special Project specifically related to Canadian Studies to be supervised and determined by the department.

ARTS AND SCIENCE (CLASSICAL STUDIES) For the Diploma in Arts and Science (Classical Studies) you must complete:

- 1) Latin 115, 215 and/or
Greek 115, 215
- 2) The requirements of the diploma in Arts and Science including at least four of the following: Anthropology 185; Art History 114, 214; Classical Literature 111, 211; English 181; History 111, 211; History 113, 213; Philosophy 100; Religious Studies 230; and other such relevant courses as may be offered from time to time.
- 3) Registration and attendance for one semester at a weekly colloquium on classical topics. No registration fee.

ARTS AND SCIENCE (COMMERCE)

See program requirements (page 47)

ARTS AND SCIENCE (COMPUTER SYSTEMS TECHNOLOGIST)

See program requirements (page 143)

ARTS AND SCIENCE (LATIN AMERICAN STUDIES)

- 1) An Arts and Science Diploma (Latin American Studies) is being planned for implementation at a future date.
- 2) The following courses are currently offered: Latin American Studies 200; Latin American Studies 221 — Fieldschool (will be offered from time to time at the discretion of the Department).

ARTS AND SCIENCE (PHYSICAL EDUCATION) For the Diploma in Arts and Science (Physical Education) you must complete:

- 1) A minimum of 3 to a maximum of 18 credit hours selected from appropriate university transfer, physical education and/or recreation courses numbered 160 or higher (designated by a triangle) plus
- 2) A minimum of 6 to a maximum of 16 credit hours selected from appropriate university transfer, physical education and/or recreation courses numbered from 130 to 159 (designated by a triangle) plus
- 3) The balance of the credit hours must be selected from courses offered by one or more of the English and Modern Languages, the Humanities and Social Sciences, or the Mathematics and Science divisions and MUST include a minimum of 6 credits from offerings in the English Department as follows: one of English 127 or English 128 and one of English 229 or English 230.

NOTE: IT IS ESSENTIAL THAT EACH STUDENT APPLYING FOR A DIPLOMA IN ARTS AND SCIENCE COMPLETE 60 CREDIT HOURS OF STUDY (SEE PAGE 26)

DIPLOMA IN CO-ORDINATED STUDIES You must successfully complete a recognized college certificate program equivalent to at least 30 Langara credit hours (subject to evaluation by the Counselling Department, Langara) plus one year of study in Arts & Science (30 credit hours) at Langara. You must choose a minimum of 6 credit hours from the offerings of the English Department. Note: this is the only Diploma for which certificate credit may be granted toward a Diploma.

DIPLOMA IN GENERAL EDUCATION This diploma is appropriate if you prefer a diverse selection of courses and do not necessarily plan to undertake university study. You may select the basic requirements of 60 credit hours from any of the Langara divisions: Career, English & Modern Languages, Humanities and Social Sciences, or Mathematics & Science. You must choose a minimum of 6 credit hours from the offerings of the English Department.

APPEALS You should submit appeals regarding evaluation to the Graduation Adjudication Committee as established by the Campus Principal.

Dean's List

Diploma or certificate candidates who achieve a grade point average of 3.50 or greater in any two terms in the twelve-month period prior to their completion of the diploma/certificate requirements at Langara Campus and who were registered in 12 credit hours or more in each of the two terms are eligible to be placed on the Dean's List. The Dean's List is printed once a year in the May Graduation Ceremonies Program.

COLLEGE PROGRAMS AT LANGARA CAMPUS

College Programs

A college course at Langara Campus 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 Sciences

The college offers programs in a number of subject areas at Langara, including English, Mathematics, Humanities and Social Sciences, Physical and Life Sciences, Modern Languages, and Physical Education. You will find requirements in these programs very flexible. Most of the courses in these fields have transfer credit at universities in British Columbia.

With appropriate course selection, you may progress to a College Diploma in Arts and Science, to specialized training in a career field, or to advanced study at other post-secondary institutions. Many of these programs are available through evening classes.

College Career Programs

Langara offers career programs developed with the co-operation of community-based advisory committees in fields which lead to careers in the arts, business, industry and community services. Because of their specialized nature, career programs allow students to enrol in only a limited number of electives.

To apply for admission to a career program, you must submit a special application (available from Student Services). Applications are considered in the order in which they are received. It is advisable to submit your application prior to April 30 if you are considering a September intake program. The earliest that you can submit an application for programs commencing in September is November 1, of the previous year and applications should be submitted as soon as possible after that date. Applicants who meet criteria for admission are accepted on a "first come, first served" basis. The Board of Admissions may adjudicate special cases. Student Services will provide you with dates for application for admission to programs starting at times other than September.

Career programs are usually either two or four terms in duration, requiring one or two years to complete. You must complete all the prescribed courses in order to qualify for either a diploma at the completion of a two-year program or a certificate at the completion of a one-year program. A certificate will not be granted for completion of one year of a two-year program.

College Co-ordinated Programs

Diploma programs combining work at two or more Vancouver Community College Divisions are available in a number of specialties. Many of the programs offered at the Vancouver Vocational Institute, for example,

may be combined with study at Langara for Co-ordinated Diploma standing.

You may obtain details of diploma requirements in specific specialties, from counsellors at either Langara or at the Vancouver Vocational Institute. (See page 27)

COURSE DESCRIPTIONS

Course Numbering

All credit courses at Langara are designated by a three-digit number. The subject field of the course precedes the number, and the credit hours assigned to the course are indicated in parentheses following. In many cases, courses carry descriptive titles and these follow the course name and number.

Example: History 149 (3)

Twentieth Century Britain

In general, the first digit of the three-digit course number indicates the term in which you may first take the course. For example, because the first digit of CHEMISTRY 215, is "2", you may not take this course until you have completed at least one previous course in chemistry — in this case CHEMISTRY 115.

Prerequisites

Prerequisite requirements, where applicable, are included in course descriptions. In the case of a number of career programs, specific prerequisites are not indicated. Acceptance in these courses generally depends on the degree of your success in the previous term.

Though certain courses numbered at the 200 level or above do not call for specific prerequisites, the College feels that you should complete at least one term of appropriate Langara studies before attempting such courses. You should select your courses with care to ensure that you undertake a College program that will not only fulfill College Certificate and Diploma requirements but also best meet your future educational and career needs.

As indicated previously, you must remember that the final responsibility for selection of courses rests with you.

Credits

The standard unit of credit represents a minimum of one hour per week of classroom work for a term. Most 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.

Hours of Instruction

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: 3:1:0 indicates that a course consists of 3 hours of lecture, 1 hour of seminar, and 0 hours of laboratory work per week.

Courses Offered

The following courses with few exceptions will be offered at Vancouver Community College, Langara, during the three terms comprising the 1984/85 College year. Not all courses will be offered during any one term. Offerings depend upon the number of students registered for various courses, and the availability of faculty and classroom accommodation.

CAREER PROGRAMS

The following full-time career programs will be offered during the 1984/85 College year.

APPLIED ARTS

Art in Merchandising Program
Journalism (Certificate and Diploma) Programs
Photography Technician Program
Theatre Arts Program

BUSINESS ADMINISTRATION

Accounting Program
Arts and Science (Commerce) Program
Business Management Program
Data Processing (Co-operative) Program
Finance and Investment Program
Marketing and Sales Program
Pacific Rim (Business Management) Program
Pacific Rim (Marketing and Sales) Program
Pacific Rim (Transfer Option) Program
Realty Appraisal Program
Small Business Development Program

COMMUNITY SERVICES

Court Reporter Program
Criminal Justice Program
Early Childhood Education Program
Food Services Technician Program
Library Technician Program
Special Education Assistant Program
Welfare Aide Program

FINE ARTS

Fine Arts Program

NURSING

Nursing Program

PHYSICAL EDUCATION & RECREATION

Recreation Leadership Program

You should address enquiries regarding career programs to the Student Services Centre.

APPLIED ARTS PROGRAMS

The College reserves at its discretion, some propriety rights in works of art produced by students with college materials.

Art in Merchandising Program

The field of visual merchandising offers employment opportunities for those with a sound knowledge of display, graphic and interior design. The prime objective of the Art in Merchandising Program is to prepare students for a career in the fields of display and visual merchandising as well as to provide an understanding of business, generally and specifically, the nature of the expectations and demands of business as they relate to art.

Students entering this program should have an art related background with some experience in basic design, drawing, colour theory and drafting. This program directs students toward a career in the business field, particularly display, however it should be noted that job opportunities in graphic and interior design are limited without further training.

Candidates for this program will be required to present a portfolio of their work when called to a selection interview.

Art in Merchandising Studio Workshops involve lectures and practical work with emphasis on design related to display. Subjects include basic design principles, perspective rendering, typography, layout and paste-up, fashion and interior furnishing history.

Admission Requirements:

In order to be admitted to the program:

- You must have a complete B.C. Grade 12 standing or equivalent. If you are a mature student with slightly less than the required academic standing you may be accepted into the program provided you can demonstrate the ability to handle college level academic work.
- If you are selected for an interview you must bring with you an art portfolio.
- You must have a successful interview conducted by the program selection committee.
- Your application will not be processed unless it is complete and accompanied by a transcript (if applicable). Please refer to the general requirements for enrolling for the first time in Career Programs (see page 9).

FIRST TERM

Small Business 115
Communication 115
Art History 112
Art in Merchandising 118
Art in Merchandising 128
Art in Merchandising 138

SECOND TERM

Communication 118
Art History 212
Marketing 115
Art in Merchandising 218
Art in Merchandising 228
Art in Merchandising 238

THIRD TERM

Advertising and Sales
Promotion 321
Mathematics 119
Psychology 117
Art in Merchandising 318
Art in Merchandising 328
Art in Merchandising 338

There is a materials fee each term for basic supplies required in the Art in Merchandising courses.

NOTE: You must have a minimum grade of "C" in each Art in Merchandising Course before you are eligible to enrol in the following term of the program.

These courses are restricted to students enrolled in the Program.

FOURTH TERM

Marketing 321
Art in Merchandising 418
Art in Merchandising 428
Art in Merchandising 438
Art in Merchandising
Field Work 429

*Art in Merchandising Field Work 429 (3)

A one day a week practicum to allow students to obtain "on the job" training in the business community. **0:2:4**

*Art in Merchandising 118 (3) and 218 (3)

GRAPHIC DESIGN

The study of type and basic design as applied to advertising. **2:0:4**

*Art in Merchandising 318 (3) and 418 (3)

GRAPHIC DESIGN

Applying the basic design principles of Graphic Design in the media, i.e. newspapers, magazines, billboards, corporate image and the print medium. **2:0:4**

*Art in Merchandising 128 (3) and 228 (3)

VISUAL PRESENTATION DESIGN

Basic design principles as applied to display. **2:0:4**

*Art in Merchandising 328 (3) and 428 (3)

VISUAL PRESENTATION DESIGN

Further study of composition, design and color as related to visual presentation in stores, shows and exhibitions. **2:0:4**

*Art in Merchandising 138 (3) and 238 (3)

INTERIOR DESIGN

The study of the elements of design, colour theory and the history of furnishings and architecture as well as drafting and presentation techniques. **2:0:4**

*Art in Merchandising 338 (3) and 438 (3)

INTERIOR DESIGN

Further studies in space planning, materials, history, rendering and professional procedures with emphasis on store planning and design. **2:0:4**

Journalism Program

The Journalism Program is designed both to train writers for general news assignments and to introduce them to all facets of the communications industry. Because the semesters are largely self-contained units, it is sometimes possible for those with appropriate experience to go straight into second or third term of the journalism specialty.

The program is offered in two distinct patterns, both starting in September: the Regular stream, over four terms with a summer break in the middle; OR the Certificate stream, over two consecutive terms.

The CERTIFICATE stream is designed to give students with many college credits the opportunity to take specialized journalism training at high speed. To be eligible for the Certificate stream you must have advance credit for SEVEN of the Academic courses currently required in the Regular stream, OR a full university degree in a field judged by the Journalism department to be useful for journalism.

A Diploma of Journalism is awarded for successful completion of the Regular Four-term stream; a Certificate for the two-term 'Certificate' stream.

a) Community Journalism

The first half of the program aims specifically at community journalism — the weekly newspaper and the radio station — together with sections on basic writing, history of journalism, and layout.

You examine in detail the preparation and production of weeklies and radio news. With generous support from the B.C. and Yukon Community Newspapers Association and the cooperation of many individual publishers and editors, you meet community newsmakers, such as mayors and school board chairmen, compare the content of metropolitan and rural papers, tour newsrooms and printing plants, talk with working journalists, and analyse publishing economics. You also study newspaper photography, using college cameras and modern darkroom equipment. Throughout the year you will cover and write hundreds of news stories. By the end of the first term, you will be running the campus newspaper *The Voice*, preparing it to the camera-ready stage. You publish this paper weekly during the second semester. As part of your introductory radio news coverage, you produce regular news casts for the campus radio station.

Upon completing the first year, you are qualified to take summer jobs with weekly newspapers or small radio newsrooms.

b) Advanced Reporting

Drawing once again on working Vancouver journalists as part-time resource people, the second half of the program introduces you to the various areas of daily newspaper work (sports, entertainment, leisure, etc.) At the same time you act as Editorial board for the student paper, planning editorial policy, managing the budget, and directing junior students as cub reporters. You are also introduced to magazine work. You will also opt either for a Print or Broadcast sequence.

You examine the work of news agencies. You debate the "new" subjective journalism movement, and, with the help of the B.C. chapter of the International Association of Business Communicators, you get the opportunity to look at the world of corporate communications. You also get to examine great newspapers from around the world and around the cor-

ner, look at TV news, and investigate the new technology which is bringing dramatic changes to the media. You spend considerable time on specific off-campus news assignments such as court and city hall. Regular stream students spend one day a week on fieldwork in the medium of their choice — dailies, weeklies, radio, TV, news agencies or magazines. There is no fieldwork requirement for Certificate stream students.

At graduation, you should be ready to earn your living in any area of news writing.

Mobility for employment outside Vancouver is highly desirable.

There is a materials fee for each term for basic supplies.

Admission Requirements (for the Regular Two-Year Program):

In order to be admitted to the program:

- You must have a complete B.C. Grade 12 standing or equivalent. If you are a mature student with slightly less than the required academic standing you may be accepted into the program provided you can demonstrate the ability to handle college level academic work.
- You should give evidence that you have a high level of achievement in English and/or writing in the senior grades of secondary school or their equivalent. Experience in school newspaper publication or similar media is an asset.
- You should be able to type at least 40 words per minute.
- You must successfully complete a news-writing test given at the time of an interview with one of the program instructors.
- You must have a successful interview with one of the program instructors.
- Your application will not be processed unless it is complete and accompanied by a transcript (if applicable). Please refer to the general requirements for enrolling for the first time in Career Programs (see page 9).

DIPLOMA

FIRST TERM

English 127
Shorthand 114
Journalism 118
Journalism 128
Journalism 138
Journalism 148
Journalism 158
Journalism 168

THIRD TERM

Economics 115 or 195
Science 118
Geography 160
Journalism 338
Journalism 358
Journalism 368 or 378
Journalism 359 or 369

SECOND TERM

English 229 or 230 or
Communication 115
Geography 150
Shorthand 115
Journalism 238
Journalism 218
Journalism 228
Journalism 248
Journalism 268
One approved elective

FOURTH TERM

History 369
Political Science 119, 270 or 271
Journalism 348
Journalism 428 or 468
Journalism 438
Journalism 478
Journalism 469 or 479

CERTIFICATE

FIRST TERM

Shorthand 114
Journalism 118
Journalism 127
Journalism 147
Journalism 158
Journalism 168
Journalism 178
Journalism 188

SECOND TERM

Shorthand 115
Journalism 218
Journalism 227
Journalism 288
Journalism 358
Journalism 368 or Journalism 378
Journalism 448
Journalism 458

To earn the Diploma in Journalism, you must get credit in all the Journalism and Academic courses listed above.

(Where possible, you are advised to take some of the academic courses before enrolling in Journalism. If you have a large number of post-secondary credits, you should consult the Journalism counsellor regarding the certificate Journalism program.)

These courses (except JOURNALISM 258) are restricted to students enrolled in the program.

***Journalism 118 (2)**

WRITING RIGHT

Developing journalistic style; expansion of vocabulary; review of grammatical and spelling pitfalls. **1:1:1**

***Journalism 127 (3)**

FUNDAMENTALS OF REPORTING

Writing the basic news story; interviewing; libel and contempt of court; newswriting lab. **2:1:2**

***Journalism 128 (3)**

FUNDAMENTALS OF REPORTING

Interviewing; writing the basic news story; libel and contempt of court; newspaper workshop. **1:4:0**

***Journalism 138 (2)**

COMMUNITY MEDIA

How weekly papers work — their community, news sources, staffing and economics. **2:0:0**

***Journalism 147 (3)**

EDITING AND DESIGN

Designing the newspaper: principles of layout; paste-up; proofreading. Copy editing techniques: writing effective headlines; handling copy. **2:0:2**

***Journalism 148 (2)**

TYPOGRAPHY AND GRAPHICS

The design of type; type-setting methods; letterpress versus offset; proofreading; newspaper layout; paste-up; writing effective headlines. **2:1:0**

***Journalism 158 (2)**

RADIO ONE

Writing for the ear; radio newsroom operation; building a news package; working with tape; interviewing; handling wire copy. **2:0:1**

***Journalism 168 (2)**

PHOTO JOURNALISM

Operating 35mm cameras; lighting and darkroom procedures; light meters and lenses; composition and picture content; spot news and feature pictures; making screened half-tones. **2:0:1**

***Journalism 178 (2)**

NEWSPAPER PRODUCTION

Producing the weekly college paper for 15,000 students on three campuses. **0:1:3**

***Journalism 188 (2)**

MEDIA AND SOCIETY I

An examination of the importance of journalism in western society and the Anglo-American tradition of press freedom, with special attention to landmark events in Canada, Britain and the United States. **1:1:0**

***Journalism 195 and 295**

These numbers are reserved for Journalism courses that may be offered from time to time by:

- a) College Journalism Faculty who may wish to present a course in their specialty which may be of limited interest; or
- b) Visiting Journalism or Business Communications lecturers.

Announcement regarding Journalism 195 offerings will be made by Calendar Supplement.

Prerequisites: must be enrolled in the Journalism Program, unless otherwise indicated by special bulletin.

***Journalism 218 (5)**

NEWSPAPER PRODUCTION

Producing the weekly college paper for 15,000 readers on three campuses. **3:4:0**

***Journalism 227 (2)**

LAW AND ETHICS

Law for journalists: libel and contempt of court; obscenity; privacy. Ethics: the role and responsibility of the media, including credibility, conflict of interest, news management, press councils, public access. **2:1:0**

***Journalism 228 (3)**

EDITING AND LAW

Copy editing techniques; libel and contempt of court. **1:1:1**

***Journalism 238 (2)**

WEEKLY PAPER MANAGEMENT

Administering the business and policy of a weekly paper; advanced design and editing; use of colour; buying newsprint. **2:0:0**

***Journalism 248 (3)**

EDITORIALS AND ENTERTAINMENT

Covering the entertainment scene; includes Performing Arts; Fine Arts and Crafts; Commercial and Consumer Arts; Writing editorials. **3:0:0**

***Journalism 258 (1)**

SPORTS WRITING (option)

Covering the sports scene. Open to students not in Journalism program. **1:1:0**

***Journalism 268 (5)**

RADIO TWO

Preparing and delivering the radio news package. **3:4:0**

***Journalism 288 (2)**

MEDIA AND SOCIETY II

An examination of the role and structure of the news media in Canada with special attention to ownership, monopoly, government control, social and political responsibility. The 'total newspaper' — newsroom operations, management, economics. **1:1:0**

***Journalism 338 (3)**

NEWS AGENCIES: MEDIA ETHICS

News agencies and syndicates, with emphasis on Canadian Press. An examination of the role and responsibility of the media; including credibility; conflicts of interest; news management; and public access. **3:0:0**

***Journalism 358 (2)**

DAILY PAPER WRITING

A laboratory for writing to daily paper standards under deadline pressure. **0:4:0**

***Journalism 368 (3)**

ADVANCED REPORTING/BROADCAST (Option for 378)

Covering public affairs, including courts, city hall, legislature and government reporting for broadcast. **2:2:0**

***Journalism 369 (3)**

FIELDWORK/BROADCAST (Option for 359)

Internship in the broadcast media for one day a week. **0:0:8**

***Journalism 378 (3)**

ADVANCED REPORTING/PRINT (Option for 368)

Covering public affairs including courts, city hall, legislature and government for print. **2:2:0**

*** Journalism 428(3)**

MAGAZINES AND BUSINESS PRESS (Option for 468)

Types of magazines; structure; mechanics and economy; role of editor, art director and publisher; designing and dummies; production flow control; writing for the business and industrial press.

1:4:0

*** Journalism 438 (2)**

FREELANCING AND FEATURE WRITING

Defining markets; generating ideas; selling ideas; freelance broadcasting. In-depth interpretive and profile writing.

2:1:0

*** Journalism 448 (1)**

ELECTRONIC NEWSWRITING

An introduction to the electronic newsroom: new technology and the future of the media; writing on the VTD, lab.

0:1:1

*** Journalism 458 (3)**

MAGAZINE FEATURE WRITING

Writing for magazines: generating and selling ideas; freelancing; understanding the industry. In-depth and profile writing.

2:2:0

*** Journalism 468 (3)**

DOCUMENTARIES AND TV NEWS (Option for 428)

Writing and editing radio documentaries; writing television news; fieldwork in the media.

Prerequisite: Journalism 318.

1:4:0

*** Journalism 469 (3)**

FIELDWORK/PRINT (Option for 479)

Internship in the print media for one day a week.

0:0:8

*** Journalism 478 (3)**

WORLD PRESS AND NEW TECHNOLOGY

An introduction to the great newspapers of the world and what makes them great; new technology and the future of the media.

3:0:0

*** Journalism 479 (3)**

FIELDWORK/BROADCAST (Option for 469)

Internship in the broadcast media for one day a week.

0:0:8

Photography Technician Program

The Photography Technician Program prepares you in a wide variety of photographic areas which give you the potential to enter many different types of photo-employment such as photographers' assistants or photography technicians. The photography subjects are supplemented with courses in business, communications, and the sciences which prepare you for situations and responsibilities beyond those often associated with initial employment. You will spend a considerable amount of time doing practical assignments that are representative of those undertaken by

photographers' assistants and photography technicians. These assignments involve field conditions as well as laboratory and studio work. Emphasis is placed upon learning to meet deadlines and other industry requirements. Due to the demanding workload of classes, labs and homework assignments, a student should not contemplate employment as a means of financing their studies while a term is underway.

Prior to applying, prospective students are advised to contact the Coordinator or Counsellor for the program and perhaps visit the facility to gain an appreciation of the style and substance of the course as well as discuss student background and career goals.

Admission Requirements:

In order to be admitted to the program:

—You must have a complete B.C. Grade 12 with C or better standings in Chemistry 11, Physics 11 and Mathematics 12. If you are a mature student with slightly less than a Grade 12 you may be admitted but will have to meet the science and math requirements stated. Preference will be given to those who also have Chemistry 12 and Physics 12.

—You must be able to demonstrate your interest by having done at least two of the following:

(a) A minimum 'B' standing in graphic arts, media, visual communications or similar course in secondary school or other institution.

(b) A minimum of two years in a camera club.

(c) Some part-time or full-time work experience in photography.

(d) Some investigation of the employment prospects at least in the local area.

(e) An exceptional portfolio.

—If selected for an interview you must bring a portfolio of prints, slides, or other graphic communication related to one or more aspects of commercial or professional photography. Interviews are usually conducted in May.

—You must have a successful interview with one of the program instructors at which time you will also have to demonstrate your ability to communicate effectively both verbally and in writing (by presenting your E.P.T. score or possibly other English Test Score); and pass a multiple choice entrance exam based upon advanced amateur theory.

—Your application will not be processed unless it is complete and accompanied by a transcript. Please refer to the general requirements for enrolling for the first time in Career Programs (see page 9).

FIRST TERM

Communication 115

Mathematics 119

Physics (Optics) 130

Principles of Photography 118

Studio Techniques 118

SECOND TERM

Small Business 115

Quality Control 115

Physics 216

Principles of Photography 218

Studio Techniques 218

THIRD TERM

Communication 118

Merchandising 117

Science (Photo) 360

Colour Photography 328

Studio Techniques 318

FOURTH TERM

Photography Articulation 418	Commercial Photography 428
Colour Photography 428	Industrial Photography 428
Motion Picture and Videography 428	Motion Picture and Videography 438
Two Advanced Options from the following	Portrait Photography 428
Audio Visual 428	Photojournalism 428
Colour Photography 438	Sales Workshop 218
	Scientific Photography 428

There is a materials fee each term for basic supplies required for the photography courses. Supplies and equipment which must be purchased by each student cost approximately \$950 per year.

These courses are restricted to students enrolled in the Program.

*Audio-Visual 428 (3)

The basics of audio-visual practice with emphasis on photographic applications such as slide series, overhead projection view-foils, film strips and film loops. You prepare actual classroom material for instructors in the College.

0:0:6

*Colour Photography 328 (3) and 428 (3)

These courses cover basic and advanced colour photography and colour printing with the major emphasis on the negative-positive method of producing colour prints. (Also included are quality control, masking and other control techniques, and experience in custom printing and processing of colour prints.)

328-2:0:6

428-1:0:5

*Colour Photography 438 (3)

Custom processing and custom printing operations both at the College and on location at an operating "Custom Lab" with additional assignments in printing, processing, and quality control.

0:0:6

*Commercial Photography 428 (3)

Product photography for catalogue and illustration purposes is the emphasis of this course. Working to layouts as well as creative and conceptual photographs are attempted. All work is geared to potential client requirements and the highly demanding advertising industry.

0:0:6

*Industrial Photography 428 (3)

In-plant photography requires a knowledge of a great many aspects of photography including photographs of industrial processes, manufactured goods, sales training, public relations, etc. In addition there are elements of planning, supervision, instruction, production, recording, and reproduction. You will plan and execute assignments on these and other topics related to photography as applied in industry.

0:0:6

*Motion Picture and Videography 428 (3)

This is a basic course in in-plant motion picture and video production as applied to education and industry. The orientation is from the camera-man/editor point-of-view. Students will use a variety of Super 8, 16 mm.

and video camera, editing, and projection or playback equipment. After learning moving image techniques, the student will produce two or three simple short films or tapes and work in a production unit on a more complicated video production.

2:0:6

*Motion Picture and Videography 438 (3)

Additional skill in film and video production will be obtained by producing more elaborate films and video tapes. Students may act as producers and directors on a video production and work with other students on a 16 mm A & B rolled short sound film. Considerable emphasis is placed on items such as client objectives, scripting, budgeting and editing.

1:0:5

*Photography Articulation Workshop 418 (3)

This course covers a wide range of subjects such as the practical aspects of operating a photographic business. Guest speakers from the art and business world will give different points of view. A major component of this course will be an appreciation of computer technology in photography.

4:0:0

*Portrait Photography 428 (3)

This course emphasises the work done by a portrait studio. This includes the following: reception, portrait psychology, marketing, public relations, print finishing and presentation. A wide variety of subjects are photographed both in the studio and on location as in weddings and environmental portraits.

0:0:6

*Photojournalism 428 (3)

In this advanced option the emphasis is upon photography for house organs, newsletters, magazines, annual reports and brochures. Slides (transparencies) for A/V programming, general public relations and publicity photographs are additional minor parts of the course. Students will gain experience in providing photographs for the college newspaper and other related publications.

0:0:6

*Principles of Photography 118 (3) and 218 (3)

This course covers the fundamental principles of photography and how these are related to the working practice of the photographer and technician. Laboratory assignments are designed to show the theoretical and practical applications which are important for a working knowledge of the topics.

2:0:5

*Quality Control 115 (3)

Principles of Sensitometry and Quality Control are the two main topics that are covered in this course. A strong emphasis is placed upon the application of these two areas to the types of tasks that are carried out by a quality control technician in a professional or amateur processing laboratory. The course content will also have relevance for applications in such areas as micrographics, scientific photography as well as minor aspects of general photo-technician assignments.

2:0:2

*Scientific Photography 428 (3)

You execute projects for the departments within the College that have need of scientific photographic records and displays. These areas require macro- and micro-photographic records in both colour and monochrome.

2:0:6

*Studio Techniques 118 (3), 218 (3) and 318 (3)

This course provides the important element of practical experience through a wide variety of hands-on assignments conducted both in the studio and on-location. Some of the specialties touched upon are; copying, portraiture, photojournalism, and commercial photography. A thorough knowledge of the view camera is gained as well as some experience on many other types of equipment. Print finishing and presentation which includes meeting deadlines are also emphasized in this course.

2:0:6

Theatre Arts Program

Theatre Arts offers a two-year diploma course designed to prepare you for a professional career in theatre.

The first year introduces you to as many aspects of theatre as possible. The second year provides an opportunity to develop specific skills, as well as a variety of techniques needed to perform in allied crafts such as television, film, and radio.

The program can help those who wish to work in stage management, in addition to those whose main interest is acting. The objective is to graduate students who are well-rounded in theatre and whose commitment and aptitude would benefit themselves and the profession.

Lecture and theory are part of the training, but the individual practice of the various skills receives greatest emphasis.

There are four major subjects covered in the first year:

Acting includes improvisation; play readings; text memorization; preparation of audition material; the theory and practice of acting for stage, television, film, and radio.

Movement includes flexibility, agility, stamina exercises, the Alexander technique, fencing, mime, stylized movement, and dance training.

Theatre Skills includes history of theatre and costume, and design and costume construction; make-up; props and scenery construction; use of video equipment; reviewing theatre productions; lighting; production and promotion; stage management.

Voice includes breath control, diction, projection, verse speaking, dialects, accents, foreign languages, music theory and singing.

The instructors are for the most part professional working artists in their respective fields. We maintain a close liaison with professional companies in Vancouver, most of whom regularly employ our graduates.

Intake is limited to ensure students receive intensive individual training.

Program commences in January, May and September.

Admission Requirements:

In order to be admitted to the program:

—You must have a complete B.C. Grade 12 standing or equivalent. If you are a mature student with slightly less than the required academic standing you may be accepted into the program provided you can demonstrate the ability to handle college level academic work.

—You must be in good health.

—You must have demonstrable talent and indications of a high degree of commitment to pursuing a professional career in the theatre or related arts.

—If selected for an audition, you must successfully complete the audition and an interview and exhibit sufficient talent, indicating that you have the potential to become a professional person in the theatre arts. Auditions are held at regular intervals throughout the year. The department will make arrangements for an interview and audition as soon as they receive your application.

—Your application will not be processed unless it is complete and accompanied by a transcript (if applicable). Please refer to the general requirements for enrolling for the first time in Career Programs (see page 9).

Unless granted previous credit, first year students must enrol in the total program as follows:

FIRST TERM

#English 181, 127 or 128

Movement 118

Theatre Skills 118

Acting 118

Voice 118

SECOND TERM

#English 281, 229 or 230

Movement 218

Theatre Skills 218

Acting 218

Voice 218

If you wish to continue in third and fourth terms, you may specialize in either stage management or acting, at the discretion of the Theatre Arts Co-ordinator. You must, however, have achieved the grade levels outlined below:

To be eligible for the second term, you must have a minimum "C" grade in all subjects.

To be eligible for the third and fourth terms in the Acting Option, you must maintain a "C" average and have a minimum "B" grade in Acting 218 and 328. The Stage Management Option is the same except that the minimum "B" grade must be in the Theatre Skills 218 and 328 courses.

Please see a counsellor prior to registration in each of these terms.

ACTING OPTION

THIRD TERM

Acting 328

Movement 328

Theatre Skills 328

Voice 328

FOURTH TERM

Acting 428

Movement 428

Theatre Skills 428

Voice 428

To be eligible for fifth and sixth terms in either the Acting or Stage Management Option, you must have achieved a minimum of "C" average, and "B" in the Specialty Course in the fourth term and a "B" in the Specialty Course in the fifth term.

FIFTH TERM

Theatre Arts 518

SIXTH TERM

Theatre Arts 618

STAGE MANAGEMENT OPTION

THIRD TERM

Prop Construction 318
Lighting 318
Stage Management 318
Production Administration 418

FIFTH TERM

Theatre Arts 518

FOURTH TERM

Prop Construction 418
Lighting 418
Stage Management 418
Theatre Administration 418

SIXTH TERM

Theatre Arts 618

You must pay a fee at the beginning of each term to cover the cost of theatre tickets, etc. You must provide an outfit for movement work as required by your instructor. You are also expected to provide make-up as required, and to be prepared to have your hair cut or styled whenever needed for a part in a production. Three or four productions are presented each term, and fifth and sixth term students are usually given preference in casting.

The College reserves the right to require a medical examination, or the furnishing of medical certificates to ensure the applicant is fit to take this program.

Because the Theatre Arts program is constantly under review to ensure it meets the needs of the profession, the curriculum is subject to change.

These courses are restricted to students enrolled in the Program.

*Acting 118 (3) and 218 (3)

Theories of acting. Verbal and non-verbal improvisation. Play reading. Text analysis. Text memorization. Styles in acting. Characterization. Rehearsal techniques. Performance of elementary scene work. 0:1:6

*Acting 328 (4) and 428 (4)

Radio Acting. Preparation of audition material for stage work. Rehearsal and performance of advanced scene work. 0:1:9

*Lighting 318 (3) and 418 (3)

Theory and design of stage lighting. Special effects and equipment. Plots and cue sheets. Practicum in stage lighting covering various styles of productions. Undertaking total responsibility for lighting from design to operation. 1:1:4

*Movement 118 (3) and 218 (3)

A variety of physical exercises designed to increase flexibility, agility and stamina. Hatha yoga. Improvisations. Dance training. 0:1:5

*Movement 328 (3) and 428 (3)

Stylized movement, mime, fencing, stunt work and jazz dancing. 0:1:5

*Production Administration 418 (3)

Budgeting and organization. Duties of production manager and technical director. 1:1:4

*Prop Construction 318 (3) and 418 (3)

Prop, scenery and costume construction and acquisition. Costume, scene and property plot. Care and safety. Practicum in running props, costumes and scenery for productions. 0:1:6

*Stage Management 318 (4) and 418 (4)

Duties of the Stage Manager. Preparation of master prompt scripts. Ground plans. Organization of rehearsals. Supervision of crew actors. Practicum in running production. 0:1:9

*Theatre Administration 418 (3)

Business management. Publicity. Audience research. 1:1:4

*Theatre Arts 518 (15)

Intensive practicum in Theatre Arts, including public performances at Studio 58, and work with professional companies. 0:0:40

*Theatre Arts 618 (15)

Continuation of 518. 0:0:40

*Theatre Skills 118 (3) and 218 (3)

Introduction to the history of theatre and costume. Basic design and construction of scenery and costumes. Basic lighting design and set up. Duties of assistant stage managers and crew. Review and analysis of productions. Use and care of video equipment. 1:1:4

*Theatre Skills 328 (3) and 428 (3)

Make-up. Practicum in stage management and production. 0:1:5

*Voice 118 (3) and 218 (3)

Breath control, diction, projection, dialects, accents, foreign languages, music theory and singing. 0:1:5

*Voice 328 (3) and 428 (3)

Verse speaking, foreign languages, singing, application of vocal techniques to acting in various mediums and in stage performances. 0:1:5

BUSINESS ADMINISTRATION DEPARTMENT

Transfer of Credit

Some courses offered by the Business Administration Department are eligible for University Transfer Credit.

Similarly, a number of professional groups recognize some courses offered by the Business Administration Department as satisfying portions of their requirements for professional designation or qualification. Consult a Counsellor or Department Chairman for latest details.

Diplomas

For information on Diploma, please see page 24.

Accounting Program

The courses included in this program provide a useful preparation for those interested in accounting occupations in business, industry and government. The program offers preparatory training for students who may consider working toward membership in the Certified General Accountants' Association, the Society of Management Accountants or the Institute of Accredited Public 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 who continues toward professional qualifications.

Admission Requirements:

In order to be admitted to the program:

- You must have a complete B.C. Grade XII or equivalent, or be eligible for "Dean's Admission" ('mature student' entry) on the basis of education, experience and other qualifications.
- You must have a good knowledge of the English language, including the abilities to speak clearly and to read, understand and interpret complex technical data accurately.
- Preference is given to applicants with a C+ or better average in high school English, Social Studies, Mathematics, Accounting, Law, or studies closely related to training in Accounting. Preference is also given to applicants with a G.P.A. of 2.00 or better in post-secondary studies completed.
- Applicants should be aware that, at the discretion of the department, a personal interview may be required.

Your application will not be processed unless all required information is included, together with necessary educational transcripts and documentation.

In order for an application to be in good standing, you must submit:

- (1) A completed career application form with special attention paid to work experience — full, or part-time.
(Those not currently in high school must account for **all** their time since leaving secondary school, describing job titles, duties, etc., whenever possible.)
- (2) A copy of all educational documents to date.
 - Those still in secondary school should attach copies of (a) final grade 11 Report Card (or official record) **and** (b) latest grade 12 Report Card with at least two sets of grades.
 - Secondary school **graduates** within the last two years must submit a copy of their graduation transcript.
 - All applicants must submit copies of official statements of marks for **any** post-secondary (University, College, BCIT, etc.) course work completed.
 - Those applicants completing secondary school standing through special programs should provide official documentation to this effect.
- (3) All applicants must submit an official copy of EPT results written within one year of date of application.

FIRST TERM

Accounting 115
Business Law 115
Communication 116
Statistics 123, 124 or 181
Data Processing 115

THIRD TERM

Accounting 321
Fundamentals of Finance 321
Economics 221
Management Accounting 323
Credit and Collections 321
Public Speaking 119L

SECOND TERM

Accounting 215
Business Law 215
Communication 118
Mathematics 118
Data Processing 215

FOURTH TERM

Accounting 421
Fundamentals of Finance 421
Economics 222
Management Accounting 423
Management Policy &
Practices 321
Income Tax 325
Public Speaking 119

Accounting Extended Day Program

The part-time evening program contains many courses that are accepted for equivalency by the various accounting associations and universities.

Please consult with the association or institution of your choice to ensure which courses are acceptable to that specific organization.

Courses normally offered in one or all terms:

Accounting 115
Accounting 215
Accounting 275
Accounting 321
Accounting 353
Accounting 421
Business Law 275
Data Processing 115
Data Processing 215
Economics 221
Economics 222
Mathematics 118
Mathematics 171
Mathematics 271
Statistics 123, 124 or 181

Preference is given to applicants with a "C+" or better average in English, Social Studies, and any of the following subject areas: Mathematics, Law, Bookkeeping, Accounting or studies closely related to training in accounting.

(For description of courses in Business Administration, see pages 63 to 72.)

Arts and Science (Commerce) Program

This program provides courses needed for equivalency to the University of British Columbia pre-Commerce and first Commerce years, and will facilitate transfer to the Commerce program at Simon Fraser University.

The program also provides a basis for entry into general business fields, and a business-oriented direction for mathematically inclined students. The program leads to a Diploma in Arts and Science (Commerce).

Transfer to U.B.C. second year Commerce and to S.F.U. will depend upon those institutions. The student will need to maintain a high G.P.A. (3.00). The universities will consider each application on its merits.

TERM 1

English 127 or 128
Economics 221
Mathematics 171 (or 153)
Plus 2 non-commerce electives

TERM 2

English 229 or 230
Economics 222
Mathematics 274 (or 253)
Plus 2 non-commerce electives

UBC EQUIVALENT

English 100
Economics 100
Mathematics 141
Computer Science 115

You are required to complete the above courses as a student in the Academic Division. If, when you have completed the courses listed, you have achieved a G.P.A. of at least 3.00, you should apply to be accepted in the Commerce Transfer Career Program. This will guarantee seats in the required courses in terms 3 and 4 for those who are accepted.

TERM 3

Accounting 253
Economics 251
Mathematics 310
Computer Science 135
Plus 1 elective

(Mathematics 274 if not in Term 2)

TERM 4

Accounting 353
Economics 252
Organizational Behaviour 321
Computer Science 235
Plus 1 elective

UBC EQUIVALENT

Commerce 151 and 153
Economics 201 and 202
Commerce 110 and 120
Computer Science 114

N.B. The sequence of Mathematics courses to be taken will be individually decided according to secondary school record and mathematics placement test.

N.B. It is suggested that electives chosen be in transferable pairs, e.g. Geography 150 and 160.

N.B. Future adjustments to this list of courses may be made to conform with university requirements.

Business Management Program

The courses in this program present an alternative to other Langara business programs whereby you may gain knowledge in general management areas. The program emphasizes a mix of academic and business courses relevant to a career in a variety of administrative and office

management positions. The course may be co-ordinated between Langara and the Continuing Education Business Administration Courses. These courses, where applicable, will be credited toward a diploma.

Admission Requirements:

In order to be admitted to the program:

- You must have a complete B.C. Grade XII or equivalent, or be eligible for "Dean's Admission" ('mature student' entry) on the basis of education, experience and other qualifications
- You must have a good knowledge of the English language, including the abilities to speak clearly and to read, understand and interpret complex technical data accurately.
- Preference is given to applicants with a C+ or better average in high school English, Social Studies, Mathematics, Accounting, Law, or studies closely related to training in Business Management. Preference is also given to applicants with a G.P.A. of 2.00 or better in post-secondary studies completed.
- Applicants should be aware that, at the discretion of the Department, a personal interview may be required.

Your application will not be processed unless all required information is included, together with necessary educational transcripts and documentation.

In order for an application to be in good standing, you must submit:

- (1) A completed career application form with special attention paid to work experience - full, or part-time.
(Those not currently in high school must account for **all** their time since leaving secondary school, describing job titles, duties, etc., whenever possible.)
- (2) A copy of all educational documents to date.
 - Those still in secondary school should attach copies of:
 - (a) final grade 11 Report Card (or official record) **and**
 - (b) latest grade 12 Report Card with at least two sets of grades.
 - Secondary school **graduates** within the last two years must submit a copy of their graduation transcript.
 - All applicants must submit copies of official statements or marks for **any** post-secondary (University, College, BCIT, etc.) course work completed.
 - Those applicants completing secondary school standing through special programs should provide official documentation to this effect.

FIRST TERM

Accounting 115 •
English 127 or 128 •
Statistics 123 or 124 •
Geography 150*** •
Psychology 115 •

SECOND TERM

Accounting 215 •
English 228 or 229 •
Mathematics 118 •
Geography 160*** •
Business Law 115 •
Psychology 215 •

THIRD TERM

- Managerial Accounting 323
or Fundamentals of Finance 321
or Credit and Collections 321
- Economics 221
- Marketing 115
- Communication 118
- *Mathematics 152
or Data Processing 115

FOURTH TERM

- Organizational Behaviour 321
or Personnel Management 115
- Management Policy
and Practices 321
or Office Management
Procedures 415
- Economics 222
- Business Law 215
- *Computer Science 135
or approved elective**

NOTES

* Computer Science 135 requires Mathematics 152 as a pre-requisite where Data Processing replaces Mathematics 152, an elective will replace Computer Science 135.

** Electives may be chosen from: any alternate course mentioned above; Data Processing 215 or Systems 115; Property Management 415; any other Geography or Economics; Purchasing 415; Real Estate Law 325 or any course in a business related field approved by the program coordinator.

*** One of Geography 150/160 may be replaced by any other Geography. (For description of courses in Business Administration, see pages 63 to 72.)

Data Processing Co-operative Education Program

This program trains students in computer programming and systems analysis. The full two-year program includes practical experience.

Co-operative Education is a process of education whereby formal classroom instruction is alternated with employment in the community. This affords the students an opportunity to supplement and strengthen their academic studies by practical on-the-job experience. This concept of education has proved to be beneficial to both students and employers.

The program will be two years (six four-month terms) in length. Terms 1, 2, 4 and 6 will consist of classroom studies at Langara Campus. Terms 3 and 5 will consist of work experience in the Data Processing community with co-operating employer organizations. In order to qualify for a first Co-operative Education placement, a student must attain a minimum C in all courses with an overall G.P.A. of 2.4. STUDENTS WHO DO NOT MEET THESE STANDARDS MAY CONTINUE IN THE PROGRAM, WORKING TOWARDS A DATA PROCESSING DIPLOMA.

Admission Requirements:

In order to be admitted to the program:

- You must have a complete B.C. Grade XII or equivalent, or be eligible for "Dean's Admission" ('mature student' entry) on the basis of education, experience and other qualifications.
- You must have a good knowledge of the English language, including the abilities to speak clearly and to read, understand and interpret complex technical data accurately.

- Preference is given to applicants with a C+ or better average in high school English, Social Studies, Mathematics, or studies closely related to training in Data Processing. Preference is also given to applicants with a G.P.A. of 2.00 or better in post-secondary studies completed.
- Applicants are required to take a Programmer Aptitude test (first consideration will be given to those scoring in the 50th percentile or higher).
- You will be required to attend a personal interview which will be granted only after an acceptable passing score is acquired on the test.

Your application will not be processed unless all required information is included, together with necessary educational transcripts and documentation.

In order for an application to be in good standing, you must submit:

- (1) A completed career application form with special attention paid to work experience — full, or part-time.
(Those not currently in high school must account for **all** their time since leaving secondary school, describing job titles, duties, etc., whenever possible.)
- (2) A copy of all educational documents to date.
 - Those still in secondary school should attach copies of
 - (a) final grade 11 Report Card (or official record) **and**
 - (b) latest grade 12 Report Card with at least two sets of grades.
 - Secondary school **graduates** within the last two years must submit a copy of their graduation transcript.
 - All applicants must submit copies of official statements of marks for **any** post-secondary (University, College, BCIT, etc.) course work completed.
 - Those applicants completing secondary school standing through special programs should provide official documentation to this effect.

FIRST TERM

- Accounting 115
- Communication 118
- Data Processing
Workshop 118
- Statistics 124
- Systems 115

THIRD TERM

- Data Processing 329

SECOND TERM

- Accounting 215
- Communication 115
- Computer and Teleprocessing
Systems 215
- Data Processing
Workshop 218
- Systems 215

FOURTH TERM

- Computer Science 231
- Data Processing
Workshop 328
- Economics 115
- Managerial Accounting 323
- Systems 321

FIFTH TERM

Data Processing 529

SIXTH TERM

Management Policy and
Practices 321
Data Processing
Workshop 428
Economics 116
Management Information
Systems 415
Systems 421

(For description of courses in Business Administration, see pages 63 to 72.)

* Substitutions of courses or exemptions must only be made by permission of the program coordinator.

Finance and Investment Program

Because Vancouver is the financial centre of Western Canada, there are ever-increasing and challenging career opportunities with banks, investment companies, leasing companies, trust companies, credit departments, and related businesses in the field of finance. Employment opportunities and salaries for the successful candidate are excellent.

This two-year program introduces the principles and functions of finance and investment, covering such areas as stock market activity, securities analysis, internal company finance, and the credit-granting process.

The Canadian Credit Institute approves this program as fulfilling the requirements of the basic studies in credit management and qualifying the graduate to enter the Institute's advanced program.

Admission Requirements:

In order to be admitted to the program:

- You must have a complete B.C. Grade XII or equivalent, or be eligible for "Dean's Admission" ('mature student' entry) on the basis of education, experience and other qualifications.
- You must have a good knowledge of the English language, including the abilities to speak clearly and to read, understand and interpret complex technical data accurately.
- Preference is given to applicants with a C+ or better average in high school English, Social Studies, Mathematics, Accounting, Law, or studies closely related to training in business. Preference is also given to applicants with a G.P.A. of 2.00 or better in post-secondary studies completed.
- Applicants should be aware that, at the discretion of the Department, a personal interview may be required.

The department will give first consideration to applicants with a "C" or better average in Grade 12 courses or to applicants with two years or more work experience.

Your application will not be processed unless all required information is included, together with necessary educational transcripts and documentation.

In order for an application to be in good standing, you must submit:

- (1) A completed career application form with special attention paid to work experience — full or part-time.
(Those not currently in high school must account for **all** their time since leaving secondary school, describing job titles, duties, etc., whenever possible.)
- (2) A copy of all educational documents to date.
 - Those still in secondary school should attach copies of
 - (a) final grade 11 Report Card (or official record) **and**
 - (b) latest grade 12 Report Card with at least two sets of grades
 - Secondary School **graduates** within the last two years must submit a copy of their graduation transcript provided by the Department of Education.
 - All applicants must submit copies of official statements of marks for **any** post-secondary (University, College, BCIT, etc.) course work completed.
 - Those applicants completing secondary school standing through special programs should provide official documentation to this effect.

FIRST TERM

Accounting 115
Business Law 115
Communication 115
Investments & Institutions 115
Statistics 123, 124, or 181
Psychology 117

SECOND TERM

Accounting 215
Business Law 215
Communication 118
Investments & Institutions 215 (b)
Mathematics 118

THIRD TERM

Credit & Collections 321
Data Processing 115
Economics 115 (c)
Fundamentals of Finance 321
Marketing 115
Public Speaking 119L

FOURTH TERM

Income Tax 325
Economics 116 (c)
Fundamentals of Finance 421
Management Policy &
Practices 321
Geography 150 or 160 (a)
Public Speaking 119

NOTES:

- a) May substitute suitable elective (e.g. Purchasing 415, Marketing Research 321 or other Geography course).
- b) May substitute Canadian Securities Course.
- c) May substitute Economics 221/222.

(For description of courses in Business Administration, see pages 63 to 72.)

Marketing and Sales Program

This program prepares you to join the growing number of people finding interesting and remunerative employment in the distributive and service fields of industry and commerce. It emphasizes inter-personal relations, decision-making processes, and sales and marketing policies and practices. A program of practical participation in business schemes and games, role playing, case study, research and personal development provides the insights which allow you to become effective early in a

business career in the growing service industry and its supporting agencies.

Admission Requirements:

In order to be admitted to the program:

- You must have a complete B.C. Grade XII or equivalent, or be eligible for "Dean's Admission" ('mature student' entry) on the basis of education, experience and other qualifications.
- You must have a good knowledge of the English language, including the abilities to speak clearly and to read, understand, and interpret complex technical and theoretical information accurately.
- Preference is given to applicants with a C+ or better average in high school English, Social Studies, Mathematics, Accounting, Law, or studies closely related to training in business. Preference is also given to applicants with a G.P.A. of 2.00 or better in post-secondary studies completed.
- Applicants should be aware that, at the discretion of the Department, a personal interview may be required.

We normally receive far more applications than we can accommodate in the program. It must be recognized, therefore, that all required data and documentation must be provided on the application form and accompanying it if the applicant is to be considered for acceptance.

In order for an application to be complete, you must submit:

- (1) A completed career application form. Special attention is to be paid to work experience detail.
 - Those not currently in Secondary School should account for **all** their time since leaving or graduating, describing in detail job titles and specific duties of work experience.
 - Those still in the Secondary program should list any work experience, full or part-time.
- (2) A copy of all education documents to date.
 - Secondary Program graduates within the last two years must submit a copy of their graduation certificate and transcript.
 - All applicants should submit records of whatever background education has been completed.
 - **Any** post-secondary (University, College, BCIT, etc.) course work must be supported by statements of marks.
 - Those completing Secondary program standing **through** special programs must provide appropriate documentation.
 - Those still in Secondary School should attach copies of
 - a) final Grade 11 Report Card (or official record) and
 - b) latest Grade 12 Report Card with a minimum of two sets of grades.
- (3) Only those applications submitted four months prior to enrollment will receive priority consideration for admission to the program.

FIRST TERM

Business Law 115
Communication 115
Marketing 115
Mathematics 119
Psychology 117 or 115
Elective*

THIRD TERM

Economics 115
Fundamentals of Finance 321**
Geography 150
Marketing 321
Marketing 327

SECOND TERM

Accounting 116
Communication 118
Business Law 215
Statistics 123, 124 or 181
Sales Workshop 218

FOURTH TERM

Economics 116
Advertising and Sales 321
Management Policy and Practices 321
Marketing 424
Sales Workshop 418

(For description of courses in Business Administration, see pages 63 to 72.)

* Elective must be chosen from the following courses:

Business Procedures 115
Credit and Collections 321
Data Processing 115
Geography 250
Investments and Institutions 115
Mathematics 224
Merchandising 117
Organizational Behaviour 321
Small Business 115

or course approved by the Department Chairman

**May substitute Credit and Collections 321

Pacific Rim Program

The Pacific Rim Program is a career program that offers preparatory training for students who may consider future employment in trade, commerce, or professional activities dealing with certain Pacific Rim countries. It is a program that has historical, cultural, commercial and language skill components, and aims to develop an understanding of and between Pacific Rim cultures. Due to the newness of the program, present study is limited to several countries in the Asia/Pacific region.

Students considering enrollment in the Pacific Rim Program should keep in mind the specific objectives for the program:

1. to provide the graduate with a basic understanding appropriate for entry into a variety of careers dealing with Pacific Rim nations;
2. to develop an appreciation of cross-cultural differences that could affect business and commercial transactions of British Columbians with citizens of Pacific Rim countries;
3. to provide an introductory knowledge of at least one language of the Pacific Rim other than English;
4. to develop an awareness of key aspects of history, politics, art and religion to enable the graduate to communicate with peoples of the Pacific Rim at a personal, social and business level;

5. to develop a broad understanding of the region and its component parts in order to provide a basis for focus on a more specific field in future employment and study.

The curriculum of the Pacific Rim Program consists of three independent but related components.

1. **Two Year Diploma Program** (2 years, 4 terms) with options in:
 - a. Business Management, or
 - b. Marketing and Sales.

It must be noted that the current availability of spaces in these options is limited to a maximum of ten.

2. **Transfer Program (Pacific Rim)** (1 year, 2 terms) with a selection of courses which will enable the student to progress to:
 - a. second year level of the Department of Asian Studies (U.B.C.)
 - b. second year level of the Faculty of Arts
 - c. the International Marketing program (B.C.I.T.)

N.B. The ultimate decision regarding whether or not you will be accepted into any of the above-mentioned institutions with advance/transfer credit from Langara rests with these institutions.

3. **Lifelong Learning (Continuing Education)** a series of mini-courses and programs for career and professional up-grading and supplementary knowledge.

NOTE: Course requirements for the various program components are subject to change without prior notice in order to maintain the relevancy of the program. The College's Student Service Division should be contacted for up-to-date course information.

Application Requirements

Your application will not be processed unless all required information is included, together with necessary educational transcripts and documentation. In order for an application to be in good standing you must submit:

1. A completed career application form with special attention paid to work experience — full or part-time. (Those not currently in secondary school must account for **all** their time since leaving secondary school, describing job titles, duties, etc. whenever possible.)
2. A copy of all educational documents to date.
 - Those still in secondary school should attach copies of:
 - a. final Grade 11 Report Card (or official record) and
 - b. latest Grade 12 Report Card with at least two sets of grades.
 - Secondary school graduates within the last two years must submit a copy of their graduation transcript provided by the Ministry of Education.
 - All applicants must submit copies of official statements of marks for any post-secondary (university, college, BCIT, etc.) course work attempted whether completed or not.
 - Those applicants completing secondary school standing through special programs should provide official documentation to this effect.

NOTE: The above requirements are not applicable to the Lifelong Learning (Continuing Education) component. Students interested in this component should contact directly the Continuing Education division for further information as to the availability of non-credit courses.

I. PACIFIC RIM PROGRAM — BUSINESS MANAGEMENT OPTION

This program emphasizes a mix of business courses relevant to a career in a variety of administrative and office management positions, and Pacific Rim courses. Its purpose is to provide a basis for carrying out administrative and management activities with Asia/Pacific countries.

Admission Requirements:

In order to be admitted to the program:

- You must have completed B.C. Grade XII or equivalent or be eligible for "Dean's Admission" ('mature student' entry on the basis of education, experience and other qualifications).
- You must have a good knowledge of the English language, including the abilities to speak clearly and to read, understand and interpret complex technical data accurately.
- Preference is given to applicants:
 - a. with a C+ or better in secondary school English, Social Studies, Mathematics, Accounting, Law or studies closely related to training in business and/or international studies;
 - b. who plan to study on a full-time basis (although under certain conditions part-time study may be acceptable);
 - c. who demonstrate an interest in learning a Pacific Rim language other than English. Applicants should be aware that, at the discretion of the Department a personal interview may be required. A foreign language **placement** examination may also be required.

FIRST TERM

- Accounting 115 4
- Statistics 123 or 124 (math) 4
- English 127 or
- Communication 115 or 116 4
- Religious Studies 120 4
- Pacific Rim Language SS

THIRD TERM

- Fundamentals of Finance 321 or
- Managerial Accounting 323 or
- Credit and Collections 321
- Economics 221 or 222 4
- Marketing 115 4
- Mathematics 162, 153, 171 or
- Data Processing 115* 4
- History 125 4

SECOND TERM

- Accounting 215 4
- Mathematics 118 4
- Communication 118 4
- Geography 160 SS 4
- Business Law 115 4
- Pacific Rim Language (math) 4

FOURTH TERM

- Two of:
 - Organizational Behaviour 321, 4
 - Personnel Management 115, 4
 - Office Management and Procedures 415, and
 - Management Policy and Practice 321 4
- Business Law 215 4
- Computer Science 135** (math) 4
- Political Science 225 4

* Computer Science 135 requires Mathematics 153, 152 or 171 as pre or co-requisite.

** Economics or Art History 115 or 215 may be substituted.

II. PACIFIC RIM PROGRAM — MARKETING AND SALES OPTION

This program emphasizes inter-personal relations, decision-making processes, and sales and marketing policies and practices particularly rele-

vant for various Asia/Pacific countries. Its purpose is to prepare you for employment in the distributive and service fields of industry and commerce with Asia/Pacific countries.

Admission Requirements:

In order to be admitted to the program:

- You must have completed B.C. Grade XII or equivalent or be eligible for "Dean's Admission" ('mature student' entry on the basis of education, experience and other qualifications).
- You must have a good knowledge of the English language, including the abilities to speak clearly and to read, understand and interpret complex technical data accurately.
- Preference is given to applicants:
 - a. with a C+ or better in secondary school English, Social Studies, Mathematics, Accounting, Law or studies closely related to training in business and/or international studies;
 - b. who plan to study on a full-time basis (although under certain conditions part-time study may be acceptable);
 - c. who demonstrate an interest in learning a Pacific Rim language other than English. Applicants should be aware that, at the discretion of the Department, a personal interview may be required. A foreign language **placement** examination may also be required.

FIRST TERM

Business Law 115 4
 Communication 115 4
 Marketing 115 4
 Mathematics 119 4
 Psychology 117 or 115 4
 Pacific Rim Language

THIRD TERM

4 Fundamentals of Finance 321 or
 4 Credit and Collections 321
 Marketing 321 4
 Marketing 327 4
 History 125 4
 Religious Studies 120 4

SECOND TERM

Business Law 215 4
 Communication 118 4
 Sales Workshop 218 4
 Statistics 123, 124 or 181 4
 Geography 160 4
 Pacific Rim Language

FOURTH TERM

Sales Workshop 418 4
 Advertising and Sales Promotion 321 4
 Management Policy and Practice 321 4
 Marketing 424 4
 Political Science 225 4

By the permission of the program coordinator, BCIT courses in International Business and/or Traffic and Transportation subjects may be substituted.

III. PACIFIC RIM PROGRAM — TRANSFER OPTION

Admission Requirements:

In order to be admitted to the program:

- You must arrange an interview with the counsellor in charge of Pacific Rim Program advisement. This will be done at the Student Services Centre at the Langara Campus of V.C.C.
- You must have completed B.C. Grade XII or equivalent or be eligible for "Dean's Admission" ('mature student') entry on the basis of education, experience and other qualifications.
- You must have a good knowledge of the English language, including

the abilities to speak clearly and to read, understand and interpret the printed work correctly.

- Preference will be given to applicants with a C+ or better average in secondary school English and Social Studies or other studies closely related to the Pacific Rim region. Preference is also given to applicants with a G.P.A. of 2.4 or better in post-secondary studies completed.
- Preference will also be given to those applicants who demonstrate a sincere desire to begin the study of a Pacific Rim language other than English.
- Applicants should be aware that at the discretion of the Department a personal interview may be required. In addition, an applicant may be required to undergo a Pacific Rim language (other than English) placement evaluation.

Transfer Option to BCIT

Up to one year of VCC transfer credit may be applied to the International Business option within the BCIT Marketing Management program. Since there is a variety of courses available and transfer arrangements are dependent on grades obtained as well as the opinion of the BCIT co-ordinator, the VCC curriculum must first be approved by the Chairman of Langara's Business Administration Department and confirmed by the BCIT co-ordinator.

The study of a Pacific Rim language other than English is a requirement of this option.

Transfer Option to University

When successfully completed this option will make the student eligible for acceptance to the second year of the Department of Asian Studies at UBC, or the second year level of the Faculty of Arts, provided all other entry requirements are also fulfilled. With the proper economics and mathematics courses taken at Langara Campus the student may qualify for continued studies in Business at a university. Students are responsible for confirming with the appropriate university faculty their selection of transfer courses.

The challenges and opportunities of an international career are many, especially if you are interested in cultural, language, social and political differences between people. Through a continuation of study at a university, careers in education, research, business management, government and related areas may be made more available to you.

FIRST TERM

English
 Science/Mathematics
 History 125 or
 Political Science 130
 Religious Studies 120
 Art History 115
 Pacific Rim Language

SECOND TERM

English
 Science/Mathematics
 Political Science 225
 Geography 160
 Art History 215
 Pacific Rim Language

Realty Appraisal Program

The increased urbanization of B.C.'s population and the rapid development of physical resources in unpopulated areas have created many

situations requiring accurate appraisal of real property. Provincial assessment departments have a continuing task of evaluating new properties and reviewing the assessment on previously occupied land and improvements for taxation purposes. Land developers and real estate firms also require the services of people trained in the complex processes of real property valuation.

Vancouver Community College, Langara offers a full-time two year diploma training program in Realty Appraisal. The principles, methods and techniques of property appraisal constitute the central core of study. Many of the courses receive credit toward professional certification with the Appraisal Institute of Canada.

Admission Requirements:

In order to be admitted to the program:

- You must have a complete B.C. Grade XII or equivalent, or be eligible for "Dean's Admission" ('mature student' entry) on the basis of education, experience and other qualifications.
- You must have a good knowledge of the English language, including the abilities to speak clearly and to read, understand and interpret complex technical data accurately.
- Preference is given to applicants with a C+ or better average in high school English, Social Studies, Mathematics, Accounting, Law, or studies closely related to training in Realty Appraisal. Preference is also given to applicants with a G.P.A. of 2.00 or better in post-secondary studies completed.
- Applicants should be aware that, at the discretion of the Department, a personal interview may be required.

Your application will not be processed unless all required information is included, together with necessary educational transcripts and documentation.

In order for an application to be in good standing, you must submit:

- (1) A completed career application form with special attention paid to work experience — full, or part-time.

(Those not currently in high school must account for all their time since leaving secondary school, describing job titles, duties, etc., whenever possible.)

- (2) A copy of all educational documents to date.

- Those still in secondary school should attach copies of
 - (a) final grade 11 Report Card (or official record) and
 - (b) latest grade 12 Report Card with at least two sets of grades.

- Secondary school graduates within the last two years must submit a copy of their graduation transcript.

- All applicants must submit copies of official statements of marks for any post-secondary (University, College, BCIT, etc.) course work completed.

- Those applicants completing secondary school standing through special programs should provide official documentation to this effect.

FIRST TERM

Appraisal 118
Accounting 115
Economics 221
Estimating 215
Mathematics 121

THIRD TERM

Appraisal 318
Appraisal 319
Assessment Procedures 315
English 127
Geography 250

(For description of courses in Business Administration, see pages 63 to 72.)

SECOND TERM

Appraisal 218
Appraisal 219
Real Estate Law 325
Economics 222

FOURTH TERM

Appraisal 418
Appraisal 419
Property Management 415
Data Processing 115
English 229 or 230

Evening Courses (Extended Day Program)

This part-time evening program includes all courses required by the Appraisal Institute of Canada for the C.R.A. and A.A.C.I. designations. Upon successful completion of Appraisal 318, you will be eligible to apply to the Appraisal Institute of Canada to write the National Comprehensive Examinations. Completion of the four term Extended Day Program will accomplish all of the requirements of the institute except one demonstration appraisal report.

The following courses must be completed prior to entry into Appraisal 218:

Real Estate Law 325
Accounting 115
Economics 221 and 222

Geography 250
Mathematics 121
Estimating 215

First Year

FALL TERM

Appraisal 118

Second Year

FALL TERM

Appraisal 318

Appraisal 319

SPRING TERM

Appraisal 218

Appraisal 219

SPRING TERM

Appraisal 418

Appraisal 419

If you wish to qualify for a College Diploma, you must, in addition to the above, complete the following courses:

Property Management 415
Data Processing 115
Assessment Procedures 415
English 127
English 229 or 230

Small Business Development Program

This one-year certificate program is designed to assist entrepreneurs with the initial stages of their small business development. Persons working full or part-time will appreciate the flexibility of our late afternoon and evening classes as well as the strong emphasis we place on practicality.

Admission Requirements:

- Preference is given to creative individuals who are committed, skilled (or experienced) and have access to start-up capital.
- You must have a complete B.C. Grade XII or equivalent, or be eligible for "Dean's Admission" ('mature student' entry) on the basis of education, experience and other qualifications.
- You must have a good knowledge of the English language, including the abilities to speak clearly and to read, understand and interpret complex technical data accurately.
- Applicants should be aware that, at the discretion of the Department, a personal interview may be required.

Your application will not be processed unless all required information is included, together with necessary educational transcripts and documentation.

In order for an application to be in good standing, you must submit:

- (1) A completed career application form with special attention paid to work experience — full, or part-time.
(Those not currently in high school must account for **all** their time since leaving secondary school, describing job titles, duties, etc., whenever possible.)
- (2) A copy of all educational documents to date.
 - Those still in secondary school should attach copies of
 - (a) final grade 11 Report Card (or official record) **and**
 - (b) latest grade 12 Report Card with at least two sets of grades.
 - Secondary school graduates within the last two years must submit a copy of their graduation transcript provided by the Department of Education.
 - All applicants must submit copies of official statements of marks for any post-secondary (University, College, BCIT, etc.) course work completed.
 - Those applicants completing secondary school standing through special programs should provide official documentation to this effect.

FIRST TERM

Communication 115
Small Business Fundamentals 118
Small Business Marketing Skills 128

SECOND TERM

Communication 118
Small Business Marketing Skills 228
Small Business Finance 215
Small Business Management 225
Small Business Planning 235

THIRD TERM

Small Business Implementation 318

Common Courses and Course Sequence Interchangeability

The same courses are required in many of the Business Administration programs. If, as often is the case, you are unsure what program to

choose, it may be possible for you to select a "core" of courses for the first one or two terms that allow you to switch from one program to another. This opportunity is of particular relevance to the Accounting, Finance and Investment, Business Management, Marketing and Sales programs and to part-time students. Unless you are restricted by prerequisites, you may take courses out of the normal sequence outlined in the programs.

Substitutions for recommended courses are possible to a limited degree. Please consult with the Department Chairman.

Business Administration Courses

These courses, unless otherwise indicated, are open to regular students as electives.

*Accounting 115 (3) and 215 (3)

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

Accounting for proprietorship, partnerships, and limited companies. Introduction to financial statement analysis, flows of funds, price-level changes and Manufacturing Accounting. **4:0:0**

*Accounting 116 (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 Accounting, Finance and Investment, or Data Processing. **4:0:0**

*Accounting 253 (3)

This course is intended to introduce the student to the concepts and principles of Financial Accounting. In addition, the course will enable the student to apply the concepts and principles to a wide variety of decision-making situations.

Prerequisites: Departmental permission. **4:0:0**

*Accounting 275 (6)

A concentrated course in Introductory Accounting. This course covers in one term the basic accounting fundamentals, techniques, principles, and concepts as encompassed by Accounting 115 and 215.

Prerequisites:

- a) First year Arts or pre-Commerce completed and/or
- b) An extended day student.

(This course is not open to students enrolled in any of the day business programs.) **4:0:0**

*Accounting 321 (3) and Accounting 421 (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.

Prerequisite: Standing of "C" or higher in Accounting 215 or Accounting 275. **4:0:0**

*Accounting 353 (3)

The review and extension of the concepts of financial accounting and their application to the financial statements studied in Accounting 275 and to additional areas, including income tax. The impact on financial statements of income determination, valuation, and classification alternatives. The use of financial statements for decisions through ratio analysis.

Prerequisites: Accounting 115/215 or 275. **3:1:0**

*Accounting 475 (3)

A review of the accounting cycle and preparation of financial reports with emphasis on the Accounting Principles and concepts involved. Some areas included are determination of net income and financial position, changes in financial position, statements from incomplete records, and comparative statements.

Prerequisites: Accounting 115/215 or 275. **3:1:0**

*Advertising and Sales Promotion 321 (3)

The theory and practice of modern advertising. Course content includes marketing and communication concepts and strategies; creation of an advertisement; media, retail, national, industrial, direct mail and television advertising; packaging; point-of-sale methods; display; case histories; public relations; costing and measuring effectiveness of a campaign. The practical aspects of advertising are emphasized. Course includes field trips and guest speakers. **3:1:0**

*Appraisal 118 (6)

This course is the student's introduction to Realty Appraisal and will cover such subjects as the purpose, functions, and nature of value; basic principles, legal aspects and trends of Real Estate. It includes site valuation, building inspection, materials, basic building cost estimation, and depreciation. Introduction to the three approaches to value. **8:0:0**

*Appraisal 218 (6)

This course is a continuation of the appraisal process and will deal with more complex aspects of Realty Appraisal. It will stress Real Estate Mathematics, mortgage equity concepts, case studies and other special appraisal items. Prerequisites: Appraisal 118, Economics 221/222, Real Estate Law 325, Geography 250. **8:0:0**

*Appraisal 219 (3)

You will receive theory and field work that will enable you to understand how to measure and write up Appraisal Evaluation reports. You will also complete the first half of a Single Family Dwelling Demonstration Appraisal.

Prerequisite: Appraisal 118. **4:0:0**

*Appraisal 318 (6)

You will examine more complex valuation and will study concepts and techniques of Real Estate Investment analysis. You will be prepared to write Appraisal Institute of Canada Comprehensive exam.

Prerequisite: Appraisal 218, Appraisal 219, Estimating 218, Accounting 115/215. **8:0:0**

*Appraisal 319 (3)

You will continue to receive theory and fieldwork that will enable you to write Appraisal Evaluation Reports. You will also complete and submit the Single Family Dwelling Demonstration Appraisal.

Prerequisite: Appraisal 218, 219, Estimating 218. **4:0:0**

*Appraisal 418 (6)

You will receive additional training in valuation by the use of various field books, manuals and forms used by qualified appraisers. You will be introduced to various data gathering methods and procedures which will enable you to complete a Commercial Demonstration Appraisal.

Prerequisite: Appraisal 318, 319. **8:0:0**

*Appraisal 419 (3)

This course is a continuation of Appraisal 418. At its completion you will submit a Commercial Demonstration Appraisal.

Prerequisite: Appraisal 318, 319. **4:0:0**

*Assessment Procedures 315 (3)

This study will acquaint you with the procedure necessary to the operation of an assessment office. Main topics will center upon the Municipal and the Assessment Authority of British Columbia Acts and Land Assessment. **3:1:0**

*Auditing 423 (3)

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

Prerequisite: Accounting 215. **3:1:0**

*Business 195 (3) and 295 (3)

These numbers are reserved for business courses that may be offered from time to time by:

- College Business Administration Faculty who may wish to present a course in their specialty which may be of limited interest; or
- Visiting Business lecturers.

Announcements regarding Business 195/295 offerings will be made by Calendar Supplement. Prerequisites will be announced by special bulletin. **3:1:0**

*Business Law 115 (3) and Business Law 215 (3)

A general overview of business law, including sources of law, court procedures, law of contracts, agency law, sales 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.

Prerequisite for Business Law 215: Business Law 115.

3:1:0

*Business Law 275 (6)

A concentrated course in Business Law. This course covers 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. This course covers the same material as Business Law 115 and 215 in one term.

4:0:0

Prerequisites:

- a) First year Arts or pre-Commerce complete and/or
- b) Extended day student.

(This course is not open to students enrolled in any of the day business programs.)

*Business Procedures 115 (3)

An introduction to business in Canada. This course recognizes the need for a thorough knowledge of the conduct of business in our society with emphasis on the legal, financial, and organizational aspects of commercial and industrial enterprise in the Canadian environment.

3:1:0

*Computers and Teleprocessing Systems 215 (3)

This course determines the classes of hardware available: data capturing devices, peripheral equipment including terminals and teletype machines, and computer architecture.

3:1:0

*Credit and Collections 321 (3)

A practical working introduction to the realm of credit granting and collections. Origin, history, theory, and types of credit; credit as a sales force; analyzing credit reports; reactivating inactive accounts; debt collection with customer retention; record keeping; legislation; credit associations; creation of credit plans, and international credit granting.

3:1:0

*Data Processing 115 (3)

INTRODUCTION TO DATA PROCESSING

The aim is to provide a broad introduction to the concepts and techniques in the field of data processing. Emphasis will be laid on learning through practical experience with computing systems. While the intention is not to produce programmers, students will be exposed to programming in an easy-to-learn timesharing language (BASIC). Topics, examples and assignments will be chosen to suit the particular interests of the students in attendance.

3:1:0

*Data Processing 215 (3)

The aim of the course is to develop a thorough understanding of the analysis and role of information systems in the business environment. Emphasis will be placed on the systems concept and on applying structured approaches to analyzing and solving management information problems. Textbook study of the theory of systems analysis will be combined with case studies of specific applications.

Prerequisite: Data Processing 115.

3:1:0

*Data Processing Workshop 118 (3) and 218 (3)

Training and practise in programming on various modern computer units.

Programming languages include COBOL and R.P.G.

6:2:2

*Data Processing Workshop 328 (3) and 428 (3)

ADVANCED PROGRAMMING

Programming languages include assembler and PL/1.

6:2:2

NOTE: These Workshops are restricted to students enrolled in the Data Processing Program.

*Data Processing Work Placement 329 (15) and 529 (15)

— Graded S/U (See page 14)

CO-OPERATIVE WORK EXPERIENCE

The third and fifth terms consist of work experience in Data Processing with participating employers. These work episodes enable the students to apply in real life the theoretical knowledge gained in the classroom.

The work experience will be evaluated by the College and by the employer.

Prerequisite: Data Processing Work Placement 329. Completion of the first two terms in the Data Processing Program with a cumulative G.P.A. of 2.00 or better and a minimum of a 'C' grade in all Data Processing and Systems courses.

Prerequisite: Data Processing Work Placement 529. Completion of the first three academic terms with a cumulative G.P.A. of 2.00 or better, a minimum of a 'C' grade in all Data Processing and Systems courses and a satisfactory grade in Data Processing Work Placement 329.

*Estimating 215 (3)

This will acquaint the student with basic building construction, cost manuals and computerized building cost estimating. Prerequisite: Appraisal 118.

4:0:0

*Fundamentals of Finance 321 (3) and 421 (3)

A study of internal company financing with reference to investments and banking institutions. Major topics are: financial ratio analysis, cash, inventory and receivables management (including consumer credit),

fixed asset investment, cash flow forecasting, courses of credit, cost of capital, and appraisal of investment opportunities. Some emphasis on ownership versus leasing and implications of income tax.

Prerequisite: Accounting 115/215 or 275.

3:1:0

***Income Tax 325 (3)**

A course on Federal Income Tax legislation and its impact on Canadian business decisions and development. This course includes a study of the principles behind the Income Tax Act and its regulations, with some coverage of the Act's effect on personal income and the making of personal financial decisions. Prerequisite: Accounting 115.

3:1:0

***Institutional Business Procedures 116 (3)**

An introduction, designed especially for non-business students, to the business principles. Topics include: legal and economic status of institutions in relationship to the government, office procedures, basic bookkeeping, statistics.

3:1:0

***Investments and Institutions 115 (3) and 215 (3)**

The course is designed to present and develop the perspective of risk-taking from a variety of stances and in a variety of investment media. The student will become aware of the stock, bond, option, money and commodity markets from the viewpoints of the speculator, investor and customer's representative. Other investment and speculative opportunities in property, gold, silver, art and other collections will be explored. The course progresses from an overview of investment and speculative markets to the analysis market conditions and individual securities.

3:1:0

***Legal Procedures 225 (3)**

A special course designed to serve the needs of the court reporting student; it emphasizes legal court proceedings and the progression of cases through the legal system, both criminal and civil as such things relate to the court reporter and his/her work: Primarily for students in the Court Reporter Program.

Prerequisite: Business Law 115.

3:1:0

***Management Information Systems 415 (3)**

This course integrates basic systems theory with design, implementation, and application of management information systems (MIS). This should facilitate the understanding of MIS goals and the effect of MIS on organization structure and corporate management.

3:1:0

***Management Policy and Practices 321 (3)**

Principles of organization and resulting types of business structure, line and staff organization, production problems, aspects of personnel management. This course uses case studies as the principal method of introducing various management policies and practices. It is to be taken in the second year of a business program only or by special permission of the department chairman.

3:1:0

***Managerial Accounting 323 (3) and Managerial Accounting 423 (3)**

The study of accounting for the manufacturing enterprise including job order, process, direct standard cost systems. Also deals with the problems arising from joint product production and spoilage and wastage. It deals with inventory planning and control and payrolls in some detail, and explores the problem of decentralization as an effective management technique.

Prerequisite for Accounting 323: Standing of "C" or higher in Accounting 215 or 275.

Prerequisite for Accounting 423: Accounting 323.

4:0:0

***Marketing 115 (3)**

A concentrated study of texts, readings, and cases concerning the problems of matching demand with supply of goods and services: consumer motivation, market research, selection of marketing strategy, development of the promotional mix, pricing and inventory management.

3:1:0

***Marketing 321 (3)**

A detailed study of practices of middlemen and their role 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

***Marketing 327 (3)**

An introduction to computers and data processing in the context of Marketing Research.

3:1:0

***Marketing 424 (3)**

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

Prerequisite: Marketing 321.

3:1:0

***Merchandising 117 (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

***Office Management and Procedures 415 (3)**

A broad practical appreciation of techniques in the art and practice of managing an office. The course covers: the role of the office; filing and record systems; microfilming; coding and indexing; control and design of forms; mechanization; reproduction and distribution systems; evaluation of new equipment; office layout and working conditions; function of the office manager; planning and controls; job design and analysis; performance standards; budgeting; inventory control; payroll and reporting procedures and techniques.

3:1:0

*Personnel Management 115 (3)

Essentially a course in human and industrial relations with emphasis on the various processes and techniques of establishing and maintaining an efficient working force through high morale and effective public relations. It studies the more technical aspects of personnel management only in sufficient depth to give a reasonable understanding of their nature and purpose.

3:1:0

*Principles of Organizational Behaviour 321 (3)

An introductory examination of work organizations and the behaviour of individuals within them. Phenomena to be studied include organizational structure, organizational environments, group process, perception of individual motivation communication, power processes, leadership and learning.

Prerequisite: First year Arts or pre-commerce complete.

3:1:0

*Property Management 415 (3)

A basic course in property management that includes leasing, rent collections, purchasing, property taxes, neighbourhood and property analysis, depreciation, obsolescence, and deferred maintenance.

3:1:0

*Public Speaking 119 (2) and 119L

This course will develop student confidence and speaking skills. It is a mandatory requirement for the Accounting diploma and for the Finance and Investment diploma.

0:2:0

*Purchasing 415 (3)

Provides the underlying principles of purchasing and related functions, and covers: purchasing and management; organization; quality control; stores function; records and control; budgeting; traffic and expediting; customs and excise duties; forms and procedures; value analysis; capital budgeting; legal aspects; disposals and personnel evaluation and management.

3:1:0

*Real Estate Law 325 (3)

The fundamentals of law as it relates to Real Estate. This will include: encumbrances, contract and agency law, leases, transfers of titles, easements, landlord and tenants relations, mortgages, expropriations, and compensation.

3:1:0

*Sales Workshop 218 (3) and 418 (3)

A thorough exploration, through two terms, of the role and activity of personal selling with emphasis upon the value of practical participation in the sales situation through operational schemes, role-playing, and research. The theory of inter-personal relationships is reinforced by application of carefully developed techniques.

3:1:0

NOTE: Restricted to students enrolled in the Marketing and Sales Program unless permission granted by Department.

*Shorthand 114 (2) and Shorthand 115 (1)

Theory and Practice of shorthand to provide a proficiency for general notetaking. Recommended for students seeking to acquire shorthand skills for personal use and for career students whose program requires shorthand, e.g. Journalism.

Shorthand 114

1:0:2

Shorthand 115

0:0:2

*Small Business 115 (3)

STARTING A SMALL BUSINESS

An introduction to the relevant aspects of setting up a small business. This includes: form of ownership, basic market research, determination of marketing and personal policies, budgeting, government regulations, financing, purchasing, promotion, bankruptcy, and consulting services. It emphasizes a practical approach with the use of case studies.

3:1:0

*Small Business Workshop 118 (6)

A practical overview of small business fundamentals such as forms of ownership, issuing of shares, recordkeeping, cash flow, financial statements, contract law, site selection, assessment of financial needs etc.

0:8:2

*Small Business Marketing Skills 128 (6)

An intensive study of basic marketing concepts and techniques used by successful small business persons. The course includes lectures, seminars and workshops incorporating the use of case studies, role-playing, audio-visual aids, guest lecturers and actual small business projects.

6:2:2

*Small Business Financial Skills 215 (3)

This course is designed to provide the small business person with the basics of finance, budgeting, funding, ratio analysis, turnover analysis, earning power, marginal analysis, costing and other financial skills essential for small business planning and development.

Prerequisite: Small Business Workshop 118.

3:1:0

*Small Business Management Skills 225 (3)

A study of fundamental managerial policies and practices as they apply to the small business setting. Emphasis is placed on leadership and the role of the entrepreneur as an employer. Students learn how to multiply themselves through others.

3:1:0

*Small Business Marketing Skills 228 (6)

Enables students to practically apply small business marketing concepts and techniques covered in the SMALL BUSINESS MARKETING SKILLS 128 course. Numerous field projects (tailored to each entrepreneur's needs), guest speakers, role-playing and audio-visual aids will provide the setting for seminars, workshops and tutorials. Students enrolled in this course will be encouraged to concentrate most of their energy on the development of a well documented marketing base for their small business plan.

Prerequisite: Small Business Marketing Skills 128.

6:2:2

*Small Business Planning Skills 235 (3)

This course involves the application of "how to" techniques on the development of individual venture plans. Students select a business venture and conduct the research and planning required for the eventual implementation of the business.

Prerequisite: Small Business Workshop 118.

3:1:0

*Small Business Workshop 318 (15)

This is a project term where the students will demonstrate their competence in small business development by implementing a business plan. Students have the option of launching an on-going venture or starting and running a summer venture. In addition, students attend evening classes where they learn to apply problem-solving techniques on actual small business situations. This course also features extensive individual assistance by professional small business development counsellors.

Prerequisites: Small Business Workshop 118, Small Business Marketing Skills 128, Small Business Marketing Skills 228.

0:3:40

*Systems 115 (3) and 215 (3)

Fundamentals of Systems Analysis from Feasibility Study to Implementation. Systems applications, including accounts receivable, accounts payable, payroll, coding methods, card and form design.

3:1:0

NOTE: Priority is given to students enrolled in the Data Processing Program.

*Systems 321 (3) and 421 (3)

Introduction to advanced systems, including disk concepts, linear programming, critical path scheduling, and tele-processing techniques.

3:1:0

NOTE: Restricted to students enrolled in the Data Processing Program.

*Typing 114 (3)

Introduction to the skill of typewriting for beginners. The student will learn the basics of letter, manuscript, and tabulation production and will develop a basic, accurate typing speed, useful for personal requirements.

1:0:3

*Typing 115 (3)

A continuation of 114 for those who have completed that course but require a higher level of proficiency in typing; an alternate to 114 for those students who can prove a typing speed of 30 w.p.m but need to increase that speed and improve their production ability.

1:0:3

Recommended for career students.

*Typing 116 (3)

ADVANCED SPEED AND ACCURACY

Development of typing speed and accuracy to a minimum of 65 words a minute, corrected speed. This course is designed to provide advanced typing skills as required mainly for the Court Reporting program.

0:0:4

COMMUNITY SERVICES PROGRAMS

Court Reporter Program

This is a five term (20 month continuous) program offered in cooperation with the Ministry of the Attorney General of British Columbia. This program trains you in the skills and duties of verbatim machine shorthand for court reporting. The program will also give you a basic knowledge of the Canadian judicial system with special emphasis on British Columbia court procedures and functions.

The theory of machine shorthand used in this program is compatible with the very latest in computer transcription technology. However, this does not preclude you from the present conventional method of court reporting (taking verbatim machine shorthand in a court and typing transcripts from those notes). In effect, this theory prepares you to meet future technological advances while earning a living.

This program requires a minimum of eight hours of study and practice per scheduled day. With such effort you should achieve 200 words per minute on the stenograph machine.

Admission Requirements:

In order to be admitted to the program:

- You must have secondary school graduation or be eligible for a Dean's Admission.
- You should have the ability to type 40 wpm at the time of testing.
- You must have unimpaired hearing, speech and vision, good manual dexterity and physical stamina.
- You must have the financial ability to carry out the twenty-month continuous program without the necessity of outside employment.
- You should have an interest in the Canadian judicial system, and its operation.
- You must be mature and emotionally stable in order to deal with a wide variety of people, many of whom are under considerable stress.
- You will normally be required to attend an interview conducted by the coordinator of the program.

Preference will be given to applicants with above average achievement in English and related subjects.

Please see general requirements for enrolling for the first time in Career Programs, page 9.

FIRST TERM

Business Law 115
Communication 116
Machine Shorthand 118
Machine Shorthand 128L
Transcription 138

THIRD TERM

Court Reporting Workshop 348
Machine Shorthand 358
Machine Shorthand 328L
Transcription 338
Typing 115

SECOND TERM

Biology 151
Legal Procedures 225
Machine Shorthand 258
Machine Shorthand 228L
Transcription 238

FOURTH TERM

Court Reporting Workshop 448
Machine Shorthand 458
Machine Shorthand 428L
Transcription 438

FIFTH TERM

Court Reporting Practicum 549

Graded S/U (See page 14)

Machine Shorthand 558

Machine Shorthand 528L

Transcription 538

Transcription Practicum 539

Graded S/U (See page 14)

You must successfully complete Machine Shorthand, Court Reporting Workshop, and Transcription in the preceding term before enrolling in the following term.

***Court Reporting Workshop 348 (3)**

Proceedings at Inquest, Preliminary Inquiry, and Provincial Court trials, using the multi-party dictation boards for nine party dictation.

Prerequisite: Machine Shorthand 228L/258 and Transcript 238. **2:0:3**

***Court Reporting Workshop 448 (3)**

This section covers Supreme and County Court trials together with civil and criminal matters in these courts, and jury trial proceedings, all using the multi-party dictation boards.

Prerequisite: Court Reporting Workshop 348, Machine Shorthand 328L/358 and Transcript 338. **2:0:3**

***Machine Shorthand 118 (3) and 128L (3)**

Basic training in the keyboard and theory of the Stenograph Machine followed by lessons in speed building for machine shorthand. At the completion of this term, you should be able to write between 60 and 80 w.p.m. Machine theory taught in this program is for Court Reporting and is computer compatible. **4:3:8**

***Machine Shorthand 228L (2)**

Speed building from taped material, with speed testing to 125 w.p.m. in the Steno Lab.

Prerequisite: Machine Shorthand 118 and 128L. **1:0:4**

***Machine Shorthand 328L (2)**

Speed building from taped material with speed testing to 150 w.p.m. in the Steno Lab.

Prerequisite: Machine Shorthand 228L. **0:0:5**

***Machine Shorthand 428L (2)**

Speed building from taped material with speed testing to 175 w.p.m. in the Steno Lab.

Prerequisite: Machine Shorthand 328L. **0:0:5**

***Machine Shorthand 528L (2)**

Speed building from taped material with speed testing to 200/225 w.p.m. in the Steno Lab.

Prerequisite: Machine Shorthand 428L. **0:0:4**

***Machine Shorthand 258 (2)**

Speed building from live, multi-party dictation. Most of the material used is from Canadian Courts and Legal proceedings, but literary material is also included.

Prerequisite: Machine Shorthand 118 and 128L. **2:0:8**

***Machine Shorthand 358 (3)**

Speed building from live multi-party dictation using Examinations for Discovery and actual courtroom transcripts from B.C. legal proceedings as well as literary material of high word density.

Prerequisite: Machine Shorthand 258. **2:0:8**

***Machine Shorthand 458 (3)**

Speed building from live multi-party dictation; this course emphasizes high speed two party dictation up to 175 w.p.m. and literary material of high word density.

Prerequisite: Machine Shorthand 358. **2:0:8**

***Machine Shorthand 558 (3)**

Speed building from live multi-voice dictation using appeal books prepared for the B.C. Court of Appeal and other sources of current court material to speeds of 200/225 w.p.m.

Prerequisite: Machine Shorthand 458. **2:0:6**

***Transcription 138 (3)**

An introduction to the very basic requirements of preparing legal transcripts. **2:0:3**

***Transcription 238 (3)**

Progressive development of transcribing ability with emphasis upon your ability to transcribe directly from shorthand notes into the "finished product".

Prerequisite: Transcription 138, Machine Shorthand 118 and 128L. **2:0:3**

***Transcription 338 (3)**

Transcribing material dictated in the Court Reporting Workshop, and test tapes directly from shorthand notes.

Prerequisite: Transcription 238, Machine Shorthand 228L, 258. **2:0:3**

***Transcription 438 (3)**

Transcribing the material dictated in Court Reporting Workshop and test tapes from the Machine Shorthand classes, all in the required style and format.

Prerequisite: Transcription 338, Machine Shorthand 328L and 358, Court Reporting Workshop 348 and Typing 115. **2:0:3**

*Transcription 538 (3)

Transcription of material from test in required format. Prerequisite: Transcription 438, Machine Shorthand 428L and 458, Court Reporting Workshop 448.

2:0:2

*Court Reporting Practicum 549 (3)

You will spend a minimum of ten days at court or conference, reporting the proceedings along with an official court reporter. You will transcribe and submit to the official reporter the work done at these hearings. Grades based on performance report submitted by the official reporter.

0:0:8

*Transcription Practicum 539 (2)

During this course, you will prepare the transcriptions of the days spent with an official court reporter. The instructors in this course will act as resource persons; grades for the work will be based on comments from the official reporter who took the student on the Court Reporting Practicum.

0:0:4

Criminal Justice Program

This four-term program will provide you with preliminary training through specialized and general education courses if you are intending to proceed to a career with the Royal Canadian Mounted Police, municipal police forces, correction services, industrial security departments, protective services agencies, or other law enforcement careers, such as the specialized functions and duties of court clerks and customs inspectors.

It should be carefully noted that if you wish to enter law enforcement agencies such as the R.C.M.P., municipal police forces or correction services, that requirements are established by each agency. In general, these include: maximum age of 27 to 30 years at time of recruitment, excellent physical, emotional and mental health, lack of a criminal record, minimum height of 5'8" for males and 5'4" for females, ability to swim, a valid driver's licence and good moral character.

If you are preparing for security work, investigative and other protective services and customs inspectors, physical requirements are less demanding but good health and moral character are required by all types of work.

Admission Requirements:

In order to be admitted to the program:

- You must have a complete B.C. grade 12 standing or equivalent and evidence of good student potential. If you are a mature student who has less than academic standing you may be accepted into the program provided you can evidence the ability to handle college level academic work. (In addition, some written work will be requested at the time of the interview.)
- You must have an interest in the Canadian Criminal Justice System, and its operation.
- You must be mature and emotionally stable in order to deal with a wide variety of people, many of whom are under considerable stress.

- You must be able to demonstrate an understanding of the career you wish to pursue.
- You must have a good knowledge of the English language, including the abilities to speak clearly and to read, understand and interpret complex data accurately.
- You must submit an official copy of the E.P.T. results.
- You will be required to have a successful interview with the coordinator of the program and only those whose application meets all the requirements of the program will be interviewed.

Your application will not be processed unless all required information is included, together with necessary educational transcripts and documentation.

In order to an application to be in good standing, you must submit:

- 1) A completed career application form with special attention paid to work experience — full or part-time and/or volunteer experience. (Those not currently in high school must account for all their time since leaving secondary school, describing job titles, duties, etc. whenever possible.)
- 2) A copy of all educational documents to date.
 - Those still in secondary school should attach copies of
 - a) final grade 11 Report Card (or official record) **and**
 - b) latest grade 12 Report Card with at least two sets of grades.
 - Secondary school graduates must submit a copy of their graduation transcript provided by the Department of Education.
 - All applicants must submit copies of official statements of marks of **any** post-secondary (University, College, BCIT, etc.) course work completed.
 - Those applicants completing secondary school standing through special programs should provide official documentation to this effect.

FIRST TERM

Criminal Justice 115
English 127
Law 116
Physical Education 116
Political Science 119
Psychology 115

THIRD TERM

Communication 118
Community Resources 315
Law and Court Procedures 316
Physical Education 125
Psychology 322
Sociology 121

You must successfully complete Criminal Justice, Law, Security and Community Resources subjects in the preceding term before enrolling in the following term.

To be eligible for second, third and fourth terms, you must have a minimum "C" grade in all other subjects unless granted permission to advance by Program Co-ordinator.

SECOND TERM

Communication 117
Criminal Justice 215
Law 216
Physical Education 112
Psychology 215
Security 215

FOURTH TERM

Criminal Justice Practicum 419
Mathematics 119
Philosophy 100
Psychology 326
Sociology 205

The following courses are restricted to students taking the Criminal Justice Program.

***Community Resources 315 (3)**

A course designed to introduce the correction and parole systems and to tie them in with the community agencies which, properly utilized, play an important role in crime prevention and reduction of juvenile delinquency. Specialists will present the lessons in each major area and field trips will complement the classroom learning.

3:1:4

***Criminal Justice 115 (3)**

Principles of supervision and organization with special emphasis on modern concepts of public service. Functions and activities; records; communications; public relations.

3:1:0

***Criminal Justice 215 (3)**

Administration of line and staff operations in both public and commercial security organizations. Patrol, investigation, traffic, juvenile, and other special units.

3:1:0

***Criminal Justice Practicum 419 (3)**

During this term each student gains further practical experience working in the criminal justice field. The student is evaluated primarily on his practical work by the course instructor and his supervisor. Service in a police reserve force fulfills the requirements of this course.

0:1:8

***Law 116 (3)**

INTRODUCTION TO LAW

Principles of civil and criminal law, philosophy, theory, history and purpose. Introduction to criminal law and court procedures. Detailed study of torts, contract and property law.

3:1:0

***Law 216 (3)**

CRIMINAL LAW

Detailed study of the general principles of criminal law, substantive crimes and their punishment, and selected federal and provincial statutes.

3:1:0

***Law and Court Procedures 316 (3)**

CRIMINAL AND COURT PROCEDURES

Study of Criminal Code procedures and the collection and presentation of evidence in criminal cases. Functions of court officers. Trial procedures. Visits to various courts.

3:1:2

***Security 215 (3)**

SECURITY

Protection of commercial and industrial operations against profit loss through theft, burglary, shoplifting, credit card and insurance frauds. This

course will include guest lecturers, plant visits, guard dog demonstrations, etc.

3:1:2

Food Services Technician Program

To meet the need for trained supervisory personnel in the field of institutional food service, this program was established through the efforts of the British Columbia Dietetic Association.

The program provides both theory and practical experience to enable you to work in a technical and/or supervisory capacity in the food services departments of health care, educational, industrial and similar commercial institutions. On completion of the program, you are eligible for membership in the Canadian Food Service Supervisor's Association.

The program is continuous throughout the year, and a new class begins every 8 months. As well as spending four terms in courses on campus, you will be required to work in an appropriate food service during the third term and for two weeks at the end of the fifth term. For all practical experience, you will be required to purchase white lab coats and suitable duty shoes.

Admission Requirements:

1. Sufficient maturity to assume supervisory responsibilities upon graduation.
2. A sincere interest in working with people in an institutional setting.
3. Willingness to work shifts any five days of the week.
4. Preferably a willingness to accept employment in any area of the province.
5. A medical examination to ensure physical and emotional suitability for employment in a large food service.
6. References, including one from a previous employer.
7. Preference will be given to applicants with previous work experience in the food service industry, either the institutional or hospitality field.

FIRST TERM

Communication 118
Food Preparation 118
Food Services 118
Nutrition 115
Science 160

THIRD TERM

Food Services Field Work 239
(Co-operative Education)
—Graded S/U (See page 14)

SECOND TERM

Biology 160
Communication 115
Food Preparation 228
Food Services 218
Food Services Practicum 229
—Graded S/U (See page 14)
Nutrition 215
Psychology 117 or 115

FOURTH TERM

Food Preparation 338
Food Services 328
Food Services Practicum 329
—Graded S/U (See page 14)
Mathematics 119
Institutional Business Procedures
116
Sociology 120 or 121

FIFTH TERM

Food Preparation 438

Food Services 428

Food Services Practicum 439

—Graded S/U (See page 14)

Nutrition 321

Personnel Management 115

These courses, except Nutrition 115 and 215, are restricted to students enrolled in the program.

***Food Preparation 101 (2)**

BAKED PRODUCTS

This intensive course covers the preparation of all baked products and the use of fats in food preparation.

5:5:10

***Food Preparation 102 (2)**

CARBOHYDRATE FOODS

This course investigates fruits, vegetables, salads, sugars and starches.

5:5:10

***Food Preparation 103 (2)**

PROTEIN FOODS

The third course in food preparation concentrates on the preparation of all forms of protein: meat, fish, poultry, eggs, milk products, and gelatin.

5:5:10

N.B. The completion of Food Preparation 101, 102 and 103 is equivalent to Food Preparation 118.

***Food Preparation 118 (6)**

QUALITY STANDARDS

A course emphasizing the principles, techniques, and standards involved in the quality preparation of food.

2:2:4

***Food Preparation 228 (3) and 338 (3)**

QUANTITY FOOD PRODUCTION

Application of the principles of quality food preparation to the preparation of food in large quantity. You gain practical experience in cooking and organization by preparation of food for the Langara Child Development Centre.

Prerequisite: Food Preparation 118.

2:2:0

***Food Preparation 438 (3)**

MENU PLANNING

Theory and experience in menu and recipe development to meet the needs of the customer in all types of institutional food services.

Prerequisite: Food Preparation 118 and Nutrition 115.

1:1:2

***Food Services Practicum 229 (3)**

WORKER EXPERIENCE

— Graded S/U (See page 14)

This practicum gives each student 60 hours or more experience of supervised work so they have an opportunity to apply principles of food preparation and service, sanitation and safety to the job. This experience is made available through lunch service and catering on campus. Work is assigned individually.

***Food Services Practicum 239 (3)**

CO-OPERATIVE EDUCATION EXPERIENCE

— Graded S/U (See page 14)

During the third term each student is employed as a dietary aide/food service worker in a co-operating institution. A minimum of 300 hours is required to develop work skills and learn food services routines. If judged necessary the number of hours may be extended.

Prerequisite: Food Services Field Work 229.

***Food Services Practicum 329 (3)**

SUPERVISORY EXPERIENCE

— Graded S/U (See page 14)

This practicum is designed to give each student an opportunity to apply the principles of supervision in a controlled work situation and gain experience in inventory control as well as solving personnel problems.

***Food Services Practicum 439 (3)**

MANAGEMENT EXPERIENCE

— Graded S/U (See page 14)

During the final term each student will have an opportunity to assume managerial planning duties such as menu planning, recipe development, purchasing and stock control. The lunch service for the Langara Child Development Centre and catering projects provide this experience. Immediately following final exams there will be two week field experience to give the student the opportunity to develop skills of diet writing and supervision in an approved food service.

0:0:8

***Food Services 118 (3)**

INTRODUCTION TO INSTITUTIONAL FOOD SERVICE

A study of the organization and management of institutional food services. Areas of study include organization, sanitation and safety, staff training techniques, and work simplification.

3:3:0

***Food Services 218 (3)**

DELIVERY SYSTEMS

Management topics include method of production, food distribution and food service to the customers.

Prerequisite: Food Services 118.

2:2:0

*Food Services 328 (3)

SUPERVISION

Discussion and practical experience cover such areas as the organization and operation of the production of food catering, supervision, and staff scheduling.

Prerequisite: Food Services 218.

2:2:0

*Food Services 428 (3)

FOOD SERVICE MANAGEMENT

The final workshop is specifically related to study of cost controls, food service layout, purchasing, receiving and storage of foods.

Prerequisite: Food Services 328.

2:2:0

*Nutrition 115 (3)

NORMAL NUTRITION

An introduction to the science 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 during all stages of human development.

3:1:0

*Nutrition 215 (3)

THERAPEUTIC NUTRITION

Development of the principles of nutrition for the treatment of disease; investigation of common therapeutic diets and their use for the welfare of the patient.

Prerequisite: Nutrition 115 or the equivalent.

3:1:0

*Nutrition 321 (3)

APPLIED THERAPEUTIC NUTRITION

A continuation of the study of therapeutic diets. As well as studying advanced diets, you will receive instruction and experience in diet writing, diet preparation, and patient interviewing.

Prerequisite: Nutrition 215.

2:1:2

Library Technician Program

This two-year four-term Library Technician diploma program has been developed in accordance with the recommendations made by the Canadian Library Association Committee, Library Technician (Role & Education) Sub-committee. The program prepares you for clerical and para-professional duties in libraries. About one-half the program's courses are academic (transferable to university), and you will spend one-half your time learning library and related business techniques. Library course work involves lectures, field trips, field work and workshops. The program's two practicums occur in April and May, the first year practicum being two weeks and the second year practicum four weeks. The field

work experience exposes you to the realities of the job and to potential employers.

Langara's Library Technician diploma is recognized across Canada and graduates of the program are currently employed in a wide range of libraries: in public libraries, in those associated with universities, colleges and schools and in public institutions, business, government and professional libraries. As a Library Technician you will usually work with professional librarians — except in extremely small libraries where you might work on your own. You will be required to catalogue, issue and receive a host of library holdings: books, film, pictures, maps, microforms, and records. You must know how to locate specialized materials and how to facilitate maintenance and repair of library items. You can also expect to become involved with public-affairs programs, library tours and children's programs.

As a Library Technician you should enjoy both people and books. A permanent interest in learning is characteristic of the most effective library workers. There is a need for accuracy and attention to detail in the program and throughout your working career. As a graduate you should have a typing speed of 45 w.p.m.

Advance credit is available for typing and academic courses. Should you have such credit, with permission from the instructor, you may complete the program in two or three semesters provided that space is available in the advanced courses and timetabling can be arranged.

Admission Requirements:

In order to be admitted to the program:

- You must be mature and emotionally stable in dealing with a wide variety of people.
- You must have a complete B.C. grade 12 standing or its equivalent, or be eligible for a Dean's admission.
- You must have a good knowledge of the English language and the ability to speak and write clearly and correctly.
- You will be required to take some testing.
- You must have a successful interview conducted by the co-ordinator of the program.
- Your application will not be processed unless it is complete and is accompanied by the following documents:
 - Transcripts (if applicable)
 - Letters of Reference

Please see general requirements for enrolling for the first time in Career Programs, page 9.

FIRST TERM

English 127 or 128
Academic elective
Modern Language (at appropriate level: French, German or Spanish)
Typing 115
Library Philosophy & Function 118
Library Techniques 118

SECOND TERM

English 229 or 230
Data Processing 115
Modern Language
Institutional Business
Procedures 116
Library Field Work 219
—Graded S/U (See page 14)
Library Techniques 218

THIRD TERM

Academic elective
Political Science 119, 209 or 219
Psychology 115 or a lab science
Academic elective
Library Non-Book Materials 315
Library Techniques 318

FOURTH TERM

History 117
Library 416
Library Non-Book Materials 315
Academic elective
Psychology 215 or lab science
Library Readers' Service 416
Library Field Work 419

—Graded S/U (See page 14)

Please consult with a counsellor when you are choosing Arts and Science courses as academic electives to be sure that your choices carry transfer credit.

*Library Philosophy and Functions 118 (3)

This survey course uses lecture, guest speaker, seminar and student report to study the history of books and libraries and current trends and issues in both the library world and the book industry. It examines the role of the library technicians in libraries.

3:1:0

*Library Techniques 118 (3)

You are introduced to cataloguing procedures, including choice of the main entry heading, descriptive cataloguing and filing.

3:0:1

*Library Techniques 218 (3)

Technical services. Topics: selection aids, acquisitions, bibliographic searching, processing, circulation, inter-library loan, the handling of periodicals, access to government publications and automated cataloguing procedures.

3:0:1

*Library Field Work 219 (3)

— Graded S/U (See page 14)

During the second term, you visit libraries and related industries in and near Vancouver. Following the final examination period in April, you work two weeks in a library. A one-day class colloquium follows the practicum.

0:0:7

This course is evaluated on a satisfactory/unsatisfactory scale and, therefore, is not included in calculation of the grade point average. You need a satisfactory standing in the course for successful completion of the program.

*Library Techniques 318 (3)

You learn to apply Library of Congress, Sears and Precis subject headings, and to apply Library of Congress and Dewey classification numbers to library materials. You are also introduced to specialized classification schemes for such subject areas as law and medicine.

3:0:1

*Library Non-Book Materials 315 (3)

An introduction to the handling, organization, and cataloguing of non-book materials, including film, audio and video tape, microforms, pictures, pamphlets, etc. You learn to run common audiovisual equipment and to create signs, posters, and library displays.

3:0:1

*Library Readers' Services 416 (3)

Reference service in the humanities and sciences including special subject areas such as law and medicine. The selection and use of reference books, handbooks, encyclopedias, gazeteers, etc. Relating the library to its public.

3:0:1

*Library 417 (3)

PERSONNEL MANAGEMENT; INFORMATION HANDLING; CHILDREN'S SERVICES

Personnel Management and Small Library Management: Staff Selection, Supervision, Motivation, and Evaluation; Library Services and their Evaluation; Organizations and Management Styles.

Information Storage and Retrieval and Special Library Services: Indexing, personal file structures, current awareness, search strategy and profile construction, compilation of subject bibliographies. Children's literature: history, evaluation and acquisition; school style cataloguing and reading levels; library services to children including puppeteering and story-telling.

4:0:0

*Library Field Work 419 (3)

— Graded S/U (See page 14)

You spend four weeks following the fourth term examinations gaining further practical experience working in a library. A one-day class colloquium follows the practicum period. You are evaluated primarily on your practical work by the course instructor and by your supervising librarian.

0:0:7

Early Childhood Education

The Rationale

For various reasons in our modern society it is necessary to provide care for many young children outside of their homes. More than a "love" of children, or a passing interest in them, is necessary to prepare for this important work. One must have a sincere desire to learn about, understand and enjoy young children and the ability to work as a member of a team of colleagues and community professionals. It is also essential to have an understanding of yourself and your reaction to human behaviour. A sense of humour is a great asset.

Employment Opportunities

There are several types of job opportunities for graduates of this program. Graduates are currently employed in parent participation pre-schools, privately operated nursery schools and kindergartens, profit and non-profit day care centres, hospital play therapy centres, special education centres, family day care centres, family service centres and other child minding services. A few graduates have taken further education and secured positions as Early Childhood Education instructors and consultants. Both men and women are needed in this field but because of the responsibility of the job, employment opportunities for the younger graduates are more limited.

Admission Requirements:

In order to be admitted to the program:

- You must be mature and emotionally stable in dealing with a wide variety of people.
- You must have a complete B.C. Grade 12 standing or its equivalent and evidence of good student potential. If you are a mature student with slightly less than required academic standing, you may be accepted provided you can demonstrate the ability to handle college level academic work. (In addition, some written work will be requested of you at the time of the interview.)
- You must provide evidence that you are physically healthy and emotionally stable and, therefore, must have a medical examination during the three-month period prior to entry into the program.
- YOUR PHYSICIAN MUST SUBMIT A REPORT DIRECTLY TO THE COLLEGE HEALTH SERVICES IN THE COLLEGE BEFORE FINAL ACCEPTANCE AND PERMISSION TO REGISTER ARE GRANTED.
- You must have had some current experience in the care of children under six years, particularly with "groups" of pre-school children. You must also provide references certifying the experiences were successful. Baby-sitting experience alone is not adequate.
- You must have a good knowledge of the English language and the ability to speak, read and write clearly and correctly. This is most important as young children are in the process of acquiring language.
- You must have a successful interview conducted by the Program Selection Committee.
- Your application will not be processed unless it is complete and is accompanied by the following documents:
 - Transcripts
 - A Current TB Certificate
 - Letters of Reference

Please see general requirements for enrolling for the first time in Career Programs, in the current Langara Campus Calendar.

The Curriculum

The Langara Campus of Vancouver Community College offers a one year, full-time day program, which is designed to prepare students to meet the requirements of the Community Childcare Facilities Licensing Board. Graduates receive a certificate upon completion of the program. Those who complete an additional year of academic studies at Langara are eligible for a Coordinated Diploma in Early Childhood Education. Entry into this program takes place **only** in September. Practical experience in a variety of early childhood education centres is an essential part of the program.

FIRST TERM

Early Childhood Education 116
 Early Childhood Education 115
 Early Childhood Education 118
 Early Childhood Education 101
 Early Childhood Education 102
 Early Childhood Education 103
 Early Childhood Education 104
 Early Childhood Education 119
 Psychology 118
 English 127

SECOND TERM

Early Childhood Education 217
 Early Childhood Education 215
 Early Childhood Education 218
 Early Childhood Education 201
 Early Childhood Education 202
 Early Childhood Education 203
 Early Childhood Education 204
 Early Childhood Education 219
 Psychology 218
 Communication 115

THIRD TERM

Early Childhood Education 325
 Early Childhood Education 315
 Early Childhood Education 318
 Early Childhood Education 319
 Early Childhood Education 301
 Early Childhood Education 302
 Early Childhood Education 303
 Early Childhood Education 304
 Psychology 318

Entrance to the second semester depends on successful completion of the first semester. Similarly, entrance to the third semester depends on successful completion of the second semester.

The first semester serves as an introduction and overview of the field and an orientation to pre-school programs.

The second semester focuses on program planning with an emphasis on activities and learning experiences in various curriculum areas.

In the third semester students are encouraged to put all the elements together, to organize and evaluate learning experiences, and to integrate the child with special needs.

Practical experience in the field in each semester supports the particular learning objectives for that period and the amount of time spent in the field increases with each semester.

*Early Childhood Education 115 (3)

FOUNDATIONS OF EARLY CHILDHOOD EDUCATION

Study of the basic principles underlying curriculum development with emphasis on the historical, philosophical, and cultural roots of contemporary early childhood education. 3:1:0

*Early Childhood Education 215 (3)

MODERN THEORIES AND CONTEMPORARY PROGRAMS

A continuation of the theoretical aspect of developing programs for young children with a discussion of current issues and significant innovations in early childhood education.

Prerequisite: Early Childhood Education 115.

3:1:0

*Early Childhood Education 315 (3)

DEVELOPING AND SUPERVISING EARLY CHILDHOOD CENTRES

Emphasis in this course is on the role of the supervisor in the organization and continuing development of Early Childhood Education programs, community relationships and professional development.

Prerequisites: Early Childhood Education 115, 215, 217.

3:1:0

*Early Childhood Education 118 (3)

INTRODUCTION TO PROGRAM PLANNING

A practical introduction to the planning and development of programs for early childhood, with emphasis on the basic principles on which decisions are made regarding instruction and practice. 3:0:0

***Early Childhood Education 218 (3)**

PROGRAM PLANNING AND IMPLEMENTATION

Practical aspects of planning, implementing, and evaluating curricula in early childhood education programs with emphasis on teaching strategies, activities and learning encounters are discussed and practiced in this course.

Prerequisite: Early Childhood Education 118.

3:0:0

***Early Childhood Education 318 (3)**

EVALUATING AND INDIVIDUALIZING PROGRAMS

Emphasis in this course is on the provision of integrated learning experiences which are geared to the developmental level of the individual child, including those children with uniquely different needs: "Putting it all together".

Prerequisites: Early Childhood Education 118, 218.

3:0:0

***Early Childhood Education 119 (3)**

PRACTICUM I

An overview of the various types of early childhood centres in the community, their goals and objectives, and varieties of instruction and administration.

0:0:8

***Early Childhood Education 219 (4)**

PRACTICUM II

Practical experience for developing the skills necessary for curriculum planning in selected early childhood education centres.

Prerequisite: Early Childhood Education 119.

0:0:12

***Early Childhood Education 319 (5)**

PRACTICUM III

Advanced supervised field work experience with particular emphasis on planning and implementing programs in Special Education and in Day-care. Prerequisites: Early Childhood Education 119, 219.

0:0:16

***Early Childhood Education 116 (3)**

KNOWING THE INDIVIDUAL CHILD

An introduction to the general principles of growth and development in the early childhood years with particular emphasis on methods of observing, recording, and documenting behaviour.

2:1:1

***Early Childhood Education 101 (1), 201 (1), 301 (1)**

LANGUAGE ARTS FOR YOUNG CHILDREN

The purpose of this section of the Early Childhood Program is to help students gain knowledge and insight into the development of language of the young child and to provide students with opportunities to practise

skills in the motivation and guidance of young children through suitable experiences in the communication field.

Prerequisites: 101 (none), 201 (101), 301 (201). 1-½ hours per week each term, 1 credit each term.

1:0:½

***Early Childhood Education 102 (1), 202 (1), 302 (1)**

ART EXPERIENCES FOR YOUNG CHILDREN

This course is designed to give an understanding of the value of art experiences for young children. Workshop sessions will provide practical experiences for young children. Workshop sessions will provide practical experiences in the various facets of the art program.

Prerequisites: 102 (none), 202 (102), 302 (202).

½:0:1

1-½ hours per week per term, 1 credit per term.

***Early Childhood Education 103 (1), 203 (1), 303 (1)**

MUSIC EXPERIENCES FOR YOUNG CHILDREN

This section of the E.C.E. Program is designed to provide students with the theory and practical experiences needed to plan a program in music and movement to meet the needs, interests and abilities of young children. Workshop sessions will provide experiences with the various facets of a music program and related materials.

Prerequisites: 103 (none), 203 (103), 303 (203).

½:0:1

1-½ hours per week per term, 1 credit each term.

***Early Childhood Education 104 (1), 204 (1), 304 (1)**

EXPLORING THE ENVIRONMENT WITH YOUNG CHILDREN

This section of the E.C.E. Program is designed to provide students with the knowledge and skills necessary to guide the young child's understanding of his environment and his relationship with it. Workshop sessions will focus on appropriate science, social studies, and mathematical experiences.

Prerequisites: 104 (none), 204 (104), 304 (204).

½:0:1

1-½ hours per week each term, 1 credit each term.

***Early Childhood Education 217 (3)**

HUMAN RELATIONS IN EARLY CHILDHOOD PROGRAMS

A study of the techniques and skills required by the early childhood educator to communicate effectively with children, parents, colleagues, and community resource workers.

3:1:0

***Early Childhood Education 325 (3)**

HEALTH, NUTRITION AND SAFETY IN EARLY CHILDHOOD EDUCATION PROGRAMS

Emphasis in this course is on the health of the young child in relation to diet and disease. It will cover basic First Aid for Early Childhood Education centres as provision for safety within the program.

Prerequisites: completion of second semester.

2:1:1

Special Education Assistant Program

The Langara one year (two term) Special Education Assistant Certificate Program prepares students for a variety of para-professional duties in schools with an emphasis on working in special educational settings. The program blends academic, theoretical and practical subject matter. Opportunities for applying theoretical material occur during two five week practicums in elementary schools and in special education situations. This field work is invaluable in exposing students to the realities of the job, and to potential employers. Those who complete the program plus one year of academic studies at Langara are entitled to both the Certificate and a Co-ordinated College Diploma. The program begins in September and continues to December for the first term, then starts again in early January and concludes in April.

Job Opportunities

With the advent of mainstreaming children with special needs in the public school system, the need for para-professionals with skills in specific special education areas is becoming apparent. A growing number of school districts in B.C. recognize the importance of support for classroom teachers in order to provide more individualized instruction, changes in the curriculum, maintenance of open area classrooms, team teaching, increased use of visual aids and resource centres, make para-professionals imperative to maximize classroom efficiency.

The Special Education Assistant performs a variety of para-professional duties: tutors students in special education classes (under classroom teacher supervision), works with physically or mentally-handicapped children, assists with other special needs, operates audio-visual equipment, helps with selection and use of resource materials, and assumes many clerical and housekeeping responsibilities. The work is both stimulating and challenging. The Special Education Assistant usually works a seven-hour day and a 10-month year, and is paid on an hourly, union-scale basis. Working conditions and fringe benefits are excellent.

Admission Requirements

Since both the program and the job require serious investments both in time and in emotional energies, candidates are carefully screened. And, since facilities for instruction and for practicum placement are limited, minimum admission requirements do not guarantee acceptance into the program.

In order to be admitted to the program:

- You must be mature and emotionally stable in dealing with a wide variety of people.
- You must have a complete B.C. Grade XII standing or the equivalent. It is preferable that applicants have one or more sciences at the grade 12 level. While the foregoing is normally required, exceptions are made. Those who have not completed grade 12 but who have significant and suitable experience and/or training are sometimes admitted. (In addition, some written work will be requested at the time of the interview.)
- You must have a good knowledge of the English language and the ability to speak and read clearly and correctly. This is most important as young children are in the process of acquiring language.

- You should have an aptitude for working with people, have had experience working with children, are patient, are interested in education, in learning, consider schools to be interesting and exciting places, and enjoy working in a world of rapidly changing ideas.
- You must provide evidence that you are physically healthy and emotionally stable and, therefore, must have a medical examination during the three-month period prior to entry into the program.
- YOUR PHYSICIAN MUST SUBMIT A REPORT DIRECTLY TO THE COLLEGE HEALTH SERVICES IN THE COLLEGE BEFORE FINAL ACCEPTANCE AND PERMISSION TO REGISTER ARE GRANTED.
- You must have a successful interview conducted by the co-ordinator of the Program.
- Your application will not be processed unless it is complete and is accompanied by the following documents.

Transcripts (if applicable)
A current TB Certificate
Letters of Reference

Please see general requirements for enrolling for the first time in Career Programs, page 9.

FIRST TERM

Public Education 115
Special Education 115
Special Education Workshop 118
Field Work 119
Science 150
English 127
Elective(s):
Deaf Signing or Braille
(offered at King Edward Campus)
Geography 150 (or other)

SECOND TERM

Public Education 215
Special Education 215
Special Education Workshop 218
Field Work 219
Science 250
Communication 115
Elective(s):
Deaf Signing or Braille
(offered at King Edward Campus)
Geography 250 (or other)

The following courses, with the exception of Learning Disabilities, are restricted to students enrolled in the Program.

*Special Education 115 (3) and 215 (3)

A core course which includes a review of developmental child psychology, approaches to the education of the exceptional child and an introduction to general education principles and the process of individualized instruction. A workshop in the use of materials, equipment, kits, math aids and readers available in primary classrooms is included. Students build resource files of materials and equipment appropriate for use with children with special needs. Special Education 115 focuses on contact with and understanding of children in primary and elementary schools, while 215 emphasizes the study of adolescent psychology and the role of secondary schools in the education of exceptional children. A focus is also made on remediation and behaviour modification techniques for use by school personnel.

4:0:0

*Public Education 115 (3)

An introduction to the organization and administration of schools with emphasis upon the school and the community. The role of the Special

Education Assistants in the classroom and their relationships with the other professional groups and constituencies involved is given as part of the preparation for the first practicum. 4:0:0

*Public Education 215 (3)

This course covers more of the theoretical and philosophical material relating the school to society from both historical as well as contemporary perspectives. Some time is devoted to an examination of controversial issues in education. The Public Schools legislation is examined in detail. Discipline and child management is examined from a variety of viewpoints. 4:0:0

*Special Education Assistant Workshop 118 (3) and 218 (3)

Basic training in skills and techniques to prepare you to work in school libraries, positioning and handling techniques, recreation and leisure activities for the handicapped are covered in the course along with a weekly workshop in children's arts and crafts. 4:4:1

*Special Education Assistant Fieldwork 119 (3) and 219 (3)

— Graded S/U (See page 14)

During November and March you spend Monday, Tuesday and Wednesday mornings and all day Thursday, working in schools with teachers and students.

Welfare Aide Program

This nine-month (September through May) Welfare Aide certificate program prepares you for employment at the beginning level in a variety of Health and Social Services agencies. The program provides intensive technical planning and focuses on the theory and practice of delivering basic social services. You take seven courses (some academic, some technical) each term. Practical skills — interviewing, report writing, eligibility assessing — are also emphasized. The College certificate is awarded when you have successfully completed the two four-month terms and the one five-week practicum. A co-ordinated Welfare Aide diploma is awarded to those who have also completed one year of academic studies.

Employment opportunities for graduates of the Welfare Aide program vary from year to year because Welfare services have been changing. The training prepares you to perform many Welfare services which do not necessarily require professional social work training. Graduates have found employment with a number of agencies — Ministry of Human Resources, hospital and rehabilitation centres, Indian Bands, courts, social recreation centres, and the Greater Vancouver Area Homemakers Association. In addition to assisting professional social workers, graduates of the program assume independent responsibility for para-professional functions. Because of the nature of the work, however, employment opportunities for those under 21 years of age are severely limited.

This program is neither designed for, nor recommended for you if you already hold a university degree(s). If you hold a degree(s) you would be advised to pursue social welfare courses offered by Continuing Education at both Langara Campus and the University of British Columbia, courses which are specifically designed for such applicants.

Admission Requirements:

In order to be admitted to the program:

- You must be mature and emotionally stable in dealing with a wide variety of people, many of whom are under considerable strain.
- You must provide evidence that you are physically healthy and emotionally stable and, therefore, must have a medical examination during the three-month period prior to your entry into the program.
- YOUR PHYSICIAN MUST SUBMIT A REPORT DIRECTLY TO THE COLLEGE HEALTH SERVICES IN THE COLLEGE BEFORE FINAL ACCEPTANCE AND PERMISSION TO REGISTER ARE GRANTED.
- You must be in possession of a valid B.C. Driver's licence for manual gear shift cars.
- You must have a complete B.C. Grade 12 standing or its equivalent and evidence of good student potential. If you are a mature student who has less than academic standing you may be accepted, provided you can evidence the ability to handle College level academic work (in addition some written work will be requested at the time of the interview).
- You must have had recent experience in the social welfare field on either a paid or volunteer basis. You must also provide references certifying the experiences were successful.
- You should have a good knowledge of the English language and the ability to speak and write clearly and correctly.
- You must have a successful pre-admission interview conducted by the Program Admissions Committee.
- Your application will not be processed unless it is complete and is accompanied by the following documents:

Transcripts, if applicable

Proof of a valid B.C. Driver's Licence

Please see general requirements for enrolling for the first time in Career Programs, page 9.

FIRST TERM

English 127 or 128
History and Philosophy of
Social Work 115
Social Problems 117
Political Science 117
Psychology 115
Welfare Aide Workshop 118
Welfare Aide Field Work 129L

SECOND TERM

Welfare Aide 117
English 229 or 230
Family in Society 115
Psychology 215
Social Welfare Practice 115
Welfare Aide Workshop 218
Welfare Aide Field Work 129*

***NOTE: Five week practicum at the end of the program.**

The following courses are restricted to students enrolled in the Program unless otherwise noted in the term schedule.

*Family in Society 115 (3)

A study of the family as a unit in society. The growth and development stages, expanding and contracting family with emphasis on the developmental roles and tasks of its members, including stress factors which affect the normal functioning.

3:1:0

*History and Philosophy of Social Work 115 (3)

A historical study of 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

*Social Welfare Practice 115 (3)

A study of concepts and basic principles of working with people in a helping relationship, on an individual, group, and community basis within the structure of various agencies.

3:1:0

*Social Problems 117 (3)

A study of special family and community problems, including areas such as one-parent families, poverty, housing, budgeting, illness, delinquency and placement of children.

3:1:0

*Welfare Aide 117 (3)

A job oriented study of legislative policies and procedures pertaining to the assessment of eligibility for income maintenance programs and social support programs. The emphasis will be upon practical application.

2:0:1

*Welfare Aide Workshop 118 (3) and 218 (3)

A job oriented study of methods that you will use in various welfare tasks. Most sessions are related to field trips conducted throughout the program to give you a first-hand knowledge of the work of the various social work agencies. Workshop techniques include "buzz" groups, demonstration sessions, role-playing, case studies, and student reports.

2:2:5

*Welfare Aide Field Work 129L (0) and 129 (6)

During each term, you are assigned to work in a selected agency on a weekly basis. These assignments involve approximately four hours per week, scheduled to meet the needs of each specific agency. At the end of the Certificate year, you are placed for five weeks supervised work in a social agency. Successful completion of field work is a Certificate requirement.

0:0:8

*Community Services 195 (3) and 295 (3)

These numbers are reserved for Community Services courses that may be offered from time to time by:

- College Community Services Faculty who may wish to present a course in their specialty which may be of limited interest; or
- Visiting Community Services Lecturers.

Announcements regarding Community Services 195/295 offerings will be made in the term schedule.

Prerequisite will be announced by special bulletin.

FINE ARTS DEPARTMENT

Fine Arts Program

The Fine Arts Program provides two years of intensive study in Fine Arts. The uniqueness of the program is that it is transferable to universities and art schools in British Columbia, Canada and the U.S.A. The Fine Arts diploma offers a dual purpose to the prospective student:

- preparation leading toward advanced study at other Art institutions; and
- foundation training for employment opportunities.

The major program emphasis is on studio art with the opportunity to specialize in the second year. Students take two academic subjects with transferable university credit each year. (Students wishing to enter third year university are advised to take three academic courses in their third year).

FULL-TIME STUDENTS: Students enrolled in the full program are given priority in all course selections.

PART-TIME STUDENTS: Depends on available space in a course. Part-time students will be accepted after all full-time students are placed and on the condition the part-time student takes drawing and design each term. Each part-time application is reviewed by the department.

Admission Requirements:

In order to be admitted to the program:

- you must have a complete B.C. grade 12 standing or its equivalent or be eligible for a Dean's Admission.
- you must present a portfolio of art work indicating your area of interest and involvement in Art.
- you must have a successful interview with the faculty of the Fine Arts Department, at which time your portfolio will be assessed.
- your application will not be fully processed until the following documents are received:

Transcript(s) of marks (if applicable).

You must pay a materials fee each term for basic supplies required. In addition, you must purchase a specific list of personal supplies.

NOTE: The number of Fine Art electives in the second year is dependent upon enrolment.

FIRST TERM

Drawing 118
Design 118
Painting 118
Sculpture 118
Ceramics 118
English 127 or 128
Art History 114

SECOND TERM

Drawing 218
Design 218
Painting 218
Sculpture 218
Ceramics 218
English 229 or 230
Art History 214

You must achieve a minimum of a 'C' grade each semester in all studio courses to be eligible to register in any Fine Arts courses in the following semester.

e.g. You must achieve a 'C' in Painting 218 to register in Painting 318.

THIRD TERM

Drawing 318
Design 318
Art History 113
English 325 or 323
2 electives chosen from
the following Fine Art
electives:

Painting 318
Printmaking 318
Sculpture 318
Ceramics 318

FOURTH TERM

Drawing 418
Design 418
Art History 213
English 327 or 424
2 electives chosen from
the following Fine Art
electives:

Painting 418
Printmaking 418
Sculpture 418
Ceramics 418

*Fine Arts and Applied Arts 195 (3) and 295 (3)

This number is reserved for Fine Arts and Applied Arts courses that may be offered from time to time by:

- College Fine Arts and Applied Arts Faculty who may wish to present a course in their specialty which may be of limited interest; or
- Visiting Fine Arts and Applied Arts Lecturers.

Announcements regarding Fine Arts and Applied Arts 195 and 295 offerings will be made in the Term Schedule.

Prerequisites will be announced by special bulletin.

2:0:4

NOTE: THE FOLLOWING STUDIO COURSES ARE OPEN TO ALL COLLEGE STUDENTS; THE FINE ARTS DEPARTMENT OFFERS ONLY A SELECTION IN ANY GIVEN TERM.

*Ceramics 117 (2)

A general survey of ceramics with practical use of methods to provide an experience in art.

1:2:0

*Design 117 (2)

Instruction and workshop. Emphasis on aesthetic concepts and technical controls for effective use of basic elements and principles of design and colour in craft applications, painting, architecture, interior design, and for the enrichment of personal environment.

1:2:0

*General Drawing 117 (2)

Basic course in drawing relating specific media to appropriate paper and introducing basic drawing problems such as perspective, still-life, etc.

1:2:0

*Life Drawing 217 (2)

A course in elementary figure drawing, both nude and draped, which will include basic proportions, structure, simple anatomy, and the expression of form.

1:2:0

*Painting 117 (2)

This course introduces form, shapes, illusion, mass, composition, colour, and design through the use of figures, still-lives, and abstractions. You will use various techniques: brushwork, pen and ink, wash drawing, etc.

1:2:0

*Photography as an Art 117 (2)

An examination of photography as a medium of artistic expression including a brief history, a look at some of the current trends, and a discussion of how photography has influenced and shaped contemporary art.

1:1:1

*Sculpture 117 (2)

A basic sculpture course in 3-dimensional design with emphasis on practice rather than theory.

1:2:0

NOTE: THE FOLLOWING STUDIO COURSES ARE RESTRICTED TO STUDENTS IN THE FINE ARTS PROGRAM.

*Ceramics 118 (3) and 218 (3)

This course deals with clays and simple glazes that could be found locally. It emphasizes techniques of handbuilding and kiln construction. The second term deals with clay and glaze theory, kilns, throwing on a wheel and decorating techniques.

1:3:0

*Ceramics 318 (3) and 418 (3)

This course emphasizes creative expression with clay to enhance your artistic growth and development. Further development of wheel work and handbuilding skills.

Prerequisite: Ceramics 218 for Ceramics 318. Ceramics 318 for Ceramics 418.

1:3:0

*Design 118 (3) and 218 (3)

These courses acquaint you with the basic principles of design, stressing an awareness of colour, line, shape, form, texture, pattern, and space. Instruction and workshops involving various materials and techniques provide you with opportunities to recognize and use each of the design elements.

1:3:0

*Design 318 (3) and 418 (3)

These advanced design courses emphasize the resynthesis of the design elements into a totality. You will study composition, abstraction, stylization and decoration in depth, and you will develop images and themes from personal observation, imagination, and exploration with pencil, ink and collage.

Prerequisite: Design 218 for Design 318. Design 318 for Design 418.

1:3:0

*Drawing 118 (3) and 218 (3)

The emphasis will be on drawing as a visual thinking process, as preparatory work for painting, sculpture, or printmaking, and as a complete and meaningful statement in itself. During the year, you will work with a variety of drawing media and from a wide range of subject possibilities.

1:3:0

*Drawing 318 (3) and 418 (3)

Extension of the experience in Drawing 218. Emphasis is placed upon problems and media related to a personal form of expression.

Prerequisite: Drawing 218 for Drawing 318. Drawing 318 for Drawing 418.

1:3:0

*Painting 118 (3) and 218 (3)

Introduction to Painting through the exploration of various techniques and a study of aesthetic and conceptual problems.

1:3:0

*Painting 318 (3) and 418 (3)

Extension of experience in painting from life, objects, and nature. Colour studies are based on abstract themes and ideas. You are encouraged to find your own individual form of expression.

Prerequisite: Painting 218 for Painting 318. Painting 318 for Painting 418.

1:3:0

*Printmaking 318 (3) and 418 (3)

The aim of the program is to involve you in the discovery of ideas as well as simple printmaking techniques.

Prerequisite: Drawing 218 and Design 218.

1:3:0

*Sculpture 118 (3) and 218 (3)

This course provides you with a sculptural experience as well as instructing you in sculptural skills. In the second term you explore materials while acquiring new skills as the need arises.

1:3:0

*Sculpture 318 (3) and 418 (3)

Courses in advanced sculpture to allow you to acquire further skills in the search for personal form and space.

Prerequisite: Sculpture 218 for Sculpture 318. Sculpture 318 for Sculpture 418.

1:3:0

NURSING DEPARTMENT

Nursing Program

The Nursing Program at Vancouver Community College, Langara Campus, provides a two-year diploma program leading to a career in nursing in the province of British Columbia. Upon completion of this program, you

will be eligible to apply to the Registered Nurses Association of B.C. to write the registration examination. Eligibility to practice as a registered nurse in British Columbia is governed by the Registered Nurses' Act, the regulations of the Registered Nurses' Act, and the regulations of the Registered Nurses' Association of British Columbia. You may obtain information as to eligibility to practice as a registered nurse from the Registrar, Registered Nurses' Association of British Columbia.

The Nursing Program studies, in addition to nursing, selected general education subjects to provide you with more comprehensive knowledge for decision-making. It focuses on skills for maintaining health, protecting from illness and disability, and assisting in the restoration of health as fully as possible. Upon completion of the program, you can function under the periodic direction of an experienced registered nurse or physician in a variety of hospital settings to provide nursing care to individuals or groups of individuals of varying ages (not including those who require nursing care in intensive or critical care and/or specialized areas). You can also coordinate and direct the activities of auxiliary nursing personnel.

Admission Requirements:

For each applicant, the following criteria will be evaluated, in the order listed, before acceptance into the nursing program is finalized.

- You must possess a complete B.C. Grade XII standing or its equivalent, including a Grade XI standing in biology, chemistry, and mathematics. You must have an average of C+ or better in Grade XII or its equivalent and C+ grade in Grade XI biology, chemistry, and mathematics.
- You must complete testing to verify your competency in mathematics and written and oral English. Scores on the English Placement Test, Nelson-Denny Reading Test, and a mathematics screening test are necessary before your application can be processed. You may need to take remedial English and/or mathematics courses prior to admission.
- You must have two satisfactory character references. These should be from:
 - a) a previous nursing or career related training school (e.g. orderly, LPN), if you have attended such a school.
 - b) previous employers, if you have recently been employed.
 - c) secondary or post-secondary school counsellors or instructors if you have been recently enrolled.
- You must appear for a pre-admission counselling interview approximately 3-½ months prior to your anticipated enrolment date.
- To prove that you are physically healthy and emotionally stable, you must have a medical examination during the three month period prior to entry into the program, and your physician must submit a report directly to the College Health Services in the college. Final acceptance and permission to register are dependent upon this report.
- You must possess a current Safety Oriented First Aid Standard Care Certificate and a valid CPR Basic I Certificate. Entrance into clinical courses is contingent upon this.

Please submit applications at least eight months prior to your anticipated enrolment date.

The Nursing Program consists of the following six semesters.

FIRST TERM

Nursing 135
Nursing 138
—Graded S/U (See page 14)
Biology 121
P.E. 137
Psychology 115
Pharmacology 115

THIRD TERM

Nursing 325
Nursing 328
Nursing 345
Nursing 348
Biology 421
Pharmacology 215
English 127 or 128

FIFTH TERM

Nursing 535
Nursing 538
—Graded S/U (See page 14)

*NOTE: You must take one English elective course in any Semester prior to Semester V.

SECOND TERM

Nursing 235
Nursing 238
—Graded S/U (See page 14)
Biology 221
Psychology 215

FOURTH TERM

Nursing 435
Nursing 438
—Graded S/U (See page 14)
Biology 321
*Suggested time for English
elective

SIXTH TERM

Nursing 648
—Graded S/U (See page 14)

***Nursing 135 (6)**

Nursing 135 focuses on the concepts and principles related to the individual who is able to meet his basic needs, with consideration of his phase of life cycle heredity, environment, culture, and socio-economic status. It emphasizes the nursing activity of maintenance, providing learning experiences in the classroom, laboratory, and selected community agencies.

6:0:0

***Nursing 138 (4)**

Nursing 138 focuses on the clinical application of the concepts and principles presented in Nursing 135, providing learning experiences in the laboratory and selected long-term care settings.

Prerequisites: Safety Oriented First Aid Standard Care Certificate and valid CPR Basic I Certificate.

0:0:11

***Nursing 235 (6)**

Nursing 235 focuses on the concepts and principles related to the nursing care of the individual who is unable to meet his needs. This course provides an introduction to the individual who is experiencing a health problem and deals more comprehensively with the individual who has a health problem with the need for protection. It emphasizes the nursing activity of maintenance and introduces nursing activities of protection and restoration, providing learning experiences in classroom, laboratory, and community agencies.

Prerequisites: Nursing 135 and 138, Biology 121, Psychology 115, and Pharmacology 115.

6:0:0

***Nursing 238 (5)**

Nursing 238 focuses on the clinical application of the concepts and principles presented in Nursing 235, providing learning experiences in the laboratory and adult medical surgical settings.

Prerequisites: Nursing 135 and 138, Biology 121, Psychology 115, Pharmacology 115 and current CPR Basic I Certificate.

0:0:16

***Nursing 325 (3)**

Nursing 325 focuses on the concepts and principles related to the Nursing care of the individual who is unable to meet his needs for Sexuality. This is a half-term course. Prerequisites: Nursing 235 and 238, Biology 221, Psychology 215 and current CPR Basic I Certificate.

6:0:0

½ term

***Nursing 328 (3)**

Nursing 328 focuses on the clinical application of the concepts and principles presented in Nursing 325, providing learning experiences in the laboratory, and maternity settings. This is a half-term course.

Prerequisites: Nursing 235 and 238, Biology 221, Psychology 215 and current CPR Basic I Certificate.

0:0:18

½ term

***Nursing 335 (7)**

Nursing 335 focuses on the concepts and principles related to the nursing care of the individual who is unable to meet his needs for security and sexuality. It emphasizes the nursing activities of maintenance, protection, and restoration, providing learning experiences in the classroom, laboratory and/or community agencies.

Prerequisites: Nursing 235 and 238, Biology 221, Psychology 215 and current CPR Basic I Certificate.

7:0:0

***Nursing 338 (6)**

Nursing 338 focuses on the clinical application of the concepts and principles presented in Nursing 335, providing learning experiences in the laboratory, maternity, and psychiatric settings.

Prerequisites: Nursing 235 and 238, Biology 221, Psychology 215 and current CPR Basic I Certificate.

0:0:18

***Nursing 345 (3)**

Nursing 345 focuses on the concepts and principles related to the Nursing care of the individual who is unable to meet his needs for Security and Protection. This is a half-term course.

Prerequisites: Nursing 235 and 238, Biology 221, Psychology 215 and current CPR Basic I Certificate.

6:0:0

½ term

***Nursing 348 (3)**

Nursing 348 focuses on the clinical application of the concepts and prin-

ciples presented in Nursing 345, providing learning experiences in the laboratory and psychiatric settings: This is a half-term course.

Prerequisites: Nursing 235 and 238, Biology 221, Psychology 215 and current CPR Basic I Certificate.

0:0:18
½ term

*Nursing 435 (6)

Nursing 435 focuses on the concepts and principles related to the nursing care of the individual who is unable to meet his needs for nutrition and elimination. It emphasizes the nursing activities of maintenance, protection, and restoration, providing learning experiences in the classroom, laboratory, and community agencies.

Prerequisites: Nursing 335 and 338, Biology 421, and Pharmacology 215.

6:0:0

*Nursing 438 (7)

Nursing 438 focuses on the application of the concepts and principles presented in Nursing 435, providing learning experiences in the laboratory and adult medical surgical settings.

Prerequisites: Nursing 335 and 338, Biology 421, Pharmacology 215 and current CPR Basic I Certificate.

0:0:20

*Nursing 535 (6)

Nursing 535 focuses on the concepts and principles related to the nursing care of the individual who is unable to meet his needs for activity and oxygen. It emphasizes the nursing activities of maintenance, protection, and restoration, providing learning experiences in the classroom, laboratory, and community agencies.

Prerequisites: Nursing 435 and 438, and Biology 321.

6:0:0

*Nursing 538 (8)

Nursing 538 focuses on the clinical application of the concepts and principles presented in Nursing 535, providing learning experiences in the laboratory and in paediatric and adult medical and surgical clinical settings.

Prerequisites: Nursing 435 and 438, Biology 321 and current CPR Basic I Certificate.

0:0:24

*Nursing 648 (15)

Nursing 648 focuses on the clinical application of all concepts and principles presented in all previous nursing courses. It gives special attention to developing skills in organizing group care, providing learning experiences in a variety of clinical settings.

Prerequisite: Nursing 535 and 538 and current CPR Basic I Certificate.

0:2:32

*Nursing 195 (3) and 295 (3)

These numbers are reserved for Nursing courses that may be offered from time to time by:

- a) College Nursing Faculty who may wish to present a course in their specialty which may be of limited interest; or
- b) Visiting Nursing Lecturers.

Announcements regarding 195/295 offerings will be made by Calendar supplement.

Prerequisites will be announced by special bulletin.

*Pharmacology 115 (1)

INTRODUCTION TO PHARMACOLOGY

Upon completion of Pharmacology 115, you will be able to apply the principles of basic mathematics to the calculation of oral and injectable medication dosages. The course focuses on your ability to consistently calculate medication dosages with a high level of accuracy.

The course prepares you for the administration of oral and injectable medication.

1:0:0

*Pharmacology 215 (3)

This course for nursing students will provide a working knowledge of the basic drug classifications, the physiology of drug actions, major drug and food interactions, major side and toxic effects, and nursing implications of drug administrations.

Prerequisites: Nursing 235 and 238, and Biology 221.

3:1:0

PHYSICAL EDUCATION AND RECREATION DEPARTMENT

Recreation Leadership Program

This program trains you in recreation work at the para-professional level. It develops the techniques of recreation leadership with broad application to the field, while providing opportunities for you to pursue a specific area of interest in such leadership. The program includes courses in recreational activities, leadership and programming theory, human relationships, and administrative procedures at the technician's level. Practical work, both in classes and in the field, is an integral part of the program.

There is a need for technically trained persons in the broad range of programs conducted by municipal recreation and parks departments, community centres, Boys and Girls' Clubs, Y.M.C.A.'s, Y.W.C.A.'s, Rehabilitation Centres, and other organizations providing recreation and other leisure related opportunities for people of all ages and with widely varied interests.

Admission Requirements:

In order to be admitted to the program:

- You must evidence good health and emotional maturity.
- You must have a complete B.C. Grade XII standing or its equivalent and evidence good student potential. Some mature students may qualify for Dean's Admission under the college admission policy if you meet the other admission requirements.

- You must submit proof of a medical examination indicating good health status during the three month period prior to entry into the program. **YOUR PHYSICIAN MUST SUBMIT THE REPORT DIRECTLY TO THE COLLEGE HEALTH SERVICES IN THE COLLEGE BEFORE FINAL ACCEPTANCE AND PERMISSION TO REGISTER ARE GRANTED.**
- You must submit a written application including your statement of philosophy of recreation, four to six letters of reference, and other pertinent information requested specifically relating to items 6-8 below. You must use the specific application form and guidelines provided by Student Services.
- You must have an interview conducted by a team of program faculty.
- You must evidence a clear understanding of the program, its focus, its intent, and evidence career goals compatible with those of the program.
- You must evidence interest and abilities in leadership situations involving people of various ages and with varied abilities.
- You must evidence considerable previous participation in at least one area of interest such as sports and games, creative arts, social recreation, outdoor recreation, therapeutic recreation, or facility maintenance and management, as well as being receptive to learning and leadership situations that may not be within your current recreation experiences.

Your application will not be processed until the following documents are received:

- Transcript (if applicable)
- Letter of Reference

Please see general requirements for enrolling for the first time in Career Programs, page 9.

FIRST TERM

Physical Education 153
Recreation 160
Recreation 142
**Physical Education or
Recreation Elective
English 127
Psychology 115

THIRD TERM

Recreation 168
Recreation 164
Business Procedures 115
**Physical Education or
Recreation Elective
**Physical Education or
Recreation Elective

**Elective (from Psychology or Sociology or approved elective)

**The Electives marked above with a double asterisk are subject to approval by the Department.

SECOND TERM

Recreation 362
Recreation 165
**Physical Education or
Recreation Elective
**Physical Education or
Recreation Elective
One of English 229 or 230
or approved
Communication Course
Psychology 215

FOURTH TERM

Recreation Internship 479
—Graded S/U (See page 14)

The Physical Education and Recreation Department offers a variety of courses designed to meet the different needs of the student population. In addition to the College courses in Physical Education and Recreation listed in this calendar, there are extensive extracurricular recreational opportunities for students through Intramurals, Athletics and free facility times. Individual day lockers, shower facilities, and towel service are available.

Each of the following areas of instruction, and their courses, apply to specific college programs of study.

Service Program Activity Courses

The following courses provide opportunities for healthful enjoyable recreation for all College students, regardless of their program of studies. You may enrol in one service program activity course in each term, as part of your total program. You are also urged to utilize Intramural Activities and Intercollegiate Athletics for recreational activity to balance your academic work. Service Program Activity Courses carry College credit only.

All courses may not be offered in any given term. Regular attendance and participation are essential course requirements.

***Physical Education 112 (1)**

PHYSICAL FITNESS

An introduction to personal physical fitness development. Although the course is principally geared to mild but continuous and progressive exercise, there will also be opportunity for higher levels of performance. Some individual fitness testing is conducted to indicate personal fitness levels and place you in the appropriate programs. Grading is based mainly on attendance and participation. **0:0:2**

***Physical Education 113 (1)**

GOLF

This course provides you with opportunities for developing your golf skills at a variety of levels. There are some visits to pitch and putt and regulation courses. You must bear the cost for such optional visits yourself. Grading is based mainly on attendance and participation. **0:0:2**

***Physical Education 114 (1)**

BADMINTON

This course provides instruction in badminton skills, knowledge, tactics, strategies, and game courtesies at the beginner and advanced levels, offering in class tournaments and Intramural competitions to help you improve your playing skills. Grading is based mainly on attendance and participation. **0:0:2**

***Physical Education 116 (1)**

SWIMMING

This course provides opportunities for developing your swimming skills at a variety of levels in a nearby pool. You may elect to attempt C.R.C.S. or R.L.S.S. proficiency awards where feasible. Grading is based mainly on attendance and participation. **0:0:2**

*Physical Education 124 (1)

TENNIS

This course provides instruction in tennis skills at the beginner level, offering in class tournaments and Intramural competitions near the end of the term. Grading is based mainly on attendance and participation.

0:0:2

*Physical Education 125 (1)

INDIVIDUAL AND DUAL ACTIVITIES

This course provides opportunities for the learning of and participation in, a variety of recreational activities that you can enjoy as an individual or with a partner. You may choose to emphasize participation in one activity or choose from a number of activities wherever possible. Grading is based mainly on attendance and participation.

0:0:2

Professional Activity Courses

The following courses are for students who are considering a career in Physical Education and/or Recreation through the Recreation Leadership Career Program or through a university transfer program. Each of the following activity courses has considerable theory dealing with leadership and teaching methodology.

If you are specializing in Physical Education and/or Recreation, you may count up to four credit hours of Professional Activity courses for a University Transfer Program each term and up to six credit hours of Professional Activity courses for the Recreation Leadership Diploma each term. You should plan your program with the Counselling Department and Physical Education and Recreation Faculty. Required courses for students enrolled in certain career programs are arranged within the respective departments.

(a) Recreation Activity Courses

▲ *Recreation 130 (2)

INTRODUCTION TO DANCE

A composite course in ballroom, folk, and square dancing with emphasis upon fundamentals of dance, application, and roles of dance in physical education and recreation programs. The course also stresses organization and presentation techniques for the teaching of dance.

1:0:2

▲ *Recreation 131 (2)

BALLROOM DANCING

Figures and techniques of waltz, fox-trot, swing, samba, and tango with emphasis upon teaching methods for beginning and advanced ballroom dance skills.

1:0:2

▲ *Recreation 132 (2)

FOLK DANCE

Techniques of folk dances of various countries. Stress is on performance, appreciation, application and teaching methods.

1:0:2

▲ *Recreation 133 (2)

SQUARE DANCE

Square dance and couples dances; calling and teaching methods.

1:0:2

▲ *Recreation 134 (2)

CONTEMPORARY DANCE

Introductory study of movement as a communicative art. Movement analysis, dance techniques, composition, drama improvisations, and directive methods.

1:0:2

▲ *Recreation 135 (2)

COMMUNITY ARTS I

An approach to creative expression through various media. Emphasis on teaching children from pre-school up to twelve years of age.

0:0:3

▲ *Recreation 136 (2)

COMMUNITY ARTS II

An introductory study of music, rhythm and drama. The use of music rhythm and drama in various activities; analysis of music and drama fundamentals and their application to various recreation settings.

0:0:3

▲ *Recreation 140 (2)

COMMUNITY ARTS III

Arts and crafts for teens, adults and the elderly. Emphasis is on the teaching methods for such activities and the contribution of these activities to the individual's well being. Programming and administration for the Arts is also an integral part of this course.

0:0:3

▲ *Recreation 142 (2)

OUTDOOR RECREATION I

A study of the potential of various natural settings for recreation and analysis of the outdoor recreation activities possible in these environments. Development of outdoor recreational skills and exploration within and near urban areas for natural settings suitable for recreation programming. A short term residential camp experience is a part of the course and its evaluation.

1:0:2

▲ *Recreation 143 (2)

OUTDOOR RECREATION II

The development of skills, knowledge, and appreciation of outdoor recreation in winter and alpine settings on the coast and in the interior. A three to seven day field trip is part of the course and its evaluation.

1:0:2

(b) Physical Education Activity Courses

▲ *Physical Education 132 (2)

EXERCISE MANAGEMENT

Principles of exercise management, techniques for assessing fitness and participation in a variety of exercise programs. Exercise programming with consideration for those with specific fitness needs.

1:0:2

▲ ***Physical Education 133 (2)**

GOLF

A basic course covering the development of skills in all phases of the game, comprehension of rules, etiquette, and terminology, application and roles of golf in physical education and recreation programs, and the development of teaching techniques.

0:0:3

▲ ***Physical Education 134 (2)**

TENNIS

Instruction in the basic skills, strokes, rules, etiquette, and tactics. Emphasis on an application of biomechanical principles in stroke analysis and development of a variety of teaching methods.

0:0:3

▲ ***Physical Education 137 (2)**

PHYSICAL FITNESS AND EXERCISE PRESCRIPTION: PERSPECTIVES ON HEALTH

This course is primarily for Nursing students. It develops an understanding of the physiological adaptations of the body to physical activity and explains the procedures for assessing personal fitness. You will have an opportunity to participate in a variety of fitness programs and recreational activities to attain and/or maintain your desired fitness level.

1:0:2

▲ ***Physical Education 140 (2)**

TRACK AND FIELD

The fundamentals of various track and field events, teaching and coaching methods. Integrated with Level I Technical requirements of National Coaching Certification Program.

1:0:2

▲ ***Physical Education 142 (2)**

SOCCER

Instruction in the basic skills, rules, tactics, teaching methods, coaching techniques, and training techniques of Soccer.

1:0:2

▲ ***Physical Education 144 (2)**

BADMINTON

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

1:0:2

▲ ***Physical Education 145 (2)**

BASKETBALL

Fundamentals, basic drills, simple offensive tactics, team offense and defence, rules, practice organization, teaching techniques, coaching and officiating techniques.

1:0:2

▲ ***Physical Education 146 (2)**

FIELD HOCKEY

Instruction in the basic skills, rules, tactics, teaching methods, coaching techniques, and training techniques of field hockey.

1:0:2

▲ ***Physical Education 147 (2)**

VOLLEYBALL

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

1:0:2

▲ ***Physical Education 151 (2)**

EDUCATIONAL GYMNASTICS

Instruction through an individualized approach to movement learning, utilizing floor and apparatus activities. Emphasis is on teaching methods, curriculum analysis, and versatility of instructional environments.

1:0:2

▲ ***Physical Education 152 (2)**

ARTISTIC GYMNASTICS

Instruction in skills development, progressions, and competency levels utilizing trampoline, tumbling, floor exercises, rings, pommel horse, parallel bars, vaulting and high bar apparatus. Emphasis is upon performance skills and instructional and safety techniques.

1:0:2

▲ ***Physical Education 153 (2)**

ACTIVE PLAY

Theoretical aspects of play, influences of values, interests, out-comes, including sex and age upon play. Participation in, and development of, a repertoire of games, contests, and relays. Teaching methods and procedures and their application to school physical education programs and community recreation programs.

1:0:2

▲ ***Physical Education 156 (2)**

AQUATICS I

This course emphasizes practical swimming ability and life saving skills and theory through coverage of both the Red Cross White Level Award and the R.L.S.S. Bronze Medallion Award. Introduction to all other aspects of aquatics such as competitive, synchronized and recreational swimming as well. You must attain the Red Cross White Level for successful completion of the course.

1:0:2

Professional Theory Courses

The following courses are intended only for those students who are considering a career in Physical Education and/or Recreation through the Recreation Leadership Career Program or through a university transfer program. All courses are not offered each term and you should consult the Counselling Department and the Physical Education and Recreation Faculty when you are planning your program.

(a) Recreation Theory Courses

▲ ***Recreation 160 (3)**

FOUNDATIONS OF RECREATION

An introduction to recreational philosophy, ethics, standards, organization, and programs:

3:0:0

▲ ***Recreation 161 (3)**

INTRODUCTION TO LEISURE STUDIES

This course encourages the study of the phenomenon of leisure in contemporary industrial societies. It explores the socio-historical context of leisure as an aspect of culture with consideration of the significance and characteristics of leisure and leisure's relationships to other aspects of social life. A theoretical background is developed which is necessary for the implementation concerns of recreation policy and practice. **3:0:0**

▲ ***Recreation 162 (3)**

INTRODUCTION TO RECREATION FACILITY OPERATIONS

An introduction to the operation of selected recreation facilities including an overview of government involvement and regulations, principles of programming, staffing, fiscal planning, concessions, and maintenance procedures. **2:1:0**

▲ ***Recreation 163 (3)**

RECREATION MANAGEMENT FUNDAMENTALS

An introduction to some aspects of the responsibilities of, and procedures available to the professional recreation manager. Focus is upon individual and group decision processes as these affect organizational structure, personnel management, financial and budgeting management, the management of volunteers, legal aspects of recreation and marketing, and advertising and program promotion. **3:0:0**

▲ ***Recreation 164 (3)**

INTRODUCTION TO PLANNING AND MANAGEMENT OF PARKS AND PLAYGROUNDS

An introduction to planning, designing and managing parks and playgrounds. The focus is on urban and non-urban open spaces. Emphasis is on area development, programming and leadership as related to the leisure pursuits of various age groups. **3:0:0**

▲ ***Recreation 165 (3)**

SURVEY OF THERAPEUTIC RECREATION

Introduction to the history, philosophy, objectives, and scope of Therapeutic Recreation. Analysis of the etiology, symptoms, and prognosis of a variety of physical, mental, behavioural, social, and sensory disabilities. Familiarization with recreational and leisure services available. **3:0:0**

▲ ***Recreation 166 (3)**

THERAPEUTIC RECREATION LEADERSHIP

Analysis and application of the principles and techniques used in preparation, delivery, and evaluation of programs. Emphasis placed on adaptation of activities, facility, equipment, and materials, behaviour controls. View to future developments. **3:0:0**

▲ ***Recreation 167 (3)**

CAMPING PROGRAMS AND LEADERSHIP

Philosophy and practices of the various camping organizations and camp

programs. Emphasis is on camp leadership and future developments in this field. **3:0:0**

▲ ***Recreation 168 (3)**

RECREATION PROGRAM PLANNING

An introduction to the principles of planning, implementing, and evaluating recreation programs. **3:0:0**

***Physical Education and Recreation 195 (3) and 295 (3)**

These numbers are reserved for Physical Education and Recreation courses that may be offered from time to time by:

- a) College Physical Education and Recreation Faculty who may wish to present a course in their specialty which may be of limited interest; or
- b) Visiting Physical Education and Recreation Lecturers.

Announcements regarding Physical Education and Recreation 195 offerings will be made by Calendar Supplement.

Prerequisites will be announced by special bulletin. **3:0:0**

▲ ***Recreation 362 (3)**

LEADERSHIP METHODS

Fundamentals of group and individual interaction, supervisory techniques, and methods of evaluation. **3:0:0**

***Recreation 479 (15)**

— Graded S/U (See page 14)

RECREATION INTERNSHIP

Approved field work assignments during the fourth term in recreation settings in the community. Field work training will consist of a twelve week practicum preceded by a one week orientation period and a final one week of evaluation. Course requirements will include specific assignments and seminars (see Internship Manual). Requires full Term 4 Community Recreation Leadership Diploma standing. Internship placement seminars will be held in the prior term. **1:4:30**

(b) Physical Education Theory Courses

▲ ***Physical Education 160 (3)**

INTRODUCTION TO PHYSICAL EDUCATION

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

▲ ***Physical Education 161 (3)**

INTRODUCTION TO THE STUDY OF SPORT

An introduction to the study of sport; an introductory examination of classifications for leisure, play, games, contests, dance, and sport. **3:0:0**

▲ ***Physical Education 163 (3)**

BIODYNAMICS OF PHYSICAL ACTIVITY

An introductory examination of the mechanical, anatomical, and physiological basis of human physical performance.

2:0:2

▲ ***Physical Education 164 (3)**

DYNAMICS OF MOTOR SKILL ACQUISITION

An introductory examination of motor skill acquisition, the variables which influence the learning and performance of motor skills, and the relationship between skill acquisition and growth and development.

3:0:0

▲ ***Physical Education 171 (3)**

INTRODUCTION TO SPORTS MEDICINE

Etiology of common exercise and sport injuries with an emphasis on prevention, evaluation, management and rehabilitation. Consideration of current issues and developments in Sports Medicine. Class presentations include both theory and practical learning experiences.

2:0:1

▲ ***Physical Education 256 (3)**

AQUATICS II

This course prepares students to teach swimming. The course incorporates the content of the Red Cross Instructor course and analyzes the role of aquatics in Physical Education and Recreation. Equal emphasis on teaching methodology, theory, and practical swimming ability.

Prerequisites: Current (within the last two years) R.L.S.S. Bronze Medalion Award and Red Cross Water Safety Leader Award. (Mature students can apply to the department for exemption from the Leader Award.)

2:0:1

▲ ***Physical Education 257 (3)**

AQUATICS III

The organization and administration of various aquatic programs and meets as well as programs for the handicapped.

Prerequisite: Physical Education 156 or 256.

2:0:1

▲ ***Physical Education 261 (3)**

SPORT IN CANADIAN SOCIETY

An historical and theoretical analysis of Sport in Canadian Society.

3:0:0

▲ ***Physical Education 291 (3)**

HUMAN FUNCTIONAL ANATOMY AND APPLIED PHYSIOLOGY I

Human anatomical systems and their integration. A major emphasis is placed on the skeletal and muscular systems.

Prerequisite: P.E. 163 or permission of the department.

2:0:2

▲ ***Physical Education 391 (3)**

HUMAN FUNCTIONAL ANATOMY AND APPLIED PHYSIOLOGY II

Human anatomical systems and their integration (continued). Emphasis is on the nervous, digestive, endocrine, respiratory, circulatory and urinary body systems and their functioning in physical activities.

Prerequisite: P.E. 291 or permission of the department.

2:0:2

*See Diploma Requirements (page 27).

THE ARTS AND SCIENCES

Anthropology (Anthro) Courses

NOTE: Anthropology 120, 131, 132 may be taken in any sequence or concurrently.

Anthropology 120 (3)

INTRODUCTION TO CULTURAL ANTHROPOLOGY

An introduction to the cultures and societies of non-urbanized people by means of examples and analysis; a consideration of the nature of culture by examining various economic practices, social systems, political systems, personalities, etc.

No prerequisite required.

3:1:0

Anthropology 131 (3)

INTRODUCTION TO PHYSICAL ANTHROPOLOGY AND HUMAN ORIGINS

A survey of the physical and behavioral evolution of mankind from the time of the earliest Primates to the present; a discussion of fossil material, interpretations and theories.

No prerequisite required.

3:1:0

Anthropology 132 (3)

INTRODUCTION TO ARCHAEOLOGY

An introduction to the study of the prehistory of mankind; an examination of the evidence for human cultural development; a consideration of the various motives, methods, and techniques that have been involved.

No prerequisite required.

3:1:0

Anthropology 150 (3)

PACIFIC NORTHWEST CULTURAL STUDIES

The study of the cultures of the Pacific Northwest Indians and their relationship with the European traders, explorers, and settlers. May not be offered every semester.

No prerequisite required.

3:1:0

Anthropology 185 (3)

PREHISTORY OF THE MEDITERRANEAN

A regional survey of the prehistoric cultures of the areas bordering the Mediterranean, covering the time from the Neolithic to the Classical period; tracing the origins of Classical civilizations through archaeological techniques.

No prerequisite required.

3:1:0

Anthropology 195 (3) and Anthropology 295 (3)

These numbers are reserved for Anthropology courses that may be offered from time to time by:

- a) College Anthropology Faculty who may wish to present a course in their specialty which may be of limited interest; or
- b) Visiting Anthropology Lecturers.

Announcements regarding Anthropology 195/295 offerings will be made in the term schedules. Prerequisites will be announced by special bulletin.

Anthropology 221 (6)

FIELD TECHNIQUES IN ARCHAEOLOGY

A course in practical archaeological method and theory involving field work in B.C. Course objectives include the recovery and interpretation of archaeological data as well as the acquisition of skills such as photography, mapping, computer applications and preparation of reports.

Prerequisite: Consent of the Instructor.

Eight hours a day, five days a week, for an eight week period during the summer.

Anthropology 230 (3)

ARCHAEOLOGY OF THE NEW WORLD

A survey of the prehistoric cultures of North and South America, from the entry of man into the New World to the time of European settlement. Particular emphasis on western North America.

Prerequisite: Anthropology 131 or Anthropology 132 or consent of the instructor. **3:1:0**

Anthropology 240 (3)

ANTHROPOLOGY OF THE NORTH AMERICAN INDIANS AND INUIT

An introduction to the North American Indians and Inuit with emphasis upon the Canadian people, from early historic times to the present day, using the culture area and historic approach to examine the diverse ways of life.

Prerequisite: Anthropology 120 or consent of the Instructor. **3:1:0**

ARCHAEOLOGY FIELD SCHOOL: MAY-JUNE 1984

Anthropology 221 (6)

For an 8-week period students will have the opportunity to learn archaeological methods, techniques and theory by participating in fieldwork (surveys & excavation) and laboratory work. (See individual course description.)

Art History (Art Hist) Courses

Art History 112 (3)

APPROACHES TO THE HISTORY OF WESTERN ART

An introduction to the study of concepts and problems in art history with an emphasis on aesthetics, style, patronage, and techniques. Course content will assess "progress in art" as an interdisciplinary study of art history which will consider the dynamics of stylistic change. It will attempt

to answer such questions as: Why has art had a history? Is there progress in art which is in any way comparable to progress in science and technology? What is the relationship of contemporary art to the art of the past? **3:1:0**

Art History 113 (3)

NINETEENTH CENTURY ART HISTORY

Neo-Classicism and Romanticism in France and England. The art of early "modern times." Realism, Impressionism, symbolism, and Art Nouveau.

Prerequisites: Art History 114 and 214 desirable but not essential. **2:2:0**

Art History 114 (3)

WESTERN ART BEFORE THE ITALIAN HIGH RENAISSANCE

A view of Western painting, sculpture, and architecture from Paleolithic times to the early Italian Renaissance. Includes art of the ancient Middle East, Greece, Rome, and medieval Europe, the Byzantine, Romanesque, and Gothic Styles, all presented within their cultural context. Illustrated lectures and seminar discussions. **3:1:0**

Art History 115 (3)

HISTORY OF ASIAN ARTS I

A historical survey of Asian Art, architecture, and music as seen through the major civilizations of India and China and the related island empires of Japan, Indonesia, Central Asia, Tibet and Southeast Asia. Myth content and symbolic form in the major oriental religions (Islam, Hinduism, Buddhism, Shintoism and Christianity) will form an important part of the lectures and discussions. Slides, films, tapes and L.P.'s will be used for illustration. You will be expected to develop your own methodology toward a historical understanding of all aspects of Asian Arts. The major stress is on India and Southeast Asia in the first term. **3:1:0**

Art History 116 (3)

HISTORY OF WORLD MUSIC I

A historical aural survey by means of recordings, tapes, and actual instrumental demonstrations of the world's early heritage of musical sound, including primitive, early Greek, Roman, Indian and Chinese, up to 1450 A.D. Examinations of world folk music is stressed. **3:1:0**

Art History 212 (3)

APPROACHES TO THE HISTORY OF WESTERN ART

An introduction to the theoretical analysis of content, technique and meaning in historical art. Ideas in stylistic change can be explained, at least in part, by patterns of cognitive growth. The history of art has passed through stages of cognitive development which are reflected primarily in different modes of organizing pictorial space. Individuals will be encouraged to challenge perception skills and apply meaning to styles of art otherwise remote. **3:1:0**

Art History 213 (3)

TWENTIETH CENTURY ART

The development and significance of styles in Modern Art: Fauvism, Cubism, Expressionism, Abstraction, Fantasy, Surrealism, Abstract Expressionism, Pop Art and Conceptualism.

Prerequisite: Art History 114 and 214 desirable but not essential. **2:2:0**

Art History 214 (3)

WESTERN ART SINCE THE EARLY ITALIAN RENAISSANCE

A view of Western painting, sculpture, and architecture from the Italian High Renaissance to twentieth century Expressionism and Abstraction. Includes NeoClassicism, Romanticism, nineteenth century Realism, and Impressionism, all presented within their cultural context. Illustrated lectures and seminar discussions. **3:1:0**

Art History 215 (3)

HISTORY OF ASIAN ARTS II

A continuation of History of Asian Arts I. This part of the course will continue the study of all major civilizations taken in the first term but with special emphasis on China and Japan. **3:1:0**

Art History 216 (3)

HISTORY OF WORLD MUSIC II

A continuing historical survey of world music from the early European Renaissance (1450 A.D.) to the present, including classical, folk, jazz, rock, and experimental sounds of the 20th century. The course will include an explanation of concepts of harmony and some music notation. **3:1:0**

Biology (Biol) Courses

Biology 115 (3)

GENERAL BIOLOGY I

An introduction to cell structures, physical and chemical properties of living matter, photosynthesis, respiration, excretion, nutrition, transport, hormonal control and reproduction. **3:1:2**

Biology 116 (3)

CONCEPTS IN BIOLOGY I

Biology 116/216 is a course in Science for Arts majors. The course emphasizes man, stressing applications of biology that help you better understand and cope with a contemporary world. Major topics are human systems, metabolism and energy relations.

—See Biology 216

3:1:2

Biology 150 (3)

HUMAN BIOLOGY

A non-laboratory course for students not majoring in science, dealing with the structure and functions of the human body. The course consists of lectures, seminars, and demonstrations. Recommended for Physical Education and Recreation students. **3:1:0**

Biology 151 (3)

BIOLOGY FOR COURT REPORTERS

This course introduces medical and biological terms likely to be encountered by Court Reporters together with appropriate descriptions of each. For students in the Court Reporter program. **4:0:0**

Biology 160 (3)

HUMAN PHYSIOLOGY

The fundamentals of human physiology; a course covering all systems of the body; primarily for students in the Food Services Program. **3:1:0**

Biology 180 (3)

ECOLOGY: MAN AND HIS ENVIRONMENT

A course for students not majoring in the biological sciences. You will study problems of environmental conservation and resource management, taking field trips to local areas. (Not offered every year.) **3:0:3**

Biology 215 (3)

GENERAL BIOLOGY II

A comparative study of the skeletal, muscular, nervous, and reproductive systems; modern principles of development, genetics, ecology, evolution, and a review of the major phyla.

Prerequisite: Biol 115 or equivalent.

3:1:2

Biology 216 (3)

CONCEPTS IN BIOLOGY II

Science for Arts majors, see Biology 116 — contemporary aspects of ecology, populations, pollution, genetics, and evolution are major topics.

Prerequisite: Biology 116 or equivalent.

3:1:2

NOTE: Some courses at the 300 and 400 levels may not be offered every year.

Biology 315 (3)

CELL BIOLOGY I

A study of the biochemistry and function of cells and cell components, including a discussion of experimental techniques employed in cellular research.

Prerequisite: Biol 215 plus one of Chem 215 or 216. The department advises that you take Chem 316 before or at the same time as Biol 315.

3:1:3

Biology 330 (3)

INTRODUCTION TO GENETICS

Mendelian and non-Mendelian principles of inheritance; the chemical nature of the gene, gene structure and function; the heredity of bacteria, viruses and higher organism, including man.

Prerequisite: Biol 115 and 215 or equivalent. Biology 115 and/or 215 cannot be taken concurrently with this course. **3:1:2**

Biology 340 (3)

BOTANY: PLANT PHYSIOLOGY AND ANATOMY

Lectures and laboratories dealing with the structure and physiology of higher plants, including water relations, metabolism, and environmental factors influencing growth.

Prerequisite: Biol 215 or equivalent.

3:1:2

Biology 350 (3)

VERTEBRATE ANATOMY

Comparative anatomy of the vertebrates with emphasis on man — a survey of the evolution, development, and morphology of organ systems with dissection of representative forms.

Prerequisite: Biol 215 or equivalent.

3:1:3

Biology 360 (3)

HUMAN PHYSIOLOGY I

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: Biol 215 or equivalent.

3:1:2

NOTE:

- 1) Chem 215 or 216 is desirable but not mandatory.
- 2) You are advised to take Biol 350 concurrently with this course when both are offered in the same semester.

Biology 380 (3)

ECOLOGY

Ecology of terrestrial and aquatic communities native to British Columbia with a study of specific management and conservation techniques. Course topics include energetics and the distribution, abundance, life history, and adaptations of animal and plant populations. Field trips during laboratory hours will be required.

Prerequisite: Biol 215 or equivalent.

3:1:3

Biology 415 (3)

CELL BIOLOGY II

A detailed study of cell structures.

Prerequisites: Biol 315. The department advises that you take Chem 416 before or at the same time as Biol 415.

NOTE: If you are taking Chem 416 concurrently, please note that credit for Biol 415 will be withheld until you have completed Chem 416 successfully.

3:1:0

Biology 460 (3)

HUMAN PHYSIOLOGY II

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.

Prerequisite: Biol 360.

3:1:2

Biology 470 (3)

MICROBIOLOGY II

Topics include medical microbiology, microbial genetics, virology, immunology, and industrial microbiology.

Prerequisite: Biol 370.

3:1:3

The following courses are limited to students in the V.C.C. Nursing Program

Biology 121 (3)

ANATOMY AND PHYSIOLOGY FOR NURSING I

Physiological principles, homeostasis, the cell, tissue, blood, the reticuloendothelial system, immune processes, the lymphatic system, the heart and circulation, skeletal muscles and the skeleton, respiratory and excretory systems, acid base balance, and electrolyte balance. Biology 121 and 221 include pertinent aspects of physics and chemistry.

3:1:2

Biology 221 (3)

ANATOMY AND PHYSIOLOGY FOR NURSING II

Nervous system, sense organs, digestive endocrine and reproductive systems, gametogenesis, fetal development and physiology, and genetics.

Prerequisite: Biol 121.

3:1:2

Biology 321 (3)

PATHOLOGY I

Principles of microbiology and pathology pertaining to the study of harmful bacteria and micro-organisms.

Prerequisite: Biol 221.

3:1:0

Biology 421 (3)

PATHOLOGY II

Principles of the development of common pathological processes as they affect the human body.

Prerequisite: Biol 321.

3:1:0

Business Administration Courses — See page 63.

Canadian Studies (Cdn St) Courses

For Diploma Information — see page 26.

Canadian Studies 250 (3)

A survey of contemporary Canadian culture, with a focus on regional and multicultural images and identities; architecture and visual arts; and contemporary electronic and print communication, both public and private.

3:1:0

Chemistry (Chem) Courses

Chemistry 114 (3)

AN INTRODUCTION TO CHEMISTRY

A one term introduction to Chemistry intended for students who have had no secondary school Chemistry and who wish to proceed to more advanced chemistry courses. Open only to students who have completed secondary school or equivalent or have been admitted under Dear's admission.

3:0:2

Chemistry 115 (3) and Chemistry 215 (3)

GENERAL CHEMISTRY

Chemistry 115 and 215 constitute a first year course in general college chemistry. Chemistry 115 covers the following topics: stoichiometry, atomic and molecular structure, the periodic table, chemical bonding, nuclear chemistry, properties and theory of gases, and organic chemistry.

Prerequisites for Chemistry 115: Chemistry 114, Chemistry 11, Chemistry 071, or equivalent with a "C" or better standing, and Mathematics 11, Mathematics 150, or equivalent (may be taken concurrently).

Not open to students with a "C" or better in Chemistry 12, Chemistry 091 or equivalent. See Chemistry 125.

4:0:2

Chemistry 215 discusses liquids, solids and changes of state, solutions, acid-base theory, kinetics, equilibrium and thermodynamics.

Prerequisite for Chemistry 215: Chemistry 115.

4:0:2

Chemistry 116 (3) and Chemistry 216 (3)

GENERAL CHEMISTRY FOR BIOLOGICAL APPLICATIONS

A course equivalent to Chemistry 115/215 with the emphasis on biological applications. Primarily for students who plan a career in the biological sciences.

Prerequisite for Chemistry 116: Chemistry 114, Chemistry 11, Chemistry 071 or equivalent with a "C" or better standing, and Mathematics 11, Mathematics 150, or equivalent (may be taken concurrently).

Prerequisite for Chemistry 216: Chemistry 116.

4:0:2

Chemistry 125 (3) and Chemistry 225 (3)

GENERAL CHEMISTRY FOR PHYSICAL SCIENCES

Chemistry 125 plus Chemistry 225 constitute a first year general chemistry course primarily for students intending to study the physical sciences and are restricted to those who have completed Chemistry 12, Chemistry 091, or an equivalent course with a "C+" or better grade. Chemistry 125 topics include: stoichiometry, atomic structure, bonding and molecular structure, gases, and organic chemistry.

Prerequisites for Chemistry 125: Chemistry 12, Chemistry 091, or equivalent with a "C+" or better standing, and Mathematics 11, Mathematics 150 or equivalent (may be taken concurrently.).

3:1:2

Chemistry 225 topics include: solids, liquids, solutions, kinetics, equilibrium, acids and bases, thermodynamics and electrochemistry.

Prerequisite for Chemistry 225: Chemistry 125.

3:1:2

Chemistry 315 (3) and Chemistry 415 (3)

PHYSICAL AND INORGANIC CHEMISTRY

These two courses constitute a second year course in physical and inorganic chemistry. Chemistry 315: This course includes a brief review and extension of equilibria in solution, an introduction to thermodynamics including the First and Second Laws, enthalpy, entropy, Gibbs Free Energy, and chemical potentials. (Fall term only).

Prerequisites: Chemistry 215, Chemistry 216, or equivalent, and Mathematics 171 or equivalent (may be taken concurrently).

4:0:3

Chemistry 415: A continuation of Chemistry 315. Topics discussed include modern concepts of atomic structure and bonding, descriptive inorganic chemistry with some physical methods of determining structures, and electrochemistry. (Spring term only).

Prerequisite: Chemistry 315.

4:0:3

Chemistry 316 (3) and Chemistry 416 (3)

ORGANIC CHEMISTRY

A second year level course in general organic chemistry. Chemistry 316: Topics include simple aliphatic and aromatic compounds including hydrocarbons, alkyl halides, organometallic compounds, alcohols, and ethers; an introduction to reaction mechanisms, to stereochemistry and to the use of spectroscopy in organic chemistry. (Normally fall term only).

Prerequisite: Chemistry 215, 216 or 225.

4:0:3

Chemistry 416: Topics include carbonyl compounds, carboxylic acids, amines, and amino acids. Bio-organic systems may also be covered. (normally spring term only).

Prerequisite: Chemistry 316 or equivalent.

4:0:3

Classical Studies Courses

For Diploma Information — See page 26.

Classical Literature 111 (3)

A survey in translation of epic poetry written by both Greek and Roman poets in the classical era. The course will focus on Homer and Virgil, but some consideration will be given to other poets. Reference will be made to the survival of the epic tradition in English literature.

3:1:0

Classical Literature 211 (3)

A survey in translation of dramatic literature written by both Greek and Roman writers in the classical era. The course will focus on tragedy but some consideration will be given to comedy. Reference will be made to the influence of classical drama upon English Literature.

3:1:0

Greek 115 (3) and Greek 215 (3)

INTRODUCTORY GREEK AND ELEMENTARY GREEK

Greek 115 — An introduction to Greek. The element of the language. Simple readings.

Greek 215 — A continuation of Greek 115 with readings in prose and verse. These two courses will prove especially useful to students of Classical Studies, Comparative Literature, History, Religious Studies, and Romance Languages.

Prerequisite for Greek 115: none.

Prerequisite for Greek 215: Greek 115.

Offered from time to time at the discretion of the department. **3:1:0**

Latin 115 (3) and Latin 215 (3)

BEGINNER'S LATIN I AND II

Latin 115 — An introduction to the nature and structure of the Latin language; reading of simple texts in prose and verse. This course with Latin 215 will be especially useful to students interested in Classical Studies, Medieval History, Comparative Literature, the Romance Languages, Religious Studies, Philosophy and Biological Sciences.

Latin 215 — An intermediate course in Latin, with emphasis on reading.

Prerequisite for Latin 115: none.

Prerequisite for Latin 215: Latin 115. **3:1:0**

Commerce Program — See page 47.

Communication Courses — See English Courses page 128.

Computer Science Courses — See Mathematics Courses page 144.

Computer Systems Technologist Program — See page 143.

Criminal Justice Program — See page 76.

Economics (Econ) Courses

The Economics Department strongly recommends that students who have not taken economic courses at the college level, enter directly into 100 level economic courses such as Economics 115, 116 or 118. Successful completion of Economics 221 and 222, is significantly lower for those students who do not have an Economics 100 background.

Economics 110 (3)

COMPARATIVE ECONOMIC SYSTEMS

This course compares the economic systems of Canada and the Soviet Union in the way which they decide what goods get produced and who gets the resulting output. It also examines problems specific and common to each type of economic system, e.g. inflation, big business and unions, economic growth and motivation of the individual. **3:1:0**

Economics 111 (3)

URBAN ECONOMIC ISSUES

This course uses economic principles to describe and analyze certain problems confronting Vancouver and other Canadian cities, examining issues such as urban poverty, housing, transportation, industrial location, and quality of life. **3:1:0**

Economics 115 (3)

CANADIAN ECONOMIC ISSUES

The use of economic principles to describe and analyze current Canadian economic issues such as inflation, monopoly, pollution, and poverty. **3:1:0**

Economics 116 (3)

CANADA IN THE WORLD ECONOMY

Canada's economic relationship with the United States, the European Economic community, Japan, and Latin America, with special emphasis on trade, international investment, and foreign ownership. **3:1:0**

Economics 117 (3)

INTRODUCTORY ECONOMIC HISTORY

A history of the economic development of man from evident beginnings to 1500. A discussion of the refinement of civilization arising out of economic surplus, consideration (of discoveries and inventions), religion, social organization, and government. **3:1:0**

Economics 118 (3)

ECONOMICS AND HISTORY OF WESTERN CIVILIZATION

An analysis of the main historical features of economic development after 1500, with special emphasis on economic and social changes in some of the industrializing countries of the world. Some topics broached

are changes in land tenure, the Commercial and Industrial Revolutions, and the emergence of western pre-eminence in the world economy.
3:1:0

Economics 195 (3) and Economics 295 (3)

These numbers are reserved for Economic courses that may be offered from time to time by:

- a) College Economic Faculty who may wish to present a course in their specialty which may be of limited interest; or
- b) Visiting Economic Lecturers.

Announcement regarding Economics 195 and 295 offerings will be made in term schedules.

Prerequisites will be announced by special bulletin.

Economics 221 (3)

PRINCIPLES OF ECONOMICS (MACRO)

Introductory concepts; the price system; business organization; agriculture; affluence and poverty; labour; government; national income; monetary and fiscal policy; savings, invest and consumption; the multiplier; business cycles; prices; money and banking.
3:1:0

Economics 222 (3)

PRINCIPLES OF ECONOMICS (MICRO)

Price determination; demand and utility; competitive supply; cost analysis; equilibrium of the firm; combines policy; income distribution; the pricing of factor inputs; land rent; competitive wages; interest and capital; profits; international trade; growth; alternative economic systems.
3:1:0

NOTE: Students may not take Econ 221 and Econ 222 in the same term without written Departmental permission.

Economics 251 (3)

INTERMEDIATE MICROECONOMIC ANALYSIS

Consumer behaviour, production, exchange, equilibrium of the firm under different market structures, factor markets, economic welfare. Intended primarily for Bachelor of Commerce students.

Prerequisite: Economics 221 & 222
(formerly 321 & 421)

Mathematics corequisite: Mathematics 153/253 or 171/271.
4:0:0

Economics 252 (3)

INTERMEDIATE MACROECONOMIC ANALYSIS

Income and employment theory, monetary theory, the open economy, economic fluctuations and growth. Intended primarily for Bachelor of Commerce students.

Prerequisite: Economics 221, 222 Mathematics corequisite: Mathematics 153/253 or 171/271.
4:0:0

English (Eng) and Communication (Commun) Courses

ENGLISH PLACEMENT TEST

If you plan to enrol in a first semester English or Communication course, you must take the B.C. English Placement Test prior to the term in which you hope to register.

Non-Credit Courses in English

English 109 (0)

READING DEVELOPMENT

English 109 is a course for students who wish to increase their reading speed while improving comprehension and retention. It includes lectures on efficient time scheduling, note-taking, and examination techniques. One noon hour lecture and two one-hour laboratory periods per week are required.
1:0:2

First Year English Courses

If you wish to earn first year credit in college English, you must complete either English 127 or English 128 in the first semester and either English 229 or English 230 in the second semester.

First Semester Courses:

English 107 (3)

LANGUAGE AND COMPOSITION

This is a course designed for students at the post-secondary level who require additional training in the fundamental skills of reading and writing. It covers both oral and written communication but emphasizes reading and composition. If you have a below standard score on the English Placement Test, you will be required to take English 107 before proceeding to a first semester credit course in English. This course does not carry transfer credit to other institutions.
4:0:0

English 127 (3)

ESSAY WRITING AND SHORT PROSE SELECTIONS

This course emphasizes the principles of composition through the study and writing of various kinds of essays. As a secondary aim, it encourages an appreciation of modern literature through a study of the short story. Prerequisite: Eng. 12, CV 81/91, Eng. 107 or equivalent.
3:1:0

English 128 (3)

SHORT PROSE SELECTIONS AND COMPOSITION

While this course attends to the principles of composition, it emphasizes an appreciation of modern prose writing through the study of both short stories and essays. Most writing assignments are related to the literature studied.

Prerequisite: Eng. 12, CV 81/91, Eng. 107 or equivalent.
3:1:0

Second Semester Courses:

NOTE: You may not take a second semester course until you have successfully completed either English 127 or English 128.

English 229 (3)

MODERN NOVEL, POETRY AND DRAMA

This course introduces students to the modern novel, to a selection of poems, mainly from the twentieth century, and to a sampling of modern drama. Writing assignments are related to the literary works studied.

Prerequisite: English 127 or 128.

3:1:0

English 230 (3)

MODERN NOVEL, POETRY AND FILM

This course introduces students to the modern novel, to a selection of poems, mainly from the twentieth century, and to the elements and techniques of modern film. Writing assignments are related to the works studied.

Prerequisite: English 127 or 128.

3:1:0

NOTE: In most semesters, one of the above first semester courses and one of the above second semester courses will be offered by cassette correspondence. See the term supplement for details.

First Year English Options.

NOTE: The following two pairs of courses may be taken for unassigned credit in either first or second year. Eng 181 and 281 go together, as do Eng 126 and 226.

English 181 (3)

HISTORY OF DRAMA AND THEATRE, PART I

English 181 is a study of drama and theatre history of the Primitive, Greek, Roman, Medieval, and Renaissance periods. You will be given a choice of written and/or oral assignments.

Prerequisite: Eng 12, CV 81/91, Eng 107, or equivalent.

3:1:0

English 126 (3)

INTRODUCTION TO LINGUISTICS: DESCRIPTIVE

English 126 is a study of modern linguistic theory, with special attention given to the forms and ideas of generative grammars. It covers such areas as the nature and acquisition of language usage, phonology, semantics, and syntax.

Prerequisite: Eng 12, CV 81/91, Eng 107, or equivalent.

3:1:0

English 195 (3) and English 295 (3)

These numbers are reserved for English courses that may be offered from time to time by:

- Members of the English Department who may wish to present a course in their specialty; or
- Visiting English lecturers.

Announcements regarding English 195/295 offerings will be in the term schedule.

Prerequisite: Announced by special bulletin.

3:1:0

English 226 (3)

INTRODUCTION TO LINGUISTICS: HISTORICAL

English 226 is a study of the history and development of the English language from the Old English Period to the present. It studies the changes that have occurred in sounds, spelling, forms and syntax, as well as the ways in which the language has enriched its vocabulary.

Prerequisite: Eng 126 or permission of the department.

3:1:0

English 281 (3)

HISTORY OF DRAMA AND THEATRE, PART II

English 281 is a study of drama and theatre history of the Restoration, and the Eighteenth, Nineteenth, and Twentieth Centuries. You will be given a choice of written and/or oral assignments. (English 281 is usually preceded by English 181, but it can be taken either before or along with English 181.)

Prerequisite: Eng 12, CV 81/91, Eng 107 or equivalent.

3:1:0

Second Year English Courses

You may take any two of the following courses for second year credit. These courses may be taken in any order or concurrently. Notice that English 181 and 281 may also be taken for unassigned second year credit.

English 323 (3)

SURVEY OF ENGLISH LITERATURE, PART I

English 323 introduces students to the range and tradition of early English literature, focusing on Chaucer, Shakespeare and Milton. Term papers are required.

Prerequisite: Eng 229 or 230, or equivalent.

3:1:0

English 325 (3)

CANADIAN LITERATURE

This is a one semester course in Canadian literature with special attention given to contemporary fiction and/or poetry and/or drama. Term papers required.

Prerequisite: Eng 229 or 230, or equivalent.

3:1:0

English 327 (3)

EXPLORING LITERATURE

This course examines one genre, theme, or national literature. Contents vary with instructor and semester. Check the calendar supplement for each semester. Term papers and extensive reading are required. English 325 and 327 may be taken in either order or both together.

Prerequisite: Eng 229 or 230, or equivalent.

3:1:0

English 424 (3)

SURVEY OF ENGLISH LITERATURE, PART II

English 424 explores a range of English literature by focusing on major authors and literary forms from the Restoration to the late nineteenth century.

Term papers are required. (English 424 is usually preceded by English 323, but it can be taken either before or along with English 323.)

Prerequisite: Eng 229 or 230, or equivalent.

3:1:0

Second Year English Options.

English 326 (3)

CREATIVE WRITING: PROSE FICTION

This study of the short story and novel emphasizes individual student writing in both genres, but the course also includes analysis and discussion of recent and current directions in prose fiction. You will be expected to complete one average-length short story, and a synopsis of one or two chapters of a novel.

Prerequisite: Eng 229 or 230, or equivalent.

3:1:0

English 426 (3)

CREATIVE WRITING: POETRY AND DRAMA

The term's work will be divided between the two genres: the drama section will require the writing of a one-act play, either for stage, radio, or television; the poetry will require the writing of a collection of short poems unified in a definable way.

Prerequisite: Eng 326 or permission of the department.

3:1:0

Communication Courses

NOTE: The following four courses are designed for students in Langara's Career Programs. They carry College credit, but not University transfer credit.

Communication 115 (3)

INTERPERSONAL COMMUNICATION

Interpersonal communication theory put into practice in games, exercises, group and individual projects that cover small group dynamics, interviews and oral presentations. Prerequisite: Eng 12, CV 81/91, Eng 107, or acceptance into a Career Program.

4:0:0

Communication 116 (3)

REVIEW OF SPELLING AND PUNCTUATION

Because this course is especially designed for students on the Court Reporter and Accounting programs, enrollment is restricted. Review of basic principles of spelling, punctuation and sentence composition with extensive practice and drills in relation to the needs of court reporting.

Prerequisite: Acceptance in the Court Reporter or Accounting Programs.

4:0:0

Communication 117 (3)

ORAL DEVELOPMENT AND LISTENING SKILLS

Effective speaking and listening skills developed in a lab environment, with practice in persuasive vocal techniques (dynamics, articulation, tempo, pitch) and listening exercises. Skills are applied in a variety of situations: impromptu and extemporaneous speeches, interviews and debates.

Prerequisite: Eng 12, CV 81/91, Eng 107, or acceptance into a Career Program.

4:0:0

Communication 118 (3)

WRITTEN COMMUNICATION

Training in writing skills, with emphasis on business writing in a career context. Writing projects include memos, letters, reports, resumes and employment correspondence.

Prerequisite: Eng 12, CV 81/91, Eng 107, or acceptance into a Career Program.

4:0:0

Fine Arts Program — See page 95.

Food Services Technician Program — See page 79.

French (Fren) Courses

French 115 (3) and French 215 (3)

BEGINNER'S COLLEGE FRENCH

Fundamentals of speaking, reading, and writing French; classroom work supplemented by practice in the Language Laboratory.

Introductory course for students with no previous knowledge of French.

Prerequisite for Fren 115: none.

Prerequisite for Fren 215: Fren 115.

3:0:1

French 117 (3) and French 217 (3)

INTERMEDIATE FRENCH

First year College French for those who have completed Grade 11 French in secondary school, or equivalent.

Prerequisite for French 117: French 11 or French 215 or French 061/071.

Prerequisite for French 217: French 117.

3:0:1

French 118 (3) and French 218 (3)

FRENCH CONVERSATION, LANGUAGE AND LITERATURE

Designed for students who want a less specialized course than either French 119/219 or French 125/225. This course offers a review of grammar, a study of literary texts, and practice in conversation. However, if you plan to take French 302/402 or French 329/429 in second year, you must take French 119/219.

Prerequisite for Fren 118: Fren 12 or Fren 117/217.

Prerequisite for Fren 218: Fren 118.

3:0:1

French 119 (3) and French 219 (3)

FRENCH LANGUAGE AND LITERATURE

A course consisting of literature, grammar, and written composition for students who plan advanced study in the French Language.

Prerequisite for Fren 119: Fren 217 or 218 with "A" or "B" standing or permission of the department or Fren 12 or equivalent with "C+" or better. Students with Fren 217 or Fren 12 with a "C" standing should enrol in Fren 118.

Prerequisite for Fren 219: Fren 119.

4:0:0

French 125 (3) and French 225 (3)

CONVERSATIONAL FRENCH

A conversational approach to French culture. Limited to 15 students.

Prerequisite for Fren 125: Fren 12 or Fren 217.

Prerequisite for Fren 225: Fren 125.

This course may be taken in the first year of college.

4:0:1

French 302 (3) and French 402 (3)

ADVANCED FRENCH LANGUAGE AND COMPOSITION

Emphasis is on composition and translation. Classes are conducted entirely in French. This course is to be taken by all students intending to proceed to third year French programs at university.

Prerequisite for Fren 302: Fren 219 or equivalent.

Prerequisite for Fren 402: Fren 302 or equivalent.

3:0:1

French 329 (3) and French 429 (3)

A SURVEY OF FRENCH LITERATURE

French 329 deals with selected works from the Middle Ages to the 17th century; French 429 with representative texts from the 18th to the 20th century.

Discussion and writing are in French. To be taken by all students intending to proceed to third year French courses at university.

Prerequisite for Fren 329: Fren 219 or equivalent.

Prerequisite for Fren 429: Fren 329 or equivalent.

3:0:1

Geography (Geog) Courses

All geography courses carry university transfer credit.

Geography 180 and 190 are laboratory sciences.

Geography 100 (3)

INTRODUCTION TO GEOGRAPHY

This course provides an introduction to the thought, theory, and skills of the geographer. It deals with man/environmental knowledge. It examines the use of geography in understanding and solving environmental, economic, political, and social problems.

3:1:0

NOTE: Students planning advanced study in Geography should take this course.

Geography 105 (3)

FIELD TECHNIQUES

This course offers practical experience in the use of a variety of field study techniques. These techniques emphasize the collection and interpretation of field data, introducing the student to such skills as mapping and field sketching, land use interpretation through maps and air photos, questionnaire implementation and field data analysis. The techniques will be applied by students to a variety of problems — social, economic or physical — in field settings. No prerequisites.

2:1:2

Geography 120 (3)

INTRODUCTION TO THE GEOGRAPHY OF CANADA

This course examines the geography of Canada from its environmental base to resource management problems and regional characteristics, emphasizing current social, political, and economic issues.

3:1:0

Geography 130 (3)

URBAN GEOGRAPHY

This course studies the evolution, spatial organization, and dynamics of the modern city. Special emphasis is on the Canadian context, including locally oriented field trips and projects.

3:1:0

Geography 150 (3)

ECONOMIC DEVELOPMENT OF BRITISH COLUMBIA

This course provides a geographic analysis of the factors influencing the development of B.C.'s human and physical resources. Some of the topics considered are the effects of the physical environment, historic economic development, trends in selected sectors of the economy, the role of the government in resource policy, and international trade. Emphasis is on contemporary problems, trends, and issues.

3:1:0

NOTE: In addition to being offered as a regular course, Geography 150 may also be given in the Geography Field School: May-June 1982 which is described below.

Geography 155 (3)

ENVIRONMENTAL ISSUES — MAN AND NATURE

This is an introductory course emphasizing environmental issues and natural hazards with special attention given to questions of environmental management. There will be a heavy emphasis on B.C. issues although a broader perspective will sometimes be necessary. You will have an opportunity to gain some experience in field work and other research methods. Some basic knowledge of B.C. is desirable for students interested in this course.

2:2:0

Geography 160 (3)

THE PACIFIC RIM

This course presents a geographic approach to trends and problems in the economic, social, and political developments of Pacific Rim countries. Some issues are studied in the context of the entire Pacific region,

whereas others are examined in more detail on a specific regional basis, e.g. Latin America, East Asia. Special emphasis is placed on Canada-Pacific Rim relationships such as trade.

3:1:0

Geography 180 (3)

PHYSICAL GEOGRAPHY (METEOROLOGY AND CLIMATOLOGY)

This course is a laboratory science which provides an introduction to weather, climate, vegetation, and cartography. The approach emphasizes process, classification, and distribution. Examples are drawn largely from North America with special emphasis on local conditions. Lectures and labs complement one another by providing both theoretical and applied perspectives.

2:1:2

NOTE: Students planning advanced study in Geography should take both Geography 180 and 190 in any sequence or concurrently.

Geography 190 (3)

PHYSICAL GEOGRAPHY (GEOMORPHOLOGY)

This course is a laboratory science which provides an introduction to geomorphology (the study of landforms) and soils. The approach emphasizes process, form, and distribution. Examples are drawn largely from North America with special emphasis on local conditions. Lectures and labs complement one another by providing both theoretical and applied perspectives.

2:1:2

NOTE: Students planning advanced study in Geography should take both Geography 180 and 190 in any sequence or concurrently.

Geography 195 (3) and Geography 295 (3)

These numbers are reserved for Geography courses that may be offered from time to time by:

- College Geography Faculty who may wish to present a course in their specialty which may be of limited interest, or
- Visiting Geography Lecturers.

Announcements regarding Geography 195 and 295 offerings will be made in term schedules.

NOTE: Prerequisites will be made by special bulletin.

GEOGRAPHY FIELD SCHOOL: MAY-JUNE 1984

In May-June 1984 the Geography Field School will comprise two courses: Geography 105 (3), Field Techniques and Geography 130 (3), Urban Geography (see the individual course descriptions). Students must enroll in both courses and are required to participate in local field work in the Vancouver and Lower Mainland region.

Additional Field School expenses to be announced.

Geography 250 (3)

ECONOMIC GEOGRAPHY

This course provides a basic introduction to the principles of economic geography and locational analysis. It is a second level course emphasizing the theoretical and quantitative methods and techniques used by the geographer. It stresses contemporary problems associated with economic behaviour together with techniques used in interpreting regional disparities, spatial organization of industry, and patterns of communications. Prerequisites: Geography 100 or Geography 130 or other Social Science alternative with Departmental permission.

3:1:0

Geography 270 (3)

CULTURAL GEOGRAPHY

This course presents a geographical appreciation of the beliefs, traditions, and growth of human society. A consideration of such topics as environmental perception, cultural impressions on the landscape, diffusion, and the interaction of cultures.

Prerequisites: Geography 100 or Geography 130 or other Social Science alternative with Departmental permission.

3:1:0

Geology 110 (3) and Geology 210 (3)

INTRODUCTION TO GEOLOGY I AND II — LAB SCIENCE

A laboratory science course providing an introduction to physical and historical geology. It includes consideration of the origin and structure of the earth, rocks and minerals, deformation of the earth's crust, erosion and land forms, history of the earth and development of life, and economic geology. Evidence will be examined in the laboratory and in the field.

Prerequisite: Geology 110: none.

Prerequisite: Geology 210: 110.

3:0:2

Geology 115 (3) and 215 (3)

INTRODUCTION TO GEOLOGY I AND II — NON-LAB

A Geology course for non-science majors which provides an introduction to physical and historical geology. It includes consideration of the origin and structure of the earth, rocks and minerals, deformation of the earth's crust, erosion and landforms. History of the earth and development of life.

Prerequisite: Geology 115: none

Prerequisite: Geology 215: 115.

3:1:0

German (Germ) Courses

German 115 (3) and German 215 (3)

BEGINNERS' COLLEGE GERMAN

Fundamentals of speaking, reading and writing German; a prerequisite to the concentrated study of German. Introductory courses for students who have little or no previous knowledge of German.

Prerequisite for Germ 115: none.

Prerequisite for Germ 215: Germ 115 or permission of the department.

3:0:1

German 119 (3) and German 219 (3)

GERMAN LANGUAGE AND LITERATURE

An intermediate course consisting of a thorough review of language structure and grammar, plus oral and written German based on the reading of modern short stories.

Prerequisite for Germ 119: Germ 215, Germ 12 or equivalent, or permission of the department.

Prerequisite for Germ 219: Germ 119.

3:1:0

German 329 (3) and German 429 (3)

A SURVEY OF GERMAN LITERATURE

This is an advanced course dealing with representative works of German literature from 1800 to the present, along with oral and written practice in German.

Prerequisite for Germ 329: Germ 219 or equivalent, or permission of the department.

Prerequisite for Germ 429: Germ 329.

3:1:0

Greek Courses — See page 122.

History (Hist) Courses

History 111 (3)

THE HISTORY OF GREECE

The nature of history, chronological systems, and the ancient Near East. The rise of the Greek city-states, with special emphasis on the political, economic and cultural achievements of the Classical period (500 — 323 B.C.).

4:0:0

History 113 (3)

HISTORY OF THE EARLY MEDIEVAL WORLD

A study of the most pertinent aspects of early Medieval History from the decline of Rome to about the year 1000 A.D. Special attention will be given to the development of characteristic institutions and ideas in this period. The course will focus upon the disintegration of the classical world and the genesis of a new form of civilization in Europe.

3:1:0

NOTE: This course will be offered during the Fall term only.

History 114 (3)

WESTERN THOUGHT AND INSTITUTIONS

The development of the political thought, religion, science, economics, and culture of the Western World from 1500 to 1763. An introductory course recommended as a basis for studies in Modern History.

3:1:0

History 115 (3)

MODERN HISTORY (1900 — 1939)

A study of Europe at the turn of the century; the causes, the events, and aftermath of World War 1; the "Search for Security" and the League of Nations; the Great Depression and the rise of totalitarian states.

3:1:0

History 116 (3)

EARLY CANADA

The analysis of early French and English colonies on the eastern coast through the period of colonial rivalry; their impact on the native Indian culture; the British conquest; the conflict of cultures; social, economic, and political developments to 1867.

3:1:0

History 117 (3)

B.C. HISTORY I

An introduction to methods in historical research within the context of early British Columbia history. Course content will focus on native Indian cultures and the culture clash, fur trade society, colonial society and British Columbia's entry into confederation.

2:2:0

History 119 (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

NOTE: This course will be offered in the Fall Term.

History 122 (3)

An analysis of British Expansion 1497-1857. The major themes include exploration, colonization, mercantilist economics, the American Revolution and the birth of a free trade empire.

3:1:0

History 125 (3)

CHINA: A CENTURY OF REVOLUTION (1840-1949)

An introduction to the historical events of the one hundred year period leading up to the "liberation" of China in 1949. Ideological, social, and political aspects will be related to the historical development.

3:1:0

History 195 (3) and History 295 (3)

These numbers are reserved for History courses that may be offered from time to time by:

- College History Faculty who may wish to present a course in their specialty which may be of limited interest; or
- Visiting History Lecturers.

Announcements regarding History 195 and 295 offerings will be made in term schedules.

3:1:0

History 211 (3)

THE HISTORY OF ROME

The growth of Rome, the development of her political institutions, the acquisition of the empire, the collapse of the Republic, the political and social history of the Empire, and the decline and fall.

4:0:0

History 213 (3)

HISTORY OF THE LATE MEDIEVAL WORLD

A study of the most pertinent aspects of the late Medieval World from about the year 1000 A.D. until the Italian Renaissance. Special attention will be given to the development of institutions and ideas in this period.

3:1:0

NOTE: This course will be offered in the Spring Term.

History 214 (3)

WESTERN THOUGHT AND INSTITUTIONS

This course is a continuation of History 114, extending from the mid-eighteenth century to 1900. It gives special attention to the Enlightenment, the Industrial Revolution, the French Revolution, and the development of society in nineteenth century Europe. This is an introductory course which is recommended as a basis for studies in Modern History.

3:1:0

History 215 (3)

MODERN HISTORY (1939 TO PRESENT)

A study of the conflicts leading to World War II; the events and global aspects of the war; the "Cold War" tension; the impact of growing Communism and the emergence of the People's Republic of China; the collapse of colonialism and resultant rise of the new nationalism in Asia and Africa.

3:1:0

History 216 (3)

MODERN CANADA (1867 — 1967)

The social, political, and economic growth of Canada from sea to sea.

3:1:0

History 217 (3)

B.C. HISTORY II

A study of late 19th and 20th century British Columbia history with special attention to the organization of research findings.

Prerequisite: History 151.

2:2:0

History 219 (3)

AMERICAN HISTORY (FROM THE CIVIL WAR TO THE PRESENT)

A study of 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 great industrial giant.

3:1:0

NOTE: This course will be offered in the Spring Term.

History 222 (3)

BRITISH IMPERIAL HISTORY

A continuation of History 122, this course covers the period 1857-1960. The major developments analyzed and described are the zenith of imperialism, the decline to decadence, the birth of the Commonwealth.

3:1:0

History 369 (3)

CANADIAN-AMERICAN RELATIONS

A study of integration and conflict, from our historical beginnings to our twentieth century industrialization.

3:1:0

NOTE: This course will be offered in the Spring Term.

The following courses may be taught from time to time.

History 139 (3) Britain in the Nineteenth Century.

History 149 (3) Britain in the Twentieth Century.

History 161 (3) Selected Issues in Canadian History.

History 330 (3) France in a Revolutionary Age.

History 333 (3) Russia in the Nineteenth Century.

Journalism Program — See page 33.

Latin Courses — See page 122.

Latin American Studies (Lat Amer) Courses.

For Diploma Information — See page 27.

Latin American Studies 200 (3)

This course will consider the background, developmental processes and contemporary issues confronting Latin America from an interdisciplinary approach.

3:1:0

Latin American Studies 221 (6)

LATIN AMERICAN FIELD SCHOOL

An eight-week interdisciplinary field school which will be conducted in Latin America. Students will be introduced to Latin America in general and to a particular area more specifically. Classes will be held at the college; additional lectures and individual research will be conducted in the field.

Prerequisite: First semester college-level Spanish language or equivalent, (second semester, highly recommended).

Offered from time to time at the discretion of the department.

Library Technician Program — See page 82.

Mathematics, Statistics and Computer Science Courses

DIAGNOSTIC TESTS

If you wish to register for the first time in Mathematics 152, 153 or 171, you must normally write the Mathematics Diagnostic Test.

You do not have to write this test if you have:

- an A grade in Algebra 12 (or equivalent) and want Mathematics 171
- a B grade in Algebra 12 (or equivalent) and want Mathematics 153
- a C grade in Algebra 12 (or equivalent) and want Mathematics 152

If you wish to register in Computer Science 135, you must have completed Mathematics 153, 162 or 171 with a C grade, otherwise you must obtain an adequate score on the Computer Science Diagnostic Test and have permission to register in Mathematics 153, 162 or 171.

REPEATING A COURSE

For Mathematics and Statistics courses, if you have registered twice or more in a course, earning grades of F, N or W, you may not register again until after course change. If you already have a C grade in a course you wish to take again, you must obtain permission from the department. For Computer Science Courses, if you have taken a course before (regardless of the grade you obtained) you may not register again until after course change.

MATHEMATICS COURSES

Mathematics 118 (3)

MATHEMATICS OF FINANCE

An introduction to the mathematics of finance and investment including simple interest and discount, compound interest, annuities, amortization and sinking funds, depreciation and valuation of investments. **4:0:0**

Mathematics 119 (3)

MATHEMATICS OF BUSINESS AFFAIRS

Basic mathematics of everyday business affairs including simple and compound interest, promissory notes, instalment buying, cash and trade discounts, loans, mortgages, insurance, investment, and elementary statistics. **4:0:0**

Mathematics 121 (3)

MATHEMATICS AND STATISTICS FOR REALTY APPRAISAL

A course designed to provide students in the Realty Appraisal course with a review of basic mathematics and introduction to business mathematics, annuities, graphs and graphical analysis, and statistics. Course restricted to students in the Realty Appraisal program. **4:0:0**

Mathematics 131 (3)

COMPUTERS IN SOCIETY I

The impact of computer technology on society. The history, issues, and current uses of computers. The effect computers have on our lives: in business, finance, industry, science, law enforcement and the arts. To provide information on the concepts and applications of computer including algorithms, languages, and problem-solving and several current applications.

Prerequisite: none.

4:0:0

Mathematics 150 (3)

BASIC AND INTERMEDIATE ALGEBRA

A course in the fundamentals of algebra necessary for further study in all areas of mathematics. Topics include real number concepts, algebraic operations, linear equations and inequalities, exponents and radicals.

4:0:0

Mathematics 152 (3)

PRECALCULUS MATHEMATICS

A course in the algebra, analytic geometry and trigonometry necessary for the study of calculus. Topics include equations and inequalities in first and second degree, functions and graphs (linear, quadratic, polynomial, log and exponential) and trigonometric functions. Prerequisite: Algebra 12 with a C standing or permission of the department based on score on diagnostic test.

4:0:0

Mathematics 153 (3)

INTRODUCTORY CALCULUS

A course in the fundamentals of differential and integral calculus with their applications, but reviewing many of the basic algebraic and geometric concepts of precalculus mathematics. Topics include curve sketching (symmetry, intercepts, polarity asymptotes), limits, derivatives, optimization, related rates, differentials, antiderivatives (simple cases) and the exponential function.

Prerequisite: B in Algebra 12, or permission of department, based on score on diagnostic test.

4:0:0

Mathematics 162 (3)

FINITE MATHEMATICS I

A presentation of mathematical models in a social, business or biological context and a consideration of specific applied problems in these areas. Covers basic symbolic logic, set theory, counting methods, probability and statistics.

Prerequisite: Algebra 11 or Math 150 with a B standing, or Algebra 12 with a C standing.

4:0:0

Mathematics 171 (3)

CALCULUS I

This course deals primarily with differentiation. The major topics include: limits (intuitive approach), development and definition of derivatives, differentiation techniques (algebraic, trigonometric, inverse trigonometric, exponential, and logarithmic function), curve sketching (including parametric equations and polar coordinates), applications of derivatives (optimization, related rates, linear motion, differential approximations), antiderivatives, growth and decay.

Prerequisite: Algebra 12 with an A standing, or permission of department, based on score on diagnostic test.

4:0:0

Mathematics 210 (3)

BUSINESS ANALYSIS BY COMPUTER

An introductory course in the solution of mathematic problems encountered in business. Course features include:

- student access to a computer via a time-sharing terminal,
- instruction in the BASIC programming language,
- analysis of common business calculations followed by programming and computer solution. **4:0:0**

Mathematics 231 (3)

(Formerly Computer Science 231)

CONCEPTS OF COMPUTER MATHEMATICS

The course background will consist of an introduction to Study of numeration systems, Set Theory, Logic, Boolean Algebra, Switching Networks, Linear, non-Linear, and Logarithmic function, Systems of Linear operations, Matrix Algebra, applications into Linear Programming. FORTRAN will be taught to provide necessary practical applications.

Prerequisite: Math 153, 162 or 171 (may be taken concurrently with any of these) or registration in a career program. **4:0:0**

Mathematics 250 (3)

GEOMETRY

Topics will include: areas, similar figures, the circle, the ellipse, and the parabola. This course is not intended for students who have had geometry in high school.

Prerequisites: Math 11 or Math 150 (may be taken concurrently). **4:0:0**

Mathematics 253 (3)

INTRODUCTION TO CALCULUS (CONTINUED)

Study of the concepts introduced in Mathematics 153 as they pertain to logarithmic and trigonometric functions; parametric equations and polar coordinates.

Prerequisite: C standing in Mathematics 153. **4:0:0**

Mathematics 262 (3)

FINITE MATHEMATICS II

A sequel to Mathematics 162, covering matrix methods, applications to linear programming, Markov chains, game theory.

Prerequisite: Mathematics 162. **4:0:0**

Mathematics 271 (3)

CALCULUS II

This course deals primarily with integration and series. The major topics include: the concept of integration, techniques of integration, applications of integration, the calculus of space curves as defined by vectors or parametric equations, and infinite series.

Prerequisite: Mathematics 253 or Mathematics 171. **4:0:0**

Mathematics 274 (3)

CALCULUS II WITH ECONOMIC AND BUSINESS APPLICATIONS

The definite integral, techniques of integration. Introduction to linear optimization and matrix algebra. Partial derivatives, maxima and minima with constraints.

Prerequisite: Mathematics 171 or 253 with C standing or better. **4:0:0**

Mathematics 310 (3)

QUANTITATIVE METHODS IN BUSINESS

Applications of basic mathematics and linear algebra to business administration. Includes linear programming, sensitivity analysis, transportation problems, discounted cash flows. Required of all students in the first year Commerce program.

Prerequisite: Mathematics 262, 253 or 171. (May be taken concurrently with permission of the department.) **4:0:0**

Mathematics 311 (3)

BUSINESS APPLICATIONS OF CALCULUS

Introduction to differential and integral calculus and their applications in business. Required of all students in the first year Commerce program who have not yet completed a first year calculus course.

Prerequisite: Mathematics 262, 171, or 253. (May be taken concurrently with permission of the Department.) **4:0:0**

Mathematics 361 (3)

ALGEBRA I

Integers, integral domains, fields, vector spaces, polynomial domains, matrices, Euclidean spaces.

Prerequisite: Mathematics 271. **4:0:0**

Mathematics 371 (3)

CALCULUS III

Theory and applications related to the following topics: vector-valued functions, partial differentiation, extremal problems, double integrals, triple integrals, and additional topics concerning functions of several variables.

Prerequisite: Mathematics 271. **4:0:0**

Mathematics 373 (3)

REAL ANALYSIS

An introduction to the theoretical foundations of calculus. Topics include: real numbers, basic topology of the real line, sequences and series, the derivative and the Riemann integral.

Prerequisite: Mathematics 271 (may be taken concurrently). **4:0:0**

Mathematics 461 (3)

LINEAR ALGEBRA

A review of vector space structure and general solution of linear systems, linear combinations, linear transformations, determinants, eigenvalues and eigenvectors, quadratic forms, inner product spaces.

Prerequisite: Mathematics 271 or permission of department. **4:0:0**

Mathematics 462 (3)

LINEAR ALGEBRA WITH APPLICATION

The least squares method; diagonalizable matrix, powers and exponentials, stochastic matrices and Markov chains, orthogonal matrices, sym-

metric matrices and quadratic forms, the spectral theorem, maxima and minima of functions of several variables, complex matrices. Application to statistics, economics, physics, engineering, etc.

Prerequisites: Mathematics 461; Mathematics 371 (which may be taken concurrently).

4:0:0

Mathematics 471 (3)

CALCULUS IV

Topics include: curves and surfaces, vector fields, line and surface integrals, Divergence Theorem, Theorems of Green and Stokes, application of the aforementioned topics, and additional topics concerning functions of several variables.

Prerequisite: Mathematics 371.

4:0:0

Mathematics 475 (3)

First order equations; special techniques and applications; second order equations, constant coefficients; homogeneous and non-homogeneous cases and application; first order systems; basics of linear algebra (matrix algebra, Gauss-Jordan reduction, determinants); power series solutions, Laplace Transforms, Fourier series plus topics selected from linear operators, dependence and independence of solutions.

Prerequisite: Mathematics 371. (If you have not yet completed Mathematics 461, you should take it concurrently.)

4:0:0

Statistics Courses

Statistics 123 (3)

BASIC PROBABILITY AND STATISTICS FOR BUSINESS

Includes: collection, classification, analysis, and presentation of numerical data, measures of location and variability; probability; random samples and sampling distributions; estimation of parameters; testing hypotheses; regression; index numbers; time-series; decision theory.

3:0:1

Statistics 124 (3)

STATISTICAL METHODS I

A first course in statistics, developed through the concept of randomness, for students in social sciences, nursing, social work, business, etc. Data used will be generated by students. Topics will include: levels of measurement, frequency distributions, measures of central tendency, measures of dispersion, sampling distributions, central limit theorem, normal distribution, estimation, hypothesis testing, some non-parametric tests; regression. THIS COURSE MAY BE FOLLOWED BY STATISTICS 224.

Prerequisites: Mathematics 11 or Mathematics 150.

3:0:1

Statistics 181 (3)

DESCRIPTIVE AND ELEMENTARY INFERENTIAL STATISTICS

A first course in probability and statistics including: probability theory, descriptive statistics, sampling distributions, hypothesis testing. THIS

COURSE MAY BE FOLLOWED BY STATISTICS 224 OR STATISTICS 281.

Prerequisite: Mathematics 171, 253 or equivalent (may be taken concurrently with permission of department).

4:0:0

Statistics 224 (3)

STATISTICAL METHODS II

A continuation of Statistics 124 and Statistics 181. Methods will be emphasized. Topics will include, elementary probability, review of estimation and hypothesis testing, Chi-square, test, analysis of variance, linear regression and correlation, non-parametric test. Design and data analysis, with use of computer packages.

Prerequisite: Statistics 124 or 181.

2:0:2

Statistics 281 (3)

PROBABILITY AND ELEMENTARY MATHEMATICAL STATISTICS

Probability, conditional probability, random variables, moments and moment generating functions, discrete distributions including the binomial, hyper-geometric and Poisson distribution, continuous distributions including the exponential, uniform Chi-square and normal distributions, central limit theorem, applications to statistics including sampling, estimation, and hypotheses testing.

Prerequisite: Mathematics 271 or equivalent. (If you have not yet completed Statistics 124 or 181, you should take 181 concurrently.)

3:0:1

Computer Systems Technologist Program

The two year (six term) Computer Systems Technologist Program trains students in both computer hardware and computer software concepts, primarily on micro computers. The emphasis is on programming, software evaluation, hardware concepts, and interfacing and troubleshooting techniques. The Program, offered jointly with the V.V.I. Campus, leads to an Arts and Science (Computer Systems Technologist) Diploma.

ADMISSION REQUIREMENTS

'B' standing in Algebra 12 and Physics 11 (or equivalents and preferably Physics 12) together with acceptable standings on the English, Mathematics and Computer Science Diagnostic Tests.

In addition, two letters of recommendation must be submitted. As well, you must submit your most recent transcript of grades, plus a paragraph explaining why you want to take the program.

FIRST TERM

Computer Science 135 4
Computer Science 191 4 + 4
Mathematics 171 4
Statistics 181 4

THIRD TERM

Computer Science 335 4
Computer Science 391 4 + 4
Accounting 115

One additional Computer Science course to be determined 4

SECOND TERM

Computer Science 235 4
Computer Science 291 4 + 4
Mathematics 271 4
Statistics 224 4

FOURTH — SIX TERMS

to be determined

COMPUTER SCIENCE COURSES

Computer Science 135 (3)

PRINCIPLES OF COMPUTER PROGRAMMING I

An introduction to problem-solving using digital computers. The objectives are: to learn a disciplined approach to problem-solving in a wide variety of domains (both numeric and non-numeric); to become familiar with basic techniques for representing and manipulating problem data; to become familiar "high-level" computer programming language (Pascal); to become familiar with appreciation of the relationships between hardware, programs, and problem-solutions.

Prerequisite: Math 153, 162, or 171 (any of which may be taken concurrently with permission of the Computer Science Coordinator. See Computer Science Diagnostic Test.)

3:1:0

Computer Science 191 (6)

ELECTRONIC CONCEPTS

This course is an introduction to electronic concepts for the Computer Systems Technologist students. Topics include: electrical fundamentals, power supplies, amplifiers, oscillators, comparators, integrators, differentiators and measurement techniques.

4:0:4

Computer Science 235 (3)

PRINCIPLES OF COMPUTER PROGRAMMING II

The continuation of Computer Science 135 (Pascal and Fortran).

Prerequisite: Computer Science 135.

3:1:0

Computer Science 240 (3)

COMPUTER PROGRAMMING CONCEPTS

This course is an accelerated version of Computer Science 135/235. It is assumed that the student is already familiar with computers and a high-level programming language.

Prerequisites: Significant programming experience (evaluated by a placement test); Math 153, 162 or 171 (any of which may be taken concurrently with permission of the department based on the results of the Computer Science Diagnostic test).

3:0:1

Computer Science 291 (6)

DIGITAL ELECTRONICS

This course is an introduction to digital electronics for the Computer Systems Technologist students. Topics include: logic fundamentals, combinational logic, sequential logic, binary arithmetic, business concepts, memory devices, state machine concepts, microprogramming techniques and optoelectronics.

Prerequisite: Computer Science 191.

4:0:6

Computer Science 335 (3)

DATA STRUCTURES

Representation and manipulation of data structures, including strings,

arrays, linked lists, stacks, queues, and trees. Use of a high level language (Pascal) to show the application of data structures.

Prerequisite: Computer Science 235.

4:0:0

Computer Science 336 (3)

DISCRETE MATHEMATICS FOR COMPUTER SCIENCE

Includes: Sets and propositions, relations and functions, permutations, combinations and counting, induction proofs, graphs, trees, networks, Boolean algebra, mathematical models.

Prerequisite: Mathematics 153/253, 162/262 or 171/271 and Computer Science 135/235 (Computer Science 235 may be taken concurrently).

4:0:0

Computer Science 436 (3)

COMPUTER ORGANIZATION AND PROGRAMMING

Computer architecture, detailed study of Assembler Language (including addressing techniques, macros, subroutines, I/O operations), assemblers versus compilers, number systems, physical representation of data, libraries, basic operating system concepts.

Prerequisite: Computer Science 235 or equivalent.

4:0:0

Modern Language Courses

Modern Language 195 (3) and Modern Language 295 (3)

These numbers are reserved for Modern Language courses that may be offered from time to time.

Announcements regarding Modern Language 195/295 offerings and prerequisites will be in the term schedule.

Pacific Rim (Pac Rim) Courses

For Program Information — See page 55.

Pacific Rim 130 (3)

THE DYNAMICS OF CONTEMPORARY ASIA I

A multidisciplinary introduction to the present situation in Asia, especially from the Canadian point of view, with particular reference to Japan, the Republic of Korea, the People's Republic of China, India and South-East Asia.

3:1:0

Pacific Rim 230 (3)

THE DYNAMICS OF CONTEMPORARY ASIA II

A continuation of Pacific Rim 130.

Prerequisite: Pacific Rim 130.

3:1:0

Philosophy (Phil) Courses

Philosophy is the discipline which develops the ability to think clearly, rationally, and courageously about those fundamental questions which lie at the roots of all other disciplines; questions involving the nature of thought, mind, time, infinity, freedom, moral obligation, happiness, truth and falsity; questions asked by those who seek to understand themselves, their society and their world. We welcome students who ask questions of this order. Philosophy 100, 101 and 102 may be taken in any sequence or concurrently.

Philosophy 100 (3)

INTRODUCTION TO PHILOSOPHY: (ETHICS, SOCIAL AND POLITICAL PHILOSOPHY)

An introduction to a variety of the classic responses to the questions 'How should I conduct my life?' Some of the major themes discussed are happiness, moral goodness, rights, obligation, freedom.

No prerequisite required.

3:1:0

Philosophy 101 (3)

INTRODUCTION TO PHILOSOPHY: (EPISTEMOLOGY AND METAPHYSICS)

The primary questions dealt with are 'What is the source and the limit to human knowledge?' and 'What is the nature of reality?' Some of the major themes discussed are knowing and believing, mind and brain, truth, existence.

No prerequisite required.

3:1:0

Philosophy 102 (3)

INTRODUCTION TO LOGIC AND CRITICAL THINKING

This is an introduction to informal and elementary formal logic. Valid and invalid reasoning. Common fallacies, logical connectives "and," "or," "if" ... then." Truth tables. Propositional calculus and predicate calculus.

No prerequisite required.

3:1:0

Philosophy 103 (3)

INTRODUCTION TO PHILOSOPHY OF SCIENCE

What is science? Hypotheses, theories, and laws; induction and deduction. Testing hypotheses. Explanation in physical and social sciences: deductive, statistical, functional, empathetic, probability.

3:1:0

Philosophy 195 (3) and Philosophy 295 (3)

These numbers are reserved for Philosophy courses that may be offered from time to time by:

- College Philosophy Faculty who may wish to present a course in their specialty which may be of limited interest; or
- Visiting Philosophy Lecturers.

Announcement regarding Philosophy 195 and 295 offerings will be made in term schedules.

Prerequisites will be announced by special bulletin.

Philosophy 201 (3)

THEORIES OF KNOWLEDGE

This course will treat in greater depth and detail the issues in epistemology raised in Philosophy 101. Some of these are: the relationship between language and truth, comparative theories of meaning, and problems in mind-brain identity theory.

Prerequisites: Phil 100 or Phil 101.

3:1:0

Philosophy 202 (3)

ETHICS

A consideration of such questions such as: When can we hold an individual morally responsible for his actions? What is freedom? What are my obligations to my community? From the courses of action open to me, what ought I to do? What is the nature of the good? The course will consider the views of philosophers such as Plato, Aristotle, Hume, Kant, Mill and Sartre.

Prerequisite: Phil 100 or Phil 101.

3:1:0

Philosophy 203 (3)

METAPHYSICS

This course deals with some metaphysical concepts such as: meaning, forms (Platonic), substance (as in Aristotle's *Metaphysica*), mind, existence and God. This course will focus on two or three of these concepts.

Prerequisite: Phil 201.

3:1:0

Philosophy 225 (3)

EXISTENTIALISM

We will concern ourselves with the work of the main existentialist philosophers: Kierkegaard, Nietzsche, Jaspers, Heidegger, Sartre, de Beauvoir, and Camus. In addition we will discuss the phenomenology of Husserl, which strongly influenced both Heidegger and Sartre. We will be giving special attention to questions having to do with freedom, choice and responsibility.

Prerequisite: Phil 100 or Phil 101 or consent of the instructor.

3:1:0

Philosophy 226 (3)

SOCIAL AND POLITICAL PHILOSOPHY

This course investigates the meaning of such concepts as freedom, justice, equality, power, authority and alienation, which lie at the roots of major contemporary ideologies such as liberalism, fascism, communism, socialism and anarchism.

Prerequisite: Phil 100 or Phil 101 or consent of the instructor.

3:1:0

Philosophy 227 (3)

PHILOSOPHY OF EDUCATION

In this course students are encouraged to consider the relationship between theories of epistemology, ethics and politics, and various views of the appropriate ways of treating children in order to assist them in becoming good citizens and fully developed individuals. The course will also compare the views of various philosophers on the subject of education.

Prerequisite: Phil 100 or Phil 101 or consent of the instructor.

3:1:0

Physical Education Courses — See page 105.

Physics (Phys) Courses

Physics 115 (3)

MECHANICS

An introduction to elementary mechanics. The course examines kinematics, dynamics, statics, energy, heat, and sound in the classroom and laboratory.

Prerequisite: Standing of "C" or higher in Phys 11 or Phys 071 or equivalent; Math 152 or Math 171 (which may be taken concurrently.) **4:0:2**

Physics 116 (3)

INTRODUCTORY PHYSICS

A general course in physics for students who have had no previous physics background. The course covers mechanics, heat, sound, optics and electricity at the introductory level in the classroom and in the laboratory.

Prerequisite: Math 11 or Math 071 or equivalent. Math 152 or 153 should be taken concurrently. **3:1:2**

Physics 130 (3)

PHOTOGRAPHIC OPTICS

This is a basic course in geometric optics with applications to photography. It studies the effect of mirrors, prisms, and lenses on the behaviour of light. **4:0:0**

Physics 215 (3)

ELECTRICITY AND LIGHT

An introduction to light and electrical phenomena. The course examines the behaviour of light and of electric charges in classroom and laboratory.

Prerequisite: A grade of "C" or higher in Physics 115. **4:0:2**

Physics 216 (3)

ELECTRICITY AND THE ATOM

A survey that describes the electrical properties of matter, including electrical conduction, magnetism, light, atomic, and nuclear effects. (Not offered every semester.)

Prerequisite: Phys 116 or Phys 115. **3:1:2**

Physics 323 (3)

MECHANICS AND SPECIAL RELATIVITY I

Classical particle physics, Newton's laws of motion, conservation law, energy, momentum, angular momentum, potential energy, gravitation, planetary motion, non-inertial frames, motion in rotating frames. (Fall Term)

Prerequisites: Phys 215, Math 371 (which may be taken concurrently.) **3:1:0**

Physics 325 (3)

THERMODYNAMICS AND HEAT

Temperature, thermodynamic co-ordinates, equations of state, 1st Law, ideal gas, kinetic theory, 2nd Law, entropy, thermodynamic probability, partition function, enthalpy. Helmholtz's free energy, Gibbs free energy, specific heats, phase transitions. (Fall Term)

Prerequisites: Phys 215, Math 371 (which may be taken concurrently)

3:1:0

Physics 327 (1)

EXPERIMENTAL PHYSICS I

An examination of mechanical and thermal processes with the aid of linear air tracks, cathode ray tubes, and optical pyrometer. (Fall Term)

This course is primarily for students taking Phys 323 and/or Phys 325 who wish a complete program. **0:0:3**

Physics 423 (3)

MECHANICS AND SPECIAL RELATIVITY II

Ultimate speed, formulae for relativistic energy and momentum, difficulties with aether hypothesis, Lorentz transform, Fitzgerald contraction, time dilation, composition of velocities, Doppler effect, twin paradox, proper time, four-vectors, energy, momentum four-vector, spacetime, modifications to dynamics.

Prerequisites: Phys 215 or 216; Math 471 and/or Math 475 (which may be taken concurrently) **3:1:0**

Physics 425 (3)

ELECTRICITY AND A-C CIRCUIT THEORY

Charge, current, current density, resistivity, E, B, flux, electromagnetic induction, inductive reactance, capacitive reactance, complex form of Ohm's law, impedance, admittance, networks, filters, transmission lines.

Prerequisites: Phys 215 or 216; Math 471 and/or Math 475 (which may be taken concurrently.) **3:1:0**

Physics 427 (1)

EXPERIMENTAL PHYSICS II

An examination in the laboratory of electric fields and alternating current circuits. (Spring Term) This course is primarily for students taking Phys 423 and/or 425 who wish a complete program. **0:0:3**

Political Science (Pol Sc) Courses

Political Science 117 (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 119 (3)

CANADIAN POLITICS AND GOVERNMENT

This introductory study deals with the origins and structure of Canadian Government and an analysis of the social and political forces which shape our current political system.

3:1:0

Political Science 130 (3)

AN INTRODUCTION TO POLITICAL ANALYSIS

An introduction to the scope and some of the methods (questionnaire preparation, survey research, data analysis) of political science. This course is useful to students intending to go on in Political Science, but it is also suitable for those who do not intend to take further courses in this subject.

3:1:0

Political Science 140 (3)

INTRODUCTION TO INTERNATIONAL RELATIONS

An introduction to the politics of world society, its historical development, the major forms of analysis of global political structure and political process, contemporary problems of world society.

3:1:0

Political Science 150 (3)

POLITICS OF INDUSTRIAL SOCIETIES

A comparative analysis of some foreign governments, e.g. Britain, the U.S.A., the U.S.S.R., France, Japan, or West Germany.

3:1:0

Political Science 160 (3)

CONTEMPORARY IDEOLOGIES

An examination of major political ideologies of the 19th and 20th Centuries, including conservatism, liberalism, socialism, communism, and fascism.

3:1:0

Political Science 195 (3) and Political Science 295 (3)

These numbers are reserved for Political Science courses that may be offered from time to time by:

- a) College Political Science Faculty who may wish to present a course in their specialty which may be of limited interest; or
- b) Visiting Political Science Lecturers.

Announcements regarding Political Science 195 and 295 offering will be made in term schedules.

Prerequisites will be announced by special bulletin.

3:1:0

Political Science 209 (3)

THE CANADIAN POLICY PROCESS

An examination of how laws are developed and implemented in Canada. Topics will include general policy-making theory as well as the roles of the public, parliament, cabinet, and public service in policy development.

3:1:0

Political Science 219 (3)

PUBLIC ADMINISTRATION IN CANADA

A study of the Public Service in Canada, including current social and political patterns in modern large-scale organizations, the organization of the Government of Canada, and local administration. This course should be of particular interest to students planning to take Commerce.

3:1:0

Political Science 225 (3)

(Formerly Political Science 350)

CONTEMPORARY CHINA

An introduction to Chinese politics, government, and society. It includes such topics as ideology, political culture, social experiments, and historical development.

3:1:0

Political Science 240 (3)

(Formerly Political Science 271)

FOREIGN POLICY

An introduction to the study of the foreign policies of the major regions of the world toward the global system, internal and external restraints on states, foreign policy formulation and implementation.

3:1:0

Political Science 250 (3)

POLITICS IN NON-INDUSTRIAL SOCIETIES

This course will be concerned with the political, social, and economic forces at work on the political systems of selected countries of the "Third World" (e.g. Ivory Coast, Cuba, and India.)

3:1:0

Psychology (Psych) Courses

Psychology 115 (3)

FUNDAMENTALS OF PSYCHOLOGY I

An introduction to Psychology, emphasizing the scientific method in the study of human behaviour. The course focuses on the history and methods of psychological enquiry, the phenomena of sensation and perception, and the fundamentals of conditioning and learning. Other topics, including human development, development, physiology, and the properties of language, thinking and states of awareness, will be selected at the discretion of the instructor.

3:1:0

NOTE: In the normal autumn semester, Psychology 115 will also be offered by cassette correspondence. See term supplement for details.

Psychology 117 (3)

APPLIED PSYCHOLOGY

A course designed primarily to introduce career program students to the psychological principles which operate personally, socially, and vocationally, with the emphasis on the individual in his work environment.

3:1:0

Psychology 118 (3)

EARLY CHILD GROWTH AND DEVELOPMENT I

This course looks at human development up to middle childhood. It deals with the stages of development in chronological sequence. It also deals with concepts of development and research methods in developmental psychology. This course is oriented to the needs of students in the Early Childhood Education Program.

3:1:0

Psychology 195 (3) and Psychology 295 (3)

These numbers are reserved for Psychology courses that may be offered from time to time by:

- a) College Psychology Faculty who may wish to present a course in their specialty which may be of limited interest; or,
- b) Visiting Psychology Lecturers.

Announcements regarding Psychology 195 and 295 offerings will be made in term schedules.

Prerequisites will be announced by special bulletin.

3:1:0

Psychology 215 (3)

FUNDAMENTALS OF PSYCHOLOGY II

A continuation of Psychology 115 with more emphasis on the individual. The course will include the study of motivation, emotion and personality. Other topics, including theories of intelligence, the social basis of behaviour, the dynamics of adjustment, and the treatment of behaviour disorders will be selected at the discretion of the instructor.

3:1:0

NOTE: In the normal winter semester, Psychology 215 will also be offered by cassette correspondence. See term supplement for details. It is recommended that you take Psych 115 before Psych 215. Under very special circumstances, the department chairman may give you permission to take Psych 215 before Psych 115 or to take both concurrently.

Psychology 218 (3)

EARLY CHILD DEVELOPMENT II

This course looks at various aspects of early child development, such as physical development, perceptual development, cognitive development, and social-emotional development. It also deals with contemporary issues in early child development. This course is oriented to the needs of students in the Early Childhood Education Program.

Prerequisite: Psych 118.

3:1:0

Psychology 318 (3)

PSYCHOLOGY OF THE EXCEPTIONAL CHILD

This course examines the antecedents, consequences and educational challenge of the preschool child with unusual needs and capabilities. Material will include both general and specific conditions and characteristics which make a child different, or in need of special consideration. Emphasis will be placed on observing, understanding, and promoting the psychological and educational welfare of these children. This course is

oriented to the requirements of the Early Childhood Education Program. Prerequisites: Psych 118, 218, or their equivalent.

3:1:0

Psychology 320 (3)

INTRODUCTION TO RESEARCH METHODS

A combined lecture-laboratory course dealing with the theory of research design of experiments, the application of statistics to laboratory exercises, and the testing of experimental hypotheses. May not be offered in the summer semester.

Prerequisites: Psych 115, 215.

4:0:0

NOTE: Students intending to major in Psychology at a university are **advised** to take Psychology 320.

Psychology 322 (3)

SOCIAL PSYCHOLOGY

An examination of the effects of social influences on individual behavior. Includes the study of attitudes, social standards, conformity, leadership, prejudice, aggression, and other social factors.

Prerequisites: Psych 115, 215 or permission of the Department.

3:1:0

Psychology 323 (3)

PSYCHOLOGY OF ADJUSTMENT

A study of the ways in which individuals adjust to the demands of life. An examination of the nature and sources of stress and responses to stress.

Prerequisites: Psych 115, 215 or permission of the Department.

3:1:0

Psychology 324 (3)

DEVELOPMENTAL PSYCHOLOGY (PRENATAL PERIOD THROUGH PRE-SCHOOL)

A study of the determinants of behaviour and the processes of growth and maturation during prenatal, infancy, and preschool periods. A discussion of physical, cognitive, social and emotional development.

Prerequisite: Psych 115 and 215 or permission of the department.

3:1:0

Psychology 326 (3)

PSYCHOLOGY OF DEVIANCE

An examination of deviant behaviour in its various forms with special emphasis on the relativity of the concept deviance and the differing criteria for deviance.

Prerequisites: Psych 115, 215.

3:1:0

Psychology 331 (3)

CORE CONCEPTS IN PSYCHOLOGY I

This course will deal with the basic findings and problems of research in the following core areas of Psychology — sensation, learning, language, motivation, thinking and problem-solving, physiology. It will emphasize content but it will also provide an opportunity to engage in laboratory research.

Prerequisites: Psych. 115, 215.

2:0:2

Psychology 341 (3)

CORE CONCEPTS IN PSYCHOLOGY II

This course will deal with the basic findings and problems of research in the following core areas of Psychology — perception, human memory and attention, artificial intelligence, creativity, motivation, and physiology. It will emphasize content but it will also provide an opportunity to engage in laboratory research.

Prerequisites: Psych. 115, 215.

2:0:2

NOTE: Students intending to major in Psychology at a University should take any two of the following: Psychology 320, Psychology 331, Psychology 341 in any sequence.

Psychology 424 (3)

DEVELOPMENTAL PSYCHOLOGY (MIDDLE CHILDHOOD AND ADOLESCENCE)

This course is a continuation of Psychology 324. It is a study of the cognitive, emotional, and social development of the child during middle childhood and adolescence, and the factors influencing that development.

Prerequisite: Psych 324 or permission of the Department.

3:1:0

Psychology 425 (3)

DEVELOPMENTAL PSYCHOLOGY (ADULTHOOD AND AGING)

This course is a study of social, emotional, and cognitive development during the years of adulthood and aging. It will also deal with the psychological issues involved in such major life crises as death and dying.

Prerequisites: Psych 115 and 215 (or the equivalent).

3:1:0

Religious Studies (Rel St) Courses

Religious Studies 120 (3)

RELIGIONS OF THE EAST

An introduction to the study of religions, with emphasis on the origins, ideas, practices, and evolution of Hinduism, Buddhism (including Zen), Taoism, and Confucianism.

3:1:0

Religious Studies 220 (3)

RELIGIONS OF THE WEST

A study of the underlying historical and social factors in the growth of three major religions of the west: Judaism, Christianity, and Islam, a look at the varieties of religious experience and the place of religion in the changing culture of modern society.

3:1:0

Religious Studies 230 (3)

THE EVOLUTION OF EARLY CHRISTIAN THOUGHT AND SPIRITUALITY

An enquiry into the cultural roots of western Christian civilization focusing on its Jewish, Greek, Roman, and Persian antecedents and its evolution during the first four centuries of our era. Attention is given to present day issues such as biblical criticism as well as Third World political and economic factors challenging traditional beliefs.

3:1:0

Science Courses

Science 118 (3)

SCIENCE IN THE NEWS

A non-laboratory course designed for students who are not planning to specialize in science but who desire some understanding of what science is about. The content is centred upon current issues in the biological and physical sciences. Special effort is made to select topics of concern to the class.

3:1:0

Science 150 (3)

SCIENCE FOR CHILDREN I

This course is designed primarily for students in the Special Education Assistant Program. It is designed to give students an appreciation of the Processes of Science as well as giving them practical science activities which may be used with children.

4:0:0

Science 160 (3)

TECHNICAL SCIENCE

This course discusses the basic physics, chemistry and microbiology of foods and food products. The course deals with the problems involved in food sanitation for the producer and the consumer, and it studies in detail the microbial contamination of food by the environment and by the handler and the possible side effects on the consumer.

3:1:0

Science 195 (3)

This number is reserved for Science courses that may be offered from time to time by:

- College Science Faculty who may wish to present a course in their speciality which may be of limited interest; or
- Visiting Science Lecturers.

Announcements regarding Science 195 offerings will be made in the term schedule.

Prerequisites will be announced by special bulletin.

Science 250 (3)

SCIENCE FOR CHILDREN II

This is a second course designed for students in the Special Education Assistant Program. It continues with the concerns of Science 150. Selected topics related to science education and the special needs of children are dealt with.

Prerequisite: Science 150.

4:0:0

Science 295 (3)

A continuation of Science 195 for those special courses that may be too long to be accommodated within a single semester. Announcements regarding Science 295 offerings will be made in the term schedule.

Prerequisites will be announced by special bulletin.

Science 360 (3)

PHOTOGRAPHIC SCIENCE

A study of the chemical processes involved in photography. Topics covered include redox reactions in photography, the formulation or processing solutions, the kinetics of photographic reactions, the chemistry of silver, the chemical nature of emulsions, and the chemistry involved in processing both monochrome and colour emulsions, including a study of colour vision.

4:0:0

Sociology (Sociol) Courses

Sociology 120, 121, and 122 may be taken in any order or concurrently.

NOTE: In general, active student involvement in each course is expected. However, there are variations in each instructor's approach, so you should obtain the particular details from each instructor before or during registration.

Sociology 120 (3)

INTRODUCTION TO SOCIOLOGY

A basic course designed as an introduction to sociological study. Analyses of selected topics concerned with understanding society.

3:1:0

Sociology 121 (3)

INTRODUCTION TO SOCIOLOGY

A basic course designed as an introduction to all sociological study. Analyses of selected topics concerning the institutions and processes of Canadian Society.

3:1:0

Sociology 122 (3)

SOCIOLOGY THROUGH LITERATURE

An analysis of modern sociology through selected illustrative materials from various literatures. Not offered every semester.

3:1:0

Sociology 195 (3)

This number is reserved for Sociology courses that may be offered from time to time by:

- College Sociology Faculty who may wish to present a course in their specialty which may be of limited interest; or
- Visiting Sociology Lecturers.

Announcements regarding Sociology 195 offerings will be made in the term schedules.

Prerequisites will be announced by special bulletin.

Sociology 200 (3)

AN INTRODUCTION TO MODERN SOCIOLOGICAL THOUGHT

An introduction to sociological theory, focusing on the key and persistent issues of the discipline. The course will consider such problems as social order versus social change, objectivity versus subjectivity, individualism versus holism, values versus facts, and other issues and will examine the

major thinkers and schools of thought in sociology in the light of what they said. This course will also be concerned with the role of theory, facts, explanations, verstehen, and models in sociological inquiry.

Prerequisites: Any two of the following courses: Anthro 120, Sociol 120, Sociol 121, or Sociol 122; or consent of the Department.

3:1:0

Sociology 205 (3)

SOCIOLOGY OF DEVIANCE

An examination of sociological theories of deviance, focusing on contemporary issues such as crime, juvenile delinquency, drug addiction, alcoholism, prerequisites: Any two of the following courses: Anthro 120, Sociol.

3:1:0

Sociology 222 (3)

SOCIAL CHANGE

An investigation of the sociological problems, theories, and ideas concerned with understanding and explaining social change. Various factors influencing social change will be examined. May not be offered every semester.

Prerequisites: Any two of the following courses: Anthro 120, Sociol 120, Sociol 121; or consent of the Department.

3:1:0

Sociology 223 (3)

INDUSTRIALIZATION

The process of industrialization, the work force, the scale of society, consensus in society, and world-wide industrialization. May not be offered during Summer semester.

Prerequisite: Any two of the following courses: Anthro 120, Sociol 120, Sociol 121; or consent of the Department.

3:1:0

Sociology 250 (3)

THE SOCIOLOGY OF THE FAMILY

A sociological analysis of the family including sex roles, children's rights, adoption and identity, marriage, divorce, socialization, and change in both historical communities and modern industrial societies.

Prerequisites: Any two of the following courses: Anthro 120, Sociol 120, Sociol 121; or consent of the Department.

3:1:0

Spanish (Span) Courses

Spanish 115 (3) and Spanish 215 (3)

BASIC SPANISH

Beginners' courses in oral and written language; a prerequisite to the concentrated study of Spanish. Introductory courses for students who have no previous knowledge of Spanish.

Prerequisite for Span 115: none.

Prerequisite for Span 215: Span 115.

3:0:1

Spanish 119 (3) and Spanish 219 (3)

INTERMEDIATE SPANISH

Oral and written practice including grammar review and composition; the reading of selected contemporary authors in the Spanish language. Prerequisite for Spanish 119: Span 215, or equivalent, or permission of the Department.

Prerequisite for Span 219: Span 119.

3:0:1

Spanish 301 (3) and Spanish 401 (3)

CONVERSATION, COMPOSITION, AND READING

An intermediate course including conversation, composition, translation, and reading in the Spanish language. This course may be taken concurrently with Spanish 119/219.

Prerequisites: Spanish 12 or Spanish 215 or equivalent or permission of the Department.

4:0:0

Special Education Assistant Program — See page 90.

Statistics Courses — See Mathematics Courses page 142.

Women's Studies (W S) Courses

Women's Studies 116 (3)

PERSPECTIVES ON WOMEN

An interdisciplinary study of the position of women in society. We will discuss the situation of women, taking into account cultural, sociological, economic, psychological, historical and literary factors.

3:1:0

Women's Studies 195 (3)

This number is reserved for Women's Studies courses that may be offered from time to time by:

- College Women's Studies Faculty who may wish to present a special interest course in their field of expertise; or
- Visiting Women's Studies Lecturers.

Announcement regarding Women's Studies 195 offerings will be made in term schedules. Prerequisites will be announced by special bulletin.

Women's Studies 216 (3)

FURTHER PERSPECTIVES ON WOMEN

This course enables students to explore the situation of women in greater depth, taking into account cultural, sociological, economic, psychological, historical and literary factors. Students will participate in workshops.

No prerequisite required.

3:1:0

FINANCIAL AID

Sources

1. Canada Student Loan Programs
2. B.C. Provincial Grant Programs
3. Out of Province Grant Program
4. Work Study Program
5. Scholarships — internal and external
6. Bursaries — internal and external
7. Private Loans — companies, clubs and organizations

General Information

The Financial Aid Office administers a wide variety of assistance programs, including loans, scholarships, bursaries and a work-study program. They keep up-to-date information on these programs and assistance in filling out applications is available. The Financial Aid Office also offers assistance to students with general budget planning. A brief description of programs available to Langara students follows. For more information contact the Financial Aid Office.

B.C. Student Assistance Program

This program provides assistance in the form of a combination Canada Student Loan and B.C. Provincial Grant. The amount of assistance awarded is based on an assessed need as determined by the Provincial Authority. Applications are available in the Financial Aid Office. Students should apply 8-10 weeks prior to the first day of classes.

Special Assistance Programs

Part-time students (fewer than 9 credits) or students in programs of fewer than 12 weeks in length may apply for this grant to cover the cost of tuition and books. To apply, students must complete a Canada Student Loan/B.C. Grant application as well as a Special Assistance Appendix.

Work-Study Program

Work-Study is a program designed to provide part-time on-campus work experience for students who have applied for a student loan. Special applications for Work Study are available in the Financial Aid Office.

Scholarship

A scholarship is a cash payment, non-repayable, which is made to students in recognition of outstanding academic achievement. Scholarships are competitive, and some have additional requirements such as registration in a particular program or a particular level of studies, community and school involvement.

Bursary

A bursary is a non-repayable award which is made to students proving financial need and holding a satisfactory academic record.

Award

An award is a non-repayable gift which is made to students proving both financial need, above average grades and community and school involvement.

SEPARATE APPLICATIONS ARE REQUIRED FOR SCHOLARSHIPS, BURSARIES AND AWARDS. All applications are available at the Reception Desk in the Counselling Department. Submit completed forms to the Awards Office with a copy of your latest transcript of grades during the first month of classes, unless otherwise specified.

NOTE: Failure to complete the applications correctly or submit a transcript will result in your request being denied.

THEREFORE: Please read carefully and answer **all** questions.

AWARD DESCRIPTIONS

THE ALPHA PROVINCE OF DELTA KAPPA GAMMA SOCIETY provides a \$100.00 bursary annually for a needy female student enrolled in a program at Langara leading to a profession in teaching or a career associated with education. Apply in fall or spring.

THE APPRAISAL INSTITUTE OF CANADA, VANCOUVER CHAPTER has established a \$200.00 scholarship to be awarded annually to an outstanding first year Realty Appraisal student. The scholarship is provided to recognize outstanding achievement during the first year and to encourage students to pursue careers in the Appraisal field. The recipients are selected at the end of the second term by the Realty Appraisal Faculty. Presented in the summer.

THE B.C. ASSOCIATION OF THE APPRAISAL INSTITUTE OF CANADA has established a \$200.00 scholarship to be awarded annually to an outstanding student in the fourth term of the Realty Appraisal Program at Langara. The scholarship is provided to recognize academic achievement and to encourage students to pursue careers in Realty Appraisal. The recipient will be selected at the end of the fourth term by the instructors of the Realty Appraisal Program. Presented in the summer.

THE B.C. TELEPHONE COMPANY offers two \$200.00 awards to students who have completed at least one academic year of study at V.C.C., Langara Campus. Open to students in any program. Apply in the spring.

THE BEHNSEN AWARD. A special award for students enrolled in the Fine Arts Program at Langara Campus is provided annually by Behnson Graphic Supplies Ltd. A \$50.00 gift certificate and an artist tote bag will be awarded on the basis of demonstrated achievement in the field of Fine Arts. The \$50.00 gift certificate will enable the student to purchase art supplies from Behnson. The winner will be selected in the Spring Term upon recommendation of the Fine Arts Faculty. No application necessary.

THE BIRKS FAMILY FOUNDATION BURSARY. The Birks Family Foundation has established a bursary fund from which bursaries may be awarded by the College to needy and deserving students attending V.C.C., Langara Campus. Apply in any term. BLISS MURRAY SCHOLARSHIP. An annual scholarship has been established by the Langara Alumni Association to honour the memory of a former Langara student. Applicants in any program and who are Canadian Citizens may apply during the spring term.

BRITISH COLUMBIA FOREST PRODUCTS LIMITED ENTRANCE SCHOLARSHIP of \$250.00 is annually offered to a legal dependent of an employee of the company who, by June 30th of the year in which the awards are made, have or will have served with the company for at least one year. It is open to students proceeding in the fall from Grade XII to a full program of studies at V.C.C., Langara Campus. The scholarship will be awarded to the candidate with the highest record of scholastic achievement in their final two years of high school. No award will be made, however, to an applicant with an overall average of less than 70 percent. Applicants must give the necessary details of service with the company in their application. A private scholarship application form is available from the receptionist in the Counselling Department and must be submitted together with high school transcripts. Mail directly to B.C. Forest Products by July 1st.

THE BRITISH COLUMBIA LUNG ASSOCIATION — THE CHRISTMAS SEAL PEOPLE awards a \$500.00 bursary to a student entering Second Year (Fourth, Fifth or Sixth Semester) Nursing at V.C.C., Langara Campus in the Fall Term. Applications must be submitted together with a transcript of marks no later than September 30th.

THE CANADIAN INFORMATION PROCESSING SOCIETY offers an award of \$65.00 to an outstanding Second Year Data Processing student. Selection will be based on Academic excellence, participation in community and school activities and participation in computing activities and organizations. Applications are available from the Financial Aid Office. Apply in the spring.

THE CERTIFIED GENERAL ACCOUNTANTS' ASSOCIATION OF BRITISH COLUMBIA — CONTINUING EDUCATION TUITION SCHOLARSHIP annually offers two Continuing Education Scholarships to each B.C. community college, B.C.I.T., the University of B.C., Simon Fraser University and the University of Victoria. The Scholarships are equivalent in value to the student's First Year's tuition on the C.G.A. program (approximately \$600) and are awarded by the appropriate educational institution to students completing a two-year accounting/business program or commerce degree. Students who intend to continue their education with the C.G.A. program should make formal application to their present institution. The Scholarships are tenable only with The Certified General Accountants' Association of B.C. and will be in the form of a credit toward tuition fees for the academic year following the award. Apply in the spring. Presented in the summer.

THE CRAFTSMEN'S ASSOCIATION OF BRITISH COLUMBIA offers an award to an outstanding second year student enrolled in the Fine Arts Program at V.C.C., Langara Campus. The award will be made upon recommendation of the Fine Arts Department in the Spring Term. No application necessary.

CREDIT UNION FOUNDATION OF BRITISH COLUMBIA BURSARY. The Credit Union Foundation of British Columbia has donated a bursary in the amount of \$130.00 for a student at V.C.C., Langara Campus. It is the desire of the Foundation that the bursary be awarded to a Canadian who, without assistance, might otherwise have difficulty completing his or her studies by reason of financial hardship. The recipient must be a B.C. resident, enrolled in a minimum of nine credit hours at Langara Campus. Apply in any Term.

D. J. HUNDEN BURSARY. A bursary of \$100.00 is provided by Mr. and Mrs. D. J. Hunden to a student attending V.C.C., Langara Campus. Eligibility will be based on financial need and satisfactory academic achievement. Apply in any Term.

DATA PROCESSING MANAGEMENT ASSOCIATION annually provides one \$200.00 scholarship for students entering their third term in the Data Processing Program at V.C.C., Langara Campus. Awards are based upon academic achievement and promise demonstrated in the field of Data Processing. Apply in the Fall Term.

DAVID PRITCHARD MEMORIAL SCHOLARSHIP. A scholarship fund has been established to honour the memory of Mr. David Pritchard, a former V.C.C., Langara Campus Theatre Arts student. Two awards will be available annually to students enrolled in the Theatre Arts program. One of the awards will be presented to a student for outstanding achievement in stage management and the other for outstanding performance in all aspects of the Theatre Arts program. The awards will be made on the recommendation of the Theatre Arts faculty. No application necessary.

THE DON McRAE BURSARY — is to be awarded on an annual basis to a student who demonstrates a genuine concern for people while pursuing a course of studies in the Humanities and Social Sciences field. This bursary was initiated on the occasion of Mr. McRae's retirement, December 31, 1982, by members of the Humanities and Social Sciences Division of Langara Campus.

DUTHIE AWARD. Two annual awards in the form of a gift certificate are provided by Duthie Books Ltd. to V.C.C., Langara Campus students with good academic standing. One will be awarded in the spring to a student in the Fine Arts Program. The other will be awarded in the summer semester and no restriction will be placed on the type of program for the recipient. No application necessary for spring award. Apply in May for summer award.

THE ELVA WILSON HISTORY SCHOLARSHIP of \$200.00 will be awarded each year to a student who has completed at least two history courses at V.C.C., Langara Campus. The award will be presented on the recommendation of the History Instructors. Apply in the Spring Term.

THE ELVA WILSON POLITICAL SCIENCE SCHOLARSHIP of \$100.00 will be awarded each year to a student who has completed at least two Political Science courses at V.C.C., Langara Campus. The award will be presented on the recommendation of the Political Science instructors. Apply in the Spring.

THE FACULTY ASSOCIATION OF V.C.C., LANGARA CAMPUS, provides a limited number of bursaries to deserving students with demonstrated financial need. Apply in any term.

THE FACULTY ASSOCIATION OF V.C.C., LANGARA CAMPUS. Six scholarships of \$300.00 are offered annually by the Langara Faculty Association. Students with outstanding academic achievement in any program of studies may apply for the Spring of Fall semester.

THE FACULTY ASSOCIATION OF V.C.C., LANGARA CAMPUS, has established a scholarship to be awarded annually to a student who has completed at least two of the Canadian Studies courses, is enrolled in the Canadian Studies Workshop, and who intends to complete at least four more Canadian Studies courses. The award is based on financial need and academic standing during the first year. Applications with transcripts should be submitted to the Financial Aid Office during September.

FAIREY AND COMPANY LIMITED offer two \$50.00 cash awards to a first and second year Fine Arts student who shows promise and interest in the art of sculpture. Awards made upon the recommendation of the Fine Arts Department. No application necessary.

THE GOEL SCHOLARSHIP. A scholarship in the amount of \$250.00, donated by Dr. and Mrs. D.P. Goel, will be awarded in the Spring of each year to a student who has demonstrated overall excellence in the Arts and Sciences. The award will be made on the recommendation of the Scholarship Selection Committee.

GROVER, ELLIOTT & COMPANY LTD. have established a \$250.00 scholarship to be awarded annually to the student achieving the highest academic standing in the appraisal subjects (Appraisal 118, 218, 318) at Vancouver Community College, Langara Campus. The recipient will be selected at the end of the third semester by the Realty Appraisal Faculty and the award presented in the spring. No applications necessary.

H. A. SIMONS (INTERNATIONAL) LIMITED AWARDS. To provide assistance for needy students at Langara Campus who are undertaking full time post-secondary Science programs. Students with good scholastic standing in Chemistry, Physics and Mathematics, and who need financial assistance to continue their studies, are eligible for consideration. Apply in any term.

INDIA CLUB OF VANCOUVER SCHOLARSHIP. A scholarship in the amount of \$200.00 donated by the India Club of Vancouver, will be awarded in the Spring of each year to an outstanding student in the Sciences. The award will be made on the recommendation of the Scholarship Selection Committee.

THE INSTITUTE OF ACCREDITED PUBLIC ACCOUNTANTS OF BRITISH COLUMBIA offers, as a scholarship, three free student memberships in the Institute of Accredited Public Accountants for a period of one year. The awards are available to graduates of the first year Business Administration program at V.C.C., Langara Campus who show interest and promise in an accounting related career. The selection of candidates will be made after the Spring Semester by the Business Administration Faculty. Applications are available from the receptionist in the Counselling Department and must be submitted with a transcript of marks no later than April 30th.

INSURANCE INSTITUTE OF BRITISH COLUMBIA. A scholarship of \$200.00 is provided by the Insurance Institute of B.C. for students entering a second year Business Administration Program at Langara Campus. The scholarship will be awarded on the basis of marks achieved during the First Year. Apply in the Fall Term.

I.O.D.E. BURSARY FUND. Financial assistance is provided annually by the various chapters of the I.O.D.E. to needy and deserving students attending V.C.C., Langara Campus. Awards will be made on the basis of demonstrated financial need. Amounts may vary from year to year. Apply in any term.

Anna E. Sprott Chapter	•
Jessie F. Gordon Chapter	•
Kerrisdale Chapter	•
Kokanee Chapter	•
Lady May Cambridge Chapter	•

THE J. D. GRAY AWARD FOR EXCELLENCE IN THE DISCIPLINE OF GEOGRAPHY. An annual award has been donated to perpetuate the name of the Gray family of Keith, Banffshire, Scotland whose tradition of quiet service to others has helped make the world a better place for many. The award is open to students who have completed or are in the process of completing at least three Geography courses at Langara Campus, and who intend to continue studies in Geography. Applications are available from the Financial Aid Office and must be submitted with a transcript of marks no later than March 31st. Presented in the summer.

JEANNE CHEVALIER BURSARY. An anonymous donation in fond memory of Jeanne Chevalier provides a yearly bursary to a needy student. The student must be enrolled in the Arts and Science program and be in good academic standing. Apply any term.

KELLY, DOUGLAS & COMPANY LIMITED. Two scholarships of \$100.00 each, provided by Kelly, Douglas & Company Limited, are awarded annually to Langara Campus students, enrolled in the Food Services Technician Program. One scholarship each will be available to the first and second year classes. Awards will be made upon the recommendation of the instructors.

LAMBERT POTTERIES PURCHASE AWARD. Two purchase awards of \$50.00 each are available to a first and second year Langara Campus student excelling in the field of ceramics. The purchased ceramics become a part of the collection on permanent display at V.C.C., Langara Campus. The awards will be made upon recommendation of the Fine Arts Department in the Spring Term. No application necessary.

LANGARA FACULTY EDUCATIONAL EXCELLENCE SCHOLARSHIP. This scholarship has been established and is maintained by the Faculty of Langara Campus as a means of demonstrating concretely and constructively their commitment to the maintenance of educational excellence. It will be awarded annually at the Graduation Ceremony, held in May of each year, to a student who has completed his or her first two full-course-load terms of study at the Campus within the preceding twelve months.

Criteria for the selection of the recipient will include superlative grade point averages, evidence of outstanding work beyond the requirements of any particular course, demonstration of progress and improvement during the two terms. The recipient will be expected to continue studies, either at Langara Campus or at another institution. No application is necessary.

THE LANGARA PEACE PRIZE. A \$500.00 Peace Prize is to be awarded annually to the student who completes a project which best reflects good research, creativity and thoughtful consideration of some aspect of human relations among peoples of the world. Langara students in all programs are invited to submit projects by March 15 of each year.

LANGARA STUDENT SOCIETY BURSARY. The Student Society has established a bursary open to students in any program. The student must be enrolled in a minimum of 9 credit hours and have an acceptable level of academic achievement. Apply in any term.

THE LILY MUNRO BURSARY of \$100.00 is given annually, in her memory, by Chapter C of the P.E.O. Sisterhood to a needy and deserving Native Indian mature female student attending V.C.C., Langara Campus, on a full-time basis. The award will be available in June and applications must be made to the Financial Aid Office. Apply in the spring.

LORNA GARRETT MEMORIAL BURSARY. A \$500.00 Bursary has been established in the memory of long time Welfare Aid instructor Lorna Garrett. Applicants must be graduates of the Welfare Aid program and be enrolled in a full time program aimed at the betterment of their qualification in the social services field. Apply prior to October 1st.

3M CANADA INCORPORATED AWARDS. Two \$500.00 awards are available to students in the second year of the following programs: Data Processing, Finance and Investment and Marketing and Sales. Recipients selected on the basis of financial need, academic standing and community involvement. Apply in the fall term.

MARGARET H. OTTEM SCHOLARSHIP to honour the hard work and dedication of former Food Services Program co-ordinator, Mrs. Margaret H. Ottem. A scholarship has been established and will be awarded to a member of each graduating class. Awards made on the recommendation of the Food Services Faculty. No application necessary.

OVERSEAS CHINESE VOICE FOUNDATION SCHOLARSHIP. Two scholarships of \$100.00 each are offered to students enrolled in any program of studies. Selection is based on academic achievement. Apply in Spring or Fall Term.

PETER R. KELLER MEMORIAL SCHOLARSHIP. A \$75.00 scholarship has been established to honor the memory of Mr. Peter R. Keller a former Vancouver Community College student. The award will be available to a student entering the second year of the Library Technician program at Langara Campus and will be based on academic achievement in the first year. Application forms are available from the receptionist in the Counselling Department and must be submitted together with a transcript of marks. Apply in the spring term.

SAM NELSON MEMORIAL BURSARY. Bursaries in varying amounts available to Native Indian students enrolled in any program at V.C.C., Langara Campus. Students must have completed at least one semester of studies at Langara, have a "C" grade average and demonstrated financial need. Applications available from the receptionist in the Counselling Department. Apply in any term.

SOCIAL SERVICES EMPLOYEES UNION LOCAL #3 MEMORIAL BURSARY. Established to assist students enrolled in Early Childhood Education and Welfare Aide. Eligibility will be based on demonstrated financial need and satisfactory academic achievement. Apply to Financial Aid Office during any term.

THE SOCIETY OF MANAGEMENT ACCOUNTANTS OF BRITISH COLUMBIA annually offers a Continuing Education Tuition Scholarship. The Scholarship is equivalent in value to the students first year's tuition on the R.I.A. program (\$500.00) and is awarded to a graduating accounting student with the highest average standing in Management Accounting 323 and Management Accounting 423. Students who intend to continue their education with the R.I.A. program should make formal application through the Financial Aid Office during the Spring semester. The winner will be selected in consultation with the Accounting Faculty, and the award will be presented in the summer. The Scholarship is tenable only with the Society of Management Accountant of British Columbia and will be in the form of a credit toward tuition fees for the academic year following the award.

SPECIAL LIBRARIES CATALOGUING INCORPORATED annually offers a \$100.00 scholarship to the top male student in the Library Technician program at V.C.C., Langara Campus. The scholarship is open to both first and second year students. The recipient will be selected by the Library Technician Faculty in the Spring semester.

THE THOMAS BROOKS MEMORIAL BURSARIES. Bursaries to a total of \$500.00 gift of the Vancouver Reciprocity Council of the P.E.O. Sisterhood, are available annually to full-time students attending V.C.C., Langara Campus. The awards will be made to students with good scholastic standing who are in need of financial assistance. Apply in any term.

THOMPSON, BERWICK, PRATT AND PARTNERS provides an annual scholarship of \$100.00 to a student enrolled in the Fine Arts Program at Langara Campus. The award is made in the spring term on the recommendation of the Fine Arts Faculty, and is based upon academic achievement in the previous term and promise in the field of Fine Arts. No application necessary.

THE VANCOUVER BUSINESS AND PROFESSIONAL WOMEN'S CLUB provides financial assistance for one or two mature female students enrolled at V.C.C., Langara Campus. Apply in any term.

VANCOUVER CITY SAVINGS CREDIT UNION provides an annual bursary to a student commencing the final term in a Career Program. The award will be based on performance, achievement, and financial need. Preference will be given to applicants residing in the lower mainland. Applications available from the receptionist in the Counselling Department. Apply in the spring.

VANCOUVER COMMUNITY COLLEGE, LANGARA CAMPUS has established two \$50.00 scholarships at the beginning of each term to be awarded to students with outstanding academic achievement. Based on prior grades and community and school involvement. Applications available from the receptionist in the Counselling Department. Apply fall, spring and summer.

VANCOUVER FOUNDATION BURSARIES. Bursary funds are available from the Vancouver Foundation to assist undergraduate students who show sound academic achievement and promise, and who have financial need which cannot be satisfied entirely from other sources.

THE VANCOUVER MUNICIPAL AND REGIONAL EMPLOYEES' UNION. Two bursaries of \$275.00 are available annually to members of the Union, or to the sons, daughters, or legal dependents of members who, at the time of application, are current members in the Union and have held membership in the Union for the past two years. The award will be made by the V.C.C., Langara Campus, in consultation with the Union, to a qualified applicant who is beginning or continuing full time enrolment at V.C.C., Langara Campus. The award is based on financial need and academic standing in previous studies. For further information contact the Financial Aid Officer at V.C.C., Langara Campus.

THE VANCOUVER PARENT-TEACHER COUNCIL annually offers a \$100.00 scholarship to a student graduating from a Vancouver Secondary school, who will be enrolling at V.C.C., Langara Campus, in the first term of a full time post-secondary program. Application forms are available from Vancouver Secondary principals in May of each year. Submit completed forms to the Financial Aid Office at Langara Campus.

THE VERNA KNOX BURSARY donated by THE ALTRUSA CLUB OF VANCOUVER provides \$100.00 annually to assist needy and deserving female students. Eligibility will be based on demonstrated financial need and satisfactory academic achievement in a minimum of five courses. Apply in any term.

WILLIAM GEORGE SLATER MEMORIAL SCHOLARSHIP. Ocean Construction Supplies Limited has established an annual scholarship of \$500.00 to honour the memory of William G. Slater, a former employee and former student of V.C.C. The scholarship is awarded annually to a full-time student at V.C.C., Langara Campus, who in the opinion of the selection committee, is best qualified in terms of academic merit, combined with interest and participation in school or community affairs, and who is proceeding to further studies in any field. Transcripts, together with application forms should be submitted to the Financial Aid Office during January and not later than January 30th.

WILLIAM V. FALCUS AND ASSOCIATES provide a \$100.00 scholarship to a graduating Realty Appraisal student. The award will be made to a student with good scholastic standing, and who in the opinion of the instructors has made a major contribution to the class by displaying a cooperative, understanding, and helpful attitude toward his or her peers. Selection is made in the spring term by the Realty Appraisal Faculty.

WOOLCO WOOLWORTH AWARD. An F.W. Woolworth Company Scholarship Award of \$750.00 is available to an undergraduate student completing his final year of a two-year program in Business Administration or Marketing and Sales. The criteria of the award is that the student has an above average academic performance, an interest in pursuing a career in the retail profession and a demonstrated involvement in college life. The \$750.00 award is to be designated towards tuition of the students second and final year. Apply in Fall Term.

XEROX OF CANADA LIMITED FELLOWSHIP AWARDS. Two awards of \$125.00 each are provided each year by Xerox of Canada Ltd. to students entering the second year of a Business Administration Program at Langara Campus, i.e. Realty Appraisal, Finance and Investment, Accounting, Data Processing, Marketing and Sales. The awards will be made to students on the basis of academic achievement and management potential. Consideration will also be given to the financial circumstances of those who are eligible. Application forms may be obtained at the Student Services Centre and should be submitted together with transcripts to the Financial Aid Office during the month of September only.

AWARDS FOR JOURNALISM STUDENTS

No Applications Necessary.

BRITISH COLUMBIA AND YUKON COMMUNITY NEWSPAPERS' ASSOCIATION offers two annual awards of \$250.00 each to top Langara Journalism students. Winners will be adjudicated by the Journalism Faculty.

JOURNALISM ALUMNI FUND supplied by former Journalism graduates, now working in the media, provides a small loan fund for needy Journalism students. Applications from enrolled students only, may be filed through the Journalism Coordinator.

SCOTT SCHILL MEMORIAL SCHOLARSHIP is an annual award of \$300.00 to the graduating student of highest proficiency in all subjects. It is in memory of a respected Western Canadian newsman who died in 1977. Adjudicated by the Journalism Faculty, the award is drawn from a perpetual fund set up by Mr. Schill's family and friends. Awarded in September.

VANCOUVER-NEW WESTMINSTER NEWSPAPER GUILD offers two scholarships of \$100.00 each to students in the Langara Journalism Program at the end of the fall semester. Adjudicated by the Journalism Faculty.

VICTORIA PRESS GALLERY SCHOLARSHIP. \$150.00 and a Perpetual Trophy is awarded to the Journalism student making the greatest contribution to the Voice newspaper or the Radio Station C.N.B.C. Judged by peers.

EXTERNAL AWARDS

The following awards are available, but are not administered by the College.

BRITISH COLUMBIA ASSOCIATION FOR THE MENTALLY RETARDED BURSARIES

BRITISH COLUMBIA ATHLETIC AWARDS

B.C. CULTURAL FUND

THE BRITISH COLUMBIA HOTELS ASSOCIATION SCHOLARSHIPS

THE B.C. INDIAN ARTS SOCIETY MEMORIAL BURSARY

CAL CALLAHAN MEMORIAL BURSARY

CHEVRON CANADA LIMITED

CHILDREN OF WAR DEAD (EDUCATION ASSISTANCE) ACT
 COMINCO HIGHER EDUCATION (ENTRANCE) AWARDS
 THE FAIRBRIDGE SOCIETY BURSARIES
 FEDERAL GOVERNMENT EDUCATIONAL GRANTS FOR ATHLETES
 THE HELEN PITT FUND FOR FINE ARTS
 HOCKEY CANADA SCHOLARSHIPS
 THE HOSPITAL EMPLOYEES' UNION (PROVINCIAL EXECUTIVE) BURSARIES
 THE HOSPITAL EMPLOYEES' UNION (ROYAL JUBILEE UNIT) BURSARY
 THE HOSPITAL EMPLOYEES' UNION (VANCOUVER GENERAL UNIT) BURSARIES
 THE HOSPITAL EMPLOYEES' UNION (VICTORIA GENERAL UNIT) BURSARY
 IMPERIAL OIL HIGHER EDUCATION AWARDS
 THE INTERNATIONAL LONGSHOREMEN'S AND WAREHOUSEMEN'S UNION ENTRANCE SCHOLARSHIPS
 THE INTERNATIONAL LONGSHOREMEN'S AND WAREHOUSEMEN'S UNION UNDERGRADUATE SCHOLARSHIPS
 THE INTERNATIONAL WOODWORKERS OF AMERICA LOCAL 1-80 BURSARY
 THE INTERNATIONAL YEAR OF DISABLED PERSONS BURSARIES
 THE JOHN B. MACDONALD ALUMNI BURSARIES
 MacMILLAN BLOEDEL LIMITED SPECIAL SCHOLARSHIPS FOR DEPENDENTS OF EMPLOYEES
 MARGARET SINN BURSARY FUND
 THE M. C. ROBINSON AND DONALD BUCKLAND MEMORIAL FUND
 MUNGO MARTIN MEMORIAL AWARDS
 NANCY GREEN SCHOLARSHIPS
 THE NANCY RYCKMAN SCHOLARSHIP
 NAVY LEAGUE OF CANADA SCHOLARSHIP
 RETAIL, WHOLESALE AND DEPARTMENT STORE UNION, LOCAL 517, SCHOLARSHIP
 THE RETAIL, WHOLESALE AND DEPARTMENT STORE UNION, LOCAL 580, BURSARIES
 THE ROYAL ARCH BURSARIES
 ST. JOHN AMBULANCE BURSARIES
 SIMON FRASER UNIVERSITY REGIONAL COLLEGE ENTRANCE SCHOLARSHIPS
 SONS OF NORWAY FOUNDATION IN CANADA
 SUNSHINE COAST SCHOLARSHIP, BURSARY & LOAN SOCIETY
 TAHISIS COMPANY LTD. ENTRANCE SCHOLARSHIP
 THE TERRY FOX HUMANITARIAN AWARD PROGRAM
 THE TRANS MOUNTAIN PIPE LINE COMPANY LIMITED SCHOLARSHIPS

THE VANCOUVER SUN REGIONAL COLLEGE ENTRANCE SCHOLARSHIPS FOR SUN CARRIERS
 WILLIAM AND EMILY ROSS FUND
 THE WILLIAM L. HURFORD MEMORIAL SCHOLARSHIP
 YOUTH BOWLING CONGRESS SCHOLARSHIPS
 VAN-TEL CREDIT UNION — THE LES KING MEMORIAL BURSARY
 THE WAR AMPUTATIONS OF CANADA, VANCOUVER BRANCH, BURSARIES

For more information contact the Financial Aid Officer.

LOANS

BRITISH COLUMBIA YOUTH FOUNDATION LOANS. The B.C. Youth Foundation was founded in 1946 by a donation from the late Mr. Jos. A. McKercher. Additional bequests have since been received from the estate of Mr. E. S. H. Winn and Mr. and Mrs. H. I. Saxton.

Interest free loans are made to bona-fide B.C. young people to a maximum age of 30. Loans may be for fees, books, and/or a monthly allowance to assist with living expenses where the applicant is not living at home. Students eligible for government loans should apply to that source. The loans are not designed only for university or college education but are also made to students studying in technical or vocational fields. A suitable adult guarantor is required. Applicants should have an aptitude for their chosen field of study and a reasonable chance of success. Hopefully they should contribute some of their own money to the cost of their education. Applications and further information may be obtained by contacting the Financial Aid Office.

THE P.E.O. SISTERHOOD EDUCATIONAL LOAN FUND — Loans are available to women students in any year of a university course, and may be requested at any time. The maximum amount of a loan to any student is \$1800.00. Fourth year or graduate students may be granted loans and draw the maximum loan in one year. Undergraduates may apply for and be granted the maximum loan of \$1800.00 for two or more years of study, but may draw only \$900.00 of the loan in one academic year. Freshmen must complete one term's work satisfactorily before making application. Loans may be considered for Summer School and for foreign study. Applications for Summer School Loans must be in before May 1st. Loans are made for periods up to five years. Interest at the rate of 4% is to be paid annually, and the student is expected to begin payment of the principal as soon as she is out of the university and employed. Further information may be obtained from the Dean of Women and from the area chairman, Dr. Ruth White, Department of French, U.B.C.

DEPARTMENT OF NATIONAL DEFENCE CANADIAN FORCES (RESERVES)

RESERVE ENTRY SCHEME OFFICERS PLAN (RESO)

Male or female students on a full-time diploma program at Langara Campus are eligible to enter the Reserve Entry Scheme Officers Plan. This plan carries no service obligation. Successful candidates are enrolled in the reserve forces as officer cadets and may be promoted to the rank of second lieutenant after the first year of military training.

The plan involves a minimum of 15 days training over the winter and a minimum of 12 weeks in the summer. During summer training, room, board and uniforms are provided without charge.

Rank	Summer Training based on 12 weeks
Officer Cadet	
2nd Lieutenant	\$24.50 per day \$2,058.00
Lieutenant	\$34.00 per day \$2,856.00

To qualify for the program, students must be Canadian citizens, aged 17 to 22 (some exceptions possible) and medically fit.

Further information is available from participating Armed Forces Reserve Units.

CAMPUS OFFICERS AND SENIOR STAFF:

DENHOLM, J. J., B.A. (Sask.), M.A., B.ED. (Brit. Col.) PH.D. (Calif-Berk.), *Principal*.

DARTNELL, A. L., B.COMM. (Sir George Williams), M.A., PH.D. (McGill), A.P.A., *Dean of Administrative and Student Services*.

FAST, L. E., B.A. (Sask.), M.ED. (Brit. Col.), M.A., PH.D. (Oregon), *Dean of Instruction, Arts and Science*.

KERR, R. F., B.A., B.PED, B.ED. (Manitoba), *Dean of Instruction, Career*.

TOULSON, T., Dip. Arts and Science (V.C.C.), B.A. (Hons.), M.A. (Brit. Col.), *Assistant Director, Continuing Education*.

BEKENN, M. G. A., *Assistant Dean, Administrative Services*.

NIELSEN, V. A., Dip. Arts and Science (V.C.C.), B.A. (Brit. Col.) M.A. (S.F.U.), *Registrar*.

COLLIER, D., *Scheduling Officer*.

GAETANNE, V., B.SC. (Wash.), *Bookstore Manager*.

JOSEPH, H., *Financial Aid Officer*.

PARADIS, T., Dip. Arts and Science (V.C.C.), *Records Officer*.

WILKINSON, R. G., P.SC., C.A.S.C., *Office Manager*.

FACULTY

ACHESON, K. E., B.A.ED. (Montana), *Court Reporter Program*.

AGBEMENU, K.Y., B.A. (Hons.) (Ghana), M.A. (Alberta), PH.D. (Washington), *Geography*.

AHEARN, D., *Nursing Program*.

ALLAN, E. A., B.SC., M.SC., (Brit. Col.), *Chemistry; Division Chairman, Mathematics and Science Division*.

ANASTASIOU, J. C., B.A., M.A., B.L.S., M.L.S. (Brit. Col.), *Library Technician Program Co-ordinator, Library Technician Program*.

ANSELL, G., B.SC. (Birmingham, England), *Data Processing Program*.

ARMSTRONG, H., B.H.E. (Brit. Col.), *Food Services Program*.

ARNOLD, L.A., B.R.E. (Brit. Col.), M.Sc. (Oregon), *Physical Education and Recreation; Department Chairman, Physical Education and Recreation*.

ATWELL, P. H., B.A. (Hons.) (Manitoba), M.A. (Calgary), *Sociology*.

BAGGOO, K. R., B.A., M.ED. (Brit. Col.), *Biology; Assistant Department Chairman, Biology*.

BAKER, B., B.P.E., M.P.E. (Brit. Col.), *Physical Education and Recreation*.

BATEMAN, E. L., B.A., B.S.W., M.S.W., (Brit. Col.), CERT. (Casework Teaching), S.S.A. (Chicago), *Welfare Aide Program; Co-ordinator, Welfare Aide Program*.

BAYNES, R. A., B.S.A., M.A. (Brit. Col.), *Biology; Department Chairman, Biology*.

BELL, D., *Library Technician Program*.

BESLER, M., B.A. (Hons.) (Regina), M.SC. (Brit. Col.), *Mathematics*.

BERTRAND, R., B.A. (Concordia), M.ED. (Brit. Col.), *Counsellor*.

BIDESHI, R., B.SC. (Brit. Col.), M.ED. (West Wash.), *Biology*.

BLANK, E., Dip. Realty Appraisal (V.C.C. Langara), *Realty Appraisal Program*.

BLICK, A., *Dip. Harrow School of Art, Fine Arts Program*.

BOWLEY, G., R.N., B.S.N. (Ottawa), *Nursing Program*.

BOXLER, J.D., B.SC. (Ohio State), M.SC. (Northwestern, Ill), *Computer Sciences*.

BREWSTER, H., B.S.N. (Brit. Col.), *Nursing Program*.

BRILL, B. A., B.A., M.A. (Brit. Col.), *History; Division Chairman, Humanities and Social Sciences Division*.

BRISTOLL, S. M., B.A. (Brit. Col.), Q.A.A., *English*.

BRODERICK-LOCKHART, C. E., B.A. (Brit. Col.), M.F.A. (Mexico), *Fine Arts Program*.

BROMLEY, R. A., B.H.E.C., M.ED. (Brit. Col.), *Food Services Program*.

BROOKE, R. L., B.S.N. (Brit. Col.), *Nursing Program*.

BROOMHALL, P. H., B.A., M.A. (Brit. Col.), *English*.

BROWN, R. D., B.COMM., M.ED. (Brit. Col.), C.G.A., *Accounting Program*.

BRYENTON, G. A. M., B.A. (Hons.) (Brit. Col.), M.A. (Toronto), *Psychology*.

BURBIDGE, M., B.SC. (*Manitoba*), M.A. (*Brit. Col.*), *Philosophy*.
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