

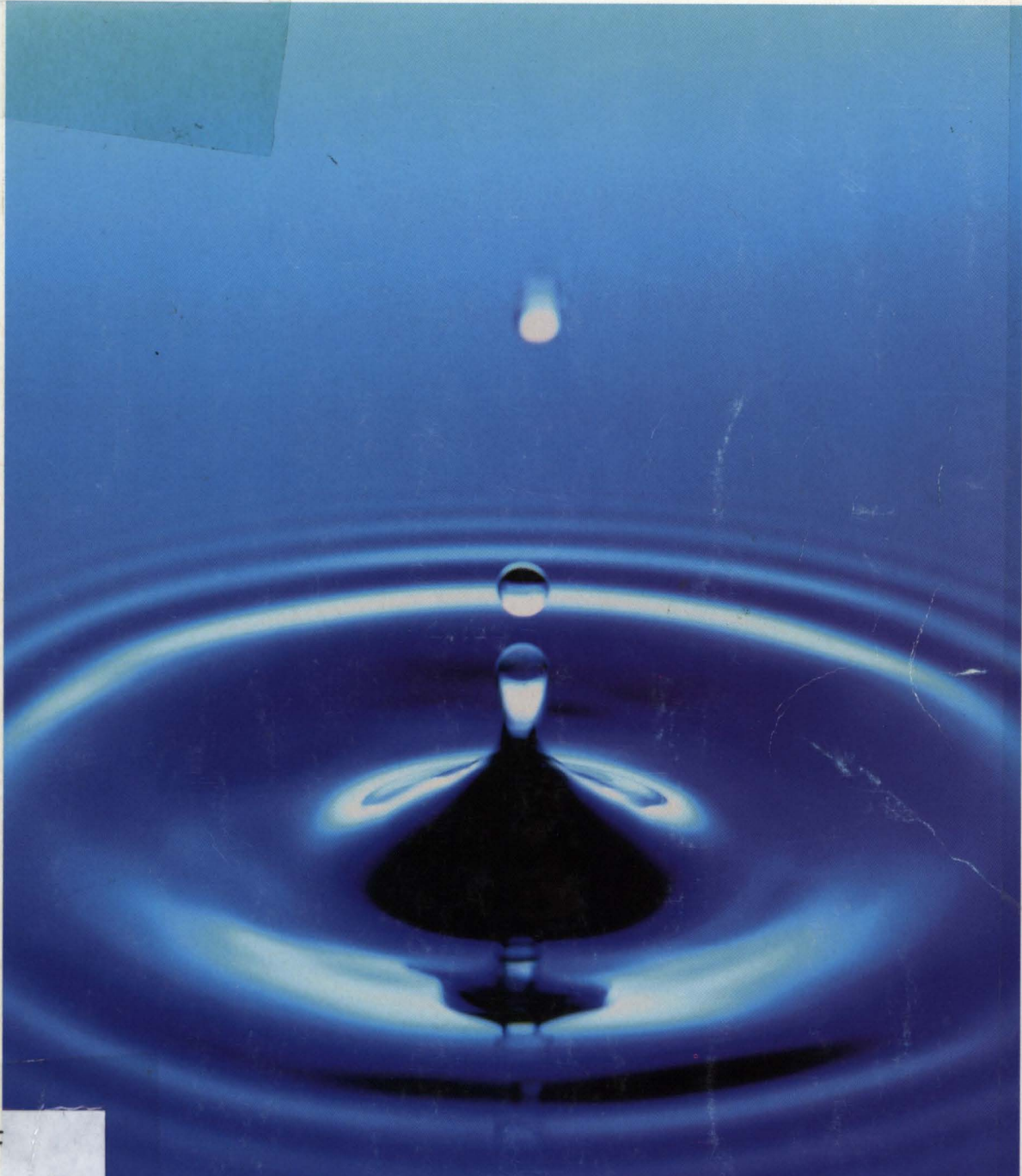


Douglas College

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Location

New Westminster

NEW WESTMINSTER CAMPUS: 700 Royal Avenue at 8th Street, New Westminster

MAILING ADDRESS: (All locations)

Douglas College
P.O. Box 2503
New Westminster, B.C.
V3L 5B2

GENERAL ENQUIRIES (604) 527-5400

- ◆ **FAX (604) 527-5095**
- ◆ **TTY/TDD (604) 527-5450**

STUDENT SERVICES (604) 527-5486

- ◆ **Academic Advice (NW)**
- ◆ **Counselling**
- ◆ **Student Finance and Placement**
- ◆ **Women's Centre - 527-5148**
- ◆ **Assessment Centre 527-5501**

OFFICE OF THE REGISTRAR (604) 527-5478 (NW); (604) 527-5928 (Coq.); (604) 467-6811 (Maple Ridge)

(Credit Courses)

- ◆ **Admission and Application**
- ◆ **Scheduling Information**
- ◆ **Student Records and Registration**
- ◆ **Academic Advice (at Coquitlam 527-5928 or Maple Ridge 467-6811)**

CONTINUING EDUCATION (604) 527-5473

(Non-credit continuing education)

- ◆ **Registration by phone (credit card only) (604) 527-5472**

**For more information about
Douglas College visit our
new website
<http://www.douglas.bc.ca>**

Maple Ridge

MAPLE RIDGE, THOMAS HANEY CENTRE, 23000 - 116 Avenue, Maple Ridge, B.C. V2X 0T8

- ◆ **General Enquiries (604) 467-6811**

Coquitlam

DAVID LAM CAMPUS, 1250 Pintree Way, Coquitlam, B.C. V3B 7X3

- ◆ **General Enquiries (604) 527-5400**

This calendar is published for informational purposes only and does not constitute a contract between the College and the student. The College expressly reserves the right to change the content and cost of any course or program for any reason and to re-schedule, suspend or terminate any course or program without liability for any resulting loss or damage.

Protection of Privacy and Access to Information

Douglas College gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to being a member of the Douglas College community and attending a public post-secondary institution in the Province of British Columbia. In signing an application for admission, all applicants are advised that both the information they provide and any other information placed onto the student record will be protected and used in compliance with the B.C. Freedom of Information and Privacy Protection Act (1992).

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A Letter of Introduction

You have made a wise decision. First, you are wise to be seeking further education and training in a post-secondary institution. Second, you are wise to investigate what Douglas College has for you.

Douglas College has an established reputation as an accessible college, offering quality education in a congenial and supportive environment. You can join many thousands of Douglas alumni who are now productively engaged in a wide range of careers.

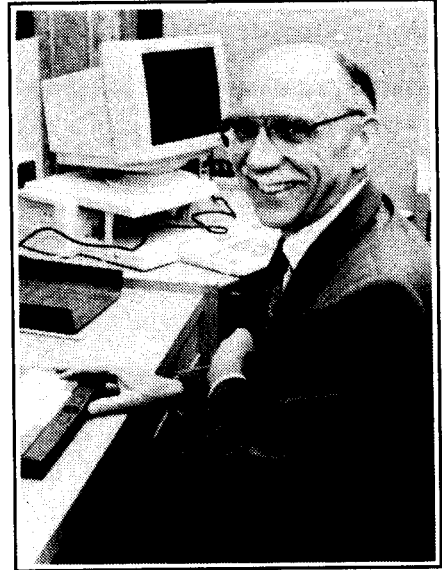
This Calendar has been carefully prepared by people who have had years of experience in helping prospective students find the information they need to make the right choices. If you take the time to read it carefully, you will know what programs and courses are right for you, what educational preparation you need, what financial support you'll require, and what you have to do next.

After you have read this Calendar, if you have other questions, you can be assured that Douglas has advisors who will help you with your particular situation. At Douglas, service to students is our highest priority. This will be evident to you in your classrooms and labs, and in your numerous contacts with staff throughout the college. There are many thousands of you, and our resources are always limited, so you may sometimes face some delays, but with some patience and goodwill, we can work together to help you realize your goals.

Faculty, staff, administrators, and Board members are interested in hearing from students to know how we can serve you most effectively. Please take the time to write down your suggestions and forward them to the appropriate person.

Of course, in the final analysis, your success is primarily in your hands. It is your commitment to your goals, concentration on your studies, and determination to succeed that will lead to your success. All of us are here to assist, coach, instruct and cheer you on. Probably, we'll see you again and again as you progress through your career. Learning is a life-long experience and Douglas is always here to address your particular needs for upgrading and retraining.

I extend my very best wishes to all of you, and wish you every success.



Lloyd Morin, President

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Douglas College Mission Statement

Motto:

Douglas College - A Community of Life-Long Learners

Mission Statement:

At Douglas College, we commit to enhancing the skills, knowledge and values of life-long learners in meeting their goals.

At Douglas College, we respond to diverse community needs in a rapidly changing society.

Douglas College Goals

The goals of Douglas College are:

- ◆ to provide an environment that welcomes and responds to the multicultural and diverse nature of our society.
- ◆ to provide an environment that encourages and celebrates individual initiative and responsibility.
- ◆ to provide appropriate student services and education programs for students with a wide diversity of age, background, experience, interests and special needs.
- ◆ to provide students with the opportunity to meet their career goals and to pursue, with success, studies at other post-secondary institutions.
- ◆ to provide an opportunity for students to obtain a broad general education that will develop their capacities and creative talents and enable them to grow as human beings and good citizens of their community in aesthetic and/or applied pursuits.
- ◆ to make our programs, services and facilities available to as many people as possible, through curriculum organization, flexible schedules, and convenient locations.
- ◆ to ensure that our programs and services are affordable to students; correspondingly, that the College offers programs and services that are sustainable through time within its budget levels.
- ◆ to ensure that our programs have defined objectives and standards of excellence, evaluate them against their objectives and standards and make the results publicly available.
- ◆ to provide ongoing learning opportunities, and encourage professional development and self-improvement of our employees.
- ◆ to co-operate with community organizations whose interests and activities are consistent with those of the College, including the visual and performing arts, and recreation.

Douglas College Values

Douglas College:

- ◆ believes that education is significant in improving social and economic circumstances, fostering independence, and increasing potential for achievement in life.
- ◆ believes that education is also a means by which individuals, educational groups, and society as a whole, can be enriched and grow toward optimum human potential.
- ◆ believes that educational opportunities must be accessible to all. Educational activities must take into account widely differing abilities, levels of knowledge and skills, and learning styles.
- ◆ has a primary concern for and responsibility to its students, and is responsive to the educational, professional and developmental needs of the people in its communities through the relevant academic, intellectual and employment standards of our curriculum.
- ◆ encourages the values, knowledge, personal resources and skills necessary for individual, social and occupational success.
- ◆ provides equality of treatment to employees and students and encourages excellence in teaching, learning and working.
- ◆ encourages provincial and national educational leadership.
- ◆ models ethically and socially responsible behaviours.
- ◆ is accountable for, and responsive to the consequences of its institutional and educational practices, as measured against appropriate standards.

How to Use the College Calendar

At Douglas College, two separate publications give students information they need before they start classes.

The first of these, the College Calendar, describes all programs and courses offered at Douglas College. It is important to note that not all courses described are available every semester. The College Calendar and the Registration Instructions also provide information on admission and registration policies and procedures, important deadline dates, transfer information to other institutions and details on financial aid.

The College Calendar is divided into four sections:

- ◆ General Information
- ◆ Program Descriptions
- ◆ Discipline and Course Descriptions
- ◆ Faculty, Administration, Staff and College Board

The second publication is the Registration Instructions/Schedule of Classes which is printed prior to the start of each semester. The schedule provides details on all the courses offered during the upcoming semester. The Registration Instructions are mailed by the Office of the Registrar at least three months prior to the commencement of the semester.

It is the student's responsibility to be aware of all policies, procedures and deadline dates which are in effect during their attendance at Douglas College. Students are encouraged to become familiar with the information provided in the College Calendar to ensure the courses chosen are appropriate for the diploma or certificate they have selected.

Student Responsibility

It is the student's responsibility to be aware of POLICIES, PROCEDURES and DEADLINES which are in effect at Douglas College. This information is printed in this calendar, in the semester class schedule, and in other publications. Questions regarding these matters may be directed to the Office of the Registrar or the Student Services Centre. For all matters, it is considered sufficient notification by the College to mail information to a student's address as recorded in the Student Information System.

It is also the student's responsibility to attend classes regularly, to keep work up to date, and to complete assignments as required. Final grades are based largely on complete assignments, tests and class participation. Students can be asked to leave a course if attendance is not regular.

Faculty Responsibility

Faculty members are available for consultation during posted office hours or by arrangement. They help in every way possible to make the educational experience a successful one.

IMPORTANT DATES TO REMEMBER

1997 - 1998

Class start and end dates may differ for students enrolled in limited enrolment programs. Please confirm dates with the appropriate program office.

Any changes in the Proposed Calendar of Events will be announced in Inside Douglas College, the Registration Instructions and other appropriate publications.

SUMMER SEMESTER 1997 (MAY - AUGUST)

Withdrawal and refund deadline dates only apply to courses that are 14 weeks in length (a regular semester). Courses deadline dates, where the course is less than a full semester in length, will be pro-rated. Some courses of less than 14 weeks are not eligible for any refund. (See Refund Schedule.)

May 1

Apply for bursaries administered by Douglas College for Summer semester only.

Contact Student Loan Office for Workshops for Fall/97.

Student Loan Applications available for Fall semester.

Deadline for application for graduation awards for January and June Graduations.

Deadline for nominations for George Wootton Scholarship Award (refer to Student Finance for details).

May 5

All classes begin.

Late Registration begins.

May 9

Last day to receive an 80% refund for any course withdrawal less \$100 processing fee.

May 16

Last day to late register, to add a course or to drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W").

Last day to change from credit to audit status in a course.

Last day to receive a 50% refund for any course withdrawal less \$100 processing fee.

Last day to receive any refund.

May 19

College Closed - Victoria Day.

May 30

Deadline for Bursary applications administered by Douglas College for Summer Semester only.

Early Deadline for Student Loan Applications for Fall/97 semester.

June 2

Recommended deadline for application or re-application to general admission programs for the Fall Semester. Applications received after this date will be processed but students may not receive their registration notification prior to their priority appointment time.

June 12

Summer Graduation.

June 16-20

Mid-semester - students may obtain mid-semester standing from instructors during this week in order to make decisions about dropping courses by the deadline below.

June 17

Registrar's Office closed.

July 1

College closed - Canada Day.

July 4 - Aug 9

Telephone Registration - Fall Semester - By Appointment.

July 11

Last day to drop a course or completely withdraw from College (students will receive a "W" on permanent record).

Aug 1

Deadline for submission of new student applications for the Fall Semester. All supporting documents must accompany the application. Students who have enrolled for classes previously must also re-apply by Aug 1.

Aug 4

College closed - B.C. Day.

Aug 8

Last day of classes.

Aug 11-15

Examination Period.

Aug 15

Grades due for classes without a final exam.

Aug 20

Grades due for classes with a final exam.

FALL SEMESTER 1997 (SEPTEMBER - DECEMBER)

Withdrawal and refund deadline dates only apply to courses that are 14 weeks in length (a regular semester). Other course deadline dates, where the course is less than a full semester in length, will be pro-rated. Some courses of less than 14 weeks are not eligible for any refund. (See Refund Schedule.)

Sept 1

Apply for Awards & Bursaries administered by Douglas College for Fall semester.

College Closed - Labor Day.

Sept 2

All classes begin.

Late registration begins.

Sept 9

Last day to receive 80% refund for any course withdrawal less \$100 processing fee.

Sept 13

Last day to late register, to add a course or drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W").

Last day to change from credit to audit status in a course.

Last day to apply for Winter Graduation (January).

Last day to receive a 50% refund for any course withdrawal less \$100 processing fee.

Last day to receive any refund.

Oct 1

Deadline for Awards & Bursaries application administered by Douglas College for Fall Semester.

Early Deadline for student loan application for Winter Semester.

Deadline to apply for limited enrollment programs for the Winter Semester.

Recommended deadline for application or re-application to general admission programs for the Winter Semester. Applications received after this date will be processed for the Winter

Semester, but students may not receive their registration notification prior to their priority appointment time.

First day for submission of applications for students currently registered in Grade 12 who will graduate in June 1998.

Oct 13

College closed - Thanksgiving Day.

Oct 13-17

Mid-semester - students may obtain mid-semester standing from instructors during this week in order to make decisions about dropping courses by the deadline below.

Nov 3 - Dec 5

Telephone Registration - Winter Semester - By Appointment.

Nov 7

Last day to drop a course or completely withdraw from the College. (Student will receive a "W" on permanent record).

Nov 11

College Closed - Remembrance Day.

Dec 1

Deadline for submission of new student applications for the Winter Semester. All supporting documents must accompany the application. Students who have enrolled for classes previously, must also re-apply by Dec 1.

Dec 5

Last day of classes (except Saturday classes - Dec 6).

Dec 8-13

Examination Period.

Dec 12

Grades due for classes without a final exam.

Dec 16

Registrar's Office Closed at 12:30pm. (Re-open on 17th.)

Dec 17

Grades due for classes with final exams.

Dec 24

College closed - Christmas Eve.

Dec 25

College closed - Christmas Day.

Dec 26

College closed - Boxing Day.

Dec 29-30

College closed to the public.

Dec 31

College closed - New Years Eve.

WINTER SEMESTER 1998 (JANUARY - APRIL)

Withdrawal and refund deadline dates only apply to courses that are 14 weeks in length (a regular semester). Other course deadline dates, where the course is less than a full semester in length, will be pro-rated. Some courses of less than 14 weeks are not eligible for any refund. (See Refund Schedule.)

Jan 1

Apply for Scholarships, Awards and Bursaries administered by Douglas College for Winter Semester only.

College closed.

Jan 5

All classes begin.

Late registration begins.

Jan 10

Last day to receive an 80% refund for any course withdrawal less \$100 processing fee.

Jan 16

Winter Graduation.

Jan 17

Last day to late register, to add a course or to drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W").

Last day to change from credit to audit status in a course.

Last day to receive a 50% refund for any course withdrawal less \$100 processing fee.

Last day to receive any refund.

Jan 20

Deadline to apply for limited enrollment programs for Summer Semester.

Last day to apply for Summer Graduation (June).

Feb 2

Deadline for Scholarship, Award & Bursary Applications for Winter semester administered by Douglas College.

Early Deadline for Student Loan Application for Summer Semester.

Recommended deadline for application or re-application to general admission programs for the Summer Semester.

Applications received after this date will be processed for Summer Semester, but students may not receive their registration notification prior to their priority appointment time.

Feb 12-13

Spring Break - Classes canceled.

Feb 16-20

Mid-semester - students may obtain mid-semester standing from instructors during this week in order to make decisions about dropping courses by the deadline below.

Mar 13

Last day to drop a course or completely withdraw from the College (Students will receive a "W" on permanent record).

Mar 16 - Apr 4

Telephone Registration - Summer Semester - By Appointment.

Apr 1

Deadline to apply for limited enrollment programs for the Fall Semester 1998.

Deadline for submission of new student applications for the Summer Semester. All supporting documents must accompany the application. Students who have enrolled for classes previously must also apply by Apr 1.

Deadline for Douglas College entrance scholarship applications for 1998-99.

Apr 9

Last day of classes (except Saturday classes - April 4).

Apr 10

College Closed - Good Friday.

Apr 13

College Closed - Easter Monday.

Apr 14-20

Examination Period.

Apr 17

Grades due for classes without a final exam.

Apr 23

Grades due for classes with a final exam.

SUMMER SEMESTER 1998 (MAY - AUGUST)

Withdrawal and refund deadline dates only apply to courses that are 14 weeks in length (a regular semester). Other course deadline dates, where the course is less than a full semester, will be pro-rated. Some courses of less than 14 weeks are not eligible for any refund. (See Refund Schedule).

May 1

Apply for Bursaries administered by Douglas College for Summer Semester only.

Contact Student Loan Office for Fall Student Loan Workshop information for Fall 1998.

Student Loan Applications for Fall available.

Deadline for application for graduation awards for January & June graduations.

Deadline for nominations for George Wooton Scholarship Award (refer to Student Finance for details).

Deadline for application for graduation awards for January and June Graduations.

Applications for fall student loans available. Fall student loan workshops commence.

Applications for summer semester bursaries, administered by Douglas College, available.

May 4

All classes begin.

Late Registration Begins.

May 8

Last day to receive an 80% refund for any course withdrawal less \$100 processing fee.

May 13

Last day to late register, to add a course or to drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W").

Last day to change from credit to audit status in a course

Last day to receive a 50% refund for any course withdrawal less \$100 processing fee.

Last day to receive any refund.

May 18

College Closed - Victoria Day.

June 1

Recommended deadline for application or re-application to general admission programs for the Fall Semester. Applications received after this date will be processed but students may not receive their registration notification prior to their priority appointment time.

Deadline for Bursary applications administered by Douglas college for Summer Semester only.

Early Deadline for Student Loan Applications for Fall/98 semester.

Deadline for application for bursaries administered by Douglas College for summer semester.

Early application deadline for fall semester student loans.

June 11

Summer Graduation.

June 16

Registrar's Office closed.

June 15-19

Mid-semester - students may obtain mid-semester standing from instructors during this week in order to make decisions about dropping courses by the deadline below.

June 19

Deadline for Canada Scholarship applications.

July 1

College closed - Canada Day.

July 2 - Aug 8

Telephone Registration - Fall Semester - By Appointment.

July 10

Last day to drop a course or completely withdraw from College (students will receive a "W" on permanent record).

Aug 1

Deadline for submission of new student applications for the Fall Semester. All supporting documents must accompany the application. Students who have enrolled for classes previously must also re-apply by Aug 1.

Aug 3

College closed - B.C. Day.

Aug 7

Last day of classes.

Aug 10-14

Examination Period.

Aug 14

Grades due for classes without a final exam.

Aug 19

Grades due for classes with a final exam.

Sept 1

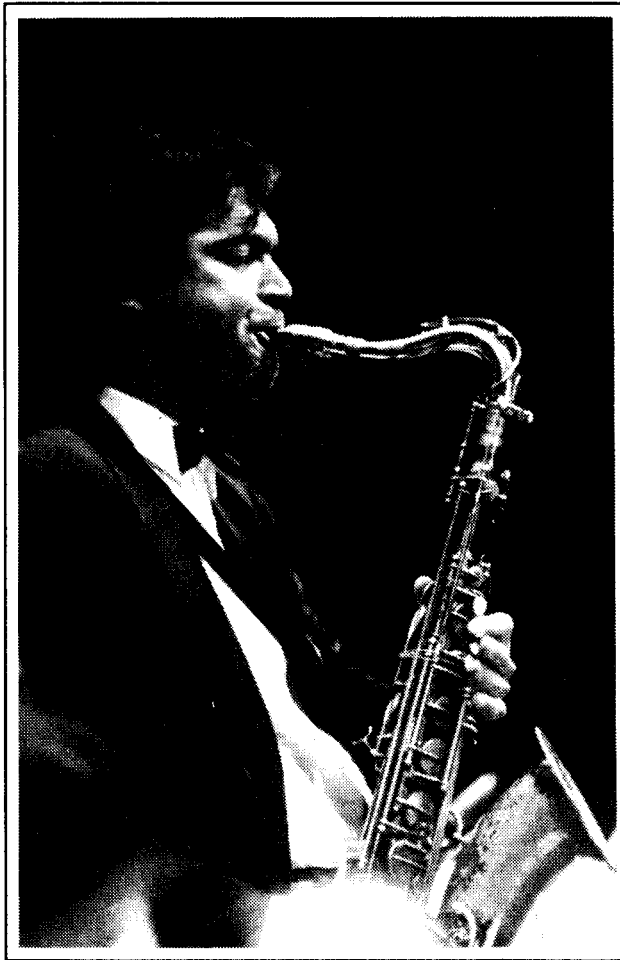
Applications for fall awards and bursaries, administered by Douglas College, are available.

October 1

Deadline for application for fall awards and bursaries, administered by Douglas College.

Early application deadline for winter semester student loans.

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General Information



Divisions and Departments

Douglas College is a large institution that offers courses in many fields and provides services to students and the community. In order to assist the College to function smoothly, these activities have been divided among four divisions. They are the Instructional, Administrative, Continuing Education, and Educational and Student Services Divisions.

Instructional Division

The Instructional Division includes several academic programs which allow students to complete the first two years (60 semester credits) of university studies. Students may fulfil the program requirements on a full-time or part-time basis.

Students do not have to complete a program before transferring to university, but they must successfully complete program requirements before receiving a Douglas College Diploma or the Associate Degree in either Arts or Science.

These programs are directed and taught by excellent instructors and have been designed in consultation with B.C.'s universities.

Transfer credit has been arranged for most courses.

Six Diploma programs prepare students for transfer to Simon Fraser University, the University of British Columbia, the University of Victoria or university-colleges outside B.C. They are the Associate in Arts Degree, the Diploma in Criminology, the Associate in Science Degree, the Diploma in Performing Arts, the Diploma in Print Futures, and the Diploma in General Studies. The Diploma in General Studies combines university transfer and non-transferable courses and is usually taken by students who intend to complete their post-secondary education at Douglas College.

A Certificate in Academic Studies is offered for students who wish to receive recognition after one year of studies (30 semester credits).

Douglas College has a good reputation for programs in Nursing, Child, Family and Community Studies, and Commerce and Business Administration.

Students who enrol in these programs often receive practical experience in community agencies and businesses throughout the Lower Mainland. They also receive excellent instruction, which combines practice and theory.

Local business and professional people sit on advisory committees for all Applied Programs. These committees ensure that the programs meet the needs of an ever changing market. As a result, graduates are very successful in finding employment.

Several of these programs allow students to transfer to university for further education and training.

Administrative Division

The Administrative Division consists of the Financial Services, the Facilities Services, and the Systems and Computing departments. This division manages the finances, facilities, computing systems, bookstore, and printing for the College.

Continuing Education Department

The Continuing Education Department is responsible for short term, part-time offerings at Douglas College. Courses are available evenings, weekends, and daytime.

In addition, the Department provides services in community development, program development and special events and conferences. Services are available at Douglas College, community or client sites.

Education is designed to meet learner needs at basic, post-basic and continuing professional development levels in the areas of Social Services, Health, CPR, Writing, Sports, Recreation, and Multiculturalism, among others.

Educational Services Division

The Educational Services Division consists of the Office of the Registrar, the Learning Resources Department, the Student Development Department, the Centre for International Education, the Centre for Educational Technology, the Centre for Sport, Recreation and Wellness, and the Community and Contract Services Department.

The Office of the Registrar handles registration (both credit and non-credit), admissions, advising, academic regulations, records, orientation, graduation assessment and timetabling.

The Learning Resources Department is responsible for the Library and Audio-Visual Services.

The Student Developmental Department administers a wide range of counselling, financial aid and placement services, in addition to a number of developmental and upgrading academic programs.

The Centre for International Education provides opportunities for International Students to study at Douglas College, either through existing programs or by designing special programs on a contract basis. The Centre also promotes faculty and student exchanges and provides faculty with the opportunity to work on international projects.

The Centre for Sport, Recreation and Wellness coordinates the College's participation in inter-collegiate athletics. It also provides non-credit courses and programs for the public through the Sports Institute, and provides an array of recreational and wellness opportunities for students and employees of the College.

The Centre for Educational Technology provides technology/media services to the College in support of the teaching/learning process.

The Community and Contract Services department administers a variety of client-centred contract programs and services to the community, and works in partnership with the community in a variety of developmental activities.

College Development Division

The College Development Division includes the Personnel and Labour Relations Department, the Office of Institutional Research and Planning, the Communications and Marketing Office, the Douglas College Foundation, and the Centre for Learning and Development.

The Personnel and Labour Relations Department deals with all matters relating to employment including: employee recruitment, selection and orientation; job classification; contract negotiation and collective agreement administration; benefits administration, pay and employment equity program development and administration; and performance evaluation administration for administrators and staff.

The Office of Institutional Research and Planning collects and disseminates information about the internal and external College environment; provides coordination and support for unit reviews and the institutional self-study process; and provides support for the strategic planning and tactical planning processes.

The Communications and Marketing Office (formerly the Public Information Office) develops and administers College marketing plans, produces College publications and promotional materials; provides liaison with media establishes pro-active publicity activities; coordinates and provides support for College special events; and, supports internal communications through the College newsletter, bulletins and other materials.

The Douglas College Foundation initiates, manages and coordinates all fund-raising on behalf of the College; develops and implements fund-raising strategies relating to student aid, and program and project activity. The Foundation coordinates and manages the Foundation Board and Alumni Association activities.

The Centre for Learning and Development, through the Douglas Development Program, develops and facilitates a range of professional development activities for faculty, staff and administrators. As well, the Centre provides support to department-based professional development activities. The Centre facilitates and coordinates new College initiatives in their development stage and provides support to disciplines/programs for initiatives that have cross-college impact.

Thomas Haney Centre

Opened in 1992, the Thomas Haney Centre is an innovative approach to partnerships in education in the dynamic and growing community of Maple Ridge. This unique facility is home to Douglas College, Thomas Haney Secondary and Continuing Education for School District 42.

The College offers a comprehensive base of full and part-time credit courses both day and evening to Maple Ridge and neighbouring communities which include university transfer courses for credit, business programs, non-credit continuing education courses and programs, and developmental studies courses for academic upgrading. Throughout the year offerings include the Home Support Worker program, career preparation courses, and sessions/workshops on Women's Issues. Concurrent Studies, a joint project between the College and school district, is the first of its kind in Canada enabling Grade 12 students to enrol in college level courses.

Staff at Maple Ridge administer a wide range of services which include admissions, late registration, academic advice, career counselling, and library circulation. Recent additions to the campus are a Career Resource Centre and a Women's Centre. The I Care Project tutor/learner coordinator and the Douglas College Student Society also hold offices at the Centre.

Students attending Thomas Haney Centre are rewarded with state-of-the-art facilities, plenty of free parking, and a scenic location. If you would like information on programs and courses call 467-6811 or, visit the campus at 23000 - 116th Avenue in Maple Ridge.

David Lam Campus, Coquitlam

Located in Coquitlam's dynamic Town Centre development, the David Lam Campus opened in 1996, expanding educational opportunities in the Tri-Cities and featuring unique career training programs for all British Columbians.

The campus offers an extensive range of career and university transfer programs, developmental studies for academic upgrading, and specialized business training through Centre 2000. Career programs offered at the site include Hotel and Restaurant Management, Dispensing Optician, Computer Information Systems, Financial Services Studies, Therapeutic Recreation and Coaching. The site features a full library, computer and technical labs, a large gymnasium in the adjacent community centre, cafeteria, as well as a full range of student services.

Situated across from Lafarge Lake, the Town Centre site also features a major community centre and secondary school (open fall 1997), cultural centre, aquatic centre, and playing fields. The location will allow the College to increase offerings in concurrent studies (in which grade 12 students enrol in college-level courses), and offers the region's students the convenience of an easier commute.

Admissions

To be able to attend Douglas College in either general admission or limited enrolment programs there are two processes which students must complete. They are:

1. **application for admission, and**
2. **registration for courses.**

General Admission Programs

(Programs such as General Studies, Criminology, University Transfer, etc.)

1. The courses in general admission programs are filled on a first-come, first served basis according to the registration appointment time. Because the registration time is assigned according to the date of application, early application for admission is strongly advised.
2. Students receive registration instructions by mail.
3. Admission to these programs does not guarantee course selection.

Limited Enrolment Programs

(Programs such as Nursing, Early Childhood Education, Chairside Dental Assisting, etc. which can accommodate only a limited number of students).

1. Some limited enrolment programs have special admission requirements that must be successfully met before an applicant is admitted to the College. Information regarding the special requirements is available from the Douglas College Calendar, Student Services or the Office of the Registrar.
2. Applicants who meet both the general and special admission requirements are admitted to limited enrolment programs according to their date of application. Spaces for these students are reserved and must be confirmed by payment of fees at the time of admission, usually four to five months prior to the commencement of classes. If a student does not pay fees within the specified deadline, the space will be offered to another applicant. (Please see refund information concerning refund of deposits.)
3. A student who is eligible for admission to a limited enrolment program but is not selected because of a later application date, will automatically be considered for the next intake of the program.
4. Students admitted to limited enrolment programs also receive registration instructions by mail. Limited enrolment programs accommodate only a limited number of students. Therefore, all applicants may not be admitted to the semester of their choice.

Admission Requirements

General

Students are eligible for admission to the College if they meet at least ONE of the following criteria: (Some programs have additional requirements. See previous section)

- ◆ have completed B.C. secondary school graduation in any program or have completed the equivalent in another school system; OR
- ◆ lack one course for B.C. secondary school graduation or the equivalent in another school system; OR
- ◆ are 19 years of age or older on the first day of the first semester of attendance; OR
- ◆ are at least 17 years of age on the first day of the first semester of attendance and have not been enrolled at a school for at least one year; OR
- ◆ are a special needs student and have completed a certificate or equivalent from a special program and have been in school for 12 years.

Note: Students who do not meet one of the above requirements may apply for admission as a 'special student'. Students are urged to discuss their situation with the Registrar and/or a counsellor.

Prerequisites/Assessment Testing

A number of disciplines require assessment testing or verification that course prerequisites have been met. Students intending to enrol in English, Creative Writing, Communications, Print Futures: Professional Writing Program, Developmental Studies, Office Administration, Mathematics and Chemistry should contact the Assessment Centre well in advance of registration. Students intending to enrol in courses offered in Modern Languages, English as a Second Language should contact the department well in advance of registration to arrange for testing. Many courses in the Sciences, and Commerce and Business Administration have high school course prerequisites. Please review the course descriptions in Section 3 of the Calendar and read the information contained in the Registration Instructions which are sent to eligible students prior to registration for a given semester. Students intending to take Office Administration courses with a typing prerequisite must supply proof of the required typing speed or book a typing assessment through the Assessment Centre. Transcripts on file in the Registrar's Office cannot be photocopied. For further information please consult individual course descriptions or an academic advisor in Student Services or the Assessment Centre.

Mature Students

Douglas College is committed to adult students, whether full-time or part-time. Students who are 19 or older on the first day of the first semester of attendance, or 17 years of age and not having been enrolled in a school for at least one year and not having completed B.C. secondary school graduation (or its equivalent from another school system) may qualify for admission to Douglas College.

The College tries to provide courses suited to students' backgrounds and goals. Depending on education and experience, students may be advised to take preparatory courses before being admitted. These courses may be offered by the local School District or the College itself. Students should consult with an academic advisor in order to arrange an appropriate program of study.

Note: Applicants for Mature Student Admission are required to submit official transcripts of their previous education.

International Students

International students with varying educational backgrounds and goals may apply to many but not all Douglas College programs. International applicants must meet the general College Admission Requirements listed previously AND demonstrate English proficiency by means of a Test of English as a Foreign Language (TOEFL) score. Applicants must request that their TOEFL score reports be sent directly to Douglas College from the testing headquarters in Princeton, New Jersey, USA.

When writing the TOEFL, applicants must be sure to include the Douglas College Institutional Code 9568. Douglas College will not accept the student's copy of the TOEFL score.

A minimum TOEFL score requirement at Douglas College is 450. If the score is 549 or lower, the applicant must first apply to the English as a Second Language (ESL) program before taking any non-ESL courses. If the applicant's TOEFL score is 550 or better, he or she may be able to take some Applied or Academic Division courses concurrently with ESL courses.

Students may be exempted from English as a Second Language placement if they have a TOEFL score of 570 or greater along with a Test of Written English (TWE) of 5. Students must meet both requirements for exemption. Alternatively, students with TOEFL scores of 600 or better will be exempt from ESL regardless of TWE score.

Please note the following exemptions to the requirement for TOEFL scores. a) Engl 098 and Engl 099 with a grade of C or better from Vancouver Community College. An official transcript must be submitted at the time of application in order to receive the exemption from the TOEFL requirement. b) A score of 145 or higher on the English Language Assessment test from King Edward Campus of Vancouver Community College. Official proof of the test and score must be submitted at the time of application in order to

receive exemption from the TOEFL requirement. Please refer to Section 1, How to Apply, for further information. The deadline for international applications is: April 30 Fall Semester (September), August 31 Winter Semester (January), December 31 Summer Semester (May), Early application is strongly recommended as seats are very limited. Applications which do not have all the necessary documents will not be processed for the semester requested by the student.

International Fee Structure

International students are required to submit a non-refundable application fee. For the International Fee Structure see page 20.

International Students/Budget

It is recommended that international students budget \$700 to \$1,000 per month for a living allowance. Transportation costs approximately \$70 per month if the public transit system is used. Medical insurance is mandatory and costs approximately \$35 per month.

International Students/Housing

Douglas College does not have on-campus student housing. All students are required to find their own accommodation. The Student Society has an updated list of off-campus accommodation. It is also possible for the Centre for International Education to arrange a host family before arrival in Canada.

Medical Examination

A medical examination is not required for admission to most programs at the College. Students who have a medical condition they feel the College should know about should provide this information to the Registrar's Office. A medical examination is required, however, for a number of College programs. Students are notified during the application process if an examination by a physician is required.

Note: Any prospective or registered student with a disability should contact Disabled Student Services at 527-5115 for information on services that are available. This contact may be made at any time but early contact is advisable.

How to Apply

a) New Students (never attended or applied before)

Obtain an Application for Admission Form for each program you wish to apply to. Forms may be picked up at the Registrar's Office at all three campuses. Forms may be requested by mail from any campus:

NEW WESTMINSTER: Douglas College, Office of the Registrar, PO Box 2503, New Westminster, B.C., V3L 5B2 (604) 527-5478, or;

MAPLE RIDGE: Douglas College, Thomas Haney Centre, 23000-116th Avenue, Maple Ridge, V2X 0T8 (604) 467-6811, or;

COQUITLAM: David Lam Campus Douglas College, Pinetree Way, Office of the Registrar, 1250 Pinetree way, Coquitlam, BC, V3B 7X3 (604) 527-5928

Complete the Application for Admission Form(s) and return it to either address above with the application fee and official transcripts. See deadline dates.

b) Returning Students

Returning students who have been absent for a Fall or Winter semester are required to apply for re-admission. A new student number IS NOT ASSIGNED. Students are not eligible to register for courses until their application for readmission has been processed by the Registrar's Office. See deadline dates.

Application Fee

As of Fall 1997, all applicants who have never attended the College previously will pay the non-refundable fee for each time they apply if they do not attend the College. Applicants may apply to more than one program for one \$25.00 application fee. This fee will be waived for students who applied but did not attend and who re-apply within 12 months of their original date of application and for applicants whose names are active on a limited enrolment program wait list.

Documents

The application must be accompanied by **OFFICIAL** transcripts from secondary schools and any institutions of higher education attended. All transcripts and other documents filed in support of student applications become the property of the College and are not returned or photocopied. Confirmation of admission status is not given until all required documents are submitted.

An official transcript is one that has been issued by the educational institution offering the program or course or a central agency operating on their behalf. Photocopies are not acceptable. Transcripts must be authentic and official, otherwise the information is not secure. Official transcripts will bear an official stamp or signature for authentication purposes.

How to Obtain a Transcript

B.C. Secondary School

For university or academic-technical programs up to and including 1973, contact the Ministry of Education, Data Systems Administration Branch, Parliament Buildings, Victoria, B.C. V8V 2M4

For non-academic programs up to 1973 and all programs in 1974 or later contact the school or school district.

Other Provinces and Countries - Secondary School

Contact the school or appropriate central agency. If in doubt, contact the appropriate school district authority for advice.

Post-Secondary

Contact the Office of the Registrar of the institution. Depending on the agency or institution's transcript policy, there may be a fee assessed for issuing transcripts.

When to Apply

Apply early. Applications are processed on a first-come, first-served basis. See Important Dates to Remember on page 6.

The following limited enrolment programs have different application deadlines. Please consult the Program Section (2) of this calendar for individual application deadlines and additional admission requirements:

Associate of Science Degree
Child and Youth Care Counsellor
Coaching Diploma
Community Social Service Worker
Community Support Worker
Computer Information Systems
Dental Auxiliary
Dispensing Optician
Early Childhood Education
Health Information Services
Home Support Attendant
Hotel and Restaurant Management
International Business Studies
Music
Nursing (General)
Nursing (Psychiatric)
Office Administration
Physical Education
Print Futures: Professional Writing Program
Resident Care Attendant
Sign Language Interpretation
Stagecraft Technology
Theatre
Therapeutic Recreation

Notification of Admission or Re-admission

Official notification of admission or re-admission is issued by the Office of the Registrar. A *Letter of Admission or Re-admission* is mailed to all students. This letter confirms eligibility to register for courses.

Transfer Credit

From Another Institution

Students who have attended a recognized post-secondary institution or undertaken special training in a career area may be eligible to receive some advance credit toward a Douglas College diploma or certificate and to satisfy prerequisite requirements. Students who receive transfer credit require a reduced number of semester credits at Douglas College to qualify for a certificate or diploma.

Students may transfer a maximum of 50 percent of the credits required for a Douglas College degree, diploma, certificate or citation. Transfer credits are entered on a student's permanent record.

To receive transfer credit, students must submit an official transcript with their Application for Admission or Re-admission along with a Transfer Credit Request form. A detailed course description may also be required before credit can be evaluated.

Detailed course descriptions are required for credit evaluation of courses taken outside of B.C. Institutions.

Students are strongly recommended to request transfer credit at least 4 months in advance of the first semester of attendance. Requests for evaluation of credit received after this time may not be processed in time for registration prerequisite checking.

Refer to page 243 for Transfer Credit Guide.

To Another Institution

Students planning to transfer to another post-secondary institution must consult the calendar and transfer guide of the receiving institution regarding transferability of Douglas College courses.

Although an articulation agreement exists between the publicly funded B.C. post-secondary institutions, many variables affect the transferability of courses. The receiving institution may evaluate your courses, and calculate your grade-point average in accordance with its own policies and procedures.

It is the student's responsibility to consult an academic advisor or the calendar and transfer guide of the receiving institution for program planning.

Students who intend to pursue studies with any professional organizations are encouraged to contact the relevant organization for current transfer information. Students planning to transfer from Douglas College to a university or university/college should consult with the university

Registrar's Office about the transfer of credits. Credits transferred to, and accepted by, Douglas College are not necessarily transferable to other post-secondary institutions.

Advance Placement

Douglas College recognizes that many students should be granted formal recognition for knowledge and skills already acquired. Such students may receive advance placement, which permits them to omit some introductory or prerequisite courses. They must, however, still complete the total number of semester credits required for a certificate or diploma, but the total number of optional credit hours of instruction is increased.

The decision to grant advance placement rests primarily with the teaching department. Application may be made directly to the Registrar, who refers it to the department concerned.

The Department Head and one faculty member from the department evaluate each applicant's knowledge and skills and then notify the Registrar regarding the student's eligibility to receive advance placement.

Note: For further information contact the Office of the Registrar.

Challenge/Prior Learning Assessment (PLA) Credit

Douglas College provides its students the opportunity for evaluation of learning gained through prior experiences. Learning that is equivalent to that normally gained in Douglas College courses/programs will be given formal credit as appropriate. The specific discipline or program in which credit is requested is responsible for determining courses that may not be eligible for PLA credit. The discipline/program is also responsible for determining which evaluation process is appropriate for specific courses. Students may request formal recognition for prior learning through one or more of the following processes:

- (a) Transfer Credit - Credit may be obtained for credit courses completed at another recognized educational institution. Credit may be routinely granted by the Registrar's office, based on established articulation, or may be referred to the appropriate discipline/program for individual course assessment/articulation.
- (b) Course Challenge - Challenge procedures may include written, oral or performance tests as determined appropriate by the discipline/program, and may include laboratory and/or work-site assessments.
- (c) Portfolio or Portfolio-Assisted Assessment - Students may request assessment of documented learning of specific knowledge, skills and values related to the learning objectives of the courses for which credit is requested. Normally enrolment in a Preparation for Assessment or Portfolio Development course is required to help the student prepare documentation for a prior learning assessment.

Students seeking credit for prior learning must make formal application to the Registrar's Office. Eligibility for prior learning assessment and the procedures for examination and evaluation are set by the relevant program/discipline. Fees for the challenge assessment and for portfolio or portfolio-assisted assessment are based on the number of credits requested through the assessment process. PLA credit will be awarded only to those students who have applied for, and been accepted into, Douglas College credit programs.

Normally, credits received through the assessment of prior learning will be limited to 50% of the total credits required for the Douglas College certificate, diplomas or associate degree to which the credit is applied. Exceptions to this limit may be recognized within specific programs. Students are encouraged to consult with the counselling department.

Students who intend to transfer credit obtained through any of the above processes for the assessment of prior learning should check with the appropriate receiving institution to ensure the credit is acceptable for transfer purposes.

Registration

Students must complete all admission or re-admission procedures before they are permitted to register for courses. It is recommended that this be done no later than three months in advance of classes. After students have submitted their complete Application for Admission or Re-admission to the Office of the Registrar and their application has been evaluated, they will receive a Letter of Acceptance.

New students who do not register for any courses in their first semester of attendance do not keep their student number and must re-apply to the college.

Douglas College registers students by telephone. Details concerning the registration process, the planning required and course information are contained in the Registration Instructions which are mailed to all eligible students approximately three months in advance of the start of classes. Students who have satisfactorily completed the previous semester at Douglas College automatically receive registration information. Students who do not receive this information should contact the Office of the Registrar at 527-5478 before registration.

Continuing students who do not attend in a Fall or Winter semester must re-apply to the College. Registration appointment times are assigned on the basis of the previous semester's GPA for General Admission programs. Students who are absent from the College for five consecutive semesters are assigned a registration appointment time according to their date of re-application.

Students who do not satisfactorily complete a semester at Douglas College may be placed on Scholastic probation or be asked to withdraw. See section on Scholastic probation.

College staff assist in helping students register for the courses in which they are interested. Students who plan to transfer to another institution after attendance at Douglas College should refer to the previous section on transfer credit. Planning should be done well in advance of registration. Contact the Student Services Centre for assistance at 527-5486.

Note: Academic Advisors are available to help plan course selection. Please contact the Student Services Centre at 527-5486.

Ultimate responsibility for the accuracy and completeness of course timetables and of registration rests with the student. Students cannot receive credit for a course in which they are not properly registered.

Program Declaration

All students are required to declare a program of studies at time of application or re-application. For those students applying to Limited Enrolment Programs, priority registration for courses is assigned. **Students who have applied and been admitted to a Limited Enrolment Program and subsequently register for courses outside their declared program, will be de-registered from those courses approximately one week from the date they register.** If you have been admitted to a Limited Enrolment Program and are unsure as to what courses to register for, please consult the current Douglas College Calendar or an Academic Advisor. Your program designation is indicated on your address label with your registration slot date and time.

Late Registration

Students may register late for courses, if space is available, for two weeks after classes have started. Course availability will be limited. Shorter deadlines will apply for courses that are less than 14 weeks in duration. Late registration must be done in-person. Fax, mail or drop-off will not be processed.

Attendance/Non-attendance

Unless the student establishes legitimate reason for absence, students who fail to attend during the first week of a course may have their seats in that course given to other students regardless of previous permission to register. It is the student's responsibility to contact the instructor and to establish legitimate reasons for absence in order to secure a seat in the class.

While non-attendance does not, by itself constitute withdrawal, students who fail to attend the first week of a course (without notifying their instructor as indicated above) may, at the instructor's discretion, have their seat in that course given to another student. The student whose seat is given away, must officially withdraw or is technically considered to still be registered in the course. Normal refund policies and deadlines apply.

During late registration only, students will complete changes using the Change of Course form. Deadline dates apply to withdrawing from a course.

Note: If withdrawal or course-drop procedures are not completed, the grade of UN (unofficial withdrawal) is recorded. A UN grade counts as zero in the grade point average.

Auditing a Course

Auditing a course requires normal application, registration, and fee payment. The notation *Audit* is placed on student permanent records, beside each course audited, if classes are attended regularly. Poor attendance results in the grade of *W*. Usually, auditing students are not required to complete assignments, tests or examinations.

All students will be registered as credit students. A student has until the end of the second week of classes to change their status from credit to audit. This change must be done in-person at the Registrar's Office and a student must present picture I.D.

Change of Address

Please notify the Office of the Registrar in writing of any change of address so that correspondence and grades may be mailed without delay. Changes in the telephone numbers and names of persons to contact in emergencies should also be updated.

Section Changes

Douglas College offers many courses at several different times during the week so students can find it easier to fit all their courses into their schedules. The different times that a course is offered are called sections.

A section change is processed as a course add and a course drop that occur at the same time. When a section is changed, however, the dropped section is always deleted from the permanent student record.

Students must change the section by using the telephone registration system. During the late registration period only, students must use a Change of Course form to add or drop a course(s). Deadlines apply to changing sections.

Course Adds, Drops and Withdrawals

Deadline dates, for courses less than 14 weeks in length, are pro-rated.

Students are required to add or withdraw from courses by using the telephone registration system. During the late registration period only, course changes are done by using the Change of Course form. Deadline dates apply. A course dropped during the first two weeks of the semester is deleted from a student's permanent record. Courses that are officially dropped during the third to tenth week of the semester are recorded on a student's Permanent Record with a grade of *W*. Course drops are not permitted after the tenth week.

Course Load, Approval for Overload

A normal course load for a full-time student is 15 semester credits. Some programs, however, may require more than a normal course load. Students not enrolled in such a program and wishing to take a course overload (i.e. more than 15 credits in one semester) must first obtain permission from the Registrar. Normally, a grade point average of 3.0 (B) or better is required before permission to carry extra courses is granted.

Guided Study Courses

Douglas College, under the conditions and procedures listed below, makes available to students an alternative to regular classroom instruction. The alternative allows completion of courses by independent study, under the guidance of a College faculty member.

Guided Study Policies (See Note)

1. A guided study course is approved under very special circumstances. These circumstances do NOT include instruction by correspondence or payment of less than the regular course fee.
2. Only courses listed in the College calendar may be adapted for guided study. Students must register for a course in the calendar, and the goals and objectives of the course must remain unchanged.
3. Appropriate courses for Guided Study are those at the second-year level for which there is low demand or low enrolment. Courses in reading, research, work experience, or field studies are NOT offered on a Guided Study basis. Further, courses that depend primarily on student/instructor interaction are NOT offered for guided study.
4. Students should apply for the Guided Study Contract at the office of the Department Head. They should complete both the contract form and a registration form, attach cash or a cheque for the course fee and student fee, and request approval by the Department Head.
5. A Douglas College instructor must be willing and available to participate with the particular student before the contract is approved.
6. The student, the instructor, and the Department Head must meet to examine the Contract Form to ensure **that all parties are aware of its nature and implications.** The course outline is attached to the contract, and as part of the contract, the instructor and the student must agree on the variations from the regular course outline.
7. Guided Study programs are open only to students who have completed at least 12 semester hours of credit or two semesters at Douglas College.
8. If students do not complete the contract, an *F* grade (failure) is awarded. An Incomplete *I* grade is awarded only with the approval of the appropriate Department Head. Successful completion of the course results in one of the regular College passing grades being awarded.

- 9. Because of the particular fee payment arrangements for the instructor's services, no refund is possible after the course has begun.
- 10. If students are registered for other courses during the current semester, the additional Guided Study course(s) must not cause the student to exceed the normal permitted academic load, and the additional Guided Study courses must be added to the student's records using a Change in Registration Form.

Note: For the benefit of students, the above information is provided by the Office of the Registrar. Anyone requiring information on the full policy and procedure should consult with the Department Head or the Registrar.

Repetition of Courses

In general, students may register for the same course a maximum of three times. *Register*, in this context, means *enrol as a credit or audit student*.

The policy applies to all cases of registration, whether or not the course is successfully completed.

Students may appeal to the Registrar for special consideration or exemption from this policy. Some departments have specified other repeat course policies. In those cases, that policy would apply. Please consult with the department.

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Fees

Regular Fee Structure

Full fee payment is due approximately three to four weeks prior to classes beginning. Deadline dates will be specified in the Registration Instructions. New students admitted to certain limited enrolment programs pay a tuition deposit. Details will be specified in the letter of acceptance.

Douglas College calculates tuition and student fees on a per credit hour basis. A detailed up-to-date fee schedule is included in the registration instructions which are available each semester. Credit courses and audit status courses are calculated at the same rate. International student fees are assessed based on a separate fee structure (Refer to the international student brochure). Senior citizens do not pay fees (65 and over with verification).

The regular tuition fee for 1997/98 is \$46.25 per credit hour. In addition to the tuition fee, students must also pay a student society fee which ranges from \$14 to \$37 (according to the total number of credits taken per semester), an Other Press fee, a building fee and an Alumni fee.

Total fees per semester are calculated as follows:
\$/per credit hour X # of credit hours + the Student Society, Other Press, Alumni Fee and Building Fees.

One three credit course taken in 1997/98 costs \$168.25. The total tuition, Student Society, Other Press and Building Fee for 15 credits is \$746.25 per semester in 1997/98.

Regular tuition fee	\$46.25/credit hour
Audit tuition fee	\$46.25/credit hour
Student Society fee	calculated on the total number of credit hours per semester
Other Press fee	\$4.50 per semester
Building fee	\$9 per semester
Alumni fee	\$2 per semester

Student Society Fees

Student Society fees must be paid by all students except seniors citizens. In addition to the Student Society and Other Press fees, a \$9 building fee will be charged at registration. This fee will go towards the new Student Union Building Project.

The Student Society is funded primarily by membership fees and is dedicated to serving the interests of the students that it represents.

Exceptions to the Regular Fee Structure

Self-paced Fee Structure*
(For designated programs only)

\$157.00 = Full time fee per month (Tuition = \$126, Student Society = \$5, Other Press = \$1, Building Fee = \$2)

\$78.50 = Part time fee per month (Tuition = \$63, Student Society = \$3, Other Press = \$1, Building fee = \$2)

These fees only apply to certain programs

International Student Fee Structure

International students are assessed fees at \$235 per credit plus the Student Society, Student Building and Other Press fees.

Other Fees

Challenge fee	\$46.25 per credit
Application fee	\$25
International Application fee	\$100
Transcript fee - first copy	\$4
Each additional copy ordered at same time	\$2
College Calendar: pick up	\$4
mail out (Canada & U.S.A.)	\$7
mail out (overseas)	\$12
Re-instatement fee	\$25
Late payment fee	\$25

N.S.F./returned cheques \$20
 Prior Learning Assessment \$46.25 per credit
 to a maximum of 9 credits per assessment

Note: In certain courses students may be required to pay equipment fees.

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Refunds

Tuition Fees

Refunds are calculated from the day the withdrawal is processed on the telephone registration system or the date the Registrar's Office receives the Change of Course form. Tuition fee refunds are based on the number of semester credits from which a student withdraws and the length of the course(s).

Refund Schedule (partial or complete)
 (Subject to change)

A. For 7-Week or Longer Courses

Time of Withdrawal	% Refund
Prior to the start and to the end of the 1st Week	80% less \$100.00
2nd Week of instruction to the end of 2nd Week	50% less \$100.00
3rd Week to end of term	No Refund

B. For 1 - 6 Week Courses

Time of Withdrawal	% Refund
Prior to the start of class	80% less \$100.00
1st Week of instruction to the end of class	No Refund

Refunds are issued in the name of, and mailed directly to, the student who was registered in the course.

Details regarding the payment date will be published in the Registration Instructions. Students who completely withdraw from all courses before classes begin will forfeit a \$100 processing fee. Students who withdraw from one to all courses after classes begin, but within the established deadline dates, will receive their refund less the \$100 processing fee.

Students in Limited Enrolment programs, who pay a deposit to confirm acceptance of an offer of admission forfeit their deposit three weeks after the date the deposit is due. Requests prior to this date must be made in writing.

Refund dates are calculated from the day a change is completed on the telephone registration system or the day a Change in Course form is received in the Registrar's Office. Refunds will normally be processed within six (6) weeks. This allows time for file processing and for all changes in registration to be received. Student Society, Building Fee, Other Press, Alumni Fee and Late Registration Fees are not refunded. The minimum amount re-

funded is \$12.25. If a total refund is \$12 or below, the student will not receive a refund. For enquiries concerning refunds please contact the Accounting Department. For further information, contact the Office of the Registrar.

Tuition Fee Payment & Refunds For Limited Enrolment Programs

Payment

Fees for limited enrolment programs must be paid as indicated in the letter of acceptance.

Refund

The scale of refunds for limited enrolment programs depends upon the specific program and entry date. Details are stated in the letter of acceptance.

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General Information

Appeals, Petitions & Formal Complaints

The College provides two formal procedures for students to seek resolutions of disagreements. They are the appeals and the complaints procedures. They differ in purpose and process. With both, students must try to resolve their concerns informally prior to seeking redress through the formal process. It is advisable for students to consult with a College counsellor for assistance and guidance.

College Student Appeals Committee

The College Student Appeals Committee consists of five members. They are the Registrar (chairperson and non-voting), one student, one faculty member, one administrator (voting members), and one counsellor (non-voting).

College Student Appeals & Petitions

Appeals concerning performance in a course or courses are dealt with by the Department Academic Appeal Committee. The College Student Appeals Committee deals with appeals that pertain to matters of policy and procedure.

Appeals and petitions are mechanisms by which students may seek exemption from College policies and decisions such as appealing decisions made by College employees, to request a waiver of admission requirements, etc. Appeals and petitions must be made on Petition Forms available in the Office of the Registrar. Copies may be forwarded by the Registrar to the Appeals Committee.

The following is the recommended appeals procedure:

1. Consult with a College counsellor for guidance.
2. Students are expected to attempt an informal means of resolution first (this process can be discussed with the counsellor). Informal resolution involves discussing the concern with the instructor or the Dean.
3. The formal procedure can be followed if the informal process is unsuccessful.

4. The formal process requires the student to submit the appeal and petitions on the Petition Form along with any relevant documents to the Registrar. The Registrar or designate will review the documentation and determine if the Appeals Committee will hear the case.
5. Appeals and petitions must be submitted within four months of the original decision causing the appeal. Appeals or petitions submitted after this time will not be heard. All relevant documentation must accompany the form.
6. The Registrar informs the student of the time and place of the appeal. The student must be present. Only authorized College Personnel or the Student Society Ombuds officer may accompany the student if so desired. No other individual representing the student may be present. In adjudicating an appeal involving a faculty member, the faculty member and the Dean are required to attend the meeting.
7. The committee considers the appeal and the student is notified of the decision, by the Registrar.

Departmental Academic Appeals

The Departmental Academic Appeals Committee consists of four members. The membership of the Committee can vary depending on the nature of the course. The Dean (chair and non-voting), a student (voting) and two faculty members (voting) will serve on the committee. A Counsellor may attend the Appeal if requested by the Chair.

Procedures For a Departmental Academic Appeal

These Committees are set up in each department of the College to deal with students who are requesting a change in grade for a course that they have been enrolled in.

The following is the recommended appeals procedure:

1. Consult with a College Counsellor for guidance.
2. Students are expected to attempt an informal resolution first (this process can be discussed with the counsellor). Informal resolution involves discussing the issue with the instructor and possibly the Coordinator.
3. The formal procedure can be followed if the informal process is unsuccessful.
4. The formal process requires that the student submit a written request and any supporting documentation to the Dean, preferably on a Petition form available from the Registrar's Office. The Dean will review the documentation and determine if the appeal will be presented to a formal Appeals Hearing.
5. Appeals must be submitted within four months of the original decision causing the appeal. Appeals submitted after this time will not be heard.
6. The Dean informs the student of the time and location of the appeal. The student must be present. Only authorized College Personnel or the Student Society

Ombuds officer may accompany the student if so desired. No other person representing the student may attend an Appeal Hearing.

7. The Committee considers the appeal and the student is notified of the decision by the Dean.

Complaints

The Complaint Procedure should be used in matters such as misconduct or incompetence on the part of a faculty member.

Students should attempt to resolve complaints informally first. If a reasonable effort to resolve the complaint informally is unsuccessful, the formal procedure may be followed.

Information about complaint procedures can be obtained from the Dean or a College Counsellor.

Semester Credits

The standard unit of credit represents a minimum of one hour of instruction per week for a semester. Most college-level courses carry three semester credits, although many require more than three hours of classroom and laboratory work, seminars, etc.

Semester System

The calendar year is divided into three academic terms (semesters) of approximately 15 weeks. Each semester is a unit with its own registration and final examinations. In many programs, students may enter at the beginning of any semester and attend one, two, or three semesters, as they wish, within a calendar year.

Semester I - Winter: January to April or May

Semester II - Summer: varied lengths, usually May to August

Semester III - Fall: September to December

Sexual & Personal Harassment

Douglas College is committed to fostering a fair and just community for all of its members and behaviour of an exemplary nature is expected of everyone.

What is Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that is intimidating, hurtful, annoying and/or malicious. Both males and females can be victims of sexual harassment by members of either sex. In some cases, the harasser may hold a real or perceived position of power; the harassment may be accompanied by expressed or implied threats or promises of rewards.

Sexual harassment may include but is not limited to:

- ◆ patting, touching or other physical contact
- ◆ leering, staring or making sexual gestures
- ◆ demands for sexual favours
- ◆ unwanted sexual invitations
- ◆ unwanted questions or comments of a sexual nature
- ◆ display or distribution of sexual or offensive pictures or materials.

What is Personal Harassment?

Personal harassment is verbal or physical behaviour that is discriminatory in nature, based upon another person's race, colour, ancestry, place of origin, political or religious beliefs, marital status, physical or mental disability, sex, age or sexual orientation.

Personal harassment may include but is not limited to:

- ◆ words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, alarm or abuse another person
- ◆ distribution or display of offensive pictures or materials

If you think you are being harassed consult a Harassment Advisor at 527-5574. All calls will be kept confidential.

Standards of Conduct

College students, employees and users are entitled to engage in the educational process or in the provision of services, free from disruptive or dangerous behaviour. College policy sets guidelines for conduct of all individuals and stipulates that appropriate disciplinary actions will be taken for unacceptable conduct. Individuals are urged to consult Douglas College Policy A10.01.03.

Violence Prevention

Douglas College is committed to providing a learning and working environment that is free from violence.

Violence is the exercise, or attempted exercise, by any person or group of physical force so as to cause injury. It includes any threatening statement or behaviour which gives anyone reasonable cause to believe that they are at risk. Anyone observing, or the victim of, violence must promptly inform Campus Security.

Douglas College is committed to providing a learning and working environment that is free from violence. The College will promote working and learning conditions tended to reduce or eliminate the potential for incidents of violence to occur within its operation or facilities. For more information individuals are urged to consult Douglas College Policy A10.01.05.

Non-Semestered Programs Full and Part-Time

Continuous Intake - Self Paced

Some programs operate on a system of monthly intakes. Students in these programs progress at their own rate until their own and the program's objectives are met. Examples of such a program is Basic Occupational Education or the Developmental Studies at the 100 - 200 level.

Fixed Length - Non-semestered

Some programs have a fixed commencement and completion date and operate in a similar fashion to semestered programs. However, the length of the program, commence-

ment and completion dates, and other events do not correspond to the regular semester dates and deadlines.

Full-time students

The College considers students registered for at least 12 credits to be full-time.

Note: A student must be enrolled in at least nine credits to qualify for an education deduction certificate (T2202) for income tax purposes.

Other agencies may define full-time enrolment in terms of number of hours or a different number of credits. Students should understand the definition being used by such agencies. For example, the B.C. Colleges Athletic Association defines full-time as being registered for at least nine credits. Some other sources of financial assistance require a minimum of 15 credits.

Note: For information on current policies and procedures consult the Financial Aid Office.

Part-time Students

Students who register for fewer than 12 credits per semester are considered part-time students.

Student Identification Cards

Each student is required to obtain a student card. This card acts as your library card and as official Douglas College identification. It also entitles you to a range of Student Society services and activities. Returning students are advised to bring their cards with them and have them validated for the current semester, or, if lost, obtain a new card.

Cards are produced by the Centre for Educational Technology. Be sure to obtain a card at the beginning of the semester; see posters for production time schedules at each of the three campuses.

Grading

The following grading system applies in evaluating course work for courses taken in Fall 1986, or later.

GRADE	GRADE POINTS	DEFINITION
A+	4.33	
A	4.00	Outstanding Achievement
A-	3.67	
B+	3.33	
B	3.00	Good Achievement
B-	2.67	
C+	2.33	
C	2.00	Satisfactory Achievement
C-	1.67	
P	1.00	Marginal Achievement: course requirements successfully completed. This grade does not permit students to pursue another course for which this graded course was a prerequisite. Some departments will specify a higher level of achievement for a prerequisite course.
F	0.00	Unsatisfactory Achievement.
UN	0.00	Unofficial Withdrawal. This grade is assigned to students who complete less than 70 percent of the evaluations of the course and who do not officially withdraw.
W	Not calculated	Withdrawn before official deadline.
I	Not calculated	Incomplete. Course requirements to be completed within a specific time period by arrangement with the instructor and division.
CIP	Not calculated	Course in Progress.
MAS	Not calculated	Mastery. Student has met and mastered a clearly defined body of skills and performances to required standards.
EXP	Not calculated	Experience. Student has participated at the required level in course activities. Credit is not granted.
NCG	Not calculated	No Credit Granted. Student has not met the required standard for the course and/or has not participated to the required level in course activities.
DEF	Not calculated	Deferred. The course duration does not correspond to semester duration.
ADV	Not calculated	Advanced Credit. Credit granted for an equivalent course completed at another recognized educational institution.
ANC	Not calculated	Anecdotal. Student has been unable to meet all course requirements due to disabling condition, such as illness. This grade gives course credit.
AUD	Not calculated	Audit. Student attended. Auditors are not evaluated. Poor attendance results in a grade of W.
CX	Not calculated	Cancelled for non-payment of fees.
TRF	Not calculated	Transfer credit granted.
ENC	Not calculated	Exemption granted without credit.
ECR	Not calculated	Exemption granted with credit.

Note: An asterisk (*) indicates Challenge Credit. e.g. *B indicates the grade of 'B' was achieved by means of a challenge examination.

Evaluation Policy

The final grade in a course of three credits or more should include at least five separate evaluations. The final grade in a course of less than three credits should include at least three separate evaluations. This could be any combination of tests, examinations, or assignments. It may include things such as seminar participation and attendance, if these are included in the course outline. Students who enrol in co-operative education programs or in courses which include a practicum, preceptorship, or field experience must accept that evaluations may also be carried out, in part, by persons who are not instructors at the College.

Each student has the right to demand, from an instructor, an assessment at mid-term. The purpose of this assessment is to give students a rational basis on which to determine whether or not they should withdraw from the course, redouble their efforts, or carry on as usual. In order to give a mid-term assessment, the instructor must provide some basis for the assessment other than a subjective analysis of the student's ability.

Grades may be reduced for an assignment which is turned in late, with the reduction being proportional to the degree of lateness.

An instructor may give a grade of zero for an assignment turned in after the answers have been provided. Instructors make their students aware, in writing, at the beginning of the semester, of their policies concerning deduction of grades for lateness.

Instructors follow existing divisional, departmental, or discipline guidelines.

Instructors may ask students to deliver assignments to them personally. Some unfortunate experiences have occurred in the past; assignments have been taken and copied by less-than-honest students.

If the method and place of delivery have not been specified, a student may use reasonable judgment in delivering the assignment to the instructor's home, to the instructor's mail box at the College, or to the care of the departmental assistant of the teaching area involved.

A period is set aside at the end of each semester for each course that has a final examination. This ensures that students do not have conflicts because of examinations that take more than the two hours normally allocated to each class. The exam schedule is posted and the students have an opportunity to deal with time conflicts. Holding final examinations in the weeks prior to the final exam week would be detrimental because it would create conflicts which would cause students to miss other classes in order to study for or take the *final exam*.

Evaluation for courses differ according to the credit value and duration of the course. Please note the following:

For standard three-credit semester length courses

- ◆ final grade will include at least five separate evaluations

- ◆ final exam or any single assignment or test will not count for more than 30 percent of the total grade
- ◆ no test valued at more than 10 percent may be given in the 2 weeks prior to exam week

For courses less than three credits

- ◆ final grade will include at least three separate evaluations
- ◆ final exam or any single assignment or test will not count for more than 40 percent of the total grade.

Note: The College assumes good faith on the part of students and accepts without question statements that a student submitted an assignment at a specific time, place, and date.

Grade Point Average

Students' Grade Point Averages (GPA) are reported on all transcripts of marks. The term *GPA* is the sum of the grade points earned in a semester divided by the number of credits taken in that semester. The *Cumulative GPA* is the sum of the grade points earned in all semesters divided by the total number of credits taken.

Calculation of Grade Point Average

1. For each course taken the grade point value of the mark is multiplied by the credit value of that course.
2. The total number of grade points is divided by the total number of credits to obtain the GPA.
3. The GPA is calculated only on courses taken for credit.
4. A course or grade may not be deleted from the permanent record. However, if the student repeats a course, only the highest grade is used in the calculation for total grade point average.

Note: Students who intend to transfer to another educational institution must realize that another institution may re-compute the grade point average in accordance with its own policies.

Transfer of GPA & Advance Credit

Transfer students should obtain information on the grading policies used at the institution to which they intend to transfer. Each institution has its own policy with respect to the method used to calculate the grade point average when a failed course is repeated or when a course is repeated for higher standing. Other institutions do not necessarily include only the better grade in grade point average calculations.

Similarly, transfer students should also make themselves familiar with the policies and procedures of receiving institutions regarding the transfer of *W*, *UN*, and *F* grades and the effect on the grade point average calculation used for admission of transfer students.

Advanced credit awarded by Douglas College is also reviewed by the receiving institution and some changes may be made according to the policy and procedure of the receiving institution.

I [Incomplete] Grade

The *I* grade allows students to defer course deadlines. It assists responsible students to carry out their commitments; it is not intended to encourage students to procrastinate. It is reasonable, therefore, to expect it to be infrequently used. The withdrawal procedure is far more realistic for many students. Guidelines used are:

Any *I* mark is subject to review by the department head whose signature is required on the contract. Student applications for *I* grades should be received no later than the deadline for application for complete withdrawal.

The following criteria are used by instructors in deciding whether to agree to a contract:

1. Previous work in the course should have been at a reasonably satisfactory level,
2. a) The student has been prevented from completing requirements by some unusual circumstance, such as beginning a project which turns out to be more time-consuming than anticipated, **or**
- b) An emergency situation such as illness or accident has prevented the student from completing one or more of the course requirements.
3. Most students are expected to complete their *I* contracts within two to four weeks after they are made.
4. There is no limit to the number of *I* grades that a student may carry.
5. *I* contracts must be submitted to the Registrar's Office no later than 2 weeks after the course completion date.

Mastery Grading System

Some courses are designated by the College as *Mastery* courses. These courses demand a clearly defined high standard of performance. The student must demonstrate complete mastery of all knowledge and/or performance requirements. Because of their nature, they are not included in calculating the grade point average.

Academic Dishonesty

Plagiarism is defined as the presentation of the ideas of others as your own. There are differing degrees of plagiarism which range from the naive use of material and failing to acknowledge the source, to blatant intentional deceit on the part of the student.

Cheating is the use of unauthorized aids, assistance, materials etc. on exams or the use of essays prepared by others. Falsification of research/laboratory results, or other misrepresentations of a student's work. Students are advised that the College views both as unacceptable behaviour and has established procedures to deal with suspected cases of plagiarism or cheating.

Scholastic Probation

Upon registering, students make a commitment to complete a program of courses in that particular semester. Because there is a considerable demand for admission, students whose Grade Point Average over 12 credits is 1.50 or below are placed on scholastic probation. Academic performance is reviewed upon completion of a further minimum of 12 credits. Students whose Grade Point Average (GPA) is again below 1.50 are required to withdraw from the College for at least one major semester (Fall or Winter).

Students who are required to withdraw must apply for re-admission. Application for re-admission requires a personal interview with the Registrar. Students having difficulty with their studies are encouraged to see a counsellor.

Statement of Grades

Students receive a statement of grades, by mail, as soon as possible after the end of each semester.

Note: All obligations relating to fees, library books, rentals or borrowed equipment must be met before any statement of grades, transcript, or diploma is released. Errors or omissions on the statement of grades (or transcript) should be reported immediately to the Office of the Registrar.

Transcripts

At the end of each semester, students receive a statement of the grades obtained in courses taken in that semester. A transcript is a summary of courses and grades for all semesters for which a student has registered.

Official transcripts, which bear the official signature and college seal, must be requested by using a transcript request form. Application for transcripts should be made in writing through the Office of the Registrar at least one week before they are required. There is a charge for this service (see Fee Schedule). Pictured identification is required when picking up the transcripts.

Since student records are confidential, an official transcript is issued only upon the student's written request. No transcript is issued until satisfactory arrangements have been made with the college regarding outstanding debts, library books, and college equipment.

Graduation Requirements

A formal application for graduation must be made before the specified deadline. Graduation application forms are available at the Office of The Registrar.

Note: Refer to Important Dates to Remember in the front of this calendar for the exact deadlines.

Before graduating, students must complete the required course work and any other specified requirements for a particular College degree, diploma, certificate or citation program.

Associate Degree

Students should consult the program section of the Calendar under, pages 48-49.

Douglas College Diploma

Students must complete a minimum of 60 credits, 20 courses, and where applicable, specific program requirements.

Note: See the program section of the calendar for details of diploma program requirements.

Douglas College Certificate

Students must complete a minimum of 30 credits, 10 courses, and where applicable, specific program requirements.

Note: See the program section of the calendar for details of certificate program requirements.

Douglas College Citation

Students must complete a minimum of 12 credits, four courses, and where applicable, specific program requirements.

Note: See the program section of the calendar for details of citation program requirements.

Application may be made for only one award in a related field of study and will be granted for the highest eligible award only. The level of awards from lowest to highest is as follows: Citation, Certificate, Diploma and Associate Degree.

Students are eligible to receive graduating awards free of charge upon completion of program requirements provided they apply for the graduation ceremony that immediately follows the completion date or one ceremony after the program completion date. All other awards are considered backdated and a fee of \$50 will be required prior to the ordering of the award. (Subject to change without notification).

Any changes or corrections that are not reported to the Graduation Coordinator (604) 527-5391 immediately and result in the misprinting of an award will result in the student bearing any and all associated costs. The current price for reprinting is \$35 before the ceremony and \$50 after the ceremony. (Subject to change without notification).

Lower level awards will not be granted if the student qualifies for an upper level award, in the same area of study at the time of application for graduation.

Students who apply for a second award at the same level (e.g. Diploma in General Studies and Diploma in General Business) must complete additional work in order to receive a second award. Students are advised to contact the Graduation Co-ordinator prior to applying for the second award. The additional work required for the second award will be designated by the relevant Faculty.

Services and Facilities

Academic Advising

Academic Advisors provide:

- ◆ Information sessions on most Douglas College programs, admission requirements, application procedures, tuition fee information, transfer credit information etc.
- ◆ General course and program planning information
- ◆ Career information
- ◆ Assistance in the Career Resource Centre

Prospective (New) Students

Prospective (new) students are advised to attend an Information Session for their program. Sessions are free; pre-registration is not necessary.

Note: The schedule is available from the Student Services receptionist. As well, it is posted at the main entrance to Room 2700 and can be obtained by phoning Student Services at 527-5486.

Appointments are available at the Maple Ridge Campus. To book an appointment, call 467-6811.

Registered (Returning) Students

Individual appointments with an academic advisor are available for returning students who require assistance with course and program planning. Appointments may be booked with the Student Services receptionist, and at the Maple Ridge Campus main office.

Information Sessions

Information Sessions are provided for prospective (new) students and are one to two hours in length. They are offered on a regular basis for the following programs:

Career: Business Management (Accounting, Administrative, Computer Information Systems, Financial Services, Marketing and General Business), Child and Youth Care Counsellor, Coaching, Community Social Service Worker, Community Support Worker, Criminology, Dental Auxiliary, Dispensing Optician, Early Childhood Education, G.E.D., Resident Care Attendant, Health Information Services, Home Support Attendant, Music, Nursing: Access I, Nursing: General (RN), Nursing: Psychiatric (RPN), Office Administration, Print Futures: Professional Writing, Stagecraft, Therapeutic Recreation, Sign Language Interpretation.

University Transfer: Arts, Commerce and Business Administration, Criminology, Education, Music, Physical Education, Science, Theatre.

Assessment Centre

Provides services in the following areas:

- ◆ administering all standardized testing (Early Childhood Education, Certified Dental Assistant, General, Psychiatric, Access Nursing, Computer Information Systems and Resident Care Attendant).

- ◆ coordinating all Math, English and Communications, Developmental Studies and typing assessment testing.
- ◆ arranging individual appointments for out-of-town testing and special arrangements for students as necessary.

Athletics and Intramurals

Douglas College provides students with the opportunity to compete in a variety of varsity athletic programs through membership in the British Columbia Colleges Athletic Association (BCCAA). National competition is possible through the Canadian Colleges Athletic Association (CCAA) which is comprised of 87 colleges aligned in five provincial conferences.

Sports currently available to students (all in men's and women's) are basketball, volleyball, badminton, golf, rugby, wrestling and soccer.

For further information on Athletics contact the Director, Centre for Sport, Recreation and Wellness at 527-5043.

Activities

Activities organized on a semester basis for individuals and co-ed team sports such as indoor soccer, floor hockey and volleyball are offered on Thursdays 12-2 pm. Other drop-in activities and special events will be offered throughout the Fall and Winter semesters. Students are able to use the facilities (gymnasium, weight room, fitness and combatants room, change rooms) free of charge and may borrow equipment or gym clothes from the facilities supervisor with a valid student card.

Club sports such as karate and skiing function through the Sports Institute and the Student Society and charge for participation. Aerobics are available for a fee.

For further information contact the Activities Coordinator at 527-5005.

Physiotherapy

Physical Therapy Services are available by appointment at the College for people with valid medical coverage. The clinic is open to anybody who needs rehabilitation, treatment and pain management from injuries sustained from work, sport and recreation, accident, post surgical procedures, repetitive strain, or illness. For more information contact the clinic at 527-5496.

Bookstore

The New Westminster Bookstore is located on the first floor by the 8th Street entrance. The Coquitlam Bookstore is located on the first floor Concourse level at the David Lam Campus. The Stores carry required textbooks and supplementary materials, selections of crested binders, paper products, computer supplies and accessories, crested backpacks, miscellaneous school supplies, college clothing, gift items, pharmaceutical products, chips and candy.

The New Westminster location carries a large selection of used textbooks and signs are posted prior to each semester with dates of the used textbook buy-back.

Store hours are: New West Campus	9:00am - 4:00pm
	Monday - Friday
David Lam Campus	9:30am - 3:30pm
	Monday - Friday

At the beginning of each semester the Bookstore extends the hours of operation to assist with evening and Saturday shopping.

A current Douglas College student identification card must be shown for all non-cash purchases. Bursary, Scholarship and Sponsored Students are asked to check with the Bookstore prior to the Semester start to ensure all documentation is on file.

Textbooks for courses offered at Thomas Haney Centre are available on site.

Career Information

The following Douglas College resources are available to assist students with choosing a career or occupation:

- ◆ Human Development courses, including:

HUMD 142 - Career Exploration

HUMD 144 - Career and Lifestyle Planning

HUMD 145 - Job Search Skills

- ◆ Counsellors
- ◆ Career Resource Centre in Room 2700
- ◆ Community Programs & Service non-credit courses
- ◆ Library
- ◆ Women's Centre
- ◆ Job Search Skills Workshops

Career Resource Centre

The Career Resource Centre contains a variety of educational and occupational information including:

- ◆ audio and video tapes
- ◆ Canadian and American college and university calendars
- ◆ course outlines for Douglas College courses
- ◆ educational directories
- ◆ employment trends
- ◆ job search strategies
- ◆ occupational and career profiles
- ◆ major company profiles
- ◆ volunteer opportunities

Assistance in the Career Resource Centre is available by appointment. Phone 527-5486 for more information.

Counselling

The counsellors at Douglas College are professionals trained to provide a variety of counselling services. Appointments and short drop-in sessions are available at all campuses. Please phone to make arrangements to meet with a counsellor:

New Westminster	527-5486
Coquitlam	527-5885
Maple Ridge	467-6811

Counselling services are described below:

Career Counselling

Career counselling is a very important part of the counselling service. In addition to individual counselling, this service is provided in credit courses which are taught by professional counsellors: HUMD 142 Career Explorations, HUMD 145 Job Search Skills, and HUMD 144 Career and Lifestyle Planning. Several classes are offered each semester. Consult the course description section of the calendar for further information.

Personal Counselling

Short term personal counselling is available for students. Individual appointments and drop-in times are scheduled daily. When appropriate, referrals are made to community agencies and services. Students in crisis or emergency situations are encouraged to contact counselling services for assistance.

Educational Counselling

Students are encouraged to consult with a counsellor when experiencing academic difficulties, and when considering filing appeals or complaints. (See the general information section of the calendar for further information.)

Workshops

Each semester the Counsellors offer a series of non-credit workshops for enrolled students which are designed to promote personal growth and student success. Examples of the topics addressed are:

- ◆ Stress and/or Time Management
- ◆ Survival Tips for College Success
- ◆ Test and/or Performance Anxiety
- ◆ Building Self Esteem and Confidence
- ◆ Overcoming Procrastination
- ◆ Assertiveness
- ◆ Interpersonal Relationships

Counsellors also offer workshops in conjunction with the Women's Centre. Please phone the Women's Centre, 527-5148, for information.

Credit Courses

Credit courses designed to promote personal growth and development are described in the course description

section of the calendar under the heading Human Development. Career planning courses (HUMD142, 144 and 145) are shorter in length (seven or ten weeks). Other courses are a semester long and are focused on personal growth (HUMD 100) and interpersonal and helping relationships (HUMD 152 and 252). HUMD 010 and HUMD 045 combine career exploration with personal development and are moderately paced.

BC Benefits Project

Services for People on Income Assistance

Douglas College is now developing a comprehensive and coordinated system of academic and personal support for people on Income Assistance who are returning to school or work.

People on Income Assistance who would like to:

- ◆ work with Instructors and Counsellors to plan your career and courses
- ◆ be matched with a peer helper who understands the College system and can help you solve problems
- ◆ work with Learning Centre Instructors and tutors to develop and follow your individual learning plan
- ◆ work with Counsellors who will help you manage your personal challenges while you are studying
- ◆ receive support and guidance through registration, obtaining Financial Aid, and preparing for your studies
- ◆ work with a team of people who will support your progress

can call the BC Benefits Office at 527-5512

Disabled Student Services

Students with disabilities are encouraged to contact Disabled Student Services for information and special services. Prospective students with a disability are requested to contact the Transition Planner to discuss information on special programs and services and get a copy of the Access Handbook.

Tel: (527-5115) TTY: (527-5450)

Individualized support services are available depending on the nature of the disability, they include:

- ◆ assistance with registration and admission procedures;
- ◆ information on ramps, washrooms, facilities, parking and general accessibility
- ◆ support in adapting to the college environment
- ◆ referral to other college and community services
- ◆ formal and informal assessments to identify learning strengths and needs
- ◆ assistance in completing regular course requirements: direct tutoring for course work, study skills and compensatory strategies, exam preparation
- ◆ assistance with reading, writing, note taking, and library research

- ◆ talking books: taped versions of textbooks
- ◆ alternate ways of taking exams, lecture notes, and completing assignments
- ◆ interpreting services for deaf students in credit courses.

Steps for Successful Transition to College for Students with Disabilities

- Step 1: See High School Counsellor
- Step 2: See Transition Planner
- Step 3: Attend a Group Advising Session
- Step 4: Submit Application for Admission Form
- Step 5: Contact Financial Aid Office or Sponsoring Agency to Request Financial Assistance
- Step 6: Make an Appointment with the Coordinator of Disabled Student Services if you require talking books or interpreting services
- Step 7: Arrange for housing, transportation and parking placard
- Step 8: Attend College Orientation Workshop
- Step 9: Prepare to register at Douglas College
- Step 10: Familiarize yourself with the campus environment
- Step 11: Meet with the Instructor Assigned to You in Disabled Student Services (if you require special services)
- Step 12: Meet with each of your course instructors and purchase textbooks
- Step 13: Maintain contact with Disabled Student Services

Transition to Employment for Students with Disabilities

527-JOBS is a specialized employment service designed to assist students and graduates with a disability to find employment. 527-JOBS provides a wide variety of services tailored to meet the needs of each individual.

Full-time permanent employment is the primary objective of all 527-JOBS services. However, part-time and summer employment opportunities are valuable methods to gain work experience and benefit from career exploration.

The Co-op Education Program has developed flexible options to accommodate students with disabilities as found on page 69.

Please feel free to contact Bob Webber at Tel. 527-5627 TT 527-5674 if you have any questions about starting your career.

Parking for students with disabilities

Special parking stalls are reserved for disabled people on P1, P2 and P3. Students using these spaces must have a disabled driver's placard and must register their car with Physical Plant or DSS office. The Handi Dart drop-off point is located on the Royal Avenue driveway and at the Agnes and 7th Street entrance by the south building smokestack.

Equipment for students with disabilities

The college has several special items:

- ◆ visualtek
- ◆ braille
- ◆ TTY/TTD
- ◆ lap-top computers
- ◆ variable speed 4-track tape recorder
- ◆ braille dictionary
- ◆ computer with large print, personal speech system, braille printer, scanner
- ◆ looped theatre
- ◆ talking calculator
- ◆ spell checker
- ◆ stationary wheeling machine
- ◆ FM systems
- ◆ looped information desk in library
- ◆ infra-red assistive listening devices

First Nations Services Coordinator

The First Nations Services Coordinator assists First Nations Learners by providing culturally appropriate services and resources. The First Nations Services Coordinator provides: counselling and support services; assistance with funding issues and processes; First Nations scholarship and bursary forms and information; community resource information; liaising with sponsors and college; cultural awareness events; advocacy of First Nations Learners issues; assistance and support throughout student appeals processes. Most importantly the First Nations Services Coordinator is here to help **YOU**. To set a time to see the First Nations Services Coordinator visit room 2202 or phone 527-5565.

First Nations Criminal Justice Studies Certificate - Native Education Centre

Since 1987 Douglas College and the Native Education Centre (285 East 5th Ave., Vancouver) have jointly sponsored a certificate in Criminal Justice Studies for First Nations students. This is a first year university transfer program in Criminology. Application must be made directly to the Admissions Department at the Native Education Centre, 873-3761. Hannele Jantti is the co-ordinator of this program.

Housing

Douglas College is primarily a commuter college for students in the four school districts it serves, therefore no residences are maintained.

Note: For information on off-campus listings please call the Student Society at 527-5110.

Learning Centre

The purpose of the Douglas College Learning Centre is to provide assistance to students registered in courses at the College. The short-term goal of the Centre is to enhance student success through timely assistance with specific skills. The long term goal is to assist students to become effective independent learners who no longer need the services of the Centre.

Students who use the Centre will have most of the basic skills needed to be successful in their courses but they lack some specific reading, writing, study, or word processing skills. For students who lack a wider range of basic skills, the College has courses in Developmental Studies, English as a Second Language, and Reading and Study Skills. The Centre, rather than duplicating those courses, is for students who have an immediate need which cannot wait for the next session for those courses to begin, or who do not need entire courses to develop some of the skills they need to be successful in their college courses.

We provide two kinds of service. The first is the referral system. Because we prefer to work with content instructors in a team effort to help the students, we ask instructors to refer students who would like additional help from us. Students are first provided with a learning plan to follow, and then matched with a "peer tutor" who has been trained by the Centre to help students deal with study, reading, and writing skills.

The second kind of help we offer is training in basic word-processing skills. Students do not need a referral for this computer help. They can sign up for regularly scheduled orientations to learn beginners WordPerfect skills or they can come on a drop in basis to practice their WordPerfect skills.

Library

Douglas College Library is an important resource for College students and the community. In addition to subscriptions, the library holds 2,500 video-tapes and 3,000 sound recordings, plus government documents, computer programs, maps, telephone books and pamphlets.

Anyone may use the facilities whenever the library is open. Borrowing privileges are extended to Douglas College students and employees, public library card holders from the College community, and students and faculty from other British Columbia community colleges.

Hours of Operation

Fall and Winter semesters while classes and exams are in session:

	New West	Coquitlam
Monday - Thursday	0745 to 2200	0900 to 2000
Friday	0745 to 1730	0900 to 1630
Saturday	0830 to 1630	Closed
Sunday	Closed	Closed

While classes and exams are not in session:

Monday - Friday	0830 to 1630	
Saturday - Sunday	Closed	Closed

Closed on statutory and College holidays.

Summer semester, unless otherwise posted:

Monday to Friday	0830 to 1630	
Saturday - Sunday	Closed	Closed

Library phone numbers:

	New West	Coquitlam
Reference	527-5176	527-5831
Loans and renewals	527-5568	527-5830
Audio visual	527-5186	527-5830
Hours	527-5467	527-5830

Library Orientation

Most first year students will receive a library orientation class in at least one course. If not, ask at the reference desk for assistance.

Library Course

The library offers a seven-week 1.5 credit course. See Skills for College Library Research (LIBR 111) under LIBRARY in Course Descriptions.

Other Library Services

The AV Lab houses the open shelf video, compact disc and record collections along with a variety of viewing and listening equipment. Trained staff are nearby when assistance is needed.

Audio visual equipment is available for student use, although an instructor's authorization is sometimes required.

Study rooms for private or small group study may be booked in advance.

Student Government

All students are members of the Douglas College Student Society, which is primarily funded by fees paid by students at registration.

The Student Society provides a variety of functions and services for students including a new student resource building that will be opening in 1997, which coincides with the Society's 25th anniversary. The building will

include such things as up-to-date computer labs, games room, cafeteria, meeting rooms, and house the offices of the Student Society staff and executives. The Society also provides an ombudsperson who serves as a liaison/advocate for students having difficulties within the College system such as grade appeals, as well as other personal problems they may have. The Society also provides scholarships, bursaries, match funding for student clubs and associations, free legal advice, lockers, films, listings of off-campus housing, social events, and access to the Canada Games Pool, Maple Ridge Leisure Centre, and the City Centre Aquatic Complex in Coquitlam at a cost of only \$1.00 for students; with the remaining cost paid by the Student Society.

The Student Society is run independently and autonomously of the College administration. It is directed by an elected student executive and program representatives. These members are:

President, VP-Internal, VP-External, VP-Thomas Haney Centre, VP-David Lam, Treasurer, Speaker, and elected members from:

University Transfer, Business, Dental, Developmental Studies, Disabled, English as a Second Language, General Nursing, Long Term Care Aide, Music, Theatre, First Nations, LGB, Safewalk, Psychiatric Nursing, Social Services, Physical Education, Maple Ridge and David Lam.

Note: For further information see the Student Society handbook (which is available at no cost) or contact the Student Society at:

527-5110 or room 2780 at the New Westminster Campus

527-5957 or room B1050 at the David Lam Campus

467-9623 or room 2011 at the Thomas Haney Centre

Student Placement

The Student Placement Office is open year round and provides listings of part-time and summer job opportunities both on and off-campus. For further information telephone 527-5101 or fax 527-5551.

Student Newspaper

Student fees also provide funding for the student newspaper, The Other Press, which is run independently from the Student Society and the College administration. To become a member of the Other Press, students must contribute to two out of three consecutive issues in a semester. All students are welcome and encouraged to gain experience at the OP.

The Other Press 525-3542

Other Press Office, Room 1020

Women's Centre

The Women's Centre is for community and College women, of any age, who are thinking about personal development. Personal development may involve changing

educational or employment plans or learning specific skills. The Women's Centre assists women to achieve their goals. Some of the services provided are:

- ◆ information about educational opportunities and career options, information about community services and resources
- ◆ referrals to appropriate services and resources, workshops on a variety of topics such as: Time Management, Test Anxiety, Self-Esteem and Confidence Building, Stress Management, Communication Skills, Math Anxiety, etc.
- ◆ child care subsidy - based on financial need for part-time students using the Douglas College Daycare centre
- ◆ a resource centre containing books, research materials, and pamphlets of interest to women
- ◆ personal support and assistance to women, films and discussions on a variety of topics of interest to women
- ◆ assistance to women who have been out of school for a few years and who now wish to re-enter the education system

Note: For further information or an appointment contact 527-5148.

Student Finance

General Information

The Student Finance Office administers a wide variety of assistance programs, including loans, grants, scholarships, awards, bursaries and work-study programs.

Workshops are offered throughout the year to assist students with their student loan applications (B.C. Student Assistance Program). Contact the Student Finance Office for a schedule of workshop dates. Assistance with reassessments and appeals is also available.

Students who are approved for government loans may qualify to defer the payment of their tuition fees until they receive their funding. Additional information is available in the registration instructions and class schedule sent out prior to telephone registration. Emergency loans may also be available to students whose loans are delayed beyond the normal processing time. Please contact the Student Finance Office for additional information.

Special government programs administered by the Student Finance Office include the Adult Basic Education Student Assistance Program, Training Assistance Benefits Program, the Special Opportunity Grant for High Need Part-Time Students and the Work-Study Program. In addition, the Student Finance Office allocates scholarships, awards and bursaries made available to students through the Douglas College Foundation.

Location:

New Westminster Campus:
Room 2710
2nd Floor, South Building
700 Royal Avenue
New Westminster

Coquitlam Campus:
Room A1380
Main Level
1250 Pinetree Way
Coquitlam

Telephone: 527-5487
FAX: 527-5551

Telephone: 527-5889
FAX: 527-5893

Major Government Aid Programs

The Ministry of Education, Skills and Training sponsors several programs of financial assistance for students undertaking full or part-time studies in post-secondary institutions across B.C. A brief description of programs available to Douglas College students follows. For more information, contact the Student Finance Office.

Financial Assistance for Full-time students

Note: Students must enrol in a minimum of 9 credits each semester. Some courses and programs are not eligible for student loan (Basic Occupational Education, Developmental Studies, English as a Second Language, Career and Employment Preparation, New Directions and the Home Support Attendant Program do not qualify for student loan funding).

B.C. Student Assistance Program (B.C.S.A.P.)

The basic purpose of the program is to supplement, not replace, your own financial resources and the resources of your immediate family. The amount of assistance awarded is based on need as determined by the provincial authority. Assistance offered could include a combination of Canada Student Loan, B.C. Student Loan or B.C. Grant. Applications are available outside the Student Finance Office. Students are encouraged to apply by the early deadline as applications may take up to 12 weeks to process. Students applying for government loans should submit their application forms directly to the Ministry of Education, Skills and Training in Victoria. For assistance with your application, please contact the Student Finance Office.

Canada Student Loan Program

Funded by the federal government, this program provides assistance to full-time students. The assistance offered is in the form of repayable loans, requiring no payment on principal or interest until you cease to be a full-time student.

B.C. Student Loan Program

Funded by the provincial government, this program provides assistance to full-time students. The assistance offered is in the form of repayable loans, requiring no payment on principal or interest until you cease to be a full-time student.

B.C. Grant

Students enrolled in their first 68 weeks of full-time post-secondary study will be considered for non-repayable grant funds.

B.C.S.A.P. Application Deadline

Term of Application	Early Deadline
1997 Fall Semester	June 1, 1997
1998 Winter Semester	Oct. 1, 1997
1998 Summer Semester	Feb. 1, 1998

The final deadline for loan applications:

Applications must be received by the Student Services Branch in Victoria no later than six weeks before the study end date indicated on your application.

Work-Study Program

Work-Study is a provincially sponsored program designed to provide part-time, career-related work experience for students who have applied for a student loan. Students must qualify on the basis of financial need. Students participating in the Students Aiding Students component of the Work-Study Program (example - Access Aides), may be exempt from the normal need criteria and residency criteria, provided there are no students available who meet all the criteria. Applications for work-study are available in the Student Finance & Placement Office. Work-Study positions are posted on the Student Placement bulletin board (Room 2710) at the beginning of each semester.

Financial Assistance for Borrowers**Federal Interest Relief Plan**

The Government of Canada pays the interest on full and part-time Canada Student Loans on behalf of debtors who are finding it difficult to pay back their federal loans because of low income. Students should contact their savings institution for an application form for Interest Relief or further information. This program applies to the Canada Student Loan Program only (not applicable to B.C. Student Loans).

Loan Remission

Graduating students may be eligible to have their student loans reduced to \$18,500 for their first degree or diploma. Students must complete a loan remission application within one year of their study end date (the last day of studies required to earn the credential) to be considered for remission.

Financial Assistance for Part-time Students**Federal Part-Time Loan Program**

Loans for part-time students attending Douglas College are available. Students should complete a Part-Time Loan application in the Student Finance Office. You must begin to make interest payments on your loan thirty (30) days after it is cashed.

Special Opportunity Grant for Part-Time Students

If you are a part-time student with demonstrated financial need you may qualify for a grant from the federal government. To be eligible, a student must substantiate why he/she is unable to enroll in a full-time program of studies. Apply in person at the Student Finance Office after registering for your courses and prior to the fee payment deadline.

Financial Assistance for Students with Permanent Disabilities

Assistance Program for Students with Disabilities (A.P.S.D.)

The Assistance Program may provide financial assistance of up to \$10,000 per year for access to post-secondary education. The level of assistance awarded recognizes a student's extraordinary costs of goods and/or services related to a disability which would normally be a barrier to education. For further information contact the Disabled Student Services Coordinator at Douglas College.

Special Opportunity Grant For Students with Permanent Disabilities

You may be eligible for up to \$3,000 a year from the federal government to cover exceptional education-related costs associated with certain permanent disabilities. To apply for such a grant, you must contact the Disabled Student Services Coordinator at Douglas College.

Canada Student Loan Assistance

If you are a student with a permanent disability you may be eligible for the full-time Canada Student Loan if your course load represents at least 40% of a full-time course load. If your course load represents at least 20% (but less than 40%) of a full-time course load you may be eligible for the part-time Canada Student Loan. Please contact the Student Finance Office for additional information.

Financial Assistance for Students in Upgrading Courses

Adult Basic Education Student Assistance Program (A.B.E.S.A.P.)

Students in Developmental Studies, English as a Second Language, Career and Employment Preparation, New Directions or Basic Occupational Education Programs may apply for a grant through the Adult Basic Education Student Assistance Program (A.B.E.S.A.P.) to assist with their educational costs (tuition, books). A.B.E.S.A.P. applications are available in the Student Finance Office. Assistance is available for full-time and part-time students. Students should apply for funding after they have registered in courses and before the deadline for fee payment. As funding is limited, students should apply as soon as possible after they have registered in their courses.

Training Assistance Benefits (T.A.B.)

This program is provincially funded and designed to provide direct educational costs for approved Youth Works (YW) and Welfare to Work (WW) clients enrolled in Developmental Studies, English as a Second Language, Career and Employment Preparation, New Directions or Basic Occupational Education Programs. Income assistance recipients who require upgrading in order to move into the workforce or pursue post-secondary training should contact their training consultant at the Ministry of Education, Skills and Training. If your educational plan is approved, your training consultant will give you an Employability Agreement and refer you to the Student Finance Office to apply for TAB funding.

Other Government Award Programs

B.C. Asia Pacific Students Awards

This program, funded by the Ministry of Education, Skills and Training, provides scholarships for outstanding B.C. public post-secondary students to permit attendance in a formal and rigorous program of educational study in the Asia Pacific region. The awards are administered through the British Columbia Centre for International Education and adjudicated by a committee representing the British Columbia public post-secondary system. To be eligible the applicant must be a Canadian Citizen or landed immigrant, a B.C. resident and enrolled in full-time study at a B.C. public post-secondary institution. The awards are in various amounts according to the country of study and are intended to be applied towards travel and living expenses. The student's program of study overseas must commence within one year of notification of receipt of an award and must last a minimum of one semester (typically 3 months) but may not exceed twelve months in duration. Individuals who accept these awards are responsible for arranging their own travel, program of study, accommodation, transfer of academic credits and all other details of their stay abroad. Application forms are available from the Centre for International Education and should be submitted to the Centre for International Education. For further information, contact Tad Hosoi at 527-5413 or the B.C. Centre for International Education at 895-5070.

B.C. Cultural Fund

A number of scholarships are available annually to assist in the fine arts education and to stimulate advanced studies and professionalism in talented and dedicated British Columbians.

Junior Scholarships - a number of scholarships varying in value are offered each year for a maximum of four years (upon reapplication each year) for students engaged in full-time study up to and including second year of a university and/or community college in a fine arts program. Part of the submission requirements includes a portfolio of work completed in the past year. Applications forms are available in March. Further information and application forms for the above may be obtained by writing to: Cul-

tural Service Branch, Ministry of Small Business, Tourism and Culture, 5th Floor, 800 Johnson Street, Victoria, B.C. V8W 1N3 (250) 356-1718

B.C. Health Care Scholarship Fund

The B.C. Health Care Scholarship Fund has been established to help health care workers retrain and upgrade their skills and keep pace with changing technology and preventative care needs. Bursaries of \$3,500 will be awarded to qualified applicants who meet the criteria and have the greatest financial need. Bursaries will be awarded equitably across all health care sectors. For a list of eligible programs and application forms contact the Student Finance Office.

Canada Council - Grants to Artists

Grants are available to individual artists in all disciplines and specialties, to improve their skills and to give free time for creative activity. For current information and applications write to: The Canada Council, 350 Albert Street, P.O. Box 1047, Ottawa, Ontario K1P 5V8

Department of Indian and Northern Affairs Canada

The federal government provides a comprehensive program of financial assistance to Native people who wish to take University or College Entrance Preparation and University/Professional Training Programs at provincial educational institutions. For further information contact your Band or local Department of Indian Affairs Office.

Department of Justice Canada

The Program of Legal Studies for Aboriginal People was set up to encourage Metis and Non-Status Indian students to enter the legal profession by providing financial assistance to enable them to attend law school. Similar financial assistance is available from Indian and Northern Affairs Canada for registered Indian and Inuit students. For information and applications contact: Program Administrator, Legal Studies for Aboriginal People Program, Department of Justice Canada, Ottawa, Ontario K1A 0H8. (613) 957-9583

Department of Veteran Affairs

This bursary is available to children of deceased veterans who were eligible for pension under the Pension 33 Act. Applications should be within 15 months of secondary school graduation. Applicants must maintain acceptable academic standards to ensure continuation of benefits. Apply to Department of Veterans Affairs, Pacific Regional Office, P.O. Box 5600, Vancouver, B.C. V6B 5G4 Phone: 666-7942

Federal-Provincial Language Programs

Assistance for students planning to take courses in the second official language is available through the Ministry of Education, French Programs Branch, Parliament Buildings Victoria, B.C. V8V 1X4. Programs available include:

Official-Language Monitor Program:
Deadline for application is February 15

Official-Language Study Fellowship:
Deadline for application is June 16

Summer Language Bursary Program:
Deadline for application is February 15

First Citizens' Fund Student Bursary Program

B.C. Native Indians enrolled in recognized post-secondary educational institutions are eligible to apply for a bursary based on financial need. Students must be registered in an academic program consisting of a minimum two year program and must be registered full-time. Student bursary applications must be recommended by a band council or bona fide Native organization. The application deadline is May 31st. For further information and applications contact: Ministry of Aboriginal Affairs, First Citizens' Fund, Program Officer, Student Bursary Program, Parliament Buildings, Victoria, B.C. V8V 1X4.

First Nations Health Careers Bursary Program

Financial assistance is available for Canadian citizens of Native descent who are residents of British Columbia and who are currently enrolled in or who have been accepted for admission in any health program offered by the universities, colleges and other post-secondary institutions in the Province. Interested candidates are asked to write for further information to: Native Education Centre, 285 East 5th Avenue, Vancouver, B.C., V5T 1H2. Phone: 873-3772, Extension 318 Fax: 873-9152.

Public Trustee Educational Assistance Fund

Established in 1989 to help former permanent wards of the province, 19 years of age and older to reach their educational goals. Bursaries of up to \$3065 per recipient are offered each year. For information and applications contact: Office of the Public Trustee, Educational Assistance Fund, #600 - 808 West Hastings, Vancouver, B.C. V6C 3L3

Terry Fox Humanitarian Award Program

Awards based on a demonstration of the highest ideals and qualities of citizenship and humanitarian service, while in pursuit of excellence in academic, amateur sport, fitness, health or community related endeavours have been made available by the Terry Fox Humanitarian Award Program. The value of each award is \$4000 annually. The award is renewable for up to four years or until the first degree is earned. The deadline for the submission of applications, complete with supporting documents, is February 1st. For information and applications write to the Terry Fox Humanitarian Award Program, Simon Fraser University, Burnaby, B.C. V5A 1S6.

Veterans Administration (US)

For citizens of the United States, some Douglas College programs are eligible for VA funding.

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Awards Administered by Douglas College

Application Procedures

Awards, Bursaries and Scholarships are available to students studying at Douglas College. Applications are available in the Student Finance Office.

Deadline Dates

Entrance Scholarships:	April 1
Scholarships:	February 1
Graduation Awards:	May 1
Awards/Bursaries:	
Fall Semester:	October 1
Winter Semester:	February 1
Summer Semester:	June 1

Only one application for scholarships and/or one application for awards/bursaries is necessary to be considered for all awards available in that semester.

Types of Awards

Athletic Awards

Douglas College Athletic Awards

The purpose of this fund is to use the interest to provide financial assistance to students that are members of Douglas College Varsity Teams. They must participate in a two semester sport and be recommended by their coaching staff. **Applications available through the athletics department.**

Entrance Scholarships

A limited number of entrance scholarships are available for students graduating from secondary schools and proceeding to full-time study at Douglas College. Eligible candidates must have achieved a record of academic excellence. Participation in school and community activities may also be considered.

Graduation Awards

A limited number of awards are given in recognition of graduating students who have achieved a record of academic excellence at Douglas College. Applications are required for the following:

- ◆ Certified General Accountants Association of B.C. (CGA) Scholarship;
- ◆ Certified Management Accountants Society of B.C. (CMA) Scholarship;
- ◆ Institute of Chartered Accountants of B.C. (CA) Scholarship;
- ◆ Mary Fewster Memorial Nursing Scholarship

Awards

A limited number of awards are available to returning students who have achieved a minimum 3.0 GPA and who have demonstrated financial need. Preference is given to students who have exhausted all other sources of funding, including student loans, and are still in need. Participation in college and community activities is also considered. To apply for awards complete **one award/bursary application** and return to the student finance office by the appropriate deadline date.

Bursaries

A limited number of bursaries are available to new and returning students demonstrating financial need. Preference is given to students who have exhausted all other sources of funding, including student loans; and are still in need. A minimum 2.0 semester grade point average is required. To apply for bursaries complete **one award/bursary application** and return to the student finance office by the appropriate deadline date.

Scholarships

A limited number of scholarships are available to returning students who have achieved a record of academic excellence at Douglas College. Students must have completed a minimum of 12 credits at Douglas College with a minimum GPA of 3.5 prior to submitting an application for scholarships. Participation in college and community activities may also be considered. To apply complete **one scholarship application** and return to the student finance office by February 1st.

Many of the awards, bursaries and scholarships are presented at an awards ceremony. Recipients are expected to be in attendance at this event.

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Awards

A limited number of awards are available to returning students who have achieved a minimum 3.0 GPA and who have demonstrated financial need. Preference is given to students who have exhausted all other sources of funding, including student loans, and are still in need. Participation in college and community activities is also considered. To apply for awards complete **one award/bursary application** and return to the student finance office by the appropriate deadline date. The amount of each award is established by the scholarship and bursary selection committee, unless otherwise stated.

1992 BC Games for the Physically Disabled Award

Created from part of the legacy of the 1992 BC Games for the Physically Disabled held in Maple Ridge that year, this fund provides awards to disabled students, or those training to enter a field involving work with disabled community members.

ABEABC Achievement Award

An annual \$100 award is offered by the Adult Basic Education Association of British Columbia to a student registered in the developmental studies program at Douglas College. The recipient is chosen by the department.

Ayako Eileen Suarez Memorial Award

This fund was established by Ayako's husband, Andres, and her family. The fund provides an award to students in the Douglas College general nursing program. Eligible students are also involved in college or community activities.

Betty Emery Award

This endowment was established by the Child, Family and Community Studies department of Douglas College to honour Betty upon her retirement, and to celebrate her working life and her dedication to her students, colleagues and to Douglas College. The recipient will be a student of the Department of Child, Family & Community Studies.

Bruce McMillan Performing Arts Award

Family and friends of Bruce McMillan have established this award in his memory. Candidates of the award are to be chosen from the Douglas College performing arts program and will have maintained a high level of proficiency in performance and academic subjects.

Canwest Publisher's Award

Canwest Publisher established this award to assist students enrolled in the Marketing, Business or Print Futures programs. Preference is given to students with an interest or experience in journalism or news related activities.

Christine Young Award

This fund has been created by Jean Hammer, in memory of her daughter, Christine; it provides an award to a student in the early childhood education program. The candidate is chosen by the department, and the donor.

Coquitlam Inn Convention Centre Award

This fund has been established by Ron Little, the owner and general manager of the Coquitlam Inn. Preference is given to students in the marketing management program. Students in other business programs can also be considered. Evidence of involvement in college or community activities is required.

Deer Lake I.O.D.E. Memorial Award

This fund, established by the Deer Lake International Order of the Daughters of the Empire, provides an award to a Canadian citizen enrolled in first year of a Douglas College general health care program. Eligible students are also active in college or community activities, and preferably reside in Burnaby.

Dorothy Jones Theatre Award

The Dorothy Jones Theatre Award was created to honour Dorothy on the occasion of her retirement by her colleagues from the theatre department. Dorothy was instrumental in the development of the theatre program at Douglas College and was employed with the college for almost 20 years. Selection of the student is made by the theatre department. Preference is given to a second year student of the theatre program who has completed first year theatre at Douglas College.

Douglas College Alumni Association Award

This fund was established by the Douglas College Alumni Association in 1990 to assist graduating students with their continuing education or professional development. Eligible students have completed 45 or more credits within the university transfer program or have completed a set program of studies at Douglas College.

Douglas College Faculty Association Award

This fund, established by the Douglas College Faculty Association, provides an award to students enrolled in university transfer, academic or career programs. Students must be enrolled in a minimum of 9 credits.

Douglas College Nursing Award

This fund, established in 1983, provides an award for a second year nursing student.

George Cross Chapter IODE - Belle Gilmour Award

The George Cross Chapter IODE provides this annual award in memory of Belle Gilmour to a Douglas College nursing student. Recipients must be Canadian citizens.

Gussie Macphail Memorial Award

The Royal Columbian Hospital Nurse's Alumni Association provides this annual award, in memory of Gussie Macphail (nurse, supervisor and instructor at Royal Columbian Hospital for 36 years), to a second year nursing program student.

Hongkong Bank of Canada Business Award

This special anniversary endowment fund has been set up by the Hongkong Bank of Canada to support commerce and business administration students attending Douglas College. Participation in college or community activities is required.

Jean Lownds Andrew Award

The Chi Epsilon Alumnae of the Alpha Iota Sorority created this fund in memory of Jean Lownds Andrew; it provides an award to a student in the field of business administration.

Jessie Fenton Canadian Daughters' League Award

This fund was established by the Canadian Daughters' League, and is available to a student in a Douglas College teaching program for the disabled. Evidence of involvement in college or community activities is also considered.

Julia Ascough Physical Education Award

This fund was created by the Douglas College Physical Education Department, and named in honour and memory of Julia Ascough, a long time friend of the college and advocate of quality physical education in B.C. The award is granted to physical education students with a high academic standing and community, college and athletic participation. Eligible students must have completed a minimum of 30 credits and be continuing their studies at Douglas College or another B.C. post-secondary institution. Selection of the recipients involves the Douglas College Physical Education Department. Contact the Physical Education Department for applications (deadline is normally in April each year).

Mary Johnson Memorial Award

This award was established by the staff and faculty of the Psychiatric Nursing department of Douglas College in memory of Mary Johnson and is available to students enrolled in the Psychiatric Nursing program.

Medical Office Assistants' (Chapter 17) Association of B.C. Award

Chapter 17 members of the Medical Office Assistants' Association of B.C. provide this annual award of \$300 to a Douglas College student enrolled in the 2nd semester of the medical office assistant program who has maintained at least a 3.0 GPA.

Real Estate Foundation Award

This fund, established by the Real Estate Foundation provides bursaries and scholarships to students enrolled in real estate related courses, and who demonstrate the intention to pursue a career in a real estate related field. Licensed real estate agents and family members are also eligible.

Registered Psychiatric Nurses' Association of BC Award

The RPNABC provides an annual award to a student enrolled in the second year of the psychiatric nursing program.

Sharon Moore & Matthew McCready Memorial Award

This fund was established by Ken Moore in memory of his daughter and grandson. The award is granted to any Douglas College student, returning to complete or continue their education, or having experience with distance learning or correspondence education. Volunteer involvement in college or community activities is also considered.

University Women's Club of New Westminster - Anna Mironoff Memorial Award

This fund has been established by the University Women's Club of New Westminister, in memory of Anna Mironoff. This award is offered to a student in a university transfer program who is a resident of Burnaby or New Westminister and who will be going on to complete a degree program at a university. There should be evidence of involvement in college or community activities. Preference is given to a female student.

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Bursaries

A limited number of bursaries are available to new and returning students demonstrating financial need. Preference is given to students who have exhausted all other sources of funding, including student loans, and are still in need. A minimum 2.0 semester grade point average is required. To apply for bursaries complete **one award/bursary application** and return to the student finance office by the appropriate deadline date.

Auxiliary to Sunny Hill Health Centre for Children Bursary

The Auxiliary for the Sunny Hill Health Centre For Children established this fund to recognize the outstanding work in practicums by Douglas College students at the hospital. A student with a disability or training to work with disabled persons, and with satisfactory academic achievement, is eligible to apply.

B.C. Lung Association Bursary

The B.C. Lung Association provides this \$500 bursary to a student in the second year of the general nursing program.

Birks Family Foundation Bursary

The Birks Family Foundation provides this annual bursary to a full time student pursuing a diploma in any discipline.

Bob Holroyd Memorial Bursary

This annual bursary has been awarded since 1985 to a music student at Douglas College, in honour of Bob Holroyd who was a master guitar builder and former consultant to the College's music department. Preference will be given to a guitar student.

Buddhist Compassion Relief Tzu Chi Foundation Bursary

The candidates for this bursary are to be chosen from a Douglas College general nursing or psychiatric nursing program. Candidates should be Canadian citizens or Landed Immigrants. Preference will be given to students who demonstrate participation in the college or the community; where possible priority should be given to First Nations students. Students should include a letter of reference with their application.

CKNW Orphans' Fund Erm Fiorillo Bursary

The CKNW Orphans' Fund established this endowment in honor of a long time employee of CKNW - Erm Fiorillo. The bursary is awarded to single parents registered in any Douglas College program.

Colonel Burnaby IODE Bursary

The Colonel Burnaby IODE established this bursary to assist a Douglas College student and Canadian citizen enrolled in the second year of the theatre, stagecraft, marketing management or child and youth care programs. Good scholastic ability or a special aptitude in their chosen field is also required.

Credit Union Foundation Bursary

An annual bursary is provided by the Credit Union Foundation of B.C. on behalf of credit union members in B.C. and in memory of the credit union pioneers. Recipients are Canadians residing in B.C..

Daniel B. Clarke Bursary

The family of Daniel Clarke and the Mainstream Society of Vancouver have established a fund to provide one or more bursaries for students attending Douglas College. Applicants must be enrolled in the community support worker program in a minimum of 9 credits.

Delta Kappa Gamma Society International Bursary, Kathleen Collins Foundation

The Delta Kappa Gamma Society has provided this annual bursary since 1979 to support female students. Their Kathleen Collins Foundation has been named in honour of their first Canadian member of this organization of women educators in 14 countries.

Don H. Radstaak Memorial Bursary

This fund has been established in memory of the late Don Radstaak, a former adult basic education instructor at Douglas College, and provides bursaries to students enrolled in the developmental studies program at Douglas College. Students must have completed at least one semester in the program prior to applying. Bursaries will be awarded based on financial need and current standing in the program.

Douglas College Centre for International Education Bursary

The Centre for International Education at Douglas College established this fund to support international students who have completed at least 24 credits at Douglas College with a minimum 2.5 GPA prior to submitting an application for a bursary.

Douglas College Employee 60/40 Lottery Bursary

This fund was established through the proceeds of the college's internal lotteries to provide bursaries to Douglas College students.

Douglas College Student Society Daycare Bursary

This fund was established by the Douglas College Student Society to assist Douglas College students with unsubsidized daycare costs.

Douglas College Women's Association Bursary

This bursary has been established to assist full-time female students who reside in the College region, and who are maintaining a C average or better.

Dr. Philip Popove Memorial Bursary

The family of Dr. Popove established this endowment in 1987 in his memory, to provide support to students enrolled in a minimum of 9 credits in the dental assisting or university transfer programs at Douglas College. Preference is given to dental assisting program students.

Ed Mullins Memorial Bursary

The family of Ed Mullins, along with support from the members of the Rotary Club of New Westminster, established this bursary fund to support students who have completed at least one semester at Douglas College.

Elizabeth Kellie IODE Bursary

The Elizabeth Kellie Chapter of the IODE established this fund in 1987 to assist Douglas College students who are Canadian citizens with good scholastic ability or a special aptitude in their chosen field. Preference is given to New Westminster Secondary School graduates.

Elizabeth Kellie IODE, Hugh & Carrie Crawley Bursary

Hugh & Carrie Crawley established this fund to assist Douglas College students who are Canadian citizens with good scholastic ability or a special aptitude in their chosen field. Preference is given to New Westminster Secondary School graduates.

English as a Second Language Bursary

Eligible candidates are Douglas College community students (Canadian citizens, Permanent Residents or Refugees)

who have completed at least 6 credits of EASL courses. Candidates must have achieved a mastery grade in all previous EASL courses and have at least 50% of current courses in EASL unless applying for the EASL adjunct-related bursary.

Frank and Emily Griffiths Bursary

Frank and Emily Griffiths established this fund to assist a student in the Douglas College general nursing program. Preference will be given to single parents.

Frank Wing Memorial Bursary

Adrienne and Caroline Chan, nieces of Frank Wing, established this fund in his memory to support students in the social services or social sciences programs at Douglas College. Preference will be given to students of native Indian or oriental ancestry.

Gail Smythe Memorial Bursary

The Smythe family, friends and colleagues established this fund in memory of Gail, a teacher in adult basic education at Douglas and Kwantlen Colleges. The award is made to a developmental studies program student.

Gary Dorosh Memorial Bursary

This fund has been established by family, friends and colleagues, in memory of Gary Dorosh, a long time faculty member of the economics department at Douglas College. Gary passed away in December 1993. This fund will assist a student enrolled in a business program at Douglas College (accounting, business, computer information systems, economics, finance or marketing).

Gordon and Charlene Gram Bursary

Gordon and Charlene Gram established this fund to provide bursaries for students in nursing or health service fields. Preference is given to single parents.

Grace Wallis Kidd Bursary

Jean Joyce established this endowment in memory of her mother Grace Wallis Kidd to provide bursaries to students in the home support attendant program at Douglas College.

Gyro Club of New Westminster Bursary

This fund was established in 1989 to provide financial assistance to students enrolled in any Douglas College program. Preference is given to university transfer students with good scholastic ability.

Health Sciences Bursary

The Health Sciences Department established this award to provide financial assistance for students who have completed one semester in a health sciences program (with a minimum 3.0 gpa) or who are beginning studies in the long term care aide or dental programs.

ICL Services Bursary

The ICL Services Bursary is given in memory of Marianne Brown, a manager of the food service operations at Douglas College. Marianne blessed the staff and students of Douglas College with her sparkling personality and caring attitude. Any Douglas College student with good scholastic ability is eligible.

Ingrid Parsons Memorial Bursary

This bursary is available to a student enrolled in the Therapeutic Recreation Program at Douglas College. Preference will be given to mature students.

James F. Pazarena Bursary

This fund was established in memory of James F. Pazarena and is distributed to a needy and deserving student. Preference is given to Maple Ridge/Pitt Meadows residents.

Joseph and Anna Jetter Bursary

Joseph and Anna Jetter established this fund to provide support for full-time Douglas College students enrolled in a minimum of 9 credits.

Kinette Club of New Westminster Bursary

The New Westminster Kinette Club, through special projects, events and activities of their members, established this fund to assist Douglas College students. Preference is given to female students entering a field of community studies.

Kiwanis Club of White Rock Bursary

The Kiwanis Club of White Rock provides two bursaries; one to a general nursing student and one to a psychiatric nursing program student at Douglas College. Candidates must have successfully completed at least two semesters in their program, with preference given to single parent students from the White Rock/Surrey area.

Leonora Hutchinson Resident Care Attendant Bursary

Nenagh Hanly, Dr. Sheilah Thompson and Leonora Dunse created this endowment in honor of their mother. Bursary support is provided to female students enrolled in the resident care attendant program.

Maple Ridge Branch #88, Royal Canadian Legion Bursary

In 1988 the Maple Ridge Branch of the Royal Canadian Legion established this fund to assist residents of Maple Ridge or Pitt Meadows studying at Douglas College.

Margaret Gartside Memorial Bursary

This fund was established by Bill and Gerry Gartside to assist a student in the Douglas College general nursing program.

Margaret Meagher Memorial Bursary

In memory of Margaret Meagher, a founding faculty member of the Chairside Dental Assistant program at Douglas College, this fund has been established by her colleagues, friends and family. Margaret died suddenly in February 1994. This endowment fund will assist a student enrolled in the Dental Program at Douglas College.

P. E. O. Chapter B Bursary

Established by Chapter B, P.E.O., the candidates for this bursary should be women students enrolled in a Douglas College program. Preference should be given to women having lived in the New Westminster area for the past five years, and returning to pursue an education after some time in the work force or with their family.

Paramount Studios Performing Arts Bursary

Paramount Studios established this fund after their filming of "Jennifer 8" at Douglas College, to support a Douglas College performing arts program student.

Pat Isert Memorial Bursary

The Isert family and the Port Coquitlam Womens' Centre established this fund in 1979 in memory of Pat Isert, to assist a female student who is a resident of Port Moody, Coquitlam or Port Coquitlam, and enrolled in a vocational or career program at Douglas College.

Patricia Sanderson Bursary

The family of Patricia Sanderson established this fund in her memory, to assist a disabled student from any Douglas College applied or academic program. The candidate should have satisfactory standing in work completed.

President's Endowment Bursaries

Undesignated and unrestricted donations to the Douglas College Foundation's student aid endowment funds are recorded in the President's Fund. The interest revenue from this fund is used to provide bursaries to deserving Douglas College students.

Rotary Club of New Westminster Bursary

The Rotary Club of New Westminster established this fund to assist Douglas College students in any field of study. Preference is given to students with good scholastic ability.

Royal City Jewellers Bursary

Royal City Jewellers provides this annual bursary to any Douglas College student.

Scott Glabus and Cheryl Bayntun Bursary

The Scott Glabus and Cheryl Bayntun Bursary has been established by the families of Cheryl Bayntun, Scott Glabus and the ESL department of Douglas College to assist Douglas College students enrolled in a minimum of 9 credits. Preference is given to refugees, landed immigrants and then Canadian citizens, currently in 200 level ESL courses or higher (having completed 100 level ESL courses at Douglas College).

Social Services Employees' Union, Local #3 Memorial Bursary

The Vancouver Municipal Employees Union established this bursary to assist students enrolled in the community social service worker, early childhood education and child care counsellor programs. Eligible students will have good academic standing.

United Properties & Canadian Home Builders' Association Bursary

This fund has been established by United Properties, the Canadian Home Builders' Association and the Residential Construction Institute to assist students attending Douglas College.

University Women's Club of New Westminster Bursary

The University Women's Club of New Westminster established this fund in 1980 to assist a student enrolled in at least 9 credits at Douglas College. Preference will be given to female students.

W.E. Arthur Mercer Bursary

This fund was established through a bequest from the late W.E. Arthur Mercer, a member of the founding board of Douglas College. The award is for a student in the general nursing (RN) program. Selection for the bursary will be based on financial need.

Wescan DB2, SQL/DS Users Group Bursary

This fund was created by WESCAN DB2, SQL/DS Users Group to assist students enrolled in the Computer Information Systems program at Douglas College.

Westminster Credit Union Bursary

The Westminster Credit Union provides this annual bursary to support a first year student majoring in business administration.

William L. (Bill) Day Bursary

This award was established in honour of William L. (Bill) Day for his years of service for, and leadership of Douglas College. Mr. Day has held various administrative positions with the College since its inception in 1970 including President from 1981 - 1995.

Women's Equality Bursary

The Ministry of Women's Equality of the B.C. Government provides this annual bursary to support female students enrolled in full or part time programs in women's studies, related course work, or fields in which women have not traditionally sought post-secondary training - leading to a degree, diploma or certificate. High academic standing is required.

Y.P. See Memorial Bursary

This fund was established by Ralph Lake, a Douglas College faculty member, and his wife in memory of Y.P. See. Preference is given to students studying the sciences, preferably biology.

Scholarships

A limited number of scholarships are available to returning students who have achieved a record of academic excellence at Douglas College. Students must have completed a minimum of 12 credits at Douglas College with a minimum GPA of 3.5 prior to submitting an application for scholarships. Participation in college and community activities may also be considered. To apply complete **one scholarship application** and return to the Student Finance Office by February 1st.

Arts Council of New Westminister Scholarship

The Arts Council of New Westminister established this fund in 1988 to provide one or more performing arts scholarships to students attending Douglas College.

Baseball Coaches Association of B.C. Scholarship

One scholarship is to be for a National Baseball Institute student attending Douglas College. The qualified student with the highest GPA. in the most recent academic year will receive the award. Preference will be given to B.C. high school graduates.

An additional scholarship will be given to any student attending Douglas College who demonstrates an association with baseball. The qualified student with the highest GPA. in the most recent academic year will receive this award. Preference will be given to coaches who apply.

B.C. Hydro Scholarship

This scholarship is available to a student in any environmentally related courses. The applicant should have good written skills and demonstrate a balanced lifestyle with evidence of community involvement. The successful applicant should be committed to the protection of the environment and efficient and safe use of electricity.

B.C. Tel Awards

B.C. Tel provides annual scholarships totalling \$1250 to Douglas College students: two \$250 awards to academic transfer students; \$250 to a student in a two year career program; \$250 to a student in a less than two year career program; two \$125 awards to part-time students in any program.

Bill Hill Family Scholarship

The family of Bill Hill, a local New Westminister businessman, created this fund to provide scholarships for second year Douglas College students. The recipients must display evidence of entrepreneurial activities and participate in community activities.

Canadian Information Processing Society Scholarship (CIPS)

The Vancouver Section of the Canadian Information Processing Society (CIPS) provides two annual scholarships: \$350 for the winner and \$150 to the runner-up. The winner and runner-up also receive a one year membership in CIPS. Candidates should be currently enrolled in the CIS co-op program, preferably in the latter portion of the program; have a GPA of at least 3.0; have better than average written and verbal communication skills; and be active in student and community affairs or demonstrate a variety of outside interests.

Centaur Products Sports Scholarship

This scholarship is made possible by Centaur Products Inc. and distributed to a deserving athletic student at Douglas College.

CGA Academic Excellence Scholarship

The Certified General Accountants Association of British Columbia provides a \$500 scholarship to a student who has completed their first year of the two-year diploma program in accounting at Douglas College. Selection will be made by the faculty. The scholarship will be applied to tuition fees when the recipient enrolls in the second year of the diploma in accounting.

Chestnut Music Theory/History Scholarship

The Douglas College music department established this scholarship from the Laura Chestnut Memorial Endowment. The award goes to a student in either the second or third semester of the university transfer program who has demonstrated excellence in theory and/or history and who has maintained a satisfactory standing in the performance subjects. The award is to be applied toward further music studies at Douglas College. No application is required; selection is made by the music faculty.

Data Processing Management Association Scholarship

The Vancouver Chapter of the D.P.M.A. has made a \$100 scholarship available annually to a student enrolled in second year of the computer information systems program.

David Peterkin Memorial Music Scholarship

The Douglas College music department established this fund in memory of David Peterkin, a former faculty member. This award goes to a full-time student in the Basic Musicianship program who combines excellence in per-

formance and academic music subjects. The scholarship must be applied toward further music studies at Douglas College. No application is required; selection is made by the music faculty.

Douglas College Biology Scholarship

The Douglas College Biology department established this fund to promote academic excellence amongst biology students and recognize outstanding achievement in a difficult subject area. One award is given to the student with the highest grade in the final exam in Biology 110 and another to the person with the highest grade in final exam in Biology 210. Notification of the successful candidate will be made by the department; no application is required.

Douglas College Board Scholarship

The Douglas College Board Scholarship was established to provide an award to Douglas College students who are on the Dean's List and demonstrate excellence in their studies.

Douglas College International Education Scholarship

Two scholarships are available to returning international students who have achieved a record of academic excellence at Douglas College. Students must have completed a minimum of 24 credits at Douglas College prior to submitting an application for scholarships.

Douglas College Student Society Endowment Scholarships

As one of the founding partners for the Douglas College Foundation, the Student Society originated the student aid endowment program with this fund. Scholarships are available each semester to deserving students.

Dr. G. Herald Keefer Music (Organ) Scholarship

This scholarship was established by Dr. Keefer, an organ builder and composer, and is available to an organ student in either the Basic Musicianship or University Transfer music program at Douglas College. The successful recipient must have a satisfactory standing in the music academic subjects and must use the award for further music studies at Douglas College. No application is required; selection is made by the music faculty.

Henry Waack Music Scholarship

Henry Waack, a member of the music faculty from 1970 to 1993, initiated this fund to assist a Douglas College music student. Preference is given to very promising students with an excellent record in the performing and academic parts of the program (a minimum GPA of 3.75 is required). The award must be applied toward further music studies at Douglas College. No application is required; selection is made by the music faculty.

Jack Ferguson Memorial Scholarship

The Douglas College Criminology department, friends and family created this fund in memory of Jack Ferguson, a long time faculty member who was instrumental in establishing the criminology program at the College. The recipient is preferably a criminology student.

Ken McGlinchey English Scholarship

The family of Ken McGlinchey and the Douglas College English and Communications Department established this award in memory of Ken McGlinchey, a member of that department from 1971 to 1987. He will be remembered for his excellence as an instructor and commitment to the field of Canadian Literature. Candidates will have completed Canadian Literature and at least one other literature course at Douglas College with first class standing and should be enrolled in at least one more second level literature course.

Kiwanis Club of New Westminster Scholarship

The Kiwanis Club of New Westminster established this fund to provide scholarships to full time nursing program students at Douglas College. Preference is given to graduates of New Westminster Senior Secondary.

Len Whiteley Memorial Music Scholarship

The Douglas College music department established this fund in memory of Len Whiteley, a former faculty member. Preference is given to a brass player and, alternately, to any member of the concert band who will be continuing with second year music studies at Douglas College. The successful recipient must have a satisfactory standing in the music academic subjects. No application is required; selection is made by the music faculty.

M.H. (Bill) Morfey Scholarship

This fund was established in 1988 by friends, family and local corporations in honour of the retirement of Bill Morfey, who was a part of Douglas College for more than 20 years. In January of 1990 he passed away. Candidates for this scholarship must be active in college and community activities.

Microserve Scholarship

This scholarship was established by Microserve to support Douglas College students. Scholarships will be awarded in the Spring to any full-time Douglas College students.

Momoyama Gakuin (St. Andrew's) University Endowment Scholarship

This fund was established by the Momoyama Gakuin (St. Andrew's) University and the Douglas College Centre for International Education. One scholarship is available to a returning International student who has achieved a record of academic excellence in one of the following combinations of the first year Modern Language courses: Chinese MODL 191 and 192, French MODL 101 and 102, German

MODL 131 and 132, Japanese MODL 171 and 172, Spanish MODL 151 and 152. The other scholarship is available to a returning Canadian or Landed immigrant student who has achieved a record of academic excellence in the combination of the first year Japanese Language courses MODL 171 and 172.

Moriguchi City/New Westminster 30th Anniversary Scholarship

The cities of Moriguchi and New Westminster and the Boards of Douglas College and New Westminster Secondary School inaugurated this endowment in 1993. A scholarship is available to a returning student who resides in New Westminster, has achieved a record of academic excellence at Douglas College and who displays evidence of community involvement. The student must have completed a minimum of 24 credits at Douglas College with a minimum GPA of 3.5 prior to submitting an application for scholarship.

Music Student Achievement Awards

The fund for these awards was established from proceeds from a scholarship benefit concert given by Norbert Kraft and from Douglas College music faculty contributions. Three or more awards will be made to students taking a full second-year BMus program who have demonstrated outstanding achievement in their music studies. The awards are made at the discretion of the music faculty. While innate talent will be taken into account, the awards will serve to recognize students who have developed their musicianship to a high degree through the performance and academic opportunities during their studies at Douglas College. No application is necessary; selection is made by the music faculty.

Schiller, Coutts, Weiler & Gibson Scholarship

Schiller, Coutts, Weiler & Gibson, a local legal firm have established this fund to provide a scholarship to a student in a Business program. Preference will be given to a student who has completed Business 451.

Shirafuji Academy Scholarship

Shirafuji Academy Scholarship has been established by the Shirafuji Academy in Nara, Japan. Two scholarships are available. One scholarship is available to a returning Canadian or Landed Immigrant student who graduated from School District #42 (Maple Ridge, Pitt Meadows School District) or to a student studying at the Thomas Haney Centre. One scholarship is available to a returning International student who has achieved a record of academic excellence at Douglas College. Students must have completed a minimum of 24 credits with a minimum 3.5 GPA at Douglas College prior to submitting an application.

Shirley and Muni Evers C.M. Scholarship

Shirley and Muni Evers provide this annual scholarship to students who have demonstrated a commitment to and participation in civic affairs.

Silverman Music Scholarship

Robert and Ellen Silverman created this fund to provide a scholarship award for the most outstanding performer in any of the music programs. No application is required; selection is made by the music faculty.

Sylvia Perry English Studies Scholarship

The Douglas College English department established this scholarship in honour of Sylvia Perry, a former English instructor at Douglas College, to award the student with the highest average English mark of all students who have completed at least one second-year English course at Douglas College during the previous academic year, after having achieved first-year English standing at the College. No application is required.

VSE Business Excellence Scholarship

This scholarship is provided by the Vancouver Stock Exchange to a student enrolled in the business, finance or computer program with a GPA of 3.75. Preference is given to students in the final year of the commerce and business administration diploma program.

Walter G. Robertson Memorial Music Scholarship

The Douglas College music department established this fund in memory of Walter G. Robertson, a former faculty member. The award goes to a student in the university transfer program who combines excellence in performance and academic music subjects and must be applied to second-year university transfer music studies at Douglas College. No application is required; selection is made by the music faculty.

..... **Entrance Scholarships**

A limited number of entrance scholarships are available for students graduating from secondary schools and proceeding to full-time study at Douglas College. Eligible candidates must have achieved a record of academic excellence. Participation in school and community activities will also be considered.

Entrance Scholarships/Awards

CJP Architects Scholarship

CJP Architects, and the partners involved in the firm, established this fund as part of the inauguration of the Thomas Haney Centre in Maple Ridge. Scholarships are awarded to graduates from the Thomas Haney Centre Secondary School entering Douglas College. The application deadline is April 1st.

Coquitlam 1991 B.C. Summer Games Award

This fund was created as part of the legacy provided by the 1991 B.C. Summer Games, held in Coquitlam. The award is available to a graduate of Centennial High School, with a minimum GPA of 3.0 in all grade 11 and 12 courses (a high school transcript must be attached to the application). There should be evidence (a letter of recommendation) of involvement in college or community athletic activities. The application deadline is April 1st.

Douglas College Music Scholarships

Two scholarships will be awarded to students entering full-time music programs at Douglas College. The awards will be based upon demonstrated achievement and potential at the auditions in May and presume acceptable theory entrance standings.

Meiji University Mandolin OB Club Music Scholarship

This scholarship was made possible from funds generated by a concert given by Japan's Meiji University Mandolin Old Boys Club. The scholarship will be awarded to a promising guitar student entering the BMus university transfer program and presumes an acceptable theory entrance standing. No application is required; selection is made by the music faculty.

Microserve Scholarship

A scholarship is available each year for a student entering the Computer Information Systems Program at Douglas College the following September. Application deadline is April 1st.

President's Entrance Scholarships

Eight scholarships per year are offered to students entering Douglas College directly from high schools in the college region (New Westminster, Burnaby, Coquitlam, Port Coquitlam, Port Moody, Maple Ridge, Pitt Meadows) who have a GPA of 3.5 or better (81.5 percent average in high school) and who make significant contributions to school or community activities. The scholarship will be valued at tuition fees for the program year and may be renewed to permit completion of the program. Applicants should be nominated by the school and the school principal. Application deadline is April 1st.

Royal Visit 1983 Scholarship

The City of New Westminster established this scholarship fund to commemorate the 1983 Royal Visit to New Westminster. Candidates must have graduated from a high school in the Douglas College region (New Westminster, Burnaby, Coquitlam, Port Coquitlam, Port Moody, Maple Ridge, Pitt Meadows), have good academic standing and be active in school or community activities. Apply by April 1st.

United Association of Plumbers & Pipefitters, Local 170 - Entrance Scholarships

Two \$300 scholarships are offered annually to secondary school graduates entering first year of any community college in B.C. directly from high school. Applicants must be sons, daughters or legal dependents of a member of the United Association of Plumbers and Pipefitters, Local 170. The application deadline is April 1st.

Vancouver Municipal and Regional Employees Society/CUPE Local 15 Dependent's Bursary

A bursary has been established by CUPE Local 15/VMRES in the amount of seventy-five percent (75%) of tuition only, to a maximum of \$2300.00. The award is open to sons, daughters and legal dependents of members, who at the time of application are either current members in good standing of the Union or retired members. The application deadline is April 1st.

Graduation Awards

A limited number of awards are given in recognition of graduating students who have achieved a record of academic excellence at Douglas College. Applications are required for the following:

- ◆ Certified General Accountants Association of B.C. (CGA) Scholarship;
- ◆ Certified Management Accountants Society of B.C. (CMA) Scholarship;
- ◆ Institute of Chartered Accountants of B.C. (CA) Scholarship;
- ◆ Mary Fewster Memorial Nursing Scholarship

Addison-Wesley Book Award

This award is a book supplied by the Addison-Wesley Publishing Company. It is awarded to a graduating student in the psychiatric nursing program who has attained at least a 3.67 GPA and who has demonstrated outstanding service to the class and the community. The student is nominated by his/her fellow students.

British Columbia & Yukon Hotels' Association Scholarship

One award of \$500 is available to a student in the graduating class of the Hotel and Restaurant Management Program who has been accepted into the Bachelor of Commerce Degree program in Hotel and Restaurant Management at the University of Victoria. The student must be enrolled in a 100% courseload. Selection will be made jointly by a member of the BCYHA Board of Directors and the department faculty.

Certified General Accountants Association of B.C. (CGA) Scholarship

One continuing education scholarship, a \$600 waiver of the student's first year tuition in the C.G.A. program, is offered to graduates of the two year accounting management program at Douglas College. Apply by May 1.

Certified Management Accountants Society of B.C. (CMA) Scholarship

A scholarship of \$500 remission of CMA fees upon enrollment with the society will be granted to the graduating student with the highest average standing in accounting 320 and 420. Apply by May 1.

George Wootton Scholarship

Scholarships in honour of George Wootton, the first president of Douglas College, are made available to graduating students in any program who have shown superior scholastic ability and significant participation in College or community activities. Candidates must be nominated by a student, staff or faculty member and nominations must include a letter of recommendation giving the reasons for the nomination. Deadline for nominations is May 1.

Governor General's Bronze Medal

A bronze medal, presented by His Excellency, the Governor General of Canada, is awarded annually to a Douglas College student. Although no monetary value is attached to the award, it is considered the highest academic honour the College can bestow. Normally, it is awarded to the student who, in the opinion of the selection committee, has attained the highest academic standing in the graduating year. No application is required.

Institute of Chartered Accountants of B.C. (CA) Scholarship

A \$300 award is available to a student in the graduating year of a university transfer program, specializing in an accounting program. This award is given in recognition of academic achievement. Apply by May 1.

Lieutenant Governor's Silver Medal

A silver medal, presented by his excellency the Lieutenant Governor of British Columbia is awarded annually to a Douglas College student. Although no monetary value is attached to this award, it is the highest academic award in a program of one year or less. The award is presented to a student who has the highest academic achievement completing a citation or certificate program. No application is required.

Mary Fewster Memorial Nursing Scholarship

Mrs. Lillian Fewster and the Douglas College General Nursing department created this award in 1987 in memory of Mary Fewster, a founding member of the Douglas

College general nursing program and its director from 1981 through 1986. Candidates are enrolled in Semester 6 of the general nursing program and can demonstrate evidence of commitment to nursing supported by two letters of reference from clinical nursing instructors which document the student's performance in two areas: excellence in clinical objectives related to professional behavior and interpersonal communications with patients and staff; and above average abilities in meeting remaining clinical objectives. Students apply during Semester 6. Check with the Student Finance Office for the deadline date.

Richard Strong Memorial Award

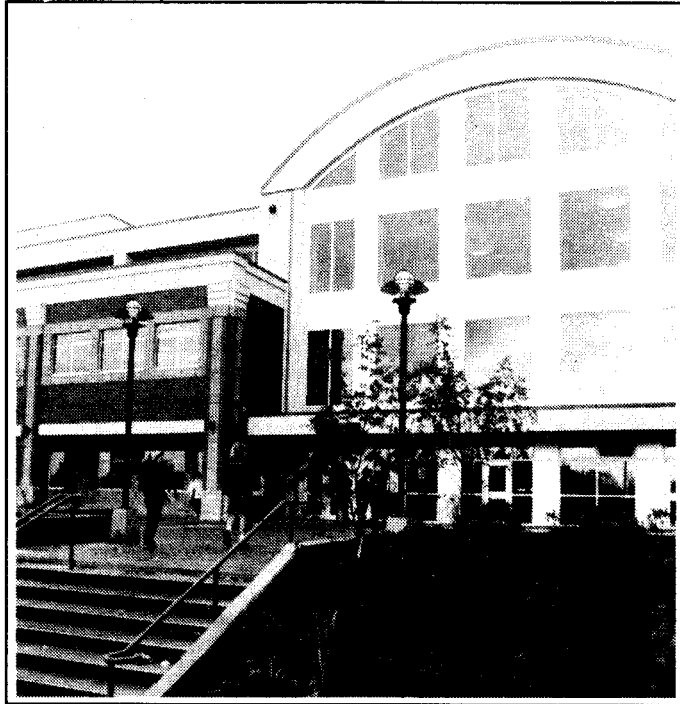
This award has been created in honor of Richard (Dick) Strong, a founding member of the Registered Psychiatric Nurses' Association of BC and the first president of the Psychiatric Nurses Association of Canada from 1952 to 1956. The award is made to a graduating student in the psychiatric nursing program achieving the highest academic standing during his/her course of studies. No application is required.

Valleyview Local 102 Union of the UPN Scholarship

This journal award has been established by the Valleyview Local 102 Union of the UPN to assist graduating level 6 psychiatric nursing students at Douglas College. The recipients should demonstrate clinical and academic excellence in the area of geriatrics and a career interest in gerontology. No application is required.

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Program Descriptions



David Lam Campus, Coquitlam

Diploma & Certificate Programs

As part of college and community recognition of achievements in the Arts, Commerce and Business Administration, Criminology, Sciences and General Program areas, Douglas College grants diplomas to students who successfully complete graduation requirements. Depending upon their achievements and interests, students may elect to apply for a diploma in one of these areas: Commerce and Business Administration, Criminology, Early Childhood Education, Performing Arts, Print Futures: Professional Writing, and General Studies which may include a combination of university transfer and nontransferable courses.

Post-secondary institutions were recently granted the right to award Associate Degrees. These degrees represent two years of university transfer work. Specific courses and credits are provincially approved in qualification for the award. Degrees that are currently available are an Associate Degree in Arts or an Associate Degree in Science. For specific information on the requirements, please consult the Program section of this Calendar.

Because many students do not have well-defined career objectives, the Department of Commerce and Business Administration has designed certificate, diploma, and university transfer programs to provide maximum flexibility. The programs are designed to serve the needs of full-time students as well as part-time students who may be actively engaged in the professional and business communities.

In order to meet the requirements of these diplomas and the requirements of the universities, a detailed program of study should be worked out in advance and in consultation with an Academic Advisor. In order to be eligible for a Douglas College diploma or certificate, at least fifty percent of the credits required for graduation must be completed at Douglas College.

Transfer agreements have been arranged with the University of British Columbia, the University of Victoria, Open University, and Simon Fraser University, University of Northern B.C., Trinity Western University, University/College of the Fraser Valley, Malaspina University College, Okanagan University College and University College of the Cariboo. Transfer to universities outside B.C. is also possible. Upon completion of a College diploma or degree, students are normally eligible to enter university programs at the third-year level. Students who have not completed a diploma program may also transfer to university.

Note: For further information on transfer credit and transfer procedures, please contact an Academic Advisor through Student Services.

Academic Studies

Certificate Program

The Certificate in Academic Studies recognizes the achievement of students who study on a part-time basis. Students may apply for this certificate upon completion of a minimum of 30 transferable credits provided that at least two courses have been completed from the English or Communications disciplines and that courses have been completed in at least three different disciplines. The certificate is of interest to seniors and those working full-time while pursuing their studies.

Applied Environmental Studies: Habitat Restoration Advanced Certificate Program

This program is currently being developed. It is anticipated that selected courses will be available on a part-time basis for Fall 1997. For more information please contact an Academic Advisor at Douglas College.

The program is an advanced certificate program intended to provide job-entry skills to students who have completed one or more years of University Transfer courses, an Associate Degree or Bachelor Degree program, and who are interested in working in the environmental industry.

The program is also designed to provide knowledge, training and skill development for individuals currently working in areas related to restoration of natural systems. Individual courses may be available on a non-credit basis.

The program incorporates curriculum from Forest Renewal BC and the Resource Inventory Committee (RIC) curriculum. Opportunity to seek credit for learning at other institutes or for learning from practical experience is provided within the program.

Prerequisite Courses

Prerequisite courses could form a prerequisite year at this or another college, or could be taken as part of an Associate Degree or Bachelor Degree program. Students without these prerequisite courses but with extensive field experience may enrol in many of the certificate courses, with the permission of the instructor.

Biology 110	Principles of Biology: The Biosphere
Biology 210	Principles of Biology: The Organism
Geography 110	Weather and Climate
Geography or Geology 120	Introduction to Earth Science
Math 160	Introduction to Statistics
CIS 110	Introduction to Computers

English 130	Academic Writing
And two of:	
Philosophy 123	Environmental Ethics
IDST 102	Perspectives on the Environment
Sociology 270	Society and the Environment

Certificate Courses
(subject to some change)

Semester #1

Biology 322	Ecology	5
Geography 230	Biogeography	3
Criminology 180	Introduction to Environmental Law	3
Envs 102	Field Skills	1.5
Envs 103	Introduction to Geographic Information Systems	3

Semester #2

Envs 200	Habitat Restoration	3
Envs 201	Case Studies Seminar	3
Envs 202	Resource Inventory Skills	1.5

Plus an additional 7.5 credit hours from the following selection:

Envs 220	Urban Systems I	1.5
Envs 221	Urban Systems II	1.5
Business 111	Small Business Management	3
Envs 222	Environmental Information Systems	1.5
Envs 223	Resource Oriented Computer Software	1.5
Envs 224	Specific Inventory Skills	1.5
Envs 225	Resource Inventory Committee Standards	1.5

.....
Associate in Arts Degree Program

The Associate in Arts recognizes the achievements of students in the areas of academic studies. Students may apply for the diploma upon successful completion of a minimum of 60 university transferable credits. A minimum of a C grade is required for each course counting towards the credential; the overall GPA obtained must be at least 2.0.

The Associate in Arts Degree is granted after completion of:

1. Six (6) semester credits in first-year English; and
2. Eighteen (18) semester credits in first-year Arts other than English, of which six (6) credits shall be in the Social Sciences, and six (6) credits in Humanities including the Creative and Performing Arts. No more than six (6) credits shall be in any one subject area; and

3. Eighteen (18) semester credits of second-year Arts in two or more subject areas; and
 4. Nine (9) semester credits in Sciences, which must include three (3) semester credits in Mathematics or Statistics, and three (3) semester credits in a Laboratory Science; and
 5. Nine (9) semester credits of first or second-year courses.
- Upon completing the requirements for the Associate in Arts Degree, students may enter university at the third level in a discipline in which they have completed the appropriate first- and second-year courses.
- This Associate in Arts Degree also improves job opportunities for those who choose to complete their post-secondary education at Douglas College.

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Associate in Arts Degree (Environmental Studies)

The Associate in Arts Degree with an emphasis on Environmental Studies consists of a series of university transfer courses from which students can select any combination that fulfils basic Associate in Arts Degree requirements. This Associate Degree will be of interest to:

- ◆ anyone with an interest in the environment
- ◆ anyone who wants to know about the Earth and how it functions
- ◆ anyone who has wondered about issues like *environmental citizenship, global warming, environmental law, social inequality and environment or ozone depletion.*
- ◆ anyone who questions how humans interact with the Earth.

Fulfilling an interest in Environmental Studies by completing an Associate Degree confers three fundamental advantages.

- i. The Associate Degree is a complete degree in its own right, standardized across the province and recognized in legislation.
- ii. An Associate Degree holder gains preferential university transfer to SFU over students with a higher GPA, 60 transfer credits, but no Associate Degree.
- iii. The Associate Degree gives the option of moving on to a university-level environmental program with transfer credits from Douglas College for many of the required elements of that program.

Details on the Associate in Arts Degree with an emphasis on Environmental Studies are listed in pamphlets available at Student Services, the Registrar's Office and other locations on campus. The following is ONE example of how courses might be structured into an Associate Degree with an environmental focus. Other combinations are possible. Students should consult the pamphlets for details.

Semester I

Course	Title	Credit
ENGL 130	Academic Writing	
GEOG 120	Introduction to Earth Sciences	
GEOG 130	Human Impact on the Environment	
IDST 102	Perspectives on the Environment	
PHIL 101	Effective Thinking	

Semester II

BIOL 110	Principle of Biology: The Biosphere	
ENGL 102	Major Themes in Literature	
GEOG 110	Weather and Climate	
PHIL 123	Environmental Ethics	
One of SOCI 125, 135 or 145 as prereq. for SOCI 270.		

Semester III

CRIM 180	Introduction to Environmental Law	
GEOG 170	Cartography	
GEOG 220	Geomorphology	
MATH 160	Introduction to statistics	
SOCI 270	Society and Environment	

Semester IV

ANTH 170	Anthropology in Developing Countries	
GEOG 210	Climatology	
GEOG 230	Biogeography	

Any two other second-year courses for which students have prerequisites.

Co-operative Education Option

Students enrolled in this program may be eligible for a co-operative education designation. Co-operative education involves alternating full-time academic and work terms. **Note:** For information see *Co-operative Education* in the calendar on page 79 or contact the Co-op Office at 527-5100.

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Diploma in Arts

In order to receive a Diploma in Arts, students must complete a minimum of 60 "university transfer" credits according to the following requirements:

List A

- 3 credits in first-year "university transfer" English or Communications (English 130 or Communications 115 recommended)
- 3 credits in first-year "university transfer" Philosophy (Philosophy 101 recommended)
- 3 credits in first-year "university transfer" Science
- 3 credits in first-year "university transfer" Computing Science or Computer Information Systems

List B:

Additional credits in first-year "university transfer" Arts courses in three or more subject areas (including those areas in List A above). Additional credits to a maximum of 6 may be from areas other than Arts (Science or Business, for example).

List C:

A minimum of 15 credits in second-year "university transfer" Arts courses.

Note: Students planning to transfer to a program at another post-secondary institution should choose their optional courses according to the requirements of that program.

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Associate in Science Degree

The Associate in Science Degree recognizes the achievements of students who take a comprehensive range of first- and second-year university transferable courses in the areas of Science and Mathematics. Students may apply for the degree upon successful completion of a minimum of 60 university transferable credits. A minimum of a C grade is required for each course counting towards the credential; the overall GPA obtained must be at least 2.0.

The degree is granted after completion of:

1. Six (6) semester credits in Calculus; and
2. Eighteen (18) credits in first year Science, of which no more than six (6) credits shall be in any one subject area; and
3. Eighteen (18) semester credits in second-year Science and Mathematics in two or more subject areas; and
4. Six (6) semester credits in first-year English; and
5. Six (6) semester credits in Arts other than English; and
6. Six (6) semester credits of first- or second-year courses.

Upon completing the requirements for the Associate in Science degree, students may enter the third year of studies at British Columbia universities in the disciplines for which they have successfully completed the appropriate first- and second-year level courses.

The Associate of Science Degree also improves job opportunities for those who choose to complete their post-secondary education at Douglas College.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work terms.

NOTE: For information see *Co-operative Education* in this calendar or contact the Co-operative Education office at 527-5100.

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**Associate in Science
 Degree (Environmental
 Science)**

The Associate Degree in Science (Environmental Science) is awarded to students who complete the general requirements for an Associate in Science Degree (described above) but who wish to focus their interest on courses concerned with important and pressing environmental issues. As such, this program concentrates on the fundamental principles of science which govern and describe the physical and biological character of the earth and on matters concerned with environmental degradation. Therefore, this program will be suitable for those interested in issues such as resource depletion, air and water pollution, waste management, global warming and species extinction.

The Associate Degree in Science (Environmental Science) will be awarded to students who complete the following sequence of courses:

Semester I

- SCIE 100 Environmental Issues
- SCIE 107 Introduction to Environmental Science
- GEOG 130 Human Impact on the Environment
- One of
 - a) PHIL 123 Environmental Ethics **or**
 - b) ECON 150 Principles of Microeconomics
 - ENGL 130 Academic Writing

Semester II

- CHEM 110 Structure of Matter
- One of
 - a) GEOL 120 Introduction to Earth Science **or**
 - b) GEOL 121 History of the Earth
 - BIOL 110 Principles of Biology: The Biosphere
- One of
 - a) CMPT 100 Introduction to Scientific Computer Programming **or**
 - CMPT 110 Introduction to Computing Science
 - b) MATH 110 Precalculus
 - c) ECON 250 Macroeconomics
- One of a) ENGL 101, 102, 106, 151

Semester III

- GEOL 200 Environmental Geology - Natural Hazards
- *GEOL 210 Marine Geology
- BIOL 210 Principles of Biology: The Organism
- CHEM 210 Chemical Energetics
- MATH 120 Calculus

Semester IV (5 courses from the following list)

- *BIOL 300 Marine Biology
- MATH 220 Calculus
- *CHEM 303 Environmental Chemistry
- *BIOL 301 Environmental Genetics
- *BIOL 302 Urban Ecology
- BIOL 322 Ecology
- ECON 460 Environmental Economics

Note: This new program has received approval in principle from the College Educational Council and it is anticipated (subject to budget approval) that the second year of this program will be offered in the 1998/99 academic year. Courses designated by an * are under development with transferability to other institutions being requested. Those students who wish to pursue a program of studies in science at another post-secondary institution and who do not intend to register in this program as a full time student should choose their initial courses according to the requirements of the program to which they intend to transfer.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating full-time academic and work terms.

Note: For information see *Co-operative Education* in this calendar or contact the Co-operative Education office at 527-5100.

University Transfer

Under a proposed transfer agreement between Douglas College and Royal Roads University (Victoria, B.C.), Douglas College students who apply for transfer into the 3rd year of the BSc Degree in Environmental Science at RRU will be eligible for admission to RRU with full block transfer credit, provided all other entrance requirements are met, as outlined below:

1. Hold an Associate of Science Degree (Environmental Science) from Douglas College **or**
2. Have completed a course profile similar to:
 - A. ENGL 130
 - B. MATH 110, MATH 120, MATH 160
 - C. CHEM 105, CHEM 110
 - D. BIOL 110, BIOL 210
 - E. CISY 110, ECON 101
 - F. BIOL 322, CHEM 210, CHEM 320, BUSI 200, GEOG 130, GEOL 200
 - G. Any two courses in Arts (geography included)
 - H. Any other two university transferable courses

For further information on this program, contact the Coordinator, Environmental Programs, Royal Roads University, 2005 Sooke Road, Victoria, B.C. V9B 5Y2

University Transfer

Douglas College Wood Products Processing BSc in Wood Products Processing (U.B.C.)

The University of British Columbia is now offering a new Bachelor of Science Degree in Wood Products Processing and has agreed to provide Douglas College students who complete the sequence of courses listed below, and who otherwise meet the university's general entrance requirements, with a block transfer into the 2nd year of the program. Students who are interested in further details about this program should consult the Department of Wood Science in the Faculty of Forestry at U.B.C.

Douglas College Courses U.B.C. Equivalent

Semester 1

MATH 120 or 125	MATH 100
PHYS 110	PHYS 101
ENGL 130 or 109	ENGL 110, 111, or 112
CHEM 110	CHEM 111, or 121
ECON 150 or 250	WOOD 120

Semester 2

MATH 220 or 450	MATH 101
MATH 232 or 421	MATH 152
CHEM 210	CHEM 112 OR 122
PHYS 210	PHYS 102
PHYS 170	PHYS 170
Elective	Elective

Associate in Science

(Limited Enrolment)

This is a more rigorous form of the Associate in Science. Enrolment will ensure reserved seats in the first- and second-year university transfer courses offered.

It is available to students who have the prerequisites indicated below and who wish to study on a full-time basis.

To remain in this course of studies a student must maintain a minimum cumulative GPA of 2.5.

Prerequisites

Successful completion of B.C. high school graduation or equivalent, including:

1. Completion of Math 12 (Algebra 12) or equivalent with a grade of B or better.
2. Completion of English 12 with a B or better or recommendation for English 130 or better on the Douglas College Writing Assessment test.
3. Completion of Chemistry 12 or equivalent with a C (or completion of Chemistry 11 with a grade of A).

4. Completion of at least Physics 11 or equivalent with a grade of C or better.
5. Completion of Chemistry Assessment test at Chem 110 level.

Students enrolling for the 1997 Fall Semester will be registered in the following courses: CHEM 110; MATH 120; PHYS 107 or PHYS 110; ENGL 130 or a literature course; and one of BIOL 110, CMPT 110, GEOL 120 or GEOL 121.

Application Deadline

Students wishing admission to this course of studies for the Fall semester, 1997, must apply no later than May 10. Applicants still attending high school will be conditionally accepted pending proof of prerequisite completion once final high school transcripts are received.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation.

Co-operative involves alternating academic and work terms.

Note: For information see Co-operative Education in this calendar or contact the Co-operative Education office at 527-5100.

Diploma in Science

The Diploma in Science is granted after the completion of a minimum of 60 university transfer credits from the list of courses described below. "First year" courses are those with a course number beginning with 200 or less while "second year" courses are those beginning with 300 or greater. Students planning to transfer to a program of studies at another post-secondary institution should choose their courses according to the requirements of that program.

Diploma Requirements

List A:

One first-year university transfer course from each of 3 different subject areas from List A

List B:

Additional courses in first-year or second-year university transfer Science courses in two or more subject areas from List B

List C:

A minimum of 3 courses in second-year university transfer Science courses from List C

List D:

A minimum of 3 credits in first-year university-transfer English or Communications

List E:

A minimum of 6 credits and a maximum of 9 credits from 2 different subject areas in university-transfer Arts.

List A: (first year courses)

Biology	110, 210
Chemistry	110, 210
Computing Science	100 or 110, 210
Geology	120, 121, 210, 200
Mathematics	110, 120, 220
Physics	107, 207, or 110, 210

List B:

Math 160	Introduction to Statistics
Math 191	Math for Teachers
Physics 170	Mechanics for Applied Science
Science 106	Introductory Physical Science
Science 107	Environmental Science

All Courses from lists A and C

List C: (second year courses)

Biology	320, 321, 322, 421
Chemistry (organic)	320, 420 or 321, 421
Chemistry (physical)	310, 410
Computing Science	any course at 300 level or higher
Geology	300, 321, 410, 421
Mathematics	232, 321, 421
Physics	321, 322, 420, 421

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative Education involves alternating academic and work terms. Work experience obtained during Co-operative Education work placements may be applied toward the experiential requirements for the CGA and CMA designation.

Note: For information see *Co-operative Education* in this calendar, or contact the Co-operative Education office at 527-5100.

Engineering Transfer

A student intending to pursue an Engineering program at one of the provincial universities can take a selection of first-year level courses at Douglas which transfers to the program and thus enable consideration for entry into second year. The Calendar and transfer guide for the receiving institution must be consulted in order to identify the particular College courses that are appropriate. Any selection will include most of the following: CHEM 110, CHEM 210; CMPT 110, CMPT 220; ENGL 130; MATH 120, MATH 130, MATH 220, MATH 232; PHYS 110, PHYS 170, PHYS 210.

The mathematics courses MATH 321 and MATH 421 also have transfer credit to some programs but at the second-year level. APSC 110 (Engineering Graphics) is under revision for future offering as part of the selection.

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Basic Occupational Education Program

Please refer to page 11 for more program information.

The Basic Occupational Education Program (BOCE) provides vocational skill training to adults who have special learning needs and who would unlikely be successful in completing traditional skill training courses.

BOCE programs are continuous entry, individualized, and self-paced. Applicants must have an individual interview to determine suitability. Enrolment is limited.

The program relies on specialized training techniques to prepare students for competitive employment. On campus training takes place in laboratories and classrooms. Students who have mastered the required competencies are placed in one to three practicum sites for continued training. Job-site placement are usually four weeks in duration.

Upon completion of program requirements, students receive a citation in their area of study.

Food Services Option

In this option, students are trained to perform entry level food service tasks including:

- ◆ Dishwashing
- ◆ Pot Scrubbing
- ◆ Bussing
- ◆ Kitchen Maintenance

Students may also have the opportunity to learn basic food preparation and customer service duties. Food Services students are trained on campus in the College cafeteria. Practicum sites include a variety of food service facilities, in geographic areas served by the College.

Electronic Assembly Option

Students in the Electronic Assembly Option receive training that enables them to work in entry-level assembly positions in electronics and related industries. The range of skills taught varies for each student, but typically includes:

- ◆ Component Preparation
- ◆ Board Assembly
- ◆ Soldering
- ◆ Cable Preparation
- ◆ Hardware and General Assembly

Job-site placements provide continued training and work experience opportunities through the application of learned skills in manufacturing firms throughout the Lower Mainland.

Records Processing (Micrographic Services) Option

The skills taught in this option will provide students with the training required to obtain entry level employment in the records processing and micrographics industries. Students will learn:

- ◆ Alphabetical, numerical and chronological filing systems
- ◆ Sequencing and purging records
- ◆ Routine data entry and keyboarding

Students will also have the opportunity to learn related entry-level clerical skills such as faxing, photocopying and forms handling.

After completion of on-campus training, students gain work experience through participation in job site placements. Practicum sites are available through a variety of companies that specialize in records processing, as well as organizations with entry level clerical duties, throughout the Lower Mainland.

..... Coaching Diploma Program

This unique program is designed to prepare professional coaches at the community sport club level. The main emphasis will be on sports in which employment or career opportunities exist.

The program will train and prepare coaches for a career in club coaching, and will also provide a link with university degree programs in Physical Education and Coaching, and the National Coaching Institute housed at the University of Victoria. Students will be eligible to receive NCCP Level III Theory through the program but students will be required to gain the NCCP Technical certification outside the program. Students will graduate with a wide variety of skills including the ability to organize and promote club-level activities. The program will stress generic as well as sport-specific coaching techniques and will involve three learning Preceptorships (practicums). The program has the approval of the provincial sport governing bodies involved, membership in the Coaches Association of B.C. and First Aid Certification as a graduation requirement.

Admission Requirements

1. General College admission requirements.
2. English 12 with a grade of "B" or better or equivalent or LPI score of 3 or greater, or obtaining a designation of "writing skills review courses" or the Douglas College writing Assessment test.
3. Two letters of reference - one sport related and one academic related (not from a relative).

4. Resume and handwritten letter of application indicating commitment to the field, personal involvement and career objectives in sport/coaching.
5. Interview for verbal skills, ability to work in groups and coaching suitability.
6. A medical assessment indicating a satisfactory level of physical and emotional health.
7. A satisfactory criminal record search.

Proposed Program Requirements (Pending Approval)

Semester I

Course	Title	Credits
COAC 141	Concepts of Coaching	3
COAC 142	Fundamentals of Coaching	3
PHED 103	Conditioning for Sport and Physical Activity	3
PHED 180	Introduction to Sports Injuries	3
PHED 195	Physical Growth and Motor Development	3
		15

Semester II

COAC 241	Foundations of Coaching	3
COAC 251	Coaching Preceptorship I	3
PHED 163	Biodynamics of Physical Activity	3
PHED 164	Dynamics of Motor Skill Acquisition	3
ENG 130	Academic Writing or any U.T. English	3
		15

Semester III

COAC 342	Seasonal Coaching Principles	3
COAC 351	Coaching Preceptorship II	3
COAC 377	Coaching for Optimal Performance	3
PHED 263	Analysis of Individual Sport and Dance Performance; or	
PHED 300	Analysis of Performance in Team Sports	3
*PHED 363	Scientific Training Principles	3
		15

Semester IV

COAC 443	Career Coaching Principles	3
COAC 451	Coaching Preceptorship III	3
*COAC 477	Coaching for Optimal Experience	3
PHED 192	Topics in Human Nutrition	3
ELECTIVE	Selected from Course pool or approval	3
		<u>15</u>
	Total Credits	60

The Coaching Diploma Program will offer all courses at the David Lam Campus, in Coquitlam, beginning in the Fall 1997.

*Proposed course changes pending approval.

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Faculty of Commerce and Business Administration

Since many students who wish to prepare for business do not have well-defined career objectives, the Faculty of Commerce and Business Administration has designed the following citation, certificate, diploma and university transfer programs to provide students with maximum flexibility. The programs are designed to serve the needs of adult part-time evening students who are actively engaged in the professional and business communities, as well as full-time students.

The Business Administration Diploma programs are students' most frequent choices. These include Accounting Management, Business Management (Business Administration, General Business and New Venture Management Options), Computer Information Systems, Financial Services Studies, Hotel and Restaurant Management and Marketing Management. Certificates and Citations are also available in select programs

Students who wish to do their first two years of studies at Douglas College before proceeding to university should register in the Commerce and Business Administration diploma program. Upon successful completion of this program, students will qualify for a Diploma in Commerce and Business Administration.

Office Administration Programs prepare students to pursue careers in office administration. The programs include Legal Stenography, Office Assistant, Administrative Assistant, Financial, Legal Office Assistant, Medical Office Assistant and Office Administration. A Diploma in Office Administration is also available.

Business Programs

- Accounting Management Certificate Diploma
- Business Management Diplomas
 - Business Administration
 - General Business
 - New Venture Management
- Commerce & Business Administration Diploma University Transfer
- Computer Information Systems Certificate Diploma Post-Diploma
- Financial Services Studies Citation Diploma
- General Business Certificate
- Hotel & Restaurant Management Diploma
- Marketing Management Diploma
- New Venture Management Certificate

Office Administration Programs

- Diploma
 - Office Administration
- Citation
 - Legal Stenography
 - Office Assistant
- Certificates
 - Administration Assistant
 - Financial
 - Legal Office Assistant
 - Medical Office Assistant

The programs include a Diploma in Accounting Management, Business Management (Business Administration Option, General Business Option and New Venture Management Option), Commerce and Business Administration (university transfer), Computer Information Systems, Financial Services Studies, Hotel and Restaurant Management and Marketing Management. They require completion of 60 credits of specified course work. The programs provide an introduction to the environment, practices, and underlying principles of business with emphasis on the development of specific job skills. These programs integrate theory and practice.

The Business Administration Programs include a number of courses with a prerequisite of academic Math 11 or an equivalent. Students are encouraged to complete academic Math 11 before starting these programs. Students are also encouraged to make an appointment with the respective convenor or business coordinator to discuss program planning and receive curriculum advice.

Note: To complete the two-year programs in four semesters (excluding the summer), it is necessary to commence the programs in September. Many students, due to work or other commitments, choose to complete the programs over more than four semesters, attending on a part-time basis.

The following courses are common and/or recommended for the different Business Management Diploma Programs.

Common and/or Recommended Courses:

ACCT 110	Principles of Accounting I
ACCT 210	Principles of Accounting II
BUSN 210	Management Essentials
BUSN 320	Business Law I
BUSN 330	Business Mathematics
CISY 110	Introduction to Computers
CMNS 115	Practical Writing
ECON 101	The Canadian Economy
MARK 120	Introductory Marketing

Students who have not yet defined their career objectives may wish to select courses from the list of common courses to keep their options open. Students should check the British Columbia Transfer Guide (www.islandnet.com/bccat) for transfer information.

Accounting Management Diploma Program

There is a steady demand for accountants with professional qualifications. The Douglas College program provides the education and training needed to enter this field. Students who successfully complete the program are eligible for a Diploma in Accounting Management. This program matches the content and standards of various courses offered by the professional accounting bodies including Certified General Accountants' Association of B.C., the Certified Management Accountants' Society of B.C., and the Institute of Chartered Accountants of B.C.

Successful completion of the diploma program can lead to exemptions up to a complete third year leading to the CGA and CMA designations.

Students who are interested only in bookkeeping should consult the Office Administration section of this calendar.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative Education involves alternating full-time academic and work terms. Work experience obtained during Co-operative Education work placements may be applied toward the experiential requirement for the CGA and CMA designation.

Note: For information see *Co-operative Education* in this calendar, or contact the Co-operative Education office at 527-5100.

Employment Opportunities

A graduate of the two-year Accounting Management Diploma program is equipped for a junior management position in the accounting department of a small to medium sized firm. Such a position may lead to the management of the financial affairs of the organization such as general accounting, financial management, cost accounting, internal auditing, and accounting information systems.

After graduation and while employed, a graduate may enrol in further studies with the Certified General Accountants' Association, the Certified Management Accountants' Society or the Institute of Chartered Accountants.

Admission Requirements

Douglas College general admission requirements apply to this program. Students with work experience may also be considered. Given that both academic Mathematics 11 and academic English 11 (effective September 1997) with a grade of C or better are prerequisites to many courses offered in the Accounting Management Diploma program, applicants should complete both prior to beginning the program.

Commencement Date and Application Deadline

Students may begin classes in September, January, or May. It is advisable to apply as early as possible.

Program Duration

The Accounting Management Program is a two-year program. In order to complete the program in four consecutive semesters (excluding the summer), it is necessary to begin in September. Many full-time students, however, choose to take longer to complete the program. This program may also be taken on a part-time basis.

Program Requirements

Semester I

Course	Title	Credits
ACCT 110	Principles of Accounting I	3
BUSN 320	Business Law I	3
BUSN 330	Business Mathematics	3
CISY 110	Introduction to Computers	3
CMNS 115	Practical Writing	3
		15

Semester II

ACCT 210	Principles of Accounting II	3
ACCT 220	Computerized Accounting	3
BUSN 210	Management Essentials	3
BUSN 430	Business Statistics	3
CISY 200	Information Systems	3
		15

Semester III

ACCT 310	Accounting Theory I	3
ACCT 320	Managerial Accounting I	3
BUSN 350	Human Resource Management or	
BUS 420	Business Law II	3
ECON 150	Principles of Microeconomics	3
FINC 340	Fundamentals of Financial Management	3
		15

Semester IV

ACCT 410	Accounting Theory II	3
ACCT 420	Managerial Accounting II	3
BUSN 470	Business Simulation	3
ECON 250	Principles of Macroeconomics	3
MARK 120	Introductory Marketing	3
ACCT 350	Income Tax (at present, this course may be taken as an additional elective)	3
		15

Course	Title	Credits
ACCT 110	Principles of Accounting I	3
ACCT 210	Principles of Accounting II	3
ACCT 220	Computerized Accounting	3
ACCT 310	Accounting Theory I	3
ACCT 320	Managerial Accounting I	3
ACCT 410	Accounting Theory II	3
ACCT 420	Managerial Accounting II	3
CISY 110	Introduction to Computers	3
Credit Subtotal		24
	Electives*	6
		30

*Any other two courses from the Accounting Management Diploma Program **or** any one other course from the Accounting Management Diploma Program and ACCT 350 Income Tax.

Note: Course prerequisites are the same as those for the Accounting Management Program courses. Therefore, it is strongly recommended that students take CMNS 115 as one of their two electives.

Transfer to Professional Accounting Associations

Students planning to transfer to one of the professional accounting bodies such as the Certified General Accountants Association of B.C., the Certified Management Accountants' Society of B.C., or the Institute of Chartered Accountants of B.C., are advised to contact the receiving body to confirm current program equivalencies prior to registration in Douglas College courses.

University Transfer

Two-year block transfers have been arranged with the Open University (Bachelor of Administrative Studies) and the University of Lethbridge (Post-Diploma Bachelor of Management). Certain conditions apply and students are encouraged to contact the Faculty of Commerce and Business Administration for details. (Please consult the B.C. Transfer Guide - also available on the web <http://www.islandnet.com/bccat>)

Transfer credit has also been arranged with Simon Fraser University, the University of Victoria, the University of Northern British Columbia and the University College of the Fraser Valley. (Refer to the transfer guide.)

Accounting Certificate Program

This program is for those students who wish a concentrated study of accounting subjects. It is intended for part-time students only. All classes will be offered in the evening on a rotational basis.

Admission Requirements

The admission requirements are the same as the Accounting Management Diploma Program above.

Business Management

Diploma Program

The Business Management Diploma Program has been developed to allow students maximum flexibility in their business education. The program develops fundamental business skills in the first year, and has three career options in the second year: General Business, Business Administration, and New Venture Management. Careful course and option selection can prepare students for almost every field of business.

The eight core courses in the Business Management Diploma Program are also part of the Accounting Management, Computer Information Systems, Commerce and Business Administration, Financial Services Studies, International Business Studies, and Marketing Management Diplomas. Students can therefore start their business education in the Business Management Diploma Program, and then choose from the three options or switch into another diploma program with no loss of credit.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating full-time academic and work terms.

Note: For information see Co-operative Education in this calendar or contact the Co-op Office at 527-5100.

Employment Opportunities

The three options (General Business, Business Administration, and New Venture Management) allow students to prepare for almost any area of endeavour in the world of

business, including: transfer to a university, starting one's own business, management of a business, accounting, computer systems, marketing and sales, and international business. Consultation with business has indicated a significant demand for people who are proficient in fundamental business skills, as well as job-specific skills. This program allows students to acquire education to meet their specific needs.

Example 1: A student wished to pursue a career in supervision and management in the retail sector. The student would enrol in the Business Management Diploma Program and select the Business Administration Option.

Example 2: A student wanted to pursue a career in sales of computer products. The student would enrol in the Business Management Diploma Program, and select the General Business Option. The student would then select various courses in Computing and Marketing to match his/her needs.

Example 3: A student wished to pursue a business field that is not specifically covered by Douglas College. The student could enrol in the Business Management Diploma Program, and select the General Business Option. While taking at least 30 credits from Douglas College, the student could take industry-specific courses from another organization and receive a diploma (advance consultation with the Faculty of Commerce and Business Administration is recommended).

Admission Requirements

General Douglas College admission requirements apply to this program. Students should also have completed academic Math 11 (or equivalent) prior to enrolling in the program. Students who do not meet the requirements should consult with Student Services or the Faculty of Commerce and Business Administration regarding upgrading.

Commencement Date and Application Deadline

This program commences in September 1997. Students may begin classes in September or January, and it is advisable to apply as early as possible. Some core courses are offered in the summer semester which begins in May.

Certificate Programs

Douglas College offers two-semester certificate programs in two related areas: General Business Certificate Program, and New Venture Management Certificate Program. See separate listings.

Program Duration

This is a 60-credit, two-year program. In order to complete the program in four consecutive semesters (excluding the summer) it is necessary to begin in September, however, many choose to take longer than four semesters. This program may be taken on a part-time basis.

Program Requirements

Semester I

Course	Title	Credits
ACCT 110	Principles of Accounting I	3
BUSN 210	Management Essentials	3
BUSN 330	Business Mathematics	3
CISY 110	Introduction to Computers	3
CMNS 111 or 115 or any ENGL 100-level (except 124)		3
		15

Semester II

ACCT 210	Principles of Accounting II	3
*BUSN 320	Business Law I	3
*BUSN 430 or 432	Business Statistics	3
ECON 101 or 150 or 250	Economics	3
MARK 120	Introductory Marketing	3
		15

*Not required for General Business Option.

Business Administration Option:

Semester III

BUSN 201	Career Management	3
BUSN 310	Administrative Practices I	3
BUSN 380	Operations Management	3
one of BUSN 305, 350, 420, 451		3
CISY 410	Microcomputer Practices and Software Applications	3
		15

Semester IV

BUSN 410	Administrative Practices II	3
BUSN 470	Business Simulation	3
BUSN 495	Applied Project	3
One of BUSN 305, 350, 420, 451		3
MARK 350	Personal Selling	3
		15

General Business Option

27 additional credits in the Faculty of Commerce and Business Administration and 9 additional college-level credits.

New Venture Management Option

Semester III

Course	Title	Credits
BUSN 252	New Venture Development and Management	3
BUSN 253	Entrepreneurship	3
BUSN 310	Administrative Practices I	3
BUSN 380	Operations Management	3
CISY 410	Microcomputer Practices and Software Applications	3
		15

Semester IV

BUSN 254	Business Planning for New Ventures	3
BUSN 410	Administrative Practices II	3
BUSN 470 or 495		3
FINC 255	Financial Planning for New Ventures	3
MARK 350	Personal Selling	3
		15

University Transfer

Two-year block transfers have been arranged with the Open University (Bachelor of Administrative Studies) and the University of Lethbridge (Post-Diploma Bachelor of Management). Certain conditions apply and students are encouraged to contact the Faculty of Commerce and Business Administration for details. (Please consult the B.C. Transfer Guide - also available on the web <http://www.islandnet.com/bccat>)

Transfer credit has also been arranged with Simon Fraser University, the University of Victoria, the University of Northern British Columbia and the University College of the Fraser Valley. (Refer to the transfer guide.)

Commerce and Business Administration Diploma Program

The Diploma in Commerce and Business Administration is a two-year program which offers the student an opportunity to become acquainted with a variety of subjects in both the business and academic areas, including a Math course and a number of electives from Arts and Humanities. On completion of 60 credits, a student will be eligible for the Diploma in Commerce & Business Administration.

The program is also designed to meet most of the course requirements for the first two years of Simon Fraser University's Bachelor of Business Administration degree program.

University Transfer Program

The University of British Columbia, Simon Fraser University and the University of Victoria have signed a statement of Guiding Principles which specifies that qualified students completing an appropriate two-year university transfer program in Business at a B.C. college (such as Douglas

College's Diploma in Commerce and Business Administration) should receive two years' transfer credit for their college work. Furthermore, the three universities will endeavour to provide the means by which students can complete their Bachelor's Degree in Business within the equivalent of two additional years (or a moderate additional amount) of full-time studies.

Although articulation agreements exist between institutions, many variables affect the transferability of individual courses. The receiving institution may evaluate courses and adjust grade point requirements according to their respective policies and procedures. It is the student's responsibility to consult the current calendar and transfer guide of the receiving institution for relevant course equivalencies, degree requirements, course requirements, grade point averages, and entrance requirements. They are also encouraged to consult an Academic Advisor or counsellor.

Co-operative Education Option

Students enrolled in the Commerce and Business Administration Diploma Program may be eligible for a Co-operative Education designation. Co-operative education involves alternating full-time academic and work terms. Co-op transfer credit and/or priority entry may be awarded to graduates who enter the Business Administration Co-op Program at SFU. **Refer to the Douglas College calendar for further information or contact the Co-operative Education office at 527-5100.**

Admission Requirements

General Douglas College admission requirements apply to this program, however students are advised to check specific course prerequisites.

Commencement Date and Application Deadline

Students may commence classes in September or January. It is advisable to apply as early as possible. Some courses are offered during the Summer Semester.

Program Duration

This is a two-year program if taken full-time; it may also be taken on a part-time basis.

Program Requirements

The courses need not be taken in any particular order as long as course prerequisites are met. If specific courses are not offered in a particular year, inquire at room 4300 - New Westminster campus.

Semester I

Course	Title	Credits
ACCT 110	Principles of Accounting I	3
BUSN 210	Management Essentials	3
CISY 110	Introduction to Computers	3
ECON 150	Principles of Microeconomics	3
One of	PHIL 101, 102, 103, 152	3
		15

Semester II

ACCT 210	Principles of Accounting II	3
ECON 250	Principles of Macroeconomics	3
CISY 200	Information Systems	3
One of	BUSN 200, 330, 350, 451	3
One of	ENGL 106, 114, 130, 151 (ENGL 130 Academic Writing is recommended)	3
		15

Semester III

CISY 300	MIS/Database Management	3
One of	ECON 111, 125, 210, 408, 418, 460	3
MATH 125	Calculus for the Social Sciences	3
One of	ACCT 320, ECON 350, MARK 120 or ANY Commerce and Business Administration course transferable to SFU	3
One course	transferable to ENGL at SFU	3
		15

Semester IV

BUSN 432 or		
BUSN 430	Statistics	3
One of	ECON 408, 418, 460	3
One of	ACCT 320, ECON 350, MARK 290, MARK 401 or ANY Commerce and Business Administration course transferable to SFU	3
One course	transferable to SFU's departments of FPA, ENGL, GS, HIST, HUM, LANG, LING, PHIL	3
One course	transferable to SFU's departments of ARCH, CNS, CMNS, CRIM, EDUC, POL, PSYC, SA, WS	3
		15

Students wishing to transfer to SFU with 60 credit hours will have to take one more three-credit course, since ACCT 110/210 (6 credits) transfer to BUS 251 (3 credits). It is recommended that students complete SOSC 140 (3).

Computer Information Systems**Diploma Program**

(Available at David Lam Campus - Coquitlam and New Westminster Campus)

The Computer Information Systems two-year Diploma Program prepares students for a career in the computer industry. The program combines business applications, system concepts and programming languages.

The two-year Diploma Program gives students a broad business base and more advanced systems, programming and networking courses than does the one-year Certificate Program (see below).

Transfer credit to the Computer Science area at UBC, SFU, UNBC, University of Victoria and UCFV is available for many of the Computer Information Systems courses. Upon successful completion of program requirements, students are eligible for a Diploma in Computer Information Systems.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating full-time academic and work terms. Job opportunities are enhanced after completing the Co-op option.

Note: For further information see the *Co-operative Education* section in this calendar or contact the Co-operative Education office at 527-5100.

CIPS Accreditation

Douglas College is the first college in Canada to be accredited by the Canadian Information Processing Society.

Employment Opportunities

There is a high demand for computer systems expertise in all types of organizations, from small and medium size businesses to industry giants, and in the public sector.

Graduates of the Computer Information Systems diploma program are qualified to ensure that appropriate current computer hardware and software can be used most effectively to meet business needs. Job titles change rapidly, but may typically include: computer support specialist, user analyst trainee, computer operator, programmer trainee, programmer/analyst trainee, internet developer, computer systems marketing specialist, network administrator, network user support specialist, technical support staff, help desk specialist, network operator.

Graduates may also pursue self-employment, installing and maintaining computer hardware and software for small to medium-sized business clients.

Admission Requirements

The prerequisite for admission into the Computer Information Systems Program is successful completion of academic Math 11. All applicants must write a pre-admission computer programmer aptitude test and the Douglas College Writing Assessment and achieve a minimum Writing Assessment designation of "Writing Skills Review Courses" (or equivalent). Successful results are required for admission to the program.

The program is going through revision. Requirements are subject to change. Students should check with the Business Coordinator if they are in doubt.

Commencement Date and Application Deadline

The program commences in September for full-time and part-time students. The application deadline is May 1 of each year. Because there is a limited number of seats available it is advisable to apply early.

Some courses may be available for part-time students who begin the program in January. The application deadline for the January intake is September 1.

Program Duration

This is a two-year program. Completing the program in four consecutive semesters (excluding the summer) requires beginning in September. Some students choose to take longer than four semesters. This program may also be taken on a part-time basis.

Diploma Program Requirements

Semester I

Course	Title	Credits
ACCT 110	Principles of Accounting I	3
CMNS 115	Practical Writing	3
BUSN 330	Business Mathematics	3
CISY 110	Introduction to Computers	3
CISY 270	C/C++ and Structure Programming	3
		15

Semester II

BUSN 210	Management Essentials	3
CISY 200	Information Systems	3
CISY 210	Visual Basic I	3
CISY 300	MIS/Database Management	3
CISY 410	Advanced Applications	3
		15

Semester III

CISY 345	Networking & Communications I	3
CISY 310	Operating Systems I	3
CISY 450	Computer Organization & Assembly Language Programming	3

CISY 470	C++ and Object-oriented Programming	3
ECON 101	Canadian Economy	3
		15

Semester IV

CISY 445	Networking and Communications II	3
CISY 460	Programming in COBOL	3
CISY 495	Applied Research Project	3
CISY 540	Client/Server Systems	3
MARK 120	Basic Marketing	3
		15

Note: Students who complete ECON 150 and ECON 250 with a grade of C or better are exempt from ECON 101.

University Transfer

Two-year block transfers have been arranged with the Open University (Bachelor of Administrative Studies) and the University of Lethbridge (Post-Diploma Bachelor of Management). Certain conditions apply and students are encouraged to contact the Faculty of Commerce and Business Administration for details. (Please consult the B.C. Transfer Guide - also available on the web <http://www.inslandnet.com/bccat>)

Transfer credit has also been arranged with Simon Fraser University, the University of Victoria, the University of Northern British Columbia and the University College of the Fraser Valley. (Refer to the transfer guide.)

Computer Information Systems Certificate Program

The Computer Information Systems Certificate Program prepared students for a career in computer user support. This one-year program combines business applications systems concepts and an introduction to the programming languages necessary for a business environment. Students learn two programming languages, in-depth skills in Database Management and an introduction to accounting and business management. The certificate is also available to students in other diploma programs who complete the CIS certificate requirements.

Transfer credit to UBC, SFU, UVic, UNBC and UCFV is arranged for many Computer Information Systems courses. Students successfully completing program requirements are eligible for a Certificate in Computer Information Systems.

Employment Opportunities

There is a demand for employees knowledgeable about Computer Information Systems in all areas of industry and in the public sector. Microcomputer user support specialists, computer operators, programmer trainees, computer assistant, technical support and help desk staff are in constant demand.

Admission Requirements

The prerequisite for admission into Computer Information Systems Programs is successful completion of Math 11. All applicants must successfully write a pre-admission computer programmer aptitude test.

Commencement Date and Application Deadline

The program commences in September for full-time and part-time students. The deadline is May 1 of each year. Because there is a limited number of seats available it is advisable to apply early. Some courses may be available for part-time students who begin the program in January. The deadline to apply for the January intake is October 1.

Program Duration

Full-time students complete this program in one year. It may also be taken on a part-time basis.

Certificate Program Requirements

The program is going through revision. Requirements are subject to change. Students should check with the Business Coordinator if they are in doubt.

Semester I

Course	Title	Credits
ACCT 110	Principles of Accounting I	3
BUSN 330	Business Mathematics	3
CMNS 115	Practical Writing	3
CISY 110	Introduction to Computers	3
CISY 270	C/C++ Structured Programming	3
		15

Semester II

BUSN 210	Management Essentials	3
CISY 200	Information Systems	3
CISY 210	Intermediate BASIC	3
CISY 300	MIS/Database Management	3
CISY 410	Advanced Applications	3
		15

Computer Information Systems Post-Diploma Program

The Computer Information Systems Post-Diploma Program is equivalent to one year of full-time study, but is targeted at part-time students who wish to pursue the program while continuing with full-time employment. Courses are offered in the evening, at the David Lam Campus in Coquitlam.

The Computer Information Systems Post-Diploma Program provides in-depth instruction in advanced topics current to the computer industry, and as such, is constantly under active revision. Please contact the Business Coordinator for up-to-date information on the program and on the courses.

Admission Requirements

The prerequisite for admission to the CIS Post-Diploma program is successful completion of a Computer Information Systems two-year diploma program. Note that prerequisites for individual courses allow enrollment on a course-by-course basis where space is available and the specific course prerequisites are met.

Commencement Date and Application Deadline

The program commences in September for full-time and part-time students. The application deadline is May 1 of each year. Because there is a limited number of seats available it is advisable to apply early.

Some courses may be available for part-time students who begin the program in January. The application deadline for the January intake is September 1.

CIS Post-Diploma Requirements

Course	Title	Credits
CISY 510	Visual Basic II	3
CISY 580	Multimedia for Internet/WWW	3
CISY 610	Operating Systems II	3
ACCT 210	Accounting II	3
BUSN 430	Business Statistics	3
		15
CISY 600	Information Systems II	3
CISY 650	Internet Programming with JAVA	3
CISY 680	Business Expert Systems	3
CISY 690	Computer Graphics & Animation	3
	And one elective from the following choices:	3
BUSN 111	Small Business Management	
BUSN 320	Business Law I	
MARK 350	Personal Selling	
		15

For more information contact the Douglas College Computer Information Systems web page at <http://www.douglas.bc.ca/business/programs/cisy>

Financial Services Studies Diploma Program

(Offered at David Lam Campus - Coquitlam)

The Financial Services Studies Program is a two-year diploma program that prepares students for a career in the financial services industry. The Institute of Canadian Bankers has developed the Financial Services Studies Program, along with Douglas College, to give graduates a broad business background and industry-specific, immediately applicable abilities. Development of interpersonal and

communication skills are being stressed to reflect the increasing importance of building trusting relationships.

The program is comprised of 10 financial services-specific courses, along with 10 general management and business administration courses, for a total of 60 credits.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative Education involves alternating full-time academic and work terms.

Note: For information see Co-operative Education in this calendar or contact the Co-operative Education office at 527-5100.

Employment Opportunities

Graduates of the program will be able to pursue employment opportunities as customer service, member service, or personal banking representatives.

Admission Requirements

General Douglas College admission requirements apply to this program, however students are strongly advised to check individual course prerequisites. For example, a Douglas College Writing Assessment is mandatory before students can register in any communications course.

Students are also encouraged to discuss the program with the Program Co-ordinator.

Commencement Date and Application Deadline

Students may begin classes in September or January. It is advisable to apply as early as possible.

Program Duration

This is a two-year program (four semesters).

Semester I

Course	Title	Credits
ACCT 110	Principles of Accounting I	3
BUSN 330	Business Mathematics	3
CISY 110	Introduction to Computers	3
CMNS 115 or CMNS 111	Practical Writing or Workplace Communications	3
FINC 100	Relationship Banking I	3

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Semester II

ECON 101	The Canadian Economy	3
BUSN 210	Management Essentials	3
ACCT 210	Principles of Accounting II	3
FINC 200	Relationship Banking II	3
FINC 210	Products and Services	3

15

Semester III

MARK 120	Introductory Marketing	3
FINC 300	Introduction to Personal Finance	3
FINC 310	Bank Systems and Practices	3
FINC 320	Introduction to Canadian Financial System	3
FINC 350	Investment Funds in Canada	3

15

Semester IV

BUSN 320	Business Law I	3
FINC 340	Fundamentals of Finance	3
FINC 400	Introduction to Bank Financial Management	3
FINC 410	Consumer Behavior and Financial Need	3
FINC 420	Integrative Seminar	3

15

Note: Students who complete ECON 150 and ECON 250 with a grade of C or better are exempt from ECON 101.

Upon completion of the two-year Diploma Program, graduates working in the industry may apply for a diploma in Financial Services from the Institute of Canadian Bankers.

University Transfer

Two-year block transfers have been arranged with the Open University (Bachelor of Administrative Studies) and the University of Lethbridge (Post-Diploma Bachelor of Management). Certain conditions apply and students are encouraged to contact the Faculty of Commerce and Business Administration for details. (Please consult the B.C. Transfer Guide - also available on the web <http://www.islandnet.com/bccat>)

Transfer credit has also been arranged with Simon Fraser University, the University of Victoria, the University of Northern British Columbia and the University College of the Fraser Valley. (Refer to the transfer guide.)

Citation Program

The Financial Services Studies Citation Program at Douglas College is a flexible six-course program specifically targeted for people currently employed in the financial industry. However, the program is open to all those within the learning community who are interested in quickly acquiring an "industry specific" accreditation to enhance their portfolio for career development. The courses have been designed in collaboration with the Institute of Canadian Bankers and are continually being validated for relevance with employers of our FSSP diploma graduates and co-operative education placements.

Admission Requirements

General Douglas College admission requirements apply to this program; however, students are strongly advised to check individual course prerequisites.

Commencement Date and Application

Deadline

Students may begin the program in September or January. It is advisable to apply as early as possible.

Program Duration

This flexible six-course program may be taken on a part-time basis.

Financial Services Studies Citation

Semester I

Course	Title	Credits
FINC 100	Relationship Banking I	3
FINC 210	Products and Services	3
BUSN 330	Business Mathematics	3

Semester II

FINC 200	Relationship Banking II	3
FINC 300	Introduction to Personal Finance	3
FINC 350	Investment Funds in Canada	3
		18

General Business Certificate Program

This program appeals to students with limited and/or specific business job skill requirements. Students may select courses in Commerce and Business Administration in which they are particularly interested and for which prerequisites have been met. Students who successfully complete program requirements are eligible for a Certificate in General Business.

Employment Opportunities

Employment opportunities depend, in part, upon a student's course selection and the specific business job skills acquired. The General Business Certificate is often pursued by mature students with jobs, who wish to upgrade their education and job skills to prepare for advancement.

Admission Requirements

General Douglas College admission requirements apply to this program. Because academic Math 11 is a prerequisite to many courses offered by the Faculty of Commerce and Business Administration, it is recommended that applicants successfully complete academic Math 11 prior to beginning the program.

Commencement Date and Application

Deadline

Students may commence classes in September or January. It is advisable to apply as early as possible. Some courses are offered during the Summer semester.

Program Duration

This one-year program may also be taken on a part-time basis.

Program Requirements

Students who successfully complete 24 credits* in the Faculty of Commerce and Business Administration and six other college-level credits are eligible to receive a General Business Certificate. (The six other credits must include three credits for CMNS 111, or CMNS 115.) For students who wish to pursue a specialization in Commerce, additional two-year Diploma programs are available in Business.

*These 24 credits must be taken from any of the following disciplines: Accounting, Business, Computer Information Systems, Economic, Finance and Marketing.

Hotel and Restaurant Management Diploma Program

(Offered at David Lam Campus - Coquitlam)

The Diploma in Hotel and Restaurant Management is a two-year program designed to give people new to the industry a broad background in the management issues associated with restaurant and lodging operations. For the individual already working and experienced in the field, it offers an opportunity to expand one's knowledge of management theory and practice.

Douglas College in conjunction with the Ministry of Education, Skills and Training, the Pacific Rim Institute of Tourism, private sector organizations, and other colleges has developed a common provincial core of courses. The program has received industry validation and receives transfer credit to the Open University, the University of Victoria and Asia Pacific International.

Entrance Requirements

Entrance to the program is governed by the standard admission criteria for Douglas College. Students wishing to enter first semester courses should note that Math 11 or equivalent and English 12 with a C+ or better is required. Where Math 11 is required, Math 11A is not acceptable. Communications and English courses have a course prerequisite of English 12 with a grade of B or better, or students may meet the course prerequisite by writing the Douglas College Writing Assessment.

There are also a number of entrance requirements specific to several program courses. A minimum of 1000 hours related work experience documented by a resume, a completed medical questionnaire, and submission of a negative medical TB test or chest x-ray report are required for admission to the program.

Advanced Standing

Students who have successfully completed Tourism 11 and Tourism 12 with a C+ or better will be given advance credit for HORM 140 Introduction to Tourism. Those wishing to enter the program who have significant work

experience in the industry may be granted advance standing for specific courses. Also, the program is expected to include course credit transfer arrangements with other colleges and universities. Contact the Faculty of Commerce and Business Administration regarding these possibilities.

Work Experience

During the course of the two years, students will be required to demonstrate that they have acquired a minimum of 500 hours of work experience in the industry. Some credit may be given for industry-specific work experience prior to enrollment.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating full-time academic and work terms.

Note: For information see *Co-operative Education* in this calendar or contact the Co-operative Education office at 527-5100.

University Transfer

Douglas College is currently working with the Open University and the University of Victoria to develop two-year block transfer from the Hotel and Restaurant Management Diploma Program to the third year of a four-year degree in this field. Students will be required to maintain high academic standing to qualify for university transfer and may need some bridging courses.

Employment Opportunities

Tourism, including restaurant and hotel/motel operation, forms the third largest industry in British Columbia. Projections indicate that there will be substantial growth for workers and managers in this field for the next decade, especially in hotel and restaurant management.

Commencement Date and Application Deadline

Classes for the Hotel and Restaurant Management program begin in September. Students may take CMNS 111 or 115, and ENGL 101 or 130 prior to beginning the first semester. There are no plans to offer industry-specific courses during the summer semester. Students should make application to the program as early as possible.

Program Structure

Semester 1

Course	Title	Credits
HORM 110	Introduction to Business & Organizational Effectiveness	3
HORM 120	Introduction to Computers	3
HORM 130	Food and Beverage Principles	3
HORM 140	Introduction to Tourism	3
CMNS 111 or 115	Communications	3
		15

Semester II

HORM 210	Accounting Principles	3
HORM 220	Economics & Hospitality Law	3
HORM 230	Food and Beverage Operations	3
HORM 240	Front Desk & Houskeeping Operations	3
HORM 250	Hospitality Information Systems & CRASE/CHASE	3
		15

Semester III

HORM 310	Hospitality Management & Front Office Accounting	3
HORM 320	Marketing Principles	3
HORM 330	Food and Beverage Cost Controls	3
HORM 340	Hotel Operations Management	3
ENGL 101 or 130	Canadian Literature/Academic Writing	3
		15

Semester 4

HORM 410	Hospitality Marketing in a Multicultural Environment	3
HORM 420	Business Mathematics and Statistics	3
HORM 430	Human Resource Management	3
HORM 440	Convention and Tour Group Management	3
HORM 450	Practicum	3
		15

International Business Studies Program

(Offered at David Lam Campus - Coquitlam)

The International Business Program is under review. Please check with the Faculty of Commerce and Business Administration regarding any changes.

The Diploma in International Business Studies is a two-year program designed to give students the skills and knowledge needed to start a career in business in Canada or overseas. The program is specifically designed for entrepreneurs and small business owners who are looking for export/import training opportunities. It is an advanced program that combines courses in international marketing, finance and entrepreneurship with work placements that provide on-the-job experience in international business settings.

Entrance Requirements

In addition to Douglas College general admission requirements, there are several prerequisites for admission into this program.

Entrance to the program requires completion of a Certificate in Business (all college-level courses) with a minimum GPA of 2.5 in the past five years. This certificate is flexible in order to open the program to non-Douglas College students.

Typically, the courses required include the following (or equivalent courses):

One of:

CISY 110 Introduction to Computers **or**
 CMPT 100 Introduction to Scientific Computer
 Programming

One of:

ACCT 110 **and** ACCT 210
 Principles of Accounting I and II **or**
 an accelerated accounting course (under development)

One of:

MATH 125 Calculus for the Social Sciences **or**
 BUSN 330 Business Mathematics

One of:

ENGL 130 Academic Writing **or**
 any 100 level English course **or**

CMNS 111 Workplace Communications **or**

CMNS 115 Practical Writing

MARK 120 Introductory Marketing

ECON 150 Microeconomics

ECON 250 Macro Economics

One of:

BUSN 430 Business Statistics **or**

BUSN 337 Research Applications I **or**

BUSN 432 Economics and Business Statistics

One of:

BUSN 200 Fundamentals of Business **or**

BUSN 210 Management Essentials

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating full-time academic and work terms.

Note: For information see Co-operative Education in this calendar or contact the Co-operative Education office at 527-5100.

Commencement Date and Application Deadline

Students may commence classes in September or January. It is advisable to apply as early as possible. Some generic courses are offered during the Summer Semester. Courses will be offered selectively, and students are strongly advised to consult with the Faculty of Commerce and Business Administration if they do not intend to take five courses a semester. The deadline to apply for September is May 1. The Deadline to apply for January is September 1. Deadlines may be extended when required.

Program Duration

This is a two-year program. Completing the program in four consecutive semesters (excluding the summer) requires beginning in September.

Diploma Program Requirements

Semester I

Course	Title	Credits
MODL 1	Language Requirement	3
FINC 340	Fundamentals of Financial Management	3
MARK 300	International Marketing	3
POLI 101	Introduction to Political Science	3
BUSN 305	Cross Cultural Labour Relations and Practices	3
		15

Semester II

MODL 2	Language Requirement	3
FINC 305	International Financial Management	3
ECON 300	North American International Trade Issues	3
PHIL 122	International Business Ethics	3
MARK 315	International Marketing Research	3
		15

Semester III

MODL 3	Language Requirement	3
FINC 405	Foreign Exchange Management	3
BUSN 400	International Business	3
BUSN 404	Entrepreneurship and New Venture Creation	3
BUSN 403	Legal Aspects in Global Economy	3
		15

Semester IV

MODL 4	Language Requirement	3
MARK 400	Personal Selling in International Market Place	3
BUSN 401	International Logistics and Transportation	3
POLI 210	Comparative Issues	3
BUSN 405	Graduating Applied Research Project	3
		15

Marketing Management

Diploma Program

Sales and marketing are important in the modern economy. The Marketing Management Program is designed to prepare students for a career in this area. Teaching techniques emphasize practical marketing skills, with a blend of lectures, case studies, films and simulated *business-world* exercises.

The Marketing Management Program appeals to students with energy and ambition. Well-developed communication skills are essential. Students who successfully complete the program gain a solid general business education, with specific job skills in selling, advertising, and marketing research and management. Students successfully completing program requirements are eligible for a Diploma in Marketing Management.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating full-time academic and work terms.

Note: For information see *Co-operative Education* in this calendar or contact the Co-operative Education office at 527-5100.

Employment Opportunities

Employment opportunities in marketing and sales, especially in the current economic climate, are numerous and wide-ranging. New international career opportunities for marketers are emerging as British Columbia becomes linked with Pacific Rim countries. Most graduates find entry-level management trainee positions in retailing, financial marketing, or industrial sales. Because marketing plays such a central role in business success, advancement to middle and senior management is a realistic goal for students who apply themselves in these positions.

Admission Requirements

General Douglas College admission requirements apply to this program. Because academic Math 11 is a prerequisite to many courses offered in the Marketing Program, it is recommended that applicants successfully complete academic Math 11 prior to beginning the program.

Commencement Date and Application

Deadline

Students may begin classes in September or January. It is advisable to apply as early as possible. Some courses are offered during the Summer semester.

Program Duration

This is a two-year program. In order to complete the program in four consecutive semesters (excluding the summer), it is necessary to begin in September. Many full-time students, however, choose to take five semesters to complete the program. This program may also be taken on a part-time basis.

Program Requirements

Semester I

Course	Title	Credits
ACCT 110	Principles of Accounting I	3
BUSN 330	Business Mathematics	3
CISY 110	Introduction to Computers	3
CMNS 115	Practical Writing	3
MARK 120	Introductory Marketing	3
		15

Semester II

ACCT 210	Principles of Accounting II	3
BUSN 210	Management Essentials	3
BUSN 430	Business Statistics **	3
MARK 290	Consumer Behaviour	3
MARK 350	Personal Selling	3
		15

** It is strongly recommended that students take BUSN 430 prior to or concurrent with MARK 391.

Semester III

BUSN 320	Business Law I	3
MARK 295	Business Marketing	3
MARK 375	Retailing and Merchandising	3
MARK 390	Marketing Management **	3
MARK 391	Marketing Research **	3
		15

** It is recommended that students take MARK 390 and MARK 391 concurrently.

Semester IV

BUSN 470	Business Simulation	3
ECON 101	The Canadian Economy	3
MARK 401	Advertising	3
MARK 410	Sales Management	3
MARK 483	Marketing Practicum	3
		15

Note: Students who complete ECON 150 and ECON 250 with a grade of C or better will be exempt from ECON 101.

University Transfer

Two-year block transfers have been arranged with the Open University (Bachelor of Administrative Studies) and the University of Lethbridge (Post-Diploma Bachelor of Management). Certain conditions apply and students are encouraged to contact the Faculty of Commerce and Business Administration for details. (Please consult the BC Transfer Guide - also available on the web <http://www.islandnet.com/bccat>)

Transfer credit has also been arranged with Simon Fraser University, the University of Victoria, the University of Northern British Columbia and the University College of the Fraser Valley. (Refer to the transfer guide.)

New Venture Management Certificate Program

For students who wish to start and manage their own business, the New Venture Management Certificate Program has been developed. The program can be completed in eight months (two semesters).

Admission Requirements

General Douglas College admission requirements apply to this program. Students should also have completed academic Math 11 (or equivalent) prior to enrolling in the program. Students who do not meet the requirements should consult with Student Services or the Faculty of Commerce and Business Administration regarding upgrading.

Program Requirements

Semester I

Course	Title	Credits
ACCT 110	Principles of Accounting I	3
BUSN 252	New Venture Development and Management	3
BUSN 253	Entrepreneurship	3
BUSN 330	Business Mathematics	3
CISY 110	Introduction to Computers	3
		15

Semester II

ACCT 210	Principles of Accounting II	3
BUSN 254	Business Planning for New Ventures	3
BUSN 320	Business Law I	3
FINC 255	Financial Planning for New Ventures	3
MARK 350	Personal Selling	3
		15

Language Proficiency Requirement: Students must demonstrate proficiency in English communication skills prior to graduation. This requirement may be satisfied by passing a proficiency assessment (under development) or equivalent, or by successfully completing a course (CMNS 111 or 115, or any ENGL 100 - level except 124, or equivalent).

..... **Department of Child, Family & Community Studies**

The Department of Child, Family & Community Studies offers the following programs:

- ◆ Child and Youth Care Counsellor
- ◆ Community Social Service Worker
- ◆ Community Support Worker
- ◆ Department of Psychiatric Nursing
- ◆ Early Childhood Education
- ◆ Home Support Attendant
- ◆ Sign Language Interpretation
- ◆ Therapeutic Recreation

The majority of these programs combine both classroom learning and experiences in field work settings thus enabling students to integrate theory and practice. Depending on the specific program, field work experiences may occur in a wide range of settings including schools, group homes, industries, child care centres, hospitals, and recreation centres. Students must accept the practicum to which they are assigned and are expected to provide their own transportation for these learning experiences. While enrolled in Limited Enrolment programs, students are expected to adhere to the Department Standards of Behaviour.

Many of the programs offered by the department require students to work very closely and supportively with individuals. Personal characteristics that help students to be successful include self awareness, maturity, flexibility, tolerance, and integrity.

Participation in Departmental programs involves personal growth as well as academic learning. These course activities may include examination of self, personal growth experiences, making oneself available for feedback from others, and willingness to evaluate goals, values and beliefs.

***Integrated Curriculum Programs**

The following programs have been restructured in response to changes in public policy and field needs:

- ◆ Child and Youth Care Counsellor
- ◆ Community Social Service Worker
- ◆ Community Support Worker
- ◆ Early Childhood Education
- ◆ Home Support Attendant
- ◆ Sign Language Interpretation

These programs share some courses based upon common themes and values. Some courses are shared across all programs while others will continue to be specific to individual programs.

Benefits of these Changes

These changes are the result of consultation with graduates, employers and students and are beneficial in the following ways:

- ◆ increased readiness for employment through a values-based, multidisciplinary foundation
- ◆ increased ability to gain a second certificate or diploma through transfer credit for shared courses
- ◆ potential transfer credit to baccalaureate education (transfer arrangements with B.C. universities are under development)
- ◆ opportunity to exit to employment after certificate level in selected programs and return for diploma completion
- ◆ opportunities for field related employment between the second and third semester (summer)
- ◆ increased interaction among students and faculty in related programs
- ◆ access to electives as a part of the programs

Certificate and Diploma Level

For the following programs, certificate-level education requires three semesters of study and diploma-level education requires an additional (fourth) semester:

- ◆ Child and Youth Care Counsellor
- ◆ Community Social Service Worker
- ◆ Community Support Worker
- ◆ Early Childhood Education.

Part-Time Students

Limited seats for part-time students will be available in most programs and will include day time and evening offerings. These offerings will be expanded as funding permits.

Admission Requirements for Students

Entering Integrated Programs

Students beginning Child and Youth Care Counsellor (CYCC), Community Social Service Worker (CSSW), Community Support Worker (CSW), Early Childhood Education (ECE) or Sign Language Interpretation (INTR) programs will enter at the diploma level and CYCC, CSSW, CSW, and ECE students may exit with either a certificate or diploma. (Students wishing to continue on to diploma-level training must maintain a C+ in the certificate program). In addition to the Douglas College general admission requirements, the above programs require the following (see specific program description for details):

1. Written English language requirement: Commencing April 1, 1996, new applicants will be required to complete the CFCS English Language Assessment before entering a program (unless exempt - see below).

Applicants who do not achieve satisfactory completion will be required to achieve satisfactory completion on specified courses prior to entry. Selected students will be required to complete the CFCS Writing Adjunct course in first semester.

Students who are exempt from the CFCS English Language Assessment are:

- ◆ Students who have written the Douglas College Writing Assessment between Sept. 1992 and Sept. 1996 and are eligible to enrol in English 130 or Communications 110.
- ◆ Students who have received a 'B' or better in English 12 within the last four years. (Submit original high school transcript to the Office of the Registrar.)
- ◆ Students who have achieved a '4' or better on the Language Proficiency Index test between Sept. 1992 and Sept. 1996. (Submit official LPI results to the Office of the Registrar.)
- ◆ Students who have completed a college-level writing course, such as English 130 or Communications 110 at Douglas College, with a grade of 'C' or better within the last four years. (Submit official college transcript to the Office of the Registrar.)
- ◆ Students who have received a 'C+' or better in Communications 105 or a Mastery Grade in English 124 in the last four years. (Submit official college transcript to the Office of the Registrar.)
- ◆ Students who have received a 'C+' or better in DVST 450 or a Mastery grade in EASL 475 in the last four years or have received an exemption from either of these courses. (Submit official college transcript to the Office of the Registrar.)

The granting of an exemption assumes students have mastered English language skills. Exempted students who demonstrate writing difficulties in course work will be required to write the CFCS English Language Assessment and/or complete designated remedial writing courses. Students who entered the program before September 1997, will be required to complete U.T. English or Written Communication courses to graduate with a certificate or diploma.

2. Meet the minimum age requirement of 19 years.
3. Successfully participate in a formal orientation and selection process to determine suitability and readiness for training. Suitability is determined on the basis of an overview of an applicant's emotional stability, physical health, formal education, the ability to work in a team setting and life experience. Students attending limited enrolment programs, including those students on waiting lists, must maintain suitability as a condition of their names remaining in the roster of eligible students.
4. Criminal History Search: The field work component of selected programs requires students to work in agencies which are under contract to Ministries which demand that individuals working or volunteering in such agencies have a Criminal History Search for the protection of

the clients. To meet this requirement, prospective students must complete a Criminal History Search as a condition of entry to the program. Conviction for relevant offenses may preclude entry to selected programs.

5. A Medical assessment indicating a satisfactory level of physical and emotional health. The workload of the programs and the close contact with individuals in practica settings require students to be in good health. Medical assessments are valid for one year.

Full-time students are also advised to plan ahead financially and not be dependent on employment while enrolled. Please note that shift work may be required in some programs. Although not required, basic word processing skills are an asset.

Applicants are responsible for any costs incurred in the admission process. Please refer to specific programs for more details.

Existing Certificate Level Graduates

Individuals who are currently working in the field may wish to access Diploma-level courses. These courses will initially be limited in number, but will be expanded as funding permits. Assessment and placement into these courses will be made on an individual basis.

Admission Requirements for Certificate Graduates Entering the Diploma Program

Certificate Graduates of the Child and Youth Care Counselor, Community Social Service Worker, Community Support Worker and Early Childhood Education programs at Douglas College or from other institutions may apply for diploma-level studies. In addition to Douglas College general admission requirements, the above programs require the following from these applicants:

1. A certificate from Douglas College in the Child and Youth Care Counselor Program, Community Social Service Worker Program, Early Childhood Education Program or equivalent post-secondary training.
2. Successful completion of the written English language requirement.
3. An overall average of C+ in courses completed in the certificate program.
4. Submission of two acceptable references from employers or from a former instructor and an employer. These must be submitted directly to the department using the Departmental reference forms.
5. Completion of the Departmental Employment and Work history form.

Failure to fully and appropriately meet the above criteria will result in an interview to determine suitability. Suitability will be determined on the basis of a review of an applicant's emotional stability, physical health, formal education, work experience, ability to work in a

multidisciplinary-team setting ability to work within the values of the department, and personal suitability.

Advisement to Students: Applicants who undertake a practicum as part of their diploma program are required to have a Criminal History Search. Conviction for relevant offenses may preclude entry to selected programs or require students to withdraw from the diploma program.

Note: An English Competency exit requirement is currently under discussion and may be implemented for these programs.

Department of Child, Family & Community Studies: Integrated Curriculum

Semester 1

CSSW	CYCC	CSW	INTR	ECE	HSA
CFCFS 110: Introduction to the Professional Community (3)	CFCFS 110: Introduction to the Professional Community (3)	CFCFS 110: Introduction to the Professional Community (3)	CFCFS 110: Introduction to the Professional Community (3)	CFCFS 110: Introduction to the Professional Community (3)	HSAP 110: Work Role (1.5)
CFCFS 120: Self & Others: Wellness (3)	CFCFS 120: Self & Others Wellness (3)	CFCFS 120: Self & Others Wellness (3)	CFCFS 120: Self & Others Wellness (3)	CFCFS 120: Self & Others Wellness (3)	CFCFS 120: Self & Others Wellness (3)
CFCFS 130: Change & Development Lifespan (3)	CFCFS 130: Change & Development Lifespan (3)	CFCFS 130: Change & Development: Lifespan (3)	INTR 145: Language & Culture in Action: Text Analysis (3)	ECED 100: Growth & Development: Infants & Toddlers (Intro) (3)	HSAP 101: Concepts & Practice (2)
CFCFS 261: Community Practice : Employment Counselling (3)	CFCFS 141: Introduction To Practice (3)	CFCFS 140: Introduction To Practice (3)	CFCFS 140: Introduction To Practice (3)	ECED 120: Methods for Play Based Infant Toddler Care (3)	HSAP 113: Practicum: Concurrent Practical Experience: (1.5)
CSSW 140: Community Social Service Work: Introduction (1.5)	CYCC 150: Activity Programming for Children & Youth (3)	CSWK 150: Teaching & Learning (3)	ASLS 175: Pre- Interpreting ASL I (3)	ECED 182: Demo Lab: Observation Of Infants & Toddlers (3)	
13.5	15	15	15	15	8

Semester 2

CSSW	CYCC	CSW	INTR	ECE	HSA
CSSW 220: Community Social Service Work: Counselling (3)	CYCC 220: Counselling Children & Youth (3)	CFCFS 220: Working With Others I (3)	CFCFS 220: Working With Others I (3)	ECED 200: Growth & Development: Preschool Years (3)	HSAP 101: Concepts for Practice (2)
CFCFS 240: Practicum I (4.5)	CFCFS 240: Practicum I (4.5)	CFCFS 240: Practicum I (4.5)	INTR 241: Practicum I (4.5)	ECED 220: Methods for Inclusive Play Based Programs in Preschool Children (3)	HSAP 111: Personal Care Skills (3)
CSSW 161: Social Service Practice: Poverty & Financial Assistance Skills (3)	CYCC 250: Supporting Behavioral Change (3)	CSWK 250: Teaching & Learning II (3)	CFCFS 140: Change & Development: Lifespan (3)	ECED 211: Prof. Growth & Communic. (3)	HSAP 112: Special Needs in Home Support (1.5)
CSSW 204: Community Social Service Work: The Non-Profit Agency (3)	CYCC 210: The Professional Community: Policies, Standards, Legislation & Children (1.5)	CSWK 270: CSW Practice I: Community Living (1.5)	ASLS 275: Pre-Interpreting ASL II (3.0)	ECED 231: ECE Curriculum II (3)	HSAP 114: Home Support Attendant: Practicum - Preceptor. (1.5)
CFCFS 260: Community Practice: Addictions (3)	CFCFS 260: Community Practice: Addictions or School Based or UT elective (3)	CFCFS Elective (3)	INTR 225: Professionalism & Cultural Mediation (2)	ECED 282: Demo Lab: Preschool Observation Documentation & Practice (3)	
16.5	15	15	15.5	15	8.0

Semester 3

CSSW	CYCC	CSW	INTR	ECE
CFCS 320: Working With Others in Groups (3)	CFCS 320: Working With Others in Groups (3)	CFCS 320: Working With Others in Groups (3)	CFCS 320: Working With Others in Groups (3)	ECED 300: Growth & Development: Early School Years (3)
CFCS 330: Change & Development: Family (1.5)	CFCS 330: Change & Development: Family (1.5)	CFCS 330: Change & Development: Family (1.5)	CFCS 330: Change & Development: Family (1.5)	CFCS 330: Change and Development: Family (1.5)
CSSW 331: Change & Development: Family Under Stress (1.5)	CYCC 331: Change & Development: Working from a Family Perspective (1.5)	CSWK 371: CSW Practice III: Social Networks (1.5)	INTR 345: Language & Culture in Action: Interpretation I (4)	ECED 320: Methods for Inclusive Play Based Programs for Young Children (3)
CSSW 340: Practicum II (6)	CYCC 340: Practicum II (4.5)	CSWK 340: Practicum II (4.5)	INTR 310: Professional and Business Practices (3)	ECED 382: Demonstration Lab: Observation, Documentation & Perceptorship Practicum (3)
CFCS 463: Community Practice: Mental Health (3)	CFCS 460: Community Practice: Abuse (3)	CSWK 350: Teaching & Learning III (3)	ASLS 375: Pre-Interpreting ASL III (4.5)	ECED 312: Family Issues for Teachers of Young Children (1.5)
		CSWK 370: CSW Practice II: Personal Care (1.5)		ECED 331 ECE Curriculum II (3)
15	13.5	15	16	15

Semester 4

CSSW	CYCC	CSW	INTR	ECE
CFCS 410: Advanced Issues: Reflection and Integration (3)	CFCS 410: Advanced Issues: Reflection and Integration(3)	CFCS 410: Advanced Issues: Reflection and Integration (3)	CFCS 410: Advanced Issues: Reflection and Integration (3)	CFCS 410: Advanced Issues: Reflection and Integration(3)
CSSW 440 Practicum III (6)	CYCC 440: Practicum III (5.5)	CSWK 440: Practicum III (4.5)	INTR 440: Practicum III (4.5)	ECED 412: Administrative Skills for ECE Centres (3)
CFCS 461: Community Practice: Supervision or elective (3)	CYCC 450: CYCC Practices: Selected Topics (3)	CSWK 470: CSW Practice IV: Community Building (1.5)	ASLS 475: Pre-Interpreting ASL IV (1.5)	ECE stream specific course (3) (infant/toddler, special needs or university transfer)
CFCS 462: Community Practice: Gerontology or elective (3)	Elective (3)	CSWK or CFCS elective (3)	INTR 340: Practicum II (4.5)	ECE stream specific course (3) (infant/toddler, special needs or university transfer)
	Elective (3)	CSWK or CFCS elective (3)	INTR 445: Language & Culture in Action: Interpretation II (1.5)	ECE stream specific course (3) (infant/toddler, special needs or university transfer)
15	16.5	15	15	15/17

Course Electives

1. CFCS 260 Community Practice: Addictions
2. CFCS 261 Community Practice: Employment Counselling
3. CFCS 262 Community Practice: School Based
4. CFCS 460 Community Practice: Abuse
5. CFCS 461 Community Practice: Supervision
6. CFCS 463 Community Practice: Mental Health
7. CFCS 462 Community Practice: Gerontology
8. Approved University Transfer courses or other department offerings. Students are required to achieve a C+ or better in University Transfer course electives.

Students are encouraged to investigate other elective courses in the Department of Child, Family & Community Studies. CFCS 260, 261 and 463 are compulsory courses for CSSW students. CFCS 460 is a compulsory course for CYCC students.

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**Child & Youth Care
 Counsellor Program**

This program is part of the Integrated Curriculum in the Department of Child, Family and Community Studies. Please refer to page 68 for further information regarding changes to this program. Child and Youth Care Counsellors support children, youth and their families as they deal with life issues which have created disruption in their lives. Child and youth-care work focuses on the enhancement of behavioural, emotional and social growth of children and youth.

As funding becomes available for a full-time final semester, the third semester Certificate exit will be phased out.

Career Opportunities

Child and Youth Care Counsellors work in residential programs, schools, community centres, parent-child education settings, programs for street involved youth, special services, and in a variety of other settings.

Graduates from this program receive transfer credit toward a Bachelor of Arts, Child and Youth Care specialty offered by the University of Victoria, University College of the Fraser Valley and Malaspina University College. Contact an Academic Advisor for details.

**Admission Requirements
 (Certificate Level Program)**

In addition to Douglas College general admission requirements applicants must:

1. Meet the admission requirements for the Department of Child, Family and Community Studies (please refer to page 68)
2. Provide evidence they have recently (within the last two years) completed at least 100 hours of supervised work (paid or volunteer) in the child and youth-care field. (A form will be provided for the supervisor to evaluate the work experience.)

A cassette tape on the program is available in the Student Services area of the College. Applicants are encouraged to listen to the tape and discuss their plans with an Academic Advisor. Applicants are contacted by the Registrar's Office and advised of the program orientation meeting at which the dates for the screening process are confirmed. Attendance at both the orientation and screening process meetings is essential.

**Commencement Date and Deadline for
 Application**

Enrolment in the program is limited. Applications must be submitted by April 1 each year but since a complete application package includes verification of 100 hours of paid or volunteer experience, applicants must plan accordingly. The program commences in September and may be taken on a full-time or a part-time basis. Students are

advised to apply early as applications are processed on a first-come, first-serve basis.

Program Requirements

The courses in the program are listed below. Detailed course outlines are available in Student Services. All CFCS courses are *required* or *are electives* for two or more programs in the department.

Semester I

Course	Title	Credits
CFCS 110	Introduction to the Professional Community	3
CFCS 120	Self and Others: Wellness	3
CFCS 130	Change and Development: Lifespan	3
CFCS 140	Introduction to Practice	3
CYCC 150	Activity Programming for Children and Youth	3
		15

Semester II

CYCC 210	The Professional Community: Policies, Standards, Legislation and Children	1.5
CYCC 220	Counselling Children and Youth	3
CYCC 250	Supporting Behavioral Change	3
Elective	Community Practice: School-based or Addictions; or other elective	3
CFCS 240	Practicum	4.5
		15

Semester III

CFCS 320	Working with Others in Groups	3
CFCS 330	Change and Development: Families	1.5
CYCC 331	Change and Development: Working From a Family Perspective	1.5
CFCS 460	Community Practice: Abuse	3
CYCC 340	Practicum	4.5
		13.5

Total credits for certificate (prior to phase out*) 43.5

Semester IV

CFCS 410	Advanced Issues: Reflection and Integration	3
CYCC 450	CYCC Practice: Advanced	3
	Elective	3
	Elective	3
CYCC 440	Practicum	4.5
		16.3

Total credits for diploma 60

An English Competency exit requirement is currently under discussion and may be implemented for this program.

*Certificate phase out - As funding for a full fourth semester becomes available, the CYCC Certificate will no longer be offered.

Continuing Education

Each year, over 20,000 people from all over the Lower Mainland come to Douglas College for short term programs, courses, conferences and events. These learning activities are planned for adults and are designed to provide *learning for work and learning for life*.

Services:

Program Development

- ◆ assess/address community/client needs
- ◆ conceptual development
- ◆ educational design

Conference Services

- ◆ program planning and development
- ◆ logistical and facilities arrangements
- ◆ promotion
- ◆ budget management
- ◆ brochure production
- ◆ registration

Health Education Centre

The Health Education Centre offers a broad range of programs and services. Advisory Committees composed of representatives from appropriate constituencies provides guidance and direction for several of the program areas.

a) Continuing Professional Education

Professionals are assisted to keep up with changes in the health care system, health care needs and professional practice. Programs relating to both clinical aspects and administrative roles are offered. Special attention is directed at community care workers.

b) Vocational/Technical Training

Douglas College offers practical programs for a variety of health care workers including: food service aides, mental health workers and support staff. These programs are a response to changing needs in health care delivery.

CPR/First Aid Programs

CPR Heart Saver, Basic Rescuer and Recertification courses as well as Standard First Aid, Emergency First Aid and Child Safe courses, certified by the Canadian Red Cross Society are offered September - July, yearly. WCB Occupational First Aid Levels I, II, III are also offered on a year-round basis. Group rates available.

Dental Programs

The Health Education Centre is expanding its Continuing Education offerings to meet the needs of those in the dental field. The programs are designed to assist Certified Dental Assistants, Dental Hygienists and Dentists to meet requirements for Mandatory Continuing Education.

Perinatal Education Program

Douglas College, Simon Fraser Health Units and the Burnaby Health Department work cooperatively to offer a variety of perinatal education programs in several community locations. These include a Regular Prenatal Series, a Refresher class and Prenatal In A Day.

Sports Institute

The Sports Institute of Douglas College is committed to providing quality programs to those people working in the area of sport, fitness, and recreation.

Courses such as the National Coaching Certification Program, Preschool Recreation Leadership Program, B.C. Sports First Aid Program, and Fitness Certification are offered, together with general interest sessions in subjects such as coaching and children in sport.

The institute also offers conferences, seminars and is interested in working with the general public in developing specific programs to suit their needs.

Natural Health and Healing Alternatives

Explore alternative or complementary health practices for maintaining and promoting health and healing.

Course offerings vary during the year and may include Acupuncture, Aromatherapy, Art Therapy, Astrology, Bach Flower Remedies, Chronic Fatigue Syndrome, Creativity and Healing, Ear Coning, Neuro-Linguistic Programming, Food Allergy, Healing Touch, Herbal Certificate Program, Homeopathy, Meditation, Nutrition, Qigong, Psychic Phenomena, Reflexology, Reiki, Art of Relaxation, Spiritual Awareness, Stress Release, Tai Chi, Traditional Chinese Medicine, Vibrational Medicine and Health Food Store/Wellness Consultant Training. Certificate Programs in development. Special events, information sessions, free sessions and a healing clinic offered September to June.

Professional Development for Health Office Assistants

A new part-time study Continuing Education Certificate program designed for members of health office teams in the fields of alternative or complementary health care such as chiropractic, naturopathy, acupuncture, massage and physiotherapy. Enhance skills needed to build and maintain a successful health office.

Continuing Education For Social Service Practitioners

This program is designed to provide the most current information and skill development for practitioners in a variety of social services fields: Counsellors, Therapists,

Child and Youth Care Workers, Early Childhood Educators, Interpreters, Special Needs Workers, and Social Workers. In addition, courses are developed and delivered for the non-profit sector, including staff, board members, and volunteers. Courses are open to other practitioners and may be of interest to community participants.

Courses and programs are designed and delivered to provide orientation to the field as well as ongoing staff development to paraprofessionals and professionals. Special courses may be developed and offered upon request, at Douglas College, or at an agency site.



Community Social Service Worker Program

The CSSW program is designed to prepare new professionals for work in the field of social services. In 1993, the CSSW program was restructured to allow integration of some courses with other programs in the Department of Child, Family and Community Studies. At the same time, new courses were developed leading to a three-semester (43.5 credit) Certificate in Community Social Service Work. As well, a five-semester (60 credit) Diploma in Community Social Service work is currently being offered on a part-time basis. The program includes both classroom-based studies and field-related work (practicum) at social service agencies. A practicum involves placement in a community social service agency with an opportunity to practice skills learned in the program. The certificate program has two practicums, one in the second semester and one in the third. The diploma program has one additional practicum. Please refer to page 68 for further information regarding changes. Students on practicum are expected to be available to travel anywhere in the Lower Mainland.

Career Opportunities

The Community Social Service Worker program prepares graduates for work in a wide range of government, non-profit, and commercial social service settings, such as transition houses, seniors' centers, crisis centers, employment counselling centres, multi-service agencies, drug and alcohol centers, multicultural services, mental health services and the Ministry of Human Resources.

Graduates from this program may receive some transfer credit to the School of Child and Youth Care at the University of Victoria, University College of the Fraser Valley and Malaspina University College. Contact an Academic Advisor for details.

Admission Requirements (Certificate Level Program)

In addition to Douglas College general admission requirements, students must:

1. meet the admission requirements for the Department of Child, Family and Community Studies (please refer to page 68)
2. provide evidence they have recently (in the last two years) completed at least 100 hours of work (paid or volunteer) in the social services field. This experience must have been acquired prior to the time of the selection interviews.
3. submit two letters of reference at the time of the selection process, one of which must come from a former supervisor in the social service field and which must verify hours and evaluate work performance.

Students are strongly advised to acquire basic computer skills (word processing) prior to entering the program. Increasingly, field agencies will not accept students who are not computer literate.

A cassette tape on the program and a detailed information brochure ("The CSSW Program Questions & Answers") are available in the Student Services area of the college. Applicants are encouraged to listen to the tape and discuss their plans with an Academic Advisor. Applicants are contacted by the Registrar's Office and advised of the program orientation meeting at which the dates for the selection process are confirmed. Attendance at both the orientation and selection process meetings is essential. Readiness of an applicant to enrol in the program on a full-time or part-time basis will be determined by the faculty selection team based upon specific criteria.

Part-Time Studies

Students may take the CSSW certificate on a part time basis over six semesters by taking approximately half of the full time credit load each semester. The course sequence for part-time students will be arranged in consultation with program faculty. Seat availability cannot be guaranteed for part-time students who do not follow the fixed-sequence. Note: It is not usually possible for part-time students to switch to full time.

Commencement Date and Deadline for Application

Enrolment in the program is limited. Applications must be submitted by April 1 each year. The program commences in September and may be taken on a full-time or a part-time basis. Students are advised to apply early as applications are processed on a first-come, first-served basis.

Program Requirements

The courses in the program are listed below and a brief description of each can be found in the calendar under *Discipline and Course Descriptions*. Detailed course outlines are available for reading in the Student Services area on campus.

Semester I

Course	Title	Credits
CFCS 110	Introduction to The Professional Community	3
CFCS 120	Self and Others: Wellness	3
CFCS 130	Change and Development: Lifespan	3
CSSW 140	Community Social Service Work: Introduction	1.5
CSSW 261	Community Practice: Employment Counselling	3
		13.5

Semester II

CSSW 204	Community Social Service Work: The Non-Profit Agency	3
CSSW 220	Community Social Service Work: Counselling	3
CFCS 240	Practicum I	4.5
CFCS 161	Social Service Practice: Poverty & Financial Assistance Skills	3
CFCS 260	Community Practice: Addictions	3
		16.5

Summer Break

Semester III

CFCS 320	Working With Others in Groups	3
CFCS 330	Change and Development: Family	1.5
CSSW 331	Change and Development: Family Under Stress	1.5
CSSW 340	Practicum II	6
CFCS 463	Community Practice: Mental Health	3
		15

Certificate exit point: 45 credits

Semester IV

CFCS 410	Advanced Issues: Reflection and Integration	3
CFCS 461	Community Practice: Supervision or elective	3
	*CFCS 462 Community Practice: Gerontology or elective	3
		15

Semester V

CSSW 440	Practicum III	6
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Diploma exit point: 60

An English Competency exit requirement is currently under discussion and may be implemented for this program.

Note: Before graduation, a current basic First Aid Certificate must be obtained. This course is available through Community Programs and Services as Emergency First Aid CPR A. It is the student's responsibility to obtain this certificate and submit it to the Registrar's Office, before the deadline to apply for graduation, in order to qualify for a certificate in Community Social Services.

Seating availability is not guaranteed for Semester IV/V courses.

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Community Support Work Program

This program is part of the Integrated Curriculum in the Department of Child, Family and Community Studies. Please refer to page 68 for further information.

The Community Support Work Program prepares students for employment in settings which promote the development, well-being and citizenship of children and adults with disabilities. Classroom and field experiences focus on the development of the following skills in working with individuals and families: interpersonal effectiveness, technical competence, theoretical reasoning and personal accountability.

The program offers a 45-credit, three-semester Certificate and a 60-credit, four semester Diploma.

Career Opportunities

This is a rapidly expanding field. Graduates from this program can choose from a variety of employment opportunities. School Districts employ graduates as classroom assistants; community agencies offer employment in life skills, day programs, residential settings and supported employment programs.

Graduates from this program receive transfer credit to the School of Child and Youth Care at the University of Victoria, University College of the Fraser Valley and Malaspina University College. Contact an Academic Advisor for details.

Admission Requirements (Certificate Level Program)

In addition to Douglas College general admission requirements, applicants must:

1. Meet the admission requirements for the Department of Child, Family and Community Studies, see page 69.
2. Provide evidence of completion of at least 100 hours of supervised work (paid or volunteer) in a program-related setting.
3. Students interested in the part-time program must be experienced in the field. Students planning to take the program on a part time basis should contact the Program Coordinator for further information.

Commencement Date and Application

Deadline

Application for the full-time program must be submitted by April 1 of each year. The part-time program accepts new students each semester. Early application is recommended as admissions are processed on a first-come, first-served basis.

Program Duration

The full-time program starts in September of each year. The Certificate option continues for three semesters; the Diploma option is four semesters. There are opportunities for field-related work between semesters two and three.

Semester I

Course	Title	Credits
CFCS 110	Introduction to the Professional Community	3
CFCS 120	Self and Others - Wellness	3
CFCS 130	Change and Development: Lifespan	3
CFCS 140	Introduction to Practice	3
CSWK 150	Teaching and Learning I	3

Semester II

CFCS 220	Working with Others	3
CSWK 250	Teaching and Learning II	3
CSWK 270	CSW Practice I - Community Living	1.5
CFCS	Elective *	3
CFCS 240	Practicum I	4.5

Semester III

CFCS 320	Working with Others in Groups	3
CFCS 330	Change and Development II - Family	1.5
CSWK 350	Teaching and Learning III	3
CSWK 370	CSW Practice II - Personal Care	1.5
CSWK 371	CSW Practice III - Social Networks	1.5
CSWK 340	Practicum II	4.5

Semester IV Diploma Program

CFCS 410	Advanced Issues: Reflection and Integration	3
CSWK 470	CSW Practice IV - Community Building	1.5
CSWK 460	Augmentative Communication or Elective	3
CSWK/CFCS	Elective**	3
CSWK/CFCS	Elective**	3
CSWK 440	Practicum III	4.5

* Choose 1 course from:

CFCS 260	Community Practice - Addictions
CFCS 261	Community Practice - Employment Counselling
CFCS 262	Community Practice - School-Based or a selected University Transfer Course

** Choose 2 courses from the above or:

CSWK 450	Teaching and Learning IV
CSWK 460	Augmentative Communication
CFCS 460	Community Practice -Abuse
CFCS 461	Community Practice - Supervision Skills or approved University Transfer courses:
CFCS 462	Community Practice: Gerontology
CFCS 463	Community Practice: Mental Health

An English Competency exit requirement is currently under discussion and may be implemented for this program.

Note: Before graduation, a standard First Aid certificate must be obtained.

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Consumer & Job Preparation Program for Students With Special Needs

Purpose

The Consumer and Job Preparation Program provides a transition to further training or to work, and covers the personal, social, human awareness and work skills necessary to obtain and maintain employment and to be safe in the community. Students examine their interests and abilities and investigate their job options through a minimum of three short-term work placements, called job explorations.

Philosophy

Students with intellectual disabilities have a right to education and training that will enable them to take part in productive, meaningful activities and contribute to their communities.

The Program

The program is offered on a continuous entry basis, with most students beginning in September or January. Students take four to twelve months to complete the program, and then go on to vocational training, volunteering, or a job.

Students do not require reading and writing skills, but must have a method of communication. The College can provide interpreters for students with hearing impairments who are competent in American Sign Language.

Areas of Training

Job explorations are arranged with local businesses after students have decided on the entry-level jobs they want to try. Staff provide job coaching until students are ready to work independently. The time frame for job explorations is generally several hours per day over a one-month to six-week period.

Training occurs in the college, on the job, and in the community, and includes:

- ◆ interpersonal skills
- ◆ conversation skills
- ◆ hygiene and appearance
- ◆ break skills
- ◆ leisure skills
- ◆ assertive behaviour
- ◆ problem solving
- ◆ public and private places
- ◆ personal and general information
- ◆ self-advocacy
- ◆ self-concept
- ◆ work habits and behaviours
- ◆ rights and responsibilities
- ◆ routines in the workplace
- ◆ understanding employment
- ◆ interview skills
- ◆ job choice

Recently added classes on workplace literacy, fitness, relationships and sexuality, and community awareness help students balance work with other aspects of their lives.

Admission Requirements and Procedures

Referrals to the program are made through Services to People with Mental Handicaps, Ministry for Children and Families. Anyone interested in applying should contact the office in their community:

Burnaby: 660-8124

New Westminster, Coquitlam, Port Coquitlam & Port Moody: 527-1248

Pitt Meadows, and Maple Ridge: 463-5592

Mission: 826-5893

After receiving a referral, the program coordinator meets with the prospective student for an assessment interview. Accepted students may be directly placed in the program or wait-listed. Students in Grade 12 should be interviewed before the end of the school year, preferably by early spring. There is no tuition fee for this program; funding is provided by the Ministry and the College. For further information, contact the Consumer and Job Preparation Program at 527-5171

Co-operative Education Program

The Douglas College Co-operative Education Program is a unique program which enables students to integrate academic studies with related, practical work experiences. Co-op students alternate semesters of classroom studies with semesters of paid, full-time employment, under the guidance of College faculty. The goal of Co-operative education is to help students develop the necessary confidence and *hands-on* abilities to succeed in today's competitive job market.

The College's Co-op Offices develop work placement contacts with local business, industry and government. Through a competitive application and interview process, students are matched with these cooperating employers. Although the College cannot guarantee work placements to all qualifying students, the Co-op coordinators try to help each student to arrange a suitable placement. Considerable care is taken to match the skills, knowledge and aspirations of each Co-op student with employer requirements.

Co-operative education is offered in conjunction with the following programs:

1. Associate in Arts Degree/Diploma
2. Associate in Science Degree/Diploma
3. Business Management Diplomas
 - Accounting Management
 - Administrative Management
 - Commerce and Business Administration (UT Transfer Commerce)
 - Computer Information Systems
 - Financial Services Studies
 - General Business
 - International Business Studies
 - Marketing Management
4. Hotel and Restaurant Management Diploma
5. Office Administration Diploma
6. Print Futures: Professional Writing Diploma

Admission Requirements

To be eligible for the Co-op Program, students must:

- 1) be registered full-time in a program of study at Douglas College (for the purpose of Co-op a total of nine credit hours minimum); and
- 2) have completed at least 18 credits at Douglas College prior to their first Co-op work term including a course in numeracy, as well as language and computer literacy; and
- 3) have attained a minimum grade point average of 2.33 (C+) in previous course work at Douglas College; and
- 4) successfully completed a personal interview with a Co-op coordinator.

For students with disabilities, see Program Requirements.

Commencement Date and Application Deadline

The timing of the initial work term varies depending on each student's program of study and the availability of appropriate Co-op positions. Interested students are encouraged to apply to the program early in their first semester of studies to allow the Co-op staff sufficient time to explore potential placements. Applications are as follows:

- For Summer placement: 4:00pm on the first Monday in February
- For Winter placement: 4:00pm on the first Monday in October
- For Fall placement: 4:00pm on the first Monday in June

Program Requirements

To remain enrolled in a Co-op program, students are required to:

1. continue to attend full-time during study terms,
2. maintain a grade point average of 2.33 (C+, 3)
3. receive satisfactory evaluations of work term performance from both the employer and the College.

Nine college credits will be awarded for each completed work term. Upon successful completion of a minimum of two work terms, students are eligible for a Diploma/ Associate Degree in their area of specialization with a Co-operative Education designation.

Examples of various Co-op options by semester:

Year	Fall	Winter	Summer
1	Academic 1	Academic 2	Co-op 1
2	Co-op 2 or Academic 3	Academic 3 or Co-op 2	Academic 4 or Co-op 3
3	Academic 4		

An additional Co-op 4 work term may be available to interested students and employers.

Note: The Co-op Education program has developed flexible options to accommodate students with disabilities. Contact Bob Webber @ 527-5627 for further information and see page 28.

For additional information concerning approved Co-operative Educational programs and eligibility, please contact the Co-op office at 527-5100.

For international students, please contact Jan Gara at 527-5006 for further information.

Criminology Programs

The Douglas College Criminology program offers three options. The first is the Diploma in Criminology, the second is a program of University Transfer and the third is the Criminal Justice Certificate program. New students should consult with an Academic Advisor at Douglas College to ensure that course selections will lead to their goal.

The Criminology Department may develop a limited enrolment program to be in place by September 1997.

Diploma Program

Careers in the criminal justice field demand increasing knowledge, skills, and sensitivity. The diploma program seeks to prepare students to enter this field as practitioners or academics with the ability to meet the day-to-day requirements of their various occupations. Through the study of the central issues in Criminology and the structures and processes found in the Canadian justice system students learn to appreciate the complex problems encountered in enforcing the law and punishing offenders.

Students may transfer to a university upon completion of the program to pursue a degree in Criminology or some other field. Students who successfully complete the program are eligible for a Diploma in Criminology.

Admission Requirements

Douglas College general admission requirements apply to the Criminology program. An effort is made to offer the complete program to both full-time and part-time students.

Students should consult periodically with the Criminology faculty or an academic advisor about course selection and other questions.

Commencement Date and Application Deadline

Students may commence classes in September or January. It is advisable to apply as early as possible. In order to complete this two-year program in four sequential semesters it is advisable, but not necessary, to start the program in September.

Program Requirements

The student must successfully complete 60 credits of university transfer courses. Program requirements are as follows:

1. Core Courses (33 credits)
 - Criminology 100, 140, 150, 160, 260
 - Criminology 120 or 170
 - Criminology 251 or 252
 - English 130
 - Philosophy 101, 102, 103, 152, 201 (choose one)
 - Psychology 100
 - Sociology 125

2. Criminology courses (12 credits), selected by the student,
3. Electives (15 credits), including at least six credits of non-Criminology courses. Course options outside the criminology discipline include any university transferable course. The following are suggested as relevant to the Criminology diploma:

Anthropology 100, 120, 160
 Geography 111, 160, 180
 History 109, 113, 114
 IDST 100, 110
 Political Science 120, 135
 Sociology 230, 240, 250

Semester I

Course	Title	Credits
*CRIM 100	Introduction to the Criminal Justice System	3
*PSYC 100	Foundation of Contemporary Psychology	3
*SOCI 125	Social Processes	3
*ENGL 130	Academic Writing (or any first year literature course)	3
*CRIM 160	Canadian Legal System	3
		15

Semester II

*PHIL 101,102,103,152 or 201 (choose one)		3
*CRIM 150	Introduction to Criminology	3
*CRIM 260	Criminal Law	3
*CRIM 120/170 (choose one)		3
	Elective	3
		15

Semester III

*CRIM 251/252 (choose one)		3
*CRIM 140	Interviewing	3
CRIM	Option	3
	Electives	6
		15

Semester IV

CRIM	Option	3
CRIM	Option	3
CRIM	Option	3
	Electives	6
		15

*Required core courses

Students wishing to satisfy the SFU transfer requirements (the first two years of a B.A. in Criminology) should take those courses required for the Diploma in Criminology and both CRIM 251 and 252. Also, you should choose the following electives: CRIM 254, CRIM 261, PSYC 200 and PSYC 300.

University Transfer Programs

Many Criminology courses are transferable to various degree programs. The University of British Columbia, (including the Faculty of Arts and School of Social Work), Simon Fraser University (including the School of Criminology), University of Victoria, University of Regina, University of Ottawa and University College of the Fraser Valley (see Criminology faculty member for further information).

Students intending to transfer to any of these institutions must consult the calendar and transfer guide of the receiving institution. Many variables affect course transferability (grades, course combination, etc.) and students must consult the institution they plan to attend after Douglas College for current course equivalencies and transfer information.

Criminology courses, therefore, are useful as transferable electives for students in other programs. Students who are unsure of the transfer status of a course should consult an academic advisor, or for B.C. universities, the course description section of this calendar.

Certificate Program

The Criminal Justice Certificate program appeals to students who do not plan to transfer to university but who want to take a series of courses in the field of criminal justice in order to increase their knowledge of the structures and processes in the Canadian justice system.

For many, this provides an opportunity to consider vocational goals or to prepare for access to justice-related occupations. The majority of courses in the program are university transfer courses so students, if they wish, can continue their studies at a university.

A joint certificate in Criminal Justice Studies is offered through the Native Education Centre. Students are selected by the Native Education Centre.

Students who successfully complete the program are eligible for a Certificate in Criminal Justice Studies.

Admission Requirements

Regular College admission requirements apply to this program. An effort is made to provide the complete program to both part-time and full-time students.

Note: Students should consult an Academic Advisor concerning program plans.

Program Duration

This certificate program can be completed in one year. In order to complete the one-year program in two sequential semesters, it is advisable, but not necessary, to begin the program in September. The program may also be completed on a part-time basis.

Program Requirements

The student must successfully complete 30 credits: 21 credits of core courses, 6 credits of Criminology options and 3 credits of electives (normally any 3 credit course). The following is a typical program of study for the Certificate in Criminal Justice Studies.

Semester I

Course	Descriptive Title	Credits
*CRIM 100	Introduction to the Criminal Justice System	3
*PSYC 100	Foundations of Contemporary Psychology	3
*ENGL 130, CMNS 110, CMNS 111, CMNS 115 (choose one)		3
*SOCI 125	Social Processes	3
*CRIM 120	Introduction to Law Enforcement	3
		15

Semester II

*CRIM 160	Canadian Legal System	3
*CRIM 170	Introduction to Corrections	3
CRIM	Option	3
CRIM	Option	3
Elective	(any U.T. course)	3
		15

*Required core courses.

Diploma in Science

The Diploma in Science is granted after the completion of a minimum of 60 university transfer credits from the list of courses described below. "First year" courses are those with a course number beginning with 200 or less, while "Second year" courses are those beginning with 300 or greater. Students planning to transfer to a program of studies at another post-secondary institution should choose their courses according to the requirements of that program.

Diploma Requirements

- List A: One first-year university transfer course from each of 3 different subject areas from List A
- List B: Additional courses in first-year or second-year university transfer Science courses in two or more subject areas from List B
- List C: A minimum of 3 courses in second-year university transfer Science courses from List C

List D: A minimum of 3 credits in first-year university-transfer English or Communications

List E: A minimum of 6 credits and a maximum of 9 credits from 2 different subject areas in university-transfer Arts

List A (first year courses)

Biology	110, 210
Chemistry	110, 210
Computing Science	100 or 110, 210
Geology	120, 121, 210, 200
Mathematics	110, 120, 220
Physics	107, 207, or 110, 210

List B

Math 160	Introduction to Statistics
Math 191	Math for Teachers
Physics 170	Mechanics for Applied Science
Science 106	Introductory Physical Science
Science 107	Environmental Science
All courses from lists A and C	

List C (second year courses)

Biology	320, 321, 322, 421
Chemistry (organic)	320, 420 or 321, 421
Chemistry (physical)	310, 410
Computing Science	any course at 300 level or higher
Geology	300, 321, 410, 421
Mathematics	232, 321, 421
Physics	321, 322, 420, 421

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative Education involves alternating full-time academic and work terms. Work experience obtained during Co-operative Education work placements may be applied toward the experiential requirements for the CGA and CMA designation.

Note: For information see Co-operative Education in this calendar, or contact the Co-operative Education office at 527-5100.

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Dental Auxiliary Programs

The Dental Auxiliary Program offers education and training for Certified Dental Assistant. The skills taught throughout the 10 month program combine the skills of a basic dental assistant and a certified dental assistant.

Certified Dental Assistants provide support services to dentists during patient care, contribute to the efficient delivery of dental services and share in the responsibility

for patient education. They also provide preventative services to patients.

The objective of the program is to prepare Certified Dental Assistants to practice their technical and professional skills with a high degree of competence.

Students who successfully complete the program receive a certificate in Dental Assisting and are eligible for registration and licensure with the College of Dental Surgeons of B.C.

Admission Requirements

Students entering this program should have an interest in working with people, a desire for professional service, an aptitude for working independently and as part of a team, a sense of responsibility, and the ability to problem solve and work quickly with accuracy and neatness.

A. The **minimum** requirements for this program include:

1. Grade 12 graduation or equivalent including Academic Math 11, with a minimum of a C grade, English 12 with a minimum of a B grade, and a biology course including anatomy and physiology of the human body - Biology 11 or 12 with a minimum of a C grade.

Academic Math 11 must be current within the last five years. If taken greater than five years ago, applicants will: successfully complete the Stanford Diagnostic Math test to a Blue Level at the Assessment Centre at Douglas College.

Exemptions for Academic Math 11 with a C grade are as follows:

DVST 210 Fundamental Mathematics with a grade of Mastery or successful completion of any upper level DVST math course.

or

University Transfer Mathematics or Statistics with a minimum grade of P within the last five years.

or

Academic Math 12 with a minimum grade of P within the last five years.

English 12 must be current within the last four years with a minimum grade of B. If completed more than four years ago, the applicant will: complete the Language Proficiency Index within the last four years with a score of 4 or better.

or

Complete the Douglas College Writing Assessment with a recommendation of College Writing courses.

Exemptions for English 12 with a B grade are as follows:

◆ first year College level English or Written Communications Course with a minimum grade of C-

or

◆ English 124 with a grade of Mastery or equivalent course

or

◆ EASL 475 with a grade of Mastery or equivalent course
or

◆ DVST 450 or Com 105 with a minimum grade of C- or equivalent course

2. Demonstration of basic competencies in English reading (Nelson Denny Reading Comprehension Test at Grade 11 Level).

Testing Exemptions

◆ 12 Academic University transfer credits with a minimum grade of C in the last five years where reading in the English language is an integral part of the course work
or

◆ successful completion of RESS 100 Reading Skills for College or equivalent course
or

◆ successful completion of DVST 360 Academic Reading 1 or equivalent course
or

◆ successful completion of EASL 465 College Preparatory Reading Skills for Students of English as a Second Language or equivalent course

3. 18 years of age or older on the first day of class.

4. Participation in a group orientation session. This session will be held by a dental assisting instructor and designed to provide the applicant with information about the profession and the program.

5. Submission of signed documentation of a minimum of two days of observation in one or more dental offices. This observation is for the applicant to gain a realistic view of the responsibilities of a Certified Dental Assistant. An introductory letter and forms will be provided for the applicant. A list of dental offices will be made available by the program for the applicants as requested.

B. Other criteria

When offered a seat in the program the following criteria must be satisfied:

1. Submission of two written references attesting to the applicant's academic and personal ability related to the proposed field of study, using a reference form that will be made available by the program.

2. Submission of completed Douglas College, medical, immunization and dental assessment forms.

3. Applicants may be required to attend a personal interview that will be used for the purposes of clarifying suitability and readiness for the program.

4. A criminal record search that satisfies program and professional requirements is required prior to entry.

Commencement Date and Application Deadline

Enrolment in the Dental program is limited to one intake per year. The program commences in September. Applications are processed on a first-come, first-served basis, therefore early application is recommended. This closed-

professional program can accommodate only a limited number of students, therefore, applicants may not be admitted to the semester of their choice.

Program Duration

The program, including a one month practicum period, is a ten-month full-time program consisting of three consecutive semesters. Students are placed in dental offices in Vancouver or outlying areas.

Hours: 0800 - 1800 Monday to Thursday.

All students are required to spend Fridays in a Dental Office.

Dress

White duty shoes, uniforms (any colour), lab coats, personal safety glasses and name tags must be purchased and worn in all clinical classes and while working in a Dental office. Specific cover-ups are required for clinical sessions for infection control purposes.

Other

Upon entering the course, students must provide a dental screening form signed by his/her dentist. During the program students are required to take a Cardio-Pulmonary Resuscitation course. This course costs each student an additional \$35 (approximately) and is non-credit. Each student is expected to provide fifteen (15) patients for the following intra-oral procedures:

- ◆ rubber cup prophylaxis
- ◆ fluoride treatment
- ◆ x-rays
- ◆ fissure sealants

On completion of the program, students are eligible to apply to the College of Dental Surgeons of B.C. to obtain a license in order to practise as a Certified Dental Assistant in British Columbia.

Before becoming licensed the student must have:

- ◆ Successfully met the requirements of the program
- ◆ a current CPR Certificate (LEVEL C)

Costs

In addition to tuition fees, the following estimated costs are required:

Clinical and Laboratory attire	\$300
Textbooks	\$500
C.P.R. Course	\$35
Safety Glasses	\$50
Registration & Licensing Fee	\$200

Note: Specific information about the purchase of clinical attire, textbooks and other items is provided at the orientation session.

Program Requirements

Semester I

Course	Title	Credits
CHDA 107	Dental Radiology Theory	1.5
CHDA 108	Applied Dental Sciences	1.5
CHDA 109	Applied Anatomy for Dental Assistants	3
CHDA 118	Reception Skills for Dental Assistants	1.5
CHDA 111	Basic Dental Assisting Skills	9
CMNS 215	Interpersonal Communications For Dental Auxiliaries	3
		<u>19.5</u>

Semester II

CHDA 212	Plan to Provide Dental Health Education	3
CHDA 214	Plan for Direct Patient Care	3
CHDA 215	Applied Nutrition/Pharmacology	2
CHDA 216	Dental Assisting Theory	2
CHDA 217	Advanced Dental Assisting Skills	9
		<u>19.0</u>

Semester III (2 months only)

CHDA 360	Provide Direct Patient Care	5
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Developmental Education Programs

Developmental Studies

The Developmental Studies Program offers a variety of courses designed to help adults upgrade their education. DVST courses help students develop skills in reading, writing, study skills, mathematics and science from a basic literacy level onwards. These courses prepare students for further learning in vocational training courses, career programs or academic courses at Douglas College or elsewhere.

In order to help students learn how to study independently as well as in a classroom setting, various instructional methods are used. Instructors are available to give on-going individual help when needed. The focus is on assisting students to develop their own learning potential. Mastery and graded models of evaluation are used and students receive regular feedback and informal progress reports from their instructors.

Comprehensive developmental studies programs are offered at the New Westminster Campus, the David Lam Campus and the Maple Ridge Campus.

Program Duration

Students may attend the program on a full-time or a part-time basis. The program is offered in Fall and Winter Semesters at both locations. Courses are available during the day and night at both New Westminster and Maple Ridge.

Selected courses are also offered during the summer semester at New Westminster.

Admission Requirements

In accordance with regular College admission requirements, students should be at least 19 years of age when they enter the program (or be a minimum of 17 years old and have been out of school for one year or more).

All students who apply for admission to the program are assessed in different skill areas. Students are placed in courses at levels appropriate to their current abilities based on the results of these assessments.

At the basic literacy level, students are interviewed to determine placement. Literacy students must be able to demonstrate the ability:

- ◆ to understand and use spoken English
- ◆ to follow oral instructions
- ◆ to verbally express goals and expectations about the program
- ◆ to converse and to ask and answer topical questions

Commencement Date and Application Deadline

Students may apply for admission to the program throughout the year. First, the regular application form for College admission must be completed. Then, students wanting to attend either New Westminster, Coquitlam or Maple Ridge should attend an information session and must complete an interview/assessment appointment before registering for classes.

Students must contact Developmental Studies for an appointment. In New Westminster call 527-5463, in Coquitlam call 527-5896 and in Maple Ridge call 467-6811.

Financial assistance is available for some students to help offset the cost of courses, books, supplies, etc., from the B.C. Government's Adult Basic Education Assistance Program (ABESAP).

Students should apply for assistance at least one month before they start classes.

Note: For more information about ABESAP, contact the Student Finance and Placement Office at Douglas College at 527-5105

Students with a sponsor who will pay their fees must inform the Admissions Office and fill out the appropriate forms before classes begin.

Note: For further information phone Developmental Studies at 527-5463. Maple Ridge students can get information by calling 467-6811. Coquitlam students can get more information by calling 527-5896.

The I Care Project:

Learners who join the *I Care Project* meet with a trained volunteer once a week. The volunteer tutors teach literacy students reading and writing on a one-to-one basis. All inquiries for basic skills instruction are confidential.

Note: For more information, call I CARE at 527-5409.

Volunteer Tutors Needed

Volunteers are needed to tutor adults in basic literacy skills. Douglas College offers free training to adults willing to commit themselves to a tutoring relationship for one year. Training consists of approximately 20 hours of workshop instruction and 10 hours of classroom experience.

Note: For more information, please call I CARE (Individual Community Adult Reading Education) at 527-5409.

Educational Upgrading

Douglas College offers the following courses which, chosen in consultation with counsellors and Developmental Studies instructors, provide preparation for further learning:

DVST 100	Literacy
DVST 110	Mathematics - Literacy Level
DVST 210	Mathematics - Fundamental Level
DVST 220	Spelling - Fundamental Level
DVST 230	Word Study - Fundamental Level
DVST 241	Learning and Study Skills I
DVST 250	Writing - Fundamental Level
DVST 255	Reading/Writing - Fundamental Level
DVST 260	Developmental Reading - Fundamental Level
DVST 310	Mathematics - I
DVST 320	Spelling - Intermediate Level
DVST 341	Learning and Study Skills - Intermediate Level
DVST 350	Writing - Intermediate Level
DVST 355	Reading/Writing Intermediate Level

DVST 360	Developmental Reading	EASL 275, 274	Upper Intermediate Composition for Students of English as a Second Language
DVST 370	Science - Intermediate Level		
DVST 410	Mathematics II	EASL 345, 344	Advanced Listening for Students of English as a Second Language
DVST 411	Mathematics III - Advanced Level	EASL 355, 354	Advanced Conversation and Discussion for Students of English as a Second Language
DVST 413	Mathematics Advanced Level - Study Skills	EASL 365, 364	Advanced Reading Skills for Students of English as a Second Language
DVST 441	Learning and Study Skills - Advanced Level	EASL 375, 374	Paragraph and Essay Composition for Students of English as a Second Language
DVST 450	Writing - Advanced Level	EASL 376	Editing and Proofreading for Advanced Students of English as a Second Language
DVST 460	Developmental Reading - Advanced Level	EASL 385	Advanced Pronunciation Skills for Students of English as a Second Language
DVST 470	Science - Advanced Level	EASL 445	College Preparatory Listening and Notetaking for Students of English as a Second Language
DVST 472	Biology - Advanced Level A	EASL 455	College Preparatory Discussion and Participation Skills for Students of English as a Second Language
DVST 473	Biology - Advanced Level B	EASL 464/465	College Preparatory Reading Skills for Students of English as a Second Language
DVST 474	Chemistry -Advanced Level	EASL 474/475	Essay Composition and Research Papers for Students of English as a Second Language
DVST 476	Physics - Advanced Level	EASL 491	EASL for Psychology 100 students
		EASL 492	EASL for Resident Care Attendant Students
		EASL 495	EASL for Economics 101 students
		EASL 496	EASL for English 130 students
		EASL 497	EASL for Music History 220 and 221 students
		EASL 498	EASL for English 106 students
		HUMD 100	Personal Development
		HUMD 142	Career Explorations
		HUMD 144	Career and Lifestyle Planning
		HUMD 145	Job Search Skills
		HUMD 152	The Dynamics of Interpersonal Relationships
		LIBR 111	Skills for College Library Research
		MATH 101	Basic Algebra
		PHYS 104	Practical Physics
		RESS 100	Reading Skills for College
		RESS 110	Study Skills for College

College Preparatory Courses

In addition to the DVST courses listed above, the College offers a variety of courses designed to assist students to develop the skills necessary to succeed in college. They are of special interest to students who have completed their secondary schooling and have been away from school for a number of years, as well as to students who want to brush up on some basics. These courses include:

CHEM 104	Preparation for General Chemistry
ENGL 124	Writing Skills
EASL 001	Student Success in EASL
EASL 135, 235, 335, 435	General English for Students of English as a Second Language
EASL 145, 144	Lower Intermediate Listening for Students of English as a Second Language
EASL 155, 154	Lower Intermediate Conversation for Students of English as a Second Language
EASL 165, 164	Lower Intermediate Reading for Students of English as a Second Language
EASL 175, 174	Lower Intermediate Composition for Students of English as a Second Language
EASL 285	Basic Pronunciation Skills for Students of English as a Second Language
EASL 245, 244	Upper Intermediate Listening for Students of English as a Second Language
EASL 255, 254	Upper Intermediate Conversation for Students of English as a Second Language
EASL 265, 264	Upper Intermediate Reading for Students of English as a Second Language

Note: Students are encouraged to consult with an Academic Advisor in Student Services for assistance in assessing which courses they need.

Career and Employment Preparation (For Adults With A Disability)

The Career and Employment Preparation Program is a full-time program designed to provide an ongoing supportive environment for adults with a disability in order to explore career alternatives, enhance communications skills, develop positive work habits, acquire employment finding skills and obtain work experience. The program will prepare the student to obtain immediate employment or to plan further training. Four weeks of work and/or training experience is included. Length of the program is 14 weeks. The program will be offered in the Winter and Fall semesters. Students who successfully complete this program will receive a citation.

Admission Requirements

Please contact the Transition Planner at 527-5120 for further information.

Program Requirements

Course	Title	Credits
CAEP 201	Career Exploration and Planning	3
CAEP 202	Job Preparation and Maintenance	3
CAEP 203	Interpersonal Skills for the Work Place	3
CAEP 204	Job Search Skills	3
CAEP 205	Work Placement	3
		15

New Directions

New Directions is a transition and support program for head-injured students who would like to pursue post-secondary education. The program provides support and teaches practical study skills in a caring environment. The low student-instructor ratio ensures that all participants receive individual assistance. Students develop confidence and learning strategies they can apply in their future post-secondary education.

The New Directions Program is divided into two segments. The academic skills and human development component is a one-semester nine (9) credit course delivered weekday mornings. It includes academic and study skills instruction and practice, vocational assessment and career planning, and personal development in a group setting. The tutorial support component is delivered weekday afternoons. A full-time New Directions student enrolls in both components. Under special circumstances and with special permission, a student may be enrolled in just the tutorial support program without graduating from the morning skills class.

The afternoon learning lab offers the head-injured student opportunities to expand on information and skills learned in the classroom. It can also include former graduates of the New Directions Program who are currently doing other course work at Douglas College or any another post-secondary institution in the Vancouver region.

The program is one semester long, with two in-takes each year, in September and January. **Early application is strongly advised.**

Please contact the Transition Planner at 527-5120 for more information.

English as a Second Language

English as a Second Language courses are for students whose first language is not English. Douglas College has EASL courses in the four language skills: listening, speaking, reading and writing. The College also offers adjunct EASL courses which assist students with regular college courses.

The program is a College Preparation program and is most suitable for students who would like to develop their English skills for the purpose of studying in a college or university setting. Some students may benefit from taking EASL courses and regular college courses at the same time.

Students can study full-time (four or five courses) or part-time (one, two, or three courses).

The EASL discipline also offers five and seven-week immersion programs in May and June and a six-week program in July and August. Call 527-5410 for program information.

Citation of Proficiency In College Preparation English

Students who receive Mastery in EASL 445 (Listening and Note taking), EASL 455 (Discussion and Participation), EASL 465 (Reading), and EASL 475 (Composition) are eligible to apply for the Citation of Proficiency in College Preparation English. The adjunct courses EASL 495 and EASL 490 may be considered alternatives to EASL 465.

When and where are these classes scheduled?

Classes are offered at the New Westminster campus, morning, afternoon, and evening, 12 months of the year. EASL classes will also be offered at Pinetree Way in Coquitlam. The Fall term is from September to mid-December. The Winter term is from January to April, and the Summer term is from early May to August. Each term is 14 weeks. Most classes are four hours a week.

Application and Assessment Information

All students who speak English as an additional language are eligible for EASL classes. No application procedure is required for students who have already been admitted to other Douglas College programs.

New students should apply to enter the General Studies program. (Note: See Admission Requirements for Details) Canadian citizens, landed immigrants, and those with student, work, or diplomatic visa are eligible.

All students must have an EASL assessment to determine appropriate course levels before registration.

Students who wish to arrange for an assessment should contact the Developmental Studies office to register for a testing and information session. Limited spaces are available to new students, and students are advised to make arrangements for EASL assessment as soon as possible.

Note: For information about courses and orientation sessions visit or phone the EASL Department at:

EASL Department, Douglas College Room 4200, 700 Royal Avenue New Westminster, B.C. or telephone 527-5463.

General Educational Development Test (GED)

The General Educational Development Test is a series of five comprehensive examinations in the areas of Writing Skills, Social Studies, Science, Reading Skills and Mathematics. They are designed to measure as directly as possible the major generalizations, ideas and intellectual skills that are normally gained through 12 years of formal education. Many adults who did not graduate from secondary school have acquired skills, through work and study experiences, at or above secondary school level. The GED tests provide an opportunity for these people to earn an official document that states they have secondary school equivalency. This may help them qualify for better jobs, for promotions or for admission to post-secondary educational institutions.

The credentials issued on the basis of GED test scores are widely accepted as meeting secondary school graduation requirements for purposes of employment, promotion and licensing. In addition, some colleges and universities accept satisfactory GED test scores in place of completed secondary school transcripts for admission purposes. The Ministry of Education cannot guarantee that such certificates will be accepted by employers or post-secondary institutions in every instance; experience in other jurisdictions, however, indicates these certificates may be useful. Additionally, some people may wish to take the tests for personal satisfaction.

The following is a brief description of the five tests:

- 1. Writing Skills Part 1:** covers spelling, diction and style, punctuation and capitalization, sentence structure, logic and organization, and word usage (75 min.). **Part 2:** requires a written essay of about 200 words on a given topic, measures the ability to organize and express thoughts in writing (45 min.).
- 2. Social Studies:** questions based on reading passages which cover history, economics, political science, behavioural science and geography (85 min.).
- 3. Science:** questions pertain to biology, earth science, physics and chemistry; contains two types of questions, 1) which requires an understanding of basic concepts and 2) which are related to specific written information or passages (95 min.).

4. Interpreting Literature and the Arts: questions based on passages from prose literature, practical reading, poetry and drama (65 min.).

5. Mathematics: emphasis is on the ability to solve real-life problems; covers arithmetic (fractions, decimals, the averages, etc.), algebra (graphs, factors, equations, etc.), and geometry (area, angles, congruence, etc.). Some interpretation of data contained in graphs, charts, tables and diagrams is required (90 min.).

Requirements

To be eligible to write the test, students must:

- ◆ be at least 19 years of age,
- ◆ be a British Columbia resident for at least six months immediately preceding the date of application,
- ◆ have been out of school for at least one full academic year,
- ◆ not have received a Grade 12 graduation certificate from any institution.

Fees

There is a \$40 (incl. GST), non-refundable administration fee for any or all of the tests; it must be paid at the time of application. Payment should be made by cheque or money order; payable to: Minister of Finance, Government of British Columbia.

Application

Application forms are available from the Office of the Registrar or by writing or phoning:

Chief Examiner GED Testing Program
Ministry of Education
Victoria, British Columbia V8V 2M4
Telephone: 356-2426

Application forms and the administration fee must be received by the Ministry of Education at least 21 days prior to the testing date and should indicate the students' preferred date and centre for writing the tests. Students will then receive from Victoria a letter verifying the date and location of the testing session. Regularly scheduled testing sessions are held six times a year at Douglas College.

Note: Contact other colleges directly for information about their testing schedules.

GED Test Preparation

Students who recognize that they may require upgrading in order to complete the GED test series successfully, should consider completing three Developmental Studies courses:

DVST 210	Mathematics Fundamental Level
DVST 350	Writing - Intermediate Level
DVST 360	Developmental Reading or
DVST 355	Reading/Writing Intermediate Level

For entrance to these courses, please refer to the calendar section "Developmental Education Programs" - upgrading.

Secondary School Equivalency Certificate

Students who complete the tests successfully receive a British Columbia Secondary School Equivalency Certificate. Test records are kept at the Ministry of Education.

The tests are used as a basis for awarding Secondary School Equivalency Certificates in the Provinces of British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, Saskatchewan, the Northwest Territories, the Yukon Territory and, also, all of United States, American Samoa, the Canal Zone, Puerto Rico, and the Trust Territory of the Pacific Islands.

Douglas College does not require a Grade 12 standing for admission. Students may be granted admission if they:

- ◆ are 19 years of age or over on the first day of the current semester, OR
- ◆ have not been in regular daytime attendance at school for a minimum of one year, and are at least 17 years of age on the first day of the current semester.

However, students applying for admission to specific programs of study should check the entry in this calendar for additional requirements.

Note: Those interested in enrolling at Douglas College should see a Douglas College Counsellor or Academic Advisor.

Retention of GED Records

The Ministry of Education will retain GED records for only three years. Candidates not successfully completing all five tests will have up to three years to pass the remaining tests before the results of the earlier tests are destroyed.

Student Success

Besides upgrading and college preparatory courses, Douglas College offers a variety of other student success courses. These are designed for specific groups of students to gain the skills and support needed to be successful in college. Usually, enrollment in these courses is limited to students who receive special permission. For further information about these courses, please contact the office of the Dean, Student Development (527-5320). Additional courses like these can be developed on request to meet the specific needs of other client groups.

SSDS 100 (1.5 credits): a learning support lab for deaf students who are referred by Disabled Student Services faculty.

STSU 101(3 credits): a college preparation course for adults with mental health disabilities referred by occupational therapists.

STSU 110 (1.5 credits): a writing adjunct course for students who have gained provisional entry into the integrated curriculum in Child, Family and Community Studies.

Dispensing Optician Program

The Dispensing Optician Program commences each September. This full-time day program will offer educational preparation at both the certificate (one-year) and diploma (two-year) levels. Graduates of the one-year option will receive a Certificate in Dispensing Opticianry - Eyeglasses. Graduates of the two year option will receive a Diploma in Dispensing Opticianry - Contact Lenses. Graduates of both options will be eligible to apply for licensure through the College of Opticians of British Columbia. Licensure is now a requirement for practice as an Optician in the field of opticianry in B.C.

Direct entry into the second year of the program is available for those individuals already employed within the optical field and desiring educational qualifications in the fitting of contact lens.

This program is offered at the new David Lam Campus (Coquitlam), in a specially constructed and equipped state-of-the-art laboratory, and dispensary.

Dispensing Opticians work within the vision care industry as part of a team with ophthalmologists and optometrists. They are skilled professionals who specialize in filling prescriptions for eyeglasses, contact lenses and low visual aids. This includes measurements of the eye and facial contours of the patient, preparing and delivering visual instruments, assisting the patient with contact lens and eyeglass selection, patient teaching, sales promotion and small business management practices.

Career Opportunities

There are a range of career opportunities in the rapidly expanding field of vision care. Graduates can expect employment in retail eyewear outlets, and optometrists' or ophthalmologists' offices. After a period of employment, graduates could progress to an expanded practice role such as ownership and management of an outlet/franchise, working within a large optical business in a managerial position or as a manufacturing agent selling eyewear and contact lenses.

Admission Requirements

A. High School Graduates:

High school graduation in B.C. or its equivalent with completion of Academic Mathematics 11 with a grade of C or better. Note: Academic Mathematics 11 does not include Intro Math 11, Math 11A, Consumer Math 11 or similar courses. Graduates without the Academic Mathematics requirement must **have a final grade of C or better** in the Douglas College course DVST 411. See the Developmental Studies and Mathematics sections of this Calendar **for details and equivalencies.**

B. Non-High School Graduates:

1. Completion (pass) of two 3-credit university transfer courses (college level). It is recommended that applicants take CISY 110 or its equivalent, since this is included in the program.
2. A grade of C or better in academic Mathematics 11 or in the Douglas College course DVST 411. See the Developmental Studies and Mathematics sections of this Calendar for details and equivalencies.

C. All Applicants:

1. Since students will be required to take Communications 115 and 216 in the program, they must achieve a minimum designation of the Douglas College Writing Assessment to allow entry into Comm 115. See the Communications section of this Calendar for exemptions, substitutions and equivalency assessments.
2. Signed documentation of a tour/information session of a retail optical outlet that provides an overview of all aspects of the field. A list of retail optical outlets will be made available by the program to applicants as well as a form providing an outline for the visit and for its documentation.
3. Provide two written references attesting to the applicant's academic and personal ability related to the proposed field of study, using a reference form that will be made available by the program.
4. Applicants may be required to attend a personal interview that will be used for the purposes of providing information and academic counselling.

Direct entry into second year of the program is now available for those individuals already employed within the optical field as an Optician - Eyeglass Dispenser, and desiring educational qualifications in the fitting of contact lenses.

Admission Requirement - Second Year Direct Entry

Applicants for direct entry into second year must:

1. BE a College of Opticians of British Columbia registered "Optician"
2. BE eligible for registration as a "Student Contact Lens Fitter" under the bylaws of the College of Opticians of British Columbia
3. OR - have successfully completed a certificate for Eyeglass Dispensing through the Northern Alberta Institute of Technology, distance delivery program, or its equivalency.
4. ALL applications must meet the entrance requirements as specified for the first year of the program, and must submit a report specifying their skills, and successful work experience. This report must be completed by the present employer, and past employers to complete a history of five years of experience in the field of optical dispensing. A guideline for the required report will be available upon application.

Program Duration

The program is offered on a full-time basis during the day schedule of the college. Students begin classes in September and conclude the year in June.

Program Requirements:

Year I

Semester I

Course	Title	Credits
DOPT 100	Dispensing Optician Theory I	6
DOPT 112	Dispensing Optician Lab Skills I	5
CMNS 216	Interpersonal Communication	3
CISY 110	Introduction to Computers	3

Semester II

DOPT 200	Dispensing Optician Theory II	6
DOPT 210	Dispensing Optician Clinical Practice II	3
DOPT 212	Dispensing Optician Lab Skills II	4
CMNS 115	Practical Writing	3
BUSN 251	Enterprise Development and Management	3

Semester III

DOPT 310	Dispensing Optician Eyeglass Preceptorship	7
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Year 2

Semester IV

DOPT 400	Contact Lens Theory I	6
DOPT 410	Clinical Dispensing I	3
DOPT 412	Contact Lens Laboratory I	4

Semester V

DOPT 500	Contact Lens Theory II	6
DOPT 510	Clinical Dispensing II	3
DOPT 512	Contact Lens Laboratory II	4

Semester VI

DOPT 610	Contact Lens Preceptorship	7
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The curriculum for the second year will provide the theory, interpretation and dispensing skills for contact lens fitting. These skills provide the knowledge and experience to complete the procedure of fitting contact lenses by implementing patient pre-fit evaluation, instrumentation measurements, and post-fit evaluation. It will provide the ability to interpret and apply techniques for fitting specialty contact lenses for difficult visual and corneal abnormalities. The curriculum will also provide skills necessary for managing a contact lens practice for effective patient record keeping, patient relationships, and patient recall systems.

Application Deadline (Dispensing Optician):

May 1 for September intake. Early application is advised, since there are a limited number of seats available in the program.

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Early Childhood Education Program

This program is part of the Integrated Curriculum in the Department of Child, Family and Community Studies. Please refer to page 68 for further information.

In 1993, the Early Childhood Education Program was restructured to core some courses with other programs in the Department. At the same time new courses were developed leading to a three-semester (45 credit) Certificate in Early Childhood Education and a four-semester (60 credit) Diploma in Early Childhood Education. Part-time and post-basic students who entered their programs prior to September 1993 will be able to receive certificates, post-basic citations and diplomas (based on the old criteria and using course equivalencies) until June 1996. Students in process or wishing to update their training can contact the ECE Coordinator for individual educational advice.

Career Opportunities

The need for early childhood educators to work with young children in child day care centers and other early childhood education facilities has increased significantly in recent years. Some of the reasons for this increase in the need for these services are women in the work force, inclusion of children who need additional support in ECE programs and the growing numbers of infants and toddlers requiring care outside the home.

To meet this need, Douglas College offers an Early Childhood Education Diploma Program which prepares women and men for employment in this challenging and rewarding field.

In each semester, courses reflect the following content themes: growth and development, methods, curriculum, self and others and the professional community. The theoretical material is integrated with laboratory and field experience. Embedded in each course are the philosophical strands of cultural diversity, the child in the context of the family and inclusion of all children in Early Childhood Education programs.

The Program is approved by the Provincial Child Care Facilities Licensing Board (CCFLB), which keeps a registry of those who have completed their course of study (ECED Diploma).

Graduates from this program receive transfer credit to the School of Child and Youth Care at the University of Victoria, University College of the Fraser Valley and Malaspina University College. Contact an Academic Advisor for details.

Admission Requirements (Certificate Level Program)

In addition to Douglas College general admissions requirements, students entering the certificate program must:

1. meet the admission requirements for the Department of Child, Family and Community Studies (please refer to page 68).
2. submit at the time of the interview letters of reference from two persons (character references from reputable community members and/or persons familiar with the applicant's experience in working with young children).
3. demonstrate a threshold-level reading ability.

A cassette tape on the program is available in the Student Services office. Applicants are encouraged to listen to the tape and discuss their plans with an Academic Advisor.

Applicants are advised to spend a minimum of two full days in a licensed preschool/child day care centre to familiarize themselves with the career field. Students entering in 1998 will be required to complete and show evidence of 100 hours of volunteer time in a program related setting.

Readiness of an applicant to enrol in the program will be determined by the faculty selection team based upon specific criteria.

Before certificate graduation, students must submit a current recognized Emergency or Standard First Aid Certificate to the Office of the Registrar. The Red Cross Standard First Aid/CPR Level B course is offered through Community Programs and Services at Douglas College.

Commencement Date and Deadline for Application

Applications must be submitted by March 1 each year. The program commences in September and may be taken on a full-time basis. Enrolment is limited and students are advised to apply early as applications are processed on a first-come, first-served basis.

Program Requirements

The courses in the program are listed below and a brief description of each can be found in the calendar under *Discipline and Course Descriptions*. Detailed course outlines are available for reading in the Student Services office.

Semester I

Course	Title	Credits
CFCS 110	Introduction to the Professional Community	3
CFCS 120	Self and Others: Wellness	3
ECED 100	Growth and Development: Infants and Toddlers (Introduction)	3
ECED 120	Methods for Inclusive Play-based Infant/Toddler Care	3
ECED 182	Demonstration Laboratory: Observations of Infants and Toddlers	3
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Semester II

ECED 200	Growth and Development: Preschool Years	3
ECED 211	Professional Growth and Communication	3
ECED 220	Methods for Inclusive Play-Based Programs for Pre-School Children	3
ECED 231	ECE Curriculum I	3
ECED 282	Demonstration Laboratory: Preschool Observation, Documentation and Practice	3
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Semester III

ECED 300	Growth and Development: Early School Years	3
ECED 312	Prospectives on Families in ECE Settings	1.5
ECED 320	Methods for Inclusive Play-Based Programs for Young Children	3
ECED 331	ECE Curriculum II	3
ECED 382	Demonstration Laboratory: Observation, Documentation and Preceptorship/Practicum	3
CFCS 330	Change and Development: Families	1.5
		15

Semester IV*

Students may select one of the following streams:

I. Infant/Toddler Stream

CFCS 410	Advanced Issues: Reflection and Integration	3
ECED 412	Administrative Skills for ECE Centres	3
ECED 401	Advanced Growth & Development	3
ECED 420	Methods for Inclusive Play-Based Programs for Infant/Toddler Care	3
ECED 482	Demonstration Laboratory: Infant/Toddler Project Practicum	5
		17

II. Special Needs Stream

CFCS 410	Advanced Issues: Reflection and Integration	3
ECED 412	Administrative Skills for ECE Centres	3
ECED 401	Advanced Growth & Development	3
ECED 450	Mainstreaming in Early Childhood Education	3
ECED 483	Demonstration Laboratory: Special Needs Project Practicum	5
		17

III. Direct University Transfer Stream

CFCS 410	Advanced Issues: Reflection and Integration	3
ECED 412	Administrative Skills for ECE Centres	3
** University Transfer English Course		3
** University Transfer Psychology or Sociology Course		3
** University Transfer Psychology or Sociology Course		3
		15

* Semester IV course offerings are subject to funding.

** Students will select university transfer courses for this option from a predetermined list of elective courses.

After completion of a Diploma (60 credits), the student may return for an additional post-diploma citation by completing the remaining courses in another fourth-semester stream and 2 approved electives.

Douglas College students who completed their certificates under the old model may "bridge" into the new diploma program by completing three credits of course work in each of the three areas of study shown below:

1. CFCS 110 Introduction to the Professional Community; or CFCS 400 Special Topics: Transitions (3 credits)
2. CFCS 120 Self and Others: Wellness; CFCS 130 Change and Development: Lifespan; CFCS 262 Community Practice: School-Based; or ECED 100 Growth and Development: Infants and Toddlers (Intro) (3 credits)

3. CFCS 330 Change and Development: Family; and ECED 312 Prospectives on Families in ECE settings (3 Credits)

Students may then select one of the three streams offered in semester IV and complete the five courses as outlined above. Students with ECE Certificates from other programs should consult the program coordinator for advice and assistance with course planning.

An English Competency exit requirement is currently under discussion and may be implemented for this program.

Engineering Transfer Program

A student intending to pursue an Engineering program at one of the provincial universities can take a selection of first-year level courses at Douglas which transfers to the program and thus enable consideration for entry into second year. The Calendar and transfer guide for the receiving institution must be consulted in order to identify the particular College courses that are appropriate. Any selection will include most of the following: CHEM 110, CHEM 210; CMPT 110, CMPT 220; ENGL 130; MATH 120, MATH 130, MATH 220, MATH 232; PHYS 110, PHYS 170, PHYS 210.

The Mathematics courses MATH 321 and MATH 421 also have transfer credit to some programs but at the second-year level. APSC 110 (Engineering Graphics) is under revision for future offering as part of the selection.

General Studies Program

The General Studies Diploma at Douglas College is awarded in recognition of individualized achievement in education at the College. The General Studies Program complements both the career and university transfer programs. It enables students to design a framework for studies independent of the requirements for the university transfer program or for specific career-technical programs. Students may select courses in the calendar in which they are particularly interested and for which the prerequisites have been met. Some of the courses selected may offer transfer credit to a university, institute, or a professional school. Students qualify for the Diploma of General Studies upon completion of 60 credits and 20 courses.

Health Information Services Program

Enrolment into the first year of the program (for September 1997 intake) has been suspended and therefore applications to this program are not being accepted. The program is under review. Contact the Faculty of Health Sciences for further information at 527-5462.

The Health Information Services Program offers interested students a two-year diploma program as a health information practitioner.

The Health Information Services Program is the sole program in British Columbia preparing individuals to manage health information in a variety of settings in the health care industry. The program has been at Douglas College since 1989.

The health record profession is an allied health career with an exciting future. This career combines aspects of business, health, computer science and research in a unique records and information management program. The profession has a traditional employment base in acute care hospitals and is expanding opportunities in a variety of health facilities, government agencies, community health and industry.

Career Opportunities

Health information professionals make a valuable contribution to the health care system through the collection and management of health information. They provide an essential information support service which contributes to: the delivery and evaluation of patient care; administrative decision-making, including financial planning and resource allocation; education of physicians and other health professionals; protection of confidentiality; and research.

Graduates who demonstrate imagination and initiative can apply their data management, data presentation, database management, record management, information systems expertise, and health information classification skills in a variety of settings. Opportunities also exist for health information practitioners wishing to further their education to specialize in health care administration, computerization, quality management and research.

The Health Information Services Program is fully recognized by the Canadian College of Health Record Administrators (CCHRA). Successful completion of the national examination qualifies the graduate to work anywhere in Canada.

Admission Requirements

The **MINIMUM** requirements for acceptance into this program include:

- ◆ Grade 12 graduation with a minimum C average including Biology, Chemistry or Physics, grade 11 or 12 with full credit, Math 11 and English 12. Math 11 must be current within the last three years with a minimum grade of C+. English 12 must be current within the last four years with a minimum grade of B.
- ◆ proof of keyboard skills of 35 wpm or permission of the Program Coordinator.
- ◆ an essay (maximum 500 words). Content should address such issues as what interests you about the health information program as a field of study and career path? What do you perceive are your major strengths and weaknesses? etc.
- ◆ a personal resume indicating positions you have held, educational background and the name and current phone number of an individual who could provide a recent employment reference.
- ◆ a signed document indicating completion of a tour of at least one health record health information services department in a health care facility according to program guidelines in the HISP Admissions Information Booklet.
- ◆ participation in a group information session held by a HISP Instructor. See HISP Admissions Information Booklet for schedule of dates and times. Individual sessions may be arranged under special circumstances, i.e. applicant from outside of the Lower Mainland.
- ◆ an additional individual interview may be required based on the outcome of the information session and/or essay.
- ◆ credit for previous post-secondary studies and work experience may be granted as appropriate. As seats are limited applicants should apply early and ensure that their application is complete with all documentation.

Note: Typing, math and communication assessments will be available through the Douglas College Assessment Centre. Applicants should phone the Centre at 527-5501 for an appointment.

REFER TO THE HEALTH INFORMATION SERVICES PROGRAM ADMISSIONS INFORMATION BOOKLET FOR FURTHER INFORMATION. THE BOOKLET IS AVAILABLE FROM THE REGISTRAR'S OFFICE AND STUDENT SERVICES.

Program Costs

In addition to tuition fees (based on approximately 17 to 22 credits per semester) the following expenses may be expected:

- ◆ textbooks cost about \$1000 over the two years
- ◆ professional association membership fees of \$50 - \$100 per year.
- ◆ examination fee of \$265 for writing the CCHRA national examination
- ◆ practicum expenses for travel and accommodation

Commencement Date, Application Deadlines and Program Length

Both year one and year two of this full-time program start in September with an intake of 28 students in the first year. Intake in the second year may increase to 30, in order to accommodate health record technicians entering directly into second year. The deadline for applications is May 31 and early application is advised. The program is open to both full-time and part-time students on a day school basis. The program is nine months long in both first year and second year.

The workload for this program is very demanding due to the large volume of material condensed into a relatively short period of time.

Students generally have 30 hours/week of scheduled classes including lectures, practice, seminars and labs. Some lectures/practices and labs are held at a local acute care hospital to facilitate the application of theory in a practical environment.

The Program includes a one week practicum in Semester I, and a three week coding extramural at the end of Semester II. The final practicum takes place for 10 weeks in April and May of second year, and includes a one-week intramural session at Douglas College. Students must be prepared to accept the financial cost of travel and living expenses for practicum sessions, and may be placed throughout the province for their practicum.

Direct entry into second year

Health record technicians may apply for direct entry into the second year of the program. HRTs must meet the academic admission requirements and have successfully completed all semester one and two courses or their equivalent. Courses are open on both a full-time and part-time day school basis.

Program Requirements:**Health Record Practitioner, Year One****Semester 1 - (15 classes, 1 evaluation - 16 weeks)**

Course	Subject	Weekly Hours/Type	Credits
BIOL 103	Human Biology I	2 Sem, 3 Lab	3
CISY 110	Introduction to Computers	2 Lec, 2 Sem	3
HISP 100	Health Information Systems I	4 Lec, 2 Lec/Pra, 51.0-52.5 Pract.	6.5
HISP 101	Applied Medical Terminology	3 Lec	2.5
HISP 102	Applied Pathophysiology I	5 Lec, 1 Lec/Pra	4.5
HISP 107	Data Collection & Classification I	2 Lec, 1 Lec/Pra	2
Total		27 + practicum	21.5

Semester II - (14 classes, 1 evaluation - 15 weeks)

Course	Subject	Weekly Hours/Type	Credits
BIOL 203	Human Biology II	2 Sem, 3 Lab	3
CMNS 111	Workplace Communications	2 Lec, 2 Sem	3
HISP 200	Health Record Systems II	4 Lec	2.5
HISP 202	Applied Pathophysiology II	4 Lec, 1 Lec/Pra	3.5
HISP 207	Data Collection & Classification II	4 Lec, 4 Lec/Pra	6
BUSN 335	Business Probability and Statistics	4 Lec	3
Total		30	21

Semester 2A - (Practicum, 3 weeks)

HISP 217	Coding Extramural (3 weeks)	37.5 practicum/week	3
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A minimum mark of 65%, excluding the Participation and Professionalism (P & P) mark, is required to pass all HISP courses. The P & P mark will then be added in order to obtain the final mark.

Health Information Practitioner, Year Two**Semester 3 - (14 classes, 1 evaluation - 15 weeks)**

Course	Subject	Weekly Hrs/Type	Credits
BUSN 337	Research Applications I	3 Lec, 1 Sem	3
CISY 410	Microcomputer Concepts and Software Applications	3 Lec, 1 Lab	3
HISP 300	Health Information Services	4 Lec, 4 Sem	6
HISP 307	Data Collection & Classification III	3 Lec/Pra, 3 Lab	3.5
HISP 317	Data Retrieval & Analysis I	2 Lec, 2 Lec/Pra	3
HISP 323	Quality Review Programs	2 Lec, 3 Sem	3
Total		31	21.5

Semester 4 - (10 classes, 1 evaluation - 11 weeks)

Course	Subject	Weekly Hrs/Type	Credits
BUSN 315	Supervisory Management	3 Lec, 2 Sem	3
BUSN 437	Research Applications II	2 Lec, 2 Sem	2.5
CISY 420	Advanced Microcomputer Concepts and Software Applications	3 Lec, 2 Sem	3
HISP 407	Data Collection & Classification IV	3 Lec/Pra, 3 Lab	2.5
HISP 412	Clinical/Financial Data Management	2 Lec, 3 Lec/Pra	3
HISP 417	Data Retrieval & Analysis II	3 Lec	3
Total		28	17.0

Semester 5 - (Practicum, 1 Intramural - 10 weeks)

HISP 506	Health Information Practitioner Senior Practicum	36.0 - 37.5 Pract	6.5
HISP 507	Health Data Collection & Classification Extramural (3 weeks)	37.5 Pract	3

A minimum mark of 65%, excluding the Participation & Professionalism (P & P) mark, is required to pass all HISP courses. The P & P mark will then be added in order to obtain the final mark.

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**Home Support
 Attendant Program**

This program is currently under review. For more information, contact the Program Coordinator (527-5124).

Please refer to page 68 for more program information.

There is a rapidly growing demand in B.C. for trained, caring people to work as Home Support Attendants. To help meet this demand, Douglas College offers a Home Support Attendant Training Program. Home Support attendants provide in-house support to individuals and families in need, such as older persons and those with limiting health problems. The overall goal of the program is to enable students to work as sensitive helpers assisting clients in the home to achieve maximum independence. Typically this support includes: emotional support, basic health care assistance, upkeep of the home, food preparation and/or assistance with meal management, or childcare. The program is open both to people wishing to enter the career and to those currently employed in this field.

A Citation in Home Support Attendant Training is awarded upon successful completion of the program.

Career Opportunities

The program prepares students for employment in Home-maker/Home Support Agencies. These agencies provide the services of trained Home Support Attendants/Home Support Workers to the Ministry of Health, to the Ministry of Social Services and to private individuals. The program is provincially recognized.

General Program Admission Requirements

In addition to Douglas College general requirements, applicants must:

1. meet the minimum age requirement of 18 years
2. satisfactorily complete a content-based aural/oral and reading and writing test. Demonstrate a threshold level reading equivalent to Grade 9 level if previous education was acquired in the English language
3. have an acceptable level of physical and emotional health
4. submit a satisfactory current Criminal History Search
5. successfully participate in a personal suitability interview.

Program Duration

This part-time program is one day per week, plus some Saturdays. The September 1997 intake will be the last in this format.

The program is offered on a part-time basis in the daytime one day per week, plus several Saturdays each semester.

Areas covered are:

- ◆ communication skills for Home Support Attendants
- ◆ human needs as people grow and develop
- ◆ care of the home, home safety and sanitation, nutrition and meal management
- ◆ provision of basic personal assistance skills
- ◆ job orientation and occupational development

Program Requirements

Course	Title	Credits
HSAP 100	Health and Healing: Concepts for Practice - Introductory	1
HSAP 101	Health and Healing Concept for Practice	2
HSAP 110	Work Role - Introduction to Home Support Practice	1.5
HSAP 111	Healing: Personal Care Skills for Home Support	3
HSAP 112	Healing: Special Needs in Home Support	1.5
HSAP 113	Home Support Attendant: Practicum	1.5
HSAP 114	Home Support Attendant: Practicum Preceptorship	1.5
CFCS 120	Self and Others: Wellness	3
		15

Note: Before graduation, a basic first aid certificate must be obtained.

Practicum Requirements

Students may be granted credit for their Home Support experience for the first semester practicum (50-plus successful hours of work in a community home support setting). Eligibility is determined by the College. Students new to the field must complete HSAP 113. All students complete HSAP 114 in the second semester.

Application Deadline

The application deadlines for the Home Support Worker Program are as follows:

For program beginning in September at New Westminster - April 1

Because there is a limited number of seats available, students should apply early.

..... Music Programs

Douglas College's comprehensive Music department offers two-year university transfer programs leading to a Bachelor of Music or Bachelor of Arts degree, and a one-year transfer program to SFU. Transfer is most direct to UBC, UVic, and SFU but many students have arranged transfer to other universities in Canada and the United States. Upon successful completion of all two-year program requirements at Douglas College, a student will receive a Diploma in Performing Arts Music.

In addition, the Music department offers a one-year, college credit program. The Basic Musicianship Program is designed to meet the needs of those who wish to gain further basic knowledge and skills but are not interested in pursuing a university music degree, or those who wish to pursue a university degree in music but require preparatory work. Upon completion of all requirements in this program, a student will receive a Basic Musicianship Certificate.

Career Opportunities

Most students intend to pursue a music teaching career in the public school system. The programs at Douglas College do provide a basis, however, from which students can direct further studies to performance, musicology, composition, and others.

Admission Requirements

In addition to meeting the general admission requirements of the College, students must complete the specific entrance requirements as explained below for each program. Prospective students for all music programs must attend an Information Session at which an Academic Advisor and a member of the Music faculty will explain all programs and procedures. For more information about Information Sessions contact Student Services at 527-5486.

University Transfer Programs

Admission requirements

Prospective B.Mus. students must demonstrate satisfactory standards in performance and theory either through on-campus testing and auditioning or by other means approved by the Music department.

Performance:

The student must perform up to the following equivalent guidelines:

- ◆ keyboard concentrators: Grade 10 RCMT or equivalent
- ◆ wind, percussion, string instruments, voice and guitar concentrators: Grade 6 RCMT or equivalent

Theory:

The student must demonstrate a thorough knowledge of musical rudiments.

Basic Musicianship Program

Admission requirements

Apart from the general College admission requirements, no audition or written entrance is necessary. Candidates must consult with the Music department, however, regarding the appropriate theory courses.

For more information on entrance requirements contact the Performing Arts office at 527-5495 or Student Services at 527-5486.

Commencement Date and Application Deadline

Intake occurs once a year, in September, for full-time program students with the possibility of first-time registration for some courses in January subject to permission of the music convenor.

Seats are limited in all programs. Students are encouraged, therefore, to apply as early as possible. Auditions and theory testing for the B.Mus Program take place in May each year. If space remains after the July registration period some students may be accepted in August.

Since there is no audition or theory entrance test for the Basic Musicianship Program, applications will be considered on a first-come, first-serve basis.

Program Duration

It is expected that most students will take a full program, notwithstanding the possibility of transferring courses previously completed at another institution. Students may participate on a part-time basis subject to course admission requirements and seat availability.

Exception: Private music lessons (see below)

The Music programs run during the day with some evening requirements in ensemble rehearsals and performances. Students may also have to take an elective in the evening.

Private Lessons

Private lessons are available only to students enrolled full-time in the Bachelor of Music or Basic Musicianship Program. The concentration instrument is the student's main instrument of study. Concentration courses in the Bachelor of Music Program include MUSC 150, 250, 350 and 450. Concentration courses in the Basic Musicianship Program include MUSC 155 and 255 for keyboard, 156 and 256 for all other instruments and voice. Secondary lessons (MUSC 151, 251, 351, 451) on any instrument (including voice) are available to students in the Bachelor of Music Program who are keyboard concentrators or have achieved Grade 7 RCMT level or higher (for non-keyboard concentrators). All instruments in the Western Classical Music tradition are available for study.

University Transfer Programs

This program is for those wanting an advanced general music education and for those intending to enter such fields as music criticism, music publishing, etc. The General Studies Major also contains the core requirements for the Education Major Streams (see below).

Program Requirements

Semester I

Course	Title	Credits
MUSC 110	Theory of Tonal Music I	2
MUSC 111	Ear Training & Sight Singing I	1
MUSC 120	History of Western Music	3
MUSC 130 or MUSC 140	Concert Band I College Chorus I	2
MUSC 150	Private Lessons (Concentration)	3
*MUSC 161 or MUSC 151	Class Piano I Private Lessons (Secondary)	1
Elective	English	3
Elective	Liberal Arts	3
MUSC 142 or MUSC 131	(optional) Vocal Jazz (optional) Jazz Band I	1
		<u>19</u>

Semester II

MUSC 210	Theory of Tonal Music II	2
MUSC 211	Ear Training & Sight Singing II	1
MUSC 220	History of Western Music	3
MUSC 230 or MUSC 240	Concert Band II College Chorus II	2
MUSC 250	Private Lessons (Concentration)	3
*MUSC 261 or MUSC 251	Class Piano II Private Lessons (Secondary)	1
Elective	English	3
Elective	Liberal Arts	3
MUSC 231 or MUSC 242	(optional) Jazz Band II (optional) Vocal Jazz I	1
		<u>19</u>

Semester III

MUSC 310	Theory of Tonal Music III	2
MUSC 311	Ear Training & Sight Singing III	1
MUSC 320	History of Western Music III	3
MUSC 330 or MUSC 340	Concert Band III College Chorus III	2
MUSC 350	Private Lessons (Concentration)	3
*MUSC 361 or MUSC 351	Class Piano III Private Lessons (Secondary)	1
Elective	English	3
Elective	Liberal Arts	3
MUSC 331	(optional) Jazz Band III	1
		<u>19</u>

Semester IV

MUSC 410	Theory of Tonal Music IV	2
MUSC 411	Ear Training & Sight Singing IV	1
MUSC 420	History of Western Music IV	3
MUSC 430 or MUSC 440	Concert Band IV College Chorus IV	2
MUSC 450	Private Lessons	3
*MUSC 461 or MUSC 451	Class Piano IV Private Lessons (Secondary)	1
Elective	English	3
Elective	Liberal Arts	3
MUSC 431	(optional) Jazz Band IV	1
		<u>19</u>

* All students whose concentration is not keyboard must do class piano. Those who have achieved Grade 7 RCMT level or higher may enrol in MUSC 151.

Secondary Education Stream

This program is for students intending to teach music at the secondary school level. Upon completion of the B.Mus. degree, students will be required to complete teaching certification requirements in an education faculty. This program is a specialized stream within the General Studies Major. Therefore, in addition to the General Studies requirements listed above, students take the following courses:

Semester III

MUSC 163 Class Brass

Semester IV

MUSC 164 Class Percussion

Elementary Education Stream

This program is for students who expect to become elementary music specialists rather than general classroom teachers. (See also B.A., Major in Music degree.) Upon completion of the B.Mus. degree students will be required to complete teaching certification requirements in an education faculty. Program requirements are the same as those for the Secondary Education Stream.

Major in Music or Honours in Music

This program is for students wanting to concentrate on music as part of a B.A. degree. Courses are taken in music theory and music history; some group performance may be elected but no private instruction is available.

The distinction between Major and Honours is the number of course requirements in third and fourth years; the first two years are the same. Entrance requirements are an interview with a Music advisor and a theory test. Students must transfer to a university, after two years, to complete their degree.

Program Requirements

Semester I

Course	Title	Credits
MUSC 110	Theory & Tonal Music I	2
MUSC 111	Ear Training & Sight Singing I	1
MUSC 120	History of Western Music I	3
	Plus other courses	9
		15

Semester II

MUSC 210	Theory & Tonal Music II	2
MUSC 211	Ear Training & Sight Singing II	1
MUSC 220	History of Western Music II	3
	Plus other courses	9
		15

Semester III

MUSC 310	Theory & Tonal Music III	2
MUSC 311	Ear Training & Sight Singing III	1
	Plus other courses	2
		5

Semester IV

MUSC 410	Theory & Tonal Music IV	2
MUSC 411	Ear Training & Sight Singing IV	1
	Plus other courses	2
		5

Elementary Music Major

This program is specifically for those wishing to transfer to SFU and teach music at the elementary school level.

Entrance requirements include an interview with a Music advisor.

Program Requirements

Semester I

MUSC 101	Materials of Music I	3
MUSC 104	Aural and Sight Singing Skills	3
MUSC 121	Style and Form in Western Music	3
MUSC 161	Class Piano	1
	Electives	6
		16

Semester II

MUSC 201	Materials of Music II	3
MUSC 204	Aural and Sight Singing Skills	3
MUSC 221	Style and Form in Western Music	3
MUSC 261	Class Piano	1
	Electives	6
		16

**College Certificate Program
Basic Musicianship
Program Requirements**

Semester I

Course	Title	Credits
*MUSC 101 or MUSC 102	Materials of Music Basic Theory	3
MUSC 104 or MUSC 103	Aural and Sight Singing Skills	3
MUSC 121	Style and Form in Western Music	3
MUSC 133 or MUSC 141	Beginning Instrumental Ensemble I Beginning Choral Ensemble	1
MUSC 155 or both	Individual Music Study Piano (1 hr.) Individual Music	3
MUSC 156 and MUSC 160	Study (1/2 hr.) Introductory Class Piano	2 1
Elective	English/Communications	3
		19

*Note: MUSC 101/104 and MUSC 102/103 are corequisite pairs.

Semester II

**MUSC 201 or MUSC 202	Materials of Music II Basic Harmony	3
MUSC 204 or MUSC 203	Aural and Sight Singing Skills	3
MUSC 221	Style and Form in Western Music	3
MUSC 233 or MUSC 241	Beginning Instrumental Ensemble II Beginning Choral Ensemble	1
MUSC 255 or both	Individual Music Study Piano (1 hr.) Individual Music	3
MUSC 256 and MUSC 260	Study (1/2 hr.) Introductory Class Piano	2 1
Elective	English/Communications	3
		19

**Note: MUSC 201/204 and MUSC 202/203 are corequisite pairs.

- Note: The choice of theory course is determined by the music faculty.**
- All students in this program must take either MUSC 133/ 233 or MUSC 141/241. Students with previous ensemble experience may, with permission of the Music faculty, take MUSC 130/230 or 140/240.**
- Students taking keyboard lessons as their main applied study must enrol in MUSC 155. Instrumentalists and vocalists enrol in MUSC 156.**
- Instrumentalists and vocalists who have achieved Grade 7 RCMT level may, with the permission of the Music faculty, enrol in MUSC 151 instead of MUSC 160.**

.....
**General Nursing
Program**

Douglas College offers the Collaborative Nursing Program in British Columbia. This program is offered in partnership with the following: Camosun College, Kwantlen University College, Langara College, Malaspina University College, North Island College, Okanagan University College, Selkirk College, University College of the Cariboo and the University of Victoria.

Program Description

The curriculum is based on the concept of caring and health promotion and has been developed in consultation with nursing practitioners, theorists, professional associations, and various government ministries. The program includes arts and sciences courses that complement nursing theory and practice.

This program is designed to educate nurses to be effective practitioners capable of meeting the needs of a changing client population within a changing health care system. Graduates are prepared to work with individuals, families, groups and communities within a variety of settings. In all settings, their practice focuses on keeping people healthy, preventing illness, and restoring health. Restoring health includes helping people to care for themselves and also helping families to care for one another. Nurses who graduate from the program are active participants in ongoing reform of the health care system, assessing its effectiveness and contributing to ongoing change.

This program uses an innovative educational design that is well suited to preparing the kind of professional that is required in health care today. The program is rich in clinical experience where students come face-to-face with peoples' experiences of health and healing. From real-life experience students come to know the role that nurses play in helping people stay healthy and cope with illness. Critical and creative thinking and compassionate care are emphasized in the program in a climate supportive of individual rights and diversity. The curriculum incorporates innovative technology including computers as a learning tool and in preparing students for practice. Students in the program are active participants in the learning process. Their interests are recognized and they are given choices in planning their educational experience. This design is meant to ensure that students will become effective practitioners who are committed to, and capable of, on-going learning.

Program Options

1. Program Completion Options

Students entering the nursing program have two options for completion of their education:

i) Diploma Completion Option

Graduates of the diploma option receive a diploma in nursing after having successfully completed five academic semesters, two consolidated practise experiences, and the bridge-out course of one semester in length.

Graduates of the diploma option are eligible to write the national licensure examination and then to become licensed as Registered Nurses in British Columbia. They are prepared to practise nursing in acute care, intermediate care and long term care hospitals, clinics and home care agencies.

ii) Degree Completion Option

Graduates of the degree option receive a Bachelor of Science in Nursing after successfully completing eight academic semesters and five consolidated practise experiences.

Graduates of the degree program are eligible to write the national licensure examination and then to become licensed as Registered Nurses in British Columbia. They are prepared to practise nursing in non-specialized and specialized acute care areas including special care units, intermediate and long term care hospitals, clinics, home care agencies, and community health agencies.

Douglas College currently offers the first five semesters of the degree program. To complete their degree, students transfer to one of the Collaborative Program sites that offer semesters six through eight. The University of Victoria is committed to offering all upper level courses on the Lower Mainland. The University of Victoria Nursing Program maintains an office at Douglas College and offers some upper level courses at the Douglas College site. Other upper level courses are offered at other sites on the Lower Mainland.

2. Advanced Placement

Applicants who are Licensed Practical Nurses or Registered Psychiatric Nurses may apply for advanced placement in the program (see Access I and II admission criteria).

Admission Requirements

1. General Nursing Admission Requirements

A. Academic Requirements

1. Graduation from B.C. senior Secondary School (or equivalent) or mature student status (see Douglas College calendar for definition)

AND

2. Completion of the following courses (or equivalents) with a minimum grade of C+:

Chemistry 11

Equivalents:

Chemistry 12 with a minimum grade of C **or** UT Chemistry course with a minimum grade of P.

Biology 11

Equivalents:

Biology 12 with a minimum grade of C **or** UT Biology course with a minimum grade of P.

One Grade 12 science

Equivalents:

UT science course with a minimum grade of C.

OR

Successful completion of 9 university transfer credits with an overall C grade.

It is recommended that students choose BIOL 103 and 203 and ENGL 130 where possible.

AND

3. Completion of Academic Math 11 (or equivalent) with a minimum grade of C.

Equivalents and exemptions:

Algebra 11 with a minimum grade of C **or**

Algebra 12 with a minimum grade of P **or**

Academic Math 12 with a minimum grade of P **or**

DVST 411 with a minimum grade of C **or**

Math assessment test indicating Math 11 equivalency (assessment test TBA) **or**

UT Math or Stats course with a minimum grade of P

Math 101 with a minimum grade of P.

4. Completion, within the past four years, of English 12 with a grade of B

OR

Completion, within the past four years, of the Douglas College Writing Assessment with a level designation of "College Writing Courses" (recommended for entry to ENGL 130)

Exemptions to the Assessment are:

Language Proficiency Index with a minimum score of 4 **or** EASL 475 with a Mastery grade within the last four years **or**

DVST 450 with a minimum grade of C- within the last four years **or**

ENGL 124 with a Mastery grade within the last four years **or**

CMNS 105 with a minimum grade of C- within the last four years.

Students who applied for and who met all academic admission criteria for the September 1996 and the January

1997 intakes but who were not admitted to the nursing program due to lack of seat availability or because they chose to defer admission into the program will not be required to re-apply for admission and will be admitted based on the admission criteria applicable at the time of their original application.

B. General Requirements

At the time of processing of the application the following will be requested:

1. Current certificate in Cardiopulmonary Resuscitation (Level C).
2. Current certificate in Standard First Aid.

C. Other Requirements

Once academic requirements are met the following will be requested:

1. A satisfactory health assessment completed by a physician.
2. A current record of recommended immunizations.
3. Two references (non-family) that specifically address potential for academic success and capability in nursing.
4. A Criminal Record search that satisfies program requirements. **Note:** Licensure with the RNABC following graduation requires a Criminal Record search. Applicants with a criminal record are advised to contact the Registered Nurses Association of BC (736-7331) regarding eligibility to register prior to applying to the program.
5. An interview at the request of the program may be required for the purpose of providing information and academic counselling.

2. Access I Admission Requirements

These admission criteria apply to Licensed Practical Nurses and Registered Psychiatric Nurses who wish to receive credit for previous nursing education and experience. (Registered Psychiatric Nurses who graduated from Douglas College may apply to take Nursing Access II.)

Practice Requirements

Current registration as a Licensed Practical Nurse or Registered Psychiatric Nurse in any Canadian province.

Current nursing practice experience (graduation from a recognized nursing program within the year prior to date of application **OR** employment in patient care for a minimum of 1120 hours during the 4 years prior to the date of application.)

Academic Requirements

Completion of Academic Math 11 with full credit or equivalent with a minimum **C** grade.

Equivalents and Exemptions:

- ◆ Algebra 11 with a minimum grade of **C** **or**
- ◆ Algebra 12 with a minimum grade of **P** **or**
- ◆ Academic Math 12 with a minimum grade of **P** **or**
- ◆ DVST 411 with a minimum grade of **C** **or**
- ◆ Math assessment test indicating Math 11 equivalency (assessment test TBA) **or**
- ◆ UT Math or Stats course with a minimum grade of **P**
- ◆ Math 101 with a minimum grade of **P**

Completion (within the last 5 years) or challenge (within the last 2-1/2 years) of Biology 103 and 203 with a minimum **C** grade.

Completion of English 130 with a minimum **C** grade (currently under review)

Option

Completion of one university transfer English elective with a minimum **C** grade **or** completion of this course by the end of semester five of the program.

Access students who met all academic admission criteria for the September 1996 and the January 1997 intakes but who were not admitted to the nursing program due to lack of seat availability or because they chose to defer admission into the program will not be required to re-apply for admission and will be admitted based on the admission criteria applicable at the time of their original application.

Other Criteria

(Appropriate forms will be provided as necessary for these criteria.)

- ◆ Two references (non-family) that specifically address potential for academic success and capability in nursing; if the applicant has been employed in nursing, these should be employer references.
- ◆ Current Cardiopulmonary Resuscitation (Level C).
- ◆ Criminal Record Search that satisfies program and professional nursing association requirements.

Note: Licensure with the RNABC following graduation requires a Criminal Record Search. Applicants with a criminal record are advised to contact the Registered Nurses Association of BC (736-7331) regarding eligibility to register prior to applying to the program.

- ◆ Satisfactory health assessment completed by a physician.
- ◆ Possible interview (at the request of the program) for purposes of providing information and academic counselling.

Program Requirements

Once the admission criteria are met, applicants must complete NURS 196 Nursing Access I: Bridge-in with a minimum **mark of 60%**. **Applicants are then able to begin the nursing program at Semester Three.**

3. Access II Admission Requirements

These admission criteria apply to Registered Psychiatric Nurses who graduated from Douglas College and who wish to receive credit for previous nursing education and experience.

Practice Requirements

Current registration as a Registered Psychiatric Nurse in any Canadian province.

Current nursing practice experience (graduation from the Douglas College Psychiatric Nursing program within the year prior to the date of application **or** employment in patient care for a minimum of 1120 hours during the 4 years prior to the date of application).

Academic Requirements

Completion of Academic Math 11 with full credit or equivalent, with a minimum **C** grade.

Equivalents and Exemptions:

- ◆ Alegbra 11 with a minimum grade of **C or**
- ◆ Algebra 12 with a minimum grade of **P or**
- ◆ Academic Math 12 with a minimum grade of **P or**
- ◆ DVST 411 with a minimum grade of **C or**
- ◆ Math assessment test indicating Math 11 equivalency (assessment test TBA) **or**
- ◆ UT Math or Stats course with a minimum grade of **P**
- ◆ Math 101 with a minimum grade of **P**.

Completion (within the last 5 years) or challenge (within the last 2-1/2 years) of Biology 103 and 203 with a minimum **C** grade.

Completion of English 130 with a minimum **C** grade.

Completion (within the last 5 years) or challenge (within the last 2-1/2 years) of NURS 207, Health Science III: Pathophysiology with a **mark of 60%**.

Option

Challenge (within the last 2-1/2 years) of NURS 217, Health Science IV: Pathophysiology with a minimum mark of 60% **or** completion of this course in the nursing program.

Completion of one university transfer English elective with a minimum **C** grade **or** completion of this course by the end of semester five of the program.

Completion of one university transfer elective with a minimum **C** grade **or** completion of this course by the end of semester five of the program.

Access students who met all academic admission criteria for the September 1996 and the January 1997 intakes but who were not admitted to the nursing program due to lack

of seat availability or because they chose to defer admission into the program will not be required to re-apply for admission and will be admitted based on the admission criteria applicable at the time of their original application.

Other Criteria

(Appropriate forms will be provided as necessary for these criteria.)

- ◆ If the applicant has been employed in nursing, two employee references that specifically address capability in nursing.
- ◆ Current Cardipulmonary Resuscitation (Level C).
- ◆ Criminal Record Search that satisfies program and professional nursing association requirements. Note: Licensure with the RNABC following graduation requires a Criminal Record Search. Applicants with a criminal record are advised to contact the Registered Nurses Association of BC (736-7331) regarding eligibility to register prior to applying to the program.
- ◆ Satisfactory health assessment completed by a physician.
- ◆ Possible interview (at the request of the program) for the purposes of providing information and academic counselling.

Program Requirements

Once the admission criteria are met, applicants must complete NURS 296 Access II: Bridge-in with a minimum mark of 60%. Applicants are then able to begin the nursing program at Semester Four.

Application Process

Please refer to the application category that is the most relevant to your situation. If you require additional assistance you can contact Student Services at 527-5486 or the Faculty of Health Sciences: General Nursing Department at 527-5462.

Additional information can also be found in the General Nursing Handbook which may be obtained free of charge from Student Services or the Faculty of Health Sciences.

A. For applicants who **do not** meet the Academic Admission Requirements:

1. complete a Douglas College Application Form indicating **General Studies: Pre-Entry Nursing Program**; submit this application form to the Registrar's Office
2. include the following with your application form
 - ◆ \$25.00 one-time non-refundable fee for first-time applicants to Douglas College (if you are currently registered at Douglas College you do not need to include this fee)
 - ◆ official High School transcript
 - ◆ official transcripts from all other post-secondary institutions attended

*if you believe you are eligible to receive transfer credit from another post- secondary institution towards the General Nursing Program or to satisfy academic admission requirements; please submit these **official transcripts with a "Request for Transfer of Credit Form"** (these forms may be obtained from the Registrar's Office)

Upon receipt of the completed application form, all required documents, and the non-refundable application fee (if a first time applicant), you will be mailed course registration and other relevant information. You can then register for specific courses that will assist you to meet the academic admission requirements.

If you are unsure of which courses you need in order to meet the academic admission requirements of the General Nursing Program, please seek assistance from Student Services or the General Nursing Department.

The course registration information will also identify those sections of Biology 103 and Biology 203 which are restricted to **General Nursing and Pre-Nursing Students**. You may register for these courses but must meet all registration deadlines.

*Once you meet all the academic admission requirements, you must complete a new **Application Form for the General Nursing Program** (see application process for those applicants who do meet the academic admission requirements).

B. For applicants who do meet the Academic Admission Requirements:

Completed applications with all required documents and fees must be submitted to the Registrar's Office by:

- * April 1st for the September Class
- * September 1st for the January Class

*It is strongly recommended that all applicants obtain a current (within 1 year) **CardioPulmonary Resuscitation Certificate (CPR) Level C** and a current (within 3 years) **First Aid Certificate** at the time of their application as these certificates will be requested as part of the final admission requirements.

1. complete a Douglas College Application Form indicating **General Nursing Program**; submit this application form to the Registrar's Office

2. include the following with your application form

- ◆ \$25.00 one time non-refundable fee for first time applicants to Douglas College (if you are currently registered at Douglas College you do not need to include this fee)
- ◆ official High School Transcript
High School students anticipating graduation in June are required to send an Interim Transcript by March 1st.
- ◆ official transcripts from all other post-secondary institutions attended

*if you believe you are eligible to receive transfer credit from another post-secondary institution towards the General Nursing Program or to satisfy academic admission requirements; please submit these **official transcripts with a "Request for Transfer of Credit Form"** (these forms may be obtained from the Registrar's Office)

If you meet the academic admission requirements and upon receipt of the completed application form, all required documents, and the non-refundable application fee (if a first time applicant) you will be mailed information about the **final admission requirements and their specified deadlines**. Applicants are responsible for meeting all deadlines.

3. final admission requirements:

- ◆ a photocopy of your current (within 1 year) **CardioPulmonary Resuscitation Certificate (CPR) Level C**
- ◆ a photocopy of your current (within 3 years) **Standard First Aid Certificate**
- ◆ a satisfactory **Health Assessment** completed by a physician (a form will be provided)
- ◆ a current record of recommended **immunizations** (a form will be provided)
- ◆ **two references** (non-family) that specifically address the applicant's potential for academic success and capability in nursing (two forms will be provided)
- ◆ a **Criminal Record Search** (a form will be provided)
- ◆ a possible **interview** at our request for the purpose of providing information and academic counselling
- ◆ a non-refundable **deposit of \$350.00**

Once all final admission requirements are met, applicants will receive specific program and course information.

*Applicants who are not accepted must re-apply (complete a new Application Form) for each subsequent class (e.g. not accepted into the September Class then re-apply by September 1st for the January Class).

Program Requirements: Collaborative Nursing Program in B.C.

Semester I - Personal Meaning of Health

Course	Title	Credits
NURS 109	Health I: Health Styles	3.5
NURS114	Professional Growth I: Nurses' Work	4
BIOL 103	Biology 103: Human Biology I	3
NURS 113	Self and Others I: Self Awareness	2.5
ENG 130	English 130: Academic Writing	3
		16

Semester II - Chronic Health Challenges

NURS 119	Health II: Facilitating Health & Healing in Families	2
NURS 123	Self and Others II: Interpersonal Relationships	2
	English Elective	3
BIOL 203	Biology 203: Human Biology II	3
NURS 118	Nursing Practice I	7
NURS 128	Consolidated Practice Experience I	5.5
		<u>22.5</u>

Semester III - Episodic Health Challenges

NURS 209	Healing Workshop I: Episodic Health Challenges	4
NURS 208	Nursing Practice II	7.5
NURS 207	Health Science III: Pathophysiology	2
	Elective	3
		<u>16.5</u>

Semester IV - Complex Episodic Health Challenges

NURS 219	Healing Workshop II: Complex Episodic Health Challenges	4
NURS 224	Professional Growth II: The Nursing Profession	2
NURS 218	Nursing Practice III	7.5
NURS 217	Health Science IV: Pathophysiology	2
NURS 228	Consolidated Practice Experience II	5
		<u>20.5</u>

Semester V - Prevention

NURS 314	Professional Growth III: Teaching/Learning	2
NURS 315	Professional Growth IV: Empowerment	3
NURS 309	Health III: Prevention	2
NURS 308	Nursing Practice IV	7.5
NURS 316	Professional Growth V: Nursing Ethics	TBA

Bridge-Out (For Diploma Students)

NURS 318	Healing/Professional Growth: Bridge -out	11.5
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Office Administration Programs

Office Administration offers full-time and part-time programs leading to both employment and further education. The following programs are offered at the New Westminster campus:

a. Citation Programs

- Office Assistant
(one semester - 18 credits)
- Legal Stenography
(offered by distance-13 credits)

b. Certificate Programs

- Administrative Assistant
(two semesters - 36 credits)
- Financial
(two semesters - 36 credits)
- Legal Office Assistant
(two semesters - 36 credits)
- Medical Office Assistant
(two semesters - 36 credits)

c. Diploma Program

- Diploma in Office Administration
(four semesters - 66 credits)

These programs are inter-connected—they ladder into one another. They may be completed on a full-time basis in the number of semesters shown above or on a part-time basis in which students plan their own programs, selecting a workload which suits their own situation. Full-time students may expect to spend up to 32 hours per week in classes and labs. Homework and additional study time are also required.

A three-week work experience practicum follows the final semester of the Certificate Programs. Students in the Diploma Program may be eligible for a Co-operative Education designation. Co-operative Education involves alternating full-time academic and full-time work terms.

Seats are limited in all programs and early application is strongly recommended.

Recognition of Prior Learning:

The Office Administration Program recognizes skills that students may have acquired through work experience and previous formal and informal learning. Call 527-5460 to inquire about transfer credit from other community colleges, credit for high school business courses, and opportunities for Prior Learning Assessment. (See p. 105 for further information on Prior Learning Assessment.)

Admission Requirements for Office Administration Students

All Programs:

General College Requirements

Strong English skills are required. Students who are weak in English skills should consider upgrading through the Developmental Studies or English as a Second Language Programs. Students considering the Legal Office Assistant or Medical Office Assistant programs, in particular, will need strong listening skills in order to successfully complete the machine transcription (dicta typing) components of the program.

Students entering the Financial Certificate program should have an aptitude for mathematics and be detail oriented.

Office Assistant Citation and All Certificate Programs - Full Time:

Proof of the following keyboarding speeds: Administrative Assistant - 40 net words per minute; Financial - 25 net words per minute; Legal Office Assistant - 40 net words per minute; Medical Office Assistant - 40 net words per minute; Office Assistant Citation - 25 net words per minute.

Acceptable proof of keyboarding includes the following:

- A typing speed certificate issued by the Douglas College Assessment Centre. Arrangements for testing can be made by calling 527-5501. Arrangements should be made well in advance of application deadlines, or;
- A keyboarding speed certificate based on a five-minute timing issued by an educational institution or government agency, or;
- A letter and/or copy of a five-minute timing from an educational institution, written on official letterhead or stamped with the school stamp and signed by the administrator of the test. Speed is calculated as net words per minute with two words deducted for each error.

Office Assistant Citation and All Certificate Programs - Part Time:

Part-time students do not require a specific keyboarding speed for entry into any *program*; however, students must provide proof of keyboarding speed before registration in any *course* which has a keyboarding pre-requisite (See the Course Description section of this Calendar.) Students with no previous keyboarding experience may take beginning keyboarding (OADM 103) during their first semester at the College.

Citation Program in Legal Stenography:

Proof of minimum keyboarding speed of 50 net words per minute.

In order to complete this program successfully, applicants should also have skill in basic through advanced functions of a current word processing program, access to a computer, and previous office experience.

Diploma in Office Administration:

- Completion of an Office Administration Certificate from Douglas College or other provincial Community College. Credentials from other educational institutions will be considered and credit assigned on a course-by-course basis.

Deadlines for Completed Applications

Full-time Applicants: May 1 for Fall Enrolment. September 1 for Winter Enrolment. **Note:** Full-time applications received after these deadlines will automatically be treated as Part-time applications. Part-time students are eligible to take as many courses as Full-time students (up to 18 credits per semester); however, there is no guarantee that they will be able to register in all the courses that they require. Therefore, early application is important.

Part-time Applicants: August 1 for Fall Enrolment. December 1 for Winter Enrolment.

Those interested in applying to the **Citation Program in Legal Stenography** should contact the Faculty of Commerce and Business Administration at 527-5460.

Office Administration Preparation

Some students who intend to enter Office Administration programs may wish to first upgrade their skills in English, Mathematics, and Keyboarding. Some or all of the following courses are recommended for students who have been out of school for several years or who are weak in certain subject areas:

Course	Title	Credits
DVST 320	Spelling - Intermediate Level	1.5
DVST 250 or	Writing - Fundamental Level	3
DVST 350	Developmental Writing	3
DVST 210 or	Mathematics - Fundamental Level	3
DVST 310	Mathematics I	3
DVST 341	Learning and Study Skills I	3
OADM 103	Keyboarding	3
OADM 203	Speed and Accuracy I	3

The above courses may also be taken concurrently with other Office Administration courses.

Please call the Assessment Centre at 527-5501 or the Developmental Education Program at 527-5463 for placement testing.

Administrative Assistant Certificate Program

Program Description

The Administrative Assistant Program prepares students for technical and administrative support positions. Graduates of this program will be highly proficient in computer applications and will demonstrate abilities in communication and interpersonal skills, business research, teamwork, supervisory skills, administrative procedures, presentation skills, problem-solving, and independent decision-making. Upon successful completion of program requirements, students will be eligible to apply for an Office Administration Certificate - Administrative Assistant Option.

Employment Opportunities

Job Outlook 2005, a publication of Human Resources Development Canada, reports that secretaries are among the jobs in business, finance, and administration that offer the most job openings to 2005 and that the trend toward secretaries assuming more of the higher skill responsibilities traditionally done by managers and professionals will continue. Graduates of the Administrative Assistant program will be prepared to move into such positions as secretary, executive secretary, administrative assistant, executive assistant, professional assistant, sales assistant, marketing assistant, and research assistant. These positions involve a wide variety of tasks and assume varying degrees of responsibility depending on market needs, the needs of the firm, experience, skills, education level, and personal initiative. Graduates will also be prepared to market their services on a contract basis. With experience and ongoing learning, graduates may obtain work of a supervisory or managerial nature.

Opportunities exist for graduates of the Administrative Assistant Program to continue their education in the Office Administration Diploma Program and, with experience, attain the designation, Q.A.A. (Qualified Administrative Assistant) offered through the Association of Administrative Assistants. See p. 111 for further information.

Commencement Date

The program commences in September for full-time and part-time students and January for part-time students only.

Program Duration

Full-time students should be able to complete this program in two 4-month semesters plus a 3-week practicum. Part-time students will need at least three semesters to complete but may take longer if they wish to take a lighter course load.

Semester I

Course	Title	Credits
OADM 237	Bookkeeping I	3
OADM 240	Business Communications and Procedures	3
OADM 245	Introduction to Employability Skills	3
OADM 255	Microcomputer Applications	3
*OADM 303	Speed and Accuracy II	3
OADM 308	Word Processing - MS Word for Windows or	3
OADM 309	Word Processing - WordPerfect for Windows	

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(*OADM 303 is offered in May/June for those students who wish to decrease their workload in the first semester.)

Semester II

Course	Title	Credits
OADM 337	Bookkeeping II	3
OADM 345	Administrative Procedures	3
OADM 355	Business Presentations	3
OADM 365	Research Skills for Administrative Assistants	3
OADM 375	Skills for the Office Supervisor	3

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Semester III

Course	Title	Credits
OADM 395	Work Experience	3

(Three-week practicum offered to graduating students during the months of May and January)

Financial Certificate

Students in this program receive in-depth, practical training in office financial procedures. A strong emphasis is placed on current business computer applications encompassing accounting, database, spreadsheet, and payroll software. Particular attention is given to file management procedures. Included in the program are such financial procedures as bookkeeping, control accounts, general and subsidiary ledgers, end of fiscal period adjustments and statements, banking, inventory control, and payroll preparation and reporting. In addition, students will receive training in keyboarding, administrative procedures, mathematical applications, business communications, and supervisory skills. Upon successful completion of program requirements, students will be eligible to apply for an Office Administration Certificate - Financial Option.

Employment Opportunities

Graduates may expect to find employment in a diverse range of businesses from proprietorships to large corporations as bookkeepers, data entry clerks, or accounting clerks with accounts receivable, accounts payable, inventory, payroll, banking, and computer-related duties. Many jobs currently advertised as either Office Assistant, Secretary, Bookkeeper, or Secretary/Accounting Clerk, as well as self-employment, are also potential employment opportunities.

Graduates of the Financial Option are encouraged to continue their education in the Office Administration Diploma Program and, with experience, attain the designation Certified Bookkeeper through the Canadian Institute of Bookkeeping. See p. 110 for further information.

Commencement Date

The program commences in September for full-time and part-time students and January for part-time students only.

Program Duration

Full-time students should be able to complete this program in two 4-month semesters plus a 3-week practicum. Part-time students will need at least three semesters to complete but may take longer if they wish to take a lighter course load.

Semester I

Course	Title	Credits
*OADM 203	Speed and Accuracy I	3
OADM 227	Office Mathematics	3
OADM 237	Bookkeeping I	3
OADM 240	Business Communications & Procedures	3
OADM 245	Introduction to Employability Skills for Office Personnel	3
OADM 255	Microcomputer Applications	3
		18

*(OADM 203 is offered in May/June for those students who wish to decrease their workload in the first semester.)

Semester II

OADM 308	Word Processing - MS Word	3
OADM 337	Bookkeeping II	3
OADM 345	Administrative Procedures	3
OADM 347	Payroll	3
OADM 375	Skills for the Office Supervisor	3
		15

Semester III

OADM 395	Office Work Experience	3
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(Three-week practicum offered to graduating students during the months of May and January)

Legal Office Assistant Certificate

Students in this program are trained in legal office procedures, legal terminology, court systems, legal record keeping, bookkeeping, billing clients, and the preparation, filing, and service of legal documents in the areas of Wills and Estates, Family Law, Litigation, Corporate Law, and Conveyancing. In addition, the students will become highly proficient in keyboarding, machine transcription (dicta typing), and a variety of computer programs. Upon successful completion of program requirements, students will be eligible to apply for an Office Administration Certificate - Legal Office Assistant Option.

Employment Opportunities

Excellent employment opportunities exist for graduates of this program. Most graduates begin as legal trainees in lawyers' offices, while some obtain employment in legal departments of financial, real estate, and other firms. Graduates of the Legal Office Assistant Program are encouraged to continue their education in the Office Administration Diploma Program. Many graduates also go on to become paralegals after taking additional training through other institutions.

Commencement Date

The program commences in September and January each year for full-time and part-time students.

Program Duration

Full-time students should be able to complete this program in two 4-month semesters plus a 3-week practicum. Part-time students will need at least three semesters to complete but may take longer if they wish to take a lighter course load.

Semester I

Course	Title	Credits
OADM 215	Introduction to Legal Office Procedures	1
OADM 217	Legal Office Procedures - Corporate Law	2
OADM 240	Business Communications and Procedures	3
OADM 245	Introduction to Employability Skills	3
OADM 255	Microcomputer Applications	3
*OADM 303	Speed and Accuracy II	3
OADM 309	Word Processing - WordPerfect	3
		18

*(OADM 303 is offered in May/June for those students who wish to decrease their workload in the first semester.)

Semester II

Course	Title	Credits
OADM 216	Legal Office Procedures - Wills and Estates	2
OADM 237	Bookkeeping I	3
OADM 315	Legal Office Procedures - Litigation	3
OADM 317	Legal Office Procedures - Conveyancing	3
OADM 318	Legal Office Procedures - Family	2
OADM 321	Legal Transcription	2
		15

Semester III

Course	Title	Credits
OADM 395	Work Experience	3

(Three-week practicum offered to graduating students during the months of May and January)

Medical Office Assistant Certificate

Students in this program will receive training in general medical office procedures including scheduling appointments, patient records, and filing. Students receive a sound basic knowledge of anatomy and physiology and an extensive knowledge of medical and pharmaceutical terminology. Medical transcription and the use of the computer for both word processing and medical billing are included. Hands-on training is given in clinical skills used in the medical office. Upon successful completion of all program requirements, students will be eligible to apply for an Office Administration Certificate, Medical Office Assistant Option. After one year's experience, students will also be eligible to write the Medical Office Assistant of B.C. registration examination.

Employment Opportunities

Graduates of this program will have the knowledge and ability required for entry level employment in the health clerical worker field. They may obtain employment as medical office assistants in physicians' offices, clinics, public or private hospitals, nursing homes, or community health centres. Medical clerical positions are also available in research and care agencies, pharmaceutical firms, medical supply firms, and related service businesses. Graduates of the Medical Office Assistant Program are encouraged to continue their education in the Office Administration Diploma Program.

Commencement Date

The program commences in September and January each year for full-time and part-time students.

Program Duration

Full-time students should be able to complete this program in two 4-month semesters plus a 3-week practicum. Part-time students will need at least three semesters to complete but may take longer if they wish to take a lighter course load.

Semester I

Course	Title	Credits
OADM 114	Anatomy, Physiology, and Medical Terminology I	3
OADM 151	Medical Office Procedures	3
OADM 255	Microcomputer Applications	3
*OADM 303	Speed and Accuracy II	3
OADM 309	Word Processing - WordPerfect for Windows	3
OADM 325	Clinical Office Procedures	3
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*(OADM 303 is offered in May/June for those students who wish to decrease their workload in the first semester.)

Semester II

Course	Title	Credits
OADM 214	Anatomy, Physiology, and Medical Terminology II	3
OADM 237	Bookkeeping I	3
OADM 240	Business Communications and Procedures	3
OADM 252	Medical Billing	2
OADM 261	Pharmaceutical Terminology	1
OADM 322	Medical Office Transcription and Word Processing Applications	3
		15

Semester III

Course	Title	Credits
OADM 395	Work Experience	3

(Three-week practicum offered to graduating students during the months of May and January)

Citation Programs**Office Assistant Citation Program**

The purpose of this 18-credit Office Assistant Citation Program is to address the needs of some program applicants for short-term training in preparation for job entry or re-entry. The focus is on computer skills, employability skills, and administrative procedures.

Employment Opportunities

Graduates of the program will be prepared for entry-level office assistant, clerk-typist, or receptionist positions. They may choose to continue their education in the Administrative Assistant, Financial, or other certificate programs.

Commencement Date

The program commences in January for full-time and part-time students and September for part-time students only.

Program Duration

Full-time students should be able to complete this program within four months (one semester). Part-time students will need at least two semesters to complete.

Course	Title	Credits
OADM 203	Speed and Accuracy I	3
OADM 240	Business Communications and Procedures	3
OADM 245	Introduction to Employability Skills for Office Personnel	3
OADM 255	Microcomputer Applications	3
OADM 345	Administrative Procedures	3
OADM 308	Word Processing-MS Word	3
or		
OADM 309	Word Processing-WordPerfect	3

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Citation Program in Legal Stenography

This program, offered through Distance Education, is designed for those who have general office experience but wish to learn more about the legal field or move into legal secretarial positions.

Commencement

The courses in the program are currently being adapted for distance delivery. Limited offerings may be available in September 1997. Please contact the Faculty of Commerce and Business Administration for further information. (527-5460)

Course	Title	Credits
OADM 215	Introduction to Legal Office Procedures	1
OADM 216	Legal Office Procedures - Wills and Estates	2
OADM 217	Legal Office Procedures - Corporate Law	2
OADM 315	Legal Office Procedures - Litigation	3
OADM 317	Legal Office Procedures - Conveyancing	3
OADM 318	Legal Office Procedures - Family	2

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Diploma in Office Administration

The Office Administration Diploma Program complements the technical and employability skills acquired in the Certificate Programs, providing a solid background of administrative management skills which will enable the graduate to grow and progress in today's competitive business environment.

After completing one of the Office Administration Certificate Programs, students may select 30 credits of additional course work from the Faculty of Commerce and Business Administration and other College departments to complete the diploma. This program is very flexible and allows students to select courses according to their areas of interest. Many of the courses will transfer to other college diploma programs, to professional programs, and to universities. (See the Transfer Credit Guide at the back of this calendar.)

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating full-time academic and work terms.

Note: For information see *Co-operative Education* in the calendar or contact the Co-op Office at 527-5100.

Employment Opportunities

Graduates of this program, with experience and initiative, may progress into jobs in the modern office in areas of administration, human resources, payroll, accounting, or computer systems. Graduates may qualify for such positions as senior secretary, executive secretary, administrative assistant, supervisor, coordinator, office manager, junior accountant, payroll administrator, or benefits administrator. Students may become freelancers or employees of small or large firms.

Students are advised to gain office work experience while taking this program - through part-time or summer employment or by participating in the Co-operative Education Program.

Professional Designations

By selecting appropriate courses in the Diploma Program, students may work towards the professional designations of *Certified Bookkeeper* through the Canadian Institute of Bookkeeping or *Qualified Administrative Assistant* through the Association of Administrative Assistants. (Please see page 110 for further information.) Relevant work experience in addition to course work is a requirement for both designations.

Application Deadlines

Students may begin classes in September, January, and May. Application deadlines are August 1 for September enrolment; December 1 for January enrolment; and April 1 for May enrolment. It is advisable to apply as early as possible.

Program Requirements

Students must complete 30 credits selected from the following groups of courses:

Group I - Required Courses (Choose all 4)

MARK 350	Personal Selling	3
ACCT 110	Accounting I	3
BUSN 330	Business Mathematics	3
ECON 101	The Canadian Economy	3

Group II - Elective Courses from the Faculty of Commerce and Business Administration (Choose 3 or 4)

Students may select a variety of courses according to their interests, or they may concentrate in one of the following specializations:

Accounting

ACCT 210	Principles of Accounting II	3
ACCT 220	Computerized Accounting	3
ACCT 310	Accounting Theory	3
ACCT 320	Managerial Accounting I	3
ACCT 350	Income Tax	3
ACCT 410	Accounting Theory II	3

Computer Systems

CISY 110	Introduction to Computers	3
CISY 200	Information Systems	3
CISY 410	Microcomputer Concepts and Software Applications	3

Administration

BUSN 200	Fundamentals of Business	3
BUSN 210	Management Essentials	3
BUSN 310	Administrative Practices	3
BUSN 320	Business Law I	3
BUSN 410	Administrative Practices II	3
BUSN 420	Business Law II	3
BUSN 350	Personnel Practices & Administration	3

Marketing

MARK 120	Basic Marketing	3
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Group III - Elective Courses from other Disciplines (Choose 2 or 3)

Students may choose two or three courses from other disciplines in the College, such as Communications, Arts and Humanities, and Social Sciences. DVST and EASL courses are excluded from this grouping. The following courses are highly recommended:

PHIL 101	Effective Thinking	3
PHIL 122	Business Ethics	3
SOSC 140	Human Relations and Organizational Behaviour	3

Certification through the Canadian Institute of Bookkeeping - *Certified Bookkeeper*

Douglas College, in co-operation with the Canadian Institute of Bookkeeping, now offers students an opportunity to earn the designation *Certified Bookkeeper*, indicating qualification as a professional bookkeeper. C.I.B. is a national, non-profit organization dedicated to preparing men and women for greater financial and job security as Certified Bookkeepers. Practical experience is required before qualifying for certification. Upon completion of the program, students will be governed by a Code of Ethics which sets out professional responsibilities and conduct. A grade of 70% is required. Certain courses may be subject to a time limit for registration. For more information on the program, please call C.I.B. at 111 Richmond St. W., Suite 420, Toronto, Ontario M5H 2G4; Tel: (416) 366-2856; Fax (416) 366-8179.

Course Equivalencies:

CIB Course(s)

CIB 111
Computer Applications I

CIB 112 Bookkeeping I,
CIB 113 Bookkeeping II,
and

CIB 222 Computerized
Bookkeeping

CIB 221 Computer
Applications II

CIB 223 Computerized
Bookkeeping II

CIB 331 Cost Management

CIB 332 Income Tax

CIB 333 Payroll Administration

Douglas College Course(s)

OADM 309 WordPerfect/
Windows
or OADM 308
MS Word/Windows

OADM 237 Bookkeeping I
OADM 337 Bookkeeping II

OADM 237 Bookkeeping I
OADM 337 Bookkeeping II

ACCT 110, Principles of
Accounting I, **and**
ACCT 210 Principles of
Accounting II

OADM 255
Microcomputer
Applications

ACCT 220 Computerized
Accounting

ACCT 320 Managerial
Accounting I

ACCT 350 Income Tax

OADM 347 Payroll

Certification Through the Association of Administrative Assistants - *Qualified Administrative Assistant*

The Association of Administrative Assistants is a chartered, Canadian, non-profit, professional organization founded in 1951. Its mission is to assist members in the continuing development of administrative skill, underlying knowledge, and professional growth, thus enhancing employment opportunities and contributions to both workplace and community. The Q.A.A. designation can be achieved through work experience, membership in the Association of Administrative Assistants, and completion of the following Douglas College courses:

<u>A.A.A. Subject</u>	<u>Douglas College Course(s)</u>
Required (Choose all 3)	
Effective Business English	COMM 111 Workplace Communications or COMM 115 Practical Writing
Business Administration	BUSN 210 Management Essentials
Organizational Behaviour	SOSC 140 Human Relations and Organizational Behaviour
Elective (Choose 4)	
Marketing	MARK 120 Basic Marketing
Personnel/Human Resources	BUSN 350 Personnel Practices and Administration
Introduction to Microcomputers	CISY 110 Introduction to Computers
Fundamentals of Accounting	ACCT 110 Principles of Accounting I and ACCT 210 Principles of Accounting II
Business Law	BUSN 320 Business Law I and BUSN 420 Business Law II
Economics	ECON 101 The Canadian Economy
Business in Canada	BUSN 200 Fundamentals of Business
Psychology	PSYC 100 An Introduction to Psychology
Business Mathematics	BUSN 330 Business Mathematics

For further information, please write to Linda Gordon c/o 1250-1500 West Georgia Street, Vancouver, BC V5G 2Z6.

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Physical Education and Recreation

Douglas College offers university transfer programs in Physical Education and Recreation to the University of British Columbia, Simon Fraser University and the University of Victoria. Students may transfer to these universities after completion of either one or two years of study at Douglas College depending on the program and individual institution's requirements. Douglas College Physical Education and Recreation courses are transferable to most Canadian universities and many institutions in the United States that offer physical education and recreation programs.

Students are strongly advised to consult with an Academic Advisor in Student Services or a faculty member on transfer program requirements as well as to consult with the university to which they wish to transfer.

Career Opportunities

Most students interested in sport, physical education and recreation careers first consider teaching or coaching. However, there are many different careers to choose from, some of which have only recently been identified. These include:

- ◆ teaching at either the elementary or secondary level
- ◆ teaching overseas with international agencies such as CUSO and WUSC
- ◆ recreation leader and/or administrator
- ◆ fitness instructor and/or director in the community or industry
- ◆ physical therapist
- ◆ athletic trainer
- ◆ athletic coach
- ◆ aquatic director
- ◆ physical education instructor in the armed forces and police
- ◆ recreation facilities management
- ◆ recreation director at holiday resorts & private clubs
- ◆ therapeutic recreation and adapted physical education
- ◆ sports officiating

Students should begin their preparation for a career in physical education, sport and recreation in secondary school. Subjects such as Biology, Chemistry and other sciences, Sociology, health, First-Aid, life-saving, and when available, officiating and recreation leadership are recommended. Participation in sports, whether interscholastic, intramural or in the community, is helpful, as is serving as a student team manager, scorekeeper, trainer, statistician, reporter, photographer or official. Some schools offer work-study and teacher aid programs, and community organizations often require volunteers to assist with their recreation programs.

Admission Requirements

A Limited Enrolment Program in university transfer Physical Education was initiated at Douglas College in September 1994. The first 50 successful applicants will be allowed to pre-register each Fall for a full course load of 12 credits minimum. An additional 25 part-time applicants will be allowed to pre-register in a minimum of nine credits per semester.

Students who are currently registered at Douglas College and wish to apply for the closed enrolment program must re-apply for admission.

It is important to note that Physical education courses are not restricted to students who qualify for the limited enrolment program. Once the limited enrolment students have registered, there will still be a considerable number of Physical Education seats available to all students during the regular registration period.

Admission Criteria

The admission criteria are as follows:

Secondary Applicants

- ◆ general College admission standards; and
- ◆ PE 12 or equivalent (C+ or better; and
- ◆ English 12 or equivalent (C+ or better; or recommendations on the basis of Douglas College English Writing Assessment to register in English 130); and
- ◆ C+ or better in any three grade 11/12 courses other than Biology 11, PE 12 and English 12.

Post-Secondary Applicants

- ◆ general College admission standards; and ◆ minimum post-secondary cumulative GPA of 2.8 or better (minimum 12 credits); and
- ◆ PE 12 or equivalent (C+ or better) or one three-credit university-level PHED course (C or better); and
- ◆ English 12 or equivalent (C+ or better) or one three-credit university-level English course (C or better).

All Applicants

- ◆ CPR and standard or emergency first Aid (to be presented at time of program commencement); and
- ◆ medical assessment indicating a satisfactory level of physical and emotional health, and
- ◆ two support letters from coaches or PE teachers with reference to:
 - a. character
 - b. sport participation
 - c. physical education class performance including reference to fitness and sport skill; and

- ◆ a minimum level of one season of experience in two of the following areas:
 - a. coaching
 - b. volunteerism in any of sport, physical education or recreation
 - c. leadership in any sport, physical education or recreation
 - d. officiating in any sport, physical education or recreation
 - e. administration in any sport, physical education or recreation.

The deadline for applications is APRIL 31st

Graduation Requirements

Upon completion of 60 credits and 20 courses a student may apply for a Diploma in General Studies.

Physical Education courses may be included in transfer programs leading to a variety of Bachelor Degrees (BPE, BHK, BA, BSc, BEd, etc). Many areas of specialization are contained within these degree programs: exercise science, health and fitness, teaching (elementary or secondary), applied physiology, kinesiology, sports science, etc.

Transfer is most direct to UBC, SFU and UVic in their respective areas of concentration and students who intend to transfer must contact the receiving institution for current program planning and course equivalency information.

UBC Notes: Effective September, 1996, UBC has removed the second year English requirement for its BHK degree.

The program offers four options, namely: (1) teaching and coaching; (2) leisure and sport management; (3) exercise science; (4) health and fitness. For specific course requirements for each option, students should consult educational planners or physical education faculty members.

Print Futures: Professional Writing Program

Print Futures: Professional Writing Program, is a two-year program designed for students who wish to develop their writing skills to a professional level in preparation for the ongoing and changing requirements of the workplace. Students will become proficient at producing a wide range of typical workplace documents and at working independently or as part of an effective production team. Although the program focuses primarily on document writing, courses also include communication theory, language studies, interpersonal and research skills, and training in editing, layout, and desktop publishing. The program emphasizes the practical thrust of professional writing by integrating field projects and workplace-centered activities. The program also has a significant academic component; students will be expected to produce research papers and reports as part of their course work.

A Print Futures: Professional Writing Diploma will be awarded upon the successful completion of the program.

Career Opportunities

Graduates of this program will be prepared for careers in professional writing. The program provides graduates with fundamental, field-specific skills, that upon their graduation will offer occupational mobility. Graduates may choose to work in either public or private organizations as Information or Communications Officers, Technical Writers, or Public Relations Writers. Or they may choose to work in the publishing field as Editors. Graduates also may seek employment with any organization in which document writing and production play a significant role, or they may choose to freelance as writing consultants or desktop publishers. Graduates may choose to specialize in a particular genre, such as technical manuals or research reports, or they may work as generalists.

Admission Requirements

In addition to the general Douglas College admission requirements, the following specific enrolment prerequisites apply to this program:

- ◆ completion of the Douglas College Writing Assessment, with a recommendation at English 130 level and a grammar and summary exercise
- ◆ writing samples (letters, essays, articles, creative writing, etc.) as evidence of interest in and dedication to writing
- ◆ basic skills on word processing equipment
- ◆ two letters of reference (character or work-related)
- ◆ a resume and letter of application
- ◆ participation in a Print Futures orientation
- ◆ a group interview

Applicants should bring their writing samples, two reference letters, and their letter/resume to the interview; they should not submit any of these items to the Registrar with their application to the College. Interviews for full-time students will take place in May, following a general orientation session, for enrolment in September. Interviews for part-time students will take place in May (for September enrolment) and in October (for January enrolment).

Note: For information on the writing assessment, please refer to Communications under course descriptions.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating full-time academic and work terms.

Note: For information see *Co-operative Education* in this calendar or contact the Print Futures office at 527-5292.

Commencement Date and Application Deadline

Applications for the full-time program must be submitted to the Registrar's Office by April 30. Enrolment is limited to 30 students per year, therefore early application is recommended. Part-time applications must be submitted by April 30 (for September intake) or November 15 (for January intake).

Program Duration

The full-time program consists of four semesters (two years). Classes will not be held during the Summer semesters. Fall and Winter semesters are each 15 weeks long and classes are offered during the day or evening. Students may be required to participate in some evening and weekend activities during the Fall and Winter semesters. Full-time Print Futures students are expected to involve themselves in an intensive program of study.

The part-time program is structured to accommodate students who are not able to participate fully in the program. Specific, sequenced courses are offered in the Fall, Winter, and Summer semesters as open-enrolment sections to Print Futures Program students, some courses being offered in the evening. In keeping with College policy, students should expect to complete their program in approximately five years.

Both full-time and part-time students are required to complete a work placement before graduation.

Program Requirements

Course	Title	Credits
Semester I		
PRFU 100	Introduction to the Writing Profession	3
PRFU 102	Research Skills for Writing	3
CMNS 118	Workplace Writing	3
CMNS 216	Interpersonal Skills for the Workplace	3
	Elective	3
		15
Semester II		
PRFU 230	Editing I: Copy Editing and Proofreading	3
CMNS 218	Research Reporting	3
CRWR 202	Personal Narrative	3
PRFU 350	Document Design & Production I	3
PRFU 310	Writing Technical Manuals	3
		15
Semester III		
PRFU 201	Language Studies	3
PRFU 330	Editing II: Restructuring and Rewriting	3
PRFU 450	Document Design and Production II	3
PRFU 370	Public Relations Writing I: Using the Media	3
	Elective	3
		15
Semester IV		
CRWR 340	Visual Imperative: Writing for Non-Print Media	3
CRWR 401	Writing for Magazines and Trade Publications	3
PRFU 470	Public Relations Writing II: Writing in the Organizational Culture	3
PRFU 495	Professional Readiness I and II	6
		15

Note: Elective requirements for the Print Futures Program include any two first-year University Transfer courses in Arts and Humanities, the Social Sciences, Sciences and Mathematics, Business, English or in other Creative Writing courses selected in consultation with program instructors.

For Course Descriptions, refer to the Discipline and Course Description section in this calendar: see Communications, Creative Writing, and Print Futures.

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Psychiatric Nursing

The Department of Psychiatric Nursing offers the following programs: Diploma in Psychiatric Nursing, Advanced Diploma in Psychiatric Nursing, a Refresher Program, and an Access Program.

Program Options

Diploma Program

This program is for those interested in pursuing a career in psychiatric nursing. Graduates are eligible to write the Registration Examinations of the Registered Psychiatric Nurses Association of B.C.

Advanced Diploma

This post-basic distance learning program is a clinical focus program for Registered Psychiatric Nurses and Registered Nurses with appropriate experience and education. These psychiatric nursing courses are the equivalent of upper level undergraduate courses.

Bachelor of Health Science (Psychiatric Nursing)

Upon completion of the Advanced Diploma Program the student is eligible to complete the Bachelor of Health Science (Psychiatric Nursing) through the Open Learning Agency of British Columbia.

Advanced Placement for Licenced Practical Nurses, Registered Nurses and Other Health Care Workers

Applicants who wish to receive credit for previous educational and practice experience in the health care field will be assessed on an individual basis. A study plan will be developed that will give advanced placement in the diploma program. Please contact the Department at 527-5420 for further information.

Refresher Program

This distance education program is designed to provide upgrading for Registered Psychiatric Nurses to return to practice.

Bridging Courses for the Advanced Diploma Program

PNUR 690, 692, 694 and 696 are offered as bridging courses to the Advanced Diploma Program for those applicants requiring an additional knowledge base in Psychiatric Nursing. Applicants requiring these courses will be assessed on an individual basis.

Professional Development (credit) Courses

Licensed Practical Nurses, Registered Psychiatric Nurses and Registered Nurses may take PNUR 690, 692, 694, and 696 for ongoing professional development. These courses are offered in a distance education format to those practitioners wishing to enhance their knowledge base in mental health nursing. Registered Psychiatric Nurses and Registered Nurses may take PNUR 721. For further information please contact the Department at 527-5420.

Psychiatric Nursing Diploma Program

The Department of Psychiatric Nursing has implemented a new curriculum for the Diploma program. This six semester, 24-month program gives graduates specialized knowledge and skills to provide safe, comprehensive care to individuals, families and groups in a variety of care settings including Acute and Long Term Psychiatric, Geriatric (Intermediate/Extended care and Geropsychiatrics) Handicapping, Child/Adolescence, Forensic and Community Mental Health settings. Each semester builds on foundation concepts and skills to prepare students to respond to the ever changing health care needs of our society. Practice experiences are provided in hospitals, mental health and community facilities located throughout the Lower Mainland.

This program is academically challenging and encourages problem-solving, use of critical thinking skills and the ability to be flexible. Personal characteristics which facilitate success in this program are self-awareness, sensitivity to others, tolerance, integrity and concern for emotionally distressed individuals.

All applicants and especially those without science requirements or without recent educational experience are encouraged to take Biology 103, 203 and English 130 prior to entry into the program to increase potential for success.

Admission Requirements

1. General College Admission Requirements are:

- ◆ Graduation from Grade 12 (52 credits and/or minimum C+ average) plus successful completion (4 credits or P or C-) of: Biology 11 and one Grade 12 science **or**
- ◆ Graduation from Grade 12 (52 credits) plus completion (4 credits or P or C-) of: Biology 11 and one Grade 12 science and two or more College level university transfer or University courses.

or

- ◆ Mature student without the above requirements. Applicants who fit in this group are strongly advised to seek advice from an Academic Advisor in Student Services or from the Departmental Recruitment Co-ordinator (527-5583) regarding the most appropriate strategies to prepare for entry into the Program.

2. Admission Tests

All applicants (unless deemed exempt) must take the following admission tests and achieve the approved score prior to entering the program:

- a) Nelson-Denny Reading Comprehension Test
- b) Stanford Diagnostic Math Test - Blue Level
- c) Douglas College Writing assessment/LPI

Applicants must be fluent in all aspects of English communication.

3. Exemptions To Admission Tests

- a. Nelson-Denny Reading Comprehension Test
Evidence of successful completion of six credit hours academic course work at the College/University level where English is the first language.
- b. Stanford Diagnostic Math Test
Successful completion of:
 - ◆ any College/University level mathematics or statistics course, **or**
 - ◆ the Douglas College course - DVST 210, **or**
 - ◆ a math course at Grade 11 or 12 level within the previous five years.
- c. Writing Assessment
 - ◆ successful completion of a College level preparatory writing course (e.g., CMNS 105, ENGL 124 or an equivalent course); **or**
 - ◆ successful completion of a first-year College level English or Written Communications course or equivalent; **or**
 - ◆ a score of 22/40 or higher on the essay component of the LPI (Language Proficiency Index); **or**
 - ◆ a final grade of B or above in English 12 in the previous two years; **or**
 - ◆ a transcript showing enrolment in a College level writing or literature course within the last two years.

4. Admission Interview

When an application is processed, the applicant must attend an Information Session prior to an admission interview.

5. Additional Requirements Prior to Entry

- ◆ Standard First Aid (or Industrial First Aid)
- ◆ CPR - Level C
- ◆ Medical Assessment to indicate satisfactory health.
- ◆ Current record of recommended Immunizations.
- ◆ Criminal Record Search.

Commencement Date and Application Deadline

The Department offers two intakes per year - September and January. The deadline for application is April 30th for the September intake and October 15th for the January intake.

Program Requirements

Semester I - Personal Meaning of Health

Course	Title	Credits
PNUR 140	Health and Professional Practice	6.5
PNUR 144	Practice: Health and Professional Practice	3.5
Biology 103	Human Biology I	3
		<hr/> 13

Semester II - Ongoing Health Challenges

PNUR 240	Living With Ongoing Health Challenges	6.5
PNUR 244	Practice: Ongoing Health Challenges	3.5
Biology 203	Human Biology II	3
English 130	Academic Writing	3
		<hr/> 16

Semester III - Episodic Health Challenges

PNUR 340	Living With Episodic Health Challenges I	8
PNUR 344	Practice: Episodic Health Challenges I	5
PSYC 130	Lifespan Human Development	3
		<hr/> 16

Semester IV - Episodic Health Challenges

PNUR 440	Living With Episodic Health Challenges II	8
PNUR 444	Practice: Episodic Health Challenges II	5
	Elective	3
		<hr/> 16

Semester 5 - Complex Ongoing Health Challenges

PNUR 540	Living With Complex Health Challenges	6
PNUR 541	Group Process For Psychiatric Nursing	3
PNUR 544	Practice: Complex Ongoing Health Challenges	5
		<hr/> 14

Semester 6 - Preceptorship

PNUR 640	Living With Complex Health Challenges	3
PNUR 644	Practice: Preceptorship	9
		<hr/> 12

Advanced Diploma Program

This post-basic program is a clinical focus program for Registered Psychiatric Nurses and Registered Nurses with appropriate experience and education. This program provides a higher level of knowledge and skill for nurses working within specialized areas in psychiatric nursing. The program is offered in a distance-education, independent-study format with tutorial support through mail and telephone communication. Courses in the Advanced Diploma are also offered Online.

Upon successful completion of the program, a student will receive an Advanced Diploma in Psychiatric Nursing and may continue their studies towards completion of the Bachelor of Health Science (Psychiatric Nursing).

Admission Requirements

Candidates must meet the following criteria:

1. Graduation from a recognized psychiatric or general nursing program.
2. Current registration/licensure in own jurisdiction.
3. An autobiographical letter which includes all the following information:
 - ◆ a list of work experience
 - ◆ description of any specialized skills you have, for example, extent and nature of group skills, leadership, etc.
 - ◆ description of learning needs and practice goals
 - ◆ explanation of preparedness to undertake advanced learning in a distant mode
 - ◆ description of the communication model/interpersonal relationship skills you use in your practice
4. A letter of reference regarding suitability for the program.
5. A criminal record search may be required prior to entry into the clinical course.
6. Graduates of Psychiatric Nursing Programs prior to 1974 and of General Nursing Programs must submit written documentation identifying knowledge and skills comparable to current graduates of Diploma Psychiatric Nursing Programs. Applicants in this category **may** be required to take selected bridging courses, based on a review of their documentation, prior to commencing the Advanced Diploma Program.

Bridging Courses

Courses	Title	Credits
PNUR 690	Psychiatric Nursing Theory I	3
PNUR 692	Psychiatric Nursing Theory II	3
PNUR 694	Therapeutic Interpersonal Communication Skills I	3
PNUR 696	Therapeutic Interpersonal Communication Skills II	3

Advanced Diploma Courses

Courses	Title	Credits
PNUR 700	Professional Psychiatric Nursing Concepts	3
PNUR 702	Community Concepts in Psychiatric Nursing Practice	3
PNUR 704	Group Process in Psychiatric Nursing Practice	3
PNUR 706	Health Assessment in Psychiatric Nursing Practice	6
PNUR 708	Family Assessment in Psychiatric Nursing Practice	3
PNUR 710	Adjunctive Therapies: Issues & Interventions in Psychiatric Nursing Practice	3
HMG T 5120	Health Care Principles of Management (BCIT) or	3
BUSM 121	Management Principles and Practices (OLA)	3
PNUR 720	Clinical Focus Concepts for Psychiatric Nursing Practice	6
PNUR 730	Application of Clinical Focus Concepts in Psychiatric Nursing Practice	9

Note: All students are required to take PNUR 700 first, followed by, or concurrently with, PNUR 702. Courses PNUR 704 through PNUR 710 may be taken in any order. In addition, students are required to apply to BCIT and successfully complete HMG T 5120, or apply to the Open Learning Agency and successfully complete BUSM 121 prior to registering for PNUR 720 and PNUR 730.

Advanced Diploma courses are offered in the Fall and Winter Semesters only. The deadline for applications is April 30 for September and October 15 for January.

Note: Students enrolled in the Advanced Diploma Program may take degree completion courses offered through the Open Learning Agency.

Bachelor of Health Science (Psychiatric Nursing)

The Open Learning Agency (O.L.A.), in cooperation with the Department of Psychiatric Nursing at Douglas College, offers a Bachelor of Health Science (Psychiatric Nursing) degree, awarded by OLA's Open University. The degree program is designed to give Registered Psychiatric Nurses and Registered Nurses working in a psychiatric/mental health field the opportunity to obtain a baccalaureate degree, following completion of the Advanced Diploma Program in Psychiatric Nursing at Douglas College.

For more information on the Bachelor Health Science (Psychiatric Nursing) including admission and program requirements, please contact the Open Learning Agency at 431-3300 or 1-800-663-9711.

Refresher Program for Psychiatric Nurses

This distance education program is designed to provide upgrading for Registered Psychiatric Nurses to return to practice. It is also offered to Canadian and foreign-trained Graduate Psychiatric Nurses to meet educational requirements for eligibility to write Registration Examinations of the Registered Psychiatric Nurses Association of B.C.

Admission Requirements - referral by RPNABC. Self-referral of applicants who are not eligible for RPNABC referral will be considered on an individual basis.

Commencement Dates and Application Deadline

The program is offered as the need arises. Interested applicants should contact the department at 527-5420 for further details.

Program Requirements

Course	Title	Credits
PNUR 420	Psychiatric Nursing Refresher Program - Theory	3
PNUR 421	Psychiatric Nursing Refresher - Practicum	6

.....
**Resident Care
 Attendant Program**

The Resident Care Attendant Program is designed to provide students with the opportunity to develop the knowledge, skills and values necessary to function as care providers in a variety of continuing care settings. Graduates are prepared to provide care for older adults experiencing diverse, often complex, but relatively stable health and illness needs.

Upon successful completion of the program requirements, graduates receive a citation as a Resident Care Attendant.

This is a provincially recognized, 20 week full-time program.

The Resident Care Attendant Program will be offered as stated below for the Fall 1997 semester. The program and courses are under review and are subject to change - January 1998.

Career Opportunities

This is a rapidly growing area of health care. Graduates are prepared to work as members of the health care team and are qualified to work in any level of long term care.

Typically, graduates are employed in extended, intermediate or personal care facilities or in adult day care or special needs units.

Admission Requirements

In addition to the regular college requirements students must:

- ◆ demonstrate satisfactory reading and comprehension skills
- ◆ submit a recent medical assessment indicating satisfactory physical and emotional health
- ◆ submit a current record of immunizations that is in accordance with the recommendations of the Public Health Department (including Hepatitis B vaccine and T.B. screening)
- ◆ hold a current Standard First Aid Certificate and CPR Level "C".
- ◆ be prepared to provide documentation of a current Criminal Record Search which indicates freedom from a criminal record.

Program Requirements

Course	Title	Credits
RCAP 100	Health: Lifestyle and Choices	1.5
RCAP 101	Health and Healing: Concepts for Practice	3
RCAP 102	Human Relations: Interpersonal Communications	1.5
RCAP 110	Work Role: Introduction to Resident Care Attendant Practice	1
RCAP 111	Healing : Personal Care Skills in Resident Care	7
RCP 112	Healing : Special Needs in Resident Care	3
RCAP 113	Resident Care Attendant: Practicum	4
		21.0

Note: Students taking RCAP 100, RCAP 101 and RCAP 102 will receive credit for HSAP 100, HSAP 101 and HSAP 102.

Commencement date and Application Deadline

The application deadlines for the Resident Care Attendant Program are as follows:

For program beginning in January Oct 1.

For program beginning in September April 1.

Because there are a limited number of seats available, students should apply early and may not be admitted to the semester of their choice.

..... Sign Language Interpretation

The program of Sign Language Interpretation prepares people to facilitate communication between hearing and Deaf people in a wide variety of community-based settings. Sign language interpreting requires rapid mental processing and above-average intellect; maturity, emotional stability, and the ability to deal with stress; appropriate cross-cultural, social and linguistic skills; and the ability to interpret comfortably in front of large audiences as well as in highly sensitive, personal settings. Entrance into the program, therefore, requires a person who is mentally, physically, emotionally, linguistically, and culturally able to carry out the tasks required in the job as a Sign Language interpreter.

Upon completion of program requirements, the students will receive a diploma (Associate in Sign Language Interpretation).

Career Opportunities

Sign language interpreting is a rapidly expanding field, due to the ever-increasing needs of Deaf individuals to access education, career development, medical/mental health services, and community programs. Graduates may be employed in elementary, secondary, or post-secondary education or by provincial, federal or community agencies. Graduates may opt to work as self-employed, independent contractors, providing their services in an even more diverse array of setting.

Admission Requirements

Prior to acceptance into the program of Sign Language Interpretation, students are required to have advanced American Sign Language skills, an understanding of d/Deaf community, Deaf culture, Hearing cultures, and the field of sign language interpreting equivalent to those taught in the Vancouver Community College Sign Language Studies Program. These competencies can be acquired in a variety of settings and equivalence must be demonstrated on program Threshold Exams.

In addition to Douglas College general admission requirements, students must:

- 1) meet the requirements of the Department of Child, Family and Community Studies (please refer to page 58)
- 2) demonstrate proficiency in written English communication as determined by a departmental written assessment*
- 3) demonstrate proficiency in American Sign Language communication as determined by the Canadian ASL Proficiency interview

4) demonstrate an understanding of the d/Deaf community, Deaf culture, Hearing culture, and the field of sign language interpreting, as demonstrated by successful completion of the Sign Language Studies Program at VCC or equivalent.

*Please contact the Program Coordinator for exemptions to this requirement if you have completed college/university English or Communications courses.

Commencement Date and Application Deadline

The program of Sign Language Interpretation begins in September of each year. Enrolment is limited and students are advised to apply for admission one year in advance. Applications are processed on a first come, first served basis. Deadline for application is March 1. Individuals are encouraged to apply early.

Program Duration

The full-time program commences in September and continues for a total of four semesters. There are opportunities for field-related work and selected integrated courses during the summer between year one and year two. A limited number of part time seats are available. Fall and Winter semesters are 15 weeks long and most classes are offered during the day. In addition to class work, four - eight hours per week of outside community participation is required of all students. Some required course modules are taught in immersion format off campus at student expense.

Program Requirements

Course	Title	Credits
Semester I		
CFCS 110	Introduction to the Professional Community	3
CFCS 120	Self and Others: Wellness	3
CFCS 140	Introduction to Practice	3
INTR 145	Language and Culture in Action: Text Analysis	3
ASLS 175	Pre-Interpreting ASL I	3.5
		<u>15.5</u>
Semester II		
CFCS 130	Change and Development: Lifespan	3
CFCS 220	Working with Others I	3
INTR 225	Professionalism and Cultural Mediation	2
INTR 241	Practicum I	4.5
ASLS 275	Pre-Interpreting ASL II	3.5
		<u>16</u>

Semester III

CFC3 320	Working with Others II	3
CFC3 330	Change and Development: Families	1.5
INTR 300	Language & Culture in Action: Interpretation I	6
INTR 310	Professional & Business Practices	3
ASLS 375	Pre-Interpreting ASL III	4.5
		<hr/> 18

Semester IV

CFC3 410	or UT Elective	3
INTR 400	Language & Culture in Action: Interpretation II	1.5
INTR 340	Practicum II	4.5
INTR 440	Practicum III	4.5
ASLS 475	Pre-Interpreting ASL IV	1.5
		<hr/> 15

Fourth semester is based on an exiting portfolio in which students demonstrate mastery of critical skills and knowledge area.

An English Competency exit requirement is currently under discussion and may be implemented for this program

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Stagecraft Program

The Stagecraft Program provides pre-employment training, upgrading and transferability for students interested in a career within the entertainment industry. The full-time program is designed to provide a combination of academic and practical experience with courses in: Theatre History, Lighting and Audio Techniques, Arts of the Modern World, Scene Painting, and Stage Management.

Upon successful completion of all program requirements, students will be eligible to apply for a Diploma in Performing Arts Stagecraft.

Career Opportunities

The two-year Stagecraft Program prepares students for entry-level positions in the fields of theatrical production and the related performing and visual arts. The program provides students with a number of fundamental, industry-specific skills which upon completion will give graduates a high degree of mobility within the entertainment industry. The program also provides a sound basis for students who later wish to specialize in the technical or production aspects of the broadcast or motion picture industry.

Admission Requirements

Students must meet Douglas College general admission requirements. Students must also complete an English Writing Assessment test before registration and achieve a minimum Writing Assessment designation of "Writing Skills Review Courses" (or equivalent).

Commencement Date and Application Deadline

The Stagecraft Program has a limited number of available seats with most courses limited to a maximum of 20 full-time and five part-time seats. Intake for the full-time program occurs annually every September. Application deadline is July 1.

For part-time students the intake occurs every semester (Fall and Winter). Application deadlines are August 1 for the Fall intake and December 1 for the Winter intake.

Program Duration

The full-time Stagecraft Program is four semesters (two years) in length. It is an intensive program of study with courses offered throughout the day and evening, five days a week and often including weekends. Students seeking a less demanding schedule may choose part-time studies in courses better suited to their personal timetables and interests. Given the restricted number of available seats, it is recommended that students apply as early as possible.

Full-time and part-time students may also choose to enrol in the Co-op program. Offered between the first and second year, the Co-op program would provide students with career related work experience. Students interested in Co-op should contact the Co-operative Education Program Office.

Note: Program Requirements are under review.

Program Requirements

Course	Title	Credits
Semester I		
THEA 105 or 107	History of Theatre I or III	3
ENGL 130	Academic Writing	3
STGE 100	Drafting, Design & Model Making	2
STGE 105	Properties	2
STGE 110L	Lighting I: Principles of Electricity	2
STGE 180	Production Techniques	3
		<hr/> 15.5
Semester II		
THEA 106 or 108	History of Theatre II or IV	3
STGE 200	Scene Construction	2.5
STGE 202	Scene Painting	2.5
STGE 210	Lighting II: Luminaires	2
STGE 220	Stage Management	2.5
STGE 280	Production Techniques	3
		<hr/> 15.5

Semester III

ENGL 151	Studies in Drama	3
STGE 300	Scene Construction	2.5
STGE 302	Scene Painting	2
STGE 310	Lighting III: Control Systems	2
STGE 311	Audio Techniques I: Equipment	2
STGE 380	Production Techniques	5
		10.5

Semester IV

PEFA 102	The Arts of the Modern World	3
STGE 405	Technical Direction	2.5
STGE 410	Lighting IV: Design	2
STGE 411	Audio Techniques II: Recording and Reinforcement	2
STGE 480	Production Techniques	5
		14.5

Total Credits 62.0

Note: Before graduation, a basic First-Aid/CPR certificate must be obtained.

.....
Theatre Program

The Douglas College Theatre Program offers a variety of theatre courses, most of which are transferable to university. All courses are designed to provide a basis for careers in professional theatre and related fields, for careers in community theatre, or simply for the personal development of the individual student. Our facilities, among the most modern in the province, provide an excellent teaching/learning environment for participants and include a 350-seat theatre, a studio theatre, a dance studio, and a theatre shop. Upon successful completion of the program, students are eligible for a Diploma of Performing Arts in Theatre.

Career Opportunities

The Theatre Program provides a series of foundation courses for those interested in pursuing a career in the arts. Students in a university transfer program may continue at a university, conservatory or professional acting program of their choice for advanced studies, and specialize in various fields including acting and directing. The Program also provides a basis for students who later wish to take more technically oriented courses in radio, television or film, or who wish to specialize in the business/management aspects of the arts industry, either in Canada or abroad.

Program Duration

The full-time Theatre Program is four semesters long. Full-time university transfer students take a minimum of three Theatre courses plus two Arts electives per semester. Full-time Theatre students take between three and five Theatre courses per semester.

The Theatre Program courses are designed to provide a combination of theory and practical experience for all participants; for example, students study history of the theatre and techniques of acting and also participate in at least one major production per semester. In addition, students may also participate in various performance related public events, both at the College and in the community.

Applied Theatre and Theatre History are open to students who are not in the Theatre Program, as is a second section of basic acting techniques (THEA 110) in the Winter semester.

Admission Requirements

In addition to the normal Douglas College general requirements, students interested in either the concentrated program or the university transfer theatre major option should also be aware of the following:

- ◆ the Theatre Program intake of new students occurs every September, for concentration and theatre major students
- ◆ the number of available seats is limited, in most courses to a maximum of 22 students
- ◆ an audition/interview is required for all concentration and theatre major students (May)

Note: Additional information and appointments for interviews may be arranged by calling 527-5400 and asking for the Theatre Program.

Commencement Date and Application Deadline

Because of the restricted number of seats available, students should apply as early as possible. Auditions/interviews for the next intake of concentration and Theatre major students take place in May, and by appointment only. Classes commence in September of each year.

Program Requirements

(Presently under review)

Semester I

Course	Title	Credits
THEA 105	History of Theatre I	3
THEA 110	Acting and Creating	3
THEA 111	Speech for the Stage	3
THEA 171	Creative Movement for the Stage	3
THEA 180	Play Production I	3

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Semester II

THEA 106	History of Theatre II	3
THEA 210	The Actor and His/Her Style	3
THEA 211	Intermediate Speech	3
THEA 271	Advanced Problems in Stage Movement	3
THEA 280	Play Production II	3

15

Semester III

THEA 107	History of Theatre III	3
THEA 310	Advanced Acting	3
THEA 311	Voice & Movement on Stage	3
THEA 380	Play Production III	3
	Elective	3

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Semester IV

THEA 108	History of Theatre IV	3
THEA 121	Applied Theatre	3
THEA 410	Advanced Acting Techniques	3
THEA 480	Play Production IV	3
	Elective	3

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Note: Electives should be appropriate to the Theatre Program and should be selected in consultation with the discipline convenor.

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Therapeutic Recreation Program

Please refer to page 68 for more program information.

A two-year diploma is becoming the minimum educational requirement to work in the field of recreation, particularly therapeutic recreation. In recognition of this, Douglas College offers a two-year Diploma Program in Therapeutic Recreation.

The Therapeutic Recreation program trains students to provide a wide range of leisure services for children, adolescents, and adults who have special needs. Students learn to plan, implement and evaluate individual and group therapeutic recreation activities. The program stresses the application of theory with its model of 60 percent classroom related and 40 percent practicum.

A Diploma in Therapeutic Recreation will be awarded upon the successful completion of the program.

This program is offered at the David Lam Campus in Coquitlam (1250 Pinetree Way).

Career Opportunities

Graduates implement recreation programs for people with special needs. Graduates work in various health, social service and recreation agencies including hospitals, intermediate and extended care facilities, group homes, integrated and special schools, drop-in centres, and municipal recreation centres. Approximately 80-85 percent of the graduates find employment in the field within six months.

Admission Requirements

Enrolment in the full and part-time programs is limited. In addition to Douglas College general admission requirements, applicants must:

1. effective in 1996, meet the minimum age requirement of 19 years on the first day of class;
2. submit a recent medical assessment indicating satisfactory physical and emotional health;
3. submit a satisfactory Criminal Record Search;
4. complete, prior to the interview, a writing skills assessment which will indicate whether preparatory writing skills studies are recommended before entering the program. As writing is a consistent component of the Therapeutic Recreation program, it is **strongly** recommended that applicants follow the writing assessment recommendations with the goal of attaining the writing skill level necessary for enrolment in CMNS 115;

5. the program is increasingly utilizing computer technology and it is therefore recommended that student enter the program with basic word processing and windows application skills;
6. provide evidence that the applicant has, within the year prior to interviewing, successfully completed at least 45 hours of supervised work (paid or volunteer) in recreation services for people with disabilities or older adults. A referee form will be provided for the supervisor to evaluate the applicant's work;
7. participate in a Therapeutic Recreation orientation;
8. demonstrate an adequate level of energy and stamina, emotional stability and interpersonal communication skills during a personal suitability interview;
9. applicants found suitable for admission but not offered a seat in the program (or students deferring entry) must maintain suitability as a condition for the applicant's name remaining on the roster of eligible applicants. Therefore, applicants not offered (or deferring) a seat will be required to complete an update interview, the purpose of which is to provide them with an opportunity to demonstrate that suitability and readiness have been maintained.

Applicants must demonstrate proof of the specific program requirements (numbers 4, 6, 7 & 8) at the time of the personal interviews which take place in April or May. Numbers 2 and 3 will be completed after the interview.

Commencement Date and Application

Deadline

Applications for the full-time program must be submitted to the Registrar's Office by April 1 of each year. Enrolment is limited to 27 students per year, therefore, early application is recommended. The full-time program commences in September of each year.

The part-time program usually accepts new students every second year.

Program Duration

The full-time program commences in September and continues for a total of four semesters. Classes in the full-time program will not be held during the summer semesters. Fall and Winter semesters are each 15 weeks long and all classes are offered during the day. Students can anticipate some evening and weekend hours during the practicum.

The part-time program offers courses in the Fall, Winter and Summer semesters with the majority of courses being offered in the evening. Students should expect to take approximately four years to complete a diploma on a part-time basis.

The Therapeutic Recreation Program is involved in the process of curriculum revision with an aim to implement a revised diploma in the fall of 1998. Part-time students who enter the program in the fall of 1997 may switch from the current curriculum to the revised diploma at an appropriate point in their four year program.

Program Requirements

Semester I

Course	Title	Credits
THRT 100	Recreation Integration	3
THRT 101	Intro to Therapeutic Recreation	3
THRT 102	Human Growth and Development	3
THRT 103	Helping Skills for Therapeutic Recreation Practitioners	3
BIOL 105	Anatomy and Physiology	3
		15

Semester II

THRT 201	Disabling Conditions I	3
THRT 202	Disabling Conditions II	3
THRT 215	Therapeutic Recreation Fitness Leadership Skills	2
THRT 217	Therapeutic Recreation Arts & Crafts	2
THRT 281	Practicum I	4
		14

Semester III

THRT 302	Therapeutic Rec: Leisure and Aging	3
THRT 304	Therapeutic Recreation Process and Program Planning	3
THRT 315	Therapeutic Recreation Physical Activity Skills	3
THRT 327	Therapeutic Rec Crafts & Drama	3
THRT 381	Practicum II	5
		17

Semester IV

THRT 403	Leisure Education	3
THRT 404	Advanced Program Planning and Management	3
THRT 480	Practicum III	6
CMNS 115	Practical Writing	3
		15

For course descriptions refer to the Discipline and Course Description section of this calendar - see Therapeutic Recreation.

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Women's Studies

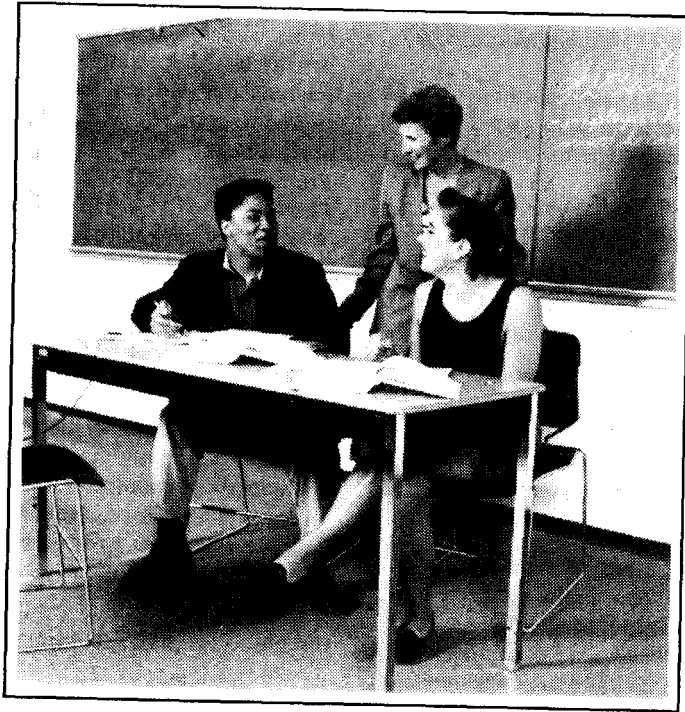
Women's Studies and Gender Relations courses are part of the regular offering of the designated disciplines and may be used as part of the regular university degree program. Taken separately or in a package, these courses are offered for persons interested in:

- ◆ developing an awareness of general concerns and of the contributions of women, both historic and current
- ◆ broadening their knowledge of the psychological, sociological, economic and other factors which contribute to men's and women's roles in contemporary society

Course	Title	Credits
WSGR 100	Introduction to Women's Studies: Silences, Voices and Experiences	3
ENGL 102	Thematic Approaches to Western Literature: Gender Relations (designated section)*	3
HIST 260	Women in Canada: 1600-1920	3
HIST 261	Women in Canada: 1920 to present	3
PSYC 110	Social Issues: Psychology of Women	3
SOCI 240	Role of Women in Society	3
PSYC 120	Gender Differences	3
PHIL 360	Philosophy and Feminist Thought	3

*For information on the ENGL 102 section designated as Women's Studies and Gender Relations please consult the English Department (527-5465).

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Course Descriptions



Accounting

ACCT 110 Principles of Accounting I (3 credits)

This course will introduce the student to the theory and practice of recording and reporting of financial events for service and merchandising enterprises for the purpose of preparing financial statements. Topics include the accounting cycle, cash and receivables, inventory valuation, and accounting for and amortization of capital assets.

Prerequisites: Academic Mathematics 11 with a grade of C or better, (and Academic English 11 with a grade of C or better - effective May 1998)

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

ACCT 210 Principles of Accounting II (3 credits)

This course will introduce the student to the recording and safeguarding of owners' interests under partnerships and corporations, budgeting, cost-volume-profit analysis and some basic accounting theory. Additional topics include: analyzing financial statements, bonds payable, departmental accounting, short-term and long-term investments and statement of changes in financial position.

Prerequisite: ACCT 110

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

ACCT 220 Computerized Accounting (3 credits)

This course will introduce the student to the concepts and practices of computerized accounting. In addition to spreadsheet techniques and applications, the student will learn ACCPAC PLUS: General Ledger and Financial Reporter, Accounts Receivable and Accounts Payable.

Prerequisite: ACCT 110 (with a grade of C or better - effective May 1998) and CISY 110.

Lecture: 2, Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

ACCT 310 Accounting Theory I (3 credits)

This course builds on the foundation of accounting techniques and theory covered in Accounting 110 and 210. The focus will be an in-depth analysis of more complex accounting concepts, principles, and procedures which relate to the assets of an enterprise. Additional topics will include the conceptual framework of accounting, the measurement of revenue, the correction of errors, the changes in accounting policies and estimates, and leases. The student will prepare, in accordance with the CICA Handbook and using AccPac G/L software, a full set of financial statements and notes.

Prerequisites: ACCT 210 and ACCT 220 (and CMNS 105 or CMNS 111 or CMNS 115 or (completion of Douglas College

Writing Assessment Test and have qualified to enrol in CMNS 111 or higher) -effective May 1998)

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ACCT 320 Managerial Accounting I (3 credits)

This course will introduce the student to the principles of managerial systems, control, and decision-making, and analysis of financial information for service, merchandising and manufacturing sectors. Topics include: job-order costing and process costing using actual, normal, standard, direct (variable) and absorption costing methodologies; activity based accounting; budgeting, cost-volume-profit analysis and relevant cost analysis. Students will be required to complete assignments using a computer spreadsheet.

Prerequisites: ACCT 210 and ACCT 220 (and CMNS 105 or CMNS 111 or CMNS 115 or (completion of Douglas College Writing Assessment Test and have qualified to enrol in CMNS 111 or higher) -effective May 1998)

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ACCT 350 Income Tax (3 credits)

This course introduces the student to Canadian income tax concepts for both individuals and corporations. Topics include: the structure of the Income Tax Act, computation of income by source, deductions, net income, taxable income, and taxes payable. Students will be required to use a recognized income tax software program to prepare selected assignments.

Prerequisites: ACCT 210 (minimum grade B-) and CISY 110

Lecture: 4

Offered: Fall

ACCT 410 Accounting Theory II (3 credits)

This course builds on the foundation of accounting techniques and theory covered in Accounting 110 and 210. The focus will be an in-depth analysis of more complex accounting concepts, principles, and procedures which relate to the liabilities and shareholders; equity of an enterprise. Additional topics will include: the conceptual framework of accounting, statement of changes in financial position and analysis of financial information. The student will prepare, in accordance with the CICA Handbook, a full set of financial statements and notes utilizing AccPac G/L software.

Prerequisite: ACCT 210 and ACCT 220 (Prerequisites under review, with the intent that the prerequisites be the same as for ACCT 310)

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ACCT 420 Managerial Accounting II (3 credits)

This course introduces the student to alternative systems, processes, and analytical techniques used in managing and controlling more sophisticated business operations. Topics will include pricing decisions, budgeting options, cost allocation techniques, process and hybrid costing systems, inventory management and transfer pricing. Computerized applications and casework will be used where appropriate
Prerequisite: ACCT 320 and CMNS 115

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

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American Sign Language

American Sign Language (ASL) is the third most widely used language in North America. It is used widely by Deaf children and adults, who make up about 10 percent of the population. ASL is a useful subject for individuals who wish to communicate effectively with the Deaf people they encounter at work, social events, and near home. ASLS 150 offers students an opportunity to become familiar with the differences in cultural norms, expectations, and the rules of social interaction between Deaf and hearing individuals. Fluency in ASL and knowledge of Deaf and hearing cultures is prerequisite for those students who wish to become sign language interpreters, teachers, counsellors, or other professionals working with Deaf people.

ASLS 140 Directed Studies in American Sign Language (1-3 credits)

This course enables students to get practical experience in language development and Deaf community interaction. Through negotiation with the program faculty, the student will develop the framework for an ASL acquisition project involving one or more members of the Deaf community. Upon completion of the project, the student shall present evidence of language learning in the form of a written and/or video-taped report subscribing to instructor-provided format. This course may be repeated up to 3 times for credit.
Prerequisite: Permission of the program faculty
Corequisite: Nil

ASLS 150 Comparative Cultures: Deaf and Hearing (3 credits)

This course is an introduction to the cultures of Deaf and Hearing people in Canada. The course will cover internal features of cultures in general, including rules, norms, values, deviance, insider-versus- outsider status and power relations as applied to the cultures of Deaf and Hearing persons. Special attention will be given to minority group dynamics, attitudes and behaviours characteristic of oppressed and oppressor people, and liberation movements will be discussed and applied to deaf-hearing dynamics.
Prerequisite: None
Total Hours: 60
Offered: TBA

ASLS 175 Pre-Interpreting ASL I (3.5 credits)

This course helps intermediate ASL users develop skills in using ASL numbering systems, expansion techniques, use of classifiers and locatives.
Prerequisite: Completion of provincial ASL Intermediate IV or permission of instructor.

ASLS 275 Pre-Interpreting ASL II (3.5 credits)

In this course students continue to develop mastery in ASL numbering systems and expansion techniques while developing cultural skills and the ability to use linguistic cohesion.
Prerequisite: ASLS 175

ASLS 303 Advanced American Sign Language: Special Topics (3 credits)

This course will offer students an opportunity to study a variety of special topics to advance their sign language skills and knowledge. Students may repeat the course a total of six times, once per special topic. A. ASL Semantics I; B. ASL Semantics II; C. Numbering Systems; D. Register Variations; E. Gender and Geographic Variations. This course will be offered on demand on a rotating basis.
Prerequisite: Instructor permission
Total Hours: 75
Offered: Fall and Winter

ASLS 375 Pre-Interpreting ASL III (3.5 credits)

In this course, students will develop skills in recognizing the nuances of ASL in various settings/occurrences. Students will master all expansion techniques as they apply class learning to interactive communications.
Prerequisite: ASLS 275

ASLS 475 Pre-Interpreting ASL IV (3.5 credits)

In this course, students will demonstrate advanced ASL skills, incorporating humour appropriately. ASL utterances will reflect appropriate time sequence and detail.
Prerequisite: ASLS 375

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Anthropology

Anthropology is the study of humanity, emphasizing a cross-cultural and comparative approach. Anthropologists study human physical evolution and the history of cultures, as well as providing in-depth studies of specific societies. Knowledge of human diversity provided by anthropology is valuable to anyone seeking a career in the social sciences or public service.
Students intending to transfer to U.B.C. should take ANTH 100 and any one of ANTH 111, 112, 130 or 200. This will be considered equivalent to U.B.C.'s prerequisite course, Anthropology 200.
Students transferring to S.F.U. should note that anthropology and archaeology are divided at that institution. Douglas courses ANTH 100, 120, 130, 160, 170, 191, 200 and 220, transfer to the Department of Sociology and Anthropology, while ANTH 111, 112, 192 and 210 transfer to the

Department of Archaeology. Students going into the Department of Sociology and Anthropology should take ANTH 100 and 200, while those planning to major in archaeology should take ANTH 111, 112, and 210.

ANTH 100 Introduction to Social and Cultural Anthropology (3 credits)

Social or cultural anthropology is the study of the nature and scope of human culture and of the rich variations of culture found around the world. It traditionally focuses on non-western peoples studied first-hand by anthropologists doing in-depth field work.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ANTH 111 Introduction to Physical Anthropology (3 credits)

This course surveys the scope, goals and major discoveries of physical anthropology, dealing particularly with human biological evolution, the hominid fossil record and present physical diversity.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ANTH 112 Introduction to Archaeology (3 credits)

This course surveys the scope and goals of archaeology and the techniques used in the investigation of the human past. It also surveys the major stages of human cultural evolution, from earliest hunting and gathering societies to the emergence of complex urban civilizations.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ANTH 120 Native Cultures of B.C. (3 credits)

This course provides an overview of native cultures in British Columbia, from earliest occupation to selected modern issues. The linguistic and cultural diversity of B.C.'s First Nations will be emphasized. Particular attention will be given to the traditional cultures as they existed shortly after contact with Europeans.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Winter

ANTH 130 The Anthropology of Religion (3 credits)

An introduction to the comparative study of religion, especially beliefs and rituals which differ from those of the major world religions. The role of religion in social life will be examined through selected classic ethnographic exam-

ples, and there will be some consideration of various theories about the universality of religious and magical beliefs and practices.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Winter

ANTH 160 Canadian Native Cultures (3 credits)

This course examines the nature and diversity of Canadian Indian, Inuit, and Metis cultures. It looks at native adaptations from the earliest evidence recovered by archaeologists to selected aspects of modern aboriginal life in Canada. Particular attention will be given to the traditional cultures as they existed shortly after contact with Europeans.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall

ANTH 170 Anthropology in Developing Countries (3 credits)

This course provides an introduction to the social and cultural consequences, for peasant peoples, of the global drive for modernization and development. The struggle for self-preservation and dignity against these forces is seen as the basis of such issues as ecological degradation, land reform, wealth and poverty, ideological polarity, mass urban migration, and the merits of aid programs.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall

ANTH 192 Archaeological Field Studies (6 credits)

This is a field course in archaeology, with emphasis on the techniques of archaeological excavation. Additional topics include archaeological theory, techniques of laboratory analysis, and such skills as photography and mapping. To be offered only in the summer.

Prerequisite: Consent of instructor

*For transfer credit please refer to page 243.

Not offered 1997/98

ANTH 200 Theoretical Perspectives in Social Anthropology (3 credits)

This course involves a review and evaluation of the more important theories of humanity and culture propounded by anthropologists of the past and present. These theories draw together many classic ethnographic accounts in order to explain both fundamental cultural universals and the enormous surface variety of cultural traditions.

*For transfer credit please refer to page 243.

Prerequisite: ANTH 100

Lecture: 3; Seminar: 1

Offered: Winter

ANTH 210 Prehistory of the Americas (3 credits)

This course applies the principles and concepts of archaeology to a survey of prehistoric New World cultures. It deals with the earliest occupation of the New World to the time of European colonization, and from small hunting and gathering societies to the complex civilizations of Mexico, Guatemala, and Peru.

Prerequisite: ANTH 111 or 112

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Winter

ANTH 220 Anthropology of Healing (3 credits)

An introduction survey course which deals with the beliefs and practices concerning the identification and treatment of sickness in tribal and other non-Western cultures and reviews the impact of Western medicine on traditional forms of therapeutic intervention.

Prerequisite: ANTH 100 or Permission of Instructor

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall

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Basic Occupational Education

These courses are only for those students enrolled in the Basic Occupational Education program.

BOCE 110 Basic Occupational Education Program-Food Services (16 credits)

This option provides special needs students with skills which enable them to obtain entry level jobs in the food services trade and/or pursue further training in the field. Individualized training in a working cafeteria and classroom setting, provides students with competitive job skills in dishwashing, pot scrubbing, bussing and kitchen maintenance. Basic food preparation and customer service skills may also be offered.

Offered: Continuous entry

BOCE 111 Basic Occupational Education Program -Food Services Practicum (6 credits)

This course provides the opportunity for the Basic Occupational Education student to gain realistic work experience in dishwashing, pot scrubbing, bussing, kitchen maintenance and basic food preparation, through participation in community cafeteria/restaurant settings. Students may attend weekly seminars to provide opportunity for integration of practicum experiences with classroom learning.

Offered: Continuous entry

BOCE 120 Basic Occupational Education Program - Electronic Assembly (16 credits)

The Electronic Assembly option provides special needs students with skills which enable them to obtain entry level jobs in electronics or related industries. Individualized

training in laboratory and classroom settings provides students with essential knowledge and skills in core areas including communications, health and safety, and in specific electronics areas, such as printed circuit board assembly.

Offered: Continuous entry

BOCE 121 Basic Occupational Education Program-Electronic Assembly Practicum (6 credits)

This course provides opportunity for students enrolled in the Basic Occupational Education Program-Electronic Assembly to gain realistic work experience in basic electronic and general assembly skills through practicum participation in community manufacturing settings. Students may attend a weekly seminar to provide opportunity for integration of practicum experiences with classroom learning.

Offered: Continuous entry

BOCE 130 Basic Occupational Education - Records Processing (Micrographic Services) (15 credits)

The Basic Occupational Education Program - Records Processing (Micrographic Services) prepares students who have special learning needs for entry level positions in the records processing settings. Individualized training in classroom and laboratory settings provides students with essential knowledge and skills in general employment related areas as well as in records processing and related clerical areas.

Offered: Continuous entry

BOCE 131 Basic Occupational Education -Records Processing (Micrographic Services) Practicum (6 credits)

This course provides opportunity for students enrolled in the Records Processing (Micrographic Services) Option to gain realistic work experience in relevant skills, through practicum participation in community settings. Students attend weekly seminars to provide opportunity for integration of practicum experiences with on-campus learning.

Offered: Continuous entry

BOCE 210 Basic Occupational Education - Program - Food Services (16 credits)

BOCE 211 Basic Occupational Education - Program - Food Services (6 credits)

BOCE 220 Basic Occupational Education - Program - Electronic Assembly 1 (16 credits)

BOCE 221 Basic Occupational Education - Program - Electronic Assembly (6 credits)

BOCE 230 Basic Occupational Education - Program Records Processing (Micrographic Services) (15 credits)

BOCE 231 Basic Occupational Education - Program - Records Processing (Micrographic Services) (6 credits)

The previous two hundred level Basic Occupational Education (BOCE) courses are designed for former students or individuals with significant work experience in one of the three vocational areas. The intent of the courses is to assist students in upgrading their skills to the levels of competency required by these industry areas, and /or their respective employers. These Basic Occupational Education Program courses are individualized, self-paced, and may involve one or all of the following educational experiences: practicum, laboratory and classroom.
Offered: Continuous entry.

Biology

The biology laboratory is operated on an open audio-tutorial system. Students taking biology courses numbered 100 or 200 should plan on spending from three to five hours a week (depending on the course) in the laboratory, but not necessarily at one time. When timetabling, students should see that this time is made available. The times during which the laboratory is open are posted at the entrance to the laboratory. There is also a two hour weekly seminar. Those intending to transfer to a major or honours program in biology should take the following courses in first year.

SEMESTER I

BIOL 110
CHEM 110
MATH 120
PHYS 110 or PHYS 107

SEMESTER II

BIOL 210
CHEM 210
MATH 220
PHYS 210 or PHYS 207

The following courses are recommended in the second year. Selection of these and additional courses will depend on the program and institution to which you plan to transfer. Consult the appropriate calendar for further information.

SEMESTER III

BIOL 321
BIOL 322
CHEM 310 or CHEM 320

SEMESTER IV

BIOL 320
BIOL 421
CHEM 410 or CHEM 420

BIOL 103 Human Biology I (3 credits)

Human biology is an introduction to the study of anatomy and physiology of humans. The levels of organization in the human body are studied as well as the anatomy and physiology of the skeletal, muscular, circulatory, immune, respiratory and digestive systems. Enrolment is usually limited to students in the nursing program. An evening section may be offered for students not currently in the nursing program.

Prerequisite: None

Laboratory: 3; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

BIOL 105 Human Anatomy and Physiology (3 credits)

This course examines the anatomy and physiology of humans. The skeletal, muscular, circulatory, respiratory, nervous, digestive, excretory and endocrine systems are studied. Enrolment is usually limited to students in the Therapeutic Recreation program.

Prerequisite: Enrolment in the Therapeutic Recreation program

Laboratory: 3; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall

BIOL 109 Human Anatomy and Physiology I (3 credits)

This course introduces the basic organization of the human body and examines the anatomy and physiology of cells, tissues, integumentary system, skeletal system, articulations, muscular system and nervous system. Enrolment is usually limited to students in the Physical Education program.

Prerequisite: None

Laboratory: 3; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall

BIOL 110 Principles of Biology: The Biosphere (5 credits)

This course is an introduction to the biosphere, the diversity of life, and biotic interactions. The anatomy and physiology of organisms are also studied.

Prerequisite: None

Laboratory: 5; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

BIOL 203 Human Biology II (3 credits)

Human Biology II is a continuation of the study of the anatomy and physiology of humans. The anatomy and physiology of the nervous, excretory, endocrine, and reproductive systems are studied. Enrolment is usually limited to students in the nursing program. An evening section may be offered for students not currently in the nursing program.

Prerequisite: BIOL 103 or permission of instructor

Laboratory: 3; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter, Summer and Fall

BIOL 209 Human Anatomy and Physiology II (3 credits)

The second half of a two-semester course. It examines nutrition, metabolism and the anatomy and physiology of the digestive, circulatory, respiratory, excretory, endocrine and reproductive systems. Enrolment is usually limited to students in the Physical Education program.

Prerequisite: BIOL 109 or permission of instructor

Laboratory: 3; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

BIOL 210 Principles of Biology: The Organism (5 credits)

The second half of a two semester course. It deals with the detailed microscopic structure and biochemical functioning of a living organism. Mechanisms of inheritance and evolution are also studied.

Prerequisite: BIOL 110 or permission of instructor

Laboratory: 5; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

BIOL 300 Marine Biology (4 credits - under development)

This course examines the history of marine biology, the physical and chemical characteristics of the marine environment, the diversity of marine life, marine ecology, and the effects of humans on the marine environment.

Lecture: 2; Laboratory: 4

Transfer credit requested

Offered: Fall

BIOL 301 Environmental Genetics (3 credits - under development)

This course is a study of the influence of the environment on genetic systems and the implications of genetic manipulation for the environment. The course will highlight environmental issues arising from practice and research in agriculture (e.g. monoculture, hybridization, interspecies gene transfer, cloning, gene manipulation), medicine (e.g. carcinogenesis, mutagenesis, antibiotics, disease, immunity), and other human activities.

Lecture: 2; Seminar: 2

Transfer credit requested

Offered: Winter

BIOL 302 Urban Ecology (5 credits - under development)

This course examines cities and urban lifestyles from an ecosystem perspective. The properties of the city as a natural environment are described. The impact of cities on surrounding natural environments and more remote ecosystems which serve as supply networks are explored. Global examples of urbanization are discussed in general and local examples are considered in detail. The theme of sustainability will be used to analyze options for change.

Lecture: 4; Laboratory: 3

Transfer credit requested

Offered: Winter

BIOL 320 Genetics (5 credits)

The principles of heredity: transmission, exchange, mutation and functioning of genetic material are covered in this course.

Prerequisites: BIOL 110 and BIOL 210 or permission of instructor

Laboratory: 3; Seminar: 2; Tutorial: 2

*For transfer credit please refer to page 243.

Offered: Winter

BIOL 321 Cell Biology (5 credits)

A survey of cell ultrastructure and cellular function. Students are expected to acquire considerable skill in the preparation of material for microscopic examination.

Prerequisites: BIOL 110 & BIOL 210 or permission of instructor; CHEM 110 recommended

Laboratory: 2; Seminar: 4

*For transfer credit please refer to page 243.

Offered: Fall

BIOL 322 Ecology (5 credits)

A study of the interactions of living organisms with their environment. Population and community dynamics are examined, ending with a consideration of how human activities have an impact on natural systems.

Prerequisites: BIOL 110 and BIOL 210 or permission of instructor

Laboratory: 2; Seminar: 2; Field Experience: 4

*For transfer credit please refer to page 243.

Offered: Fall

BIOL 421 Cell Biochemistry (3 credits)

An introduction to the biochemistry of a cell, including the structural and functional aspects of the micro and macro molecules. Protein structure, enzyme kinetics, and energy pathways will be considered. Some metabolic sequences in the cell will be examined in relation to control mechanisms.

Students will be required to attend two 3-hour labs each to be held in a different week during the semester. Although a choice of times will be offered in order to minimize conflict with other courses and labs, students enrolling in this course should be aware that absolute accommodation with the remainder of their timetable is NOT guaranteed.

Prerequisites: BIOL 321 and CHEM 320

Corequisite: CHEM 420

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Winter

SCIE 100 Environmental Issues (3 credits)

The survival of this planet as we know it will, in large part, depend upon people acquiring an understanding of the intricate interrelationship of the physical, chemical and biological systems found in nature and the impact upon them of human activity. In this context, this course will review the critical environmental issues of our time.

Prerequisite: None

Lecture: 4

For transfer credit refer to page 243.

Offered: Fall

SCIE 107 Introduction to Environmental Science (5 credits)

Within the framework of marine, freshwater and terrestrial ecosystems, this course considers the characteristics of the natural environment and the potential for environmental impacts. Questions such as the disposal of toxic wastes, natural hazards (landslides, volcanic eruptions and earthquakes), resource exploitation and land use planning are discussed with special emphasis, through fieldwork, on the local or regional environment. The course is specifically designed for students with little or no background in science.

Prerequisite: None

Lecture: 4; Laboratory: 1.5; Field experience: 1.5

*For transfer credit please refer to page 243.

Offered: Fall

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Business

BUSN 111 Small Business Management (3 credits)

This course is for the person who will face the problems of running a business and of filling the roles of office manager, stockkeeper, salesman and personnel manager. It examines the day-to-day administration and overall organization of the business entity (proprietorship, partnership, limited company).

Prerequisite: None

Lecture: 4

Not offered 1997/98

BUSN 200 Fundamentals of Business (3 credits)

This course provides a broad overview of the Canadian business system, how it functions, and how it relates to specific areas such as marketing, production and finance. The course provides a specific insight into actual business operations and some of the major areas of concern regarding the role of business in society.

Prerequisite: Math 11 or DVST 410

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

BUSN 201 Career Management (3 credits)

This course provides an opportunity to explore career possibilities and strategies in business. Professional business people from a variety of industries and functions will be brought face-to-face with students in a series of weekly meetings to discuss professional problems, goals, culture, and career strategies. Students will assess their values, abilities, interests and needs in order to clarify job and life goals. Job search, networking, resume writing and interviewing skills will be addressed.

Prerequisite: BUSN 210 and BUSN 330 and CISY 110 and (CMNS 111 or CMNS 115 or ENGL 100 level)

Lecture: 2; Seminar: 2

Offered: Fall

BUSN 210 Management Essentials (3 credits)

This course will introduce the student to managerial principles and methods: allocation of priorities to the firm's objectives and responsibilities, framing of policy, processes of planning, organizing, staffing, and controlling work of others to achieve objectives. Particular attention is given to managerial decision-making in a complex society.

Prerequisite: Math 11 or DVST 410

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

BUSN 250 Exploring Business Ownership (3 credits)

This is an introductory course for people who want to investigate entrepreneurship as a career option, and their suitability as potential business owners. A variety of business areas are covered, including the development of a specific business plan.

Prerequisite: one BUSN course recommended

Lecture: 1; Seminar 3

Offered: Fall

BUSN 252 New Venture Development and Management (3 credits)

This course provides students with an introduction to the theoretical and practical aspects of the start-up and management of a new venture. Topics include: business plan development, purchasing a business, location analysis and leasing, evaluating a business opportunity, financing a business, marketing, financial management and systems, personnel management, customer relations, leadership, managing conflict and communications. The main emphasis will be on new venture management.

Prerequisites: ACCT 110 and BUSN 330 and CISY 110

Corequisites: ACCT 110 and BUSN 330 and CISY 110 may be taken as corequisites

Lecture: 3; Seminar 1

Offered: Fall

BUSN 253 Entrepreneurship (3 credits)

This course provides students with analytical frameworks for entrepreneurship self-assessment and developing a business strategy. Special attention is given to the practices followed and problems encountered in the challenging process of establishing a business from two mainstream perspectives - store-front and home-based business operations. Topics include: entrepreneurship self-assessment and career preparation, product-market strategies, the evaluation of business opportunities that are relevant to start-up and growth, franchising, and acquisitions.

Prerequisites: ACCT 110 and BUSN 252 and BUSN 330 and CISY 110

Corequisites: ACCT 110 and BUSN 252 and BUSN 330 and CISY 110 may be taken as corequisites

Lecture: 3; Seminar: 1

Offered: Fall

BUSN 254 Business Planning for New Ventures (3 credits)

This course provides students with a practical approach in preparing and presenting a comprehensive business plan. Topics include: identifying key business plan components, business plan development, developing key worksheets and support documents, packaging and presentation techniques, and examining common misconceptions in business planning.

Prerequisites: ACCT 110 and BUSN 253 and BUSN 330 and CISO 110 and ACCT 220

Corequisites: ACCT 220 only may be taken as a corequisite

Lecture: 3; Seminar: 1

Offered: Winter

BUSN 305 Cross-Cultural Labour Relations and Practices (3 credits)

This course is designed to provide students with an understanding of issues related to cross-cultural labour relations and practices, standard business protocols in foreign countries, management and employee relations, and key labour statutory requirements in different selected countries. The focus will be on small to medium-sized businesses trying to enter Latin American, European, and Pacific Rim countries.

Prerequisites: nil

Lecture: 3; Seminar: 1

Not offered 1997/98

BUSN 310 Organizational Management Skills (3 credits)

This course enables a student to develop necessary skills in preparation for a career in organizational management. By learning and practicing personal skills, interpersonal skills, and group skills, students can acquire critical management skills, including communications, motivation, delegation, managing conflict, gaining power and influence, problem solving, stress management, and team building.

Prerequisite: BUSN 210

Lecture: 1 Seminar: 3

Offered: Fall

BUSN 315 Supervisory Management HISP (3 credits)

This course will provide HISP students with key skills related to and knowledge of first-line (supervisory) management. Participants will experience the supervisory role as a special case of leadership - the only level of management that interfaces directly with non-management personnel. Communication, leadership and motivational skills will be given special emphasis. An experiential approach will be used to facilitate the learning of basic supervisory skills such as interviewing, appraisal, training and leadership.

Prerequisite: Math 11

Classroom (11 weeks); Seminar: 5

Offered: Winter

BUSN 320 Business Law I (3 credits)

This course will provide a general review of the meaning, sources and administration of business law, and a more detailed examination of the law of contracts with particular reference to business situations. The course is designed to give the student an understanding of business law including consumer protection, legislation and potential changes in the legal climate of Canada.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

BUSN 330 Business Mathematics (3 credits)

This course will cover the mathematical interpretation of fundamental business economic concepts with applications to managerial decision-making. Topics covered will include linear and non-linear equations, time value of money, marginal and break-even analysis, basic linear programming and introduction to statistics.

Prerequisite: Math 11 or DVST 410

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

BUSN 335 Business Probability & Statistics (3 credits)

This course introduces students to statistics and their application in the business world. Topics covered will include: measurements of central tendency and variability; the rules of probability; probability distributions such as the binomial, poisson and normal; sampling; estimation and hypothesis testing.

Prerequisite: BUSN Math 330 or permission of instructor

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Winter

BUSN 337 Research Applications I (3 credits)

This course, restricted to HISP students, is an introduction to statistics in health record information systems with applied computer analysis using SPSS. Topics covered include: designing studies, preparing data for analysis, describing data, probability distributions, sampling, testing hypotheses, and examining relationships between variables.

Prerequisite: Second semester standing or Permission of Instructor. Algebra 12 or equivalent.

Lecture: 2; Lecture/Practice: 2

*For transfer credit please refer to page 243.

Offered: Fall

BUSN 350 Human Resource Management (3 credits)

This course introduces students to the major human resource activities and current issues, including: human resource planning and job analysis, recruiting, selection, orientation, training and development, career planning,

performance appraisal, compensation, health and safety, and labour relations.

Prerequisite: Math 11 or DVST 410

Lecture: 2; Seminar: 2

Offered: Fall and Winter

BUSN 380 Operations Management (3 credits)

This course will provide students with a generalized approach to designing, operating, and improving the activities of service and manufacturing businesses. Students will compare theory with actual operating businesses, and develop solutions to real-world problems.

Topics include flowcharting, processes, quality, forecasting, capacity planning, layout and job design, inventory systems, scheduling, logistics, and process re-engineering.

Prerequisites: BUSN 210 and BUSN 330 and (BUSN 430 or BUSN 432) and CISO 110 and (ENGL 100-level or CMNS 111 or CMNS 115)

Lecture: 3; Seminar: 1

Offered: Fall

BUSN 400 International Business (3 credits)

This course is a survey of the international business environment. The focus is on the nature of the international business environment -- financial, cultural, social, political and legal -- and the manner in which this environment has changed and continues to change. The focus of this course will be from the perspective of a small- to medium-sized business operations, and will be case-based.

Prerequisites: ECON 300 and FINC 305 and FINC 340

Lecture: 3; Seminar: 1

Not offered 1997/98

BUSN 401 International Logistics and Transportation (3 credits)

This course presents an overview of logistics, as applied to international trade. Topics include: purchasing, inventory management, warehousing, transportation, distribution and integrated planning. The emphasis will be on small-to medium-sized businesses involved in finished-goods shipping.

Prerequisites: BUSN 305 and BUSN 400 and BUSN 403 and BUSN 404 and FINC 340 and FINC 405 and MARK 300 and MARK 315

Lecture: 3; Seminar: 1

Not offered 1997/98

BUSN 403 Legal Aspects in a Global Economy (3 credits)

This course is designed to provide students with an understanding of basic legal principles in international trade.

Trade practices between small businesses will be examined, along with basic statutory trading requirements.

Prerequisites: PHIL 122

Lecture: 3; Seminar: 1

Not offered 1997/98

BUSN 404 Entrepreneurship and New Venture Creation (3 credits)

This course is an introduction to the theoretical and practical aspects of the start-up and management of a new venture. Topics include: entrepreneurship, opportunities evaluation, business plan development, and small business management practices. Special emphasis will be placed on practical guidelines for small business importing and exporting.

Prerequisites: BUSN 330 and ECON 300 and FINC 305

Lecture: 3; Seminar: 1

Not offered 1997/98

BUSN 405 Graduating Applied Research Project (3 credits)

This course is a capstone course for the International Business Studies Program (IBS). The focus is on the nature of the international business environment - financial, cultural, social, political and legal - and the manner in which this environment has changed and continues to change. A combination of lecture, videos, and supplementary materials will follow the order of the chapters in the text. Cases will be assigned to and presented in class by students. Opportunity prevailing, students will be placed in actual practicum sites, working on international projects. Some of the projects will be used in case analysis, and class presentations.

Prerequisites: BUSN 305 and BUSN 400 and BUSN 403 and BUSN 404 and ECON 300 and FINC 305 and FINC 405

Lecture: 3; Seminar: 1

Not offered 1997/98

BUSN 410 Administrative Practices II (3 credits)

This course builds on the skills attained in Administrative Practices I and continues with the application of the functions of management. Specific areas of decision making will include financial management, human resource management, industrial relations, marketing management, and production and operations management.

Prerequisite: BUSN 310

Lecture 1; Seminar 3

Offered: Winter

BUSN 420 Business Law II (3 credits)

This course will cover a wide range of items such as general employment contracts, contracts of insurance, guarantee, bailment and agency, negotiable instruments, forms of business organization, devices for securing credit, bankruptcy, labour relations, taxation, financial institutions, and relevant provincial and federal legislation.

Prerequisite: BUSN 320

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall and Winter

BUSN 430 Business Statistics (3 credits)

This course will provide students with an introduction to forecasting and statistics. Students will learn to solve problems using computer spreadsheets. Topics include: forecasting, measures of central tendency and dispersion, probability, sampling, normal and binomial distributions, confidence intervals and hypothesis testing.

Prerequisite: BUSN 330 or Math 12 or Survey Math 12 and CISY 110

Lecture: 3; Seminar: 1

Offered: Fall and Winter

BUSN 431 Business Statistics II (3 credits)

This course covers advanced topics in quantitative analysis including: hypothesis testing, forecasting, trend analysis using linear and multiple regression, probability, decision analysis, and linear programming. Spreadsheets will be utilized in problem-solving.

Prerequisite: BUSN 430

Lecture: 3; Seminar: 1

Offered: Winter 1997

BUSN 432 Economics and Business Statistics (3 credits)

This course concentrates on the techniques for collecting and summarizing numerical information from a subset of the population, with the purpose of making inferences about the whole population. In accomplishing this the course will cover measures of probability, probability distributions, sampling, estimation and hypothesis testing. Students will relate course topics to business and economic problems.

Prerequisite: ECON 150 or 250; MATH 120 or 125

Second Semester Standing

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter and Fall

BUSN 437 Research Applications II (3 credits)

This course, restricted to Health Information Services program students, builds on the skills acquired in Research Applications I related to research in the health record profession. Topics covered include: the nature and types of research, identifying the research problem, and reviewing and evaluating the research literature. The role of the health record administrator in health sciences research will be discussed.

Prerequisite: BUSN 337

Lecture: 4

Offered: Winter

BUSN 450 Supervisory Management (3 credits)

This course is designed to give both first-level and second-level supervisors in industry, commerce and social agencies a broader understanding of the theory and practice of fundamentals of supervision and of the supervisor's

responsibilities as a leader, implementor of ideas, co-worker, subordinate and mediator.

Prerequisite: None

Lecture: 4

Not offered 1997/98

BUSN 451 Industrial Relations (3 credits)

This course is an introduction to the Canadian industrial relations system, including: the historical development of trade unions; the structure, organization and operation of unions; public policy covering labour and employment relations; union certification; collective bargaining; contract administration; dispute resolution; and contemporary issues in labour relations.

Prerequisite: Math 11

Lecture: 3; Seminar: 1

Offered: Winter

BUSN 470 Business Simulation (3 credits)

This course uses a computer simulation of the market for a consumer durable. It focuses on the major functional areas of business. Student teams make marketing, finance, and production decisions in a competitive environment and are responsible for the resulting financial outcome for their own company.

Prerequisite: Fourth-semester standing, 30 credits in Business

Lecture: 1; Seminar: 2; Student Directed Learning: 2

Offered: Fall and Winter

BUSN 495 Applied Project (3 credits)

This course enables students in the Administrative Management Program to acquire practical experience in the functions of management by participating in the day-to-day operation of an organization. Each student will negotiate an agreement for the project work. Project topics may vary from in-depth research to proposals for solutions to management problems.

Prerequisite: 45 Administrative Management program credits or permission of instructor

Seminar: 16; Field Experience: 56

Offered: Winter

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Career and Employment Preparation
(for adults with disabilities)

These courses are only for students enrolled in Career and Employment Preparation and are taken as corequisites. The program is offered in the Fall and Winter semesters.

CAEP 201 Career Exploration and Planning (3 credits)

This course is designed to provide adults with a disability with an ongoing supportive environment in which to explore career alternatives. It will include self assessment, job training information and the development of a career plan with short and long term goals.

CAEP 202 Job Preparation and Maintenance (3 credits)

This course is designed to prepare adults with a disability for employment by increasing awareness of those factors which affect job maintenance. It will include exploration of employee/employer attitudes and expectations, development of self management skills and work-related communication skills. Students are expected to demonstrate appropriate work habits, as learned.

CAEP 203 Interpersonal Skills for the Work Place (3 credits)

This course is designed to provide students with the skills to enter new working and training situations with increased confidence and the ability to assertively handle employment-related interpersonal situations. In particular, students will learn to communicate positively and effectively about their disability.

CAEP 204 Job Search Skills (3 credits)

This course is designed to provide adults with a disability with a comprehensive overview of job seeking strategies. It contains the basic tenets of job search applicable to the general population while recognizing the unique circumstances of the disabling condition.

CAEP 205 Work Placement (3 credits)

This course will provide experience in at least two different work or training environments related to career/job choices. Students will test their ideas, gather information and gain exposure to work sites. Students are also expected to demonstrate and practise appropriate work habits as learned in Job Preparation and Maintenance.

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Chemistry

Students must have a copy of their transcript(s) as proof of prerequisite course requirements.

Chemistry Assessment Test

Starting Fall 1996, new students will write a chemistry assessment test before registering for CHEM 105 and CHEM 110.

The Chemistry Department offers a pre-college course (CHEM 104) and first and second year university transfer courses. Students intending to transfer into the second year of a university program are advised to refer to the appropriate university program are advised to refer to the appropriate university calendar for the specific course requirements. To obtain credit for the first year in the Faculty of Science at UBC, the following courses are required: CHEM 110/210, PHYS 110/210 (or PHYS 107/207) and MATH 120/220. (Some optional courses are also required to complete the first year.

Mathematics is required in many university programs and most chemistry courses offered at the College require mathematics prerequisites. For this reason, students are advised to consider carefully the sequence of math and chemistry courses taken. The following sequence is

suggested to permit students to progress smoothly through chemistry and mathematics in the minimum number of semesters. Students should start at the level consistent with their previous experience.

- Students with little or no previous mathematics must take MATH 101 before registering in CHEM 104.
- Students with CHEM 104 (or Chemistry 11) and MATH 101 should take CHEM 105 and MATH 110.
Semester 1 - CHEM 110 and MATH 120
Semester 2 - CHEM 210 and MATH 220
- Students may take their third and fourth semesters of chemistry at Douglas College. These transfer as second-year university courses, eg. CHEM 320 and CHEM 420 transfer as UBC Chemistry 230.

The following is a possible arrangement:

Semester 3 - CHEM 310; CHEM 320 or 321; MATH 321

Semester 4 - CHEM 410; CHEM 420 or 421; MATH 421

Chemistry Refresher Course

This course is normally offered during the week before classes; i.e. registration week. This course is designed for students who have been out of school for some time and thus may lack the confidence to enrol directly in a College-level Chemistry course. The course emphasizes problem solving and a review of important basic concepts and math skills.

CHEM 104 Preparation for General Chemistry (4 credits)

This course is a basic introduction to chemistry and is intended for students with little or no background in chemistry. Topics will include exponential notation, significant figures, dimensional analysis, metric system, density, symbols, chemical formulae and equations, percentage composition and simplest formula, atomic mass, mole concept, stoichiometry, solutions, molarity, classification of matter, gases, periodic table and some descriptive chemistry.

Prerequisite: MATH 101 or equivalent

Lecture: 4; Laboratory: 2

Offered: Fall and/or Winter

CHEM 105 Introductory Chemistry (5 credits)

This course quickly reviews the content of CHEM 104 and then continues with the study of the following topics: stoichiometry, atoms and molecules, solids, liquids and gases, solutions, acids and bases, chemical equilibria, oxidation and reduction and an introduction to electrochemistry.

Prerequisites: CHEM 104 (C grade) OR Chem 11 (B grade) and MATH 101 or equivalent.

Lecture: 3; Laboratory: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CHEM 110 The Structure of Matter (5 credits)

This course offers a brief review of stoichiometry, gases and the treatment of experimental data and then focuses on the modern view of atomic structure, nuclear chemistry, theories of bonding and molecular structure, organic chemistry, and properties and reactions of the major functional groups.

Prerequisites: CHEM 105 (with C or better) or CHEM 12 (C+ or better) AND MATH 101 or equivalent.

Lecture: 3; Laboratory: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CHEM 210 Chemical Energetics and Dynamics (5 credits)

Topics in this course include solutions, liquids, solids, a review of redox reactions, electrochemistry, the laws of thermodynamics, equilibrium, acids and bases, ionic equilibria, and chemical kinetics.

Prerequisites: CHEM 110 (C or better), MATH 120 (must precede or be taken concurrently)

Lecture: 3; Laboratory: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CHEM 303 Environmental Chemistry (5 credits - under development)

This course applies the principles learned in first year chemistry to environmental systems. Topics studied include the chemistry of the atmosphere and upper atmosphere, natural waters, drinking water, acid rain, and organic and metallic pollutants. The laboratory will stress analytical methods and their application to environmental chemistry.

Lecture: 4; Laboratory: 3

Transfer Credit requested

Offered: Winter

CHEM 310 Physical Chemistry (5 credits)

This course introduces the study of chemical thermodynamics and is intended for students majoring in science. Topics include the first law of thermodynamics and thermochemistry, entropy, free energy, chemical equilibrium in molecular systems, phases and solutions. Laboratory stresses physical methods in inorganic chemistry.

Prerequisites: CHEM 210 (C or better) AND MATH 120

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Fall

CHEM 320 Organic Chemistry I (5 credits)

This is a general Organic Chemistry course. Topics include the fundamental aspects of modern organic chemistry as illustrated by the structure, properties and reactions of alkanes, cycloalkanes, alkenes, alkynes, arenes, halogen compounds, alcohols, ethers, carboxylic acids, aldehydes and ketones. Stereo chemistry, aromaticity and electrophilic aromatic substitution and spectroscopy are also included.

Prerequisite: CHEM 110 (B- or better) or CHEM 210 (C or better)

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Fall

CHEM 321 Organic Chemistry IH (5 credits)

This course deals with the fundamental principles of modern organic chemistry and includes the structure, properties and reactions of all common functional groups. Emphasis will be placed on the mechanism and physical aspects of the science. This course is for prospective honours students and those whose major is science.

Prerequisite: CHEM 210

Lecture: 4; Tutorial: 1; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Fall

CHEM 410 Physical and Inorganic Chemistry (5 credits)

In this course the principles of chemical thermodynamics, kinetics and spectroscopy will be applied to the study of phase equilibria, electrolyte solutions and electrochemistry as well as an investigation of the properties and structure of coordination compounds.

Prerequisite: CHEM 310 (C or better)

CHEM 420 Organic Chemistry II (5 credits)

This course is a continuation of CHEM 320. Topics include the fundamental aspects of modern organic chemistry as illustrated by the structure, properties and reactions of functional groups such as aldehydes, ketones and their derivatives, amines and diazonium compounds and bifunctional compounds, followed by an introduction to the chemistry of fats, carbohydrates and proteins.

Prerequisite: CHEM 320 C or better

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Winter

CHEM 421 Organic Chemistry IIIH (5 credits)

This is a continuation of CHEM 321 and deals with such topics as carbanions, amines, unsaturated carbonyl compounds, neighboring group effects and heterocyclic compounds. Fats, carbohydrates and protein will also be treated.

Prerequisite: CHEM 321

Lecture: 4; Tutorial: 1; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Winter

SCIE 100 Environmental Issues (3 credits)

The survival of this planet as we know it will, in large part, depend upon people acquiring an understanding of the intricate interrelationship of the physical, chemical and

biological systems found in nature and the impact upon them of human activity. In this context, this course will review the critical environmental issues of our time.

Lecture: 4

For transfer credit refer to page 243.

Offered: Fall

SCIE 106 Introductory Physical Science (5 credits)

This course is a basic introduction to physical science with emphasis on experimentation. Topics will include scientific method, classification, measurement and SI heat, temperature, light, nature of matter, gases, crystals, motion, energy, electrostatics, electric circuits, atomic structure and mass, ions, oxidation-reduction, chemical equations, electrolysis, molecules, acids and bases, the solar system and eclipses, stars, galaxies, and telescopes.

Prerequisite: None (MATH 101 recommended as a corequisite)

Lecture: 3; Laboratory: 4

*For transfer credit please refer to page 243.

Offered: TBA

..... **Child, Family & Community Studies Integrated Courses**

These courses are only for those students enrolled in the CYCC, CSSW, CSW, ECE, HSA and Sign Language Interpreting programs.

CFCS 110 Introduction to Community (3 credits)

This course will focus on the development of a personal, professional identity through the examination of professional roles in education and human services. Students will explore and reflect on historical perspectives and ethical decision making. Current legal and policy trends will be discussed in relation to significant social and cultural issues such as gender roles, multiculturalism, poverty and empowerment.

Prerequisite: Nil

Corequisite: Nil

CFCS 120 Self and Others: Wellness (3 credits)

This course in wellness emphasizes a holistic approach to self-awareness and interpersonal skills which promotes a balanced personal and occupational lifestyle. Students will reflect on their experiences of self-esteem, self-care, and interactions with others. They will explore ways to take responsibility for their well-being and for the health of their local and global communities.

Prerequisite: Nil

Corequisite: Nil

CFCS 130 Change and Development Lifespan (3 credits)

This course explores the human passage from conception to death. Drawing on theory and personal experience, the student will investigate and reflect on human develop-

ment, change and diversity in relation to self and others. Students will apply this knowledge to practice.

Prerequisite: Enrolment in CFCS program

Corequisite: Nil

CFCS 140 Introduction to Practice (3 credits)

This field-based course provides students with opportunities to observe people in practice. The focus is on the application of human service principles to the student's chosen field of practice. Students will develop observation skills including information gathering, reflection and interpretation.

Prerequisite: Nil

Corequisite: CFCS 110 and two other first semester courses

CFCS 220 Working with Others (3 credits)

This methods course emphasizes the development of versatility in working with individuals. Students will explore and apply interpersonal and facilitation skills such as information gathering, goal setting, active listening, and conflict resolution. Models that promote empowerment and self-awareness will be presented for examination and application to practice with individuals.

Prerequisite: CFCS 120

Corequisite: Nil

CFCS 240 Practice I (4.5 credits)

This course provides opportunities for students to practice skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal, and professional experiences in practicum and seminar.

Prerequisite: Completion of 1st semester courses or program approval

Corequisite: Nil

CFCS 260 Community Practice: Addictions (3 credits)

This course will focus on the development of skills and versatility for understanding and working with people who have addictions. Students will explore and apply assessment and intervention strategies. The psychological, familial, and social impact of addiction will be discussed. Theories for understanding addictive and co-dependent behaviour will be presented for examination and application to practice.

Prerequisite: Nil

Corequisite: Nil

CFCS 261 Community Practice: Employment Counselling (3 credits)

In this course on employment counselling, students will have an opportunity to explore the process and to develop the practical skills necessary to assist people to obtain employment. They will also examine the social and psychological effects of unemployment.

Prerequisite: Nil

Corequisite: Nil

CFCS 262 Community Practice: School Based (3 credits)

This course explores the roles and responsibilities of practitioners working in school communities. Students will have opportunities to reflect on philosophical, organizational and daily aspects of schools. The course will focus on collaborative approaches for enhancing the school experience for all learners.

Prerequisite: Nil

Corequisite: Nil

CFCS 320 Working with Others in Groups (3 credits)

This methods course is designed to deepen understanding and application of skills introduced in CFCS 220, CSSW 220 or CYCC 220. Students will have the opportunity to explore and apply the skills of group participation, design and facilitation. Models that promote empowerment, mutual aid, and self-awareness will be presented for examination and application to practice with groups.

Prerequisites: CSSW 220 or CYCC 220 or CFCS 220

Corequisite: Nil

CFCS 330 Change and Development: Family (1.5 credits)

This course explores the nature of families, their commonalities and diversity. An emphasis on family strengths, natural support networks, and the challenges of family life cycles will provide practitioners with a perspective from which to begin their working relationships with families.

Prerequisite: Nil

Corequisite: Nil

CFCS 390 Directed Studies in Community Practice 1 to 6 (1.5 credits)

This course provides opportunities for individualized study which meets the learning needs of students at different points in their course of study. Working with program faculty, students will develop and complete projects/portfolios which meet individually identified criteria for which there is no existing course offering. Maximum credits in a directed studies mode is six.

Prerequisite: Admission to program in Dept. of Child, Family and Community Studies

Corequisite: Nil

CFCS 400 Special Topics: Transitions (3 credits)

This course is for certificate graduates from the Department of Child, Family and Community Studies. It provides students with opportunities to build on their previous education and experience. Projects designed in collaborative seminar groups will be used to link Diploma level studies with current practices. This course occurs over two semesters.

Prerequisite: Relevant certificate from the Dept. of Child, Family & Community Studies. Admission to Diploma Program

CFCS 410 Advanced Issues: Reflection and Integration (3 credits)

This course explores how practitioners respond to and influence change within the community. Students will have an opportunity to explore, at an advanced level, issues of diversity, collaboration, idealism, ethics and advocacy in the expression of their personal model of professional practice.

Prerequisite: CFCS 110 and ECED 382 or CSSW 340 or CYCC 331 or CSWK 340 or permission of instructor

Corequisite: Nil

CFCS 460 Community Practice: Abuse (3 credits)

In this course, students will examine a broad range of abuse issues in the lives of families, children and youth. The role of the practitioner in assessing the indicators of abuse, reporting abuse, providing support and referral will be examined from a practice and policy perspective.

Prerequisites: CFCS 130, CFCS/CSSW/CYCC 220

Corequisite: Nil

CFCS 461 Community Practice: Supervision (3 credits)

This methods course emphasizes the development of communication, team building, and problem-solving skills in work settings. Students will explore and apply models that promote cohesiveness, effectiveness, conflict resolution and high morale. Students will apply this knowledge to their evolving sense of professional role and identity.

Prerequisite: Completion of 3rd semester course, or a certificate (equivalent)

Corequisite: Nil

CFCS 462 Community Practice: Gerontology (3 credits)

This course is designed to provide students with an overview of current knowledge in applied gerontology. The emphasis is on the roles of human service workers who may be working with older adults and/or their families in home, community, or residential care settings. The learner will recognize the normal challenges and changes experienced by aging Canadians, begin to examine their own aging, and become more familiar with available services and resources, including older adults themselves.

Prerequisite: CFCS 130 or permission of the Department.

Corequisite: Nil

CFCS 463 Community Practice: Mental Health (3 credits)

This course explores the values, attitudes, and beliefs of the worker and the knowledge and skills required to support and enhance wellness with individuals in the community who have mental illness. Students will have opportunities to explore the nature of mental illness through the eyes of individuals who have experienced mental health problems. Community resources and an overview of mental health services will be discussed.

Prerequisites: CFCS 220 or CSSW 220 or CYCC 220

Corequisites: Nil

Child and Youth Care Counsellor

These courses are only for those students enrolled in the Child & Youth Care Counsellor program.

CYCC 150 Activity Programming for Children and Youth (3 credits)

This course will provide students with opportunities to develop attitudes, conceptual frameworks, and skills to select and create appropriate recreational activities for young people. The course will emphasize how activities can be adapted to different developmental levels and how activities can be used to facilitate leisure, educational, and therapeutic goals.

Prerequisite: Nil

Corequisite: Nil

CYCC 210 Professional Community: Policies, Standards, Children and Families (1.5 credits)

This course will examine child welfare policy, legislation and standards with specific application to child and youth care services in British Columbia. Students will have an opportunity to explore the application of policy, legislation and standards in the lives of children, youth and families.

Prerequisite: CFCS 110

Corequisite: Nil

CYCC 220 Counselling Children and Youth (3 credits)

This course is designed to introduce students to the basic theory and practice of counselling. The use of active listening skills and the development of accurate empathy are emphasized. From the perspective of the practice of Child and Youth Care, students will learn ways of helping and supporting children and youth to explore their issues and to cope with related feelings.

Prerequisite: CFCS 120

Corequisite: Nil

CYCC 250 Supporting Behavioural Change (3 credits)

This course is designed to provide the student with an understanding of a variety of approaches to supporting behavioural change, including Behaviour Modification, Adlerian Theory and Reality Therapy. The application of these approaches to child and youth care practice will be examined. Techniques used in observing, measuring, and changing behaviour will be discussed. Particular emphasis will be placed on skills used in working with clients to develop new adaptive and socially acceptable behaviours.

Prerequisite: Nil

Corequisite: Nil

CYCC 331 Working from a Family Perspective (1.5 credits)

In this course, students will be encouraged to view children and youth from a family systems perspective. The roles of child and youth care counsellors in interactions with families will be examined. Students will be introduced

to current theoretical models of family dynamics in order to understand the responses of families to stressful situations during difficult life passages.

Prerequisite: CFCS 330

Corequisite: CFCS 330

CYCC 340 Child and Youth Care Counsellor: Practicum II (4.5 credits)

This course provides opportunities for students to practice skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.

Prerequisite: CFCS 240

Corequisite: Nil

CYCC 440 Child and Youth Care Counsellor: Practicum III (4.5 credits)

This course provides opportunities for students to practice skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.

Prerequisite: CYCC 340

Corequisite: Nil

CYCC 450 Child and Youth Care Practice: Advanced (3 credits)

This course provides students with an opportunity to consolidate and enhance child and youth care practice skills. Using current and emerging theory and practice, students will be supported in the application of skills to new settings and in the development of additional skills. Topics include individual and group counselling, crisis situations, behavioural change and contact with families.

Prerequisite: CYCC 250, CFCS 240, CFCS 320, CFCS 330, CYCC 331

Corequisite: Nil

Coaching Diploma Program

COAC 141 Basic Coaching Foundations (3 credits)

This course is designed to provide students with an introduction to the fundamental concepts of coaching. The course focus involves an in-depth examination of the profession of coaching. Also studied are the relationships involved in coaching, and the resources available to coaches.

Prerequisite: Nil.

COAC 142 Basic Coaching Principles (3 credits)

This course is designed to provide students with an introduction to coaching techniques as applied to practice sessions and microcycles. The course focuses on the application of planning, performance enhancement and evaluation principles.

Prerequisite: Nil.

COAC 241 Advanced Coaching Foundations (3 credits)

This course is designed to provide students with a foundation for coaching instruction and leadership. The course focus is on coaching for performance improvement. Topics also include an examination of the resources available to coaches at the community sport club level. Prerequisite: COAC 141

COAC 251 Coaching Preceptorship I (3 credits)

In this course the emphasis will be on the student developing professional coaching skills, including the application of foundation coaching skills and the planning of coaching sessions. Students will gain experience performing coaching duties within the community club environment. This course is also designed to provide students with an opportunity to understand the sport delivery system, examine the needs of the participants and analyze the role that sports plays in the participants' lives. Prerequisite: COAC 142.

COAC 342 Seasonal Coaching Principles (3 credits)

This course is designed to provide students with an understanding of the principle of effective coaching methodology. The focus is on the performance enhancement throughout a season. The interactive role of the coach is also examined. Prerequisite: COAC 142

COAC 351 Coaching Preceptorship II (3 credits)

In this course students will be given a coaching experience at the participatory/instructional level. Students will have the opportunity to apply coaching planning principles and coaching skills at the community club sport level. This course is designed to provide students with an opportunity to examine the professional environment of coaching. Prerequisite: COAC 251

COAC 377 Coaching for Optimal Performance (3 credits)

This course is designed to provide students with an understanding of the factors involved in planning for optimal performance. The focus is on mental preparation for practices, training and competitions. Topics include visualization, focus and emotional control. Prerequisite: COAC 251

COAC 443 Career Coaching Principles (3 credits)

This course is designed to provide students with the ability to apply coaching principles throughout a career. An emphasis is placed on the application of coaching resources to the development and optimization of performance within both the athlete's and the coach's career. Prerequisite: COAC 342.

COAC 451 Coaching Preceptorship III (3 credits)

In this course, students will be given career-related coaching experience at the competitive level. Students will have

the opportunity to apply the principles of seasonal planning and coaching administration at the community club sport level.

Prerequisite: COAC 351

COAC 477 Coaching for Optimal Performance (3 credits)

This course is designed to provide students with an understanding of the factors involved in planning for optimal performance. The focus is on mental preparation, training and competitions. Topics include visualization, focus, and emotional control.

Prerequisite: nil

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Communications

Writing Assessment Requirement

Before enrolling in a writing intensive course within the English and Communications Department, students must take the Douglas College Writing Assessment or provide a substitute or equivalent assessment. Such courses include

- ◆ creative writing
- ◆ writing skills
- ◆ workplace and practical writing
- ◆ academic writing
- ◆ literature

The Douglas College Writing Assessment is offered regularly through the Assessment Centre. The test results do not determine eligibility to enter Douglas College, but are used to direct students to courses that are best suited to their current level of writing competence.

Beginning in the Fall, 1996, students will be required to achieve a minimum Writing Assessment designation of "Writing Skills Review Courses" (or equivalent) in order to enrol in any course in the English and Communications Department.

Further information about the Douglas College Writing Assessment or the Language Proficiency Index may be obtained from the Assessment Centre.

Substitutions and Equivalent Assessments

Any one of the following equivalents may be substituted for the Douglas College Writing Assessment:

- ◆ a grade of B or better in English 12 within the last four years
- ◆ a score from the Language Proficiency Index (LPI) within the last four years
- ◆ a transcript showing enrolment in a college-level writing or literature course within the last four years.
- ◆ mastery of EASL 475 within the last four years.
- ◆ a grade of C- or better in DVST 450 within the last four years.

Students relying on a substitute or equivalent assessment must submit the appropriate documentation with their application.

LPI Scores and Writing Assessment

Equivalencies:

LPI Score	Writing Assessment Designation
5 or 6	All courses
4	College Writing Courses
3	Writing Skills Review Courses
1 or 2	Developmental Writing Courses (DVST and EASL)

Note: transcripts mailed to the Registrar's Office become part of a student's application and ARE NOT available to the student or the English and Communications Department.

Communications

These courses focus on the complex tasks of practical oral and written communications, tasks which will be part of future career activities. Most College programs require a specific Communications course; students therefore should see program sections of the calendar for direction on course selection. Admission to Communications 105, 110, 111 and 115 requires a written assessment prior to registering (see the Douglas College Writing Assessment, above).

(For other writing courses see English, Creative Writing, English as a Second Language, DVST, Reading and Study Skills and Print Futures.)

CMNS 105 Introduction to Workplace Writing (3 credits)

This preparatory course helps students to develop the writing skills necessary for the complex writing tasks required in Communications 110, 111 or 115. The fundamentals of standard English are emphasized, including spelling, diction, grammar, logical sentence connections, and paragraph coherence. Course content is geared to student's educational and professional goals and focuses on straightforward workplace writing tasks: summary, description, letters, and simple reporting.

Prerequisite: See Writing Assessment Information
Lecture: 1; Workshop: 3

Offered: Fall and Winter (Summer TBA)

CMNS 110 Workplace Writing for Child, Family and Community Studies (3 credits)

Communications 110 is designed for students intending to enrol in the Community Support Worker, Sign Language Interpretation, Child and Youth Care Counsellor, Community Social Service Worker, or Early Childhood Education programs. Instruction is adapted for workplace settings in the social services field. Assignments focus on specific workplace writing tasks, with emphasis given to particular writing strategies tailored to particular purposes and readers: summary, correspondence, memoranda, the Project Brief.

Prerequisite: See Writing Assessment Information
Lecture: 2; Seminar: 2

Offered: Fall and Winter (Summer TBA)

*For transfer credit refer to page 243.

CMNS 111 Workplace Communications for Selected Programs (3 credits)

Communications 111 is designed for students enrolled in Business, Administrative Management, Criminal Justice, and Health Information Services programs. Instruction is adapted for workplace settings appropriate to each program area. Assignments are drawn from a number of possible components: correspondence, memoranda, reports, and other program-related documents. Course work also includes instruction in writing strategies for effective on-the-job communication, and may include instruction in oral communications situations such as oral presentations, employment interviews, and meetings.

Prerequisite: See Writing Assessment Information

Lecture: 2; Seminar: 2

Offered: Fall and Winter

CMNS 115 Practical Writing (3 credits)

This course helps to prepare students for the complex writing tasks required in the workplace. Students learn to differentiate between informational, persuasive, and researched workplace writing, and will consider various developmental and organizational strategies. Students learn to express themselves clearly and concisely, focusing on audience and purpose and on various communicative tasks: summary, correspondence, memoranda and research reports. This course may be taken by students in some Business and Child, Family and Community Studies programs. Consult program requirements.

Prerequisite: CMNS 105 or satisfactory assessment test

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CMNS 118 Workplace Writing (3 credits)

This course is designed for Print Futures Program students as an introduction to what workplace writing should be: that is, writing governed by the constraints of audience, purpose and context. Students will learn to differentiate between informational, persuasive and researched writing tasks, and will consider various organizational strategies for fulfilling specific purposes for specific audiences.

Prerequisite: Print Futures Program acceptance or permission of Coordinator.

Lecture: 2; Seminar: 2

Offered: Fall semester for FT Print Futures Program; various times for PT Program

CMNS 125 Oral Presentations (3 credits)

In this course students have many opportunities to practice public speaking. Here students can develop vocal, verbal and nonverbal speech delivery skills. They learn how to organize the information they have gathered, how to present this information in persuasive or expository ways, and how to complement their presentations with appropriate visual aids. A workshop approach is taken and learning activities are oriented toward small groups.

Prerequisite: None

Lecture: 2; Workshop: 2

Offered: Fall and Winter

CMNS 160 Introduction to Film (3 credits)

This introduction to film examines, in the first half of the course, film history, basic vocabulary of film, the shot unit and its flexibility, camera angles, lighting, sound as a complement to the moving image and the function of the shooting script. The second half of the course involves an analysis of thematically-linked films. Course content and format under review.

Prerequisite: None

Seminar: 2 Film and laboratory: 2

*For transfer credit please refer to page 243.

Not offered 1997/98

CMNS 161 Introductory Film Making (3 credits)

This course provides an introduction to the process of filmmaking. The first half of the course includes rudimentary facts about equipment, techniques of shooting and writing a shootable film script (which may be documentary, fiction or abstract). The second half of the course involves production of an 8mm film. Course content and format under review.

Prerequisite: None

Seminar: 2; Production: 2

*For transfer credit please refer to page 243.

Not offered 1997/98

CMNS 215 Interpersonal Communication for Dental Auxiliary Students (3 credits)

What do I need to know and do to accomplish the human side of my job? How do I communicate with my patients? How do I work effectively with my co-workers? These questions often go unspoken by dental auxiliary students, yet feedback from the dentistry field indicates that effective communication skills are essential to office functioning. This course provides opportunities to investigate the communication process, phases of the helping relationship, facilitative verbal and nonverbal skills, and the problem solving process. The characteristics of effective teamwork will also be examined.

Prerequisite: None

Lecture: 1; Seminar: 1; Group Work: 2

Offered: Fall

CMNS 216 Interpersonal Communication (3 credits)

Interpersonal communication impacts almost every aspect of working life, yet it is an often overlooked element of job preparation. This highly interactive course provides students with an understanding of the interpersonal skills required to develop effective relationships in the workplace. Core components of the course include verbal and non-verbal communication, conflict resolution, group dynamics and professional/ethical conduct. Course work may also include instruction in oral presentations, interviews and meetings.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CMNS 218 Research Reporting (3 credits)

This course is designed to provide Print Futures Program students with experience in producing client-based analytical research reports. Students will work through the typical production process: developing proposals, completing field-based and theoretical research tasks, collating data, organizing material, and ultimately producing a reader-based and purposeful document.

Prerequisites: PRFU 102 and CMNS 118

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall semester for FT Print Futures Program; various times for PT Program

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Community Social Service Worker

These courses are only for those students enrolled in the Community Social Service Worker program.

CSSW 140 Community Social Service Worker: Introduction (1.5 credits)

This course provides students with an opportunity to examine the history of helping the development of Canadian social welfare and the changing social service delivery system in Canada. Students will explore various philosophies and methods of service delivery.

Prerequisite: Enrolment in CSSW program

CSSW 161 Community Social Service Practice: Poverty and Financial Assistance Skills (3 credits)

This course explores the theory, skills and attitudes necessary to deliver income assistance in British Columbia and for working with people who are affected by poverty conditions. Students will explore the social, psychological and economic variables associated with poverty. The income assistance service delivery system (Ministry of Social Services) will be examined. Students will apply this knowledge to working with people who are recipients of service from the Ministry of Social Services.

Prerequisite: Enrolment in CSSW program

CSSW 204 Community Social Service Worker: The Non-profit Agency (3 credits)

This course provides students with an opportunity to examine the organization, structure, and processes of social service agencies. Groups of students will work collaboratively to create a hypothetical non-profit social service agency to meet a community need. The current bureaucratic, financial, and legal frameworks in which non-profit agencies operate will be examined.

Prerequisite: CSSW 140

CSSW 220 Community Social Service Work: Counselling (3 credits)

This methods course emphasizes the development of versatility in working with individuals in social service settings. Students will explore and apply interviewing and

counselling skills for information gathering, relationship development, goal setting, and problem solving. Students will reflect on their interactions with others and explore ways to promote self-determination and empowerment.

Prerequisite: CFCS 120 or CFCS 261 or CSSW 161

Corequisite: CFCS 240 or Instructor permission

CSSW 331 Change and Development: Family Under Stress (15 credits)

This course provides students with an opportunity to explore the family life cycle. Using legal systems as a framework, students will examine the social, economic and psychological effects of stress conditions such as divorce and family violence.

Prerequisite: CFCS 330

Corequisite: CFCS 330

CSSW 340 Community Social Service Worker: Practicum II (6 credits)

This course provides opportunities for students to develop professional skills in selected sites under supervision.

Students will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.

Prerequisite: CFCS 240

CSSW 440 Community Social Service Worker: Practicum III (6 credits)

This course provides opportunities for students to further develop professional skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.

Prerequisite: CSSW Certificate or Instructor Permission

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Community Support Worker

These courses are only for those students enrolled in the Community Support Worker program.

CSWK 150 Teaching and Learning I (3 credits)

This course builds on students' communication and observation skills to create meaningful opportunities in response to diverse learning styles. Students will explore and reflect on caring as an underlying principle for their actions and interactions.

Prerequisite: Enrolment in CSW program

CSWK 250 Teaching and Learning II (3 credits)

This course provides students opportunities to develop collaborative strategies for planning, implementing and monitoring learning opportunities based on individuals' dynamic characteristics, needs and interests. Using caring and communication as foundations, students will develop, analyze, modify and adapt teaching strategies.

Prerequisite: CSWK 150 or HMS/HMSE 169

CSWK 270 Community Support Worker Practice I: Community Living (1.5 credits)

This course provides opportunities for students to examine skills required for caring interactions that support people in their daily lives. The causes, characteristics and implications of disabling conditions will be explored in the context of community living.

Prerequisite: Enrolment in CSW program

CSWK 340 Community Support Worker Practicum II (4.5 credits)

This course provides opportunities for students to practice skills in selected community sites. Students will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.

Prerequisite: CFCS 240

CSWK 350 Teaching and Learning III (3 credits)

In this advanced course, students will apply principles of teaching and learning to support people whose actions challenge us. The emphasis will be on augmentative communication and responding to individuals in context.

Prerequisite: CSWK 250

CSWK 370 Community Support Practice II: Personal Care (1.5 credits)

This lab course emphasizes support skills in personal care and health-related procedures. Students will practice specific skills and reflect on the underlying values of caring interactions while supporting people in their day-to-day lives.

Prerequisite: CSWK 270

CSWK 371 Community Support Work Practice III: Social Networks (1.5 credits)

This course provides students with opportunities to examine the integral role of family and friends in ensuring quality of life for people with disabilities. Strategies for strengthening family involvement and facilitating informal relationships will be explored.

Prerequisite: CFCS 330

Corequisite: CFCS 330

CSWK 440 Community Support Worker: Practicum IV (4.5 credits)

This course provides opportunities to demonstrate, integrate and reflect upon advanced skills and practice in selected sites. Students will develop and implement specific comprehensive projects demonstrating advanced knowledge and practice.

Prerequisite: CSWK 340

CSWK 450 Teaching and Learning IV

Course under development.

CSWK 460 Augmentative and Alternative Communication (3 credits)

This course provides students with opportunities to examine and reflect on their roles in supporting and promoting communication with and by people who are non-verbal. Students will explore specific methods and strategies of

augmentative communication and principles underlying their use with individuals in community settings.

Prerequisite: Enrolment in CSW program

CSWK 470 Community Support Worker Practice IV: Community Building (1.5 credits)

This course is an introduction to the art and craft of community building. It provides opportunities to explore the challenges of community development and focuses on practical skills for finding, creating, and nurturing spaces in which all people are valued.

Prerequisite: CSWK 371

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Computer Information Systems

CISY 110 Introduction to Computers (3 credits)

This course will provide a general introduction to computers, applications software, programming, hardware and computer information systems. Emphasis will be placed on computer literacy topics such as hardware, software, operating systems, programming languages, data communications, applications software and information systems.

This course is suitable for students who wish to use the computer as a tool for problem solving.

Prerequisite: Math 11

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

CISY 200 Information Systems (3 credits)

This course will provide a general introduction to modern information systems analysis techniques. The student will be provided with the necessary skills for the analysis and design of information systems, and will apply these skills in a step-by-step manner leading from the recognition of a problem to the implementation of a solution on a case study.

Prerequisite: CISY 110

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall, Winter & Summer

CISY 210 Intermediate BASIC (3 credits)

Topics include advanced programming methods in BASIC, Report Design, Documentation, Sequence Checking, Control Breaks, Page Overflow, Substring Functions, and File Breaks.

Prerequisite: CISY 110

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Winter

CISY 230 Introduction to Programming - COBOL (3 credits)

An introduction to computer programming concepts and to the business-oriented high-level language COBOL. Topics include the four divisions of COBOL; Identification, Environment, Data and Procedure division. Also discussed are documentation standards, control breaks, error control and sequence checking, and report design. Students will write, compile, and run COBOL programs.

Corequisite: CISY 110

Lecture 2; Laboratory: 2

*For transfer credit please refer to page 243.

Not offered: 1997/98

CISY 240 Structured Programming Techniques and Concepts - PL/1 (3 credits)

Topics include characteristics of a well-designed computer program. Top-Down program Design, Modular programming techniques, program testing methods, and debugging concepts will be covered. PL/1 Language will be used.

Prerequisite: CISY 110

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 243.

Not offered: 1997/98

CISY 250 PASCAL Programming (3 credits)

An introduction to the programming language PASCAL. Emphasis will be placed on the application of PASCAL to business data processing. Topics will include data structures, control structures, flow of control and additional PASCAL data types. Students will code, debug and test PASCAL programs.

Prerequisite: CISY 110

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 243.

Not offered: 1997/98

CISY 260 Advanced COBOL (3 credits)

This course will provide the student with the advanced features of COBOL. Topics include structured and efficient COBOL programming techniques. Emphasis will be placed on table processing, file handling (sequential, indexed and direct organizations) and full screen I-O facilities. Students will write a number of programs which apply these techniques.

Prerequisite: CISY 230

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 243.

Not offered: 1997/98

CISY 300 MIS/Database Management (3 credits)

This course will provide the student with a knowledge of Database concepts. Emphasis will be placed on loading, modifying and querying a database environment using a host language. Discussion and application of data structures, models of hierarchical, network and relational databases. Discussion of storage devices, data administra-

tion and data analysis, design and implementation.

Prerequisite: CISY 110

Corequisite: CISY 200

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

**CISY 310 Operating Systems (with C Language)
(3 credits)**

This course will introduce several operating systems, (DOS, OS/2, UNIX, Windows). Emphasis will be placed on issuing system commands, accessing directories and manipulating files. Other topics include memory management and problem solving. This course is suitable for students who wish to learn more about the operating system process under different system environments, such as mainframes, minicomputers or microcomputers.

Prerequisites: CISY 110 and one of the following: CISY 210/230/240/250/410

Lecture: 2; Seminar: 2

* For transfer credit please refer to page 243.

Offered: Fall

CISY 370 C Language Programming (3 credits)

This course provides the student with an introduction to C programming covering basic to intermediate structures and features of the language. Theory is supplemented by practical examples in the lab concentrating on business-oriented functions. Structured, top-down, modular design is reinforced. The student will be able to write simple stand-alone applications or intermediate-sized routines which would form part of a larger application.

Prerequisite: CISY 110 and one of CISY 210/230/240/250

Lecture: 2; Seminar: 2

Offered: Winter

CISY 410 Microcomputer Concepts & Software Applications (3 credits)

This course will provide the student with detailed practical knowledge of microcomputers and the skills to use popular software. Emphasis will be placed on understanding totally integrated software applications such as spreadsheets, database management, graphics and word processing. Usage of a presentation graphics software will be covered. Concepts of hardware, software and disk operating system (DOS) and MS-Windows will be explained.

Prerequisite: CISY 110 or permission of instructor

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

CISY 420 Advanced Microcomputer Software (3 credits)

This course will provide the student with a detailed practical knowledge of several applications software programs. Emphasis will be placed on using the Disk Operating System (DOS) commands, utility programs, database management, software and Graphical User Interface (GUI) program (MS-Windows). The student will learn the basic concepts of data communications. Techniques of evaluating and selecting software will also be explained.

Prerequisites: CISY 410

Lecture: 2; Seminar: 2

Offered: Winter

CISY 430 Fourth Generation Software Languages (3 credits)

This course is designed to provide the student with a knowledge of fourth generation software. Emphasis will be placed on the major components of an advanced development language for creating business applications. Productivity tools and techniques for computer systems and programming will be discussed.

Prerequisite: CISY 110

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 243.

Not offered: 1997/98

CISY 440 Networking and Data Communications (3 credits)

This course will provide an introduction to Data Communication topics including terminology, line facilities, telecommunication equipment, connectivity. The student will get both theory and practical experience with Local Area Networks. The theory portion concentrates on topics such as components, topologies, and interface cards. The student will be able to set up and design a LAN environment.

Prerequisite: CISY 110 and one of the following: CISY 210/230/240/250/410

Lecture: 3; Seminar: 1

* For transfer credit please refer to page 243.

Not offered: 1997/98

CISY 450 Computer Organization and Assembly Language Programming (3 credits)

(This course is the same as CMPT 220)

This course is an introduction to computer organizations and assembly language programming. The computer organization component of the course concentrates on the components of the central processing unit (CPU) such as: gates, registers, arithmetic logic unit, and memory. The Control Unit of the CPU is introduced by considering the fetch-decode-execute cycle and the data transfer between independent data representation, memory addressing and the software components of the operating system such as the assembler, the linker, and the loader.

Prerequisite: CMPT 110 or CISY 110 and one of the following: CISY 210/230/240/250/410

Lecture: 4

*For transfer credit please refer to page 243.

Offered: CISY 450 in Fall, CMPT 220 in Winter.

CISY 495 Applied Research Project (3 credits)

This course enables students in the Computer Information Systems Program to acquire practical experience in defining, designing, developing and implementing a special computer systems project. Each student, in consultation with a faculty advisor, will select an appropriate computer project. Project topics may vary from in-depth research to systems analysis and design proposals.

Prerequisite: Successful completion of a minimum of 45 program credits.

Seminar: 16; Field Experience: 56

Offered: Winter

CISY 510 Advanced Visual Basic II (3 credits)

This course will provide the student with an in-depth understanding of the object-oriented world of Visual Basic (VB) 4.0. The student will use Microsoft Office as a front end to their Object Linking and Embedding (OLE) programs.

Prerequisites: CISY 210 and CISY 370

Lecture: 2; Seminar: 2

Offered: Fall

CISY 580 Multimedia Design for the Internet World Wide Web (3 credits)

This course will provide a working knowledge of content, design, and delivery of multimedia over the World Wide Web (WWW). Emphasis will be placed on topics such as Hypertext Markup Language (HTML), document design, WWW authoring considerations, WWW Server, Common Gateway Interface (CGI) setup, and multimedia instructional design. This course is suitable for students who wish to develop a comprehensive multimedia project.

Prerequisites: CISY 200

Lecture: 2; Seminar: 2

Offered: Fall

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Computing Science

The Computing Science University Transfer program is designed to prepare students for transfer into a university degree program. In the case of SFU students should be able to take all lower division requirements at Douglas College before transferring into third year. Students must consult the appropriate university calendar and the university transfer guide.

Example partial timetable:

The following timetable should be supplemented with other courses from such disciplines as English and other sciences such as Physics.

Semester I

CMPT 100 Pascal Programming

MATH 110 Algebra

PHIL 101 Critical Thinking

Semester II

CMPT 110 Computing Science using C++

MATH 120 Calculus I

MATH 130 Discrete Structures

Semester III

CMPT 210 OOP and Dynamic Structures

CMPT 220 Assembly Language

MATH 220 Calculus II

Semester IV

CMPT 350 Digital Networks

MATH 232 Linear Algebra

PHIL 201 Logic

CMPT 100 Introduction to Programming Using Pascal (3 credits)

This course introduces the student to a programming environment and language. Time is initially spent learning about directory file structures in DOS and in Windows, followed by the tools necessary for programming such as editors, and integrated programming environments. Most of the course is spent on learning top-down design and programming in Pascal from control structures to arrays and procedures.

Prerequisites: MATH 101 or MATH 12 with at least a grade of C or an acceptable score on the math assessment test.

For transfer credit please refer to page 243.

Lecture: 2; Laboratory: 2

Offered: Winter and Fall

CMPT 110 Introduction to Computing Science Using C++ (4 credits)

This course introduces the science of computing. Emphasis is placed on the analysis of problems, the design of

algorithms, and the abstraction of control and data in computer implementations of the design. Initially structured top-down design and procedural programming is used followed by an introduction to recursive functional programming then an introduction to Object Oriented Design (OOD) and Object Oriented Programming (OOP). C++ is used as the implementation language.

Prerequisite: CMPT 100 and (MATH 12 or MATH 110) or permission of instructor

For transfer credit refer to page 243.

Lecture: 4; Laboratory: 2 bi-weekly

Offered: Winter and Fall

CMPT 210 Data and Control Structures (4 credits)

This course continues the study of Object Oriented Design (OOD) and Programming (OOP) with a study of inheritance and polymorphism. Other topics include an introduction to the analysis of algorithms, techniques for searching state spaces, and dynamic data structures including lists, stacks, queues, and trees. Programs are written in C++.

Prerequisite: CMPT 110 or permission of instructor

For transfer credit please refer to page 243.

Lecture: 4; Laboratory: 2 bi-weekly

Offered: Winter and Fall

CMPT 220 Introduction to Computer Organization and Assembly Programming (3 credits)

Computing Science 220 introduces the student to computer organization and assembly programming. The computer organization component of the course concentrates on the components of the central processing unit (CPU) such as: gates, registers, arithmetic logic unit, and memory. The control unit of the CPU is introduced by considering the fetch-decode-execute cycle and the data transfer between registers in a virtual machine. The assembly language programming component considers machine independent data representation, memory addressing and the software components of the operating system such as the assembler, the linker, and the loader.

Prerequisite: CMPT 110 or (CISY 110 and one of CISY 210/230/240/250)

Lecture: 4; Open Lab (writing programs): 5

*For transfer credit please refer to page 243.

Offered: Winter and Fall

CMPT 310 Data Structures and Program Design (4 credits)

This course considers dynamically allocated structures and continues the study of program and small system design. The linked structures, lists, stacks, queues, and trees are considered in a number of realistic applications including simulations, operating systems, and databases. Recursion is used extensively.

Prerequisite: CMPT 210 and CMPT 220

Lecture: 4; Open Lab (writing programs): 6

*For transfer credit please refer to page 243.

Offered: Fall (subject to demand)

CMPT 350 Introduction to Digital Circuits (3 credits)

This course introduces the student to digital circuit design and construction. Circuits are built first from gates, (SSI circuits) followed by MSI and LSI circuits. VLSI circuits including microprocessors are also considered. Topics covered in the lectures include: boolean algebra, expression minimization via mapping techniques, asynchronous and synchronous circuits, flip-flops, memories, arithmetic logic units and interfacing to computers. The laboratory considers the electrical aspects of building circuits including the power supply, electrical noise, key bounce, des-picking, pull-up resistors and wiring practices.

Prerequisites: CMPT 220

Lecture: 4; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Fall

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Creative Writing

Writing Assessment Requirement

Before enrolling in a writing intensive course within the English and Communications Department, students must take the Douglas College Writing Assessment or provide a substitute or equivalent assessment. Such courses include:

- ◆ creative writing
- ◆ writing skills
- ◆ workplace and practical writing
- ◆ academic writing
- ◆ literature.

The Douglas College Writing Assessment is offered regularly through the Assessment Centre. The test results do not determine eligibility to enter Douglas College but are used to direct students to courses that are best suited to their current level of writing competence.

Beginning in the Fall, 1996, students will be required to achieve a minimum Writing Assessment designation of "Writing Skills Review Courses" (or equivalent) in order to enrol in any course in the English and Communications Department.

Further information about the Douglas College Writing Assessment or the Language Proficiency Index may be obtained from the Assessment Centre.

Substitutions and Equivalent Assessments

Any one of the following equivalents may be substituted for the Douglas College Writing Assessment:

- ◆ a grade of B or better in English 12 within the last four years
- ◆ a score from the Language Proficiency Index (LPI) within the last four years
- ◆ a transcript showing enrolment in a college-level writing or literature course within the last four years
- ◆ mastery of EASL 475 within the last four years
- ◆ a grade of C- or better in DVST 450 within the last four years.

Students relying on a substitute or equivalent assessment must submit the appropriate documentation with their application.

LPI Scores and Writing Assessment Equivalencies

LPI Score	Writing Assessment Designation
5 or 6	All courses
4	College Writing Courses
3	Writing Skills Review Courses
1 or 2	Developmental Writing Courses

Note: transcripts mailed to the Registrar's Office become part of a student's application and ARE NOT available to the student or the English and Communications Department.

Creative Writing offers courses in which students have the opportunity to write fiction, drama, poetry, personal narrative, screenplays and, to a lesser extent, reviews and analyses. Students have the opportunity to learn about literature through writing, sharing and examining their own creative work. Students should note that the focus of the courses is on the development of style and treatment of content, not on writing skills.

(For other writing courses see Communications, English, English as a Second Language, DVST, Reading and Study Skills, and Print Futures.)

CRWR 101 Introduction to Writing Poetry (3 credits)

This course concentrates exclusively on the process of writing poetry. It includes instruction in the methods of recognizing and writing poems. The student is introduced to a range of poetic forms through the study of traditional and modern texts. Poetry written by the students will be read and discussed by the instructor and students in a workshop environment.

Prerequisite: See Writing Assessment Information Workshop: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRWR 102 Introduction to Writing Plays (3 credits)

This course concentrates exclusively on the process of writing stage plays. It includes instruction in play mechanics, dramatic structure, character development, speech patterns, movement, action, and dialogue in the writing of drama. Students are introduced to a range of stage play formats and styles through the study of traditional and modern plays. Student work is presented and discussed by the instructor and students in a workshop environment.

Prerequisite: See Writing Assessment Information Workshop: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRWR 103 Introduction to Writing Fiction (3 credits)

This course concentrates exclusively on the process of writing fiction. It includes instruction in form, dramatic structure, and of style and craft. A range of narrative styles will be discussed through a study of various fiction texts. Fiction produced by the students will be read and discussed by the instructor and students in a workshop environment.

Prerequisite: See Writing Assessment Information Workshop: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRWR 200 Screenwriting (3 credits)

Screenwriting, more than any other form of creative writing, is both artistic and technical. It requires a flair for dialogue, a familiarity with the film media, and an ability to work with life experience in a visual way. In this course, students will study the art of writing dialogue, as well as the technique of structuring film scripts. The course will focus on the writing of concepts, outlines, treatments and scenes. The goal of this course is to write scripts with literary integrity. The emphasis in the course will be on the student work which will be discussed in a workshop.

Prerequisite: One 100 level course or instructor permission
Workshop: 4

*For transfer credit please refer to page 243.

Offered: Winter

CRWR 201 Advanced Poetry Writing

This course concentrates on writing poems, on developing an individual's voice and craft in these poems, and on deepening the understanding of prosody. It includes instruction in writing poetry and developing one's own style, while exposing students to a variety of poetic forms and devices. The student is expected to master certain forms; these forms and other poems will be read and discussed by the instructor and students in a workshop format. It is recommended, but not required, that students enrol in English 114 (Introduction to Poetry) before or while taking CRWR 201.

Prerequisite: CRWR 101

Workshop: 4

*For transfer credit please refer to page 243.

Offered: Winter

CRWR 202 Personal Narrative (3 credits)

This course focuses on creative self-expression as a means of developing the writer's voice. Students develop an awareness of both self and the creative process by beginning with unconstrained personal material and transforming this material into readable texts. Instruction will focus on finding narratives within the student's biography and on techniques needed to transform this material into fiction, poetry, and creative non-fiction.

Prerequisite: See Writing Assessment Information

Workshop: 4

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer. Restricted to Print Futures students during Winter Semester.

CRWR 340 The Visual Imperative: Writing for Non-Print Media (3 credits)

This course prepares students to work as writers in the major areas of client-based non-print media: video, multi-image and audio. Students will obtain experience in all stages of script-writing (creative approach, treatment, outline, drafts) as well as in the responsibilities required as a member of a production team.

Prerequisite: PRFU 330 and PRFU 450 or permission of Print Futures Coordinator.

Lecture: 2; Seminar: 1; Field experience: 2

*For transfer credit please refer to page 243.

Offered: Winter

CRWR 350 Writing Short Fiction (3 credits)

This course concentrates solely on the process of writing short fiction. It includes instruction in the methods of beginning, sustaining, closing, revising and evaluating a short story. The student is introduced to a wide range of narrative approaches and techniques through the study of both traditional and contemporary texts.

Prerequisites: A "B" in CRWR 103 or instructor permission.

Workshop: 4

*For transfer credit please refer to page 243.

Offered: Winter

CRWR 401 Writing for Magazines and Trade Publications (3 credits)

This course prepares students for the responsibilities of freelance writing for magazines and industry-specific trade publications. Students will obtain practical experience working through the production process: analyzing publications, developing editorial profiles, researching story ideas, submitting queries, writing material for editors in a variety of forms, and completing follow-up tasks.

Prerequisite: PRFU 330 or permission of Print Futures Coordinator.

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

..... Criminology

CRIM 100 Introduction to the Criminal Justice System (3 credits)

A study of the Canadian Criminal Justice System from a systems approach. The offender will be followed through the system from apprehension to the end of any formal or informal disposition. The factors involved in the discretion, decisions and practices of the entire system, including statutory and voluntary agencies, are studied. The functions and dysfunctions of the system and subsystems will be analyzed.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRIM 101 Comparative Justice System (3 credits)

A study of the Canadian and a foreign justice system from a comparative viewpoint. The course will include a series of pre-travel lectures, readings and assignments and a combination of lectures, visits and/or field placements in the foreign jurisdiction.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Not offered 1996/97

CRIM 120 Introduction to Policing (3 credits)

This course covers the historical development of policing in the western world as a component of the total justice system. Specific topics examined include: police culture as an international phenomenon; internal and external controls in the police; the effect of Canadian federalism on policing; the escalating costs of policing; the expanding police role; accountability. Crime fighting and order maintenance roles are compared and contrasted. While the course emphasis will be on Canadian policing, a comparative component will include the policing of the U.S. and United Kingdom.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRIM 125 Introduction to Public and Private Security (3 credits)

This course focuses on the role of security person within modern society and introduces students to current methods and expectations within both public and private security. Security personnel must be aware of the legal environment in which they work and the extent of their authority in relation to that of a peace officer. Additionally the rights and responsibilities of the employee are identified. Other topics include note-taking and report writing, crime scene preservation, court room procedures, intervention skills, loss prevention and technological tools.

Prerequisite: St. Johns S.O.F.A. or equivalent

Lecture: 4

Not offered 1996/97

CRIM 128 Comparative Police Systems (3 credits)

A study of the Canadian and a foreign jurisdiction police system from a comparative viewpoint. The course will include a series of pre-travel lectures, readings and assignments and a combination of lectures, visits and/or field placements in the foreign jurisdiction.

Prerequisite: None

*For transfer credit please refer to page 243.

Not offered 1996/97

CRIM 140 Interviewing and Professional Skills (3 credits)

This course focuses on dynamics of interpersonal communication and professional behaviour present in interviewing situations. Professional ethics, confidentiality, stereotypes and values are examined. Attention is given to effective listening, constructive feedback, elements of verbal and non-verbal communication, appropriate self-disclosure and confrontation and structuring for information. In-class opportunities are provided for students to challenge, evaluate and share appropriate professional behaviour and interviewing styles. Opportunities include role-playing, presentations, small group discussion, simulated and actual interviews. Enrolment is for criminology students only.

Prerequisite: CRIM 100, 150 and 160

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRIM 150 Introduction to Criminology (3 credits)

Introduction to Criminology explains the basic concepts and content of criminology, such as crime, criminal, delinquent, deviant, treatment, rehabilitation and victim. The position of criminology, its relationships with other sciences and the relationships between theory and practice are also included. The evolution of criminological thought will be covered through classical and modern theories. Scientific foundations for a modern criminal policy will be discussed.

Prerequisite: None

Lecture: 3; Tutorial: 1

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRIM 160 The Canadian Legal System (3 credits)

This course focuses on the history, development, and present-day operations of the legal system. Constitutional Law, Administrative Law, Civil Liberties, the court system, the functions of judges and lawyers, and the basic elements of legal reasoning are some of the topics discussed.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRIM 170 Introduction to Corrections (3 credits)

This course involves a historical review of Canadian, European and American correctional systems and the current theory and practice of Canadian Corrections. Topics will include sentencing, alternatives to incarceration, process, correctional workers, institutional programs (e.g. work, education, security, social) rehabilitation, community based correctional programs, community involvement in corrections, and issues in corrections.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRIM 180 Introduction to Environmental Law (3 credits)

This course provides an overview of environmental law. Topics examined include: the history and process of enactment of environmental laws, existing legislation at municipal, provincial and federal levels of government, development of common law through civil litigation, and the importance of criminal law and enforcement. The evolving environmental assessment process at federal and provincial levels of government will also be examined.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

CRIM 220 Police and the Community: Problems And Issues (3 credits)

This course examines the philosophy and practice of community policing. It will critically explore the concepts of community and community-based policing and evaluate this policing style in light of a democratic, pluralistic society. It will examine the history of this form of policing and will study several community efforts that have implemented features of community-based policing. Community policing, as a response to contemporary issues such as fear of crime and multicultural communities, will be studied.

Prerequisite: CRIM 120

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall

CRIM 240 Advanced Interviewing (3 credits)

This course covers advanced interviewing techniques applicable in the service delivery systems that involve counselling and guidance, with special emphasis on application to the Criminal Justice System. The emphasis is on interviewing techniques, not on any particular theory or philosophy of helping or therapy.

Prerequisite: CRIM 140 or Instructor Permission

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Not offered 1996/97

CRIM 251 Psychological Explanations of Criminal Behaviour (3 credits)

Involves a detailed study of psychological approaches to explaining the behaviour of criminal offenders. Psychoanalytic, developmental, biological, operant learning, risk-taking, modelling and social learning approaches will be covered. Theories and approaches will be examined in terms of their relevance to interpersonal crimes, property crimes and victimless crimes. These crimes can cover almost the entire range of human behaviour.

Prerequisite: PSYC 100

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRIM 252 Sociological Explanations of Criminal Behaviour (3 credits)

This course will critically examine the sociological, socio-cultural and social-psychological explanations of criminal behaviour such as the ecological theories, conflict theories, structural theories, control theories, and symbolic interactionist theories. Some of the specific theories subjected to critical examination will be those concerned with class and group conflict, subcultures, social conditioning, containment, differential association and labelling.

Prerequisite: SOCI 125

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and inter

CRIM 253 Youth, Crime and Law (3 credits)

This course provides an introduction to, and overview of the processes of construction and response to youthful misconduct. These processes are examined in historical and contemporary contexts. Attention is focused upon the social construction of the juvenile delinquent, the emerging criticisms of this notion and the creation of the young offender. Theoretical explanations for the criminal behaviour of the young offender, the Young Offenders Act and its application and relevant components of the justice system will be explored. Programs and agencies related to the control of youth crime are discussed. A series of related topics will also be introduced.

Prerequisite: CRIM 150

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

CRIM 254 Research Methods in Criminology (3 credits)

An introductory course in concepts and techniques basic to research in criminology. It will include principles which guide the researcher: terminology; selection of topic material; defining and measuring variables; the concept of the research hypothesis; research design; sampling methods; qualitative and quantitative data; application of statistics in research; ethics in criminological research. The focus will be towards research in criminology and criminal justice but this will be achieved by means of an interdisciplinary approach.

Prerequisite: CRIM 150

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRIM 255 Native North Americans: Crime, Deviance and the Administration of Justice (3 credits)

This course uses the tools of criminology to examine the crime and deviance of Native North Americans and community responses to this behaviour. An examination of various theories explaining the nature and patterns of native crime and delinquency is provided. A critical examination of the native experience with the criminal justice system is included. Innovative programs for, and by, natives are examined and international comparisons of justice services for natives are discussed.

Prerequisite: CRIM 100 or CRIM 150. Students with relevant experience may have this waived.

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

CRIM 256 The Female Offender (3 credits)

This course will examine the female offender by focusing on how women's criminality is created and responded to, both historically and in the current Canadian context. The significance of patriarchal ideology and the role of social control agencies in the defining and processing of women as offenders will be examined. Against this backdrop some of the topics to be considered are: historical subordination, traditional and contemporary criminological explanations, characteristics of Canada's female offenders, control and punishment, and strategies for change.

Prerequisite: CRIM 150

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall

CRIM 260 Criminal Law (3 credits)

This course focuses on fundamental principles of criminal law, providing students with a basic knowledge of the Criminal Code, criminal procedure, defences, powers of

arrest and search, sentencing, and the role of the jury in criminal cases. Current issues in criminal law are also discussed.

Prerequisite: CRIM 160

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRIM 261 Administration of Justice (3 credits)

An introduction to the administration of justice. This includes perceptions of justice and the relationship between ideas and practice. Aspects of judicial administration, policing, the courts, lawyers and selected topics will be examined for their effects on individuals, social groups, minorities and criminal justice as a whole.

Prerequisite: CRIM 160

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

CRIM 262 Criminal Procedure and Evidence (3 credits)

This course is an introduction to the law of Criminal Procedure and Evidence in the criminal process of Canada. It is designed to explain and critique the legal rules pertaining to the gathering of evidence, the court process, the admissibility of evidence at trial and post-conviction sentencing, appeals, and other remedies.

Prerequisite: CRIM 160

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall

CRIM 275 Issues in Correctional Practice (3 credits)

This course builds upon Criminology 170, examining controversial issues in correctional practice. A variety of topics will be examined. Included are: the influence of correctional policy, the public and professionals on the activity of corrections; the objectives of institutional and community corrections; special offender groups; the prediction of dangerousness; violence in institutions; ethics; critiquing correctional practice; and challenges facing corrections in the 1990s.

Prerequisite: CRIM 170

Lecture: 4

Offered: Winter

CRIM 340 Criminology - Practicum (3 credits)

Provides students with a learning experience in the context of job experience with various agencies: police, corrections, probations and judicial.

Prerequisite: 18 semester credits in Criminology Program; CRIM 140 and Instructor approval

Field experience: 8; Seminar: 1

Offered: Fall and Winter

Dental Auxiliary

These courses are only for those students enrolled in the Dental Assisting program.

CHDA 107 Dental Radiology Theory (1.5 credits)

The purpose of this course is to help the student develop an understanding of the basic principles of clinical dental radiography. Current radiographics techniques will be covered with the emphasis being on safe and effective use of x-rays in dental practice.

Prerequisite: None

Lecture: 30 hours

Offered: Fall

CHDA 108 Applied Dental Sciences (1.5 credits)

This course is divided into two sections. Section A provides the student with the prerequisite knowledge required to practice effective infection control procedures in today's dental environment. Section B provides the student with the information about the embryonic development of oral structures as well as histology as it relates to dentition.

Prerequisite: None

Lecture: 30 hours

Offered: Fall

CHDA 109 Applied Anatomy for Dental Assistants (3 credits)

This course will provide the student with a working knowledge of anatomy required by Level II dental assistants in clinical practice. This will include an integration of knowledge related to neuroanatomy and oral anatomy required to apply topical anaesthetic agents and take study model impressions.

Prerequisite: None

Lecture/Practice: 60 hours

Offered: Fall

CHDA 111 Basic Dental Assisting Skills (9 credits)

This course will provide the student with the skills required to perform basic dental assisting procedures, and a clinical environment to apply and adapt knowledge related to infection control, patient records, dental radiology and anatomy.

Prerequisite: None

Clinical Experience: 75 hours;

Simulation Environment: 150 hours

Field Experience: 15 hours

Offered: Fall

CHDA 118 Reception Skills for Dental Assistants (1.5 credits)

This course will provide the student with the knowledge and skills to plan, organize, and manage dental procedures in clinical settings. This will include the utilization of computerized financial procedures, patient scheduling, dental claims and the organization and management of patient records.

Prerequisite: None

Lecture/Practice: 14 hours; Laboratory: 21 hours

Offered: Fall

CHDA 212 Plan to Provide Dental Health Education (3 credits)

In this course the student will plan to provide dental health education to patients with a variety of needs. The student will understand the basic principles of periodontal assessment, and adapt dental health education concepts to selected patients with specified needs appropriate to age and stage of life.

Prerequisites: CHDA 108, 109

Lecture/Practice: 55 hours; Field Experience: 5 hours

Offered: Winter

CHDA 214 Plan for Direct Patient Care (3 credits)

This course will provide the student with the knowledge required by a Level II dental auxiliary to perform direct patient care. An ethical decision-making framework will enable students to utilize problem-solving skills to plan for and manage direct patient care and resolve problems as they relate to the clinical practice of a Level II dental auxiliary.

Prerequisite: CHDA 109, 111, 107, 108

Lecture/Discussion: 60 hours;

Field Experience: 5 hours

Offered: Winter

CHDA 215 Applied Nutrition/Pharmacology (2 credits)

This course provides the student with a basic understanding of the fundamental principles of nutrition and pharmacology as they apply to the role and functions of the Level II dental auxiliary. This will include an emphasis on the relationship between diet and dental caries, and diet and periodontal disease, dietary counselling for the dental patient and the storage and administration of drugs in the dental office.

Prerequisite: CHDA 109

Lecture: 45 hours

Offered: Winter

CHDA 216 Dental Assisting Theory (2 credits)

This course will provide the student with an understanding of the dental assistant's role in basic restorative and specialty procedures. This will include an emphasis on the chemical composition, clinical uses, handling and physical characteristics of dental materials.

Prerequisites: CHDA 108, 109, 111

Lecture/Practice: 45 hours; Field Experience: 15 hours

Offered: Winter

CHDA 217 Advanced Dental Assisting Skills (9 credits)

This course will provide the student with the skills to assist for basic restorative and speciality procedures, to take and process dental radiographs and study model impressions and perform other Level I dental assisting procedures. This will include an emphasis on the clinical application and adaptation of dental assisting theory to a variety of speciality areas, different situations, and different operator preferences.

Prerequisites: CHDA 111, 107, 108, 109, 118

Corequisite: CHDA 216

Clinical Instruction: 90 hours;

Simulation Environment: 162 hours

Field Experience: 20 hours

Offered: Winter

CHDA 360 Provide Direct Patient Care (5 credits)

This course will provide the student with the skills to perform Certified Dental Assisting Procedures (Level II) as designated by The Dental Act of British Columbia. The student will provide patient dental health education, perform prophylaxis and fluoride treatments, place fissure sealants, take and process dental radiographs, and provide other dental services for patients.

Prerequisite: CHDA 212, 214, 215, 216, 217

Clinical Experience: 76 hours

Field Experience: 120 hours

Offered: Summer

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Dispensing Optician Program

DOPT 100 Dispensing Optician Theory I (6 credits)

This course provides the introductory theory related to eyeglass dispensing. The following content areas are presented: basic mathematical calculations used in practice, optics, anatomy and physiology and conditions of the eye, instruments and tools used in practice, frames, lenses and analysis and interpretation of prescriptions.

DOPT 112 Dispensing Optician Lab Skills I (5 credits)

This course provides students with the laboratory skills needed for quality control of lenses, the ability to layout and prepare lenses for edging; edge and hand edge lenses, and treating glass lenses for safety. The ability to calibrate and maintain the equipment and tools associated with the edging and finishing laboratory. This course also provides the student with skills to insert lenses into various frame materials, and mount lenses on to various frame designs.

DOPT 200 Dispensing Optician Theory II (6 credits)

This course provides theory related to eyeglass dispensing at an advanced level. The following content areas are presented: detailed information regarding various instruments used in Optometry and Ophthalmology, specific aspects of optics, detailed information related to lenses for various eye conditions as well as for vocational and speciality lenses, analysis and interpretation of selected prescriptions.

DOPT 210 Dispensing Optician Clinical Practice II (3 credits)

This course provides learning opportunities for students in the Dispensing Optician Program to apply knowledge and skills from related semester one theory and laboratory courses to the optical dispensary. Students will be placed into retail optical dispensaries, and will complete their dispensing skills under direct supervision of an optician and program instructor.

DOPT 212 Dispensing Optician Lab Skills II (4 credits)

This course provides students with the laboratory skills to surface lenses, lay-out, block and edge multifocal and progressive lenses. It provides the skills to identify and tint plastic lenses and customize a frame to suit the patient's needs, and to repair broken frames and parts of plastic and metal frame materials.

DOPT 310 Dispensing Optician Eyeglass Preceptorship (7 credits)

This course provides learning opportunities for students in the Dispensing Optician Program to consolidate knowledge and skills gained in all of the first year courses. Students will be placed within retail optical outlets under the supervision of a dispensing optician who will act as a preceptor. Students will be expected to carry the workload of a beginning dispensing optician (eyeglasses) at the conclusion of the course.

DOPT 400 Contact Lens Theory I (6 credits)

This course will provide students the knowledge of Anatomy and Physiology of the eye in relation to contact lens fitting. It will provide the skills of instrumentation in fitting contact lenses, convert and verify prescriptions, and examine the relationship between contact lens fit and corneal health. It provides students the ability needed to evaluate suitability for contact lens wear, by patient ocular history and examination. The ability to design the contact lens, select appropriate material, train the patient proper handling technique, lens care and hygiene.

DOPT 410 Clinical Dispensing I (3 credits)

This course provides learning opportunities for students in the contact lens program to apply knowledge and skills from related contact lens theory and laboratory courses to the contact lens dispensary. Students will be placed in the Douglas College Vision Centre and Retail Optical Dispensaries, and will complete their contact lens dispensing skills under direct supervision of an Optician/Contact Lens Fitter and program instructor.

DOPT 412 Contact Lens Laboratory I (4 credits)

This course provides students the laboratory skills for quality control of contact lens materials, solutions, and the ocular applications. The ability to calibrate, maintain and implement the use of the equipment and tools associated with the contact lens laboratory. It provides the student with the skills to assimilate information collected on contact lens materials and solutions for ocular application and effect.

DOPT 500 Contact Lens Theory II (6 Credits)

This course provides theory and interpretation of contact lens fitting procedures at an advanced level. It provides the skills to complete the procedure of fitting contact lenses by implementing patient pre-fit evaluation, instrumentation, measurements, trial lens fitting, and post-fit evaluation. It provides students the abilities needed to interpret and apply fitting techniques of specialty contact lenses for difficult visual and/or corneal abnormalities. The course provides basic skills necessary for managing a contact lens practice for affective patient record keeping, relationships and recall systems.

DOPT 510 Clinical Dispensing II (3 credits)

This course provides learning opportunities in the contact lens program at an advanced level. Students will apply knowledge and skills from related contact lens theory and laboratory courses to the contact lens dispensary. Students will continue their clinical practice in the Douglas College Vision Centre. Students will also complete practical experiences in Retail Optical Dispensaries, or in Optometrists or Ophthalmologists offices. They will complete their contact lens dispensing skills under direct supervision of an Optician/Contact Lens Fitter, or Optometrist, or Ophthalmologist and program instructor.

DOPT 512 Contact Lens Laboratory II (4 credits)

This course provides students advanced laboratory skills for systematic recognition of contact lens material and solution complications as they relate to ocular application. It provides an advanced level of evaluation of specialized contact lens materials, including the designing and modification of such materials for ocular applications. Students will develop the ability to verify visual acuity by over-refraction through the use of instrumentation for the proper fitting of contact lenses.

DOPT 610 Dispensing Opticians Contact Lens Preceptorship (7 credits)

This course provides learning opportunities for students in the Contact Lens section of the Dispensing Optician Program to consolidate knowledge and skills gained in all of the second year courses. Students will complete their contact lens dispensing skills under direct supervision of an Optician/Contact Lens Fitter, or Optometrist, or Ophthalmologist and program instructor. Students will be expected to carry the workload of a beginning Contact Lens Fitter at the conclusion of the course.

Developmental Studies

DVST courses should be chosen after consulting with instructors, counsellors, or academic advisors to ensure that a program suitable to each student's goals is pursued. These courses prepare students for further learning in vocational training courses, career programs, or academic courses at Douglas College and elsewhere. A combination of group instruction, individual tutorial and independent study is used.

Those students wishing to obtain a grade 12 equivalency certificate (and who satisfy the eligibility requirements) can be successful writing the GED Examination upon completion of three key courses: DVST 210, 350, and 360 or 355.

Refer to page 14 for assessment information.

DVST 100 Literacy (6 credits)

This course is for adults who have had a limited experience with the printed word. The program is designed to meet the needs of the learners, ranging from the most basic stages of reading and writing, to a level of functional literacy. While emphasis is on reading and writing activities and related skills, basic study and organizational skills are also introduced in order to prepare the students for successful learning, inside and outside the classroom.

Prerequisite: Admission to the DVST Program

Offered: New Westminster, Coquitlam and Maple Ridge, monthly entry

DVST 110 Mathematics - Literacy Level 1 (3 credits)

This course is designed to teach adults the following fundamental skills using whole numbers: counting, reading and writing numbers, adding, subtracting, multiplying and dividing, estimating, comparing, measuring and, finding solutions to simple word problems.

Prerequisite: Admission to the DVST Program

Offered: New Westminster, Coquitlam and Maple Ridge: Fall and Winter

DVST 210 Mathematics - Fundamental Level (3 credits)

This course focuses on the operations of adding, subtracting, multiplying and dividing of whole numbers, fractions, decimals and percents. Students will also work with graphs and the metric system. Proportion is emphasized as an important problem-solving technique. Strategies for finding solutions to word problems will also be taught.

Prerequisite: DVST 110 or DVST Assessment *

Offered: New Westminster, Fall, Winter, Summer*

DVST 220 Spelling - Fundamental Level (1.5 credits)

This course is designed for adults needing to improve their spelling skills. Students will study specific skills such as recognizing basic affixes and roots, applying appropriate rules and generalizations and distinguishing homonym spellings. Using the dictionary for vocabulary development and correct spelling will also be covered.

Prerequisite: DVST 120 or DVST Assessment *
Offered: New Westminster, Fall and/or Winter

DVST 230 Word Study - Fundamental Level (1.5 credits)

This course is designed for adults needing to improve their word analysis skills. Students will receive individual assistance with specific skills such as recognizing affixes and roots, and pronouncing stressed syllables.

Prerequisite: DVST 100 or DVST Assessment *

Offered: TBA

DVST 241 Learning and Study Skills I (3 credits)

This course is for students who are new to the College and are enrolled in, or intend to enrol in, further Developmental Studies courses. This course will help students learn about and use College facilities and resources. Students will develop skills in personal time management, goal setting, and basic study techniques and learning strategies. This course will focus on the development of skills necessary for success.

Prerequisite: DVST Assessment *

DVST 250 Writing - Fundamental Level (3 credits)

This course is for students with little writing experience who wish to develop their self-expression on paper. The course focuses on writing as a systematic process, and the assignments encourage students to move from personal journal entries to public forms of writing. Students receive assistance with developing the complexity of their sentence structure and learn how to edit their writing.

Prerequisite: DVST 100 or DVST Assessment *

Offered: TBA

DVST 255 Reading/Writing - Fundamental Level (6 credits)

This an integrated reading and writing course. It is designed for students who need to develop and improve basic skills with composing and comprehending written texts. The course focuses on reading and writing as processes and attention is given to spelling and vocabulary development. Assignments and exercises focus on information relevant to the adult learner's life.

Prerequisite: DVST 100 or DVST Assessment *

Offered: New Westminster, Fall and Winter

DVST 260 Reading - Fundamental Level (3 credits)

This course is for students who need to develop their basic reading comprehension and vocabulary skills. The course focuses on reading as a process for gathering and reacting to information and ideas. Students receive assistance with specific skills such as identifying main ideas and details, drawing inferences and recognizing an author's tone and intent. The material focuses on current events and issues that are relevant to the students' lives.

Prerequisite: DVST 100 or DVST Assessment *

Corequisite: None

Offered: TBA

DVST 310 Mathematics I (3 credits)

This course deals with a variety of topics in algebra and geometry and follows the current curriculum for B.C. School's Mathematics 10. It is designed for students with no previous experience in algebra. Topics include: operations with rational numbers and order of operations, roots, powers, rules for exponents, scientific notation and operations in scientific notation, polynomial operations, factoring, solving linear and quadratic equations in one variable, problem solving, solving linear equations and systems of linear equations and systems of linear equations in two variable by graphing, perimeter, area, volume, lines, and angles, triangles and introductory trigonometry.

Prerequisites: DVST 210 or DVST Assessment *

Offered: New Westminster, Fall, Winter & Summer*

DVST 320 Spelling - Intermediate Level (1.5 credits)

This course is designed for adults needing to improve their spelling skills. Students will be in a class and receive instruction in specific skills such as recognizing affixes and roots, applying appropriate rules and distinguishing homonym spellings. Using the dictionary for vocabulary development and correct spelling will also be covered.

Prerequisites: DVST 220 or DVST Assessment *

Offered: New Westminster, Fall and/or Winter

DVST 341 Learning and Study Skills I (3 credits)

This course will help students to gain the learning and study skills needed in various types of learning situations. The course is useful for students who are involved in, or intending to enrol in, developmental courses, remedial courses, correspondence courses, vocational coursework, or career coursework. The course will help students to develop and practice effective learning strategies, skills and techniques, and approaches to learning and study. It will focus on the improvement of learning and academic performance.

Prerequisites: DVST Assessment *

Offered: New Westminster, Fall, Winter and Summer

DVST 350 Developmental Writing (3 credits)

This is a course for students who wish to develop their expression of ideas in different written formats, including letters, reports, and essays. The course is designed for students who lack experience with practical writing tasks and who are preparing for entry into vocational and career programs or preparing to take the GED exam. Emphasis is placed on the process of generating appropriate material for different audiences and expressing this in standard written English.

Prerequisites: DVST 250 or 255 or DVST assessment

Offered: New Westminster, Fall, Winter & Summer*

DVST 355 Reading/Writing Intermediate Level (6 credits)

This is an integrated reading and writing course. It is designed for students who need to develop comprehension of academic text and the expression of ideas in a variety of formats including academic essays and reports. The course is appropriate for students who are preparing to write the GED exams, to enter vocational or career programs at a college level, or to enter the sequence of preparatory courses for university transfer reading and writing work. Reading work in this course will emphasize summing up main points, analyzing points of view and responding critically. Reading material used will be at an introductory college level. Writing work will require students to make use of information, concepts and analyses from their reading work and to employ these in developing academic organization, content and language in their writing.

Prerequisites: DVST 250 and DVST 260, or DVST 255, or DVST assessment

DVST 360 Academic Reading I (3 credits)

The purpose of this course is to develop comprehension of academic text. The course is appropriate for students who are preparing to write the GED exams, enter vocational or career programs at a college level, or who want an introduction to comprehension of academic text. Work in this course will emphasize summing up main points from academic material, and responding critically to the information and ideas. Skills instruction will include: paraphrasing and reporting on text material, critically evaluating ideas in reading material, and participating in class discussion. Reading material used will be at an introductory college level.

Prerequisites: DVST 255 or DVST 260, or DVST Assessment *

Offered: New Westminster, Fall, Winter & Summer*

DVST 370 Science - Intermediate Level (3 credits)

This course will introduce the student to the methods by which scientific knowledge is gained and organized. Topics are selected from three major areas of study: biology, chemistry and physics. These topics include science and the scientific method, the cell, human biology, introductory chemistry, energy, simple machines and electricity. Other topics of interest to students may be investigated.

Prerequisite: DVST 210 and DVST 360 or DVST Assessment *

Offered: TBA

DVST 410 Mathematics II (4.5 credits)

This course deals with a variety of topics in algebra, geometry and trigonometry including number and number operations such as radicals with integer radicands; combined operations with integral and variable bases and exponents; extension of polynomial operations, rational expressions and operations, factoring to include combinations of types; review of equation solving and problems leading to linear and quadratic equations; linear equations

and systems in two variables solved by substitution and the multiplication method; geometry problems with special triangles and a review of trig.

Prerequisite: DVST 310 or DVST Assessment *

Offered: New Westminster, Fall, Winter, Summer*

DVST 411 Mathematics III 4. (5 credits)

This course deals with a variety of topics in geometry, trigonometry, data analysis and algebra including relations and functions and follows the curriculum for B.C. Schools Mathematics 11. It is designed for the student who plans to take further courses in mathematics for transfer credit.

Topics include factoring cubes, biquadratics, expressions requiring grouping; rational expressions and complex fractions and formula rearrangement; quadratic equations using the quadratic formula; radical equations; exponential equations with related bases; relations and functions, direct and inverse variation; sketching graphs of functions; graphing techniques and the determination of equations; problems and proofs using circle properties; trigonometry and the unit circles; right and oblique triangles; solutions of oblique triangles; data analysis.

Prerequisite: DVST 410 or DVST Assessment *

Offered: New Westminster, Fall, Winter, Summer*

DVST 412 Mathematics IV (4.5 credits)

This course deals with a variety of topics in geometry, trigonometry, quadratic relations, exponential and logarithmic functions, polynomials, sequences and series, and includes an introduction to calculus, and problem solving and follows the curriculum for B.C. Schools Mathematics 12. It is designed for the student who plans to take further courses in mathematics for transfer credit.

Prerequisites: DVST 411 or DVST Assessment *

DVST 413 Mathematics Advanced Level -Study Skills (1.5 credits)

This course is a lab course to complement DVST 411. Students will develop math study skills to support their DVST 411 coursework. Activities will help students develop the mathematical comprehension and skills they need to participate effectively in the classroom, to complete course assignments, and perform well on tests and exams.

Course corequisites: DVST 411

DVST 441 Learning and Study Skills II (3 credits)

This course will help students prepare for the learning and study skills needed in first-year coursework. The course will provide opportunities to develop and practice effective strategies, skills, and approaches to learning that focus on improving learning and academic performance at a college level. Learning strategies will be covered as well as the use of specific external study aids and techniques (for example, study formulas, note taking methods for both texts and lectures, and exam writing). Emphasis will be on study aids and techniques. Students taking this course should already have the ability to learn independently.

Prerequisite: DVST 341 or DVST Assessment *

Offered: New Westminster, Fall and Winter

Maple Ridge, Fall and/or Winter

DVST 450 Introduction to Research Papers and Academic Assignments (3 credits)

This course prepares students for successfully handling documented research papers and other types of academic writing assignments. It is designed for students who lack previous experience with the demands of academic writing and who wish to improve their ability to succeed in university-transfer level courses. Students learn to compose essays, analyze assignments, gather and organize material, document sources and avoid plagiarism, handle essay exams, use feedback to improve the expression of their ideas, and use computers to assist with editing.

Prerequisite: DVST 350 or DVST Assessment *

Offered: New Westminster, Fall, Winter & Summer*

Maple Ridge, Fall and/or Winter

DVST 460 Academic Reading II (3 credits)

The purpose of this course is to develop comprehension of college-level reading material. The course is appropriate for students who are preparing for the reading demands of college-level academic coursework. Emphasis will be on understanding ideas and themes from academic text, producing critical responses to information and ideas, and evaluating information from varied sources. Skills covered will include producing written and oral summaries of lengthy academic text, researching academic topics, synthesizing and evaluating information from diverse sources, and participating in, and leading, academic discussion. Readings will be typical of first-year academic material, textbook chapters, journal articles, and other supplementary reading.

Prerequisites: DVST 360 or DVST Assessment *

Offered: New Westminster, Fall, Winter & Summer*

DVST 470 Science - Advanced Level (3 credits)

This course in general science makes use of a specific theme - the impact of science and technology on society - in order to unify the topics chosen. Topics will include an introductory module (fact or opinion, triggers of change, and the population explosion), health technologies, computers in the workplace, telecommunications, energy and environmental tradeoffs, food production and distribution, waste - technology's by-product, military and defence technology and a consideration of futures.

Prerequisite: DVST 370 or DVST Assessment *

Offered: TBA

DVST 472 Biology - Advanced Level (3 credits)

This course, in conjunction with DVST 473, will introduce the student to the study of biology (levels of organization, adaptation and evolution, classification and taxonomy), microbiology (viruses, monera and protists), descriptive biology of animals (survey of major groups, insects and mammals, behavior). In addition, some enrichment material may be selected from topics such as evolution and the fossil record, parasitology and genetics.

Prerequisite: DVST 370 or DVST Assessment *

Offered: TBA

DVST 473 Biology - Advanced Level B (3 credits)

This course, in conjunction with DVST 472, will introduce the student to the study of biology. Topics will include descriptive biology of plants (green algae, gymnosperms, angiosperms) and fungi, ecology (populations, communities, ecosystems, pollution), and applied ecology (local issues). Enrichment material concerning bioethics may also be included.

Prerequisite: DVST 370 or DVST Assessment

Offered: TBA

DVST 474 Chemistry - Advanced Level (5 credits)

This course will introduce the student to the study of chemistry. Topics are selected from five broad areas of study: the description classification and theories of matter, the mole concept, the electrical nature of chemistry, the periodic table and nuclear chemistry. The course will examine state, change of state, classification schemes, atomic theory, Avogadro's hypothesis, gas laws, the mole and related problems, ions and conductivity, atomic masses, isotopic abundance, reaction-types, periodic law and table, bonding, balanced equations and nuclear equations.

Prerequisite: DVST 370 or DVST Assessment *

(Math 11 or DVST 410 recommended)

Corequisite: Math 11 or DVST 410 recommended

Offered: TBA

DVST 476 Physics - Advanced Level (5 credits)

This course will introduce the student to the study of physics. Topics are selected from four major areas of study: mechanics, heat, electricity and wave phenomena and will include vectors, statics, kinematics, dynamics, work, energy, power, simple machines, circular motion, heat, temperature, thermal properties of matter, Coulomb's Law, electrical field, potential difference, Ohm's Law, circuitry, types of waves, wave equations, photo-electric effect and the Bohr model of the hydrogen atom.

Prerequisite: DVST 370 or DVST Assessment *

Corequisite: (Math 11 or DVST 410 recommended)

Offered: TBA

* Summer semesters do not always offer the same DVST courses. Assessments can be booked by calling 527-5463.

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Early Childhood Education

These courses are only for those students enrolled in the Early Childhood Education Program.

ECED 100 Growth and Development: Infants and Toddlers (Intro) (3 credits)

Students will explore theories related to the development of infants and toddlers in the context of a family-centered approach which emphasizes individual and cultural diversity. Students will take a whole child approach to their studies of infants and toddlers in family and group settings.

Prerequisite: Nil

ECED 120 Methods for Play-based Infant Toddler Care (3 credits)

Students will begin to explore infant and toddler care and guidance in play-based group settings. A family-centered approach and developmentally appropriate practice will be the programming emphasis.

Prerequisite: Nil

ECED 182 Demonstration Laboratory: Observation of Infants and Toddlers (3 credits)

In the ECE demonstration laboratory, students will explore and practice the theories and methods related to the observation of young children. The focus will be on the observing, recording and assessing the behaviour of infants and toddlers in family and care settings.

Prerequisite or

Corequisite: ECED 100

ECED 200 Growth & Development: Preschool Years (3 credits)

This course explores theories related to the development of preschool-aged children in the context of a family-centered approach which emphasizes individual and cultural diversity. A "whole-child" approach will be taken to the study of young children in group settings.

Prerequisite: ECED 100

ECED 211 Professional Growth and Communication (3 credits)

In this course, students have the opportunity to apply their understanding of self and interpersonal skills from CFCS 120 to early childhood education settings. Within a historical context, students are encouraged to explore their professional identities. Focal points for study are professionalism, advocacy, multiculturalism and the parent-teacher relationship.

Prerequisite: CFCS 120

ECED 220 Methods for Inclusive Play-based Programs for Preschool Children (3 credits)

This course provides theory and practical experience in creating safe and healthy play environments and programs for young children. A developmental and family-centered

perspective will be the focus for determining individual responses to the guidance of young children.

Prerequisite: ECED 120

ECED 282 Demonstration Laboratory: Preschool Observation and Documentation Practice (3 credits)

This ECE demonstration laboratory course provides opportunities for the development and application of second semester course theory and methodology through observation and practice in preschool and childcare settings.

Prerequisite: ECED 182

Corequisites: ECED 231 or ECED 331

ECED 231 E.C.E. Curriculum I (3 credits)

This workshop/laboratory course examines the principles of planning, implementing and evaluating play-based program models which demonstrate sound educational philosophy. Art and literature, within the context of an integrated curriculum, are highlighted.

Prerequisite: Nil

ECED 300 Growth and Development: Early School Years (3 credits)

This course explores theories related to the development of school age children (ages five to eight years) in the context of a family-centered approach. This approach emphasizes individual and cultural diversity while considering the "whole child" in group settings.

Prerequisite: ECED 200

Corequisite: ECED 400

ECED 312 Prospectives on Families in ECE Settings (1.5 credits)

This course explores current issues and policies affecting children and their families from historical, cultural and feminist perspectives. Through the sharing of critical incidents, students are encouraged to examine and enhance their skills in communicating with, and supporting, families.

Prerequisite: ECED 211 and CFCS 330

Corequisite: CFCS 330

ECED 320 Methods for Inclusive Play-based Programs for Young Children (3 credits)

This course examines basic principles and techniques for implementing developmentally appropriate, play-based curriculum. Students will examine their personal philosophy of education as a foundation for their curriculum planning.

Prerequisite: ECED 220

Corequisite: Nil

ECED 331 ECE Curriculum II (3 credits)

This workshop/laboratory course examines the principles of planning, implementing and evaluating play-based program models which demonstrate sound educational philosophy. Environmental studies, math, music and movement, within the context of an integrated curriculum, are highlighted.

Prerequisite: ECED 200 or ECED 220

ECED 382 Demonstration Laboratory: Observation, Documentation and Preceptorship Practicum (3 credits)

This ECE demonstration laboratory course is a preceptorship or practicum experience, with placements in a variety of early childhood or primary education settings. The course integrates knowledge and skills from previous courses and provides opportunities for participation as team members in early childhood education centres.

Prerequisite: ECED 282

Corequisite: ECED 231 or ECED 331

ECED 400 Growth and Development: Infant and Toddler (Advanced) (3 credits)

Building on prerequisites, students will observe and study children from birth to age three. Students will combine new research information with their growing experience and knowledge of very young children as they build a deeper understanding of infant/toddler development.

Prerequisite: ECED 300

ECED 401 Advanced Growth and Development (3 credits)

This course will provide students with a basis for planning individual quality programs for infants, toddlers and for children who require extra support. Students will apply their knowledge of child growth and development and individual differences using a case study approach.

Prerequisite: ECED 300

ECED 412 Administrative Skills for ECE Centres (3 credits)

This course is for students who wish to increase their skills in managing group child care and early education facilities. Topics such as program philosophy and policy design; financial management; and staff development and relationships with families and community will be highlighted.

Prerequisite: ECED 312

ECED 420 Methods for Inclusive Play-Based Programs for Infant/Toddler Care (Advanced) (3 credits)

Students will build on their prior understanding of developmentally appropriate curriculum for very young children. Students will have opportunities to design high quality infant and toddler programs, develop team leadership and work in close partnership with parents for the collaborative care of very young children.

Prerequisite: ECED 320

ECED 450 Mainstreaming in Early Childhood Education (3 credits)

This course explores the selection and use of appropriate assessment materials and intervention techniques for working with children who have special needs. A family centered approach, which focuses on promoting social interactions among children, will be taken.

Prerequisite: ECED 320

ECED 482 Demonstration Laboratory: Infant Toddler Project Practicum (5 credits)

This laboratory course is a preceptorship experience, with placements in infant/toddler centres. The course provides opportunities for the development and implementation of comprehensive projects that demonstrate advanced professional knowledge and practice.

Prerequisite: ECED 382

ECED 483 Demonstration Laboratory: Special Needs (5 credits)

Project Practicum

This laboratory course is a preceptorship experience, with placement in integrated special needs centres. This course provides opportunities for the development and implementation of comprehensive projects that demonstrate advanced professional knowledge and practice.

Prerequisite: ECED 382

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Economics

ECON 101 The Canadian Economy (3 credits)

This course will provide the student with an economics framework for the analysis of the Canadian economy. Topics will include supply and demand, economic goals, monetary policy, fiscal policy, and market structure. Issues of current economic interest will be discussed. Students who have credit for both Econ 150 and Econ 250 are precluded from taking Econ 101 for further credit.

Prerequisite: Math 11 (with a grade of C or better - effective May 1998)

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

ECON 110 Economic History I (3 credits)

Productive resources have been organized in many ways by societies, from free peasant and slave economies to feudal economies and, finally, to the hybrids of Capitalism and Socialism that we observe currently. This course will provide students with an economics' perspective on the development of society from the dawn of civilization up to, and inclusive of, the Industrial Revolution. Theories of economic development will be discussed, and the impact of changing economic circumstances on the development of civilization, religion, social organization, government and economic thought will be examined.

Prerequisite: None

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Not offered 1996/97

ECON 111 Canadian Economic History (3 credits)

Canada has developed from being a small number of isolated Maritime settlements into a modern economy enjoying membership in the "G-7", a group of seven industrialized democracies that includes Germany, Japan,

and the United States. This course examines that progression. Special attention will be paid to the relationship of Canada within the British Empire, theories of Canadian economic development and the role of government legislation since Confederation.

Prerequisite: Math 11; one course in Economics is recommended

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall

ECON 125 Economic Thought (3 credits)

The course provides the student with a preliminary approach to exploring fundamental issues of economic analysis, with a focus on understanding the nature of capitalism. Presentation of the ideas of prominent economists, such as Adam Smith, Karl Marx and J.M. Keynes, who have shaped and challenged our understanding of the laws that regulate economic society, will be a prelude to discussing contemporary issues in economic thought.

Prerequisite: Math 11 (with a grade of C or better - effective May 1998)

Lecture: 3; Seminar: 1

Offered: Not offered 1997/98

ECON 150 Principles of Micro Economics (3 credits)

This course will provide the student with the principle elements of theory concerning the functioning of the price system, utility theory and consumer behavior, production and costs, market structure, factor pricing and government microeconomic policy.

Prerequisite: Math 11, ECON 101 recommended

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

ECON 210 Economic History II (3 credits)

This course will provide the student with an analysis of the economic development of Western Europe and North America from the industrial period to the present. A comparison will be made between the different economic systems under which man lives in the twentieth century.

Prerequisite: None

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Winter

ECON 250 Principles of Macro Economics (3 credits)

This course will provide the student with a framework for the analysis of models of income determination. The components of national income will be examined in the context of these models. Theory relating to the role of money and the potential role of government in the maintenance of both internal and external balance will be presented.

Prerequisite: Math 11, ECON 150 recommended

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

ECON 300 North American International Trade Issues (3 credits)

North America International Trade Issues is a post principles course examining international trade theory and policy. This course will examine a variety of trade issues including incentives to engage in trade, the motivation for and the effects of barriers to trade, and the impact of major trade agreements. The primary objective of this course will be to examine real world trade issues and policies in a North American context.

Prerequisites: ECON 150 and ECON 250

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Not offered 1997/98

ECON 350 Managerial Economics (3 credits)

This course develops and applies economic theory and methods to business and administrative decision-making. Prospective managers will learn a set of operating rules that aid in the efficient utilization of scarce human and capital resources. To that end, optimization techniques are employed to determine appropriate courses of action for decision-makers and case studies are examined to apply economic analyses to practical situations.

Prerequisite: ECON 150 and 250 and MATH 125

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ECON 408 Money and Banking (3 credits)

This course is an introduction to monetary economics and its policy applications in a Canadian setting. Attention is directed to the microeconomic aspects of financial intermediation, including the role of deposit-taking institutions and the re-regulation of the financial markets. The term structure of interest rates and the concepts of duration and interest rate risks are also considered. The course concludes with an examination of the conduct of monetary policy by the Bank of Canada under different policy and exchange rate systems.

Prerequisite: ECON 150 and ECON 250

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Winter

ECON 418 History of Economic Thought (3 credits)

The ideas of economists, such as Adam Smith, Karl Marx and J.M. Keynes, have shaped and challenged our understanding of the forces that regulate economic society. An examination of these ideas will provide a framework within which one can derive and apply the main tools -or principles- of economic analysis. Special attention is placed on understanding the nature of Capitalism and how changes in the social, political and economic environment result in the evolution of economic thought.

Prerequisite: ECON 150 and ECON 250

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Not offered 1997/98

ECON 450 Intermediate Macroeconomics (3 credits)

This course will provide the student with the main concepts and methods of analysis for such macroeconomic variables as consumption, investment, government spending and foreign trade. The Classical and Keynesian models of income and employment theory will be compared. Monetary theory, rational expectations, the open economy, economic fluctuations and growth will be examined.

Prerequisite: ECON 150 and 250 and MATH 125

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Not offered 1997/98

ECON 460 Environmental Economics (3 credits)

Industrial societies incur environmental damage, in part, because the full "cost" of economic activities are not reflected in the market prices that direct production. This course examines market failure and applies microeconomic principles to markets for environmental resources. Methods of measuring the damages that result from polluting activities, and the benefits of improving environmental quality, are examined. The economic principles of pollution control and case studies in Canadian and international environmental regulation are discussed.

Prerequisite: ECON 150 and ECON 250

Lecture: 3; Seminar: 1

Offered: Fall 1997

ECON 490 Canadian Microeconomic Policy (3 credits)

Microeconomics is the study of how resources are allocated by individual decision makers in their market pursuits. In a modern industrial economy like Canada's, it is also true that government policy influences the allocation of resources. Canadian Microeconomic Policy utilizes principles of microeconomics to examine policy issues such as: government controlled prices and quantities, marketing boards, tax policy, competition policy, regulation of industry, trade policy and environmental protection.

Prerequisites: ECON 150 and ECON 250

Lecture: 3; Seminar: 1

*For transfer credit refer to page 243.

Offered: Fall

ECON 491 Canadian Macroeconomic Policy (3 credits)

Canadian Macroeconomic Policy utilizes the principles of macroeconomics to examine current macroeconomic policy issues. A variety of issues such as the cost of inflation and unemployment, the causes and effects of the government deficit and debt, the relationship between inflation, interest rates, and the exchange rate, and the macroeconomic effects of free trade agreements will be examined. Recent monetary, fiscal, and exchange rate policies will be discussed thoroughly. Practical applications of basic macroeconomic theory will be stressed in this course.

Prerequisites: ECON 150 and ECON 250

Lecture: 3; Seminar: 1

*For transfer credit refer to page 243.

Offered: Winter

Engineering Graphics

APSC 110 Engineering Graphics (3 credits)

This course is an introduction to the study of orthographic projections, technical sketching, engineering drawing, language of graphics, graphical solution of space problems and the presentation of engineering data. The student will be expected to develop an ability to visualize in three dimensions. This course is under revision to include micro-computer based graphics and is among a package of courses that can be used to transfer to Applied Science/Engineering.

Note: This course is under revision to include micro-computer based graphics and is among a package of courses that can be used to transfer to Applied Science/Engineering.

Prerequisite: Math 12

Lecture: 1; Laboratory: 4

Offered: TBA

English as a Second Language

(For other writing courses see Communications, Creative Writing, English, DVST, Reading and Study Skills and Print Futures)

EASL 001 Student Success in EASL (1.5 credits)

This is an orientation course suitable for students who are new to Douglas College and have English as a second language at the intermediate level. Through active language learning practice, participants will explore services available to them at Douglas College which can help them experience success as a student. The course also introduces students to strategies for language learning, improved study skills, stress management, and social integration. In addition, cultural expectations and educational values will be discussed.

Prerequisite: Instructor Permission

Lecture/Practice: 4,4

Not offered: 1997/98

EASL 101 Beginners I: English as a Second Language Immersion Program (3 credits)

This is the first level in a six-level English as a Second Language Immersion Program. This full-time program is designed to provide EASL students with a total immersion environment in which to develop communicative competence in English. Students will use only the target language. Program activities include formal classroom instruction, informal workshops, sports, field trips, and sociocultural activities where students can apply their language skills in a natural communicative setting.

*These courses are designed for contract or sponsored students and as such, course fees are not based on credit

value. If spaces are available, they may be accessed by community students.

Prerequisite: Assessment and Special Program Fee and Registration Procedures. Call 527-5410.

Offered: Summer

EASL 102 Beginners II: English as a Second Language Immersion Program (3 credits)

This is the second level in a six-level English as a Second Language Immersion program. This full-time program is designed to provide EASL students with a total immersion environment in which to develop communicative competence in English. Students will use only the target language. Program activities include formal classroom instruction, informal workshops, sports, field trips, a sociocultural activities where students can apply their language skills in a natural communicative setting.

*These courses are designed for contract or sponsored students and as such, course fees are not based on credit value. If spaces are available, they may be accessed by community students.

Prerequisite: Assessment and Special Program Fee and Registration Procedures. Call 527-5410.

Offered: Summer

EASL 103 Intermediate I: English as a Second Language Immersion Program (3 credits)

This is the third level in a six-level English as a Second Language Immersion Program. This full-time program is designed to provide EASL students with a total immersion environment in which to develop communicative competence in English. Students will use only the target language. Program activities include formal classroom instruction, informal workshops, sports, field trips, and socio-cultural activities where students can apply their language skills in a natural communicative setting.

*These courses are designed for contract or sponsored students and as such, course fees are not based on credit value. If spaces are available, they may be accessed by community students.

Prerequisite: Assessment and Special Program Fee and Registration Procedures. Call 527-5410.

Offered: Summer

EASL 104 Intermediate II: English as a Second Language Immersion Program (3 credits)

This is the fourth in a six-level English as a Second Language Immersion Program. This full-time program is designed to provide EASL students with a total immersion environment in which to develop communicative competence in English. Students will use only the target language. Program activities include formal classroom instruction, informal workshops, sports, field trips, and socio-cultural activities where students can apply their language skills in a natural communicative setting.

*These courses are designed for contract or sponsored students and as such, course fees are not based on credit value. If spaces are available, they may be accessed by

community students.

Prerequisite: Assessment and Special Program Fee and Registration Procedures. Call 527-5410.

Offered: Summer

EASL 105 Advanced I: English as a Second Language Immersion Program (3 credits)

This is the fifth level in a six-level English as a Second Language Immersion Program. This full-time program is designed to provide EASL students with a total immersion environment in which to develop communicative competence in English. Students will use only the target language. Program activities include formal classroom instruction, informal workshops, sports, field trips, and socio-cultural activities where students can apply their language skills in a natural communicative setting.

*These courses are designed for contract or sponsored students and as such, course fees are not based on credit value. If spaces are available, they may be accessed by community students.

Prerequisite: Assessment and Special Program Fee and Registration Procedures. Call 527-5410.

Offered: Summer

EASL 106 Advanced II: English as a Second Language Immersion Program (3 credits)

This is the sixth level in a six-level English as a Second Language Immersion Program. This full-time program is designed to provide EASL students with a total immersion environment in which to develop communicative competence in English. Students will use only the target language. Program activities include formal classroom instruction, informal workshops, sports, field trips, and socio-cultural activities where students can apply their language skills in a natural communicative setting.

*These courses are designed for contract or sponsored students and as such, course fees are not based on credit value. If spaces are available, they may be accessed by community students.

Prerequisite: Assessment and Special Program Fee and Registration Procedures. Call 527-5410.

Offered: Summer

EASL 135 General English for Students of English as a Second Language, Level I (3 credits)

This course is designed for students wishing to upgrade their language skills for purposes of:

- 1) participating in day-to-day personal and social situations;
- 2) improving their employment opportunities;
- 3) preparing for further education or training.

Students will practice strategies for listening, speaking, reading and writing to meet their personal, social, employment and/or education needs. Course activities will include listening and speaking in a variety of communicative situations. Students will also complete both functional and skill-based reading and writing exercises. This course is offered at four levels.

Prerequisite: Instructor Permission

Lecture/Practice: 4

EASL 144 Lower Intermediate Listening for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 154, is the first in a series of combined listening and speaking courses. This course is for students who wish to upgrade their listening skills in order to continue their education or improve their employment opportunities. Exercises will help students understand and respond appropriately to communication in a variety of routine settings. Listening texts will be based on sources such as television, radio, films, tapes and guest speakers. The listening practice will also provide an opportunity for language skill development, including grammar, sentence structure, vocabulary, sound discrimination, and recognition of basic stress and intonation patterns.

Prerequisite: Instructor Permission or EASL 135

Corequisite: EASL 154

Lecture/Practice: 4

Offered: Fall and Winter

EASL 145 Lower Intermediate Listening for Students of English as a Second Language (3 credits)

This course is the first level in a series for students who wish to upgrade their listening skills in order to continue their education or improve their employment opportunities. Exercises will help students understand and respond appropriately to communication in a variety of routine settings. Listening texts will be based on sources such as TV., radio, films, tapes and guest speakers. The listening practice will also provide an opportunity for language skill development, including grammar, sentence structure, vocabulary, sound discrimination, and recognition of basic stress and intonation patterns.

Prerequisite: Instructor Permission or EASL 135

Lecture/Practice: 4

Offered: Fall and Winter

EASL 154 Lower Intermediate Conversation for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 144, is the first in a series of combined listening and speaking courses. This course is for students who wish to upgrade their conversational skills in order to continue their education or improve their employment opportunities. Exercises will help students initiate and respond appropriately to communication in a variety of routine settings. The conversation practice will also provide an opportunity for language skill development, including grammar, sentence structure and vocabulary, as well as for pronunciation improvement.

Prerequisite: EASL 135 or Instructor Permission

Corequisite: EASL 144

Lecture/Practice: 4

Offered: Fall and Winter

EASL 155 Lower Intermediate Conversation for Students of English as a Second Language (3 credits)

This course is the first level in a series for students who wish to upgrade their conversational skills in order to continue their education or improve their employment opportunities. Exercises will help students initiate and respond appropriately to communication in a variety of routine settings. The conversation practice will also provide an opportunity for language skill development, including grammar, sentence structure and vocabulary, as well as for pronunciation improvement.

Prerequisite: EASL 135 or Instructor Permission

Lecture/Practice: 4

Offered: Fall and Winter

EASL 164 Lower Intermediate Reading for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 174, is the first in a series of combined reading and writing courses for students who wish to upgrade their reading in order to continue their education, improve employment opportunities and meet day to day reading needs. EASL 164 is an extensive reading course for the student who has learned some grammar and vocabulary and who has little experience reading in English without translation. This course emphasizes reading for main ideas and using new vocabulary strategies. There are extensive reading assignments to generate ideas for short compositions written in the corequisite course EASL 174.

Prerequisite: EASL 145 and 155, or 144 and 154, or 135 or Instructor Permission

Corequisite: EASL 174

Lecture/Practice: 4

Offered: Fall and Winter

EASL 165 Lower Intermediate Reading for Students of English as a Second Language (3 credits)

This is not a beginner's course, but it is the first in a four-level series. The series is designed to lead up to college reading standards, to improve work opportunities, and meet day-to-day reading needs. EASL 165 is an extensive reading course. It is designed for the student who has learned some grammar and vocabulary and who can read simplified ESL material, but who has little experience reading in English without translation.

This course emphasizes reading for main ideas and using new vocabulary strategies. There are extensive reading assignments.

Prerequisite: Instructor Permission or EASL 145 and 155 or EASL 144 and 154 or EASL 135

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 174 Composition for Lower Intermediate Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 164, is the first in a series of combined reading and writing courses for stu-

dents who wish to upgrade their writing in order to continue their education or improve employment opportunities. It is designed for students who have functional listening and speaking skills and some basic writing skills, but limited experience in writing for specific purposes. This course is primarily concerned with providing extensive writing practice to improve confidence and to give a base for developing writing competence. Using material from the corequisite EASL 164, students will generate and organize ideas into short compositions, improve grammar, sentence structure and vocabulary, and proofread for basic errors.

Prerequisite: EASL 145 and 155 or 144 and 154 or 135 or Instructor Permission

Corequisite: EASL 164

Lecture/Practice: 4

Offered: Fall and Winter

EASL 175 Composition for Lower Intermediate Students of English as a Second Language (3 credits)

This course is the first level in a four-level series for students who wish to upgrade their writing in order to continue their education or improve employment opportunities. It is designed for students who have functional listening and speaking skills and some basic writing skills, but limited experience in writing for specific purposes. This course is primarily concerned with providing extensive writing practice to improve confidence and to give a base for developing writing competence. Within the context of meaningful writing tasks, students will generate and organize ideas into short compositions, improve grammar, sentence structure and vocabulary, and proofread for errors.

Prerequisite: Instructor Permission or EASL 145 and 155 or EASL 144 and 154 or EASL 135

Lecture Practice: 4

Offered: Fall, Winter and Summer

EASL 235 General English for Students of English as a Second Language, Level 2 (3 credits)

This course is designed for students wishing to upgrade their language skills for purposes of: 1) participating in day-to-day personal and social situations; 2) improving their employment opportunities; 3) preparing for further education or training. Students will practise strategies for listening, speaking, reading and writing to meet their personal, social, employment and educational needs. Course activities will include listening and speaking in a variety of communicative situations. Students will also complete both functional and skill-based reading and writing exercises. This course is offered at four levels.

Prerequisite: EASL 135 or Instructor Permission

Lecture/Practice: 4

EASL 244 Upper Intermediate Listening Skills for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 254, is the second in a series of combined listening and speaking courses. This

course is for students who wish to upgrade their education or improve their employment opportunities. Exercises will help students understand and respond appropriately to communication in a variety of routine settings. Activities will also provide an opportunity for language skill development, including grammar, sentence structure and vocabulary, as well as pronunciation improvement.

Prerequisite: EASL 145 or 144 or Instructor Permission

Corequisite: EASL 254

Lecture/Practice: 4

Offered: Fall and Winter

EASL 245 Upper Intermediate Listening Skills for Students of English as a Second Language (3 credits)

This course is the second level of a series designed for students who wish to upgrade their listening skills in order to continue their education or improve their employment opportunities. Exercises will help students understand and respond appropriately when participating in longer conversations and communicating in non-routine situations.

Listening texts will be based on sources such as TV., radio, films, tapes and guest speakers. Some simple notetaking exercises, such as writing down key words and main points, will be introduced. Through these activities, students will continue to develop language skills.

Prerequisite: EASL 145 or 144, or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 254 Upper Intermediate Conversation for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 244, is the second in a series of combined listening and speaking courses. This course is for students who wish to upgrade their conversational skills in order to continue their education or improve employment opportunities. Exercises will help students communicate appropriately in a variety of settings. The emphasis will be on participating in longer conversations, and communicating in non-routine situations. Some classroom speaking skills, such as making short informal presentations and participating in discussions, will also be introduced. Through these activities, students will continue to develop language skills.

Prerequisite: EASL 155 or 154 or Instructor Permission

Corequisite: EASL 244

Lecture/Practice: 4

Offered: Fall and Winter

EASL 255 Upper Intermediate Conversation for Students of English as a Second Language (3 credits)

This course is the second level of a series designed for students who wish to upgrade their conversational skills in order to continue their education or improve their employment opportunities. Exercises will help students communicate appropriately in a variety of settings. The emphasis will be on participating in longer conversations, and communicating in non-routine situations. Some classroom speaking skills, such as making short, informal presenta-

tions and participating in discussions, will also be introduced. Through these activities, students will continue to develop language skills.

Prerequisite: EASL 155 or 154, or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 264 Upper Intermediate Reading for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 274, is the second in a series of combined reading and writing courses. This course is for students who wish to continue their education, to improve work opportunities, and to meet day-to-day reading needs. EASL 264 is an intensive reading course, which emphasizes specific reading skills such as predicting, scanning, skimming, surveying, guessing meaning from context, notetaking and critiquing. Students will use ideas from the readings to generate ideas for the writing assignments in the corequisite EASL 274.

Prerequisite: EASL 165 or 164 or Instructor Permission

Corequisite: EASL 274

Lecture/Practice: 4

Offered: Fall, Winter

EASL 265 Upper Intermediate Reading for Students of English as a Second Language (3 credits)

This course is the second in a four-level series. The series is designed to lead up to college reading standards, to improve work opportunities, and to meet day-to-day reading needs. EASL 265 is an intensive reading course. It is designed for the student who reads non-academic materials in English without feeling a need for translation, but reads slowly and uncritically. This course emphasizes specific reading skills such as predicting, scanning, skimming, surveying, guessing meaning from context, notetaking and critiquing. Additional lab time may be assigned for intensive skill-building.

Prerequisites: EASL 165 or 164 or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 274 Composition for Upper Intermediate Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 264, is the second in a series of combined reading and writing courses for students who wish to upgrade their writing and reading in order to continue their education or improve employment opportunities. It is designed for students who have some composition experience and intermediate listening and speaking skills. This course will mainly provide practice in writing different types of expository paragraphs and short compositions. Students will use ideas from the reading in EASL 264 to generate ideas into increasingly longer compositions and practice organizing, editing and revising. Exercises will help students clarify and elaborate supporting points, use grammar, sentence structure and vocabulary accurately, and proofread for errors.

Prerequisite: EASL 175 or 174 or Instructor Permission

Corequisite: EASL 264

Lecture/Practice: 4

Offered: Fall and Winter

EASL 275 Composition for Upper Intermediate Students of English as a Second Language (3 credits)

This course is the second level in a four-level series for students who wish to upgrade their writing in order to continue their education or improve employment opportunities. It is designed for students who have some composition experience and reasonable listening and speaking skills. This course will mainly provide practice in writing different types of expository paragraphs and short compositions. Students will generate and organize ideas into increasingly longer compositions and practice editing and revising. Exercises will help students clarify and elaborate supporting points, use grammar, sentence structure and vocabulary accurately, and proofread for errors.

Prerequisite: EASL 174 or 175 or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 285 Basic Pronunciation Skills for Students of English as a Second Language (3 credits)

This is a basic pronunciation course for students with limited listening and speaking skills. Students will be introduced to the sound system of English and to phonetic symbols. Activities will focus on listening for sound distinctions and identifying the major stress and intonation patterns. Students will identify and work on their own pronunciation problems and develop some strategies for monitoring improvement. It is recommended that students take a conversation course at the same time.

Prerequisite: EASL 145, 155 and 165, or 144, 154 and 164 or Instructor Permission.

Lecture/Practice: 4

EASL 335 General English for Students of English as A Second Language, Level 3 (3 credits)

This course is designed for students wishing to upgrade their language skills for purposes of: 1) participating in day-to-day personal and social situations; 2) improving their employment opportunities; 3) preparing for further education or training. Students will practise strategies for listening, speaking, reading and writing to meet their personal, social, employment and educational needs. Course activities will include listening and speaking in a variety of communicative situations. Students will also complete both functional and skill-based reading and writing exercises. This course is offered at four levels.

Prerequisite: EASL 235 or Instructor Permission

Lecture/Practice: 4

EASL 344 Advanced Listening for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 354, is the third in a series of combined listening and speaking courses. This course is for students who wish to upgrade their listening skills in order to continue their education or improve their

employment opportunities. This course is most appropriate for people who are intending to take college or university courses. Through listening to materials from a variety of sources on many subjects, students will improve their ability to understand and respond appropriately in increasingly complex or problem situations. Students will also improve their listening skills for academic study by following formal discussions, taking simple notes, and organizing and using these notes to complete simple academic assignments. Through these activities, students will continue to develop language skills.

Prerequisite: EASL 245 or 244 or Instructor Permission

Corequisite: EASL 354

Lecture/Practice: 4

Offered: Fall and Winter

EASL 345 Advanced Listening for Students of English as a Second Language (3 credits)

This is the third level of a series designed for students who wish to upgrade their listening skills in order to continue their education or improve their employment opportunities. This course is most appropriate for people who are intending to take college or university courses. Through listening to materials from a variety of sources on many subjects, students will improve their ability to understand and respond appropriately in increasingly complex or problem situations. Students will also improve their listening skills for academic study by following formal discussions, taking good notes, and organizing and using these notes to complete simple academic assignments. Through these activities, students will also continue to develop language skills.

Prerequisites: EASL 245 or 244 or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 354 Advanced Conversation and Discussion of Students of English as a Second Language (3 credits)

This course, with its corequisite EASL 344, is the third in a series of combined listening and speaking courses. This course is for students wishing to upgrade their conversational and speaking skills in order to continue their education or improve their employment opportunities. Students will improve their ability to communicate in a variety of increasingly complex settings, especially in problem situations. They will also develop formal group discussion and leadership skills, and prepare and make formal presentations. Through these activities, students will continue to develop language skills and improve fluency.

Prerequisite: EASL 255 or 254 or Instructor Permission

Corequisite: EASL 344

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 355 Advanced Conversation and Discussion for Students of English as a Second Language (3 credits)

This is the third level of a series designed for students who wish to upgrade their conversational and speaking skills in order to continue their education or improve their employ-

ment opportunities. This course is most appropriate for people intending to study further. Students will improve their ability to communicate in a variety of increasingly complex settings, especially in problem situations. They will also develop formal group discussion and leadership skills, and prepare and make formal presentations. Through these activities, students will continue to develop language skills, and improve fluency through pronunciation practice.

Prerequisite: EASL 255 or 254 or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 364 Advanced Reading Skills for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 374, is the third in a series of combined reading and writing courses for students who wish to upgrade their reading in order to continue their education or improve their day-to-day reading needs. EASL 364 is an extensive reading course for the advanced student who needs guided practice in developing skills and behaviors appropriate for academic reading. This course emphasizes reading longer passages at a reasonable rate, and taking notes that would be useful for study purposes. There are extensive reading and library assignments which are used to generate ideas and support ideas in short essays written in the corequisite EASL 374.

Prerequisite: EASL 265 or 264 or Instructor Permission

Lecture/Practice: 4

Offered: Fall and Winter

EASL 365 Advanced Reading Skills for Students of English as a Second Language (3 credits)

This course is the third in a four-level series. It is only suitable for advanced students. The series is designed to lead up to college reading standards, to improve work opportunities, and to meet day-to-day reading needs. EASL 365 is an extensive reading course. It is designed for the student who has been taught good reading skills, but who needs guided practice in developing these skills and consolidating good reading habits. This course emphasizes reading longer passages at a reasonable rate, and taking notes that would be useful for study purposes. There are extensive reading and library assignments.

Prerequisite: EASL 265 or 264 or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 370 Practical Writing for Advanced Students of English as a Second Language (3 credits)

This is a general purpose writing course for students with some experience in writing English. It is designed for students who wish to upgrade their overall writing skills for personal, work-related or academic purposes. Students will write personal letters, notices, reports for school and

work, resumes, and routine business correspondence. Students will also practice proofreading for major errors in sentence structure, grammar, and vocabulary.

Prerequisite: EASL 275 or Instructor Permission

Lecture/Practice: 4

Not offered 1997/98

EASL 374 Paragraph and Essay Composition for Students of English as a Second Language (combined course) (3 credits)

The course, with its corequisite EASL 374, is the third in a series of combined reading and writing courses for students who wish to upgrade their writing and reading in order to continue their education or improve employment opportunities. It is designed for students who have experience writing expository paragraphs, reasonable control of grammar and sentence structure, and good listening and speaking skills. This course emphasizes writing for a variety of academic purposes; in addition to improving composing, editing, revising and proofreading skills, students will develop short, five-paragraph essays. In this context, students will be introduced to simple research skills, such as finding, using, and footnoting source material in the corequisite EASL 364.

Prerequisite: EASL 275 or 274 or Instructor Permission.

Corequisite: EASL 364

Lecture/Practice: 4

Offered: Fall and Winter

EASL 375 Paragraph and Essay Composition for Students of English as a Second Language (3 credits)

This course is the third level in a four-level series for students who wish to upgrade their writing in order to continue their education or improve employment opportunities. It is designed for students who have experience writing expository paragraphs, reasonable control of grammar and sentence structure, and good listening and speaking skills. This course emphasizes writing for a variety of academic purposes; in addition to improving composing, editing, revising and proofreading skills, students will develop short, five-paragraph essays. In this context, students will be introduced to simple research skills, such as finding, using, and footnoting source material.

Prerequisite: EASL 275 or 274 or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 376 Editing and Proofreading for Students of English as a Second Language (3 credits)

This course supplements the four-level series for students who wish to upgrade their writing for further education or improved employment opportunities. It is designed for students who have experience writing paragraphs and short essays and some control of grammar and sentence structure, but who still make consistent errors in language use. Students will develop strategies for editing and proof-

reading their own work. Working with short academic writing composition samples, students will practice identifying problems and errors in language use, editing for style, conciseness and accuracy, and proofreading for basic errors in grammar, structure, diction and mechanics.

Prerequisite: EASL 375 or Instructor Permission

Offered: Fall, Winter and Summer

EASL 385 Advanced Pronunciation Skills for Students of English as a Second Language (3 credits)

This is an advanced pronunciation course for students with good listening and speaking skills. Students taking this course should have no major pronunciation problems. The course will provide a review of the sound system and major stress and intonation patterns introduced in EASL 285, as well as exercises in understanding English spoken in a variety of ways. It is recommended that students take a conversation course concurrently.

Prerequisite: EASL 285 with 245 and EASL 255 or EASL 244 and EASL 254 or Instructor Permission

Lecture/Practice: 4

EASL 435 General English for Students of English as a Second Language, Level 4 (3 credits)

This course is designed for students wishing to upgrade their language skills for purposes of: 1) participating in day-to-day personal and social situations; 2) improving their employment opportunities; 3) preparing for further education or training. Students will practise strategies for listening, speaking, reading and writing to meet their personal, social, employment and /or educational needs. Course activities will include listening and speaking in a variety of communicative situations. Students will also complete both functional and skill-based reading and writing exercises. This course is offered at 4 levels.

Prerequisite: EASL 335 or Instructor Permission

Lecture/Practice: 4

EASL 445 College Preparatory Listening and Notetaking for Students of English as a Second Language (3 credits)

This course, the final level of a series, is for ESL students who wish to refine their academic listening and notetaking skills. Students will improve their ability to understand longer lectures and other presentations, discussions and interviews, particularly those in which the participants are presenting or discussing views on unfamiliar subjects or controversial issues. Activities will focus on developing students' critical listening skill and on developing more efficient notetaking skills. Students will practice using notes to complete a variety of assignments typical of first-year university level coursework.

Prerequisite: EASL 345 or 344 or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 455 College Preparatory Discussion and Participation Skills for Students of English as a Second Language (3 credits)

This course, the final level of a series, is for students who wish to refine their skills at leading, as well as participating in formal and informal discussions in a variety of settings. Students will practice using interactional strategies appropriate in native-English discussion situations. Students will also improve their ability to research, organize and make presentations, lead follow-up discussions and evaluate their own, as well as others', performance. Finally, they will participate in debates, learning how to state and defend their positions on controversial issues. Students completing this level should be ready to participate in first-year university level coursework.

Prerequisites: EASL 355 or EASL 354 or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 464 College Preparatory Reading Skills for Students of English as a Second Language (Combined Section) (3 credits)

This course with its corequisite EASL 474 is the final in a series of combined reading and writing courses for students who wish to upgrade their reading and writing in order to continue their education. EASL 464 is an intensive reading course for advanced students who need to read more academic material efficiently and critically. This course emphasizes reading for study purposes and reading for writing. Students will read material from texts, academic and professional books and journals and literature. Reading exercises will emphasize understanding how information and ideas are developed and organized, summarizing important ideas and details, identifying and evaluating arguments, understanding and evaluating research reports and analysing short stories or essays. Students will use readings to generate material for writing assignments in the corequisite EASL 474.

Prerequisites: EASL 364 or EASL 365 or Instructor permission

Lecture/Practice: 4

Offered: Fall, Winter

EASL 465 College Preparatory Reading Skills for Students of English as a Second Language (3 credits)

This course is the final level in a series. It is intended for advanced ESL students who wish to improve their reading skills to the level necessary for success and ease in post-secondary education or demanding occupational reading. This course is suitable for students who can already tackle newspapers, magazines, and some texts but do not read quickly or efficiently.

Using academic and occupational material, students will practice the following reading skills: passage development prediction; surveying, skimming and scanning; vocabulary

development; finding main ideas and supporting ideas. Critical reading and rapid reading skills will be maximized.

Prerequisite: EASL 365 or 364 or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 474 Essay Composition and Research Papers for Students of English as a Second Language (Combined Section) (3 credits)

This course with its corequisite EASL 464 is the final in a series of combined reading and writing courses for students who wish to upgrade their reading and writing in order to continue their education. EASL 474 is for students who have extensive experience writing paragraphs and short essays, and good control of grammar and sentence structure. This course emphasises writing from sources at a first-year university level. In addition to improving overall expository writing and editing skills, students will develop persuasive essays, research papers and critical analyses of short stories. Exercises will include finding and using sources to generate topics, develop thesis statements and provide evidence as well as help students improve their skill at integrating material from several sources, documenting, summarizing, paraphrasing and quoting sources. Writing assignments will be based primarily on readings in the corequisite EASL 464.

Prerequisite: EASL 374 or 375 or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter

EASL 475 Essay Composition and Research Papers for Students of English as a Second Language (3 credits)

This course completes a four-level series for students who wish to upgrade their writing in order to continue their education or improve their employment opportunities. It is designed for students who have extensive experience writing paragraphs and short essays for a variety of purposes, good control of grammar and sentence structure, and very good listening and speaking skills. This course emphasizes writing with a sophistication of content and style, and a level of conciseness and accuracy expected of first-year university students. In addition to improving overall expository writing and editing skills, students will plan and develop research papers. Exercises will help students acquire research skills by providing practice in choosing topics, finding relevant source material, integrating material from several sources and documenting source material.

Prerequisite: EASL 345, 355, 365, 375 or 344, 354, 364, 374 and 376 or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 490 EASL for Psychology 100 Students (3 credits)

This course is an adjunct course for ESL students enrolled in Psychology 100. Students will develop language and study skills to support their Psychology 100 coursework. Activities will help students develop the listening and speaking skills they need to participate effectively in class lab and

project activities, and the reading and writing skills required to complete course assignments satisfactorily and perform well on tests. Students' overall academic language proficiency should improve as well.

Prerequisite: EASL 345, 355, 365, 375 or 344, 354, 364, 374 and 376 or Instructor Permission

Corequisite: PSYC 100

Not offered: 1997/98

EASL 491 EASL for Psychology 100 Students (1.5 credits)

This course is an adjunct course for ESL students enrolled in Psychology 100. Students will develop language and study skills to support their Psychology 100 coursework. Activities will help students perform the reading and writing tasks required to do well on tests and satisfactorily complete course assignments, such as research reports. Class activities will also assist students in improving listening and speaking skills to participate effectively in Psychology 100 lecture and presentation components.

Prerequisite: (EASL 345 and 355) or (EASL 344 and 354), (EASL 365 and 375) or (EASL 364 and 374) or Instructor Permission

Corequisite: PSYC 100

Offered: Fall and Winter

EASL 492 EASL for Resident Care Attendant Program (RCAP) Students (1.5 credits)

This course is an adjunct course for EASL students enrolled in RCAP. Students will develop language and study skills to support their RCAP course work. Activities will help students perform the reading and writing tasks required to effectively take tests and satisfactorily complete course assignments. Course work will also assist students to participate effectively in RCAP including lab and clinical work.

Prerequisite: (EASL 274 or 275) and (335 or 344 and 354 or 345 and 355) and (364 or 365) or instructor permission

Corequisite: Resident Care Attendant Program

Lecture/Practice: 2

Offered: Winter

EASL 495 EASL for Economics 101 Students (3 credits)

This course is an adjunct course for EASL students enrolled in Economics 101. Students will develop language and study skills to support their Economics 101 coursework. Activities will develop the listening and speaking skills students need to participate effectively in and out of class. They will also develop the reading and writing skills required to complete course assignments satisfactorily and perform well on tests. Students' overall academic language proficiency should improve as well.

Prerequisites: EASL 345, 355, 365, 375 or 344, 354, 364, 374 or Instructor Permission

Corequisite: ECON 101

Offered: Winter

EASL 496 EASL for English 130 Students (3 credits)

This course is an adjunct course for EASL students enrolled in ENGL 130. Students will develop language and study skills and support their ENGL 130 coursework. Activities will help students develop the reading and writing skills for composing academic argument-based essays. Students' overall academic language proficiency should improve as well. Students must enrol in the English 130 sections which are designated for the adjunct.

Prerequisite: EASL 465 or 495 or 490, and 475 or

Instructor Permission

Corequisite: ENGL 130

Lecture/Practice: 4

Offered: Fall, Winter, Summer

EASL 497 EASL for Music History 220 and 221 Students (1.5 credits)

This course is an adjunct course for EASL students enrolled in Music History 220 and 221. Students will develop language and study skills to support their Music History coursework. Activities will develop the listening and speaking skills students need to participate effectively in and out of class. They will also develop the reading and writing skills required to complete course assignments satisfactorily and perform well on tests. Students overall academic language proficiency should improve as well.

Prerequisite: EASL 345, 355, 365, 375 or 344, 354, 364, 374 or Instructor Permission

Corequisite: MUS 220 or 221

Lecture/Practice: 2

Not offered: 1997/98

EASL 498 EASL for English 106 Students (1.5 credits)

This course is an adjunct course for EASL students enrolled in English 106 (Studies in Prose Fiction). Students will develop reading and writing skills to support their English 106 coursework. Activities will help students understand, critically analyse and write critical essays on works of literature. Students' overall ability to work with literature should improve as well.

Prerequisite: ENGL 130 or Instructor Permission

Offered: Fall and Winter

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English

Writing Assessment Requirement

Before enrolling in a writing intensive course within the English and Communications Department, students must take the Douglas College Writing Assessment or provide a substitute or equivalent assessment. Such courses include:

- ◆ creative writing
- ◆ writing skills
- ◆ workplace and practical writing
- ◆ academic writing
- ◆ literature.

The Douglas College Writing Assessment is offered regularly through the Assessment Centre. The test results do not determine eligibility to enter Douglas College, but are used to direct students to courses that are best suited to their current level of writing competence.

Students must achieve a minimum Writing Assessment designation of "Writing Skills Review Courses" (or equivalent) in order to enrol in any course in the English and Communications Department.

Further information about the Douglas College Writing Assessment or the Language Proficiency Index may be obtained from the Assessment Centre.

Substitutions and Equivalent Assessments

Any one of the following equivalents may be substituted for the Douglas College Writing Assessment:

- ◆ a grade of B or better in English 12 within the last four years
- ◆ a score from the Language Proficiency Index (LPI) within the last four years
- ◆ a transcript showing enrolment in a college-level writing or literature course within the last four years.
- ◆ mastery of EASL 475 within the last four years
- ◆ a grade of C- or better in DVST 450 within the last four years

Students relying on a substitute or equivalent assessment must submit the appropriate documentation with their application.

LPI Scores and Writing Assessment Equivalencies

LPI Score	Writing Assessment Designation
5 or 6	All courses
4	College Writing Courses
3	Writing Skills Review Courses
1 or 2	Developmental Writing Courses (DVST and EASL)

Note: transcripts mailed to the Registrar's Office become part of a student's application and ARE NOT available to the student or the English and Communications Department.

Transfer Information

Transfer information for UBC and SFU or any other institution may be obtained either from the appropriate institution's transfer guide or from Douglas College academic advisors.

Literature Courses

The study of literature at Douglas College provides necessary elements in the intellectual development of students. A wide range of literary materials assists students to make their personal experience meaningful and develop the capacity for an imaginative understanding of the experience of others. Literary material presented, such as stories, images, and metaphors, allows students to develop the capacity for reading, thinking, and writing.

First year literature courses (100-level) are designed primarily to provide the skills and information necessary to read literary works independently, with understanding and enjoyment.

(For other writing courses see Communications, Creative Writing, English as a Second Language, DVST, Reading and Study Skills and Print Futures.)

Second year literature courses (300-level), while still emphasizing analysis of the works and advanced reading skills, present the circumstances in which literary works are written and read. Historical, cultural, biographical, and specific literary circumstances may be studied.

Composition Skills Required for Literature Classes:

Students enrolling in college literature classes at any level are expected to demonstrate mastery of basic writing skills: paragraph construction, sentence construction, grammar, punctuation, spelling. While instruction in advanced writing skills is provided, the student is responsible for correcting deficiencies in basic skills.

Writing Competency Requirement:

A student must achieve a grade of C- or better upon first submission of at least one required essay in order to achieve a grade of better than P in any university-transfer English course.

Writing Skills

ENGL 124 Writing Skills (3 credits)

This course will refresh the student's ability to write paragraphs and short, explanatory essays in preparation for more advanced English courses. It will include exercises on structure and mechanics, and instruction in the principles of composition.

Prerequisite: See Writing Assessment Information

Lecture: 2; Tutorial/Workshop: 2

Offered: Fall, Winter and Summer

Academic Writing

ENGL 130 Academic Writing (3 credits)

This course introduces students to the process of writing academic argument essays and includes writing strategies, assignments, and exercises which develop their abilities as writers. Students receive instruction in the general principles of composition and the specific development, organization, style and mechanics of the academic argument essay. Because so much of academic argument is based on reading, the course also includes instruction in reading and using source material in the development of the academic argument essay.

Prerequisite: See Writing Assessment Information

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

ENGL 200 Advanced Composition (3 credits)

This advanced course provides instruction and practice in expository and argumentative writing to further develop nonfiction prose-writing ability. Through reading selected essays and studying their own writing, students examine stylistic choices and develop their own styles.

Prerequisite: B- standing in one college-level English literature or writing course

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Winter

First Year Literature

ENGL 101 Canadian Literature (3 credits)

This course examines selected works of modern Canadian authors who have made significant contributions to Canadian literature. Students will read works from at least two of the three major genres: fiction, poetry, and drama.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

ENGL 102 Major Themes in Literature (3 credits)

This course will examine at least one central theme in literature, such as crime and punishment, quest, paradise

lost, and the individual and society. Students will read works from at least two of the three major genres: fiction, poetry, and drama.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ENGL 106 Studies in Prose Fiction (3 credits)

This course emphasizes the close reading of novels and short stories, principally from the modern period. Students will read at least three different kinds of prose fiction, such as realistic fiction, fantasy, science fiction, romance, and allegory.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

ENGL 107 Classical and Biblical Background to Modern Literature (3 credits)

This course introduces students to selected classical and biblical literary texts and examines them in their own right and as sources for subsequent works of literature in the English and/or European tradition. This course does not view the Bible from a theological perspective.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ENGL 109 Studies in Fiction, Poetry, and Drama (3 credits)

This course emphasizes the close reading of fiction, poetry, and drama, principally from the modern period, and explores the differences among these genres.

Prerequisite: See Writing Assessment Information

*For transfer credit please refer to page 243.

Not offered 1997/98

ENGL 112 An Introduction to Children's Literature (3 credits)

This course will introduce students to significant works of literature specifically intended for children. In addition, it examines such traditional sources of children's literature such as fable, folk and fairy tales, and myth.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ENGL 114 Studies in Poetry (3 credits)

This course emphasizes the close reading of poetry, principally from the modern period. Students will study a variety of poets, as well as multiple works of selected poets.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ENGL 151 Studies in Drama (3 credits)

This course emphasized the close reading of dramatic works of a variety of types, such as tragedy, comedy, and absurdist drama, and considers elements of stagecraft where relevant.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

Second Year Literature

For admission to second-year courses in English literature, students are required to have a grade-point average of 1.67 in any two courses from list A, or one from list A and one from list B.

LIST A

ENGL 101, 102, 106, 107

109, 112, 114, 151

LIST B

ENGL 130

CRWR 101, 102, 103

Course selection advice

Students intending to enrol in ENGL 316 or ENGL 317 should enrol in ENGL 114 in order to be prepared for the poetry reading requirements of these courses. Students intending to enrol in ENGL 319 should enrol in ENGL 106 in order to be prepared for the Prose Fiction reading requirement of this course.

ENGL 310 World Literature: Great Works in Translation (3 credits)

This course is a study of major works of world literature grouped in a significant thematic, historic, or literary way.

Prerequisite: First year level English (as above)

Lecture: 4

*For transfer credit please refer to page 243.

Not offered 1997/98

ENGL 313 Studies in Major Writers (3 credits)

This course is a study of a significant body of literature by two major writers who are related in significant ways, such as stylistically, historically or thematically.

Prerequisite: First Year level English (as above)

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ENGL 314 Major Poets (3 credits)

This course is a study of representative works of poetry by two or three major poets writing in English, from at least two different periods.

Prerequisite: First year level English (as above)

Lecture: 4

*For transfer credit please refer to page 243.

Not offered 1997/98

ENGL 315 The Comic Vision (3 credits)

This course is a study of representative works in the comic tradition. It will include works of drama and at least one other major genre.

Prerequisite: First year level English (as above)

Lecture: 4

*For transfer credit please refer to page 243.

Not offered 1997/98

ENGL 316 Studies in British Literature: 14th to 18th Centuries (3 credits)

This course is a study of major representative works beginning with the Middle Ages and ending with the Age of Pope. The major portion of works studied will be poetry.

Prerequisite: First year level English (as above)

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

ENGL 317 Studies in British Literature: 18th to 20th Centuries (3 credits)

This course is a study of major representative works, beginning with the Age of Samuel Johnson, ending in the Modern Period, and focusing primarily on the 19th century. A substantial portion of the works studied will be poetry.

Prerequisite: First year level English (as above)

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

ENGL 319 The History of the British Novel (3 credits)

This course traces the history of the British novel from the 18th century to the 20th century, focusing primarily on the 19th century.

Prerequisite: First year level English (as above)

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

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Financial Services Studies

Note: PLA * = Prior Learning Assessment

FINC 100 Relationship Banking I (3 credits)

The course covers the communication process and techniques for interface with clients and co-workers including a very important practical dimension. Most of the applications will be tailored to the reality of the financial services industry.

Prerequisite: ENGL 12 with a C grade or better or PLA*

Lecture: 2; Seminar 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

FINC 200 Relationship Banking II (3 credits)

As a follow-up to FINC 100, this course completes an introduction to the communication process as applied to relationship banking. It covers skills required to manage personal performance and difficult interactions with customers. In addition, the course moves beyond one-to-one situations to more complex group situations.

Prerequisites: FINC 100 or PLA*

Lecture: 2; Seminar 2

*For transfer credit please refer to page 243.

Offered: Fall or Winter

FINC 210 Financial Products & Services (3 credits)

This course provides an introduction to the wide range of common retail financial products and services offered by Canada's financial institutions. After a brief discussion of the evolution of money and the Canadian monetary system, the course covers a detailed review of those primary and supplemental deposit, credit, and special products and services available to individuals and businesses through the financial institutions, supported by an integrative model approach for each.

Prerequisites: BUSN 330 or PLA*

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall or Winter

FINC 255 Financial Planning for New Ventures

This course is designed to prepare students to better understand the opportunities and problems associated with financing new ventures. The principal learning component of the course is the structuring, presentation, and follow-up of a financing proposal.

Prerequisites: ACCT 110 and BUSN 252 and BUSN 253 and BUSN 330 and CISY 110

Lecture: 3; Seminar: 1

Offered: Winter

FINC 300 Introduction to Personal Finance (3 credits)

The course provides an introduction to the basic concepts, analytical techniques, procedures and practices common to the field of personal finance. Topics covered include the broad range of non-financial and financial factors affecting Planning Unit Lifestyle, their analysis and interpretation, as well as an introduction to macro and micro financial planning.

Prerequisites: FINC 210 & ACCT 210 or PLA*

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall or Winter

FINC 305 International Financial Management

This course provides an integrated perspective on the problems, institutional environment and business of multinational finance. Financial markets, and government policies, the interaction between these factors and the trade and investment activities in various countries will be examined. Some time will be spent assessing multinational finance from the business and strategic perspective of small business and financial intermediaries.

Prerequisites: FINC 340 and MARK 120

Lecture: 3; Seminar: 1

Not offered in 1997/98

FINC 310 Banking Systems and Practices (3 credits)

This course will cover the organizational, managerial and technological systems used by the banks in the business of meeting clients' financial needs.

Prerequisites: FINC 100 or PLA*

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall or Winter

FINC 320 Introduction to Canadian Financial System (3 credits)

Introduction to Canadian Financial System examines Canada's financial system from a managerial point of view at an introductory level. It explains the organization and the performance of the Canadian financial system by using a theory of the economics of financial transactions and of intermediation. It describes the way Canada's financial system works in reality and it explains how the major forces shaping the financial service industry are actually manifest.

Prerequisites: ECON 101 or PLA*

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall or Winter

FINC 340 Fundamentals of Financial Management (3 credits)

This course provides an introduction to the general theoretical and practical aspects of financial management as they apply to the profit-oriented business organization. Topics addressed include: a general introduction to finance, the financial environment, security valuation, cost of capital, valuing risky financial assets, capital budgeting, internal and external financing, working capital management, capital structure, interest and exchange rate analysis, corporate restructure, interest and exchange rate analysis, corporate restructuring and financial planning.

Prerequisites: BUSN 330 and ACCT 210 (CISY 110 highly recommended.)

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall & Winter

FINC 350 Investment Funds in Canada (3 credits)

This course provides an introduction to understanding the regulatory environment in which mutual funds operate; specifically, the nature, type of mutual funds, financial analysis of varying product lines, differences in product attributes, and taxation implications.

Prerequisites: FINC 210 and ACCT 210 or PLA*

Lecture: 3 Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall or Winter

FINC 400 Introduction to Bank Financial Management (3 credits)

This course considers the various techniques of bank fund managements. Key topics include liquidity management, interest rate risk management, capital account management, credit risk management, cost management and bank profitability management. The techniques are introduced in each case as a basis for students to conduct simulation exercises using the Bankfim model to emulate real world conditions.

Prerequisites: ECON 101 or PLA*

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall or Winter

FINC 405 Foreign Exchange Management

This course addresses the problems faced by small business firms in handling foreign exchange (FX) transactions. The first part of the course examines the working of FX markets and the settlement systems used by small companies. The second section of the course investigates how exchange rates are determined and if changes in the exchange rate can be predicted. The third part of the course studies why firms position against exchange risk and how to measure exposure to exchange rates. In the fourth section of the course, we examine the valuation of

international products, and the financial risk faced with delays in foreign exchange settlements.

Prerequisites: BUSN 400 and BUSN 403 and BUSN 404 and FINC 305 and FINC 340

Lecture: 3; Seminar: 1

Not offered in 1997/98

FINC 410 Consumer Behaviour & Financial Needs (3 credits)

This course will cover the fundamentals of consumer behaviour that lead to market segmentation, the resulting consumption patterns and derived financial needs that are the basis for the formulation of standard solution sets.

These standard solution sets will be the primary source of advice available to the contact professional to assist non-affluent clientele with their financial product and service decisions.

Prerequisites: FINC 200, FINC 300

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall or Winter

FINC 420 Integrative Seminar: Setting the Financial Scene (3 credits)

This seminar is designed to integrate all skills and knowledge previously acquired throughout the FSS Program; no new material will be taught. The scope of the seminar reflects the kind of customer relation and work environment situations the student would encounter in a retail financial services environment. An advanced fourth generation computer program (Probe/Ovation) will be used in a network environment in order to simulate real bank scenarios for customer interface and product sales.

Prerequisites: BUSN 330 & ACCT 210 & ECON 101 and FINC 200 & FINC 300. CISY 110 highly recommended.

Lecture: Seminar:

*For transfer credit please refer to page 243.

Offered: Fall or Winter

..... **Geography**

Geographic inquiry is rich, profound and humanizing because it entails an understanding of physical as well as cultural processes as they are revealed in interaction in the landscape. Students who engage in physical and human geographic study will achieve the sense of balance that characterizes modern geographic thought. Geography offers an almost unique opportunity for the synthesis and integration of the fund of human knowledge.

GEOG 100 Introduction to Human Geography (3 credits)

This course is an introduction to the major traditions, themes, and theories of human geography. Special emphasis is placed on the concepts, methods, and data used by human geographers. It includes comparative and historical analyses of cultural landscapes, studies of the origin and diffusion of cultural phenomena, and an introduction to the cultural ecology/ecosystematic perspective.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall, Winter, sometimes Summer

GEOG 110 Weather and Climate (3 credits)

This course introduces the student to meteorology, climatology and biogeography. Energy concepts and radiation laws are used to examine atmospheric and oceanic circulation. Weather elements and patterns, severe weather, climate patterns and classification, as well as past and future and climate change are studied. Plant and animal distribution patterns and their causes are examined along with some human impacts on the atmosphere and biosphere.

Prerequisite: None

Lecture: 2; Lab: 2

*For transfer credit please refer to page 243.

Offered: Fall, Winter, sometimes Summer

GEOG 120 Introduction to Earth Sciences (3 credits)

An introductory course focusing on the origin of the Earth's land surface, and its modification by surface processes. Topics include: minerals and rocks, geologic time, weathering and soils, and the processes creating landforms of river, groundwater, glacial, periglacial, coastal and desert systems. Human impacts on the land surface are also discussed.

Prerequisite: None

Lecture: 2; Lab: 2

*For transfer credit please refer to page 243.

Offered: Fall, Winter, sometimes Summer

Note: Students may transfer only one of GEOG 120 or GEOL 120 to SFU EASC 101.

GEOG 130 Human Impact on the Environment (3 credits)

This course is an introduction to the tradition in Geography that studies the relationships between human groups and the physical environment. The central focus of the course is on human beings as agents of environmental change and consumers of world resources.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall or Winter

GEOG 160 The Geography of British Columbia (3 credits)

An introduction to the regional geography of B.C. This course will include a general study of the physical environment and the historical/settlement background, but will concentrate on problems relevant to sections of the Pacific Coast area such as economic development and resource conservation, urbanization and life in remote rural areas. The course will include an examination of the role of the West in Canada's future development.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall, Winter, sometimes Summer

GEOG 170 Introductory Cartography (3 credits)

This course introduces a range of topics in the field of cartography - the art, science and technology of map making. Topics include: map projections, elementary field surveying, interpretation of aerial photography and satellite imagery, cartographic methods and design, thematic mapping, and an introduction to computer mapping and Geographic Information Systems (GIS). The course is designed for geography students but will interest any students who value working with maps or who plan to work in any environmental field.

Prerequisite: None

Lecture: 2; Lab: 3

*For transfer credit please refer to page 243.

Offered: Fall

GEOG 180 The Geography of Canada (3 credits)

An introduction to the geography of Canada. Using the concepts and methods of regional geography, the course examines Canada as both a world region and as a nation made up of a set of distinct regions.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall, Winter (sometimes summer)

GEOG 190 Selected Regions (3 credits)

This course is an introduction to the geography of a selected region of the world, using the concepts and methods of regional geography. It will include a general

study of the physical environment and the historical/settlement background but will concentrate on topics and problems relevant to the area. The region will be chosen on the basis of topical interest and faculty expertise.

Prerequisite: None

Offered: TBA

GEOG 210 Climatology (3 credits)

A study of physical and dynamic climatologic processes and principles. Atmospheric energy, moisture and momentum constitute the framework in which observed elements such as temperature, humidity and wind are employed to exemplify climatologic principles.

Prerequisite: GEOG 110

Lecture: 4

Offered: Winter 1997 and once every 1.5 years.

GEOG 212 Economic Geography (3 credits)

This course is an introduction to the theories, concepts, methods and data used by geographers to analyze the location of economic activities, the spatial organization of economic systems and human use of the earth's resources. Topics studied include agriculture, manufacturing, transportation and retailing, urban structure, spatial diffusion, and economic development.

Prerequisite: GEOG 100

Lecture: 4

Offered: Once per year.

GEOG 213 Social Geography (3 credits)

This course is an introduction to social geography. It involves the study, analysis and explanation of those spatial patterns which characterize the ways in which social groups utilize the surface of the earth. Topics such as urbanization, the geography of poverty, aging, gender, crime and racism will be studied.

Prerequisite: GEOG 100

Lecture: 4

Offered: Once per year.

GEOG 220 Geomorphology (3 credits)

The focus of this course is on the nature and origin of the Earth's land surface. Earth materials, landform types and landform distributions are examined in terms of processes, physical laws, and theories which may account for their development.

Prerequisite: GEOG 120 or GEOL 120

Lecture: 4

Offered: Winter 1997 and once every 1.5 years

GEOG 230 Biogeography (3 credits)

Biogeography examines the distribution of plants and animals and the causes of these patterns. This course focuses on the physical and biological factors that control plant community distribution and development from a geographical perspective, including geological, climatic, historical and anthropogenic controls.

Prerequisite: GEOG 110 (GEOG 120 recommended but not required)

Lecture: 2; Lab: 2

*For transfer credit please refer to page 243.

Offered: Fall 1997 and once every 1.5 years

GEOG 321 Introduction to Hydrology (3 credits)

This course involves the study of the hydrologic cycle, its dynamics and component parts, with emphasis on the terrestrial phase. Field and lab work will involve measurement techniques and the analysis of hydrologic data.

Emphasis will also be placed on a description of Canada's water resources and their management.

Prerequisite: GEOG 110, GEOG 120 or GEOL 120

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

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Geology

Geology is the study of the composition, origin, and development of planet Earth. The origins and evolution of rocks and minerals, oceans, atmosphere and life, and their interactions are considered. Beginning students will enrol in GEOL 120, Introduction to Earth Sciences, a core course intended to introduce students to geology. Students have the option of considering this course terminal (3 science credits in Earth Science at SFU or 3 Geology credits at UBC.) The following would be the most appropriate program for those students intending to major in geology.

SEMESTER I

PHYS 107 or 110

CHEM 110

MATH 120

GEOL 120 or

SCIE 107

*ENGL

SEMESTER II

PHYS 207 or 210

CHEM 210

MATH 220

GEOL 200 or 121

*ENGL

SEMESTER III

GEOL 300

GEOL 321

CHEM 310

BIOL 110

SEMESTER IV

GEOL 410

GEOL 421

CMPT 110

CHEM 410

BIOL 210

*During the year, any two of: English 130 (or 200) and 101, 102, 106, 109, 114, 151 must be included. Students intending to enrol in the Earth and Space Science major in the Faculty of Education at UBC require GEOL/GEOG 120 or GEOL 121.

GEOL 120 Introduction to Earth Sciences (3 credits)

An introductory course focusing on physical geography and geology. Topics include the origins and development of the Earth's landscape by such processes as weathering, mass wasting, running water, glaciers, wind and waves; as well as soils and geological phenomena, such as rocks and minerals; the interior of the Earth; and the geologic time scale.

This course is complementary to GEOG 110 or GEOL 121.

Prerequisite: None

Lecture: 2 Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

Note: This course may also be offered off campus by distance education (DISC). Lecture material will be broadcast on the Knowledge Network, through the television series "Earth Revealed", and provided on video-tape to each student. The laboratory component will focus on rocks, minerals and topographic maps which will be packaged and made available to students in their homes.

Note: Credit will not be given at SFU for both GEOL 120 and GEOG 120.

GEOL 121 History of the Earth (3 credits)

This course is concerned with topical and interesting events which have occurred throughout the development of the earth. Topics include: the origin of the earth, origin and development of life, mass extinction, extinction of the Dinosaurs and ancient climates. Techniques used to date events of the past and reconstruct ancient environments will be discussed. Field trips may be required.

Prerequisite: None

Lecture: 2; Laboratory: 2

* For transfer credit please refer to page 243.

Offered: Fall and Winter

GEOL 150 Introduction to Engineering Geology (3 credits)

In this course emphasis is placed on the origin and nature of earth materials and on geological phenomenon which affect engineering and construction projects. Topics such as rocks and minerals, soils, slope stability, permafrost, flood control and earthquake activity are discussed with special reference to local geological problems. Credit will not be given for both GEOL 120 or GEOG 120 and GEOL 150.

Prerequisite: None

*For transfer credit please refer to page 243.

Offered: TBA

GEOL 200 Environmental Geology - Natural Hazards (4 credits)

This course considers the origin and geomorphological nature of a variety of natural hazards such as earthquake, volcanic eruptions, landslides, etc., and methods of prediction and mitigation. The geological aspects and the social impact of several important environmental issues such as hazardous waste disposal will also be discussed. Participation in field trips will be required.

Prerequisites: GEOL 120 or 121 or SCI 107 or GEOG 120
Lecture: 2; Lab: 4

* For transfer credit please refer to page 243.
Offered: Winter

GEOL 201 Marine Geology (4 credits - under development)

The oceans cover some 70% of the earth's surface and have an enormous impact on the climatic, physical and biological character of the planet. The character and history of development of the ocean basins will be discussed in terms of topics such as ocean sediments, circulation patterns, topography, coastal processes and marine pollution. Occasional weekend field trip may be required.

Lecture: 2; Laboratory: 4

Transfer credit requested

Offered: Fall

GEOL 210 Our Changing Earth (4 credits)

Our Changing Earth involves the study of the geological history of the Lower Mainland of British Columbia. Students will be expected to attend a number of field trips during the laboratory part of the course. Lectures will be concerned with the origin and structure of the Earth with particular emphasis being placed on plate tectonics (continental drift)

Prerequisite: GEOL 120 or GEOG 120 or GEOL 121 or Instructor Permission

Lecture: 2; Field Experience: 4

*For transfer credit please refer to page 243.

Offered: TBA

GEOL 300 Introduction to Mineralogy (4 credits)

This course provides an introduction to the physical, chemical and optical properties of minerals. Crystals, their symmetry and classification will be discussed. The occurrence and classification of rock forming and economic minerals will be discussed.

Prerequisite: GEOG 120 or GEOL 120 or GEOL 121 or Instructor Permission

Corequisite: CHEM 110 or Instructor Permission

Lecture: 3; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Fall

GEOL 321 Introduction to Sedimentology (4 credits)

This course is a brief study of the various processes involved in the formation of sedimentary rocks and the characteristics imparted to formations by different depositional environments.

Prerequisite: GEOL 120 or GEOG 120 or Instructor Permission

Lecture: 3; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: TBA

GEOL 410 The Solid Earth - A Close Up Look at Rocks (4 credits)

This course will investigate the fundamental character of igneous, sedimentary and metamorphic rocks, how they can be identified in the field and used to interpret conditions on the Earth in the past. Field trips may be required.

Prerequisite: GEOL 300 or Instructor Permission

Lecture: 3 Laboratory: 3

* For transfer credit please refer to page 243.

Offered: Winter

GEOL 421 Introduction to Stratigraphy (4 credits)

This course is to familiarize the student with the principles and techniques of historical geology. The student should be able to understand the underlying principles in the study of stratigraphic records, viz. chrono and lithostratigraphy and the concept of lithofacies and biofacies. The lab work involves study of stratigraphic maps, preparation and interpretation of structure contour maps, isopach maps, facies maps and principles of stratigraphic data processing. Students will be required to participate in field trips.

Prerequisite: GEOL 120 or GEOG 120 or Instructor Permission

Lecture: 3; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: TBA

SCIE 100 Environmental Issues (3 credits)

The survival of this planet as we know it will, in large part, depend upon people acquiring an understanding of the intricate interrelationship of the physical, chemical and biological systems found in nature and the impact upon them of human activity. In this context, this course will review the critical issues of our time.

Lecture: 4

Offered: Fall

SCIE 107 Introduction to Environmental Science (5 credits)

Within the framework of marine, freshwater and terrestrial ecosystems, this course considers the characteristics of the natural environment and in particular the potential for environmental destruction. Questions such as the disposal of toxic wastes, natural hazards (landslides, volcanic eruptions and earthquakes), resource exploitation and land use planning are discussed with special emphasis, through fieldwork, on the local or regional environment. The course is specifically designed for students with little or no background in science.

Prerequisite: None

Lecture: 4; Laboratory: 1.5; Field Experience: 1.5

*For transfer credit please refer to page 243.

Offered: Fall or Winter

Health Information Services Program

Enrolment into the first year of the program (for September 1997 intake) has been suspended and therefore applications to this program are not being accepted. The program is under review. Contact the Faculty of Health Sciences for further information at 527-5462.

HISP 100 Health Record Systems I (6.5 credits)

This course provides an introduction to the profession of health information practice. The basic health information functions, services, and systems in both acute and nonacute health care settings will be explored. Students will be able to apply knowledge through a variety of activities including lecture/practice at an acute care facility, role shadowing and practicum.

Prerequisite: Keyboard skills - 35 wpm

Lecture: 4; Lecture/Practice: 2; Practicum: 51.0-52.5

Offered: Fall

HISP 101 Applied Medical Terminology (2.5 credits)

This course combines the theory of medical terminology with its application. Students learn the detailed language of medicine including prefixes, roots, suffixes, plurals, combining forms, abbreviations, and pronunciation with emphasis on analysis and word-building. Included are the basic rules of medical terminology as well as an independent study unit on operative and anaesthetic terminology. The medical terminology theory is reinforced through its application in all HISP courses, particularly HISP 102/202 and HISP 107/207.

Prerequisite: Keyboard skills - 35 wpm and a Science 11

Lecture: 3

Offered: Fall

HISP 102 Applied Pathophysiology I (4.5 credits)

This course introduces students to the basic principles and concepts of pathophysiology. The most common disorders of each body system are studied in depth according to etiology, signs and symptoms, diagnosis and treatment. In addition, other conditions of significance to the health care system are presented. Included is an independent study unit on basic pharmacology. The course coordinates with the concurrent anatomy and physiology and coding courses. Lecture practice may take place at an acute care hospital.

Prerequisite: Biology, Chemistry or Physics 11 or 12 with preference given to Biology

Lecture: 5; Lecture/Practice: 1

Offered: Fall

HISP 107 Data Collection and Classification I (2 credits)

This course is the first in a series of courses focusing on data collection and classification. This course introduces the student to the fundamentals of ICD9 and CCP classification systems, diagnosis typing, the CIHI abstract, concept of patient servicing and selected CIHI reports. Portions of the practice aspect of the course may take place at an acute care hospital.

Prerequisite: Biology, Chemistry or Physics 11 or 12 with preference given to Biology.

Lecture: 2; Lecture/Practice: 1

Offered: Fall

HISP 200 Health Record Systems II (2.5 credits)

This second course in health record systems continues to provide students with the fundamental principles, policies and procedures relating to health record departments and health records. Students are introduced to broader issues of professional practice, including medicolegal aspects of health documentation and the application of legislation in health care facilities. The Canadian and British Columbian court systems are studied. Information requirements for the Canadian Council on Health Services Accreditation and the Canadian health care delivery system are discussed.

Prerequisite: HISP 100

Lecture: 4

Offered: Winter

HISP 202 Applied Pathophysiology II (3.5 credits)

This course in applied pathophysiology continues the study of pathophysiology by body system. The most common disorders of each system are studied in depth according to etiology, signs and symptoms, diagnosis and treatment. In addition, other conditions of significance to the health care system are presented. The course coordinates with the concurrent anatomy and physiology and coding courses. Lecture/practice may take place at an acute care hospital.

Prerequisite: HISP 101, 102, BIOL 103

Lecture: 4; Lecture/Practice: 1

Offered: Winter

HISP 207 Data Collection and Classification II (6 credits)

This course is the second in a series of courses focusing on data collection and classification. The course presents new coding theory and practice for specific body systems while continuing to reinforce and apply previously taught coding principles and procedures. There are increasing standards of accuracy and productivity as students progress from simple to complex patient records. Portions of the practice aspect of the course may take place at an acute care hospital.

Prerequisite: HISP 100, 101, 102, 107, BIOL 103

Lecture: 4; Lecture/Practice: 4

Offered: Winter

HISP 217 Coding Extramural (3 credits)

This is a 3-week extramural session that focuses on coding. Students will attend, in groups, an acute care health care facility under the supervision of a faculty member.

Prerequisite: All Semester I and II courses

Practicum: 37.5 hours/week

Offered: Summer

HISP 300 Health Information Services (6 credits)

This course focuses on preparing health record practitioners for their role in providing health information services to a changing health care system. The course begins with an exploration of contemporary ethical, legal, and financial health issues and trends. Students will then examine the expanded role of the health record practitioner from the traditional acute care hospital health record department to a variety of other employment contexts. The course concludes with an assessment of how technological developments, particularly in relation to computerization, affect health information services today and in the future.

Prerequisite: HISP 200

Lecture: 4; Seminar: 4

Offered: Fall

HISP 307 Data Collection and Classification III (3.5 credits)

This course is the third in a series of courses focusing on data collection and classification. Classification of obstetric and newborn records will be emphasized and specific classification and data collection issues are studied in relation to each body system. Practice using computer abstracting software is provided. CIHI procedures for data submission and correction are reviewed. Students will learn to evaluate the accuracy and completeness of classification and abstracting. Portions of the practice aspect of the course may take place at an acute care hospital.

Prerequisite: HISP 202, 207

Lecture/Practice: 3; Laboratory: 3

Offered: Fall

HISP 317 Data Retrieval and Analysis I (3 credits)

This course provides students with the ability to retrieve, analyze and present data/information. Students are instructed on the use and content of the basic CIHI reports and on data presentation and graphing techniques. They will then practice retrieving and presenting the data using paper printouts and computer software in an accurate and appropriate manner. Students will also be expected to calculate health statistics using established formulas, understand data analysis methodology and use of health data.

Prerequisite: HISP 200, 202, 207

Lecture: 2; Lecture/Practice: 2

Offered: Fall

HISP 323 Quality Review Programs (3 credits)

This course provides the student with an introduction to, and appreciation of, quality management programs in health care facilities with detailed application of quality management principles and practices in the health record department. The concept of program design, implementation, and evaluation will be studied. The role of the health record practitioner in the provision of information for various programs will be emphasized through the development of specific quality management plans for a variety of clerical, technical and administrative tasks. These plans will focus around departmental mission, goals, objectives, policies and procedures, and examine standards of quality, quantity, timeliness and cost.

Prerequisite: HISP 200

Lecture: 2; Seminar: 3

Offered: Fall

HISP 407 Data Collection and Classification IV (2.5 credits)

This course is the fourth in a series of courses focusing on data collection and classification. Coding accuracy and productivity is enhanced at an advanced level for increasingly complex records. Specific coding and data collection issues are studied in relation to each body system. Students will continue to evaluate the accuracy and completeness of classification and data collection. Students are introduced to a variety of classification and nomenclature systems in addition to ICD-9. Portions of the practice aspect of the course may take place at an acute care hospital.

Prerequisite: HISP 307

Lecture/Practice: 3; Laboratory: 3

Offered: Winter

HISP 412 Clinical/Financial Data Management (3 credits)

This course explores the expanding interaction between financial and clinical data by examining the various methods of costing health services. Emphasis is placed on classifying data to the correct case mix group as well as the interpretation of related reports including length of stay analysis and resource intensity weighting.

Prerequisite: HISP 300, 307, 317, 323

Lecture: 2; Lecture/Practice: 3

Offered: Winter

HISP 417 Data Retrieval and Analysis II (3 credits)

This course focuses on the role of the health information practitioner in managing health data for the purposes of utilization review, risk management and quality review. This course will continue to provide students with practice opportunities in retrieving, organizing, analyzing and presenting data/information.

Prerequisite: HISP 300, 307, 317

Lecture: 3

Offered: Winter

HISP 506 Health Information Practitioner Senior Practicum (6.5 credits)

This is a seven-week practicum course in which students perform all tasks generally expected of the entry-level health information practitioner. Students are assigned for periods of practice in information services in hospitals and other health care facilities throughout British Columbia. Practicum will include time at the College to prepare for practicum, and to share, compare and analyze experiences. Prerequisite: HISP 217, 300, 323, 407, 412, 417, BUSN 315, 437, CISO 420
Practicum: 36.0 - 37.5
Offered: Summer

HISP 507 Health Data Collection & Classification Extranural II (3 credits)

This extramural session focuses on coding diagnoses and interventions from current health records at an advanced level for increasingly complex records. Students will attend, in groups, an acute care health care facility under the supervision of a faculty member. Prerequisite: HISP 407, 412
Practicum: 37.5
Offered: Summer

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Health Services

These courses are only for those students enrolled in the Resident Care Attendant programs.

HLSV 140 Communications Skills in Health Care (2 credits)

This course will emphasize effective communication and interpersonal relationships with patients /clients and with members of the health care team. It is designed for students enrolled in the Resident Care Attendant program. Prerequisite: None
Lecture: 1; Laboratory: 1
Offered: Fall and Winter

HLSV 149 Communications Skills in Health Care for L.T.C.A. Access Students. (5 credits)

This course is designed to meet the needs of the Home Support Worker Access student. This three week course will emphasize effective communication and interpersonal relationships with patients/ residents and with members of the health care team. Prerequisite: None
Lecture: 1; Laboratory: 1
Offered: Fall and Winter

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History

History occupies a focal point in the humanities and social sciences. It develops the skills of sifting and weighing evidence, recognizing bias and perspective, organizing material, thinking logically, and creating a synthesis. These are all skills necessary for almost any career. Writing essays or related assignments for each course gives the student ample opportunity to develop and refine these skills. All History courses require essays and/or other extensive written assignments. **Students should be aware that competence in written English is essential to success in History courses.**

The direct application of history to employment is generally limited to the professional historian, the history/social studies teacher, the historical researcher, and the archivist. However, the study of history provides a valuable foundation for many careers including business, law, law enforcement, journalism, library and museum work, the civil service, politics, and the clergy.

Students planning to major in history are advised to consult an academic advisor, or attend group advising sessions. Students should plan first and second year courses with university transfer requirements for majors in mind. Those planning to attend SFU as history majors in third year must have completed SIX Douglas College history courses including at least ONE World or European and ONE Canadian or American course. For UBC, FOUR Douglas College history courses including at least ONE world or European and ONE Canadian or American or ONE other course in another field are required for third year. For University of Victoria, those planning to enter the majors program in third year must have completed FOUR Douglas College history courses.

HIST 103 Main Currents in World History: The Early Twentieth Century (3 credits)

After a brief introduction to the methods of historical investigation, this course examines some of the main currents of world history in the first half of the twentieth century. While topics beyond Europe are not ignored, the course concentrates on affairs in Europe. Examples of major topics include the Great War, the Russian Revolution, Nazi Germany, and the Second World War in Europe. Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall

HIST 104 Main Currents in World History: The Later Twentieth Century (3 credits)

After a review of the methods of historical investigation, this course examines some of the main currents in world history since 1945. While not ignoring affairs in Europe, the

course concentrates on problems which are either world wide or rooted in an area outside Europe. Examples of major topics include the superpower rivalry during the Cold War and Detente and the evolution of regions of the Third World, e.g., the Middle East, Sub-Saharan Africa, South Asia, South-East Asia, and Latin America.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter and Summer

HIST 113 Canada Before Confederation (3 credits)

After a brief introduction to the methods of historical investigation, this course examines themes in the history of Canada before Confederation. It probes some aspects of early Canadian history long studied by historians such as colonial government in New France and British North America, the Conquest, and the Rebellions of 1873-38. It also introduces students to topics which have only recently attracted the attention of historians. These include the position of Native societies within and without European colonies, the growth of education and social reform, and the strains of immigration.

Prerequisite: None

Lecture: 2; Tutorial: 2

*For transfer credit please refer to page 243.

Offered: Fall

HIST 114 Canada After Confederation (3 credits)

After a brief review of the methods of historical investigation, this course examines themes in the history of Canada since Confederation. While the "traditional" events of modern Canadian history such as the Riel Rebellion, the Conscription Crisis, and the Winnipeg General Strike are not ignored, the course also allows students to explore topics such as the women's suffrage movement, psychohistorical approaches to Mackenzie King, immigration and the growth of ethnic communities, and evolution of separatism in Quebec.

Prerequisite: None

Lecture: 2; Tutorial: 2

*For transfer credit please refer to page 243.

Offered: Winter

HIST 201 European History: From the Renaissance to the Enlightenment (3 credits)

This course examines early modern European history from the Renaissance to the mid-eighteenth century. As well as political history, the course considers the broad economic and social foundations of Europe during this period and some of the resulting scientific, philosophical, and cultural achievements. Major topics include the Renaissance and Reformation, the seventeenth-century crisis of authority, and the eighteenth-century sources of dynamism.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall

HIST 202 European History: From the French Revolution to the Great War (3 credits)

This course covers European history from the French Revolution to the outbreak of World War I. As well as political history, the course examines broad economic and social changes and some of the resulting scientific, philosophical and cultural achievements. Major topics include the French Revolution, the Industrial Revolution, a comparison of several aspects of an advanced and a backward society, and the attitudes and events which led to the First World War.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

HIST 203 Europe in the Early Middle Ages (3 credits)

This course covers the history of Europe in the early Middle Ages (approx. 300 to 1100), from the late Roman Empire through the transition to Medieval Christendom. It first covers the character of the late Roman world and the issues surrounding its collapse followed by the establishment of new values, and the dominant role of the Church. It traces the creation of new forms of social organization, and the emergence of a consolidated European culture.

Prerequisite: One 100-level History course

Lecture: 2 Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall

HIST 204 Europe in the High Middle Ages (3 credits)

This course covers the history of Europe from approximately 1100 to 1500. It will include an examination of political and social structures, values and assumptions, as well as studying economic cultural and religious factors. Topics to be covered will include feudalism, the Crusades, Church and state, monasticism, and the position of women. There will be some study of the principal controversies and debates of historians regarding this period.

Prerequisite: One 100-level History course

Lecture: 2 Seminar 2

*For transfer credit please refer to page 243.

Offered: Winter

HIST 209 Western Canada (3 credits)

This course examines the evolution of the region which became the prairie provinces from the fur trade era to the present. The themes of race, class, and community are explored. Topics include the growth and dislocation of Metis communities, the marginalization of Natives, the settlement experience on the agricultural frontier, the changing roles of women and workers within prairie society, the creation of "protest" political parties such as the CCF and Social Credit, and the oil boom in Alberta.

Prerequisite: One 100-level History course

Lecture: 2 Seminar: 2

For transfer credit please refer to page 243.

HIST 210 British Columbia (3 credits)

This course investigates the development of British Columbia from the fur trade era to the present. The themes of race, class, gender and community will be explored to link topics. Topics include Native-white relations during the fur trade, the debates on Confederation, life in resource extraction communities, the growth of a provincial metropolis in Vancouver, the changing roles of women and workers, Asian immigration and white nativist response, the rise of Social Credit, and the historical background for recent Native land claims.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

HIST 240 The United States to 1877 (3 credits)

This course deals with the main themes of American History from the establishment of the colonies through the Civil War and Reconstruction. As well as political history, the course considers economic and social foundations of the United States and some of the cultural achievements of the new nation.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall

HIST 241 The United States Since 1877 (3 credits)

This course deals with main themes in American history from the Reconstruction to the present. As well as political history, this course considers economic, social and cultural developments in the United States.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

HIST 250 Modern Chinese History: An Introduction (3 credits)

This course examines the development of modern China from the mid-nineteenth century to the present. The major themes are Chinese-Western relations, economic transformation under the imperial republican, communist regimes, and modernization of Chinese society. Topics include the Opium Wars, immigration to North America, the Guomindang (Nationalist) ascendancy, the anti-Japanese and civil wars, the Great Leap Forward, the Cultural Revolution, and the 1989 events at Tiananmen Square.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Not Offered 1996/1997

HIST 251 Modern Japan: An Introduction (3 credits)

This course deals with modern Japanese history from the end of the Tokugawa era to the present. After considering briefly Japanese geography, language, and cultural traditions, the course concentrates on the late nineteenth-century transformation of the state and society, the military adventures of the early twentieth century, and the sources of the economic miracle after 1945. Topics include the Meiji Restoration, the military ascendancy of the 1930's, the Pacific War from the Japanese side, the changing roles of women after 1945, and grounds for foreign evaluations of "Japan as No. 1."

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Not offered: 1996/1997

HIST 260 Women in Canada 1600-1920 (3 credits)

This course examines Canadian women's lives, work and place in the historical record from 1600 to 1920. It explores gender as a category of analysis in reconstructing the human experience from sources such as letters, journals and biographies.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall

HIST 261 Women in Canada 1920 to the Present (3 credits)

This course examines the diversity of women's lives in Canada from 1920 to the present and explores gender as a category of analysis in reconstructing the human experience. Topics for discussion include the female life cycle, domestic life, work outside the home, public life and women's writings.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

Home Support Attendant Training

This program is currently under review. For more information, contact the Program Coordinator (527-5400).

The following courses are only for those students enrolled in the Home Support Attendant program. This part-time program is one day per week, plus some Saturdays. The September, 1997 intake will be the last in this format.

HSAP 099 Health: Lifestyle and Choices (1.5 credits)

This course provides an introduction to the concept of health and the components of a health-enhancing lifestyle. The students will be invited to reflect on their own experience of health, recognizing challenges and resources that may impact on their lifestyle choices and, consequently, their health. This course may be cored with the Resident Care Attendant Program. HSAP 099 and 102 equate to CFCS 120.

Prerequisite: Enrolment in HSA Program

Corequisite: HSAP 100, 110, 113

HSAP 100 Concepts for Practice (1 credit)

This course provides the opportunity to develop a theoretical framework for practice. Students will examine the significant philosophical beliefs and theoretical understandings underlying competent practice as a home support attendant. The focus of this introductory course will be: the caring philosophy related to the role of the Home Support Attendant and principles related to Human Needs. This course may be cored with the Resident Care Attendant Program.

Prerequisite: Nil

Corequisite: HSAP 099, 102, or CFCS 120, HSAP 110, 113

HSAP 101 Concepts for Practice (2 credits)

This course provides the opportunity to develop a theoretical framework for practice. Students will examine the significant philosophical beliefs and theoretical understandings underlying competent practice as a home support attendant. The focus of this course will be: concepts and principles related to human development, common challenges to health and healing and aspects of caregiving that promote health and healing. This course may be cored with the Resident Care Attendant Program.

Prerequisite: HSAP 100

Corequisite: HSAP 111, 112, 114

HSAP 102 Human Relations: Interpersonal Communications (1.5 credits)

This course is designed to provide students with the opportunity to apply the knowledge and skills necessary to function effectively in the caregiving environment. By focusing on self-awareness and an increased understanding of others, participants will explore and utilize concepts, practical skills and strategies which contribute to effective relationships in a variety of caregiving situations. This

course may be cored with the Resident Care Attendant Program. HSAP 099 and 102 equate to CFCS 120.

Prerequisite: Enrolment in HSA Program

Corequisites: HSAP 099, 100, 110, 112, 113

HSAP 110 Work Role (1.5 credits)

This course provides an introduction to community care, the home support industry and the role of the Home Support Attendant. The course also offers the opportunity to acquire the basic home management skills necessary for home support practice.

Prerequisite: Enrolment in HSA Program

Corequisite: HSAP 099, 100, or CFCS 120, HSAP 102, 113

HSAP 111 Personal Care Skills (3 credits)

This course offers the opportunity for students to acquire the basic personal assistance skills in line with the Personal Assistance Guidelines required of the Home Support Attendant. The lab practice will use the "Field Supervisor Guide" concept to prepare the student for practicum demonstration.

Prerequisite: HSAP 099, 100, or CFCS 120, HSAP 102, 110

Corequisite: HSAP 101, 112, 114

HSAP 112 Special Needs in Home Support (1.5 credits)

This course provides an introduction to the basic concepts and approaches involved in the care of individuals experiencing changes in mental functioning. The course also explores the role of the Home Support Attendant in families with special needs.

Prerequisite: HSAP 099, 101, 102, or CFCS 120, HSAP 110, 113

Corequisite: HSAP 101, 111, 114

HSAP 113 Practicum: Concurrent Practical Experience (1.5 credits)

This practice course provides an opportunity to apply the caring philosophy with individuals and families at various stages of the life cycle. Experience may be obtained in home settings with an emphasis on the application and integration of knowledge and skills learned in all other courses. Focus of this practicum will be: caring approaches, communications skills, home management and meal preparation, work responsibilities and personal well-being.

Prerequisite: Enrolment in HSA Program

Corequisite: HSAP 100 and 110, CFCS 120 or HSAP 99/102

HSAP 114 Practicum: (Preceptorship) Concurrent Practical Experience (1.5 credits)

This practice course provides an opportunity to apply the caring philosophy with individuals and families at various stages of the life cycle. Experience may be obtained in home settings with an emphasis on the application and integration of knowledge and skills learned in all other courses. Focus of this course will be on *Personal Assistance Skills* and increasing proficiency in demonstrated skills of HSAP 113.

Prerequisite: HSAP 100, 101, 110, CFCS 120 or HSAP 99/102

Corequisite: HSAP 111 and 112

Hotel and Restaurant Management

HORM 110 Introduction to Business and Organizational Effectiveness (3 credits)

This course provides a broad overview of the Canadian business system — how it functions, and how it relates to specific areas such as marketing, production and finance.

The course also introduces the student to the central themes of organizations, including organizational structures, communication models and behaviour.

Prerequisites: ENGL 12 with grade of C+ or better and MATH 11

Lecture: 3; Seminar: 1

Offered: Fall

HORM 120 Introduction to Computers (3 credits)

This course will provide a general introduction to computers, applications software, hardware and computer systems. Emphasis will be placed on computer literacy topics such as hardware, software, operating systems, data communications, applications software and information systems.

Assignments will relate to tourism and hospitality management.

Prerequisites: ENGL 12 with a grade of C+ or better and MATH 11

Lecture: 2; Seminar: 2

Offered: Fall

HORM 130 Food and Beverage Principles (3 credits)

This course will provide a basic knowledge of food production and beverage preparation principles. Students will learn terminology, the use of equipment, recipe and measurement analysis, and safe food handling. The provincial Foodsafe certificate curriculum is included in the course. Students will acquire basic skills in food preparation and bartending.

Prerequisites: ENGL 12 with a grade of C+ or better and MATH 11

Lecture: 1; Lab: 5

Offered: Fall

HORM 140 Introduction to Tourism (3 credits)

This course provides an overview of the tourism industry. It focuses on understanding the complex nature of the industry by discussing the components of the tourism industry and examining the economic, environmental and social impacts of tourism. Topics include: linkages between tourism and hospitality; size, scope and infrastructure of the tourism industry; career opportunities; and the role of management in the tourism industry.

Prerequisites: ENGL 12 with a grade of C+ or better in MATH 11

Lecture: 3; Seminar: 1

Offered: Fall

HORM 210 Accounting Principles (3 credits)

This course introduces the hotel and restaurant management student to the principles and concepts of accounting as a basis for business decisions. Topics include: the accounting cycle for both service and merchandising businesses, financial statements, cash flows, receivables, inventories, capital assets, and common liabilities.

Prerequisite: ENGL 12 with a grade of C+ or better and MATH 11

Lecture: 3; Seminar: 1

Offered: Winter

HORM 220 Economics and Hospitality Law (3 credits)

The course introduces the student to the fundamental characteristics of the Canadian economy. Topics will include supply and demand, economic goals, monetary policy, fiscal policy and market structure. The course will provide an overview of the meaning, sources and administration of business law, and an introduction to hospitality law.

Prerequisites: ENGL 12 with a grade of C+ or better and MATH 11

Lecture: 3; Seminar: 1

Offered: Winter

HORM 230 Food and Beverage Operations (3 credits)

This course covers the theoretical application of food and beverage management. Students develop competencies in management practices, menu creation, purchasing, payroll systems, and merchandising and promotional techniques. Students learn to plan, organize and cater functions through integrated teamwork and participation. The course includes a systematic approach to beverage operations with emphasis on management and operations controls.

Prerequisites: HORM 130

Lecture: 3; Seminar: 1

Offered: Winter

HORM 240 Front Desk and Housekeeping Operations (3 credits)

This course introduces students to the accommodations sections. Topics include: travel patterns affecting the lodging industry, different types of lodging, functions of the various departments within a lodging operation, and human resource deployment issues specific to hotel operations and management. This course familiarizes students with the principles of front desk operational procedures; examines current trends in guest services; discusses competitive tactics that hotels use in their services and amenities; and introduces students to the principles of professional housekeeping operations.

Prerequisites: ENGL 12 with a grade of C+ or better and MATH 11

Lecture: 1; Lab: 5

Offered: Winter

HORM 250 Hospitality Information Systems and CRASE/CHASE (3 credits)

This course introduces students to computer-based information systems for food and beverage operations and hotel management. Several industry-specific software packages will be featured, which will emphasize management of the process from point-of-sale information gathering to management reporting. Cornell University: Hotel or Restaurant Simulation will be used.

Prerequisites: HORM 120

Lecture: 2; Seminar: 2

Offered: Winter

HORM 310 Hospitality Management & Front Office Accounting (3 credits)

This course focuses on the financial and management accounting practices used by those in management positions in the hospitality industry. In addition to front office issues and control procedures, topics include: operations analysis, pricing considerations, cost management, cash management, budgeting and information systems.

Prerequisites: HORM 210 and HORM 230 and HORM 240 and (CMNS 111 or CMNS 115)

Lecture: 3; Seminar: 1

Offered: Fall

HORM 320 Marketing Principles (3 credits)

This course introduces the student to the major concepts involved in the marketing function. The course addresses the role of marketing in the firm and in the business community, and explores the tools and techniques used in developing a marketing strategy. Particular emphasis is placed on the importance of the elements of the marketing mix -- product, price, place, and promotion, current marketing issues and analytical methods.

Prerequisites: ENGL 12 with at grade of C+ or better and MATH 11

Lecture: 3; In-class Case Analysis: 1

Offered: Fall

HORM 330 Food and Beverage Cost Controls (3 credits)

This course focuses on the principles and procedures involved in an effective system of food, beverage and labour controls for the hospitality industry. This course provides the fundamentals for gathering information, developing forms and procedures, assessing and evaluating the information and applying the results to maintain efficient food, beverage and labour cost control. Topics include: the basic control procedures used, food and beverage costing, labour cost analysis, pricing methods, internal controls and computer applications.

Prerequisites: HORM 120 and HORM 230

Lecture: 3; Seminar: 1

Offered: Fall

HORM 340 Hotel Operations Management (3 credits)

This course examines the management challenges intrinsic to hotel/motel operations. Students will develop a deeper understanding of the topics introduced in HORM 240, and in this course from a practical management perspective.

Topics will include: managing service quality, staffing, and facilities and guest management.

Prerequisites: HORM 230 and HORM 240

Lecture: 3; Seminar: 1

Offered: Fall

HORM 410 Hospitality Marketing in a Multicultural Environment (3 credits)

This course builds on the principles taught in HORM 320. Students will learn practical aspects of marketing strategy development and marketing operations specific to restaurant and hotel establishments. The practice of service-oriented marketing will be emphasized. The issues associated with international marketing and marketing to an international clientele will be a major focus of this course.

Prerequisites: HORM 140 and HORM 320

Lecture: 3; Seminar: 1

Offered: Winter

HORM 420 Business Mathematics and Statistics (3 credits)

This course will provide an introduction to mathematics as it is applied in the business world. Topics covered will be functions, graphing linear equations, simple and compound interest and annuities. The statistics section will focus on measures of central tendency and variation and discrete probability distributions.

Prerequisites: ENGL 12 with a grade of C+ or better and MATH 11

Lecture: 3; Seminar: 1

Offered: Winter

HORM 430 Human Resource Management (3 credits)

This course introduces students to the major human resource activities and current issues, including: human resource planning and job analysis, recruiting, selection, orientation, training and development, career planning, performance appraisal, compensation, health and safety, and labour relations.

Prerequisites: HORM 240

Lecture: 3; Seminar: 1

Offered: Winter

HORM 440 Convention and Tour Group Management (3 credits)

This course focuses on the skills required for successful convention and group business management. The planning and execution of conventions and meetings will be approached from operational and marketing perspectives. In the second segment of the course, students will become familiar with the complex nature of the tour product. The development, packaging and marketing of tours will be discussed. The specific role of hotels in the tour business

will be analyzed and the importance of the tour business to B.C.'s economy will be studied.

Prerequisites: HORM 140 and HORM 320

Lecture: 2; Seminar: 2

Offered: Winter

HORM 450 Practicum (3 credits)

This course emphasizes the practical application of food service theory through experience in public dining rooms. Students will gain experience in serving, cashiering, hosting, bartending and food preparation. Students may also gain experience in the accommodations sector in front desk assistance, guest services and housekeeping.

Prerequisites: (ENGL 101 or 130) and (CMNS 111 or 115) and HORM 310 and HORM 330 and HORM 340

Practicum: 6

Offered: Winter

..... **Human Development**

Human Development courses are designed and taught by professional counsellors in order to promote personal growth and career development. Other courses are designed to promote understanding of human behaviour and to learn skills in the dynamics of interpersonal communication and relationships. These courses are not intended to replace individual counselling.

HUMD 010 Personal Development and Career Explorations (3 credits)

Our personalities influence our career choices and our ability to find employment and work cooperatively with others. This 14 week course will help students develop awareness and understanding of themselves and their career choices. Topics will include: self-esteem and interpersonal communication skills, personality and temperament factors, needs and values clarification, interest assessment, occupational research skills, goal setting, problem solving, and decision-making. This basic introductory/exploratory course is designed for students with little recent educational experience. Instruction will be moderately paced and will occur in a supportive and interactive environment.

Prerequisites: None

Seminar: 3; Student Directed Learning: 1

Offered: Fall or Winter

HUMD 045 Job Readiness and Job Search Skills (3 credits)

Our personal confidence and attitudes affect our ability to find and keep work. This 14 week course will help students identify their own job markets, write resumes that work, and develop personal presentation skills and attitudes that demonstrate confidence, motivation and adaptability. Coursework will emphasize self-esteem and confidence building, interpersonal communication skills, and current job search techniques. This basic introduc-

tory/exploratory course is designed for students with little recent educational experience. Instruction will be moderately paced and will occur in a supportive interactive environment.

Prerequisite: None

Seminar: 3; Student Directed Learning: 1

Offered: Fall or Winter

HUMD 100 Personal Development (3 credits)

This course is designed to help you understand the factors that influence your behaviour and to learn how to take charge of your own life. The focus will be on increasing self-awareness and knowledge as a stepping stone to personal growth. The class will deal with developing self-acceptance, trust, clarification of values, self-confidence, and skills useful in dealing with stress, problem solving, and decision making.

Prerequisite: None

Seminar: 3; Student Directed Learning: 1

Offered: Fall or Winter

HUMD 142 Career Explorations (1.5 credits)

This seven-week course assists individuals to make informed career choices. Assessments of personal values, needs, skills, interests and abilities are considered; information resources concerning occupations, educational programs, training requirements and future trends are presented. Class discussions and outside readings and research encourage sharing of information and experiences to help individuals consider the many opportunities available to them.

Prerequisite: None

Laboratory: 1; Seminar: 3

Offered: Fall, Winter or Summer

HUMD 143 Career Orientation (1 credit)

This is a short course to help students to confirm or clarify career choices. It is designed to help those who have a fairly clear idea of the occupational field most suited to them. The "CHOICES" computer system is used to assist in the decision-making process.

Prerequisite: None

Laboratory: 1; Seminar: 3

Not offered: 1997/98

HUMD 144 Career and Lifestyle Planning (2 credits)

Choosing an occupation is a big decision. The purpose of this 10-session course is to better equip students with information about themselves and about occupations. This course will provide an opportunity to explore factors involved in making a career decision: roles, values, beliefs, abilities, interests, skills and needs. Through increased awareness of self, career, and decision-making skills, students will be encouraged to establish short and long-term goals regarding suitable careers and preferred lifestyles.

Prerequisite: None

Laboratory: 1; Seminar: 3

Offered: Fall or Winter

HUMD 145 Job Search Skills (1.5 credits)

Using polished job search skills can often make the difference in landing a job. In this seven-week course, students will clarify their job goals, identify sources of job leads, learn skills to research occupations, and identify prospective employers. There will be opportunity to write a resume, practise interviewing skills, and explore issues important to job success. The course will benefit students seeking a first job as well as career changers.

Prerequisite: None

Laboratory: 1; Seminar: 3

Offered: Fall or Winter

HUMD 152 The Dynamics of Interpersonal Relationships (3 credits)

This course will provide the student with an opportunity to explore and understand the dynamics of interpersonal relationships. Self-awareness will be encouraged by examining personal needs, values, and expectations. Interpersonal communication skills such as self-disclosure, active listening, and responding with understanding will be presented. Students will learn how to apply new skills in their personal relationships.

Prerequisite: None

Laboratory: 1; Seminar: 3

Offered: Fall or Winter

HUMD 160 Employment Skills Profile (ESP) (3 credits)

Today's employers are looking for people who have many skills and who can adapt to changing demands. This course will help students identify specific skills and knowledge learned in academic courses and apply these to employment situations. Specific skills covered in the course will include critical thinking, problem solving, communication, writing, team building, interviewing and presentation skills. Students will develop an Employment Skills Profile (ESP) that reflects their individual set of skills and which they can use to help market themselves.

Prerequisites or Corequisites: 3 college level courses

Seminar: 3; Student Directed Learning: 1

Offered: Fall or Winter

HUMD 252 The Dynamics of Helping Relationships (3 credits)

This course is designed as a general orientation to the helping process. It is an experiential course which looks at the dynamics necessary for helping others. The intent of the course is to teach students the elements, dynamics, and skills necessary to develop a personal style of helping in their daily lives.

Prerequisite: HUMD 152 or permission of instructor

Laboratory: 1; Seminar: 3

Offered: Fall or Winter

HUMD 263 Group Process and Leadership Styles (3 credits)

This course will consider aspects of the dynamics of groups including member roles and functions, stages of group development and strategies for improving group effectiveness. It will also consider the function of leadership, the relationship of the leadership function to the stage of group development and the appropriateness of a variety of leadership styles.

Prerequisite: HUMD 152, or other courses (credit or non-credit) with similar content, or permission of instructor

Offered: Seminar: 3; Student Directed Learning: 1

Not offered: TBA

Humanities

HUMS 101 Frontiers of Thought (3 credits)

Frontiers of Thought is an introductory appreciation of the frontiers of thought in the areas of: People and Their World (Sciences), People and Their Society (Social Sciences) and People and Their Minds (Humanities). Specialized disciplines contributing to our understanding of these areas are examined. Presentations are interdisciplinary and non-technical and assume no student acquaintance with the subject matter. This course is for those whose programs would not normally include these disciplines, as well as for those desiring a general survey course.

Prerequisite: None

Lecture: 2 Seminar: 2

* For transfer credit please refer to page 243.

Offered: Fall and Winter

HUMS 171 World Religions - Oriental (3 credits)

An introduction to the great religious traditions of the Orient, including Hinduism, Buddhism, Sikhism, Taoism, Confucianism, Shintoism, and some modern religious movements originating in the East. Emphasis will be on these religions as living cultural, political, and philosophical institutions and systems helping to shape our world. Each religion will be studied with regard to such issues as the human attempt to understand the cosmos and shape social life together with the need for mutual understanding and toleration.

Prerequisite: None

Lecture: 2 Seminar: 2

Not offered 1997/98

HUMS 172 World Religions - Occidental (3 credits)

An introduction to the prominent religious traditions of the western world, including Judaism, Zoroastrianism, Christianity, Islam, Bah'ai, and African and North American aboriginal religious forms. Emphasis will be on these religions as living cultural, political, and philosophical institutions and systems helping to shape our world. Each religion will be studied with regard to such issues as the human attempt to understand the cosmos and shape social life, together with the need for mutual understanding and toleration.

Prerequisite: None

Lecture: 2 Seminar: 2

Not offered 1997/98

Interdisciplinary Studies

IDST 100 Human Rights and Canadian Society: Multidisciplinary Perspectives (3 credits)

The 1982 patriation of Canada's constitution and the entrenchment of the Canadian Charter of Rights and Freedoms have set the stage for fundamental changes in Canadian society. This course is designed to offer a comprehensive introduction to the Charter of Rights and Freedoms, and more generally, to human rights as an important moral concern. Human rights and civil liberties will be discussed in relation to selected occupational areas and workplace experiences, and also with respect to broader community, national and international questions.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

IDST 102 Environmental Perspectives in Creating a Sustainable Society (3 credits)

Using pollution prevention and waste reduction as a theme, this course takes a multi-disciplinary approach to examine social perceptions of the environment and technology. It covers consensus building and public participation, liquid and solid wastes, toxic chemicals, air quality, pollution prevention standards, and economics and marketing issues. Although mandated solutions to environmental problems are discussed, the focus will be on methods grounded in environmental citizenship which encourages voluntary compliance.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

IDST 110 Introduction to Native Studies (3 credits)

A multi-disciplinary examination of the political and social realities of being a Native person in Canada today. This course exposes students to literature from anthropology, political science, history, sociology, and legal studies. When possible the course draws on Native writings and contrasts the difference in viewpoint between Natives and non-Natives. This course will lead to further courses in Native Studies and prepares students to be active participants in the processes of cultural revitalization, political reorganization and social change.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

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Library

LIBR 111 Skills for College Library Research (1.5 credits)

In this seven-week course, students will be introduced to library use and basic research skills. Students will learn to access information through the catalogue and indexes, and to locate and use books, periodicals, newspapers, audio-visual materials and electronic resources.

Prerequisite: None

Lecture: 1 hr/wk

Laboratory: 2 hrs/wk; Seminar: 1 hr/wk

Offered: Fall and Winter

LIBR 113 Basic Reference Skills (1.5 credits)

This course will present basic reference sources and efficient searching methods. It will be particularly useful for library workers, students, business people and others who deal regularly with informational questions.

Prerequisite: None

Lecture: 2; Laboratory: 1

Student Directed Learning: 1

Not offered: 1997/98

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Marketing

MARK 120 Introductory Marketing (3 credits)

This course introduces the student to the major concepts involved in the marketing function. The course addresses the role of marketing in the firm and business community, and explores the tools and techniques used in developing a marketing strategy. Particular emphasis is placed on the importance of the elements of the marketing mix - product, price, place and promotion, current marketing issues and analytical methods.

Prerequisites: Math 11 or Instructor Permission

Lecture: 2; Seminar: 1; Case Analysis: 1

Offered: Fall, Winter and Summer

MARK 290 Consumer Behaviour (3 credits)

This course analyzes the behaviour that consumers display in searching for, purchasing, using and evaluating products, services and ideas which they expect will satisfy their needs. This will be accomplished by the examination of the decision-making process involved in the allocation of resources to consumption-related items.

Prerequisite: MARK 120

Lecture: 2; Seminar: 2

Offered: Winter

MARK 295 Business Marketing (3 credits)

This course is an advanced study of marketing management as applied to marketing decision-making in the industrial-marketing environment. Emphasis is placed on the changes that occur in the marketing strategy and implementation when the buyer-seller situation involves

business-to-business marketing or when the buyer represents an institution, government agency or reseller organization.

Prerequisite: MARK 120

Lecture: 2; Seminar: 2

Offered: Fall

MARK 300 International Marketing (3 credits)

This course examines the international activities of firms from a marketing perspective. While Canada is a very active trading nation in terms of both importing and exporting, the focus of this course will primarily be on exporting, particularly from the perspective of small- and medium sized companies.

Prerequisites: MARK 120

Lecture: 3; Seminar: 1

Not offered in 1997/98

MARK 315 International Marketing Research (3 credits)

This course will provide students with a detailed study of the principles and methods of research as applied to the international community. Topics covered include identification and evaluation of research needs, methods of acquiring information, tools for analysis and presentation of findings. The focus will be on challenges of collecting and using research across cultural boundaries. Extensive use will be made of computer-based applications, including spreadsheets, on-line research and internet browsers.

Prerequisites: (BUSN 330 or MATH 125) and (BUSN 337 or BUSN 430 or BUSN 432) and MARK 120

Lecture: 2; Seminar: 2

Not offered in 1997/98

MARK 350 Personal Selling (3 credits)

This course focuses on the theoretical and practical techniques used in selling goods and services. Emphasis is given to developing practical skills in presenting goods and services to prospective buyers. Attention is devoted to the art of persuasion as a life-skill and to the need to develop professional relationships in business.

Prerequisite: None

Lecture: 2; Seminar: 2

Offered: Fall and Winter

MARK 375 Retailing and Merchandising (3 credits)

This course deals with the many facets of retailing and merchandising such as location analysis, trading area analysis, stock planning, buying of merchandise, promotion and inventory control. Both large and small-scale retailing and merchandising situations, retail strategies, present trends, etc., will be discussed.

Prerequisite: MARK 120 or Instructor Permission

Lecture: 2; Seminar: 2

Offered: Fall

MARK 390 Marketing Management (3 credits)

This course is an advanced study of the marketing function. Using analytical techniques, analysis and solution Emphasis is placed on the analysis and solution of business problems are expected. Special attention is given to planning and positioning strategies.

Prerequisite: MARK 120 and BUSN 330

Lecture: 2; Seminar: 2

Offered: Fall

MARK 391 Marketing Research (3 credits)

This course provided a detailed study of the objectives, principles and methods of marketing research. Marketing research is covered from the perspective of the user as well as the practitioner of the research. This course focuses principally on providing quality information upon which managers can act. Computer-based applications of mathematical and statistical techniques are used.

Prerequisite: MARK 120 and BUSN 330

Lecture: 2; Seminar: 2

Offered: Fall

Corequisite: BUSN 430

MARK 400 Personal Selling in International Marketplace (3 credits)

This course focuses on theoretical and practical techniques used in selling goods and services in the International marketplace. Emphasis will be on dealing with various cultures, and ethnic groups that make up the international market. Attention will be paid to adapting the theoretical selling skills to fit different cultural requirements of the market, in order to achieve effective partnerships, culminating in long-term relationships.

Prerequisites: MARK 300

Lecture: 3; Seminar: 1

Not offered in 1997/98

MARK 401 Advertising (3 credits)

This course is concerned with promotion, especially the form of promotion known as advertising. As well as covering the advertising process from the standpoint of the firm, this course will cover the nature and process of communication and examine the impact of advertising on the consumer.

Prerequisite: MARK 120

Lecture: 2; Seminar: 2

Offered: Winter

MARK 410 Sales Management (3 credits)

This is a comprehensive course in sales management principles and methods featuring allocation of priorities to the company's sales objectives and responsibilities; formulation of sales policy; tasks of planning, organizing, staffing and controlling the work of the field sales force.

Prerequisite: MARK 120 and MARK 350 or Instructor Permission

Lecture: 4

Offered: Winter

MARK 483 Marketing Practicum (3 credits)

A directed studies program where students work on practical marketing assignments. Students will develop the framework for the assignment, gather the necessary data, and summarize their findings and recommendations in a final report.

Prerequisite: MARK 390, MARK 391, and BUSN 430

Seminar: 2; Student Directed Learning: 2

Offered: Winter



Mathematics

Prerequisites and Course Equivalencies

You may **not** take any of the following courses unless you have a C- grade or better in B.C. Math 11, DVST 411 or an equivalent course. Those students who do not have this minimum requirement should refer to the section of this calendar entitled Developmental Studies.

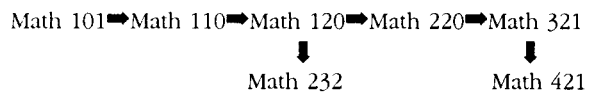
Course equivalencies must be approved by the Registrar's Office. For more information phone 527-5478.

NOTE: Intro Math 11, Math IIA, Consumer Math 11 or similar courses are not equivalent to Math 11.

Sequencing of Courses

In order to take the next course in a sequence, a student **MUST** obtain a C- grade or better in the prerequisite course. The normal sequencing of Mathematics courses at Douglas College is as follows:

Science Students:



Business Students:

Math 101 ➡ Math 115 ➡ Math 125

Students Requiring a Statistics Course:

Math 101 ➡ Math 115 ➡ Math 160

The Assessment Test

Only students who have a grade of C- or better in B.C. Math 11, DVST 411 or an approved equivalent course (see prerequisites and course equivalencies) are eligible to write the Assessment Test. For more information on the test, phone the Assessment Centre at 527-5501. Students with a B grade or better in B.C. Math 12 or an approved equivalent course (see prerequisites and course equivalencies) do not need to write the Assessment Test and will be allowed to register directly in any 100 level MATH course.

University Transfer

Many university departments require credits in mathematics at the first or second-year level for admission to certain upper division courses. Students are advised to consult the appropriate calendar and the Transfer Guide for details of specific mathematics requirements.

MATH 101 Basic Algebra (3 credits)

This is a one semester course for those students who need to improve their knowledge of algebra. It includes factoring, laws of exponents, simplifying polynomial and rational expressions, and solving equations and inequalities. It introduces students to functions and relations and their graphs.

Prerequisite: C- grade or better in B.C. Math 11 or an appropriate equivalent (see prerequisites and course equivalents)

Lecture: 4

Offered: Fall and Winter

MATH 110 Precalculus (4 credits)

This is a one-semester course for those students who wish to prepare for MATH 120. Emphasis is placed on the graphing and solution of equations involving polynomial, rational, circular, trigonometric, logarithmic and exponential functions. This course will be taught using a graphing calculator.

Prerequisite: MATH 101 or a satisfactory Assessment Test score.

Offered: Fall and Winter

For transfer credit please refer to page 243.

MATH 115 Precalculus for Non-Science Students (3 credits)

A one-semester course for students who wish to prepare for MATH 125, the non-science oriented Calculus course. The course includes linear, quadratic, inverse, exponential, and logarithmic functions; sequences, sums, elementary series; introduction to probability; brief review of the elements of trigonometry. Applications will be drawn from business and financial models.

Prerequisite: MATH 101 or a satisfactory Assessment Test score.

Offered: Fall and Winter

For transfer credit please refer to page 243.

MATH 120 Calculus I (3 credits)

An introductory calculus course for science students. Course includes differentiation and integration of algebraic functions; applications to include graphing, maxima and minima, simple area, volume, arc length, rectilinear motion, related rates and work. This course will be taught using a graphing calculator.

Prerequisite: MATH 110 or a B grade or better in B.C. Math 12 or an approved equivalent (see prerequisites and course equivalencies).

Lecture: 4

Offered: Fall and Winter

For transfer credit please refer to page 243.

MATH 125 Calculus for the Social Sciences (3 credits)

This course is an introduction to differential calculus for students in business, social sciences and biological sciences. Topics include limits, differentiation techniques for algebraic functions, applications to graphing and optimization, implicit differentiation, differentials, differentiation of

log and exponential functions, and an introduction to partial derivatives and multivariable calculus.

Prerequisite: MATH 115 or a B grade or better in B.C. Math 12 or an approved equivalent (see prerequisites and course equivalencies).

Lecture: 4

Offered: Fall and Winter

For transfer credit please refer to page 243.

MATH 130 Discrete Mathematics I (3 credits)

This is the first of two Discrete Mathematics courses for Computing Science students. Topics include logic, set theory, counting, functions, relations, graphs, trees, finite state machines, formal languages and Boolean algebra.

Prerequisite: Math 12 (C or better)

Lecture: 4

Offered: Winter

For transfer request please refer to page 243.

MATH 160 Introduction to Statistics (3 credits)

An introductory course in descriptive statistics including such topics as sampling, probability, inference and hypothesis testing. It stresses an intuitive approach and does not involve mathematical proofs.

Prerequisite: MATH 115 or a C grade or better in B.C. Math 12 or an approved equivalent (see prerequisites and course equivalencies).

Lecture: 4

Offered: Fall and Winter

For transfer credit please refer to page 243.

MATH 191 Mathematics for Teachers (4 credits)

This is a one-semester course which explores the basic mathematical concepts which are taught in the elementary school curriculum. Topics will include sets, whole numbers and counting numbers, arithmetic operations, rational and real numbers and the study of informal geometry including curves, angles, area and volume, symmetry, congruence and motion geometry.

Prerequisite: C- grade or better in B.C. Math 11 or an approved equivalent (see prerequisites and course equivalencies).

Lecture: 4; Tutorial: 2

Offered: Fall and Winter

For transfer credit please refer to page 243.

MATH 220 Calculus II (3 credits)

Extends MATH 120 skills to the logarithmic, exponential and trigonometric functions; solution of problems in growth, decay and periodic motion; techniques of integration; polar coordinates, parametric equations; Taylor polynomials, sequences and series; and simple differential equations. This course will be taught using a graphing calculator.

Prerequisites: MATH 120

Lecture: 4

Offered: Fall and Winter

For transfer credit please refer to page 243.

MATH 232 Linear Algebra (3 credits)

A one-semester introductory course designed to provide a solid foundation in the mathematics of linear algebra. This course is often the first course in abstract mathematics and the student is taught how to prove theorems. Topics include the solving of systems of equations, matrices and determinants, n-dimensional Euclidean space, general vector spaces, linear transformations, eigenvalues and eigenvectors and the diagonalization of matrices.

Prerequisite: MATH 120

Lecture: 4

Offered: Fall and Winter

For transfer credit please refer to page 243.

MATH 321 Calculus III (3 credits)

This course extends the theory of differential and integral calculus to functions of several variables. Topics include the study of vectors, quadric surfaces, vector functions, cylindrical and spherical coordinate systems, partial derivatives, multiple integrals, vector fields, line integrals and applications.

Prerequisite: MATH 220

Corequisite: MATH 232 recommended

Lecture: 4

Offered: Fall

For transfer credit please refer to page 243.

MATH 421 Introduction to Differential Equations (3 credits)

This is a first course in the theory of ordinary differential equations. Topics include the solution of first- and higher order differential equations, power series solutions, Laplace transforms, linear and non-linear systems, stability, Euler methods and applications.

Prerequisite: MATH 321 and MATH 232

Lecture: 4

Offered: Winter

For transfer credit please refer to page 243.

MATH 440 Potential Theory (3 credits)

Potential theory examines the mathematics of the physical concept of potential energy, and develops a mathematical model of simple fluid flows and electromagnetic fields by applying the differential and integral calculus to the analysis of vector spaces.

Prerequisite: MATH 321

Lecture: 4

Lab: 2 (for some sections)

Offered: TBA

For transfer credit please refer to page 243.

MATH 450 Quantitative Methods (3 credits)

Applications of mathematics to business and economics, with emphasis on non-linear models. Includes multivariate functions, probability theory, transformations of data, marginal analysis, Lagrange multipliers, utility theory, nonlinear programming, method of least squares, and

differential equations. Some topics are optional and may be omitted or included dependent on class interest.

Prerequisite: MATH 125

Lecture: 4

Offered: TBA

For transfer credit please refer to page 243.

..... Modern Languages

All Modern Languages courses develop oral and written skills and introduce cultural aspects of the languages taught. Evaluation is based on daily work; therefore class attendance and participation are essential. In addition to class time, conversation sessions with language assistants are provided for small-group practice.

Regular Format

All Modern Languages (MODL) courses are designed as the first or second half of a two-semester unit. The second half should be taken immediately after the first to maintain continuity.

Courses consist of four hours of class instruction and one hour of conversation per week.

Accelerated Format

The accelerated format enables students to complete the work of two courses in one semester; therefore, the amount of work required and the number of credits obtained are doubled. Accelerated courses consist of eight hours of class instruction and two hours of conversation per week.

Assessment

All students taking a Modern Language course for the first time at Douglas College in a given language will be required to consult the Modern Languages Department for assessment prior to registration. This may include a short test. Please contact the Languages, Literature and Performing Arts Office during office hours. The assessment does not determine eligibility to enter Douglas College but is used to direct students to the courses which are best suited to their level.

NEW LANGUAGE STUDENTS WILL NOT BE ALLOWED TO REGISTER IN A LANGUAGE COURSE WITHOUT PRIOR ASSESSMENT.

RETURNING STUDENTS: a grade of "C" or better is required to take the next level course.

Further information about Modern Language assessment may be obtained from the Language, Literature and Performing Arts Office (527-5465; Room 3308).

Transferability

All Douglas College Modern Languages are transferable to SFU, UBC, and UVic. Both halves of a unit with the same title, for instance MODL 101 and MODL 102 (Basic French I and II) are required to obtain transfer credits at UBC and UVic.

Total credits in language courses transferable to SFU are limited. Students are advised to consult the SFU transfer guide.

Some universities do not accept challenge credits. Students are advised to check with the universities before applying for course challenge at Douglas College.

*For transfer credit please refer to page 243.

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Chinese

MODL 191 Basic Chinese I (Mandarin) (3 credits)

MODL 192 Basic Chinese II (Mandarin) (3 credits)

MODL 291 Intermediate Chinese I (Mandarin) (3 credits)

MODL 292 Intermediate Chinese II (Mandarin) (3 credits)

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French

MODL 101 Basic French I (3 credits)

MODL 102 Basic French II (3 credits)

MODL 101/102 Basic French I and II (Accelerated) (6 credits)

MODL 103 Intermediate French I (3 credits)

MODL 104 Intermediate French II (3 credits)

MODL 103/104 Intermediate French I and II (Accelerated) (6 credits)

MODL 111 French Language and Composition I (3 credits)

MODL 112 French Language and Composition II (3 credits)

MODL 211 Advanced French Language and Composition I (3 credits)

MODL 212 Advanced French Language and Composition II (3 credits)

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German

MODL 131 Basic German I (3 credits)

MODL 132 Basic German II (3 credits)

MODL 231 Intermediate German I (3 credits)

MODL 232 Intermediate German II (3 credits)

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Japanese

MODL 171 Basic Japanese I (3 credits)

MODL 172 Basic Japanese II (3 credits)

MODL 271 Intermediate Japanese I (3 credits)

MODL 272 Intermediate Japanese II (3 credits)

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Spanish

MODL 151 Basic Spanish I (3 credits)

MODL 152 Basic Spanish II (3 credits)

MODL 251 Intermediate Spanish I (3 credits)

MODL 252 Intermediate Spanish II (3 credits)

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Chinese

MODL 191 Basic Chinese I (Mandarin) (3 credits)

This course is designed for students who have little or no knowledge of Mandarin. It is aimed at developing basic oral and written communicative skills through the study of vocabulary, grammar and culture. Mandarin is used in class as much as possible.

Prerequisite: Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Fall - regular format

MODL 192 Basic Chinese II (Mandarin) (3 credits)

This course is designed for students who have some knowledge of Mandarin, or who have completed MODL 191. It is aimed at developing basic oral and written communicative skills through the study of vocabulary, grammar and culture. Mandarin is used in class as much as possible.

Prerequisite: MODL 191 or assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Winter - regular format

MODL 291 Intermediate Chinese I (Mandarin) (3 credits)

This course is designed for students who have completed MODL 192 or its equivalent. It is aimed at furthering aural comprehension, strengthening oral expression, and developing reading and writing skills.

Chinese is used in class almost exclusively.

Prereq: MODL 192 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Fall - regular format

MODL 292 Intermediate Chinese II (Mandarin) (3 credits)

This course is designed to further aural comprehension, strengthen oral expression and develop reading and writing skills for students who have completed MODL 291 or its equivalent. It also aims to provide a deeper understanding of Chinese culture. Chinese is used in class almost exclusively.

Prereq: MODL 291 or assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Winter - regular format



French

MODL 101 Basic French I (3 credits)

This course is designed for students with little or no French. It is aimed at developing basic oral and written skills. French is spoken in class as much as possible.

Prerequisite: Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Fall - accelerated format with MODL 102 and regular format

Winter - regular format

MODL 102 Basic French II (3 credits)

This course is designed for students who have completed MODL 101 or equivalent. It is aimed at developing basic oral and written communicative skills. French is spoken in class as much as possible.

Prerequisite: MODL 101 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Fall - accelerated format with MODL 101 and regular format

Winter - regular format

MODL 103 Intermediate French I (3 credits)

This course is designed for students who have completed French 11, or MODL 102, or equivalent. It is aimed at developing further basic oral and written communicative skills. French is spoken in class as much as possible.

Prerequisite: MODL 102 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Fall - regular format

Winter-accelerated format with MODL 104

MODL 104 Intermediate French II (3 credits)

This course is designed for students who have completed MODL 103 or equivalent. It is aimed at developing further basic oral and written communicative skills. French is spoken in class as much as possible.

Prerequisite: MODL 103 or equivalent

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Winter - accelerated format with MODL 103 and regular format

MODL 111 French Language and Composition I (3 credits)

This course is designed for students who have completed French 12 or MODL 104. It builds on previously acquired skills, develops reading and writing skills, and provides an understanding of the Francophone culture. Only French is spoken in class.

Prerequisite: MODL 104 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Fall - regular format

MODL 112 French Language and Composition II (3 credits)

This course is designed for students who have completed MODL 111 or equivalent. It builds on previously acquired skills, develops reading and writing skills, and provides an understanding of the Francophone culture. Only French is spoken in class.

Prerequisite: MODL 111 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Winter - regular format

MODL 211 Advanced French Language and Composition I (3 credits)

This course is designed for students who have completed MODL 112 or for French-immersion students who have completed French 12 and have a good knowledge of French grammar. It is aimed at refining and strengthening the skills acquired in previous levels, particularly reading, writing and oral expression; and at providing a deeper understanding of the Francophone culture.

Prerequisite: MODL 112 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Fall - regular format

MODL 212 Advanced French Language and Composition II (3 credits)

This course is designed for students who have completed MODL 211 or for French immersion students who have completed French 12 and have a good knowledge of French grammar. It is aimed at refining and strengthening the skills acquired in previous levels, particularly reading, writing and oral expression; and at providing a deeper understanding of the Francophone culture through the works of Francophone writers.

Prerequisite: MODL 211 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Winter - regular format

German**MODL 131 Basic German I (3 credits)**

This course is designed for students with little or no German. It is aimed at developing basic oral and written skills.

Prerequisite: Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Fall - regular format

MODL 132 Basic German II (3 credits)

This course is designed for students who have completed MODL 131 or equivalent. It is aimed at developing further basic oral and written skills. German is spoken in class as much as possible.

Prerequisite: MODL 131 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Winter - regular format

MODL 231 Intermediate German I (3 credits)

The course is designed for students who have completed MODL 131 and 132. It builds on previously acquired skills, develops reading and writing skills, and provides an understanding of the cultural aspects of German speaking countries. German is spoken in class almost exclusively.

Prerequisite: MODL 132 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Fall - regular format

MODL 232 Intermediate German II (3 credits)

This course is designed for students who have completed German 231. It builds on previously acquired skills and develops reading and writing skills, and provides an understanding of the cultural aspects of German speaking countries. German is spoken in class almost exclusively.

Prerequisite: MODL 231 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Winter - regular format

Japanese**MODL 171 Basic Japanese I (3 credits)**

This course is designed for students who have little or no knowledge of Japanese. It is aimed at developing basic oral and written communicative skills through the study of vocabulary, grammar and culture. Japanese is spoken in class as much as possible.

Prerequisite: Assessment

Seminar: 4 Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Fall - regular format

MODL 172 Basic Japanese II (3 credits)

This course is designed for students who have some knowledge of Japanese or who have completed MODL 171. It is aimed at developing basic oral and written communicative skills through the study of vocabulary, grammar and culture. Japanese is spoken in class as much as possible.

Prerequisite: MODL 171 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Winter - regular format

MODL 271 Intermediate Japanese I (3 credits)

This course is designed to further aural comprehension, strengthen oral expression and develop reading and writing skills for students who have completed MODL 172. The course also aims to provide a deeper understanding of Japanese culture. Japanese is used in class almost exclusively.

Prerequisite: MODL 172 or Assessment

Seminar: 4; Lab: 1

*For transfer credit please refer to page 243.

Offered: Fall - regular format

MODL 272 Intermediate Japanese II (3 credits)

This course is designed to further aural comprehension, strengthen oral expression and develop reading and writing skills for students who have completed MODL 271. The course also aims to provide a deeper understanding of Japanese culture. Japanese is used in class almost exclusively.

Prerequisite: MODL 271 or Assessment

Seminar: 4; Lab: 1

*For transfer credit please refer to page 243.

Offered: Winter - regular format

Spanish

MODL 151 Basic Spanish I (3 credits)

This course is designed for students with little or no Spanish. It is aimed at developing basic oral and written skills. Spanish is spoken in class as much as possible.

Prerequisite: Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Fall - regular format

MODL 152 Basic Spanish II (3 credits)

This course is designed for students who have completed MODL 151 or equivalent. It is aimed at developing further basic oral and written skills. Spanish is spoken in class as much as possible.

Prerequisite: MODL 151 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Winter - regular format

MODL 251 Intermediate Spanish I (3 credits)

This course is designed for students who have completed Spanish 11 or MODL 152. It builds on previously acquired word skills, develops reading and writing skills, and provides an understanding of the Hispanic culture. Only Spanish is spoken in class.

Prerequisite: Spanish 12 or MODL 152 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Fall - regular format

MODL 252 Intermediate Spanish II (3 credits)

This course is designed for students who have completed MODL 251. It builds on previously acquired word skills and develops reading and writing skills, and provides an understanding of the Hispanic culture. Only Spanish is spoken in class.

Prerequisite: MODL 251 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 243.

Offered: Winter - regular format

Linguistics

MODL 180 Introduction to Linguistics (3 credits)

An introductory course in linguistics, studying and analyzing language from various aspects. Topics will include child language acquisition, animal languages, the social and political aspects of language, the history of languages, and theoretical linguistics (phonetics, phonology, morphology, syntax and semantics).

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Not offered 1997/98

Music

MUSC 101 Materials of Music I: Rudiments; Introduction to Harmony & Form (3 credits)

The student will learn to read music and master musical rudiments as far as the first elements of harmony. Minimal musical experience and reading ability are required. Open to all students but priority will be given to those in Basic Musicianship and the UT (SFU) Music Program.

Prerequisite: None

Corequisite: MUSC 104

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall

MUSC 102 Basic Theory I (3 credits)

The student will learn to read music and master musical rudiments which include pitch notation, rhythmic notation, scales and intervals. No previous knowledge of music is required. Open to all students, but priority will be given to full-time Basic Musicianship program students.

Prerequisite: None

Corequisite: MUSC 103

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall

MUSC 103 Aural and Sight Singing Skills (3 credits)

Students will learn basic skills for musicianship - sight singing, aural and rhythmic training. Open to all students, but priority will be given to full-time Certificate program students.

Prerequisite: None

Corequisite: MUSC 102

Lecture/Practice: 3

*For transfer credit please refer to page 243.

Offered: Fall

MUSC 104 Aural and Sight Singing Skills (3 credits)

Students will learn skills required in the hearing and sight singing of rudimentary elements in music, simple diatonic melodies and rhythms.

Prerequisite: None

Corequisite: MUSC 101

Lecture/Practice: 3

*For transfer credit please refer to page 243.

Offered: Fall

MUSC 110 Theory of Tonal Music I (2 credits)

First part of a comprehensive study of the melodic, harmonic, rhythmic and formal elements of tonal music. Review of rudiments; study of basic diatonic chord progressions; analysis of small structural units.

Prerequisite: UT Mus Entrance or Instructor Permission

Corequisite: MUSC 111

Lecture: 3

Offered: Fall

MUSC 111 Ear Training and Sight Singing I (1 credit)

Development of aural and sightsinging skills with a focus on the basic melodic, harmonic, and rhythmic elements of diatonic tonal music.

Prerequisite: UT Mus Entrance or Instructor Permission

Corequisite: MUSC 110

Lecture: 2

Offered: Fall

MUSC 120 History of Western Music I (3 credits)

This course gives a broad survey of developments in style and form, from earliest known musical expression in the West to the present day, and a comprehensive study of medieval music from Gregorian chant to the Ars Nova. Emphasis is placed on the aural and visual analysis of representative music. Obligatory for transfer in Bachelor of Music.

Prerequisite: U.T. Mus. Entrance or Permission of Instructor

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall

MUSC 121 Style and Form in Western Music (3 credits)

A study of style and form in Western music through representative compositions. Musical developments will be discussed also in relation to contemporary, concomitant trends in religion, the arts, economics, sociology, and technology. Students will work with scores, but listening skills will be emphasized.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall

MUSC 130 Concert Band I (2 credits)

Students will study and perform music from all periods in this course and will be exposed to the problems met in the performance of band music with emphasis on rehearsal techniques.

Prerequisite: Royal Toronto Conservatory Grade 6 or equivalent or Permission of Instructor

Rehearsal: 5

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 131 Jazz Band I (1 credit)

In this course students study by performance, modern jazz, rock and popular music; instrumental techniques and improvisation and sight reading.

Prerequisite: Instructor Permission

Rehearsal: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 133 Beginning Instrumental Ensemble I (1 credit)

Through the performance of appropriate music, the student will learn the basic skills of ensemble playing, including balance, intonation, phrasing, and dynamics. This course will be open to all students.

Prerequisite: None

Rehearsal: 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUS 140 College Chorus I (2 credits)

In College Chorus, students study and perform works from all periods requiring both small and large ensembles. Familiarization with conductor-performer relationship is stressed and exposure is given to problems in the performance of choral music, with emphasis on rehearsal techniques.

Prerequisite: U.T. Mus. Entrance or Instructor permission

Rehearsal: 5

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 141 Beginning Choral Ensemble (1 credit)

Through the performance of appropriate music, the student will learn the basic skills of ensemble singing, including vocal production, unison and part singing. Open to all students.

Prerequisite: Basic entrance or Instructor Permission

Rehearsal: 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 142 Vocal Jazz (1 credit)

Through the rehearsal and performance of representative selections, students will study the techniques and styles of vocal jazz from the 1930s and 1940s to the present day. Students will also be required to listen to recordings and tapes in order to develop recognition and enhance appreciation of various styles. This course is optional for UT music students.

Prerequisite: Instructor Permission, Audition

Rehearsal: 4

*For transfer credit please refer to page 243.

Offered: Fall

MUSC 150 Private Lessons (Concentration) (3 credits)

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to B.Mus. students only.

Prerequisite: U.T. Mus. Program Entrance

Corequisites: MUSC 130 or 140, 110, 111, 120

Private Lesson: 1 hr.

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 151 Private Lessons (Secondary) (1 credit)

In a secondary field of performance, repertoire, technical requirements, sight reading, and other skills will be studied on an individual basis. Open only to B.Mus. students

whose keyboard proficiency exceeds that of MUSC 461.

Prerequisite: U.T. Mus. Program Entrance

Private Lesson: 1/2 hr.

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 155 Individual Music Study (Keyboard)

(3 credits)

The interpretation and performance of keyboard repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to Basic Musicianship Program students only.

Prerequisite: Basic Musicianship Program Entrance

Private Lesson: 1 hr

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 156 Individual Music Study (Instrumental and Vocal) (2 credits)

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to Basic Musicianship Program students only.

Prerequisite: Basic Musicianship Program Entrance

Private Lesson: 1/2 hr

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 160 Introductory Class Piano I (1 credit)

A progressive study of learning to play the piano for students who possess no previous experience. The course includes technique, keyboard harmony, sight reading, transposition, and the playing of appropriate repertoire.

Open to full-time Certificate students only.

Prerequisite: None

Corequisites: MUSC 102, 103 and MUSC 133, or 141, 130 or 140

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Fall

MUSC 161 Class Piano (1 credit)

Piano repertoire, technical requirements, aural training, sight reading, accompaniment, improvisation and keyboard harmony are covered in this course. Available to majors in B.Mus. Program and to B.Ed. students.

Prerequisite: None

Corequisite: MUSC 110, 111

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Fall

MUSC 163 Class Brass (2 credits)

This course teaches techniques for effective teaching of instrumental music. Familiarization with peculiarities, tone production, and fingering techniques of all brass instruments (using treble and bass clefs) will be covered.

Prerequisite: None

Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Fall

MUSC 164 Class Percussion (2 credits)

Students will receive instruction on snare drum, bass drum, cymbals, timpani, drum set, mallet and Latin American rhythm instruments in preparation for effective teaching of instrumental music. Maintenance, adjustment and notation of the above instruments will be covered.

Prerequisite: U.T. Mus. Entrance or Instructor Permission

Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Winter

MUSC 201 Materials of Music II: Elementary Harmony & Form (3 credits)

The student will continue the study of diatonic four-part harmony and musical structure. In addition, aspects of song writing will be covered.

Prerequisite: MUSC 101

Corequisite: MUSC 204

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Winter

MUSC 202 Basic Theory II (3 credits)

The student will continue to learn the reading of music and the mastery of musical rudiments including rhythm, chord structure, transposition and score reading. In addition, the student will be introduced to basic elements of musical structure.

Prerequisite: MUSC 102

Corequisite: MUSC 203

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Winter

MUSC 203 Aural and Sight Singing Skills (3 credits)

Students will continue to develop aural, sight singing, and rhythmic skills.

Prerequisite: MUSC 103

Corequisite: MUSC 202

Lecture: 3

*For transfer credit please refer to page 243.

Offered: Winter

MUSC 204 Aural and Sight Singing Skills (3 credits)

Students will continue to develop skills required in the hearing and sight singing of musical elements, melodies and rhythms.

Prerequisite: MUSC 104

Corequisite: MUSC 201

Lecture: 3

*For transfer credit please refer to page 243.

Offered: Winter

MUSC 210 Theory of Tonal Music II (2 credits)

This course continues the study of tonal harmony with emphasis on more complex diatonic chord progressions, tonicization and modulation. Analysis of binary and ternary forms.

Prerequisite: MUSC 110 (or old MUSC 100)

Corequisite: MUSC 211

Lecture: 3

Offered: Winter

MUSC 211 Ear Training and Sight Singing II (1 credit)

Further development of aural and sight singing skills with a focus on more complex melodic, harmonic, and rhythmic elements of diatonic tonal music.

Prerequisite: MUSC 111 (or old MUSC 100)

Corequisite: MUSC 210

Lecture: 2

Offered: Winter

MUSC 220 History of Western Music II (3 credits)

This course gives a comprehensive study of developments in style and form from the 14th century to the middle of the 17th century. Emphasis is placed on aural and visual analysis of representative music. Obligatory for transfer to B.Mus.

Prerequisite: MUSC 120 or Instructor Permission

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Winter

MUSC 221 Style and Form in Western Music (3 credits)

A continuation of the study of Western music through representative compositions. Musical developments will also be discussed in relation to contemporary, concomitant trends in religion, the arts, economics, sociology, and technology. Students will continue to work with scores, but listening skills will be emphasized.

Prerequisite: MUSC 121

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Winter

MUSC 230 Concert Band II (2 credits)

Students will study and perform music from all periods in this course and will be exposed to the problems met in performance of band music, with emphasis on rehearsal techniques and the conductor-performer relationship.

Prerequisite: MUSC 130

Rehearsal: 5

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 231 Jazz Band II (1 credit)

The student will continue to study by performance, modern jazz, rock and popular music, instrumental techniques, improvisation and sight reading, using study materials from varying sources.

Prerequisites: MUSC 131

Rehearsal: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 233 Beginning Instrumental Ensemble II (1 credit)

Through performance of appropriate music, the student will continue to learn the basic skills of ensemble playing including balance, intonation, phrasing and dynamics. This course is open to all students.

Prerequisite: MUSC 133

Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 240 College Chorus II (2 credits)

In College Chorus, members study and perform works from all periods requiring both large and small ensembles. Familiarization with conductor-performer relationships and exposure to problems in performance of choral music, with emphasis on rehearsal techniques are included.

Prerequisite: MUSC 140

Rehearsal: 5

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 241 Beginning Choral Ensemble II (1 credit)

Through the performance of appropriate music, the student will continue to learn the basic skills of ensemble playing including more complex part singing, intonation and balance.

Prerequisite: MUSC 141

Rehearsal: 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 242 Vocal Jazz I (1 credit)

Through the rehearsal and performance of representative selections, students will study the techniques and styles of vocal jazz from the 1930s and 1940s to the present day. Students will also be required to listen to recordings and tapes in order to develop recognition and enhance appreciation of various styles. This course is optional for UT music students.

Prerequisite: Music 142 or Instructor Permission

Rehearsal: 4

*For transfer credit please refer to page 243.

Offered: Winter

MUSC 250 Private Lessons (Concentration) (3 credits)

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to B.Mus. students only.

Prerequisite: MUSC 150

Corequisite: MUSC 230 or 240, 210, 211, 220

Private Lesson: 1 hr.

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 251 Private Lessons (Secondary) (1 credit)

In a secondary field of performance, repertoire, technical requirements, sight reading, and other skills will be studied on an individual basis.

Prerequisite: MUSC 151

Private Lesson: 1/2 hr.

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 255 Individual Music Study (Keyboard) (1 hr) (3 credits)

The interpretation and performance of keyboard repertoire, technical requirements and sight reading will be studied on an individual basis. Open to Basic Musicianship Program students only.

Prerequisite: MUSC 155

Private Lesson: 1 hr.

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 256 Individual Music Study (Instrumental and Vocal) (.5 hr) (2 credits)

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to Basic Musicianship Program students only.

Prerequisite: MUSC 156

Private Lesson: 1/2 hr.

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 260 Introductory Class Piano II (1 credit)

A continuing study of learning to play the piano for students who have completed MUSC 160. The course contains technique, sight reading, keyboard harmony, transposition, and the playing of appropriate repertoire. Open to full-time Certificate students only.

Prerequisite: MUSC 160

Corequisite: MUSC 202, 203 and MUSC 233 or 241 or 230 or 240

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Winter

MUSC 261 Class Piano (1 credit)

Piano repertoire, technical requirements, aural training, sight reading, accompaniment, improvisation and keyboard harmony are covered in this course. Available to majors in B.Mus. Program, and B.Ed. students.

Prerequisite: MUSC 161

Corequisite: MUSC 210, 211

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Winter

MUSC 310 Theory of Tonal Music III (2 credits)

This course continues the study of tonal harmony with emphasis on sequential progressions, seventh chords, the Neapolitan sixth chord, and more advanced expansion techniques. Analysis of music focuses on late Baroque contrapuntal procedures and forms.

Prerequisite: MUSC 210 (or old MUSC 200)

Corequisite: MUSC 311

Lecture: 3

Offered: Fall

MUSC 311 Ear Training and Sight Singing III (1 credit)

Development of aural and sightsinging skills with a focus on more complex melodic, harmonic, and rhythmic elements of tonal music, including chromaticism and modulation.

Prerequisite: MUSC 211 (or old MUSC 200)

Corequisite: MUSC 310

Lecture: 2

Offered: Fall

MUSC 320 History of Western Music III (3 credits)

A comprehensive study of developments in style and form from the last half of the 17th century to the end of the 18th. Emphasis is on aural and visual analysis of representative music. Obligatory in university transfer program in music. Instructor Permission is required for those wishing to take this course as elective.

Prerequisite: MUSC 220 or Instructor Permission

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall

MUSC 330 Concert Band III (2 credits)

Students in this course study and perform music from all periods and become exposed to the problems met in performance of band music with emphasis on rehearsal techniques and the conductor-performer relationship.

Prerequisite: MUSC 230

Rehearsal: 5

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 331 Jazz Band III (1 credit)

In Stage Band students study by performance, modern jazz, rock and popular music; instrumental techniques and improvisation and sight reading, using study materials from various sources.

Prerequisite: MUSC 231

Rehearsal: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 340 College Chorus III (2 credits)

In College Chorus, members study and perform works from all periods requiring both small and large ensembles. Familiarization with conductor-performer relationships is emphasized and exposure is given to problems of choral music, with emphasis on rehearsal techniques.

Prerequisite: MUSC 240

Rehearsal: 5

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 350 Private Lessons (Concentration) (3 credits)

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to B.Mus. students only.

Prerequisite: MUSC 250

Corequisite: MUSC 330 or 340, 310, 311, 320

Private Lesson: 1 hr.

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 351 Private Lessons (Secondary) (1 credit)

In a secondary field of performance, repertoire, technical requirements, sight reading, and other skills will be studied on an individual basis.

Prerequisite: MUSC 251

Private Lesson: 1/2 hr.

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 361 Class Piano (1 credit)

Piano repertoire, technical requirements, aural training, sight reading, accompaniment, improvisation and keyboard harmony are covered in this course. Available to majors in B.Mus. Program, and to B.Ed. students.

Prerequisite: MUSC 261

Corequisite: MUSC 310, 311

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Fall

MUSC 410 Theory of Tonal Music IV (2 credits)

This course continues the study of tonal harmony with emphasis on chromatic harmony and techniques of harmonic and tonal expansion. Analysis of music focuses on representative examples of late eighteenth and nineteenth century forms and styles.

Prerequisite: MUSC 310 (or old MUSC 300)

Corequisite: MUSC 411

Lecture: 3

Offered: Winter

MUSC 411 Ear Training and Sight Singing IV (1 credit)

Development of aural and sight singing skills with a focus on more complex melodic, harmonic, and rhythmic elements of music, including more advanced chromaticism as well as non-tonal materials.

Prerequisite: MUSC 311 (or old MUSC 300)

Corequisite: MUSC 410

Lecture: 2

Offered: Winter

MUSC 420 History of Western Music IV (3 credits)

Developments in style and form of Western music from Haydn to Schoenberg are covered in this course. Obligatory for students in B.Mus. (General) university transfer program and optional for students majoring in music education. Instructor permission is required for those wishing to take this course as an elective.

Prerequisite: MUSC 320 or Instructor Permission

Corequisite: MUSC 400

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Winter

MUSC 430 Concert Band IV (2 credits)

In this course, students study and perform music from all periods and become exposed to the problems met in performance of band music, with emphasis on rehearsal techniques and the conductor-performer relationship.

Prerequisite: MUSC 330

Rehearsal: 5

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 431 Jazz Band IV (1 credit)

In this course students study by performance, modern jazz, rock, and popular music; instrumental techniques and improvisation and sight reading, using study materials from various sources.

Prerequisite: MUSC 331

Rehearsal: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 440 College Chorus IV (2 credits)

In College Chorus members study and perform works from all periods requiring both small and large ensembles. Familiarization with conductor-performer relationships is emphasized and exposure is given to problems in performance of choral music, with emphasis on rehearsal techniques.

Prerequisite: MUSC 340

Rehearsal: 5

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 450 Private Lessons (Concentration) (3 credits)

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to B.Mus students only.

Prerequisite: MUSC 350

Corequisite: MUSC 430 or 440, 410, 411, 420

Private Lesson: 1 hr.

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 451 Private Lessons (Secondary) (1 credit)

In a secondary field of performance, repertoire, technical requirement, sight reading, and other skills will be studied on an individual basis.

Prerequisite: MUSC 351

Private Lesson: 1/2 hr.

*For transfer credit please refer to page 243.

Offered: Fall and Winter

MUSC 461 Class Piano (1 credit)

Piano repertoire, technical requirements, aural training, sight reading, accompaniment, improvisation and keyboard harmony are covered in this course. Available to majors in B.Mus. Program and to B.Ed. students.

Prerequisite: MUSC 361

Corequisite: MUSC 410, 411

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Winter

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Nursing

Collaborative Nursing Program Courses**Semester One****NURS 109 Health I: Health Styles (3.5 Credits)**

The major emphasis of this course is the personal meaning of health, related health assessment and health maintenance. Students examine significant theoretical and conceptual frameworks of health in relation to self. By reflecting on personal experiences, participants have opportunities to identify personal resources and challenges that impact health, and to recognize the complexity of the change process as related to health promoting behaviour.

Prerequisites: None

Corequisites: BIOL 103 + NURS 114 (both recommended)

NURS 114 Professional Growth I: Nurses' Work (4 Credits)

This course provides an introduction to the profession of nursing. The philosophy and concepts of the nursing program are explored. The history of nursing and the role of the nurse in the health care system are emphasized as well as the relationship between theory, practise and research. Students are introduced to the process of critical thinking, critical reflection, and critical writing. They have

opportunities to experience nurses' work in a variety of settings. In addition, students are introduced to the concept of family in relation to nursing and health promotion.

Prerequisites: None

Corequisites: None

NURS 113 Self and Others: Self-Awareness (2.5 Credits)

This course focuses on the learner's personal discovery of self and self in relation to others. Emphasis is placed on understanding how personal beliefs, values, experiences, and perceptions relate to, and impact on, our experiences with self and others. Learning occurs through interaction and reflection.

Prerequisites: None

Corequisites: None

Semester Two**NURS 118 Nursing Practice I (7 Credits)**

In this first nursing practice course, students have opportunities to develop caring relationships with clients and to engage in nurses' work. Students' work with individuals and families occurs in home and community agencies and care facilities. Through praxis, students reflect upon the complexities of caring for families with chronic health challenges and develop sensitivity toward the experience of health as viewed through the individual's/family's perspective. This course is interactive, and integrates all previous learning experiences.

Prerequisites: NURS 109 + NURS 113 + NURS 114 + BIOL 103

Corequisites: NURS 119 + NURS 123 + BIOL 203 (all recommended)

NURS 119 HEALTH II: Facilitating Health & Healing in Families (2 Credits)

This course focuses on family theory, and families' experience with chronic health challenges. Learners engage with individuals and families to understand families' personal meaning of health, healing and health promotion in relation to chronic health challenge.

Prerequisites: NURS 109

Corequisites: BIOL 203 (recommended)

NURS 123 Self and Others II: Interpersonal Relationships (2 Credits)

Building on Self and Others I, this experiential course is designed to enhance students' interpersonal communication. The major emphasis of this course is on the acquisition of interpersonal communication skills. The acquisition of interpersonal skills is considered from the perspective of contextual awareness, discretionary decision-making, confidence, and performance.

Prerequisites: NURS 113

Corequisites: None

NURS 128 Consolidated Practice Experience I (5.5 Credits)

In this nursing practise course, students have the opportunity to integrate and consolidate learning from the first year of the program. Students have opportunities to develop caring relationships with individuals and families experiencing chronic health challenges.

Prerequisites: NURS 114 + NURS 118 + NURS 119 + NURS 123 + BIOL 203

Corequisites: None

Semester Three**NURS 207 Health Science III: Pathophysiology (2 Credits)**

This introductory pathophysiology course focuses on the study of homeostasis and how it is altered by physical, biochemical, microbial or genetic factors. The course includes etiology, pathogenesis, presentation, diagnosis and treatment of selected health challenges. This course relates directly to application in professional nursing practise.

Prerequisites: BIOL 203

Corequisites: None

NURS 208 Nursing Practice II: (7.5 Credits)

This nursing practise experience provides students with the opportunity to develop caring relationships with persons experiencing episodic health challenges. Experiences include nurses' work in the care of individuals and families in a variety of health care settings as well as in the transition from hospital to home.

Prerequisites: NURS 128 or NURS 196

Corequisites: NURS 207 + NURS 209 (both recommended)

NURS 209 Healing Workshop I: Episodic Health Challenges (4 Credits)

The focus of this course is people's experience with healing with particular reference to episodic health challenges. Students integrate theory and concepts of health as they relate to healing. Students learn to promote healing through development of a repertoire of nursing practise skills including critical thinking, decision-making, interpersonal, organizational and psychomotor skills.

Prerequisites: NURS 128 or NURS 196

Corequisites: NURS 207 (recommended)

Semester Four**NURS 217 Health Science IV: Pathophysiology (2 Credits)**

This course is a continuation of Health Sciences III. The focus is on concepts and mechanisms of alteration in homeostasis. The course includes etiology, pathogenesis, presentation, diagnosis and treatment of selected health challenges. This course relates directly to application in professional nursing practise.

Prerequisites: NURS 207

Corequisites: None

NURS 218 Nursing Practice III (7.5 Credits)

This course is a continuation of Nursing Practise II. The focus is on increasingly complex episodic health challenges. Learning opportunities enable students to refine their clinical decision-making ability and to explore and utilize the expertise of a variety of health team members.

Prerequisites: NURS 207 + NURS 208 + NURS 209 or NURS 296

Corequisites: NURS 217 + NURS 219 + NURS 224 (all recommended)

NURS 219 Healing Workshop II: Complex Episodic Health Challenges (4 Credits)

Building on Healing Workshop I, students in this course have opportunities to broaden their understanding of people's experience with healing with particular reference to increasingly complex episodic health challenges. Students further develop their repertoire of nursing practise skills including critical thinking, decision making, interpersonal, organizational, and psychomotor skills. Emphasis is placed on effective clinical decision-making through an increase in student self-directedness.

Prerequisites: NURS 207 + NURS 209 or NURS 296

Corequisites: NURS 217 (recommended)

NURS 224 Professional Growth II: The Nursing Profession (2 Credits)

In this course, professional nursing practise is explored. Standards, codes of ethics and legalities are discussed in relation to rights, roles, accountability, responsibilities, and freedom to act. Excellence in nursing is developed as a theme.

Prerequisites: NURS 128 or NURS 296

Corequisites: None

NURS 228 Consolidated Practice Experience II (5 Credits)

In this nursing practise course students have the opportunity to consolidate learning from the first and second year of the program in a variety of settings. Students have opportunities to develop caring relationships with individuals and families experiencing increasingly complex episodic health challenges.

Prerequisites: NURS 217 + NURS 218 + NURS 219 + NURS 224

Corequisites: None

Semester Five**NURS 308 Nursing Practice IV (7.5 Credits)**

The focus of this nursing practise course is prevention, primarily in acute care settings utilizing community as a resource. The integration of teaching/learning into practise is an essential element, as are experiences of nurses' collaborative roles within interdisciplinary teams.

Prerequisites: NURS 228

Corequisites: NURS 309 + NURS 314 + NURS 315 (all recommended)

NURS 309 Health III: Prevention (2 Credits)

The major emphasis in this course is prevention. Primary, secondary and tertiary prevention are explored. Students focus on a comparative analysis of theories of health promotion, prevention, and primary health care. Students examine the significance of inter-disciplinary collaboration in working with individuals, groups, and families in a variety of contexts. Existing prevention programs are explored.

Prerequisites: NURS 228

Corequisites: NURS 314 (recommended)

NURS 314 Professional Growth III: Teaching/Learning (2 Credits)

In this course, students examine a variety of teaching and learning theories, perspectives and strategies which underlie meaningful interactions with individuals, families and groups. Students explore personal meaning, beliefs and values in relation to these teaching/ learning processes. As both teacher and learner, students engage in teaching/ learning encounters with a focus on health education and prevention.

Prerequisites: NURS 228

Corequisites: None

NURS 315 Professional Growth IV: Empowerment (2 Credits)

In this course, the political and socioeconomic forces which have shaped the status of women in society and evolution of human service professions, especially nursing, are examined. The major emphasis is the experiences of women as clients, professionals, administrators and policy-makers. Strategies related to the effective use of personal power are discussed and practiced. This course is taught collaboratively by faculty in nursing and the social sciences.

Prerequisites: NURS 228

Corequisites: None

NURS 316 Professional Growth V: Nursing Ethics (3.0 Credits) [Draft description]

The major intent of this course is to foster an appreciation among students of the significance of ethics to their professional and personal lives. By examining ethical theories, concepts, principles, and decision-making models, participants have the opportunity to develop strategies and techniques for reaching decisions when confronted with ethical problems. This course draws on the combined expertise of nursing and philosophy. It is team taught by a nursing faculty member and a philosophy & humanities faculty member.

Prerequisites: NURS 224 (or professional equivalency)

Corequisites: None

NURS 318 Healing Professional Growth: Bridge-out (11.5 Credits)

This course is for students who elect to exit the program, receive a diploma in nursing, and become eligible to write

the CNATS exams. Learning experiences include both theoretical and nursing practise components, and are intended to facilitate the transition from student role to entry level professional nurse role.

Prerequisites: NURS 308+NURS 309 +NURS 314+NURS 315+NURS 316

Corequisites: None

Access Courses**NURS 196 Nursing Access I: Bridge-in**

This course is for Licensed Practical and Registered Psychiatric Nurses who choose to enter the general nursing program at semester three. Students are introduced, through classroom and laboratory activities and through individual study, to the process of critical reflection and to the concepts associated with the Health, Professional Growth, and Self and Others courses in the first year of the nursing program.

Prerequisites: None

Corequisites: None

NURS 296 Nursing Access II: Bridge-in

This course is for Registered Psychiatric Nurses who have graduated from Douglas College and who choose to enter the nursing program in semester four. Students are introduced, through individual study and laboratory activities to the process of critical reflection and to the concepts associated with the Health and Professional Growth courses in the first year of the nursing program, and the Healing Workshop I course in the second year.

Prerequisites: None

Corequisites: None

Other courses offered by the General Nursing Department

These courses are part of the previous General Nursing Program. The following courses will be offered during Fall, 1997:

GNUR 400 Intermediate Nursing Theory: Adult (3.5 credits)

In this intermediate nursing theory course, the steps of the nursing process are used to organize selected content relevant to providing nursing care to hospitalized adults experiencing commonly occurring health problems affecting need fulfilment. A knowledge base is outlined for the nurse which describes associated environment factors, characteristic patterns of behaviour, potential complications and medical management. Nursing care emphasizes issues related to assessing priority needs and reviewing standard care plans. Adaptation to individual needs and patient teaching is practised in application exercises.

GNUR 403 Professional Nursing Interactions IV (3 credits)

The characteristics of the profession provide the framework for this overview of selected professional nursing issues.

Historical perspectives of nursing are given. Discussion will include such topics as ethics and values, safety to practice, standards of practice, nursing models as a basis for practice, collegiality within the profession and patient advocacy.

GNUR 410 Intermediate Clinical Nursing: Adult (4.5 credits)

In this clinical course, students will provide selected nursing care for adult patients on either a medical or a surgical ward. They will learn to anticipate and distinguish patterns of behaviour and related environmental factors associated with commonly occurring health problems and subsequent need nonfulfillment. Students will apply the nursing process more independently while providing patient care as a member of a nursing team.

GNUR 412 Nursing Psychomotor Skills III (2 credits)

This laboratory course is designed to provide the nursing student with the knowledge and expertise to perform identified psychomotor skills in the clinical area. The skills included relate to the nursing care of selected adult patients with health problems requiring surgical intervention or medical management in an acute care hospital setting. Simulated clinical situations are presented to practice psychomotor skills in the context of the nursing assessment of need fulfillment.

GNUR 620 Final Clinical Experience (12 credits)

This final clinical course involves 12 weeks of full-time experience as a member of nursing team on a medical or surgical ward. Under the guidance of an assigned Registered Nurse from the hospital, students gradually assume the responsibilities of the beginning graduate nurse. Students negotiate patient care assignments based on their identified learning needs. The instructor serves as a liaison and resource person to both students and hospital staff and has the final responsibility for student evaluation.

There will be no further offerings of courses from the previous Douglas College General Nursing curriculum after Winter 1998. After that time, Collaborative Nursing Program courses only will be offered.

The following courses will be offered during Winter 1998:

GNUR 500 Advanced Nursing Theory: Adult (3 credits)

This 7-week final nursing theory course addresses concepts relevant to the role of the graduate nurse in an acute care hospital setting. Three patient care studies are presented which involve the nursing care of adults experiencing health problems associated with complex need interrelationships. The emphasis is on integrating previous nursing theory with new knowledge to develop more advanced clinical problem-solving skills. Selected professional nursing interactions will also be discussed.

GNUR 510 Advanced Clinical Nursing: Adult (3 credits)

In this 7-week clinical course, students provide comprehensive nursing care to adult patients as a member of a nursing team on either a medical or a surgical ward opposite to the GNUR 410 assignment. With consultation, they are expected to integrate knowledge from previous theory, lab and clinical courses in the application of the nursing process.

GNUR 620 Final Clinical Experience (12 credits)

This final clinical course involves 12 weeks of full-time experience as a member of a nursing team on a medical or surgical ward. Under the guidance of an assigned Registered Nurse from the hospital, students gradually assume the responsibilities of the beginning graduate nurse. Students negotiate patient care assignments based on their identified learning needs. The instructor serves as a liaison and resource person to both students and hospital staff and has the final responsibility for student evaluation.

There will be no further offerings of courses from the previous Douglas College General Nursing curriculum after Winter 1998. After that time, Collaborative Nursing Program courses only will be offered.

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Psychiatric Nursing

Diploma in Psychiatric Nursing

PNUR 140 Health and Professional Practice (6.5 Credits)

The major emphasis of this course will be on the student's personal meaning of health and relationships with family, groups and community. Health assessment and promotion, phases of the nurse-patient relationship, attributes of caring, a communication model, roles and responsibilities within the profession will be introduced. Concepts of stress, anxiety, love and relatedness, resiliency, creativity, and physiological concepts related to body organization, support and movement, regulation and integration, maintenance and continuity will also be addressed. Experiential communication and psychomotor labs will be a component of this course.

Lecture: 6 hrs. Laboratory: 1.5 hrs. Seminar: 2 hrs.

PNUR 144 Health and Professional Practice (3.5 Credits)

This course introduces the student to the psychiatric nursing role. Students will have the opportunity to apply knowledge of psychiatric nursing concepts and skills, and to establish nurse-patient relationships and caring environments. Students will focus on developing personal self-awareness promoting health in selected clients in a variety of intermediate and mental health settings in the commu-

nity. Using a conceptual framework, students will begin to assess and set priorities to organize care. Weekly seminars assist to integrate concepts across practice settings.

Clinical: 8 hrs Seminar: 2 hrs

PNUR 240 Living with Ongoing Health Challenges (6.5 Credits)

This course examines people's experiences with ongoing health challenges throughout the life cycle and the impact on harmony, healing and health within families, groups and communities. Concepts of chronicity, change, loss, grief, pain, comfort, hope, hopelessness, power, powerlessness and patterns of withdrawal and depression will be examined, building on previous concepts and patterns. Professional relationships, ethical and legal issues will be explored. Experiential communication and psychomotor labs will be a component of this course.

Lecture: 6 hrs. Laboratory: 1.5 hrs Seminar: 2 hrs

PNUR 244 Practice: Ongoing Health Challenges (3.5 Credits)

This course introduces the student to the psychiatric nursing role. Students will have the opportunity to apply knowledge of psychiatric nursing concepts and skills, and establish nurse-patient/client relationships and caring environments. Students will focus on developing personal self-awareness and promoting health in selected clients in a variety of medical and mental health settings in the community. Students will begin to assess and set priorities to organize care. Weekly seminars assist to integrate concepts across practice settings.

Clinical: 8 hrs Seminar: 2 hrs

PNUR 340 Living with Episodic Health Challenges (8 Credits)

This course examines a person's lived experience with episodic health challenges throughout the life cycle within families, groups and communities. Concepts of acuity, crisis, dependency, fear, pain, anger, euphoria, hope, forgiveness and patterns of suspiciousness, aggression, manipulation, elation, and self-destruction will be examined building on previous concepts and patterns. Professional relationships, ethical and legal issues and health care trends will be explored. Experiential communication and psychomotor labs will be components of this course.

Lecture: 8 hrs. Laboratory: 1.5 hrs. Seminar: 2 hrs

PNUR 344 Practice: Episodic Health Challenges 1 (5 Credits)

Students will have the opportunity to apply specialized knowledge and skills in caring for persons, families and groups experiencing episodic health challenges in surgical and acute mental health care settings. The professional psychiatric nursing role will continue to be developed and strengthened. Weekly seminars assist to integrate concepts and issues related to the practice setting.

Clinical: 11.5 hrs Seminar: 2 hrs

PNUR 440 Living with Episodic Health Challenges 2 (8 Credits)

This course continues examination of a person's lived experience with episodic health challenges throughout the life cycle and their impact on harmony, healing and health within families, groups and communities. Emphasis is on the integration and application of the concepts related to acuity, building on previous concepts and patterns to broaden the scope of practice. Professional relationships, ethical and legal issues and trends in health care will be critically examined. Experiential communication and psychomotor labs will be a component of this course.

Lecture: 8 hrs Laboratory: 1.5 hrs

Seminar: 2 hrs

PNUR 444 Practice: Episodic Health Challenges 2 (5 Credits)

Students will have the opportunity to apply specialized knowledge and skills in caring for persons, families and groups experiencing episodic health challenges in surgical and acute mental health care settings. The professional psychiatric nursing role will continue to be developed and strengthened. Weekly seminars assist to integrate concepts and issues related to the practice settings.

Clinical: 11.5 hrs Seminar: 2 hrs

PNUR 540 Living with Complex Ongoing Health Challenges (6 Credits)

This course integrates previous learning with concepts of uncertainty, suffering, transcendence, empowerment, consumerism, partnerships in relationship to complex ongoing health challenges on persons of all ages. Knowledge of therapeutic group skills and techniques are applied through active participation and leadership opportunities. Legal/ethical issues and health care trends relevant to persons, families and groups within communities are critically examined. Experiential group communication and psychomotor labs will be a component of this course.

PNUR 541 Group Process for Psychiatric Nursing (3 Credits)

Students will develop the knowledge and skills to participate in and to lead selected groups within the practice setting and have the opportunity to experience group process. The historical development of groups, selected theoretical bases of group counseling, the basic elements of group structure and process, leadership roles and responsibilities, rights and responsibilities of members, ethical issues and evaluation tools will be addressed.

PNUR 544 Practice: Complex Ongoing Health Challenges (5 Credits)

Students will have the opportunity to integrate specialized knowledge and skills in caring for persons, families and groups experiencing complex ongoing health challenges in

a variety of mental health care settings. Students will have the opportunities to strengthen leadership skills within the psychiatric nursing role in collaboration with members of health care teams. Weekly seminars assist to integrate concepts and issues related to practice settings.

PNUR 640 Living with Complex Health Challenges (3 Credits)

This course promotes integration and internalization of the values, concepts, patterns, interventions and skills relevant to professional psychiatric nursing practice within the health care delivery system. The focus will be on assisting the student to assume the professional role with persons, families, groups and communities experiencing a wide range of complex health challenges.

PNUR 644 Practice: Preceptorship (9 Credits)

This practice course is a preceptorship experience with placement in a variety of mental health care settings. Students integrate specialized knowledge and skills while functioning as full team members. Students assume the workload and responsibilities of a graduate psychiatric nurse under the one-to-one direction of a practicing nurse.

Bridging Courses

Note: Registered Psychiatric Nurses, Licenced Practical Nurses and Registered Nurses, and may take the following courses for further professional development. These distance education courses are offered to those practitioners wishing to enhance their knowledge base in mental health nursing.

PNUR 690 Psychiatric Nursing Theory 1 (3 Credits)

This distance learning course provides an overview of acute psychiatric nursing. The learner will be presented with theory and related applications for working with clients in acute psychiatric care. The purpose of the course is to build understanding of the practice implications given the shift in psychiatric nursing care from institutions to community. This change in delivery is more than a shift in place; it necessitates a shift in thinking. The course addresses those changes in relation to psychiatric nursing in an acute care setting.

Prerequisite: None

PNUR 692 Psychiatric Nursing Theory 2 (3 Credits)

This distance learning course continues to provide an overview of acute psychiatric nursing. The learner will be presented with additional theory and related applications for working with clients in acute psychiatric care.

Prerequisite: None

PNUR 694 Therapeutic Interpersonal Communication Skills 1 (3 Credits)

This distance education course assists the student to develop significantly higher levels of interpersonal skills. The student will be able to respond with empathy, warmth and respect to patients. This course will assist the student to achieve a greater understanding of the nature of interac-

tions between clients and develop interpersonal competence by responding in helpful ways to the client.

Prerequisite: None

PNUR 696 Therapeutic Interpersonal Communication Skills 2 (3 Credits)

This distance education course focuses on the development of transition and action skills needed to provide therapeutic communication in the helping process between the nurse and clients. The facilitative skills of empathy, warmth and respect are reviewed. Problem solving and the Health Care Interview are discussed.

Prerequisite: None

Advanced Diploma in Psychiatric Nursing

PNUR 700 Professional Psychiatric Nursing Concepts (3 Credits)

This distance learning course facilitates the exploration of the self concept of the individual student as a psychiatric nurse. It examines the role and practice within a broad historical, developmental and current context of psychiatric nursing as practiced in a changing mental health care system. The opportunity to analyze similarities and differences in nursing models and concepts and apply to individual student psychiatric nursing practices is provided.

Prerequisite: None.

PNUR 702 Community Concepts for Psychiatric Nursing Practice (3 Credits)

This distance learning course provides an analysis of the context in which psychiatric nurses practice by offering an understanding of community and community mental health from a systems theory perspective. Included is the history of the evolution of mental health services, a broad definition of community, community mental health concepts, assessment approaches and tools. A community assessment process using Neuman's Systems Model will provide the opportunity to critique and select concepts and approaches applicable to the student's practice setting.

Prerequisite: PNUR 700 or concurrently.

PNUR 704 Group Process in Psychiatric Nursing Practice (3 Credits)

This distance learning course explores the theoretical foundations of group practice in psychiatric nursing. The theoretical frameworks of selected group counseling modalities will be examined. The basic elements of group structure and process are viewed from a system's perspective. Professional and ethical issues in group work are discussed. The learners will have the opportunity to plan, conduct, analyze and evaluate a group. A plan for incorporating knowledge of groups into psychiatric nursing practice will be developed.

Prerequisite: PNUR 700 & 702

PNUR 706 Health Assessment in Psychiatric Nursing Practice (6 credits)

This distance learning course explores the use of a conceptual framework to perform a holistic health assessment within the context of psychiatric nursing practice. Key concepts, variables and the inter-relationship of variables associated with the Neuman Systems Model are discussed. Emphasis is placed on applying the Neuman Systems Model to collect and analyze assessment data, and to formulate a nursing diagnosis. Use of the nursing process, facilitative communication skills, interviewing techniques, and assessment procedures are addressed.

Prerequisite: PNUR 700 and 702

PNUR 708 Family Assessment for Psychiatric Nursing Practice (3 credits)

This distance learning course familiarizes students with family concepts and provides a systems framework for family assessment. The history of family theory development, selected family theories, family structure and function concepts and intervention strategies are discussed. There will be opportunities to analyze family concepts using an assessment tool based on Neuman Systems Model.

Prerequisite: PNUR 700 and 702

PNUR 710 Adjunctive Therapies - Issues and Interventions in Psychiatric Nursing Practice (3 Credits)

This distance learning course increases the students ability to determine the most relevant therapeutic approach for clients through examination and analysis of selected current therapeutic approaches. Issues related to psychiatric nursing practice, self growth oriented techniques, therapeutic environments, crisis intervention and advanced pharmacology related to different age groups are addressed. Issues related to health beliefs and health care system complexity, legal and ethical considerations and strategies which influence the decision-making process are discussed. There will be opportunity to apply the concepts to psychiatric nursing practice.

Prerequisite: PNUR 700 & 702

PNUR 720 Clinical Focus Concepts for Psychiatric Nursing Practice (6 Credits)

This distance learning course is designed with the expectation that students will integrate the theoretical concepts from all previous Advanced Diploma courses and demonstrate their application to selected client and practice systems. Emphasis is placed on critical thinking, professional roles and functions, systems relationships, psychiatric nursing practice issues and the ability to analyze issues and the ability to analyze issues related to theory and practice.

Prerequisite: PNUR 700 to 710 & HMG 5120 (B.C.I.T.) or BUSM 121 (O.L.A.)

PNUR 730 Application of Clinical Focus Concepts in Psychiatric Nursing Practice (9 Credits)

This practicum course will assist the student to practice at an advanced level demonstrating integration of program theoretical concepts with practice and application with a selected client population in a designated agency. Using critical thinking and clinical judgement, emphasis is placed on analysis of professional practice roles and functions, power and change theories, systems interrelationships, use of research, advanced therapeutic relationship and communication skills, and psychiatric nursing practice issues.

Advanced Diploma in Psychiatric Nursing

Prerequisite: PNUR 700 to 720

PNUR 721 Clinical Focus Concepts for Substance Abuse and Dual Diagnosis (3 credits)

This course, offered in a distance education format, will provide practitioners with current knowledge related to addiction by exploring concepts for substance abuse and applying this knowledge to substance abuse issues. Included in this course are the historical and cultural contexts of addiction, theory and principles of identification, screening and assessment and integrated models of intervention.

Prerequisite: PNUR 700 - 710.

Note: This course may also be taken as a professional development course by practitioners with work experience in mental health nursing.

Additional courses will be developed with a focus on specialty streams such as Children and Adolescents, Forensics, Gerontology and Community Psychiatric Nursing Practice.

Refresher Program for Psychiatric Nurses**PNUR 420 Psychiatric Nursing Refresher Program-Theory (3 credits)**

This distance education course is designed for graduate psychiatric nurses. Content will be presented in a self-paced, modular format. Physical and mental assessment skills, behavior patterns of adult, adolescent, elderly and the mentally handicapped will be included. Content related to treatment modalities, including chemical therapy will be addressed. Elements of professional and ethical issues as well as information related to effective communication skills essential in a helping relationship are also included.

Prerequisite: None

PNUR 421 Psychiatric Nursing Refresher Practicum (6 credits)

This clinical course is arranged as a preceptorship experience for students enrolled in the Refresher Program. In this four-week course the student is expected to demonstrate integration and application of the knowledge and skills covered in PNUR 420. The student will work with a practicing nurse preceptor to apply knowledge and skills.

Prerequisite: PNUR 420

Offered: To be negotiated with tutor and clinical agency

Office Administration

OADM 100 Keyboarding (2 credits)

This is a preparatory course for those with little or no skill in typewriting. The student learns the keyboard and progresses to 25 words per minute in touch-typing speed through instruction and practice on letter, number and symbol keys. The course will benefit any students who will be using computers.

Prerequisite: None

Lecture: 4; Laboratory: 6 (5 weeks)

Not offered in 1997/98

OADM 101 Keyboarding Applications I (2 credits)

This five-week course emphasizes development of keyboarding speed and accuracy. The student learns to format basic business correspondence, reports, tables and forms.

Prerequisite: Typing speed of 25 net wpm.

Lecture: 4; Laboratory: 6 (5 weeks)

Not offered in 1997/98

OADM 103 Keyboarding (3 credits)

This course is an excellent introduction for anyone taking computer courses. Its purpose is to develop touch typing skills on the computer keyboard. The student will enhance computer proficiency by developing accurate keyboarding skills to a minimum of 25 net words per minute on straight-copy timings. Appropriate hardware and software functions will be learned as required.

Prerequisite: None

Lecture: 2; Laboratory: 3

Offered: Fall and Winter

OADM 105 Microcomputer Basics (1 credit)

This course will provide the student with a basic working knowledge of microcomputers with emphasis on using DOS and Windows for file management. Topics include microcomputer components and configurations, operating system commands, and directory structures. This course will benefit students who use microcomputers for personal as well as business use.

Prerequisite: None

Lecture: 2; Laboratory: 3 (5 weeks)

Not offered in 1997/98

OADM 114 Anatomy, Physiology and Medical Terminology I (3 credits)

This course is designed to teach the medical language by the study of prefixes, suffixes, root words, abbreviation and pronunciation of words. Anatomy and physiology are included in order to increase the understanding of the medical vocabulary. Terminology will better enable the medical office assistant student to prepare for work in all medical environments including the preparation of the student for medical transcription.

Prerequisite: None

Lecture: 4

Offered: Fall and Winter

OADM 130 Office Mathematics I (2 credits)

This course will explore the mathematical concepts and calculations used by office personnel. Some of the topics included are: trade and cash discounts; markup; exchange; duty; and sales taxes.

Prerequisite: None

Lecture: 4 (10 weeks)

Not offered in 1997/98

OADM 131 Office Mathematics II (1 credit)

This course will explore the use of electronic printing calculators as an aid in solving business mathematical problems with emphasis on proper techniques and efficient application of some of the math concepts studied in OADM 130. Some of the topics include constant and multifactor multiplication, accumulative multiplication, constant division with accumulation of quotients, trade and cash discounts, proration, and percentage applications.

Prerequisite: OADM 130

Lecture: 2; Laboratory: 3 (5 weeks)

Not offered in 1997/98

OADM 151 Medical Office Procedures (3 credits)

This course is designed to introduce the student to the secretarial duties and procedures required in a medical office/hospital setting. Topics covered will include reception skills, appointments, telephone techniques, public relations, inventory control, mail processing, filing, and record management procedures. Time and stress management, interpersonal skills, medical laws and ethics will form an integral part of this course. The student will explore job search, screening and interview techniques.

Prerequisite: None

Lecture: 2; Seminar: 2 (15 weeks)

Offered: Fall and Winter

OADM 201 Keyboarding Applications II (2 credits)

This five-week course will enable the student to become proficient in the production of complex business correspondence, advanced tables, financial statements, forms, and specialized reports. Speed and accuracy development is included.

Prerequisite: OADM 101 or proof of typing speed of 35 net wpm.

Lecture: 4; Laboratory: 6 (5 weeks)

Not offered in 1997/98

OADM 202 Medical Transcription (4 credits)

This course is designed to apply the principles of medical transcription practices. Emphasis is placed on speed development and the transcribing of machine recorded medical information. Students will transcribe from both conventional English and foreign accent tapes.

Prerequisite: OADM 301 & 114 or permission

Corequisite: OADM 214 or permission

Lecture: 4; Laboratory: 6 (10 weeks)

Not offered in 1997/98

OADM 203 Speed and Accuracy I (3 credits)

This course focuses on developing the student's keyboarding speed and accuracy skills to a minimum of 40 words per minute on straight-copy timings. A diagnostic software program will be used to evaluate and provide appropriate drills for correcting individual weaknesses. This software program has proven to be very successful in enhancing students' speed and accuracy in both alpha and numeric keying.

Prerequisite: OADM 103 or proof of typing speed of 25 net words per minute

Lecture: 2; Laboratory: 3

Offered: Fall, Winter and Summer (in a condensed 7-week format)

OADM 204 Office Dynamics I (2 credits)

This course provides an introduction to basic office systems and highlights office-worker skills required in industry.

Topics covered will include time and stress management, reception techniques, telephone skills, mail, business research, worker rights and privileges, organizational structure, organization of and participation in meetings, as well as basic records management concepts. Emphasis will be placed on the oral aspects of reception and telephone communications.

Prerequisite: None

Lecture: 3; Seminar: 1 (10 weeks)

or

Lecture: 6; Seminar: 2 (5 weeks)

Not offered in 1997/98

OADM 205 Office Dynamics II (1 credit)

This course will cover methods to obtain employment and achieve career mobility in an office environment. Topics covered will include goal setting, personal skill and interest evaluation, identifying career choices, job search techniques, interviews, employee interaction and career advancement.

Prerequisite: None

Lecture: 2; Seminar: 2 (5 weeks)

Not offered in 1997/98

OADM 209 Machine Transcription (1 credit)

This course is designed to teach the student to transcribe business correspondence from machine dictation, combining typewriting and communication skills. A review of grammar, spelling, punctuation, and transcription style is included.

Prerequisite: Proof of typing speed of 40 net wpm.

Lecture: 2; Laboratory: 3 (5 weeks)

Not offered in 1997/98

OADM 214 Anatomy, Physiology and Medical Terminology II (3 credits)

This course is designed to further the necessary language skills of the Medical Office Clerical Assistant. It includes the circulatory, skeletal, muscular, integumentary and endocrine systems. The causes, transmission and treatment of diseases of the above systems are discussed. The medical vocabulary and knowledge necessary for the medical office

assistant in the speciality areas of oncology, nuclear medicine, radiology, and psychiatry are included.

Prerequisite: OADM 114

Lecture: 4

Offered: Fall and Winter

OADM 215 Introduction to Legal Office Procedures (1 credit) (Under revision - call 527-5460 for further information)

This five-week course introduces the students to the functions and duties of the legal secretary in British Columbia. Subjects covered will include preparation of correspondence, office forms and simple legal documents, legal record keeping and billing, legal terminology, citations and court systems.

Prerequisite: OADM 301 or 50 wpm.

Lecture: 2; Laboratory: 3 (5 weeks)

Offered: Fall and Winter

OADM 216 Legal Office Procedures - Wills and Estates (2 credits) (Under revision - call 527-5460 for further information)

This course introduces the student to the functions and duties of a legal secretary in a British Columbia law firm working in the area of wills and estates. Subjects covered will include terminology and rules relating to the preparation and handling of wills, codicils, correspondence regarding estates, and documents involved in probating an estate, including applying for grants, transferring the deceased's assets, passing accounts and winding up an estate.

Prerequisite: OADM 215

Lecture: 4; Laboratory: 6 (5 weeks)

or

Lecture: 2; Laboratory: 3 (10 weeks)

Offered: Fall and Winter

OADM 217 Legal Office Procedures - Corporate Law (2 credits) (Under revision - call 527-5460 for further information)

This course introduces the student to the functions and duties of a legal secretary working in the area of corporate law in British Columbia. Corporate law subjects will include the formation and dissolution of proprietorships and partnerships. Terminology and rules relating to preparing and handling legal correspondence and documents involved in non-reporting companies will be emphasized.

Prerequisite: OADM 215

Lecture: 4; Laboratory: 6 (5 weeks)

Offered: Fall and Winter

OADM 223 Database Software Applications (1 credit)

This is a *hands-on* microcomputer course designed for students already proficient in keyboarding concepts and applications. This course will provide the skills necessary to use database management applications in an office environment. Emphasis will be placed on accuracy of data input.

Prerequisite: Proof of typing speed of 25 NWPM.
Lecture: 2; Laboratory: 3 (5 weeks)
Not offered in 1997/98

OADM 224 Spreadsheet Software Applications (2 credits)

This is a *hands-on* microcomputer course designed for students already proficient in keyboarding concepts and applications. This course will provide the skills necessary to solve problems using spreadsheet applications in an office environment. Emphasis will be placed on accuracy of data input.

Prerequisite: Proof of typing speed of 25 wpm
Lecture: 2; Laboratory: 3 (10 weeks)
Not offered in 1997/98

OADM 226 Electronic Publishing (1 credit)

This course is designed to give office systems students exposure to the advantages of an electronic publishing program in producing business documents with a professional appearance. The students will learn to integrate their word processing skills with electronic publishing. Topics will include typesetting terminology, page design and the basic operation of an electronic publishing program.

Prerequisite: OADM 105 or permission; Proof of typing speed of 25 net wpm.
Corequisite: OADM 309
Lecture: 2; Laboratory: 3 (5 weeks)
Not offered in 1997/98

OADM 227 Office Mathematics (3 credits)

This course will introduce students to a variety of specific business problems requiring a mathematical solution. A review of basic arithmetic operations will be followed by an exploration of data analysis, basic algebra, ratio, proportion and percent, linear systems, merchandising, interest and depreciation. Topics include: gross earnings, averages and deviations, proration of expenses, distribution of partners'/shareholders' income, percentage analysis, trade and cash discounts, duty, exchange, sales taxes, markup, compound and simple interest, annuities, and depreciation.

Prerequisite: Academic Math 10 or DVST 310
Lecture: 3; Seminar: 1
Offered: Fall

OADM 230 Bookkeeping I (2 credits)

This course introduces the student to the theory and practice of bookkeeping to trial balance. Many of its concepts will be developed and practised using doctors, dentists, lawyers, and other similar non-merchandising businesses. Topics include: business organizations, debits and credits, journals, ledgers, trial balance, deposits, cheques, bank reconciliations, and petty cash.

Prerequisite: None
Lecture: 4 (10 weeks)
Not offered in 1997/98

OADM 233 Computer Bookkeeping I (1 credit)

This course will introduce students to the concepts and practices of bookkeeping on computers. Students are guided through a series of steps where they will learn a popular accounting program, set up the books for a service business, process one month's business transactions and print reports. Acceptable operating procedures will be emphasized.

Prerequisite: OADM 105 and 230 or equivalent.
Lecture: 2; Laboratory: 3 (5 weeks)
Not offered in 1997/98

OADM 236 Payroll (1 credit)

This course covers all aspects of payroll including: personnel files; timesheets; hourly, salary and commission earnings; statutory and voluntary deductions; labour distribution; remittances; T4's and Worker Compensation Board reports.

Prerequisite: OADM 130 and 230 or equivalent
Lecture: 2; Laboratory: 3 (5 weeks)
Not offered in 1997/98

OADM 237 Bookkeeping I (3 credits)

This course will provide an introduction to the concepts and practices of manual and computer bookkeeping. The concepts will be developed and practiced in the context of a service business. Students will journalize, post, and prepare trial balances, worksheets and financial statements both manually and electronically. Students will also be introduced to payroll practices and procedures. Computerized instruction will involve a popular accounting program and will emphasize the development of acceptable operating procedures.

Prerequisite: None
Laboratory: 3; Seminar: 2
Offered: Fall and Winter

OADM 240 Business Communications and Procedures (3 credits)

This course is designed to enhance written and oral business communications as they pertain to the office in a global business environment. The effective relay and interpretation of verbal office messages are addressed. Composition of business messages are addressed. Composition of business messages for transmission by conventional and electronic methods is the major objective of the course.

Prerequisite: None
Lecture: 4
Offered: Fall and Winter

OADM 245 Introduction to Employability Skills for Office Personnel (3 credits)

The focus of this course is on development of employability skills essential for today's office personnel. Models for analytical thinking, problem-solving, decision-making, teamwork, and conflict resolution will be presented and practiced within the context of current business issues such as multiculturalism, employment equity, harassment, ethics, productivity, and quality management. The following

office worker skills will be addressed: promoting the products and services of the organization, telephone and reception techniques, organization, stress management, self-analysis, self-promotion, career planning, job search, professional development, and job success.

Prerequisite: None

Lecture: 1; Seminar: 3

Offered: Fall and Winter

OADM 252 Medical Billing (2 credits)

This 10-week course is designed to introduce the student to all facets of Medical Billing. The student will become familiar with procedures and forms related to Workers' Compensation, I.C.B.C., Department of Indian and Northern Affairs, Department of Veteran's Affairs, R.C.M.P., Out-of-Province billing, and Medical-Legal billing. Emphasis is placed on understanding the Preamble and Fee Schedule from the Medical Services Plan of British Columbia and using this knowledge to complete medical services plan claim cards and processing claims by computerized billing.

Prerequisite: OADM 105

Lecture: 2; Laboratory: 3 (10 weeks)

Offered: Fall and Winter

OADM 255 Microcomputer Applications (3 credits)

This course is a "hands-on" microcomputer course. The student will develop a basic working knowledge of microcomputers with emphasis on the Windows interface, spreadsheet and database applications. Students will apply the knowledge and use of these tools to solve problems encountered in an office environment. Students will be encouraged and expected to integrate their learning, and incorporate the use of these tools and wordprocessing, to produce professional documents which adhere to workplace standards.

Prerequisite: OADM 103 or 25 net words per minute.

Previous experience with wordprocessing recommended

Laboratory: 3; Seminar: 2

Offered: Fall and Winter

OADM 261 Pharmaceutical Terminology (1 credit)

This five-week course is designed to introduce the student to pharmaceutical terms. Students will receive the knowledge necessary to communicate messages between pharmacists and physicians regarding the ordering and reordering of prescription medication. The major emphasis is on the spelling and pronunciation of the most commonly ordered prescription medications. The study of abbreviations and symbols used in prescriptions will also be covered.

Prerequisite: OADM 114

Corequisite: OADM 214

Lecture: 4; (5 weeks)

Offered: Fall and Winter

OADM 301 Keyboarding Applications III (2 credits)

This course is designed around a series of integrated projects combining advanced skills development and document formatting. Speed and accuracy will be developed through intensive drills and timed writings.

Prerequisite: OADM 201 or proof of typing speed of 40 net wpm.

Lecture: 4; Laboratory: 6 (5 weeks)

Not offered in 1997/98

OADM 303 Speed & Accuracy II (3 credits)

This is the advanced level of keyboarding speed and accuracy building for students wishing to increase their proficiency to a minimum of 55 net words per minute on straight-copy timings. A popular diagnostic software program will be used to evaluate and provide appropriate drills for correcting individual weaknesses. This program has proven very successful in building speed and accuracy to levels commonly sought by employers.

Prerequisite: OADM 203 40 net words per minute

Lecture: 2; Laboratory: 3

Offered: Fall, Winter and Summer in a condensed 7-week format

OADM 308 Word Processing - Microsoft Word for Windows (3 credits)

This course is designed to provide the student with in-depth practical and theoretical knowledge of the functions and applications of a widely-used and current word processing program. Topics will include procedures for creating, formatting, editing and printing text and file management. In addition, a selection from the following topics will be included: spellchecking, merging, sorting, paragraph assembly, footnotes and endnotes, macros, columns, outlines, graphics and math.

Prerequisite: Proof of typing speed of 25 net wpm

Corequisite: OADM 105 is advised if no previous microcomputer experience.

Lecture: 2; Laboratory: 3 (15 weeks)

Offered: Fall and Winter

OADM 309 Word Processing - WordPerfect for Windows (3 credits)

This course is designed to provide the student with in-depth practical and theoretical knowledge of the functions of a widely-used and current word processing program on the personal computer. Topics will include procedures for creating, formatting, editing and printing text and file management. In addition, a selection from the following topics will be included: spell-checking, merging, sorting, paragraph assembly, footnotes and endnotes, macros, columns, outlines, and math.

Prerequisite: Proof of typing speed of 25 net wpm.

Corequisite: OADM 105 is advised if no previous microcomputer experience.

Lecture: 2; Laboratory: 3 (15 weeks)

Offered: Fall and Winter

OADM 315 Legal Office Procedures - Litigation (3 credits)

This course introduces the student to the functions and duties of a legal secretary working in the area of civil litigation in British Columbia. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions or matters.

Prerequisite: OADM 215

Lecture: 6; Laboratory: 9 (5 weeks)

or

Lecture: 2; Laboratory: 3 (15 weeks)

Offered: Fall and Winter

OADM 317 Legal Procedures - Conveyancing (3 credits)

This course will introduce the student to the functions and duties of the legal secretary working in the area of Conveyancing in a British Columbia law firm. Subjects covered will include conveyancing terminology and rules relating to the preparation, execution and registration of documents filed in the Land Title Office to register an interest in land.

Prerequisite: OADM 215

Lecture: 6; Laboratory: 9 (5 weeks)

or

Lecture: 2; Laboratory: 3 (15 weeks)

Offered: Fall and Winter

OADM 318 Legal Office Procedures - Family Law (2 credits) (Under revision - call 527-5460 for further information)

This course introduces the student to the functions and duties of a legal secretary working in areas of family law in British Columbia. Family law subjects will include terminology and rules relating to preparing and handling legal correspondence and documents involved in marriage, separation, undefended divorces and defended divorce actions.

Prerequisite: OADM 215

Lecture: 2; Laboratory: 3 (10 weeks)

Offered: Fall and Winter

OADM 321 Legal Transcription (2 credits) (Under revision - call 527-5460 for further information)

This five-week course is designed to develop legal document and correspondence machine transcription skills. Accuracy and speed development are emphasized. Students apply procedures and formats learned in their pre- and co-requisite courses.

Prerequisite: OADM 209 and 215, 217, 315, 317, 318

Corequisite: OADM 216, 309

Lecture: 4; Laboratory: 6 (5 weeks)

Offered: Fall and Winter

OADM 322 Medical Transcription and Word Processing (3 credits)

This course is designed to apply the principles of medical transcription practices. Emphasis is placed on speed development and the transcribing of machine recorded

medical information. Students will transcribe tapes recorded in a variety of accents. Application of word processing skills will be demonstrated in the production of memos, letters, and medical office documents.

Prerequisite: (OADM 303 or 50 nets words per minute) and OADM 309 and OADM 114

Lecture: 2; Laboratory: 3

Offered: Fall and Winter

OADM 325 Clinical Office Procedures (3 credits)

This course is designed to enable the Medical Office/Hospital Assistant to perform basic clinical techniques including the use of medical equipment. The student will perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical secretary as a link between the doctor and other medical testing and treatment facilities.

Prerequisite: None

Lecture: 2; Laboratory: 3 (15 weeks)

Offered: Fall and Winter

OADM 330 Bookkeeping II (2 credits)

In this course the student will be introduced to the theory and practice of purchasing, sales, and bookkeeping procedures for merchandising businesses. Topics include: purchasing concepts, inventory control, periodic and perpetual inventory methods, cash payment systems, vendor statements and reports, sales concepts, sales tax reporting, cash receipts, customer statements and sales reports.

Prerequisite: OADM 130, 230 or equivalent

Lecture: 4 (10 weeks)

Not offered in 1997/98

OADM 333 Computer Bookkeeping II (2 credits)

This course will advance the student's computerized bookkeeping knowledge and skills to include inventories and inventory control, payrolls, and project/job cost allocation. The student will set up the books for a wholesale distribution business and process a large volume of transactions in accordance with acceptable operating procedures.

Prerequisite: OADM 105, 230 and 233 or equivalent

Corequisite: OADM 334, 236 and 330

Lecture: 2; Laboratory: 3 (10 weeks)

Not offered in 1997/98

OADM 334 Office Financial Procedures (3 credits)

This course will introduce financial option students to various specific situations of a mathematical and/or a bookkeeping nature for consideration, discussion, and resolution. Topics include transactions involving interest calculations, selected periodic transactions, partnership and shareholder transactions, expense proration, and percentage analysis.

Prerequisite: OADM 130, 230

Corequisite: OADM 330

Lecture: 4 (15 weeks)

Not offered in 1997/98

OADM 337 Bookkeeping II (3 credits)

This course will advance the students' manual and computerized bookkeeping knowledge and skills. The concepts will be developed and practiced in the context of a merchandising business. Students will journalize, post, and prepare trial balances, worksheets and financial statements both manually and electronically. Students will also be introduced to the use of specialized journals, subsidiary ledgers, and cash management routines. Computerized instruction will involve a popular accounting program and will emphasize the development of acceptable operating procedures.

Prerequisite: OADM 237

Laboratory: 3; Seminar: 2

Offered: Winter

OADM 345 Administrative Procedures (3 credits)

This course addresses the role and responsibilities of the Administrative Assistant. Topics such as distribution of information, use and creation of policy manuals, records management, meeting and conference organization, travel arrangements, office layout/ergonomics/health and safety issues, and entrepreneurship will be covered. Building confidence in taking initiative in problem-solving and decision making will be a major component in all topics.

Prerequisite: None

Lecture: 2; Seminar: 2

Offered: Winter

OADM 347 Payroll (3 credits)

This course will provide the students with the knowledge and skills required to produce payroll records that vary in degrees of complexity. Both a manual and computerized system will be used. Students will integrate their knowledge of payroll concepts, bookkeeping, computer applications, mathematical and critical and analytical thinking skills to apply various payroll concepts to produce payroll records covering at least four pay periods for a simulated business. Topics include: earnings, statutory and non-statutory deductions, taxable benefits, record of employment, Employment Standards, provincial medical plans, allowances and expenses, payroll error correction, Workers' Compensation, year-end preparation and reporting, and terminations.

Prerequisite: (OADM 237 or ACCT 110) and (OADM 255 or CISY 110)

Lecture: 2; Laboratory: 3

Offered: Winter

OADM 355 Business Presentations (3 credits)

This course explores the design and delivery of successful oral presentations. Emphasis will be placed on individual small group presentations. Students will learn to produce printed material, slides, and other visual aids to complement the presentations. A popular presentation software package will be introduced. Multi-media may be incorporated.

Prerequisite: OADM 255 or CISY 110

Laboratory: 3; Seminar: 2

Offered: Winter

OADM 365 Research Skills for Administrative Assistants (3 credits)

This course will provide the administrative assistant with skills to locate, select and organize information on a variety of topics. Emphasis will be placed on search skills and information organization using print and non-print tools. Students will integrate their search, collection, verification and organizational skills with their knowledge of business writing, proper formats and computer software to produce professional documents which adhere to workplace standards.

Prerequisite: OADM 240 and [(OADM 225 and (OADM 308 or OADM 309)] or CISY 110]

Lecture: 2; Laboratory: 3

Offered: Winter

OADM 375 Skills for the Office Supervisor (3 credits)

Students will be introduced to the roles, functions and skills of the office supervisor. Employability skills of teamwork, critical thinking, communicating, and problem-solving will be the vehicles by which the concepts and strategies related to planning, organizing, leading and controlling office resources will be addressed. Incorporated into all content will be weighing of ethical and social responsibility issues.

Prerequisite: OADM 240 or equivalent

Lecture: 2; Seminar: 2

Offered: Winter

OADM 395 Office Work Experience (3 credits)

This is a four-week course designed to enable students completing the Office Administration Program to acquire practical experience in an office environment. Students will prepare for a three-week office experience by attending scheduled pre-course information meetings and applying previously learned job-search techniques. The final week of the course will include preparation and presentation of an oral report.

Prerequisite: Successful completion of all program specific courses, and attendance at scheduled pre-course information meetings, or permission

Offered: January and May

OADM 420 Information Processing Concepts (2 credits)

This course will update the technological progress of office automation and relate technologies to their appropriate functions as information support tools. It also examines the skills and responsibilities of the new information worker, and reviews the optimum systems necessary for increased productivity. Future trends in information processing are included.

Prerequisite: OADM 105 or CISY 110

Lecture: 2 (10 weeks)

Not offered in 1997/98

Philosophy

Philosophy provides a way of integrating our intellectual heritage into our contemporary existence, and encourages us to discover central connections amongst the emotional, rational, spiritual, ethical, social, and cultural aspects of life. Philosophy emphasizes thinking as a pleasurable end in itself, as a critical method of enquiry, and as a way of developing creative theories and hypotheses which enable us to take a new look at things.

Any 100-numbered philosophy course will serve as an introduction to philosophy. However, most students will prefer to have the type of foundation offered by Philosophy 101, 102, and/or 103 before going on in philosophy. Philosophy 101 is particularly recommended, because it provides a foundation in philosophical reasoning and the theory and practice of argumentation.

The 100-level courses numbered above 150 (Phil 151, 152, & 170) focus more directly on philosophical theories than lower numbered courses; and although they are more advanced, they do not presuppose a previous acquaintance with philosophical subject matter.

Philosophy courses numbered above 200 (Phil 201 and 250) presuppose an even greater degree of philosophical maturity and independent thinking than do 100-level philosophy courses numbered above 150, and generally have prerequisites. Students with the relevant interests and abilities may go directly from a lower 100-numbered philosophy course to Phil 250, though others may prefer to have more philosophical theory first.

General Transfer Information

All Douglas College philosophy courses receive transfer credit from Simon Fraser University, University of British Columbia, University of Victoria and the Open University. For specific transferability information, see course descriptions.

PHIL 101 Critical Thinking (3 credits)

This course examines the basic nature of reasoning and the fallacies which prevent effective thinking. Emphasis will be upon understanding the logical structure of argument and on recognizing the influence of emotional and rhetorical persuasion in media presentations, political discussions, advertisements, general academic writings, and one's own arguments. Students will also have the opportunity for their own arguments to be assessed by others. Both the theory and practice of effective thinking are covered. There is a greater emphasis upon the popular

presentation of oral and written arguments than in Philosophy 201. Critical Thinking is highly recommended to all students in occupational and academic programs, and provides an important foundation for further work in philosophy.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall (DL, NW, THC) and Winter (DL, NW, THC)

PHIL 102 Values and Contemporary Issues (3 credits)

How can one develop answers to questions of value in this complex age? How can one think more clearly and humanly about issues confronting one's life and one's society? How can one live as an aware being who is genuinely responsive to one's own needs and to the needs of others? This course considers these questions by exploring the moral and human issues involved in such topics as abortion, capital punishment, racial and sexual discrimination, individual liberty, the moral majority, capitalism, technology, and education; and it endeavours to lead the student to an understanding of the more deeply rooted philosophical problems which give rise to the perplexities concerning these topics. PHIL 102 will serve as a foundation for further work in philosophy.

[Note: The format and topics may vary. Some sections of the course may focus more extensively on issues in medical ethics, others on issues pertaining to the relation of morality to the law, and still others on different topics. Therefore, individual instructors' course descriptions should be consulted.]

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall (DL, NW) and Winter (DL, NW, THC)

PHIL 103 Knowledge, Reason and Experience (3 credits)

What, if anything, do we really know? How do we know it? When do we really have knowledge as opposed to mere belief or opinion? This course will consider these questions in the context of traditional philosophical problems about the nature and possibility of personal, religious, metaphysical, scientific, and logical knowledge. Ideas of philosophers such as Plato, Descartes, Hume, Russell, Wittgenstein, and Sartre will also be considered. Emphasis will be upon students self-reflectively developing their own positions on matters which may be of philosophical concern to them, such as free will, or religious knowledge. PHIL 103 will serve as a foundation for further work in philosophy and is highly recommended as an elective for students in all other areas.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall (DL, NW, THC) and Winter (NW)

PHIL 121 Medical Ethics (3 credits)

What rights do patients and clients have? What obligations do medical practitioners have? When, if ever, is lying to a patient justified? How much should a patient be told? When, if ever, is it justifiable to interfere with a patient's liberty for their own good? How important is confidentiality? How can death best be defined? How important is the autonomy of the elderly and the mentally challenged? When, if ever, is experimentation justified on human subjects? What ethical constraints are there on animal experimentation? When is a health care system just? How should scarce medical resources be rationed? This course will consider many of these questions, and other related issues. The ethical dimensions of topics such as AIDS, refusal of medical treatment, surrogate motherhood, and genetic engineering may also be considered. Students will be briefly introduced to the fundamentals of ethical theory and decision making. The theory will often be applied in the discussion of various answers.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Not offered in 1997/98

PHIL 122 Business Ethics (3 credits)

What place do ethics have in business? What responsibilities, if any, do managers and professionals have to society? Are corporations moral agents with moral responsibilities distinct from the responsibilities their managers may have as individuals? What rights should workers have to health and safety in the workplace? What rights to equality and non-discrimination do applicants, workers and managers have? How should any existing inequalities be addressed? Just how loyal should workers and managers have to be? Is there really anything wrong with deception and dishonesty in order to further important ends? What place do ethics have in advertising? In international business interactions? What questions of the environment arise? This course will consider many of these issues and other related issues. Students will be briefly introduced to the fundamentals of ethical theory and decision making. The theory will often be applied in the discussion of various answers.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Not offered in 1997/98

PHIL 123 Environmental Ethics (3 credits)

How important is the environment? How significant are the various components of the environment - forests, land, wilderness, species, ecosystems? Is the value they have directly dependent upon human needs and interests? How important are the interests of the generations of unborn humans, and of non-human animals? How high a priority should the developing global community make the protection of the environment? How much should world concerns about the environment be allowed to interfere with a

competitive international economic market, or with the socio-economic progress of developing economies of the world? In the face of these concerns, how much economic growth is still viable for the more economically developed countries? How much might socio-economic systems be changed, and in what direction? These are the types of questions that this course will consider. It will attempt to understand the fundamental assumptions involved in the various stances taken on these questions; and it will explore ethical perspectives and theories which may help us more adequately to answer these questions.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter (NW)

PHIL 135 Asian Philosophy (3 credits)

What are the limits of human experience? What is the ultimate ground of existence? In what does self-realization consist, and what path or paths are best followed in pursuit of self-realization? These central questions of philosophy have received distinctive answers within the various traditions of Asian philosophy. In this course, we will be exploring the variety of responses to these questions given by Asian philosophers, and particularly the responses of Vedantists, the early Buddhists, the Taoists, Confucians, and Zen Buddhists. Emphasis will be on the doctrines of Universal Self, no self, the Way, humanistic wisdom, and enlightenment, and on the relevance of these to contemporary philosophical, ethical, environmental and political concerns.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall (New Westminster)

PHIL 151 Society and the Individual (3 credits)

This course introduces students to philosophical reasoning about social, political and moral existence. Issues and theories raised by such thinkers as Plato, Aristotle, Hobbes, Rousseau, Kant, Mill, Nietzsche, and Marx, as well as by contemporary philosophers, will be explored. Topics may include political obligation, social and political liberty, human nature, egoism, relativism, utilitarianism and autonomy. Students will be encouraged to develop their own thinking about the topics covered. This course is recommended to those students who want an introduction to fundamental philosophical ideas as part of their liberal arts education. It will also serve as a foundation for further work in philosophy.

Prerequisite: None (Recommended: PHIL 101, 102 or 103)

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall (NW)

PHIL 152 Reality and Existence (3 credits)

This course introduces students to philosophical reasoning about reality and human nature. Metaphysical questions raised by traditional and contemporary philosophers, (e.g., Plato, Aristotle, Descartes, Wittgenstein, and Sartre) will be considered, and a variety of answers will be explored. Topics may include mind and body, personal identity, the self, consciousness, God, the nature of metaphysics, free will and life after death. Students will be encouraged to develop their own ideas about the issues covered. This course may be taken by those students who want an introduction to fundamental philosophical ideas as part of their liberal arts education. It also provides a foundation for further work in philosophy.

Prerequisite: None (Recommended PHIL 101,102, 103 or 151)

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter (DL, NW)

PHIL 170 Philosophy and Religion (3 credits)

The student will be introduced to the main philosophical ideas involved in major world religions, including the Judeo-Christian tradition. Some of the following topics will be considered: what religion is; the problem of evil; the nature of mysticism; various conceptions of God, types of considerations for accepting spiritual reality; the relation between reason and faith; comparison of Eastern and Western approaches to religious existence; and an examination of sociological and psychological accounts of religious belief. Students will be encouraged to develop their own philosophical assessment of the issues which are involved in the topics chosen.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall (NW)

PHIL 201 Logical Reasoning (3 credits)

This course enables students to develop their ability to reason by introducing them to abstract logical concepts. The primary focus will be upon recognizing the logical structure of statements and arguments, and upon understanding how to connect statements together into good arguments. Topics will include meaning, types of statements, symbolism, logical connectives, logical relations, basic deductive inferences, truth-tables, validity, invalidity, soundness, inductive reasoning, probability, and the testing of scientific hypotheses. Emphasis will be upon acquiring a basic working knowledge of most of the topics covered.

Prerequisite: Philosophy 101, or Instructor Permission

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter (NW)

PHIL 250 Existentialism: Search for Selfhood (3 credits)

Existentialism is a philosophy which focuses upon human existence and the ways in which humanity is unique. Our human situation is unique because, despite our similarities with other kinds of entities, both natural and artificial, we alone bear some responsibility for the fate of all things, including ourselves. Existentialism is concerned especially with the human predicament: our freedom and responsibility; the possibility of selfhood and the inevitability of death; the nature of time and the process of existing.

Existential philosophers emphasize the place of emotions and imagination, myth and poetic truth in human experience, along with the traditional roles of reason and understanding. In addition to these themes, this course may consider topics such as: the death of God, nihilism, inwardness, authenticity, self-deception, ideology and technology. Representative thinkers may include: Kierkegaard, Nietzsche, Heidegger, Jaspers, Buber, Sartre, Merleau-Ponty, de Beauvoir, and Camus.

Prerequisite: One previous Philosophy/Humanities course or Permission of Instructor (which would not be withheld for a student who has taken several relevant courses)

Lecture: 2; Seminar: 2

Offered: Winter (DL)

PHIL 360 Philosophy and Feminist Thought (3 Credits)

This course will examine philosophical aspects of issues raised by recent feminist thought in the areas of methodology, theories of knowledge, reality, science, and value. Some of the issues to be explored include the following: Are the differences that exist between women and men "natural" or are they the result of different social environments? Are the different ways of gaining knowledge influenced by gender? Does language reflect a male viewpoint which serves to reinforce inequalities in power and social relationships? Assuming gender inequalities exist, what accounts for them? What prospects are there for elimination of such inequalities? How important is their elimination? Does science, with its emphasis on control, reflect a male perspective? Are there "female," as opposed to "male," approaches to scientific inquiry? What about approaches to morality and religion? This course will attempt to understand and assess the fundamental assumptions involved in the various stances taken in response to such questions.

Prerequisite: 2nd Year Standing (or consent of instructor)

Lecture: 2; Seminar: 2

Not offered in 1997/98

Physical Education, Recreation and Coaching

Students are advised to contact an academic advisor for program planning and to consult the current calendar and transfer guide of the receiving institution prior to registration.

PHED 103 Conditioning for Sport and Physical Activity (3 credits)

This course provides an overview of the concepts of physical fitness. The topic areas include physical fitness assessment, the principle of health-related and skill-related fitness and the effects of exercise. Students will perform a variety of conditioning exercises and experience the design and application of exercise programs.

Prerequisite: None

Lecture/Practice: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

PHED 105 Introduction to the Study of Sport (3 credits)

A study of the classifications of leisure, play, games, contests, and dance sport, together with an understanding of their relationships. This is one of the three courses required in the first year and designed to provide the basis with which to understand the field of Physical Education.

Prerequisite: None

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall

PHED 163 Biodynamics of Physical Activity (3 credits)

This course will provide the student with a knowledge of the mechanical, anatomical and physiological aspects of human athletic performance. It is one of the three theory courses required in the first year and is designed to provide the basis with which to understand the field of Physical Education.

Prerequisite: None

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Fall

PHED 164 Dynamics of Motor Skill Acquisition (3 credits)

The main topics of this course are motor skill acquisition, the variables which influence the learning and performance of motor skills, and the relationship between skill acquisition and growth and development. It is one of three theory courses required in the first year and is designed to provide the basis to understand the field of Physical Education.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Winter

PHED 180 Introduction to Sports Injuries (3 credits)

In this course, the basic principles of sports aid will be examined from theoretical and practical viewpoints. Students will learn about the field of athletic training and about sport safety. Common sports injuries will be studied along with the principles of taping associated with the care of these injuries. This is an introductory course in sports injuries.

Prerequisite: None

Lecture/Practice: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

PHED 192 Topics in Human Nutrition (3 credits)

This course will provide students with a knowledge of the basic principles of human nutrition in respect to essential food intake. Assessment of personal nutritional needs, the nutritional values of local and processed foods, and the acute nature of global nutritional problems will be investigated.

Prerequisite: None

Lecture: 2; Laboratory: 1; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Fall

PHED 195 Physical Growth and Motor Development (3 credits)

In this course students will examine the physical growth and motor development of the first two decades of life, with particular reference to the effects of physical activity and growth development and health. Developmental differences in the motor abilities of children will be studied.

Prerequisite: None

Lecture/Discussion: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

PHED 205 Sport in Canadian Society (3 credits)

This course will examine the evolution and the development of the Canadian sports and leisure delivery system. The course will identify the pressures and forces which have led to the structural development of amateur sport

and leisure organizations at the local, provincial and national levels.

Prerequisite: PHED 105 or Instructor Permission

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 243.

Offered: Winter

PHED 263 Analysis of Individual Sport and Dance Performance (3 credits)

This course involves the analysis of individual sport and dance performance. Topics include skill analysis, error detection, error correction and the application of sport science principles. An emphasis is placed on aesthetics, and the importance of form in performance evaluation.

Prerequisite: None

Lecture/Practice: 4

*For transfer credit please refer to page 243.

Offered: Winter

PHED 292 Leisure and Sports Events Management (3 credits)

This course will examine the tactics and strategies used to successfully develop and manage leisure and sports events that meet the needs of participants and various stakeholder groups.

Prerequisite: None

Lecture/Discussion: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

PHED 300 The Analysis of Performance in Team Sports (3 credits)

In this course selected team sports will be used as models for analysis. Topics include the purposes of analysis, the study of the common elements in team sports, and an examination of analysis methods and procedures.

Prerequisites: None

Lecture/Practice: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

PHED 309 Mechanics and Kinetics of Human Movement (3 credits)

This course is an introduction to the laws of physics as applied to human movement and athletic performance. Coverage will include an examination of the biomechanical systems of the human body with respect to the forces developed during physical activity as well as biomechanical analysis of specific sport skills and an introduction to the research tools of bio-mechanics.

Prerequisite: BIOL 209 or BIOL 304 and BIOL 404

Lecture: 3; Lab: 1

Offered: Fall

PHED 311 Performance Analysis: Tennis & Badminton (3 credits)

This course will provide students with a knowledge of the theory and practice of tennis and badminton. Emphasis will be upon the student demonstrating both performance skills

and strategies and understanding how to analyze the biomechanical, physiological, psychological, technical and tactical aspects of both sports.

Corequisite: PHED 263 or Instructor Permission

Lecture/Practice: 4

*For transfer credit please refer to page 243.

PHED 312 Performance Analysis: Gymnastics & Dance (3 credits)

This course will provide students with the theoretical knowledge and practical application of skills, gymnastics and dance. Emphasis will be on the student demonstrating performance skills, strategies and understanding how to analyze the biomechanical, physiological, psychological, technical and tactical aspects of both sports.

Corequisite: PHED 263 or Instructor Permission

Lecture/Practice: 4

*For transfer credit please refer to page 243.

PHED 313 Performance Analysis: Track and Field and Swimming (3 credits)

In this course, the sports of track and field and swimming will be analyzed from theoretical and practical points of view. The essential nature of each sport will be studied, along with critical performance factors. Topics include the analysis of each sport, as well as the study of the respective techniques and strategies of the two sports.

Prerequisite: Nil

Corequisite: PHED 263

Lecture/Practice: 4

*For transfer credit please refer to page 243.

PHED 314 Performance Analysis: Wrestling and Judo (3 credits)

In this course, the combatant sports of wrestling and judo will be analyzed from theoretical and practical points of view. Emphasis will be upon students demonstrating knowledge of the nature, performance and strategies of each sport and understanding how to analyze the biomechanical, physiological, psychological, technical and tactical aspects of both sports.

Lecture/Practice: 4

Prerequisite: Nil

Corequisite: PHED 263 or Instructor Permission

Lecture/Practice: 4

PHED 321 Performance Analysis: Volleyball & Basketball (3 credits)

In this course, the sports of volleyball and basketball will be analyzed from theoretical and practical points of view. The essential nature of each sport will be studied, along with critical high performance factors. Topics include the qualitative and quantitative analysis of each sport, as well as the study of the respective techniques, tactics and strategies of each sport.

Corequisite: PHED 300 or Instructor Permission

Lecture/Practice: 4

*For transfer credit please refer to page 243.

PHED 322 Performance Analysis: Rugby & Soccer (3 credits)

In this course, the sports of rugby and soccer will be analyzed from theoretical and practical points of view. The essential nature of each sport will be studied, along with critical high performance factors. Topics include the qualitative and quantitative analysis of each sport, as well as the study of the respective techniques, tactics and strategies of each sport.

Corequisite: PHED 300 or Instructor Permission

Lecture/Practice: 4

*For transfer credit please refer to page 243.

PHED 323 Performance Analysis: Lacrosse and Wheelchair Basketball (3 credits)

In this course, the sports of lacrosse (box lacrosse and inter-lacrosse) and wheelchair basketball will be analyzed from theoretical and practical points of view. The essential nature of each sport will be studied, along with critical performance factors. Topics include the qualitative and quantitative analysis of each sport, as well as the study of the respective techniques, tactics and strategies of the two sports.

Lecture/Practice: 4

Co-requisite: PHED 300 or permission of the instructor

PHED 324 Performance Analysis: Basketball and Field Hockey (3 credits)

This course will provide students with a knowledge of theory and practises in basketball and field hockey. Topics include qualitative and quantitative analysis of each sport as well as the study of the respective teaching techniques, concepts, and strategies.

Co-requisite: PHED 300 or permission of instructor

Lecture/Practice: 4

Transfer Credit:

UBC	HKIN 220
U.Vic	PE 120 PE 124
SFU	ATHL 202

PHED 325 Performance Analysis: Volleyball and Softball (3 credits)

In this course the sports of volleyball and softball will be analyzed from a theoretical and practical point of view. Emphasis will be to demonstrate skills, strategies, pedagogy and analysis of the two sports. A knowledge of psychological, physiological and biomechanical applications will be provided.

Co-requisite: PHED 300 or permission of instructor

Lecture/Practice: 4

Transfer Credit:

UBC	HKIN 220
U.Vic	PE 122 PE 125
SFU	ATHL 202

PHED 362 Physical Activity for People with Varying Abilities (3 credits)

This course involves an examination of the factors involved in inclusion of all individuals within physical activity. The effects of disabling conditions on motor learning and performance and on fitness and conditioning are viewed from an integrative point of view. The use and appropriateness of adaptations are studied. This course is designed to provide students with a basic understanding of individual differences as related to the field of coaching. An emphasis is placed on the examination of the most frequently occurring physical, psychomotor, affective, cognitive and developmental conditions that may affect an individual's participation in sport.

Corequisite: PHED 163 & 195, BIOL 109 & 209

Lecture/Practice: 4

Offered: Winter

*For transfer credit please refer to page 243.

PHED 363 Scientific Training Principles (3 credits)

This course will cover the scientific training principles involved in the maximization of human performance. Topics include high performance training principles, training methodology, planning and factors that influence training.

PHED 381 The Rise of Modern Sport and Physical Education (3 credits)

This course will examine factors affecting the development of sport and physical education in modern times. Consideration will be given to the relationship between sport development and selected societal features (leisure, education, race, gender, politics). Particular attention will be paid to the development of these activities and features in Europe, Britain, Canada and the United States.

Prerequisite: None

Lecture: 3; Seminar: 1

Offered: Winter (every second year)

PHED 409 Physiology of Exercise (3 credits)

This course will cover the study of the acute and chronic effects of exercise on the body systems. This course will also examine the relationship of the functional capacity of various physiological systems to maximal human performance.

Lecture: 3; Lab: 1

Prerequisites: PHED 163, BIOL 109 and BIOL 209 or BIOL 304 and BIOL 404

Offered: Winter

PHED 480 The Care and Prevention of Sports Injuries (3 credits)

This is an advanced course for students with a sport physiology background. In this course, the basic principles of the care and prevention of sports injuries will be examined from theoretical and practical viewpoints. Students will learn about the prevention and management of sports injuries. The etiology, pathology and reconditioning of common sports injuries will be studied along with the

principles of taping associated with these injuries. Sports re-entry criteria will be examined.

Corequisites: PHED 163, BIOL 109 & 209

Lecture/Practice: 4

Offered: Winter

*For transfer credit please refer to page 243.

Performing Arts

PEFA 101 Arts and Culture In Canada (3 credits)

This course offers a study of the arts in Canada and their relationship with society. The history of the arts in Canada will be examined with an emphasis on the contemporary period. Important individuals, groups, and organizations in all artistic areas will be discussed with a concentration on current problems and issues such as independence, identity, and funding.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Not offered: 1996/97

PEFA 102 The Arts of the Modern World (3 credits)

This course offers a historical survey of the fine and performing arts since the Renaissance. Theatre, music, dance, the visual arts, and the electronic media will be examined within a general framework of political, economic and social history. Selected representative works from each stylistic period will be studied and changing ideas of aesthetics through history will be discussed.

Prerequisite: None

Lecture: 4

Offered: Winter

Physics

Students who intend to major in physics or pursue the honors program must consult the calendar and transfer guide of the receiving institution. Course equivalencies from institution to institution and grades received may influence transferability. Physics major or honors core courses: PHYS 110 and 210 or PHYS 107 and 207, PHYS 321, 322, 420 and 421, CHEM 110 and 210, MATH 120 and 220, 232, 321, 421, 440.

*NOTE for UBC: The four-semester program in physics at Douglas College does not completely match the first two years of the UBC Physics Major Program. Douglas College does not have formal transfer credit to Physics 216/211 at UBC. During their third year program at the university, students can make up the deficiency. Those intending to honor in Physics at UBC are advised to transfer after completing two semesters at Douglas College.

*NOTE for SFU: The major and honours programs at SFU are identical up to the end of the fourth level (semester). Students proceeding to SFU after having completed the four semester Physics program at Douglas College will be lacking the equivalent of PHYS 211 but will carry transfer for PHYS 244 (3) plus two units of unassigned credit. PHYS 107/207 with a grade of A or B = PHYS 101, 102, 130 (8) PHYS (2). *Consult SFU transfer guide.

*NOTE for UVic: Students proceeding to UVic after completing the four-semester program at Douglas College will lack transfer credit to PHYS 220, 316, 215; however, these courses can be taken during the third-year program at the university. Those intending to honor in physics at UVic are advised to transfer after completing two semesters at Douglas College during which they complete PHYS 110 and PHYS 210. PHYS 107/207 credit varies with grade. *Consult UVIC transfer guide.

PHYS 104 Practical Physics (5 credits)

This course is primarily designed for students who intend to pursue technology studies. It can also serve as a prerequisite for university transfer courses PHYS 107 and 207.

We recommend that students should be taking Math 110 or equivalent concurrently. The areas to be covered are mechanics (vectors; statics; one-dimensional kinematics and dynamics; work, energy and power; simple machines; circular motion; hydrostatics), heat (temperature; thermal properties of matter) and electricity (electrostatics; direct current concepts and circuits).

Prerequisite: Math 11

Lecture: 4; Laboratory: 3

Offered: Fall and Winter

PHYS 107 Introductory General Physics I (formerly PHYS 100) (5 credits)

This is a non-calculus based course in mechanics for students with a maximum background of Physics 11 prior to entering Douglas College. Topics covered include: vectors, particle kinematics and dynamics, work and energy, momentum, rotational motion, statics, vibratory motion and waves.

Prerequisite: Math 12 and either Physics 11 or PHYS 104

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer (TBA)

PHYS 110 Mechanics (5 credits)

This is a calculus-based course. Topics in the course include: vectors; particle kinematics and dynamics; momentum; work, energy and power; motion of systems; rotational motion; statics; periodic motion; wave motion.

Prerequisite: Math 12 and Physics 12

MATH 120 must precede or be taken concurrently

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Fall and Winter (TBA)

PHYS 170 Mechanic for Applied Science (3 credits)

This course is intended for students proceeding to studies in Applied Science/Engineering. Topics include: statics of particles, rigid body forces and equilibrium, friction, particle kinematics and dynamics, and systems of particles.

Prerequisites: Physics 12 or PHYS 107. MATH 120 must precede or be taken concurrently

Lecture: 3; Problem: 1

*For transfer credit please refer to page 243.

Offered: Winter

PHYS 207 Introductory General Physics II (formerly PHYS 200) (5 credits)

This is a non-calculus based course. Topics include: geometric optics; interference, diffraction, and polarization of light; electrostatics; direct current circuits; magnetic force and field; electromagnetic induction; atomic physics and radioactivity; temperature; thermal properties of matter, gas laws, laws of thermodynamics.

Prerequisite: PHYS 107 (or Math 12 with either Physics 11 or PHYS 104)

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Winter and Fall

PHYS 210 Heat, Electricity and Magnetism, and Light (5 credits)

This is a calculus-based course. Topics include temperature, gas laws, heat capacities, thermal properties and processes, thermodynamics, electrostatics, direct current circuits, magnetic force and field, electromagnetic induction, wave nature of light, geometric optics, polarization of light, interference and diffraction, atomic physics and radioactivity.

Prerequisite: PHYS 110 (or PHYS 107 with A or B grade) and MATH 120. MATH 220 should be taken concurrently

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: Winter

PHYS 321 Laboratory in Contemporary Physics (2 credits)

This laboratory course consists of experiments mainly in heat (thermometry, heat transfer, specific heat, vapour pressure); in addition there are experiments dealing with electric circuit concepts, an introduction to semiconductors, some atomic physics, electric and magnetic fields and the application of statistics to data analysis. Also, there are lectures and demonstrations on instrumentation and measurement.

Prerequisite: PHYS 210 (or PHYS 107 and 207 with A or B average or permission). PHYS 322 should be taken concurrently.

Laboratory: 3

*For transfer credit please refer to page 243.

Offered: TBA

PHYS 322 Heat and Thermodynamics (3 credits)

Topics to be covered in this course include: thermal properties of matter, kinetic theory of gases, laws of thermodynamics, thermodynamic potentials, and introduction to statistical mechanics.

Prerequisites: PHYS 210 (or PHYS 107 and PHYS 207 with A or B average or permission) MATH 321 must precede or be taken concurrently. PHYS 321 should be taken concurrently.

Lecture: 3; Tutorial: 1

*For transfer credit please refer to page 243.

Offered: TBA

PHYS 420 Intermediate Electricity (3 credits)

Topics in this course include electrostatic force and field, electric potential, capacitance and dielectrics, direct-current circuits, magnetic field, electromagnetic induction, magnetic properties of materials, alternating-current circuits, conductivity and semiconductor devices.

Prerequisites: PHYS 210 (or PHYS 107 and 207 with A or B average or permission). MATH 321 must precede or be taken concurrently. PHYS 421 should be taken concurrently.

Lecture: 3; Tutorial: 1

*For transfer credit please refer to page 243.

Offered: TBA

PHYS 421 Laboratory in Electric Circuits (2 credits)

This laboratory course consists of experiments on the operation and application of an oscilloscope, alternating current circuits and the transistor. In addition, there are lectures and demonstrations on instrumentation and measurement.

Prerequisite: PHYS 210 (or PHYS 107 and 207 with A or B average or permission.) PHYS 420 must precede or be taken concurrently.

Laboratory: 3

*For transfer credit please refer to page 243.

Offered: TBA

SCIE 106 Introductory Physical Science (5 credits)

This course is a basic introduction to physical science with emphasis on experimentation. Topics will include: scientific method, classification, measurement and SI, heat, temperature, light, nature of matter, gases, crystals, motion, energy, electrostatics, electric circuits, atomic structure and mass, ions, oxidation-reduction, chemical equations, electrolysis, molecules, acids and bases, the solar system and eclipses, stars, galaxies, and telescopes.

Prerequisite: None (MATH 101 recommended as a corequisite)

Lecture: 3; Laboratory: 4

*For transfer credit please refer to page 243.

Offered: TBA

Political Science

The purpose of studying politics is to permit the individual student to develop a critical awareness, understanding, and analysis of contemporary political institutions and processes that affect his or her own life. The primary goal of the discipline of Political Science is to assist the personal growth and development of the individual student as a life long member of political society.

To do this, students may choose to investigate the structures and roles of government at the federal, provincial, local and international levels. Basic processes such as elections, voting behaviour, political parties, and policy making are examined. Contemporary political issues that affect our daily lives are also part of our study, whether international or national in scope. In addition, students have an opportunity to investigate underlying political phenomena such as political philosophy, ethics, morality, and ideology.

Political Science Course/Program Renewal

The course changes listed below are designed to enhance student success and opportunities to transfer, while maintaining internal program requirements for complementary courses and electives. Three major entry points for students have been created: Introduction to Political Science, Canadian Government and Politics, and International Politics.

Note: All courses are university transferable. Please see the transfer section. Returning students should take care to compare the courses they have already taken with the new numbering system listed below to avoid accidentally repeating a course. If you have any concerns about your courses, please contact one of the Political Science instructors.

OLD NUMBER	NEW NUMBER
POLI 110 Ideology and Politics	POLI 207 Ideology and Politics
POLI 120 Introduction to Canadian Government and Politics	No equivalent - two new courses (POLI 102 and POLI 202) as below
POLI 125 Introduction to Political Science	POLI 101 Introduction to Political Science
POLI 150 Introduction to International Relations	POLI 103 Introduction to International Relations
POLI 155 Contemporary International Conflict	POLI 203 Contemporary International Issues
POLI 201 Political Theory	POLI 201 Political Theory
POLI 210 Introduction to Comparative Politics	POLI 210 Introduction to Comparative Politics

Course Laddering and Prerequisites

Political Science majors may take all transfer courses listed below, given the prerequisites. Non-majors may take any of the courses listed, but the general introductory course POLI 101 (Introduction to Political Science) is recommended before taking the POLI 102 (Canadian Govern-

ment) or POLI 103 (Introduction to International Relations) courses. It is recommended that SFU transfer students take POLI 208 (Methodology - course in development) in order to maximize their course choices upon transfer.

There are three major entry level streams in Political Science:

POLI 101 Introduction to Political Science is a prerequisite for:

- POLI 201 Political Theory
- POLI 207 Ideologies
- POLI 208 Methodology (in development)
- POLI 209 United States Government (in development)
- POLI 210 Introduction to Comparative Politics

POLI 102 Introduction to Canadian Government is a prerequisite for: POLI 202 Introduction to Canadian Politics

POLI 103 Introduction to International Relations is a prerequisite for: POLI 203 Contemporary International Issues

POLI 101 Introduction to Political Science (3 credits)

An "Introduction to Political Science" will provide students with a broad overview and understanding of the basic elements of our political experiences. Students will become acquainted with many of the fields of study in the discipline, among them, political theory, methodology, international relations, Canadian government, ideologies, and comparative politics. The course will include an overview of basic political concepts and theories, and an examination of the structures and processes involved in politics and policy-making.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall/Winter

POLI 102 Introduction to Canadian Government (3 credits)

This course will concentrate on the structure and functions of the principle institutions of the Canadian Government. Students will have the opportunity to examine Canada's constitutional history and contemporary constitutional challenges, the office of the Prime Minister and its powers, the Cabinet, Senate, the bureaucracy, Parliament and the Courts. The course will provide the student with a firm understanding of the structure of the Canadian Government. Students are encouraged to take both Canadian Government (POLI 102) and Canadian Politics (POLI 202) to enhance their transfer to university if majoring in Political Science.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall

POLI 103 Introduction to International Relations (3 credits)

This course is a critical examination of the nature of the international system of states. It covers the basic concepts and approaches in the study of international politics. The course will analyze the factors affecting the behaviour of states and the instruments of foreign policy. The role of international organizations and international law will also be reviewed. Students will be prepared for further study of international politics and to understand events in the evolving international system.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall/Winter

POLI 201 Political Theory (3 credits)

The purpose of this course is to introduce students to major political thinkers of the Western world. These works will be examined in the context of their time and how their thoughts have influenced Western political tradition.

Prerequisite: POLI 101 or Permission of Instructor

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

POLI 202 Introduction to Canadian Politics (3 credits)

This course will introduce the student to Canada's political tradition and culture, political socialization and participation, class and ethnic politics, the Quebec question, the electoral process, political parties and pressure groups in the Canadian system. Students are encouraged to take both Canadian Government (POLI 102) and Canadian Politics (POLI 202) to enhance their transfer to university if majoring in Political Science.

Prerequisite: POLI 102 or Permission of Instructor

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

POLI 203 Contemporary International Issues (3 credits)

This course examines conflict and collaboration in the international system and includes an analysis of some of the current issues in the areas of security, north-south relations, the global economy and the environment. The role of international organizations and international law in the field of conflict resolution are also examined.

Prerequisite: POLI 103 or Permission of Instructor

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall/Winter

POLI 207 Ideology and Politics (3 credits)

The study of political ideologies gives the student a window through which to review complex political phenomena. The course is designed to examine most of the major ideologies such as: nationalism, democratic theory, democratic capitalism, anarchism, Marxist theory, socialism, applied Marxism, fascism, nazism, and finally introduces

the student to emerging and Third World ideologies.

Prerequisite: POLI 101 or Permission of Instructor

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

POLI 210 Introduction to Comparative Politics (3 credits)

This course is an introduction to political processes and structures in a comparative perspective. It will cover the comparative political process and its scope and methods at an introductory level. It will provide an understanding of approaches to comparisons of the differing processes and structures of foreign governments and regimes.

Prerequisite: POLI 101 or Permission of Instructor

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

Print Futures:**Professional Writing Program**

Some of these courses are offered only to Print Futures students; others are available as open enrolment sections. Please check with the Program Coordinator about course access. For transfer credit please refer to page 243.

PRFU 100 Introduction to the Writing Profession (3 credits)

This course is designed to provide students with a broad overview of the context and practices of professional writing. Course content is divided between in-depth reading of three texts and selected handouts covering diverse information on the world of print and writing samples, and responding to these in assignments using writing process; acquiring the language of traditional descriptive grammar to fully describe any English sentence; and using writing process to produce a writer profile based on a field interview with a working professional writer.

Prerequisite: Program acceptance or permission of Coordinator

Lecture: 1; Seminar: 2; Field Experience: 1

Offered: Fall semester for full-time Print Futures Program; various times for part-time Program

PRFU 102 Research Skills for Writing (3 credits)

This course provides an introduction to research and to information gathering and management in preparation for researched writing tasks. Instruction will focus on the research process, on sources of information such as libraries and archives, on fact-finding through interviews, on the use and abuse of statistics, on the organization of research data, and on research ethics. Students will develop a practical perspective through fieldwork and site visits.

Prerequisite: Program acceptance or permission of Coordinator

Lecture: 2; Seminar: 1; Field Experience: 2

Offered: Fall semester for full-time Print Futures Program; various times for part-time Program

PRFU 201 Language Studies (3 credits)

This course introduces students to theories of language relevant to the writer's craft. Instruction will focus on ways to identify different styles of writing; to understand the relation between style and content; and to predict readers' responses to texts. Students will learn to analyze writing tasks from these perspectives, and to assess texts for their readability and their appropriateness to given situations.

Prerequisite: PRFU 100, 118 and 218

Lecture; 2; Seminar: 2

Offered: Fall

PRFU 230 Editing I: Copyediting and Proofreading (3 credits)

This course provides students with a basic understanding of text editing and the process by which editors work with writers. Emphasis will be placed on grammar, text structure, proofreading, and copyediting. Students will apply editing skills, and will work with other writers to produce finished, edited material.

Prerequisite: PRFU 100 & 118 or permission of Coordinator

Lecture: 2; Seminar: 2

Offered: Winter semester for full-time Print Futures Program; various times for part-time Program

PRFU 310 Writing Technical Manuals (3 credits)

This course provides students with an understanding of how technical manuals, such as computer end-user manuals, policy and procedure manuals, and training manuals are planned, written and produced. Beginning with an analysis of objectives and audience, the course traces the sequence of steps in preparing an effective and professionally produced technical manual, and examines standard writing and formatting conventions.

Prerequisite: PRFU 118 or permission of Coordinator

Lecture; 2; Seminar: 2

Offered: Winter

PRFU 330 Editing II: Restructuring and Rewriting (3 credits)

This course provides students with an understanding of the process involved in editing complex documents and in the various duties performed by an editor. Emphasis will be placed on proofreading, copyediting, and rewriting entire manuscripts. Students will apply editing skills both to in-class material and to the work of other writers.

Prerequisite: PRFU 230 or permission of Coordinator

Lecture; 2; Seminar: 1; Field Experience: 2

Offered: Fall

PRFU 350 Document Design and Production I (3 credits)

This course provides a basic understanding of the design and production elements of a variety of printed documents. Emphasis will be placed on document conception, design, typesetting and pasteup, and on the use of computer desktop hardware and software. Students will apply writing and editing skills to sizing documents, and will become familiar with print technology.

Prerequisite: Program acceptance or permission of Coordinator

Lecture: 2; Laboratory: 6

Offered: Winter

PRFU 370 Public Relations Writing I: Using the Media (3 credits)

This course provides an overview of communications and media practices in Canada and introduces students to typical writing tasks required in the public relations area. Students will identify intended readerships and the characteristics of the public forum, and will analyze typical planned responses. Students will produce appropriate messages for newspapers, radio, and television, and will practise speech writing.

Prerequisite: CMNS 218 & PRFU 350 or permission of Coordinator

Lecture: 2; Seminar: 2

Offered: Fall

PRFU 450 Document Design and Production II (3 credits)

Students will use design and page makeup software to produce a variety of publications. Emphasis will be placed on production, on preparing documents for maximum effect, and on editing externally produced material for publication. Building on theories learned in PRFU 350, students will learn print production methods and strategies for coordinating the needs of the client with the limitations of design and print.

Prerequisite: PRFU 350

Lecture; 1; Laboratory: 2; Field Experience: 2

Offered: Fall

PRFU 470 Public Relations Writing II: Writing in the Organizational Culture (3 credits)

This course continues from Public Relations Writing I, but with emphasis on the corporate culture and organizational ethos in Canada and on related communications practices. Students will focus on the sociology of public relations and on organizational theory. Students will identify the writer's responsibilities in public-oriented writing tasks and will produce documents requiring careful consideration of the organizational image and of image-modification strategies.

Prerequisite: PRFU 370

Lecture; 2; Seminar: 2

Offered: Winter

PRFU 495 Professional Readiness I and II (6 credits)

This six-credit course prepares student for professional writing in the workplace by providing significant field-based experience, along with seminars on professional development and business skills, on legal and ethical responsibilities, and on job-hunting strategies. Working under the direction of the instructor, students will produce a graduation project in a specialty genre of their choosing; this project will form the basis of their writing portfolio. Prerequisite: PRFU 330 & 450 or permission of Coordinator. Lecture: 2; Seminar: 2; Field Experience: 8. Offered: Winter

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Psychology

The scope of psychology includes every activity that living organisms are capable of performing. Psychology emphasizes the study of observable behaviour but is not limited to these things. It studies every life form and at times it is very difficult to distinguish from other disciplines such as biology, physiology, and ethology at one end and Sociology, political science, economics and anthropology at the other. This broad scope of psychology makes it both very interesting and very demanding. Certain aspects of psychology strongly emphasize a natural science approach using experimentation and statistics, while others emphasize a humanistic, intuitive approach. Both approaches are part of the domain of psychology. A popular misconception of psychology is that it teaches you how to *manipulate others* or *analyze yourself* or *become a better person*. These topics are only a part of the field and most of the subject deals with other areas. Most students find that the scientific emphasis is much more than expected. One thing which will be emphasized is that the applied areas of psychology are based on a great deal of scientific research. Thus, much of the course of study involves learning about this scientific basis for the areas of applied psychology.

NOTE FOR UBC:

1. Students interested in honoring or majoring in Psychology are advised to enrol in PSYC 100, 200, 300, 301 and 308 at Douglas College.
2. The maximum advance credit permitted in Psychology is nine units of credit at UBC.
3. Any two of PSYC 320, 321, 322, 330, 341, 430, 342 may be transferred to UBC as assigned credit in Psychology, equivalent to Psychology 206 (3 units).

NOTE FOR SFU:

1. Students interested in honouring or majoring in Psychology are advised to enrol in PSYC 100, 200, 300, 301 and 308 at Douglas College.
2. Students who are taking courses concurrently at SFU and Douglas College need to get a Letter of Permission from SFU to transfer courses taken at Douglas College (See SFU calendar or contact the undergraduate advisor in the Psychology Department at SFU.)

3. Students planning to transfer to SFU to major or minor in Psychology are **advised to take PSYC 300 and PSYC 301 before transferring**, owing to restrictions imposed by the SFU Psychology Department.

PSYC 100 An Introduction to Psychology I (3 credits)

Psychology 100 provides an introduction to selected areas in the field of psychology. Emphasis is placed on psychology as a natural science (theories, methodology and statistics) and the focus is on the investigation of major basic psychological processes such as sensation, perception, learning, memory, consciousness, the biological foundations of behaviour, and life span development. Prerequisite: None. Lecture: 4

*For transfer credit please refer to page 243.
Offered: Fall, Winter and Summer

PSYC 110 Social Issues - Psychology of Women (3 credits)

This is a psychological study of woman's experience. The course examines early female development (cognitive, interpersonal and self-concept development) and explores both the psychological origins and psychological effects of sex roles in an attempt to clarify what the roles are, how they are acquired and how they are maintained. Adult female development is then examined, focusing on the impact of marriage, family, work and aging. Personality development and mechanisms of change for developing full human potential are also discussed.

Prerequisite: None
Lecture: 4

*For transfer credit please refer to page 243.
Offered: TBA

PSYC 120 Gender Relations (3 credits)

The focus of this course will be an examination of the biological, psychological, and social determinants of gender relations. How gender operates at individual, interpersonal, and cultural levels to structure people's lives will be examined. There will be an exploration of how language and social institutions frame the way people think about themselves and others.

Prerequisite: None
Lecture: 4

*For transfer credit please refer to page 243.

PSYC 130 Lifespan Human Development (3 credits)

(For students in Psychiatric Nursing Program only.) This course provides an introduction to human development through an exploration of lifelong changes that occur from conception to death. Each stage of the lifespan cycle will be examined to assess biological, cognitive, and social influences on human development. Also to be considered are the roles that social and cultural contexts play in development.

Prerequisite: None
Lecture: 4

*For transfer credit please refer to page 243.
Offered: Fall and Winter

PSYC 200 An Introduction to Psychology II (3 credits)

Psychology 200 provides an introduction to selected areas in the field of psychology. The focus of the course is on the investigation of major psychological processes such as emotion, motivation, personality, psychological disorders, therapy and social behaviour. Emphasis is placed on psychology as a natural science (theories, methodology, statistics).

Prerequisite: PSYC 100

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall, Winter and Summer

PSYC 300 Data Analysis in Psychology (3 credits)

This course introduces students to the concepts and applications of statistics and focuses on the analysis and interpretation of data from experiments and surveys using descriptive and inferential statistics. Computerized data analysis is also introduced.

Prerequisite: PSYC 200

Lecture: 2; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: TBA

Note: Students planning to transfer to SFU to major or minor in Psychology **are advised to take PSYC 300 before transferring**, owing to restrictions imposed by the SFU Psychology Department.

PSYC 301 Research Methods in Psychology (3 credits)

This course introduces students to the philosophy of science, ethics, and the use of the empirical method. Students learn how to design, carry out and write up their own experiments and to critically analyze experimental research. Computerized data analysis is also introduced.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

Note: Students planning to transfer to SFU to major or minor in Psychology **are advised to take PSYC 301 before transferring**, owing to restrictions imposed by the SFU Psychology Department.

PSYC 304 Health Psychology (3 credits)

This course provides a critical survey of the basic research findings and theory on the relation between psychological factors (including behaviour, emotion, cognition, personality and interpersonal relationships) and health. Topics include health-related behaviours such as smoking and drug use, the effect of stressful events on health and performance, methods for coping with stress, the impact of examined with a view to understanding and addressing the life problems of North American adolescents. Emphasis is placed on the social-cultural context of this developmental stage.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

PSYC 308 History & Philosophy of Modern Psychology (3 credits)

This course examines the development of modern psychology from its founding to the present. Attention will be paid to the work of philosophers, physiologists, and physicists of the 17th to 19th centuries who influenced the beginnings of psychology in the late 19th century. The growth of psychology will be traced from its early focus on the study of sensation and human conscious experience, through the proliferation of schools, up to today's diverse and complex discipline.

Prerequisite: PSYC 200

Lecture: 4

For transfer credit please refer to page 243.

Offered: TBA

PSYC 315 Biological Bases of Behavior (3 credits)

This course will introduce the student both to the variety of biological approaches to understanding behaviour, and the research techniques used. After an introduction to basic neuroanatomy and to the development and evaluation of brain structure and function, various topics in biological psychology will be surveyed. These will include the communication and coding functions of nerve cells; the psychobiology of development and aging, of movement, of learning and memory, and of internal motivational and emotional states; the biological approaches to mental illness; and the behavioral effects of drugs, hormones, and brain damage.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

PSYC 320 Child Behaviour and Development (3 credits)

This course provides an introduction to the process of development while concentrating on development from conception to adolescence. This course will focus on major principles of development, descriptive changes in child growth and behavior, contemporary research and theory in areas such as perception, language, learning, personality, social behavior of children and applications of the research and theory.

Prerequisite: PSYC 200

Lecture: 2; Tutorial: 2

*For transfer credit please refer to page 243.

Offered: TBA

PSYC 321 Adolescent Psychology (3 credits)

This course is a psychological study of the adolescent stage of life-span development. The major theories and research findings about adolescent development are examined with a view to understanding and addressing the life problems of North American adolescents. Emphasis is placed on the social-cultural context of this developmental stage.

Prerequisite: PSYC 200

Lecture: 2 Seminar: 2

*For transfer credit please refer to page 243.

Offered: TBA

PSYC 322 Developmental Psychology: Early, Middle and Late Adulthood (3 credits)

This course will examine the process of aging in basic areas of psychology: motivation, sensation, perception, physical maturation and cognition. It will also consider both the social implications of aging, as well as our changing values towards death. Solutions to the problems discovered will be explored.

Prerequisite: PSYC 200

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: TBA

PSYC 330 An Introduction to Social Psychology (3 credits)

This course provides an introduction to the study of how people think, feel and behave in social contexts, focusing on the problems and methods of social psychology at three levels: individual behavior, interpersonal behavior and group behavior. Examples of the topics include: interpersonal attraction, perceptions of self and others, aggression, conformity, obedience, prejudice, and pro-social behaviour.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

PSYC 331 Introduction to Personality (3 credits)

The purpose of this course is to introduce students to theory and research in personality. Students will examine such topics as the assessment of personality, personality development, biological processes and personality, health and personality, defence mechanisms, personality disorders, and treatments aimed at modifying personality.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

PSYC 340 Psychology of Organizations (3 credits)

This course is an introduction to the nature of organizations and an examination of the factors influencing individual functioning in organizational settings. The course emphasizes theories and techniques of psychologists and other behavioral scientists in studying behavior in organizations and in dealing with organizational problems.

Prerequisite: PSYC 200

Lecture: 1; Laboratory: 2; Seminar: 1

*For transfer credit please refer to page 243.

Offered: TBA

PSYC 341 Abnormal Psychology (3 credits)

Students are introduced to basic issues in the study of abnormal psychology and to a selection of mental disorders. Topics include the history of psychopathology, paradigms, classification, assessment, research methods,

theories of etiology, and approaches to treatment.

Prerequisite: PSYC 200

Lecture: 4

For transfer credit please refer to page 243.

Offered: TBA

PSYC 342 Developmental Psychopathology (3 credits)

This course will introduce the field of developmental psychopathology, which integrates developmental theory and research in psychology, in order to understand the origins and consequences of psychological problems. Perspectives on disordered behavior will be followed by an investigation of various child and adolescent disorders. Topics will include anxiety, depression, conduct disorders, attention-deficit hyperactivity disorder, mental retardation, learning disabilities, autism and childhood schizophrenia, and physical disorders.

Prerequisite: PSYC 200

Lecture: 4

For transfer credit please refer to page 243.

Offered: TBA

PSYC 360 Cognitive Psychology (3 credits)

This course provides an introduction to the psychology of cognition and is concerned with the methods and theories relevant to thinking and related processes. Concept formation, problem solving, reasoning, decision making, and the relation of language to thought will be covered. The influence of individual differences, social factors, artificial intelligence, and biology will be included as well as the practical applications of research in cognition.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

PSYC 365 The Psychology of Learning (3 credits)

This course provides an introduction to the psychology of learning and is concerned with the conditions, principles, and theories of learning. Traditional behaviouristic approaches (including Pavlovian and instrumental conditioning) and contemporary learning theories will be covered. The influences of biology and cognitive factors as well as the practical applications of the principles of learning will be included.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

PSYC 370 The Psychology of Memory (3 credits)

This course provides an introduction to the psychology of memory. It is concerned with the nature of human memory, how the memory system works, what we remember, and why we forget. Various theoretical formulations regarding memory processes will be examined, relevant empirical evidence will be assessed, and practical applica-

tions of this research will be considered.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 243.

Offered: TBA

PSYC 430 Social Psychology: Theory and Research (3 credits)

A sequel to An Introduction to Social Psychology, this course consists of directed investigation in one area of social psychology which enables students to learn the theoretical explanations of that area more fully. Contemporary social-psychological research methods are utilized in projects investigating the students' area of interest.

Reading and Study Skills

Reading and Study Skills assessments, laboratories and tutorials are available to all. Half-semester credit courses are available in the following areas:

RESS 100 Reading Skills for College (1.5 credits)

This half-semester course emphasizes improvement of reading comprehension and speed. Skills introduced include previewing, skimming, scanning techniques; reading for research, note-taking, and study purposes; and critical comprehension skills such as vocabulary development, locating information skills, main idea and detail. Students are encouraged to develop skills to their own individual, recreational and academic reading needs.

Prerequisite: None

Laboratory: 1; Seminar: 2; Student Directed Learning: 1

Offered: Fall and Winter

RESS 110 Study Skills for College (1.5 credits)

This is a half-semester course in which study skills are demonstrated: listening skills, exam preparation, taking lecture and text notes, time utilization, concentration and remembering, study techniques and the organization of term papers are covered. Personal development strategies for self-esteem, confidence building, and motivation for learning are also addressed.

Prerequisite: None

Laboratory: 1; Seminar: 2; Student Directed Learning: 1

Offered: Fall and Winter

Resident Care Attendant Program

The Resident Care Attendant Program will be offered as stated below for the Fall 1997 semester. The program and courses are under review and are subject to change—January 1998. These courses are only for students enrolled in the Resident Care Program.

RCAP 100 Health: Lifestyle and Choices (1.5 credits)

This course provides an introduction to the concept of health and the components of a health-enhancing lifestyle. Participants will be invited to reflect on their own experience of health, recognizing challenges and resources that may impact on their lifestyle choices, and consequently, their health. This is a core course and is required for competent practice as a Resident Care Attendant/Home Support Attendant.

Prerequisites: None

Corequisites: RCAP 111

Lecture: 32 Hours

Offered: Fall and Spring

RCAP 101 Health and Healing: Concepts for Practice (3 credits)

This course provides the student with the opportunity to develop a theoretical framework for practice. Participants will examine the philosophical beliefs and theoretical understanding underlying competent practice as a Resident Care Attendant. This course may be cored with the Home Support Attendant Program.

Prerequisites: None

Corequisites: RCAP 111

Lecture: 62 hours

Offered: Fall and Winter

RCAP 102 Human Relations: Interpersonal Communications (1.5 credits)

This course is designed to provide students with the opportunity to apply the knowledge and skills necessary to effective functioning in a care-giving environment. By focusing on self-awareness and an increased understanding of others, participants will explore and utilize concepts, practical skills and strategies which contribute to effective relationships in a variety of care giving situations. This course provides the foundation for Healing: Special Needs in Resident Care (RCAP 112) and is required for competent practice as a Resident Care Attendant/Home Support Attendant.

Prerequisites: None

Lecture: 36 hours

Offered: Fall and Winter

RCAP 110 Work Role: Introduction to Resident Care Program Practice (1 credit)

This course builds upon content from other courses and further develops the knowledge, attitude and values required for practice as a Resident Care Attendant.

Prerequisites: None

Corequisites: RCAP 100, RCAP 101, RCAP 111, RCAP 102, RCAP 112

Lecture: 20 hours

Offered: Fall and Winter

RCAP 111 Healing: Personal Care Skills and Resident Care (7 credits)

This practical course focuses on the acquisition and application of personal care skills aimed at maintaining and promoting the comfort, safety and independence of older adults in continuing care facilities. Lab practice and select supervised clinical experiences will provide an opportunity to apply the caring philosophy and will emphasize the application of knowledge and skills learned in all pre-practicum courses. This course is comprised of classroom/lab practice and clinical experience running concurrently.

Prerequisites: None

Corequisites: RCAP 100, RCAP 101, RCAP 102, RCAP 110

Lecture/Demo: 20 hours

Laboratory: 64 hours

Clinical Experience: 154 hours

Offered: Fall and Winter

RCAP 112 Healing: Special Needs in Resident Care (3 credits)

This course builds upon content in the Human Relations: Interpersonal Communications course and assists participants to explore concepts and approaches applicable to the care of residents experiencing changes in mental functioning.

Prerequisites: RCAP 102

Corequisites: RCAP 111

Lecture: 60 hours

Offered: Fall and Spring

RCAP 113 Resident Care Attendant: Practicum (4 credits)

This is a four-week course which provides the student with an opportunity to work with a health care team in a selected continuing care facility and to apply and integrate knowledge and skills learned in the pre-practicum courses. Students are rotated through two shifts and gradually assume the responsibility comparable to a graduate Resident Care Attendant. The instructor serves as a liaison and resource person to both students and facility staff and has the responsibility for student evaluation.

Prerequisites: RCAP 100, RCAP 101, RCAP 102, RCAP 110, RCAP 111 and RCAP 112

Practicum: 150 Hours

Offered: Fall and Spring

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Science

SCIE 100 Environmental Issues (3 credits)

The survival of this planet as we know it will, in large part, depend upon people acquiring an understanding of the intricate interrelationship of the physical, chemical and biological systems found in nature and the impact upon them of human activity. In this context, this course will review the critical environmental issues of our time.

Lecture: 4

Transfer Credit requested

Offered: Fall

SCIE 106 Introductory Physical Science (5 credits)

This course is a basic introduction to physical science with emphasis on experimentation. Topics will include: scientific method, classification, measurement and SI, heat, temperature, light, nature of matter, gases, crystals, motion, energy, electrostatics, electric circuits, atomic structure and mass, ions, oxidation-reduction, chemical equations, electrolysis, molecules, acids and bases, the solar system and eclipses, stars, galaxies, and telescopes.

Prerequisite: None

Corequisite: MATH 101 recommended

Lecture: 3; Laboratory: 4

*For transfer credit please refer to page 243.

Offered: TBA

SCIE 107 Introduction to Environmental Science (5 credits)

Within the framework of marine, freshwater and terrestrial ecosystems, this course considers the characteristics of the natural environment and in particular the potential for environmental destruction. Questions such as the disposal of toxic wastes, natural hazards (landslides, volcanic eruptions and earthquakes), resource exploitation and land use planning are discussed with special emphasis, through fieldwork, on the local or regional environment. The course is specifically designed for students with little or no background in science.

Prerequisite: None

Lecture: 4; Laboratory: 1.5; Field experience: 1.5

*For transfer credit please refer to page 243.

Offered: TBA

..... Sign Language Interpretation

INTR 100 Introduction to Sign Language Interpreting (3 credits)

This course is an introductory overview of the profession of sign language interpretation which forms a theoretical foundation for work as a sign language interpreter. Discussion will include an overview of comparative cultures and languages used, and the role and responsibilities of an interpreter to professional organizations. Job market, work environments, prerequisite skills and knowledge will also be discussed.

Prerequisite: Enrolment in INTR program

INTR 140 Directed Studies in Sign Language Interpreting (1-3 credits)

This course enables students to get practical experience in interpreting skill development and professional interaction. Through negotiation with the program faculty, the student will develop the framework for a skills development project involving one or more members of the Deaf community and one or more professional interpreters. Upon completion of the project, the student shall present evidence of language learning in the form of a written and/or videotaped report subscribing to instructor-provided format. This course may be repeated up to three times for credit.

Prerequisite: Permission of the program faculty

Corequisite: Nil

The following courses are only for those students enrolled in the Sign Language Interpretation program.

INTR 145 Language and Culture in Action: Text Analysis (3 credits)

This methods course provides students with opportunities to analyze ASL and English texts in order to develop an equivalent presentation in each language. Students will explore speaker/signer intent, contextual impact, proposition identification, message, meaning, and cultural mediation.

Prerequisite: Enrolment in INTR

INTR 225 Professionalism and Cultural Mediation (2 credits)

This course provides students with opportunities to explore the concept of sign language interpreters as cultural mediators within their professional role. Role play, culturally-linked texts, and field experiences will be used to stimulate discussion, reflection, and class projects.

Prerequisite: Successful completion of Semester 1 with a minimum of a B+ in all major courses

INTR 241 Practicum I (4.5 credits)

This course provides opportunities for students to develop interpreting skills and to practice professional skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal, and professional experiences in practicum and seminar. This class meets 34 hours per week for 5 weeks.

Prerequisite: Completion of first semester courses

INTR 300 Language & Culture in Action: Interpretation I (6 credits)

This methods course provides opportunities for students to develop consecutive and simultaneous interpreting skills while using a variety of general and technical texts. Students will be challenged to reflect on, and integrate, new and prior skills, knowledge, and experiences with their emerging professional identity.

Prerequisite: Successful completion of Semester II INTR courses with a minimum of B+.

INTR 310 Professional and Business Practices (3 credits)

This course will give students additional opportunities to explore the roles and responsibilities of the interpreter as a professional. Focus will be on employment preparation and business skills for the freelance interpreter.

Prerequisite: Successful completion of Semester III INTR courses with a minimum of B+.

INTR 340 Practicum II (4.5 credits)

This course provides opportunities for students to practice professional skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal, and professional experiences in practicum and seminar.

Prerequisite: Successful completion of Semester II INTR courses with a minimum of B+.

INTR 400 Language and Culture in Action: Interpretation II (1.5 credits)

This methods course provides opportunities for students to develop simultaneous interpreting skills while using a variety of general and technical texts. Students will be challenged to reflect on and integrate new and prior skills, knowledge, and experience with their emerging professional identity.

Prerequisite: Successful completion of Semester III INTR courses with a minimum of B+.

INTR 440 Practicum III (4.5 credits)

This course provides opportunities for students to practice professional skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal, and professional experiences in practicum and seminar. (32 hours per week for five weeks).

Prerequisite: Successful completion of semester III INTR courses with a minimum of B+.

Social Sciences

SOSC 140 Behavior in Organizations (3 credits)

This course introduces and explores Social Science theory and research as it applies to human behavior in organizations. Organizational systems, group dynamics and individual behavior are studied in order to gain an understanding of how these factors contribute to organizational effectiveness and member satisfaction.

Lecture: 2; Laboratory: 1; Seminar: 1; Student Directed Learning: 1

*For transfer credit please refer to page 243.

Offered: Fall and Winter

Sociology

As one of the social sciences, sociology is a disciplined, intellectual quest for fundamental knowledge of the nature of human interaction. It specifically deals with social groups, their internal forms or modes of organization, the processes that tend to maintain or change these forms of organization and the relationships between groups.

The value of a science of social groups should need little emphasis. Each of us is born into a family group and most of our actions thereafter are performed in our capacity as a member of one group or another.

In SOCI 125, students become acquainted with the sociological approach as well as with the major areas of interest in sociology. In SOCI 135, students are concerned with the major theories of thinkers in sociology and their relevance to modern life. In SOCI 145 students are given a perspective on Canadian social life. Above the 100 level, students are able to take courses of specific interest.

Those continuing their studies at SFU should take two courses at the 100 level in sociology or anthropology and three courses above the 100 level in sociology and anthropology.

Note: Those planning to attend UBC should take SOCI 125 and 135 for credit as UBC's Sociology 200.

SOCI 125 Social Processes (3 credits)

Social Processes introduces the student to the general subject matter of sociology. The course develops a perspective on how and why groups form, grow, change and disperse in society. The areas of stability, change, and the exercise of power are examined in light of current social, political and economic conditions. The course attempts to stimulate thought and discussion on contemporary social issues.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

SOCI 135 Introduction to Social Theory (3 credits)

This course examines the development of sociological theory and its relevance to the present, both within the confines of the discipline and in life. The main theories, concepts and models of sociology are presented.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall and Winter

SOCI 145 Canadian Society (3 credits)

This course examines the developmental processes that have brought Canadian Society and its peoples to the present state. Social, legal, political and economic consideration will be developed to analyze both the background and emergent directions of Canadian society.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

SOCI 230 Ethnic Minorities (3 credits)

This course involves an introductory examination of racial and ethnic relations in Canadian society. Sociological and cultural analysis of minority group issues and problems constitutes a main focus of interest. The course also examines relationships between ethnic minorities and institutional structures such as government, employment, and justice.

Prerequisite: SOCI 125 or 135

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Winter

SOCI 240 The Role of Women in Society (3 credits)

This course is a study of women in society, with emphasis on the relationship between changes in their roles and changes in the social structure. Possible future trends are analyzed.

Prerequisite: Any 100 level Sociology course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall

SOCI 250 The Role of the Family in Society (3 credits)

This course examines the relationships that develop within and between family groups and attempts to show how these organizations interact with the external social, economic and political environments. Past and current family systems are used as examples to analyze the structure and process of family groups and to evaluate the evolutionary paths taken to the present.

Prerequisite: SOCI 125, 135 or 145

Lecture: 4

*For transfer credit please refer to page 243.

Offered: Fall and Winter

SOCI 260 Sociological Inquiry (3 credits)

Sociological Inquiry is an investigation of the empirical method employed by sociologists in the collection and validation of data. It includes sampling procedures and quantitative and qualitative analysis of participant and non-participant observations. Model and paradigm construction introduced.

Prerequisite: SOCI 125 or 135

Seminar: 4

*For transfer credit please refer to page 243.

Offered: Fall

SOCI 270 Society and Environment (3 credits)

This course examines the relations between human society and the natural environment. It investigates the ways in which institutions shape and are shaped by natural environments. The ways in which culture, social organization, and social inequity are related to natural environments will be discussed. A range of sociological perspectives will be used to explore contemporary concerns of sustainability, distributive justice and environmental crisis.

Prerequisite: Any one of SOCI 125, 135 or 145

Lecture: 4

Offered: Winter

SOCI 280 Sociology of Health and Illness (3 credits)

This course reviews various topics pertinent to the social organization of health, illness and medicine. Through application of the sociological perspective to the Canadian context, important social issues relating to health outcomes are critically examined.

Prerequisite: SOCI 125 or 135

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 243.

Offered: Fall

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Stagecraft

STGE 100 Drafting, Design and Model Making (2.5 credits)

An introductory course exploring the media of design for the stage. Emphasis is placed on the basic skills of drafting and model making as they relate to the design process.

Prerequisite: None

Studio: 3; Lecture: 1

*For transfer credit please refer to page 243.

Offered: Fall

STGE 105 Properties (2 credits)

This course introduces students to the various techniques and materials used in construction of stage properties. Practical projects in properties construction such as mask making and simulation techniques will be emphasized.

Prerequisite: None

Lecture: 1; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: TBA

STGE 110 Lighting I: Principles of Electricity (2 credits)

This course introduces students to the fundamentals and principles of electricity for the stage. Emphasis is placed on a safe, working knowledge of electricity for the stage.

Prerequisite: None

Lecture: 1; Shop: 2

*For transfer credit please refer to page 243.

Offered: Fall

STGE 180 Production Techniques (3 credits)

This is a practical course in theatre production. There will be active involvement as a technician in a College production with an emphasis on preproduction and the running of the show.

Prerequisite: None

Laboratory: 6

*For transfer credit please refer to page 243.

Offered: TBA

STGE 200 Scene Construction (2.5 credits)

In this course students will be introduced to the basic techniques and procedures for set construction and set-up. Students will learn the application and use of tools and equipment common to the scene shop and stage including rigging and electronics. Safe working procedures in both the construction and set-up phase will be emphasized.

Prerequisite: STGE 100

Lecture: 1; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: TBA

STGE 202 Scene Painting (2.5 credits)

This course introduces students to the traditional materials and techniques employed in scene painting. Students will develop basic skills in lay-in texturing, and 3-D techniques.

Prerequisite: None

Studio: 3; Lecture: 1

*For transfer credit please refer to page 243.

Offered: TBA

STGE 210 Lighting II: Luminaries (2 credits)

Students will become familiar with the function and use of luminaries for the stage. The practical aspects of lighting such as working from a light plot will be studied, as well as the theory of light composition, colour and optics.

Prerequisite: STGE 110

Lecture: 1; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Winter

STGE 220 Stage Management (2.5 credits)

Students will become familiar with the role and responsibilities of the Stage Manager. There will be opportunities for students to perform as stage managers for in-house productions.

Prerequisite: None

Lecture/Semester: 28 hrs.; Laboratory/Semester: 15 hrs.

*For transfer credit please refer to page 243.

Offered: TBA

STGE 280 Production Techniques (3 credits)

This is a practical course in theatre production. There will be active involvement as a technician in a College production with an emphasis on pre-production and the running of a show.

Prerequisite: None

Laboratory: 6

*For transfer credit please refer to page 243.

Offered: Winter

STGE 300 Scene Construction (2.5 credits)

This is an advanced course in scenic construction techniques and procedures. Students will be encouraged to formulate inventive and creative solutions to basic engineering and structural design problems.

Prerequisite: STGE 200

Lecture: 1; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: TBA

STGE 302 Scene Painting (2 credits)

This is an intermediate course in scenic painting techniques. With an understanding of basic scenic painting practices, students will move to more advanced techniques such as scale transfers, painting drops, and scrims.

*For transfer credit please refer to page 243.

Prerequisite: STGE 202

Lecture: 1; Laboratory: 2

Offered: TBA

STGE 310 Lighting III: Control Systems & Design (2 credits)

Students will become familiar with the various lighting control systems available today including pre-set and memory systems. The design process will also be introduced and students will develop basic light plots and schedules.

Prerequisite: STGE 210

Lecture: 1; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: Fall

STGE 311 Audio Techniques I: Equipment (2 credits)

This course introduces students to the various audio components common to the performing and visual arts. The design, function and interconnection of sound systems will be studied.

Prerequisite: None

Lecture: 1; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: TBA

STGE 380 Production Techniques (5 credits)

This is a practical course in Theatre Production. There will be active involvement as a technician or department head in a college production. The emphasis of this course is on further development of pre-production skills and responsi-

bilities, as well as the running of a show.

Prerequisite: STGE 280

Laboratory: 6; Practicum: 7

*For transfer credit please refer to page 243.

Offered: Fall

STGE 405 Technical Direction (2.5 credits)

Students will examine the role and responsibilities of the Technical Director. Emphasis will be placed on developing the required supervisory skills including: problem-solving, product searching, and production scheduling.

Prerequisite: STGE 300 and STGE 105

Lecture: 1; Laboratory: 3

*For transfer credit please refer to page 243.

Offered: TBA

STGE 410 Lighting IV: Design (2 credits)

Students will become familiar with the necessary procedures and techniques for the design of theatrical lighting. Students will have an opportunity to develop and install designs for presentation.

Prerequisite: STGE 310

Lecture: 1; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: TBA

STGE 411 Audio Techniques II: Recording and Reinforcement (2 credits)

Students will develop a working knowledge of two- and four-track recording techniques and audio reinforcement for the stage. Mixing and dubbing techniques, as well as microphone use and speaker placement will be emphasized.

Prerequisite: STGE 311

Lecture: 1; Laboratory: 2

*For transfer credit please refer to page 243.

Offered: TBA

STGE 480 Production Techniques (5 credits)

This is an advanced course in Theatrical Production. Students will be actively involved in one or more productions with responsibilities ranging from design of sets, costumes, sound and lighting to department heads in properties, electronics, costumes, and sets.

Prerequisite: STGE 380

Laboratory: 6; Practicum: 7

*For transfer credit please refer to page 243.

Offered: TBA

Student Success

These courses are designed to assist students to acquire the skills and support needed to be successful in college. Usually, enrollment in these courses is limited to students who receive special permission.

SSDS 100 Deaf Student Learning Lab (1.5 credits)

This course is intended to assist a student who is deaf in developing the necessary skills to be a successful student

in post-secondary education. It will provide individual and small group instruction and tutoring to develop and stabilize learning and study skills, personal skills, and English print skills. Techniques for acquiring English as a Second Language will be a major component of the course.

Prerequisites: Referral from Disabled Student Services faculty

Offered: Fall and Winter, New Westminster

STSU 101 Student Success - Adults with Mental Health Disabilities (3 credits)

This preparatory course is designed to assist adults with mental health disabilities to develop the skills to be a successful college student. The course will cover academic study skills, orientation to college, learning strategies, and assist students to develop an individual educational plan.

Prerequisites: Referral from occupational therapist and Disabled Student Services faculty

Offered: Fall and Winter, New Westminster or David Lam or Thomas Haney Centre

STSU 110 (1.5 credits)

This course is a writing adjunct course for students enrolled in the CFCS programs. It is intended for students who have some experience in writing for academic purposes, but require further instruction and practice in the kinds of writing required in program courses. Therefore, exercises will be based on integrated course writing assignments, and students will develop writing skills and strategies specific to these assignments. Students will improve their ability to generate appropriate content, organize information and ideas, and use language accurately.

Prerequisite: Referral from faculty in Child, Family and Community Studies based on assessment results

Offered: Fall, New Westminster

Theatre

Students intending to transfer must consult the calendar and transfer guide of the receiving institution for detailed information on course equivalencies. Theatre courses at Douglas College offer students the opportunity to study theatre in a college environment, and to work in a professionally operated theatre. Most of the Theatre Program courses are transferable; thus the Douglas College Theatre Program provides an excellent transition from high school to university studies. The theatre history courses are ideal for those wishing to enhance their background knowledge of theatre, or for those students in other programs who are seeking a complementary transferable arts elective. The wide variety of theatre courses offered provides a sound basis for students who wish to pursue a career in professional, community or education theatre.

Courses marked with an asterisk (*) are open to non-theatre majors.

***THEA 105 History of Theatre I (3 credits)**

This is a survey course which covers the major historical periods in theatre from the Greeks to early Tudor drama. Emphasis is placed on the development of Western Theatre through in-depth analysis of selected plays and the theatres of the time.

Prerequisite: None

Lecture: 3; Seminar: 1

For transfer credit please refer to page 243.

Offered: Fall (open to non-Theatre majors)

***THEA 106 History of Theatre II (3 credits)**

This is a survey course which covers the major historical periods in theatre from late Tudor drama to the end of Classicism. Emphasis is placed on the theatres of the times and representative dramatic literature.

Prerequisite: None

Lecture: 3; Seminar: 1

For transfer credit please refer to page 243.

Offered: Winter (open to non-Theatre majors)

***THEA 107 Panorama of World Drama: The Restoration to 1875 (3 credits)**

Students will examine the major historical periods in theatre from the time of the Restoration to 1875. Emphasis will be placed on theatres of the time and representative drama.

Prerequisite: None

Lecture: 3; Seminar: 1

For transfer credit please refer to page 243.

Offered: Fall (open to non-Theatre majors)

***THEA 108 History of Theatre IV (3 credits)**

Students will examine theatrical trends and representative dramatic literature from the late 1800s to modern times.

Prerequisite: None

Lecture: 3; Seminar: 1

For transfer credit please refer to page 243.

Offered: Winter (open to non-Theatre majors)

***THEA 110 Basic Acting Techniques (3 credits)**

This course is an exploration of the actor's inner resources. Students participate in scenes and dramatic exercises with emphasis on sense awareness, improvisation, speech and movement. The Fall session is for full-time theatre students only. **Non-theatre students must be interviewed by the instructor to gain admittance to the Winter session. Those who do not comply with this requirement will be de-registered.**

Prerequisite: None

Lecture: 1; Laboratory 5

* For transfer credit please refer to page 243.

Offered: Fall/Winter (open to non-Theatre majors in Winter semester only)

THEA 111 Speech for the Stage (3 credits)

This course is a practical workshop in voice technique including relaxation, breathing, articulation speech sounds, vocal power and emotional impulse. The course is designed to equip beginning actors with techniques for use of the voice on stage.

Prerequisite: None

Lecture: 1; Laboratory: 5

For transfer credit please refer to page 243.

Offered: Fall

***THEA 121 Applied Theatre (3 credits)**

This course is designed to acquaint students with the artistic and production process. This will include a survey of production facilities, technical production techniques and their application to the performing arts.

Prerequisite: None

Lecture: 2; Seminar: 2; Field Experience: 2

For transfer credit please refer to page 243.

Offered: Winter (open to non-Theatre majors)

THEA 171 Creative Movement for the Stage (3 credits)

This course is designed to provide student actors with an uninhibited awareness of body control and to instruct them on the use of their bodies as an instrument for conveying the works of a playwright to an audience.

Prerequisite: none

Lecture: 3; Laboratory: 3

For transfer credit please refer to page 243.

Offered: Fall

THEA 180 Play Production I (3 credits)

This is a practical course in theatre production. There will be active involvement as actor, production assistant or technician in a College production to be performed before a live audience. Emphasis will be placed on rehearsal techniques and students will become familiar with director-performer, stage manager-technician relationships.

Prerequisite: None

Laboratory: 6

For transfer credit please refer to page 243.

Offered: Fall

THEA 210 Creating a Role (3 credits)

This is an advanced course in techniques of acting, reading, interpretation and enactment of selected scenes from major works and short plays. Emphasis is placed on development of character and ensemble playing.

Prerequisite: THEA 110

Lecture: 1; Laboratory: 5

For transfer credit please refer to page 243.

Offered: Winter

THEA 211 Advanced Speech for the Stage (3 credits)

This is a practical workshop where students practice the basic techniques learned in THEA 111. This course will stress the reading and interpretation of prose, drama and poetry, as well as the use of dialects in performance.

Prerequisite: THEA 111

Lecture: 1; Laboratory: 5

For transfer credit please refer to page 243.

Offered: Winter

THEA 271 Advanced Problems in Stage Movement (3 credits)

This course is designed to further develop the students awareness of body control and to instruct them on the use of their bodies as expressive instruments in stage work. Work in dance techniques and stylized movement is also included.

Prerequisite: THEA 171

Corequisite: THEA 210

Lecture: 3; Laboratory 3

For transfer credit please refer to page 243.

Offered: Winter

THEA 280 Play Production II (3 credits)

This is a practical course in theatre production. There will be active involvement as actor, production assistant or technician in a College production performed before an audience. Exposure to problems involved with performance is an integral factor and students will assume responsibilities for various theatrical tasks.

Prerequisite: THEA 180

Laboratory: 6

Offered: Winter

THEA 310 Advanced Acting (3 credits)

This is an advanced course in acting which will focus on various styles from Greek tragedy to the epic theatre of Berthold Brecht. Students will participate in appropriate scenes and/or short plays and will continue to work on scene analysis and role development.

Prerequisite: THEA 210

Lecture: 1; Laboratory: 5

For transfer credit please refer to page 243.

Offered: Fall

THEA 311 Voice and Movement on Stage (3 credits)

This course is a practical workshop in the use of body/voice as an instrument for theatrical creativity and interpretation. It is designed to reinforce the vocal and physical tools already required by the student actor and to guide the integration of these techniques into the creative dramatic situation to find the organic reality of a character.

Prerequisite: THEA 211, 271

Lecture: 1; Laboratory: 5

For transfer credit please refer to page 243.

Offered: Fall

THEA 380 Play Production III (3 credits)

This is a practical course in theatre production. There will be active involvement as actor, production assistant or technician in a College production performed before an audience. Exposure to problems involved with performance is an integral factor and students will assume responsibilities for various theatrical tasks.

Prerequisite: THEA 280

Laboratory: 6

Offered: Fall

THEA 410 Advanced Acting II: The Actor and The Production (3 credits)

This is an advanced course in acting which will focus on the actor as part of a total production. Students will continue to work on characterization and role development.

Prerequisite: THEA 310

Lecture: 1; Laboratory: 5

For transfer credit please refer to page 243.

Offered: Winter

THEA 480 Play Production IV (3 credits)

This is a practical course in theatre production. There will be active involvement as actor, production assistant or technician in a College production performed before a live audience. Exposure to problems involved with performance is an integral factor and students will assume responsibilities for various theatrical tasks.

Prerequisite: THEA 380

Laboratory: 6

Offered: Winter

***** **Therapeutic Recreation**

These courses are only for those students enrolled in the Therapeutic Recreation program. Course selection may vary subject to the date of entry into the program.

THRT 100 Recreation Integration (3 credits)

This course is designed to provide the therapeutic recreation student with the opportunity to examine how personal and societal ideologies influence human service systems. The concepts of normalization and integration are examined and applied to the recreation integration process. Emphasis is placed on the promotion of community-based leisure services for disabled persons.

Prerequisite: None

Lecture/Discussion: 60 hrs. per semester

Offered: Fall semester for full-time program; various times for part-time program

THRT 101 Introduction to Therapeutic Recreation (3 credits)

This course provides the student with the basic concepts necessary for formulating a philosophical and theoretical foundation in therapeutic recreation. The focus is on understanding the concepts of leisure. The student will apply the leisurability model and various assessment techniques used in assisting clients to develop an appropriate leisure lifestyle.

Prerequisite: None

Lecture/Discussion: 60 hrs. per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 102 Human Growth and Development (3 credits)

This course is designed to provide the therapeutic recreation student with a basic understanding of normal cognitive, physical and psychosocial growth and development from conception to adulthood. The student will apply recreation to meet the individual's growth and development needs.

Prerequisite: None

Lecture/Discussion: 60 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 103 Helping Skills for Therapeutic Recreation Practitioners (3 credits)

This course is designed to provide the student with an understanding of the variables and dynamics involved in a therapeutic relationship. Self-awareness, helping skills, leadership styles and group dynamics will be examined as they relate to therapeutic recreation.

Prerequisite: None

Lecture: 60 hrs. per semester;

Seminar: 10 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 201 Disabling Conditions I (3 credits)

This course provides an overview of the etiology prognosis and treatment of the most prevalent physical disabilities. Therapeutic recreation principles and practices are applied to achieving a quality of life style for physically disabled individuals.

Prerequisite: THRT 102, BIOL 105

Lecture/Discussion: 60 hrs per semester

Offered: Winter semester for full-time programs; various times for part-time program

THRT 202 Disabling Conditions II (3 credits)

This course describes the prevalence, cause, characteristics and treatment of specific developmental and psychological impairments. Therapeutic recreation principles and practices are applied to achieving a quality of lifestyle for developmentally and psychologically disabled individuals.

Prerequisite: THRT 102, BIOL 105

Lecture/Discussion: 60 hrs per semester

Offered: Winter semester for full-time programs; various times for part-time program

THRT 215 Therapeutic Recreation: Fitness Leadership Skills (2 credits)

This course prepares the student to plan, implement, and evaluate therapeutic recreation programming involving fitness, assessment procedures, the design of personal fitness programs, weight control, fitness class leadership and promotion. Application and adaptation of fitness principles for disabled individuals and older adults will be emphasized.

Prerequisite: THRT 101, THRT 102, BIOL 105

Lecture/Practice: 40 hrs per semester

Offered: Winter semester for full-time programs; various times for part-time program

THRT 217 Therapeutic Recreation: Arts and Crafts (2 credits)

This course is designed to introduce the student to the concepts of arts and crafts and the handling of various art supplies. The student will learn to design simple crafts, apply adaptive aids, and locate and utilize available materials to assist special needs groups.

Prerequisite: THRT 101

Lecture/Discussion/Demonstration/Practice: 40 hrs per semester

Offered: Winter semester for full-time programs; various times for part-time program

THRT 281 Therapeutic Recreation: Practicum I (4 credits)

This course will introduce the student to the field of therapeutic recreation. The focus will be on understanding the agency, the needs of the client population and the role therapeutic recreation plays in their lives. Students will develop basic helping skills and leadership techniques.

Prerequisite: All THRT 100 level courses

Seminar: 10 hrs per semester; Practicum: 150 hrs per semester

Offered: Winter semester for full-time programs; various times for part-time program

THRT 302 Therapeutic Recreation: Leisure and Aging (3 credits)

This course provides the Therapeutic Recreation student with a basis for examining the relationship between leisure and aging. Characteristics of aging, theories of aging and disorders associated with aging will be examined and applied to the delivery of a continuum of leisure services.

Prerequisite: THRT 281

Lecture/Discussion: 60 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 304 Therapeutic Recreation: Process & Program Planning (3 credits)

This course applies the principles and procedures of therapeutic recreation program design. Client assessment, individual and group program plans, and activity and task analysis will be applied to therapeutic recreation program planning, implementing and evaluation.

Prerequisite: THRT 281

Lecture/Discussion: 60 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 315 Therapeutic Recreation: Physical Activity Skills (3 credits)

This course prepares the student to organize, implement and evaluate therapeutic recreation physical activities involving selected team sports, dual/pair activities, individual sports, dance, aquatics and perceptual motor activities. Activity and task analysis, motor learning, adaptation and leadership will be emphasized.

Prerequisite: THRT 205, THRT 281

Lecture/Practice: 60 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 327 Therapeutic Recreation: Crafts and Drama (3 credits)

This course continues to develop the concepts taught in THRT 217 with emphasis on the therapeutic process involved in designing crafts to meet individual and group needs. Assessment, planning, evaluation, adaptation and leadership styles will be discussed for more complex crafts. Drama concepts are developed in relation to leadership and the therapeutic recreation process.

Prerequisite: THRT 217, THRT 281

Lecture/Discussion/Demonstration/Practice: 60 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 381 Therapeutic Recreation: Practicum II (5 credits)

In this practicum the student will apply client assessment techniques, activity analysis and selection, and individual and group program planning. The student will continue to develop recreation leadership and professional skills acquired in THRT 281.

Prerequisite: THRT 281

Seminar: 15 hrs per semester

Practicum: 185 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 403 Leisure Education (3 credits)

This course identifies leisure education as an emerging trend within the therapeutic recreation service system. The philosophies, goals, assessment and facilitation techniques of a variety of leisure education models will be explored.

Prerequisite: THRT 381, THRT 103

Lecture/Discussion: 60 hrs per semester

Offered: Winter semester for full-time programs; various times for part-time program

THRT 404 Therapeutic Recreation: Advanced Program Planning (3 credits)

This course applies the principles of program management to the delivery of therapeutic recreation services. Advanced program planning, department policies and procedures, and fiscal, personnel and volunteer management will be applied to the therapeutic recreation process.

Prerequisite: THRT 304, THRT 381

Lecture/Discussion: 60 hrs per semester

Offered: Winter semester for FT program, various times for PT program

THRT 480 Therapeutic Recreation: Practicum III (6 credits)

In this practicum the student will continue to develop the ability to assess clients and write individual program plans; design, implement and analyze therapeutic recreation programs; and apply effective leadership and professional skills. The student will also examine the administrative practices of a therapeutic recreation service.

Prerequisite: THRT 381

Seminar: 20 hrs per semester; Practicum: 220 hrs per semester

Offered: Winter semester for full-time program, various times for part-time program

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Women's Studies

WSGR 100 Introduction to Women's Studies: Silences, Voices and Experiences (3 credits)

This course is an interdisciplinary introduction to the range of forces and experiences that shape, limit and liberate women in their lives. Students will survey the relative absence of women's voices from historical arenas of public and private power. They will explore early texts of Western feminist thought and develop an appreciation of the common and diverse ways women have sought to challenge and to redefine their place.

Prerequisite: None

Lecture: 2; Seminar: 2

Offered: Fall

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE	OKANAGAN UNIVERSITY COLLEGE	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)

Transfer Credit Guide

Note: The following information is from the 1995/96 British Columbia Transfer Guide.

While every effort has been made to make this guide as complete as possible, neither the universities listed nor Douglas College can be held liable for any errors in, or omissions from this guide.

It is recommended that you confirm transferability with the institutions concerned.

ACCT 110	DOUG ACCT 110 & DOUG ACCT 210 = MALA ACCT 293	DOUG ACCT 110 & DOUG ACCT 210 = OUC BUAD 111 (3) & OUC BUAD 121 (3)	DOUG ACCT 110 & DOUG ACCT 210 = OU ADMN 231 (3)	DOUG ACCT 110 & DOUG ACCT 210 = SFU BUS 251 (3)	TWU BUSI 221 (3)
ACCT 210	DOUG ACCT 110 & DOUG ACCT 210 = MALA ACCT 293	DOUG ACCT 110 & DOUG ACCT 210 = OUC BUAD 111 (3) & OUC BUAD 121 (3)	DOUG ACCT 110 & DOUG ACCT 210 = OU ADMN 231 (3)	DOUG ACCT 110 & DOUG ACCT 210 = SFU BUS 251 (3)	TWU BUSI 222 (3)
ACCT 220					
ACCT 310		OUC BUAD 263	OU ADMN (3)		DOUG ACCT 310 & DOUG ACCT 410 = TWU BUSI 321 (3)
ACCT 320			DOUG ACCT 320 & DOUG ACCT 420 = OU ADMN 232 (3)	SFU BUS 254 (3)	TWU BUSI 323 (3)
ACCT 330			No credit		To be determined
ACCT 350		OUC BUAD 280 (3) & OUC BUAD 281 (0)	OU ADMN (3)		TWU BUSI 428
ACCT 410		OUC BUAD 273 (3)	OU ADMN (3)	No credit.	DOUG ACCT 310 & DOUG ACCT 410 = TWU BUSI 321 (3)
ACCT 420			DOUG ACCT 320 & DOUG ACCT 420 = OU ADMN 232 (3)		TWU BUSI 324 (3)
ANTH 100	MALA ANTH 112	OUC ANTH 121 (3)	OU ANTH 101 (3)	SFU SA 101 (3). Refer to Transfer Notes.	TWU ANTH 101 (3)
ANTH 111	MALA ANTH 214	OUC ANTH 111 (3)	OU ANTH (3)	SFU ARCH 131 (3)	TWU ANTH 100 lev (3)
ANTH 112	MALA ANTH 213	OUC ANTH 103 (3)	OU ANTH (3)	SFU ARCH 101 (3)	TWU ANTH 100 lev (3)
ANTH 120	MALA ANTH 221	OUC ANTH 200 lev (3)	OU ANTH (3)	SFU SA 286 (3). Refer to Transfer Notes.	TWU ANTH 100 lev (3)
ANTH 130	MALA ANTH (3)	DOUG ANTH 130 & DOUG ANTH 200 = OUC ANTH 111 (3) & OUC ANTH 121 (3)	OU ANTH (3)	SFU SA (3) ANTH 100 div	TWU RELS 100 lev (3)
ANTH 160	MALA ANTH (3)	OUC ANTH 211 (3)	OU ANTH (3)	SFU SA (3)	TWU ANTH 100 lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
DOUG ACCT 110 & DOUG ACCT 210 = UBC COMM 293 (3)	UCC ACCT (3)	UCFV BUS 143 (3)	DOUG ACCT 110 & DOUG ACCT 210 = UNBC COMM 210 (3)	DOUG ACCT 110 & DOUG ACCT 210 = UVIC COM 202 (1.5)
DOUG ACCT 110 & DOUG ACCT 210 = UBC COMM 293 (3)	UCC ACCT (3)	UCFV BUS 144 (3)	DOUG ACCT 110 & DOUG ACCT 210 = UNBC COMM 210 (3)	DOUG ACCT 110 & DOUG ACCT 210 = UVIC COM 202 (1.5)
No credit				
UBC COMM 2nd (4)		UCFV BUS 343 (3)	UNBC COMM 200 lev (3)	UVIC COM 200 lev (1.5)
UBC COMM 294 (4)		UCFV BUS 247 (3)	DOUG ACCT 320 & DOUG ACCT 420 = UNBC COMM 211 (3)	UVIC COM 210 (1.5)
		UCFV BUS 144 (3)		
UBC COMM 2nd (3)		UCFV BUS 345 (3)	UNBC COMM 200 lev (3)	UVIC COM 200 lev (1.5)
UBC COMM 2nd (4)		UCFV BUS 344 (3)	UNBC COMM 200 lev (3)	UVIC COM 200 lev (1.5)
		UCFV BUS 348 (3)	DOUG ACCT 320 & DOUG ACCT 420 = UNBC COMM 211 (3)	No credit
UBC ANTH 100 (3)	UCC ANTH 121 (3)	UCFV ANTH 210 (3)	UNBC ANTH 101 (3)	UVIC ANTH 100B (1.5)
UBC ANTH 140 (3)	UCC ANTH 111 (3)	UCFV ANTH 101 (3)	UNBC ANTH 100 lev (3); DOUG ANTH 111 & DOUG ANTH 112 = UNBC ANTH 100 (3) & UNBC ANTH 100 lev (3)	UVIC ANTH 100A (1.5); or UVIC ANTH 100 lev (1.5)
UBC ANTH 103 (3)	UCC ANTH 119 (3)	UCFV ANTH 240 (3)	UNBC ANTH 100 lev (3); DOUG ANTH 111 & DOUG ANTH 112 = UNBC ANTH 100 (3) & UNBC ANTH 100 lev (3)	UVIC ANTH 100A (1.5); or UVIC ANTH 100 lev (1.5)
UBC ANTH 220 (3)	UCC ANTH 223 (3)	UCFV ANTH 111 (3)	UNBC ANTH 100 lev (3); DOUG ANTH 120 & DOUG ANTH 160 = UNBC ANTH 200 lev (3)	UVIC ANTH 100 lev (1.5)
UBC ANTH 100 (3); or UBC ANTH 1st (3)	UCC ANTH 121 (3)	UCFV ANTH (3)	UNBC ANTH 100 lev (3)	UVIC ANTH 100 lev (1.5)
UBC ANTH 2nd (3)	UCC ANTH 214 (3)	UCFV ANTH (3)	UNBC ANTH 100 lev (3); DOUG ANTH 120 & DOUG ANTH 160 = UNBC ANTH 200 lev (3)	UVIC ANTH 100 lev (1.5)

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE	OKANAGAN UNIVERSITY COLLEGE	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
ANTH 170	MALA ANTH 234		OU ANTH (3)	SFU SA 263 (3). Refer to Transfer Notes.	TWU ANTH 100 lev (3)
ANTH 191	MALA ANTH (3)		OU ANTH (3)	SFU SA (3)	TWU ANTH 100 lev (3)
ANTH 192	MALA ANTH (6)		OU ARCH (6)	SFU ARCH (6)	TWU ANTH 100 lev (6)
ANTH 200	MALA ANTH (3)	DOUG ANTH 130 & DOUG ANTH 200 = OUC ANTH 111 (3) & OUC ANTH 121 (3)	OU ANTH (3)	SFU SA (3) ANTH 200 div	TWU ANTH 200 lev (3)
ANTH 210	MALA ANTH (3)	OUC ANTH 241 (3)	OU ANTH (3)	SFU ARCH 273 (3)	TWU ANTH 200 lev (3)
ANTH 220	MALA ANTH (3)		OU ANTH (3)	SFU SA (3) ANTH; SFU SA 218 (3) (when offered explicitly as 'Medical Anthropology')	TWU ANTH 200 lev (3)
APSC 110		OUC CIEN 146 (3)	OU APSC (3)		No credit
BIOL 103	MALA BIOL 156		OU BISC (3)	SFU GE (3) BISC	TWU BIOL 200 lev (3). May not take TWU BIOL 341 for credit.
BIOL 105			OU BISC (3)		
BIOL 109	MALA PHED (3)		OU BISC (3)	SFU KIN 105 (3); DOUG BIOL 109 & DOUG BIOL 209 = SFU KIN 105 (3) & SFU KIN (3)	TWU BIOL 100 lev (3)
BIOL 110	MALA BIOL 112	DOUG BIOL 110 & DOUG BIOL 210 = OUC BIOL 111 (3) & OUC BIOL 121 (3)	OU BISC 120 (3) & OU BISC 125 (1)	SFU BISC 102 (4)	TWU BIOL 113 (3)
BIOL 203	MALA BIOL 157		OU BISC (3)	SFU GE (3) BISC	Under review
BIOL 209	MALA PHED (3)		OU BISC (3)	SFU KIN 105 (3); DOUG BIOL 109 & DOUG 209 = SFU KIN 105 (3) & SFU KIN (3)	TWU BIOL 100 lev (3)
BIOL 210	MALA BIOL 111	DOUG BIOL 110 & DOUG BIOL 210 = OUC BIOL 111 (3) & OUC BIOL 121 (3)	OU BISC 121 (3) & OU BISC 126 (1)	SFU BISC 101 (4)	TWU BIOL 114 (3)
BIOL 320	MALA BIOL (3)		OU BISC 210 (3)	SFU BISC 202 (3)	TWU BIOL 200 lev (3). May not take TWU BIOL 370 for credit.

UNIVERSITY OF BRITISH COLUMBIA Course (Credits)	UNIVERSITY COLLEGE OF THE CARIBOO Course (Credits)	UNIVERSITY COLLEGE OF THE FRASER VALLEY Course (Credits)	UNIVERSITY OF NORTHERN BRITISH COLUMBIA Course (Credits)	UNIVERSITY OF VICTORIA Course (Credits)
UBC ANTH 202 (3)	UCC ANTH (3)	UCFV ANTH 220 (3)	UNBC ANTH 100 lev (3)	UVIC ANTH 100 lev (1.5)
	UCC ANTH (3)	UCFV ANTH (3)	No credit	UVIC ANTH 100 lev (1.5)
UBC ANTH 1st (6)	UCC ANTH (3)	UCFV ANTH (6)	UNBC ANTH 100 lev (3)	
UBC ANTH 100 (3); or UBC ANTH 2nd (3)	UCC ANTH 121 (3)	UCFV ANTH (3)	UNBC ANTH 200 lev (3)	UVIC ANTH 100 lev (1.5)
UBC ANTH 2nd (3)	UCC ANTH (3)	UCFV ANTH (3)	UNBC ANTH 203 (3)	UVIC ANTH 100 lev (1.5)
UBC ANTH 2nd (3)	UCC ANTH (3)	UCFV ANTH (3)	UNBC ANTH 200 lev (3)	UVIC ANTH 100 lev (1.5)
UBC APSC 151 (3)	UCC APSC (3)	Individual assessment	No credit	UVIC ENGR 100 lev (1.5). Grade of C+ or better required.
DOUG BIOL 103 & DOUG BIOL 203 = UBC BIOL 153 (6)	UCC BIOL 159 (3)	UCFV BIO (3)		UVIC PE 100 lev (1.5); or UVIC BIOL 100 lev (1.5); DOUG BIOL 103 & DOUG BIOL 203 = UVIC PE 141 (1.5) & UVIC PE 241B (1.5)
				UVIC PE 100 lev (1.5); or UVIC BIOL 100 lev (1.5)
UBC HKIN 290 (3). Refer to Transfer Notes.	UCC BIOL (3)	UCFV KPE 290 (3)		UVIC PE 100 lev (1.5); DOUG BIOL 109 & DOUG BIOL 209 = UVIC PE 141 (1.5) & UVIC PE 241B (1.5)
DOUG BIOL 110 & DOUG BIOL 210 = UBC BIOL 1st (6). Satisfies the prerequisite for all higher level biology courses.	UCC BIOL 111 (3)	UCFV BIO 112 (3)		UVIC BIOL 210 (1.5)
DOUG BIOL 103 & DOUG BIOL 203 = UBC BIOL 153 (6)	UCC BIOL 169 (3)	UCFV BIO (3)		UVIC PE 100 lev (1.5); or UVIC BIOL 100 lev (1.5); DOUG BIOL 103 & DOUG BIOL 203 = UVIC PE 141 (1.5) & UVIC PE 241B (1.5)
DOUG HKIN 291 (3). Refer to Transfer Notes.	UCC BIOL (3)	UCFV KPE 291 (3)		UVIC PE 200 lev (1.5); DOUG BIOL 109 & DOUG 209 = UVIC PE 141 (1.5) & UVIC PE 241B (1.5)
DOUG BIOL 110 & DOUG BIOL 210 = UBC BIOL 1st (6). Satisfies the prerequisite for all higher level biology courses.	UCC BIOL 121 (3)	UCFV BIO 111 (3)		UVIC BIOL 220 (1.5)
UBC BIOL 2nd (3)	UCC BIOL 334 (3)	UCFV BIO 220 (3)		UVIC BIOL 230 (1.5)

Transfer Credit Guide

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
BIOL 321	MALA BIOL 200	OUC BIOL 211 (3)	OU BISC 220 (3)	SFU BICH 221 (3)	TWU BIOL 223 (3)
BIOL 322	MALA BIOL (3)		OU BISC 350 (3)	SFU BISC 204 (3)	TWU BIOL 200 lev (3). May not take TWU BIOL 381 for credit.
BIOL 421	MALA BIOL 201	OUC BIOL 221 (3)	OU BISC (3)	SFU BICH 321 (3)	TWU BIOL 384 (3)
BUSN 200			OU ADMN (3)	SFU BUS (3)	TWU BUSI 111 (3)
BUSN 210			OU BUSM 121 (3)	SFU BUS (3)	TWU BUSI 280 (3)
BUSN 250					
BUSN 302					
BUSN 305				SFU BUS (3)	No credit
BUSN 310					TWU BUSI 363 (3)
BUSN 320			DOUG BUSN 320 & DOUG BUSN 420 = OU BUSM 241		No credit
BUSN 330			OU MATH 150 (3)	SFU BUS (3)	No credit
BUSN 337			OU MATH 102 (3)		
BUSN 350		OUC BUAD 269 (3)	OU ADMN (3)	SFU BUS (3), Standing for SFU BUS 381	TWU BUSI lower lev (3)
BUSN 380					
BUSN 400				SFU BUS (3)	TWU ECON 410 (3)
BUSN 401				SFU BUS (3)	TWU BUSI 300 lev (3)
BUSN 403				SFU BUS (3)	TWU BUSI 100 lev (3)
BUSN 404				SFU BUS (3)	TWU BUSI 100 lev (3)
BUSN 405					TWU BUSI 300 lev (3)
BUSN 420			DOUG BUSN 320 & DOUG BUSN 420 = OU BUSM 241		No credit
BUSN 430			OU MATH 102 (3)	SFU BUEC 232 (3)	
BUSN 432	MALA ECON 2nd (3)		OU MATH 102 (3)	SFU BUEC 232 (3)	TWU BUSI 275 (3)
BUSN 437			OU ADMN (3)		
BUSN 451			OU ADMN (3). May not take OU ADMN 324 for further credit.	SFU BUS (3)	No credit
BUSN 470					

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC BIOL 200 (3)	UCC BIOL 213 (3)	UCFV BIO 201 (3)		UVIC BIOL 225 (1.5)
UBC BIOL 2nd (3)	UCC BIOL (3)	UCFV BIO 210 (3)		UVIC BIOL 215 (1.5)
UBC BIOL 201 (3)	UCC BIOL 223 (3)	UCFV BIO 202 (3)		UVIC BIOC 200 (1.5)
	UCC BUEC (3)	UCFV BUS (3)	UNBC COMM 100 (3)	UVIC COM 100 lev (1.5). Must have a C or better.
		UCFV BUS 102 (3)	UNBC COMM 100 lev (3)	UVIC COM 100 lev (1.5)
		UCFV BUS 227 (3)		UVIC COM 100 lev (1.5)
		UCFV BUS (3) LL		
UBC COMM 2nd (3)		UCFV BUS (3)		No credit
				UVIC COM 200 lev (1.5)
		DOUG BUSN 320 & DOUG BUSN 420 = UCFV BUS 261 (3)	DOUG BUSN 320 & DOUG BUSN 420 = UNBC COMM 300 (3)	UVIC COM 100 lev (1.5). May not take COM 302 for credit.
		UCFV BUS 161 (3)	UNBC MATH 100 lev (3). Not for credit toward a major in Mathematics.	UVIC MATH 100 lev (1.5)
		Under review	UNBC MATH 242 (3)	UVIC STAT 252 (1.5)
		UCFV BUS 201 (3)	UNBC COMM 330 (3)	UVIC COM 200 lev (1.5)
		UCFV BUS (3) LL		
UBC COMM 2nd (3)		UCFV BUS (3) LL	UNBC COMM 200 lev (3)	No credit
UBC COMM 2nd (3)		UCFV BUS (3) LL		No credit
UBC COMM 2nd (3)		UCFV BUS (3) LL		No credit
UBC COMM 2nd (3)		UCFV BUS (3) LL	UNBC COMM 302 (3)	No credit
UBC COMM 2nd (3)		UCFV BUS (3) LL		No credit
		DOUG BUSN 320 & DOUG BUSN 420 = UCFV BUS 261 (3)	DOUG BUSN 320 & DOUG BUSN 420 = UNBC COMM 300 (3)	UVIC COM 200 lev (1.5). May not take COM 302 for credit.
		Under review	UNBC MATH 242 (3)	UVIC STAT 252 (1.5) or UVIC STAT 255 (1.5)
	UCC BUEC 232 (3)	UCFV BUS (3)	UNBC MATH 242 (3)	UVIC ECON 200 lev (1.5)
		Under review	No credit	
UBC COMM 392 (3)		UCFV BUS 305 (3)	UNBC COMM 200 lev (3)	UVIC COM 200 lev (1.5)
			UNBC COMM 200 lev (3)	No credit

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
BUSN 495					
CFCS 460					
CHEM 104					
CHEM 105	MALA CHEM (3)	DOUG CHEM 105 & DOUG CHEM 110 = OUC CHEM 112 (3) & OUC CHEM 122 (3)	OU CHEM 111 (3) & OU CHEM 116 (1)	SFU CHEM 101 (3) & SFU CHEM 106 (2)	TWU CHEM 103
CHEM 110	MALA CHEM 121	DOUG CHEM 105 & DOUG CHEM 110 = OUC CHEM 112 (3) & OUC CHEM 122 (3); DOUG CHEM 110 & DOUG CHEM 210 = OUC CHEM 111 (3) & OUC CHEM 121 (3)	OU CHEM 110 (3) & OU CHEM 115 (1)	SFU CHEM 102 (3) & SFU CHEM 115 (2)	TWU CHEM 103
CHEM 210	MALA CHEM 122	DOUG CHEM 110 & DOUG CHEM 210 = OUC CHEM 111 (3) & OUC CHEM 121 (3)	OU CHEM 111 (3) & OU CHEM 116 (1)	SFU CHEM 103 (3) & SFU CHEM 118 (2)	TWU CHEM 104 (3)
CHEM 310	MALA CHEM 221	OUC CHEM 211 (3)	OU CHEM (3) LL	SFU CHEM 261 (3) & SFU CHEM (2); DOUG CHEM 310 & DOUG CHEM 410 = SFU CHEM 218 (3), SFU CHEM 232 (3), SFU CHEM 261 (3) & SFU CHEM (1)	TWU CHEM 230 (3)
CHEM 320	MALA CHEM 231	OUC CHEM 212 (3)	OU CHEM 240 (3) & OU CHEM 245 (1)	SFU CHEM 150 (3) & SFU CHEM 155 (2)	TWU CHEM 221 (3)
CHEM 321	MALA CHEM 231	DOUG CHEM 321 & DOUG CHEM 421 = OUC CHEM 212 (3) & OUC CHEM 222 (3)	OU CHEM 240 (3) & OU CHEM 245 (1)	SFU CHEM 150 (3) & SFU CHEM 155 (2)	TWU CHEM 221 (3)
CHEM 410	MALA CHEM 222	OUC CHEM 221 (3)	OU CHEM (3)	SFU CHEM 261 (3) & SFU CHEM (2); DOUG CHEM 310 & DOUG CHEM 410 = SFU CHEM 218 (3), SFU CHEM 232 (3), SFU CHEM 261 (3) & SFU CHEM (1)	TWU CHEM 240 (3)
CHEM 420	MALA CHEM 232	OUC CHEM 222 (3)	OU CHEM 241 (3) & OU CHEM 246 (1)	SFU CHEM 250 (3) & SFU CHEM 255 (2)	TWU CHEM 222 (3)
CHEM 421	MALA CHEM 232	DOUG CHEM 321 & DOUG CHEM 421 = OUC CHEM 212 (3) & OUC CHEM 222 (3)	OU CHEM 241 (3) & OU CHEM 246 (1)	SFU CHEM 250 (3) & SFU CHEM 255 (2)	TWU CHEM 222 (3)
CISY 110	MALA CSCI (3)	OUC COSC 122 (3)	OU CPSC 101 (3)	SFU CMPT 001 (3)	TWU CMPT 110 (3)

Transfer Credit Guide

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UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
				No credit
			UNBC SOCW 442 (3)	
			UNBC CHEM 100 lev (3)	
DOUG CHEM 105 & DOUG CHEM 110 = UBC CHEM 103 (6)	UCC CHEM (3)	UCFV CHEM 101 (4)	UNBC CHEM 100 lev (4). Must have grade of B or better.	No credit
DOUG CHEM 110 & DOUG CHEM 210 = UBC CHEM 121 (3) & UBC CHEM 122 (3); DOUG CHEM 105 & DOUG CHEM 110 = UBC CHEM 103 (6)	UCC CHEM 110 (3)	UCFV CHEM 111 (4) & UCFV CHEM (1)	UNBC CHEM 100 & UNBC CHEM 120 & UNBC CHEM 121 (4); DOUG CHEM 110 & DOUG CHEM 210 = UNBC CHEM 100 & UNBC CHEM 101 & UNBC CHEM 120 & UNBC CHEM 121 (7)	UVIC CHEM 101 (1.5)
DOUG CHEM 110 & DOUG CHEM 210 = UBC CHEM 121 (3) & UBC CHEM 122 (3)	UCC CHEM 120 (3)	UCFV CHEM 112 (4) & UCFV CHEM (1)	UNBC CHEM 101 & UNBC CHEM 120 & UNBC CHEM 121 (4); DOUG CHEM 110 & DOUG CHEM 210 = UNBC CHEM 100 & UNBC CHEM 101 & UNBC CHEM 120 & UNBC CHEM 121 (7)	UVIC CHEM 102 (1.5)
DOUG CHEM 310 & DOUG CHEM 410 = UBC CHEM 205 (6); DOUG CHEM 310 & DOUG CHEM 410 = UBC CHEM 201 (3) & UBC CHEM 202 (3); DOUG CHEM 310 & DOUG CHEM 410 = UBC CHEM 208 (6)	UCC CHEM 211 (3)	UCFV CHEM 222 (4) & UCFV CHEM (1)	UNBC CHEM 200 lev (4); DOUG CHEM 310 & DOUG CHEM 410 = UNBC CHEM 200 (3) & UNBC CHEM 202 (3) & UNBC CHEM 200 lev (2)	UVIC CHEM 245 (1.5)
DOUG CHEM 320 & DOUG CHEM 420 = UBC CHEM 230 (6)	UCC CHEM 212 (3)	UCFV CHEM 211 (4) & UCFV CHEM (1)	UNBC CHEM 201 & UNBC CHEM 250 (4)	UVIC CHEM 231 (1.5)
DOUG CHEM 321 & DOUG CHEM 421 = UBC CHEM 203 (6)	UCC CHEM (3)	Under review	UNBC CHEM 201 & UNBC CHEM 250 (4)	UVIC CHEM 231 (1.5)
DOUG CHEM 310 & DOUG CHEM 410 = UBC CHEM 205 (6); DOUG CHEM 310 & DOUG CHEM 410 = UBC CHEM 201 (3) & UBC CHEM 202 (3); DOUG CHEM 310 & DOUG CHEM 410 = UBC CHEM 208 (6)	UCC CHEM 221 (3)	UCFV CHEM 221 (4) & UCFV CHEM (1)	UNBC CHEM 200 lev (4); DOUG CHEM 310 & DOUG CHEM 410 = UNBC CHEM 200 (3) & UNBC CHEM 202 (3) & UNBC CHEM 200 lev (2)	UVIC CHEM 200 lev (1.5)
DOUG CHEM 320 & DOUG CHEM 420 = UBC CHEM 230 (6)	UCC CHEM 222 (3)	UCFV CHEM 212 (4) & UCFV CHEM (1)	UNBC CHEM 203 & UNBC CHEM 251 (4)	UVIC CHEM 232 (1.5)
DOUG CHEM 321 & DOUG CHEM 421 = UBC CHEM 203 (6)	UCC CHEM (3)	Under review	Under review	UVIC CHEM 232 (1.5). May take 3rd year organic courses if 213 taken as corequisite in Fall.
UBC CPSC 100 (3)	UCC COMP 170 (3)	UCFV CIS 100 (3) or UCFV BUS 160 (3)	UNBC CPSC 150 (3). Not applicable to a major in Computer Science.	UVIC CSC 100 (1.5)

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
CISY 200			OU CMPT (3)	SFU BUS 237 (3)	TWU CMPT 100 lev (3)
CISY 210	MALA CSCI (3)		OU CPSC (3)		No credit
CISY 230	MALA CSCI (3)		OU CPSC (3)	SFU CMPT (3). Refer to Transfer Notes.	TWU CMPT 200 lev (1.5)
CISY 240	MALA CSCI (3)		OU CPSC (3)	SFU CMPT 103 (3)	TWU CMPT 200 lev (1.5)
CISY 250	MALA CSCI 160		OU CPSC (3)		TWU CMPT 200 lev (1.5)
CISY 260	MALA CSCI 250	OUC COSC 125 (3)	OU CPSC (3)	SFU CMPT (1)	TWU CMPT 100 lev (3)
CISY 300	MALA CSCI (3)		OU CMPT 212 (3)	SFU CMPT (3). Refer to Transfer Notes.	TWU CMPT 100 lev (3)
CISY 310			OU CMPT (3) 200 lev	No credit	TWU CMPT 200 lev (3)
CISY 370			OU CPSC (3) 200 lev	SFU CMPT 112 (1)	TWU CMPT 100 lev (3)
CISY 410		OUC COSC 122 (3)	OU CMPT 214 (3)	SFU CMPT (3)	TWU CMPT 110 (3)
CISY 420	MALA CSCI (3)		OU CMPT (3)	SFU CMPT 001 (3)	
CISY 430			OU CMPT (3)	No credit	
CISY 440			OU CMPT (3)	No credit	

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
	UCC COMP (3)	UCFV BUS (3)	UNBC CPSC 290 (3)	UVIC COM 230 (1.5)
UBC CPSC 1st (3). Maximum credit granted for DOUG CISY 210, DOUG CISY 230, DOUG CISY 240, DOUG CISY 250, DOUG CISY 260, DOUG CISY 370 is 6 credits.	UCC COMP (3)	Under review	No credit	UVIC CSC 100 lev (1.5)
UBC CPSC 1st (3). Maximum credit granted for DOUG CISY 210, DOUG CISY 230, DOUG CISY 240, DOUG CISY 250, DOUG CISY 260, DOUG CISY 370 is 6 credits.	UCC COMP 157 (3)	UCFV COMP 150 (3)	UNBC CPSC 100 lev (3)	UVIC CSC 100 lev (1.5)
UBC CPSC 1st (3). Maximum credit granted for DOUG CISY 210, DOUG CISY 230, DOUG CISY 240, DOUG CISY 250, DOUG CISY 260, DOUG CISY 370 is 6 credits.	UCC COMP (3)	Under review	UNBC CPSC 100 lev (3)	UVIC CSC 100 lev (1.5)
UBC CPSC 1st (3). Maximum credit granted for DOUG CISY 210, DOUG CISY 230, DOUG CISY 240, DOUG CISY 250, DOUG CISY 260, DOUG CISY 370 is 6 credits.	UCC COMP (3)	Under review	UNBC CPSC 100 lev (3)	UVIC CSC 110 (1.5)
UBC CPSC 1st (3). Maximum credit granted for DOUG CISY 210, DOUG CISY 230, DOUG CISY 240, DOUG CISY 250, DOUG CISY 260, DOUG CISY 370 is 6 credits.	UCC COMP 167 (3)	UCFV GE (3)	UNBC CPSC 200 lev (3)	UVIC CSC 200 lev (1.5)
UBC CPSC 2nd (3). Precludes credit for UBC CPSC 304.	UCC COMP (3)	UCFV COMP 330 (3)	UNBC CPSC 200 lev (3). Precludes credit for UNBC CPSC 422.	UVIC CSC 200 lev (1.5)
		UCFV COMP 340 (3)	No credit	UVIC CSC 200 lev (1.5)
UBC CPSC 1st (3). Maximum credit granted for DOUG CISY 210, DOUG CISY 230, DOUG CISY 240, DOUG CISY 250, DOUG CISY 260, DOUG CISY 370 is 6 credits.		UCFV COMP 150 (3)	UNBC CPSC 100 (3)	UVIC CSC 110 (1.5)
UBC CPSC 100 (3)	UCC COMP 170 (3)	Under review	UNBC CPSC 150 (3)	UVIC CSC 100 (1.5)
	UCC COMP (3)	Under review		UVIC CSC 100 lev (1.5)
			No credit	UVIC CSC 200 lev (1.5)
			UNBC CPSC 200 lev (3)	UVIC CSC 200 lev (1.5)

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
CISY 450	MALA CSCI 261		OU CPSC (3)	SFU CMPT 105 (3)	TWU CMPT 200 lev (3)
CISY 470			OU CMPT 214 (3)		
CMNS 105					
CMNS 110			OU ENGL (3)		
CMNS 111			OU ENGL (3)		
CMNS 115	MALA ENGL 225		OU ENGL (3). May not take OU ENGL 107 or OU ENGL 301 for additional credit. No more than 6 credits of CMNS courses to be accepted on any degree program.	No credit	TWU COMM 100 lev (3). May not take TWU COMM 310 for credit.
CMNS 118			OU ENGL (3)		
CMNS 125				SFU CMNS 200 (3)	
CMNS 215					
CMNS 216			OU CMNS (3)	DOUG CMNS 216 & DOUG PRFU 370 = SFU CMNS (3)	TWU COMM 200 lev (2)
CMNS 218			OU ENGL (3)		
CMPT 100			OU CPSC (3)	SFU CMPT 103 (3); DOUG CMPT 100 & DOUG CMPT 110 = SFU CMPT 100 (3) & SFU CMPT 101 (4)	TWU COMP 100 lev (3)
CMPT 110	MALA CSCI 160	OUC COSC 111 (3)	OU CPSC (3)	SFU CMPT 101 (4); DOUG CMPT 100 & DOUG CMPT 110 = SFU CMPT 100 (3) & SFU CMPT 101 (4)	TWU CMPT 100 lev (4)
CMPT 210	MALA CSCI 161	OUC COSC 222 (3)	OU CPSC (3)	SFU CMPT 201 (4)	TWU CMPT 231 (3)
CMPT 220	MALA CSCI 261	OUC COSC 211 (3)	OU CPSC (3)	SFU CMPT 105 (3)	TWU CMPT 200 lev (3)
CMPT 310	MALA CSCI (3)		OU CPSC (3)	SFU CMPT 201 (4)	TWU CMPT 231 (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC CPSC 2nd (3)	UCC COMP (3)	UCFV COMP 255 (3)	UNBC CPSC 200 lev (3). Credit will be granted for only one of DOUG CIS 450 or DOUG CMPT 220.	UVIC CSC 230 (1.5)
		Under review		UVIC CSC 100 (1.5)
			No credit	
		Under review	No credit	UVIC ENGL 100 lev (1.5)
		UCFV CMNS 125 (3)	No credit	UVIC ENGL 100 lev (1.5)
UBC ENGL (3). Precludes credit for UBC ENGL 301.	UCC ENGL (3)	UCFV CMNS 125 (3)	No credit	UVIC ENGL 225 (1.5). No more than 3 units of CMNS courses to be accepted on any degree program.
		Under review	No credit	
DOUG CMNS 118 & DOUG CMNS 216 & DOUG CMNS 218 = UBC ENGL 2nd (3)			No credit	UVIC THEA 150 (1.5)
			No credit	UVIC PSYC 200 lev (1.5)
DOUG CMNS 118 & DOUG CMNS 216 & DOUG CMNS 218 = UBC ENGL 2nd (3)	UCC ENGL (3)	UCFV CMNS (3), exempt UCFV HSER 120 for Crim Just	No credit	UVIC PSYC 200 lev (1.5)
DOUG CMNS 118 & DOUG CMNS 216 & DOUG CMNS 218 = UBC ENGL 2nd (3)	UCC ENGL (3)	Under review	UNBC ENGL 100 lev (3)	UVIC ENGL 200 lev (1.5)
UBC CPSC (3). Not for credit in Science. Credit granted for only one of DOUG CMPT 100 or DOUG CMPT 110.	UCC COMP (3)	UCFV CIS (3) LL	No credit	
UBC CPSC (3); or UBC FRST 232 (3). Credit granted for only one of DOUG CMPT 100 or DOUG CMPT 110.	UCC COMP 113 (3)	UCFV COMP 160 (4). If student has equivalent to UCFV COMP 150, then credit is UCFV COMP 155 (4).	UNBC CPSC 100 lev (3)	UVIC CSC 110 (1.5)
UBC CPSC 216 (3)	UCC COMP 175 (3)	UCFV COMP 175 (4)	UNBC CPSC 101 (3). Supplemental self-study in C must be done before enrolling in UNBC CPSC 200. See Program Chair.	UVIC CSC 115 (1.5)
UBC CPSC 218 (3)	UCC COMP (3)	UCFV COMP 255 (3)	UNBC CPSC 200 lev (3). Credit will be granted for only one of DOUG CIS 450 or DOUG CMPT 220.	UVIC CSC 230 (1.5)
UBC CPSC (3)	UCC COMP (3)	UCFV COMP 175 (3)	UNBC CPSC 281 (3)	UVIC CSC 200 lev (1.5)

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
CMPT 330	MALA CSCI (3)	OUC COSC 221 (3)	OU CPSC (3)	SFU MACM 101 (3)	TWU CMPT 332 (3)
CMPT 350	MALA CSCI 240		OU CPSC (3)	SFU CMPT 290 (3)	TWU CMPT 200 lev (3)
COAC 141					
COAC 142					
COAC 241					
COAC 251				No credit	TWU PHED 280 (3)
COAC 342					
COAC 351				SFU ATHL 201 (3)	TWU PHED 457 (1) & TWU PHED 457 A (1)
COAC 377					
COAC 451				No credit	TWU PHED 458 (1) & TWU PHED 458 A (1)
COOP 100					
COOP 200				SFU BUS 255 (0)	
COOP 300				No credit	
CRIM 100	MALA CRIM 131		OU CRIM 131 (3)	SFU CRIM 131 (3)	TWU SOCI 100 lev (3)
CRIM 101	MALA CRIM (3)		OU CRIM (3)	SFU CRIM (3)	No credit
CRIM 120	MALA CRIM 151		OU CRIM 151 (3)	SFU CRIM 151 (3)	No credit
CRIM 128	MALA CRIM (3)		OU CRIM (3)	SFU CRIM (3)	No credit
CRIM 140	MALA CRIM (3)		OU CRIM (3)	SFU CRIM (3)	TWU SOCI 100 (3)
CRIM 150	MALA CRIM 101		OU CRIM 101 (3)	SFU CRIM 101 (3)	TWU SOCI 100 lev (3)
CRIM 160	MALA CRIM 135		OU CRIM 135 (3)	SFU CRIM 135 (3)	TWU SOCI 100 lev (3)
CRIM 170	MALA CRIM 241		OU CRIM 241 (3)	SFU CRIM 241 (3)	No credit
CRIM 180	MALA SSCI (3)		OU CRIM (3) L.L.		No credit
CRIM 220	MALA CRIM (3)		OU CRIM (3)	SFU CRIM (3)	No credit
CRIM 240			OU CRIM (3)	SFU CRIM (3)	TWU SOCI 200 lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC CPSC 220 (3)	UCC COMP (3)	UCFV COMP (3)	UNBC CPSC 240 (3)	UVIC CSC 200 lev (1.5)
UBC ELEC 256 (3)	UCC COMP (3)	UCFV COMP (3)	UNBC CPSC 231 (3)	UVIC CSC 200 lev (1.5)
				UVIC PE 100 lev (1.5)
				UVIC PE 100 lev (1.5)
				UVIC PE 245 (1.5)
			No credit	UVIC PE 200 lev (1.5)
				UVIC PE 200 lev (1.5)
			No credit	UVIC PE 200 lev (1.5)
				UVIC PE 200 lev (1.5)
			No credit	
				No credit
				No credit
	UCC SOCI (3)	UCFV CRIM 103 (3)	UNBC UNSP 100 lev (3)	UVIC SOCI 100 lev (1.5)
			UNBC UNSP 100 lev (3)	
		UCFV CRIM 151 (3)	UNBC UNSP 100 lev (3)	
		UCFV CRIM (3)	No credit	
	UCC SOCI (3)	UCFV CRIM 271 (3)	No credit	UVIC SOCI 100 lev (1.5)
UBC SOCI (3)	UCC SOCI (3)	UCFV CRIM 100 (3)	UNBC SOSC 100 lev (3)	UVIC SOCI 100 lev (1.5)
UBC POLI (3)	UCC SOCI (3)	UCFV CRIM 135 (3)	UNBC UNSP 100 lev (3)	UVIC POLI 220 (1.5)
		UCFV CRIM 101 (3)	UNBC SOSC 100 lev (3)	
	UCC SOSC (3)	UCFV CRIM (3)	UNBC HUMN 100 lev (3)	UVIC SOSC 100 lev (1.5)
	UCC SOCI (3)	UCFV CRIM (3)	UNBC SOSC 200 lev (3)	UVIC SOCI 200 lev (1.5), to a maximum of 3 units.
		UCFV CRIM (3)	No credit	

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
CRIM 251	MALA CRIM (3)		OU CRIM 103 (3)	SFU CRIM 103 (3)	TWU SOCI 200 lev (3)
CRIM 252	MALA CRIM 104		OU CRIM 104 (3)	SFU CRIM 104 (3)	TWU SOCI 200 lev (3)
CRIM 253	MALA CRIM 210		OU CRIM (3)	SFU CRIM 210 (3)	TWU SOCI 200 lev (3)
CRIM 254	MALA CRIM 120		OU CRIM 120 (3)	SFU CRIM 120 (3)	TWU SOCI 200 lev (3)
CRIM 255	MALA CRIM (3)		OU CRIM (3)	SFU CRIM (3)	TWU SOCI 100 lev (3)
CRIM 256	MALA CRIM 213		OU CRIM (3)	SFU CRIM 213 (3)	
CRIM 260	MALA CRIM 230		OU CRIM 230 (3)	SFU CRIM 230 (3)	TWU SOCI 200 lev (3)
CRIM 261	MALA POLI 151		OU POLI 151 (3)	SFU POL 151 (3)	TWU SOCI 200 lev (3)
CRIM 262			OU CRIM (3)	SFU CRIM (3). Exemption from SFU CRIM 330	No credit
CRIM 271			OU CRIM (3)		TWU SOCI 200 lev (3)
CRIM 275			OU CRIM (3)	SFU CRIM (3)	
CRIM 340					TWU SOCI 320 (3). For students in TWU's Human Services Program only.
CRWR 101	MALA CREW (3)	Any two of DOUG CRWR 101, OU CRWR (3) DOUG CRWR 102, DOUG CRWR 103 = OUC ENGL 229 (3)		SFU GE (3) Creative Writing. Refer to Transfer Notes.	Any two of DOUG CRWR 101, DOUG CRWR 102, DOUG CRWR 103 = TWU ENGL 207 or TWU ENGL 208 (3)
CRWR 102	MALA CREW (3)	Any two of DOUG CRWR 101, OU CRWR (3) DOUG CRWR 102, DOUG CRWR 103 = OUC ENGL 229 (3)		SFU GE (3) Creative Writing. Refer to Transfer Notes.	Any two of DOUG CRWR 101, DOUG CRWR 102, DOUG CRWR 103 = TWU ENGL 207 or TWU ENGL 208 (3)
CRWR 103	MALA CREW (3)	Any two of DOUG CRWR 101, OU CRWR (3) DOUG CRWR 102, DOUG CRWR 103 = OUC ENGL 229 (3)		SFU GE (3) Creative Writing. Refer to Transfer Notes.	Any two of DOUG CRWR 101, DOUG CRWR 102, DOUG CRWR 103 = TWU ENGL 207 or TWU ENGL 208 (3)
CRWR 200	MALA CREW (3)		OU CRWR (3)	SFU GE (3) Creative Writing. Refer to Transfer Notes.	
CRWR 201				SFU ENGL (3). If student already has credit for a creative writing course, credit will be SFU GE (3) Creative Writing.	TWU ENGL 207 (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC PSYC (3). Refer to Transfer Notes.	UCC SOCI (3)	UCFV CRIM 105 (3)	UNBC PSYC 200 lev (3)	UVIC PSYC 200 lev (1.5)
UBC SOCI (3)	UCC SOCI (3)	UCFV CRIM 104 (3)	UNBC SOSC 200 lev (3)	UVIC SOCI 200 lev (1.5), to a maximum of 3 units.
UBC SOCI (3)	UCC SOCI (3)	UCFV CRIM 210 (3)	UNBC SOSC 200 lev (3)	UVIC SOCI 200 lev (1.5), to a maximum of 3 units.
UBC SOCI (3)	UCC SOCI (3)	UCFV CRIM 220 (3)	UNBC SOSC 200 lev (3)	UVIC SOCI 200 lev (1.5), to a maximum of 3 units.
UBC SOCI (3)	UCC SOCI (3)	UCFV CRIM (3)	UNBC SOSC 200 lev (3)	UVIC SOCI 200 lev (1.5), to a maximum of 3 units.
UBC SOCI 2nd (3)	UCC SOCI (3)	UCFV CRIM (3)		UVIC SOSC 200 lev (1.5)
		UCFV CRIM 230 (3)	UNBC UNSP 200 lev (3)	
UBC POLI (3)	UCC SOCI (3)	UCFV CRIM 109 (3)	UNBC SOSC 200 lev (3)	UVIC POLI 220 (1.5)
		UCFV CRIM (3)	UNBC SOSC 200 lev (3)	
		Under review		
		Under review	UNBC SOSC 200 lev (3)	
		Individual assessment		
Any two of DOUG CRWR 101, UCC ENGL (3) DOUG CRWR 102, DOUG CRWR 103 = UBC CRWR 202 (6). Refer to Transfer Notes.		UCFV ENGL (3)	UNBC ENGL 100 lev (3)	UVIC WRIT 100 lev (1.5)
Any two of DOUG CRWR 101, UCC ENGL (3) DOUG CRWR 102, DOUG CRWR 103 = UBC CRWR 202 (6). Refer to Transfer Notes.		UCFV ENGL (3)	UNBC ENGL 100 lev (3)	UVIC WRIT 100 lev (1.5)
Any two of DOUG CRWR 101, UCC ENGL (3) DOUG CRWR 102, DOUG CRWR 103 = UBC CRWR 202 (6). Refer to Transfer Notes.		UCFV ENGL (3)	UNBC ENGL 100 lev (3)	UVIC WRIT 100 lev (1.5)
UBC CRWR 2nd (3). Refer to Transfer Notes.		UCFV ENGL (3)	UNBC ENGL 200 lev (3)	UVIC WRIT 200 lev (1.5)
UBC CRWR 2nd (3). Refer to Transfer Notes.	UCC ENGL (3)	UCFV ENGL (3)	UNBC ENGL 200 lev (3)	UVIC WRIT 200 lev (3)

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
CRWR 202	MALA CREW (3)		OU CRWR (3)	SFU GE (3) Creative Writing. Refer to Transfer Notes.	
CRWR 340	MALA CREW (3)		OU CRWR (3)		
CRWR 350	MALA CREW (3)		OU CRWR (3)	SFU GE (3) Creative Writing. Refer to Transfer Notes.	TWU ENGL 200 lev (3)
CRWR 401	MALA CREW (3)		OU CRWR (3)	SFU GE (3) Creative Writing. Refer to Transfer Notes.	
CSSW 220					
CSSW 440					
CYCC 250			No credit		
ECON 101	MALA ECON 214	OUC ECON 124 (3)	OU ECON (3)	SFU ECON 101 (3)	TWU ECON (3) Refer to Transfer Notes.
ECON 110	MALA ECON 1st (3)		OU ECON (3)	SFU ECON (3)	TWU ECON 100 lev (3)
ECON 111	MALA ECON 1st (3)		OU ECON (3)	SFU ECON (3)	TWU ECON 100 lev (3)
ECON 125	MALA ECON 1st (3)		OU ECON (3)	SFU ECON (3)	TWU ECON 200 lev (3)
ECON 150	MALA ECON 211	DOUG ECON 150 & DOUG ECON 250 = OUC ECON 115 (3) & OUC ECON 125 (3)	OU ECON 200 (3)	SFU ECON 103 (3)	TWU ECON 201 (3)
ECON 208			OU ECON (3)		
ECON 210	MALA ECON 2nd (3)	OUC ECON 122 (3)	OU ECON (3)	SFU ECON (3)	TWU ECON 200 lev (3)
ECON 211			OU ECON (3)		
ECON 250	MALA ECON 212	DOUG ECON 150 & DOUG ECON 250 = OUC ECON 115 (3) & OUC ECON 125 (3)	OU ECON 201 (3)	SFU ECON 105 (3)	TWU ECON 202 (3)
ECON 260			OU ECON (3)		
ECON 280			OU ECON (3)		
ECON 300					TWU ECON 300 lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC CRWR 2nd (3). Any two of DOUG CRWR 202, DOUG CRWR 340, DOUG CRWR 401 satisfies the prerequisite for UBC CRWR 405 or UBC CRWR 416. Refer to Transfer Notes.	UCC ENGL (3)	UCFV ENGL (3)	UNBC ENGL 200 lev (3)	
UBC CRWR 2nd (3). Any two of DOUG CRWR 202, DOUG CRWR 340, DOUG CRWR 401 satisfies the prerequisite for UBC CRWR 405 or UBC CRWR 416. Refer to Transfer Notes.			No credit	
UBC CRWR 2nd (3). Precludes credit for UBC CRWR 409. Refer to Transfer Notes.	UCC ENGL (3)	UCFV ENGL (3)	UNBC ENGL 200 lev (3)	UVIC WRIT 100 lev (1.5)
UBC CRWR 2nd (3). Any two of DOUG CRWR 202, DOUG CRWR 340, DOUG CRWR 401 satisfies the prerequisite for UBC CRWR 405 or UBC CRWR 416. Refer to Transfer Notes.	UCC ENGL (3)	UCFV ENGL (3)	UNBC ENGL 200 lev (3)	
			No credit	
			No credit	
			No credit	Under review
UBC ECON 1st (3). Refer to Transfer Notes.	UCC ECON 111 (3)	UCFV ECON 110 (3)	UNBC UNSP 100 lev (3)	UVIC ECON 100 lev (1.5)
UBC ECON 1st (3). Refer to Transfer Notes.	UCC ECON (3)	UCFV ECON (3)	Under review	UVIC ECON 100 lev (1.5)
UBC ECON (3). Refer to Transfer Notes.	UCC ECON 223 (3)	UCFV ECON (3)	UNBC UNSP 100 lev (3)	UVIC ECON 100 lev (1.5)
UBC ECON (3). Refer to Transfer Notes.	UCC ECON (3)	UCFV ECON (3)	UNBC UNSP 100 lev (3)	UVIC ECON 100 lev (1.5)
DOUG ECON 150 & DOUG ECON 250 = UBC ECON 100 (6)	UCC ECON 190 (3)	UCFV ECON 201 (3)	UNBC ECON 100 (3)	UVIC ECON 103 (1.5)
UBC ECON (3). Refer to Transfer Notes.	UCC ECON 213 (3)	UCFV ECON (3)	Under review	UVIC ECON 100 lev (1.5)
DOUG ECON 150 & DOUG ECON 250 = UBC ECON 100 (6)	UCC ECON 195 (3)	UCFV ECON 202 (3)	UNBC ECON 101 (3)	UVIC ECON 104 (1.5)
UBC ECON 2nd (3)		UCFV GE (3)		No credit

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
ECON 350	MALA ECON 252	OUC ECON 201 (3)	OU ECON 350 (3)	SFU BUS 207 (3)	TWU ECON 200 lev (3)
ECON 408			OU ECON (3)	SFU ECON 210 (3)	TWU ECON 304 (3)
ECON 418			OU ECON (3) 200 lev	SFU ECON 208 (3)	TWU ECON 306 (3)
ECON 450	MALA ECON 253	OUC ECON 202 (3)	OU ECON 301 (3)	SFU GE (3) ECON	TWU ECON 302 (3)
ECON 460			OU ECON (3) 200 lev	SFU ECON 260 (3)	TWU ECON 400 lev (3)
ECON 490				SFU ECON 290 (3)	TWU ECON 308 (3)
ECON 491				SFU ECON 291 (3)	No credit
ENGL 101	MALA ENGL (3)	OUC ENGL 223 (3)	Any 2 of DOUG ENGL 101, DOUG ENGL 102, DOUG ENGL 106, DOUG ENGL 109, DOUG ENGL 114, DOUG ENGL 151 = OU ENGL 100 (3) & OU ENGL 101 (3), and OU ENGL (3) for each additional course.	SFU ENGL 221 (3)	TWU ENGL 100 lev (3). Could replace TWU ENGL 103 or TWU ENGL 104
ENGL 102	MALA ENGL (3)		Any 2 of DOUG ENGL 101, DOUG ENGL 102, DOUG ENGL 106, DOUG ENGL 109, DOUG ENGL 114, DOUG ENGL 151 = OU ENGL 100 (3) & OU ENGL 101 (3), and OU ENGL (3) for each additional course.	SFU ENGL (3). Fulfills Business Administration Group A special English requirements.	TWU ENGL 100 lev (3). Could replace TWU ENGL 103 or TWU ENGL 104
ENGL 106	MALA ENGL 121	OUC ENGL 118 (3)	Any 2 of DOUG ENGL 101, DOUG ENGL 102, DOUG ENGL 106, DOUG ENGL 109, DOUG ENGL 114, DOUG ENGL 151 = OU ENGL 100 (3) & OU ENGL 101 (3), and OU ENGL (3) for each additional course.	SFU ENGL 101 (3)	TWU ENGL 100 lev (3). Could replace TWU ENGL 103 or TWU ENGL 104
ENGL 107	MALA ENGL (3)	OUC ENGL 214 (3)	OU ENGL (3)	SFU ENGL 228 (3); DOUG ENGL 107 & DOUG 310 = SFU ENGL 228 (3) & SFU ENGL (3)	TWU ENGL 100 lev (3). Could replace TWU ENGL 103 or TWU ENGL 104
ENGL 109	MALA ENGL 116	OUC ENGL 140 (3)	Any 2 of DOUG ENGL 101, DOUG ENGL 102, DOUG ENGL 106, DOUG ENGL 109, DOUG ENGL 114, DOUG ENGL 151 = OU ENGL 100 (3) & OU ENGL 101 (3), and OU ENGL (3) for each additional course.	SFU ENGL (3). Fulfills Business Administration Group A special English requirements.	TWU ENGL 100 lev (3). Could replace TWU ENGL 103 or TWU ENGL 104
ENGL 112	MALA ENGL (3)		OU ENGL (3). May not take ou EDUC 465 for additional credit.	SFU ENGL (3). Fulfills Business Administration Group A special English requirements.	TWU ENGL 100 lev (3). Could replace TWU ENGL 103 or TWU ENGL 104

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC ECON 2nd (3)	UCC ECON 290 (3)	UCFV ECON (3)	Under review	UVIC ECON 200 lev (1.5)
UBC ECON 2nd (3)		UCFV ECON (3)	UNBC COMM 200 lev (3)	UVIC ECON 200 lev (1.5)
UBC ECON 2nd (3)	UCC ECON 2nd M (3)	UCFV ECON (3)	Under review	UVIC ECON 200 lev (1.5)
UBC ECON 202 (3)	UCC ECON 295 (3)	UCFV ECON (3)	Under review	UVIC ECON 200 lev (1.5)
UBC ECON 2nd (3)	UCC ECON (3)	Under review	Under review	UVIC ECON 200 lev (1.5)
UBC ECON 210 (3)		UCFV GE (3)		UVIC ECON 200 lev (1.5)
UBC ECON 211 (3)		No credit		UVIC ECON 200 lev (1.5)
UBC ENGL 1st (3)	UCC ENGL 111 (3)	UCFV ENGL 140 (3)	UNBC ENGL 100 lev (3)	UVIC ENGL 100 lev (1.5)
UBC ENGL 1st (3)	UCC ENGL (3)	UCFV ENGL (3)	UNBC ENGL 100 lev (3)	UVIC ENGL 100 lev (1.5)
UBC ENGL 1st (3)	UCC ENGL (3)	UCFV ENGL 120 (3)	UNBC ENGL 100 lev (3)	UVIC ENGL 121 (1.5)
UBC ENGL 1st (3)	UCC ENGL (3)	UCFV ENGL 226 (3)	UNBC ENGL 100 lev (3)	UVIC ENGL 100 lev (1.5)
UBC ENGL 110 (3)	UCC ENGL 111 (3)	UCFV ENGL (3)	UNBC ENGL 100 (3)	UVIC ENGL 116 (1.5)
UBC ENGL (3)	UCC ENGL (3)	UCFV ENGL (3)	UNBC ENGL 100 lev (3)	UVIC ENGL 100 lev (1.5)

Transfer Credit Guide

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
ENGL 114	MALA ENGL (3)		Any 2 of DOUG ENGL 101, DOUG ENGL 102, DOUG ENGL 106, DOUG ENGL 109, DOUG ENGL 114, DOUG ENGL 151 = OU ENGL 100 (3) & OU ENGL 101 (3), and OU ENGL (3) for each additional course.	SFU ENGL 102 (3); DOUG ENGL 114 & DOUG ENGL 314 = SFU ENGL 102 (3) & SFU ENGL (3)	TWU ENGL 103 (3)
ENGL 130	MALA ENGL 115	OUC ENGL 110 (3)	OU ENGL (3)	SFU ENGL 199 (3)	TWU ENGL 101 (3)
ENGL 151	MALA ENGL (3)	OUC ENGL 213 (3)	Any 2 of DOUG ENGL 101, DOUG ENGL 102, DOUG ENGL 106, DOUG ENGL 109, DOUG ENGL 114, DOUG ENGL 151 = OU ENGL 100 (3) & OU ENGL 101 (3), and OU ENGL (3) for each additional course.	SFU ENGL 103 (3)	TWU COMM 100 lev (3)
ENGL 200			OU ENGL (3)	SFU GE (3) English	TWU ENGL 200 lev (3)
ENGL 310	MALA ENGL (3)		OU ENGL (3)	SFU ENGL 228 (3); DOUG ENGL 107 & DOUG 310 = SFU ENGL 228 (3) & SFU ENGL (3)	TWU ENGL 200 lev (3)
ENGL 313	MALA ENGL (3)		OU ENGL (3)	SFU ENGL (3)	TWU ENGL 200 lev (3)
ENGL 314	MALA ENGL 251		OU ENGL (3)	SFU ENGL 102 (3). If credit received for SFU ENGL 102, credit will be SFU ENGL (3); DOUG ENGL 114 & DOUG ENGL 314 = SFU ENGL 102 (3) & SFU ENGL (3)	TWU ENGL 200 lev (3)
ENGL 315	MALA ENGL 209	OUC ENGL 215 (3)	OU ENGL (3)	SFU ENGL (3)	TWU ENGL 200 lev (3)
ENGL 316	MALA ENGL 200	DOUG ENGL 316 & DOUG ENGL 317 = OUC ENGL 221 (3)	OU ENGL 220 (3)	SFU ENGL 204 (3). Student may request credit as SFU ENGL 205 (3) instead.	TWU ENGL 213 (3)
ENGL 317	MALA ENGL 201	DOUG ENGL 316 & DOUG ENGL 317 = OUC ENGL 221 (3)	OU ENGL 221 (3)	SFU ENGL 206 (3)	TWU ENGL 214 (3)
ENGL 319	MALA ENGL (3)	OUC ENGL 121 (3)	OU ENGL (3)	SFU ENGL 101 (3)	TWU ENGL 222 (3)
FINC 100					
FINC 200					
FINC 210					
FINC 300			OU ADMN (3)	No credit	
FINC 305				No credit	No credit

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC ENGL 1st (3)	UCC ENGL 218 (3)	UCFV ENGL 110 (3)	UNBC ENGL 100 lev (3)	UVIC ENGL 100 lev (1.5)
UBC ENGL 112 (3)	UCC ENGL 110 (3)	UCFV ENGL 105 (3), exempt UCFV CMNS 155 for Crim Just	UNBC ENGL 100 lev (3)	UVIC ENGL 115 (1.5)
UBC ENGL (3); or UBC THTR (3)	UCC ENGL 219 (3)	UCFV ENGL 130 (3)	UNBC ENGL 100 lev (3)	UVIC ENGL 100 lev (1.5)
UBC ARTS 2nd (3)			UNBC ENGL 200 lev (3)	UVIC ENGL 215 (1.5)
UBC ENGL 2nd (3)	UCC ENGL (3)	UCFV ENGL 227 (3)	UNBC ENGL 200 lev (3)	UVIC HUM 100 lev (1.5)
UBC ENGL 2nd (3)	UCC ENGL (3)	UCFV ENGL (3)	UNBC ENGL 200 lev (3)	UVIC ENGL 250 (1.5)
UBC ENGL 205 (3)	UCC ENGL 218 (3)	UCFV ENGL 110 (3)	UNBC ENGL 200 lev (3)	UVIC ENGL 200 lev (1.5)
UBC ENGL 2nd (3)	UCC ENGL (3)	UCFV ENGL (3)	UNBC ENGL 200 lev (3)	UVIC ENGL 250 (1.5)
DOUG ENGL 316 & DOUG ENGL 317 = UBC ENGL 201 (6)	UCC ENGL 211 (3)	UCFV ENGL 201 (3)	UNBC ENGL 200 lev (3)	DOUG ENGL 316 & DOUG ENGL 317 = UVIC ENGL 200 (3)
DOUG ENGL 316 & DOUG ENGL 317 = UBC ENGL 201 (6)	UCC ENGL 221 (3)	UCFV ENGL 202 (3)	UNBC ENGL 200 lev (3)	DOUG ENGL 316 & DOUG ENGL 317 = UVIC ENGL 200 (3)
UBC ENGL 207 (3)	UCC ENGL (3)	UCFV ENGL 120 (3)	UNBC ENGL 200 lev (3)	UVIC ENGL 200 lev (1.5)
			No credit	
		Under review		No credit
		Under review		No credit
		Under review		UVIC COM 200 lev (1.5)
UBC COMM 2nd (3)		UCFV BUS 435 (3)		No credit

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
FINC 310			OU ADMN (3)		No credit
FINC 320			OU ADMN (3)		No credit
FINC 340			OU ADMN (3)	No credit	No credit
FINC 350			OU ADMN (3) L.L.	No credit	
FINC 400			OU ADMN (3)	No credit	
FINC 405				No credit	TWU ECON 300 lev (3)
FINC 410				No credit	No credit
FINC 420			OU ADMN (3)	No credit	
GEOG 100	MALA GEOG 120	OUC GEOG 117 (3)	OU GEOG (3)	SFU GEOG (3)	TWU GEOG 100 lev (3)
GEOG 110	MALA GEOG (3)	DOUG GEOG 110 & DOUG GEOG 120 = OUC GEOG 111 (3) & OUC GEOG 121 (3)	OU GEOG 110 (3)	SFU GEOG (3) PHYS GEOG or DOUG GEOG 110 & GEOL 120 (or GEOG 120) = SFU GEOG 111(3) & EASC 101 (3)	TWU GEOG 101 (3)
GEOG 120	MALA GEOG 111	DOUG GEOG 110 & DOUG GEOG 120 = OUC GEOG 111 (3) & OUC GEOG 121 (3)	OU GEOG 111 (3)	SFU EASC 101 (3)	TWU GEOG 102 (3)
GEOG 130	MALA GEOG 110		OU GEOG (3)	SFU GEOG 102 (3)	TWU GEOG 110 (3)
GEOG 160	MALA GEOG (3)	OUC GEOG 217 (3)	OU GEOG 270 (3)	SFU GEOG 265 (3)	TWU GEOG 100 lev (3)
GEOG 170	MALA GEOG 250	OUC GEOG 200 lev (3)	OU GEOG (3)	SFU GEOG 250 (3)	TWU GEOG 100 lev (3)
GEOG 180	MALA GEOG 290	OUC GEOG 224 (3)	OU GEOG (3)	SFU GEOG 162 (3)	TWU GEOG 230 (3)
GEOG 190	MALA GEOG (3)	OUC GEOG 218 (3)	OU GEOG (3)	SFU GEOG 263 (3)	TWU GEOG 100 lev (3)
GEOG 210	MALA GEOG (3)	OUC GEOG 212 (3)	OU GEOG (3)	SFU GEOG 214 (3)	TWU GEOG 200 lev (3)
GEOG 212	MALA GEOG 240	OUC GEOG 221 (3)	OU GEOG (3)	SFU GEOG 221 (3)	TWU GEOG 200 lev (3)
GEOG 213	MALA GEOG (3)	OUC GEOG 211 (3)	OU GEOG (3)	SFU GEOG 241 (3)	TWU GEOG 200 lev (3)

Transfer Credit Guide

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
		Under review		Under review
		Under review		Under review
DOUG FINC 320 & DOUG FINC 340 = UBC COMM 297 (3)		Under review		Under review
DOUG FINC 320 & DOUG FINC 340 = UBC COMM 297 (3)		UCFV BUS (3) LL	UNBC COMM 220 (3)	UVIC COM 240 (1.5)
UBC COMM 2nd (3)		Under review	UNBC COMM 200 lev (3)	UVIC COM 200 lev (1.5)
		Under review		Under review
UBC COMM 2nd (3)		UCFV BUS (3) LL		No credit
		Under review	UNBC COMM 200 lev (3)	Under review
		Under review	Under review	
UBC GEOG 121 (3)	UCC GEOG 112 (3)	UCFV GEOG 140 (3)	UNBC GEOG 201 (3)	Under review
UBC GEOG 102 (3); DOUG GEOG 110 & DOUG GEOG 120 = UBC GEOG 101 (6)	UCC GEOG 122 (3)	UCFV GEOG 101 (3)	UNBC ENVS 201 (3)	UVIC GEOG 200 lev (physical) (1.5)
UBC GEOG 103 (3); DOUG GEOG 110 & DOUG GEOG 120 = UBC GEOG 101 (6)	UCC GEOG 112 (3)	UCFV GEOG 102 (3)	UNBC GEOG 210 (3)	UVIC EOS 100 lev (1.5)
UBC GEOG 2nd (3)	UCC GEOG 210 (3)	UCFV GEOG 111 (3)	UNBC GEOG 100 (3)	UVIC GEOG 101A (1.5)
UBC GEOG (3)	UCC GEOG 223 (3)	UCFV GEOG 131 (3)	UNBC GEOG 200 (3)	UVIC GEOG 100R lev (1.5)
UBC GEOG (3)	UCC GEOG (3)	UCFV GEOG 251 (3)	UNBC GEOG 205 (3)	UVIC GEOG 100 lev (1.5)
UBC GEOG 290 (3)	UCC GEOG 222 (3)	UCFV GEOG 130 (3)	UNBC GEOG 203 (3)	UVIC GEOG 100R lev (1.5)
UBC GEOG (3)	UCC GEOG (3)	UCFV GEOG 233 (3)	UNBC GEOG 100 lev (3)	UVIC GEOG 200R lev (1.5)
UBC GEOG 200 (3)	UCC GEOG (3)	UCFV GEOG (3)	UNBC ENVS 200 lev (3)	UVIC GEOG 200 lev (1.5)
UBC GEOG 2nd (3). Precludes credit for UBC GEOG 361. May be used in place of GEOG 361 as a prerequisite.	UCC GEOG 211 (3)	UCFV GEOG 242 (3)	UNBC GEOG 202 (3)	UVIC GEOG 211 (1.5)
UBC GEOG 122 (3)	UCC GEOG (3)	UCFV GEOG 241 (3)	UNBC GEOG 301 (3)	UVIC GEOG 200 lev (1.5)

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
GEOG 220	MALA GEOG 220	OUC GEOG 222 (3)	OU GEOG (3)	SFU GEOG 213 (3)	TWU GEOG 200 lev (3)
GEOG 230	MALA GEOG (3)		OU GEOG (3)	SFU GEOG 215 (3)	TWU GEOG 200 lev (3)
GEOG 321	MALA GEOG (3)	OUC GEOG 205 (3)	OU GEOG (3)	SFU GEOG (3) PHYS GEOG	TWU GEOG 200 lev (3)
GEOL 120	MALA GEOG (3)		OU GEOL 120 (4)	DC GEOL 120 or (GEOG 120) + GEOL 121=SFU EASC 101 + GEOG (3) PHYS GEOG	TWU GEOL 109 (3)
GEOL 121	MALA GEOL 112		OU GEOL (3)	SFU EASC 102 (3)	To be determined
GEOL 150	MALA GEOL 111	OUC GEOL 111 (3)	OU GEOL (3)	SFU EASC 101 (3)	TWU GEOL 100 lev (3)
GEOL 200			OU GEOL (3)	SFU GEOG 212 (3)	To be determined
GEOL 210	MALA GEOL (3)	DOUG GEOL 210 & DOUG SCIE 107 = OUC GEOL 111 (3) & OUC GEOL 121 (3)	OU GEOL (3)	SFU GE (4) GEOL	TWU GEOL 200 lev (3)
GEOL 300	MALA GEOL (3)	OUC GEOL 200 (3)	OU GEOL (3)	SFU EASC 202 (3)	TWU GEOL 300 lev (3)
GEOL 321	MALA GEOL (3)	OUC GEOL 226 (3)	OU GEOL (3)	SFU GE (4) GEOL	TWU GEOL 200 lev (3)
GEOL 410			OU GEOL (3)	SFU EASC 205 (3)	
GEOL 421	MALA GEOL (3)	OUC GEOL 206 (3)	OU GEOL (3)	SFU GE (4) GEOL	TWU GEOL 200 lev (3)
HIST 103	MALA HIST 201	OUC HIST 115 (3)	OU HIST (3)	SFU HIST 000-3 Lower Div.	TWU HIST 223 (3)
HIST 104	MALA HIST 202	OUC HIST 125 (3)	OU HIST (3)	SFU HIST 000-3 Lower Div.	TWU HIST 224 (3)
HIST 113	MALA HIST 111	OUC HIST 112 (3)	OU HIST 112(3)	SFU HIST 101 (3)	TWU HIST 235 (3)
HIST 114	MALA HIST 112	OUC HIST 122 (3)	OU HIST 121 (3)	SFU HIST 102 (3)	TWU HIST 236 (3)
HIST 201	MALA HIST 221	OUC HIST 116 (3)	OU HIST (3)	SFU HIST 223 (3)	TWU HIST 200 lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC GEOG 2nd (3). Precludes credit for UBC GEOG 306. Students should take UBC GEOG 205 and ensure they have enough upper year Science credits to compensate for not taking GEOG 306.	UCC GEOG (3)	UCFV GEOG (3)	UNBC GEOG 200 lev (3)	UVIC GEOG 213 (1.5); or UVIC GEOG 200P lev (1.5)
UBC GEOG 207 (3)		UCFV GEOG 201 (3) or UCFV GEOG 202 (3)	UNBC GEOG 200 lev (3)	UVIC GEOG 200 lev (1.5)
UBC GEOG 205 (3)	UCC GEOG (3)	Under review	UNBC GEOG 310 (3)	UVIC GEOG 200P lev (1.5)
UBC GEOL 100 (3)		UCFV GEOG (3)	UNBC GEOG 210 (3)	UVIC EOS 100 lev (1.5)
UBC GEOL 205 (3)	UCC GEOL 205 (3)	Under review	UNBC SCIE 100 lev (3)	UVIC EOS 100 lev (1.5)
UBC GEOL 150 (3)	UCC GEOL (3)	UCFV GEOG (3)	UNBC SCIE 200 lev (3)	UVIC EOS 100 lev (1.5)
UBC GEOL (3)		Under review	UNBC SCIE 200 lev (3)	UVIC EOS 200 lev (1.5)
UBC GEOL 1st (3)	UCC GEOL (3)	UCFV GEOG (3)	UNBC SCIE 200 lev (4)	UVIC EOS 100 lev (1.5)
UBC GEOL 200 (3)	UCC GEOL 210 (3)	UCFV GEOG (3)	UNBC SCIE 200 lev (3)	UVIC EOS 200 lev (1.5)
UBC GEOL 2nd (3). Exempt UBC GEOL 256	UCC GEOL (3)	UCFV GEOG (3)	UNBC SCIE 200 lev (4)	UVIC EOS 201 (1.5)
UBC GEOL 202 (3)		UCFV GEOG (3)	UNBC SCIE 200 lev (3)	UVIC EOS 200 lev (1.5)
UBC GEOL 2nd (3). Exempt UBC GEOL 256	UCC GEOL (3)	UCFV GEOG (3)	UNBC SCIE 200 lev (4)	UVIC EOS 200 lev (1.5)
DOUG HIST 103 & DOUG HIST 104 = UBC HIST 125 (6)	UCC HIST (3)	UCFV HIST (3)	UNBC HIST 150 (3)	DOUG HIST 103 & DOUG HIST 104 = UVIC HIST 105 (3)
DOUG HIST 103 & DOUG HIST 104 = UBC HIST 125 (6)	UCC HIST (3)	UCFV HIST (3)	UNBC HIST 100 lev (3)	DOUG HIST 103 & DOUG HIST 104 = UVIC HIST 105 (3)
DOUG HIST 113 & DOUG HIST 114 = UBC HIST 135 (6)	UCC HIST 112 (3)	UCFV HIST 101 (3)	UNBC HIST 210 (3)	DOUG HIST 113 & DOUG HIST 114 = UVIC HIST 130 (3)
DOUG HIST 113 & DOUG HIST 114 = UBC HIST 135 (6)	UCC HIST 122 (3)	UCFV HIST 102 (3)	UNBC HIST 211 (3)	DOUG HIST 113 & DOUG HIST 114 = UVIC HIST 130 (3)
DOUG HIST 201 & DOUG HIST 202 = UBC HIST 120 (6)	UCC HIST (3)	UCFV HIST 201 (3)	UNBC HIST 200 lev (3)	DOUG HIST 201 & DOUG HIST 202 = UVIC HIST 240 (3)

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
HIST 202	MALA HIST 222	OUC HIST 126 (3)	OU HIST (3)	SFU HIST 224 (3)	TWU HIST 200 lev (3)
HIST 203	MALA HIST (3)			SFU HIST 219 (3)	To be determined
HIST 204	MALA HIST (3)			SFU HIST 220 (3)	To be determined
HIST 209	MALA HIST (3)	OUC HIST 200 lev (3)	OU HIST (3)	SFU HIST 201 (3)	TWU HIST 200 lev (3)
HIST 210	MALA HIST (3)	OUC HIST 200 lev (3)	OU HIST 225 (3)	SFU HIST 000-3 Lower Div.	TWU HIST 200 lev (3)
HIST 240	MALA HIST 131	OUC HIST 211 (3)	OU HIST 231 (3)	SFU HIST 212 (3)	TWU HIST 251 (3)
HIST 241	MALA HIST 132	OUC HIST 221 (3)	OU HIST 232 (3)	SFU HIST 213 (3)	TWU HIST 252 (3)
HIST 250	MALA HIST (3)	OUC HIST 214 (3)	OU HIST (3)	SFU HIST 255 (3)	TWU HIST 200 lev (3)
HIST 251	MALA HIST (3)	OUC HIST 224 (3)	OU HIST (3)	SFU HIST (3)	TWU HIST 200 lev (3)
HIST 260	MALA HIST (3)	OUC HIST 200 lev (3)	OU HIST (3)	SFU WS 201 (3). Student may request credit as SFU HIST (3) 200 div group 2.	TWU HIST 200 lev (3)
HIST 261	MALA HIST (3)	OUC HIST 200 lev (3)	OU HIST (3)	SFU WS 202 (3). Student may request credit as SFU HIST (3) 200 div group 2.	TWU HIST 200 lev (3)
HMSE 100					No credit
HMSE 142					No credit
HORM 310				No credit	No credit
HUMS 101	MALA HUMA (3)		OU HUMN (3)	SFU GE (3) Humanities	TWU HUMA 100 lev (3)
HUMS 171				SFU HUM (3); DOUG HUMS 171 & DOUG HUMS 172 = SFU HUM 230 (3) & SFU HUM (3)	
HUMS 172				SFU HUM (3); DOUG HUMS 171 & DOUG HUMS 172 = SFU HUM 230 (3) & SFU HUM (3)	
IDST 100	MALA SSCI (3)		OU SOSOC (3)	SFU GE (3) SOC SCIENCE	TWU GENS 100 lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
DOUG HIST 201 & DOUG HIST 202 = UBC HIST 120 (6)	UCC HIST 126 (3)	UCFV HIST 202 (3)	UNBC HIST 200 lev (3)	DOUG HIST 201 & DOUG HIST 202 = UVIC HIST 240 (3)
DOUG HIST 203 & DOUG HIST 204 = UBC HIST 101 (6)		UCFV HIST (3)		UVIC HIST 200 lev (1.5). Cannot take UVIC HIST 236 for credit.
DOUG HIST 203 & DOUG HIST 204 = UBC HIST 101 (6)		UCFV HIST (3)		UVIC HIST 200 lev (1.5). Cannot take UVIC HIST 236 for credit.
UBC HIST 2nd (3)	UCC HIST (3)	UCFV HIST (3)	UNBC HIST 200 lev (3). Precludes credit in UNBC HIST 300.	UVIC HIST 200 lev (1.5)
UBC HIST 2nd (3)	UCC HIST (3)	UCFV HIST 105 (3)	UNBC HIST 200 lev (3)	UVIC HIST 200 lev (1.5)
DOUG HIST 240 & DOUG HIST 241 = UBC HIST 237 (6)	UCC HIST 217 (3)	UCFV HIST (3)	UNBC HIST 220 (3)	DOUG HIST 240 & DOUG HIST 241 = UVIC HIST 210 (3)
DOUG HIST 240 & DOUG HIST 241 = UBC HIST 237 (6)	UCC HIST 227 (3)	UCFV HIST (3)	UNBC HIST 200 lev (3)	DOUG HIST 240 & DOUG HIST 241 = UVIC HIST 210 (3)
DOUG HIST 250 & DOUG HIST 251 = UBC HIST 171 (6)	UCC HIST (3)	UCFV HIST 235 (3)	UNBC HIST 200 lev (3)	UVIC HIST 254 (1.5)
DOUG HIST 250 & DOUG HIST 251 = UBC HIST 171 (6)	UCC HIST (3)	UCFV HIST (3)	UNBC HIST 200 lev (3)	UVIC HIST 256 (1.5)
UBC HIST 2nd (3)	UCC HIST (3)	UCFV HIST (3)	UNBC HIST 200 lev (3)	UVIC HIST 200 lev (1.5)
UBC HIST 2nd (3)	UCC HIST (3)	UCFV HIST (3)	UNBC HIST 200 lev (3)	UVIC HIST 200 lev (1.5)
		UCFV CYC (3)		UVIC CYC 200 lev (1.5)
		UCFV CYC (3)		UVIC CYC 200 lev (1.5)
		UCFV BUS (3) LL		
UBC ARTS (3)	UCC HUEL (3)	UCFV GE (3)	UNBC UNSP 100 lev (3)	UVIC HUM 100 lev (1.5)
DOUG HUMS 171 & DOUG HUMS 172 = UBC RELG 100 (6)		UCFV GE (3)	UNBC UNSP 100 lev (3)	UVIC HUM 100 lev (1.5)
DOUG HUMS 171 & DOUG HUMS 172 = UBC RELG 100 (6)		UCFV GE (3)	UNBC HUMN 100 lev (3)	UVIC HUM 100 lev (1.5)
UBC ARTS 1st (3)	UCC HUEL (3)	UCFV SOC (3)	UNBC SOSOC 100 lev (3)	UVIC SOSOC 100 lev (1.5)

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
IDST 102			OU SOSOC (3)	SFU GEOG (3)	TWU GEOG 100 lev (3)
IDST 103					To be determined
IDST 110			OU SOSOC (3)	SFU FNST (3)	
MARK 120		OUC BUAD 116	OU ADMN (3)	SFU BUS (3). Student may request standing for SFU BUS 343.	No credit
MARK 290				SFU BUS (3)	
MARK 295					
MARK 300				SFU BUS (3)	No credit
MARK 315				SFU BUS (3)	No credit
MARK 350					
MARK 375					
MARK 391					
MARK 400				SFU BUS (3)	TWU BUSI 100 lev (3)
MARK 401				SFU CMNS (3) UD	
MARK 410					
MARK 483				No credit	
MATH 110	MALA MATH 152	DOUG MATH 110 & DOUG MATH 120 = OUC MATH 110 (3) & OUC MATH 120 (3)	OU MATH 100 (3)	SFU MATH 100 (3)	TWU MATH 100 (2)
MATH 115	MALA MATH (3)		OU MATH 103 (3)	SFU MATH 110 (3)	TWU MATH 100 lev (3)
MATH 120	MALA MATH 121	DOUG MATH 110 & DOUG MATH 120 = OUC MATH 110 (3) & OUC MATH 120 (3)	OU MATH 120 (3)	SFU MATH (3); DOUG MATH 120 & DOUG MATH 220 = SFU MATH 151 (3) & SFU MATH 152 (3). Credit is permitted for only 1 of SFU MATH 151 & SFU MATH 157, or SFU MATH 152 & SFU MATH 158.	TWU MATH 123 (3)
MATH 125	MALA MATH 191	OUC MATH 116 (3)	OU MATH 104 (3)	SFU MATH 157 (3)	TWU MATH 100 lev (3). TWU MATH 120 waived.
MATH 130			OU MATH (3)	SFU MACM 101 (3)	TWU MATH 100 lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC ARTS 1st (3)		UCFV GEOG (3)		UVIC ES 100 lev (1.5)
UBC ARTS 1st (3)		UCFV GE (3)	UNBC FNST 100 lev (3)	UVIC SOCI 100 lev (1.5)
UBC COMM 2nd (3). Exempt UBC COMM 396.	UCC MKTG 150 (3)	UCFV BUS 120 (3)	No credit	UVIC COM 250 (1.5)
			UNBC COMM 200 lev (3)	
			UNBC COMM 200 lev (3)	
UBC COMM 2nd (3)		UCFV BUS 421 (3)	UNBC COMM 200 lev (3)	No credit
UBC COMM 2nd (3)		UCFV BUS (3) LL	UNBC COMM 200 lev (3)	No credit
		UCFV BUS 221 (3)		UVIC COM 200 lev (1.5)
		UCFV BUS 224 (3)		
			UNBC COMM 200 lev (3)	
UBC COMM 2nd (3)		UCFV BUS (3) LL		No credit
		UCFV BUS 223 (3)		
		UCFV BUS 222 (3)		
DOUG MATH 110 & DOUG MATH 120 = UBC MATH 111 (6). Faculties that require MATH 12 for admission to 1st year grant 3 credits only towards a degree for UBC MATH 111.	UCC MATH 100 (3)	UCFV MATH 110 (3)	UNBC MATH 115 (3)	UVIC MATH 120 (1.5)
	UCC MATH (3)	UCFV MATH (3)	UNBC MATH 100 lev (3)	UVIC MATH 120 (1.5)
DOUG MATH 120 & DOUG MATH 220 = UBC MATH 100 (3) & UBC MATH 101 (3); DOUG MATH 110 & DOUG MATH 120 = UBC MATH 111 (6). Faculties that require MATH 12 for admission to 1st year grant 3 credits only towards a degree for UBC MATH 111.	UCC MATH 114 (3)	UCFV MATH (3)	UNBC MATH 100 (3)	UVIC MATH 100 (1.5)
UBC MATH 140 (3)	UCC MATH 140 (3)	UCFV MATH 113 (3)	UNBC MATH 151 (3)	UVIC MATH 102 (1.5)
				UVIC MATH 224 (1.5)

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
MATH 160	MALA MATH (3)	OUC STAT 121 (3)	OU MATH 102 (3)	SFU STAT 301 (3)	TWU MATH 100 lev (3)
MATH 191	MALA MATH 131	OUC MATH 111 (3)	OU MATH 190 (4)	SFU MATH 190 (4)	TWU MATH 190 (3)
MATH 220	MALA MATH 122	OUC MATH 122 (3)	OU MATH 121 (3)	SFU MATH 152 (3). Credit is permitted for only 1 of SFU MATH 152 & SFU MATH 158. Students are advised to transfer both DOUG MATH 120 and DOUG MATH 220 as a package.	TWU MATH 124 (3)
MATH 232	MALA MATH 241	OUC MATH 221 (3)	OU MATH 230 (3)	SFU MATH 232 (3)	TWU MATH 250 (3)
MATH 321	MALA MATH 221	OUC MATH 212 (3)	OU MATH 210 (3)	SFU MATH 251 (3)	TWU MATH 223 (3)
MATH 421	MALA MATH 251	OUC MATH 225 (3)	OU MATH 411 (3)	SFU MATH 310 (3)	TWU MATH 321 (3)
MATH 440	MALA MATH (3)	OUC MATH 222 (3)	OU MATH (3)	SFU MATH 252 (3)	TWU MATH 224 (3)
MATH 450	MALA MATH 192	OUC MATH 142 (3)	OU MATH (3)	SFU MATH 158 (3). Credit is permitted for only 1 of SFU MATH 158 & SFU MATH 152.	TWU MATH 200 lev (3)
MODL 101	MALA FREN (3)	DOUG MODL 101 & DOUG MODL 102 = OUC FREN 110 (3) & OUC FREN 120 (3)	OU FREN 100 (3)	SFU FREN (3) 000 div. Refer to Transfer Notes.	No credit
MODL 102	MALA FREN (3)	DOUG MODL 101 & DOUG MODL 102 = OUC FREN 110 (3) & OUC FREN 120 (3)	OU FREN 101 (3)	SFU FREN (3) 000 div. Refer to Transfer Notes.	No credit
MODL 103	MALA FREN (3)	DOUG MODL 103 & DOUG MODL 104 = OUC FREN 111 (3) & OUC FREN 121 (3)	OU FREN 102 (3)	SFU FREN (3) 000 div. Refer to Transfer Notes.	TWU FREN 111 (3)
MODL 104	MALA FREN (3)	DOUG MODL 103 & DOUG MODL 104 = OUC FREN 111 (3) & OUC FREN 121 (3)	OU FREN 103 (3)	SFU FREN (3) 000 div. Refer to Transfer Notes.	TWU FREN 112 (3)
MODL 111	MALA FREN (3)	OUC FREN 112 (3)	OU FREN 160 (3)	SFU FREN (3) 100 div. Refer to Transfer Notes.	TWU FREN 113 (3)
MODL 112	MALA FREN (3)	OUC FREN 211 (3)	OU FREN (3)	SFU FREN (3) 100 div. Refer to Transfer Notes.	TWU FREN 114 (3)
MODL 131	MALA HUMA (3)	DOUG MODL 131 & DOUG MODL 132 = OUC GERM 111 (3) & OUC GERM 121 (3)	OU GERM (3)	SFU GERM 102 (3). Refer to Transfer Notes.	TWU GERM 101 (3)
MODL 132	MALA HUMA (3)	DOUG MODL 131 & DOUG MODL 132 = OUC GERM 111 (3) & OUC GERM 121 (3)	OU GERM (3)	SFU GERM 103 (3). Refer to Transfer Notes.	TWU GERM 102 (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC STAT 203 (3)	UCC MATH 120 (3)	UCFV MATH 106 (3)	UNBC MATH 242 (3)	UVIC STAT 100 lev (1.5)
UBC MATH (3). Precludes credit for UBC MATH 335	UCC MATH 190 (3)	UCFV MATH 105 (3)	UNBC MATH 100 lev (3). Not for credit toward a major in Mathematics.	UVIC MATH 160A (1.5)
DOUG MATH 120 & DOUG MATH 220 = UBC MATH 100 (3) & UBC MATH 101 (3)	UCC MATH 114 (3)	UCFV MATH 112 (3)	UNBC MATH 101 (3)	UVIC MATH 101 (1.5)
UBC MATH 221 (3)	UCC MATH 254 (3)	UCFV MATH 221 (3)	UNBC MATH 220 (3)	UVIC MATH 233A (1.5)
UBC MATH 200 (3)	UCC MATH (3)	UCFV MATH 211 (3)	UNBC MATH 200 lev (3)	UVIC MATH 200 (1.5)
UBC MATH 215 (3) or UBC MATH 255 (3)	UCC MATH 224 (3)	UCFV MATH 213 (3)	UNBC MATH 332 (3)	UVIC MATH 201 (1.5)
UBC MATH (3)	UCC MATH 211 (3)	UCFV MATH 212 (3)	UNBC MATH 200 (3)	UVIC MATH 200 lev (1.5)
UBC MATH 141 (3)	UCC MATH (3)	UCFV MATH 114 (3)	UNBC MATH 200 lev (3)	UVIC MATH 200 (1.5)
DOUG MODL 101 & DOUG MODL 102 = UBC FREN 105 (6)	UCC FREN 100 (3)	UCFV FREN (3)	UNBC HUMN 100 lev (3)	DOUG MODL 101 & DOUG MODL 102 = UVIC FREN 100 (3)
DOUG MODL 101 & DOUG MODL 102 = UBC FREN 105 (6)	UCC FREN 101 (3)	UCFV FREN (3)	UNBC HUMN 100 lev (3)	DOUG MODL 101 & DOUG MODL 102 = UVIC FREN 100 (3)
DOUG MODL 103 & DOUG MODL 104 = UBC FREN 110 (6)	UCC FREN 110 (3)	UCFV FREN (3)	UNBC HUMN 100 lev (3)	DOUG MODL 103 & DOUG MODL 104 = UVIC FREN 160 (3)
DOUG MODL 103 & DOUG MODL 104 = UBC FREN 110 (6)	UCC FREN 120 (3)	UCFV FREN (3)	UNBC HUMN 100 lev (3)	DOUG MODL 103 & DOUG MODL 104 = UVIC FREN 160 (3)
UBC FREN 121 (3) or UBC FREN 122 (3), depending on Placement Test	UCC FREN 111 (3)	UCFV FREN 201 (3)	UNBC HUMN 100 lev (3)	UVIC FREN 181 (1.5)
UBC FREN 122 (3) or UBC FREN 123 (3), depending on Placement Test	UCC FREN 121 (3)	UCFV FREN 202 (3)	UNBC HUMN 100 lev (3)	UVIC FREN 182 (1.5)
DOUG MODL 131 & DOUG MODL 132 = UBC GERM 100 (6)	UCC GERM 111 (3)	UCFV GERM 101 (3)	UNBC INTS 151 (3)	DOUG MODL 131 & DOUG MODL 132 = UVIC GER 100 (3)
DOUG MODL 131 & DOUG MODL 132 = UBC GERM 100 (6)	UCC GERM 121 (3)	UCFV GERM 102 (3)	UNBC INTS 152 (3)	DOUG MODL 131 & DOUG MODL 132 = UVIC GER 100 (3)

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
MODL 151	MALA HUMA (3)	DOUG MODL 151 & DOUG MODL 152 = OUC SPAN 111 (3) & OUC SPAN 121 (3)	OU SPAN 100 (3)	SFU SPAN (3); DOUG MODL 151 & DOUG MODL 152 = SFU SPAN 102 (3) & SFU SPAN (3)	TWU HUMA 100 lev (3)
MODL 152	MALA HUMA (3)	DOUG MODL 151 & DOUG MODL 152 = OUC SPAN 111 (3) & OUC SPAN 121 (3)	OU SPAN 101 (3)	SFU SPAN (3); DOUG MODL 151 & DOUG MODL 152 = SFU SPAN 102 (3) & SFU SPAN (3)	TWU HUMA 100 lev (3)
MODL 171	MALA JAPA 100		OU JAPN (3)	SFU JAPN 100 (3)	TWU HUMA 100 lev (3)
MODL 172	MALA JAPA 101		OU JAPN (3)	SFU JAPN 101 (3)	TWU HUMA 100 lev (3)
MODL 180	MALA LING 111	OUC ANTH 207 (3)	OU LING (3)	SFU LING 100 (3)	TWU LING 100 lev (3)
MODL 191	MALA CHIN 100		OU CHIN (3)	SFU CHIN (3). See department for placement.	TWU CHIN 101 (3)
MODL 192	MALA CHIN 101		OU CHIN (3)	SFU CHIN (3). See department for placement.	TWU CHIN 102 (3)
MODL 211	MALA FREN (3)	OUC FREN 211 (3)	OU FREN (3)	SFU FREN (3) 200 div. Refer to Transfer Notes.	TWU FREN 201 (3)
MODL 212	MALA FREN (3)		OU FREN (3)	SFU FREN (3) 200 div. Refer to Transfer Notes.	TWU FREN 202 (3)
MODL 231	MALA HUMA (3)	DOUG MODL 231 & DOUG MODL 232 = OUC GERM 211 (3) & OUC GERM 221 (3)	OU GERM (3)	SFU GERM 201 (3). Refer to Transfer Notes.	TWU GERM 201 (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
DOUG MODL 151 & DOUG MODL 152 = UBC SPAN 100 (6)	UCC SPAN 111 (3)	UCFV SPAN 101 (3)	UNBC INTS 151 (3)	UVIC SPAN 100 lev (1.5)
DOUG MODL 151 & DOUG MODL 152 = UBC SPAN 100 (6)	UCC SPAN 121 (3)	UCFV SPAN 102 (3)	UNBC INTS 152 (3)	UVIC SPAN 100 lev (1.5)
DOUG MODL 171 & DOUG MODL 172 = UBC JAPN 102 (6)	UCC JAPA 100 (3)	UCFV GE (3)	UNBC INTS 121 (3)	UVIC JAPA 100A (1.5); DOUG MODL 171 & DOUG MODL 172 = UVIC JAPA 149 (3). Placement tests needed for individual students wishing to go for further language studies.
DOUG MODL 171 & DOUG MODL 172 = UBC JAPN 102 (6)	UCC JAPA 101 (3)	UCFV GE (3)	UNBC INTS 122 (3)	UVIC JAPA 100B (1.5); DOUG MODL 171 & DOUG MODL 172 = UVIC JAPA 149 (3). Placement tests needed for individual students wishing to go for further language studies.
UBC LING (3)	UCC SSEL (3)	UCFV GE (3)	UNBC SOSOC 100 lev (3)	UVIC LING 100A (1.5)
DOUG MODL 191 & DOUG MODL 192 = UBC CHIN 100 (6)	UCC HUEL (3)	UCFV GE (3)	UNBC INTS 151 (3)	DOUG MODL 191 & DOUG MODL 192 = UVIC CHIN 100A (1.5) or UVIC CHIN 149 (3). Placement tests needed for individual students wishing to go for further language studies.
DOUG MODL 191 & DOUG MODL 192 = UBC CHIN 100 (6)	UCC HUEL (3)	UCFV GE (3)	UNBC INTS 152 (3)	DOUG MODL 191 & DOUG MODL 192 = UVIC CHIN 100A (1.5) or UVIC CHIN 149 (3). Placement tests needed for individual students wishing to go for further language studies.
UBC FREN 123 (3) or UBC FREN 222 (3), depending on Placement Test	UCC FREN 211 (3)	UCFV FREN (3)	UNBC HUMN 200 lev (3)	UVIC FREN 291 (1.5)
UBC FREN 222 (3) or UBC FREN 223 (3), depending on Placement Test	UCC FREN 221 (3)	UCFV FREN (3)	UNBC HUMN 200 lev (3)	UVIC FREN 292 (1.5)
DOUG MODL 231 & DOUG MODL 232 = UBC GERM 200 (6)	UCC GERM 211 (3)	UCFV GERM 201 (3)	UNBC INTS 251 (3)	DOUG MODL 231 & DOUG MODL 232 = UVIC GER 200 (3). With grade of less than C credit by departmental interview.

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
MODL 232	MALA HUMA (3)	DOUG MODL 231 & DOUG MODL 232 = OUC GERM 211 (3) & OUC GERM 221 (3)	OU GERM (3)	SFU GERM 202 (3). Refer to Transfer Notes.	TWU GERM 202 (3)
MODL 251	MALA HUMA (3)	DOUG MODL 251 & DOUG MODL 252 = OUC SPAN 211 (3) & OUC SPAN 221 (3)	OU SPAN (3)	SFU SPAN (3); DOUG MODL 251 & DOUG MODL 252 = SFU SPAN 103 (3) & SFU SPAN (3)	TWU HUMA 200 lev (3)
MODL 252	MALA HUMA (3)	DOUG MODL 251 & DOUG MODL 252 = OUC SPAN 211 (3) & OUC SPAN 221 (3)	OU SPAN (3)	SFU SPAN (3); DOUG MODL 251 & DOUG MODL 252 = SFU SPAN 103 (3) & SFU SPAN (3)	TWU HUMA 200 lev (3)
MODL 271	MALA JAPA 200		OU JAPN (3)	SFU JAPN (3) 200 div	TWU HUMA 200 lev (3)
MODL 272	MALA JAPA 201		OU JAPN (3)	SFU JAPN (3) 200 div	TWU HUMA 200 lev (3)
MODL 291	MALA CHIN (3)		OU CHIN (3)	SFU CHIN (3). See department for placement.	TWU HUMA 200 lev (3)
MODL 292	MALA CHIN (3)		OU CHIN (3)	SFU CHIN (3). See department for placement.	TWU HUMA 200 lev (3)
MODL 321			Assessment pending		No credit
MODL 421			OU GERM (3)		No credit
MUSC 101			OU MUSC (3)	SFU FPA (3) MUSIC; DOUG MUSC 101 & DOUG MUSC 104 = SFU FPA 104 (3) & SFU FPA (3) MUSIC; DOUG MUSC 101 & DOUG MUSC 104 & DOUG MUSC 204 = SFU FPA 104 (3), SFU FPA 141 (3) & SFU FPA (3) MUSIC.	TWU MUSI 110 (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
DOUG MODL 231 & DOUG MODL 232 = UBC GERM 200 (6)	UCC GERM 221 (3)	UCFV GERM 202 (3)	UNBC INTS 252 (3)	DOUG MODL 231 & DOUG MODL 232 = UVIC GER 200 (3). With grade of less than C credit by departmental interview.
DOUG MODL 251 & DOUG MODL 252 = UBC SPAN 200 (6)	UCC SPAN 211 (3)	UCFV SPAN (3)	UNBC INTS 251 (3)	UVIC SPAN 100 lev (1.5)
DOUG MODL 251 & DOUG MODL 252 = UBC SPAN 200 (6)	UCC SPAN 221 (3)	UCFV SPAN (3)	UNBC INTS 252 (3)	UVIC SPAN 100 lev (1.5)
DOUG MODL 271 & DOUG MODL 272 = UBC JAPN 103 (6)	UCC JAPA (3)	UCFV GE (3)	UNBC INTS 221 (3)	DOUG MODL 271 & DOUG MODL 272 = UVIC JAPA 200 or UVIC JAPA 150 (3). Otherwise UVIC JAPA 200 lev (1.5) each. Placement tests needed for individual students wishing to go for further language studies.
DOUG MODL 271 & DOUG MODL 272 = UBC JAPN 103 (6)	UCC JAPA (3)	UCFV GE (3)	UNBC INTS 222 (3)	DOUG MODL 271 & DOUG MODL 272 = UVIC JAPA 200 or UVIC JAPA 150 (3). Otherwise UVIC JAPA 200 lev (1.5) each. Placement tests needed for individual students wishing to go for further language studies.
DOUG MODL 291 & DOUG MODL 292 = UBC CHIN 101 (6)	UCC HUEL (3)	UCFV GE (3)	UNBC INTS 251 (3)	DOUG MODL 291 & DOUG MODL 292 = UVIC CHIN 200 or UVIC CHIN 150 (3). If only one taken, UVIC CHIN 200 lev (1.5)
DOUG MODL 291 & DOUG MODL 292 = UBC CHIN 101 (6)	UCC HUEL (3)	UCFV GE (3)	UNBC INTS 252 (3)	DOUG MODL 291 & DOUG MODL 292 = UVIC CHIN 200 or UVIC CHIN 150 (3). If only one taken, UVIC CHIN 200 lev (1.5)
			UNBC HUMN 200 lev (3)	
			UNBC HUMN 200 lev (3)	
DOUG MUSC 101 & DOUG MUSC 104 = UBC MUSC 103 (3). Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	UNBC UNSP 100 lev (3)	UVIC MUS 101A (1)

Receiving Institutions...		OKANAGAN UNIVERSITY COLLEGE	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 102			OU MUSC (3)	SFU FPA (3) MUSIC	TWU MUSI 100 lev (3)
MUSC 103			OU MUSC (3)	SFU FPA (3) MUSIC; DOUG MUSC 103 & DOUG MUSC 203 = SFU FPA 141 (3) & SFU FPA (3) Music Studio	TWU MUSI 100 lev (3)
MUSC 104			OU MUSC (3)	SFU FPA (3) MUSIC; DOUG MUSC 101 & DOUG MUSC 104 = SFU FPA 104 (3) & SFU FPA (3) MUSIC; DOUG MUSC 101 & DOUG MUSC 104 & DOUG MUSC 204 = SFU FPA 104 (3), SFU FPA 141 (3) & SFU FPA (3) MUSIC.	TWU MUSI 100 lev (3)
MUSC 106					To be determined
MUSC 107					
MUSC 108					
MUSC 110	Under review		OU MUSC (2)	SFU FPA (2) MUSIC; DOUG MUSC 101 & DOUG MUSC 110 & DOUG MUSC 111 = SFU FPA 104 (3) & SFU FPA (2) MUSIC & SFU FPA (1) Music Studio	DOUG MUSC 110 & DOUG MUSC 111 = TWU MUSI 225 (3)
MUSC 111	Under review		OU MUSC (1)	SFU FPA (1) Music Studio; DOUG MUSC 101 & DOUG MUSC 110 & DOUG MUSC 111 = SFU FPA 104 (3) & SFU FPA (2) MUSIC & SFU FPA (1) Music Studio	DOUG MUSC 110 & DOUG MUSC 111 = TWU MUSI 225 (3)
MUSC 120	MALA MUSC 111		OU MUSC (3)	SFU FPA (3) MUSIC HIST	TWU MUSI 100 lev (3)
MUSC 121			OU MUSC (3)	SFU FPA 242 (3)	DOUG MUSC 121 & DOUG MUSC 221 = TWU MUSI 150 (3)
MUSC 130			OU MUSC (1)	SFU GE (1) Music Studio	TWU MUSI 147 (1)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
		UCFV GE (3)		UVIC MUS 100 lev (1). Not applicable to B.Mus.
		UCFV GE (3)	No credit	DOUG MUSC 103 & DOUG MUSC 203 = UVIC MUS 170 (1)
DOUG MUSC 101 & DOUG MUSC 104 = UBC MUSC 103 (3). Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	No credit	DOUG MUSC 103 & DOUG MUSC 204 = UVIC MUS 170 (1)
		Individual assessment		
		Individual assessment		UVIC MUS 100 lev (1)
		Individual assessment		UVIC MUS 100 lev (1)
UBC MUSC 100 (2). Refer to Transfer Notes.	UCC MUSI (3)	Individual assessment	No credit	UVIC MUS 101A (1)
		Individual assessment	No credit	DOUG MUSC 111 & DOUG MUSC 211 = UVIC MUS 170 (1)
DOUG MUSC 111 & DOUG MUSC 211 = UBC MUSC 105 (2). Refer to Transfer Notes.	UCC MUSI (3)	Individual assessment	No credit	DOUG MUSC 111 & DOUG MUSC 211 = UVIC MUS 170 (1)
UBC MUSC 120 (3). Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	UNBC HUMN 100 lev (3)	UVIC MUS 100 lev (1.5)
UBC MUSC 2nd (3). Precludes credit for UBC MUSC 326. Not for credit in the B.Mus or BA in Music programs. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	UNBC HUMN 100 lev (3)	UVIC MUS 100 lev (1.5)
DOUG MUSC 130 & DOUG MUSC 230 = UBC MUSC 150 (4). Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, MUSC 153, MUSC 154 for total of 6-8 credits. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	No credit	UVIC MUS 180 pc (0.5). Credit for UVIC MUS 180 can only be given up to a total of 1.0 unit with any combination of DOUG MUSC 130, DOUG MUSC 140, DOUG MUSC 141, DOUG MUSC 230, DOUG MUSC 240, or DOUG MUSC 241.

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE	OKANAGAN UNIVERSITY COLLEGE	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 131			OU MUSC (1)	SFU GE (1) Music Studio	TWU MUSI 165 (1)
MUSC 133			OU MUSC (1)	DOUG MUSC 133 & DOUG MUSC 233 = SFU GE (1) Music Studio	TWU MUSI 165 (1)
MUSC 140			OU MUSC (3) Studio	SFU GE (2) Music Studio	TWU MUSI 181 (1)
MUSC 141			OU MUSC (1)	DOUG MUSC 141 & DOUG MUSC 241 = SFU GE (1) Music Studio	TWU MUSI 161 (1)
MUSC 142			OU MUSC (1)	DOUG MUSC 142 & DOUG MUSC 242 = SFU GE (1) Music Studio	TWU MUSI 100 lev (1)
MUSC 150			OU MUSC (3) Studio	Each two of DOUG MUSC 150, DOUG MUSC 250, DOUG MUSC 350 & DOUG MUSC 450 = SFU GE (3) Music Studio.	TWU MUSI 099A (1)
MUSC 151			OU MUSC (1)	Each two of DOUG MUSC 151, DOUG MUSC 251, DOUG MUSC 351 & DOUG MUSC 451 = SFU GE (1) Music Studio.	TWU MUSI Studio (1) 100 lev
MUSC 155			OU MUSC (1) Studio	SFU GE (1) Music Studio; DOUG MUSC 155 & DOUG MUSC 255 = SFU GE (3) Music Studio	TWU MUSI 099B (2)
MUSC 156			OU MUSC (2) Studio	SFU GE (1) Music Studio	TWU MUSI 099A (1)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
DOUG MUSC 131 & DOUG MUSC 231 = UBC MUSC 164 (2). This credit may not be used to satisfy elective or 3rd and 4th year small ensemble requirements for B.Mus. program. Refer to Transfer Notes.	UCC MUSI (3)	Individual assessment	No credit	UVIC MUS 181 pc (0.5). Credit for UVIC MUS 181 can only be given up to a total of 1.0 unit with any combination of DOUG MUSC 131, DOUG MUSC 133, DOUG MUSC 231, or DOUG MUSC 233.
		UCFV GE (1)	No credit	UVIC MUS 181 pc (0.5). Credit for UVIC MUS 181 can only be given up to a total of 1.0 unit with any combination of DOUG MUSC 131, DOUG MUSC 133, DOUG MUSC 231, or DOUG MUSC 233.
DOUG MUSC 140 & DOUG MUSC 240 = UBC MUSC 154 (3). Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, MUSC 153, MUSC 154 for total of 6-8 credits. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (2)	No credit	UVIC MUS 180 pc (0.5), to a maximum of 1.0 units for MUS 180 with DOUG MUSC 240.
		UCFV GE (1)	No credit	UVIC MUS 180 pc (0.5). Credit for UVIC MUS 180 can only be given up to a total of 1.0 unit with any combination of DOUG MUSC 130, DOUG MUSC 140, DOUG MUSC 141, DOUG MUSC 230, DOUG MUSC 240, or DOUG MUSC 241.
			No credit	Under review
DOUG MUSC 150 & DOUG MUSC 250 = UBC MUSC 182 (4). Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	No credit	UVIC MUS 140 PC (1)
DOUG MUSC 151 & DOUG MUSC 251 = UBC MUSC 171 (2). Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (1)	No credit	DOUG MUSC 151 & DOUG MUSC 251 = UVIC MUS 141 (1)
	UCC MUSI (3)	UCFV GE (1)	No credit	UVIC MUS 100 lev (0.5)
	UCC MUSI (3)	UCFV GE (2)	No credit	UVIC MUS 100 lev (0.5)

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE	OKANAGAN UNIVERSITY COLLEGE	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 160			OU MUSC (1)	Each two of DOUG MUSC 160, DOUG MUSC 161, DOUG MUSC 260 & DOUG MUSC 261, DOUG MUSC 361 or DOUG MUSC 461 = SFU GE (1) Music Studio.	No credit
MUSC 161			OU MUSC (1) LL. Performance	Each two of DOUG MUSC 160, DOUG MUSC 161, DOUG MUSC 260 & DOUG MUSC 261, DOUG MUSC 361 or DOUG MUSC 461 = SFU GE (1) Music Studio.	TWU MUSI 140 (1)
MUSC 163			OU MUSC (2)	No credit	TWU MUSI 100 lev (2)
MUSC 164			OU MUSC (2)	No credit	TWU MUSI 100 lev (2)
MUSC 201			OU MUSC (3)	SFU FPA (3) MUSIC	TWU MUSI 100 lev (3)
MUSC 202			OU MUSC (3)	SFU FPA (3) MUSIC	TWU MUSI 100 lev (3)
MUSC 203			OU MUSC (3)	SFU FPA (3) Music Studio; DOUG MUSC 103 & DOUG MUSC 203 = SFU FPA 141 (3) & SFU FPA (3) Music Studio	TWU MUSI 100 lev (3)
MUSC 204			OU MUSC (3)	SFU FPA (3) MUSIC; DOUG MUSC 101 & DOUG MUSC 104 & DOUG MUSC 204 = SFU FPA 104 (3) & SFU FPA 141 (3) & SFU FPA (3) MUSIC	TWU MUSI 100 lev (3)
MUSC 206					To be determined
MUSC 210	Under review		OU MUSC (2)	SFU FPA (2) MUSIC; DOUG MUSC 210, DOUG MUSC 211, DOUG MUSC 310 & DOUG MUSC 311 = SFU FPA 244 (3) & SFU FPA (2) MUSIC & SFU FPA (1) Music Studio	DOUG MUSC 210 & DOUG MUSC 211 = TWU MUSI 226 (3)
MUSC 211	Under review		OU MUSC (1)	SFU FPA (1) Music Studio; DOUG MUSC 210, DOUG MUSC 211, DOUG MUSC 310 & DOUG MUSC 311 = SFU FPA 244 (3) & SFU FPA (2) MUSIC & SFU FPA (1) Music Studio	DOUG MUSC 210 & DOUG MUSC 211 = TWU MUSI 226 (3)
MUSC 220	MALA MUSI 112		OU MUSC (3)	SFU FPA (3) MUSIC HIST	TWU MUSI 100 lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
		UCFV GE (1)	No credit	UVIC MUS 100 lev (0.5)
DOUG MUSC 161 & DOUG MUSC 261 = UBC MUSC 141 (2). Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (1)	No credit	DOUG MUSC 161 & DOUG MUSC 261 = UVIC MUS 236 (1.5)
DOUG MUSC 163 & DOUG MUSC 164 = UBC MUSC 112 (2). Refer to Transfer Notes.	UCC MUSI (3)	UCFV CE (2)	No credit	UVIC MUS 100 lev (1)
DOUG MUSC 163 & DOUG MUSC 164 = UBC MUSC 112 (2). Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (2)	No credit	UVIC MUS 100 lev (1)
DOUG MUSC 201 & DOUG MUSC 204 = UBC MUSC 104 (3). Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	UNBC UNSP 100 lev (3)	UVIC MUS 101B (1)
	UCC MUSI (3)	UCFV GE (3)	UNBC UNSP 100 lev (3)	UVIC MUS 100 lev (1)
		UCFV GE (3)	No credit	DOUG MUSC 103 & DOUG MUSC 203 = UVIC MUS 170 (1)
DOUG MUSC 201 & DOUG MUSC 204 = UBC MUSC 104 (3). Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	No credit	DOUG MUSC 104 & DOUG MUSC 204 = UVIC MUS 170 (1)
UBC MUSC 101 (2). Refer to Transfer Notes.	UCC MUSI (3)	Individual assessment	No credit	UVIC MUS 101B (1)
DOUG MUSC 111 & DOUG MUSC 211 = UBC MUSC 105 (2). Refer to Transfer Notes.	UCC MUSI (3)	Individual assessment	No credit	DOUG MUSC 111 & DOUG MUSC 211 = UVIC MUS 170 (1)
UBC MUSC 121 (3). Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	UNBC HUMN 200 lev (3)	UVIC MUS 100 lev (1.5)

Transfer Credit Guide

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
MUSC 221			OU MUSC (3)	SFU FPA (3) MUSIC HIST	DOUG MUSC 121 & DOUG MUSC 221 = TWU MUSI 150 (3)
MUSC 230			OU MUSC (1)	SFU GE (1) Music Studio	TWU MUSI 148 (1)
MUSC 231			OU MUSC (1)	SFU GE (1) Music Studio	TWU MUSI 166 (1)
MUSC 233			OU MUSC (1)	DOUG MUSC 133 & DOUG MUSC 233 = SFU GE (1) Music Studio	TWU MUSI 166 (1)
MUSC 240			OU MUSC (2) Studio	SFU GE (2) Music Studio	TWU MUSI 182 (1)
MUSC 241			OU MUSC (1)	DOUG MUSC 141 & DOUG MUSC 241 = SFU GE (1) Music Studio	TWU MUSI 162 (1)
MUSC 242				DOUG MUSC 142 & DOUG MUSC 242 = SFU GE (1) Music Studio	

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC MUSC 2nd (3). Precludes credit for UBC MUSC 326. Not for credit in the B.Mus or BA in Music programs. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	UNBC HUMN 200 lev (3)	UVIC MUS 100 lev (1.5)
DOUG MUSC 130 & DOUG MUSC 230 = UBC MUSC 150 (4). Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, MUSC 153, MUSC 154 for total of 6-8 credits. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (2)	No credit	UVIC MUS 180 pc (0.5). Credit for UVIC MUS 180 can only be given up to a total of 1.0 unit with any combination of DOUG MUSC 130, DOUG MUSC 140, DOUG MUSC 141, DOUG MUSC 230, DOUG MUSC 240, or DOUG MUSC 241.
DOUG MUSC 131 & DOUG MUSC 231 = UBC MUSC 164 (2). This credit may not be used to satisfy elective or 3rd and 4th year small ensemble requirements for B.Mus. program. Refer to Transfer Notes.	UCC MUSI (3)	Individual assessment	No credit	UVIC MUS 181 pc (0.5). Credit for UVIC MUS 181 can only be given up to a total of 1.0 unit with any combination of DOUG MUSC 131, DOUG MUSC 133, DOUG MUSC 231, or DOUG MUSC 233.
		UCFV GE (1)	No credit	UVIC MUS 181 pc (0.5). Credit for UVIC MUS 181 can only be given up to a total of 1.0 unit with any combination of DOUG MUSC 131, DOUG MUSC 133, DOUG MUSC 231, or DOUG MUSC 233.
DOUG MUSC 140 & DOUG MUSC 240 = UBC MUSC 154 (3). Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, MUSC 153, MUSC 154 for total of 6-8 credits. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (2)	No credit	UVIC MUS 180 pc (0.5), to a maximum of 1.0 units for MUS 180 with DOUG MUSC 140.
		UCFV GE (1)	No credit	UVIC MUS 180 pc (0.5). Credit for UVIC MUS 180 can only be given up to a total of 1.0 unit with any combination of DOUG MUSC 130, DOUG MUSC 140, DOUG MUSC 141, DOUG MUSC 230, DOUG MUSC 240, or DOUG MUSC 241.
				Under review

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
MUSC 250			OU MUSC (3) Studio	SFU GE (1) Music Studio. Each two of DOUG MUSC 150, DOUG MUSC 250, DOUG MUSC 350 and DOUG MUSC 450, credit is SFU GE (3) Music Studio.	TWU MUSI 199B (2)
MUSC 251			OU MUSC (1)	Each two of DOUG MUSC 151, DOUG MUSC 251, DOUG MUSC 351 & DOUG MUSC 451 = SFU GE (1) Music Studio.	TWU MUSI Studio (1) (level to be determined)
MUSC 255			OU MUSC (1) Studio	SFU GE (1) Music Studio; DOUG MUSC 155 & DOUG MUSC 255 = SFU GE (3) Music Studio	TWU MUSI 099B (2)
MUSC 256			OU MUSC (2) Studio	SFU GE (1) Music Studio	TWU MUSI 099A (1)
MUSC 260			OU MUSC (1)	Each two of DOUG MUSC 160, DOUG MUSC 161, DOUG MUSC 260 & DOUG MUSC 261, DOUG MUSC 361 or DOUG MUSC 461 = SFU GE (1) Music Studio.	No credit
MUSC 261			OU MUSC (1) L.L. Performance	Each two of DOUG MUSC 160, DOUG MUSC 161, DOUG MUSC 260 & DOUG MUSC 261, DOUG MUSC 361 or DOUG MUSC 461 = SFU GE (1) Music Studio.	TWU MUSI 100 lev (1)
MUSC 310	Under review		OU MUSC (2)	SFU FPA (2) MUSIC; DOUG MUSC 210, DOUG MUSC 211, DOUG MUSC 310 & DOUG MUSC 311 = SFU FPA 244 (3) & SFU FPA (2) MUSIC & SFU FPA (1) Music Studio	DOUG MUSC 310 & DOUG MUSC 311 = TWU MUSI 325 (3)
MUSC 311	Under review		OU MUSC (1)	SFU FPA (1) Music Studio; DOUG MUSC 210, DOUG MUSC 211, DOUG MUSC 310 & DOUG MUSC 311 = SFU FPA 244 (3) & SFU FPA (2) MUSIC & SFU FPA (1) Music Studio	DOUG MUSC 310 & DOUG MUSC 311 = TWU MUSI 325 (3)
MUSC 320			OU MUSC (3)	SFU FPA (3) MUSIC HIST	TWU MUSI 131 (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
DOUG MUSC 150 & DOUG MUSC 250 = UBC MUSC 182 (4). Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	No credit	UVIC MUS 140 pc (1)
DOUG MUSC 151 & DOUG MUSC 251 = UBC MUSC 171 (2). Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (1)	No credit	DOUG MUSC 151 & DOUG MUSC 251 = UVIC MUS 141 (1)
	UCC MUSI (3)	UCFV GE (1)	No credit	UVIC MUS 100 lev (0.5)
		UCFV GE (2)	No credit	UVIC MUS 100 lev (0.5)
		UCFV GE (1)	No credit	UVIC MUS 100 lev (0.5)
DOUG MUSC 161 & DOUG MUSC 261 = UBC MUSC 141 (2). Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (1)	No credit	DOUG MUSC 161 & DOUG MUSC 261 = UVIC MUS 236 (1.5)
UBC MUSC 200 (2). Refer to Transfer Notes.	UCC MUSI (3)	Individual assessment	No credit	DOUG MUS 310 & DOUG MUS 410 = UVIC MUS 201 (2)
DOUG MUSC 311 & DOUG MUSC 411 = UBC MUSC 205 (2). Refer to Transfer Notes.	UCC MUSI (3)	Individual assessment	No credit	DOUG MUS 311 & DOUG MUS 411 = UVIC MUS 270 (1)
UBC MUSC 220 (3). Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	UNBC HUMN 200 lev (3)	UVIC MUS 200 lev (1.5)

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE	OKANAGAN UNIVERSITY COLLEGE	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 330			OU MUSC (1)	SFU GE (2) Music Studio	TWU MUSI 247 (1)
MUSC 331			OU MUSC (1)	SFU GE (1) MUSIC	TWU MUSI 265 (1)
MUSC 340			OU MUSC (2) Studio	SFU GE (2) Music Studio	TWU MUSI 281 (1)
MUSC 342					
MUSC 350			OU MUSC (3) Studio	SFU GE (1) Music Studio. Each two of DOUG MUSC 150, DOUG MUSC 250, DOUG MUSC 350 and DOUG MUSC 450, credit is SFU GE (3) Music Studio.	TWU MUSI 299B (2)
MUSC 351			OU MUSC (1)	Each two of DOUG MUSC 151, DOUG MUSC 251, DOUG MUSC 351 & DOUG MUSC 451 = SFU GE (1) Music Studio.	TWU MUSI Studio (1) (level to be determined)
MUSC 361			OU MUSC (1) L.L. Performance	Each two of DOUG MUSC 160, DOUG MUSC 161, DOUG MUSC 260 & DOUG MUSC 261, DOUG MUSC 361 or DOUG MUSC 461 = SFU GE (1) Music Studio.	TWU MUSI 100 lev (1)
MUSC 410	Under review		OU MUSC (2)	SFU FPA (2) MUSIC	DOUG MUSC 410 & DOUG MUSC 411 = TWU MUSI 326 (3)
MUSC 411	Under review		OU MUSC (1)	SFU FPA (1) Music Studio	DOUG MUSC 410 & DOUG MUSC 411 = TWU MUSI 326 (3)
MUSC 420			OU MUSC (3)	SFU FPA (3) MUSIC HIST	To be determined

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
DOUG MUSC 330 & DOUG MUSC 430 = UBC MUSC 150 (4). Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, MUSC 153, MUSC 154 for total of 6-8 credits. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (2)	No credit	UVIC MUS 280 pc (0.5). Credit for UVIC MUS 280 can only be given up to a total of 1.0 unit with any combination of DOUG MUSC 330, DOUG MUSC 340, DOUG MUSC 430, or DOUG MUSC 440.
DOUG MUSC 331 & DOUG MUSC 431 = UBC MUSC 164 (2). This credit may not be used to satisfy elective or 3rd and 4th year small ensemble requirements for B.Mus. program. Refer to Transfer Notes.	UCC MUSI (3)	Individual assessment	No credit	UVIC MUS 281 pc (0.5)
DOUG MUSC 340 & DOUG MUSC 440 = UBC MUSC 154 (3). Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, MUSC 153, MUSC 154 for total of 6-8 credits. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (2)	No credit	UVIC MUS 280 pc (0.5), to a maximum of 1.0 units for MUS 180 with DOUG MUSC 440.
Under review				
DOUG MUSC 350 & DOUG MUSC 450 = UBC MUSC 282 (4). Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	No credit	UVIC MUS 200 lev (1). Credit may be given for UVIC MUS 240 upon audition of both DOUG MUS 350 & DOUG MUSC 450 are taken.
DOUG MUSC 351 & DOUG MUSC 451 = UBC MUSC 271 (2). Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (1)	No credit	DOUG MUSC 351 & DOUG MUSC 451 = UVIC MUS 141 (1)
DOUG MUSC 361 & DOUG MUSC 461 = UBC MUSC 241 (2). Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (1)	No credit	DOUG MUSC 361 & DOUG MUSC 461 = UVIC MUS 200 lev (1.5)
UBC MUSC 201 (2). Refer to Transfer Notes.	UCC MUSI (3)	Individual assessment	No credit	DOUG MUS 310 & DOUG MUS 410 = UVIC MUS 201 (2)
DOUG MUSC 311 & DOUG MUSC 411 = UBC MUSC 205 (2). Refer to Transfer Notes.	UCC MUSI (3)	Individual assessment	No credit	DOUG MUS 311 & DOUG MUS 411 = UVIC MUS 270 (1)
UBC MUSC 221 (3). Refer to Transfer Notes.	UCC MUSI (3)	UCFV GE (3)	UNBC HUMN 200 lev (3)	UVIC MUS 200 lev (1.5)

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE	OKANAGAN UNIVERSITY COLLEGE	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 430			OU MUSC (1)	SFU GE (1) Music Studio	TWU MUSI 248 (1)
MUSC 431			OU MUSC (1)	SFU GE (1) Music Studio	TWU MUSI 266 (1)
MUSC 440			OU MUSC (2) Studio	SFU GE (2) Music Studio	TWU MUSI 282 (1)
MUSC 442			OU MUSC (1) Studio		
MUSC 450			OU MUSC (3) Studio	SFU GE (1) Music Studio. Each two of DOUG MUSC 150, DOUG MUSC 250, DOUG MUSC 350 and DOUG MUSC 450, credit is SFU GE (3) Music Studio.	TWU MUSI 299B (2)
MUSC 451			OU MUSC (1)	Each two of DOUG MUSC 151, DOUG MUSC 251, DOUG MUSC 351 & DOUG MUSC 451 = SFU GE (1) Music Studio.	TWU MUSI Studio (1) (level to be determined)
MUSC 461			OU MUSC (1) L.L. Performance	Each two of DOUG MUSC 160, DOUG MUSC 161, DOUG MUSC 260 & DOUG MUSC 261, DOUG MUSC 361 or DOUG MUSC 461 = SFU GE (1) Music Studio.	TWU MUSI 100 lev (1)
NURS 109				No credit	TWU NURS 124
NURS 113				No credit	TWU NURS 124 (2)
NURS 114					No credit
NURS 118				No credit	No credit
NURS 119					No credit
NURS 123				No credit	TWU NURS 124 (2)
NURS 128				No credit	No credit

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE	OKANAGAN UNIVERSITY COLLEGE	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
NURS 208				No credit	No credit
NURS 209				No credit	No credit
NURS 218				No credit	No credit
NURS 219				No credit	No credit
NURS 224					No credit
NURS 228				No credit	No credit
NURS 308				No credit	No credit
NURS 309				No credit	TWU NURS 471
NURS 314					No credit
NURS 315					No credit
NURS 318					No credit
OADM 430					
PEFA 101			OU THTR (3)	SFU GE (3) FPA	TWU FINE 100 lev (3)
PEFA 102			OU THTR (3)	SFU FPA (3)	TWU FINE 100 lev (3)
PHED 103	MALA PHED 230		OU KINE 143 (3)	SFU KIN 143 (3)	TWU PHED 191 (3)
PHED 105	MALA PHED 200		OU KINE (3)	SFU KIN (3)	TWU PHED 275 (3)
PHED 145			OU PHED (3)		TWU PHED 232 (2); or TWU PHED 144 & TWU PHED 143 (2)
PHED 163	MALA PHED 204		OU KINE 142 (3)	SFU KIN 142 (3)	TWU PHED 100 lev (3)
PHED 164	MALA PHED 202		OU KINE (3)	SFU KIN (3)	TWU PHED 100 lev (3)
PHED 180	MALA PHED (3)		OU KINE (3)	SFU KIN 241 (3)	TWU PHED 100 lev (3)
PHED 192			OU KINE 110 (3)	SFU KIN 110 (3)	TWU PHED 100 lev (3)
PHED 195	MALA PHED 280		OU KINE (3)	SFU GE (3) KIN	TWU PHED 100 lev (3)
PHED 198			OU KINE (3)		TWU PHED 100 lev (3)
PHED 205	MALA PHED 260		OU PHED (3)	SFU KIN (3)	TWU PHED 200 lev (3)
PHED 263	MALA PHED (3)		OU PHED (3)	SFU KIN (3)	TWU PHED 342 (2) & TWU PHED 100 lev (1)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
				UVIC COM 200 lev (1.5)
	UCC HUEL (3)	UCFV GE (3)	UNBC HUMN 100 lev (3)	UVIC FA 100 lev (1.5)
	UCC HUEL (3)	UCFV GE (3)	UNBC HUMN 100 lev (3)	UVIC FA 100 lev (1.5)
UBC HKIN 103 (3). Refer to Transfer Notes.	UCC PHED (3)	UCFV KPE 103 (3)		UVIC PE 115 (0.5) & UVIC PE 100 lev (1)
UBC HKIN 161 (3). Refer to Transfer Notes.	UCC PHED (3)	UCFV KPE 161 (3)	UNBC UNSP 100 lev (3)	UVIC PE 100 lev (1.5). May be used in lieu of UVIC PE 143.
		Under review	No credit	UVIC PE 117 & UVIC PE 116 (1)
UBC HKIN 163 (3). Refer to Transfer Notes.	UCC PHED (3)	UCFV KPE 163 (3)	UNBC UNSP 100 lev (3)	UVIC PE 100 lev (1.5). May be used in lieu of UVIC PE 142.
UBC HKIN 164 (3). Refer to Transfer Notes.	UCC PHED (3)	UCFV KPE (3)	UNBC UNSP 100 lev (3)	UVIC PE 100 lev (1.5). May be used in lieu of UVIC PE 142.
	UCC PHED (3)	UCFV KPE (3)	UNBC UNSP 100 lev (3)	UVIC PE 100 lev (1.5)
	UCC PHED (3)	UCFV KPE (3)	No credit	UVIC PE 100 lev (1.5)
UBC HKIN 284 (3). Refer to Transfer Notes.	UCC PHED (3)	UCFV KPE 165 (3)	UNBC UNSP 100 lev (3)	UVIC PE 100 lev (1.5)
	UCC PHED (3)	UCFV KPE (3)	UNBC UNSP 100 lev (3)	UVIC PE 100 lev (1.5)
UBC HKIN 261 (3). Refer to Transfer Notes.	UCC PHED (3)	UCFV KPE (3)	UNBC UNSP 200 lev (3)	UVIC PE 244 (1.5)
UBC HKIN 110 (3). Refer to Transfer Notes.	UCC PHED (3)	UCFV KPE (3)	UNBC UNSP 200 lev (3)	UVIC PE 200 lev (1.5)

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
PHED 280	MALA PHED (3)		OU KINE (3)	No credit	TWU PHED 372 (3)
PHED 292			OU PHED (3)	No credit	TWU PHED 200 lev (3)
PHED 300	MALA PHED (3)		OU PHED (3)	SFU KIN 471 (3)	TWU PHED 231 (2) & TWU PHED 200 lev (1)
PHED 309			OU PHED (3)	SFU KIN 370 (3)	TWU PHED 300 lev (3)
PHED 311			OU PHED (3)	SFU ATHL 201 (3)	TWU PHED 232 (2)
PHED 312			OU PHED (2)	SFU ATHL 200 (3)	TWU PHED 148 (1) & TWU PHED 100 lev (1), exemption from TWU PHED132 and TWU PHED 342
PHED 313			OU PHED (3)	SFU ATHL 204 (3)	TWU PHED 300 lev (2)
PHED 314			OU PHED (3)	SFU ATHL 201 (3)	TWU PHED 300 lev (2)
PHED 321			OU PHED (2)	SFU ATHL 202 (3)	TWU PHED 161 (1) & TWU PHED 162 (1)
PHED 322			OU PHED (2)	SFU ATHL 202 (3)	TWU PHED 163 (1) & TWU PHED 100 lev (1)
PHED 323			OU PHED (3)	SFU ATHL 202 (3)	TWU PHED 300 lev (2)
PHED 324			OU PHED (3)	SFU ATHL 202 (3)	TWU PHED 300 lev (2)
PHED 325					
PHED 362			OU PHED (3)	SFU GE (3)	TWU PHED 453 (3)
PHED 381			OU PHED (3)		TWU PHED 300 lev (3)
PHED 409			OU KINE (3)	SFU KIN 410 (3)	TWU PHED 470 (3)
PHED 480			OU PHED (3)	SFU KIN 241 (3)	TWU PHED 372 (3)
PHIL 101	MALA PHIL 100	OUC PHIL 114 (3)	OU PHIL (3); Any two of DOUG PHIL 101, DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = OU PHIL 100 (6)	SFU PHIL 001 (3)	TWU PHIL 100 lev (3). May not take TWU PHIL 103 for credit

Transfer Credit Guide

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
	UCC PHED (3)	UCFV KPE (3)	UNBC UNSP 200 lev (3)	UVIC PE 200 lev (1.5)
UBC HKIN 292 (3). Refer to Transfer Notes.				UVIC PE 200 lev (1.5)
UBC HKIN 120 (3). Refer to Transfer Notes.	UCC PHED (3)	UCFV KPE (3)	UNBC UNSP 200 lev (3)	UVIC PE 200 lev (1.5)
	UCC PHED (3)	UCFV KPE (3)	UNBC UNSP 200 lev (3)	UVIC PE 200 lev (1.5)
UBC HKIN 210 (3). Refer to Transfer Notes.		UCFV KPE (3)	No credit	UVIC PE 116 & UVIC PE 117 (1)
UBC HKIN 210 (3). Refer to Transfer Notes.		UCFV KPE (3)	No credit	UVIC PE 107 & UVIC PE 114 (1)
HKIN 210 (3)	UCC PHED (3)	UCFV KPE (3)	No credit	UVIC PE 105 & UVIC PE 106 (1)
	UCC PHED (3)	UCFV KPE (3)	No credit	UVIC PE 118 (0.5) & UVIC PE 100 lev (0.5)
UBC HKIN 220 (3). Refer to Transfer Notes.		UCFV KPE 220A (3)	No credit	UVIC PE 120 & UVIC PE 122 (1)
UBC HKIN 220 (3). Refer to Transfer Notes.		UCFV KPE (3)	No credit	UVIC PE 121 & UVIC PE 123 (1)
UBC HKIN 220 (3). Refer to Transfer Notes.	UCC PHED (3)	UCFV KPE (3)	No credit	UVIC PE 100 lev (1)
UBC HKIN 220 (3). Refer to Transfer Notes.	UCC PHED (3)	UCFV KPE (3)	No credit	UVIC PE 100 lev (1)
HKIN 220 (3)		UCFV KPE (3)		
UBC HKIN 2nd (3). Precludes credit for UBC HKIN 362. Refer to Transfer Notes.		Under review	UNBC UNSP 200 lev (3)	UVIC PE 200 lev (1.5)
UBC HKIN 280 (3). Refer to Transfer Notes.		Under review		UVIC PE 200 lev (1.5)
		UCFV KPE (3)	UNBC UNSP 200 lev (3)	UVIC PE 200 lev (1.5)
UBC HKIN 2nd (3). Precludes credit for UBC HKIN 361. Refer to Transfer Notes.		Under review	UNBC UNSP 200 lev (3)	UVIC PE 200 lev (1.5)
UBC PHIL 120 (3)	UCC PHIL 111 (3)	UCFV PHIL (3)	UNBC HUMN 100 lev (3)	UVIC PHIL 100 lev (1.5)

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
PHIL 102	MALA PHIL 112	DOUG PHIL 102 & DOUG PHIL 103 = OUC PHIL 111 (3); DOUG & OUC PHIL 121 (3); DOUG PHIL 102 & DOUG PHIL 152 = OUC PHIL 111 (3) & OUC PHIL 121 (3)	OU PHIL (3); Any two of DOUG PHIL 101, DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = OU PHIL 100 (6)	SFU PHIL 120 (3)	TWU PHIL 210 (3)
PHIL 103	MALA PHIL 111	DOUG PHIL 102 & DOUG PHIL 103 = OUC PHIL 111 (3) & OUC PHIL 121 (3); DOUG PHIL 103 & DOUG PHIL 151 = OUC PHIL 111 (3) & OUC PHIL 121 (3)	OU PHIL (3); Any two of DOUG PHIL 101, DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = OU PHIL 100 (6)	SFU PHIL 100 (3); DOUG PHIL 103 & DOUG PHIL 152 = SFU PHIL 100 (3) & SFU PHIL 203 (3)	TWU PHIL 105 (3)
PHIL 121	MALA PHIL (3)			SFU PHIL (3)	
PHIL 122	MALA PHIL (3)			SFU PHIL (3)	
PHIL 123	MALA PHIL (3)			SFU PHIL (3)	
PHIL 135	MALA PHIL (3)		Assessment pending	SFU PHIL (3)	TWU PHIL 100 lev (3)
PHIL 151	MALA PHIL 231	DOUG PHIL 103 & DOUG PHIL 151 = OUC PHIL 111 (3) & OUC PHIL 121 (3); DOUG PHIL 151 & DOUG PHIL 152 = OUC PHIL 111 (3) & OUC PHIL 121 (3)	OU PHIL (3); Any two of DOUG PHIL 101, DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = OU PHIL 100 (6)	SFU PHIL 220 (3)	TWU PHIL 100 lev (3)
PHIL 152	MALA PHIL 111	DOUG PHIL 151 & DOUG PHIL 152 = OUC PHIL 111 (3) & OUC PHIL 121 (3); DOUG PHIL 102 & DOUG PHIL 152 = OUC PHIL 111 (3) & OUC PHIL 121 (3)	OU PHIL (3); Any two of DOUG PHIL 101, DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = OU PHIL 100 (6)	SFU PHIL 100 (3); DOUG PHIL 103 & DOUG PHIL 152 = SFU PHIL 100 (3) & SFU PHIL 203 (3)	TWU PHIL 100 lev (3)
PHIL 170	MALA PHIL 221		OU PHIL (3); Any two of DOUG PHIL 101, DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = OU PHIL 100 (6)	SFU PHIL 240 (3)	TWU PHIL 100 lev (3)
PHIL 201	MALA PHIL (3)	OUC PHIL 124 (3)	OU PHIL (3)	SFU PHIL 110 (3)	TWU PHIL 103 (3)
PHIL 250	MALA PHIL (3)		OU PHIL (3); Any two of DOUG PHIL 101, DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = OU PHIL 100 (6)	SFU PHIL 280 (3)	TWU PHIL 200 lev (3)
PHIL 360		OUC PHIL (3)	OU PHIL (3)	SFU PHIL (3)	TWU PHIL (3) 3rd year
PHYS 104			OU PHYS (3)		No credit

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
Any two of DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = UBC PHIL 100 (6)	UCC PHIL (3)	UCFV PHIL (3)	UNBC HUMN 100 lev (3)	UVIC PHIL 100 lev (1.5); DOUG PHIL 102 & DOUG PHIL 103 or DOUG PHIL 152 = UVIC PHIL 100 (3)
Any two of DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = UBC PHIL 100 (6)	UCC PHIL (3)	UCFV PHIL (3)	UNBC HUMN 100 lev (3)	UVIC PHIL 100 lev (1.5); DOUG PHIL 103 & DOUG PHIL 102 or DOUG PHIL 151 = UVIC PHIL 100 (3)
UBC PHIL 1st (3)		UCFV PHIL (3)	UNBC HUMN 100 lev (3)	UVIC PHIL 100 lev (1.5)
UBC PHIL 1st (3)		UCFV PHIL (3)	UNBC COMM 332 (3)	UVIC PHIL 100 lev (1.5)
UBC PHIL 1st (3)		UCFV PHIL (3)	UNBC ENVS 100 lev (3)	UVIC PHIL 200 lev (1.5)
UBC PHIL 1st (3)		UCFV PHIL (3)	UNBC HUMN 100 lev (3)	UVIC PHIL 100 lev (1.5)
Any two of DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = UBC PHIL 100 (6)	UCC PHIL (3)	UCFV PHIL 110 (3)	UNBC HUMN 100 lev (3)	UVIC PHIL 100 lev (1.5); DOUG PHIL 151 & DOUG PHIL 103 or DOUG PHIL 152 = UVIC PHIL 100 (3)
Any two of DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = UBC PHIL 100 (6)	UCC PHIL (3)	UCFV PHIL (3)	UNBC HUMN 100 lev (3)	UVIC PHIL 100 lev (1.5); DOUG PHIL 152 & DOUG PHIL 102 or DOUG PHIL 151 = UVIC PHIL 100 (3)
Any two of DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = UBC PHIL 100 (6)	UCC PHIL (3)	UCFV PHIL 140 (3)	UNBC HUMN 100 lev (3)	UVIC PHIL 214 (1.5)
UBC PHIL 125 (3)	UCC PHIL 112 (3)	UCFV PHIL 100 (3)	UNBC HUMN 100 lev (3)	UVIC PHIL 201 (1.5)
Any two of DOUG PHIL 102, DOUG PHIL 103, DOUG PHIL 151, DOUG PHIL 152, DOUG PHIL 170, DOUG PHIL 250 = UBC PHIL 100 (6)	UCC PHIL (3)	UCFV PHIL (3)	UNBC HUMN 200 lev (3)	UVIC PHIL 211 (1.5)
UBC PHIL (3) 2nd year		UCFV PHIL (3)	UNBC WMST 311 (3)	UVIC PHIL 200 lev (1.5)
Under review				

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
PHYS 107	MALA PHYS 112	DOUG PHYS 107 & DOUG PHYS 207 = OUC PHYS 112 (3) & OUC PHYS 122 (3)	OU PHYS 110 (3) & OU PHYS 115 (1)	SFU PHYS 100 (3) & SFU PHYS (2); DOUG PHYS 107 & DOUG PHYS 207 = SFU PHYS 100 (3), SFU PHYS 130 (2) & SFU PHYS (5); DOUG PHYS 107 (A or B grade) & DOUG PHYS 207 (A or B Grade) = SFU PHYS 101 (3), SFU PHYS 102 (3), SFU PHYS 130 (2) & SFU PHYS (2)	TWU PHYS 101 (3)
PHYS 110	MALA PHYS 121	DOUG PHYS 110 & DOUG PHYS 210 = OUC PHYS 111 (3) & OUC PHYS 121 (3)	OU PHYS 110 (4)	SFU PHYS 120 (3) & SFU PHYS (2)	TWU PHYS 111 (3)
PHYS 170	MALA PHYS	OUC PHYS 226 (1)	OU PHYS (3)	SFU MATH 262 (3)	TWU PHYS 100 lev (3)
PHYS 207		DOUG PHYS 107 & DOUG PHYS 207 = OUC PHYS 112 (3) & OUC PHYS 122 (3)	OU PHYS 111 (3) & OU PHYS 116 (1)	SFU PHYS 100 (3) & SFU PHYS 130 (2); DOUG PHYS 107 & DOUG PHYS 207 = SFU PHYS 100 (3), SFU PHYS 130 (2) & SFU PHYS (5); DOUG PHYS 107 (A or B grade) & DOUG PHYS 207 (A or B Grade) = SFU PHYS 101 (3), SFU PHYS 102 (3), SFU PHYS 130 (2) & SFU PHYS (2)	TWU PHYS 102 (3)
PHYS 210	MALA PHYS 122	DOUG PHYS 110 & DOUG PHYS 210 = OUC PHYS 111 (3) & OUC PHYS 121 (3)	OU PHYS (3)	SFU PHYS 121 (3) & SFU PHYS 131 (2)	TWU PHYS 112 (3)
PHYS 321	MALA PHYS (3)		OU PHYS (2)	SFU PHYS 233 (2)	TWU PHYS 200 lev (2)
PHYS 322	MALA PHYS (3)		OU PHYS (3)	SFU PHYS 244 (3)	TWU PHYS 200 lev (3)
PHYS 420	MALA PHYS (3)	DOUG PHYS 420 & DOUG PHYS 421 = OUC PHYS 225 (3)	OU PHYS (3)	SFU PHYS 221 (3)	TWU PHYS 220 (3)
PHYS 421	MALA PHYS (3)	DOUG PHYS 420 & DOUG PHYS 421 = OUC PHYS 225 (3)	OU PHYS (2)	SFU PHYS 234 (2)	TWU PHYS 220 (3)
POLI 101		OUC POSC 100 lev (3)	OU POLI (3). Replaces DOUG POLI 125 - credit cannot be transferred for both DOUG POLI 101 and 125.	SFU POL 100 (3)	TWU POLS 101 (3)
POLI 102		OUC POSC 111 (3)	OU POLI (3)	SFU POL 221 (3)	TWU POLS 100 lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC PHYS 100 (3); DOUG PHYS 107 & DOUG PHYS 207 = UBC PHYS 100 (3) & UBC PHYS 1st (3). Exempt UBC PHYS 101.	UCC PHYS 110 (3)	Under review	UNBC PHYS 115 (4)	DOUG PHYS 107 & DOUG PHYS 207 = UVIC PHYS 102 (3), with a grade of B or better.
UBC PHYS 101 (3)	UCC PHYS 115 (3)	UCFV PHYS 111 (4) & UCFV PHYS (1)	UNBC PHYS 110 (4)	DOUG PHYS 110 & DOUG PHYS 210 = UVIC PHYS 120 (1.5) or UVIC PHYS 112 (3)
UBC PHYS 170 (3)	UCC PHYS (3)	Under review	UNBC PHYS 110 (4)	UVIC PHYS 122 (1.5)
DOUG PHYS 107 & DOUG PHYS 207 = UBC PHYS 100 (3) & UBC PHYS 1st (3). Exempt UBC PHYS 101. No credit if taken alone.	UCC PHYS 120 (3)	Under review	UNBC PHYS 100 lev (4)	DOUG PHYS 107 & DOUG PHYS 207 = UVIC PHYS 102 (3), with a grade of B or better.
UBC PHYS 102 (3)	UCC PHYS 125 (3)	UCFV PHYS 112 (4) & UCFV PHYS (1)	UNBC PHYS 202 (4)	DOUG PHYS 110 & DOUG PHYS 210 = UVIC PHYS 120 (1.5) or UVIC PHYS 112 (3)
DOUG PHYS 321 & DOUG PHYS 322 = UBC PHYS 213 (3). No credit if taken alone.	UCC PHYS (3)	Under review	UNBC PHYS 200 lev (2)	DOUG PHYS 321 & DOUG PHYS 322 = UVIC PHYS 217 (1.5). Both must be taken.
DOUG PHYS 321 & DOUG PHYS 322 = UBC PHYS 213 (3). No credit if taken alone.	UCC PHYS 217 (3)	UCFV PHYS (3)	UNBC PHYS 200 lev (3)	DOUG PHYS 321 & DOUG PHYS 322 = UVIC PHYS 217 (1.5). Both must be taken.
DOUG PHYS 420 & DOUG PHYS 421 = UBC PHYS 215 (3). No credit if taken alone.	UCC PHYS (3)	UCFV PHYS 222 (4)	UNBC PHYS 200 lev (3); DOUG PHYS 420 & DOUG PHYS 421 = UNBC PHYS 202 (4)	DOUG PHYS 420 & DOUG PHYS 421 = UVIC PHYS 214 (1.5). Both must be taken.
DOUG PHYS 420 & DOUG PHYS 421 = UBC PHYS 215 (3). No credit if taken alone.	UCC PHYS 215 (3)	Under review	UNBC PHYS 200 lev (1); DOUG PHYS 420 & DOUG PHYS 421 = UNBC PHYS 202 (4)	DOUG PHYS 420 & DOUG PHYS 421 = UVIC PHYS 214 (1.5). Both must be taken.
UBC POLI 2nd (3)	UCC POLI (3)	UCFV POSC (3)	UNBC POLS 100 (3)	UVIC POLI 100 lev (1.5)
UBC POLI 200 (3)	UCC POLI 223 (3)	UCFV POSC (3)	UNBC POLS 200 (3)	UVIC POLI 102 (1.5)

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE	OKANAGAN UNIVERSITY COLLEGE	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
POLI 103		OUC POSC 221 (3)	OU POLI (3). Replaces DOUG SFU POL 241 (3) POLI 150 - credit cannot be transferred for both DOUG POLI 103 and 150.		TWU POLS 211 (3)
POLI 201		OUC POSC 121 (3)	OU POLI (3)	SFU POL 210 (3) Political Theory	TWU POLS 200 lev (3)
POLI 202		OUC POSC 100 lev (3)	OU POLI (3)	SFU POL 222 (3)	TWU POLS 102 (3)
POLI 203		OUC POSC 222 (3)	OU POLI (3). Replaces DOUG SFU POL (3) Field D POLI 255 - credit cannot be transferred for both DOUG POLI 203 and 255.		TWU POLS 200 lev (3)
POLI 207		OUC POSC 121 (3)	OU POLI (3). Replaces DOUG SFU POL (3) POLI 110 - credit cannot be transferred for both DOUG POLI 110 and 207.		TWU POLS 200 lev (3)
POLI 210	MALA POLI 111	OUC POSC 211 (3)	OU POLI (3)	SFU POL 231 (3)	
PRFU 100	MALA HUMA (3)		OU CRWR (3)		
PRFU 102			OU CRWR (3)		
PRFU 201	MALA HUMA (3)		OU CRWR (3)	SFU ENGL (3)	
PRFU 230	MALA HUMA (3)		OU CRWR (3)		
PRFU 310			OU CRWR (3)		
PRFU 330	MALA HUMA (3)		OU CRWR (3)		
PRFU 350	MALA HUMA (3)		OU CRWR (3)		
PRFU 370	MALA HUMA (3)		OU CRWR (3)	DOUG CMNS 216 & DOUG PRFU 370 = SFU CMNS (3)	
PRFU 450			OU CRWR (3)		
PRFU 470			OU CRWR (3)		
PRFU 495			OU CRWR (3)		
PSYC 100	MALA PSYC 111	DOUG PSYC 100 & DOUG PSYC 200 = OUC PSYC 111 (3) & OUC PSYC 121 (3)	OU PSYC 101 (3)	SFU PSYC 100 (3)	TWU PSYC 105 (3)
PSYC 110	MALA PSYC (3)		OU PSYC (3)	SFU WS 203 (3) or SFU PSYC (3). Student's choice.	TWU SOCS 100 lev (3)
PSYC 120	MALA PSYC (3)		OU PSYC (3)	SFU PSYC (3)	To be determined
PSYC 130		OUC PSYC 122 (3)	OU PSYC 255 (3)	SFU PSYC (3)	TWU PSYC lower lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC POLI 260 (3)	UCC POLI 260 (3)	UCFV POSC (3)	UNBC INTS 205 (3)	UVIC POLI 240 (1.5)
UBC POLI 240 (3)		UCFV POSC 270 (3)	UNBC POLS 204 (3)	UVIC POLI 202 (1.5)
UBC POLI 2nd (3)	UCC POLI (3)	UCFV POSC (3)	UNBC POLS 200 lev (3)	UVIC POLI 101 (1.5)
UBC POLI 2nd (3)	UCC POLI 111 (3)	UCFV POSC (3)	UNBC INTS 206 (3)	UVIC POLI 200 lev (1.5)
UBC POLI 2nd (3)	UCC POLI 121 (3)	UCFV POSC (3)	UNBC POLS 100 (3)	UVIC POLI 200 lev (1.5)
UBC POLI 220 (3)	UCC POLI (3)	UCFV POSC 230 (3)	UNBC POLS 202 (3)	UVIC POLI 210 (1.5)
UBC ARTS 1st (3)		Individual assessment	UNBC HUMN 100 lev (3)	UVIC WRIT 100 lev (1.5)
UBC ARTS 1st (3)			UNBC HUMN 100 lev (3)	
UBC ARTS 1st (3)		UCFV ENGL (3)	UNBC HUMN 100 lev (3)	
UBC ARTS 1st (3)		Individual assessment	No credit	UVIC WRIT 100 lev (1.5)
UBC ARTS 2nd (3)			No credit	
UBC ARTS 2nd (3)		Individual assessment	No credit	UVIC WRIT 200 lev (1.5)
UBC ARTS 2nd (3)		Individual assessment	No credit	UVIC WRIT 200 lev (1.5)
UBC ARTS 2nd (3)		UCFV CMNS (3)	No credit	
UBC ARTS 2nd (3)			No credit	
UBC ARTS 2nd (3)			No credit	
UBC ARTS 2nd (3)			No credit	
DOUG PSYC 100 & DOUG PSYC 200 = UBC PSYC 100 (6). Refer to Transfer Notes.	UCC PSYC 111	UCFV PSYC 101 (3)	UNBC PSYC 101 (3)	UVIC PSYC 100A (1.5)
UBC PSYC 1st (3). Refer to Transfer Notes.	UCC PSYC (3)	UCFV PSYC (3)	UNBCPSYC 100 lev (3)	UVIC PSYC 100 lev (1.5)
UBC PSYC 1st (3). Refer to Transfer Notes.	UCC PSYC (3)	UCFV PSYC (3)		UVIC PSYC 100 lev (1.5)
UBC PSYC 1st (3). Refer to Transfer Notes.	UCC PSYC (3)		UNBC PSYC 100 lev (3)	UVIC PSYC 200 lev (1.5)

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
PSYC 200	MALA PSYC 112	DOUG PSYC 100 & DOUG PSYC 200 = OUC PSYC 111 (3) & OUC PSYC 121 (3)	OU PSYC 102 (3)	SFU PSYC 102 (3)	TWU PSYC 106 (3)
PSYC 300	MALA PSYC 203		OU PSYC 220 (3)	SFU PSYC 210 (3)	TWU PSYC 207 (3)
PSYC 301	MALA PSYC 204	OUC PSYC 213 (3)	OU PSYC 210 (3)	SFU PSYC 201 (3)	TWU PSYC 201 (3)
PSYC 304		OUC PSYC 200 lev (3)	OU PSYC (3)	SFU PSYC (3) U.D.	TWU PSYC 300 lev (3)
PSYC 308	MALA PSYC (3)		OU PSYC (3)	SFU PSYC 308 (3)	To be determined
PSYC 315		OUC PSYC 216 (3)	OU PSYC (3)	SFU PSYC 280 (3)	TWU PSYC 350 (3)
PSYC 320	MALA PSYC (3)	OUC PSYC 214 (3)	OU PSYC 344 (3)	SFU PSYC 250 (3)	TWU PSYC 211 (3)
PSYC 321	MALA PSYC (3)		OU PSYC 345 (3)	SFU PSYC 355 (3)	TWU PSYC 200 lev (3). May not take TWU PSYC 342 for credit.
PSYC 322	MALA PSYC (3)		OU PSYC 346 (3)	SFU PSYC 357 (3)	TWU PSYC 212 (3)
PSYC 330	MALA PSYC 221	OUC PSYC 211 (3)	OU PSYC (3)	SFU PSYC 260 (3)	TWU PSYC 204 (3)
PSYC 331		OUC PSYC 217 (3)	OU PSYC (3)	SFU PSYC 270 (3)	TWU PSYC 301 (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
DOUG PSYC 100 & DOUG PSYC 200 = UBC PSYC 100 (6). Refer to Transfer Notes.	UCC PSYC 121 (3)	UCFV PSYC 102 (3)	UNBC PSYC 102 (3)	UVIC PSYC 100B (1.5)
UBC PSYC 2nd (3). Refer to Transfer Notes.	UCC PSYC 210 (3)	UCFV PSYC 201 (3)	UNBC PSYC 200 lev (3). If DOUG PSYC 300 completed, permission of instructor required prior to registration in UNBC PSYC 315	UVIC PSYC 200 lev (1.5). Precludes credit for UVIC PSYC 300A
UBC PSYC 2nd (3). Refer to Transfer Notes.	UCC PSYC (3)	UCFV PSYC 202 (3)	UNBC PSYC 215 (3)	UVIC PSYC 201 (1.5)
UBC PSYC 204 (3) or UBC PSYC 2nd (3). Refer to Transfer Notes.		UCFV PSYC (3)	UNBC PSYC 200 lev (3). Precludes credit for UNBC PSYC 309.	UVIC PSYC 200 lev (1.5)
UBC PSYC 2nd (3). Refer to Transfer Notes.	UCC PSYC (3)	UCFV PSYC 308 (3)	UNBC PSYC 240 (3)	UVIC PSYC 200 lev (1.5). Satisfies UVIC PSYC 210 requirement.
UBC PSYC 201 (3). Refer to Transfer Notes.		UCFV PSYC 280 (3)	UNBC PSYC 200 lev (3). If DOUG PSYC 314 & DOUG PSYC 315 completed, permission of instructor required prior to registration in UNBC PSYC 317	UVIC PSYC 200 lev (1.5)
UBC PSYC 2nd (3). Refer to Transfer Notes.	UCC PSYC 213 (3)	UCFV PSYC 200 (3)	UNBC PSYC 200 lev (3). If DOUG PSYC 320, DOUG PSYC 321 & DOUG PSYC 322 completed, permission of instructor required prior to registration in UNBC PSYC 345	UVIC PSYC 335 (1.5)
UBC PSYC 2nd (3). Refer to Transfer Notes.	UCC PSYC (3)	UCFV PSYC 355 (3)	UNBC PSYC 200 lev (3). If DOUG PSYC 320, DOUG PSYC 321 & DOUG PSYC 322 completed, permission of instructor required prior to registration in UNBC PSYC 345	UVIC PSYC 336 (1.5)
UBC PSYC 2nd (3). Refer to Transfer Notes.	UCC PSYC 223 (3)	UCFV PSYC 357 (3)	UNBC PSYC 200 lev (3). If DOUG PSYC 320, DOUG PSYC 321 & DOUG PSYC 322 completed, permission of instructor required prior to registration in UNBC PSYC 345	UVIC PSYC 200 lev (1.5). May not take UVIC PSYC 333B.
UBC PSYC 203 (3); DOUG PSYC 330 & DOUG PSYC 331 = UBC PSYC 203 (3) & UBC PSYC 2nd (3). Refer to Transfer Notes.	UCC PSYC 222 (3)	UCFV PSYC 260 (3)	UNBC PSYC 200 lev (3). If DOUG PSYC 330 completed, permission of instructor required prior to registration in UNBC PSYC 301	Under review
UBC PSYC 2nd (3); DOUG PSYC 330 & DOUG PSYC 331 = UBC PSYC 203 (3) & UBC PSYC 2nd (3). Refer to Transfer Notes.	UCC PSYC 212 (3)	UCFV PSYC 270 (3)	UNBC PSYC 200 lev (3)	UVIC PSYC 200 lev (1.5)

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
PSYC 340	MALA PSYC (3)		OU PSYC (3)	SFU PSYC (3)	TWU PSYC 200 lev (3)
PSYC 341		OUC PSYC 227 (3)	OU PSYC 245 (3)	SFU PSYC 241 (3)	TWU PSYC 305 (3)
PSYC 342			OU PSYC (3)	SFU PSYC (3)	TWU PSYC 300 lev (3)
PSYC 360	MALA PSYC (3)	OUC PSYC 226 (3)	OU PSYC (3)	SFU PSYC 221 (3)	TWU PSYC 326 (3)
PSYC 365	MALA PSYC (3)		OU PSYC (3) U.L.	SFU PSYC 302 (3)	TWU PSYC 409 (3)
PSYC 370	MALA PSYC (3)		OU PSYC (3) U.L.	SFU PSYC 325 (3)	TWU PSYC 200 lev (3)
PSYC 430	MALA PSYC (3)		OU PSYC (3)	SFU PSYC (3)	TWU PSYC 200 lev (3)
SCIE 100			OU ENSC (3) 100 lev		
SCIE 106	MALA SCIE (3)		OU SCIE (3)	SFU GE (3) SCIENCE	TWU NATS 100 lev (3)
SCIE 107	MALA SCIE (3)	DOUG GEOL 210 & DOUG SCIE 107 = OUC GEOL 111 (3) & OUC GEOL 121 (3)	OU BISC (3)	SFU BISC (3)	TWU NATS 100 lev (3)
SOCI 125	MALA SOCI 111	DOUG SOCI 125 & DOUG SOCI 135 = OUC SOCI 111 (3) & OUC 121 (3)	OU SOCI 102 (3)	SFU SA 150 (3). Refer to Transfer Notes.	TWU SOCI 100 lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC PSYC 2nd (3). Refer to Transfer Notes.	UCC PSYC (3)	UCFV PSYC (3)	Under review	UVIC PSYC 200 lev (1.5)
UBC PSYC 204 (3) or UBC PSYC 2nd (3). Refer to Transfer Notes.		UCFV PSYC 241 (3)	UNBC PSYC 200 lev (3). If DOUG PSYC 341 completed, permission of instructor required prior to registration in UNBC PSYC 303	UVIC PSYC 200 lev (1.5); DOUG PSYC 341 & DOUG PSYC 342 preclude credit for UVIC PSYC 430.
UBC PSYC 2nd (3). Refer to Transfer Notes.		UCFV PSYC (3)	UNBC PSYC 200 lev (3). If DOUG PSYC 342 completed, permission of instructor required prior to registration in UNBC PSYC 403	UVIC PSYC 200 lev (1.5); DOUG PSYC 341 & DOUG PSYC 342 preclude credit for UVIC PSYC 430.
UBC PSYC 202 (3). Refer to Transfer Notes.	UCC PSYC (3)	UCFV PSYC (3)	UNBC PSYC 200 lev (3)	UVIC PSYC 200 lev (1.5). May not take UVIC PSYC 313.
UBC PSYC 2nd (3). Refer to Transfer Notes.	UCC PSYC (3)	UCFV PSYC 302 (3)	UNBC PSYC 200 lev (3). If DOUG PSYC 365 completed, permission of instructor required prior to registration in UNBC PSYC 320	UVIC PSYC 200 lev (1.5). May not take UVIC PSYC 311A or UVIC PSYC 311B.
UBC PSYC 2nd (3). Refer to Transfer Notes.	UCC PSYC (3)	UCFV PSYC 325 (3)	UNBC PSYC 200 lev (3)	UVIC PSYC 200 lev (1.5)
UBC PSYC 2nd (3). Refer to Transfer Notes.	UCC PSYC (3)	UCFV PSYC (3)	UNBC PSYC 200 lev (3). If DOUG PSYC 430 completed, permission of instructor required prior to registration in UNBC PSYC 401	UVIC PSYC 200 lev (1.5)
			Under review	Under review
		UCFV GE (3)	UNBC SCIE 100 lev (5)	UVIC ED-E 100 lev (1.5). Both DOUG SCIE 106 & DOUG SCIE 107 must be taken in order to satisfy lab science requirement for UVIC ED-E 145A, B & C for elementary education. Because SCIE 106 & 107 only total 3.0 units, a 1.5 unit elective must be taken to make up the remaining 1
UBC BIOL 1st (3). Precludes credit for UBC BIOL 345. Not for credit in Life Science Departments.	UCC SCIE (3)	UCFV BIO (3)	UNBC SCIE 100 lev (5)	UVIC ED-E 100 lev (1.5). Both DOUG SCIE 106 & DOUG SCIE 107 must be taken in order to satisfy lab science requirement for UVIC ED-E 145A, B & C for elementary education. Because SCIE 106 & 107 only total 3.0 units, a 1.5 unit elective must be taken to make up the remaining 1
DOUG SOCI 125 & DOUG SOCI 135 = UBC SOCI 100 (6)	UCC SOCI 111 (3)	UCFV SOC 101 (3)	UNBC SOSC 100 lev (3)	UVIC SOCI 100 (1.5)

Receiving Institutions...

DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
SOCI 135	MALA SOCI 211	DOUG SOCI 125 & DOUG SOCI 135 = OUC SOCI 111 (3) & OUC 121 (3)	OU SOCI 101 (3)	SFU SA 250 (3). Refer to Transfer Notes.	TWU SOCI 100 or TWU SOCI 200 lev (3)
SOCI 145	MALA SOCI 210	OUC SOCI 211 (3)	OU SOCI (3)	SFU SA 100 (3)	TWU SOCI 100 lev (3)
SOCI 210			OU SOCI (3)		
SOCI 230	MALA SOCI (3)	OUC SOCI 200 lev (3)	OU SOCI (3)	SFU SA 203 (3). Refer to Transfer Notes.	TWU SOCI 200 lev (3)
SOCI 240	MALA SOCI (3)		OU SOCI (3)	SFU SA (3) 200 div. Student may request credit as SFU WS 203 (3) instead.	TWU SOCI 200 lev (3)
SOCI 250	MALA SOCI (3)		OU SOCI (3)	SFU SA (3) SOCI 200 div	TWU SOCI 221 (3)
SOCI 260	MALA SOCI (3)		OU SOCI (3)	SFU SA 255 (3). Refer to Transfer Notes.	TWU SOCI 200 lev (3)
SOCI 270	MALA SOCI (3)		OU SOCI (3)	SFU SA (3) 200 level Sociology	
SOCI 280	MALA SOCI (3)	OUC SOCI 200 lev (3)	OU SOCI (3)	SFU SA 218 (3). Refer to Transfer Notes.	TWU SOCI 200 lev (3)
SOSC 140	MALA SOCI (3)	OUC BUAD 123 (3)	OU ADMN (3)	SFU BUS 272 (3)	TWU SOCI 100 lev (3)
SOSC 205			OU PSYC (3)		No credit
STGE 100			OU THTR (2) Tech	SFU FPA (2) TECH THTR	TWU DRAM 200 lev (2)
STGE 105			OU THTR (2) Tech	SFU FPA (1) TECH THTR; DOUG STGE 105, DOUG STGE 110, DOUG STGE 180 & DOUG STGE 200 = SFU FPA 170 (3) & SFU FPA (5) TECH THTR	TWU DRAM 100 lev (2)
STGE 110			OU THTR (2) Tech	SFU FPA (1) TECH THTR; DOUG STGE 105, DOUG STGE 110, DOUG STGE 180 & DOUG STGE 200 = SFU FPA 170 (3) & SFU FPA (5) TECH THTR	TWU DRAM 100 lev (1)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
DOUG SOCI 125 & DOUG SOCI 135 = UBC SOCI 100 (6)	UCC SOCI 121 (3)	UCFV SOC 102 (3)	UNBC SOSC 100 lev (3)	UVIC SOCI 210 (1.5)
UBC SOCI 1st (3)	UCC SOCI 210 (3)	UCFV SOC 210 (3)	UNBC SOSC 100 lev (3)	UVIC SOCI 103 (1.5)
UBC SOCI 201 (3)	UCC SOCI 201 (3)	UCFV SOC (3)	UNBC SOSC 200 lev (3)	UVIC SOCI 200 lev (1.5)
UBC SOCI 2nd (3)	UCC SOCI 213 (3)	UCFV SOC (3)	UNBC SOSC 200 lev (3)	UVIC SOCI 200 lev (1.5)
UBC SOCI 2nd (3)	UCC SOCI (3)	UCFV SOC (3)	UNBC SOSC 200 lev (3)	UVIC SOCI 200 lev (1.5)
UBC SOCI 2nd (3)	UCC SOCI (3)	UCFV SOC 255 (3)	UNBC SOSC 200 lev (3)	UVIC SOCI 200 lev (1.5)
UBC SOCI 2nd (3)	UCC SOCI (3)	Individual assessment		UVIC SOCI 200 lev (1.5)
UBC SOCI 2nd (3)	UCC SOCI 226 (3)	UCFV SOC (3)	UNBC SOSC 200 lev (3)	UVIC SOCI 200 lev (1.5)
UBC ARTS 1st (3) or UBC COMM 2nd (3). Exempt UBC COMM 292.	UCC SSEL (3)	UCFV BUS 203 (3)	UNBC COMM 230 (3)	UVIC COM 220 (1.5)
			No credit	UVIC PSYC 100 lev (1.5)
DOUG STGE 100 & one of DOUG STGE 110, DOUG STGE 200 = UBC THTR 250 (6). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	UCC THTR (3)	Under review	UNBC UNSP 100 lev (2)	UVIC THEA 100 lev (1.5)
DOUG STGE 105 & one of DOUG STGE 110, DOUG STGE 200 = UBC THTR 250 (6). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	UCC THTR (3)	Under review	No credit	UVIC THEA 100 lev (1)
DOUG STGE 110 & one of DOUG STGE 100, DOUG STGE 105, DOUG STGE 202 = UBC THTR 250 (6). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	UCC THTR (3)	Under review	No credit	UVIC THEA 105 pc (1.5)

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE	OKANAGAN UNIVERSITY COLLEGE	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
STGE 180			OU THTR (3) Tech	SFU FPA (3) TECH THTR; DOUG STGE 105, DOUG STGE 110, DOUG STGE 180 & DOUG STGE 200 = SFU FPA 170 (3) & SFU FPA (5) TECH THTR	TWU DRAM 100 lev (3)
STGE 200			OU THTR (2.5) Tech	DOUG STGE 105, DOUG STGE 110, DOUG STGE 180 & DOUG STGE 200 = SFU FPA 170 (3) & SFU FPA (5) TECH THTR	TWU DRAM 200 lev (2)
STGE 202			OU THTR (2.5) Tech	SFU FPA (2) TECH THTR	TWU DRAM 200 lev (2)
STGE 210			OU THTR (2) Tech	SFU FPA (1) TECH THTR; DOUG STGE 210, DOUG STGE 280, DOUG STGE 300, DOUG STGE 310 & DOUG STGE 311 = SFU FPA 270 (3) & SFU FPA (7) TECH THTR	TWU DRAM 200 lev (1)
STGE 220			OU THTR (2.5) Tech	SFU FPA (2) TECH THTR	TWU DRAM 200 lev (3)
STGE 280			OU THTR (3) Tech	FPA (3) TECH THTR; DOUG STGE 210, DOUG STGE 280, DOUG STGE 300, DOUG STGE 310 & DOUG STGE 311 = SFU FPA 270 (3) & SFU FPA (7) TECH THTR	TWU DRAM 200 lev (3)
STGE 300			OU THTR (2.5) Tech	FPA (2) TECH THTR; DOUG STGE 210, DOUG STGE 280, DOUG STGE 300, DOUG STGE 310 & DOUG STGE 311 = SFU FPA 270 (3) & SFU FPA (7) TECH THTR	TWU DRAM 200 lev (2)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
DOUG STGE 180 & one of DOUG STGE 280, DOUG STGE 380 = UBC THTR 150 (3). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	UCC THTR 112 (3)	Under review	UNBC UNSP 100 lev (3)	UVIC THEA 100 lev (1.5)
DOUG STGE 200 & one of DOUG STGE 100, DOUG STGE 105, DOUG STGE 202 = UBC THTR 250 (6). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.		Under review	UNBC UNSP 200 lev (2)	
DOUG STGE 202 & one of DOUG STGE 110, DOUG STGE 200 = UBC THTR 250 (6). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	UCC THTR (3)	Under review	UNBC UNSP 200 lev (2)	UVIC THEA 100 lev (1.5)
DOUG STGE 210 & one of DOUG STGE 302, DOUG STGE 310 = UBC THTR 251 (6). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	UCC THTR (3)	Under review	No credit	DOUG STGE 103 & DOUG STGE 120 & DOUG STGE 280 & DOUG STGE 110 or DOUG STGE 210 = UVIC THEA 105 (3).
DOUG STGE 220 & one of DOUG STGE 302, DOUG STGE 310 = UBC THTR 251 (6). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	UCC THTR (3)	Under review	UNBC UNSP 200 lev (2)	UVIC THEA 200 lev (1.5)
DOUG STGE 180 & DOUG STGE 280 = UBC THTR 150 (3). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	UCC THTR 122 (3)	Under review	No credit	UVIC THEA 105 pc (1.5)
DOUG STGE 300 & one of DOUG STGE 302, DOUG STGE 310 = UBC THTR 251 (6). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	UCC THTR (3)	Under review	No credit	UVIC THEA 205 pc (1.5)

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE	OKANAGAN UNIVERSITY COLLEGE	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
STGE 302			OU THTR (2) Tech	SFU FPA (2) TECH THTR	TWU DRAM 200 lev (2)
STGE 310			OU THTR (2) Tech	FPA (1) TECH THTR; DOUG STGE 210, DOUG STGE 280, DOUG STGE 300, DOUG STGE 310 & DOUG STGE 311 = SFU FPA 270 (3) & SFU FPA (7) TECH THTR	TWU DRAM 300 lev (1)
STGE 311			OU THTR (2) Tech		
STGE 380			OU THTR (3) Tech	Individual Assessment. Student must submit detailed course information.	TWU DRAM 300 lev (2)
STGE 405			OU THTR (2.5) Tech		
STGE 410			OU THTR (2.0) Tech		
STGE 411			OU THTR (2.0) Tech		
STGE 480			OU THTR (3) Tech	Individual Assessment. Student must submit detailed course information.	TWU DRAM 221 (3)
THEA 105	MALA THEA 111		OU THTR (3)	SFU FPA (3) THTR HIST; Two or more of DOUG THEA 105, DOUG THEA 106, DOUG THEA 107, DOUG THEA 108 = SFU FPA 150 (3) plus SFU FPA (3), (6) or (9) THTR HIST	TWU DRAM 101 (3)
THEA 106	MALA THEA 112		OU THTR (3)	SFU FPA (3) THTR HIST; Two or more of DOUG THEA 105, DOUG THEA 106, DOUG THEA 107, DOUG THEA 108 = SFU FPA 150 (3) plus SFU FPA (3), (6) or (9) THTR HIST	TWU DRAM 102 (3)
THEA 107			OU THTR (3)	SFU FPA (3) THTR HIST; Two or more of DOUG THEA 105, DOUG THEA 106, DOUG THEA 107, DOUG THEA 108 = SFU FPA 150 (3) plus SFU FPA (3), (6) or (9) THTR HIST	TWU DRAM 100 lev (3)

Transfer Credit Guide

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
DOUG STGE 302 & one of DOUG STGE 210, DOUG STGE 220, DOUG STGE 300 = UBC THTR 251 (6). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	UCC THTR (3)	Under review	No credit	DOUG STGE 302 & DOUG STGE 380 = UVIC THEA 305 (3)
DOUG STGE 310 & one of DOUG STGE 210, DOUG STGE 220, DOUG STGE 300 = UBC THTR 251 (6). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	UCC THTR (3)	Under review	UNBC UNSP 200 lev (2)	UVIC THEA 205 pc (1.5)
			UNBC UNSP 200 lev (2)	UVIC THEA 100 lev (1.5)
DOUG STGE 180 & DOUG STGE 380 = UBC THTR 150 (3). Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	UCC THTR (3)	Under review	No credit	DOUG STGE 302 & DOUG STGE 380 = UVIC THEA 305 (3)
		Under review	UNBC UNSP 200 lev (2)	UVIC THEA 305 (1.5)
		Under review	UNBC UNSP 200 lev (2)	UVIC THEA 300 lev (1.5)
		Under review	UNBC UNSP 200 lev (2)	UVIC THEA 305 (1.5)
	UCC THTR (3)	Under review	No credit	UVIC THEA 305 (1.5)
DOUG THEA 105 & DOUG THEA 106 = UBC THTR 120 (3)	UCC THTR 110 (3)	UCFV THEA (3)	UNBC HUMN 100 lev (3)	UVIC THEA 111 (1.5)
DOUG THEA 105 & DOUG THEA 106 = UBC THTR 120 (3)	UCC THTR 120 (3)	UCFV THEA (3)	UNBC HUMN 100 lev (3)	UVIC THEA 112 (1.5)
UBC THTR 1st (3)	UCC THTR (3)	UCFV THEA (3)	UNBC HUMN 100 lev (3)	UVIC THEA 200 lev (1.5)

Receiving Institutions...					
DOUGLAS COLLEGE	MALASPINA UNIVERSITY COLLEGE Course (Credits)	OKANAGAN UNIVERSITY COLLEGE Course (Credits)	OPEN UNIVERSITY Course (Credits)	SIMON FRASER UNIVERSITY Course (Credits)	TRINITY WESTERN UNIVERSITY Course (Credits)
THEA 108			OU THTR (3)	SFU FPA (3) THTR HIST; Two or more of DOUG THEA 105, DOUG THEA 106, DOUG THEA 107, DOUG THEA 108 = SFU FPA 150 (3) plus SFU FPA (3), (6) or (9) THTR HIST	TWU DRAM 100 lev (3)
THEA 110	MALA THEA 201		OU THTR (3)	SFU FPA 151 (3)	TWU DRAM 211 (3)
THEA 111			OU THTR (3) Studio	SFU FPA (3) THTR Studio	TWU DRAM 100 lev (3)
THEA 121			OU THTR (3)	No credit	TWU DRAM 101 (3)
THEA 171			OU THTR (3) Studio	SFU FPA (3) THTR Studio	TWU DRAM 100 lev (3)
THEA 180			OU THTR (3) Studio		TWU DRAM 181 (1)
THEA 210	MALA THEA 202		OU THTR (3) Studio	SFU FPA 152 (3) THTR Studio	TWU DRAM 212 (3)
THEA 211			OU THTR (3) Studio	SFU FPA (3) THTR Studio	TWU DRAM 200 lev (3)
THEA 271			OU THTR (3) Studio	SFU FPA (3) THTR Studio	TWU DRAM 200 lev (3)
THEA 280			OU THTR (3) Studio		TWU DRAM 182 (1)
THEA 310			OU THTR (3) Studio	SFU FPA (3) THTR Studio	TWU DRAM 411 (3)
THEA 311			OU THTR (3) Studio. 2nd year	SFU FPA (3) THTR Studio	
THEA 410			OU THTR (3) Studio	SFU FPA (3) THTR Studio	Under review
THEA 480			OU THTR (3)		TWU DRAM 282 (1)

Data provided by the B.C. Transfer Guide, published annually
by the B.C. Council on Admissions & Transfer in cooperation with B.C.'s post-secondary educational institutions.

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
UBC THTR 1st (3)	UCC THTR 100T (3)	UCFV THEA (3)	UNBC HUMN 100 lev (3)	UVIC THEA 200 lev (1.5)
DOUG THEA 110 & DOUG THEA 210 = UBC THTR 160 (3)	UCC THTR 111 (3)	UCFV THEA 211 (3)	UNBC UNSP 100 lev (3)	UVIC THEA 120 (3)
UBC THTR 1st (3)	UCC THTR 213 (3)	UCFV THEA (3)	UNBC UNSP 100 lev (3)	UVIC THEA 100 lev (1.5)
UBC THTR 1st (3)			UNBC UNSP 100 lev (3)	
	UCC THTR (3)	UCFV THEA (3)	UNBC UNSP 100 lev (3)	THEA 100 lev (1.5)
			No credit	
DOUG THEA 110 & DOUG THEA 210 = UBC THTR 160 (3)	UCC THTR 121 (3)	UCFV THEA 212 (3)	UNBC UNSP 200 lev (3)	UVIC THEA 200 lev (1.5)
	UCC THTR 223 (3)	UCFV THEA (3)	UNBC UNSP 200 lev (3)	UVIC THEA 200 lev (1.5)
	UCC THTR (3)	UCFV THEA (3)		UVIC THEA 200 lev (1.5)
			No credit	
UBC THTR 2nd (3)	UCC THTR (3)	UCFV THEA (3)	UNBC UNSP 200 lev (3)	UVIC THEA 200 lev (1.5)
UBC THTR 2nd (3)	UCC THTR (3)	UCFV THEA (3)	UNBC UNSP 200 lev (3)	UVIC THEA 300 lev (1.5)
UBC THTR 2nd (3)	UCC THTR (3)	UCFV THEA (3)	UNBC UNSP 200 lev (3)	UVIC THEA 200 lev (1.5)
			No credit	

.....
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College Board and Advisory
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Marilyn Rushton

Gerry Sieben

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Lloyd Morin (Ex. officio)

Roberta Bend (Ex. officio)

.....

Administration

ANGUS, Patricia H.**Registrar**

B.A. (Carleton)

ANJOS, Luciano**Labour Relations Manager**Dip. Administrative Management (B.C.I.T.),
B.Sc. (British Columbia), Commercial Mediation Program
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B.Ed., M.Ed. (British Columbia)

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B.G.S. (Simon Fraser)

BILLAS, Wendy**Personnel Assistant**

Health Care Management Certificate (B.C.I.T.)

BESSEY, Barbara**Executive Secretary to the President****CHISHOLM, Virginia A.,****Director of Learning Resources**

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C.G.A.

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B.A. (Carleton), M.A., Ph.D. (McMaster)

FORBES, John**Evening and Weekend Administrator****GIROTTI, Loule****Manager of Site Services (David Lam)**

Diploma in Mechanical Engineering (B.C.I.T.)

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Instruction****JACK, Brenda****Business Manager, Continuing Education****JAMES, Edwin (Ted)****Dean, Student Development**B.A. (hons) (Reading, U.K.), M.A. (British Columbia)
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MORIN, Lloyd**College President**

B.A. (British Columbia), M.Ed. (Alberta), Ph.D. (Oregon)

MOSTERT, Yvonne

Administrative Assistant to the Vice President, College Development

MURRAY, Margaret

Executive Secretary to the Vice President, Finance and Administration and the College Board

POWER, Lynn

Administrative Assistant to the Vice President, Educational Services

PRICE, Marshall

Director, Systems & Computing

B. Comm. (Alberta)

REMMEM, Krls

Personnel Coordinator

ROSSELL, Marlan

Director, Educational Liaison

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SATOR, I. (Jim)

Dean, Commerce & Business Admin.

B.Comm. (British Columbia) M.Sc. (British Columbia)

THOMASSON, Patricia

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VALECOURT, Linda

Manager, Bookstore and Printshop

WALTON, Brenda

Manager, Admissions and Records

WILSON, T. Desmond

Dean, Pure & Applied Sciences and Technology

B.Sc. (hons) (Queens, Belfast), M.Sc. (British Columbia),

P. Geo.

WORSLEY, Christine

Comptroller

C.M.A.

.....
Regular Faculty

ALLEN, Barbara

Computer Information Systems

Dip. of Tech. (B.C.I.T.), B.Sc. (Simon Fraser)

ALLWORK, Janet

English

B.A. (hons) (Simon Fraser), M.A. (hons), M.L.S. (British Columbia)

ANDRESS, Mary

English as a Second Language

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ANDREWS, Hudson Taylor

Psychiatric Nursing

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ANEKE, Esther

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ANGEL, Leonard

Philosophy

B.A. (McGill), M.A., Ph.D. (British Columbia)

ANISEF, Auble

Mathematics

B.Sc. (McGill), M.Sc. (British Columbia)

ARGENTO, Elmiro

History

B.A. (Calgary), Ph.D. (Pennsylvania)

ARMOUR-GODBOLT, Shelagh

Home Support Attendant

B.A., B.S.W., M.S.W. (British Columbia), Dip. Gerontology (Simon Fraser)

ASHCROFT, Susan

Library

B.A. (hons) (Western Ontario), M.L.S. (British Columbia)

BADH, Sukhvinder

Economics

B.A., M.A. (Simon Fraser)

BARNET, Joan

English as a Second Language

B.Ed. (Alberta), M.A. (Texas, Austin)

BARRINGTON, Barrie

Music

A. Mus. (Western Board), B. Mus. (Brandon)

M.Mus. (British Columbia), Ph.D. Musical Arts

BARRINGTON-FOOTE, Kevin

Music

A.R.C.T., B.Mus, M.Mus. (British Columbia)

BARTON, Jim

Psychology

B.A. (Wilfred Laurier), B.Ed. (Western Ontario), M.Sc., Ph.D. (Alberta)

BEAVEN, Claudia**Psychology**

B.Ed., M.A. (Simon Fraser), Ph.D. (Michigan)

BECK, Mary Lois**Resident Care Attendant**

B.A. (Simon Fraser), R.N. (Niagara Falls), M.A. (Simon Fraser)

BELL, Marle**Psychiatric Nursing**

R.N., Dip. Psych. Nursing, B.Sc. (British Columbia)

BEND, Roberta**Psychiatric Nursing**

R.N. (Misericordia) B.A. (Winnipeg)

Dip. Teaching & Supervision (Manitoba)

BENGE, Janice**Developmental Studies**

B.A. (Manitoba)

BERGER, Gall**English**

B.A., M.A. (Indiana)

BESEL, Shiela**General Nursing**

B.N. (McGill)

BILLY, Allen J.**Biology**

B.Sc., M.Sc. (British Columbia), Ph.D. (Texas at Austin), R.

P. Biology

BISCOP, Paul**Anthropology**

B.A. (Dalhousie), M.A. (McGill) M.A., Ph.D. (Simon Fraser)

BLACKWELL, John, C.S.P., I.S.P, C.C.P.**Computer Information Systems**

Cert. Tech. (B.C.I.T.)

BONANNI, Carole**Business**

Diplome d'Etudes Universitaires Generales, Licence es Sciences Economics, Maitrise es Sciences Economiques (Universite Paris XIII), Diplome (Institut D'Etudes Politiques De Paris)

BOWES, Brenda**Office Administration**

Instructors Diploma (British Columbia)

BOWKER, Mary Elizabeth**General Nursing**

R.N., B.Sc.N. (British Columbia)

BRAIDEN, Brenda**Developmental Studies**

B.A. (British Columbia)

BRIEMBERG, Mordecai**English as a Second Language**

B.A. (hons) (Alberta), M.A. (Oxford)

BRIGGS, Susan**English**

B.A., M.A. (British Columbia)

BROATCH, Connie**Developmental Studies**

B.A. (British Columbia)

BROOKES, Raymond M.**Accounting**

B. Comm. (British Columbia), C.G.A. (British Columbia)

BROWN, Patricia**Early Childhood Education**

B.Sc. (Oregon State), M.A. (British Columbia)

BROWN, Patrick**Business**

B.A., M.Sc. (British Columbia)

BROWN, Ron**Sociology**

B.A., M.A. (Simon Fraser)

BROWNE, Robert James**Chemistry**

B.Sc. (Western Ontario), Ph.D (British Columbia)

BRULHART, Marilyn**English as a Second Language**

B.S.N., M.A. (British Columbia)

BURGESS, David**Child & Youth Care Counsellor**

B.A. (Sir George Williams), M.Ed. (British Columbia)

BURNS, Mary**Creative Writing****BURRY, Pamela M.****General Nursing**

R.N., B.N. (Memorial)

CAMERON, Joyce**Developmental Studies**

Teacher's Certificate, B.Ed. (Simon Fraser), M.A. (Carleton)

CAMMACK, Vickie**Community Support Worker**

B.A. (Simon Fraser)

CARRUTHERS, Karen**Sign Language Interpretation**

B.S.W. (Gallaudet), Instructor's Diploma (VCC)

CARTER, Ellsabeth**Business Management**

B.A. (Saskatchewan), M.B.A. (British Columbia)

CERA, Arnold**Psychology**

B.A. (Manitoba), B.Ed. (Brandon), M.A. (Saskatchewan),

Ph.D. (Wisconsin)

CERNAUSKAS, Kathryn**Music**

B.M. (Performance) (Toronto)

CHAMBERLAND, Leo**Therapeutic Recreation**

Dip. Leisure and Recreation Mgt. (Cariboo College), B.A. (Eastern Washington), M.Sc. (Missouri)

CHEUNG, Hilary**Developmental Studies**

B.Sc., M.A. (British Columbia), Prof. Cert. (Victoria)

CHIN, Alan**Physical Education**

B.S. (Alberta), M.S., Ph.D. (Oregon)

CHINNIAH, Marie-Claire**Modern Languages**

L.es. Lettres (Lille) C.A.P.E.S. (Grenoble)

CHOO, Sai**General Nursing**

RN, B.S.N., M.Ed. (British Columbia)

CHUDNOVSKY, Rita Leah**Child and Youth Care Counsellor Program**

B.A. (British Columbia), M.Ed. (Simon Fraser)

CIVITARESE, Sharon**Psychiatric Nursing**

R.P.N., R.N.

COCKBURN, Jean**Library**

B.A., M.L.S. (Alberta)

COLLINGWOOD, Barbara**Psychiatric Nursing**

R.N., M.Ed. (Simon Fraser)

COLVIN, Carole**Office Administration**

Legal Stenography Cert. (BCIT), Instructor's Diploma

COOKSON, Catherine**Community Programmer**

B.S.N. (British Columbia)

COOLIDGE, Robert**Computer Information Systems**

Dip. of Technology (B.C.I.T.)

COWAN, Karen**English**

B.A. (hons) (Guelph), M.A. (Simon Fraser)

COWARD, Barbara**English as a Second Language**

B.A., M.A. (British Columbia)

CRAWFORD, John A.**Psychiatric Nursing**

R.P.N., B.A. (Regina), M.A. (Educ) (Simon Fraser)

CRAWFORD, Judy**Developmental Studies**

B.A. (Simon Fraser)

CURREY, Ingrid**Psychiatric Nursing**

RPN, B.A., M.Ed. (British Columbia)

CURRIE, Janet**Counselling**

B.A. (Queens), M.Ed. (British Columbia)

DAMRON, John**Psychology**

B.A. (Calif.), M.A., Ph.D. (Simon Fraser)

DANBERT, Kathleen**General Nursing**

R.N., B.S.N. (British Columbia), M.Ed. (Simon Fraser), Dip. Nurs. Ed. (Western Ontario)

DANSKIN, Gordon**Developmental Studies**

B.Sc. (hons.), M.Sc. (Simon Fraser)

DARE, Valerie Joy**Psychology**

B.A. (Carleton), M.A., Ph.D. (Concordia)

DAVIDSON, Karen**General Nursing**

B.Sc.N. (Alberta), Midwifery Cert. (Essex, England)

DAVIES, Brian E.**Philosophy & Humanities**

B.A., M.A. (Unveristy of California, Riverside)

de BEER, Beth**Criminology**

B.A., M.A. (Simon Fraser)

DENTON, Kathy**Psychology**

B.A., M.A. (Simon Fraser), Ph.D. (Western Washington), SSHRC Postdoctoral Fellow

DHIRANI, Farlyal**General Nursing**

R.N., B.S.N (Victoria)

DIXON, Roslyn**Communications**

B.A., M.A. (Simon Fraser)

DRAMER, Rob**Developmental Studies**

B.Sc. (Washington)

DUFRAYER, Jacqueline**General Nursing**

S.R.N., S.C.M. (St. Thomas Hospital)

DUGAS, Beverly**Medical Office Assistant****DUNCAN, Kathi****Psychiatric Nursing**

RN, B.S.N. (St. Louis), M.Sc. (Portland)

DUNN, Pauline**General Nursing**

R.N., B.S.N., M.S.N. (British Columbia)

DUNNING, Stephen**English**

B.A., M.A. (Ottawa), Ph.D. (Cambridge)

EATON, Howard Leslie**English**

B.A. (Kansas), M.A. (Indiana)

EBELING, Ulrike**Modern Languages**

B.F.A., M.A. (Calgary), M.F.A. (Victoria)

EBNER, Carol**Early Childhood Education**

A.A. (Capilano College), B.A. (Antioch), M.A. (British Columbia)

EDWARDS, Gerard**Business**

M.B.A. (Cranfield)

ELLCHUK, Darlene Grace**General Nursing**

R.N., B.S.N. (Saskatchewan), M.Sc. (Nursing) (British Columbia)

ELLIOTT, Karyn**Office Administration**

B.S.B.A. (North Dakota)

ELLIS, Keith**Chemistry**

B.Sc. (hons) (Western Ontario), Ph.D. (British Columbia)

ENRIGHT, Heidi**General Nursing**

R.N., B.S.N. (British Columbia), M.Sc. (Portland)

ENTIN, Martha**Counselling**

B.G.S. (Simon Fraser), M.A. (British Columbia)

ERSKINE, Patricia Ann**General Nursing**

R.N., B.A. (Loyola)

ESTERGAARD, Douglas**Child & Youth Care Counsellor**

B.A. (Simon Fraser)

FAHRNKOPF, Robert**Philosophy & Humanities**

B.A. (Stanford) Ph.D. (British Columbia)

FARRELL, Andrea G.E.**General Nursing**

B.S.N. (Saskatchewan)

FARRELL, John Terrance**Political Science**

B.A. (Carleton), M.A., Ph.D. (McMaster)

FELKAR, Lols**General Nursing**

B.S.N. (Victoria)

FISHER, Blair**Music**

B. Music (Victoria), M. Music (Miami)

FISHER, Linda**Criminology**

B.A., M.A. (Simon Fraser)

FLEMING, John**Criminology**

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FORSYTHE, Linda**Prison Education**

B.A. (Simon Fraser), Teacher's Certificate (Ontario)

FOURNIER, Raymond**Psychiatric Nursing**

R.P.N., Dip. Adult Ed. (British Columbia)

FOURNIER, Rose-Marie**Community Programmer**

B.Sc.N., M.A. (British Columbia)

FRASER, Gall**English**

B.A., M.A., Ph.D. (British Columbia)

FRASER, Susan**Early Childhood Education**

M.A., M.Ed. (British Columbia)

FRICK, Tim**Physical Education**

B.P.E., M.Ed., Dip. Ed. (British Columbia)

FRIEDRICHS, Rhoda**History**

A.B. (Barnard) M.A., Ph.D. (Columbia)

FULTON, Cynthia**Criminology**

B.A. (British Columbia), L.L.B. (Victoria)

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B.S.N. (Far Eastern Univ., Manila)

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B.A., B.Ed. (Dalhousie), M.Ed. (Mt. St. Vincent)

GILMORE, Berenice**Prison Education**

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Diploma in Electrical Technology (Ryerson)

B.Sc.(hons), M.Sc. (British Columbia)

GLOFCHESKIE, John**Music**

A.R.T.C. (Toronto), B.Mus., M.A. (Western Ontario)

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RN, BSc., M.A. (British Columbia)

GOWAN, Nancy**Psychiatric Nursing**

R.N., B.S.N. (Victoria), M.Ed. (British Columbia)

GRAY, Hal**Print Futures**

B.F.A., M.F.A. (British Columbia)

GRAY, Patricia**Basic Occupational Education Program**Human Service Worker Mental Retardation Program
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B.Sc., M.Ed. (British Columbia)

GREATHOUSE, Susan**General Nursing**

RN, B.Nur. (Calgary), M.S.N. (British Columbia)

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B.A. (Hons) (British Columbia), M.A. (Carleton)

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R.P.N., B.Sc.M.H. (Brandon)

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B.Sc. M.Sc. (Simon Fraser)

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HANCOCK, Marlene**Political Science**

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HARDMAN, Amanda**Communications**

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B.A. (Denver), M.A. (Syracuse), Ph.D. (British Columbia)

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C.G.A.

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(B.C.I.T.), M.B.A. (Seattle)**IRONSIDE, Linda****English as a Second Language**

B.A. (Wilfred Laurier), M.A. (Simon Fraser)

IZAT, Mabel**Career & Job Preparation**

B.A. (Glasgow, Scotland), M.A., A.B.S. (Spokane)

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JOHNSON, Chris**Sports Institute**

B.Ed. (McGill), M.A. (Simon Fraser)

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B.S.N. (Saskatchewan), M.A. (Simon Fraser)

JOLLEY, Edmund Joseph**Physics**

B.Sc. (Carleton), M.A. (British Columbia)

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R.N. (London) Teachers Diploma (London)

Masters (Surrey)

JOYCE, Ian Thomas**Geography**

B.Sc. (hons) (Glasgow), M.A. (Simon Fraser)

JOYCE, Marcia**Developmental Studies**

B.A. (Victoria)

JOYCE, Thomas**English**

B.A. (McMaster), M.A. (Acadia) Ph.D. (Alberta)

KAKAR, Saifdar**Geology**

B.Sc. (hons) (Peshawar), M.Sc. (Punjab), Ph.D. (Wales),

P.D.P. (Simon Fraser)

KANTROWIZ, Peter**Economics**

B.A., M.A. (Simon Fraser)

KASSAM, Floz**Business**

L.L.B. (East Africa), L.L.B. (British Columbia)

L.L.M. (London)

KELLMAN, Martha**Psychiatric Nursing**

R.N. (Ryerson) B.S.N. (Victoria)

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CCHRA(C), B.A. (Notre Dame)

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B.S.N., M.Ed. (British Columbia)

KIRKEY, Jennifer**Physics**

B.Sc. (Trent), M.Sc. (Simon Fraser)

KLASSEN, Cecil**English as a Second Language**

B.A., Teach. Cert. (British Columbia), M.A. (Toronto)

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BA (Waterloo), M.Ed. (British Columbia)

LAKE, Ralph**Modern Languages**

B.A., M.A. (Toronto)

LAND, Connie**Business**

B.Ed. (Alberta), M.B.A. (Washington)

LANDON, Bruce**Psychology**

B.S.C. (Utah), M.S., Ph.D. (Rutgers)

LANE, Shirley**General Nursing**

R.N. (Cariboo College), B.S.N., M.E.D. (British Columbia)

LANGLEY, Lin**Communications**

B.G.S., M.A. (Simon Fraser), CAGS (American International

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LAWSON, Alan**Mathematics**

B.Sc. (British Columbia) P.Eng.

LEAVENS, Lynn Roger**Marketing**

B.S. (North Dakota), M.B.A. (Oregon)

LEDREW-BOYD, Kathryn**Dental Auxiliary**

Certified Dental Assistant

LEE, Fiona**General Nursing**

B.S.N., M.Ed. (British Columbia)

LEONARD, Frank**History**

B.A. (hons) (British Columbia), M.A. (Toronto)

PH.D. (York)

LEROUX, Kathle**Developmental Studies**

B.Ed. (McGill), B.A. (Concordia), Teaching Certificate, Dip.

Canadian Charter of Rights and Freedoms (Capilano

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LESLIE, Murray**Economics**

B.A. (hons) (Western Ontario)

LEWTHWAITE, Marilyn**General Nursing**

R.N., B.S.N. (British Columbia)

LI, Simon**Computer Information Systems**

B.B.A., M.B.A. (Simon Fraser)

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RN, B.Sc.N., M.S.N. (British Columbia)

LINDSTROM, Kathleen**Community Programmer****LOEWEN, Gladys Anne****Disabled Student Services**

B.A. (Tabor), M.Ed. (British Columbia)

LOGELIN, Robert**Basic Occupational Education**

B.A., M.Ed. (Simon Fraser)

LOUGHREY, Terry**English as a Second Language**

B.A. (Leeds, U.K.), M.A. (McMaster, Hamilton, Ont.)

LOVE, Rosemary**Community Support Worker**B.A. (McGill), Dip. Education (Concordia),
Dip. Special Education (McGill), M.A. (British Columbia)**LYSELL, Allan Robert****Theatre**B.A., B.Ed. (British Columbia), Arts Administration Cert.
(Harvard)**MABARDI, Sabine****Modern Languages**

B.A. (Simon Fraser)

MACKENZIE, Lorne**Business**

B.Sc., M.B.A. (British Columbia)

MACKEY, Maureen**Psychiatric Nursing**

R.N., R.P.N., (B.C.I.T), B.A. (Victoria)

MACKINNON, Ron**Business**

B.A.Sc., M.B.A. (British Columbia)

MACKOFF, Randy**Criminology**

B.A., M.A., P.L.D. (British Columbia)

MAIN, William**English**

B.A., M.A. (British Columbia)

MAINPRIZE, Stephen**Sociology**B.A. (Victoria), M.A. (Western Ontario), Ph.D. (British
Columbia)**MAISONVILLE, Paula M.****Psychiatric Nursing**

RN, B.Sc.N., M.Ed. (British Columbia)

MALCOLM, Karen**Sign Language Interpretation**

B.G.S. (Simon Fraser), M.S. (Western Maryland College)

MALNARICH, Gillies**Developmental Studies**

B.A. (British Columbia), M.A. (Simon Fraser)

MANGAN, Michael**Criminology**

B.A., L.L.B. (British Columbia)

MANSFIELD, Nicholas James**Sociology**

B.A. (hons), M.A. (Simon Fraser)

MARRS, Brian**English**

B.A., M.A. (British Columbia)

MARSHALL, Leslie**Economics**

B.A., (hons) (York), M.A., Ph.D. (Simon Fraser)

MARSHALL, Wilma**Psychology**

B.Ed., M.Ed., Ph.D. (C.Psych) (Alberta)

MATADEEN, Allen**Economics**B.A. (hons) Economics (Manchester Polytechnic), M.A.
Economics (Windsor), M.A. Rural Planning and
Development (Guelph)**MATHESON, Cheryl****Theatre**

B.A., B.Ed. (Alberta)

MATSON, Patricia**English**

B.A., M.A. (Simon Fraser)

MATTHEWS, Mary**Library**

B.A. (Victoria), M.L.S. (British Columbia)

MCCANN, Terence**Anthropology/Sociology**

B.A. (hons), (Dunelm), B.Litt. (Oxon)

MCCASLIN, Susan**English**B.A. (Washington), M.A. (Simon Fraser), Ph.D. (British
Columbia)**MCCROSSAN, Wilma****Office Administration**B.A. (Alberta), Dip. Ed (Jordanhill College, Glasgow,
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MCDONALD, Dan**Therapeutic Recreation**

B.P.E. (Lakehead), M.A. (Minnesota)

MCDONALD, Dawn**Residential Care Attendant**

B.N. (McGill), M.Sc.N. (Western Ontario)

MCILVER, Charles Jude (Jay)**Psychology**

B.A., M.A. (British Columbia)

MCINTOSH, Gall**General Nursing**

R.N., B.Sc.N. (Saskatchewan), M.Sc. (California)

MCKINLEY, Shirley Jean**General Nursing**

R.N., B.S.N. (McGill), M.A. (Ed) (Simon Fraser)

MCKINTUCK, Dennis**Business**

Dip. Mech. Eng. (NCAAT), B.Ed. (Queen's) M.B.A. (Saskatchewan)

MCMILLAN, Alan Daniel**Anthropology**

B.A. (Saskatchewan), M.A. (British Columbia), Ph.D. (Simon Fraser)

MESHWORK, Susan**Counselling**

B.A. (Wilfred Laurier), M.Ed. (McGill)

MEYER, Eric**Computer Information Systems**

B.Sc., M.Sc. (Manitoba)

MIDGLEY, Rodney**Economics**

B.A., M.A. (British Columbia)

MILLIS, Leonard A.**Biology**

B.Sc., M.Sc. (Alberta), Ph.D. (McMaster)

MOHORUK, Rose**Modern Languages**

B.A. (California, Riverside), M.A. (British Columbia)

MORRISON, Andrew**Accounting**

C.M.A., Instructors Diploma (British Columbia)

MORTON, Brian**Disabled Student Services**

B.Ed. (Alberta), M.Sc. (Calgary)

MURPHY, Geraldine**Community Programs**

R.N. (Royal Jubilee), B.Sc.N. (British Columbia)

NICHOLLS, Robert**Philosophy**

B.A. (Brock), M.A. (Guelph), Ph.D. (Waterloo)

NIVEN, Carol Ann**Psychiatric Nursing**

B.Sc.N.Ed. (Ottawa), Dip. Ex. Studies in Education (S.F.U.), M.Sc. (Portland)

NOAH, Earl**Geography**

Associate of Arts (Douglas College), B.A. (hons) (Simon Fraser), M.A. (British Columbia)

NORMAN, Richard**Community Support Worker**

B.Sc. (Maine), M.A. (Memphis)

NORRIS, Steven**Counselling**

B.A. (Victoria), M.A. (Simon Fraser)

OIKE, Nancy**Office Administration**

B.Ed., M. Ed. (British Columbia)

OLEKSUIK, Ann Marle**General Nursing**

B.S.N. (Saskatchewan)

PAIGE, Sheila T.**Office Administration**

Instructors Diploma

PARKIN, Judith**English as a Second Language**

B.A. (Simon Fraser), M.A. (British Columbia)

PARKINSON, Gary**Criminology**

B.A., M.A. (Saskatchewan), Ph.D. (British Columbia)

PATERSON, Geri**Therapeutic Recreation**

B.P.E., M.P.E. (British Columbia)

PEACOCK, Adrienne**Biology**

R.N., Teaching Certificate, B.Sc. (York), Ph.D. (British Columbia)

PEERLESS, Elizabeth**Geography**

Teacher's Cert. (London Institute), B.A. (hons), M.Sc. (London), Post Baccalaureate Diploma in Criminology (Simon Fraser)

PEITSO, Elja K.**Biology**

B.P.E. (British Columbia), M.Sc. (Simon Fraser)

PICKERING, Walter**Marketing**

B.A., M.A., M.B.A. (Western Ontario)

PICKTHALL, Linda**General Nursing**

R.N., B.S.N., M.S.N. (British Columbia)

PLUMBLEY, Jill**English as a Second Language**

B.A. (hons) (London, Eng.), B.Ed. (Brock, Ont.), M.Ed. (British Columbia)

RAINBOW, Marilyn**General Nursing**

R.N., B.S.N. (Alberta), M.Sc. (Nursing) (Portland)

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R.N., Dip. Adult Ed. (British Columbia)

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B.A., M.A., P.D.P., Ph.D. (Simon Fraser)

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B.Ed. (Saskatchewan), MBA (City University, Bellevue Wash.)

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REED, William**Chemistry**

B.Sc. (Durham) M.Sc., Ph.D (British Columbia)

REYNOLDS, Noreen E.**General Nursing**

B.Sc.N. (Alberta)

RITCHIE, John**General Nursing**

R.N., B.A. (Waterloo Lutheran), M.Ed. (Simon Fraser)

RIVET, Marie-Andree**Modern Languages**

B.A., M.A. (Simon Fraser)

ROBINSON, Julla**English as a Second Language**

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ROMANKO, Patti**Library**

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B.A. (Simon Fraser), M.Ed. (Dalhousie)

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RYAN, Robin Ross**Physical Education**

B.Ed. (British Columbia), M.Sc. (Alberta)

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SANGHA, Katherine**Communications**

B.A. (Alberta), M.A. (Western Ontario)

SCHAEFER, Valentin Henry**Biology**

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SHIREMAN, Tim**Developmental Studies**

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SILVERMAN, Ellen**Music**

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SIMAK, Douglas**Philosophy**

B.A. (hons), M.A. (Alberta), Ph.D. (British Columbia)

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SMYTHE, Susan**Geography**

B.Sc., M.Sc. (Simon Fraser)

SOBALL, Sherridan**General Nursing**

R.N., B.S.N. (British Columbia)

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R.N., B.S.N. (British Columbia)

STAINSBY, Meg**English**

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STRATE, Sandra**Counselling**

B.Ed. (Alberta), B.A., M.Ed. (Calgary)

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STRUTT, Michael**Music****SWANSON, Penelope A.****Library**

B.S. (Wisconsin), M.L.S. (British Columbia)

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TAKAHASHI, Juliet**General Nursing**

R.N., B.S.N. (Manila)

TARKO, Michel**Psychiatric Nursing**

R.P.N. (Manitoba School/Psychiatric Nursing)

B.A. (Manitoba)

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B.A., M.A. (British Columbia)

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R.N., B.S.N. (Marquette), M.S.N. (British Columbia)

THOMSON, Karen**English**

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THOMSON, Sussan**Criminology**

B.A., L.L.B. (British Columbia)

TIBBO, Carla**Marketing**

B.Sc. (Acadia), B.Ed. (Toronto), M.B.A. (British Columbia)

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RN, RPN, B.Sc.N., M.A. (British Columbia) M.Ed. Adult Ed.

TOMBOULIAN, Larry**Mathematics**

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R.N., B.S.N. (British Columbia)

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B.A. (Rhodes), M.A. (Alberta)

VICKERS, Mary**Biology**

B.Sc. (hons) (Toronto), M.Sc., Dip. Ed. (British Columbia)

VILLAREAL, Linda**English as a Second Language**

B.A. (Simon Fraser), M.A. (British Columbia)

VILLENEUVE, Bernard**Business**

B.A., M.A. (Manitoba)

WADDINGTON, David**Business**

B.Sc. (British Columbia), M.B.A. (Queen's)

WASSERMAN, Susan**English**

B.A., M.A. (British Columbia)

WEGNER, Diana**Communications**

B.A. (hons) (Manitoba), M.A., Ph.D. (English) (British Columbia)

WELCH, Steven**Psychology**

B.A., M.A., Ph.D. (Manitoba)

WENMAN, Joan M.**Library**

B.A. (Victoria), M.L.S. (Toronto)

WEST, David**Communications**

B.A. (hons) (British Columbia) M.A. (New Brunswick)

WHALLEY, Thomas Randall**English as a Second Language**

B.A. (Tokyo), M.A. (British Columbia), Ph.D. (Simon Fraser)

WILLIAMS, Brenda**General Nursing****WILSON, Calvin Scott****Psychology**

B.A., M.S. (Eastern Washington), Ph.D. (British Columbia)

WILSON, Desmond**Geology**

B.Sc. (hons) (Queens, Belfast), M.Sc. (British Columbia), P. Geo.

WILSON, Silvia**Residential Care Attendant**

R.N., B.Sc.N., M.A. (British Columbia)

WINDER, Sheila**Marketing**

B.Sc. (Simon Fraser)

WYNESS, Beverly Ann**General Nursing**

R.N., B.S.N. (Saskatchewan)

YOSHITOMI, Kathy**English as a Second Language**

B.Music, B.Ed., (Queens), M.Ed. (Toronto)

YOUNG, Drew E.**Stagecraft**

B.A. (British Columbia)

YU, Raymond**Computer Information Systems**

B.Sc. (British Columbia), Dip.Tech. (B.C.I.T.)

ZALESCHUK, Elizabeth**Accounting**

C.G.A. (British Columbia)

ZIEROTH, David Dale**Creative Writing/Event**

B.A. (Manitoba), M.A. (Simon Fraser)

.....

Term Faculty

ALEX, Randy**Chemistry**

B.Sc. (hons.), Ph.D. (Simon Fraser)

BADANIC, Shellagh**English as a Second Language**

B.A. (British Columbia), M.Ed. (Lesley College, Massachusetts)

BECKER, Lawrence**Community Social Service Worker**

B.A. (British Columbia), BSW (Victoria), MSW (Calgary)

BERNATH, Zefo**Physical Education**

B.A., M.A., Ph.D. (Pressburg, Czechoslovakia)

BLEFARE, Michael**Human Development**

B.A. (hons), M.A. (Simon Fraser)

BROCHU, Pierre**Economics**

B.A., M.A. (Toronto)

BYRNE, Laura**Business**

B.A., M.B.A. (Concordia), B.Ed. (British Columbia)

BYRNES, Terry M.**Career & Employment Preparation for Adults with Disabilities**

B.A. (British Columbia), M.A. (Victoria)

COULSON, Rosilyn**Economics**

B.A. (Calgary), M.A. (Simon Fraser)

CROFT, Elizabeth**Business (Finance)**

B.A. (British Columbia), M.B.A. York (Laval)

DAVIDSON, Natasha**Math**

B.Sc. (hons) (British Columbia), M.Sc. (Washington)

DEVILLA, Ronaldo**Business**

B.A. (Manilla), M.S. (Johns Hopkins), Diploma Banking (American Institute of Banking)

DONALDSON, Laurel**Business**

B.A. (hons), M.B.A. (Western Ontario)

DUDRA, Timothy**Computer Sciences**

B.Sc. (hons), M.Sc. (Simon Fraser)

EMMERSON, Jean**Consumer and Job Preparation**

B.F.A. (York), B.Ed. (Toronto)

FUENTES, Lucia**Biology**

B.Sc., M.Sc. (Costa Rica), Ph.D. (British Columbia)

GETSINGER, Jennifer**Geology**

A.B. (Harvard), M.S. (Washington), Ph.D. (British Columbia)

GILL, Alison**Physical Education/Coaching**

B.Ed. (New Brunswick), M.P.E. (British Columbia)

HARDY, Bruce**Child and Youth Care Counsellor**

B.A., M.Ed. (Manitoba), Teaching Certificate (Simon Fraser)

HAYWARD, Lynda**English as a Second Language**

B.A. (Saskatchewan), M.A. (British Columbia)

HENRY, Jon Paul**English**

B.A. (British Columbia), M.A. (Simon Fraser)

HENSHELL, Dan**Math**

B. Sc., M.Sc. (Victoria)

HEWITT, Dianne**Librarian**

B.A. (Winnipeg), M.L.S. (McGill)

JOHL, Connie**Accounting**

B.A. (Simon Fraser), C.A.

KUKUCHA, Christopher J.**Political Sciences**

B.A. (British Columbia), M.A. (Windsor), Ph.D. (Alberta)

LITTLEWOOD, Ted**Dispensing Optician Program****LOWE, Edward****Accounting**

B.Sc., M.B.A. (British Columbia), C.G.A.

LYONS, Diane**Anthropology**

B.A. (hons), M.A. (Calgary), Ph.D. (Simon Fraser)

MACDOUGALL, Janice A.**English as a Second Language**

B.A., B.Ed. (Alberta), M.A. (School for International Training, Vermont)

MACLEOD, Colln**Philosophy**

B.A. (Queens), M.A. (Dalhousie), Ph.D. (Cornell)

MAGUIRE, Chris**English as a Second Language**

B.A. (McGill), M.A. (Ottawa), T.E.S.L. (Carleton)

MCDONALD, Jeanine**Early Childhood Education**

B.A. (Toronto)

MCIVER, Len**Librarian**

B.P.E., M.L.I.S. (Western Ontario)

MCRROBBIE, Emmett**Dispensing Optician Program**

Fellowship of the Association of Dispensing Opticians (Bradford)

MIRSKI, Karloka**Chemistry**

M.Sc. (Warsaw Polytechnic, Poland), Ph.D. (British Columbia)

MOSSMAN, Patricia Jean**Disabled Student Services**

B.A., PDP (Simon Fraser), M.Ed. (Ottawa), G.Dipl. (Alberta), Ph.D. (Regina)

MOTT, Anne**English as a Second Language**

B.Ed. (British Columbia), M.Ed. (Lesley College)

MURPHY, Colleen**Child, Family and Community Studies**

B.A. (Dalhousie), B.A. (St. Mary's), M.A. (British Columbia)

NEAMAN, Noah L.**Criminology**

B.A., LL.B. (British Columbia), LL.M. (London School of Economics)

NEUFELD, Elsie**Basic Literacy**

B. Gen. Studies (Simon Fraser)

NEWMAN, Nancy**Community Social Service Worker**

B.A. (Ohio), B.S.W., M.S.W. (British Columbia)

OLLEN, Joy**Music**

B.Mus., M.A. (British Columbia)

OUYANG, Guangwei**Philosophy**

Ph.D. (Alberta)

OXENBURY, Glen**Dispensing Optician**

Fine Arts (Banff School of Fine Arts)

PENNER, Janice**English as a Second Language**

B.Religious Ed. (Rocky Mountain College), B.A. (Alberta), M.Ed. (British Columbia)

PODROUZEK, Wayne**Psychology**

BCS, B.Sc. (Mount St. Vincent), M.A. (Simon Fraser)

PUNCHARD, Tracy**Communications**

B.A. (Waterloo), M.A. (Carleton)

PURVEY, Diane**History**

B.A. (British Columbia), M.A. (Victoria)

RATCLIFFE, Wayne**Office Administration**

B.Ed. (British Columbia), M.B.A. (Simon Fraser)

ROSS, Shella**English**

B.A., M.A. (British Columbia)

ROWE, Steve**Hotel and Restaurant Management**

B.A., M.B.A. (Western)

SANKEY, Andria**Counselling**

B.Sc. (Victoria), M.A. (British Columbia),

SCOTT, Christine**Early Childhood Education**

B.A. (British Columbia)

SHIER, Robln**Music**

B.Mus., M.Mus. (New England Conservatory of Music)

SLEMON, Peter**Music**

B.A. (Toronto), B.Sc., B.Mus. (British Columbia), M.M.A. (McGill), Ph.D. (British Columbia)

SNIDER, Wesley**Math**

B.Sc. (Lethbridge), M.Sc. (Western Ontario)

SNOW, Rhonda**Psychology**

B.A. (hons), M.A., Ph.D. (Simon Fraser)

TANG, Keith**Computer Information Systems**

B.Sc., M.Sc. (McMaster), M.B.A. (British Columbia)

VALERI, Don**Business**

B.A. (hons) (Carleton), L.L.B. (Ottawa), M.B.A. (Alberta)

VICTOR, Deborah**Disabled Student Services**

B.A., M.A. (British Columbia)

VIVIAN, W. Carey**Communications**

B.A. (hons), M.A. (Simon Fraser)

WALKER, Sandra**Health Information Services Program**Canadian College of Health Record Administration
Certificate, Health Information Technology (B.C.I.T.)**WARLAND, Steven****Communications**

B.A. (St. Olaf), M.A. (Nebraska)

WILKINS, Peter**English**

B.A., M.A. (British Columbia)

WILSON, Deirdre N.**Criminology**

B.A. (Simon Fraser), LL.M. (Queens, Belfast)

WINCHESTER, David**Political Sciences**

B.A. (hons) Concordia, M.A. (British Columbia)

WYLIE, Robln**History**

B.A. (hons), (York), M.A., Ph.D. (Carleton)

.....

Contract Faculty

AGBEMENU, Kwawu Y.

Business

B.A. (hons) (Ghana), M.A. (Alberta) Ph.D. (Washington)

AGON-CHEN, Patricia

General Nursing

B.A. (British Columbia)

ALLEN, Guy

Developmental Education

B.Sc. (Western Ontario), Prof. Teach. Cert (Calgary)

ANDERSON, Allyson K.

Interdisciplinary Studies

B.A. (University College of the Cariboo)

ANDRUSKE, Cynthia

Developmental Studies

ARMSTRONG, Wilma G.

Communications

B.A., M.A. (Western Ontario)

AYRE, Elizabeth Anne

Biology

B.H.E. (British Columbia), Ph.D. (Hong Kong)

BARTLETT, Alvina

Health Information Services Program

PDP, MB., Diploma Registered Record Librarian (Winnipeg General Hospital)

BAYLIS, Jonathan

English as a Second Language

B.A. (California), M.Ed. (British Columbia)

BELL, Kathryn

English as a Second Language

B.A. (British Columbia), M.A. (Toronto)

BELTER, WENDY

Counselling

B.A., M.A. (British Columbia)

BERNETH, Elizabeth

Geography

BLUM, Martin

Modern Languages

M.A. (Tubingen U., Germany)

BOME, Christina

Prison Education

B.A. (Ottawa)

BRAY, Bonita

History

B.A. (hons), M.A. (Victoria)

BRIGGS-SIMPSON, Geri

Therapeutic Recreation

B.A. (Simon Fraser)

BROWN, Diane

Resident Care Attendant

P.D.P., R.N., B.Sc. (British Columbia)

BROWN, Eric

Print Futures

B.A. (Concordia)

BUXTON, Bruce

Community Social Service Worker

M.A. (Calgary)

CALDWELL, Robert

Music

CARTER, John

Print Futures

Diploma Graphic Design (Stevenage College), Diploma Photography (Liecester College of Art)

CAVADAS, Angela

Music

CHENOSKY, Brenda

Learning Resources

B. Gen. Studies (Simon Fraser), M. of Library and Information Studies (British Columbia)

CHONG, Garyen

Biology

B.Sc., M.Sc., B.Ed., M.Ed. (Saskatchewan)

CHOW, Tony

Modern Languages

CHRISJOHN, Carol

Stagecraft

CHRISTIAN-QUAO, Percy

Economics

CHU, Jim

Criminology

B.B.A. (Simon Fraser), M.B.A. (British Columbia)

CLARK, Roger Y.

English

CLOUTIER, Deborah

Home Support Attendant Training

B.H.Ec. (British Columbia), R.D.N.

COLE, Roger

Music

B.A. (Juilliard)

COMRIE, Rod

Accounting

C.G.A.

CONRAN, Joy

Basic Occupational Education

Diploma (Douglas College), B.A. (Simon Fraser)

COUSINEAU, Douglas

Print Futures

Ph.D. (Alberta)

CRISP, Dianne**Psychology**

B.A. (British Columbia), M.A. (Simon Fraser)

CROFTON, Fiona**Social Sciences****CRONIN, Jane****General Nursing**

R.N. B.S.N. (Alberta)

DANIEL, Mano**Philosophy****DAVIES, Mary Lou****Dental Auxiliary****DAVIS, Bev****Dental Auxiliary**

B.A. (British Columbia)

DAY, Russell W. D.**Psychology**

B.A. (Victoria), M.A. (Guelph)

DEMOSKOFF, Lawrence**Child, Family and Community Studies****DEO, Kinder****Computer Information Systems**

B. Tech. (hons) (Bradford, England), M.B.A. (City University, Vancouver)

DEWAR, Christine**Theatre**

B.A. (hons), M.A. (British Columbia)

DIAMOND, Shirley**Music****DMYTRIW, Roman****Construction Management**

Dip. T. (B.C.I.T.), B.A. (British Columbia)

DUFF, Kathryn**Physical Education**

B.P.E. (British Columbia)

DUNN, Allison**Stagecraft**

B.A. (York)

DUNPHY, Kevin**Physics**

B.Sc. (hons) (Dalhousie), Ph.D. (York)

DUPONT, Sandra**Counselling****ECCLES, Kate****Print Futures****EISEN, Lisa****Psychology****ELLIOTT, Barbara****Dental Assistant****EPP, Karyn****Health Information Services Program**

Health Information Admin. Diploma (B.C.I.T.)

ERICKSON, Diane**Psychiatric Nursing****ETMANSKI, Al****Community Support Worker**

B.A. (hons), (Toronto), M.S.W. (Maritime School of Social Work)

FESTER, Paul**Music****FLETCHER, Patti****Music****FLEWELLING, Debra****Librarian****FRISSE, Conrad J.****Physical Education****FUNK, Gerhard****Computing Information Systems****GARDNER, Suzanne****Chemistry**

B.Sc. M.Sc. (Simon Fraser)

GEENS, Krista**General Nursing****G'FROERER, Brian****Music****GILANI, Syed Mumtaz Ali Shah****Mathematics**

B.A. (Dyal Singh College), M.A. (Punjab), M.Math, M.Phil (Waterloo)

GRAHAM, Mervin**English as a Second Language**

B.A. (Calgary)

GRAHAM, Nancy Elizabeth**Residential Care Attendant****GRANTHAM, Barbara****Community Social Service Worker****GREGSON, Linda****Early Childhood Education**

B.A. (Simon Fraser)

GUTICA, Miela**Computing Science**

M.Sc. (U. Craiovsna - Romania)

HALE, Linda**History**

B.A., M.A., M.L.S. (British Columbia)

HAMILTON, Robert**Stagecraft**

B.A. (Waterloo), M.F.A. (British Columbia)

HANCOCK, Shella**English**

B.A. (British Columbia), M.A. (Simon Fraser)

HARRIS, Jeanne**Child, Family and Community Studies****HAWKER, Lalla****ABE/Prison Education**

B.A. (Victoria), Adult Education Diplomas, M.A. (British Columbia)

HAWKER, Ronald**Performing Arts****HAWKES, Lori****Child and Youth Care Counsellor****HAWTHORN, Pamela****Theatre****HAY, Heather****Music****HENDERSON, Peter James****Accounting**

M.B.A. (Simon Fraser), C.G.A.

HENNENFENT, Delea**Criminology****HENRICKSON, John****Stagecraft****HENRY, Wayne I.****Philosophy**

B.A. (Victoria), M.A. (British Columbia), Ph.D. (Western Ontario)

HIGENBOTTAM, John**Psychology**

B.A., M.A. (Manitoba), Ph.D. (Victoria)

HIRSHEN, Vivian**Disabled Student Services****HOFFMAN, Terry****Creative Writing****HORNAK, Maureen****General Nursing**

R.N., B.Sc. (British Columbia)

HOWARD, Nigel**Sign Language Interpretation****HOWAY, Karen****Psychiatric Nursing**

RN, B.Sc.N. (British Columbia), M.A. Ed. (San Diego State)

HUANG-SUZUKI, Ruth**Music****HULL, Melodie****Psychiatric Nursing**

R.P.N. (Alberta), R.C.C. (British Columbia), Cert. of Liberal Arts, B.A. (Simon Fraser)

HUNTER, Laura**General Nursing**

RPN, RN, B.Sc. (Victoria)

INGRAHAM, Mary**Music****ISOLA, Rita****Sociology/Anthropology**

B.A., M.A. (Simon Fraser)

JAFFE, Michael**Computing Science**

B.Sc. (Simon Fraser)

KAUSHAL, Paul**Chemistry**

M.Sc. (Punjab, India), Ph.D. (British Columbia)

KEATH, Jacoqollyne**Psychiatric Nursing****KIKALS, Tracey****Early Childhood Education****KILPATRICK, Donald****Reading and Study Skills****KIRKPATRICK, Paul****Computer Information Systems****KIYOSHK, Robert****Criminology****KLASSEN, Ron****Developmental Studies**

B.A. (Manitoba)

KOLACOVA, Jana**Physics**

M.A. (Charles University, Prague)

KOSUB, Tim**Philosophy****KYLE, Jennifer****Geography****LAKTIN, Richard S.****Office Administration**

B.Comm. (British Columbia)

LANE, Bernie**Prison Education****LANE, Susan****Psychiatric Nursing**

R.N., B.S.N. (British Columbia)

LARSON, Cathy**Dental Auxiliary**

Certified Dental Assisting Diploma (V.V.I.), Provincial Instructor's Certificate Program (V.C.C.)

LAUGHLIN, Robert**Computing Science**

B.A. (Carleton), M.Sc. (Simon Fraser)

LEACH, Christopher**History**

B.A., PDP, M.A. (Simon Fraser)

LEE, Vicki*Early Childhood Education***LEVY, Deborah***English as a Second Language*

B.A. (Victoria), M.A. (Northern Arizona), Ph.D. (Arizona)

LEZNOFF, Glenda*Creative Writing*

B.A., M.F.A. (British Columbia)

LJU, Alex*Math*

B.Sc. (Qingdao Ocean U), M.Sc. (British Columbia)

MACALISTER, David*Criminology***MACISAAC, Brenda***Dental Auxiliary*

B.Sc. (Saint Mary's), Diploma in Dental Hygiene (Dalhousie)

MACLEOD, Barrie*Disabled Student Services*

M.A. (British Columbia)

MALONEY, Nancy*Child, Family and Community Studies*

B.A. (Virginia), M.A., Ph.D. (Simon Fraser)

MARSH, Steven*Geography***MARTEL, Robert***Community Social Service Worker***MARTIN, David***Child & Youth Care Counsellor***MARTIN, John***Criminology*

B.A. (British Columbia)

MCCAUSLAND, Elizabeth*English***MCCOY, David***Music***McCUAIG, Fairleth***Psychiatric Nursing*

R.N. B.Sc. (Simon Fraser), Dip. Environmental Health (B.C.I.T.)

MCKENZIE, Vi*General Nursing***MCPHEE, Donald***Geography***MEEN, Donald***Psychology*

B.A., M.A. (Alberta), Ph.D. (Manitoba)

METCALFE, Robert*Theatre***MILLER, Michael***Psychiatric Nursing***MINGUS, Richard***Music***MONCUR, Linda***Early Childhood Education*

B.A., M.A. (York)

MOORHOUSE, Colln*Print Futures*

B.A. (Carleton), Diploma (Emily Carr Institute of Art and Design)

MORRISON, Ronald*Business*

B.A. (British Columbia), L.L.B. (Victoria) L.L.M. (Cambridge)

MOSES, Jen*Early Childhood Education*

B.A., B.S.W. (McMaster), M.Ed. (British Columbia)

MOTUT, Kimberley*General Nursing***MUCKLE, Robert***Anthropology*

B.A., M.A. (Simon Fraser)

MURRAY, Keith*Marketing***MURRAY, Michael***Music*

B.A. (Western Washington)

NEHER, Lenox*Child and Youth Care Counsellor***NICHOL, Ross***Stagecraft*

B.F.A. (Victoria)

NICHOLSON, Maureen*Print Futures*

B.A., M.A. (Simon Fraser)

NOEL, Kevin*Creative Writing***NORDMAN, Sally***Community Support Worker*

B.Sc. (Maine), M.A. (Memphis)

OKE, Doreen*Music*

B.Mus. (British Columbia)

O'MALLEY, Beverly*Child, Family and Community Studies*

B.Sc. (British Columbia)

ONDRIK, Kim*Child, Family & Community Studies*

B. Special Ed. (British Columbia)

ORDISH, Connie*General Nursing*

B.A. (Saskatchewan)

ORLIKOW, Gordon*Business*

OSBORNE, Nell**Marketing**

Engineering (Royal Melbourne Inst. Tech.), M.B.A. (British Columbia)

PARKER, Edward J.**Music**

B.A. Music (British Columbia), M.A. Music (Washington)

PARKS, Deborah**General Nursing**

R.N., B.S.N. (British Columbia)

PERRY, Linda**Child, Family and Community Studies****PETTIE, Tina****General Nursing****PHILLIPS, Lisa****Business**

B.A., M.A. (British Columbia)

PHILPOTT, Clifton**Accounting****PICKERING, Lenore****Resident Care Attendant**

R.N., B.N. (hons) (Manitoba)

PLECAS, Darryl**Criminology**

B.A. M.A. (Simon Fraser), Ed.D. (British Columbia)

POLLARD, Barbara**Theatre****POLLARD, Betty****Community Social Service Worker**

B.S.W. (British Columbia)

POLUSHIN, Sandra**Community Support Worker****PRAHST, Indra Matasha****Sociology****PREINSPERG, Kurt****Philosophy**

B.Sc., M.A., Ph.D. (British Columbia)

RABY, Rebecca**Sociology****RAMSBOTTOM, Gene****Music****RANDALL, Todd****Geography**

B.Sc. (British Columbia), M.Sc. (McMaster)

READ, Jesse**Music****REID, Phyllis Elva****Early Childhood Education**

B.A., M.Ed. (British Columbia)

REINHARDT, Wendle**English as a Second Language****REKERT, Tony****Reading & Study Skills**

B.A. (British Columbia)

ROBINSON, Georgina**Disabled Student Services****ROWE, Joyce****Accounting**

C.G.A.

ROY, Donna**General Nursing**

R.N., B.Sc. (British Columbia)

RUSSELL, Debra**Sign Language Interpretation****RUSSELL, Janet R.****Print Futures****SAKAMOTO, Renata****Office Administration**

Sec. Dip. (B.C. Vocational), Instructor's Diploma

SAMUEL, David**English as a Second Language****SCHAEFER, Anne****Print Futures**

B.A. (Simon Fraser), M.P.A. (Victoria), P.B.D. (Simon Fraser)

SCHIPIZKY, Frederick**Music****SCHIPHORST, Thecla****Computer Information Systems****SCHMID, Nonie****Home Support Attendant**

Level One Health Care Management Certificate (B.C.I.T.)

SCHMITZ, Susan**Dental Auxiliary****SEWERIN, Margrita****English as a Second Language**

B.A. (British Columbia)

SHAP, Yale**Community Support Worker****SHORTRIDGE, Lori****General Nursing****SINGH, Parmjit****Computer Information Systems****SKAHEY, Deborah****Print Futures**

B. A. Communications (Simon Fraser), M.A. include. Higher Education and Education administration (British Columbia), Instructor's Diploma Program, Notary Public Program

SMITH, David**English as a Second Language****SMITH, Douglas G.****Music**

B.Mus, M.Mus (British Columbia)

SMITH, Velma**Office Administration**

B.Ed., M.Ed. (British Columbia)

SMOLAR, Terri**Print Futures****SPARKES, Doug****Music****STEACY, Joanne****Business**

B. Comm. (Alberta), M.B.A., B. Ed. (British Columbia)

STEIN, Barry Michael**Communications**

B.A., B.S. (Michigan St.), M.S. (Eastern Michigan), M.B.A. (Victoria), Ph.D. (Western Ontario)

STEPHENS, Kate**Geography****STONE, Diane****Accounting**

B.B.A. (Simon Fraser), C.A.

SUTHERLAND, Debora**Psychiatric Nursing**

R.N., B.N. (Calgary)

THOMPSON, Laverne**Therapeutic Recreation**

B.A. (Saskatchewan), M.Ed. (Lesley College), Provincial Teachers Cert. (Simon Fraser)

TOWNSEND, Bernadette**English as a Second Language****TWAITES, Bill****Developmental Studies**

B.Sc. (Waterloo)

TROMANS, Frida**Basic Occupational Education****VIANI, Tony U.****Dispensing Optician**

B. Sc. (Simon Fraser)

VIRGINILLO, Jean**Accounting/Business**

C.G.A.

WAACK, Henry**Music**

A.R.C.T., A.Mus.(Alberta)

WARBURTON, Frank**Business**

M.B.A. (Lancaster)

WASKOW, Micah**Prison Education**

B. Ed. (Calgary)

WATSON, Diane**English****WERNICKE-HEINRICH, Melke****Modern Languages**

B.A., M.A. (Simon Fraser)

WHARTON, Calvin**Creative Writing**

Dip. Creative Writing (David Thompson University Centre)

WILSON, Michael Clayton**Geology**

B.A. (hons), Ph.D. (Calgary), M.A. (Wyoming)

WOODS, Lori**Community Support Worker**

R.N., B.S.N. (British Columbia), M.N. (Washington)

WOODS, Lynn**Psychiatric Nursing**

R.N., B.Sc.N. (Queens), M.N. (Washington), Cert. Gerontological Nurse Practitioner

YELLENIK, Greg**Stagecraft**

B.E.S. (Waterloo)

YELLOWHORN, Eldon**Interdisciplinary Studies****YOST, Barbara Ann****Therapeutic Recreation**

B.S. (Minnesota), M.S. (Oregon)

ZELLERER, Evelyn**Interdisciplinary Studies****ZUCCOLO, Lillian****Modern Languages**

B.A. (Argentina)

.....

Regular Staff

ADAMS, Joan

Commerce and Business

ALCOCK, Sue

Systems & Computing

B. Math, Statistics & Computing (Thomas U., England)

ANDERSON, Heather

Student Development

B.A. (Simon Fraser)

ANDERSON, June

Bookstore

ANWEILER, Marle

Student Development

ARMSTRONG, Bruce

Student Development

B.A. (British Columbia)

AVISON, Heather

Pure & Applied Sciences and Technology

B.Sc. (Dalhousie)

BAKER, Josie

Bookstore

BAR-ELAN, Shony

System & Computing

Diploma Computer Systems (B.C.I.T.)

BARONE, Lisa

Student Development

BATKE, Virginia

Senior Administration

BAUDER, Bonnie

Language, Literature & Performing Arts

BEDINGFIELD, Barbara

Finance

BERTIN, Sarah

Student Development

B.Sc. (Toronto)

BERWICK, Taeko

International Education

B.A. (Kobe City)

BIANCO, Angela

Pure & Applied Sciences and Technology

B.Sc. (Victoria)

BIRD, Patricia A.

Facilities Services

BLAIR, Shauna

Pure & Applied Sciences and Technology

B.Sc. (British Columbia), Teaching Certificate (Simon Fraser)

BOLTON, Connie

Centre for Educational Technology

BONAME, Mary

Student Development

Human Service Worker Diploma (Douglas College)

BRADLEY, Colleen

Office of the Registrar

BRAUN, Shella

Purchasing

BRAWN, Barbara

Institutional Research and Planning

B.A. (hons) (Simon Fraser)

BROWN, Colleen

Humanities & Social Sciences

B.A. (Simon Fraser)

BROWN, Lisa

Office of the Registrar

B.A. (Simon Fraser)

BROWN, Renate

Facilities Services

BRUYERE, Betsy

Student Development

BULLACH, Lillian

Office of the Registrar

BURGESS, Rosemary

Student Development

BUURMAN, Rita

Health Sciences

Licensed Practical Nurse (Vancouver Vocational Institute)

CAMPBELL, Heather

Student Development

Associate in Arts (Douglas College)

CARMICKLE, Colleen

Learning Resources

Library Technician Diploma (Vancouver Community College)

CAROLAN, Claire

Language, Literature & Performing Arts

Diploma Theatre Arts (Mt. Royal College)

CAUGHILL, Peggy

Student Development

B.A. (Simon Fraser)

CHABOT, Nicole

Bookstore

CHEN, David

International Education

Diploma (Shanghai Education Institute)

CHILDS, Tom

Learning Resources

Associate in Arts (Port Huron, J.C.) Graphic Art Technician II (Vancouver Community College)

CHONG, Susan
Commerce and Business

CHRISTIE, Diana
Student Development

CLARKE, Betty
Finance

CLARKE, Helen M.
Learning Resources

CLARKE, L. Bruce
Centre for Educational Technology

CLEMENT, Jun
Systems & Computing
Cert. Computer Electronics and Basic Electronics (V.C.C.)

CLOGG, James R.
Pure & Applied Sciences and Technology
B.Sc. (British Columbia) Dip. Tech. (B.C.I.T.)

COLLINS, Wendy
Student Development

CONBOY, Kristen
Student Development
B.A. (Oregon State)

CONBOY, Sharon J., PM
Finance
Accounting Diploma (Algonquin College), Payroll Manager
Professional Designation

CONDON, Vicki
Student Development

COOK, Michael
Facilities Services

COTIGA, Mihaela
Systems & Computing
Diploma, Computers & Process Control Engineering
(Bucharest Polytech Inst. Romania)

CROWLEY, Debra
Office of the Registrar

CURRIE, Anne
Office of the Registrar

CURRIE, Lynne
Student Development

DALCANALE, David
Centre for Sport, Recreation & Wellness

DARAYAN, Shahnaz
Office of the Registrar

DARTNELL, Helen
Learning Resources
B.A. (Manitoba)

DAVID, Christine
Bookstore

DAVIES, Devona A.
Purchasing

DAWSON, Robert
Health Sciences

DAY, Judy
Student Development

DEWELL, Doreen
Pure & Applied Sciences and Technology
B.Sc. (Victoria), B.Ed. (British Columbia)

DIJK, Anne F.
Office of the Registrar
B.A. (Trinity Western)

DHILLON, Davinder
Office of the Registrar

DODDS, Sharon
Finance

DOHERTY, Connie
Student Development

DOLL, Catherine
Learning Resources
B.A. (Simon Fraser)

DOUGLAS, Neil E.
Facilities Services

DOYLE, Christine
Centre for Educational Technology
Media Resources Dip. (Capilano College), B.A. (Simon Fraser)

DRIVER, Arnold A.
Printing

DYKEMAN, Donna
Communications & Marketing
B.A. (hons) (Simon Fraser), Diploma Professional &
Technical Writing (Douglas College)

EASTON, Jean
Bookstore

ELLINGSON, Glenn
Printing
Cert. Industrial Drafting (Kwantlen)

ELLIOTT, Marilynne
Community & Contract Services

ELSON, Cathy
Humanities and Social Sciences

ELSTON, Sue
Facilities

EMMERICH, Diane
Psychiatric Nursing

EPP, Corrie
Learning Resources

FAHRNKOPF, Rita
Student Development
B.A. (Victoria)

FALARDEAU, Lorraine
Office of the Registrar

FENTON, Anne

Finance

FERGUSON, Georgina E.

Office of the Registrar

Associate in General Studies (Douglas College)

B.A. (Simon Fraser)

FLAHERTY, Margaret

Pure & Applied Sciences and Technology

B.G.S. (Simon Fraser)

FLINDALL, Violet

Finance

FOSTI, Linda J.

Learning Resources

Associate in Arts Diploma (Douglas College)

FOURNIER, Ron

Printing

FREEMAN, Gale

Language, Literature & Performing Arts

FRYMIRE, Alana

Community Resource Development

B.A. (Simon Fraser)

GARA, Jan

International Education

GARZA, James

Student Development

Community Support Worker (Douglas College)

GHAZBAN, Brent

Systems & Computing

Degree, Information Systems (Mohawk College)

GIBNEY, Catherine

Office of the Registrar

GOBEIL, Valerie

Office of the Registrar

B.A. (Simon Fraser)

GORDON, Robert

Facilities Services

GRAMOIS, Gerry

Humanities & Social Sciences

B.A. (Trinity Western)

GRANT, Cathy

Learning Resources

Library Technician Diploma (Fraser Valley College)

GRANT, Jennifer

Learning Resources

Assoc. in Arts & Science Media Resources Program

(Capilano College)

GREFFARD, Susan

Systems & Computing

Cert. INFOTEC/Applied Info Technology (Capilano College), Dip. Information Systems, Records Mgt. Dip., General Studies (Douglas College)

GUNN, Jamie

Centre for Educational Technology

Associate in Art and Graphic Design (Vancouver Community College)

HAMMER, Jean R.

Learning Resources

HARTNEY, Sandra

Finance

HARVEY, Evelyn

Office of the Registrar

HASTINGS, Jan

Student Development

B.A. (British Columbia)

HAY, Shelley

Finance

HAYES, Myrta

Pure & Applied Sciences and Technology

B.Sc. (Simon Fraser)

HERBOLD, Mikki

Centre for Educational Technology

Cert. Desktop Publishing, Cert. Media Communication (Capilano College)

HILL, Ryan

Bookstore

HIRTLE, Robert

Pure & Applied Sciences and Technology

B.Sc. (hons), Dip. Ed. (British Columbia)

HORNUNG, Heidi

Health Sciences

HUNTER, Joni

Facilities Services

HUNTER, Joyce

Student Development

HURST, Lance

Facilities Services

HYDE, Lani

International Education

B.A. (British Columbia)

JAMES, R. Glen

Centre for Educational Technology

JANSEN, Dean

Finance

JENKINS, Ann

Student Development

Certificiate, Mental Retardation Program (Douglas College)

JICKELS, Janice

Child, Family & Community Studies

JENKINS, Louise

Student Development

JOHNSON, Gail**Office of the Registrar**

B. A. (British Columbia)

JONES, Karen**Finance****JOSE, Vibe****Thomas Haney Centre**

B.A., Dip. Art History (British Columbia)

KARIM, Nargis**Learning Resources**

B.A. (hons) (Kent, England), Library Technician Diploma (Vancouver Community College)

KENKEL, Theresa M.**Learning Resources**

B.A. (Simon Fraser)

KIM, Ann**Office of the Registrar**

B.A. (Simon Fraser)

KISIEL, Piotr**Systems & Computing**

M.A. Mining Engineering (Cracow, Poland)

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B.Applied Science (Curtin U., Perth, Western Australia)

KOLACOVA, Jana**Pure & Applied Sciences and Technology**

Dip. Math/Physics (Charles University, Prague)

KORELUS, Susanne**Office of the Registrar**

B.A. (Simon Fraser)

KORSTROM, Florence**Student Development****KRESCHUK, Doreen****Systems & Computing****KRESS, Darlene****Pure & Applied Sciences & Technology****KUMMERFIELD, Gloria****Student Development****KYLE, Jo-Anne****Student Development****LARKMAN, Barbara****Commerce and Business****LARSON, Judith A.****Continuing Education****LAUGHLIN, Robert****Pure & Applied Sciences and Technology**

B.A. (Carleton), M.Sc. (Simon Fraser)

LEFAIVE, Richard**Systems & Computing**

B.Sc. (British Columbia)

LENSEN, Alexis**Student Development****LEWIS, Patricia****Student Development**

B.A. (Victoria)

LI, Hong-Lok**Systems & Computing**

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Human Social Worker (Douglas College)

LINO-MARIN, Marie**Student Development****LIVINGSTONE, Bruce****Communications & Marketing**

Marketing Management Program (Douglas College)

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Fine Arts Diploma (Vancouver Community College)

LOONEY, Michael**Pure & Applied Sciences and Technology**

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LOT, Jeanne**Health Sciences**

L.P.N. (B.C. Vocational School, Nanaimo)

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Technical Production (National Theatre School of Canada)

MACK, Melissa**Humanities and Social Sciences**

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MAHOOD, Carmen**Institutional Research and Planning****MARCHIORO, Rita****Systems & Computing**

MARPLES, Trlena*Facilities Services***MARTE, Alvin***Systems & Computing*

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Certified Dental Assistant Program (Vancouver Vocational Institute)

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Diploma Media Resources (Capilano College)

MCFADYEN, Debra*Commerce and Business***MCGEE, Maureen***Senior Administration***MCGEE-THOMPSON, Donna***Student Development*

Cert. Home Health Care (King Edward College), University Transfer Diploma (Douglas College), B.A. (Simon Fraser)

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B.Sc. (hons) (British Columbia)

MCILWAINE, Rita*Community and Contract Services***MCKINLEY, Sandra***Health Sciences*

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MCKITRICK, Winnie*Humanities and Social Sciences***MCLEOD, Sandy***Child, Family and Community Studies*

B.A. (Trinity Western)

MCVEIGH, Marilyn*Learning Resources***MELNYK, Walter***Communications & Marketing*

B.A. (British Columbia), Associate in Communications (Kwantlen)

MICHAEL, Jamie*Systems & Computing*

Diploma Computer Applications Technology (Medicine Hat College)

MICHELSSEN, Amanda*Learning Resources*

Library Technician Diploma (Vancouver Community College)

MITCHELL, Phyllis*Continuing Education***MOORCROFT, Mary E.***Office of the Registrar***MORGAN, Joan***Pure & Applied Sciences and Technology*

R.T. (gen), B.Sc. (Simon Fraser)

MORRISON, Randy*Pure & Applied Sciences and Technology*

Dip. Computing Program (Control Data), B.Math (Waterloo)

MURRAY, Judy*Student Development***NEILSON, David R.***Humanities and Social Sciences*

B.A., P.D.P. (Simon Fraser)

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B.Sc. (Alberta)

NG, Vivian*Learning Resources*

B.Sc. (Wisconsin)

NONIEWICZ, Willda*Personnel*

Cert. Community Social Service Worker (Douglas College)

NUCHO, Eleanore*Learning Resources***ORTON, Michelle***Finance***PALMER, Helen L.***Pure & Applied Sciences and Technology***PANTHAKY, Ron***Centre for Educational Technology***PARA, Kathy***Communications & Marketing***PARFENIUK, Angela***Commerce and Business***PARKER, Nick***Purchasing***PARRY, Allison***Student Development*

Assoc. Dip. Rehabilitation (Mount Royal College Calgary), Honours Degree in Psychology (York)

PERRET, Tina*Facilities Services***PERRIN, Darrell***Facilities Services*

Cert. Motorcycle Mechanics (BCIT)

PICKERING, Cheryl*Student Development*

PICKARD, Brenda
Instruction Division

PICKETTS, Dale
Finance

PIPER, Wayne
Printing

PONTING, Leah
Office of the Registrar

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Personnel
Cert. Office Administration - Legal Secretary (Douglas College)

PRATT, Brian
Language, Literature & Performing Arts
B.A. (British Columbia)

PRINGLE, Diana
Student Development
Animal Health Technology Program (Cariboo College)

PUKILA, Allan
Systems & Computing
B.A. (Lakehead), Comp. Main. Tech. Dip. (Career Develop. Inst.)

RAI, Kathy G.
Language, Literature & Performing Arts

RAJOTTE, Laurette
Learning Resources
Library Technician Diploma Program (Langara College)

REED, Carol
Language, Literature & Performing Arts

RHODES, Art
Facilities Services

ROBINSON, Glen R.
Learning Resources
B.A., B.F.A. (Calgary)

ROBINSON, Tannis
Office of the Registrar

ROMANO, Colleen
Humanities and Social Sciences

ROTH, Glsela
Office of the Registrar

ROY, Evelyn
Office of the Registrar

RUTHERFORD, Denise
Centre for Sport, Recreation and Wellness

RUTTER, Maureen
Office of the Registrar

SALE, Stephen H.
Facilities Services
Associate in Arts (Douglas College)

SANDERS, Kevin
Student Development
Human Service Workers Cert. (Douglas College)

SCHMIDT, Susan
Learning Resources

SCOTT, Jim
Pure & Applied Sciences and Technology
B.Sc. (U. College of Cariboo)

SEAWEED, Dave
Facilities Services

SEKHON, Barbara S.
Language, Literature & Performing Arts

SIKLOSI, George
Facilities Services

SOVA, Dagmar
Student Development
B.A. (British Columbia)

SPRING, Coreen
Student Development

STEFIUK, Linda
Language, Literature & Performing Arts

STEWART, Diana
Child, Family and Community Studies
B.A. (Simon Fraser)

STIMSON, Donna
Learning Resources

SULEK, Marty
Community Resource Development
B.A. (Mount Allison)

SWINTON, Anne
Communications & Marketing

SYMONS, Christina
Communications & Marketing
B.A. (Simon Fraser)

TAILLEUR, Cheryl
Office of the Registrar
Legal Secretary Program (Douglas College)

TAYLOR, Paul B.
Pure & Applied Sciences and Technology
B.Sc. (British Columbia)

TAYLOR, Peter
Student Development
Faculty of Education (Phillip Institute of Technology, Melbourne, Australia)

TERADA, Evelyn
Child, Family and Community Studies

THOMAS, Judy
Finance

THOMPSON, Barbara
Student Development

TICKNOR, Jacque
Learning Resources

TOERPER, Laura
Learning Resources

B.Sc. (Alberta), Library Technician Diploma (Langara College)

TURNER, Karen L.

Office of the Registrar

Associate in Arts (Douglas College), Cert. Basic Office Training

UNTERTHINER, Christine

Community Resource Development

VINCENT, Susan

Office of the Registrar

WAIDSON, Wendy

College Development

WALKER, Sherry

Thomas Haney Centre

WALLDEN, Kathleen

Child, Family & Community Studies

WALMSLEY, Chris

Office of the Registrar

WAN, Rosita

Student Development

WATT, Wendy A.

Student Development

WEBB, Jo-Anne

Learning Resources

WEBBER, Robert

Student Development

Dip. Broadcast Journalism (B.C.I.T.)

WESTWOOD, Janet

Facilities Services

WHITE, Rajja

Community and Contract Services

WHORLEY, Mary

Office of the Registrar

WILKINSON, Maureen

Systems & Computing

Library Technician Diploma (Fraser Valley College)

WILLIAMS, Kathy

Learning Resources

B.A. (Trinity Western)

WILSON, Elizabeth

Student Development

WILSON, Lynne

Continuing Education

WING, Myrna

Office of the Registrar

WINTERS, Tracey

Systems & Computing

Dip Chef Pre-Employment (George Brown College),
Diploma Print Futures Program (Douglas College)

WONG, Kerry

Systems & Computing

Electronic Technology Program, Control Electronics Option (BCIT)

WRIGHT, Craig

Facilities Services

YIP, Melanie

International Education

B.A. (British Columbia)

ZUCHT, Margaret

Continuing Education

Advisory Committee Members - 1996

Adult Special Education

Linda Delparte	James Smith
David Young	Ilse Levi
Bill Fitzpatrick	Marian Rossell
Jane Millard	Bob Logelin
Cindy Armstrong	Kim Longmuir
Fraser Crinklaw	Jean Emmerson
Ted James	Beverley Miller
Mabel Izat	Roxanne Kehler

Child and Youth Care Counsellor

Debbie Verkerk	Laurie Birdsall
Jeff Carter	Paul LeRoy
Beverley Taylor	Laird Watt
Carol Anderson	Beverley Miller
Colette Sieben	Gary Tennant
Lindsay Setzer	Doug Estergaard
Ted Dunlop	Dave Burgess
Greg Eng	Cathie Cookson

Coaching Diploma

Gail Donohue	Richard Way
Mary Ross	Beverley Miller
Lynn Leavens	Tim Frick
John Mills	Gert van Niekerk
Bill Thomson	Alan Chin
Eric Broom	Alison Gill
Bob Bearpark	John McKendry
Heather Fraser	Gord May
Ken Radford	Wayne Ellerton
Gord Hopper	

Community Social Service Worker

Jackie Yurick	Diane Thorne
Fred Taylor	John Ferguson
Tom Schramm	Darcy Herrmann
Maggie Burwash	Beverley Miller
Linda Western	Bob Shebib
Dayna Driscoll	Cathie Cookson
Marianne Baharustani	

Community Support Worker

Rob Keys	Jordan Thurston
Barbara Liddiatt	Karen McLean
Karyl Mills	Maureen Bodie
Randy Graham	Beverley Miller
Carol Howe	Rosemary Love
Paul Sankey	Richard Norman
Judith McGillivray	Vickie Cammack
Kim Lyster	Cathie Cookson
Adele Tompkins	Rob Brownlee

Computer Information Systems

Tom Calvert	Ron Nielsen
Sunny Kae	Jim Grey
Chris Capadouca	Connie Smith
Barbara Manky	Wes Henderston
Joanne Coghlan	Norm Watt
Tony McBride	Karl Jones
Peter Durant	

Dental Auxiliary

Sheila Retallick	Diana Heibert
Dr. L.Macneil	Debbie McCloy
Joy Holmwood	Linda Symington
Patty Briggs	Judy Wong
Dr.A. Leung	Dr. D. Semeniuk
Marlene Robinson	Freda Hopper

Disabled Student Services

Donna Goodman	B.C.E.A.D.S. Rep
Maureen Kornitsky	Maria Iaquinta
Patricia Matrick	Brion Morton
Lyn Will	Ted James
Pat Cryder	Libby Russell
Christa Fraser	Vivian Hirshen
Ron Spence	Kim Longmuir
Student Society Rep	

Early Childhood Education

Cathy Gibson	Lynn Murray
Cathy Sales	Beverley Miller
Jennifer Durkin	Susan Fraser
Nancy Forest	Pat Brown
Sheila Davidson	Diana Stewart
June Baker	
Marilyn Robbins	
Glenda Treffry-Goatley	

General Nursing

Sue Grant	Lynn Gallie
Diane Miller	Jodie Waack
Helen Bartel	Linda von Tettenborn
John Strugnell	Joy Holmwood
Mona Groves	Norma Goldie
Lynn Gray	Fran Johnson
	Linda Pickthall

Health Information Services

Jill Buchan	Janet Nitta
Deanna Hickie	Deanna Hickie
Marney Tephenson	Marney Stephenson
Brenda Chamish	Beth Tompkins
Margaret Ko	Karanne Stoutenburg
Dianna Parker	Laurie Kenward
Dr. Alan Thomson	Joy Fletcher
Shirley Wallington	Sandra Walker
Joy Holmwood	Gerald Yu
Patrice Wong	
HRABC	

Home Support Attendant

Lynn Sutherland	Leila Sinnen
Trudy Bain	Anne Hargreaves
Roger Turner	Barbara Soulsby
Linda Bill	Lynn Reagen
Sherry Regula	Beverley Miller
Peter McNamara	Shelagh Armour-Godbolt
Carolyn McLean	Nonie Schmid
Anne Marie McCamley	Deborah Cloutier
Maureen Morrough	

Office Administration

Wendy Leach	Colleen Ringham
Marina Ford	Kevin Westwood
Kathleen Ponsart	Jane Mason
Maggie Daviduk	Nancy Lewis
Linda Gordon	Stanley Winfield
Michel Perron	Anthony Lam
Judy Giesbrecht	Elaine Baxter
Donna Scott	Shondrea Aasman
Betty Garbutt	Lorna Anderson

Print Futures Professional Writing Program

Constance Brissenden	Kevin Sallows
Diane Forsyth	Allan Higbee
Peter Hammond	Lynne Bowen
Michele Lerable	Anne Hungerford
Colin Moorehouse	David Zieroth
Anne Norman	John McKendry
Stephen Ogden	Lorna McCallum
Robert Moffatt	Hal Gray

Psychiatric Nursing

Romilda Ang	Milo Mitchell
Keith Best	Donna Higenbottam
Doug Bigelow	John Jacobsen
Anne Bowles	Dorothy Jennings
Barbara Collingwood	Kirsten Johnston
Bill Fletcher	Mike Quinn
Edna Little	Jesse Spencer
Lorraine Lyons	Robert Winram
Karen Maynes	Tony Wong
Beverley Miller	Laura Wood

Resident Care Attendant

Trudi Ruiterman	Eleri Parry
Loretta Adam	Gloria Hunter
Pauline Stott	Noreen Hardy
Joy Holmwood	Macelle Girard
Bev Holman	Mary Beck
Linda Yetman	Alice Choi
Liz Woodland	Lynn Sutherland



Therapeutic Recreation Program

Linda Lee	Kevin Pike
Tricia Rachfall	Sue Hills
Angela Dawson	Beverley Miller
Liz Moffat	Julie Roper
Catherine Newstead	Lee Chamberland
Susan Thomson	Janice Spencer
Eddie Ash	Geri Paterson
Sheila Kennedy	Cathie Cookson
Dan McDonald	

Program of Sign Language Interpretation

Roger Carver	Sylvana Carr
Cheryl Palmer	Roger Chan
Marna Arnell	Joe McLaughlin
Rose Magnusson	Doug McLeod
Byron Smith	Beverley Miller
Vincent Chauvet	Jan Humphrey
Suzanne Bailey	Karen Malcolm
Eddie Morten	Janice Jickels
Bill Adams	

.....

Notes



Notes



Notes



Douglas College