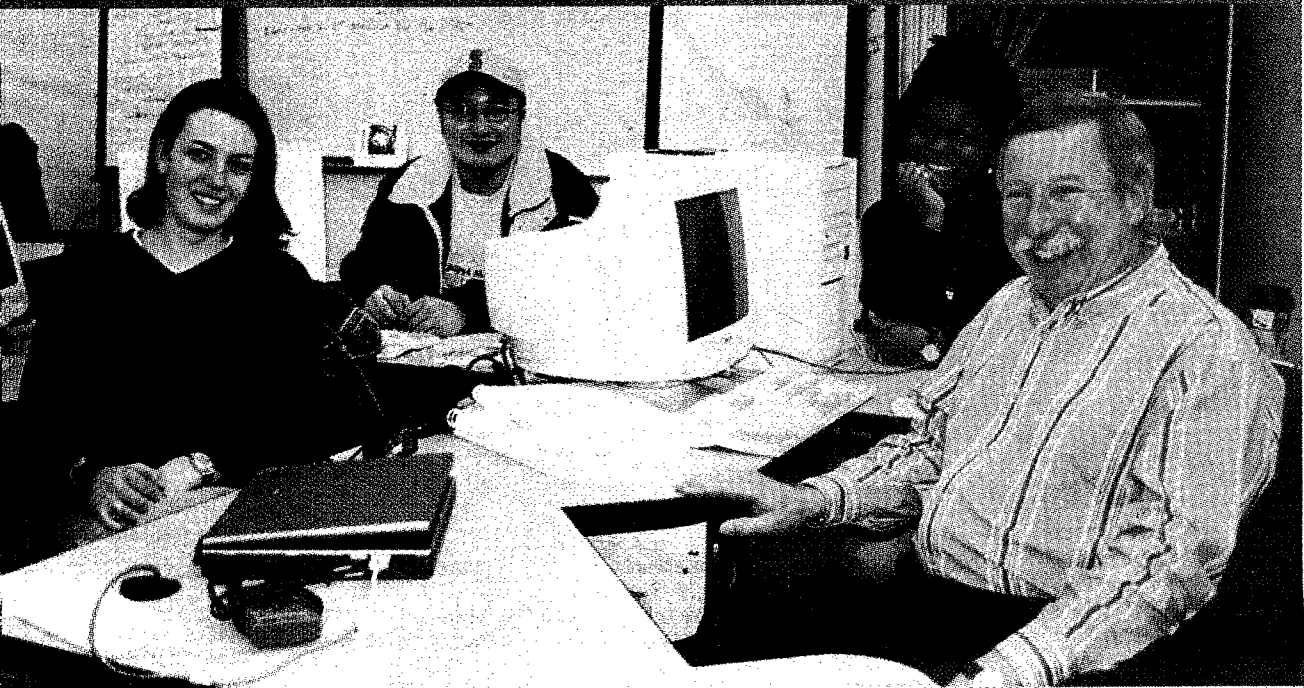




PART-TIME



Spring · Summer Term
Starts April 12, 1999

**The world
is learning.
Keep up.**

REGISTER NOW
(604) 434-1610
or 412-7777
www.bcit.bc.ca

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

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Registration

CAMPUS LOCATIONS AND OFFICE HOURS

The Burnaby and Downtown campuses offer year-round registration service for part-time courses. The Surrey and Sea Island locations have limited registration services.

1. **BURNABY/BBY (604) 434-1610**
(Registration and Information)
Part-time course registration.
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
Fax: (604) 430-1331

OFFICE HOURS REGISTRATION

Monday to Thursday 0830 - 1900
Friday 0830 - 1630
Saturday 0830 - 1230
Closed on Holiday Weekends

SUMMER HOURS APRIL 26 - AUG 14
Monday to Friday 0830 - 1630
Closed on Weekends

2. **DOWNTOWN CAMPUS/DTC (604) 412-7777**
Part-time technology courses only.
555 Seymour Street
Vancouver, B.C. V6B 3H6
Fax: (604) 687-2488

OFFICE HOURS

When classes are in session:
Monday to Thursday 0830 - 1800
Friday 0830 - 1630

SUMMER HOURS APRIL 26 - AUG 14
Monday to Thursday 0830 - 1730
Friday 0830 - 1630
Closed on Weekends

3. **SURREY/SRY, Registration (604) 594-2000**
Part-time Business courses only.
Tamanawis Senior Secondary School
12600 - 66th Avenue
Surrey, B.C. V3W 2A8

OFFICE HOURS

Monday to Thursday 0900-2030
Friday 0830-1200
Saturday Closed

***Note: Closed during July and August.**
Registration and enquiries take place at Princess Margaret Senior Secondary, while classes are delivered at Tamanawis Senior Secondary.

4. **SEA ISLAND/SEA (604) 419-3777**
Part-time aviation, computer and electrical courses only.
Vancouver International Airport
Unit 200 - 5301 Airport Road South
Richmond, B.C. V7B 1B5
Fax: (604) 278-5363

OFFICE HOURS

Monday to Friday 0730-1600

5. **PACIFIC MARINE TRAINING CAMPUS/PMT (604) 985-0622**
265 West Esplanade
North Vancouver, B.C. V7M 1A5
Fax: (604) 985-2862

OFFICE HOURS

Monday to Friday 0830-1530

***Please contact the Burnaby or Downtown campus to register for courses at the following locations.**

6. ***BC HYDRO BUILDING**
Auditorium D2
333 Dunsmuir Street
Vancouver, B.C. V6B 4N1
FITT courses only

7. ***HOWE STREET CAMPUS/HOW**
549 Howe Street
Vancouver, B.C. V6C 2C2
For most Interior Design Classes for Downtown

8. ***JIBC (Justice Institute of British Columbia)**
715 McBride Blvd.
New Westminster, B.C. V3L 5T4

9. ***KWANTLEN UNIVERSITY COLLEGE/KUC**
Langley Campus
20901 Langley Bypass
Langley, B.C. V3A 8G9

10. ***LANGLEY SECONDARY SCHOOL/LSS**
21405 - 56th Avenue
Langley, B.C. V3A 4R3

11. ***MAPLE RIDGE SECONDARY SCHOOL/MRC**
21911 - 122nd Avenue
Maple Ridge, B.C. V2X 3X2

12. ***ROYAL CENTRE**
1055 Georgia Street (7th Floor)
Vancouver, B.C. V6E 3S5

13. ***VANCOUVER MAPLE LEAF LANGUAGE COLLEGE (VLC)**
815 West Hastings Street, Suite 250
Vancouver, B.C. V6C 1B4
(Academic Business Program - Term 1)

14. ***VANCOUVER ENGLISH CENTRE (VEC)**
840 Howe Street Suite 200
Vancouver, B.C. V6Z 2L2
Busa 1005 for ESL students

15. ***VANCOUVER LANGUAGE CENTRE, GUADA IAJARA (VLC-G)**
AV-Vallarta 1151, Col. Americana
CP44100 Guadalajara, Jalisco, Mexico
(Courses: BLAW 3425, HRMG 3765, HRMG 3805, Econ 3305)

FEES

Part-time student activity and building fee

The total cost of the course includes mandatory fees.

Part-time student activity fee:

- \$3 per course at Burnaby and the Sea Island campus.
- \$1.30 per course at locations other than Burnaby and the Sea Island campus.
- \$1 per course for distance education courses.
- \$2.15 per week for industry services at Burnaby and the Sea Island campus.
- \$0.90 per week for industry services courses at other locations.

A building fee of \$5* per course for courses with less than 3 credits and \$10* per course with 3 or more credits.

*to a maximum of \$20 per term

For more information on the student activity fee and the services it funds, please contact the BCIT Student Association at (604) 432-8600.

METHODS OF PAYMENT

Cheque, Money Order, Visa, MasterCard, American Express, letter of authorization from employer to have BCIT invoice. Cash in person only. Debit card available at all campuses except the Surrey campus.

Payments: (604) 432-8732

CONFIRMATION OF REGISTRATION/PAYMENT

Your receipt will be mailed to you; however, due to volume your receipt may be delayed and therefore should not be considered as confirmation. You should confirm registration and refund deadlines before the start of classes. Please attend the first night of class unless otherwise notified.

VISA, MASTERCARD AND AMERICAN EXPRESS DECLINES

If a Visa, MasterCard or American Express has been declined, or a cheque returned NSF, the student will be sent a letter of notification. Further Registration and marks will be withheld until outstanding balance is cleared.

COURSE AUDIT

A student may audit a course with permission from the instructor by the second night of class.

Transfer/Change Fee

A \$15 fee is charged when you request a course transfer/change. Please ensure that you are registered in the correct course at the time of registration. Your course transfer/change must be made by the refund deadline dates. This applies when you request to have your registration changed from one course to another and/or to change your time/date.

International students should refer to page 10 for information about part-time tuition fees.

Tuition does not include textbooks or material requirements except where indicated.

MISCELLANEOUS FEES

NSF/Returned Cheques	\$15
(SEE CREDIT CARD DECLINES)	
Duplicate T2202A	\$10
Transcript (plus \$3 each extra)	\$5

COURSE CANCELLATIONS

The Institute reserves the right to cancel courses if enrolments are insufficient. A full refund cheque of tuition will be mailed out. BCIT's new cancellation policy will provide five business days notice of a course being cancelled. Please register early to try to avoid cancellation of courses.

REFUNDS

Course refund deadlines vary. Check your course refund deadline when you register. Full refund, less 15 per cent, if within the following guidelines:

Course duration	Deadline Dates
Over 4 weeks	By the 2nd class
4 weeks or less	1 week prior to class start date
Distance Education	Before material has been sent

Refund requests must be submitted to Part-time Registration by the refund deadline date. Special fees for some courses are non-refundable and different refund requirements and deadlines may apply. International students please refer to page 10 for refund policy information.

Refund Cheque inquiries only (604) 432-8212

TAX RECEIPTS T2202A-1998

An official tax receipt will be mailed by Financial Services on or before February 26. To allow for normal mail delivery, students should wait until March 15 before contacting Financial Services if a tuition fee tax receipt has not been received. A \$10 charge will be levied for duplicate receipts.

To ensure that the receipts are sent to the correct address, students should notify the Student Records Office immediately of any change of address.



ARE YOU READY TO GRADUATE?

Students who are completing a part-time studies certificate program or are completing a Bachelor of Technology Degree through part-time studies are required to apply to graduate. Please obtain an "Application for Certification" form from Student Services or Student Records. This form must be completed and submitted to the Student Records department, Burnaby campus (SW1-1545).

If you are completing a Bachelor of Technology Degree program or a part-time studies Certificate program that is 45 credits or higher you are also eligible to attend the next available Convocation ceremony. Note: You must submit your "Application for Certification" form to Student Records by the following deadline in order to attend.

For the June Ceremony; no later than the end of the first week in May. For the February Ceremony; no later than the end of the first week in January.

BOOKSTORE

(604) 432-8379 FAX (604) 432-7923

bookstore@bcit.bc.ca

Campus Centre/SE2

BURNABY HOURS - April 1999

Note: BCIT uses the 24 hour clock — take care when reading the Bookstore schedule. e.g.: 1730 means 5:30 p.m., not 7:30. Our message tape is updated biweekly. Call 432-8379, option #1, to check on any ad hoc late openings. Always closed on Sundays.

The Bookstore will be closed April 2-5 for Easter holidays.

April 1	0830-1400	April 19-20	0830-2000
April 6	0830-1600	April 21	0900-2000
April 7	0900-1600	April 22	0830-2000
April 8-9	0830-1600	April 23	0830-1600
April 10	0830-1230	April 24	0830-1230
April 12-13	0830-2000	April 26-27	0830-1900
April 14	0900-2000	April 28	0900-1900
April 15	0830-2000	April 29	0830-1600
April 16	0830-1600	April 30	0830-1600
April 17	0830-1230		

- Burnaby April Book-rush hours are listed above. The hours are also on the bookstore's Web site - Check Student Services then Bookstore. Downtown Book Room hours are handled by the Downtown campus staff.
- The Bookstore accepts Visa, MasterCard, American Express and InterAc Direct (Credit cards with the magnetic stripe must be presented - account numbers alone will not be accepted.)
- Mail orders and courier deliveries apply outside of the GVRD only.
- Student accounts can be set up by companies or government agencies if billing/invoicing details are faxed to: (604) 432-7923 prior to first class. Please allow a suitable time for processing.

SATELLITE LOCATIONS

Complete duplication of services at satellite locations is not possible. Please come in to the Burnaby campus for the texts for your class. All sales final — please read below

- Books in a technical school can be expensive and are specialized materials. Purchase only if you're positive you need the material. It's best to go to your first class before purchasing — but you can check the booklists in the bookstore to verify information.
- The Bookstore does not sell books for browsing or for reviewing purposes — if you're not sure, please don't buy.

THE THREE R'S OF RETURNS

- 1) Mandatory Course books only have returns protection, but require a Registration drop slip (proof of cancellation or withdrawal) within 14 days of book purchase. ASK FOR IT even if withdrawing via telephone or fax. No returns on reference books or general merchandise/supplies or BCIT lab manuals, course notes, or any opened 3-hole punched materials. Plus
- 2) Cash register receipt — 14 day window — from date of purchase to return date. Remember — 14 days from the date of purchase. Plus
- 3) Mint condition. Book must be unmarked and shrink-wrap intact if applicable. No exceptions — if you write in it or mark it, you must keep it.

USED BOOKS

Limited quantities of selected titles may be available at term start-up. Personal shopping only. Used book buybacks are usually of five days duration, in May, September, and January. Please call for exact dates and times.

There is no guarantee that a book will have a used book buyback value: new editions and course text changes determine the value. The buyback is conducted by a used book wholesaler with access to a data base of more than 60,000 titles — the bookstore staff do not have the answers about used book value.

CLASS TIMES/LOCATIONS

Generally, classes at all sites run for three hours per night, one or two nights a week, Monday through Thursday, unless otherwise noted in course descriptions or at registration.

Burnaby Technology (BBY)	1845 - 2145
Burnaby Trades (BBY)	1900 - 2200
Downtown (DTC)	1730 - 2030
Howe Street (HOW)	1730 - 2030
Kwantlen University College/Lang.(KUC)	1900 - 2200
Langley Secondary School (LSS)	1830 - 2130
Maple Ridge Secondary (MRC)	1900 - 2200
Pacific Marine Training campus (PMTC)	See course descriptions
Sea Island (SEA)	1900 - 2200
Surrey (SRY)	1900 - 2200

CLASSROOMS

Classroom locations are not available until 1600 on the night your course begins. Classroom locations will be posted at the following Burnaby campus locations:

- NE1, JW Inglis Building, 2nd floor, South Entrance
- SW1, Building, 1st floor, Information and Registration Office
- SE2, Bookstore
- SE16, SAC (Student Activity Centre)
- SE12, Breezeway outside Campus Cafe
- SW1, TNT Store foyer

Note: During the week of term start, student guides will be located in the following areas to assist you:

- Breezeway outside Registration and Information
- NE1 Front entrance
- At the walkway near parking lot 7 between Broadcast building SE6

CORRESPONDENCE/GUIDED LEARNING

If you can't get to any of our classroom sites, BCIT offers career-oriented credit and non-credit correspondence courses.

Guided Learning Courses in Health Sciences theory are offered through self-study with telephone tutoring. Clinical courses in Health Sciences are offered in cooperation with hospitals and clinical agencies in various centres in the province.

Some courses travel — that is, they are available upon request at centres throughout B.C.

Please call:

Academic Studies	(604) 432-8784
Business Administration	(604) 432-8860
Engineering Technology	
Distance Education	(604) 432-8784
Financial Management	(604) 412-7417
Health Sciences	(604) 451-7089
Industry Services	(604) 432-8234
Internet	(604) 451-7032
Power Engineering	(604) 432-8390

COUNSELLING SERVICES

(604) 434-1610 SW1-2300

Reception SW1-1300

Web site - www.bcit.bc.ca/services_home.htm

Counselling Services office hours are 0830-1630. Monday-Friday. Counselling Services are available to students registered for part-time programs. Please refer to page 6 of the flyer for more information.

CAREER, EDUCATIONAL AND PERSONAL DEVELOPMENT COURSES

Prospective students are encouraged to register for these Career Educational and Personal Development courses. All courses are taught by professionally trained counsellors and will help you to:

- Make a first time career choice
- Make a career change
- Develop your career
- Access current information about career and educational options
- Learn about jobs of the future
- Prepare to become a BCIT student

Courses offered by Counselling Services include:

- CEPD 0100: Introduction to Career Planning
- CEPD 0101: Career Testing
- HRMG 0315: Career Search Workshop
- CEPD 0103: Career Transitions
- CEPD 0200: BCIT Preparation: Early Orientation

Please refer to page 6 of this flyer under Access Courses or call BCIT Counselling Services at (604) 434-1610 for more information about these exciting courses.

PROGRAM ADVISING/

PART-TIME STUDIES

(604) 434-1610

Web site - www.bcit.bc.ca/services_home.htm

Part-time programs are designed to enhance career aspirations. If you are interested in pursuing a Certificate Program, program advisors can assist you in course selection and program planning.

If you are beginning your studies in Engineering Technology you should confer with a Part-time Studies program advisor before you begin. We recommend that proposed programs be submitted to a program advisor for approval.

If you are beginning your studies in the Business Technology, you may register for your first courses without program approval.

At the Burnaby campus, program advisors are available by appointment, with evening appointments available during fall and winter terms. For more information, or to make an appointment, please call us at (604) 434-1610.

EDUCATIONAL RESOURCE CENTRE FOR STUDENTS WITH DISABILITIES

VOICE (604) 451-6963

TTY (604) 432-8954 FAX (604) 433-1184

kharvey@bcit.bc.ca

We offer a range of support services for students with disabilities. For more information contact the Educational Resource Centre at (604) 451-6963, Building SW1, Room 2319. See page 6 under Access Courses for a selection of courses available.

EMPLOYMENT SERVICES

Building SW1, Room 1100

3700 Willingdon Ave,

Burnaby, BC V5G 3H2

Tel: (604) 432-6777

E-mail: bciteps@bcit.bc.ca

FIND WORK! If you're looking for full-time, part-time work on or off campus, pop into Employment Services. We average 200 new job listings each month. Register for BCIT Works!, Jobline and Ejobs and look for work via the phone or over the Internet from the comfort of your own home. Our resume review service is popular, and will help you build a resume that will get noticed and get results. Combine this with our tips on interview techniques and you'll be sure to get shortlisted for more jobs. Come in and see us. We are located in SW1 1100. Call 432 - 8666 or email: bciteps@bcit.bc.ca. Office hours are Monday to Friday 0830-1600.

FINANCIAL AID AND AWARDS

(604) 432-8555 Reception SW1-2300

Hours 0830-1600 Monday to Friday

Limited financial assistance is available to eligible students registering for part-time programs or programs of short duration, based on an assessment of financial need. Applicants submitting a completed "BCIT Part-time Assistance Application" form will be considered for all available part-time assistance programs. Every applicant is notified in writing.

BCIT Part-time Assistance Application forms and further information on financial assistance for part-time students may be obtained from Financial Aid and Awards Reception.

APPLICATION DEADLINE: 21 calendar days before the first day of class.

FIRST NATIONS

PROGRAMS AND SERVICES

(604) 432-8474 SW1 ROOM 2130

www.bcit.bc.ca/~stuserv/firstnat

FNPS 0103

BBY \$163

FIRST NATIONS CULTURAL AWARENESS

"The Aboriginal People have been here for always, and the non-Aboriginal people or their ancestors have been here for the past 500 years. The Aboriginal people are not going anywhere; the non-Aboriginal people are not going anywhere: isn't it time we learned to live together?"

Elder Bob George, Tsleil-waututh Nation

Part of learning to live together means exploring the history all Canadians share, understanding culture, and respecting divergent beliefs and values. This course provides insight into the First Nations experience in Canada upon which the foundation of modern issues are based. The course will examine the history of Aboriginal people in Canada, treaty making and self-governance, current legal points of reference concerning aboriginal rights, as well as a window into Aboriginal culture and cultural diversity and challenges facing Aboriginal people and First Nations communities. The course will also examine the challenge we all have to create a society our descendants will be proud to inherit. Course fee includes a traditional Coast Salish Feast.

May 25 - June 1 Tue/Thr 1830-2130 BBY CRN 27186

FOOD (604) 432-8642

There are many food outlets on the Burnaby campus for you to choose from. Hours of operation and locations are as follows. Please note that opening hours may vary at different times of the year.

Town Square Café (SE2)		Campus Café (SE12)	
Mon - Thurs	0630-2100	Mon - Thurs	0700-2100
Fri	0630-1500	Fri	0700-1530
Sat	Closed	Sat	0800-1400
J.W. Inglis (NE1)		Electrical Training Centre (SE1)	
Mon - Thurs	0600-2100	Mon - Fri	0700-1430
Fri	0600-1500	Sat	Closed
Sat	0800-1400		
Elephant on Campus		Roadrunner (SW1, Room 2322)	
Mon - Thurs	1100-Midnight	Mon - Thurs	0730-2100
Fri	1100-0100	Fri	0730-1430
Sat	1200-1800		
Sun	Closed		

HOURS OF OPERATION ARE SUBJECT TO CHANGE AND ARE POSTED IN EACH CAFETERIA.



LIBRARY (604) 432-8370 Web site: www.lib.bcit.bc.ca

The BCIT Libraries include the Burnaby Campus Library as well as specialized libraries at the Pacific Marine Training campus and Sea Island campus. The libraries play a leading role in the educational process by providing the BCIT community with access to current materials using the latest information technology, assistance in retrieving information, and instruction in research methods.

The Burnaby Campus Library has a wide variety of books, periodicals, technical reports, videos, and maps. There are specialized collections of legal materials, standards, Statistics Canada and government publications. The Microcomputer Centre on the Lower Floor is available for student use in preparing reports and spreadsheets and also has Internet access.

The PMTC Library collection specializes in nautical, marine engineering, marine emergency, radar simulator, and ship operations materials.

The Sea Island Campus Library collection specializes in aircraft maintenance and repair, and avionics materials.

The Library has the latest in computerized information including a new Library Catalogue System (accessed from the above Library web site), Internet, and in-house CD-ROM access. The libraries are also wheelchair accessible and have special needs facilities such as a print-to-voice machine for the visually challenged.

Be sure to visit the Library's web site for more detailed information about BCIT Libraries and services, the Library Catalogue System as well as the many resources and links that we have to offer.

Library Hours

Burnaby Campus Library (604) 432-8557

September to May (subject to change)

Monday to Thursday: 0730-2230

Friday: 0730-1700

Saturday and Sunday: 0900-1700

Circulation Desk: (604) 432-8370

Reference Desk service: (604) 432-8371

PMTC Library (604) 985-0622 ext. 343

Monday to Friday: 0800-1600

Closed Tuesday and Thursday: 1300-1400

Sea Island Campus Library (604) 419-3708

Monday to Friday: 0730-1500

Closed daily: 1215-1245

THE NOW PROJECT (604) 451-6983 SW1 ROOM 2115 nowproje@bcit.bc.ca

The NOW Project coordinates BCIT's services and programs for Youth Works and Welfare to Work program participants and others receiving income assistance. Services available to prospective and registered students include:

- information on welfare changes related to training
- assessments for upgrading or tutoring
- assistance in navigating your way through the system
- student support groups
- use of computing facilities and resource centre
- one-on-one support
- tutoring and workshops
- referrals and assistance to access BCIT and community services

Drop-in hours for registered clients are 1230 to 1600, Monday to Thursday, in Building SW1, Room 2115. After hours appointments may be available. To book your initial appointment or for more information, call (604) 451-6983.

PARKING (604) 432-8719 SECURITY (604) 451-6856

All vehicles parking on the Burnaby campus, day or night, must display a valid Institute parking permit or a ticket from a dispenser, at a rate of \$1.50 for the evening.

Night school parking permits are available from the cashier's office adjacent to the registration area and are valid after 1630 in any staff, student or visitor parking lot, Monday to Friday and all day on week-ends and holidays.

All parking enforcement is managed by IMPARK. Please direct your inquiries, i.e. tickets, tows, etc., to Impark (604) 681-7311.

Visitor parking, 0600-1630, has a one-hour maximum limit, except the visitor lot in front of SE14, which has a \$6 all-day rate.

Vehicles not displaying a valid parking permit are subject to impoundment. Vehicles should be kept locked at all times. BCIT does not accept liability for theft or damage to vehicles parked on campus. For general inquiries, please call (604) 432-8719.

Fees are subject to change:

Night school: term	\$16.00
Student:	
Daily rate: Ticket Dispenser	\$1.50
Monthly	\$15.00
Jan-May term	\$75.00
Sep-Dec term	\$60.00
Students with disabilities: Monthly	\$15.00
Motorcycles: Monthly	\$7.00

Parking rates at the Downtown campus are \$2 hour, \$8 per day and \$3 per evening. To benefit our students, evening parking rates begin at 1700 hours.

CASHIERS' HOURS - SUBJECT TO CHANGE

Monday to Thursday 0830-1900

Friday 0830-1630

Saturday 0830-1230

Closed Saturdays on holiday weekends.

STUDENT CAMPUS PATROL

As a safety/security measure, security staff or the Student Campus Patrol will escort you to and from any location on the Burnaby campus. Please call Security at (604) 451-6856. This office is open 24-hours a day.

LOST AND FOUND

Lost and Found operates from the Safety and Security office in SW1-1001, next to the This N That stores. Should you or your department locate a lost item, please take it to BCIT's Lost and Found immediately so that we can readily assist the claimant.

RECREATION SAC (STUDENT ATHLETIC CENTRE- SE16) (604) 451-6859

BCIT offers a variety of indoor and outdoor recreational facilities at the Burnaby campus designed to appeal to most students. These include four racquetball/handball courts and two squash courts, an excellent gymnasium which accommodates eight badminton, two basketball and three volleyball courts and is used for many other sports and recreational activities. Our newly expanded weight room is equipped with a universal super circuit, free weight and excellent cardio equipment and exercise area. Other facilities include tennis courts, sports field, a fitness trail and a 396-metre track offering excellent outdoor recreation. Complete shower facilities, change and locker rooms for both men and women are available.

STUDENT ASSOCIATION SERVICES (604) 432-8600

Several services at BCIT are available through lease and management agreements with the SA. The Student Association operates, leases and/or supports:

- Campus Crimestoppers
- Campus Travel
- Car Pooling
- Child Care Centre
- Eco-Fair
- Enviro. Education
- Legal Aid
- Open House
- Peer Tutoring Program
- Shinerama Fundraising (Cystic Fibrosis Research)
- Student Assistance Fundraising Initiative
- Take Pride (representing the Gay, Lesbian and Bisexual community at BCIT)

STUDENT ASSOCIATION PHONE NUMBERS

Main office/Reception	432-8600
Brown Bag Restaurant	434-5734 (local 5082)
Campus Travel	451-7042
Car Pooling	451-7060
Child Care	432-8919
Copy Centres	432-8757/451-7039
Campus Crimestoppers	669-TIPS
Desktop Publishing	432-8368
Duke's Cappuccino	435-8757
Elephant on Campus	434-4448
Environmental Education	451-7060
Legal Aid	432-8600
Link Newspaper	432-8974
Open House	451-6855
Orientation Handbook	432-8974
Recreation and Athletics	432-8287
Scholastic Insurance	432-8413
Sooky's	433-2079
Take Pride	451-6922
TNT Convenience Store	451-7040
TNT Store	432-8889
Toastmasters	432-8765
Tutoring	451-6915
Vending Operations	432-8600
Video Arcade	432-8601
Work Study	432-8549

(For out-of-town customers please dial area code 604)

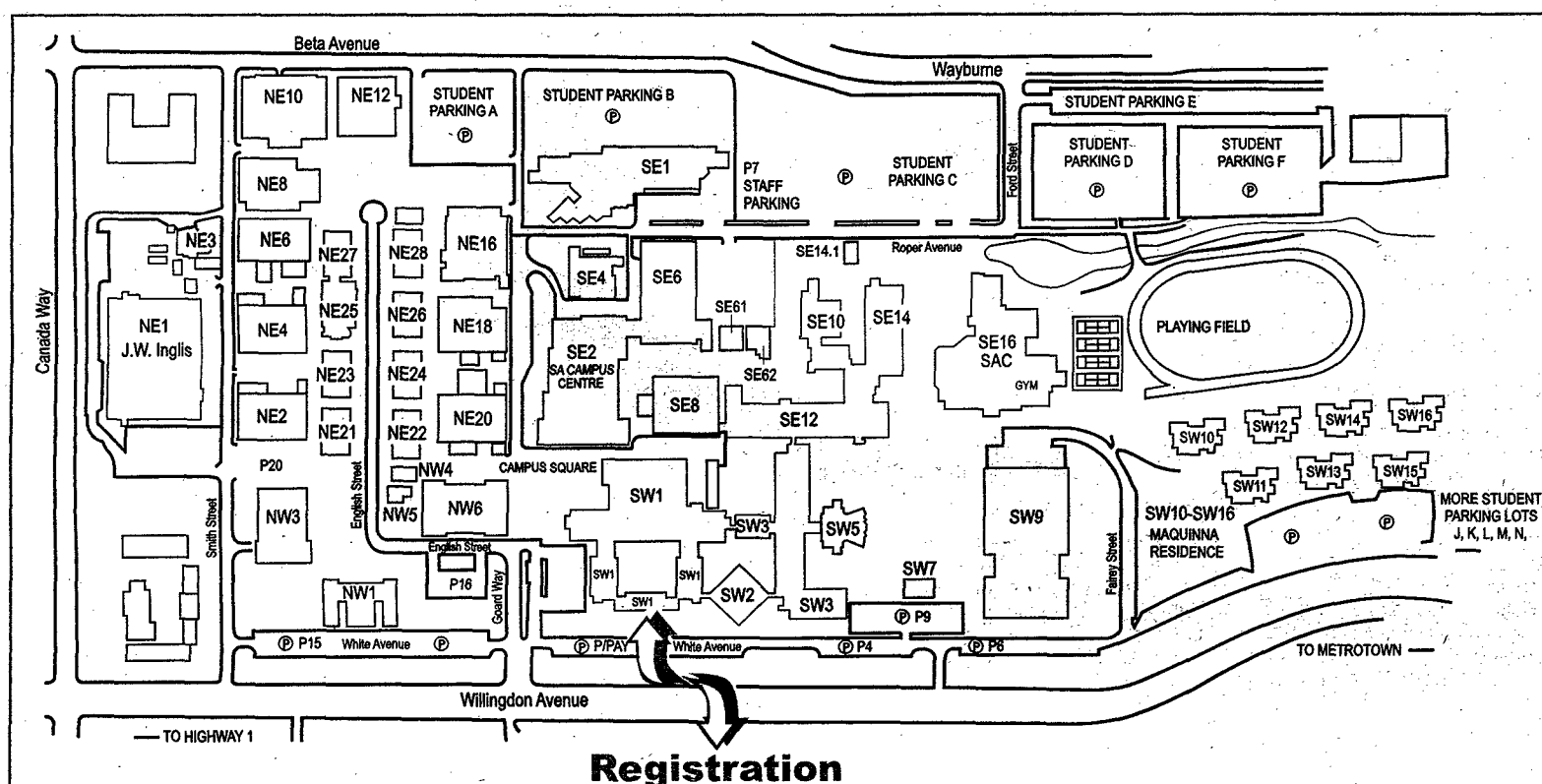
ALUMNI ASSOCIATION (604) 432-8847

The BCIT Alumni Association is a very exclusive membership. This association has only one requirement - you must be a graduate of BCIT! All you have to do is complete your diploma or certificate program. All BCIT, PVI and PMTC graduates who have completed programs of at least six months duration are members of the Alumni Association. Stay connected to fellow alumni and the BCIT community.

Graduates assist in fundraising activities, volunteer, and take part in giving their experience back to those who will one day do the same. Graduates are informed through the distribution of the Alumni Ambassador, as well as through special events and reunions. To enjoy these opportunities and many more, we need you to keep us posted with any address changes. After you graduate, keep in touch!

The association's offices are located in the Campus Centre (SE2), Room 304. E-mail alumni@bcit.bc.ca or Web site www.bcit alumni.org

Campus Map



The world is learning. Keep up.



CAREER, EDUCATIONAL AND PERSONAL DEVELOPMENT COURSES OFFERED BY COUNSELLING SERVICES (604) 434-1610 SW1-2300

Reception SW1-1300
Web site - www.bcit.bc.ca/services_home.htm

Looking for a new career? If you don't know where to start, attend:

CEPD 0100 BBY \$35.30 DTC \$35.30 INTRODUCTION TO CAREER PLANNING

If you are considering BCIT, are undecided about your career choice and would like to learn more about career planning, this two-hour course will introduce you to steps in the career planning process, exploring interests and researching career/educational options. This course is taught by a professional counsellor.

Apr 30	Fri	1000 - 1200	BBY	CRN	24759
June 4	Fri	1000 - 1200	BBY		25116
Aug 20	Fri	1000 - 1200	BBY		25117
Aug 23	Mon	1730 - 1930	DTC		25574

If you want to relate your interests and strengths to a career attend:

CEPD 0101 BBY \$188 CAREER TESTING

If you want to explore your career options by writing a series of standardized tests, this eight-hour course will assist you to access information to identify your interests, aptitudes, values and personal style and to develop a summary profile for career and lifestyle planning. This course is conducted by a professional counsellor. Group test interpretations are provided. Individual career testing assistance may be available for a fee and on request to Counselling Services at (604) 434-1610.

April 26	Sat	0900 - 1300	BBY	CRN	24854
June 19/26	Sat	0900 - 1300	BBY		25118
Aug 25/Sept 1	Sat	0900 - 1300	BBY		25119

If your organization is downsizing or restructuring arrange for:

CEPD 0103 CAREER TRANSITIONS

Designed for groups of workers or companies experiencing restructuring or downsizing. For more information call Counselling Services at (604) 432-8435.

If you want to write tests and explore work and educational options, attend:

HRMG 0315 BBY \$238 DTC \$236.60 CAREER SEARCH WORKSHOP

Designed for students who want to explore and research career options. Students explore choices by writing tests, accessing current information and resources and learning how to specify goals to make a career change. This 12-hour course covers interests, aptitude and values, clarification and testing, career and educational opportunities, decision-making and goal setting, and implementation. This course is taught by a professional counsellor.

May 1/8/15	Sat	0900 - 1300	3 wks	DTC	CRN	21129
May 26,	Wed	1845 - 2145	4 wks	BBY		27364
June 2/9/16						
Aug 14/21/28	Sat	0900 - 1300	3 wks	DTC		23645

Preparing to become a BCIT student? If you have been accepted into a BCIT full-time program and want to get ready for BCIT, attend:

CEPD 0200 BBY \$35 BCIT PREPARATION: EARLY ORIENTATION

This course is an early orientation for students accepted into BCIT's courses. Topics will include introduction to factors in student success, study skills, time and stress management, and accessing support and assistance at BCIT.

Apr 16	Fri	0930 - 1130	BBY	CRN	26429
June 17	Thr	1830 - 2030	BBY		26252
July 16	Fri	0930 - 1130	BBY		26253
Aug 27	Fri	1000 - 1200	BBY		26257

EDUCATIONAL RESOURCE CENTRE FOR STUDENTS WITH DISABILITIES

VOICE (604) 451-6963
TTY (604) 432-8954 Fax (604) 433-1184
kharvey@bcit.bc.ca
Building SW1, Room 2300

We offer a range of support services for students with disabilities. We also offer the Learning for Success program that provides instruction in learning strategies that can be applied in any environment where structured learning is required. The program features formal classroom instruction and access to the Learning Centre for individual assistance.

Spring Term (April/May/June)

Students can enrol in 1-4 modules for strategy instruction in the resource lab. Enrolment is on a continuous intake basis.

Summer Institute (April 23 - Sept. 3)

Formal classes in all four strands will be held Monday to Friday 0900 - 1500.

BCIT 0141 BBY \$100

LEARNING FOR SUCCESS: STRAND 1
Instruction in academic reading strategies.

Spring	CRN	26761	Summer	CRN	26765
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BCIT 0142 BBY \$100

LEARNING FOR SUCCESS: STRAND 2
Instruction in vocabulary development and memory strategies.

Spring	CRN	26762	Summer	CRN	26766
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BCIT 0143 BBY \$100

LEARNING FOR SUCCESS: STRAND 3
Instruction in critical thinking, concentration, listening, note taking, and writing skills.

Spring	CRN	26763	Summer	CRN	26767
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BCIT 0144 BBY \$100

LEARNING FOR SUCCESS: STRAND 4
Instruction in time management, study strategies, test-taking strategies, and enhancing academic confidence.

Spring	CRN	26764	Summer	CRN	26768
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ACCESS COURSES (PREPARATORY) PRE-ENTRY COURSES

Pre-Entry courses, offered through the Academic Studies division, are individual day or night courses available for students who lack the necessary prerequisites to apply for their chosen technology programs, or for those who wish to prepare for a full-time program workload by reviewing the academic prerequisites.

CHEMISTRY

(604) 432-8551 khoy@bcit.bc.ca

CHEM 0001 BBY \$473

PRE-ENTRY CHEMISTRY

Presents an upgrading course for those whose background in chemistry is weak, or serves as a refresher course for those who have not studied chemistry for several years. Meets the Chemistry 11 entrance requirement for BCIT programs. This course is equivalent to CHEM 0010, offered with the ETE day school program. CHEM 0010 accepts part-time studies enrolment, space permitting.

Apr 13	Tue/Thr	1845-2145	12 wks	BBY	CRN	20610
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MATHEMATICS

(604) 451-6709 clawrenc@bcit.bc.ca

www.scas.bcit.bc.ca/scas/math/default.htm

MATH 0001 BBY \$473

TECHNICAL MATHEMATICS INTRODUCTION

An upgrading course for students who have not completed high school mathematics, or who completed it more than three years ago, or whose math background is otherwise weak. Meets Math 12 entrance requirement for BCIT Engineering Technology, Health Science or Computer Systems Technology programs. Technology programs that require a Math 12 grade of "C+" or better must achieve a final mark of 65 per cent or higher in MATH 0001. This course is equivalent to MATH 0005 offered with the ETE day school program. MATH 0005 accepts part-time studies enrolment, space permitting. Prerequisite: "C" or better in Math 11, or equivalent.

Apr 19	Mon/Wed	1845-2145	15 wks	BBY	CRN	20687
May 31	Mon-Fri	0900-1200	6 wks	BBY		20688
Jun 28	Mon-Fri	1300-1600	6 wks	BBY		20689

MATH 0004 BBY \$153

REFRESHER MATHEMATICS

Reviews the mathematical techniques essential for success with basic technical math and calculus courses in BCIT technology programs. Topics include common algebraic methods for solving equations, simplifying expressions, manipulating formulas, etc.; basic trigonometry; graphing properties of common geometric figures; techniques for solving problems. Emphasis is placed on developing practical skills and systematic approaches to solving problems and verifying solutions. A course for students who have met the mathematics prerequisite, but who have not used basic math techniques for several years. Prerequisite: Math 12, or equivalent.

Aug 23	Mon-Fri	1300-1600	2 wks	BBY	CRN	25033
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MATH 0011 BBY \$239

TECHNICAL MATHEMATICS INTRODUCTION PART 1

This course, along with Math 0012, is equivalent to MATH 0001. This particular course presents the first half of MATH 0001, and will run in tandem with it. Students have the opportunity to determine if their mathematics abilities are such that they would be able to successfully complete MATH 0001 at the level required for entry to BCIT. Prerequisite: "C" or better in Math 11, or equivalent.

Apr 19	Mon/Wed	1845-2145	8 wks	BBY	CRN	23769
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MATH 0012 BBY \$239

TECHNICAL MATHEMATICS INTRODUCTION PART 2

This course, along with MATH 0011, is equivalent to MATH 0001. This particular course presents the second half of MATH 0001 and will run in tandem with it. Prerequisite: Successful completion of MATH 0011.

Jun 14	Mon/Wed	1845-2145	8 wks	BBY	CRN	23770
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PRE-ENTRY COMMUNICATION

(604) 412-7506 jyoung@bcit.bc.ca

COMM 0009 BBY \$529 DTC \$527.30 COMMUNICATION PLACEMENT

Before you can be enrolled in a Pre-Entry Communication course (COMM 0003, 0004, 0005 or 0008), we first need to assess your English skills so you will be placed in the appropriate course for your level of English. ALL STUDENTS, including students who have passed COMM 0003 or COMM 0004, need to enrol in COMM 0009 COMMUNICATION PLACEMENT test and write a two-hour assessment, to determine their eligibility for registration in a Pre-Entry Communication course. The \$529 OR \$527.30 fee covers the cost of the COMM 0009 exam AND one Pre-Entry Communication course.

You can write the COMM 0009 COMMUNICATION PLACEMENT test on any of the following days (Please register in COMM 0009 BEFORE the test date):

06 Apr	Tue	1800-2200	1 session	BBY	CRN	26741
25 May	Tue	0830-1230	1 session	DTC		27289
19 Jul	Mon	1800-2200	1 session	BBY		27290

PRE-ENTRY COMMUNICATION COURSES

Once you write the COMM 0009 COMMUNICATION PLACEMENT test, you will be placed in one of following three levels of courses: COMM 0003, 0004 or 0005/COMM 0008.

*Classes offered are subject to a minimum number of students being registered in a particular section.

The following is the schedule of classes for COMM 0003, COMM 0004, COMM 0005/COMM 0008:

12 Apr	Mon/Wed	1800-2200	11 wks	BBY
12 Apr	Mon-Thr	0830-1230	6 wks	DTC
12 Apr	Mon-Thr	1300-1700	6 wks	DTC
13 Apr	Tue/Thr	1800-2200	11 wks	BBY
16 Apr	Fri	0830-1630	14 wks	DTC
17 Apr	Sat	0830-1630	14 wks	BBY
31 May	Mon-Thr	0830-1230	6 wks	DTC
31 May	Mon-Thr	1300-1700	6 wks	DTC
26 Jul	Mon-Thr	0830-1230	6 wks	BBY
26 Jul	Mon-Thr	1800-2200	6 wks	BBY
26 Jul	Mon-Thr	0830-1230	6 wks	DTC
26 Jul	Mon-Thr	1300-1700	6 wks	DTC

COMM 0003

CAREER EXPLORATIONS IN TRADES AND TECHNOLOGY FOR STUDENTS OF ENGLISH AS AN ADDITIONAL LANGUAGE

Gives students the speaking and listening skills needed to succeed in BCIT's other pre-entry courses. This course emphasizes oral English language skills, gives you practice in writing skills, and prepares you for entry to COMM 0004.

COMM 0004 INTRODUCTION TO BCIT FOR STUDENTS OF ENGLISH AS AN ADDITIONAL LANGUAGE

Students will learn the writing, reading, speaking, and listening skills needed to carry out writing and speaking tasks in COMM 0005 and in trades' courses. This course covers sentence and paragraph development, reading comprehension, speaking, and grammatical skills.

COMM 0005 TECHNICAL ENGLISH FOR SECOND LANGUAGE STUDENTS

Prepares students whose first language is not English but have good writing and speaking skills. You will learn the writing, reading, speaking, listening and study skills needed for BCIT full-time programs. The course covers essentials of business language skills. A grade of 65 per cent in this course equals a "P" in English 12. Check with BCIT Admissions to find out the final grade that you need for the program you are planning to take.

COMM 0008 COMPREHENSIVE READING, WRITING AND LEARNING SKILLS

Prepares students whose first language is English for entry into BCIT full-time programs. You will learn the reading, writing, speaking and study skills needed for BCIT full-time programs. A grade of 65 per cent in this course equals a "P" in English 12. Check with BCIT Admissions to find out the final grade that you need for the program you are planning to take.

COMM 0011 DTC \$198.30 EFFECTIVE PRESENTATION SKILLS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE)

Learn how to give more effective presentations at school and in the workplace. This course is designed for speakers of English as an additional language who want to improve their presentation and listening skills. Topics include planning and organizing presentations, preparing visual aids, using appropriate stress and intonation, and effectively asking and answering questions. Your presentations will be videotaped to evaluate your progress and get feedback. Prerequisite: A high level of fluency in English.

Apr 12	Mon	1730-2030	8 wks	DTC	CRN	24830
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COMM 0012 DTC \$198.30 ENGLISH FOR PROFESSIONALS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE)

Learn how to write clear and correct letters, memos, and e-mail. This course is designed for professionals who speak English as an additional language and who would like to improve their written communication skills. Using documents you have written for a work situation, you will learn to identify and correct the kinds of errors you commonly make when you write. Bring along copies of workplace documents that you have written so that your instructor can give you individualized feedback on your writing. Prerequisite: A high level of fluency in English.

Apr 13	Tue	1730-2030	8 wks	DTC	CRN	24831
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Access Courses (Pre-Entry)

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PHYSICS

(604) 412-7446 fdlsperi@bcit.bc.ca

PHYS 0304

BBY \$153

REFRESHER PHYSICS

Provides a review of the basic Physics 11 concepts, which are important for success in most first-year physics courses, required in BCIT technology programs. This course is not a substitute for PHYS 0309. Topics covered include vectors, kinematics, dynamics, equilibrium, circular motion, mechanical energy and power. There will be some lab exercises, and problem-solving skills will be emphasized. The course is recommended for those who took Physics 11 more than one year ago, who have not applied the concepts and need to review. Prerequisite: Physics 11 or equivalent.

Aug 23 Mon-Fri 0900-1200 2 wks BBY CRN 23055

PHYS 0309

BBY \$529

PRE-ENTRY PHYSICS

Meets the Physics 11 entrance requirement for BCIT programs. A grade of 65 per cent or higher in this course meets the prerequisite for programs specifying a "C+" in Physics. Topics include kinematics, dynamics, equilibrium, energy, fluids, heat, electrostatics and direct current circuits. This course is also offered with the ETE day school program, and accepts part-time studies enrolment, space permitting. Prerequisite: You are advised to have completed any necessary mathematics upgrading courses before taking PHYS 0309.

Jul 5 Mon-Fri 0900-1200 7 wks BBY CRN 24797

ENGINEERING TECHNOLOGY ENTRY (ETE) UPGRADING PROGRAM

(604) 451-6815

mhemphil@bcit.bc.ca

This full-time day school program provides academic upgrading to students who wish to enrol in Engineering, Health Science and Electronic programs at BCIT.

The ETE program provides courses in chemistry, communication, mathematics and physics, which meet prerequisites in selected programs at BCIT. The program also includes an introductory course in computer applications and a learning skills course.

Students may choose not to take either the physics or the chemistry course if that course is not a prerequisite for the program in which they plan to enrol, but are expected to take all other courses in the program. All ETE courses accept some part-time studies enrolment, space permitting. This full-time program is designed to emulate the workload of subsequent programs, familiarize the student with BCIT and provide academic and study skills to enable a student to succeed in subsequent programs.

Some programs have prerequisite requirements not offered by the ETE program, such as computer programming or biology. Please check calendar entries for individual programs, which list prerequisites and preferred attributes.

Students enrolled in the ETE program may be provisionally accepted into an Engineering, Electronic, or Health Science program in a subsequent term, subject to satisfactory completion of the ETE program with marks equivalent to program prerequisites. Marks required vary with the program chosen. Provisional acceptance is based on marks obtained in ETE and these marks take precedence over previous course marks where applicable.

Additional assessment of student applications is required for some programs. Provisional acceptance may be decided by some programs on a case-by-case basis. Additional course work outside the ETE program and/or personal interviews may be required before provisional acceptance is offered. There are annual enrolment limits for programs that accept ETE students, which may affect acceptance into the ETE program. Applicants may be asked to make a second program choice if there are no more seats available in their first program choice.

Program Length

15-weeks full-time beginning in September, January and April. Chemistry is not offered in the September session. Students needing chemistry should enrol in January or April.

Prerequisites

English 11 and Principles of Mathematics or Applications of Mathematics 11 or the equivalents, with a C or better, completed within eight years of application date.

ETE is eligible for assistance funding.

TECHNOLOGY ENTRY WITH ENGLISH LANGUAGE TRAINING (TEWELT) UPGRADING PROGRAM

This program runs concurrently with the ETE January Intake. Computer literacy, math and physics lectures are common courses with ETE, but TEWELT has its own extended communication course, which focuses on skills needed for students who require English language training. It also features team teaching between communication and physics, related to lab write-ups to further strengthen communication skills. TEWELT has the same basic access availability to engineering, health and electronics programs as the ETE program.

Prerequisites

English 11 or the equivalent with a "P" or better. Principles of Mathematics or Applications of Mathematics 11 or the equivalent, with a "C" or better. Both prerequisites completed within 8 years of application date.

TEWELT is eligible for student assistance funding.

For additional information about the ETE and TEWELT programs, call BCIT Information and Registration at (604) 434-1610.

NTRY 0303

BBY \$165

STUDENT SUCCESS SURVIVE/THRIVE

Prepares students to manage the BCIT workload and pace. This 30-hour course will help you learn more efficiently and effectively. It offers success strategies in reading, note taking, memory improvement, time and stress management, test writing, and working in groups. The practical ideas and techniques will benefit current and future students at BCIT and in the workplace.

Aug 16 Mon-Fri 0900-1600 1 wk BBY CRN 25227
Aug 30 Mon-Fri 0900-1600 1 wk BBY 25717

MATHEMATICS FOR TRADES

(604) 432-8205 sbutler@bcit.bc.ca

TMAT 0120

BBY \$305

INDUSTRIAL MATHEMATICS

Upgrade trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Each student will receive assignments based on their own trade area.

Apr 20 Tue/Thr 1900-2200 8 wks BBY CRN 26323

TRADES EXPLORATION

(604) 432-8233 asteloi@bcit.bc.ca

TEXP 0110

BBY \$195

TRADES EXPLORATORY PROGRAM FOR WOMEN

Helps women make an informed choice about entering a skilled trade as a career. Explores trades from the following areas: Aviation, Metal, Mechanical, and Construction. Opportunity for hands-on experience in at least one trade from each area and information about other trades in these sectors. Information covered will include working conditions, labour market information, expected wages, and training requirements. CSA approved safety boots (steel toes, puncture proof and ankle support) and safety glasses are required.

Apr 20 Tue 1830-2130 12 wks BBY CRN 20728

TEXP 0115

BBY \$195

TRADES EXPLORATORY PROGRAM FOR MEN AND WOMEN

Helps people make an informed choice about entering a skilled trade as a career. Explores trades from the following areas: Aviation, Metal, Mechanical, and Construction. There will be opportunity for hands-on experience in at least one trade from each area as well as information about other trades in these sectors. The information covered will include working conditions, labour market information, expected wages, and training requirements. CSA approved safety boots (steel toes, puncture proof and ankle support) and safety glasses are required.

Apr 22 Thr 1830-2130 12 wks BBY CRN 22762

Bachelor of Technology

BACHELOR OF TECHNOLOGY DEGREE STUDIES

(604) 434-1610

The BCIT Bachelor of Technology degree fills a need of our graduates — providing a credential to advance in their careers. It fits into the evolution of career/technical education that has been taking place over the last 12-15 years.

While the degree enhances the credentials we already provide, in no way does it take away from our certificate and diploma programs. Rather it strengthens and protects the diploma, which has become a halfway point in the degree program.

The degree builds on the BCIT diploma with two years of work experience and advanced technical studies, management studies and a liberal studies component.

All BCIT degree programs must meet two overarching criteria: they must be educationally sound and they must meet the needs of industry. Each program putting forward a proposal must meet both an institute quality assurance process and similar ministry requirements.

BCIT's Bachelor of Technology in Environmental Engineering Technology was the first degree in the province to go through the ministry's process. BCIT currently offers Bachelor of Technology degrees in: Accounting; Computer Systems; Construction Management; Environmental Engineering Technology; Environmental Health; Medical Imaging; Specialty Nursing; Management; and Manufacturing.

Other degrees under development include: Forensic Science; Forest Engineering Technology; General Nursing; Geomatics/Geographic Information Systems; Integrative Medicine; Process Integrated Systems Management.

Unless otherwise noted above, all Bachelor of Technology programs are offered on a part-time basis and require a relevant BCIT Diploma, or equivalent, English 12 and two-years of relevant work experience.

The Bachelor of Technology in Environmental Health is offered as a four-year degree through full-time studies. Admission is based on a number of criteria including specific high school courses.

To apply

To receive an application form for a Bachelor of Technology degree or to register in a specific program, please contact the program area or Registration and Information at (604) 434-1610.

BACHELOR OF TECHNOLOGY PROGRAMS

The following Bachelor of Technology programs can be found on the corresponding pages.

MANAGEMENT	7-8
ACCOUNTING	17
COMPUTER SYSTEMS	CS 3
CONSTRUCTION MANAGEMENT	32
ENVIRONMENTAL ENGINEERING TECHNOLOGY	33
MANUFACTURING	36

MANAGEMENT

Bachelor of Technology in Management

BCIT is proud to offer Canada's first competency based management degree at the baccalaureate level. The Bachelor of Technology in Management is a self-paced and self-directed program. The program applies degree level skills and knowledge directly to the workplace. The learner builds management capabilities by focusing strategically on areas needing development, while refining areas of strength. This method is efficient, effective and most importantly - results oriented.

Please Note: This program is delivered in a "distance education" format, using e-mail, telephone, and on-line chats to communicate with degree coach and student groups. Students do not attend BCIT campus for lecture style classes.

PROSPECTIVE STUDENTS

The program is designed for individuals who are currently working and would like to build their generic management knowledge and skills. The learner will focus directly on knowledge, skills and behaviours vital to managerial success. All of the readings, assignments and major projects are designed to improve the student's on-the-job performance. Information gathering, analytical, problem solving, strategic thinking and decision-making are applied and developed in the learner's current work situation. The application of skills and knowledge will be greatly enhanced by the in-depth knowledge of their organization and industry.

The program combines the academic (reading, report writing, student discussions etc.) with practical behavioural skills (taking responsibility for mistakes, running effective meetings etc.)

This combination of learning - then applying the skill is deemed most effective for the mature, adult learner. The term "competency" (used throughout the degree description) refers to the level of skill (or competence) displayed by the individual.

PROGRAM STRUCTURE

The program's learning goals are accomplished by creating a close partnership between the learner, the BCIT coach and the student's chosen workplace advisor.

Prior to application, each student will be asked to identify a workplace advisor. This individual should be in a position to "empower" the student to complete the program (possibly by allowing the student to take on additional duties to complete the required assignments). The workplace advisor should be willing to support and encourage the student throughout the degree process.

Each student begins the program in the Self Assessment and Self Management module (MGMT 8010). The student will assess themselves and be assessed by employers, peers, and direct reports. The result of this assessment is a clear snapshot of the individual's current level of competency in each key area. A unique roadmap for future development emerges for each student. Some students may move more quickly through modules where clear ability is already demonstrated, but proof of competency is required for all modules.

This takes the form of a final assessment for each module of work and will incorporate the learned behaviour as well as demonstrate the learned skills and knowledge by completion of a major project.

USING TECHNOLOGY AND THE INTERNET

The program utilizes a proven electronic mentoring and management development software system, which will keep the student on-track, focused and paced towards gaining the degree. This software will also provide the student with important information of "how to" make the behaviour changes required. Web based research is required in many modules of work. Suggested Internet sites to visit are provided. Many resources are available through the program's Web site.

System Requirements:

The system requirements are:

- 486 PC with 8 megabytes of RAM
- Microsoft Windows 3.1 (or better)
- Internet connection (with e-mail program used to file transfer assignments)

continued on next page



The world is learning. Keep up.

ENTRANCE REQUIREMENTS:

The Entrance requirements for the Bachelor of Technology in Management are listed below. Please submit the entire package of information with application fee to the Registrar's Office:

- BCIT Diploma or equivalent
- current employment in a management or supervisory position (title is not as important as duties performed on the job)
- two years of relevant, full-time work experience (preference will be given to those in supervisory/managerial roles)
- English 12 or equivalent,
- computer literacy: working knowledge of MS Word, MS Excel, email and internet
- Math 12 or equivalent
- strong communication skills: assessed through written letters and interview
- completion of diploma level accounting: FMGT 1100 or FMGT 1152 or equivalent
- A letter explaining the relationship between the degree program and the candidate's personal goals (please describe current position)
- A letter of support from the employer stating a willingness of the organization to facilitate the employee taking the degree and also identifying workplace advisor for the student
- Two letters of support from colleagues, supervisors, educators, clients or customers commenting on the applicant's ability to complete the degree.
- Resumé stressing skills developed, training and projects undertaken.
- An interview with the program head. The interview will not be granted until all other entrance requirements have been met.

REGISTRATION PROCEDURES

Individuals interested in applying for entry into the Bachelor of Technology in Management you should first contact program advising at (604) 434-1610 for general information.

Individuals will register for courses by following BCIT's standard procedures for registering in a distance education course. This can be accomplished in five ways: mail, fax, phone, in-person, web. For more information please see the registration procedures listed under "Services" in your calendar.

PROGRAM LENGTH

The Bachelor of Technology in Management must be completed within six years from acceptance into the program. The program is self-paced therefore completion time is determined by the learner. The program is designed to be completed in two years.

Please note: employment is required to complete the program. Any breaks in employment will result in a break in the program delivery, as proof of competency occurs on-the-job.

COURSE TRANSFER CREDIT

The program is competency based and therefore no transfer credits are accepted for the Technical Specialty Component. The Liberal Education Component must be transferred in from another Institution.

GRADING

Upon completion of each module, students will be assigned a grade of 80 per cent. BCIT degree coaches will work with each learner to develop their competence in each area until it reflects a superior level of performance. All final project packages are evaluated by an area expert (an academic specialist in the competency area) to ensure that it meets this academic standard.

PROGRAM CONTENT

The Bachelor of Technology in Management is comprised of two key components:

1. Advanced Technical Component - Management Competency	48.0 credits
2. Liberal Education	12.0
Total	60.0

Advanced Technical Component - Management Competency (48.0)

a) Required - all students begin the program by taking:

MGMT 8010	Self Awareness and Self Management	3.0
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b) Students must complete all of the following 45 credits. The order in which courses undertaken will be determined by student and their assigned degree coach:

MGMT 8110	Communicate Effectively	3.0
MGMT 8120	Build Effective Working Relationships	4.0
MGMT 8210	Develop Leadership Roles	1.0
MGMT 8220	Foster Teamwork	2.0
MGMT 8230	Lead Effectively	2.0
MGMT 8310	Prepare for Change	1.0
MGMT 8320	Plan Quality Change	2.0
MGMT 8330	Manage Change	2.0
MGMT 8410	Manage a Work Unit's Human Resources	4.0
MGMT 8420	Manage Financial Resources	6.0
MGMT 8430	Manage Operational Performance	7.0
MGMT 8510	Know the Global Issues Affecting Your Industry	1.0
MGMT 8520	Determine Implications of Law and Organizational Regulations	3.0
MGMT 8530	Organizational and Personal Ethics	2.0
MGMT 8610	Think Strategically	1.0
MGMT 8620	Formulate Strategies	2.0
MGMT 8630	Implement Strategies	2.0

Liberal Education (12.0)

Students must complete 12.0 credits of Liberal Education. For further information please contact the Bachelor of Technology Department in the Registrar's Office at (604) 432-8230.

For Further Information Please Contact:

Marnie Wright, program Assistant
Business Programs, BCIT
3700 Willingdon Avenue, Burnaby, BC V5G 3H2
(604) 432-8658, (604) 436-0810, mwright@bcit.bc.ca

COURSE DESCRIPTIONS

MGMT 8010 DEMONSTRATE SELF AWARENESS IN MANAGERIAL PRACTICE

This course will provide you with an accurate self-image and the ability to objectively compare your strengths and limitations to the competencies demonstrated by effective managers. As a self-aware manager you will distinguish between situations where your style is effective and those situations where it must be modified. Studies of successful managers have repeatedly shown that one of the key competencies they possess is self-awareness. Successful managers engage in continuous learning. They maintain high levels of self-awareness, actively seek feedback from others, reflect on their experiences and learn from them. Successful managers integrate self-awareness, feedback and experiences to identify new development priorities, and they engage in self-managed activities to meet development needs.

MGMT 8110 COMMUNICATE EFFECTIVELY

Communication skills are an asset: from one-on-one discussions to large group presentations; from internal memos to company reports. The principles of clarity and persuasion, sensitivity to the audience facilitation, and both verbal and personal style are the foundations for competency in this role.

MGMT 8120 BUILD EFFECTIVE WORKING RELATIONSHIPS

This competency addresses these concepts by encouraging the learner to consider the ever-present requirement to be ethical, demonstrate trust, model team-building behaviour, and value diversity. The ability to relate well with others is the foundation around which other management competencies are built. By creating relationships with their colleagues and staff, managers establish trust, create respect, resolve conflicts and encourage the free flow of information. As work environments become increasingly complex, with workers taking on more responsibilities; with an increase in part-time and contract workers; and with the opportunities presented by a more diverse workforce, the manager's ability to relate becomes even more critical.

MGMT 8210 DEVELOP LEADERSHIP ROLES

What is Leadership? The focus of this module is to determine leadership and management functions. The learner identifies strategies to become more effective in their leadership roles.

MGMT 8220 FOSTER TEAMWORK

Why Teams? When Teams? How Teams? Which Teams? This leadership course will show the value of fostering teamwork. The learner will learn to use a team effectively to meet their organizations goals.

MGMT 8230 LEAD EFFECTIVELY

The learner will examine the relationship between leadership styles and the successful implementation of leadership strategies to achieve team goals. The learner will apply these strategies to their work environment.

MGMT 8310 PREPARE FOR CHANGE

Change is fundamental to success and requires individual creativity and organizational innovation. In this module you will take the proactive stance of preparing your self and others for change.

MGMT 8320 PLAN QUALITY CHANGE

Customer focused means continually improving your services and products. How do we do this? Quality Leadership, demands constantly monitoring, controlling and improving systems and decision-making practices so that internal and external customers are provided with what they want, when and how they want it. The manager, in promoting and/or initiating these improvements, requires a focus on improvement and the ability to plan and monitor for continuous improvement through the knowledge and expertise of team members and external research. In this module the student examine change management methods in order to better understand the phases and nature of change.

MGMT 8330 MANAGE CHANGE

This final module in Quality Change Management involves the student putting in motion their plans for change. Take control and manage the change. Deal with the factor that resist change and celebrate the success.

MGMT 8410 MANAGE A WORK UNIT'S HUMAN RESOURCES

This module focuses on the proactive planning and development of people in an organization. A successful manager must extend their foundation of interpersonal skills to develop specific skills in the area of planning, acquiring and managing the performance of human resources.

MGMT 8420 MANAGE FINANCIAL RESOURCES

This module develops the financial awareness and skills required of a manager to effectively plan and manage the activities of an operating unit or an organization, to achieving desired results. There is specific focus on understanding the financial parameters and risks that are relevant to evaluating decision alternatives and perceiving the impact of the outcomes of those decisions.

MGMT 8430 MANAGE OPERATIONAL PERFORMANCE

This course develops skills to effectively manage the activities of an operating unit to achieve desired results. Three foundation skills are examined and developed: the ability to define and manage projects successfully, the ability to apply the principles of Total Quality Management, and the ability to systematically analyze processes and design improvements which are cost/benefit justified. These foundation skills are integrated and applied to the process of establishing, leading and tracking operating plans for an organizational unit.

MGMT 8510 KNOW THE GLOBAL ISSUES AFFECTING YOUR INDUSTRY

The Global economy, with its increased influence, presents a very complex environment with additional risks. You will evaluate the sources and resulting risk of these changes to your industry. The importance of developing a global perspective is a key element in understanding the increased complexity of managing in the 21st Century. Understanding the key driving forces for your industry, is essential to able you to evaluate the position of your organization in this expanded global market place. The determination of offensive and defensive approaches to anticipated influences by new international competitors in domestic markets will be examined.

MGMT 8520 DETERMINE IMPLICATIONS OF LAW AND ORGANIZATIONAL REGULATIONS

Interpreting laws, regulations, and rules, and corporate responsibilities will be a focal point of this section of the program.

MGMT 8530 ORGANIZATIONAL AND PERSONAL ETHICS

You will acquire the ability to develop a network of internal and external information resources that will be required to facilitate corporate citizenship. Developing a citizenship plan will assist you in identifying and developing information networks. Accentuation will be on performing searches and conducting research based on information networks. Developing plans for effective utilization of networks relevant to industry and the developments of society as a whole, with respect to changing market and societal trends, will be practised with workplace-applied learning activities.

MGMT 8610 THINK STRATEGICALLY

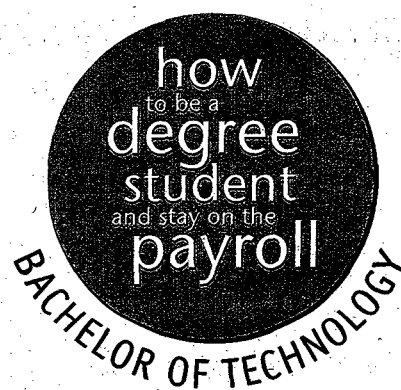
Strategic decisions are made in all organizations. Having a strategic mindset means the ability to consider a broad range of internal and external factors when solving problems. It is the ability to extract critical information, to analyze the information using sound judgement, to prioritize issues and to implement decisions in a manner to gain commitment and performance. There are models to help the strategic thinker and these models are addressed in this competency.

MGMT 8620 FORMULATE STRATEGIES

In order to contribute a strategic perspective to ones work you need a model or models to refer to. Consider a broad range of internal and external factors when solving problems. It is the tools to extract critical information; to analyze the information creatively; to apply sound judgement to prioritize issues from a broad perspective

MGMT 8630 IMPLEMENT STRATEGIES

In this module you will move from planning to doing. You will create and analyze strategic goals, including: defining strategic goals, demonstrating goals and then summarizing improvements or changes to resources (human, plant, technology, and equipment) in order to carry out goals. The emphasis is on the concept of thinking in a strategic mode. The readings are enhanced with "tools" to build strategic skills and activities that are designed to promote strategic reasoning in an organization.



Employers told us what they wanted in a bachelor's degree. We listened.

BCIT's degree has real value in the real world so you learn the skills to get ahead — and stay ahead — in today's global marketplace.

And most of our degree programs can be taken part-time to fit your schedule.

We've expanded our degree offerings to include some of today's most dynamic fields. Bachelor of Technology programs to date:

- Accounting
- Management
- Manufacturing
- Medical Imaging
- Computer Systems
- Environmental Engineering
- Construction Management
- Environmental Health
- Specialty Nursing



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CHEMISTRY

(604) 432-8551 khoy@bcit.bc.ca

The Chemistry division of Academic Studies offers a Pre-Entry Chemistry course for those who require an upgrade in Chemistry. For information about this course please refer to the Access Courses section of this flyer.

CHEM 3318 GAS CHROMATOGRAPHY BBY \$302

Teaches the uses of gas chromatography (GC) in solving organic analysis problems relating to the energy, chemical, food and forest industries, clinical and environmental laboratories. Covers separation theory, instrument operation, troubleshooting, detectors, quality and quantity analysis applications and sample preparation. Laboratory experiments demonstrate the principles covered in the lectures. Prerequisite: An introductory organic chemistry course.

Apr 20 Tue/Thr 1845-2145 4 wks BBY CRN 27187

PRE-ENTRY COURSES

Pre-Entry courses, offered through the Academic Studies division, are individual day or night courses available for students who lack the necessary prerequisite to apply for their chosen technology programs, or for those who wish to prepare for a full-time program workload by reviewing the academic prerequisites.

For a complete listing of pre-entry courses offered through part-time studies at BCIT, please refer to the Access Courses on page 6 of this flyer.

COMMUNICATION CERTIFICATE AND DIPLOMA COMMUNICATION COURSES

(604) 451-7153 motte@bcit.bc.ca

COMM 1103 INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION BBY \$258 DTC \$256.30

Teaches practical techniques for planning, organizing, selecting, and presenting information in a business or industry environment. Routine memos, instructions, procedures, graphics, summaries, and oral presentation are covered. Prerequisite: English 12 or equivalent.

Apr 12	Mon/Wed	1845-2145	6 wks	BBY	CRN	26251
Apr 13	Tue/Thr	1845-2145	6 wks	BBY		26775
Jun 28	Mon/Wed	1845-2145	6 wks	BBY		20643
Jun 29	Tue/Thr	1730-2030	6 wks	DTC		20645

COMM 2099 COMM PREP FOR DIRECT ENTRY STUDENTS BBY \$258

Prepares Marketing, Financial Management and Computer Systems direct entry students with the necessary communication skills required to enter straight into the second year of the BCIT program. Enrollment is limited to those individuals who are required and approved by the Admissions Department to enrol in this course.

Aug 23 Mon-Fri 0830-1630 1 wk BBY CRN 25449

COMM 2202 BUSINESS AND TECHNICAL CORRESPONDENCE BBY \$258

Teaches the skills needed to write all types of memos and letters commonly used in business and industry including requests, reply's, claims, "bad-news", sales letters, and job applications. Prerequisite: English 12 or equivalent. Students in a BCIT Diploma program must complete COMM 1103 before taking this course.

Apr 12	Mon/Wed	1845-2145	6 wks	BBY	CRN	26256
Jun 28	Mon/Wed	1845-2145	6 wks	BBY		20651

COMM 2203 BUSINESS REPORTS BBY \$258

Teaches the skills needed to write effective business reports. Topics include comparison and recommendation reports, proposals, feasibility studies, summaries, formal report format, oral reports, and graphics. Prerequisite: English 12 or equivalent. Students in a BCIT Diploma program must complete COMM 1103 before taking this course.

Apr 13	Tue/Thr	1845-2145	6 wks	BBY	CRN	26255
Jun 29	Tue/Thr	1845-2145	6 wks	BBY		25496

COMM 2204 TECHNICAL REPORTS BBY \$258

Teaches skills needed to write effective engineering reports. Topics include comparison and feasibility reports, technical proposals, summaries, graphics, oral reports, and formal report format. Prerequisite: English 12 or equivalent. Students in a BCIT Diploma program must complete COMM 1103 before taking this course.

Apr 13	Tue/Thr	1845-2145	6 wks	BBY	CRN	26254
Jun 29	Tue/Thr	1845-2145	6 wks	BBY		20672

COMM 2205 WRITING MANUALS FOR THE COMPUTER INDUSTRY BBY \$187

Teaches techniques for planning, researching, organizing, formatting, and writing a manual. The course also covers testing and packaging the finished product, and translating technical material for the non-technical reader. Prerequisite: English 12 or equivalent. Students in a BCIT Diploma program must complete COMM 1103 before taking this course.

Apr 13	Tue	1845-2145	6 wks	BBY	CRN	20678
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BUSINESS AND INDUSTRY COURSES

(604) 451-7153 motte@bcit.bc.ca

COMM 0035 INTER-CULTURAL COMMUNICATION BBY \$187

Explores how differing cultural values, beliefs and assumptions often lead to breakdown in communication, negative stereotyping, failed interpersonal relationships and business deals, and even racism. Develop the cultural sensitivity you need to communicate effectively in our increasingly diverse communities and workplaces. Learn the fundamentals of cross-cultural communication through brief lectures and readings, case studies, writing, videos, discussions and role-plays. The cultures of the Pacific Rim will be emphasized.

May 1	Sat	0900-1600	3 wks	BBY	CRN	20640
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COMM 0037 SUCCESSFUL MEMOS AND LETTERS BBY \$187

Teaches effective communication skills needed in a competitive business and industry world. Learn the basics of letter and memo writing. Learn key strategies to write quickly, accurately, and confidently.

Apr 13	Tue	1845-2145	6 wks	BBY	CRN	20655
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COMM 0038 PROPOSALS - SELLING IDEAS BBY \$187

Develops a strategic approach to writing proposals that sell! Discussion will cover the design, development, and revision phases in producing effective proposals. You will also learn to develop professional graphics to enhance presentations. Participants are encouraged to write proposals based on their work.

Apr 14	Wed	1845-2145	6 wks	BBY	CRN	20656
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COMM 0039 EXCITING PRESENTATIONS BBY \$187

Develops presentation skills in a video-based workshop. You will be provided with immediate and constructive feedback on individual performances. This highly intensive workshop has one major goal — to make you confident and competent speaking in front of a group.

May 25	Tue	1845-2145	6 wks	BBY	CRN	20657
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COMM 0040 MAKING MEETINGS WORK BBY \$187

Teaches what to do before, during, and after a meeting. Learn how to plan the meeting, control discussion, motivate meeting members, resolve conflict, and unite the group.

May 26	Wed	1845-2145	6 wks	BBY	CRN	20658
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COMM 0041 TELEPHONE TECHNIQUES BBY \$81

Teaches techniques for effectively dealing with customers, clients, and colleagues. Learn how to handle complaints and difficult calls. The course involves discussion, problem solving, and practice.

Apr 17	Sat	0900-1600	1 wk	BBY	CRN	20659
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COMM 0042 WRITE TO SELL - BROCHURE DESIGN BBY \$187

Learn how to "style" your brochure to audience image and needs. Learn how to apply a 25-point checklist for effective brochure design. Take this hands-on, how-to workshop to sell your products and services just like the pro's do in the billion-dollar direct mail business.

Apr 13	Tue	1845-2145	6 wks	BBY	CRN	23801
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COMM 0043 COPYWRITING THE RIGHT COPY BBY \$187

Everything you need to know about getting to your audience in ads, flyers, newsletters, and broadcast media. Learn how to write prose like the pro's in a hands-on workshop that will show you how to sell your products, services, or ideas anywhere.

May 25	Tue	1845-2145	6 wks	BBY	CRN	23802
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COMM 0044 MEDIA SMART TRAINING DTC \$79.30

The media may be the most challenging audience you'll ever face. Be prepared. Find out everything that you need to know about handling yourself and your information in front of a TV camera, a microphone, and a large audience. Learn exactly what happens when a reporter wants you for headline news.

Apr 24	Sat	0900-1600	1 wk	DTC	CRN	27276
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COMM 0056 LANGUAGE SKILLS DEVELOPMENT BBY \$80

This flexible, non-credit tutorial offers students individual and small group practice with reading, writing, listening, and speaking, with a focus on language training. The course is designed to provide assistance to students who are already enrolled in a first-year communication course.

Apr 14	Wed	1130-1300	4 wks	BBY	CRN	27277
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GENERAL INTEREST

(604) 451-7153 motte@bcit.bc.ca

COMM 0020 INDEPENDENT LEARNING SKILLS BBY \$226

You will learn how to read efficiently, cope with assignments, use computer-managed learning packages, study independently, take exams successfully, manage your time and get the most from new instruction techniques. Includes methods for reading textbooks and learning from objectives.

Jul 8	Thr	1845-2145	8 wks	BBY	CRN	20612
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COMM 0021 EFFECTIVE WRITING BBY \$226

Gives an overview of techniques used to make writing clearer, better organized, and more effective in the workplace.

Jul 7	Wed	1845-2145	8 wks	BBY	CRN	20611
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COMM 0022 ENGLISH FUNDAMENTALS BBY \$253

Reviews sentence structure, word choice, common grammatical problems, paragraph structure, and basic presentation strategies. Designed for students whose first language is English.

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	20686
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ENGINEERING TECHNOLOGY ENTRY (ETE) AND TECHNOLOGY ENTRY WITH ENGLISH LANGUAGE TRAINING (TEWELT) UPGRADING PROGRAMS

These full-time day school programs are offered through the Academic Studies division and provide academic upgrading to students wishing to enrol in engineering, health and electronics programs at BCIT.

For more information about ETE and TEWELT, please refer to the Access Courses on page 6 of this flyer.

FORENSIC SCIENCE TECHNOLOGY

(604) 451-7178 echan@bcit.bc.ca

FSCT 5002 CRIMINAL LAW 2: EVIDENCE DTC \$381.30

Forensic evidence is subject to all the general rules related to the admissibility of evidence in the criminal trial process and is also subject to certain unique rules of scrutiny. This course will examine the fundamental laws of evidence within the adversarial process and provide a context for the expert in their role as witness. Prerequisite: FSCT 5001, Criminal Law 1, an asset. Relevant work experience and permission of program head.

Apr 17	Sat	0900-1200	10 wks	DTC	CRN	27302
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FSCT 6008 TACTICAL ANALYSIS 1 BBY \$410

The course introduces students to the seven-step analytical process used by law enforcement analysts to analyze the behavior of organized crime groups. Definitions of analysis, the organizational role of analysts, and trends in analysis will be discussed. Students will be exposed to common methods of analysis as well as analytical tools that facilitate tactical analysis. Prerequisite: FSCT 5001, 5002 or equivalent. Relevant work experience and permission of program head.

Apr 12	Mon	1830-2200	11 wks	BBY	CRN	27291
		1830-1930	Jun 28, 1999			

FSCT 6205 FORENSIC ENTOMOLOGY BBY \$435

Forensic entomology is the study of insects associated with a human corpse, usually a homicide victim, to determine elapsed time since death. It can also be used to determine whether the body has been moved, disturbed after death, used drugs prior to death, etc.. At the end of the course, the student should have a good overall understanding of entomology and its applications to criminal investigation, as well as evidence collection at a crime scene in a manner defensible in court. Prerequisite: FSCT 5001, 5002, post secondary biology course, or relevant work experience and permission of program head.

Apr 22	Thr	1830-2130	9 wks	BBY	CRN	27294
(One session will be held at the Justice Institute of British Columbia on Saturday, June 12, 1999, 0800-1700)						

FSCT 6207 FORENSIC ANTHROPOLOGY FOR LAW ENFORCEMENT PERSONNEL JIBC* \$611.30

This course examines the principles of forensic anthropology, and the theories and methodologies employed in the examination of human skeletal remains to determine such identifying traits as racial affinity, sexual morphology, stature, chronological age at time of death, elapsed time since death, socio-economic status, etc. In the field component of the course, working groups are required to process a crime scene from start to finish, including: initial scene analysis; gridding; measuring; recording; screening; excavation, and; recovery of the remains. FSCT 5001, 5002, or equivalent. Post Secondary biological science or relevant work experience and permission of program head.

Jun 21	Mon-Fri	0800-1730	1 wk	JIBC*	CRN	27301
*Classes will be held at the Justice Institute of British Columbia						

FSCT 6209 URBAN CRIME SCENE SEARCH FOR LAW ENFORCEMENT PERSONNEL JIBC* \$561.30

This five-day course has been designed to fill the needs of crime scene examiners working in primarily urban settings. This course will cover a variety of types of scenes and will include a considerable emphasis on examining a variety of fire scenes for physical evidence. Candidates on this course will become part of small "crime scene teams" and will work with others on several "problem based" scenarios in the field. Prerequisite: FSCT 5001 + 5002, 6401 + 6207, or equivalent. Relevant work experience and permission of program head.

Aug 9	Mon-Fri	0800-1800	1 wk	JIBC*	CRN	27297
*Classes held at the Justice Institute of British Columbia						

continued on next page

FSCT 6210**BBY \$410****FORENSIC BIOLOGY: ADVANCED MOLECULAR TECHNIQUES (LABORATORY EXERCISES)**

With the advent of new molecular techniques, DNA is the material of choice for forensic analysis of biological evidence. The current technology of Polymerase Chain Reaction (PCR) makes it possible to identify an individual with high degree of accuracy. A series of lectures and laboratory exercises will show students the strength of this powerful technique and how it applies to law enforcement. Prerequisite: FSCT 6203 or equivalent. Post secondary biology or molecular biology course. Relevant work experience and permission of program head.

Apr 3	Sat/Sun	9 wks	BBY	CRN	27296
	Saturday	April 3 to April 24, 1999	1200-1400		
	Saturday	May 1 to May 8, 1999	1100-1500		
	Sunday	May 2 to May 9, 1999	1100-1500		
	Saturday	May 15 to May 29, 1999	1200-1400		

FSCT 6406**JIBC* \$431.30****FORENSIC VIDEO TECHNOLOGIES**

This course provides students with an in-depth analysis of the uses and evidentiary value of videotape. Through site surveys, students will discover contemporary video surveillance technologies and techniques. Students will interpret recent Supreme Court decisions and learn how to use video and how to apply proper rules of evidence in order to protect it for court. Prerequisite: FSCT 5001 + 5002, or equivalent. Relevant work experience and permission of program head.

Apr 26	Mon-Fri	0900-1700	1 wk	JIBC*	CRN	27299
*Classes will be held at the Justice Institute of British Columbia						

FSCT 6407**BBY \$410****FORENSIC PHOTOGRAPHY**

The multi-faceted field of Forensic Photography is used in diverse disciplines as Forensic Odontology, Dactyloscopy, Document Examination, Forensic Pathology and Forensic Tool Mark Examination. Forensic photography's role as well as its limitations are emphasized in this course. Students will study the theory of photography and its applications in areas such as crime scene photography, alternate light source photography, ultraviolet and infrared photography, photomicrography, macro photography, theory of light and photographic evidence in the courtroom. Prerequisite: FSCT 5001, 5002 or equivalent. FSCT 6401 an asset. Post Secondary physical and chemical science courses, or relevant work experience, and permission of program head.

Apr 20	Tue	1800-2130	11 wks	BBY	CRN	27292
		1800-1900 June 29, 1999				

FSCT 6408**JIBC* \$521.30****TRAFFIC COLLISION INVESTIGATION**

This course will give the student an awareness and necessary skills to conduct a traffic collision investigation at the scene, with emphasis on evidence gathering techniques and the importance of physical evidence in traffic collision analysis, reconstruction and litigation. Prerequisite: FSCT 5001, 5002 or equivalent. Post secondary physical science course or relevant work experience and permission of program head.

Apr 24	Sat/Sun	0830-1700	4 wks	JIBC*	CRN	27293
*Classes will be held at the Justice Institute of British Columbia						

FSCT 6505**BBY \$408****COMPUTERS AND THE LAW**

This course focuses on the legal issues and recent changes to the law in Canada in response to advances in computer, the internet and the electronic technology, and covers the presentation of technical evidence in courts of law. The students will be able to differentiate between common criminal and regulatory offences and civil wrongs; and to understand the process of and limitations on the evidence gathering and presentation process of both type of offences. The students will also be conversant with legal resources available on or via, the internet.

Apr 13	Tue	1800-2100	12 wks	BBY	CRN	27442
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FSCT 6601**BBY \$438****INTRODUCTION TO COMMERCIAL CRIMES IN CANADA**

This course will provide a general introduction to commercial crimes in Canada. Primary commercial crimes considered include: fraud, theft, criminal Breach of Trust, secret commissions, conspiracy, money laundering. Others briefly introduced include: stock market manipulation and other securities related offenses, public officials, custom and excise offences, planned bankruptcy, counterfeiting, and possession of goods obtained by crime. In addition, various 21st century issues such as the global economy, telemarketing, the cable industry and gaming will also be discussed. FSCT 5001, 5002, 5004, or equivalent. Relevant work experience and permission of program head.

Apr 14	Wed	1830-2130	12 wks	BBY	CRN	27295
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MATHEMATICS**(604) 451-6709 clawrenc@bcit.bc.ca**

The Mathematics division of Academic Studies offers Pre-Entry and Refresher Mathematics courses for those who require an upgrade in Mathematics. For more information about these courses, please refer to the Access Courses section of this flyer.

MATH 3431**BBY \$253****TRANSFORM CALCULUS FOR ELECTRONICS**

First and second order differential equations. The Laplace transform as an integral function. Transform pairs for functions and operations, inverse transforms from tables, techniques of partial fraction expansion for inverse transformation. Poles, zeroes, s-plot, s-domain circuit diagram and applications. Transients in multimesh circuits, transfer functions and frequency response to sinusoidal inputs. Fourier series, trigonometric fourier coefficients and frequency spectrum. Prerequisite: MATH 2431 or MATH 2434/2435

Jun 7	Mon/Wed	1845-2145	6 wks	BBY	CRN	24844
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PHYSICS**(604) 412-7446 fdispiri@bcit.bc.ca**

The Physics division of Academic Studies offers a Pre-Entry and Refresher Physics course for those who require an upgrade in Physics. For more information about these course please refer to the Access Courses section of this flyer.

PHYS 1301**BBY \$588****GENERAL PHYSICS 1**

Topics covered include translational and rotational kinematics and dynamics, Newton's laws, equilibrium, work, energy, power, properties of solids and fluids. This course is equivalent to general level first term Physics courses at BCIT. Prerequisite: Physics 11 and Math 12 or Applied Math 12 or equivalent.

Jun 7	Mon-Fri	0900-1200	6 wks	BBY	CRN	23753
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PHYS 2301**BBY \$588****GENERAL PHYSICS 2**

Topics covered include heat, wave phenomena, electrostatics, electric circuits, magnetism and electromagnetic induction. This course is equivalent to general level second term Physics courses at BCIT. Prerequisite: PHYS 1301 or equivalent.

Jul 19	Mon-Fri	0900-1200	6 wks	BBY	CRN	23754
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BCIT International

BCIT INTERNATIONAL PROGRAMS & SERVICES**(604) 432-8816****email: infobcit@bcit.bc.ca**

International education plays a strong role at BCIT. Several programs have been designed to meet the specific needs of our international students and new permanent residents.

BCIT International has developed a series of "English plus" programs which offer students an opportunity to earn credits in BCIT Part-time studies courses while continuing to develop their English language skills.

International students will require a student authorization from the Canadian Embassy nearest to you in your home country and proof of medical insurance coverage prior to attending.

ENGLISH PLACEMENT EXAMINATION

No TOEFL Score? BCIT conducts English Placement Tests for students who do not have a TOEFL score and wish to assess their eligibility to study at BCIT. For information about the next English Placement Test, please call 432-8816.

INTERNATIONAL PROGRAMS**ACADEMIC BUSINESS PROGRAM**

An eight-month, two-term intensive program for students who wish to develop English language skills while also earning internationally-recognized credits in business. ABP is a cooperative training program with term one at Vancouver Maple Leaf Language College (VLC). Prerequisite: high school graduation and TOEFL score of 450 or equivalent. Direct entry to term 2, TOEFL 513 or equivalent.

Start:	May 10 or September 13, 1999
Fees:	\$300 Application fee \$3400 Term 1 \$3900 Term 2

Register now to avoid disappointment!

Register early to confirm the date and time that suits your schedule. BCIT's new policy is to cancel courses five business days before the start date to allow transfers to available alternate courses.

ASSOCIATE CERTIFICATE IN BUSINESS MANAGEMENT STUDIES

This eight-month, two-term program offers students an opportunity to develop their English language skills to BCIT's standard while earning credit in business courses. Students who complete the program can apply to BCIT business diploma programs or to other Canadian or U.S. institutions and transfer credits when accepted. Prerequisite: high school graduation and TOEFL score of 513 or equivalent.

Start:	May 5 or September 8, 1999
Fees:	\$200 Application Fee \$3900 per term

CERTIFICATE IN INTERIOR DESIGN PROGRAM

This 12-month, three-term certificate program combines English language training with an introduction to residential Interior Design preparing students for careers in design offices, retail stores or industry suppliers featuring residential or office design. This program is delivered primarily at the Downtown campus. Prerequisite: TOEFL 500 or equivalent.

Start:	September 8, 1999
Fees:	\$200 Application Fee \$3900 per term

Students studying BCIT International Interior Design, Business Management, or Academic Business programs pay the published fee regardless of their residence status.

ASSOCIATE CERTIFICATE INTERNATIONAL MANAGEMENT

A six-month, two-term program designed to provide second language students with skills necessary to operate as managers in the global economy. Prerequisite: high school graduation and TOEFL 500.

Start:	contact BCIT International
Fees:	\$200 Application Fee \$3900 per term

ASSOCIATE CERTIFICATE TOURISM

A six-month, two-term program designed to provide second language students with skills necessary to begin a career in the tourism industry. Prerequisite: high school graduation and TOEFL 500.

Start:	contact BCIT International
Fees:	\$200 Application Fee \$3900 per term

Application Fees are non-refundable and non-transferable.

INFORMATION SESSIONS

BCIT International conducts information sessions about programs available for second language and International students. For information about the next session or to make an appointment with an assistant, please call 432-8816.

NOTE: International Students studying part-time

Students who do not hold Canadian Citizenship or permanent residence status must pay 2.2 times the published part-time studies course fee, excluding the building fee and part-time student activity fee. Should immigration status change on or prior to the refund deadline for the course, the differential fee will be refunded.

SPANISH COMMUNICATIONS

These 12-week, 48-hour courses focus on phonetics, speech and business communications providing the learner with the skills necessary for employment in a Spanish speaking environment.

To register for these courses, please see Five Ways to Register at the front of this Flyer. These courses are not eligible towards the Liberal Education component of the BCIT Bachelor of Technology programs.

INTL 0501 PRACTICAL SPANISH COMMUNICATION I**BBY \$307 DTC \$305.30**

Emphasis on phonetics. Introduces and develops basic Spanish language skills for listening comprehension, reading, writing and speaking. Concentrates on present tense. Provides gradual thematically oriented vocabulary acquisition of 500 words.

Apr 26	Mon/Wed	1730-1930	12 wks	DTC	CRN	26430
Apr 27	Tue/Thr	1730-1930	12 wks	BBY		27421

INTL 0502 PRACTICAL SPANISH COMMUNICATION II**DTC \$305.30**

Emphasis on speech development. Continues basic Spanish language skills for listening comprehension, reading, writing and speaking. Concentrates on preterit, imperfect and future verb tenses. Provides gradual thematically oriented vocabulary acquisition of 500 words, and cultural awareness. Prerequisite: INTL 0501 or 450 word vocabulary.

Apr 27	Tue/Thr	1730-1930	12 wks	DTC	CRN	26431
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INTL 0503 PRACTICAL SPANISH COMMUNICATION III**DTC \$305.30**

Emphasis on thought development. Develops intermediate-advanced skills for Spanish communication. Concentrates on subjunctive and conditional verb tenses. Provides a gradual thematically oriented vocabulary acquisition of 500 words. Prerequisite: INTL 0502 or 1000 word vocabulary.

April 26	Mon/Wed	1730-1930	12 wks	DTC	CRN	27422
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Register today 434-1610 • 412-7777 • www.bcit.bc.ca

WHO'S WHO

Broadcast Communications

Mary-Kay Thurston, Part-time Studies Coordinator (604) 432-8668
Vicki Forbes, Program Assistant (604) 432-8611
Facilities Rental Information (604) 432-8863

Business Administration

Chris Gadsby, Part-time Studies/
Industry Training Coordinator (604) 451-6784
Jean Covell, Program Assistant (604) 432-8860
• Business Administration • Business Law
• Economics • Human Resources Management
• Organizational Behaviour

Financial Management

Allan Cobbett, Program Head, Part-time Studies
and Industry Training (604) 451-6793
Tim Edwards, Part-time Studies Coordinator (604) 412-7453
Candace Marrington-Schaap, Program Assistant (604) 432-8609
Ruth MacKay, Distance Education Assistant (604) 412-7417

Interior Design

Pam Fensom, Program Head (604) 681-6461
Terri Carde, Program Assistant (604) 451-7032

Marketing Management

Morie Shacker, Part-time Studies Coordinator (604) 432-8572
Vicki Forbes, Program Assistant (604) 432-8611
• Marketing Research • Small Business Development
• Real Estate Development • Professional Sales
• Tourism

Media Techniques for Business

Laura Davie, Part-time Studies Coordinator (604) 432-8614
Terri Carde, Program Assistant (604) 451-7032
• Photography • Pagemaker/Desktop Publishing
• Adobe Illustrator/Photoshop • Multimedia for the Mac and PC
• 3-D Animation • The Web Workshop Series

Medical Office Assistant

Terri Carde, Program Assistant (604) 451-7032

Operations Management - Industry Training

Brenda Mason, Program Assistant (604) 451-7134
• ISO 9000 Workshops • Business Improvement Workshops
• FITSkills

Operations Management

Ron Wlock, Part-time Studies Coordinator (604) 432-8991
Vicki Forbes, Program Assistant (604) 432-8611
• APICS - The Educational Society for Resource Management
• Management Engineering • Materials Management
• Quality Management • Facilities Management
• Business Math

Program Advising

Chris Lloyd, Program Advisor, Business
Part-time Studies (604) 432-8829
Sandra Zanatta, Program Advisor, Business (604) 432-8455

WHAT'S NEW IN BUSINESS!

Business Administration

- Revised and expanded Mediation program.
- Revised Entrepreneurial Management course.
- New course offerings: BUSA 2605 Decision Support; BUSA 2905 Managing Conflict in the Workplace; BUSA 3025 Negotiation 2; BUSA 3725 Intellectual Property Management; and, ORGB 2605 Managing Organizational Change & Development
- Internet delivery offered for the following courses: BLAW 3100 Business Law; BUSA 1005 Introduction to Business; BUSA 2005 Management; ECON 1150 Economic Issues; HRMG 3105 Human Resource Management; and ORGB 2205 Organizational Behavior 1.
- Correspondence Courses: BUSA 7250 Management Skills and Applications; BUSA 2005 Management; BLAW 3100 Business Law; ORGB 2205 Organizational Behavior 1

Financial Management

- Bachelor of Technology Degree in Accounting. Please find the entry requirements and degree course offerings at the beginning of the Financial Management section.
- The Financial Planners Standards Council of Canada (FPSC) has confirmed that graduates of BCIT's Associate Certificate in Financial Planning program have achieved the educational prerequisite necessary to write the CFP comprehensive examination administered by the FPSC and so attain the CFP designation.
- CFP Examination Preparation Session. In addition to a broad review of the topics identified in the Certified Financial Planner's curriculum, this 2-day workshop will address areas of the material less commonly encountered in day-to-day practice. The presentation will be a combination of lecture and problem solving. Please refer to the beginning of the Financial Management section of this flyer for further information.
- Financial Management courses are now available at the Kwantlen University Campus in Langley and at Maple Ridge High School in Maple Ridge.

Marketing Management

- Specialized industry training workshops in customer service, sales, media relations are now available. Programs can be specifically designed for a company as required.
- New Associate Certificate Programs: Event Marketing; Public Relations; "One to One" Marketing in conjunction with BCIT's Call Centre Program; Fundraising Management. Courses offered this term can be found in the Marketing section.
- New Courses:
FUND 2215 Marketing for Fundraising
MKTG 2439 Data Base Marketing
MKTG 3418 Advertising Design Production
MKTG 3421 Strategic Communications
MKTG 2213 Strategies in Customer Service

Multimedia

- New Media Design and Technology Certificate - apply your fine arts and design training to computer-based technology. Learn 3-D animation, film production, video game development and post-production to access employment in the video entertainment field.

Operations Management Part-time Studies

- Facility Planning and Design (OPMT 1193)
- Facilities Management Using the Internet (OPMT 3125)
- Introduction to ISO 14000 Environmental Standards (OPMT 1144)
- Using ISO 9000 for continuous improvement (OPMT 4306)
- Basics of supply chain management (APIC 1171).

Operations Management Industry Training

- Project Management - a 3-day workshop for anyone responsible for managing small to large projects or those who want to learn new techniques to successfully coordinate and manage projects.
- FITSkills - earn an internationally recognized diploma of International Trade and meet the educational requirements to become a Certified International Trade Professional (CITP). Presented jointly with the British Columbia Institute for Studies in International Trade (BCISIT)

BUSINESS CERTIFICATE PROGRAMS

BCIT offers many certificates that lead to rewarding careers in business. It is often necessary and always advisable for students to apply for program approval - please contact Program Advising for more information. The following certificates are listed by category:

Broadcast Communications:

- Radio • Broadcast Journalism
- Television • Broadcast Management

Business Administration:

- Management Systems (CMS)
- Human Resource Management (CHRM)

Associate Certificates:

- Electronic Commerce (ACEC) • Leadership (ACL)
- Organizational Change (ACOC) • Mediation (ACM)
- International Management (ACIM)

Career Programs:

- Interior Design
- Senior Management Certificate in Interior Design
- Media Techniques for Business

Associate Certificates:

- Medical Office Assistant • Desktop Publishing

Financial Management:

- Management Certificate in Accounting
- Management Certificate in Finance

Associate Certificate:

- Financial Planning

Marketing Management:

- Marketing Management • Professional Sales
- Marketing Communications • Tourism Marketing

Associate Certificates:

- Customer Service • Sales Skills
- Tourism • Marketing Communications
- Event Marketing • Public Relations
- One to One Marketing

Operations Management:

- Industrial Engineering • Management Engineering
- Materials Management • Quality Management
- Facilities Management • Transportation Logistics
- International Trade

INDUSTRY SERVICES AND TRAINING

Please see the individual department's flyer section for more details.

Broadcast Communications:

We offer an extensive list of equipment, facilities and competencies for rent including:

- 2 complete television studio/control facility complexes
- 2 complete AVID MCXpress non-linear computerized video editing systems
- a variety of "broadcast-oriented" props for use in video productions
- a full multi-track analog and digital audio recording facilities with large studio space
- a radio control room and radio newsroom facilities
- a wide range of broadcast-oriented locations for use in video and film work

Business Administration:

Employers are assisted by designing and delivering custom courses to meet specific organizational needs or delivering standard credit courses at an employer's training facility or at a BCIT campus.

Individual courses for industry training include:

- Time Management and Productivity Skills
- Training Skills for Trainers
- Motivating Your Staff - A Challenge for Leaders
- Leadership Skills for New Supervisors/Managers
- Achieving Career Success

Financial Management:

Financial Management assists employers by designing and delivering custom courses to meet specific organizational needs or delivering standard credit courses at an employer's training facility or a BCIT campus classroom. Contact the Financial Management program head (604) 451-6793 for details.

Marketing Management:

Specialized industry training workshops are available and can be specifically designed to meet the needs of your company:

- Press Media Relations
- Marketing Through the Internet
- Sales, Sales Management and Customer Service

Operations Management:

- ISO 9000 Workshops
- Project Management
- Customized workshops in Process Mapping, Problem Solving and Team Skills

BROADCAST COMMUNICATIONS
(604) 432-8668 mthurston@bcit.bc.ca
(604) 432-8611 vforbes@bcit.bc.ca

Broadcast Communications offers a wide variety of interesting, stimulating and challenging part-time studies courses in the fields of radio broadcasting, television and video production, film, and broadcast journalism.

Registrants may wish to attend an information session prior to enrolling in Broadcast Communications part-time courses. These sessions are held at 1730 in Room SE10 161 (Television Studio One, just off the main lobby in the Broadcast Centre), on the last Monday in August and the first Monday of every month thereafter through June. (Where a first Monday is a statutory holiday, the sessions are held on the second Monday.) Confirmation of dates can be obtained by calling (604) 432-8863.

For those who are new to broadcasting, we recommend our "introductory" courses as a first step. These are BCST 1150 - Radio Introduction, BCST 1160 - Television and Video Introduction and BCST 1170 - Broadcast Journalism Introduction. Students receive a solid grounding in each field and practical experience with broadcast equipment and procedures.

BROADCAST COMMUNICATIONS CERTIFICATE PROGRAMS

Many part-time studies students seek a "credential" as part of their program of studies. The courses required to obtain a Certificate in Broadcast Communications are listed here. Students intending to pursue this certificate must choose a specific program (Radio, Television, Broadcast Journalism or Broadcast Management). Each program requires 15 specific courses.

Students who have completed a Certificate in Broadcast Communications may apply for "direct-entry" into the second-year, day school courses of their specific program, space permitting. Applicants must successfully complete a four-week day school practicum from late-April through mid-May in the spring prior to entering the second year of their program. All usual application procedures and prerequisites for day school apply.

Program and course selection should be done only with the guidance and advice of a program advisor. Each applicant's education plan must be reviewed and approved by the Broadcast Communications Associate Dean and Part-time Studies Coordinator.

RADIO

BCST 1101	Technical Introduction
BCST 1140	Broadcast Industry Operations
BCST 1143	The Music Business and the Broadcast Industry
BCST 1144	Writing for the Media
BCST 1145	Copywriting for Radio and TV
BCST 1148	Interviewing for Radio/TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1170	Broadcast Journalism Introduction
BCST 2252	Radio Commercial and Audio Production
MDIA 1100	Introduction to Media Relations
COMM 1103	Introduction to Business Communications
COMM 2203	Business Reports
BLAW 3100	Business Law
BCST 1104	Computer Basic for Broadcasting

TELEVISION

BCST 1101	Technical Introduction
BCST 1140	Broadcast Industry Operations
BCST 1145	Copywriting for Radio and TV
BCST 1160	Television Broadcasting and Video Production
BCST 1165	Video Editing Workshop
BCST 1161	Film For Beginners
BCST 1167	Production Assistant for TV News
BCST 2222	Theory of Colour TV Systems
BCST 2223	Television Production Planning
COMM 1103	Introduction to Business Communications
COMM 2203	Business Reports
ECON 1150	Economic Issues
ORGB 2505	Interpersonal Skills
BLAW 3100	Business Law
BCST 1104	Computer Basics for Broadcasting

BROADCAST JOURNALISM

BCST 1130	Introduction to News Reporting
BCST 1140	Broadcast Industry Operations
BCST 1144	Writing for the Media
BCST 1148	Interviewing for Radio and TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1160	TV Broadcasting and Video Introduction
BCST 1161	Film for Beginners
BCST 1170	Broadcast Journalism Introduction
MDIA 1100	Introduction to Media Techniques
COMM 1103	Introduction to Business Communications
COMM 2203	Business Reports
ECON 1150	Economic Issues
BLAW 3100	Business Law
BCST 1104	Computer Basics for Broadcasting

continued on next page

BROADCAST MANAGEMENT

COMM 1103	Intro to Business and Tech Communication
COMM 0040	Making Meetings Work
BUSA 1305	Supervisory Skills
BUSA 2005	Management 1
BUSA 2205	Management 2
BUSA 3405	Problem Solving/Decision Making
HRMG 3105	Human Resources Management
HRMG 3305	Selection Interviewing
HRMG 3705	Counseling 1
ORGB 2505	Interpersonal Skills
FMGT 1152	Accounting for the Manager
MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations 1
MKTG 2202	Introduction to Marketing Communications
MKTG 2341	Introduction to Marketing Research

CHECK EVERY FLYER FOR NEW COURSE OFFERINGS!

BCST 1101 BBY \$258

TECHNICAL INTRODUCTION

Covers the basics of electricity, magnetism, etc., and how to apply these principles to broadcast equipment. Sound is traced through processing and transmission to its ultimate reception on the listener's receiver. A similar abbreviated explanation is provided for video. (See BCST 2222 for full television theory). This is an elementary introduction to "how things work" technically in the broadcast industry. Creditable to day school Radio and Television programs.

Apr 14 Wed 1845-2145 12 wks BBY CRN 22835

BCST 1104 BBY \$270

COMPUTER BASICS FOR BROADCAST

Students learn computer terminology, hardware and software operations, the Disk Operating System (DOS), a word-processing package and spreadsheet package, and through lectures and practical exercises relate their applications to broadcasting. This course is specifically designed for students who are preparing to meet the "computer literacy" requirement for entry into full-time Broadcast day school programs.

May 23 Sun 0900-1600 5 wks BBY CRN 24081
Aug 09 Mon-Fri 0900-1600 1 wk BBY 24477

BCST 1140 BBY \$277

BROADCAST INDUSTRY OPERATION

Directed Study. Covers radio and TV regulations, government agencies and acts, audience measurement services, societal issues, music licensing, unions, broadcast policies, etc. and how they affect the day-to-day operations of broadcast outlets. As a directed study course, the material directs students to sources of information on all topics. Creditable to day school Radio, Television and Broadcast Journalism programs.

Apr 13 Tue 1845-2145 12 wks BBY CRN 20373
Class meets first night only - all other work is done at home.

BCST 1144 BBY \$258

WRITING FOR THE MEDIA

Presents a practical guide to freelance writing of various genres for radio and television, focusing on proper industry formats, presentation, style, market opportunities and methods. Students are equipped with the tools required to enter the freelance market.

Apr 15 Thr 1845-2145 12 wks BBY CRN 20376

BCST 1145 BBY \$310

COPYWRITING FOR RADIO & TELEVISION

Creative Madness! Covers professional techniques for writing commercials for radio and television. Tips, tricks and trade secrets for writing and producing commercials while maintaining your own sanity and sense of humour are combined with critiques of student produced work. Weekly practical application with a career orientation!

Apr 14 Wed 1845-2145 12 wks BBY CRN 20377

BCST 1146 BBY \$258

ART OF PROMOTIONS & PUBLICITY

Learn the secrets of successful promotions and publicity campaigns, for the music industry and/or small businesses. Plan CD release parties, organize fundraisers and orchestrate media launches with radio, print and television reporters in attendance. You'll learn how to prepare professional media kits, attention-getting news releases and how to get a huge crowd at your event. 12 weeks of tips, trade secrets and hands-on work.

Apr 14 Wed 1845-2145 12 wks BBY CRN 25157

BCST 1148 BBY \$258

INTERVIEWING FOR RADIO AND TELEVISION

Teaches students how to interview and how to be interviewed with confidence. Students enhance performance on video and audiotape while learning radio and television interviewing techniques. This course appeals to students and journalists who wish to bring a solid on-air presence to their work, and is suited to people of all professions who may be uncomfortable appearing on television or radio.

Apr 12 Mon 1845-2145 12 wks BBY CRN 21376

BCST 1150 BBY \$285

RADIO BROADCASTING INTRODUCTION

Learn radio station and broadcast industry operations, equipment, procedures, on-air operations, commercial production, and other basic elements of radio station life. Students simulate on-air operations, acting in a variety of positions as part of the on-air team. This is a "hands-on", activity-oriented course designed for those interested in a career in radio or in finding out more about how radio works, while receiving a great deal of practical experience.

Apr 12 Mon 1845-2145 12 wks BBY CRN 20378
Apr 15 Thr 1845-2145 12 wks BBY 20379

BCST 1151

RADIO AND TV ANNOUNCING

Teaches students effective verbal communication, which is an essential ingredient for successful business communication and self-confidence. This course is a fun, fast-paced, action-oriented class where students learn all of the elements necessary to achieve strong vocal skills for radio and television announcing. Students learn about the respiratory and vocal anatomy, articulation and vocal exercises and corrective speech therapies. Much practical work is involved. No prior knowledge is required but students should be willing to take risks and perform outside their normal comfort zones.

Apr 13 Tue 1845-2145 12 wks BBY CRN 20380

BCST 1153

MUSIC RECORDING TECHNIQUES

Teaches students studio and control room techniques for music recording, utilizing analogue and digital multi-track technology, with much practical application through the recording of live music. Students receive hands-on experience with microphone techniques, analogue tape recorders, digital tape, audio consoles and signal processors.

Apr 15 Thr 1845-2145 12 wks BBY CRN 23807

BCST 1155

MUSIC RECORDING WORKSHOP

Designed as an advanced course for students who completed BCST 1153, Introduction to Music Recording. This six-week workshop series will provide students with more hands-on experience, and the opportunity to apply their knowledge to a variety of music recording projects. Class meets every other Saturday.

Apr 17 Sat 1000-1600 6 wks BBY CRN 25488

BCST 1156

RADIO/TV ANNOUNCING WORKSHOP

This two-day intensive workshop provides the student with a clear understanding of the skills required for basic announcing. Those skills are transferable to most forms of professional voice work whether in radio, television, freelance announcing or in a general corporate boardroom meetings/presentations environment. This condensed format is ideal for those living outside the lower mainland. This workshop is fast-paced and fun, though it is not designed to find immediate employment in the media. Instead, it will introduce the major concepts and build confidence in the voice as a professional instrument. Be prepared for many interactions with the instructor in a classroom and studio environment.

Apr 10/11 Sat/Sun 0900-1600 1 wk DTC CRN 27515

BCST 1158

WRITING FOR ROCK RADIO

Learn the language of Rock Radio, and how to write news, sports, entertainment and music features for a rock audience. Steve Dunbar and Erin Davis bring years of CFOX experience to this course.

Apr 15 Thr 1845-2145 12 wks BBY CRN 27516

BCST 1160

TV BROADCASTING AND VIDEO INTRODUCTION

Teaches basic television and video equipment operation and production techniques and how to apply these through regular practical work in television studios and control rooms. This course is designed to introduce students seeking a career in television broadcasting and video production to the attractive and diverse career opportunities available and to provide a solid practical basis for further study.

Apr 12 Mon 1845-2145 12 wks BBY CRN 20383
Apr 13 Tue 1845-2145 12 wks BBY 20382

BCST 1161

FILM FOR BEGINNERS

Covers basic cinematography through equipment operation, scripting, filming techniques and basic editing. This course provides an excellent foundation for people considering work in film production, and gives students a basic understanding of the expanding opportunities in the motion picture industry and the skills that will be required for success.

Apr 14 Wed 1845-2145 12 wks BBY CRN 20384

BCST 1165

VIDEO EDITING WORKSHOP

Presents a four-day, two-weekend workshop covering the basics of editing theory and then advancing to hands-on work in video editing equipment. Topics covered include the technical layout of editing machines, set-up procedures, editing techniques, standard editing rules and procedures and troubleshooting. There is no prerequisite, but other broadcasting and/or cable experience is a definite asset.

Apr 17 Sat/Sun 0900-1600 2 wks BBY CRN 24867
May 29 Sat/Sun 0900-1600 2 wks BBY 25158

BCST 1166

MULTICAM PRODUCTION

For aspiring television producers, writers, directors, actors, technical and production personnel. This challenging workshop is designed to stimulate interest in the production of locally based shows, and provide the participants with an opportunity for hands-on experience developing an original comedy from concept to final product. Work with Jan Nablo, former head writer for CBC-TV, and Michael Berry who developed this unique training program for the Nickelodeon Network at Universal Studios, where he directed over sixty-five dramas and situation comedies, utilizing the multicamera shooting approach. Michael launched Michael J. Fox on his successful career, casting and directing him in his first television role.

Apr 28 Wed/Fri 1845-2145 10 wks BBY CRN 27517
Note: Students meet on Wednesday for first 8 weeks, Wednesday/Friday for last 2 weeks.

BBY \$310

BCST 1168

ON CAMERA PERSONAL IMAGING

Personal imaging for the public appearance - the first impression can be the difference between success and failure. How do you come across to other people? Do you know? Well, here is the opportunity to find out. Michael Berry has developed a unique on-camera personal evaluation program that will allow you to see your public image as others do. Master the skills for a good first impression, and with proven communication techniques define your public presence. At that next job interview, making a public speech, appearing on television, you will know that you are at your best. Past participants in Michael Berry's Personal Imaging Seminars include, a former premier of BC; radio & television personalities; civic & provincial politicians; corporate executives.

Apr 18 Sun 1000-1700 2 wks BBY CRN 27522

BCST 1170

BROADCAST JOURNALISM INTRODUCTION

Covers all aspects of news operations in the broadcast industry, including basic reporting techniques, writing and presentation of radio and television news, newsroom operations, news awareness, editing, line-up and content of news stories. Practical work in simulated radio and television news operations is involved.

Apr 13 Tue 1845-2145 12 wks BBY CRN 26302
Apr 14 Wed 1845-2145 12 wks BBY 20388

BCST 1180

INTRODUCTION TO NON-LINEAR VIDEO EDITING

Covers techniques and procedures for editing video productions on non-linear (computer) AVID Express video editing systems in use in television and video production operations around the world. This introduction provides a solid grounding in the management and operation of off-line and on-line non-linear editing platforms. This is a very hands-on course with maximum 3/1 student/machine ratio.

May 30 Sun/W/Th 2 wks BBY CRN 25160
(Sun-1000-1600 W/R-1800-2230)

BCST 2222

THEORY OF COLOUR TV SYSTEMS

Students are introduced to the relationship between the human eye, the physics of light, and the psychology of the brain and invention of the colour television system. Students study the colour television signal path from cameras and lenses, through recording formats and methods, measuring and testing equipment, production equipment through to final display and acquire a firm understanding of how a television signal is created, saved and manipulated, as well as distribution limitations of the system and the latest developments. Prerequisite: BCST 1101. Creditable to the day school Television program.

Apr 15 Thr 1845-2145 12 wks BBY CRN 25162

BCST 2223

TELEVISION PRODUCTION PLANNING

Covers the techniques and methods used in managing and organizing the details of pre-production, production and post-production activities in a studio or location television or video production. Students acquire skills in budgeting, production, scheduling, crewing and other elements of successful productions. Prerequisite: BCST 1160. Creditable to the day school Television program.

Apr 15 Thr 1845-2145 12 wks BBY CRN 20374

BCST 2251

ADVANCED VOCAL DEVELOPMENT

This course is a very hands-on, personal exploration of voice. This course will prove very beneficial for media performers, actors, or anyone using their voice in a professional or creative environment - you will leave this class with a much better understanding of your voice and its potential. The instructor has taught voice using Kristin Linklater's method of "Freeing the Natural Voice" for many years. The curriculum is based on the Linklater text. Each week we work through several chapters and perform unusual but fascinating discovery-exercises together in class. Prerequisite: BCST 1151 or special permission of the instructor.

Successful completion of both BCST 1151 and 2251 are accepted as credit for BCST 1111 in day school Radio program.

Apr 12 Mon 1730-2030 12 wks DTC CRN 27520

BCST 2265

ADVANCED EDITING / PRODUCTION

This course deals with the structure and composition of edited video segments for television, professional or personal use. Instruction will focus on the assimilation of video taped material, interview sound bites, background music, and written narration. Prerequisites: BCST 1165 - Video Editing Workshop or advanced editing skills. The ability to work with a partner or in a group is mandatory.

Jun 12/13 Sat/Sun 0900-1600 1 wk BBY CRN 27521

THE MAD HATTER'S
TEA PARTY

A CELEBRATION OF ART, MUSIC, FOOD, AND FUN

Saturday, April 10, 1999

1100 - 1700

BCIT Downtown campus

555 Seymour Street

Tickets \$25

Proceeds going to the Greater Vancouver Food Bank

For further information, please contact Anne Glover
phone: 412-7779 fax: 687-2488
e-mail: aglover@bcit.bc.ca

BUSINESS ADMINISTRATION PROFESSIONAL MANAGEMENT SERIES SEMINARS AND WORKSHOPS (604) 451-6784 cgadsby@bcit.bc.ca

These non-credit seminars and workshops provide participants with management and leadership skills development training, in one-and two-day formats. All sessions focus on employee development. All workshops are presented by professionals in their respective fields and provide a high quality learning experience.

All seminars and workshops will be held at BCIT's Downtown campus, 555 Seymour Street, Vancouver, unless otherwise noted. Prices include GST. For more information contact:

Registration: (604) 434-1610
Downtown campus: (604) 412-7777
Chris Gadsby, Coordinator, Part-time Studies
and Industry Training: (604) 451-6784
e-mail cgadsby@bcit.bc.ca

BTCW 0102 DTC \$316.30 LEADERSHIP SKILLS

In today's demanding work environment, learning by trial and error is neither acceptable nor affordable. New supervisors and managers must try to avoid any pitfalls before they occur. This two-day workshop focuses on handling the situations and problems that are unique and/or crucial to the early success of managers and supervisors, such as:

- Being promoted from within versus coming from outside
- Making the right first impressions
- Establishing your authority
- Handling the pressures to produce results quickly
- Making changes
- Overcoming inexperience

Participants will be encouraged to problem solve and role-play, as well as bring for discussion any related problems and concerns.

May 19 Wed/Thr 0830-1630 2 days DTC CRN 23689

BTCW 0106 DTC \$316.30 TIME MANAGEMENT & PRODUCTIVITY SKILLS

Teaches the vital difference between being effective and being efficient, and the keys to achieving both. Topics include why you do the things you do - human behaviour, principles of "organization", goal-setting skills, time planning principles and practices, effectively managing multiple priorities, the keys to scheduling for balance and flexibility, avoiding "to do" list frustration, reducing interruptions, dealing effectively with time wasters and meeting management skills.

May 11 Tue/Wed 0830-1630 2 days DTC CRN 23687

BTCW 0117 DTC \$316.30 TRAINING SKILLS FOR TRAINERS

Covers all aspects of training with an emphasis on facilitation skills. Designed for those who may have training responsibilities as part of their job. Topics include learning to pinpoint training needs, principles of effective course design for effective skill transfer, importance of "learner motivation" and how to develop it. Key principles of adult learning, presentation skills and significance of group involvement.

Jun 8 Tue/Wed 0830-1630 2 days DTC CRN 23686

BTCW 0125 DTC \$199.30 ACHIEVING CAREER SUCCESS

You will be inspired to achieve personal and business success based on your own values. As an active participant, you will develop skills to identify and eliminate your barriers, crystallize your vision of success, understand the mind-sets of successful people, increase your earning power, and prepare an individual strategic plan for success. This workshop will show you how to develop a personal mission, reach your goals faster, and receive greater fulfillment from your work. The instructor provides ongoing support during the 2-week break to enhance your skills.

May 29 Sat 0900-1700 2 days DTC CRN 25953

BUSA 0102 DTC \$150 MOTIVATING YOUR STAFF

Designed for managers and supervisors who want to become more effective leaders at fostering an environment to increase employee motivation and commitment. Through group discussion, videos and case studies, participants will: review different forms of employee involvement that inspire employee motivation. Students will also understand how to empower and involve employees to improve organizational decision making and learn a model to identify optimal levels of employee involvement. Students will also learn strategies to overcome potential problems with group decision making; understand the role of leader and of manager in an organization; and determine what changes are required in their management approach to increase employee motivation and commitment.

May 22 Sat 0900-1700 1 day DTC CRN 26295

HRMG 0100 DTC \$150 TEAMWORK

Provides an in-depth review of staged learning outcomes and a basis for understanding the internal functions of teams and their role in decision making in modern organizations. Immersion of all participants into empowered teams with direct application and evaluation of results will characterize the sessions.

Jun 12 Sat 0900-1700 1 day DTC CRN 23780

REGISTER EARLY!

BCIT's new cancellation policy will provide five business days notice of a course being cancelled. Please register early to try to avoid cancellation of courses.

BUSINESS ADMINISTRATION "MANAGEMENT SKILLS FOR THE MILLENNIUM" PART-TIME COURSES (604) 432-8860 jcovell@bcit.bc.ca

This complete set of management courses prepares the student to deal with hands-on decisions in today's rapidly changing business and public sector organizations.

For existing or potential managers at all levels, the certificate programs develop the critical skills that are fundamental requirements for success in contemporary businesses of all sizes. These skills include problem solving, teamwork, analytical thinking, conflict resolution, applied law and economics, strategic planning and global competitive advantage development.

Part-time Studies courses are offered at our Downtown, Burnaby, Surrey, Maple Ridge and Langley locations. Courses are offered in a variety of formats. Look for these courses in the course description section of the flyer.

All instructors are experienced professionals and experts in their fields. New courses and programs are designed to deliver leading edge skills.

Register Early — BCIT's new cancellation policy will provide five business days notice of a course being cancelled. Please register early to try to avoid cancellation of courses.

ASSOCIATE CERTIFICATE PROGRAMS

We are pleased to announce five new, eight course Associate Certificate programs. Content is contemporary and all credits earned may be applied to our Certificate programs. Register today!

ELECTRONIC COMMERCE (A.C.E.C.)

This new associate certificate program examines the impact of electronic commerce on business. Students will discover the significance of this rapidly expanding and changing area by studying the global impact of its technology and business opportunities. The certificate's eight courses provide students with the knowledge, context and analytical insights that prepare them for conducting business using information technology and the Internet. Students should have experience with Web browsers, word processors, presentation software and spreadsheets.

Complete the following:
BLAW 3100 Business Law
BUSA 3455 Introduction to Electronic Commerce
BUSA 3465 Electronic Data Interchange
BUSA 3475 Case Studies in Electronic Commerce
BUSA 3485 Online Business Management
MKTG 1102 Essentials of Marketing

Complete one of the following:
ECON 1150 Economic Issues
ECON 2100 Microeconomics
ECON 2200 Macroeconomics
OPMT 1117 Basic Quantitative Techniques in Business Administration

Complete one of the following:
Students must select and complete a computer-related course or courses involving lab time with a value of three credits.

INTERNATIONAL MANAGEMENT (A.C.I.M.)

This exciting new Associate Certificate Program is designed to provide students with the skills areas necessary to function as managers in the global economy. Specific course areas include international law, economics, intercultural communication and negotiations. This program is delivered by professionals who are experienced in international business.

Complete the following:
BLAW 3425 International Trade Law 1
BLAW 3525 International Trade Law 2

HRMG 3765 Foundations of Intercultural Communication and Management I
HRMG 3775 Foundations of Intercultural Communication and Management II
HRMG 3805 Intercultural Negotiation Skills
ECON 3305 International Economics
BUSA 3455 Introduction to Electronic Commerce
FMGT 3510 Finance I

LEADERSHIP (A.C.L.)

In today's business environment success is dependent on the leadership skills at all levels within the organization. Leadership today must be able to bring people together to accomplish the extraordinary. Leaders are not necessarily found in the formal structure of an organization, but may emerge from within the group or from outside the group. It is essential for today's leaders to understand their role and scope of influence both formally and informally in their organization. Excellent leaders foster high performance in their staff teams with the intent of realizing mutual goals while pursuing continuous improvement and development. Core courses incorporate learning materials from Zenger/Miller, a global training organization. Eight courses are required to complete the Associate Certificate in Leadership.

Complete the following:
BUSA 2705 Teamwork Skills
BUSA 3105 Front Line Leadership-Part 1
BUSA 3155 Front Line Leadership-Part 2
BUSA 3165 Leadership 2000
HRMG 3105 Human Resource Management (T)
ORGB 2205 Organizational Behaviour 1 (T)

Choose two of the following:

BUSA 1305 Supervisory Skills
BUSA 2005 Management
BUSA 2205 Organizational Behaviour 2
BUSA 2905 Managing Conflict
BUSA 3405 Problem Solving/Decision Making
HRMG 3155 Enhancing People Skills - the Meyers Briggs Approach
HRMG 3205 Labour Relations 1
ORGB 2505 Interpersonal Skills

MEDIATION (A.C.M.)

Business Administration now offers a contemporary Associate Certificate program in Mediation. The emphasis on alternate dispute resolution will develop key skills required to manage various types of disputes in the business workplace. The following 8 courses are required to complete the Associate Certificate

BLAW 3100 Business Law
BUSA 1005 Introduction to Business
BUSA 2905 Managing Conflict in the Workplace
BUSA 3015 Negotiation 1
BUSA 3025 Negotiation 2
BUSA 3300 Mediating Skills
BUSA 3355 Arbitrating Skills
HRMG 3105 Human Resource Management

ORGANIZATIONAL CHANGE (A.C.O.C.)

This new Associate Certificate program has been designed to train individuals employed or contracted for work with organizations to become change "buccaneers" - equipped with the skills for survival while learning the tools of the change agent for operating within the contemporary organizational and global environment of risk and dynamic change. The program focuses on practical skills as well as a good basic understanding of principles of change and managing transitions. The student will learn important attributes of flexibility, critical thinking and problem solving, as well as gaining perspective on diagnosing and managing the need for change.

Complete the following:
ORGB 2455 Selling Organizational Change
BUSA 2635 Measuring Change Outcomes
ORGB 2605 Managing Organizational Change I
ORGB 2615 Managing Organizational Change II
BUSA 2705 Teamwork Skills
BUSA 3165 Leadership 2000

Complete two of the following:
BUSA 3205 Business Ethics for the Global Manager
BUSA 3405 Problem Solving/Decision Making
BUSA 2905 Managing Conflict
ORGB 2465 Organizational Leadership
BUSA 2645 Managers as Leaders of Change
BUSA 2675 Change Leader/Facilitation Skills
BUSA 2685 Communication Skills for Individuals and Groups

Complete one of the following:
BUSA 2695 Developing, Presenting and Marketing the Business Plan
ORGB 2505 Interpersonal Skills
HRMG 3505 Training Techniques
HRMG 4415 Strategic Performance Management
BUSA 2625 Influencing Skills for Individuals and Groups
BUSA 2715 Peer Support Training

CERTIFICATE IN MANAGEMENT SYSTEMS (C.M.S.)

A. Complete the following
BLAW 3100 Business Law
BUSA 1005 Introduction to Business
BUSA 2005 Management
FMGT 1152 Accounting for the Manager
ORGB 2205 Organizational Behaviour 1
ORGB 3205 Organizational Behaviour 2

B. Complete one of the following
ECON 1150 Economic Issues
ECON 2100 Microeconomics
ECON 2200 Macroeconomics
OPMT 1117 Basic Quantitative Techniques in Business Administration

C. Complete four of the following
BUSA 2705 Teamwork Skills
BUSA 3455 Introduction to Electronic Commerce
BUSA 3725 Intellectual Property Management
BUSA 6800 Strategic Management
HRMG 3105 Human Resource Management
HRMG 3205 Labour Relations 1
HRMG 3255 Labour Relations 2
MKTG 1102 Essentials of Marketing
ORGB 2505 Interpersonal Skills
BUSA 3005 Strategic Business Planning
BUSA 3405 Problem Solving and Decision Making

D. Complete one of the following
Computer related course or courses with a value of three credits.

E. Three courses to be selected from the list of electives listed below.

Course selection should reflect the student's career objectives. Students involved in, or considering, the Diploma program must consult with the program head. This is especially important since day school requirements in the various areas often exceed certificate requirements.

continued on next page

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (C.H.R.M.)

A. Complete the following

BLAW 3100	Business Law
BUSA 1005	Introduction to Business
BUSA 2005	Management
FMGT 1152	Accounting for the Manager
HRMG 3105	Human Resource Management
ORGB 2205	Organizational Behaviour 1
ORGB 3205	Organizational Behaviour 2

B. Complete one of the following

ECON 1150	Economic Issues
ECON 2100	Microeconomics
ECON 2200	Macroeconomics

C. Complete three of the following

BLAW 3805	Human Rights and the Law
BUSA 2705	Teamwork Skills
BUSA 3005	Strategic Business Planning
BUSA 3455	Introduction to Electronic Commerce
BUSA 6800	Strategic Management
HRMG 2805	Occupational Health and Safety
HRMG 3205	Labour Relations 1
HRMG 3255	Labour Relations 2
HRMG 3305	Selection Interviewing
HRMG 3315	Human Resource Measurement
HRMG 3505	Training Techniques
HRMG 4145	Human Resource Information Systems
HRMG 4405	Salary Administration
HRMG 4605	Human Resource Planning
ORGB 2505	Interpersonal Skills

D. Complete one of the following

Computer related course or courses with a value of three credits.

E. Three courses to be selected from the list of electives listed below.

Course selection should reflect the student's career objectives.

Suggested electives

(For both Management Systems and Human Resource Management)

Electives should be chosen to complement career goals. The following electives are suggested as a guide for a standard path of studies. Variations must be approved by a program advisor or the Part-time Studies coordinator.

BLAW 3425	International Law
BLAW 3555	Real Estate Law
BLAW 3705	Small Business Law
BLAW 3805	Human Rights and the Law
BUSA 1305	Supervisory Skills
BUSA 2205	Entrepreneurial Management
BUSA 2605	Decision Support
BUSA 2845	Manager as Leaders
BUSA 2705	Teamwork Skills
BUSA 2905	Managing Conflict
BUSA 3005	Strategic Business Planning
BUSA 3300	Fundamental Mediation Skills
BUSA 3015	Negotiation
BUSA 3105	Front Line Leadership - Part I
BUSA 3155	Front Line Leadership - Part II
BUSA 3165	Leadership 2000
BUSA 3205	Business Ethics
BUSA 3355	Fundamental Arbitrating Skills
BUSA 3405	Problem Solving and Decision Making
BUSA 3455	Introduction to Electronic Commerce
BUSA 3465	Electronic Data Interchange
BUSA 3485	Online Business Management
BUSA 3725	Intellectual Property Management
ECON 3305	International Economics
HRMG 2805	Occupational Health and Safety
HRMG 3105	Human Resource Management
HRMG 3155	Enhancing People Skills
HRMG 3205	Labour Relations 1
HRMG 3255	Labour Relations 2
HRMG 3305	Selection Interviewing
HRMG 3315	Human Resource Measurement
HRMG 3505	Training Techniques
HRMG 3705	Counseling 1
HRMG 4145	Human Resource Information Systems
HRMG 4415	Strategic Performance Management
HRMG 4605	Human Resource Planning
HRMG 4705	Counseling 2
MKTG 1102	Essentials of Marketing
MKTG 1324	Small Business Development
OPMT 1117	Basic Quantitative Techniques in Administration
OPMT 1197	Statistics for Business and Industry
ORGB 2205	Organizational Behaviour 1
ORGB 2305	Organizational Behaviour 2
ORGB 2505	Interpersonal Skills
ORGB 2605	Managing Organization Change and Development I

Note: See Advanced Studies section for additional electives. (T) indicates course directly transferable to diploma program credits.

Important Note: An Associate Certificate requires eight courses (24 credits). Certificates require 15 courses (45 credits). A Senior Certificate in each of Management Systems or Human Resource Management can be achieved upon earning 90 credits. Diplomas in each of the same areas require 135 credits.

Register Early - BCIT's cancellation policy will provide five business days notice of a course being cancelled. Please register early to try to avoid cancellation of courses.

Credit Transferability:

Graduates of the Management Skills for Supervisors or Leadership Programs at Vancouver Community College may apply for advance credit towards a Certificate, Diploma or Degree track program at BCIT. For details, please contact Sandra Zanatta at (604) 432-8455

BUSINESS ADMINISTRATION AND HUMAN RESOURCES

POST DIPLOMA PROGRAMS

The department offers two full time Post Diploma programs for students with Degrees, Diplomas or other Post Secondary Accreditation.

Post Diploma in Business Administration

Bill Hooker, program head 451-6783
Program length: one academic year after Degree or Diploma

Post Diploma in Human Resource Management

Eileen Stewart, program head 451-8492
Program length: pre-entry courses plus one academic year after Degree or Diploma

DIRECT ENTRY TO SECOND YEAR

Direct Entry to second year is open, on a limited basis, to those having complete the equivalent of the first year of Management systems at BCIT or elsewhere. Program requirements vary depending upon student background.

For more information please contact:
Iris Waterston, Department Secretary
Phone: 451-7019 Fax 439-6700 E-mail: iwaterst@bcit.bc.ca

DISTANCE EDUCATION

Register prior to April 1st to ensure materials received for term start — may be some delay in receiving materials if registering after April 1st.

FINAL REGISTRATION DEADLINE APRIL 1, 1999

SIX COURSES ON THE NET!

Six courses will be offered on the internet and four courses delivered by correspondence.

Internet Courses:

BLAW 3100	Business Law
BUSA 1005	Introduction to Business
BUSA 2005	Management
ECON 1150	Economic Issues
HRMG 3105	Human Resource Management
ORBB 2205	Organizational Behaviour 1

Internet Course Information

Electronic courses normally allow you to complete all your course activities on-line. These can include assignments, quizzes, exams, cases, team discussions and projects, class discussions, and presentations. Help is provided to learn how to complete these activities.

You need to be able to connect to the Internet to take these courses. You do not need to have any special computer skills or experience, beginners have been quite successful.

Students will need a computer with Windows 95, frames capable browser with Java script enabled. Higher speed modems recommended.

Register for these electronic courses as you would for any other course. (The textbook is included in the course fee and it will be sent to you by courier.) The instructor will contact you to explain how the course works, to tell you how to sign on to the course, and to provide your user name and password. Please be sure that you provide your current address, telephone number(s), and e-mail address when you register so that the instructor can contact you.

You can get additional information on specific courses by contacting Jean Covell at (604) 432-8860, e-mail jcovell@bcit.bc.ca. She will put you in contact with the course instructor.

Correspondence:

BLAW 3100	Business Law
BUSA 2005	Management
BUSA 7250	Management Skills and Applications
ORGB 2205	Organizational Behaviour 1

Correspondence Course Information

1. You may start your course at times specified by the instructor.
2. You may proceed in the course at your own speed, within the three-month limit.
3. You must have the prerequisites required.
4. Regular assignments are to be submitted for marking and will be returned to you with comments.
5. Examination dates are flexible.
6. Courses completed by correspondence are transferable for course credit to full-time and part-time programs.
7. Fees are non-refundable after course materials have been shipped.
8. Tuition fee includes a student activity fee.
9. There is a \$10.00 shipping and handling fee for courier cost.

NOW ON THE INTERNET!

BLAW 3100	BBY \$383 SRY/DTC \$381.30
BUSINESS LAW (T)	CORRESPONDENCE & INTERNET DELIVERY \$475
	(TEXTBOOK & SHIPPING INCLUDED)

Presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, sale of goods and consumer protection, secured transactions, employment, agency and business organizations. Participation in this course, taught by lawyers, presents the legal aspects of doing business. No prerequisite. (4 credits)

May 3	Mon/Wed	1830-2200	8 wks	BBY	CRN	21177
May 3	Mon/Wed	1830-2200	8 wks	SRY		24855
May 3	Mon/Wed	1730-2100	8 wks	DTC		21178
May 4	Tue/Thr	1830-2200	8 wks	BBY		21179
May 4	Tue/Thr	1730-2100	8 wks	DTC		21180
May 8	Sat	0900-1700	8 wks	DTC		25944
Jun 4	Fri	0900-1700	8 wks	BBY		25945
Jun 8	Tue/Thr	0900-1230	8 wks	BBY		21182
Jun 7	Mon/Wed	1330-1700	8 wks	BBY		21183
Jun 7	Mon/Wed	1330-1700	8 wks	DTC		24544
Apr 5	Correspondence					25946
Apr 5	Re-registration					27457
Apr 5	Internet Delivery					27456

NEW

BLAW 3425

INTERNATIONAL LAW 1

This new course explores the exciting field of international trade law and practice including: contract formation, dispute resolution, transportation terms, cargo risk management and insurance, title and related documents, INCO-transportation terms, intellectual property in international trade. No prerequisite. Knowledge of international trade practices is critical in the new global economy. (3 credits)

Apr 20	Tue	1830-2130	12 wks	BBY	CRN	23488
Apr 22	Thr	1730-2030	12 wks	DTC		23489

BLAW 3705

SMALL BUSINESS LAW

Presents the essentials of starting up and running a small business in B.C., including methods to register a partnership and corporation, partnership and share-holder agreements, buying an ongoing business, rolling over assets, tax alternatives, insurance and tort liability, dealing with the bank and employee relations. Taught by lawyers who deal with your actual problems. No prerequisite. (3.5 credits)

May 4	Tue	1830-2130	15 wks	BBY	CRN	23461
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BLAW 3805

HUMAN RIGHTS AND THE LAW

Designed to provide students with an in-depth study and analysis of the British Columbia Human Rights Code and the Regulations. This is a hands-on course for those who have an interest in exploring the different aspects of our provincial Human Rights legislation in a practical and policy oriented manner. This course will appeal to human resources, management, union representatives, and employees in the different industries. (3 credits)

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	25951
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NOW ON THE INTERNET!

BUSA 1005

INTRODUCTION TO BUSINESS (T)

This introductory course provides an overview of Canada's position in the new global economy. The place of business in the Province of B.C. and Canada is explained in detail. Focus is on issues arising from government policies, economics, ethics, social environment, the forms of businesses and the basic components of business operations. (3 credits)

Apr 19	Mon	1845-2145	12 wks	BBY	CRN	23442
Apr 13	Tue	1730-2030	12 wks	DTC		23443
Apr 14	Wed	1730-2030	12 wks	DTC		23444
Apr 14	Wed	1845-2145	12 wks	KUC		26297
Apr 15	Thr	1900-2200	12 wks	SRY		23445
Apr 15	Thr	1845-2145	12 wks	MR		27333
May 31	Mon-Fri	0900-1700	1 wk	DTC		23446
Apr 5	Internet Delivery					25983

BUSA 1305

SUPERVISORY SKILLS

Designed for new supervisors or aspirants for leadership responsibilities. Students increase their confidence and abilities as leaders and establish a foundation for further training in supervision and management. The functions of management are explored through interactive case and group exercises. (3 credits)

Apr 13	Tue	1730-2030	12 wks	DTC	CRN	21107
Apr 14	Wed	1900-2200	12 wks	SRY		21109
Apr 26	Mon-Fri	0900-1700	1 wk	DTC		26366
May 24	Mon-Fri	0900-1700	1 wk	DTC		26365

NOW ON THE INTERNET!

BUSA 2005	BBY \$321 DTC/SRY \$319.30
MANAGEMENT (T)	CORRESPONDENCE & INTERNET DELIVERY \$406
	(TEXTBOOK & SHIPPING INCLUDED)

Investigates the primary functions of management and managerial roles in teams, projects, departments and the organization as a whole. Strategic planning, operational planning, leading, organizing and controlling for performance will be addressed. Through actual business scenarios, cases and exercises, participants will gain experience and be able to apply the skills and knowledge in work situations. (4 credits)

May 5	Wed	1730-2100	13 wks	DTC	CRN	23448
May 6	Thr	1900-2230	15 wks	SRY		23447
May 6	Thr	1830-2200	15 wks	BBY		23449
May 8	Sat	0900-1700	7 wks	BBY		23451
May 17	Mon-Fri	0900-1700	1 wk	BBY		23453
Jun 14	Mon-Fri	0900-1700	1 wk	DTC		23452
Apr 8	Correspondence					25984
Apr 8	Re-registration		\$50			27063
Apr 8	Internet Delivery					26294

BUSA 2205

ENTREPRENEURIAL MANAGEMENT

This fully revised course is designed to provide professionals and small business owners with the skills to successfully manage their own businesses. In our rapidly changing economy, many individuals now offer their services on a contract basis. Success in this "new economy" will be significantly improved through the acquisition of the entrepreneurial skills developed. (3 credits)

Apr 14	Wed	1845-2145	12 wks	BBY	CRN	27331
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(T) INDICATES COURSE DIRECTLY TRANSFERABLE TO DIPLOMA PROGRAM CREDITS.



BUSA 2605 DECISION SUPPORT BBY \$383

This course develops Decision Support tools using spreadsheet analysis. The techniques introduced have a broad problem solving application to a variety of business areas.

Apr 19 Mon/Wed 1800-2100 10 wks BBY CRN 25064

BUSA 2705 TEAMWORK SKILLS BBY \$258 DTC/MR \$256.30

Provides an in-depth review of the skills required for a high-performing team. This hands-on course allows students to participate in each of the stages of team development. Specific application of teamwork skills includes decision making and conflict resolution, with real life application to a variety of organizations for performance improvement. (3 credits)

Apr 13 Tue 1845-2145 12 wks BBY CRN 24862
Apr 14 Wed 1845-2145 12 wks MR 27336
May 1 Sat 0900-1700 5 wks DTC 26476

BUSA 2905 MANAGING CONFLICT IN THE WORKPLACE BBY \$258

This highly interactive course is designed to identify and manage conflict in the workplace. Case studies, role playing and student experiences will contribute to the development of a specific body of knowledge for contemporary managers.

Apr 14 Wed 1845-2145 12 wks BBY CRN 26367

BUSA 3005 STRATEGIC BUSINESS PLANNING DTC \$256.30

An exciting hands-on course which presents the stages and content in developing a strategic business plan in any organizational setting. Designed to complement other management topics, students learn how to integrate other skill sets in an actual business plan for their specific business unit. (3 credits)

Apr 14 Wed 1730-2030 12 wks DTC CRN 23454

BUSA 3025 NEGOTIATION 2 DTC \$256.30

This course will build on a student's existing skills to listen, ask questions, deal with conflict, problem solve and negotiate effectively. Through formal lectures, role playing, personal assessment and discussion, students will gain an understanding of effectiveness as a negotiator. Pre-requisite: BUSA 3015.

Apr 12 Mon 1730-2030 12 wks DTC CRN 27591

COMPLETE 2 LEADERSHIP COURSES IN 10 WEEKS!

BUSA 3105 LEADERSHIP 1 BBY \$258 DTC \$256.30

A dynamic course for new or aspiring supervisors. Students develop strong interpersonal skills as well increase their awareness of the importance of "people skills" in today's organizations. Developing critical core skills along with developing individual performance through group interactions, role playing, lectures and practice sessions are included. No prerequisites. (3 credits)

Apr 19 Mon 1845-2145 12 wks BBY CRN 25432
Apr 17 Sat 0900-1700 5 wks DTC 26149

BUSA 3155 LEADERSHIP 2 DTC \$256.30

Focuses on the leadership role of supervisors and managers at the front-line of organizational performance. Also focuses on developing team performance, collaborating effectively with others, problem solving, managing change and fostering innovation. Prerequisite: BUSA 3105. (3 credits)

Apr 14 Wed 1730-2030 12 wks DTC CRN 26150
May 22 Sat 0900-1700 5 wks DTC 27339

BUSA 3165 LEADERSHIP 2000 DTC \$256.30

Provides the skills required in organizations that are fostering a collaborative environment. This course gives managers, supervisors, team leaders and individual contributors the skills they need to successfully interact with others and assist their organization in realizing their organizational goals while pursuing continuous improvement and development. (3 credits)

Apr 15 Thr 1730-2030 12 wks DTC CRN 26152

BUSA 3300 MEDIATION SKILLS BBY \$258

Provides a hands-on opportunity to develop, measure and test his/her mediation skills in a number of trial runs. The course, which is taught by lawyers and mediators in private practice, provides the student with the knowledge of mediation as it applies in an organizational setting. Students will learn all aspects of mediation practice, including effective communication with the mediation room and in collaboration with lawyers and other experts. (3 credits)

Apr 15 Thr 1845-2145 12 wks BBY CRN 27340

BUSA 3405 PROBLEM SOLVING /DECISION MAKING DTC \$256.30

An exciting, fully restructured course that focuses on upgrading the "quality of thought" used to define and resolve every day problems, big and small, business and personal. The student will learn and apply seven straightforward principles that the foundation of a dynamic and practical problem resolution tool kit. No matter which business specialty you are pursuing, this course will be of immediate value. Pre-requisite BUSA 1105/2005 (3 credits)

Apr 13 Tue 1730-2030 12 wks DTC CRN 21125

BUSA 3455 INTRODUCTION TO ELECTRONIC COMMERCE DTC \$256.30

This introductory course is designed to provide an overview of all aspects of commerce and opportunity on the Internet. Topics include marketing products on the Internet, systems integration, virtual organizations, electronic payment systems, privacy and security concerns, intellectual property, customs and excise issues, emerging issues in telecommunications, and Internet issues where government regulation has been contemplated.

Apr 13 Tue 1730-2030 12 wks DTC CRN 26155

BUSA 3465 CASE STUDIES IN ELECTRONIC COMMERCE DTC \$256.30

Nearly 90% of all information systems involve the use of a data base. This course covers data base design and usage, structured transaction sets, and data communication. Issues such as data normalization, data mining, and data transformation will also be discussed.

Apr 14 Wed 1730-2030 12 wks DTC CRN 26154

BUSA 3725 INTELLECTUAL PROPERTY MANAGEMENT DTC 256.30

This course introduces various forms of intellectual property including patents, copyright, industrial designs, trade-marks, trade-names and trade secrets. We will cover the acquisition, protection, commercial exploitation and enforcement of intellectual property in Canada from the perspective of an intellectual property manager or administrator. Foreign jurisdictions including the United States will be considered as well as international treaties and organizations relevant to intellectual property.

Apr 13 Tue 1730-2030 12 wks DTC CRN 27343

NOW ON THE INTERNET!

ECON 1150 ECONOMIC ISSUES INTERNET DELIVERY \$318. (TEXTBOOK & SHIPPING INCLUDED)

Presents the influential concepts of both micro and macro-economics and, in a student-based learning environment, assists you in applying these notions to your career. A professional economist will work with you in discovering the laws of supply and demand, competition, and monopoly regulation in microeconomics. Use of fiscal, monetary and exchange rate policy to influence unemployment, inflation and economic growth is also covered. Familiarization with spreadsheets is strongly recommended for those intending to register in the Internet Delivery section. (3 credits)

Apr 13 Tue/Thr 1730-2030 6 wks DTC CRN 21201
Apr 14 Wed 1830-2130 12 wks BBY 21199
Apr 14 Wed 1900-2200 12 wks SRY 24857
Apr 15 Thr 1845-2145 12 wks KUC 27361
Apr 15 Thr 1845-2145 12 wks MR 27359
Apr 5 Internet Delivery 25985

Register now to avoid disappointment!

Register early to confirm the date and time that suits your schedule. BCIT's new policy is to cancel courses five business days before the start date to allow transfers to available alternate courses.

ECON 2100 MICROECONOMICS (T) BBY \$321 DTC/SRY \$319.30

Investigates economic analysis, focusing on fundamentals of markets, supply and demand, consumer and producer behaviour, and monopoly and competition. Optional areas of business application may explore labour markets, government intervention and environmental regulation. Prepares students to identify and evaluate the economic considerations they will undoubtedly encounter in business. No prerequisite. (3 credits)

May 4 Tue 1730-2030 15 wks DTC CRN 21203
May 4 Tue 1900-2200 15 wks SRY 24858
May 5 Wed 1830-2030 15 wks BBY 21204
May 6 Thr 1830-2030 15 wks BBY 21206
Jul 1 Tue/Thr 0900-1200 8 wks BBY 21209

ECON 2200 MACROECONOMICS (T) BBY \$383 DTC \$381.30

Presents a challenging overview of the workings of an economy. Stresses measurement and determination of national economic activity, the role of monetary and fiscal policy, and the understanding of inflation, unemployment, and growth in an international environment. Prepares students to weigh political and economic issues as they relate to their business ventures. No prerequisite. (4 credits)

May 1 Sat 0900-1700 8 wks BBY CRN 24859
May 3 Mon 1830-2200 15 wks BBY 21212
May 4 Tue/Thr 1730-2130 8 wks DTC 24861
May 31 Mon/Wed 1830-2200 8 wks BBY 21214

HRMG 0315 CAREER SEARCH WORKSHOP BBY \$238 DTC \$236.30

If you want to explore and research career options by writing tests, accessing current information and resources and learning how to specify goals to make a career change, this course covers interest, aptitude and values clarification and testing, career and educational opportunities, decision-making, and goal-setting. This course is taught by a professional counselor.

May 1 Sat 0900-1300 3 wks DTC CRN 21129
May 26 Wed 1845-2145 4 wks BBY 27364
Aug 14 Sat 0900-1300 3 wks DTC 23645


NOW ON THE INTERNET!

HRMG 3105 HUMAN RESOURCE MANAGEMENT (T) BBY \$323 DTC/KUC \$321.30

Develops an understanding of the significant human resource management programs and systems utilized in today's business and government organizations. Covers the major human resource management functions with some emphasis on practical application of the techniques studied. This course is recommended for all persons interested in management and/or supervision. Prerequisite: ORGB 2205 or permission from the instructor. (4 credits)

May 3 Mon/Wed 1730-2030 8 wks DTC CRN 21140
May 4 Tue 1845-2145 15 wks KUC 27366
May 4 Tue/Thr 1730-2030 8 wks DTC 21139
May 8 Sat 0900-1700 7 wks DTC 21143
June 8 Tue/Thr 0900-1200 8 wks BBY 21141
Jul 1 Tue/Thr 1830-2200 8 wks BBY 21138
Apr 5 Internet delivery 27458

continued on next page



T H I N K

L I K E W Y N N E

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Information sessions are held every Tuesday 1:30 - 2:30 pm at CGA-BC's head office, 1555 W 8th Ave., Vancouver.

HRMG 3155 DTC \$256.30**ENHANCING PEOPLE SKILLS/
THE MYERS BRIGGS APPROACH**

This contemporary human resource management course introduces students to the interpersonal skills, personal management skills and teamwork skills necessary for effective functioning in the work environment. Using the Myers-Briggs Type Indicator (MBTI) and discussion, students will gain an understanding of their Personality Type and how this affects their professional relationships with others. (3 credits)

May 8	Sat	0900-1700	5 wks	DTC	CRN	26156
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**COMPLETE BOTH LABOUR RELATIONS
COURSES IN 2 WEEKS THIS SPRING!****HRMG 3205 BBY \$258 DTC/SRY \$256.30****LABOUR RELATIONS 1**

A necessary skill set in today's world - designed for those involved in, or associated with, labour relations as management or union. Covers the collective bargaining process and day-to-day contract administration. Related laws, typical contract clauses, grievance procedures, responsibilities of the supervisor and the shop steward, and current activities in the labour relations field. Prerequisite: ORGB 2205. (3 credits)

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	21142
Apr 14	Wed	1900-2200	12 wks	SRY		25205
Jun 14	Mon-Fri	0900-1700	1 wk	DTC		21146

HRMG 3255 BBY \$258 DTC \$256.30**LABOUR RELATIONS 2**

A thorough explanation of collective administration, agreements, wage issues, economic supplements, arbitration, mediation, preparation for collective bargaining and collective bargaining techniques. Prerequisite: HRMG 3205. (3 credits)

Apr 26	Mon	1845-2145	12 wks	BBY	CRN	21150
Jun 21	Mon-Fri	0900-1700	1 wk	DTC		21151

HRMG 3305 DTC \$256.30**SELECTION INTERVIEWING**

Designed for people in the fields of personnel, management, supervision and anyone involved in interviewing applicants for employment. It identifies techniques, styles, stages, uses, pitfalls, and key points in interviewing, with particular emphasis on questioning techniques and selective listening. Prerequisite: HRMG 3105. (4 credits)

Apr 15	Thr	1730-2030	12 wks	DTC	CRN	21158
Apr 26	Mon-Fri	0900-1700	1 wk	DTC		21157

HRMG 3505 BBY \$258 DTC \$256.30**TRAINING TECHNIQUES**

A first line management course for people responsible for personnel training; members of personnel departments contemplating a training program, or who are involved with on-the-job training will be particularly interested. Develops a good grounding in current training methodology, techniques and aids. Topics include learning theory, determining training needs, writing objectives, designing training programs using outside resources and evaluation. (3 credits)

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	21159
May 3	Mon-Fri	0900-1700	1 wk	DTC		21160

HRMG 3765 DTC \$256.30**INTERNATIONAL MANAGEMENT 1
THE CULTURAL CONTEXT**

Provides you with the cultural context for international management. Topics include: the meaning of dimensions of culture, intercultural communication, managing across cultures, organizational development and diversity, decision making and controlling, motivation and leadership, HR selection and repatriation. Methods of study include experiential learning, case studies, simulations, presentations and discussions.

May 10	Mon-Fri	0900-1700	1 wk	DTC	CRN	27448
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HRMG 4145 DTC \$256.30**HUMAN RESOURCE INFO SYSTEMS**

Examines human resource management information systems from the perspective of the specialist responsible for their development and administration. Familiarizes the student with software programs applicable to the personnel/industrial relations field. Develops an appreciation for the effective use of human resource information systems in various work situations (3 credits)

Apr 16	Fri	0900-1700	5 wks	DTC	CRN	26299
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HRMG 4405 DTC \$258**SALARY ADMINISTRATION**

Teaches the 'whys' and 'hows' of salary administration and develops a basic knowledge of techniques in this field. Topics include alternative methods of job evaluation; job descriptions; establishing and maintaining salary schedules; administering a salary plan; general and specific adjustments for promotions and demotions; and how to set up a simple plan. Prerequisite: HRMG 3105. (3 credits)

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	21162
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HRMG 4605 DTC \$256.30**HUMAN RESOURCE PLANNING**

Presents techniques for utilizing people potential within organizations. Topics include methods of assessing human resource stocks, flows, projections, sources of supply, related strategic policies, budgeting and costing and program evaluation. Prerequisite: HRMG 3105. (4 credits)

Apr 15	Thr	1730-2030	12 wks	DTC	CRN	21163
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COMPLETE OB1 & OB2 IN 2 WEEKS THIS SPRING!**ORGB 2205 BBY \$258 DTC/SRY \$256.30****ORGANIZATIONAL BEHAVIOUR 1**

CORRESPONDENCE \$335

(TEXTBOOK INCLUDED)

Develops skills to understand and participate in the dynamics and evolution of modern organizations. Topics include the determinants of individual behaviour: perceptions, attitudes, learning, motivation, individual decision-making and communication. Prerequisite: BUSA 1005 and 2105 or BUSA 1005 and 2005. (3 credits)

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	21166
Apr 14	Wed	1730-2030	12 wks	DTC		21167
Apr 19	Mon/Thr	1900-2200	6 wks	SRY		21164
Jun 7	Mon-Fri	0900-1700	1 wk	BBY		21169
Apr 5	Correspondence					25987
Apr 5	Internet \$50					27459
Apr 5	Re-registration \$50					27460

ORGB 2305 BBY \$258 DTC \$256.30**ORGANIZATIONAL BEHAVIOUR 2 (T)**

Continues from Organizational Behaviour 1 (ORGB 2205).

Focuses on the skills required to effectively work with others in today's organization. Through interactive learning, participants will gain understanding of the dynamics and processes of, as well as skills in, teamwork, decision making, leadership, managing change, power and politics and conflict resolution. Prerequisite: ORGB 2205. (3 credits)

Apr 15	Thr	1845-2145	12 wks	BBY	CRN	21131
May 18	Tue/Thr	1730-2030	6 wks	DTC		21135
Jun 14	Mon-Fri	0900-1700	1 wk	BBY		21171

ORGB 2505 BBY \$258 DTC \$256.30**INTERPERSONAL SKILLS**

Develops personal problem solving skills, with emphasis on role playing, teamwork and analysis by students acting in a variety of supervisory/management situations. Participants will have the opportunity to practice skills that will enhance their effectiveness in working with people. These skills include effective listening, assertive communication and conflict resolution. (3 credits)

Apr 14	Wed	1730-2030	12 wks	DTC		21175
Apr 19	Mon	1845-2145	12 wks	BBY	CRN	21173

ORGB 2615 DTC \$256.30**MANAGING ORGANIZATIONAL CHANGE AND
DEVELOPMENT 11**

This second level course will offer participants an important opportunity to understand and develop their own skills as change consultants. This course revolves around the concept of using six different lenses, or ways of visioning an organization and its need for change. This "tool kit" will be invaluable to understanding how organizations can cope with and manage change processes.

Apr 15	Thr	1730-2030	12 wks	DTC	CRN	27377
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DEGREE COMPLETION

All students enrolled in any of the Bachelor of Technology programs are required to enrol in the Advanced Management course listed below. This course is offered in a correspondence format:

BUSA 7250 CORRESPONDENCE \$350**MANAGEMENT SKILLS
AND APPLICATIONS**

(SHIPPING INCLUDED)

Provides an overview of the basic skills of a manager and applies these skills through a series of projects and case studies. The course examines the evolution of management and the organizational culture and environment. It also teaches the skills of decision-making and the skills involved in planning, organizing, leading and controlling, including planning and facilitating change, teamwork, applying motivational techniques and effective communication. (3 credits). 13 weeks to complete (two re-registrations allowed).

Apr 7	start	Correspondence	CRN	25223
Apr 7	start	Correspondence		25483
Apr 7		Re-registration \$50		26478
				27455

**ADVANCED STUDIES IN BUSINESS -
DEGREE COMPLETION (604) 432-8921**

Provides BCIT Business Diploma graduates with additional educational opportunities to meet the needs of B.C. business, government and industry. Advanced Studies courses may be taken as part of a Bachelor's Degree in Business Administration or as electives in either of our Certificate Programs. For specific information, please call Nels Stromgren, program head at (604) 432-8921.

DEGREE COMPLETION

Open University (OU), collaborates with BCIT to offer degree completion programs. OU grants BCIT Business Diploma graduates a block transfer of up to 72* credits toward the Bachelor of Business Administration degree. BCIT graduates generally need to complete at least 48 credits at BCIT, OU, or other institutions to meet the OU degree requirement of 120 credits. For additional information on credit transfer for these and other diploma programs please contact Student Services at (604) 431-3300.

*Credit transfer depends on which BCIT diploma program was taken, when the student graduated and the date when the student applies to the OU for program plan approval and the student's overall diploma GPA. Students may receive additional credit for courses taken at other institutions.

**BCIT ADMISSION AND REGISTRATION PROCEDURES FOR
THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE
OFFERED IN COLLABORATION WITH OPEN UNIVERSITY**

These procedures apply to BCIT Business Diploma graduates who wish to embark on the Open University's Business Administration Degree Completion program, granted by the Open University in collaboration with BCIT. OU admission information can be obtained from Student Services at (604) 431-3300.

1. Apply to Open University

Open University is responsible for reviewing the student's academic record from BCIT and any other post-secondary institution the student has attended, to determine the amount of credit that will be awarded toward the degree. This critical first step tells the student what courses they require to earn the degree. Contact Student Services at (604) 431-3300 for a complete information package containing admissions instructions.

2. Apply to BCIT

Submit a Full-time Application for Admission together with a copy of the Open University approved Program Plan as soon as possible. Students are not required to submit transcripts from other post-secondary institutions with their application. Admission is based on the following:

- academic performance in the student's BCIT Diploma program;
- a 200-word statement indicating reasons for choosing the program;
- evidence of computer fluency since graduation, e.g., familiarity with microcomputers and software.

Students will receive confirmation from BCIT by letter that their Admission has been approved.

APPLICATIONS FOR PART-TIME ENROLMENT IN THE DEGREE COMPLETION PROGRAM FOR DIPLOMA GRADUATES MAY BE MADE AT ANY TIME, BUT ACCEPTANCE INTO THE SEPTEMBER 1999 TERM DEPENDS UPON SPACE AVAILABILITY. THE OPEN UNIVERSITY REQUIRES AT LEAST SIX WEEKS TO PROCESS APPLICATIONS.

3. Course Registration

Once your admission has been confirmed, you can register for Advanced Studies in Business Degree Completion courses offered at the BCIT Burnaby campus. Check the current Part-time Studies flyer to determine which courses are available. Courses are normally offered in the spring/summer, winter and fall terms.

The liberal arts requirements may be met by arts and sciences courses taken through the Open University by distance education, or other accredited universities and colleges with a letter of permission from the OU. The advanced business courses are offered at BCIT and through the OU. Additional courses can usually be taken at BCIT to meet requirements established in your program plan.

BUSA 4800**MANAGEMENT POLICY**

BBY \$350

Analyses of business policy formulation to give the student practice, experience and confidence in handling complex business situations. Comprehensive business cases will be selected in fields such as finance, control, personnel, production, marketing and general management. Acquaints the student with the changing role of management team decision making and effective verbal and written business analysis. Prerequisite: Permission from the program head (4 credits).

Apr 26	Mon/Wed	1800-2100	9 wks	BBY	CRN	21419
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OPMT 7023**MATERIAL LOGISTICS**

BBY \$448

Teaches students the tools that allow them to plan, schedule, control and optimize the supply of materials to support the manufacturing process. Topics include applying the Theory of Constraints, procuring goods and services to meet quantity, quality, and price requirements, applying "Just-in-Time" and "Kanban" methods to inventory and work in process control, and applying manufacturing excellence techniques such as signaling systems, vendor partnering a point-of-use storage.

Apr 12	Mon	1830-2215	12 wks	BBY	CRN	27531
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CALL CENTRE OF EXCELLENCE

(604) 622-7838

www.callcentraining.com

BCIT's new industry-recognized training for call centre agents can help you start a career in one of Canada's most dynamic industries. Canada's call centre industry is growing by 20 per cent per year.

The Call Centre Agent Training program features two weeks of intensive training in a state-of-the-art facility, plus 24 hours of practical experience in an operating call centre.

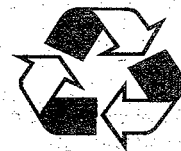
CLCR 1000

DTC \$288

CALL CENTRE AGENT TRAINING

Provides job-ready skills for those who are seeking entry-level employment in the call centre industry or who are newly employed in the industry. Topics include industry overview, team dynamics, communications skills, telephone selling, systems and technology, and customer service. Exercises and activities are geared specifically to the call centre industry.

Apr 12	Mon-Fri	0900-1600	3 wks	DTC	CRN	26462
May 10	Mon-Fri	0900-1600	3 wks	DTC		26463

**ECO-TIP****SHARE OR RECYCLE
THIS PUBLICATION**

BACHELOR OF TECHNOLOGY IN ACCOUNTING (604) 432-8609 cmarring@bcit.bc.ca

The Financial Management department offers Bachelor of Technology in Accounting degree.

This is a degree completion program for those who already have a two-year diploma in financial management (or equivalent). Courses are offered on a part time basis.

Entrance requirements:

- Financial Management Diploma or equivalent with an average of at least 70 per cent.
- English 12 or equivalent
- An interview with the program head (call (604) 432-8786)

In order to enrol in degree courses, you must have been accepted into the degree program or have the permission of the program head (call (604) 432-8786).

For more information, see the contact number and email address above.

FINANCIAL MANAGEMENT (604) 432-8609 cmarring@bcit.bc.ca (604) 412-7453 tedwards@bcit.bc.ca

MANAGEMENT CERTIFICATE IN ACCOUNTING

1) Required courses

FMGT 1100	Accounting 1
FMGT 2100	Accounting 2
FMGT 3110	Financial Accounting 1
FMGT 3210	Cost and Managerial Accounting 1
FMGT 3420	Income Tax 1
FMGT 4110	Financial Accounting 2
FMGT 4210	Cost and Managerial Accounting 2
FMGT 4420	Income Tax 2
OPMT 1102	Basic Mathematics of Finance

2) Must complete

ECON 2200	Macroeconomics or
ORGB 2205	Organizational Behaviour 1 or
OPMT 1197	Statistics for Business and Industry

3) Must complete

A computer-related course or courses with a combined value of at least 36 course contact hours.

4) Electives

Courses with a combined minimum of 90 course contact hours should be selected to ensure that the proposed program meets your career and educational objectives. Courses may be selected from the Financial Management or other technologies in the BCIT Business Programs, and should be submitted with your proposed program for approval by the Financial Management technology.

MANAGEMENT CERTIFICATE IN FINANCE

1) Required courses

FMGT 1100	Accounting 1
FMGT 2100	Accounting 2
FMGT 2820	Investment and Risk Management
FMGT 3110	Financial Accounting 1
FMGT 3510	Finance 1
FMGT 4110	Financial Accounting 2
FMGT 4510	Finance 2
OPMT 1102	Basic Mathematics of Finance
OPMT 1197	Statistics for Business and Industry

2) Must complete

FMGT 3210	Cost and Managerial Accounting 1 and
FMGT 4210	Cost and Managerial Accounting 2; or
FMGT 3420	Income Tax 1 and
FMGT 4420	Income Tax 2; or
ECON 2100	Microeconomics and
ECON 2200	Macroeconomics

3) Must complete

A computer-related course or courses with a combined value of at least 36 course contact hours.

4) Electives

Courses with a combined minimum of 90 course contact hours should be selected to ensure that the proposed program meets your career and educational objectives. The courses may be selected from the Financial Management or other technologies in the BCIT Business Programs, and should be submitted with your proposed program for approval by the Financial Management technology.

ASSOCIATE CERTIFICATE IN FINANCIAL PLANNING

BCIT and the B.C. Chapter of the Canadian Association of Financial Planners have together designed this program of studies leading to the BCIT Associate Certificate in Financial Planning.

FMGT 1810	Personal Financial Planning 1
FMGT 1152	Accounting for the Manager
FMGT 2820	Investment and Risk Management
FMGT 3430	Taxation and Financial Planning
ECON 1150	Economic Issues
BLAW 3100	Business Law
FMGT 4810	Personal Financial Planning 2

Graduates of this Associate Certificate program have achieved the educational prerequisites necessary to pursue the professional financial planning designations "CFP" (Certified Financial Planner), awarded by the Financial Planners Standards Council of Canada. To obtain further information about becoming a CFP, graduates should contact the FPSC directly.

CFP EXAMINATION PREPARATION SESSION

In addition to a broad review of the topics identified in the Certified Financial Planner's curriculum, this workshop will address areas of the material less commonly encountered in day to day practice. The presentation format will be a combination of lecture and problem solving. Registrants should be familiar with and bring a financial calculator to the class. If there are particular questions that you want answered, please e-mail details to mccallu@bcit.bc.ca prior to the session.

FMGT 0810

BCIT GRADUATES \$250
OTHER PARTICIPANTS \$300

May 14/15	Fri/Sat	0900-1630	2 days	BBY
BCIT GRADUATES		\$261.30	CRN	27642
OTHER PARTICIPANTS		\$311.30	CRN	27648
May 21/22	Fri/Sat	0900-1630	2 days	DTC
BCIT GRADUATES		\$261.30	CRN	27643
OTHER PARTICIPANTS		\$311.30	CRN	27646

CREDIT COURSES TO PROFESSIONAL ASSOCIATIONS

The majority of Financial Management courses, and several courses offered by Business Administration, Operations Management and Computer Systems technologies, are transferable to the Chartered Accountants, the Certified General Accountants, and the Certified Management Accountants educational programs.

Financial Management courses are also recognized by the following additional professional organizations:

Canadian Association of Financial Planners
Canadian Institute of Bookkeeping
Credit Institute of Canada
Financial Planners Standards Council of Canada
Institute of Chartered Secretaries and Administrators
Trust Companies Institute of Canada

Students should contact their professional association for specific course credit confirmation.

FINANCIAL MANAGEMENT CORRESPONDENCE COURSES (604) 412-7417 rmackay@bcit.bc.ca

FMGT 1100	Accounting 1
FMGT 2100	Accounting 2
FMGT 3110	Financial Accounting 1
FMGT 3210	Cost and Managerial Accounting 1
FMGT 3510	Finance 1
FMGT 4110	Financial Accounting 2
FMGT 4210	Cost and Managerial Accounting 2
FMGT 4510	Finance 2

CORRESPONDENCE COURSE INFORMATION

- You may start your course at any time.
- You may proceed in the course at your own speed, within the 36 week time limit.
- You must have the prerequisites required.
- Regular assignments are to be submitted for marking and will be returned to you with comments.
- Examination dates are flexible.
- Courses completed by correspondence are transferable for course credit to full-time and part-time programs.
- The textbook fee is in addition to the course fee. However, in a two-part course (i.e. Finance 1 and Finance 2) the textbook is normally used in both parts 1 and 2.
- BCIT refund policy permits a refund less 15 per cent for correspondence courses prior to mailing of course materials.

For individual course descriptions, see listings in this section.

FMGT 1100

BBY \$258 DTC/SRY \$256.30

ACCOUNTING 1

Covers the full accounting cycle for individuals with little or no accounting background. Topics include accounting as an information system; introduction to accounting theory; income measurement; traditional record keeping procedures; the accounting cycle; special journals; cash; investments and receivables.

Apr 12	Mon	1845-2145	12 wks	BBY	CRN	27510
Apr 12	Mon/Thr	1845-2145	6 wks	BBY		20401
Apr 13	Tues	1845-2145	12 wks	BBY		20404
Apr 13	Tues	1900-2200	12 wks	SRY		27627
Apr 14	Wed	1845-2145	12 wks	BBY		20402
Apr 14	Wed	1730-2030	12 wks	DTC		20403
Apr 15	Thr	1730-2030	12 wks	DTC		20405
Apr 16	Fri	0900-1700	5 wks	DTC		20394
Apr 17	Sat	0900-1200	12 wks	BBY		27511
Jun 7	M/T/W/R	1300-1600	3 wks	BBY		20397
Jul 5	Mon/Thr	1845-2145	6 wks	BBY		20400

Correspondence

Tuition \$248, \$10 courier fee.
Text fee \$85 (subject to change). 36 wks CRN 21034
Re-registration \$50 (36-wk extension) 21035

FMGT 1152

BBY \$258 DTC/SRY \$256.30

ACCOUNTING FOR THE MANAGER

Covers the accounting function and the services it provides to the manager. Topics include how to interpret statements, reports, budgets, etc., in managerial decision-making.

Apr 12	Mon	1730-2030	12 wks	DTC	CRN	20428
Apr 13	Tue	1845-2145	12 wks	BBY		27512
Apr 14	Wed	1900-2200	12 wks	SRY		25491
Apr 15	Thr	1845-2145	12 wks	BBY		20429
Apr 16	Fri	0900-1700	5 wks	DTC		20425
May 21	Fri	0900-1700	5 wks	DTC		25572

FMGT 1810

BBY \$258 DTC/SRY \$256.30

PERSONAL FINANCIAL PLANNING 1

Introduces students to the field of personal financial planning. Covers the issues to be considered in building a sound program to achieve long term financial goals. Topics include money management, insurance, investments and portfolio distribution, wills, estates, pension management and tax planning.

Apr 12	Mon	1730-2030	12 wks	DTC	CRN	26757
Apr 13	Tue	1845-2145	12 wks	BBY		25482
Apr 13	Tue	1900-2200	12 wks	SRY		25498
Apr 14	Wed	1730-2030	12 wks	DTC		20432
Apr 15	Thr	1845-2145	12 wks	BBY		20433

FMGT 2100

BBY \$383 DTC \$381.30

ACCOUNTING 2

Examines financial and management accounting techniques, detailed financial statements, management reports and the requirements of professional accountants. Prerequisite: FMGT 1100. (Note: Students intending to proceed into Financial Management's full-time day program must achieve a mark of at least 70 per cent in this course.)

Apr 12	Mon	1730-2130	13 wks	DTC	CRN	27629
Apr 12	Mon/Thr	1845-2145	9 wks	BBY		20412
Apr 13	Tue	1730-2130	13 wks	DTC		20407
Apr 13	Tue	1800-2200	13 wks	BBY		26161
Apr 14	Wed	1800-2200	13 wks	BBY		20409
Apr 15	Thr	1730-2130	13 wks	DTC		27652
Apr 15	Thr	1730-2130	13 wks	BBY		22636
Apr 17	Sat	0900-1300	13 wks	BBY		26162
Apr 17	Sat	0900-1300	13 wks	DTC		26163
May 21	Fri	0900-1700	7 wks	DTC		27513
Jun 7	Mon-Thr	0800-1200	4 wks	BBY		20410
Jul 5	Mon/Thr	1800-2230	6 wks	BBY		26160

Correspondence

Tuition \$373 and \$10 courier fee.
Text not included. 36 wks CRN 21037
Re-registration \$50 (36-wk extension) 21038

FMGT 2820

BBY \$258 DTC/SRY \$256.30

INVESTMENT AND RISK MANAGEMENT

Provides an overview of Canada's capital markets. Includes a review of securities, international funds, insurance aspects and other financial institutions. Emphasizes portfolio input from a financial planning perspective. Students are expected to have a working knowledge of accounting.

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	23045
Apr 15	Thr	1730-2030	12 wks	DTC		20439

FMGT 3110

BBY \$258 DTC \$256.30

FINANCIAL ACCOUNTING 1

Enables students with basic accounting knowledge to broaden their understanding of the theory and process of accounting. This course and FMGT 4110 prepare them for career advancement and advanced study in accounting. Prerequisite: FMGT 2100 or 2190.

Apr 12	Mon	1845-2145	12 wks	BBY	CRN	23194
Apr 13	Tue	1845-2145	12 wks	BBY		20421
Apr 14	Wed	1730-2030	12 wks	DTC		20424
Apr 17	Sat	0900-1200	12 wks	BBY		26165
Jun 7	Mon-Fri	0900-1200	3 wks	BBY		21391

Correspondence

Tuition \$248, \$10 courier fee.
Text fee \$101 (subject to change). 36 wks 21042
Re-registration \$50 (36-wk extension) 21043

FMGT 3210

BBY \$258 DTC \$256.30

COST/MANAGERIAL ACCOUNTING 1

Emphasizes the role of the management accountant, cost terms and purposes, cost-volume-profit relationships, job order costing, budgeting, responsibility accounting and standard costs. Prerequisite: FMGT 2100 or 2190.

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	20418
Apr 14	Wed	1730-2030	12 wks	DTC		20419
Apr 15	Thr	1845-2145	12 wks	BBY		20420

Correspondence

Tuition \$248, \$10 courier fee.
Text fee \$112 (subject to change). 36 wks 21039
Re-registration \$50 (36-wk extension) 21040

FMGT 3420

BBY \$258 DTC \$256.30

INCOME TAX 1

Provides students with the basic rules and issues involved in the computation of income from employment, investments, business profits, capital gains and CCA. Prerequisite: FMGT 2100 or 2190.

Apr 13	Tue	1730-2030	12 wks	DTC	CRN	20436
Apr 14	Wed	1845-2145	12 wks	BBY		26166
Apr 15	Thr	1845-2145	12 wks	BBY		20437

FMGT 3430

BBY \$258 DTC \$256.30

TAXATION AND FINANCIAL PLANNING

Provides the financial planner with a good understanding of the general rules of taxation. Topics include determination of residency, income, application of CCA and the taxation of capital gains. Prerequisite: FMGT 1152 or 2100 or 2190.

Apr 13	Tue	1730-2030	12 wks	DTC	CRN	20438
Apr 15	Thr	1845-2145	12 wks	BBY		26167

continued on next page

**FMGT 3510
FINANCE 1****BBY \$258 DTC \$256.30**

Covers control and financial management of the business firm, profit planning, cash and capital budgeting and inventory control. Prerequisite: FMGT 2100 or 2190.

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	22637
Apr 15	Thr	1730-2030	12 wks	DTC		21385

Correspondence

Tuition \$248, \$10 courier fee.
Text fee \$82 (subject to change). 36 wks CRN 21044
Re-registration \$50 (36-wk extension) 21045

**FMGT 4110 BBY \$383
FINANCIAL ACCOUNTING 2****BBY \$383 DTC \$381.30**

Helps students develop sufficient accounting knowledge for an intermediate-level financial accounting position and exemption (subject to achieving a prescribed mark) from the equivalent course offered by the professional accounting bodies. Prerequisite: FMGT 3110.

Apr 12	Mon/Thr	1845-2145	9 wks	BBY	CRN	21380
Apr 13	Tue*	1845-2145	15 wks	BBY		23139
Jun 28	Mon-Fri	0900-1200	4 wks	BBY		23167

*Includes three Saturday classes: May 22 0900-1200, Jun 26 0900-1200, Jul 24 0900-1200.

Correspondence

Tuition \$373 and \$10 courier fee.
Text not included. 36 wks CRN 21048
Re-registration \$50 (36-wk extension) 21049

FMGT 4210**BBY \$383****COST AND MANAGERIAL ACCOUNTING 2**

Emphasizes direct costing, relevant costs, cost allocation, capital budgeting, inventory planning and valuation, joint and by-product costs, process costing, payroll, factory ledgers and decentralization and transfer pricing. Prerequisite: FMGT 3210.

Apr 12	Mon/Thr	1845-2145	9 wks	BBY	CRN	22639
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Correspondence

Tuition \$373 and \$10 courier fee.
Text not included. 36 wks CRN 21046
Re-registration \$50 (36-wk extension) 21047

FMGT 4420**BBY \$258 DTC \$256.30****INCOME TAX 2**

Covers computation of tax for individuals, corporations and trusts; examination of corporate surplus accounts, international income and administration. Prerequisite: FMGT 3420 or 3430.

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	20442
Apr 14	Wed	1730-2030	12 wks	DTC		20440
Apr 17	Sat	0900-1200	12 wks	BBY		24883

FMGT 4510**BBY \$383****FINANCE 2**

Instructs students on how to raise capital to finance a firm. Topics include the cost of capital, short, medium and long-term financing, leasing, refinancing, security analysis, the Canadian capital and money markets and pension portfolios as they affect business decisions of the Canadian firm. Prerequisite: FMGT 3510.

Apr 12	Mon/Thr	1845-2145	9 wks	BBY		21384
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Correspondence

Tuition \$373 and \$10 courier fee.
Text not included. 36 wks 21050
Re-registration \$50 (36-wk extension) 21052

FMGT 4810**BBY \$258 DTC/SRY \$256.30****PERSONAL FINANCIAL PLANNING 2**

This is the concluding course in the Associate Certificate program in Financial Planning. It covers advanced topics and also draws on subjects learned in the six prerequisite courses. Prerequisites: FMGT 1152, 1810, 3420 or 3430, 2820, BLAW 3100 and ECON 1150.

Apr 13	Tue	1730-2030	12 wks	DTC	CRN	24884
Apr 14	Wed	1900-2200	12 wks	SRY		26331
Apr 15	Thr	1845-2145	12 wks	BBY		20448

FMGT 7120**BBY \$383****ACCOUNTING ADVANCED**

Reviews GAAP and objectives of financial reporting. Examines corporate combinations, including consolidations for wholly-owned subsidiaries, non-wholly-owned subsidiaries (both in the year of acquisition and subsequent years) and pooling of interest. Consolidations will be examined for up to two subsidiaries. Accounting for foreign currency transactions, fund accounting and branch operations. Prerequisite: FMGT 4110 or 4190. (Students are advised not to enrol in this course until they have achieved a mark of at least 65 per cent in either of the prerequisite courses.)

May 20	Mon/Thr	1845-2145	9 wks	BBY	CRN	22638
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INTERIOR DESIGN PROGRAMS

(604) 681-6461 pfensom@bcit.bc.ca
(604) 451-7032 tcarde@bcit.bc.ca

INTERIOR DESIGN CERTIFICATE

This program is designed for those seeking employment in the Interior Design field. The courses required to obtain the Management Certificate in Interior Design are:

INTD	1000	Interior Design Basic
INTD	1020	Interior Design Drafting 1
INTD	2000	Colour and Lighting
INTD	3070	Materials
INTD	1010	History of Furniture
INTD	2020	Interior Design Drafting 2
INTD	3040	Space Planning 1
AICO	1000	AutoCAD 1 for Interior Designers
INTD	3010	Graphic Presentation
INTD	3050	Detailing & Construction Materials
INTD	4040	Space Planning 2
INTD	4060	AutoCAD 2 for Interior Designers
INTD	2030	Business Practices for Interior Design
INTD	4000	Directed Study Project

COURSES OFFERED THIS TERM**INTD 1000 BBY \$258 HOW \$256.30****INTERIOR DESIGN BASIC**

Introduces the field of interior design. Students will gain a good understanding of the interior design art form. This is the prerequisite for all other courses in the certificate program but may be taken concurrently with INTD 1010; 1020; INTD 2000 or INTD 3070 only.

Apr 14	Wed	0900-1600	6 wks	HOW	CRN	21296
Apr 17	Sat	0900-1200	12 wks	HOW		20965
Apr 12	Mon	1730-2030	12 wks	HOW		20963
Apr 12	Mon	1845-2145	12 wks	BBY		20964
Apr 13	Tue	1845-2145	12 wks	BBY		20967
July 05	M-F	0900-1700	1 wk	HOW		20962

INTD 1010 BBY \$258 HOW \$256.30**HISTORY OF FURNITURE**

Covers the history of furniture from ancient Egypt to the present. Prerequisite: INTD 1000.

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	20968
Apr 14	Wed	1730-2030	12 wks	HOW		20969
Apr 12	Mon	0900-1200	12 wks	HOW		27507

INTD 1020 BBY \$587 HOW \$585.30**INTERIOR DESIGN DRAFTING 1**

Presents aspects of architectural drafting beginning with lettering, equipment awareness and technical vocabulary. Enables students to present plans, elevations, site and plot plans with correct architectural symbols in presentation. Prerequisite: INTD 1000.

Apr 15	Tue/Thr	1845-2145	12 wks	BBY	CRN	26307
Apr 14	Wed	0900-1600	12 wks	HOW		22816

INTD 2000 BBY \$279 HOW \$277.30**COLOUR AND LIGHTING**

Provides students with theory concentrating on colour boards and characteristics of lamps. Prerequisite: INTD 1000.

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	20971
Apr 14	Wed	1730-2030	12 wks	HOW		20970
May 26	Wed	0900-1600	6 wks	HOW		21297

INTD 2020 BBY \$587 HOW \$585.30**INTERIOR DESIGN DRAFTING 2**

Presents isometric views, shadow and light. Provides training in the presentation of sections through walls, windows, doors and other architectural components. Focuses on the presentation of one- and two-point perspective. Prerequisite: INTD 1020.

Apr 12	Mon/Wed	1730-2030	12 wks	DTC	CRN	20972
Apr 13	Tue/Thr	0900-1200	12 wks	HOW		27508
Apr 17	Sat	0900-1600	12 wks	BBY		24084

INTD 2030 BBY \$173 HOW \$171.30**BUSINESS PRACTICES FOR INTERIOR DESIGN**

Presents information on basic business and marketing practices. Topics include portfolios, presentations and interviews relating to interior design. Prerequisite: INTD 1000.

Apr 13	Tue	1730-2030	6 wks	BBY	CRN	20980
Jul 05	Mon/Wed	0900-1200	3 wks	HOW		24095
Jul 06	Mon/Thr	0900-1200	3 wks	HOW		26082

INTD 3010 HOW \$256.30**GRAPHIC PRESENTATION**

Teaches students to present design plans, elevations and perspectives graphically. Prerequisite: INTD 2020.

Apr 13	Tue	1730-2030	12 wks	HOW	CRN	24906
Apr 13	Tue	0900-1200	12 wks	HOW		23579
Apr 15	Thr	1730-2030	12 wks	HOW		20973
Jul 05	Mon/Thr	0900-1200	6 wks	HOW		27509

INTD 3040 HOW \$301.30**SPACE PLANNING 1**

Introduces factors in residential space planning, including zoning and circulation considerations. Prerequisite: INTD 2020. Corequisite: INTD 2020 and AICO 1000.

Apr 12	Mon	1730-2030	12 wks	HOW	CRN	24907
Apr 14	Wed	1730-2030	12 wks	HOW		24909
Apr 16	Fri	0900-1200	12 wks	HOW		27504

INTD 3050 HOW \$256.30**DETAILING/CONSTRUCTION MATERIALS**

Acquaints students with the properties, characteristics and uses of materials used for interior construction, custom furnishing and decor. Introduces the methods and techniques involved in the preparation of working drawings for interior construction elements, building components, millwork, custom fruitier and built-in cabinets. Prerequisite: INTD 2020.

Apr 14	Wed	0900-1200	12 wks	HOW	CRN	23581
Apr 15	Thr	1730-2030	12 wks	HOW		24908

AICO 1000 DTC \$443.30**AUTOCAD 1**

Formerly INTD 3060. Introduces the AutoCad workstation on the PC including basic 2D drawing creation, editing, view manipulation, text, dimensioning, introduction to blocks, hatching and plotting. Interior Design students should ensure they are registering into one of the following CRN's. Prerequisite: INTD 1020, 2020 and AICO 0050 or familiarity with Windows '95.

Apr 12	Mon	0900-1600	6 wks	DTC		26776
Apr 14	Wed	1730-2030	12 wks	DTC	CRN	26773

INTD 3070 BBY \$258 HOW \$256.30**MATERIALS 1**

Covers interior finishing materials for floors, walls, ceilings and windows and the characteristics of fabrics. Prerequisite: INTD 1000.

Apr 12	Mon	0900-1200	12 wks	HOW	CRN	27498
Apr 15	Thr	1845-2145	12 wks	BBY		20978

INTD 4000 HOW \$251.30**DIRECTED STUDIES PROJECT**

Allows students to incorporate all material from previous courses in a major project. Prerequisite: all other courses in the Interior Design certificate program with a 65 per cent minimum. This course must be completed prior to registration into the senior certificate program.

Jul 27	Tue/Thr	0900-1200	3 wks	HOW	CRN	24093
May 27	Thr	1730-2030	6 wks	HOW		20979

INTD 4040 HOW \$301.30**SPACE PLANNING 2**

Introduces factors in commercial space planning and problem solving using recognized factors. Topics include offices, restaurants and retail stores. Prerequisite: INTD 3040.

Apr 12	Mon	0900-1200	12 wks	HOW	CRN	23571
Apr 13	Tue	1730-2030	12 wks	HOW		20981
Apr 16	Fri	0900-1200	12 wks	HOW		25049
Jul 06	Tue/Thr	1300-1600	6 wks	HOW		tba

INTD 4060 HOW \$443.30**AUTOCAD 2 FOR INTERIOR DESIGN**

Use of AutoCAD to produce 2D architectural drawings using Release 14 for the PC. Emphasis is on practising the commands learned in AutoCAD 1 and applying them to a set of architectural drawings. Introduction of external references, paper space/model space, and attributes. Prerequisites: AICO 1000 (INTD 3060)

Apr 16	Fri	0900-1200	12 wks	DTC	CRN	23582
Jun 07	Mon	0900-1500	6 wks	DTC		23580
Jul 07	W	0900-1600	6 wks	DTC		27506

INTERIOR DESIGN CERTIFICATE**ONE-YEAR FAST TRACK PROGRAM**

The Fast Track program is designed to allow students to complete the certificate program in one year. See the previous section for course descriptions. Registration is first-come, first-served so plan to register early. Second and third term courses for students who started the program in January are:

INTD 1010 HOW \$256.30**HISTORY OF FURNITURE**

Apr 12	Mon	0900-1200	12 wks	HOW	CRN	27507
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INTD 2020 HOW \$585.30**INTERIOR DESIGN DRAFTING 2**

Apr 13	Tue/Thr	0900-1200	12 wks	HOW	CRN	27508
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INTD 3040 HOW \$301.30**SPACE PLANNING 1**

Apr 16	Fri	0900-1200	12 wks	HOW	CRN	27504
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AICO 1000 DTC \$ 443.30**AUTOCAD 1**

Apr 14	Wed	0900-1200	12 wks	DTC	CRN	26774
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INTD 3010 HOW \$256.30**GRAPHIC PRESENTATION**

Jul 05	Mon/Thr	0900-1200	6 wks	HOW	CRN	27509
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INTD 4060 DTC \$ 443.30**AUTOCAD 2**

Jul 07	Wed	0900-1600	6 wks	DTC	CRN	27506
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REGISTER EARLY!

BCIT's new cancellation policy will provide five business days notice of a course being cancelled. Please register early to try to avoid cancellation of courses.



Third and fourth Term courses for students who started the Program in September are:

INTD 3010 **GRAPHIC PRESENTATION** **HOW \$256.30**

Apr 13 Tue 0900-1200 12 wks HOW 23579

INTD 3050 **DETAILING/CONSTRUCTION MATERIALS** **HOW \$256.30**

Apr 14 Wed 0900-1200 12 wks HOW CRN 23581

INTD 4040 **SPACE PLANNING 2** **HOW \$ 301.30**

Apr 12 Mon 0900-1200 12 wks HOW CRN 23571

INTD 4060 **AUTOCAD 2** **DTC \$ 443.30**

Apr 16 Fri 0900-1200 12 wks DTC CRN 23582

INTD 2030 **BUSINESS PRACTICES FOR INTERIOR DESIGN** **BBY \$173 HOW \$171.30**

Jul 05 Mon/Wed 0900-1200 3 wks How 24095

INTD 4000 **DIRECTED STUDIES PROJECT** **HOW \$251.30**

Jul 27 Tue/Thr 0900-1200 3 wks HOW CRN 24093

INTERIOR DESIGN SENIOR CERTIFICATE

The senior certificate program is designed for students who have completed the Interior Design Certificate Program and wish to obtain a higher level of certification. Certain courses have been selected to complement the certificate program and may not require completion of INTD 4000 Directed Studies. Students are advised to ensure prerequisites have been met prior to registration. Students who do not meet the prerequisite requirements will not be permitted to continue in the course. Required courses in the Senior Certificate program are:

INTD 2070 Lighting 2*
INTD 2180 Design Theory*
INTD 3110 Graphic Presentation 2*
INTD 3160 AutoCad 3*

INTD 2010 Contemporary Furniture, Architecture & Design*
INTD 2080 Colour 2*
INTD 3120 Human and Environmental Factors
INTD 3170 Millwork Drawings
INTD 4140 Space Planning 3

INTD 2101 Barrier-free Design and Building Code
INTD 3130 Visual Merchandising & Display*
INTD 3150 Interior Construction & Renovation
INTD 3190 Design Project
INTD 4160 Archibus
INTD 4170 Materials 2

INTD 3140 Marketing and Work Week
INTD 4100 Project Management
INTD 4400 Furniture Design
INTD 4500 Directed Studies

* these courses may be taken prior to completion of the certificate program but may have prerequisites.

COURSES OFFERED THIS TERM:

INTD 2101 **BARRIER-FREE DESIGN AND BUILDING CODES** **DTC \$193.30**

Students will study residential and commercial barrier free planning as it pertains to interior design. After successful completion of the course, students will have a basic understanding of how to use the National Building Code. Prerequisite: INTD 4000.

May 26 Wed 1300-1600 6 wks HOW CRN 25140

INTD 2010 **CONTEMPORARY FURNITURE, ARCHITECTURE AND DESIGN** **HOW \$256.30**

In this course students will study the history of furniture architecture and design from the industrial revolution to present day. Examples of 20th century designers and architects work will be covered as a part of the course. Prerequisite: INTD 1010.

Apr 15 Thr 1730-2030 12 wks HOW CRN 25141

INTD 2070 **LIGHTING 2** **HOW \$277.30**

Teaches creative and detailed solutions for residential and commercial spaces. The emphasis will be on lighting specifications, practical application and manipulating space with light. Prerequisites: INTD 1000, 1020 and 2000.

Apr 13 Tue 1730-2030 12 wks HOW CRN 26083

INTD 2080 **COLOUR 2** **HOW \$171.30**

Course of study will concentrate on colour as it pertains to commercial spaces such as offices, restaurants, health-care facilities and schools. *Prerequisites: INTD 1000, 1010, 1020 and 2000.

Apr 16 Fri 1300-1600 6 wks HOW CRN 27503

INTD 2180 **DESIGN THEORY** **HOW \$256.30**

Students will study the theory of design as it applies to the built environment. Upon completion of this course students will have an understanding of the process of creating design concepts. Prerequisite: INTD 4000.

Apr 12 Mon 1730-2030 12 wks HOW CRN 26303

INTD 3110 **GRAPHIC PRESENTATION 2** **HOW \$256.30**

Further exploration of free-hand sketching with an emphasis on 3-dimensional creative visualization, quick sketches and model making. Students will learn advanced methods of rendering techniques. Prerequisite: all Interior Design management certificate courses except INTD 4000. Students can take this course while completing INTD 4000.

Apr 15 Thr 1730-2030 12 wks HOW CRN 27634

INTD 3130 **VISUAL MERCHANDISING AND DISPLAY** **HOW \$193.30**

Students will examine display areas, the elements used in arranging objects and artwork and learn how to use colour, shape, scale, texture, and finish to create vignettes. Prerequisite: INTD 1000; 1020 and 2000.

Apr 14 Wed 1300-1600 6 wks HOW CRN 25142

INTD 3140 **MARKETING AND WORKWEEK** **HOW \$171.30**

Students will research the current job market and focus on an area of interest. Different types of marketing strategies, such as using the internet and networking will be discussed. One-week placement in a design firm or related work experience will conclude the course.

Jul 07 Wed 0900-1200 6 wks HOW CRN 26173

INTD 3150 **INTERIOR CONSTRUCTION AND RENOVATION - RESIDENTIAL** **HOW \$251.30**

Wood-frame construction and other construction methods will be studied. A small residential project will incorporate manual drafting, budgets and finishes as it pertains to a renovation. Prerequisites: INTD 4000

Apr 12 Mon 1300-1600 12 wks HOW CRN 26084

INTD 3170 **MILLWORK DRAWINGS** **HOW \$171.30**

Focus will be on designing and detailing built-in furniture with emphasis on commercial spaces. Students can expect to have some interaction with professional cabinetmakers. Prerequisites: All level one courses and INTD 2180, which may be taken concurrently with this course.

Apr 16 Tue 1300-1600 6 wks HOW CRN 27499

INTD 3190 **DESIGN PROJECT** **HOW \$251.30**

Working through one comprehensive project, either commercial or residential, students will learn how to take the basic design concept and develop it to completion. The project will encompass space planning, material and finish selection, full interior construction drawings, furniture selection, millwork details, and a 3-D model. Prerequisites: INTD 4000, 2080, 2170, 2180, 3110, 3150 and 3170.

Apr 15 Thr 1300-1600 12 wks HOW CRN 26805

INTD 4140 **SPACE PLANNING 3** **HOW \$301.30**

Large in-depth space planning projects will be explored, such as hotels, shopping centres, and restaurants. The emphasis of the course will be on creating distinct design concepts. Prerequisites: All level one courses and INTD 2180 and 2070.

Apr 12 Mon 1300-1600 12 wks HOW CRN 27502

INTD 4160 **ARCHIBUS FOR INTERIOR DESIGN** **BBY \$445**

May 28 Fri 0900-1600 12 wks BBY CRN 26086

INTD 4170 **MATERIALS 2** **HOW \$171.30**

This course will cover estimating the practical application of materials and commercial materials, standards and specifications.

Apr 13 Tue 0900-1200 6 wks HOW CRN 26171

INTD 4500 **DIRECTED STUDIES 2** **HOW \$ 251.30**

Students are given an in-depth project to complete, using information and teachings covered in all the previous courses. Completed projects will be individually presented by the students to a panel of jurors.

Aug 17 Tue/Fri 0900-1200 3 wks HOW CRN 26174

OH NO, YOU HAD TO CANCEL IT??

Sorry, but sometimes excellent courses with super instructors are cancelled if someone waits until the last minute to register. Our programmers make a decision five business days prior to a course start date to allow for proper preparation. Minimum class numbers must be registered at that time, so please register early to avoid disappointment for yourself, others and the instructor.

MARKETING MANAGEMENT

(604) 432-8611 vforbes@bcit.bc.ca
(604) 432-8572 mshacker@bcit.bc.ca

OFFICIAL REVISED PROGRAMS - EFFECTIVE APRIL 1999

MANAGEMENT CERTIFICATE IN MARKETING MANAGEMENT

For those who work in the retail, wholesale, manufacturing and service industries, this program offers an assortment of courses designed to provide you with an understanding of all the elements of Marketing Management. Studies will include marketing planning, promotion, research, customer service and sales. In this program, students may tailor their program to focus on areas that are more relative to their area of work or personal interest. Listed below are the courses required to obtain your certificate.

Required

MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1219	Professional Sales 1
MKTG 2202	Introduction to Marketing Communications
MKTG 2205	Marketing of Services
MKTG 2341	Introduction to Marketing Research
MKTG 3322	Promotional Strategies
MKTG 4340	Marketing Planning Fundamentals
MKTG 4501	Strategic Marketing Management Simulation

As well, complete four from the following:
(or other Marketing courses not listed)

MKTG 1323	Effective Public Speaking
MKTG 1324	Small Business Development
MKTG 1325	Introduction to Importing
MKTG 1327	Introduction to Exporting
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2212	Strategies in Customer Service
MKTG 2438	Direct Marketing Dynamics
MKTG 3321	Public Relations
MKTG 3406	New Product / Service Development

And Two Electives

Students may choose two electives that they feel will enhance their growth. We recommend courses from other business programs, such as Business Administration, Financial Management or Operations Management.

MANAGEMENT CERTIFICATE IN MARKETING COMMUNICATIONS

This program is designed to give you specialized training in the components of promotional strategy. The curriculum equips the students to be functional in developing promotional strategies and campaigns, incorporating specific tactics such as event marketing, trade shows and corporate communications, as well as the traditional advertising, sales promotion and data base marketing. Listed below are the courses required to obtain your certificate.

Required

MKTG 1102	Essentials of Marketing
MKTG 1219	Professional Sales 1
MKTG 2202	Introduction to Marketing Communications
MKTG 2317	Sales Promotion Techniques
MKTG 2341	Introduction to Marketing Research
MKTG 2438	Direct Marketing Dynamics
MKTG 3218	Introduction to Media
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies

As well, complete four (4) from the following:

MKTG 1019	Press/Media Relations
MKTG 1119	Sports Marketing
MKTG 1120	Special Event Marketing
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 3418	Advertising Design Production
MKTG 3421	Communications Strategy
MKTG 3337	Corporate Communications
MKTG 4318	Media Planning

And Two Electives

Students may choose two electives that they feel will enhance their growth. We recommend courses from other business programs, such as Business Administration, Financial Management or Operations Management.

MANAGEMENT CERTIFICATE IN PROFESSIONAL SALES

Enhance your ability to sell products or services to consumers, the commercial market and professional buyers. Analyze buyer needs, plan detailed and effective presentations and utilize professional oral and written skills. The program also covers other relevant information such as managing the sales force, utilizing other methods of sales such as trade shows, and segmenting business markets. Listed below are the courses required to obtain your certificate.

Required

MKTG 1102	Essentials of Marketing
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 2220	Managing the Sales Force

continued on next page

MKTG 2319	Professional Sales 2/CPSA Skills for Sales Success
MKTG 3342	Negotiating Skills
MKTG 3332	Key Account Selling

As well, complete four (4) from the following:

MKTG 1112	Customer Relations
MKTG 1325	Introduction to Importing
MKTG 1327	Introduction to Exporting
MKTG 2341	Introduction to Marketing Research
MKTG 2438	Direct Marketing Dynamics
MKTG 3406	New Product Service Development
MKTG 2212	Strategies in Customer Service
MKTG 4340	Marketing Planning Fundamentals

And Two Electives

Students may choose two electives that they feel will enhance their growth. We recommend courses from other business programs, such as Business Administration, Financial Management or Operations Management.

MANAGEMENT CERTIFICATE IN TOURISM MARKETING

A program for those who work in the field of tourism and are seeking formal and recognized qualifications to support their work experience. This combination should help if you wish to improve your present position or wish to seek new tourism employment opportunities. This program will also appeal to those wishing to enter the field of tourism but have no previous experience and require some credibility. Employers who are looking for courses to upgrade employees marketing skills will also find value in this program. Listed below are the courses required to obtain your certificate.

Required

MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1219	Professional Sales 1
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2202	Introduction to Marketing Communications
TOUR 1261	B.C. Tourism Issues
TOUR 1301	Group Travel & Tours
TOUR 2304	Conventions/Meetings/Incentive Travel
TOUR 2324	Tourism Marketing Planning

As well, complete four (4) from the following:

MKTG 1120	Special Event Marketing
MKTG 1324	Small Business Development
MKTG 3321	Public Relations
MKTG 2212	Strategies in Customer Service
TOUR 1250	Introduction to Travel Agency Operations
TOUR 2307	Resort/Hotel Marketing
TOUR 2330	Community Tourism Development

And Two Electives

Students may choose two electives that they feel will enhance their growth. We recommend courses from other business programs, such as Business Administration, Financial Management or Operations Management.

ASSOCIATE CERTIFICATES IN MARKETING MANAGEMENT

For students who do not wish or require a complete certificate, or desire a fast track for developing specific skills, we offer eight course Associate Certificate packages in:

- Customer Service
- Event Marketing (NEW)
- Marketing Communications
- Public Relations (NEW)
- Sales Skills
- Tourism
- Fundraising

For each Associate Certificate Program, you may make two substitutions as long as they are related to the area of study and will enhance your existing job situation.

Customer Service

MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1217	Effective Telephone Selling Skills
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 2205	Marketing of Services
MKTG 3321	Public Relations
MKTG 2212	Strategies in Customer Service

Event Marketing

MKTG 1019	Press / Media Relations
MKTG 1102	Essentials of Marketing
MKTG 1119	Sports Marketing
MKTG 1120	Special Event Marketing
MKTG 1215	Introduction to Fund Raising
MKTG 2202	Introduction to Marketing Communications
MKTG 1342	Trade / Consumer Show Marketing
TOUR 2304	Conventions/Meetings/Incentive Travel

Marketing Communications

MKTG 1019	Press/Media Relations
MKTG 1102	Essentials of Marketing
MKTG 1120	Special Event Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 2317	Sales Promotion Techniques
MKTG 3218	Introduction to Media
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies

Public Relations

MKTG 1019	Press/Media Relations
MKTG 1102	Essentials of Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 1323	Effective Public Speaking
MKTG 3321	Public Relations

MKTG 3337	Corporate Communications
MKTG 3421	Strategic Communications
MKTG 1215	Introduction to Fund Raising OR
BCST 1144	Writing for the Media

Sales Skills

MKTG 1217	Effective Telephone Selling Skills
MKTG 1219	Professional Sales 1
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2220	Managing the Sales Force
MKTG 2319	Professional Sales 2 / CPSA Skills for Sales Success
MKTG 2438	Direct Marketing Dynamics
MKTG 3332	Key Account Selling
MKTG 3342	Negotiating Skills

Tourism

TOUR 1250	Introduction to Travel Agency Operations
TOUR 1261	B.C. Tourism Issues
TOUR 1301	Group Travel and Tours
TOUR 2304	Conventions/Meetings/Incentive Travel
TOUR 2307	Resort/Hotel Marketing
MKTG 1102	Essentials of Marketing
MKTG 1120	Special Event Marketing
MKTG 1219	Professional Sales 1

FUNDRAISING MANAGEMENT

FUND 1215	Introduction to Fundraising
FUND 2215	Marketing for Fundraising
FUND 2216	Management and Finance for Fundraising
FUND 2316	Grant & Proposal Writing (1.5 Credits)
FUND 3315	Campaign Planning and Operations
FUND 3317	Managing Organizational Dynamics
FUND 4415	Fundraising Practicum

ELECTIVE: Any computer course of combination totaling 18 Hrs (Approved by the Department)

FUND 1215 DTC \$256.30

INTRODUCTION TO FUNDRAISING

A course designed to provide an overview of fundraising topics. The emphasis is on the grounding of fundraising in philanthropy; the principles and strategic issues of fundraising in nonprofit organizations; and the role of the development officer and fundraising. Students develop an understanding of annual fund and capital campaign methodologies, working with volunteer boards, and developing career planning strategies.

Apr 14	Wed	1730-2030	12 wks	DTC	CRN	27316
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FUND 2215 DTC \$256.30

MARKETING FOR FUNDRAISING

Understanding marketing principles as the foundation for organizational relationships. Students build skills in constituency analysis and the use of demographics and socio-graphics. Generational patterns in philanthropy are explored. The marketing plan, writing and printing of publications, media relations, special constituency relations and the use of direct mail, telemarketing, and other broadly based techniques and technologies for reaching contributors are covered. Prerequisite: Fund 1215.

Apr 14	Wed	1730-2030	12 wks	DTC	CRN	27317
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MKTG 0113 DTC \$302.30

MARKETING THROUGH THE INTERNET

Provides the skills necessary to harness the Internet as a tool for researching, prospecting and reaching target markets. The course will feature four hands-on sessions in BCIT's futuristic Advanced Management Technology Lab, where participants will have direct access to the Internet to practice and hone the skills developed in the lecture sessions. The course will cover the following topics: researching competitors, industries and markets; using e-mail as a prospecting and networking tool, developing and publicizing an effective World Wide Web site; integrating the Internet into existing sales and marketing strategies. An ideal course for mid to senior executive levels and owner/managers of small businesses.

Apr 21	Wed	1730-2030	4 wks	DTC	CRN	26387
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MKTG 0213 DTC \$185.30

RESEARCH USING THE INTERNET

This course is designed to introduce Internet users to beginner and advanced techniques for doing research using the Internet. After taking this course, participants will understand how to use the Internet effectively. Includes: locate information on the World Wide Web using advanced search techniques, explore some "super sites" which are useful information sources, bookmark useful sites for ongoing reference, makes use of Internet Newsgroups as an information source, use e-mail as a competitive intelligence tool.

May 26	Wed	1730-2030	2 wks	DTC	CRN	27311
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MKTG 1019 DTC \$256.30

PRESS/MEDIA RELATIONS

Provides a definition of the media: basic media process; developing media strategy; news room realities; packaging your message; the media as messenger; interview techniques and critiques; and crisis communications. In today's communications environment, business is front page news. At any given moment, a company, large or small, can become the focus of intense media scrutiny. A good news story can add thousands of dollars to the bottom line — a bad one can cost a company millions. Without adequate training and experience, many corporate spokespeople panic when approached by a reporter, with potentially devastating results. The "media" is a business like any other. Its product is controversy. By knowing the rules of the game, astute managers can make the media work for them.

Apr 13	Tue	1730-2030	12 wks	DTC	CRN	27487
Jun 21	Mon-Fri	0900-1600	1 wk	DTC		27488

MKTG 1102 BBY \$258 DTC \$256.30

ESSENTIALS OF MARKETING

Designed to provide the student with an overview of the marketing concept and how it can be applied to any type of organization or service. Includes the controllable and uncontrollable elements of marketing, strategic planning, market characteristics, marketing research techniques, market segmentation and target market selection.

Apr 12	Mon	1730-2030	12 wks	DTC	CRN	20358
Apr 13	Tue	1845-2145	12 wks	BBY		20345
Apr 15	Thr	1845-2145	12 wks	BBY		20360
		1730-2030	12 wks	DTC		20359
Apr 17	Sat	0900-1600	6 wks	BBY		20362
		0900-1700	6 wks	DTC		23784
Jun 07	Mon-Fri	0900-1700	1 wk	DTC		20363
Jul 05	Mon-Fri	0900-1700	1 wk	DTC		20355
Aug 09	Mon-Fri	0900-1700	1 wk	BBY		23048

MKTG 1112 BBY \$258 DTC \$256.30

CUSTOMER RELATIONS

Covers the importance of customer service. In today's service oriented economy, excellent service is more than a competitive edge, it is a survival skill. Customer relations is designed to have broad application for people at all levels in business and industry who will deal directly with customers, both internally and externally. Students will benefit from the strategies and practical "hands-on" approach of this course. Course will cover defining quality service; developing excellent customer relations skills; effective communication techniques; problem-solving; listening/questioning skills; developing "excellent" people skills.

Apr 17	Sat	0900-1600	6 wks	DTC	CRN	20320
Jun 14	Mon-Fri	0900-1600	1 wk	BBY		25219
Aug 09	Mon-Fri	0900-1700	1 wk	DTC		27314

MKTG 1120 BBY \$258 DTC \$256.30

SPECIAL EVENT MARKETING

Teaches students how to plan, market, sell, produce and manage any type of special event from company social functions to major conventions. This is a projects based course that will focus on the principle components of planning and executing special events.

Apr 13	Tue	1730-2030	12 wks	DTC	CRN	25220
Apr 14	Wed	1845-2145	12 wks	BBY		20322
Jun 07	Mon-Fri	0900-1600	1 wk	DTC		27312

MKTG 1219 BBY \$258 DTC \$256.30

PROFESSIONAL SALES 1

Provides basic training for the sales aspirant or person with no formal sales training. Students develop selling techniques through practical applications and role playing. This course is also ideal for people in sales who require or desire to "brush up" on their sales skills. To be successful in this course, students must be able to communicate well in English.

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	22626
Apr 14	Wed	1730-2030	12 wks	DTC		20327
Apr 15	Thr	1845-2145	12 wks	BBY		20329
Jun 14	Mon-Fri	0900-1700	1 wk	DTC		20328
Aug 16	Mon-Fri	0900-1700	1 wk	BBY		23049

MKTG 1323 BBY \$258 DTC \$256.30

EFFECTIVE PUBLIC SPEAKING

Emphasizes the development of public speaking skills and the principles of effective oral communication. Films, buzz groups and closed circuit TV are utilized. Each student is expected to prepare and deliver a weekly oral assignment. To be successful in this course, students must be able to communicate well in English.

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	20335
Apr 15	Thr	1730-2030	12 wks	DTC		20336
May 31	Mon-Fri	0900-1700	1 wk	DTC		20333
Aug 09	Mon-Fri	0900-1700	1 wk	BBY		23050

MKTG 1324 BBY \$258

SMALL BUSINESS DEVELOPMENT

Examines the planning stages involved in starting a new business including market, financial and legal responsibility requirements. Major emphasis is on the preparation of a business plan. This course will be helpful for anyone wishing to start their own business.

Apr 14	Wed	1845-2145	12 wks	BBY	CRN	20337
Jun 07	Mon-Fri	0900-1700	1 wk	BBY		23788

MKTG 1342 DTC \$256.30

TRADE/CONSUMER SHOW MARKETING

Examines how a trade/consumer show is an effective marketing opportunity for businesses of all sizes. The course will focus on the application of marketing principles through the medium of trade or consumer shows. Also covered will be how to position a trade or consumer show as an active marketing tool within a business' overall marketing strategy. A key component of this course will be the development of a major project involving a strategic plan for a trade/consumer show.

May 10	Mon-Fri	0900-1700	1 wk	DTC	CRN	22851
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MKTG 2202 BBY \$258 DTC \$256.30

INTRODUCTION TO MARKETING COMMUNICATIONS

Presents an overview of promotional strategies; advertising, sales promotion, direct marketing, event marketing, publicity, trade shows and public relations. It is intended for those students pursuing the concentrated marketing program. The course examines those areas of promotion on the basis of where each fits in the promotional mix and when you should best use them. Prerequisite: MKTG 1102

Apr 12	Mon	1845-2145	12 wks	BBY	CRN	26402
Apr 13	Tue	1730-2030	12 wks	DTC		20364
Apr 14	Wed	1845-2145	12 wks	BBY		20366
Apr 15	Thr	1730-2030	12 wks	DTC		26406
Apr 17	Sat	0900-1600	6 wks	DTC		20365
Jun 21	Mon-Fri	0900-1700	1 wk	DTC		27318
Aug 16	Mon-Fri	0900-1700	1 wk	BBY		23051



MKTG 2205 DTC \$256.30

MARKETING OF SERVICES

Focuses on the differences between developing strategies for services rather than products. Course content covers the complete marketing management process from setting objectives, developing a plan of action, to reviewing the effectiveness of the marketing plan. Prerequisite: MKTG 1102 or department permission.

Apr 12 Mon 1730-2030 12 wks DTC CRN 25932

MKTG 2212 BBY \$258

STRATEGIES IN CUSTOMER SERVICE

This course is designed to provide organizations with the tools necessary to develop an effective customer service program. Topics will include: corporate images, customer interaction, employee empowerment and measuring customer satisfaction. Emphasis will be on practical methods of implementation.

Apr 12 Mon 1845-2145 12 wks BBY CRN 27514

MKTG 2220 DTC \$256.30

MANAGING THE SALES FORCE

The role of the sales manager in planning, directing and controlling will be the focus of this course including the selection of sales representatives as well as training, supervision, motivation and leadership. Prerequisite: MKTG 1219 or departmental permission.

Apr 15 Thr 1730-2030 12 wks DTC CRN 25935

MKTG 2317 DTC \$256.30

SALES PROMOTION TECHNIQUES

Focuses on the practical application of sales promotion techniques, both trade and consumer. The material covered will include coupons, contests, sweepstakes, bonus packs, premiums, package promotions and price-offs. A major objective of the course is for the student to be able to develop a basic sales promotion plan. Prerequisite: MKTG 2202 or permission from the department.

Apr 13 Tue 1730-2030 12 wks DTC CRN 26408

MKTG 2319 BBY \$299

PROFESSIONAL SALES 2 (CPSA SKILLS FOR SALES SUCCESS)

Uses lectures, films and class discussion to cover the techniques and motivational skills of selling: sales interview process; buying motives; product knowledge; prospecting; approaches; selling more; closing; selling the idea; getting attention; organization; goals; arousing interest; talking benefits; desire; no is not the end; power phrases. The key element of this course will be the development of individual sales presentations by students, focusing on personal presentation skills. Prerequisite: MKTG 1219 or previous sales experience.

Apr 12 Mon/Wed 1845-2145 7 wks BBY CRN 26419

MKTG 2341 BBY \$258

INTRODUCTION TO MARKETING RESEARCH

Examines the basic approaches to market research. Discusses research techniques and tools and relates these tools to the decision-making process. Special applications of marketing research to simulated real-life situations are examined. Prerequisite: MKTG 2202.

Apr 15 Thr 1845-2145 12 wks BBY CRN 23793

MKTG 2439 BBY \$258

DATA BASE MARKETING

This course examines the concept of Data Base Marketing and how to apply it in a practical sense to establish customer relationship building and servicing. The focus will be on planning, design and application of a marketing data base as well as how to build and manage a data base. The course is designed to emphasize the role of the data base in a firm's marketing strategy.

Apr 14 Wed 1845-2145 12 wks BBY CRN 27483

MKTG 3321 BBY \$258 DTC \$256.30

PUBLIC RELATIONS

Designed for anyone in business, government, associations and organizations, responsible for internal and external communication. Students learn to fulfill their information and communication assignments with increased confidence and competence. Topics include planning and executing a public relations program; communication techniques; principles of news writing and preparation of news photographs; utilizing the media; press and community relations; external/internal communications and meetings. Prerequisite: MKTG 2202 or department permission.

Apr 13 Tue 1730-2030 12 wks DTC CRN 20331

Apr 15 Thr 1845-2145 12 wks BBY 26420

Jun 07 Mon-Fri 0900-1700 1 wk DTC 27315

MKTG 3322 DTC \$256.30

PROMOTIONAL STRATEGIES

Provides the opportunity to develop a complete communications plan from the situation analysis to creative solutions. Reviews the role of strategic planning as it applies to media, creative, sales promotion and research. Prerequisite: MKTG 2202.

Apr 14 Wed 1730-2030 12 wks DTC CRN 27518

MKTG 3332 DTC \$256.30

KEY ACCOUNT SELLING

This course is designed for sales persons who will be working with long sales cycles in large organizations. We will look at managing the sales process and examine the possible influences within corporations and government departments. Topics covered include: account strategy planning, partnership selling, application selling and managing activities for major accounts versus general accounts. Prerequisite: previous sales training.

Apr 13 Tue 1730-2030 12 wks DTC CRN 26421

MKTG 3342 BBY \$258

NEGOTIATING SKILLS

Designed to cover the key elements that take place within the marketing or sales negotiation context. Students will explore negotiating styles, strategies and tactics. You will also prepare for, conduct, then evaluate an actual negotiating situation. The impact of ethics, power and culture are also examined through case studies, role play simulations, lectures and discussions.

Jun 7 Mon-Fri 0900-1600 1 WK BBY CRN 27519

MKTG 3406 BBY \$258

NEW PRODUCT / SERVICE DEVELOPMENT

Studies effective processes for generating product ideas, design planning, performance evaluation and market testing. Commercialization of highly innovative products is emphasized. Prerequisite: MKTG 1102

Apr 13 Tue 1845-2145 12 wks BBY CRN 24872

MKTG 3418 DTC \$410.30

ADVERTISING DESIGN PRODUCTION

A practical "how-to" course that starts with design principles and finishes with inside marketing techniques for print, broadcast and internet advertising. The course examines typography, colour, layout, artwork, copywriting and production for newspaper, magazine, broadcast, internet and POP advertising.

Develop your own marketing materials with QuarkXpress 4.0 (the industry standard). Of interest to those in marketing, advertising, media and graphic/printing sales as well as graphic designers.

Apr 13 Tue 1730-2030 12 wks DTC CRN 27482

MKTG 3421 DTC \$256.30

STRATEGIC COMMUNICATIONS

Provides the opportunity to develop a complete communications plan from the situation analysis to creative solutions. Reviews the role of strategic planning as it applies to media, creative, sales promotion and research. Prerequisite: MKTG 2202.

Apr 22 Thu 1730-2030 12 wks DTC CRN 27609

MKTG 4318 DTC \$256.30

MEDIA PLANNING

Examines the development and execution of the media plan. Close contact is maintained by students with agency media buyers and other industry factors to ensure a practical direction to the course. Quantitative media planning techniques are evaluated in light of most recent computer applications. The main objective of this course is to provide marketable skills in media planning and buying, to qualify students for career entry consideration in advertising agencies.

Apr 12 Mon 1730-2030 12 wks DTC CRN 23797

TOURISM

TOUR 1261 BBY \$258

B.C. TOURISM ISSUES

Examines the evolution, function and direction of tourism. Topics will include historical influences, basic ingredients of community tourism, government, role and function, tourism industry conflicts and recreational influences, the psychology of travel and instructional influences, social costs of tourism development, and development strategies.

Apr 13 Tue 1845-2145 12 wks BBY CRN 20370

MEDIA TECHNIQUES FOR BUSINESS

(604) 451-7032 tcade@bcit.bc.ca

(604) 432-8614 ldavie@bcit.bc.ca

The complete certificate program integrates Media Techniques for Business courses with those from other disciplines. Students have a wide range of electives to choose from and can therefore develop a program to meet their specific needs and goals.

The Media Techniques for Business Certificate program requires the completion of the following 10 basic courses, totaling 27 credits and a minimum of six elective courses totaling 18 credits from the offerings listed.

Required courses:

BCST 1160	Introduction to Television
BCST 1161	Film for Beginners
COMM 1103	Introduction to Business and Technical Communication
MDIA 1010	Photography
MDIA 1040	Graphics 1
MDIA 1100	Introduction to Media Techniques for Business
MDIA 2040	Graphics 2
MDIA 2060	Effective Presentation Techniques

Two of the following:

MDIA 1050	PageMaker PC 1
MDIA 1090	PageMaker Mac 1
MDIA 1150	QuarkXpress Mac 1
MDIA 1160	Illustrator Mac 1
MDIA 1170	Photoshop PC 1
MDIA 1180	Photoshop Mac 1
MDIA 2050	PageMaker PC 2
MDIA 2090	PageMaker Mac 2
MDIA 2150	QuarkXpress Mac 2
MDIA 2260	Illustrator Mac 2
MDIA 2170	Photoshop PC 1
MDIA 2180	Photoshop Mac 2

Elective courses:

BCST 1145	Copywriting for Radio and TV
BCST 1148	Writing for the Media
BCST 2252	Commercial Audio Production
BUSA 1305	Supervisory Skills
COMM 2202	Letters and Memos
COMM 2204	Technical Reports
FMGT 1152	Accounting for the Manager
MDIA 1020	Designing Business Forms
MDIA 1050	PageMaker PC 1
MDIA 1090	PageMaker Mac 1
MDIA 1130	CorelDraw 1
MDIA 1140	Colour Theory for Publishers
MDIA 1150	QuarkXpress Mac 1
MDIA 1180	Adobe Photoshop Mac 1
MDIA 1300	Multimedia Literacy
MDIA 2000	Typography
MDIA 2050	PageMaker PC 2
MDIA 2090	PageMaker Mac 2
MDIA 2130	CorelDraw 2
MDIA 2150	QuarkXpress Mac 2
MDIA 2160	Advanced Photography 1
MDIA 2170	Advanced Photography 2
MDIA 2300	Multimedia Authoring
MDIA 3010	Commercial Photography
MKTG 1102	Essentials of Marketing
MKTG 2202	Introduction to Marketing Communications

Other elective courses are being developed. Check future flyers for additional choices. Not all courses are offered every term. Check current flyers under Media Techniques for Business or other areas such as Broadcast Communications or Marketing for current offerings and specific course descriptions.

BUSINESS CERTIFICATE IN MEDIA TECHNIQUES AND MARKETING COMMUNICATIONS

A hands-on program designed to combine the strategic approach of Marketing Communications with the techniques of multimedia technology. The program is skills-based, focusing on specialized training in media techniques and the components of promotional marketing. It is of value to anyone who wishes to pursue a career in the communications area of any business, from home-based business to major corporations.

Required basic courses:

MKTG 1102	Essentials of Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies
MKTG 3337	Corporate Communications
MDIA 1100	Intro to Media Techniques for Business
MDIA 2060	Effective Presentation Techniques
MDIA 1040	Graphics 1
MDIA 2040	Graphics 2

In addition, select from the following list of electives for the equivalent of 18 credits:

MDIA 1050	PageMaker 1 for the PC
MDIA 2050	PageMaker 2 for the PC
MDIA 1090	PageMaker 1 for the MAC
MDIA 2090	PageMaker 2 for the MAC
MDIA 1150	Quark X Press for the MAC
MDIA 2150	Quark X Press for the MAC
MDIA 1170	Adobe PhotoShop for the PC 1
MDIA 2270	Adobe PhotoShop for the PC 2
MDIA 1180	Adobe PhotoShop for the MAC 1
MDIA 2180	Adobe PhotoShop for the MAC 2
MDIA 1160	Illustrator for the MAC 1
MDIA 2260	Illustrator for the MAC 2
MDIA 1130	CorelDraw 1
MDIA 2130	CorelDraw 2
MKTG 1019	Press/Media Relations
MKTG 2317	Sales Promotion Techniques
MKTG 1120	Special Event Marketing
MKTG 2438	Direct Marketing Dynamics
MKTG 3218	Introduction to Media (Advertising Media)

MDIA 0199 BBY \$148

PHOTOGRAPHY ENTRY LEVEL

Learn to handle a 35mm Single Lens Reflex camera and accessories. Learn basic photographic concepts. Students with an interest, but no previous experience in photography, are encouraged to enrol in this exploratory course. Students need 35mm SLR with 50mm lens and must supply their own film. A tripod is recommended.

Apr 14 Wed 1900-2200 4 wks BBY CRN 20999

MDIA 1010 BBY \$293

PHOTOGRAPHY

Improves knowledge of handling 35mm equipment/accessories. Topics include composition, selecting film and lighting. Students carry out assignments using their own equipment, get hands-on experience in processing and printing black and white film and learn to set up their own darkroom. Prerequisite: MDIA 0199 or permission from the instructor.

May 12 Wed 1900-2200 8 wks BBY CRN 21000

MDIA 1015 BBY \$218

PEOPLE PHOTOGRAPHY

Introduces students to a variety of portraiture from children, groups and executives. Students will gain hands on experience photographing people in the areas of advertising, editorial and consumer oriented portraiture. Equipment, lighting, and communication projects provide critical information to help students create powerful portraits. Prerequisite: MDIA 1010 or permission from instructor.

May 27 Thr 1900-2200 6 wks BBY CRN 26087

continued on next page

**MDIA 1040
GRAPHICS 1**

BBY \$301

Introduces the many facets of graphics. Topics include: lettering/typography; layout/design; drawing/illustration techniques; logo design; colour process; producing artwork using traditional and digital methods. No previous experience in graphic art is required to attend this exploratory course. Note: This course is NOT computer-based.

Apr 12 Mon/Wed 1845-2145 6 wks BBY CRN 21001

MDIA 1100

BBY \$301

INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS

Explore fundamental issues in creating and implementing a variety of visual/audio-visual communication projects. Study a practical perspective on pre-press production/printing, desktop publishing, commercial applications of photography and photographic imaging, video production, and communication tools used today. You will cover needs assessment, target audience identification and have an understanding of media integration.

Apr 12 Mon 1800-2100 12 wks BBY CRN 21002

MDIA 1510

BBY \$258

COMMUNICATION FOR NEW MEDIA

This course teaches the students effective written communication for new media. The focus is on conveying your desired point of view while building on the power of multimedia, make an impression, be creative, say what you mean and send a more powerful message.

Apr 14 Wed 1845-2145 12 wks BBY CRN 27563

MDIA 2040

BBY \$301

GRAPHICS 2

This covers detailed areas of graphics and print production. Include paper choice/selection, four colour process printing and mechanical requirements, imposition, commercial photography, special printing techniques, stitching/binding, magazine production, designing advertisements, preparing an advertising campaign using various production and print media. Preparing a portfolio, future education and employment opportunities are discussed. Prerequisite: MDIA 1040

May 24 Mon/Wed 1845-2145 6 wks BBY CRN 21004

MDIA 2060

BBY \$258

EFFECTIVE PRESENTATION TECHNIQUES

Prepares students to effectively present material, both written and spoken. Covers what to say and how to say it, using the right words and proper grammar. Builds written communication skills that allow students to write confidently and make certain they are understood. Teaches speaking skills using proper pronunciation, phrasing and emphasis.

Apr 15 Thr 1845-2145 12 wks BBY CRN 21005

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MDIA 2160

BBY \$218

ADVANCED PHOTOGRAPHY 1

Combines classroom sessions and workshops in the studio (including a make-up demonstration) so students can develop skills to plan and carry out assignments in editorial and people photography. Students learn to recognize the potential of lighting and how to work from a layout to meet a client's requirements. Prerequisite: MDIA 1010 or permission from the instructor.

Apr 15 Thr 1900-2200 6 wks BBY CRN 26467

MDIA 2170

BBY \$218

ADVANCED PHOTOGRAPHY 2

Sessions/workshops in darkroom and studio cover the fundamentals to plan the areas of still life and advertising photography, and to set up and operate a small studio. You will gain experience working with sophisticated lighting equipment and put together a powerful portfolio. Techniques and composition are stressed throughout the course. All darkroom material is included.

May 27 Thr 1900-2200 6 wks BBY CRN 27564

MDIA 3010

BBY \$438.00

COMMERCIAL PHOTOGRAPHY

Learn the basics of setting up and managing a commercial studio. Learn to select and operate medium and large format camera equipment/accessories, learn about lighting; how to prepare/estimate, market your services, learn to work with clients and suppliers. Assignments are in areas such as still life, people, editorial, architecture, and others.

Apr 13 Tue 1900-2200 12 wks BBY CRN 21298

ASSOCIATE CERTIFICATE, DESKTOP PUBLISHING

The Desktop Publishing Associate Certificate program requires the completion of the following six basic courses, totaling 15 credits, and a minimum of three elective courses totaling nine credits for a total of 24, from the list below:

Required basic courses:

MDIA 1040	Graphics 1
MDIA 1140	Colour Theory for Publishers
MDIA 1111	Scanning
MDIA 2000	Typography
MDIA 2095	Portfolio Production
MDIA 2060	Effective Presentation Techniques

In addition, choice of:

- I. Choice of: (Levels 1 and 2 required)
 - MDIA 1050 and 2050 PageMaker for the PC (Levels 1 and 2)
 - MDIA 1090 and 2090 PageMaker for the Macintosh (Levels 1 and 2)
 - MDIA 1150 and 2150 QuarkXpress (Levels 1 and 2)
- II. Choice of: (Levels 1 and 2 required)
 - MDIA 1130 and 2130 CorelDraw (Levels 1 and 2)
 - MDIA 1160 and 2160 Adobe Illustrator for the Macintosh (Levels 1 and 2)
- III. Choice of: (Levels 1 and 2 required)
 - MDIA 1170 and 2270 Adobe PhotoShop for the PC
 - MDIA 1180 and 2180 Adobe PhotoShop for the MACINTOSH

**DESKTOP PUBLISHING AND
GRAPHICS FOR THE MACINTOSH**
(604) 451-7032 tcarde@bcit.bc.ca
(604) 432-8614 ldavie@bcit.bc.ca

MDIA 1090

BBY \$334

PAGEMAKER MAC 1

Introduces and teaches design, layout and production of professional publications, using the Adobe PageMaker assembly software program. Students will learn to create projects, advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation using a Macintosh computer for this hands-on course.

Apr 12 Mon 1845-2145 6 wks BBY CRN 21011

MDIA 1111

DTC \$382.30

DESKTOP SCANNING

Learn to use your desktop scanner. Work with a desktop scanner from your own computer terminals. Covers basic colour theory, reflection/flatbed scanners, and transmission such as slide scanners and digital cameras. Issues affecting quality/accuracy of scanned images are discussed; resolution, dynamic range and the removing of unwanted colorcasts. PhotoShop is used extensively in this course.

Apr 16 Fri 0900-1600 3 wks DTC CRN 24947
May 29 Sat 1300-1600 6 wks DTC 24948

MDIA 1140

BBY \$435

COLOUR AND THEORY FOR PUBLISHERS

Introduces the principles of colour in relation to physics, physiology and communication. Explores the additive primaries red, green and blue (light) and the subtractive primaries cyan, magenta and yellow (pigment). Exercises will lead to an understanding of the terminology relating to light and pigment such as contrast, hue, saturation, value, tint and shade. Also studies colour models used in computer graphics programs, through hands-on use of Adobe Illustrator on the Macintosh.

Apr 14 Wed 1845-2145 12 wks BBY CRN 23567

MDIA 1150

BBY \$344 DTC \$342.30

QUARKXPRESS MAC 1

Introduces the most powerful page layout program currently available. Gives a complete overview of the abilities of QuarkXpress, providing a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation. Prerequisite: A solid working knowledge of the Macintosh.

Apr 12 Mon 1730-2030 6 wks DTC 24940
July 8 Thr 1730-2030 6 wks DTC 21301

MDIA 1160

DTC \$382.30

ADOBE ILLUSTRATOR MAC 1

Learn tools by examining the toolbox, view artwork in different modes, edit, use rule guides, learn about layers, painting objects, applying custom colour and gradient fills and using the pen tool. Draw straight lines and curves, convert points, and use perimeters to create basic shapes. Work with type, change type attributes, import text and link text blocks, wrap text around an object and more.

Apr 16 Fri 1845-2145 6 wks BBY 23577
Apr 17 Sat 0900-1200 6 wks BBY 24941

MDIA 1180

DTC \$382.30

ADOBE PHOTOSHOP FOR MAC 1

Produce colour and black and white images right at the desktop. Students work on a canvas, restore parts of images, create gradient blends, use foreground and background colors, use painting tools, change brush size and options, understand image size and resolution, create type, ghost back type on an image and airbrushing. Individual workstations.

Apr 13 Tue 1845-2145 6 wks BBY CRN 21025
May 30 Sun 1300-1600 6 wks BBY 21026
Apr 15 Thr 0900-1600 3 wks DTC 24942
Jul 06 Tue 1845-2145 6 wks BBY 21303

MDIA 1188

DTC \$382.30

ADOBE PREMIER

Premier makes it easier to create high-quality digital movies and videotapes. Covers editing to make changes easily, learning the Premier graphical interface, trimming and playing back windows motion control and recording to disk. Graphics and titles will be imported from Adobe Illustrator. Students have their own workstation and user guide.

Apr 15 Thu 1845-2145 6 wks BBY CRN 24951

MDIA 1450

DTC \$382.30

MACROMEDIA DIRECTOR 1

Guides you through the practical aspects of working with Macromedia Director. The focus will be on screen and interface design as well as incorporating video, audio, graphics and animation. You will create a real interactive multimedia project with techniques that will apply to both MAC and PC platforms.

Apr 15 Thr 1730-2030 6 wks DTC CRN 25168

MDIA 2000

DTC \$433.30

TYPOGRAPHY

Gives students an understanding of typesetting rules and techniques. Covers type history, development and usage. The following nine evenings will be spent using QuarkXpress to complete a variety of projects. The emphasis will be on quality rather than quantity. Prerequisites: MDIA 1150 and MDIA 2150 or MDIA 1090 and MDIA 2090

Apr 13 Tue 1730-2030 12 wks DTC CRN 23578

MDIA 2090

BBY \$344

PAGEMAKER MAC 2

Guides students through advanced features. Create your documents in readiness for sending files to a service bureau, thus reducing pre-press costs. They will also learn how to create colour separation files and work with a desktop scanner. Students will have their own workstation using a Macintosh computer. Prerequisite: MDIA 1090 or permission from the instructor.

May 24 Mon 1845-2145 6 wks BBY CRN 26468

MDIA 2095

BBY \$384

PORTFOLIO PRODUCTION

Participants consolidate their experience, learning, and talent by compiling a portfolio that focuses on individual interest and strength, and showcasing their work. The aim is to prepare an effective medium to assist in furthering their careers, as well as identify professional development needs and set future goals. Recommended last course in Certificate

Apr 17 Sat 1300-1600 6 wks BBY CRN 27562

MDIA 2100

DTC \$382.30

IMAGING TECHNIQUES FOR NEW MEDIA

Covers digital photography techniques including composition, depth of field, lighting and exposure. Extensive PhotoShop techniques are also covered including creative masking, compositing, layer modes and colour correction procedures. Sharing pictures on line, storing, managing, outputting pictures and file formats are covered along with e-mail attachments and other Web related issues.

Apr 16 Fri 1730-2030 6 wks DTC CRN 27556
Apr 12-14 Mon-Wed 0900-1500 1 wk DTC 27559
May 17-19 Mon-Wed 0900-1500 1 wk DTC 27558

MDIA 2111

DTC \$382.30

DESKTOP SCANNING 2

This course is a continuation of Desktop Scanning 1. Adobe PhotoShop is used extensively. Prerequisite: MDIA 1111.

May 7 Fri 0900-1600 3 wks DTC CRN 24949

MDIA 2150 **BBY \$ 344 DTC \$342.30**
QUARKXPRESS MAC 2
 Teaches advanced publishing techniques using QuarkXpress including integration with word processing and graphics software and the use of spot and process colours. Students will have their own workstation. Prerequisite: MDIA 1150 or permission from the instructor.

May 24 Mon 1730-2030 6 wks DTC CRN 24944

MDIA 2189 **DTC \$433.30**
AFTER EFFECTS & SOUND EDIT
 Provides a working knowledge of some of the software used for video production. The goal is for students to create portfolio quality Quick Time movies that can be integrated into multimedia projects digital non-linear video editing and Adobe After Effects for composing, animation and effects. Topics will include video production process, compression for animation.

Apr 14 Wed 1730-2030 12 wks DTC CRN 27555

MDIA 2450 **DTC \$382.30**
MACROMEDIA DIRECTOR 2
 This course builds on skills learned in Macromedia 1. Prerequisite: MDIA 1450

May 27 Thr 1730-2030 6 wks DTC CRN 26586

MDIA 2180 **BBY \$384 DTC \$382.30**
ADOBE PHOTOSHOP FOR MAC 2
 Manipulate scanned photolithographs, slides and original artwork. Students learn how to look at colour models, adjust midtones, shadows and highlights, use the information palette as a densitometer and adjust the colour balance of an image. Teaches resolution, determining correct scan resolution, creating releases around images with paths and more. Prerequisite: MDIA 1180.

May 6 Thr 0900-1600 3 wks DTC CRN 24945

May 25 Tue 1845-2145 6 wks BBY 21027

MDIA 2260 **DTC \$382.30**
ADOBE ILLUSTRATOR MAC 2
 This course is a continuation of MDIA 1160.

May 29 Sat 0900-1200 6 wks BBY 23584

DESKTOP PUBLISHING AND GRAPHICS FOR THE PC

(604) 451-7032 tcarde@bcit.bc.ca
 (604) 432-8614 ldavie@bcit.bc.ca

MDIA 1025 **DTC \$382.30**
ACROBAT
 Publish on the Web, Intranet, CD-ROM, or e-mail without losing the unique look, feel, and formatting of your original documents by converting them into PDF's (Portable Document Format). This course gives Adobe Acrobat users skills they need to work efficiently with Adobe Acrobat Exchange, PDF Writer, and Distiller software and provides a solid foundation for applying Acrobat features to real-world situations. Topics include using Acrobat in mixed-platform environments, creating and using PDF documents, using Acrobat features to tailor a document to its audience using Acrobat as a presentation tool. This course is designed for anyone using Adobe Acrobat products for electronic document distribution. Prerequisites: Basic computer literacy including keyboarding skills and using a mouse. You should also have experience with PC's running Windows or MAC computers.

May 15 Sat 1300-1600 6 wks DTC CRN 26090

MDIA 1050 **DTC \$342.30**
PAGEMAKER PC 1
 Teaches design, layout and production of professional publications, using the Adobe PageMaker assembly software program. Students will learn to create numerous publishing projects including advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation.

Apr 13 Tue 1730-2030 6 wks DTC CRN 21009

Apr 17 Sat 0900-1200 6 wks DTC 21010

MDIA 1130 **BBY \$384**
CORELDRAW 1
 Covers principles of vector art used in CorelDraw. Learn to transform, modify and organize objects, use layers and styles, create multiple page layouts and prepare work for printing at a service bureau. Designed for those with a fundamental operating knowledge of the Windows 95 environment.

Apr 15 Thr 1845-2145 6 wks BBY CRN 21015

Apr 17 Sat 0900-1200 6 wks BBY 21016

MDIA 1035 **BBY \$344**
COREL PHOTOPAINT 1
 Use basic drawing tools and natural media brushes to create digital paintings. Use objects, layers and masks to create layered images. Learn techniques of paths and selection tools to apply changes to an image and basic techniques of editing and combining colour photos. Knowledge of Windows 95 and some page layout experience required.

Apr 14 Wed 1845-2145 6 wks BBY CRN 26159

MDIA 1155 **DTC \$342.30**
QUARK PC 1
 Introduces page layout using QuarkXpress. Gives an overview of the abilities of Quark providing a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation, using state-of-the-art technology.

Apr 16 Fri 1730-2030 6 wks DTC CRN 27550

MDIA 1170 **BBY \$384**
ADOBE PHOTOSHOP FOR WINDOWS 1
 Create and produce colour and black and white images right at the desktop. Students create and work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and paint options, understand image size and resolution, ghost back type on an image. Individual workstations.

Apr 17 Sat 1300-1600 6 wks BBY CRN 21030

MDIA 1260 **BBY \$384**
ILLUSTRATOR PC 1
 View artwork in different modes, edit a segment, construct a drawing, and learn about layers, group/ungroup objects. Learn painting objects, creating process colours, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves, and use perimitives to create basic shapes. Work with type, change attributes, import text and more.

Apr 12 Mon 1845-2145 6 wks BBY CRN 25164

MDIA 2050 **DTC \$342.30**
PAGEMAKER PC 2
 Learn how to create documents in readiness for sending files to a service bureau thereby reducing pre-press costs. Students will learn how to create colour separation files. Prerequisite: MDIA 1050 or permission from the instructor.

May 25 Tue 1730-2030 6 wks DTC CRN 21019

May 29 Sat 900-1200 6 wks DTC 24943

MDIA 2130 **BBY \$384**
CORELDRAW 2
 Focuses on the inter-relationship between CorelDraw, CorelChart and PhotoPaint. Students will be expected to produce at least four complete pieces suitable for portfolio. Prerequisite: MDIA 1130 or permission from the instructor.

May 27 Th 1845-2145 6 wks BBY CRN 27548

May 29 Sat 900-1200 6 wks BBY CRN 21022

MDIA 2270 **BBY \$384**
ADOBE PHOTOSHOP WINDOWS 2
 Create and produce digital images. Manipulate scanned photolithographs, slides and original artwork in a variety of ways. Learn colour models and perform precise colour corrections, use the information palette as a densitometer, adjust the colour balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor.

May 29 Sat 1300-1600 6 wks BBY CRN 21903

MULTIMEDIA FOR THE MAC AND PC INTERNET

(604) 451-7032 tcarde@bcit.bc.ca
 (604) 432-8614 ldavie@bcit.bc.ca

MDIA 1195 **BBY \$380**
INTRODUCING THE INTERNET
 Covers user skills in search engines, downloading software, e-mail ISP's and Newscast Push technology. Emphasis will be placed on supercharging your search engines and finding relevant information on the WEB. Emphasis will be placed on the most popular browsers Netscape, Internet Explorer and the areas of e-mail and Push Technology.

Apr 13 Tue 1845-2145 6 wks BBY CRN 24878

Apr 18 Sun 900-1600 3 wks BBY 24938

MDIA 1200 **BBY \$380**
ADVANCED INTERNET
 Create eye-catching pages on the Web. Learn to set up Web Pages using HTML Editors such as FrontPage and Netscape Composer. Templates, wizards, tables, frames, forms and Plug-ins such as Java Applets will be discussed and used. Prerequisite: MDIA 1195 or equivalent Internet experience

May 9 Sun 0900-1600 3 wks BBY CRN 23640

May 25 Tue 1845-2145 6 wks BBY 23566

MDIA 1205 **\$551**
WEAVING THE WEB: PUBLISHING ON THE INTERNET AND INTRANET

Designed to author and publish Web pages. Offered entirely by distance. Assignments will have deadlines, students may "attend class" at their convenience. Must have access to the Internet, a personal e-mail account and a computer platform sufficient to view most Web pages. Primary software will be Netscape Communicator, which is available to most users free-of-charge from URL "http://www.netscape.com." PhotoShop will add to course outcomes but assignments may be completed using freeware and shareware. Keyboarding and some familiarity with the WWW. Upon completion students will be able to construct professional Web pages.

Apr 12 Mon 12 wks Distance CRN 26447

MDIA 3300 **\$550**
APPLYING NEW TECHNOLOGIES TO LEADERSHIP AND EDUCATION

This course is designed to promote reflection on the larger implications of the new communication technologies; to demonstrate their application in communication and learning; to examine their impact on leadership styles, education and training; and to help the student develop enhanced skills in their use.

Apr 12 Mon 12 wks Distance CRN 27633

2D ANIMATION

(604) 451-7032 tcarde@bcit.bc.ca
 (604) 432-8614 ldavie@bcit.bc.ca

MDIA 5850 **DTC \$590**
TRADITIONAL 2D ANIMATION

Covers basic concepts involved in animation. Develop drawing skills while learning basic animation principles of squash and stretch, follow-through, overlapping action, anticipation, timing, key frames and inbetweening. The AXA program will be used as a means of compiling, pencil testing and critiquing animation.

Apr 13 Tue/Thr 1845-2145 12 wks BBY CRN 27580

3D ANIMATION

(604) 451-7032 tcarde@bcit.bc.ca
 (604) 432-8614 ldavie@bcit.bc.ca

MDIA 2400 **DTC \$711.30**
BASIC SOFTIMAGE 1

Supplies a solid overview of classic computer animation techniques including modeling, motion, property editing, and rendering. Inverse kinematics and motion capture also give students skills needed in today's competitive market.

Apr 13 Tue/Thr 1730-2030 6 wks DTC CRN 24066

Apr 17 Sat 1100-1700 6 wks DTC CRN 27581

MDIA 2600 **BBY \$384**
MAYA 1

This is a hands-on introductory course to 3D computer graphics using Maya PowerAnimator software. The focus of this foundation course will be software concepts, modeling and rendering.

Apr 12 Mon 1845-2145 6 wks BBY CRN 24910

Apr 14 Wed 1845-2145 6 wks BBY 24911

MDIA 2700 **BBY \$384**
MAYA 2

This course is hands-on and builds upon the modeling and rendering experience gained in MDIA 2600 as well as providing an introduction to animation techniques such as key framing, motion path and motion dynamics. Prerequisite: MDIA 2600 or permission of instructor.

May 31 Mon 1845-2145 6 wks BBY CRN 24912

May 27 Thr 1845-2145 6 wks BBY 24913

MDIA 3000 **BBY \$713**
MAYA INTERMEDIATE

Alias Intermediate will focus on advanced modeling and rendering techniques as well as the practical application of animation. The lesson structure will be such that the student will be able to pursue personal projects. Prerequisite: MDIA 2700 or permission of instructor.

Apr 16 Fri 1300-1600 12 wks BBY CRN 24914

MDIA 3400 **DTC \$711.30**
SOFTIMAGE 2

A continuation of skills learned in MDIA 2400.

May 25 Tue/Thr 1800-2100 6 wks DTC CRN 26587

May 29 Sat 1100-1700 6 wks DTC 27565

MEDICAL OFFICE ASSISTANT

(604) 451-7032 tcarde@bcit.bc.ca

OFFC 1001 **BBY \$276**
ANATOMY AND TERMINOLOGY 1

Combines both medical terminology and basic human anatomy and physiology. The medical systems of the body are explored using the format of anatomical and physiological terminology, combining forms, pathological terminology, laboratory tests and abbreviations. Disease processes are explored as they relate to each body system. An emphasis is placed on correct spelling, pronunciation and meaning of the language of medicine. Note: Anatomy and Terminology I and II replace our previous courses: Anatomy and Physiology (OFFC 1000) and Medical Terminology (OFFC 1010).

Apr 13 Tue 1845-2145 12 wks BBY CRN 26073

OFFC 1002 **BBY \$276**
ANATOMY AND TERMINOLOGY 2

This course is a continuation of Anatomy and Terminology 1. Prerequisite: OFFC 1001.

Apr 19 Mon 1845-2145 12 wks BBY CRN 26074

OFFC 1003 **BBY \$323**
OFFICE PRACTICE

Introduces MOA administration duties and professional conduct. Topics include appointment scheduling, pharmacology, reception, charts and filing. The last six weeks of this course introduce the basic features of medical practice management systems using PSREGENT'S SMartSeries billing software. This course emphasizes computerized medical billing, the daysheet record, patient registration, Teleplan, reporting and computerized lab results. Note: this course replaces OFFC 1030 and OFFC 1070. Prerequisite: basic computer and keyboarding skills.

Apr 15 Thr 1815-2145 12 wks BBY CRN 26076

continued on next page

**OFFC 1020
TRANSCRIPTION**

BBY \$303

Introduces the student to the sounds and words of medical practice through a dictate/transcribe machine. Medical words previously studied will synchronize with those being heard on tape. This course is also appropriate for medical office personnel who want to upgrade their transcription skills. Prerequisite: OFFC 1001, 1002, 1060 and typing speed of 40 wpm is recommended.

Apr 17	Sat	0900-1600	6 wks	BBY	CRN	22653
May 29	Sat	0900-1600	6 wks	BBY		22652

**OFFC 1040
CLINICAL PROCEDURES**

BBY \$272

Presents basic clinical procedures and tests commonly performed in a medical office setting. Students are taught relevant theory about procedures and tests and will develop a beginning competency in selected clinical skills. The clinical skills taught are based on the guidelines developed and approved by the Medical Office Assistants Association of B.C. Students will familiarize themselves with common medical emergencies and will become certified in basic lifesaver CPR, renewable annually.

Apr 14	Wed	1845-2145	12 wks	BBY	CRN	22656
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**OFFC 1060
MEDICAL DOCUMENTATION**

BBY \$170

Introduces the basic features of Word for Windows through the production of medical documents. Emphasis will be on letter format, speed and accuracy in preparation for medical transcription. Prerequisite: computer literacy and keyboarding skills. This is the prerequisite course for OFFC 1020.

Apr 13	Tue	1845-2145	6 wks	BBY	CRN	23574
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**OFFC 2000
PRACTICUM**

BBY \$258

Provides work experience for students who have successfully completed all of the MOA courses. Includes classroom instruction on the first and last class, plus two 30-hour practicum placements in a physician's office, hospital department and/or related field. Pre-requisites: completion of all OFFC courses as listed above, all OFFC courses required prior to program changes in January 1998, or in special circumstances, with permission of the Program Coordinator.

May 27	Thr	1845-2145	6 wks	BBY	CRN	22658
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OPERATIONS MANAGEMENT INDUSTRY TRAINING

(604) 451-7134 ddye@bcit.bc.ca

BCIT PRESENTS PLEXUS/ISO 9000 WORKSHOPS

BCIT's Business Programs offer the Plexus Training System. This system uses a highly participatory, modular approach to training. Participants will learn how to implement effective quality systems that address the unique challenges facing their organizations. It will provide the essential, practical insights that allow participants to build a quality assurance system that brings an organization long-term, bottom-line results. The Plexus program is offered in two formats: open enrolment for selected modules and on-site training with customized coaching services. Tuition discounts are offered to organizations that send more than one participant to the same workshop. The open enrolment modules scheduled for this term include the following courses:

**OPMT 0004
UNDERSTANDING ISO 9001/2**

BBY \$250

This one-day course will provide an understanding of all 20 elements of ISO 9000 and the interrelationships of the various clauses. Essential for all employees who will be involved in gap analysis, planning for implementation, quality system documentation, internal quality audits or training of the workforce.

Jun 7	Mon	0830-1630	1 day	BBY	CRN	25182
Jun 7	Mon	0830-1630	1 day	BBY		25183

**OPMT 0007
INTERNAL QUALITY AUDITS**

BBY \$500

Provides your internal audit team with the knowledge and skills necessary to successfully perform internal quality audits as required under ISO 9000. Your audit team may be comprised of members of your ISO 9000 implementation team, as well as selected individuals throughout your organization.

Jun 10	Thr/Fri	0830-1630	2 days	BBY	CRN	26060
Jun 10	Thr/Fri	0830-1630	2 days	BBY		26061

**OPMT 0008
QUALITY SYSTEM DOCUMENTATION**

BBY \$500

Focuses on requirements for documentation and skills needed to create and control documentation under ISO 9001/9002. The key to a successful ISO 9000 implementation is to involve those who actually do the work in preparing the procedures and work instructions. This workshop is designed to clarify and simplify that involvement.

Jun 8	Tue/Wed	0830-1630	2 days	BBY	CRN	26062
Jun 8	Tue/Wed	0830-1630	2 days	BBY		26063

To register in any of the above workshops and to receive group rate information call Debbie Dye (604) 451-7134 or e-mail at ddye@bcit.bc.ca.

To receive information about the Plexus Training System and in-house custom courses call Laura Penner (604) 451-6822 or e-mail at lpenner@bcit.bc.ca. Visit our Quality Resource Centre Web site at www.bcit.bc.ca/~tclqr.

ON-SITE WORKSHOPS

The Operations Management department can deliver on-site training to employees in your organization in Project Management. For information on these workshops please call Debbie Dye (604) 451-7134 or e-mail at ddye@bcit.bc.ca.

**OPMT 0017
PROJECT MANAGEMENT**

DTC \$750

A must for anyone in today's business environment where a high level of project planning and management skills is required. The tools used in planning, scheduling, resource allocation and project management and the Critical Path Method (CPM) will be explored. Participants are encouraged to bring their specific project management ideas and concerns to this workshop to enable immediate results upon return to the workplace.

Apr 14	W/Th/F	0830-1630	3 days	DTC	CRN	26070
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INTERNATIONAL TRADE TRAINING PROGRAM

(604) 412-7686 dharvey@bcit.bc.ca



British Columbia Institute for
Studies in International Trade

FITSkills is a hands-on, comprehensive, eight-course training program focusing on the practical aspects of international business. The program includes logistics, trade finance, nation-by-nation marketing opportunities, market-entry strategies and sound international management techniques. Graduates of this program meet the educational requirements to become a Certified International Trade Professional (CITP), the only professional designation in Canada for international trade practitioners. The 26 country International Association of Trade Training Organizations (IATTO) recognizes the FITSkills certificate.

In foreign markets there is no room for error. You need to hit the ground running. That's why the FITSkills program was developed by the Forum for International Trade Training (FITT) with the assistance of the federal government. The program is delivered right across Canada. Take the entire program, or take one or more of the modules to suit your needs. Courses in the program are:

FITT 0100	Global Entrepreneurship
FITT 0105	International Trade Research
FITT 0110	International Trade Finance
FITT 0115	International Trade Logistics
FITT 0120	International Market Entry and Distribution
FITT 0125	International Marketing
FITT 0130	Legal Aspects of International Trade
FITT 0135	International Trade Management

Each course module is 40 classroom hours over four weeks. Classes are held Monday and Wednesday evenings plus one Saturday. Courses may be taken in any order however it is recommended that students have completed at least five other courses in the program before enrolling in the International Trade Management module (FITT 0135).

TO REGISTER CALL (604) 412-7686

COURSES OFFERED THIS TERM:

FITT 0100	GLOBAL ENTREPRENEURSHIP
FITT 0105	INTERNATIONAL TRADE RESEARCH
FITT 0110	INTERNATIONAL TRADE FINANCE
FITT 0130	LEGAL ASPECTS OF INTERNATIONAL TRADE
FITT 0135	INTERNATIONAL TRADE MANAGEMENT

Note: All sessions are held at the BC Hydro Building, Auditorium D2, 333 Dunsmuir Street, Vancouver.

OPERATIONS MANAGEMENT

(604) 432-8611 vforbes@bcit.bc.ca
(604) 432-8991 rwlock@bcit.bc.ca



THE EDUCATIONAL SOCIETY
FOR RESOURCE MANAGEMENT

APICS-The Educational Society for Resource Management is a not-for-profit international educational organization respected throughout the world for its education and professional certification programs. With more than 70,000 individual and corporate members in 20,000 companies worldwide, APICS is dedicated to using education to improve the business bottom line. APICS is recognized globally as the source of knowledge and expertise for manufacturing and service industries across the entire supply chain—in such areas as materials management, information services, purchasing and quality. In B.C., there are two APICS Chapters, one in Vancouver and the other in Kelowna, with a combined membership of over 300 people.

BCIT, in cooperation with APICS, offers a series of courses that assist individuals in becoming certified in two internationally recognized certification programs. See below for details. For specific information on becoming a member of APICS, please contact the local APICS office, PH: (604) 435-9530 or the web site <http://www.apics8.org>.

**CERTIFIED IN PRODUCTION AND
INVENTORY MANAGEMENT (CPIM)**

- Provides professionals with in-depth knowledge of the key aspects of production and inventory management.

BENEFITS OF BECOMING CERTIFIED IN CPIM

The in-depth, functional knowledge gained through the CPIM program can help you:

- Increase profitability by optimizing your inventory investment
- delight your customers by delivering products and services just-in-time,
- Streamline operations by accurately forecasting to meet your master plan,
- Increase productivity by using material requirements planning and capacity requirements,
- Planning to meet your long-, medium-, and short-range goals
- Improve customer service by understanding all aspects of the supply chain,
- Gain a competitive edge by maximizing your systems and technologies.

HIGHLIGHTS OF THE CPIM CURRICULUM

Certification in production and inventory management confirms understanding of the design, operation, and control of systems for the manufacture and distribution of products and services. The CPIM curriculum is divided into seven interrelated modules, each concluding with an examination.

- Basics of Supply Chain Management
- Inventory Management
- Just-in-Time (IT)
- Master Planning
- Material and Capacity Requirements Planning
- Production Activity Control
- Systems and Technologies

To become certified, a candidate must pass an exam for six of the seven CPIM modules. APICS recommends that candidates take the Basics of Supply Chain Management exam first since it covers fundamental information, which is assumed as a prerequisite for the other six modules. The remaining modules can be taken in any order.

For specific information on becoming a member of APICS, please contact the local APICS office,

PH: (604) 435-9530 or the web site <http://www.apics8.org>.

APIC 1171

BBY \$345

BASICS OF SUPPLY CHAIN MANAGEMENT

Covers basic concepts in managing the complete flow of materials that represents a supply chain from suppliers to customers. The module begins by introducing basic business wide concepts, including an understanding of the various production environments. Demand management is covered, including a basic understanding of markets and customer expectations and a fundamental overview of demand forecasting. Demand management is an input into the area of design, management and control of the product transformation process. This includes the design of products, processes and the information systems used for planning. The final portion of the course is devoted to supply issues, covering concepts about inventory, purchasing and physical distribution. Fee includes workbook and APICS dictionary.

Apr 14	Wed	1845-2145	12 wks	BBY	CRN	25964
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APIC 1350

BBY \$300

MATERIAL/CAPACITY REQUIREMENTS PLANNING

Provides an understanding of material requirements planning and how capacity influences decision-making. The course includes MRP logic and examines the detailed inputs-master planning, bills of material, inventory status, and lead times. Topics such as planned orders, rough cut, routing and work centre balance are explained. Fee includes workbook and APICS dictionary.

Apr 13	Tue	1845-2145	9 wks	BBY	CRN	27523
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**CERTIFIED IN INTEGRATED
RESOURCE MANAGEMENT (CIRM)**

CIRM prepares professionals to meet the challenges of today's cross-functional workplace by teaching them techniques to abolish the walls that traditionally have separated people based on departments, divisions, functions, disciplines, and culture.

BENEFITS OF BECOMING CERTIFIED IN CIRM

The CIRM certification program creates professionals who can:

- Provide effective leadership to self-directed work teams,
- Understand the implications of strategic and tactical actions through the supply chain,
- Make decisions that will be in the best interest of an organization,
- Successfully initiate and manage change within an organization,
- Contribute directly to the improved operational performance of an organization,
- Build strategic alliances with co-workers, suppliers, and customers,
- Adapt to rapidly changing business conditions,
- Integrate people, technology, and resources for competitive advantage,
- Take actions to continually increase the value of an organization.

HIGHLIGHTS OF THE CIRM CURRICULUM

The curriculum of the CIRM program was created specifically to develop individuals as business leaders and influencers who are capable of transforming organizations into value-driven enterprises.

The CIRM curriculum is divided into five interrelated modules.

- Enterprise Concepts and Fundamentals
- Identifying and Creating Demand
- Delivering Products and Services
- Designing Products and Processes
- Integrated Enterprise Management

The Enterprise Concepts and Fundamentals module is recommended as the first module in the CIRM program.

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APIC 1205 IDENTIFYING & CREATING DEMAND BBY \$395
The Identifying and Creating Demand (I&CD) course deals with the business processes involved in the definition of the market-place and in selling the products the enterprise has available, or is willing to develop. These business processes include strategies and tactics that identify, define, and quantify customer wants and needs, and how to identify and close on customer demand so the rest of an enterprise's resources can be used effectively to deliver products and services that add value for customers. Fee includes workbook and APICS dictionary.

Apr 13 Tue 1845-2145 12 wks BBY CRN 27524

11TH ANNUAL MATERIALS MANAGEMENT AND BUSINESS PROCESS IMPROVEMENT WORKSHOPS

Let's face it, running an organization is a challenge. People must juggle demands on resources, re-adjust priorities and make tough decisions to insure short-term profitability and long-term survival.

These workshops have been offered for the last ten years. Hundreds of satisfied participants have been able to implement cost-effective solutions to their operational problems. Manufacturers, distributors, retailers, as well as service organizations will benefit by enrolling two or more of their employees to enhance implementation efforts.

The workshop format is highly instructive, combining lectures, group discussions, case studies and "hands-on" activities. All workshop participants receive a workbook containing workshop proceedings, worksheets, and a bibliography of useful articles and books.

APIC 0170 INVENTORY MANAGEMENT BBY \$395

Does your company hold a large inventory investment with inventory controls that are weak, unreliable, and with little or no accountability? Inventory is a major asset for manufacturers, distributors, and retailers. How you manage this asset will have a significant impact on profits. What items should you stock? How many should you buy at one time? How do you control slow-moving or dead stock? These are but a few of the questions that will be answered during this workshop. Potential savings can be significant if the right changes are implemented.

The workshop focuses on the practical aspects of managing inventory. You'll gain new insight into managing the total supply chain. Topics include managing for results, financial impact of inventory, formal systems, inventory classification systems, when to order, how much to order, safety stock, aggregate planning, material requirements planning, and measuring inventory performance.

Jun 7/8 Mon/Tue 0830-1600 2 days BBY CRN 26423

APIC 0172 MANUFACTURING PLANNING AND SCHEDULING BBY \$395

Manufacturing planning and scheduling is a very complex task. Management must ensure that it has all of the hundreds of parts needed for the product plus all the required labour skills, equipment and time available. How do you manage this?

Fortunately, the last few years have seen the development of inexpensive, user-friendly computer software that makes the task easier. MRP II and ERP are information systems that include production planning, materials planning, production scheduling, and shop floor control. Companies that have implemented these systems have experienced reduced inventory, improved customer service, improved on-time delivery, fewer material shortages, less expediting and better use of labour and equipment.

If your company is considering an MRP II or ERP manufacturing information system, or is in the process of installing one, this workshop is a must for you. Topics include production planning, forecasting production requirements, master scheduling, rough-cut capacity, bills of material, the logic of MRP, lot sizing, MRP output, scheduling, data collection, and justification/implementation.

Jun 10/11-Thr/Fri 0830-1600 2 days BBY CRN 26424

APIC 0174 HIGH PERFORMANCE MANUFACTURING BBY \$395
This workshop covers foundation concepts common to JIT, World Class Manufacturing, Time Based Manufacturing, Agile Manufacturing, and Lean Thinking. High Performance Manufacturing is a practical strategy for achieving significant improvements in lead times, inventory, floor space requirements, and manufacturing costs including labour and material. It has application in repetitive manufacturing as well as low-volume job shops.

If your concerns include high work in process, high overhead, long lead times, quality problems, production schedule difficulties, and poor equipment utilization, you must attend this workshop. This workshop will provide practical information and methods used by companies to achieve dramatic improvements in performance and customer satisfaction. Topics include elimination of waste, pull systems (Kanban), lead-time reduction, set-up reduction, house-keeping, work cells, supplier relations and performance measures.

Jun 14/15 Mon/Tue 0830-1600 2 days BBY CRN 26425

APIC 0175 PROCESS MAPPING BBY \$395

Process Mapping is a vehicle for expressing and releasing the knowledge, creativity and energy that lies within every group, regardless of its position or level within an organization. This workshop provides essential tools and techniques to place your process on a path of constant improvement. You will map your present process and develop an action plan to close the gap to higher levels of performance. Team activities are used to select the best process to work on, define the process boundaries, map the process and reduce cycle time and cost of the process. Maximum benefit is derived when participants are sent in teams of three or more so they can work on real problems in class, but anyone can learn from this workshop and apply it when they return to the workplace. This workshop is valuable for a wide variety of industries, including manufacturing, health-care, government, high-tech, service and nonprofit.

Jun 21/22 Mon/Tue 0830-1600 2 days BBY CRN 27525

APIC 0176 PROJECT MANAGEMENT BBY \$395

More and more, as companies and government agencies attempt to do more with less and carry out enterprise-wide, cross-functional endeavors, team-based techniques are being used to plan and control company projects. In a recent survey performed by the IIE, 95 per cent of respondents said they were part of a project management team. This gives evidence to the overwhelming widespread use of a team based approach to project management.

This workshop provides you with an easy-to-use roadmap for managing all types of projects using a team-based approach. Whether your organization is planning the construction of a new facility, installing a new ERP software package, or implementing ISO 9000, it will help you avoid typical problems and pitfalls associated with project work.

The workshop covers a broad range of valuable topics, from project concept to completion, that are consistent with industry standard approaches such as the PMI's Project Management Body of Knowledge. Participation and empowerment, individual accountability, and bottom line project results are emphasized in the training. It is designed for new and experienced project leaders, team members and sponsors, and anyone who works on a project from start-to-finish.

Jun 24,25 Thr/Fri 0830-1600 2 days BBY CRN 27526

APIC 0177 TEAMWORK BBY \$200

This workshop is designed to provide participants with the tools necessary to participate effectively in an empowered work environment. It covers several key ingredients for team success and gives insights, guidelines and practical examples to help teams get focused and productive. Participants will learn how to set team rules and communication guidelines that lead to action. The workshop delivers invaluable insights into how to run a meeting and how to make decisions in a team environment. Topics include setting team goals, team ground rules, decision-making, team roles, running effective meetings, and beneficial team behaviors.

Jun 17 Thu 0830-1600 1 day BBY CRN 26426

APIC 0178 CONTINUOUS IMPROVEMENT BBY \$200
This workshop covers the continuous improvement tools and techniques used by many of the world's top companies to achieve better performance. HP, Kodak, Toyota, and AT&T are all companies that have used these tools in their manufacturing plants and office procedures. The workshop will help your team to design and build quality processes, products, and services. It covers a structured approach for leading improvement activities and developing innovative solutions. Participants will gain experience with the basic tools of continuous improvement by using them in a simulated problem situation. Topics include: a structured continuous improvement approach, creating effective problem statements, flow-charting, cause and effect analysis, Pareto analysis, check sheets, brainstorming, evaluating solution alternatives and action planning.

Jun 18 Fri 0830-1600 1 day BBY CRN 26433

THE SPONSORS

BCIT OPERATIONS MANAGEMENT TECHNOLOGY
Bringing people and technology together to improve business performance.

All workshops will be held at Burnaby BCIT campus

TO REGISTER PLEASE CALL 451-7134
Group Discounts are available

DIRECT ENTRY TO SECOND YEAR OPERATIONS MANAGEMENT DIPLOMA PROGRAM

If you have a diploma or a university degree, and you meet the pre-entry program requirements, you will be eligible to enter the second year of the Operations Management Diploma program.

In nine months, you could have a widely recognized and coveted diploma that serves as an entrée to a rewarding career in the operations side of any kind of manufacturing or service enterprise.

Operations Management graduates enjoy the best average starting salaries and the highest placement rates of the Business Programs at BCIT.

For more information, attend an information session that is held the first Wednesday of every month from February to May from 1800-1900 at the Burnaby Campus in one of the Town Square meeting rooms. To register for the information sessions, call 434-1610.

To speak directly to someone about this direct entry option, call the program head, Jonathan Young at 451-6779 or e-mail jyoung@bcit.bc.ca.

Register now to avoid disappointment!

Register early to confirm the date and time that suits your schedule. BCIT's new policy is to cancel courses five business days before the start date to allow transfers to available alternate courses.

BCIT's Entrepreneurial Skills Training Program

Have you considered starting and managing your own business as a career option?

Do you meet one of the following eligibility requirements?

- ☐ You are currently receiving Employment Insurance (EI) benefits.
- ☐ You have received EI benefits within the last three years or maternity/paternal benefits within the last 5 years.

If so, BCIT has the program for you!

BCIT's Entrepreneurial Skills Training Program, a 12-week full-time program, will guide you in developing a strategy for successfully launching your new business and writing a business plan while continuing your EI benefits.

Sessions start in September, January & April

For further details call:

Lynne Brisdon
BCIT Venture Development Centre
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BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY



APICS CPIM Certification Course Schedule

	Fall Term Starts September	Winter Term Starts January	Spring Term Starts April
Level I	Basics of Supply Chain Management APIC 1171 Wednesday - 12 Wks	Basics of Supply Chain Management APIC 1171 Wednesday - 12 Wks	Basics of Supply Chain Management APIC 1171 Wednesday - 12 Wks
Level II	Material & Capacity Planning APIC 1350 Tuesday - 9 Wks	Production Activity Control APIC 1510 Tuesday - 9 Wks	Material & Capacity Planning APIC 1350 Tuesday - 9 Wks
Level III	Master Planning APIC 1105 Wednesday - 9 Wks	Inventory Management APIC 1210 Wednesday - 9 Wks	n/a
Level IV	Just-In-Time APIC 1600 Tuesday - 9 Wks	Systems & Technology APIC 1615 Tuesday - 9 Wks	n/a

The world is learning. Keep up.

OPERATIONS MANAGEMENT

(604) 432-8611 vforbes@bcit.bc.ca
(604) 432-8991 rwlock@bcit.bc.ca

Operations Management puts you in the position to help business meet its productivity improvement goals while enhancing your quality of work life. Operations Management offers several options, each oriented to specific operating sectors, each bringing its own rewards and advancements. The programs will assist entrepreneurs, divisional managers, line supervisors and first level employees to attain both their personal and corporate goals. These programs are very result-oriented so that course content can be used immediately for productivity improvement at the student's place of employment.

MANAGEMENT CERTIFICATE IN INDUSTRIAL ENGINEERING

This program is designed for people who work, or wish to work, in the manufacturing/warehousing functions of an organization. It is suited to those who are or will be production forepersons, analysts or supervisors in inventory control, product cost estimating, standard setting, production planning and control, project administration and technical sales.

Required courses:

BUSA 1305	Supervisory Skills
COMM2204	Technical Reports
FMGT 1152	Accounting for the Manager
OPMT 1102	Basic Mathematics of Finance
OPMT 1106	Quality Assurance 1 Manufacturing
OPMT 1187	Project Planning and Scheduling
OPMT 1188	Management Information Systems
OPMT 1191	Purchasing
OPMT 1192	Inventory Planning and Control
OPMT 1197	Statistics for Business and Industry
OPMT 1198	Introduction to Operations Management
OPMT 2290	Performance Measurement
OPMT 2298	Business Process Re-engineering

Plus two electives

OPMT 1105	Engineering Economics
OPMT 1142	Introduction to Quality Control Methods
OPMT 1175	Warehouse Management
OPMT 2206	Quality Assurance 2 Manufacturing
OPMT 2242	Intermediate Quality Control Methods
OPMT 2287	Project Cost Estimating
OPMT 3306	ISO 9000 Standards for Quality Systems
OPMT 1193	Facility Planning and Design

MANAGEMENT CERTIFICATE IN MANAGEMENT ENGINEERING

This program is designed for people who work in the private and public sectors of service industries - health care, education, justice services. Special attention is paid to ways in which management engineering tools may be applied to organizations whose results are not quantifiable.

Required courses

BUSA 1305	Supervisory Skills; or
BUSA 2005	Management
COMM2204	Technical Reports
FMGT 1152	Accounting for the Manager
HRMG 2805	Occupational Health and Safety
OPMT 1102	Basic Mathematics of Finance
OPMT 1106	Quality Assurance 1 Manufacturing
OPMT 1187	Project Planning and Scheduling
OPMT 1188	Management Information Systems
OPMT 1191	Purchasing
OPMT 1197	Statistics for Business and Industry
OPMT 1198	Introduction to Operations Management
OPMT 2290	Performance Measurement
OPMT 2298	Business Process Re-engineering

Plus two electives

COMP 1215	Lotus 1-2-3, level 1 AND
COMP 1216	Lotus 1-2-3, level 2 AND
COMP 1217	Lotus 1-2-3, level 3

OR:

COMP 1261	Excel Level 1 AND
COMP 1262	Excel Level 2
OPMT 1105	Engineering Economics
OPMT 1107	Quality Management for Service Industries
OPMT 1116	Vendor Quality Management
ORGB 2205	Organizational Behaviour 1
OPMT 3306	ISO 9000 Standards for Quality Systems
OPMT 1193	Facility Planning and Design

CERTIFICATE IN MATERIALS MANAGEMENT

This program provides working adults with the training and education necessary to pursue a career in materials management. The program is of interest to anyone involved in materials management, buying, or related professions. Others benefiting from this program include: production and inventory control professionals who want to increase their knowledge of the field; newcomers to the profession who want to acquire a solid foundation on which to build a career; and those choosing careers in purchasing, accounting, production supervision, traffic or warehousing. This certificate includes the APICS certification review courses.

Required courses

BUSA 1305	Supervisory Skills
COMM2204	Technical Reports
APIC 1105	Master Planning Certification
APIC 1171	Basics of Supply Chain Management
APIC 1210	Inventory Management
APIC 1350	Material/Capacity Requirements Planning

APIC 1510	Production Activity Control
APIC 1600	Just-In-Time Certification
APIC 1615	Systems and Technologies
OPMT 1106	Quality Assurance 1 Manufacturing
OPMT 1175	Warehouse Management
OPMT 1191	Purchasing
OPMT 1193	Facility Planning and Design
OPMT 1198	Introduction to Operations Management
OPMT 2275	Warehouse Management 2
OPMT 2298	Business Process Re-engineering
TDMT 1409	Introduction to Canada Customs Procedures and NAFTA

Plus one elective

OPMT 1105	Engineering Economics
OPMT 1117	Basic Quantitative Techniques in Administration
OPMT 1116	Vendor Quality Management
OPMT 1344	Total Quality Management (TQM)

MANAGEMENT CERTIFICATE IN QUALITY MANAGEMENT

This program is designed primarily for people working in the field of quality control or quality management in the manufacturing and service industries or government. It will be particularly helpful to those who already have the basic industrial and technological training for their work, but are new to facing quality-related responsibilities. Under the influence of global markets and international competition, the quality of products has acquired a totally new level of significance as a business strategy for survival. Graduates of this program will be well prepared to implement a cost-effective quality management system with its technical, legal and human aspects, in any organization. The quality-related courses in this program will also assist students intending to write the Certification Examinations of the American Society for Quality.

Required courses

COMM 2204	Technical Reports
OPMT 1106	Quality Assurance 1 Manufacturing
OPMT 1107	Quality Management for Service Industries
OPMT 1142	Introduction to Quality Control Methods
OPMT 1344	Total Quality Management (TQM) in Manufacturing
OPMT 2206	Quality Assurance 2
OPMT 2242	Intermediate Quality Control Methods
OPMT 3306	ISO 9000 Standards for Quality Systems
OPMT 3342	Statistical Design of Experiments for Industry
OPMT 3345	Quality Auditing
OPMT 3346	Reliability Principles

Plus 4 electives that total at least four units

FMGT 1152	Accounting
OPMT 1102	Basic Mathematics of Finance
OPMT 1115	Software Quality Assurance
OPMT 1116	Vendor Quality Management
OPMT 1188	Management Information Systems
OPMT 1192	Inventory Planning & Control
OPMT 1193	Facility Planning and Design
OPMT 1197	Statistics for Business and Industry
OPMT 1198	Introduction to Operations Management
OPMT 4306	Using ISO 9000 for Continuous Improvement
ORGB 2505	Interpersonal Skills

Note: OPMT 1197 (or equivalent) is a Prerequisite for OPMT 2242.

MANAGEMENT CERTIFICATE IN FACILITIES MANAGEMENT

Facilities Management involves the management and development of the workplace to integrate people and their work in the operation to achieve the objectives of the organization.

The certificate in Facilities Management represents a collection of course offerings from Business, Engineering and Health Sciences specifically developed to appeal to those wishing to enter the field of Facilities Management or those currently in the field who want to upgrade or formalize their knowledge. This program has been developed in conjunction with the International Facilities Management Association (IFMA) B.C. Chapter.

Required courses

BLDG 3870	Project Management: Introduction to Building Development
BLDG 3875	Construction Law in Project Management
BUSA 1305	Supervisory Skills; OR
BUSA 2005	Management
BUSA 3405	Problem Solving and decisionMaking
COMM2203	Business Reports; OR
COMM2204	Technical Reports
FMGT 1152	Accounting for the Manager
HRMG 2805	Occupational Health & Safety
OPMT 1117	Basic Quantitative Techniques in Administration
OPMT 1125	Facilities Space Planning
OPMT 1187	Project Planning and Scheduling
OPMT 1198	Introduction to Operations Management
OPMT 2125	Advanced Computer Aided Facility Management Using Archibus Software

Plus 3 electives

AICO 1000	Auto CAD 1 and
AICO 2000	Auto CAD 2
BLDG 2830	Architectural CADD Using Auto Arch
BUSA 2005	Management
COMP 1215	Lotus 1-2-3 level 1 AND
COMP 1216	Lotus 1-2-3 level 2

OR

COMP 1261	Excel Level 1 AND
COMP 1262	Excel Level 2
OPMT 1107	Quality Management for Service Industries
OPMT 1193	Facility Planning and Design
OPMT 2287	Project Cost Estimating
OPMT 3125	Facilities Management Using The Internet

COURSES OFFERED:

OPMT 0199 MATH FOR BUSINESS BBY \$336

Upgrades and refreshes the mathematical skills of students who intend to enter the School of Business at BCIT. A suitable prerequisite for the mathematics courses in the School of Business as it meets the Math 11 entrance requirement. The course includes arithmetic, elementary algebra, graphical techniques, ratios, percentages and the elementary business applications of these concepts.

Apr 14	Wed/Sat	(W - 1845-2145)	7 wks	BBY	CRN	27529
		(S - 0900-1230)				

This section only is delivered in computer-based format on campus and by Internet (students do need their own Internet Service Provider and Pentium based computer but will be provided with text and computer software as part of the course fee of \$446)

Apr 13	Tue/Thr	1845-2145	8 wks	BBY		20465
Apr 17	Sat	0830-1300	11 wks	BBY		20466
May 3	Mon/Wed	1845-2145	8 wks	BBY		20467
Jul 6	Tue/Thr	1800-2100	8 wks	BBY		20463
Jul 26	Mon-Thr	1800-2100	4 wks	BBY		23052
Aug 9	Mon-Thr	0900-1600	4 wks	BBY		24079
Aug 16	Mon-Thr	0900-1600	4 wks	BBY		24080

OPMT 1102 BASIC MATH OF FINANCE BBY \$258 DTC \$256.30

Discusses interest and its effects upon business and industry. Students learn to discriminate between common situations, apply necessary analysis and perform appropriate calculations. Topics include simple and compound interest, present values and discounts, annuities, evaluation methods and basic replacement analysis. Prerequisite: Basic algebraic skills to at least the Grade 11 level. Others should consider OPMT 0199. A minimum grade of 60 per cent is required for course credit in OPMT 1110. (Do not buy a calculator until first class meeting.)

Apr 12	Mon/Wed	1845-2145	6 wks	BBY	CRN	20470
		1730-2030		DTC		20471

OPMT 1106 QUALITY ASSURANCE 1 MANUFACTURING BBY \$258

Introduces quality assurance for the manufacturing industries. The course presents a general overview of quality management topics: establishing the desired product quality and reliability and the conditions necessary to achieve them; quality planning; standards for quality management problems; economic factors; quality assurance and production; inspection and test operations; total quality control concepts. Class activities include films, video, group discussions and in-class group exercises. No prerequisites.

Apr 12	Mon/Wed	1845-2145	6 wks	BBY	CRN	22839
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OPMT 1110 BUSINESS MATHEMATICS BBY \$341

Reviews basic mathematics applicable to business and industry. Topics include consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, leases, depreciation methods, capitalized costs, cash flow analysis, NPV and IRR. Emphasis is on maximum use of preprogrammed calculator and practical applications from the field of Financial Management.

Jun 1	Tue/Thr	1800-2145	7 wks	BBY	CRN	21421
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OPMT 1115 SOFTWARE QUALITY ASSURANCE BBY \$258

Covers the application of Quality Assurance principles to the development of computer software. The course will appeal to those individuals who are involved in the growing software development industry and want to meet modern requirements for design, verification and re-usability of software products.

Apr 14	Wed	1845-2145	12 wks	BBY	CRN	23772
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OPMT 1188 MANAGEMENT INFORMATION SYSTEMS BBY \$258

Introduces business information systems for business operations, management decision-making and strategic advantage. Management information requirements will be discussed along with how an information system can fulfill these requirements at all levels of management. Through the discussion and demonstration for current trends, such as the use of groupware, the Internet and Business Process Re-engineering, the student will understand how the organization of the 90's can use information systems to gain strategic advantage in a global marketplace. The Systems Development Life Cycle will be used as a framework to propose the requirements to solve a management information systems problem.

Apr 14	Wed	1845-2145	12 wks	BBY	CRN	22838
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OPMT 1191 PURCHASING BBY \$258

Covers purchasing functions, objectives, relationships, organization, policies, procurement procedures, inventory control, sourcing, supplier evaluation, price, negotiation, make or buy and ethics.

Jun 21	Mon-Fri	0830-1630	1 wk	BBY	CRN	20476
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OPMT 1193 FACILITY PLANNING AND DESIGN BBY \$258

Introduces students to the tools necessary to analyze and plan optimal layouts for industrial facilities. Topics include materials handling, line balancing, functional programming, and systematic layout planning techniques. Quantitative and computerized methods are examined in the development of optimal facility plans.

Apr 12	Mon	1845-2145	12 wks	BBY	CRN	27527
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NEW

OPMT 1197 BBY \$383

STATISTICS FOR BUSINESS AND INDUSTRY

Presents a comprehensive study of elementary statistical methods as applied to objective decision-making in business and industry. Students will be required to purchase a textbook and a pre-programmed statistical calculator. (Do not buy until first class meeting.)

Apr 12	Mon/Wed	1845-2145	9 wks	BBY	CRN	20481
Jun 09	M/W/Fri	0830-1230	5 wks	BBY		20479
Jun 09	Mon/Wed	1800-2200	5 wks	BBY		20480
	Sat	0830-1230				
Jun 09	M/W/Fri	0830-1230	5 wks	BBY		20479

****NOTE:** Sections 20479 and 20480 follow an intense schedule and are offered to students who are upgrading their statistical grade.

OPMT 1198 BBY \$258

INTRODUCTION TO OPERATIONS MANAGEMENT

Presents the fundamentals in productivity improvement based on a systematic, scientific approach to problem-solving methods/improvements. Includes economic feasibility, recording techniques, assembly and analysis of data, critical examination, the development and selection of alternative solutions. Case materials will explore applications to manufacturing, warehouse, office, materials management, and general management engineering.

Apr 12	Mon/Wed	1845-2145	6 wks	BBY	CRN	20482
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OPMT 2197 BBY \$258 DTC \$256.30

QUANTITATIVE METHODS FOR BUSINESS

Continues from OPMT 1197 by introducing computer software to perform basic descriptive statistics, inferential statistics and includes additional quantitative models such as decision-trees, multiple regression and the fundamentals of linear programming. Prerequisite: OPMT 1197 with a minimum grade of 65 per cent or an equivalent college-level business statistics course (with minimum B- grade), accessibility to and basic knowledge of personal computer. The CGA of B.C. allows exemption for Quantitative Methods 2 with a grade of 65 per cent or better in this course.

Apr 12	Mon/Wed	1845-2145	6 wks	BBY	CRN	24065
Apr 14	Wed	1730-2030	12 wks	DTC		20484
Jun 21	Mon/Wed	1845-2145	6 wks	BBY		23635

NEW OPMT 2206 BBY \$258

QUALITY ASSURANCE 2 (MANUFACTURING)

Topics include quality assurance as it relates to marketing, engineering, purchasing and customer relation; QA support for marketing; the role of quality assurance during product development and design review; concepts of Taguchi methods; vendor quality assurance; rating systems and vendor certification; the relationship between Just-in-Time production and quality; quality auditing, legal aspects and product liability, human factors in quality control, and employee motivation and involvement.

Apr 13	Tue/Thr	1845-2145	6 wks	BBY	CRN	23636
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VENTURE PROGRAM

(604) 412-7651

TCTR 0100

Starting with a Promising Venture?

Want to improve your odds and reduce your risks?

BCIT's Venture Program will not teach you how to be an entrepreneur, but it will help you launch your business and win. Your three months with us will be spent developing the techniques that will greatly increase your likelihood of success to achieve maximum personal effectiveness. You will learn how to improve your marketing focus, tighten your strategic plan, attract appropriate financing, overcome risk, build your resource-base and develop key contacts. Ultimately, you will leave with a fully operational document: your business plan.

Enrolment inquiries are welcome now, as places are limited.

— Fall 1999 starts Monday, September 13, 1999

— Spring 2000 starts Monday, January 31, 2000.

Acceptance into the program is contingent on approval through an interview process by the program advisor. For further information or for an appointment to visit the program, call or write to:

The Venture Program
BCIT Downtown campus
CIBC Small Business Centre
7th Floor – 555 Seymour Street
Vancouver, B.C. V6B 3H6
Telephone (604) 412-7651
e-mail: llarsson@bcit.bc.ca

Web site: www.bcit.venture.com

OPMT 3125 BBY \$395

FACILITY MANAGEMENT USING THE INTERNET

A hands-on course focused on Web-based Project and Facilities Management and related interactive technologies. The course will show you how to push the boundaries of data delivery beyond the limits of traditional LAN based CAFM.

Learn how facility managers can use dynamic intranet tools not only to integrate disparate CAFM functions into easily accessible browser views, but also to disseminate facility information to a broader cross-section of end users both inside and outside the organization. Web publishing technologies can make even the most intricate drawings and reports available to users without CAD or data base skills — even without CAD or data base software on their computers.

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	27528
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OPMT 7023 BBY \$448

MATERIALS LOGISTICS

Teaches students the tools that allow them to plan, schedule, control and optimize the supply of materials to support the manufacturing process. Topics include applying the Theory of Constraints, procuring goods and services to meet quantity, quality, and price requirements, applying "Just-in-Time" and "Kanban" methods to inventory and work in process control, and applying manufacturing excellence techniques such as signaling systems, vendor partnering a point-of-use storage.

Apr 12	Mon	1830-2215	12 wks	BBY	CRN	27531
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APPLIED OPERATIONS MANAGEMENT "FAST TRACK" PROGRAM

Applied Operations Management prepares participants for positions of greater responsibility in business operations by building on their life skills through a program of business and technical training. The program emphasizes the effective use of resources, critical analysis, oral and written communications, personal management skills, adaptability, creative thinking, computer literacy and teamwork skills.

This is a fast-track program that can be taken while you continue to work. You will be awarded an Associate Certificate after the first four months of the program and a Management Certificate in Applied Operations Management after successful completion of the next five months of the program.

The program features four levels of training. Starting with the Associate Certificate Level, the program allows the student to advance to the levels of: Management Certificate, Certificate of Technology, and Senior Management Certificate.

- Level 1 Associate Certificate
- Level 2 Management Certificate
- Level 3 Certificate of Technology
- Level 4 Senior Certificate

The first two levels of the program are taken in a lock step format (all students at the same speed and duration) and take nine months to complete. Students attend nine hours of class per week and in addition are expected to perform workplace based assignments and self study activities. Total time requirements will be 20 to 24 hours per week. Entrance requirements include: High School Graduation, English 12(C+), and Math 11(C+). Level 1 and level 2 courses *:

Level 1 (15 weeks) September-December

COMM 1910	Communications 1
OPMT 1900	Introduction to Operations Management
OPMT 1915	Problem Solving 1
OPMT 1930	Business Computer Skills

Level 2 (20 weeks) January - May

COMM 2910	Communications 2
OPMT 2915	Problem Solving 2
FMGT 1925	Financial Management
HRMG 1995	Labour Management
MKTG 1980	Marketing Management
OPMT 1945	Materials Management
OPMT 1950	Facilities Resource Management
OPMT 1965	Quality Management

* Level 1 & 2 courses are only available to students enrolled in the Applied Operations Management Program

The Certificate of Technology level (Level 3) is offered through Part-time Studies, and allows the student to select a career option consisting of 6 - 36 hour courses. The third level courses can be completed on a self-paced basis. Many of the option streams in the third level ladder to further certification by industrial associations such as the American Production and Inventory Control Society, The American Society for Quality Control, etc. Career options offered include:

- Facilities Management
- Industrial Engineering
- International Trade
- Logistics
- Materials Handling
- Materials Management
- Project Management
- Purchasing Management
- Quality Management

The Senior Certificate level (Level 4) is offered through Part-time Studies, and provides an opportunity for the students to demonstrate and further develop their skills by completing an industry practicum. The participant will gain valuable experience and further insights into their area of specialization. The Senior Certificate ladders to further certificates, diplomas and degrees at BCIT.

For information about the Applied Operations Management Program:

To register for an information session (604) 434-1610

To speak with Keith Hartley, the program head (604) 451-6749

INTERNATIONAL TRADE & TRANSPORTATION

(604) 432-8611 vforbes@bcit.bc.ca
(604) 432-8991 rwlock@bcit.bc.ca

MANAGEMENT CERTIFICATE IN INTERNATIONAL TRADE & TRANSPORTATION

International business depends on successful market analysis and effective entry strategies, knowledge of transportation alternatives and sound logistics planning. This program is designed for those engaged in both the buying and selling of goods and their movement. With the increased dependency on global trade, the demand for international trade and transportation services has increased dramatically.

The International Trade and Transportation Certificate Program provides graduates with the technical skills and flexibility to participate in the global marketplace. The technical skills gained from the program allow graduates to continue on to additional industry certifications.

The Canadian Institute of Traffic & Transportation (CITT) and the Canadian International Freight Forwarders Association courses are integrated into this certificate.

Required courses

OPMT 1102	Basic Mathematics of Finance
OPMT 1197	Statistics for Business and Industry
TDMT 1104	International Trade 1
TDMT 1150	Distribution 1 (C.I.T.T.) OR
TDMT 1204	Freight Forwarding 1 (CITFA)
TDMT 1409	Introduction to Canada Customs Procedures and NAFTA
TDMT 2203	Transportation Economics
TDMT 2204	International Trade 2
TDMT 2250	Distribution 2 (C.I.T.T.), OR
TDMT 1205	Freight Forwarding 2 (CITFA)
TDMT 4410	Logistics Management

Plus any of the following electives for a total of a minimum of 45 credit hours:

FMGT 1152	Accounting for the Manager
FMGT 1151	Accounting Essentials for Small Business
ECON 1150	Economic Issues
BUSA 1350	Supervisory Skills, or
OPMT 1175	Warehouse Management 1
OPMT 1188	Management Information Systems
OPMT 1191	Purchasing
OPMT 1198	Introduction to Operations Management

COURSES OFFERED:

TDMT 1409 BBY \$383

INTRODUCTION TO CANADA CUSTOMS PROCEDURES AND NAFTA

Introduces students to the harmonized system of exporting and importing and details many of the commonly encountered situations at Canada Customs. The USA, EEC and most OECD countries use the same documentation and valuation system for customs purposes. This course also familiarizes the students with basic NAFTA (North American Free Trade Agreement) details.

Apr 12	Mon/Wed	1845-2145	9 wks	BBY	CRN	22800
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TDMT 2204 BBY \$258

INTERNATIONAL TRADE 2

Focuses on the importance of the customer. As a continuation of International Trade 1 (TDMT 1104) the student will be exposed to the comprehensive planning necessary for international markets. Topics include ownership, marketing, transportation, technology transfer and intercompany linkage strategies. Prerequisite: TDMT 1104

Apr 12	Mon	1845-2145	12 wks	BBY	CRN	23776
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TDMT 2250 BBY \$258

DISTRIBUTION 2 (CITT)

Deals with contracts and bill of lading; marine cargo insurance; warehousing; Canadian Customs; dangerous goods transportation; damage prevention and claims; materials handling; utilization devices; physical distribution; computer applications to transportation. A CITT fee of \$144.75 is extra. Prerequisite: TDMT 1150

Apr 15	Thr	1845-2145	12 wks	BBY	CRN	27532
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INTERNATIONAL FREIGHT FORWARDING

(604) 432-8611 vforbes@bcit.bc.ca
(604) 432-8991 rwlock@bcit.bc.ca

CERTIFICATE IN INTERNATIONAL FREIGHT FORWARDING OFFERED BY THE CANADIAN INTERNATIONAL FREIGHT FORWARDING ASSOCIATION AND BCIT

The BCIT/Canadian International Freight Forwarding Association (CITFA) professional training program is created for staff members of international freight forwarders who wish to acquire a general knowledge of the theory and mechanics of handling international freight cargo movement. A joint certificate from BCIT/CITFA in International Freight Forwarding is awarded upon the successful completion of the courses Freight Forwarding I and Freight Forwarding II.

The next offering for these courses will be September 1999.

Registration & Information:

Call Craig McKay at Adanac International Forwarders Association Ltd. at (604)273-8611.

continued on next page

TDMT 1204**FREIGHT FORWARDING I**

Introduces students to the fundamentals of international freight forwarding. Topics include ocean, air, and land transportation systems; commercial documentation; international payment schemes; and intercoms.

TDMT 1205**FREIGHT FORWARDING II**

Covers the topics: Consolidation in airfreight and ocean freight, marine insurance, packaging and warehousing; international transportation law; cost estimating; quotation preparation; customer invoicing; and marketing logistics and supply chain management. Prerequisite: TDMT 1204.

ADVANCED DIPLOMA

The following courses are scheduled for the next two terms:

APRIL 1999:

OPMT 7023 - MATERIAL LOGISTICS

SEPTEMBER 1999:

OPMT 5700 - MATHEMATICS FOR MANAGEMENT

OPMT 8011 - DESIGN OF EXPERIMENTS

FIRST NATIONS CULTURAL AWARENESS

FPNS 0105

**FIRST NATIONS CULTURAL AWARENESS
FOR BUSINESS PROFESSIONALS**

BBY \$363



**FIRST NATIONS
PROGRAMS AND SERVICES**

Understanding business development as it relates to First Nations communities is becoming increasingly relevant to economic growth in a global environment. This course covers the business implications of treaty settlement in B.C., provides understanding of current parameters of doing business for and with First Nations in B.C. as well as the protocol involved in developing relationships with First Nations.

The course also examines some of the barriers First Nations face in relation to economic development, some for the current Aboriginal issues from a business perspective, and the parameters of land management and holdings for First Nations in relation to business development. First Nations' areas of interest for business development will also be explored. Course fee includes a traditional Coast Salish Feast.

May 8	Sat	0900-1600	BBY	CRN	40995
May 15	Sat	0900-1600			
May 22	Sat	0900-1600			

REGISTER EARLY!

BCIT's new cancellation policy will provide five business days notice of a course being cancelled. Please register early to try to avoid cancellation of courses.

Health Sciences

COURSE INFORMATION AND PROGRAM ASSISTANCE

1-800-663-6542: toll free calling for Canada and United States. You will hear the following menu to choose from. If you know the four digit number you are calling, enter it now; for Part-time Registration enter 6733.

Health Technology Programs, Fax (604) 435-5153

- Medical Laboratory, Medical Radiography, Medical Imaging, Nuclear Medicine, Basic Health Sciences, Cytogenetics (604) 432-8727
- Environmental Health, Occupational Health & Safety (604) 432-8429
- Health Care Management, Biomedical Engineering, Prosthetics & Orthotics, Electroneurophysiology (604) 451-7117
- Adult Echocardiography, Diagnostic Medical Sonography, Cardiology/Cardiovascular Technology, Cardiac Pathophysiology (604) 451-7137

Specialty Nursing Programs, Fax (604) 454-9731

- Critical Care Nursing, Core Courses (604) 451-7103
- Emergency Nursing, Nephrology Nursing (604) 451-7094
- Perinatal Nursing, Pediatrics/Pediatric Critical Care, Neonatal Nursing (604) 432-8982
- Occupational Health Nursing, Perioperative Nursing (604) 451-7102

Visit our Web site at www.bcit.bc.ca/~sohs for program details.

For Part-time Registration in Health Sciences call (604) 451-6733.

COURSE DELIVERY OPTIONS**Advanced Placement (Nursing Clinical Courses)**

Experienced nurses wishing to request credit for experiential learning toward clinical courses must contact the program head prior to registration.

Challenge

If you have experiential learning and wish to register in a challenge section of a distance education course, you may register at any time but must write the final course examination within the timelines of that term. Textbooks are available from BCIT for some Challenge Courses.

Classroom

Register at least one week, but preferably three weeks prior to commencement of classes. BCIT reserves the right to cancel courses due to insufficient registration. Courses may be cancelled due to insufficient registration.

Clinical

Clinical courses are offered full or part-time at clinical sites throughout the province of B.C. clinical placements outside of B.C. may be negotiated individually. Contact the program head for a registration/approval package (prior to registration). Payment of the application fee is due February 15 (Spring Term); July 15 (Fall Term); November 15 (Winter Term). Fees are non-refundable.

Compressed Time Frame Program (Specialty Nursing)

A special offering of courses can be arranged in a "compressed time frame" format with hospitals and/or institutions. These arrangements are made through the program head of each specialty.

Guided Learning/Distance Education

Courses are provided in distance education format: self-directed study supported by telephone tutoring. To ensure delivery of course materials, you should register one month prior to term start. Course material is couriered. In-person pick-up is not available at this time.

Weekend

For those weekend courses where pre-reading is necessary registration is required 6 weeks prior to the start date to ensure timely delivery of materials. Fees are non-refundable after course materials have been shipped.

CREDENTIALS

The Bachelor of Technology degree is unique to BCIT, incorporating specialization and advanced studies, with management and liberal education. The degree is now available in Medical Imaging, Environmental Health and Specialty Nursing.

Programs and individual courses are available at introductory, certificate and advanced levels. They may be taken for professional development (continuing education), or as credit toward a BCIT credential.

Diagnostic and Environmental Technologies:

- Magnetic Resonance Imaging Certificate Program
- Computed Tomography Certificate Program
- Occupational Health & Safety Certificate Program
- Bachelor of Technology Degree (Medical Imaging)
- Cardiology Technology Certificate & Diploma Program
- Cardiovascular Technology Program
- Bachelor of Technology Degree in Environmental Health (Public Health Inspector)

For more information call (604) 432-8429.

Health Care Management:

- Level 1 & 2 Certificate Program
- Health Administration Program (MHA Bridging Program)

This program bridges with the second year of the UBC Masters of Health Administration (MHA) Degree. Applicants must apply to UBC for admission and possess a baccalaureate degree. For further information visit Web site: www.healthcare.ubc.ca/mhainfo.html or contact (604) 822-5405.

Nursing and Health Engineering:

- Certificate Levels in Specialty Nursing: Critical Care, Emergency, Neonatal, Nephrology, Occupational Health, Pediatric, Perinatal, Perioperative
- Bachelor of Technology in Specialty Nursing. This is the only Bachelor of Technology degree program in British Columbia preparing registered nurses for employment in specialty nursing practice. Graduates enter the workforce skilled in professionalism, communication, collaboration, growth, reflective critical thinking and systematic inquiry. For information, contact the Specialty Nursing Student Advisor at (604) 451-7100.

ASTT FIRE PROTECTION COURSES

OCHS 1410 \$207 (INCLUDES LAB FEE)
FIRE EXTINGUISHER SERVICE TECHNICIAN

This course meets the requirements of the City of Vancouver bylaw requiring fire extinguisher technicians to be certified. 1.5 credits.

Fee \$123 + Lab Fee: \$84. Offered Thursday evening, April 9, 1999

OCHS 1500 \$995

TDG: TRAIN THE TRAINER, TRANSPORTATION OF DANGEROUS GOODS

Designed as a three level certificate course giving an instructor level certificate and the skills to develop and deliver an in-house TDG training program.

Dates TBA.

OCHS 0501 \$295

TDG: REFRESHER

A two-day course for those who have taken OCHS 1500 and need to renew their certification.

Dates TBA.

WORKSAFE COURSES

Designed by the WCB these courses are eight hours and .5 credit that can be used towards the Occupational Health & Safety Certificate. Fee: \$80 for each course. Courses can be delivered at your site or at the BCIT campus. For further information call 432-8429.

OCHS 0801
OCCUPATIONAL SAFETY AND HEALTH COMMITTEE TRAINING

Includes effective safety and health programs, safety committee functions and responsibilities, workplace inspections and accident investigation.

OCHS 0802
OCCUPATIONAL SAFETY AND HEALTH IN SMALL BUSINESS

Includes "due diligence", WCB work site inspection policies, workplace safety, health programs, managing WCB assessments and claims costs.

OCHS 0803**HAZARD RECOGNITION AND CONTROL**

Includes responsibility for workplace inspections, identification, control and evaluation of hazards and use of the safety and health regulations.

OCHS 0804**PREVENTING VIOLENCE IN THE WORKPLACE**

Includes explanations of the WCB regulations on workplace violence, as well as risk assessment, prevention of violence and development of a workplace violence prevention program.

OCHS 0805**SUPERVISOR SAFETY MANAGEMENT**

Includes supervision of a safe work environment, safety inspections, accident investigations and "due diligence".

OCHS 0806**HOW TO PREVENT STRAINS AND SPRAINS**

Prevention of back injuries, repetitive strain injuries and other musculoskeletal disorders.

WORKSHOPS

BIOMEDICAL ENGINEERING

The Biomedical Engineering Technology Program is pleased to announce the re-running of the following courses. Check out the BCIT BMET web page www.bcit.bc.ca/~bme/ for details.

BMET 0908**INTRODUCTION TO SERVICING MEDICAL RADIOGRAPHIC EQUIPMENT**

This three-day hands-on workshop introduces the principles and practice of servicing medical radiographic equipment and systems. The workshop emphasizes on practical laboratory sessions to teach basic operation and quality assurance evaluation of x-ray systems.

Date and time: 0900 to 1700, June 16, 17, 18, 1999 (Wednesday, Thursday & Friday) Location: BCIT Burnaby Campus

BMET 0907**A PRACTICAL INTRODUCTION TO ISO 9000**

A 14-day Internet seminar designed to be a fun, hands-on introduction to ISO 9000 elements and its practical application to the medical device industry. ISO 9000 elements will be explained in simple terms. Participants will learn and apply the systems approach to designing and implementing the ISO 9000 element and experience an external audit of the system. Participants will take this seminar at home or from their work place. Access to the worldwide web and an Internet e-mail account is required for this course.

Date: April 26 to May 9, 1999.

FPNS 0101 FIRST NATIONS CULTURAL AWARENESS FOR HEALTH PROFESSIONALS



**FIRST NATIONS
PROGRAMS AND SERVICES**

This course is designed to provide Health Care Professionals with an understanding of the cultural diversity within Aboriginal people in B.C. and Canada and to formulate an approach on how to deal with language and culture issues that may occur. Current specific health concerns for Aboriginal people in B.C. including social indicators will be examined as will appropriate and respectful communication techniques for dealing with Aboriginal patients, communities and agencies.

The importance of family and extended family relationships as well as relevance of traditional healing practices will be examined. The course will provide insight into the current administration of Aboriginal health care in Canada and how medical coverage works for Aboriginal people. Course fee includes a traditional Coast Salish Feast.

June 6	0900 - 1600	BBY	CRN	27441
June 13	0900 - 1600			
June 22	0900 - 1600			



DISTANCE EDUCATION

BCIT specializes in advanced technology training programs in the areas of business, computing, electrical and electronic technology, engineering technology, health sciences, and trades training. A number of these specialized technical programs and courses are available in distance education that is effective, efficient and appropriate to the learning outcomes.

BCIT courses are focused not only on the theory of a subject area, but practical applications of that knowledge. Distance education can benefit a variety of groups, including individuals who wish to upgrade their knowledge, businesses and industries interested in group training or industry training contracts, and organizations wishing to partner with BCIT on specific projects.

BUSINESS PROGRAMS DISTANCE EDUCATION

BROADCAST COMMUNICATIONS

Introduction to Radio News is the first distance education course in Broadcast Communications, delivered via correspondence and audio teleconferencing. Registration takes place in January and September.

For more information contact: Randy Taylor Tel: (604) 432-8822, Fax: (604) 432-1792 e-mail: rtaylor@bcit.bc.ca

BUSINESS ADMINISTRATION

Currently four correspondence and seven Internet delivered courses are offered, with credits transferable to equivalent BCIT full-time and part-time programs.

Detailed course information may be found in the Business Administration section of this Flyer.

FINANCIAL MANAGEMENT

Eight courses in accounting and finance are available, with credits transferable to all three of the professional accounting bodies in Canada (CA's, CMA's and CGA's) and to full-time and part-time BCIT programs. Registration is open year round.

For more information contact: Ruth MacKay Tel: (604) 412-7417 Fax: (604) 439-8700 e-mail: rmackay@bcit.bc.ca

ENGINEERING TECHNOLOGY DISTANCE EDUCATION

Many courses are offered as correspondence (distance education) courses. These serve students who may need a course for upgrading, general information or as an equivalency, and who find it inconvenient or impossible to take a regularly scheduled course. Distance Education courses can be started any time throughout the year and completed from any location off-campus. All course fees include text unless otherwise indicated. The student generally has up to one year to complete any course.

For registration information on any of the courses detailed below, please contact:

Shari Monsma: (604) 432-8784
Dina Patterson: (604) 451-6984
Toll free: 1-800-663-3606
Fax: (604) 436-6113 or
E-mail: smonsma@bcit.bc.ca

Engineering Technology Distance Education (ETDE)
3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2
www.eng.bcit.bc.ca/etdisted

CIVIL TECHNOLOGY-TRANSPORTATION SYSTEMS (HIGHWAYS) TECHNOLOGY

The Engineering Technology Distance Education Dept. provides flexible, self-paced credit courses in Civil Technology for:

- Those who wish to obtain a BCIT credential but cannot commit to night school or a full-time program.
- Those who need to gain or refresh knowledge/expertise in a specific area and need only related courses.
- ASTTBC members working toward reclassification.

Four program levels are offered; course selection for each program must be approved in advance.

The Associate Certificate is awarded upon completion of 25 credits in a specific subject area; The Intermediate Certificate of Technology upon completion of 35 credits; the Certificate of Technology upon completion of 77 credits; and the Diploma of Technology upon completion of 150 credits. The Transportation Systems Certificate of Technology is accredited by the Canadian Technology Accreditation Board (CTAB) of the Canadian Council of Technicians and Technologists (CCTT).

Students are not required to be registered in a program to take advantage of the courses offered, but it is advisable to complete similar subject area courses in sequence. Registration in individual courses is based on a student's self-assessed capability, need and prerequisite knowledge.

COURSES ARE NOW AVAILABLE IN:

- Technical Communications
- Graphical Communications
- Hydrology/Hydraulics
- Traffic Technology
- and Transportation Planning
- Soils Technology
- Contract Administration
- Engineering Surveying
- Highway Construction
- Highway Design
- Geotechnical Design
- Mathematics
- Strength of Materials
- Aggregates
- Asphalt Technology
- Concrete Technology
- Estimating
- Engineering Economics
- Pavement Construction
- Pavement Design
- Subdivision Planning/Design
- Bridge Inspection

FOREST ENGINEERING TECHNOLOGY PROGRAM

BCIT's Forest Engineering Certificate program provides flexible, self-paced training for individuals to upgrade their current technical skills and knowledge while working in B.C.'s diverse and challenging forest industry. All courses are offered in distance education (correspondence) format. There are three levels of certification:

- Associate Certificate of Forest Engineering Technology (25 credits)
- Intermediate Certificate of Forest Engineering Technology (45 credits)
- Certificate of Forest Engineering Technology (75 credits)

Courses in the program generally have values of 2 - 3 credits. One BCIT credit is normally awarded for the equivalent of 12 - 15 hours of classroom instruction.

Students taking these courses should be prepared to complete practical, field based assignments. Typically these assignments require the individual to prepare short technical reports based on their personal observations in the field, supported with appropriate sketches and photographs of the scenario.

Courses are now available in the following areas:

- Technology Fundamentals
- Road Construction and Maintenance
- Operational Harvest Planning
- Timber Harvesting
- Cost Estimating
- Surveying and Mapping
- Road Deactivation
- Bridge Fundamentals
- Contracts/Administration/Economics

Current course information is available on BCIT's Forest Engineering Web site at: www.eng.bcit.bc.ca/etdisted/forest

DEVELOPMENT APPROVALS

The Development Approvals program provides training for individuals or organizations involved in creating or evaluating proposals and applications for land subdivision, zoning alterations, servicing and utilities, access to public roads, and other issues related to the development and improvement of land. Such positions are typically found within the Ministry of Transportation and Highways, Municipalities, Regional Districts, and other regulatory agencies affected by land development referrals, as well as utilities, consulting firms and private developers. The program was developed in conjunction with the Ministry of Transportation and Highways, and will be of interest to employees of the Ministry, other agencies at various levels of government and those in business and industry who are involved or interested in the development approvals process.

Courses in the Development Approvals program are offered primarily by correspondence, although seminars can be arranged. The courses available in correspondence or distance education format are offered on an open registration basis in a self-paced format. Seminar courses are available on request, subject to demand and funding, at centers throughout the Province. Although general offerings of seminar courses may be made in some instances, seminar instruction is typically sponsored by employers or other agencies.

The program leads to an Associate Certificate for students who successfully complete a program of studies and attain the required credit level.

PARKS MANAGEMENT SAFETY AND SECURITY (PMSS)

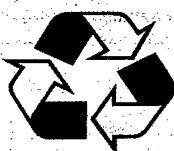
This is a general program that will be of interest to those involved in the safe operation of public and private recreation facilities. Several courses are now available including Law and its Administration, WHMIS and CPED (Crime Prevention through Environmental Design), etc. Program courses under development include: Safety Program Compliance, Managing Safety Compliance, Transportation of Dangerous Goods (TDG) and Risk Management. Please contact the ETDE department for further information on this Associate Certificate program.

PARK FACILITY MAINTENANCE MANAGEMENT AND INSPECTION (FMMI)

Nine courses in this eleven course (25 credit) Associate Certificate program are now available via distance education. The courses are based on the B.C. Parks Facility Inventory System but the concepts, methods and techniques are widely applicable to federal, provincial, regional, local and private sector recreational facility operations. The program has a foundation course in Facility Maintenance Management (PRKS 3600) followed by ten 'inspection' courses covering the major components of a park system. The following courses are currently available:

- | | |
|-----------|--|
| PRKS 3600 | Introduction to Maintenance Management |
| PRKS 3610 | Parks Sewer and Sanitary Systems |
| PRKS 3611 | Park Buildings Inspection |
| PRKS 3613 | Furniture Maintenance Inspection |
| PRKS 3614 | Park Grounds Inspection |
| PRKS 3615 | Park Roadways Inspection |
| PRKS 3616 | Park Structures Inspection |
| PRKS 3617 | Trails Maintenance Inspection |
| PRKS 3619 | Park Signs and Marking Inspection |

The intent of the courses is to give practical guidance in the inspection, reporting and planning of maintenance for parks' facilities.



ECO-TIP

PLANT A TREE
PROTECT A TREE

BUILDING



TSDA 1810

\$375 + \$125 TEXT

1998 BC BUILDING CODE: HOUSING

Gives students a working knowledge of the 1998 Building Code for housing. It will be of interest to building officials or those who are contemplating entering the field. Persons engaged in the housing construction business and those working with inspectors and plan checkers will find the course useful.

The course relates specifically to Part nine of the B.C. Building Code which applies to housing of the following types: buildings which contain one dwelling only (houses); and buildings which contain two or more side-by-side dwelling units whose total area does not exceed 600 square metres.

This course is offered in conjunction with the Building Officials' Association of B.C. Successful completion of the final exam (80 per cent) meets the academic requirements for Level 1 Building Inspector certification. Please note you must also have two years suitable practical experience before certification. Suitability of practical experience is at the discretion of the BOABC.

BLDG 2936

\$223 (NO TEXT)

HOUSE INSPECTIONS 3 - REPORT WRITING

Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures and house inspection reports.

SPRINKLER DESIGN

Two distance education courses covering the basics of Automatic Sprinkler Design have been developed. They are equivalent to night school courses MECH 4080 and MECH 4082.

MECH 4081	Automatic Sprinkler Design Part 1	\$248 + Text Fee
MECH 4083	Automatic Sprinkler Design Part 2	\$248 + Text Fee

FOOD TECHNOLOGY

FOOD 1021

\$223 + VIDEO \$15

INTRODUCTION TO FOOD MICROBIOLOGY

Contains indispensable information for anyone in the food industry who handles or processes food. Tiny living organisms such as bacteria, mold and yeast can be used to preserve food by fermentation, but can also cause food safety concerns. This introductory distance education course will assist you in understanding how microorganisms can spoil food and cause food borne disease. Techniques for measurement and control of bacteria, and food safety problems relating to foods such as meat, milk and vegetables will be presented. Principles relating to microbial growth and control will help you understand how to control food borne microorganisms.

MATHEMATICS

MATH 0002

\$346

TECHNICAL MATH: INTRODUCTION

Equivalent to MATH 0001. Meets Math 12 entrance requirement for BCIT. (For students who have difficulty with math or who have been away from school for more than three years, take the classroom course MATH 0001.) Prerequisite: Pass or better in Math 11 or approved equivalent.

MATH 1041

\$171

TRIGONOMETRY

Equivalent to MATH 1011. Textbook not included. This course can be taken using a number of texts. Please phone for further information. Topics include theory and application of trigonometric functions, right angle trigonometry, vectors, trigonometric graphs, identities and equations, compound and double angle formulae and inverse functions. ASTT accredited. Prerequisite: C+ or better in Math 12; or 65 per cent or higher in MATH 0001 or approved equivalent.

MATH 1042

\$196

LOGARITHMS

Equivalent to "logarithms" portion of MATH 1012. Covers theory and applications of common and natural logarithms, including plotting of logarithmic and semi-logarithmic graphs and their interpretation. ASTT accredited if taken with MATH 1043. Prerequisite: MATH 0001 or approved equivalent.

MATH 1043

\$196

ANALYTIC GEOMETRY

Equivalent to "analytic geometry" portion of MATH 1012. Geometric and practical properties of conic sections, including polar coordinates and transformations. ASTT accredited if taken with MATH 1042. Prerequisite: C+ or better in Math 12 or 65 per cent or higher in MATH 0001 or approved equivalent.

MATH 1491

\$396

BASIC TECHNICAL MATHEMATICS FOR MECHANICAL

Introduces differential and integral calculus of polynomial functions including appropriate support topics from algebra, analytical geometry, plane geometry, solid geometry, trigonometry and the theory of logarithms and exponential functions. There will be strong emphasis on illustrating the mathematics with applications from technology, engineering and the physical sciences. Prerequisite: Recent Math 12 or equivalent, with a "C+" or better or 65 per cent or higher in MATH 0001.

MATH 2041

\$234

CALCULUS: 1A

Equivalent to first part of MATH 2011. Covers differential calculus with instantaneous rates of change, Delta-process, the derivative, implicit differentiation, curve sketching, differentiation rules for algebraic functions and applied maxima/minima. ASTT accredited if taken with MATH 2042. Prerequisite: MATH 1042, 1041 and 1043 or approved equivalent.

continued on next page



The world is learning. Keep up.

MATH 2042 **CALCULUS: 1B** **\$234**

Equivalent to second part of MATH 2011. Covers integral calculus including the indefinite and definite (with application to areas, volumes and centroids), trapezoidal rule and anti-differentiation. ASTT accredited if taken with MATH 2041. Prerequisite: MATH 2041 or approved equivalent. Same text as MATH 2041.

MATH 2043 **CALCULUS: 1C** **\$234**

Covers differentiation and integration of trigonometric, logarithmic and exponential functions. Same text as MATH 2041 and 2042. Prerequisite: MATH 2042 or approved equivalent.

MATH 2491 **CALCULUS FOR MECHANICAL** **\$396**

Continues from the differential and integral calculus that was presented in MATH 1491. Topics include calculus of the transcendental functions; curve sketching; maxima and minima; areas and volumes; centroids and moments of inertia; calculation of work and force due to fluid pressure; functions of several variables and partial derivatives; elementary first order differential equations. Illustrating the mathematics with applications from technology, engineering and the physical sciences will be emphasized. Prerequisite: MATH 1491 or equivalent.

MATH 3491 **NUMERICAL METHODS MECHANICAL** **\$396**

Introduces the application of numerical methods to engineering problems. Topics include numerical integration, solution of non-linear equations, linear programming, numerical differentiation, solution of systems of linear equations and differential equations. Prerequisite: MATH 2491 or equivalent.

ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

The following courses are currently available in Distance Education format:

TMGT 7101	Engineering Technology and Management
TMGT 7102	Project Management
TMGT 7111	High Tech Marketing Strategies
TMGT 7112	Market Research
TMGT 7113	Marketing Programs and Plans
TMGT 7114	Product Planning and Marketing Implementation
TMGT 7121	Principles of Finance
TMGT 7123	Technology Information Systems
TMGT 7124	Technology and International Finance
TMGT 7131	Business Strategy and Structure
TMGT 7132	Technological Innovation and Entrepreneurship
TMGT 7134	Technology and International Trade and Competition
TMGT 7141	Managing in a Technical Environment
TMGT 7142	Technology Management Communication
TMGT 7143	Problem Solving and Decision-Making
TMGT 7144	Human Resource Planning

For more information on the Advanced Diploma Program/Bachelor of Technology in Technology Management consult the BCIT Web site at: www.eng.bcit.bc.ca/adptmgt/

For an information package, course outlines, fee and registration details on ANY of the above correspondence programs, write to:

Engineering Distance Education Technology
BCIT, 3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
or phone:
Shari Monsma: Tel. (604) 432-8784 or
Dina Patterson: Tel. (604) 451-6984 or
Toll-free: 1-800-663-3606 or
Fax: (604) 436-6113
E-mail: smonsma@bcit.bc.ca
Web site: www.eng.bcit.bc.ca/etdlisted/

DISTANCE EDUCATION**OCCUPATIONAL HEALTH & SAFETY****Certificate Requirements**

The Occupational Health & Safety program will be of interest to people employed in, or interested in safety in the workplace. To be eligible for a Certificate in Occupational Health and Safety, you must complete a total of 45 credits. A minimum of 30 credits must be obtained from the core courses and a maximum of 15 credits can be obtained from a selection of elective courses. Students are encouraged to design their course selection with a program representative. Some of the Occupational Health and Safety courses taken in this program may be credited towards the two-year Diploma Program at BCIT.

For further information call Wendy at (604) 432-8429.

Core Courses**OCHS 1142** **OCCUPATIONAL HEALTH AND SAFETY LEGISLATION** **\$248**

Legislation relevant to the safety field, claims management, safety policies, the concept of workers' compensation, structure of the Workers' Compensation system and worker rights. 3 credits. Offered January, April and September term.

OCHS 1161 **PRINCIPLES OF LOSS MANAGEMENT** **\$615 (INCLUDING TEXTBOOKS)**

History of the safety movement, accident investigation, job safety analysis, inspection management of an Occupational Health & Safety program, how to maintain interest in safety, safety talks, how to deal with problem employees, and off-the-job safety. 5 credits. Offered January, April and September term.

OCHS 1262 **HAZARDOUS MATERIALS MANAGEMENT** **\$395 (INCLUDING TEXTBOOKS)**

Covers chemical safety and legislation regulating hazardous materials in the work place and the environment. Includes chemical hazards, WHMIS, transportation of dangerous goods, emergency preparedness, disaster planning, asbestos management and lead abatement. 4 credits. Offered January, April and September term.

OCHS 1300 **ERGONOMICS** **\$364 (INCLUDING TEXTBOOKS)**

Human factors in the scientific study of people at work, especially worker safety, health, efficiency and comfort. Recent trends in the ergonomics field: physical working environment, adaptation of tools and workplace to the worker, equipment design, impact on productivity and viewpoints of workers and management. 3 credits. Offered January and September term.

OCHS 1461 **FIRE PROTECTION 1** **\$248**

Heating hazards, electrical hazards, chemistry of fire, flammable liquids, fire detection, portable fire extinguishers and sprinkler systems. 3 credits. Offered January and September term.

OCHS 1462 **FIRE PROTECTION 2** **\$248**

Fire causes, statistics, flammable gases, storage, combustible gases, chemical hazards, fumigants, plastics, fire alarms. Note: Mandatory for OH&S certificate. Prerequisite: OCHS 1461. 3 credits. Offered January and September term.

OCHS 3359 **RISK MANAGEMENT** **\$248**

Deals with concepts of loss control and risk management. Covers definitions, methods and parameters for dealing with a risk, principles of insurance, cost benefit analysis, product liability, and an introduction to fault free analysis. 3 credits. Offered January and September term.

OCHS 5109 **EMERGENCY PREPAREDNESS/EMERGENCY RESPONSE** **\$248**

An elective course focusing on reduction of the effects of disaster through established and understood emergency procedures. Covers the time period prior, during and immediately following an emergency and the long-range recovery following an emergency. 3 credits. Prerequisites: None. Offered January, April and September terms.

OCHS 2273 **SAFETY ENGINEERING AND TECHNOLOGY 1** **\$248**

Explores the technical aspects of safety, dealing with safety principles and training in areas of lock-out, confined space entry, guarding of equipment, electrical safety, mobile equipment and fall protection. 3 credits. Offered January and September term.

OCHS 2274 **SAFETY ENGINEERING AND TECHNOLOGY 2** **\$289**

Continues from OCHS 2273 dealing with technical aspects of safety and training in warehousing, elevated platforms, fleet safety, welding and cutting areas. 3.5 credits. Offered in January and September term.

**DISTANCE EDUCATION FOR TRADES
PIPING/GAS FITTING**
(604) 432-8556 nnaylor@bcit.bc.ca

The Piping Trades now offer Level "B" and "A" Gas Fitter training via Distance Education. These courses are accessible using a combination of directed home study and instructor supervised practical training. For more information, visit the Gas Fitter Distance Education home page at www.bcit.bc.ca/~sott/distanted/gasfit.htm. To register call (604) 451-6733.

PPGS 0200 **GAS FITTER A LICENCE: DISTANCE EDUCATION** **\$810**

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second two-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details. Prepares students to write the examination to qualify for Gas Fitter A Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: Students must have class B for two years. Provincial Class A Examination fee is additional.

April	CRN	25087
May		25088
June		25089
July		25090
August		25091

PPGS 0250 **GAS FITTER B LICENCE: DISTANCE EDUCATION** **\$810**

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second two-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details. Prepares students to write the examination for a Gas Fitter B Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration. Provincial Class B examination fee is additional.

April	CRN	26341
May		26347
June		26348
July		26349
August		26350

POWER ENGINEERING

(604) 432-8390 bcowen@bcit.bc.ca

Five complete programs (21 courses) are available specifically for those currently employed in industrial plants that wish to upgrade. Programs provide the knowledge to sit for the Interprovincial Power Engineering Certification Examinations in Canada, and also satisfy the education requirements for operating industrial power plants in the United States. Registration is ongoing, with students registered from across Canada, and the United States, and provides those currently employed in industrial plants with the knowledge to take the Interprovincial Power Engineering Certification Examinations. Study can be done at home (correspondence) or in class (tutorial) using telephone or drop-in help from experienced instructors.

In order to write the Interprovincial examinations, candidates must have specified practical and qualifying experience as outlined in the B.C. Power Engineer's and Boiler and Pressure Vessel Safety Act.

Applicants must have good writing skills. First, second and third class applicants must possess the next lower certificate, unless exempted by the Boiler Branch. Classroom attendance is flexible to accommodate shift schedules. Classroom hours are from 0800 to 1500 Monday to Friday. From mid-October to mid-May, evening instruction is available Tuesday through Thursday until 1930.

Participants use self-study learning materials to complete written assignments. Direct instructor assistance is provided when necessary. A reference library and instructional videotapes are available to supplement course materials. Registration in fourth, third, second and first-class programs are in groups of two as indicated. One year from date of registration is allowed to complete a group.

Visit our web site at www.bcit.bc.ca/~sott/programs/industrial/powereng/index.htm.

POWR 1210 BOILER OPERATOR

Tutorial	CRN	24971	Correspondence	CRN	24970
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POWR 1213 FOURTH CLASS PART A

Tutorial	CRN	24966	Correspondence	CRN	24965
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POWR 1214 FOURTH CLASS PART B

Tutorial	CRN	24975	Correspondence	CRN	24974
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POWR 1215 THIRD CLASS PART A PAPER 1

Tutorial	CRN	24981	Correspondence	CRN	24980
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POWR 1216 THIRD CLASS PART A PAPER 2

Tutorial	CRN	24983	Correspondence	CRN	24982
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POWR 1217 THIRD CLASS PART B PAPER 1

Tutorial	CRN	24987	Correspondence	CRN	24986
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POWR 1218 THIRD CLASS PART B PAPER 2

Tutorial	CRN	24989	Correspondence	CRN	24988
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POWR 1219 SECOND CLASS PART A PAPER 1

Tutorial	CRN	24993	Correspondence	CRN	24992
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POWR 1220 SECOND CLASS PART A PAPER 2

Tutorial	CRN	24995	Correspondence	CRN	24994
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POWR 1221 SECOND CLASS PART A PAPER 3

Tutorial	CRN	24997	Correspondence	CRN	24996
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POWR 1222 SECOND CLASS PART B PAPER 1

Tutorial	CRN	25001	Correspondence	CRN	25000
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POWR 1223 SECOND CLASS PART B PAPER 2

Tutorial	CRN	25003	Correspondence	CRN	25002
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POWR 1224 SECOND CLASS PART B PAPER 3

Tutorial	CRN	25005	Correspondence	CRN	25004
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POWR 1225 FIRST CLASS PART A PAPER 1

Tutorial	CRN	25009	Correspondence	CRN	25008
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POWR 1226 FIRST CLASS PART A PAPER 2

Tutorial	CRN	25011	Correspondence	CRN	25010
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POWR 1227 FIRST CLASS PART A PAPER 3

Tutorial	CRN	25015	Correspondence	CRN	25014
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POWR 1228 FIRST CLASS PART A PAPER 4

Tutorial	CRN	25017	Correspondence	CRN	25016
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POWR 1229 FIRST CLASS PART B PAPER 1

Tutorial	CRN	25021	Correspondence	CRN	25020
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POWR 1230 FIRST CLASS PART B PAPER 2

Tutorial	CRN	25023	Correspondence	CRN	25022
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POWR 1231 FIRST CLASS PART B PAPER 3

Tutorial	CRN	25027	Correspondence	CRN	25026
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POWR 1232 FIRST CLASS PART B PAPER 4

Tutorial	CRN	25029	Correspondence	CRN	25028
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ELECTRICAL AND ELECTRONIC TRADES AND TECHNOLOGY (604) 432-8637 eanderson@bcit.bc.ca

CLASS TIMES/LOCATIONS

Generally, classes at all sites run for three hours per night, one or two nights a week, Monday through Thursday, unless otherwise noted in course descriptions or at registration.

BURNABY (BBY) TRADES/TECHNICAL 1830-2130
BURNABY (BBY) TECHNOLOGY 1845-2145

ELEX Courses - Electronics Engineering
TELC Courses - Electrical Trades
TELC Courses - Electronic Technician

Note: (T) indicates courses are directly transferable to diploma program credits.

PROPOSED BACHELOR OF TECHNOLOGY PROGRAMS (604) 432-8637 eanderson@bcit.bc.ca

Subject to approval by the Ministry of Education, Skills and Training, BCIT intends to offer a Bachelor of Technology in Electronics. This degree will enhance the breadth, depth and practical skills of Electrical and Electronic Technologists and will be instructed through a variety of innovative methods.

The following courses will be transferable to the Bachelor of Technology if approved, however it is important to note that successful completion of the following courses does not automatically guarantee acceptance to the degree program.

ELEX 7020 BBY \$523 MULTIVARIABLE CALCULUS AND DIFFERENTIAL EQUATIONS

This course begins with a review of advanced calculus concepts such as functions, limits, continuity, sequences, derivatives and integrals. The partial derivative and multiple integrals are then introduced along with their applications. The ordinary differential equation is then covered. First, second and higher order linear differential equations are covered with emphasis on modelling of engineering systems in the electrical, mechanical, heat transfer, fluid mechanics and control systems fields. Computer simulations of real systems and numerical methods programming problems form part of the assignments. Dynamic systems (time as the independent variable) are emphasized throughout the course. Prerequisite: Diploma of Electronic Engineering Technology or equivalent.

Apr 12 Mon/Wed 2000-2130 12 wks BBY CRN 27644

ELEX 7040 BBY \$523 ENGINEERING MATERIALS

This course provides a broad overview of the materials used in engineering — metals, ceramics, plastics, semiconductors and wood. The main emphasis of the course will be on metals. The microstructure of materials is examined as well as the macroscopic properties such as modulus of elasticity and tensile and shear strengths. Topics such as phase diagrams, solid state transformations, fracture, corrosion and sizing are included. Some laboratory demonstrations will form part of the course.

Apr 20 Tue/Thr 1830-2130 12 wks BBY CRN 27645

ELECTRICAL AND ELECTRONICS GENERAL (604) 432-8637 eanderson@bcit.bc.ca

INTRODUCTION TO ELECTRONICS

TELX 0175, 0176, 0177 AND 0178.

These four courses make up a program designed for those with little or no previous knowledge of electronics. This short-term program is intended for those who require a basic working knowledge of electronics for their jobs, or those who want to learn more about electronics. A Certificate of Completion in Electronics (Basics) is issued to students who successfully complete the four courses.

TELX 0175 BBY \$554 ELECTRONICS: PASSIVE DEVICES

Designed for those with little or no understanding of electronics. Basic elements of electronics covering DC and AC circuits, introducing the concepts of voltage, current, resistance, series and parallel circuits, Ohm's Law, power, frequency, resonance, impedance and phase shift. Apply theory to construct circuits and prove the theory by making electrical measurements using standard test equipment such as multi-meters and oscilloscopes. Prerequisite: Grade 10 math recommended but not required.

Apr 7 Mon/Wed 1830-2130 10 wks BBY CRN 20920

TELX 0176 BBY \$597 ELECTRONICS: SOLID-STATE DEVICES

Continues on from TELX 0175, focusing on semi-conductor theory. Topics include P-N junctions, diodes, bi-polar transistors, FETs, zeners, LEDs, rectification, amplification, oscillators and power supplies. Students will prove the theory by constructing and testing basic solid-state circuits. Prerequisite: Successful completion of TELX 0175.

Apr 7 Mon/Wed 1830-2130 10 wks BBY CRN 20931

WATCH FOR THESE COURSES!

TELX 0177 BBY \$597

ELECTRONICS: DIGITAL DEVICES
See this section in September.

TELX 0178 BBY \$702

ELECTRONICS: MICROPROCESSORS
See this section in September.

TELX 0179 BBY \$609

MICROCOMPUTER SYSTEMS MAINTENANCE
See Computers and Networking

ELECTRICAL UPGRADING AND CODE (604) 432-8637 eanderson@bcit.bc.ca

The following courses are designed for persons working in the Electrical Trade.

TELX 0105 BBY \$572

ELECTRICAL I.P./T.Q. EXAM REFRESHER

Designed for electricians preparing to write I.P./T.Q. Exam. Students must have approved electrical work experience. It is recommended that approval be obtained from the Ministry of Education Skills and Training area office nearest to you before registering. Prerequisite: Knowledge of wiring methods and terminology. Texts book is the current edition of the Canadian Electrical Code Part One.

Apr 7 Mon/Wed 1830-2130 10 wks BBY CRN 20836

TELX 0107 BBY \$400 LLY \$398.30

ELECTRICAL CODE

For those persons wanting to become a Registered Rep. or write the Accredited Rep. exam. Covers all sections of the Canadian Electrical Code including the latest Bulletins and Amendments as well as the Electrical Safety Regulation. Ideal for electricians specializing in commercial, industrial and high voltage installations. This course and the instructors are recognized by the Electrical Safety Branch.

Apr 7 Mon/Wed 1830-2100 10 wks BBY CRN 20834

Apr 6 Tue/Thr 1830-2100 10 wks BBY 24848

Apr 7 Mon/Wed 1830-2100 10 wks LLY 26106

TELX 0113 BBY \$350

ENTERTAINMENT INDUSTRY CODE (LE/FE)

Designed for those persons doing Electrical work in the entertainment industry. This course follows the Electrical Safety Branch guidelines and prepares the student to write the LE or FE code exam. Prerequisite: experience with three phase electrical systems. Must have current edition of Canadian Electrical Code Book.

Apr 17 Sat 0900-1500 5 wks BBY CRN 27579

TELX 0144 BBY \$649

LOW ENERGY ELECTRICAL WORKER

See Data Cabling and Wiring.

TELX 0121 BBY \$477

MATH FOR ELECTRICIANS 1

A mathematics upgrade course to strengthen student's understanding of basic electrical concepts: fundamental electrical laws and mathematical expressions, algebra refresher, DC electricity and resistive circuit analysis. It is recommended that Apprentices take this course prior to attending school for Level 1 of apprenticeship training.

Apr 7 Mon/Wed 1830-2130 10 wks BBY CRN 20839

TELX 0122 BBY \$477

MATH FOR ELECTRICIANS 2

Provides the mathematical background needed to understand alternating current AC electricity as well as single phase AC circuit analysis and single phase transformers calculations. It is recommended that Apprentices take this course prior to attending school for Level 2 of apprenticeship training.

Apr 7 Mon/Wed 1830-2130 10 wks BBY CRN 20860

TELX 0123 BBY \$477

MATH FOR ELECTRICIANS 3

Covers three-phase fundamentals and three-phase circuit calculations, three-phase transformers and connections. It is recommended that Apprentices take this course prior to attending school for Level 3 of apprenticeship training.

Apr 7 Mon/Wed 1830-2130 10 wks BBY CRN 20870

ELECTRICAL EQUIPMENT AND DISTRIBUTION SYSTEMS (604) 432-8637 eanderson@bcit.bc.ca

TELX 0130 BBY \$263

MOTOR CONTROL

Covers the basic principles of conventional motor control for those working in an industrial setting. Prerequisite: Familiarity with wiring methods and AC Motor operation.

Apr 19 Mon/Wed 1830-2130 5 wks BBY CRN 20872

TELX 0134 BBY \$325

ELECTRONICS/SOLID STATE FOR ELECTRICIANS

See Electrical Equipment and Distribution Systems in September.

TELX 0137 BBY \$210

LIGHTING

See Building Automation Systems in September.

TELX 0163 BBY \$400

HIGH VOLTAGE DISTRIBUTION SYSTEMS 1

Introduces basic high voltage theory including voltage radients, High voltage distribution systems, High voltage cables, terminations, fuses, switches and CB's. High Voltage safety practices are also covered. This course may be considered as part of the High Voltage experience required by the Electrical Safety Branch to obtain the Class "A" Accredited Rep. certification.

Apr 7 Mon/Wed 1830-2130 5 wks BBY CRN 27566

TELX 0164 BBY \$450

See Building Automation Systems this September

PRINTED CIRCUIT BOARD FABRICATION AND REPAIR (604) 432-8637 eanderson@bcit.bc.ca

TELX 0115 BBY \$595

PACE SURFACE MOUNT 2 DAY WORKSHOP

Teaches the latest rework and repair techniques using state-of-the-art PACE equipment. Covers the safe and reliable installation and removal methods for a wide variety of SMT components and all aspects of SMT Soldering and Rework.

May 12 Wed/Thr 0800-1700 2 days BBY CRN 26495

DATA CABLING AND WIRING (604) 432-8637 eanderson@bcit.bc.ca

TELX 0130 BBY \$566

TELECOM DATA & VOICE CABLING

Provides hands-on installation and testing of data and voice circuits using unshielded twisted pair cable (U.T.P.), RJ-11, RJ-12, and RJ-45 connection as well as BIX, R-66 and 110 type terminal blocks. Level three, four and five data circuits will also be installed. Extensive testing using state-of-the-art, FLUKE, WAVETEK and MICROTEST equipment.

Apr 6 Tue/Thr 1830-2130 5 wks BBY CRN 21420

May 11 Tue/Thr 1830-2130 5 wks BBY CRN 27568

TELX 3311 BBY \$1095

FIBER OPTICS (T)

See Telecommunications Telephone Systems.

TELX 0144 BBY \$649

LOW ENERGY ELECTRICAL WORKER

Covers the basic electrical concepts required for the installation, alteration, repair or maintenance of Class 2 circuits limited to rated output of 100 VA, including installation of 120 volt feeds for class 2 power supplies, use of multi-meter-meters, as well as the pertinent electrical and building code requirements. Prerequisite: Experience with Class 2 circuits.

Apr 7 Mon/Wed 1830-2130 10 wks BBY CRN 26684

BUILDING AUTOMATION SYSTEMS (604) 432-8637 eanderson@bcit.bc.ca

TELX 0135 BBY \$136

HEATING VENTILATING & AIR CONDITIONING

Covers terminology, regulations, and system types for various occupancies, and associated air-handling units and control units.

May 8 Sat 0900-1500 2 wks BBY CRN 20873

TELX 0139 BBY \$456

ELECTRICITY AND ELECTRONICS FOR FIRE ALARM
TECHNICIANS

Learn basic electrical and electronic theory, basic electrical calculations, schematics and blueprints, instruments, equipment operations; Specifications, work orders, Canadian Electrical Code. Prerequisite: Basic Electrical and Electronic theory.

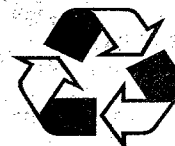
Apr 6 Tue/Thr 1830-2130 8 wks BBY CRN 26107

TELX 0141 BBY \$396

SECURITY SYSTEMS

Designed for installers about to write the T.Q. exam, crime prevention officers and sales and administrators working with security alarm systems. Covers rules and regulations including mandatory Trades Qualification requirements, basic electronics, testing and servicing, wiring methods, input, output and control equipment; central station communications, access and CCTV systems.

Apr 13 Tue/Thr 1830-2130 7 wks BBY CRN 20910



ECO-TIP

SWITCH TO THE SUN!
GO SOLAR HEAT AND ENERGY

PROGRAMMABLE LOGIC CONTROLLERS AND INDUSTRIAL CONTROL

(604) 432-8637 eanderso@bcit.bc.ca

TELX 0186 PROGRAMMABLE LOGIC CONTROLLERS 1 BBY \$527

Covers the basic knowledge required to operate a programmable logic controller (PLC). Overview and advantages of PLC's, installation, hardware requirements, peripheral devices, system operation and hands-on programming to relay replacement level using industry-accepted software. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.

Apr 6 Tue/Thr 1830-2130 6 wks BBY CRN 27574
May 18 Tue/Thr 1830-2130 6 wks BBY 27575

TELX 0182 PROGRAMMABLE CONTROLLERS 2 BBY \$439

Provides hands-on training in the use of dedicated programming software. Explores the power of the PLC, data manipulation, math routines and data comparison instructions. Prerequisite: TELX 0186 and a good working knowledge of DOS.

May 18 Tue/Thr 1830-2130 5 wks BBY CRN 20823

COMPUTERS AND NETWORKING

(604) 432-8637 eanderso@bcit.bc.ca

ELEX 2125 C PROGRAMMING BBY \$524

Introduces DOS, and the "C" programming language. Programming assignments are based on engineering applications. Students will document and debug software using available software libraries.

May 31 Mon-Fri 0830-1530 4 wks BBY CRN 22670

ELEX 2865 BBY \$443

INTRO TO COMPUTER HARDWARE (T)

Assembler and C programming are used for interfacing digital and analogue I/O. Explores ports, buffers, latches, decoding, memory, 8254 timer chip, 8259 programmable interrupt controller, 8250 UART. Prerequisite: COMP 2510, 2720.

May 31 M/W/F 0830-1230 5 wks BBY CRN 21274

TELX 0179 MICROCOMPUTER SYSTEMS MAINTENANCE BBY \$609

Covers preventive and remedial maintenance, upgrade installation, troubleshooting tune-up procedures and repairs using common tools and test equipment (meters & scopes). In-depth theory of all major components and their operation; processors, co-processors, bus structures and functions (ISA, VL, PCI), memories I/O and control cards, video subsystems (including AVI & MPEG players), floppy disks, hard disks, CD-ROM and subassemblies of PC systems. Prerequisite: PC experience, familiarity with DOS/WINDOWS and electronics training would be an asset.

Apr 6 Tue/Thr 1830-2130 10 wks BBY CRN 20826

TCMP 0130 PC SYSTEMS & INTERCONNECTIONS BBY \$432

Familiarizes the student with the internal hardware construction of a PC and various components that make up a multimedia PC platform. Concepts on building a platform and resolutions to any conflicts in both internal and external hardware will be discussed. Topics include: processors, BUS structures, floppy and hard drives, tape drives, CD ROM drives, scanners, sound cards, modems, printers, and PCMCIA devices. DOS would be an asset.

Apr 12 Mon 1830-2130 12 wks BBY CRN 22666

TELECOMMUNICATIONS TELEPHONE SYSTEMS

(604) 432-8637 eanderso@bcit.bc.ca

TELX 0130 TELECOM DATA & VOICE CABLING BBY \$566

See Data Cabling and Wiring.

TELX 0134 T1 FUNDAMENTALS BBY \$528

Offers a detailed look at the North American digital hierarchy. Covers DS-0 level through DS-3 level, including T1 framing formats (super frame, ESF), line coding and signalling.

May 4 Tue/Thr 1830-2130 3 wks BBY CRN 27573

TELX 0214 BASIC TELEPHONY BBY \$450

Provides students with an overall understanding of the public switched telephone network. This course will enable the student to visualize the operation of voice and data communications.

Apr 6 Tue/Thr 1830-2130 5 wks BBY CRN 27571

TELX 0418 DIGITAL TRANSPORT SYSTEMS BBY \$550

Explores the advanced world of digital telecommunications networks. Topics include digital switching and routing, data networks including ISDN, PCM, ATM, XDSL and digital radio.

May 11 Tue/Thr 1830-2130 5 wks BBY CRN 27572

TELX 3311 FIBER OPTICS (T) BBY \$1095

Offers the theory of fibre optics with a practical hands-on approach. Topics covered include fiber transmission systems versus copper transmission systems, light detectors, connectors, cables, splices, couplers, power budgets and test equipment. This hands-on course provides experience in the areas of: connectors (ST, SMA, SC, FC, D4, FDDI); splicing (fusion and mechanical); installation (terminating fiber cable); and testing using an OTDR and light source power meter. Students with a 70 per cent grade or better will receive a Statement of Completion in Fiber Optics.

Apr 7 Mon/Wed 1830-2130 10 wks BBY CRN 22669

REGISTER EARLY!

BCIT's new cancellation policy will provide five business days notice of a course being cancelled. Please register early to try to avoid cancellation of courses.

Engineering: • Construction • Manufacturing, Industrial Mechanical • Process, Energy and Natural Resources

CONSTRUCTION

BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT

(604) 451-6871 (604) 412-7469
msadowsk@bcit.bc.ca

PROGRAM INFORMATION SESSION - FREE OF CHARGE

You are invited to attend this presentation that will provide you with a better understanding of the content and scope of the program, entrance requirements and course scheduling. A question and answer session will follow.

Dates: April 12 and May 10, 1999, 1900 - 2000

Location: BCIT Burnaby Campus, Building SW1, Room 1125

We would appreciate you contacting Mary Sadowski at (604) 412-7469 to inform us of your attendance.

The Program

Developed with the guidance of senior industry representatives, the curriculum has been divided into the following sections: Construction Controls and Techniques, Construction Management, Stakeholder Management, an industry based project and liberal education courses. Presented by industry based practitioners, the topics will be both challenging and practical. Graduates of the program will be able to methodically and rationally select or develop suitable construction procedures, schedule, manage, utilize human resources and equipment within the complex environment of labour relations and business decision-making.

Offered, at this time, only through part-time studies this program is presented in a flexible format of short modular courses. The evening format allows you to continue your studies while maintaining your employment. These courses may also be of interest to current professionals who may wish to participate on a professional development basis.

Entrance Requirements

The minimum entrance requirement is:

- a recognized Diploma of Technology in a related engineering or science discipline,
- or a degree in Engineering, Architecture, Applied Science or related field,
- two years work experience, subject to departmental approval,
- English 12 or equivalent
- All participants will be required to meet with the program head to review the initial application for acceptance.

Program Brochure

For detailed information on the entire program, including descriptions of all courses being offered, entrance requirements and the application process, then phone either of the numbers listed above or contact us directly by e-mail at pcunning@bcit.bc.ca. We would be pleased to mail an information package to you.

COURSES OFFERED THIS TERM

CMGT 7110 CONSTRUCTION PROJECT CONTROLS 2 BBY \$172

Emphasis will be placed on the cost and accounting aspects of construction projects. Participants will initially prepare summary reports for tasks and resource pools, critical path analysis and work progress tracking. Project costing and cost reports for sub-projects, or multiple projects, and its relationship to the overall schedule and cost requirements will then be covered. Prerequisite: CMGT 7100.

Apr 20 Tue 1845-2145 6 wks BBY CRN 27616

CMGT 7120 CONSTRUCTION PROJECT CONTROLS 3 BBY \$172

In this third and final part of this series on Project Controls, participants will be shown how to use schedules for claim preparation. More advanced techniques such as expert systems will be reviewed and discussed. The use of software such as Primavera will be used in a lab setting to develop and simulate these skills. Prerequisite: CMGT 7110.

Apr 22 Thr 1845-2145 6 wks BBY CRN 27466

CMGT 7140 CONSTRUCTION STATISTICS 1 BBY \$172

Statistical techniques are used in the construction sector to analyze business and engineering data. In preparation for the application of enumerative and analytical statistics, participants will be shown how to approach the design of the data collection process and adopt standard formats for the presentation of statistical data. The course will conclude with the application of probability and distribution methods to data analysis. Prerequisite: CMGT 7100.

Apr 20 Tue 1845-2145 6 wks BBY CRN 27467

CMGT 7210 MANAGEMENT OF CONSTRUCTION EQUIPMENT AND PLANT 2 BBY \$172

Construction managers should be able to develop systems and procedures for the efficient management and maintenance of construction equipment and plant. The development of equipment maintenance systems and the options as to whether to buy, rent or hire equipment will be analyzed. Discussion on the need for equipment operator and mechanic training programs will complete this course. Prerequisite: CMGT 7200.

Apr 19 Mon 1845-2145 6 wks BBY CRN 27468

CMGT 7220 HEALTH AND SAFETY IN CONSTRUCTION BBY \$172

Presents the role of key stakeholders involved in health and safety issues in construction. Sessions will include: Role of Workers Compensation Board; accident prevention on the construction site; protection of the public; health hazards and the cost of accidents in construction. Prerequisite: Acceptance into the Construction Management degree program or by departmental approval.

Apr 21 Wed 1845-2145 6 wks BBY CRN 27469

CMGT 7320 CONSTRUCTION FINANCE 3 BBY \$172

Concluding this series, this course will present methods for monitoring and controlling costs of construction projects, while emphasizing the importance of a proactive approach to corrective actions. The relationship of cost control systems to the financial accounting of the organization as a whole will then be illustrated. Prerequisite: CMGT 7310.

Apr 19 Mon 1845-2145 6 wks BBY CRN 27470

CMGT 7530 LEADERSHIP AND INTERPERSONAL SKILLS DTC \$470.30

This course provides current or potential team leaders and managers with the essential skills to manage a diverse workforce in the construction workplace. Skills development will be achieved through lecture, casework, discussions, and computer-mediated simulation. Working in teams, you will make typical decisions required of a manager in a realistic, real-time environment. Prerequisite: BUSA 7250.

Apr 19 *Mon 1730-2030 6 wks DTC CRN 27471

*Note: CMGT 7530 also includes lab sessions on Saturday and Sunday, May 8-9/99 from 0830-1730.

CMGT 7610 INDUSTRIAL RELATIONS IN BUILDING CONSTRUCTION 2 BBY \$172

The construction manager will become involved in the management of industrial relations in the modern workforce. This second course will discuss the relationship of labour relations associations and their involvement in the collective bargaining process. It will also relate the management of construction trades and professionals to the evolving construction environment. There will also be a review and discussion of current B.C. labour legislation, both contemplated and existing. Prerequisite: CMGT 7600.

Apr 20 Tue 1845-2145 6 wks BBY CRN 27472

CMGT 7650 ENVIRONMENTAL ISSUES IN CONSTRUCTION 2 BBY \$172

This follow-up course will broaden the construction manager's knowledge of environmental issues related to fire and toxic hazards, particularly when emergency measures are necessary in the event of an accident. Also included will be issues related to noise control and an analysis of liability in different situations. Prerequisite: CMGT 7640.

Apr 20 Tue 1845-2145 6 wks BBY CRN 27473

CMGT 8440 MANAGEMENT OF CONSTRUCTION ENTERPRISE 2 BBY \$172

The management of corporate operations requires that the management team effectively manage cash flow and risk. As part of their responsibilities, construction managers should be able to effectively relate with internal and external stakeholders. This course will address these issues as well as the effective and efficient allocation of resources and still be able to manage site and office operations with respect to legal requirements. Prerequisite: CMGT 8430.

Apr 21 Wed 1845-2145 6 wks BBY CRN 27474



CMGT 8600 DTC \$470.30
MANAGEMENT OF PROJECT STAKEHOLDERS

Provides individuals with a comprehensive overview of internal and external stakeholder groups involved in a construction project. Case studies will be utilized to demonstrate the potential influence of these groups on such projects. Computer mediated simulation will also be used to provide real-time feedback on decisions made during teamwork exercises. Prerequisite: CMGT 7530 and CMGT 8440.

Apr 22 *Th 1730-2030 6wks DTC CRN 27475
*Note: CMGT 8600 also includes lab sessions on Saturday and Sunday, May 8-9/99 from 0830-1730.

BACHELOR OF TECHNOLOGY IN ENVIRONMENTAL ENGINEERING TECHNOLOGY

(604) 451-6906 (604) 432-8344
mmccormi@bcit.bc.ca

VISIT OUR HOME PAGE AT:

www.bcit.bc.ca/Programs/Adp/Post/Degrees/eeng_adp_programs.htm

ORIENTATION NIGHT - NO CHARGE

The Environmental Engineering department invites anyone interested in pursuing a Bachelor of Technology in Environmental Engineering to attend our orientation session. Program content and study modes will be discussed.

Date: Wednesday, May 12, 1999
Time: 18:30-20:30
Location: BCIT Burnaby Campus
Building SW1, Room 1205

If you wish to attend, please contact Monica McCormick at (604) 451-6906 to reserve a seat.

Program Objective

The program objective is to prepare the graduate to function as part of an engineering team working on:

- The investigation and cleanup of existing environmental problems.
- The planning, design and construction of new projects in order to minimize environmental damage.

The program is intended to provide the additional skills and knowledge that Engineering Technology and Science graduates require to successfully work on environmental problems faced by the engineering and construction industries. It should also serve the professional development needs of practicing technologists and engineers working in the environmental areas.

The program is structured to accommodate the requirements of applicants from a wide range of science or engineering backgrounds.

Entry Requirement:

- a recognized Diploma of Technology in an engineering or science discipline or a degree in engineering or science discipline.
- two years work experience, subject to departmental approval

A. Common Core

(all courses required, exceptions based on eligible transfer credits)

EENG 7700	Environmental Case Studies
EENG 7710	Chemistry 1 for EET
EENG 7711	Chemistry 2 for EET
EENG 7712	Organic Chemistry for EET
EENG 7713	Environmental Analytical Chemistry
EENG 7714	Methods of Wastewater Analysis
EENG 7715	Hydraulics 1 for EET
EENG 7716	Soil Mechanics & Groundwater for EET
EENG 7717	Hydrology for EET
EENG 7718	Hydraulics 2 for EET
EENG 7719	Survey Techniques for EET
EENG 7720	Applied Microbiology
EENG 7721	Applied Toxicology

B. Management

Required:

EENG 8780	Environmental Law 1
EENG 8781	Risk Assessment
EENG 8782	Value Analysis & Environmental Management
EENG 8783	Risk Management
BUSA 7250	Management Skills & Applications

Electives (2 credits required):

EENG 8760	Solid Waste Management
EENG 8761	Recycling & Reduction Techniques
EENG 8768	Advanced Residuals Management
EENG 8784	Environmental Law 2
EENG 8785	Decision-Making in Environmental Management
TMGT 7103, 7111, 7112, 7121-24, 7131, 7134	

C. Major Elective Studies

(19 credits from 4 topic areas)

EENG 7740-7742	Groundwater (5 credits)
EENG 8750-8755	Liquid Waste (6 credits)
EENG 8760-8763	Solid Waste (4 credits)
EENG 8768-8769	Residuals Management (4 credits)
EENG 8770-8774	Contaminated Sites (5 credits)
EENG 8790-8792	Air Quality Management (6 credits)
EENG 8801-8804	Integrated Resource Management (5 credits)
EENG 8810-8812	Advanced Process Technologies (6 credits)
EENG 8820-8824	Advanced Chemical Analysis (6 credits)

D. Graduating Project

EENG 8900	Project Reports
EENG 8901	Project Proposal
EENG 8902	Technical Presentations
EENG 8903	Applied Research Project

E. Liberal Education

(12 credits required)

CHECK ROOM LOCATIONS & SCHEDULE UPDATES ON THE
WEB AT: www.bcit.bc.ca/admissions_home.htm

EENG 7700 \$172
ENVIRONMENTAL CASE STUDIES

This course provides an introduction to the major areas of study in the Environmental Engineering program. Case studies will be presented by senior professionals currently active in the environmental engineering field. Topics covered: industrial and municipal liquid-waste management; solid-waste management; contaminated-site investigation and management; environmental law; principles of environmental risk assessment and environmental impact assessments; groundwater flow and contaminated transport, and concluding with a contemporary approach to attitudes towards environmental management. Prerequisite: Diploma of Technology in Engineering or Science or Departmental Approval. (1 credit)

Apr 22 Thu 18:30-21:30 6wks BBY CRN 25972

EENG 7712 \$172
ORGANIC CHEMISTRY FOR EET

This course will introduce the student to organic chemistry. The nomenclature, physical properties, and reactivities of the more common classes of organic compounds are discussed with special attention given to industrial chemicals and organics that are environmental hazards. Prerequisite: EENG 7711. (1 credit)

Apr 19 Mon 18:30-21:30 6wks BBY CRN 24813

EENG 7714 \$336
METHODS OF WASTEWATER ANALYSIS

This course will introduce the student to some of the analytical methods used to determine common pollutants in water and wastewater. The theoretical aspects of each analysis as well as typical industrial pollution problems related to local industry are discussed during the lecture periods. Students practice the use of laboratory equipment in accordance with proper procedures in the laboratory periods. Prerequisite: EENG 7712. (2 credits)

Apr 21 Wed 18:30-21:30 12wks BBY CRN 25973

EENG 7717 \$172
HYDROLOGY FOR EET

An introduction to hydrology, including precipitation, drainage basins, rational formula, SCS method, frequency analysis of extreme flows, regional analysis, low flow analysis and measurement of hydrologic parameters. Prerequisite: EENG 7716. (1 credit)

Apr 21 Wed 18:30-21:30 6wks BBY CRN 24812

EENG 7719 \$172
SURVEY TECHNIQUES FOR EET

An introduction of fundamental concepts of surveying with applications for applied waste management. Topics include an introduction to the survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations, including position determination using GPS satellite technology. Prerequisite: EENG 7700 or with departmental approval. (1 credit)

Apr 24 Sat 9:00-12:00 6wks BBY CRN 24804

EENG 7720 \$172
APPLIED MICROBIOLOGY

Microbiology is the study of microorganisms and their activities. This course will present the types and functions of microorganisms and provide examples as to where microbiology is used within the engineering field to reduce the environmental impacts of industrial processes and for the protection of human health. Topics covered are basic characteristics of bacteria, nutrient cycles, oxidation and reduction, waste treatment, pollution and bioremediation. Case studies of applied microbiological projects will be reviewed including constructed wetlands, drinking-water distribution systems and pollution monitoring. Prerequisite: EENG 7710, EENG 7711 & EENG 7712 or Departmental Approval. (1 credit)

Jun 8 Tue 18:30-21:30 6wks BBY CRN 25037

EENG 7721 \$172
APPLIED TOXICOLOGY

This course provides an introduction to the principles of toxicology, as applied to environmental engineering. Course topics include a review of biological, organic and inorganic substances and their properties and behaviour in the environment; the biological responses of cells and animals to toxic substances; and the application of toxicology to risk assessment and the development of water-quality guidelines. Prerequisite: EENG 7710 & 7711. (1 credit)

Apr 20 Tue 18:30-21:30 6wks BBY CRN 25042

EENG 7741 \$336
CONTAMINANT HYDROGEOLOGY

This course is the second of a three-course series in the Groundwater technical studies. A continuation of EENG 7740, it examines the major sources of groundwater contaminants and their flow in groundwater, and presents the processes by which contaminants are transported through the subsurface as free-phase products or dissolved aqueous constituents. Topics will include terminology, water quality, chemical constituents of groundwater, natural chemical evolution of groundwater, instrumentation, transport in fractures rock LNAPL's and DNAPL's and transport mechanisms, measurement of parameters, sources of contamination, and an introduction to solutions employing analytical and numerical methods. Prerequisite: EENG 7740. (2 credits)

Apr 22 Thu 18:30-21:30 12wks BBY CRN 24815

EENG 7742 \$336
GROUNDWATER MODELING

This course is the third of a three-course series in the Groundwater technical studies. It introduces students to the basics of two major modeling tools used in industry: finite difference and finite element. The course explores mathematical basis of the two methods and allows students to experiment with simple models of each type, using computers. Prerequisite: EENG 7741 (may be taken concurrently). (2 credits)

Apr 20 Tue 18:30-21:30 12wks BBY CRN 25039

Apr 22 Thu 18:30-21:30 12wks BBY CRN 25975

EENG 8752 \$172
MUNICIPAL WASTEWATER TREATMENT 3

This is the third and last course in the municipal wastewater treatment series and covers advanced treatment involving biological nutrient removal, effluent disinfection and sludge processing. Practical and operational aspects would be emphasized. Prerequisite: EENG 8751. (1 credit)

Apr 22 Thu 18:30-21:30 6wks BBY CRN 27188

EENG 8753 \$172
INDUSTRIAL WASTEWATER TREATMENT 1

This course is the first of a two-course series on industrial wastewater treatment. Course topics include characteristics of industrial wastewater, industrial wastewater survey, waste minimization, quality equalization, neutralization and oil-water separation. Practical and operational aspects would be emphasized. Prerequisite: EENG 7714, 7721 & 8750. (1 credit)

Apr 21 Wed 14:00-17:00 6wks BBY CRN 25971

EENG 8754 \$172
INDUSTRIAL WASTEWATER TREATMENT 2

This is the last course in the industrial wastewater treatment series. It examines additional physical/chemical unit processes including chemical coagulation, chemical precipitation of heavy metals, chemical phosphorus removal, adsorption, ion exchange, membrane separation, chemical oxidation, and gas transfer. Practical and operational aspects would be emphasized. Prerequisite: EENG 8753. (1 credit)

Apr 19 Mon 18:30-21:30 6wks BBY CRN 24805

Jun 9 Wed 14:00-17:00 6wks BBY CRN 25980

EENG 8755 \$172
DRINKING WATER TREATMENT

This course will cover drinking water quality and associated public health concerns. Particular emphasis will be placed on the multiple-barrier concept for the inactivation of Giardia and Cryptosporidium, as well as the control of disinfection by-products. A substantial portion of the course will deal with practical design of commonly used treatment processes for the production of potable water. Prerequisite: EENG 7712. (1 credit)

Jun 9 Wed 18:30-21:30 6wks BBY CRN 25970

EENG 8762 \$172
LANDFILL DESIGN AND OPERATION

This is the third course of the four-course technical series on the subject of solid waste. This course will examine landfill site selection, landfill capacity analysis, landfill construction and operations, environment systems overview of leachate generation and landfill gas. Prerequisite: EENG 8761 & EENG 7741. (1 credit)

Apr 19 Mon 18:30-21:30 6wks BBY CRN 24810

EENG 8763 \$172
ENVIRONMENTAL CONTROLS FOR LANDFILLS

This is the last course of the four-course technical series on the subject of solid waste. This course will examine state-of-the-art environmental control systems that are being used in BC and in the USA to meet new government regulations. The course will include environmental issues, leachate composition, predicting leachate qualities within the EPA HELP model, landfill closure, leachate containment, leachate treatment, landfill gas collection and environmental monitoring. Prerequisite: EENG 8762. (1 credit)

Jun 7 Mon 18:30-21:30 6wks BBY CRN 25043

EENG 8768 \$336
ADVANCED RESIDUALS MANAGEMENT

Hazardous material and waste management is a subject that touches all lives. Every day we encounter hazardous material or hazardous waste in our homes, schools and place of work. How one manages those encounters is the topic of this course. This course is designed to help students learn on all aspects of hazardous material and waste management. Major emphasis will be on Acts and Regulations governing hazardous material and waste as well as determination, classification, handling and storage of hazardous waste. Other topics such as pollution prevention and waste minimization will be covered in this course. This course is designed at a level to be useful to a broad spectrum of professionals involved with various aspects of hazardous materials and wastes, including regulation, treatment, remediation, transport, waste minimization and research. Prerequisite: EENG 8760. (2 credits)

Apr 21 Wed 18:30-21:30 12wks BBY CRN 24806

EENG 8772 \$172
SITE REMEDIATION & RISK ASSESSMENT PROCESS

This course is the third of a five-course series in the contaminated sites technical studies. It introduces students to the third major process in contaminated site management: site remediation and risk assessment. Focusing on the role of the site investigator, the course promotes a scientific approach for evaluating and selecting options to manage site contamination including treatment, removal or containment. Building on the site investigation data from EENG 8771 - Contaminated Site Investigation Process, this course focuses specifically on toxicological principles of risk assessment, and on the evaluation and design processes for site remediation. It also lays the foundation for the application of these processes in EENG 8774 - Site Remediation Technologies. Prerequisite: EENG 8771. (1 credit)

Apr 22 Thu 14:00-17:00 6wks BBY CRN 24832

continued on next page

EENG 8774 SITE REMEDIATION TECHNOLOGIES \$172

This course is the last of a five-course series in the contaminated sites technical studies. It focuses specifically on the range of remedial technologies that are available and provides students with the skills apply appropriate technologies in given situations. Discussion on the techniques to monitor and evaluate performance of the selected remedial options are also included. Since this is the final course in the series, this course also focuses on integrating the material from the first four courses. Prerequisite: EENG 8773. (1 credit)

Apr 20	Tue	18:30-21:30	6 wks	BBY	CRN	24814
Jun 10	Thu	14:00-17:00	6 wks	BBY		24811

EENG 8780 ENVIRONMENTAL LAW 1 \$172

There is a wide array of environmental laws that govern modern activities. This course provides an overview of the Canadian legal system and sources of environmental law. It addresses federal, provincial and local government powers to regulate the environment, as well as British Columbia and federal environmental laws governing water, air, transportation of dangerous goods, contaminated land, and waste and hazardous substance management. Sources of liability for individuals, directors and officers, companies and environmental professionals and the basic elements of due diligence are also covered. Finally, this course examines pollution prevention planning, the ISO 14000 model of Environment Management System and other future trends in environmental law. (Please note: Environmental impact assessment and laws governing the management of natural resources are covered in Environmental Law 2.) Prerequisite: EENG 7700 or Departmental Approval. (1 credit)

Jun 10	Thu	18:30-21:30	6 wks	BBY	CRN	25040
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EENG 8782 VALUE ANALYSIS AND ENVIRONMENTAL MANAGEMENT \$172

This course provides an overview of the context, process, framework, methods and case studies for valuing and managing environmental aspects of projects on a global, regional and local scale. The course will provide the student with the knowledge and tools needed to apply cost benefit analysis method for appraisal of environmental projects including putting value on environmental effects. The student will also learn to apply the guiding principles of sustainability, and consider the laws, policies and regulations related to environmental management. Other topics that will be discussed include Environmental Management Systems (EMS), life-cycle analysis, environmental risks and liabilities. Prerequisite: EENG 8781. (1 credit)

Apr 21	Wed	18:30-21:30	6 wks	BBY	CRN	25044
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EENG 8783 RISK MANAGEMENT \$172

This course covers factors affecting management decisions: regulatory requirements, corporate standards, employee politics, public and media, and financial limitations. The importance of risk communication, including communication factors influencing successful and unsuccessful projects will be assessed. Other risk management options including prevention planning, emergency response, containment, on-site treatment, off-site treatment, landfill and other storage means will be examined from the above perspectives. Prerequisite: EENG 8781. (1 credit)

Jun 9	Wed	18:30-21:30	6 wks	BBY	CRN	25036
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EENG 8784 ENVIRONMENTAL LAW 2 \$172

This course builds upon the students' understanding of the constitutional context of the Canadian legal system and environmental law. It addresses environmental regulation of various natural resources sectors in British Columbia, including forestry, mining, energy and fishing. The course also covers laws regulating environmental impact assessment and environmental aspects of municipal and regional land use planning processes. In addition to discussing the role of aboriginal rights in environmental and natural resources management, the course examines current aboriginal land claims and treaty negotiations in British Columbia and their potential impact on natural resource development. Prerequisite: EENG 8780. (1 credit)

Apr 21	Wed	18:30-21:30	6 wks	BBY	CRN	25979
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EENG 8801 TERRAIN MAPPING & EROSION PROCESS \$172

This course will cover the procedures involved in the creation of terrain and interpretive maps, with emphasis on utilization. Topics will include delineation of polygons (air photo interpretation and ground truthing), mapping conventions and development of polygon labels (ELUC, 1988, 1997), determination of mass wasting, erosion and sediment delivery hazards. The various categories of mass wasting, (slides) will be defined and discussed along with specific examples (case histories). Causes, effects, and mitigative measures will be examined for each specific example. Surface erosion and sedimentation processes will also be covered. A study assignment will be given on hazard assessment. A field trip will be arranged when and if suitable sites are available. Exam date: Thu Apr 29 18:30-21:30. (1 credit)

Apr 16	Fri/Sat	08:30-17:30	2 days	BBY	CRN	26443
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EENG 8802 FOREST ROAD DESIGN & CONSTRUCTION \$172

This course will cover the applicable sections of the Forest Practices Code Act, Forest Road Regulation. Engineering Guidelines will be discussed. Other topics will include preliminary road location surveys and terrain stability assessments with emphasis on minimization of environmental risks. Various construction techniques will be presented along with the basic elements of drainage design. Case histories will be presented and a study assignment will be given. Students will be asked to make their own judgements on optimum road location, design and construction in specific instances. A field trip will be arranged when and if suitable sites are available. Exam date: Thu May 13 18:30-21:30. (1 credit)

Apr 30	Fri/Sat	08:30-17:30	2 days	BBY	CRN	26444
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EENG 8803 FOREST ROAD REHABILITATION \$172

This course will cover the applicable sections of the Forest Practices Code Act, Forest Road Regulation. Road maintenance and upgrade during harvesting operations will be discussed, as well as deactivation after harvesting operations and silvicultural commitments have expired. Topics will include field assessment procedures, mapping and the development of appropriate prescriptions. Case histories will be presented and a study assignment will be given. Students will be asked to develop appropriate prescriptions for upgrade or deactivation in specific instances. A field trip will be arranged when and if suitable sites are available. Exam date: Thu May 27 18:30-21:30. (1 credit)

May 14	Fri/Sat	08:30-17:30	2 days	BBY	CRN	26445
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EENG 8804 HYDROLOGICAL MAPPING & HYDROMETRICS \$172

This course will cover the procedures involved in the creation of hydrological maps, with emphasis on utilization. Topics will include delineation of slope drainage networks (air photo interpretation and ground truthing), and mapping conventions. The measurement of streamflow, snowpack and water quality will also be discussed. The use of hydrometric instruments will be demonstrated. Data analysis and interpretation will focus on hydrographs and sediment rating curves. A study assignment will be given involving graphical representation of data. A field trip will be arranged when and if suitable sites are available. Exam date: Thu Jun 10 18:30-21:30. Prerequisite: EENG 8801. (1 credit)

May 28	Fri/Sat	08:30-17:30	2 days	BBY	CRN	26446
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EENG 8805 STREAM CHANNEL ASSESSMENT \$172

This course will cover the applicable sections of the Forest Practices Code Act, with particular emphasis on Interior and Coastal Watershed Assessment Procedures. The collection and interpretation of data down a stream channel will be outlined. Other topics will include USDA Forest Service methodology, Ministry of Environment Channel Assessment Procedures and mapping methodology. The effects of timber harvesting on stream channel morphology will also be discussed, along with channel restoration strategies. A study assignment will be given, involving computer input of a data set into the Watershed Assessment Procedure spreadsheet. A field trip will be arranged when and if suitable sites are available. Exam date: Thu Jun 24 18:30-21:30. (1 credit)

Jun 11	Fri/Sat	08:30-17:30	2 days	BBY	CRN	27037
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EENG 8820 SEPARATION & IDENTIFICATION TECHNIQUES \$336

There is an increasing need to monitor and assess the presence of potentially toxic products in the environment. These products can vary from agricultural products which can include organo-chloride pesticides, or industrial by-products such as petroleum hydrocarbons and polycyclic aromatic hydrocarbons to a variety of trace metals. It is the purpose of this course to show how to develop methods for the separation, identification and quantification of agricultural and environmental compounds in air, water, soil and sediment samples. Prerequisite: 2 year Science Diploma or equivalent. (1 credit)

Apr 20	Tue	18:30-21:30	12 wks	BBY	CRN	27189
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EENG 8900 PROJECT REPORTS \$172

Primarily intended for preparation of the final report for the Industry Sponsored Project, this course will provide the basis and format for all technical reports required in the program. Emphasis will be placed on the overall structure, organization of information and the logical progression of concepts. This course should be completed during the Common Core portion of the program. (Six classroom sessions offered over 10 weeks) Prerequisite: EENG 7700 or Departmental Approval. (1 credit)

Apr 20	Tue	14:00-17:00	10 wks	BBY	CRN	27239
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EENG 8901 PROJECT PROPOSAL \$172

After selecting the research project topic, this course will help the student conduct a literature review to clearly define the problem and to prepare an effective proposal for the project. The proposal is to be submitted to the Department for approval before the student proceeds with the project. By this time the student will have selected an industry sponsor who will help clarify the nature of the applied project. The sponsor will provide occasional guidance and support relating to the analysis/research portion of the project. This course consists of two formal presentations integrated with independent study and tutorial sessions. Prerequisite: EENG 8900. (1 credit)

May 8	Sat	09:00-12:00	2 wks	BBY	CRN	24809
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EENG 8903 APPLIED RESEARCH PROJECT \$500

This course is designed for the student, in conjunction with an industry sponsor, to apply his/her specialty knowledge in solving a technical problem relating to the environment. The research project will contain some elements which are deemed to be innovative, experimental, or exploratory in nature. The Department will form a committee to approve and evaluate the project. The committee will consist of three members: a technical advisor, who is an expert in the research area, a staff member, and a member representing the industry sponsor. The committee will supervise the progress of the project, provide guidance and direction where appropriate and evaluate the final report and its presentation. Prerequisite: Departmental Approval. (8 credits). Please contact Monica McCormick at 451-6906.

BUSA 7250 MANAGEMENT SKILLS AND APPLICATIONS \$350

This course is a required course for the Management portion of the Environmental Engineering Technology degree program. Please refer to the Business Administration Degree Completion section of the flyer for the course description and registration information. (3 credits)

BUILDING ENGINEERING TECHNOLOGY (604) 432-8586

Early registration is advised for Building Engineering Technology courses. Space is limited.

BLDG 0001 BUILDING YOUR OWN HOUSE BBY \$172

Demonstrates how to build your house within a budget. Beginning with site and design selection, the participant is guided through the permit, budget and construction process. Also covers the various contracting alternatives and selection of trade contractors. This course will be of interest to property owners and first time house builders.

Apr 14	*Wed	1845-2145	5 wks	BBY	CRN	26722
*Note: BLDG 0001 (CRN 26722) also includes a field trip, Saturday, May 1, 1999. Time: 1030-1330						

Apr 15	*Thr	1845-2145	5 wks	BBY		23851
*Note: BLDG 0001 (CRN 23851) also includes a field trip, Saturday, May 8, 1999. Time: 1030-1330						

May 20	*Thr	1845-2145	5 wks	BBY		26856
*Note: BLDG 0001 (CRN 26856) also includes a field trip, Saturday, June 12, 1999. Time: 1030-1330						

BLDG 0002 HOUSE RENOVATIONS BBY \$175

Covers the basic requirements for starting a home renovation, and answers the following questions: Who is involved? What do we need to know to begin? Where can we add floor area to a house? When will it be finished? How much will it cost? and Why is it a good idea to renovate? The course will consist of lectures and take-home assignments. Prerequisite: Some familiarity of house construction.

Apr 12	Mon	1845-2145	6 wks	BBY	CRN	24836
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BLDG 0004 RESIDENTIAL BLUEPRINT READING BBY \$172

Covers the basic knowledge required to read residential blueprints. Emphasis on wood frame construction of single family houses. Introduces basic plan reading of building lots, framing materials, plumbing, heating and electrical. This course will be of interest to homeowners, contractors and individuals involved with selection and sales of building materials.

Apr 13	Tue	1845-2145	6 wks	BBY	CRN	27257
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BLDG 0008 RESIDENTIAL LANDSCAPE DESIGN BBY \$175

Presents an overview of the landscape and construction process with an emphasis on student initiated projects. Of interest to homeowners and gardeners who wish to expand their design fluency and to landscape contractors wishing to expand their range of services.

Apr 14	Wed	1845-2145	6 wks	BBY	CRN	27258
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BLDG 1805 B.C. BUILDING CODE: SINGLE FAMILY DWELLINGS BBY \$258

Gives students a working knowledge of Part 9 of the 1998 B.C. Building Code for single family dwellings and accessory buildings. Prepares students to check plans, inspect buildings and deal with questions relating to Part 9 of the B.C. Building Code. Covers acceptable materials, systems, and methods used in housing construction. Students must bring B.C. Building Code to the first class. Prerequisite: BLDG 1970 and 2970 or knowledge of building construction.

Apr 14	Wed	1845-2145	12 wks	BBY	CRN	27259
Note: Students who wish to write the B.O.A.B.C. Level 1 Certification exam should register for either BLDG 1805, listed above, or TSDA 1810, listed in the Engineering Technology Distance Education section of this flyer. Contact Roz Hobbs, 270-9516 at B.O.A.B.C. to determine eligibility and to schedule an examination.						

BLDG 1825 B.C. BUILDING CODE: MULTI UNIT AND SMALL BUILDINGS BBY \$258

Examines Part 9 of the 1998 B.C. Building Code with specific study of acceptable materials, systems and methods of construction applicable to multi-unit and small commercial and industrial buildings. Covers plan checking and inspection techniques. Prepares students to deal with issues relating to Part 9 of the B.C. Building Code. Some duplication of material covered in BLDG 1805. Students must bring the B.C. Building Code to the first class. Prerequisite: BLDG 1970 and BLDG 2970 or knowledge of building construction.

Apr 12	Mon	1845-2145	12 wks	BBY	CRN	27260
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REGISTER EARLY!

BCIT's new cancellation policy will provide five business days notice of a course being cancelled. Please register early to try to avoid cancellation of courses.





BLDG 2010 BBY \$172 STRATA TITLE MANAGEMENT: BUILDINGS AND CONTRACTS

Provides an overview of the obligation of individual owners and strata councils. Reviews Condominium Act, Municipal Acts, Building and Zoning bylaws. Identifies a timetable for maintenance, execution of permits and an acceptable level of quality. An additional course focusing on the maintenance of building systems and life safety systems for strata title management will be offered at a later date.

Apr 13 Tue 1845-2145 6wks BBY CRN 27501

BLDG 2790 BBY \$424 ESTIMATE WITH WINEST SOFTWARE

Utilizes experience gained in industry estimating to interface with an estimating computer aided software package, "WinEst". The student will be able to generate computer estimates. Prerequisite: BLDG 1760 and BLDG 2760 or significant industry experience (minimum three years as an active estimator or departmental approval) plus EXCEL software experience.

Apr 12 Mon 1845-2145 12wks BBY CRN 26308

BLDG 2840 BBY \$445 ARCHITECTURAL CAD 1

Introduces CAD for Architects, building designers and builders. The course is designed to familiarize the student with the operation of AutoCAD in the architectural environment utilizing the most recent release of the software. Prerequisite: Basic drafting knowledge and computer literacy.

Apr 14 Wed 1845-2145 12wks BBY CRN 26057

BLDG 2845 BBY \$445 ARCHITECTURAL CAD 2

Emphasizes the production of 2D/3D drawings for the architectural environment using the SoftDesk Architectural products (AutoCAD third party software). The student will progress from basic drawings to the generation of more advanced projects using the customized SoftDesk template. Prerequisite: BLDG 2840 or AICO 1000.

Apr 12 Mon 1830-2145 11wks BBY CRN 27495
Jun 7 Mon-Fri 0830-1630 1wk BBY 26066

BLDG 2850 BBY \$445 ARCHITECTURAL CAD 3

Presents a comprehensive and easy-to-use visualization platform for ARCHITECTS, ENGINEERS and other DESIGN PROFESSIONALS. 3D Studio VIZ also provides for easy animation of 3D models and environments with an exclusive one-button "Animate" feature. Additionally, 3D Studio VIZ gives designers the freedom to change designs at any stage. Several new CAD capabilities are featured for the first time in the 3D Studio platform. Prerequisite: BLDG 2840 or AICO 1000 or basic AutoCAD.

Apr 15 Thr 1845-2145 12wks BBY CRN 26069

HOUSE INSPECTION COURSES (604) 432-8586

BCIT in cooperation with the Applied Science Technologists and Technicians of BC (ASTTBC), offers a series of courses in the house and property inspection field. BCIT offers the following courses that meet the academic requirements of ASTTBC for the Certified Property Inspector (CPI) designation. A final grade of 70 per cent in each course is required by ASTTBC.



BLDG 2915 BBY \$458 HOUSE INSPECTION 1

Provides practical and theoretical information required to inspect existing houses for visible defects. It is the first of a series of courses that meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for their Certified Property Inspector (CPI). A final grade of 70 per cent is required by ASTTBC. Prerequisite: An understanding and general knowledge of house construction.

Apr 13 Tue/Thr 1845-2145 6wks BBY CRN 20935

BLDG 2925 BBY \$506 HOUSE INSPECTION 2

Demonstrates how to analyze the major components/systems in built houses, with special emphasis on identification of problems inherent in these systems. The course includes a Sunday field trip. This is one of a series of courses that meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for Certified Property Inspector (CPI). A final grade of 70 per cent is required by ASTTBC. Prerequisite: BLDG 2915 with a final grade of 70 per cent; knowledge of components/systems in houses as well as knowledge of Part 9 of the B.C. Building Code.

Apr 12 *Mon/Wed 1845-2145 6wks BBY CRN 26469
*Note: BLDG 2925 (CRN 26469) also includes a field trip, Sunday, May 16, 1999. Time: 1030-1430

BLDG 2935 BBY \$291 HOUSE INSPECTION 3: REPORT WRITING

(Previously BLDG 1950.) Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures, and house inspection reports. This is one of a series of courses that meet the academic requirements of the Applied Science Technologists and Technicians of BC (ASTTBC) for Certified Property Inspector (CPI). A final grade of 70 per cent is required by ASTTBC. Prerequisite: English 12 or equivalent.

Apr 12 Mon 1845-2145 12wks BBY CRN 27261

BLDG 2945 BBY \$610 HOUSE INSPECTION 4: FIELD INSPECTION

Provides students with practical experience in conducting house inspections. Includes five field trips to conduct inspections, each followed by a classroom session to review inspections. This is one of a series of courses that meet the academic requirements of the Applied Science Technologists and Technicians of BC (ASTTBC) for Certified Property Inspector (CPI). A final grade of 70 per cent is required by ASTTBC. Prerequisite: BLDG 2915, BLDG 2925 and BLDG 2935 (BLDG 1950) with a final grade of 70 per cent in each course.

May 25 Tue/Thr 1845-2145 5wks BBY CRN 26862

For specific information on requirements on becoming a CPI, please contact Amy Liu at ASTTBC, Tel: (604) 585-2788, local 234 or e-mail aliu@asttbc.org.

BLDG 3840 BBY \$424 COMPUTER CONSTRUCTION ESTIMATING

Covers measurement and pricing of construction work using TIMBERLINE Precision Estimating Software. This course will cover "take-off" procedures, building data bases and designing simple work packages. Prerequisite: BLDG 1760 or construction estimating experience with departmental approval.

Apr 13 Tue 1845-2145 12wks BBY CRN 20939

BLDG 3880 BBY \$258 CONSTRUCTION MANAGEMENT

Prepares students for the administrative and operations management demands of a construction company. Topics include forms of ownership, head office practices and contracts, cash flow, subtrade coordination, field supervision, cost control, equipment management, purchasing controls, warehousing and labour relations. Prerequisite: Some knowledge of building construction.

Apr 15 Thr 1845-2145 12wks BBY CRN 26222

BLDG 3970 BBY \$258 CONSTRUCTION MATERIALS AND METHODS 3

Continues from BLDG 2970. Covers the composition and uses of materials found in Masterformat sections 10-16 with additional study of larger scale site and municipal servicing including water supplies and sewers.

Apr 14 Wed 1845-2145 12wks BBY CRN 20352

BLDG 4730 BBY \$278 BUILDING ENVELOPE PERFORMANCE

Overview of design and construction considerations for a durable building enclosure. Covers evaluation of assemblies, cladding and windows for thermal, moisture and wind resistance; correct application of air, moisture and vapour barriers for pressure equalized rainscreens and face-sealed systems. Prerequisite: Some knowledge of building construction.

Apr 12 Mon 1845-2145 12wks BBY CRN 24840

Note: The Building Technology also offers a program in Construction Operations and Supervision. Please see the following:

BUILDING ENGINEERING TECHNOLOGY CONSTRUCTION OPERATIONS AND SUPERVISION CERTIFICATE PROGRAM (604) 432-8586

BCIT and the Vancouver Regional Construction Association (VRCA, previously ACA) have teamed up to offer a multi-level, part time studies training program for people who wish to enter the construction industry and for people already in the industry who wish to enhance their career potential.

The Construction Operations program is open to anyone, subject to minimum entrance requirements (Grade 10) and is specifically designed to accommodate both high school graduates and people with a trade background.

The Construction Supervision program is open to individuals who have completed the Construction Operations program and to individuals who receive departmental approval for direct entry. Registration in the full program requires an interview and departmental approval.

Individual courses are available in both the Construction Operations Program and the Construction Supervision Program for professional development.

PROGRAM INFORMATION SESSION: FREE OF CHARGE

You are invited to attend this presentation that will provide you with a better understanding of the content and scope of the program, entrance requirements, career options and course scheduling. A question and answer session will follow:

Dates: April 12 and May 10, 1999
Time: 1900 - 2000

Location: BCIT Burnaby Campus, Building SW1, Room 1125

Please contact Beverly McQuarrie at (604) 432-8586 to confirm your attendance.

Construction Operations Program Requirements

			Credits
BLDT	1010	Applied Construction Mathematics	3.0
BLDT	1020	Construction Drawings	2.0
BLDT	1030	Site Processes in Construction	2.0
BLDT	1040	Basic Estimating with Computer Applications	2.0
BLDT	1050	Technical Writing and Communication Skills	3.0
BLDT	1060	Basic Management Skills	2.0
BLDT	1070	Construction Ethics and Site Safety	0.5
BLDT	1080	Basic Environmental Considerations	0.5

Construction Supervision Program Requirements

			Credits
BLDT	2010	Construction Documents and Contracts	3.0
BLDT	2020	Basic Project Management Skills	3.0
BLDT	2030	Technical Writing/Interpersonal Skills	3.0
BLDT	2040	Basic Construction Design Principles	5.0
BLDT	2050	Construction Materials and Assemblies	2.0
BLDT	2060	Computer Applications in Construction	2.0
BLDT	2070	Safety Legislation	0.5
BLDT	2080	Environmental Legislation	0.5

COURSES OFFERED THIS TERM

BLDT 1040 BBY \$150 BASIC ESTIMATING WITH COMPUTER APPLICATIONS

Covers basic components and requirements for sound estimating procedure, emphasizing method and accuracy and using the spread sheet format to take off quantities and applying material and labour prices. Overview of various contracts as they pertain to lump sum and unit pricing. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program.

Apr 15 Thr 1845-2145 7wks BBY CRN 24842

BLDT 1060 BBY \$150 BASIC MANAGEMENT SKILLS

This entry level course covers basic management skills for construction site supervision. It is intended to assist students to develop skills and attributes necessary to attain the goal of becoming an effective manager. Through interactive learning, participants will gain understanding of the dynamics and processes of: teamwork, decision making, leadership, managing change and conflict resolution in the construction contracting environment. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program.

May 3 Mon 1845-2145 7wks BBY CRN 27500

BLDT 1080 BBY \$70 BASIC ENVIRONMENTAL CONSIDERATIONS

Upon completion of this course students will be able to identify the provincial and local government agencies having jurisdiction over site assessments, the process of standard practise in Phases I, II and III; develop an on-site method to control construction waste. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program.

Apr 13 Tue 1845-2145 3wks BBY CRN 24834

BLDT 2030 BBY \$280 TECHNICAL WRITING/INTERPERSONAL SKILLS

Continues from BLD 1050. Further development of writing skills required in the construction industry as well as basic instruction in interpersonal skills and human relations. Prerequisite: Successful completion of Construction Operations program or department approval.

Apr 8 Thr 1845-2145 13wks BBY CRN 26071

CIVIL AND STRUCTURAL ENGINEERING TECHNOLOGY (604) 451-6969 (604) 432-8521

CIVL 1580 BBY \$235 CONSTRUCTION MATERIALS TESTING FUNDAMENTALS

Familiarizes students with lab and testing procedures for testing construction materials. Prerequisite to CIVL 1080, 2224, 2582.

Apr 13 Tue 1845-2145 10wks BBY CRN 20736

CIVL 2500 BBY \$223 STRESS ANALYSIS 1

Introduces the stress-strain relationships in three common construction materials: timber, steel and concrete. Prerequisite: CIVL 1080.

Apr 14 Wed 1845-2145 10wks BBY CRN 25154

CIVL 2522 BBY \$223 CIVIL CONSTRUCTION 2

Applies information and knowledge gained in the prerequisite course to construction scheduling. Productivity rates, crew sizes and duration of construction activities are now estimated for input into various scheduling techniques. Critical Path Methods principles will then be applied to several precedent diagram methods, concluding with discussion on cost control and site documentation. Prerequisite: CIVL 1522

Apr 20 Tue 1845-2145 10wks BBY CRN 26306

CIVL 2545 BBY \$525 HYDROSTATICS AND PIPE FLOW

Covers hydrostatics, including forces on plane and curved surfaces, and buoyancy. Introduces pipe flow and covers Bernoulli's equation and pipe friction. Also includes pump selection, flow measurement and network analysis. Prerequisite: CIVL 1000.

Apr 12 Mon/Thr 1845-2145 9wks BBY CRN 27426

CIVL 2622 BBY \$223 HIGHWAY DESIGN 2

Provides a working knowledge of highway design from conception to preliminary design drawing stage including alignment adjustment for earthwork balances. Prerequisite: CIVL 1622.

Apr 14 Wed 1845-2145 10wks BBY CRN 27234

CIVL 3582 BBY \$258 SOIL MECHANICS 2

Covers basics of permeability, flow nets, retaining wall and foundation design. Prerequisite: CIVL 2582.

Apr 14 Wed 1845-2145 12wks BBY CRN 26048

continued on next page

CIVL 3621 BBY \$258
LAND USE PLANNING

Provides an understanding of the basic relationship between the natural characteristics of raw land and the planning, engineering, economic considerations and existing regulations to produce orderly development.

Apr 15 Thr 1845-2145 12 wks BBY CRN 27235

CIVL 4160 BBY \$550
WOOD AND STEEL DESIGN

Introduces the limit states design of statically determinate wood and steel structures. Topics include determination of design load and design of beams, columns, and members in tension in accordance with Canadian design codes. Prerequisite: CIVL 3500.

Mar 29 Mon/Wed 1845-2145 10 wks BBY CRN 41296

PUBLIC WORKS OPERATIONS
(604) 451-6969 (604) 432-8521

PUBW 1001 BBY \$208
INTRODUCTION TO PUBLIC WORKS OPERATIONS

Identifies and explains many of the activities related to the construction, operation and maintenance of municipal roads and utilities. On completion, students will be eligible to continue with a more in depth program in sewers, watermain or roadworks training courses.

Mar 30 Tue 1830-2130 6 wks BBY CRN 10570

PUBW 1141 BBY \$218
MUNICIPAL PLAN READING

Introduces the student to the interpretation of engineering drawings used in public works construction. It illustrates the correlation between construction layout, specifications and standard drawings.

Apr 14 Wed 1830-2130 10 wks BBY CRN 20737

PUBW 1143 BBY \$218
CONSTRUCTION QUANTITIES 2

Builds on the knowledge gained in PUBW 1142 by examining the quantities involved in more complex exercises and activities. The speed and accuracy requirements of the computations will increase and material involving the application of basic trigonometry will be covered. The application of algebra to solve common problems will be enhanced. Emphasis will again be placed on relating the in-class examples to workplace applications in roadworks, sewer and watermain related activities. Prerequisite: PUBW 1142.

Apr 13 Tue 1830-2130 10 wks BBY CRN 22819

PUBW 1161 BBY \$208
CONSTRUCTION RECORDS

Students learn proper record keeping practise and the significance of construction and operations records as it applies to public works construction, operation and maintenance. Various examples of records are discussed to improve understanding of the use of such records and the ability to present the information in a logical and concise manner.

Apr 12 Mon 1830-2130 6 wks BBY CRN 27232

PUBW 2102 BBY \$218
STORM SEWERS 1

Covers the detailed operation and maintenance of all storm drainage aspects, including inlet/outlet structures, detention facilities, catch basins and culverts. Emphasis is placed on safety, record keeping, responding to the public complaints and public relations. Prerequisite: PUBW 1001.

Apr 15 Thr 1830-2130 10 wks BBY CRN 27236

PUBW 2103 BBY \$435
WASTE WATER COLLECTION 1

Provides general knowledge of repair, maintenance and construction of sanitary sewer systems including tools, records, materials, blockages, and testing. This course is offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification (EOCP) Level 1 exam with 3.0 CEUs available. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 1001.

Mar 31 Wed 1830-2130 12 wks BBY CRN 19247

PUBW 2104 BBY \$435
WASTE WATER COLLECTION 2

Builds on the knowledge gained in PUBW 2103. Covers a combination of design theory and practical application of waste water collection systems. System maintenance and safety aspects are included. This course is offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification Program (EOCP) Level 2 exam. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 2103.

Mar 30 Tue 1830-2130 12 wks BBY CRN 40997

PUBW 2112 BBY \$435
WATER DISTRIBUTION 2

Provides an advanced knowledge of water distribution practises and focuses on the practical aspects of construction, operation, and maintenance of water distribution systems. This course is offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification Program (EOCP) Level 2 exam with 3 CEUs available. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 1113 or PUBW 1112 or PUBW 1111.

Mar 29 Mon 1830-2130 12 wks BBY CRN 19248

PUBW 2121 BBY \$218
ROADWORKS MAINTENANCE 2

Continues coverage of municipal roadworks maintenance, presented by different instructors. Topics to be covered include utility location and adjustments for reconstruction and pavement widenings, master municipal specifications, road rehabilitation techniques, trenchless technology, drainage and spill containment, sidewalks, curbs and traffic control devices. Prerequisite: PUBW 1121.

Apr 12 Mon 1830-2130 10 wks BBY CRN 27433

PUBW 2202 BBY \$403
WATER PUMP STATION OPERATION

Covers both pumping stations and wells. Includes operation of control valves and identification, maintenance and trouble shooting of pumps, demonstrations and hands-on maintenance of seals, packing, impellers, bearing and shaft alignment. Operational procedures for pumping, screening and treatment are discussed together with preventive and predictive maintenance programs. Prerequisite: PUBW 1201 or PUBW 1113.

Mar 29 Mon 1830-2130 12 wks BBY CRN 40999

PUBW 2203 BBY \$403
PUMPS: STORM

The operation and maintenance of storm drainage pumping facilities requires a broad knowledge of the mechanical, electrical and instrumentation components of the facility. This course demonstrates common types of pumps and typical maintenance procedures. Examples of mechanical components will be clearly demonstrated, including dismantling of pumps. Consideration will also be given to stilling wells, flood boxes, flap gates, ditches, canals and box culverts. Prerequisite: PUBW 1201

Apr 14 Wed 1830-2130 12 wks BBY CRN 21406

PUBW 2204 BBY \$403
FLOW CONTROL DEVICES

Assists in the selection and sizing of the wide range of devices used to control flow through any pressurized sewage or potable water system. Devices range from corporation stops to butterfly valves. Other control devices for pressure relief, altitude, surge and flow limiting valves are also included. In addition, a wide range of valve actuators are discussed together with remote control systems. A demonstration of the dismantling and testing of butterfly valves is also included. Prerequisite: PUBW 1113 or PUBW 1111.

Apr 15 Thr 1830-2130 12 wks BBY CRN 27231

MANUFACTURING, INDUSTRIAL MECHANICAL

**BACHELOR OF TECHNOLOGY IN
MANUFACTURING**
(604) 432-8274 (604) 432-8521

This new Bachelor of Technology Degree in Manufacturing Program is now accepting applications. The goal of the degree is to prepare students to assume a lead role in a manufacturing environment. The program will provide an avenue for graduate technologists and engineers to enhance their technical and management skills through part-time, evening courses in the following areas:

Automation and Control

- Introduction to Machine Vision
- Applications in Machine Vision
- Manufacturing Control Systems
- Manufacturing Automation Systems

Manufacturing Processes

- Advanced CAM Applications
- Computer Aided Process Planning
- Inspection Methods for Quality Control
- Fixture and Tool Design
- Plastics Processes and Materials
- Manufacturing Processes for Wood Products

Product Design

- Parametric Solid Modeling
- Introduction to Finite Element Methods
- Plastic Product Design
- Industrial Design
- Design for Manufacture and Assembly

Materials

- Advanced Engineering Materials

As a final to the program, each degree candidate must complete an industry sponsored project in an area of interest.

Program Prerequisite

Minimum prerequisite for the program will be a Technology Diploma in an appropriate discipline (Manufacturing, Plastics or Robotics and Automation) plus two years of relevant work experience.

COURSES OFFERED THIS TERM
MTEC 7000 BBY \$445
PARAMETRIC MODELING

Explores the use of parametrics and solid modeling in the design and production phase of manufacturing. Topics include advantages/disadvantages of solid modeling and parametrics, dimensional and positional constraints, model construction, extracting working drawings, exchanging data with other applications, and determining mass properties. Prerequisite: MTEC 7045, AICO 1000.

Apr 15 *Thr 1830-2145 12 wks BBY CRN 27539

*Note: MTEC 7000 includes a Saturday, May 29/99 session.
Time: 0900-1500

MTEC 7017 BBY \$445
INSPECTION METHODS FOR QUALITY CONTROL

Covers methods used to determine the quality of manufactured components. Topics include quality concepts, in-process gauging, non-destructive testing and coordinate measuring machines. Considerations such as measurement errors and inspection cost will be addressed. Students will design inspection plans for a variety of parts. Prerequisite: MANU 3410.

Apr 14 *Wed 1830-2145 12 wks BBY CRN 27540

*Note: MTEC 7017 includes a Saturday, May 29/99 session.
Time: 0900-1500

MTEC 7041 BBY \$445
PLASTICS PROCESSES AND MATERIALS

Covers the three main processes used to shape and form thermoplastic materials: Injection Molding, Blow Molding and Extrusion. The information presented focuses on the recent technological advances in machines and molds, process innovations, commodity and specialty materials and troubleshooting processing problems. Prerequisite: PLAS 3310 and PLAS 4410 and PLAS 3440.

Apr 15 *Thr 1830-2145 12 wks BBY CRN 27541

*Note: MTEC 7041 includes a Saturday, May 29/99 session.
Time: 0900-1500

MTEC 7047 BBY \$445
ADVANCED ENGINEERING MATERIALS

Provides an overview of common material standards: CSA, AISI, SAE, ASTM and UNS (Unified Numbering System). Thermodynamics of polymorphic transformations will be used for development of heat treating process specification to achieve required physical and mechanical properties of heat treatable materials. The laboratory part of the course deals with microscopic examination of different alloys, effects of heat treatment on microstructure composition as well as testing of selected mechanical properties. ASM Material Selector data base will be used to support methods of material selection algorithm development as a tool for material failure prevention. Prerequisite: MANU 3316.

Apr 13 *Tue 1830-2145 12 wks BBY CRN 27542

*Note: MTEC 7047 includes a Saturday, May 29/99 session.
Time: 0900-1500

MTEC 7051 BBY \$445
INTRODUCTION TO MACHINE VISION

Provides an introduction to machine vision using state-of-the-art techniques and equipment. Topics include image acquisition, filtering, enhancement, thresholding and edge detection. Emphasis is placed on the use of software to process images. Prerequisite: MECH 1171, MTEC 7052, MATH 1342 or MATH 1491.

Apr 15 *Thr 1830-2145 12 wks BBY CRN 27543

*Note: MTEC 7051 includes a Saturday, May 29/99 session.
Time: 0900-1500

MTEC 8012 BBY \$445
ADVANCED CAM APPLICATIONS

Further the student's knowledge of Computer Numerical Control (CNC) using SmartCAM for the software programming of parts requiring machining in three dimensions. Topics include defining work planes to assist in complex geometry creation, surface modeling and machining, fourth and fifth axis positioning, fourth axis contouring and macro programming. Some of the problems will be proved out on BCIT's CNC machine tools. Prerequisite: AICO 1010.

Apr 14 *Wed 1830-2145 12 wks BBY CRN 27544

*Note: MTEC 8012 includes a Saturday, May 29/99 session.
Time: 0900-1500

Please see other sections of the flyer for Operations Management, Financial Management, Business Administration and Technology Management listings of other courses in this program.

The course schedule and/or course offerings may vary from the above. For more information contact:

Cindy Mirafab, program assistant, (604) 432-8274
Bette Bayley, program assistant, (604) 432-8521

OH NO, YOU HAD TO CANCEL IT??

Sorry, but sometimes excellent courses with super instructors are cancelled if someone waits until the last minute to register. Our programmers make a decision five business days prior to a course start date to allow for proper preparation. Minimum class numbers must be registered at that time, so please register early to avoid disappointment for yourself, others and the instructor.

COMPUTER AIDED ENGINEERING (604) 432-8521 (604) 432-8828

Please see the following in the Computer Aided Engineering section:

- Associate Certificate in Computer Aided Design Technology
- Associate Certificate in Computer Aided Manufacturing Technology
- Schedule of courses offered this term

ASSOCIATE CERTIFICATE IN COMPUTER AIDED DESIGN TECHNOLOGY

A selection of part-time studies courses will be offered that will lead to an Associate Certificate in Computer Aided Design Technology. Computer Aided Design (CAD) tools are being increasingly used in engineering and architectural fields. As well, CAD has relevant applications in other areas such as facilities management, geomatics and interior design.

The Associate Certificate program is intended for:

- Draftspersons, technicians or individuals who are skilled in a technical field who need to develop their CAD proficiency;
- Individuals who require a formalization of their technical abilities in CAD.

The associate certificate program courses are taught at a level that assumes students have completed senior secondary school math, science and English or equivalent.

The program consists of two sections; core courses and elective courses as listed below. To be awarded an associate certificate, the student must complete the core courses and obtain a minimum of 10.5 credits from the list of elective courses to achieve a total of 21 credits.

Program requirements:

Associate Certificate in Computer Aided Design

Core Courses (10.5 credits)			Credits
MECH	1000	Drafting Fundamentals	3.0
AICO	1000	AutoCAD 1	3.0
AICO	4090*	Practicum	3.0
COMP	1007**	Understanding Windows 95	1.5

AICO 4090* to be performed upon completion of all other credits.

COMP 1007** Understanding PC/MS DOS or COMP 1006 Understanding Windows 1 can be substituted for COMP 1007.

Elective Courses			Credits
ACGS	2000	AutoCAD Map 1	1.5
ACGS	3000	AutoCAD Map 2	1.5
AICO	2000	AutoCAD 2	3.0
AICO	2020	AutoCAD Customization 1	3.0
AICO	3001	AutoCAD 3D	3.0
AICO	3005	AutoCAD Customization 2	3.0
AICO	3050	CAD System Management	1.5
AICO	4010	3D Studio Max for Engineering 1	1.5
AICO	4015	3D Studio Max for Engineering 2	1.5
AICO	4041	Mechanical Desktop	3.0
AICO	4050	VBA Programming for AutoCAD	3.0
BLDG	2840	Architectural CAD 1	3.0
BLDG	2845	Architectural CAD 2	3.0
BLDG	2850	Architectural CAD 3	3.0

NOTE: Discontinued courses, but students who previously completed these courses may apply their credits towards the certificate.

AICO	2010	AutoCAD for Windows	1.5
AICO	3000	AutoCAD 3	1.5
AICO	3040	Mechanical Desktop 1: Designer	1.5
AICO	3075	CAD Customization Using AutoLISP	3.0
AICO	4040	Mechanical Desktop 2: AutoSurf and Assembly Modeling	1.5
BLDG	2830	Architectural CAD (ASG)	3.0

Course credit may be applied for, but in no case can the total of applied credits exceed 10 credits. Substitution of credits can be made with departmental approval.

All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments of CAD.

ASSOCIATE CERTIFICATE IN COMPUTER AIDED MANUFACTURING

A selection of part-time studies courses will be offered that will lead to an Associate Certificate in Computer Aided Manufacturing Technology. Computer Aided Manufacturing (CAM) tools are being increasingly used in manufacturing fields.

The Associate Certificate program is intended for:

- machinists, technicians or individuals experienced in the operation of machine tools
- individuals who are working in the manufacturing field who need to develop their CAM proficiency
- individuals who require a formalization of their technical abilities in manufacturing

The associate certificate program courses are taught at a level that assumes students have completed senior secondary school math, science and English or equivalent.

The program consists of two sections; core courses and elective courses as listed below. To be awarded an associate certificate, the student must complete the core courses and obtain a minimum of three (3) credits from the list of elective courses to achieve a total of 22 credits.

Program requirements:

Associate Certificate in Computer Aided Manufacturing

Core Courses (19 credits)			Credits
AICO	1000	AutoCAD 1	3.0
AICO	1010	SmartCAM	3.0
MECH	1000	Drafting Fundamentals	3.0
MECH	1010	Manufacturing Processes 1	4.0
MECH	8012	Advanced CAM Applications	3.0
MANU	4090*	Practicum	3.0

MANU 4090* to be performed upon completion of all other credits.

Elective Courses			Credits
AICO	2000	AutoCAD 2	3.0
AICO	3001	AutoCAD 3D	3.0
AICO	4041	Mechanical Desktop	3.0
COMP	1001	Understanding PC/MS DOS	1.5

NOTE: Discontinued courses, but students who previously completed these courses may apply their credits towards the certificate.

AICO	3000	AutoCAD 3	1.5
AICO	3040	Mechanical Desktop 1: Designer	1.5
AICO	4000	Solid Modeling	1.5
AICO	4040	Mechanical Desktop 2: AutoSurf and Assembly Modeling	1.5

Course credit may be applied for, but in no case can the total of applied credits exceed 10 credits. Substitution of credits can be made with departmental approval. All courses are subject to change.

COURSES OFFERED THIS TERM



**PLEASE SEE OUR
WEB PAGE:
www.atc.bcit.bc.ca
(604) 432-8521
(604) 432-8828**

AUTOCAD AND RELATED COURSES

AICO 1000 AUTOCAD 1 BBY \$445 DTC \$443.30

The first step in CAD training requires a thorough knowledge of commands and features of the CAD software. This intensive, hands-on course prepares the student with the knowledge and skills necessary for creating a basic 2D drawing. Other areas of study include editing, view manipulation, text, dimensioning, hatching and plotting techniques. Prerequisite: AICO 0050 or familiarity with Windows 95 and basic drafting knowledge. (AICO 0050 listed under the section AutoCAD Skills Enhancement courses.)

Apr 12	Mon-Fri	0900-1235	2 wks	DTC	CRN	21231
Apr 13	Tue	1730-2030	12 wks	DTC		21226
Apr 13	Tue	1845-2145	12 wks	BBY		21225
Apr 15	Thr	1830-2145	11 wks	BBY		21228
Apr 17	Sat	0830-1630	5 wks	BBY		21230
Apr 19	Mon-Fri	0830-1630	1 wk	BBY		26080
Apr 23	Fri/	1730-2030	2 wks	DTC		21229
	Sat/Sun	0900-1700				
Apr 26	Mon-Fri	0900-1700	1 wk	DTC		21239
May 3	Mon-Fri	0830-1205	2 wks	BBY		21242
May 10	Mon-Fri	0900-1700	1 wk	DTC		21244
May 17	Mon-Fri	0900-1700	1 wk	DTC		21243
May 29	Sat	0830-1630	5 wks	BBY		21241
May 31	Mon-Fri	0830-1630	1 wk	BBY		21237
Jun 7	Mon-Fri	0830-1630	1 wk	BBY		21245
Jul 12	Mon-Fri	0900-1700	1 wk	DTC		21223
Jul 19	Mon-Fri	0900-1700	1 wk	DTC		21224

AICO 2000 AUTOCAD 2 BBY \$445 DTC \$443.30

To develop the required skills for preparation of working drawings, this advanced level course is required. It introduces the most efficient commands for various tasks to enhance CAD productivity. The course continues with advanced techniques for drawing, editing, annotating, external references, symbol libraries, working with attributes and plotting. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 1000.

Apr 14	Wed	1845-2145	12 wks	BBY	CRN	21246
Apr 15	Thr	1730-2045	11 wks	DTC		21248
Apr 17	Sat	0830-1630	5 wks	BBY		21249
Apr 26	Mon-Fri	0830-1630	1 wk	BBY		21252
May 3	Mon-Fri	0900-1700	1 wk	DTC		21255
May 28	Fri/	1730-2030	2 wks	DTC		21254
	Sat/Sun	0900-1700				
May 29	Sat	0830-1630	5 wks	BBY		21253
May 31	Mon-Fri	0900-1235	2 wks	DTC		21257
Jun 14	Mon-Fri	0830-1630	1 wk	BBY		21251
Jul 26	Mon-Fri	0900-1700	1 wk	DTC		25801

AICO 2020 AUTOCAD CUSTOMIZATION 1 BBY \$445 DTC \$443.30

Designed for experienced AutoCAD users who would like to take advantage of AutoCAD's customization features to increase productivity and ease of use. Topics include configuration, modifying the ACAD.PGP file, accelerator keys, menu customization, command macros, sources of AutoCAD utilities, script files, object linking and embedding, slide libraries, custom linetypes, dialog boxes, and basic DIESEL. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 2000.

Apr 14	Wed	1845-2145	12 wks	BBY	CRN	23464
Jun 21	Mon-Fri	0900-1700	1 wk	DTC		23466

AICO 3001

BBY \$445

AUTOCAD 3D

Introduces AutoCAD's 3D modeling and visualization capabilities. With AutoCAD three dimensional wireframe, surface and ACIS solid models can be created and viewed. The rendering of 3D surface and solid models is an effective way to visualize and communicate designs. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 2000.

Apr 13	Tue	1845-2145	12 wks	BBY	CRN	26112
Apr 17	Sat	0830-1630	5 wks	BBY		26111
May 29	Sat	0830-1630	5 wks	BBY		26113
Jun 21	Mon-Fri	0830-1630	1 wk	BBY		26114

AICO 3005

BBY \$445

AUTOCAD CUSTOMIZATION 2

Introduces the AutoLISP programming environment. Includes AutoLISP programming concepts, development of applications in parameterized drawings, user defined commands, and interfacing with the drawing file data base. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 2000 (AICO 2020 recommended).

Apr 15	Thr	1830-2145	11 wks	BBY	CRN	20955
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AICO 3050

BBY \$295

CAD SYSTEM MANAGEMENT

Covers issues related to the acquisition, implementation and management of computer systems for CAD applications. Hardware acquisition and upgrades, drawing files management, data management, software selection, networking, security, and maintenance will be discussed. This course prepares the individual to assume significant system management responsibilities in a CAD office. Prerequisite: AICO 2000 or equivalent.

Apr 12	Mon	1845-2145	6 wks	BBY	CRN	26315
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AICO 4010

BBY \$295

3D STUDIO MAX FOR ENGINEERING 1

Instructs students in the production of quality computer graphics such as rendered images and graphic animations. Three dimensional models will be rendered and animated with Kinetix's 3D Studio Max software. Applications using 3D rendering and animation include engineering and product design as well as architectural modeling. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 3000 or AICO 3001.

Apr 17	Sat	0900-1230	5 wks	BBY	CRN	21265
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AICO 4015

BBY \$295

3D STUDIO MAX FOR ENGINEERING 2

Continues from AICO 4010. The course examines advanced topics such as morphing, image processing and video post processing. Other presentation related topics include batch processing, scripted slide shows, video transfer and multimedia applications. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 4010.

May 29	Sat	0900-1230	5 wks	BBY	CRN	23467
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AICO 4041

BBY \$590 DTC \$588.30

MECHANICAL DESKTOP

Presents a combination of mechanical design and surface modeling techniques. Tools for part modeling, assembly modeling and surface modeling in one integrated package are utilized. Mechanical Desktop lets the user work in intuitive ways to quickly design mechanical products with standard features like holes and fillets as well as complex surfaces. New productivity tools include the Feature Browser, parametric booleans, and Table-driven parts. (AICO 4041 replaces AICO 3040 and AICO 4040). Prerequisite: AICO 2000 or equivalent (AICO 3001 recommended).

Apr 15	Thr	1830-2145	11 wks	BBY	CRN	27537
Jun 11	Fri/	1730-2030	2 wks	DTC		27538
	Sat/Sun	0900-1700				

AICO 4050

BBY \$445

VBA PROGRAMMING FOR AUTOCAD

This course is intended for the AutoLISP programmer who wants to program in Visual Basic for Applications (VBA). VBA is a powerful and exciting new programming interface to AutoCAD. This course will show students how to create programs in VBA to automate CAD drawing and data management. The emphasis of this course is on AutoCAD programming, it is not intended to be a comprehensive VB or VBA course. Prerequisite: An introductory level course in AutoLISP (a second level course is preferred) and some programming experience. An introduction to Windows programming using VBA macros, C, VB or any other languages would be a definite asset although it is not required.

Apr 15	Thr	1830-2145	11 wks	BBY	CRN	26317
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AUTOCAD SKILLS ENHANCEMENT COURSES

AICO 0003 BBY \$113 DTC \$111.30

AUTOCAD RELEASE 14 UPDATE

Presents the new features and the productivity enhancements of AutoCAD Release 14. Emphasis is placed on examining changes to the user interface and the control of object properties, improvements to object snaps and the AutoSnap feature, hatch improvements including solid fill, refinements to multi-line text, and the extended data sharing capabilities of Release 14. Familiarity with the Windows 95 or NT 4.0 interface is recommended. Prerequisite: AICO 1000.

Apr 16	Fri	0830-1530	1 day	BBY	CRN	26115
Jun 14	Mon	0900-1600	1 day	DTC		26116

continued on next page

AICO 0050 BBY \$113 DTC \$111.30
WINDOWS FUNDAMENTALS FOR AUTOCAD

With the latest release of AutoCAD, it is essential that AutoCAD users be familiar with the Windows 95 graphical user interface. This course explores the fundamentals of running applications, managing files, navigating local and network directories, and customizing the desktop layout as related to AutoCAD Release 14 and the Windows 95 interface. Individuals with working knowledge of Windows 95 need not take this course.

Apr 6	Tue/Thr	1845-2145	2 eves	BBY CRN	26117
Apr 14	Wed	0830-1530	1 day	BBY	26120
Apr 17	Sat	0900-1600	1 day	DTC	26121
May 29	Sat	0900-1600	1 day	DTC	26122

AICO 0060 DTC \$111.30
CAD AND THE INTERNET

Presents recent developments in the Web-based collaborative project implementations. Issues of accessing and publishing drawings on the Internet/Intranet using Autodesk's WHIP plug-in and basic HTML authoring will be discussed. Prerequisite: Working knowledge of AutoCAD.

May 15	Sat	0900-1600	1 day	DTC CRN	27535
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AUTOCAD/GIS TRAINING
ACGS 2000 BBY \$445
AUTOCAD MAP 1

Covers the basic technical skills required in spatial data collection and management. AutoCAD Map fundamentals with an emphasis on CAD issues, the Workflow model, and map spatial data tools are discussed. Prerequisite: AICO 1000.

May 25	Tue-Wed	0830-1730	2 days	BBY CRN	27533
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ACGS 3000 BBY \$445
AUTOCAD MAP 2

Explores the advanced issues of AutoCAD map and utilizes complex tool sets. The emphasis is on GIS definitions, Topology (spatial relationships), advanced Queries and Property Alteration and Spatial Analysis. Prerequisite: ACGS 2000.

May 27	Thr-Fri	0830-1730	2 days	BBY CRN	27534
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OTHER COURSES
AICO 1009 BBY \$445
MICROSTATION 1

Introduces Microstation including machine log-on procedures and creation of simple 2D drawings. Emphasis on orthographic projection, dimensioning and text. Prerequisite: AICO 0050 or familiarity with Windows 95 and basic drafting knowledge.

Apr 14	Wed	1845-2145	12 wks	BBY CRN	27536
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AICO 1010 BBY \$445
SMARTCAM

Presents the use of SmartCAM software for automatic tool path generation from CAD models produced with AutoCAD software. Programs are proven on CNC milling machines and lathes. Prerequisite: AICO 0050 or familiarity with Windows 95.

Apr 13	Tue	1845-2145	12 wks	BBY CRN	21258
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AICO 3072 BBY \$445
C++ PROGRAMMING 1

Emphasizes the development of computer programs to solve technical problems in CAD, GIS and related technologies. The programming language will be C++ with emphasis on object oriented design. Relevant components of the C++ language will be introduced along with techniques for solving technical problems. A visual development tool for Windows programming will be used. Prerequisite: AICO 0050 or familiarity with Windows 95.

Apr 13	Tue	1845-2145	12 wks	BBY CRN	26079
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MECHANICAL/MECHANICAL SYSTEMS
(604) 432-8521 (604) 432-8274
ASSOCIATE CERTIFICATE PROGRAM IN MECHANICAL SYSTEMS (REVISED)

Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs in the options of: Heating Systems, Plumbing Systems and Air Conditioning Systems.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary Math, Science and English or equivalent.

We recommend that proposed programs be submitted to a part-time studies program advisor for approval before you begin your studies. At the Burnaby Campus, program advisors are available by appointment, with evening appointments available during fall and winter terms. To make an appointment, please call Program Advising at (604) 434-1610.

If you require more information on Mechanical Systems courses or programs you should contact Earl LaBounty, program head, Mechanical Systems at (604) 451-6827.

To qualify for an Associate Certificate the student must complete a minimum of 21 credits as follows:

- All mandatory Courses
- A minimum of a first level and a second level course in a given option
- Approved elective courses to fulfill credit requirements

Courses are subject to change, reflecting the continuing development of the program.

Mandatory courses

AICO	1000	AutoCAD 1	Credits	3.0
MECH	1000	Drafting Fundamentals		3.0
MSYS	1070	Building Construction for Mechanical		4.0
* MSYS	4090	Practicum		3.0
*MSYS 4090 to be performed upon completion of all other credits				

Options
HEATING SYSTEMS

Level 1				
MSYS	2079	HVAC Load Analysis		3.5
MSYS	3079	Air Heating Systems		3.5

Level 2				
MSYS	3179	Hydronic Heating Systems		3.5

PLUMBING SYSTEMS

Level 1				
MSYS	1086	Potable Water Plumbing Design		2.0

Level 2				
MSYS	1087	Drainage Plumbing Design		2.0

AIR CONDITIONING SYSTEMS

Level 1				
MSYS	2079	HVAC Load Analysis		3.5
MSYS	3050	HVAC Control Systems		2.5
MSYS	3079	Air Heating Systems		3.5
MSYS	4079	Air Handling Systems		3.5

Level 2				
MSYS	4179	Computer-Aided HVAC Design		1.5

Elective courses

MSYS 4470 Project Management and MSYS 4486 Energy Management may be used as electives for all options. Other approved elective courses may be chosen from a variety of programs including Business Administration, Marketing, Operations Management or Engineering.

COURSES OFFERED THIS TERM
MECH 1000 BBY \$315
DRAFTING FUNDAMENTALS

Covers techniques required to communicate technical information in a graphic form. Includes sketching, orthographic projection, pictorial, sectional, auxiliary drawings and developments to provide the basics for developing working drawings in CAD. Other topics include scales and dimensioning, threads and fasteners and surface finishes. Recommended as a prerequisite to CAD graphics courses.

Apr 13	Tue/Thr	1845-2145	7 wks	BBY CRN	20953
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MECH 2245 BBY \$388
DYNAMICS

Presents kinematics: basic equation of motion, motion diagrams, trajectories. Kinetics: Newton's Laws, inertia, rectilinear and rotational kinetics, systems of bodies. Work, energy, power and efficiency. Introduction to mechanisms. Prerequisite: MECH 1140

Apr 12	Mon/Wed	1845-2145	10 wks	BBY CRN	25421
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MECH 4440 BBY \$495
MACHINE DESIGN 2

Continues from MECH 3340. Covers couplings, brakes and clutches; anti-friction and journal bearings; helical, bevel and worm gearing, power screws, springs and machine frame components; introduction to mechanical vibrations with emphasis on critical speeds of rotating bodies. An introductory treatment of bulk materials handling systems is also included. Problems are handled in both S.I. and Imperial Units. Prerequisite: MECH 3340.

Apr 12	Mon/Wed	1845-2145	12 wks	BBY CRN	27434
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MSYS 0100 BBY \$95
Y2K COMPLIANCY FOR BUILDING SYSTEMS

Computers control many of the mechanical systems in buildings and may have serious problems related to the millennium or the Year 2000 (Y2K bug). Action required to ensure that these computer controlled systems do not shut down or malfunction will be discussed.

Apr 15	Thr	1830-2030	1 day	BBY CRN	27437
Apr 29	Thr	1830-2030	1 day	BBY	27438
May 13	Thr	1830-2030	1 day	BBY	27439

MSYS 1075 BBY \$199
B.C. FIRE CODE

Emphasizes Parts 2, 6 and 7 of the B.C. Fire Code Regulation 1992 with some of the requirements of the Vancouver Fire By-law. Gives the student an overall view of the fire safety requirements in and around buildings as well as highlights the inspection, testing and maintenance requirements for fire protection systems in buildings. Students must bring the B.C. Fire Code to the first class.

Apr 15	Thr	1845-2145	6 wks	BBY CRN	26181
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MSYS 1077 BBY \$254
EMERGENCY LIGHTING SYSTEMS

Provides an overview of the inspection and testing requirements for unit equipment for emergency lighting systems. Topics include unit equipment hardware, components and wiring configuration requirements. Students will work with various types of batteries, chargers and testers, and perform applicable electronic calculations. Examples will refer to applicable codes. Students must bring a digital meter (20 amp scale) to the first class. Prerequisite: TELC 0139 or equivalent or general knowledge of basic electricity and basic electronics.

Apr 13	Tue	1845-2145	6 wks	BBY CRN	26077
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MSYS 1086 BBY \$158
POTABLE WATER PLUMBING DESIGN

Encompasses a study of principles and practices of plumbing systems with a strong emphasis on achieving an acceptable level of proficiency in understanding components, materials and design layout as applied to potable water systems. Examples for sizing components and piping will be reviewed.

Apr 13	Tue	1845-2145	8 wks	BBY CRN	22765
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MSYS 1087 BBY \$158
DRAINAGE PLUMBING DESIGN

Encompasses a study of principles and practices of plumbing systems with a strong emphasis on achieving an acceptable level of proficiency in understanding components, materials and design layout as applied to drainage water systems. Examples for sizing components and piping will be reviewed.

Apr 15	Thr	1845-2145	8 wks	BBY CRN	22766
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MSYS 2080 BBY \$341
AUTOMATIC SPRINKLER AND STANDPIPE TESTING

Provides those who operate, test and maintain automatic sprinkler and standpipe fire protection systems with an understanding of system components and their operation; procedures for completing commissioning tests, weekly, monthly, annual and other tests required by legislation, international standards and good practise; testing of water supplies; interpreting test results, recommending changes for code compliance. Prerequisite: Industry experience or departmental approval.

Apr 14	Wed	1845-2145	12 wks	BBY CRN	20954
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MSYS 2084 BBY \$341
FIRE ALARM SYSTEMS: INSPECTION AND TESTING

Reviews the components, functions and operational principles of fire alarm systems. Covers the requirements for the inspection and testing of fire alarm systems in accordance with applicable codes, standards and regulations. Completion of inspection and test reports; record keeping and communication with owners, agents and authorities having jurisdiction will be covered. This course will include field trips. Prerequisite: TELC 0139 or general knowledge of fire alarm wiring, basic electricity and basic electronics.

Apr 13	Tue	1845-2145	12 wks	BBY CRN	26075
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MSYS 4179 BBY \$295
COMPUTER AIDED HVAC DESIGN

Provides HVAC designers to perform HVAC load analysis and air handling system design and to simulate building energy consumption using Carrier Hourly Analysis Program (HAP3.12). A case study is also included during the interactive workshop. Prerequisite: MSYS 4079.

Apr 17	Sat	0900-1200	6 wks	BBY CRN	27246
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MSYS 4486 BBY \$295
ENERGY MANAGEMENT

Covers planning and implementation of auditing programs for institutional, commercial and industrial facilities. Topics include energy rate structures, utility metering and billing, data logging, energy auditing, and system analysis techniques. Prerequisite: MSYS 2079 or MSYS 3079 or MSYS 3179.

Apr 13	Tue	1845-2145	10 wks	BBY CRN	27245
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NONDESTRUCTIVE TESTING
 For course information: (604) 432-8946
 bpike@bcit.bc.ca
 For registration: (604) 432-8723
 scameron@bcit.bc.ca

Course schedules are determined by industry demand for training. Most of our workshops run between November and March, although we run three workshops in spring (see below). Please contact Sharon Cameron at (604) 432-8723 to be put on the waitlist; to confirm the current schedule, if available; or inquire about industry training for your company.

The following is a list of courses in our program area:

NDTE	1151	Materials and Processes (24 hrs)	\$450
NDTE	1169	Radiography Level 1 (40 hrs)	\$802
NDTE	1170	Ultrasonics Level 1 (40 hrs)	\$802
NDTE	1175	Eddy Current Level 1 (40 hrs)	\$802
NDTE	2177	Liquid Penetrant Inspection Levels 1 & 2 (40 hrs)	\$802
NDTE	2178	Magnetic Particle Inspection Levels 1 & 2 (40 hrs)	\$802
NDTE	2269	Radiography Level 2 (40 hrs)	\$802
NDTE	2270	Ultrasonics Level 2 (40 hrs)	\$802
NDTE	2275	Eddy Current Level 2 (40 hrs)	\$802

NDTE 2177 \$802
LIQUID PENETRANT INSPECTION LEVELS 1 & 2

May 31	Mon-Fri	0800-1700	1 wk	BBY CRN	26352
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NDTE 2178 \$802
MAGNETIC PARTICLE INSPECTION LEVELS 1 & 2

Jun 07	Mon-Fri	0800-1700	1 wk	BBY CRN	26354
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NDTE 1170 \$802
ULTRASONICS LEVEL 1

Jun 14	Mon-Fri	0800-1700	1 wk	BBY CRN	20451
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PETROLEUM
 (604) 432-8308 rkinney@bcit.bc.ca

There are no part-time courses scheduled at this time. For further information, contact the coordinator, Robin Kinney, at (604) 432-8308.

PLASTICS

(604) 432-8971 (604) 432-8274
(604) 432-8350

PLASTICS ASSOCIATE CERTIFICATE PROGRAM

A selection of courses will be presented which can be completed through an evening study program and which will lead to an Associate Certificate in Plastics Technology.

The courses are aimed at:

- upgrading existing plastics processing machine operators who have the general prerequisites
- people with no previous plastics experience but who are interested in obtaining employment in the plastics industry
- existing plastics industry employees who are not production operators but wish to improve their knowledge. These employees may be involved in quality assurance, scheduling, engineering planning, purchasing, sales etc.

The Associate Certificate program courses are taught at a level that assumes students have completed secondary school Math, Science and English or equivalent.

The program consists of three sections

Mandatory courses, mandatory optional courses and elective courses as outlined below. To be presented with an Associate Certificate, the student must complete all the mandatory courses, a minimum of one group of mandatory option courses and such elective courses to achieve a total of 20 credits.

Mandatory courses:			Credits
PLAS	1001	Introduction/Plastics Industry	1.0
PLAS	1002	Properties of Materials	1.0
PLAS	1003	Polymer Rheology	1.0
PLAS	1004	Materials Laboratory	1.0
PLAS	1011	Health/Safety/Environmental	1.0
PLAS	1016	Overview of Plastics Processes	1.0
PLAS	1070	Plastics SPC 1	1.0
PLAS	1071	Plastics SPC 2	1.0
PLAS	1072	Plastics SPC 3	1.0
PLAS	1091	Industry Practicum (36 hours)	3.0

(PLAS 1091 to be performed after completion of all other credits required for the Associate Certificate)

Mandatory Options

At least one group of the following must be taken: More than one group can be taken to complete the certificate requirements or other courses from an Elective Group can be used if approved by the Plastics Technology Department.

			Credits
Group 1	Injection Molding (4 courses)		4.0
Group 2	Extrusion Process (4 courses)		4.0
Group 3	Composites (3 courses)		3.0
Group 4	Rotational and Compression Molding, Thermoforming and Fabrication (4 courses)		2.0
Group 5	Blow Molding (4 courses)		4.0

Elective Courses

Approved courses may be chosen from a variety of programs including: Business Administration, Marketing, Operations Management or Engineering.

COURSES OFFERED THIS TERM

PLAS 1030 EXTRUSION: PROCESS BBY \$147

Begins a four course series on extrusion including fundamentals of the extrusion process, the main components of an extruder, types and function of various extruder screws, and an introduction to variable speed drives, gear reducers and thrust bearings. Prerequisite: PLAS 1001 or permission of instructor for those students with sufficient previous experience.

Apr 26 Mon 1845-2145 4 wks BBY CRN 27237

PLAS 1071 PLASTICS SPC 2 BBY \$147

Continues from PLAS 1070. Covers frequency curves, numerical methods of describing data with required statistical calculations, measures of variability, and the development of control charts. Discussions are held on the detection of out-of-control data and the handling of such data. Prerequisite: PLAS1070

Apr 27 Tue 1845-2145 4 wks BBY CRN 24822

ROBOTICS AND AUTOMATION

(604) 432-8521 (604) 432-8274

ROBT 0010 INTRODUCTION TO INDUSTRIAL ROBOTICS BBY \$265

Presents an introductory course investigating automation systems found in modern manufacturing facilities. Basic operations, programming and applications of robotic workcells will be analyzed. Interfacing and programming of Programmable Logic Controllers (PLCs) will be studied. Hands-on instruction will be given on BCIT's robotics systems and PLCs.

Apr 17 Sat 0900-1300 5 wks BBY CRN 21264

WOOD PRODUCTS MANUFACTURING

(604) 432-8885 (604) 412-7432
eworthy@bcit.bc.ca

ASSOCIATE CERTIFICATE IN WOOD PRODUCTS MANUFACTURING TECHNOLOGY

A selection of part-time courses will be offered to obtain the Associate Certificate in Wood Products Manufacturing Technology (primary and secondary manufacturing). This certificate program was developed due to the growing demand for training in the secondary manufacturing of wood products. The province is encouraging this industry because of the value added to the resource, and the creation of additional employment opportunities.

The associate certificate program is intended for:

- workers in the primary manufacturing sector who wish to improve their technical knowledge of the industry and acquire related skills
- workers in the primary manufacturing sector who are interested in pursuing a career in the expanding secondary manufacturing sector
- workers presently employed in the secondary industry who are interested in improving their technical knowledge of the industry
- anyone who is interested in pursuing a career in the wood products manufacturing industry

Note: The associate certificate program assumes students have completed senior secondary school math, science and English or equivalent.

The program consists of two sections: mandatory courses and specialty courses as listed below. To be awarded an associate certificate, the student must:

- complete the mandatory courses (13 credits)
- complete 9 credits (minimum) of specialty courses
- = a total of 22 credits to achieve the associate certificate

Courses may be offered in various formats: during the day, on weekends or at night. For further information contact Eric Worthy, Program Head, Wood Products Manufacturing Technology at (604) 432-8885 or Ernie Hamm, instructor, Wood Products Manufacturing at (604) 412-7432.

WOOD 1020 LUMBER FINISHING AND SAW TECHNOLOGY \$321

Learn about the technology associated with finishing rough lumber and saw technology. Topics include kiln drying (8 hrs), lumber surfacing (6 hrs), machine stress rating (2 hrs), secondary wood products (2 hrs) and saw technology (6 hrs). This is one of three courses in a series on the production of lumber.

* NOTE: Two parallel sessions are run so participants can choose the session most compatible with their current work schedule; however, shiftworker's should initially register in the day session.

Apr 07 Wed 1845-2145 8 wks BBY CRN 24068
Apr 07 Wed 1130-1430 8 wks BBY CRN 24071

WOOD 1030 ENGINEERED WOOD PRODUCTS BBY \$321

For those directly or indirectly involved in the production of wood products. Participants will learn various aspects of plywood, veneer-based products and engineered wood products which are emerging as the "future" of the forest products industry. Plywood, laminated veneer lumber (LVL), particleboard, medium density fiberboard (MDF) and oriented strandboard (OSB) are products which will be covered. Also included will be discussions on products, manufacturing processes, properties and end uses. One session will be devoted to the processing of pulp chips from sawmill waste materials. This is one of three courses in a series on the production of lumber. A Certificate of Completion will be issued to candidates who have successfully completed the three courses (WOOD 1010/1020/1030) with a minimum 70 per cent in each.

Apr 6 Tue 1845-2145 8 wks BBY CRN 27582

WOOD 1040 BASIC WOOD PRODUCTS TECHNOLOGY BBY \$635

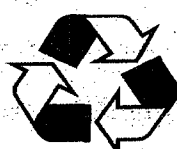
Provides manufacturing employees entering the secondary wood manufacturing sector with the skills needed to succeed. It includes an industry overview, equipment and tools review, products, supplies of the trade, and lumber grading and quality control issues. The topics of workplace safety and work expectations are being covered as well. A Certificate of Completion is issued to participants who successfully complete the course.

Apr 8 Th 1800-2200 12 wks BBY CRN 27583
Sat 0900-1500

WOOD 1060 WOOD SCIENCE BBY \$481

Covers the structure and properties of wood including: wood micro- and ultra-structure, moisture in wood, material density, electrical and mechanical properties. To complement these topics, lab sessions on wood density, moisture relations and mechanical properties will be held. Prerequisite: Senior secondary school science and math.

Mar 23 Tue 1845-2145 12 wks BBY CRN 42031



ECO-TIP

PLUG-IN TO
MOTHER NATURE

PROCESS, ENERGY AND NATURAL RESOURCES

ADVANCED DIPLOMA IN GEOGRAPHIC INFORMATION SYSTEMS

BCIT offers an Advanced Diploma program (ADP) in Geographic Information Systems. The program can be completed through part-time studies or one year of full-time study. The entrance requirement is a degree or diploma of technology in a related discipline.

Please call Program Advising at (604) 434-1610 and ask to be mailed the GIS Advanced Diploma Program booklet. The booklet will explain how you can become a full-time or part-time GIS Advanced Diploma student and which courses you should take.

You do not have to become a GIS Advanced Diploma student if you want to take a selection of our part-time GIS courses to help your career advancement. You can just register for any part-time GIS course, though you should make sure you meet any course prerequisites. For course availability, please see the Geographic Information Systems section of this flyer.

Check the GIS home page for any last minute part-time course offerings or to read more about the part-time GIS Advanced Diploma Program. You can access the GIS Home page from the BCIT web site GIS program pages (www.gis.bcit.bc.ca). All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces.

ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

(604) 432-8459

rpajunen@bcit.bc.ca

www.adptmgt.bcit.bc.ca

Engineering Technology offers an ADVANCED DIPLOMA PROGRAM IN TECHNOLOGY MANAGEMENT. The ADP can lead to a Bachelor of Technology Degree in Technology Management, offered collaboratively with the Open Learning Agency of B.C. Please check our web site for additional information. Courses are also offered through Distance Education (page 30).

The ADP Program is designed for:

- graduates of an Engineering Technology Diploma Program from BCIT or equivalent institution
- those who hold degrees in related disciplines

TMGT 7103 RESEARCH AND DEVELOPMENT MANAGEMENT \$172

This course provides the candidate with the skills necessary to successfully manage a small corporate research and development department. Emphasis is on identifying the unique characteristics of an R&D department in terms of its funding, its personnel, and mandate to be creative and productive.

Apr 15 Thr 1830-2130 5 wks BBY CRN 24849

TMGT 7114 PRODUCT PLANNING AND MARKETING IMPLEMENTATION \$172

This course enables candidates to develop a product marketing plan which will enable them to manage the delivery of a commercially viable product to market. To accomplish this, the course examines a proven methodology of developing a product from conception to full commercial development. Prerequisite: Completion of TMGT 7111 is recommended.

Apr 10 Sat* 0830-1630 3 wks BBY CRN 25989
*Note: Classes held every other Saturday.

TMGT 7121 PRINCIPLES OF FINANCE \$172

This course equips candidates with an in-depth understanding of financing business undertakings, exploring sources of money, the role of business plans, equity capital, the role of debt financing, R&D funding, taxation issues, and the role and responsibilities of directors and officers. Prerequisite: TMGT 7122.

May 18 Tue 1830-2130 5 wks BBY CRN 23593

TMGT 7122 ACCOUNTING FOR TECHNOLOGISTS \$172

This course involves the candidate with aspects of accounting that impact on their roles as employees/managers within a technical organization. The course involves the student in accounting principles, concepts and the practical application of these.

May 20 Thr 1830-2130 5 wks BBY CRN 27557

TMGT 7141 MANAGING IN A TECHNICAL ENVIRONMENT \$172

Identifies skills necessary to manage effectively in a technology-based organization. Emphasizes issues of leadership and the skills required to do an effective job, which includes improving performance by constructive feedback, giving and receiving effective information, handling disruptive behaviour, and providing positive recognition.

Apr 6 Tue 1830-2130 5 wks BBY CRN 27560

continued on next page

TMGT 7142**\$172****TECHNOLOGY MANAGEMENT COMMUNICATION**

This course examines the specific communication process necessary to convey messages effectively in both written and oral formats. It is designed to give candidates "hands-on" practice and feedback using the specialized techniques in the communication process.

May 12 Wed 1830-2130 6 wks BBY CRN 23595

TMGT 7151**\$402****IMPLEMENTATION ISSUES IN TELECOMMUNICATIONS**

Identifies the various communications technologies and their importance in today's organizations. It focuses on the analysis, planning and implementation of networks, including the integration of voice and data. It emphasizes the major networking options, evaluates their effectiveness and identifies implementation strategies. Prerequisite: TMGT 7123.

Apr 12 Mon 1830-2130 12 wks BBY CRN 27561

BIOTECHNOLOGY**(604) 432-8324 pbarran@bcit.bc.ca**

The Biotechnology Program currently offers two Workshops designed to meet the rising demand for current information and training in this field. For more information regarding these workshops, please contact the program head, Paul Barran, at (604) 432-8324.

BIOT 1131**AN INTRODUCTION TO THE SCIENCE OF BIOTECHNOLOGY (16 HOURS)**

Provides a comprehensive overview of biotechnology, its components and its applications specifically geared to non-scientific audiences. The course will survey the technologies which make up biotechnology and their application in science and industry. Technologies covered include: genetic engineering, cell culture and fermentation. Applications covered include: human health, forestry, agriculture and waste management. Offered in partnership with the B.C. Biotechnology Alliance (BCBA).

May 13/14 Thr/Fri 0830-1630 2 days BBY CRN 27622

BIOT 5320**\$950****MOLECULAR GENETICS TECHNOLOGY (80 HOURS)**

This workshop provides a comprehensive overview of the theory and practice of modern molecular genetics. Students receive practical hands-on training in the basic techniques of Molecular genetics (Southern/Northern/Western Blot, PCR, DNA/RNA preparation, DNA sequencing, and cloning), as well as theoretical training in genetic analysis. Topics include genetic analysis, recombinant DNA technology, and the application of this technology to the analysis of genes and their products. This course is equivalent to MGEN 5800 of the BCIT Molecular Genetics Upgrading Program. The lab sessions are held on five consecutive weekends and the lecture sessions on five weekday evenings.

Apr 29 Thr 1900-2000 6 wks BBY CRN 27621
Sat/Sun 0900-1600**CHEMICAL SCIENCES TECHNOLOGY****(604) 432-8393 ewoo@bcit.bc.ca****ASSAYER CERTIFICATION TRAINING**

BCIT is pleased to announce comprehensive assayer training is available through Chemical Sciences Technology on a part-time studies basis (as night school, distance education, workshop or internet courses).

The training was developed to meet the mining industry's growing demands for skilled and competent assayers in B.C. The advanced training we offer in applied analytical chemistry prepares successful students to become eligible to write the exam for Provincial Certification given by the B.C. Ministry of Energy and Mines.

Students can also opt to take any part of the training for the purpose of job upgrading, information only, or as a "refresher". The complete training involves 1 1/2 - 2 years of combined classroom work and lab practicums. Lab practicums (considered an essential component of this training) help students gain maximum benefit from classroom work; it also helps students develop speed and accuracy in analytical work. Enrolment in each course is limited to 12 students.

Assayer Certification Training covers:

- Introduction to assaying.
- Fire assaying and mineral identification.
- Classical wet assaying and qualitative analysis.
- Selectivity and specificity of analytical procedures.
- Analytical instrumentation-theory and practical.
- Sampling theory and methods.
- Statistical analysis.
- Reference standards.
- Laboratory practicum.

Contact Elaine Woo (instructor/coordinator) for more information. Phone: (604) 432-8393 or e-mail ewoo@bcit.bc.ca

CHSC 7826**BBY \$223****LABORATORY QUALITY ASSURANCE**

Covers basic theory and practice of quality assurance in the analytical lab. Topics: basic descriptive statistics (estimating mean and population dispersion from small data sets; treatment of outliers), control charts (their importance, preparation and use; practical applications of Shewhart and Cusum charts, quality control samples (types and usage), quality terminology, documentation, accreditation and registration for ISO 9002. Ideally suited to analytical and environmental chemists, analysts, technicians, lab supervisors, project managers and others responsible for submitting samples to analytical labs. Prerequisite: A recognized diploma of technology OR degree (must be in an engineering or science discipline) OR mature student with extensive and relevant work history.

Apr 22 Thr 1830-2130 6 wks BBY CRN 23844

CHSC 7827**BBY \$223****THE LABORATORY QUALITY SYSTEM**

Designed for analytical and environmental chemists, analysts, technicians, quality assurance staff, laboratory supervisors and managers. This course, given by an expert in the field, provides a practical understanding of the Laboratory Quality System and highlights the role of this system in improving data quality and increasing operational efficiency. Quality system requirements for ISO 9000 registration and laboratory accreditation are discussed. Topics: quality policy and objectives, organizational responsibilities, the quality manual, lab quality control and quality audit. Selected audit and quality control practices are covered in some detail. Emphasis is placed on avoiding common pitfalls and ensuring the quality control effort is focused. A basic knowledge of statistical quality control is assumed. Prerequisite: CHSC 7826 or dept. approval from Elaine Woo at (604) 432-8393.

Will be scheduled to start Sep.16 / Thr / 1830-2130 / 6 wks / BBY

FISH HARVESTING AND PROCESSING**For course information: (604) 432-8948****ddeleebe@bcit.bc.ca****For registration: (604) 432-8723****scameron@bcit.bc.ca**

This program operates according to the current requirements of the fishing industry. Courses and workshops are developed with the assistance of industry committees and scheduled, as needed. Contact Sharon Cameron at (604) 432-8723 to be put on our mailing list for notification of upcoming activities.

Recently completed workshops included:

- Introduction to HACCP (FISH 0122)
- Revising Your QMP Plan (FISH 0123)
- Overview of the Revised QMP (FISH 0124)
- Orientation to Sanitation and Hygiene (FISH 0131)
- Can Screening Line Theory and Operation (FISH 0141)
- Metal Can Defect I.D. and Classification (FISH 0143)
- Introduction to Can Screening Theory and Operation (FISH 0144)
- Canned Foods: Thermal Processing and Container Evaluation (FISH 0145)
- Food Microbiological Control (FISH 0200)

Contact the coordinator, Denise DeLeebeeck at (604) 432-8948 for course information.

CD-ROM Training Tutorials on Metal Can Defects

The following CD-ROMs are now available as part of Fish Harvesting and Processing Technology program:

- "Origins of Metal Can Manufacturing Defects"
- "Origins of Double Seam Defects"
- "Identification of Metal Can Defects"

These tutorials are based on material from the Canadian Food Inspection Agency (CFIA) manual, "Metal Can Defects - Identification and Classification". They include a total of 84 defects with over 400 photo images, and Self-Tests on subsections, sections and the whole tutorials. These tutorials have been extensively validated by a committee of B.C. salmon canners, a can manufacturer, Canadian Food Inspection Agency and Health Canada.

The target audience is canned food inspectors in processing plants, can screening warehouses, government and private testing laboratories and import facilities as well as inspectors in can manufacturing plants.

To order the CDs, contact Distance Education, Engineering Technology, BCIT Phone: (604) 451-6984 or Fax: (604) 436-6113. For more information on content, design and computer system requirements, contact Denise DeLeebeeck at (604) 432-8948, Fax (604) 434-6986, e-mail: ddeleebe@bcit.bc.ca.

FOOD TECHNOLOGY**For course information: (604) 432-8561****vmartens@bcit.bc.ca****For registration: (604) 432-8723****scameron@bcit.bc.ca**

Between April and September we do not usually schedule any courses/workshops. If you'd like to be notified of upcoming activities in this industry-based field, contact Sharon at (604) 432-8723 or fax your request to (604) 432-9572.

The following is a list of courses/workshops we offer:

- Sanitation for Food Processing Plants (FOOD 0140)
- Ingredients for Food Product Development (FOOD 0175)
- Introduction to Food Microbiology (FOOD 1021)
- correspondence course
- Food Safety: The HACCP System (FOOD 1160)
- Internal Auditing of HACCP Systems (FOOD 1163)
- Beer Technology (FOOD 2023)
- Wine Technology (FOOD 2024)
- Dairy Processing (FOOD 0150)
- correspondence course
- Dairy Processing 1 (FOOD 0250)

Register now to avoid disappointment!

Register early to confirm the date and time that suits your schedule. BCIT's new policy is to cancel courses five business days before the start date to allow transfers to available alternate courses.

GEOGRAPHIC INFORMATION SYSTEMS**(604) 432-8521**

You may take any or all of our part-time GIS courses to help your career advancement. You may also complete a part-time GIS Advanced Diploma for job-ready skills. For more information, call Program Advising at (604) 434-1610 and ask to be mailed the GIS program booklet. If you are a GIS business owner or government agency, your employees may take courses tailored to your business needs at our campuses or at the work place. Check the GIS home page at www.gis.bcit.bc.ca for future on-line courses, any last minute part-time course offerings or to read more about the GIS program.

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces.

GIST 5001**BBY \$255****GIS PROGRAMMING 1**

GIS programming for utility programs, data analysis, data conversion and application development. Students use QBasic to develop structured and logical programs to manipulate GIS spatial and attribute data.

Apr 8 Thr 1845-2145 6 wks BBY CRN 27229

GIST 5002**BBY \$255****GIS PROGRAMMING 2: VISUAL BASIC**

GIS programming emphasizing GIS data handling, file input and output, string data, subroutines and functions, introduction to computer graphics for GIS. Prerequisite: GIST 5001.

May 20 Thr 1845-2145 6 wks BBY CRN 27230

GIST 5027**DTC \$335.30****MAPINFO**

Introduces MAPINFO, a popular, user friendly desktop mapping product that runs within Microsoft Windows. Students learn how to query maps, query data bases, produce maps, charts and reports and perform simple data import and GIS analysis. Students should be familiar with Windows 95 before taking this course.

May 25 Tue-Wed 0830-1630 2 days DTC CRN 24819

GIST 5028**DTC \$425.30****ARCVIEW**

Presents a hands-on course which introduces ARCVIEW, a powerful desktop GIS software package. Teaches students how to use ARCVIEW to perform spatial query and analysis, produce maps, charts and reports. Students should be familiar with Windows 95 before taking this course. The course fee includes a 675-page colour manual and a CD-ROM with a demonstration copy of ArcView GIS software.

May 17 Mon-Tue 0830-1630 2 days DTC CRN 27228

May 27 Thr-Fri 0830-1630 2 days DTC 26053

May 31 Mon-Tue 0830-1630 2 days DTC 24820

GIST 5100**BBY \$258****FUNDAMENTALS OF GEOGRAPHIC INFORMATION SYSTEMS**

Presents an overview of GIS covering fundamental concepts and terminology, methods of data collection and input, data modeling and representation, concepts of data base systems, manipulation and analysis features of GIS.

Apr 13 Tue 1845-2145 12 wks BBY CRN 20731

GIST 5128**BBY \$433****ARC/INFO GIS 1**

Presents a practical course using ARC/INFO GIS software in a workstation environment. Topics include data base design, data entry and editing in ARCEDIT, data manipulation and analysis, and map design in ARCPLOT.

Apr 10 Sat 0830-1530 6 wks BBY CRN 20733

Jun 7 Mon-Fri 0830-1630 1 wk BBY 23229

GIST 6028**BBY \$335.30****AVENUE**

Introduces AVENUE, the object oriented programming language used to customize ARCVIEW. In this course students learn about customizing the ARCVIEW interface, AVENUE classes, objects and requests, and the programming features of AVENUE. Prerequisite: GIST 5028. Previous programming experience is essential (for example, AICO 4072).

Jun 2 Wed-Thr 0830-1630 2 days DTC CRN 26054

GIST 6128**BBY \$483****ARC/INFO GIS 2**

Continues from GIST 5128, covering the use of ARC Macro language programming, data base software, coordinate geometry, digital terrain modeling, analytical GIS functions, and import/export of data. Prerequisite: GIST 5128. Previous programming experience is helpful (for example, GIST 5001).

Apr 14 Wed 1845-2145 12 wks BBY CRN 20735

GIST 6138**BBY \$483****ARC/INFO GIS 3**

Begins by examining ArcInfo customization with AML programming including threads, file I/O, data base access and ArcTool modification. The second half of this course examines GIS spatial modeling including a vector model using NETWORK and raster models using GRID. Prerequisite: GIST 6128. Previous programming experience is essential (for example GIST 5002).

Apr 13 Tue 1845-2145 12 wks BBY CRN 26052



AUTOCAD/GIS TRAINING

ACGS 2000 BBY \$445

AUTOCAD MAP 1

Covers the basic technical skills required in spatial data collection and management. AutoCAD Map fundamentals with an emphasis on CAD issues, the Workflow model, and map spatial data tools are discussed. Prerequisite: AICO 1000.

May 25 Tue-Wed 0830-1730 2 days BBY CRN 27533

ACGS 3000 BBY \$445

AUTOCAD MAP 2

Explores the advanced issues of AutoCAD map and utilizes complex tool sets. The emphasis is on GIS definitions, Topology (spatial relationships), advanced Queries and Property Alteration and Spatial Analysis. Prerequisite: ACGS 2000.

May 27 Thr-Fri 0830-1730 2 days BBY CRN 27534

GEOMATICS

(604) 432-8992 (604) 432-8521
nwong@bcit.bc.ca

SURV 1100 BBY \$189

SURVEY FUNDAMENTALS FOR INSPECTORS

Covers identification and significance of survey monuments; interpretation of legal and engineering plans; slope and horizontal distance measurements with determination of offsets. Terminology associated with leveling: elevation, cut, fill, invert, datum, benchmark etc. along with an introduction to leveling field procedures and notekeeping. The course runs Tuesdays April 13-May 4 and the last six hours of the course are held Saturday, May 8, 1999. The last class is a practical session in the use of basic survey equipment.

Apr 13 *Tue/Sat 4 wks BBY CRN 21404
*Tue: Apr 13-May 4, 1999 1845-2145 Sat: May 8, 1999: 0900-1600

SURV 1101 BBY \$253

SURVEY INSTRUMENT OPERATIONS: LEVELS

Introduces the basic principles of differential levelling. Hands-on with the tilting level and the automatic level. Field (two-peg) test to determine the level's adjustment prior to actual field work. Bench mark and detail levelling procedures. Industry prescribed booking formats and note reductions. Level circuit adjustment and error distribution. Practical levelling projects: sewer-line layout, grade and invert calculations, cut and fill and "as-built" surveys.

Apr 17 Sat 0900-1600 5 wks BBY CRN 27238

SURV 1104 BBY \$253

SURVEY INSTRUMENT OPERATIONS: TRANSIT AND TOTAL STATIONS

Introduces theodolites, low end total stations and steel tapes. Horizontal and vertical angle measurements with typical notekeeping formats and reductions. Field testing and checks on instrumental errors. Corrections for taped distances and electronically measured distances. Short field projects.

May 15 Sat 0900-1600 5 wks BBY CRN 23477

SURV 1114 BBY \$358

PLANE SURVEYING COMPUTATIONS 2

Includes the reduction of measured distances to the horizontal and to sea level. Intersection problems including bearing-bearing, bearing-distance and distance-distance intersection will be covered. The elements, laying out procedures and special problems of both circular horizontal and parabolic vertical curves will be introduced. Areas of cross-section and volumes for road work and borrow pits are covered along with an introduction to coordinate transformations. Prerequisite: SURV 1113.

Apr 13 Tue 1845-2145 12 wks BBY CRN 26056

SURV 1116 BBY \$209

GPS FOR NAVIGATION AND GIS

Presents the fundamental concepts of GPS, currently available hardware and software, hands-on GPS field and processing procedures for C/A code receivers, interpretation of printouts, demonstration of real time positioning.

Apr 12 Mon 1845-2145 6 wks BBY CRN 23478

SURV 1118 BBY \$271

PROGRAMMING THE HP48G(X): SURVEYING APPLICATIONS

Includes models HP48G and HP48GX. Manual operations with emphasis on the use of mathematical functions for solving surveying problems. Development of programs for survey applications including input/output (I/O) capabilities for transferring data.

Apr 14 Wed 1845-2145 8 wks BBY CRN 25032

SURV 1200 BBY \$351

SURVEYING WITH TOTAL STATIONS

Covers all aspects of the total station in order to take advantage of its capabilities; operation of the instrument; field measurements; data acquisition with the data collector; data processing and use of computer software to produce final plans.

Apr 17 Sat 0900-1600 5 wks BBY CRN 21470

SURV 2001 BBY \$395

GPS SURVEYS: LEICA SYSTEM

Introduces the fundamental concepts and theory of GPS; the hardware and software with particular reference and usage of Leica GPS receivers; discusses GPS specifications and accuracy; project planning and cost. GPS practical field exercise with Leica system using Rapid Static, Stop and Go, and Kinematic techniques. Field data will be processed with SKI post-processing software. Introduces Basic GPS Real Time Operations and conducts field exercise.

Jun 7 Mon-Wed 0830-1630 3 days BBY CRN 27551

SURV 2105 BBY \$315

CONSTRUCTION SURVEYING TECHNIQUES

Teaches builders, carpenters, site-survey technicians and construction crews how to use the level and transit to carry out site surveys, for example, in high-rise construction. Topics include establishing control points, grids, referencing, bench marks; setting out elevations and survey points by various methods; independent field checks and quality control. Prerequisite: SURV 1103, 1104 and 1108 or Departmental approval.

Apr 17 Sat 0900-1600 6 wks BBY CRN 20944

SURV 3117 BBY \$277

ADVANCED GPS PROCESSING AND TROUBLESHOOTING

Topics include: Log-time file inspection and file editing. File manipulation and editing using utility programs. Advanced processing considerations and troubleshooting. Transformation of datums using BCTV2. Network adjustment using Geolab. Development of processing algorithms. Analysis of ephemeris printouts. Field considerations for GPS networks. Prerequisite: SURV 2117.

Apr 14 Wed 1845-2145 8 wks BBY CRN 26313

SURV 5108 BBY \$172

FUNDAMENTALS OF SURVEYING

Introduces fundamental concepts of surveying and will demonstrate various surveying procedures. Topics include an introduction to the survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations. This course is a requirement for students of the GIS Advanced Diploma program.

Apr 24 Sat 0900-1200 6 wks BBY CRN 26351

SURV 5208 BBY \$200

FUNDAMENTALS OF GLOBAL POSITIONING SYSTEM

Introduces the fundamental concepts of positioning using the Global Positioning System (GPS). Covers related topics such as coordinate systems, datums, map projections, and accuracy and reliability of spatial data. Explores GPS resources available on the Internet. This course will be of interest to boaters, pilots and outdoor enthusiasts who use GPS for navigation. It is also a requirement for students of the GIS Advanced Diploma program. Prerequisite: SURV 5108.

Jun 12 Sat 0900-1600 3 wks BBY CRN 26312

MINING

(604) 432-8323 redmunds@bcit.bc.ca

For more information or other enquiries pertaining to the mining program, please contact the program head, Rob Edmunds at (604) 432-8323.

PETROLEUM

(604) 432-8308 rkinney@bcit.bc.ca

There are no part-time courses scheduled at this time. For further information, contact the coordinator, Robin Kinney, at (604) 432-8308.

RENEWABLE RESOURCES

(604) 432-8891 dcampbell@bcit.bc.ca

FNPS 0100 BBY \$363

FIRST NATIONS CULTURAL AWARENESS FOR RENEWABLE RESOURCES PROFESSIONALS

First Nations cultural values and concerns will continue to be at the forefront of all levels of renewable resources administration and management. This course is designed to provide a foundation of information that will help the participant build a broader understanding, awareness, and appreciation for these issues.

The historical context as well as the divergent belief systems and values that underscore modern issues will be examined. The significance of court decisions, specifically the Delgamuukw case, will be considered and opportunities to explore First Nations protocol as it relates to developing respectful working relationships will be presented. Course fee includes a traditional Coast Salish feast. Contact the coordinator, Brenda Ireland at (604) 451-6901 to register for the next course intake.

RENR 1601 BBY \$489

LEVEL 1 COASTAL LOG SCALING

A five-day theory and field based overview of coastal grading rules and log specie identification. Designed as an introduction to log scaling for those taking the first step to acquiring their provincial license; and for individuals requiring an understanding of log scaling but not expecting to work as log scalers. Ideal for cruisers, log buyers, brokers, log residue waste personnel, and mill and lumber grading personnel. A certificate of completion will be issued to participants who achieve a minimum 50 per cent grade. A minimum 75 per cent grade is required for those wishing to take RENR 2602 Level 2 Coastal Log Scaling, the next step to acquiring certification. Required equipment: a hard hat.

May 10 Mon-Fri 0830-1630 1 wk BBY CRN 27615

NEW

RENR 2602 BBY \$1,200

LEVEL 2 COASTAL LOG SCALING

A continuation of the preparation for the B.C. Scalers Exam (Coastal), with practical scaling skills such as accurate measurement, volume estimation and value grading coastal logs. Course includes "scaling" at various locations along the Fraser River. Metric scale sticks and life vests supplied; students must supply suitable caulk boots. A certificate of completion will be issued to participants who achieve a minimum 65 per cent grade. To acquire provincial certification, participants who pass this course must apply and pay a separate fee to the provincial ministry. Prerequisite: RENR 1601 or approval by the coordinator Don Campbell at (604) 432-8891.

We have not yet set a date for this course. If you are interested, contact Sharon Cameron at (604) 432-8723 or fax: (604) 432-9572 to be put on a wait list.

RENR 2510 BBY \$438

LOG RESIDUE AND WASTE SURVEY CERTIFICATION

A five-day review (35 hours) offered in conjunction with the ministry of forests. A background in cruising or scaling would be a definite asset. Suitable experience or a temporary Residue and Waste Certificate is a prerequisite to writing the examination for certification (given on the last day of the course). A separate exam fee will be levied by the ministry of forests prior to writing this exam.

May 03 Mon-Fri 0830-1630 1 wk BBY CRN 23058
May 10 Mon-Fri 0830-1630 1 wk BBY CRN 25355

URBAN AND COMMUNITY FORESTRY CERTIFICATE OF COMPLETION (PROPOSED)

Renewable Resources department is planning to offer a selection of topics in Urban and Community Forestry.

Each course/topic area can be delivered within a 1 week period (one evening and a weekend day).

Course Delivery Schedule - to be confirmed

March	1999	Pruning Young Trees
March/April	1999	Pruning Mature Trees
April	1999	Basic Forest Soils
May	1999	Tree Identification
May/June	1999	Forest Insects and Disease
August	1999	Urban Ecology

*Note the course topics may be subject to change.

If you are interested, please call Sherry Wilson at (604) 451-6703, or email at smwilson@bcit.bc.ca.

• FULL-TIME • BACHELOR OF TECHNOLOGY DEGREE • PART-TIME •

BIG

INFO SESSION



Wed., May 5, 1999
6:30 pm - 8:30 pm
Presentations at 6:30 & 7:30
in the BC Tel Theatre
Trade show in the Great Hall
Register @ 451-6735 or
infoereg@bcit.bc.ca

FULL-TIME • BACHELOR OF TECHNOLOGY DEGREE • PART-TIME

FULL-TIME • BACHELOR OF TECHNOLOGY DEGREE • PART-TIME

BCIT'S ECO-FAIR

Technologies, Lifestyles and Careers

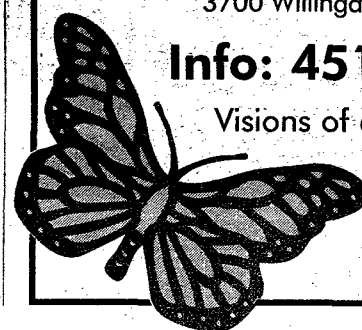
- Electric Cars
- Solar Power
- Sustainable Living Bus
- Products
- And More!

Wed. April 14, 1999

Open 1000-1830 Key Events: 1130-1430
BCIT's Burnaby campus
3700 Willingdon Avenue

Info: 451-7060

Visions of a cleaner future.



A BCIT Student Association Event



CONSTRUCTION TRADES

CARPENTRY

(604) 432-8556 nnaylor@bcit.bc.ca

CARP 0100 BBY \$470
CARPENTRY CQ REFRESHER

Prepares participants for the Carpenter Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 13 Tue/Thr 1830-2130 10 wks BBY CRN 20699

CARP 0130 BBY \$470
PLATFORM FRAMING AND LAYOUT

Covers the basics of residential wood-frame construction methods covering typical wood-frame techniques. Includes floors, walls and trusses. CSA approved work boots with steel toes required.

Apr 24 Sat 0830-1430 8 wks BBY CRN 20706

CONSTRUCTION

(604) 432-8556 nnaylor@bcit.bc.ca

CONSTRUCTION PROGRAMS FREE INFORMATION SESSION

BCIT offers a variety of construction programs. You are invited to attend a presentation that will provide a better understanding of the following construction programs: Carpentry, Joinery, Finishing Trades, Plumbing, Sheet Metal, Steel Trades and Welding. Topics covered will include content and scope of programs, entrance requirements, career options and course scheduling. A question and answer period will follow the presentation. Please phone 432-8556 to confirm attendance into this presentation.

April 12 1900 - 2000 Location: Burnaby Campus Building SW1, Room 1125

May 10 1900 - 2000 Location: Burnaby Campus Building SW1, Room 1125

CNST 0105 BBY \$185
INDUSTRIAL RIGGING BASIC

Introduces safe rigging practises and working loads, chokers, shackles, chains, hooks, rigging calculations, hand signals, WCB regulations, hoisting with mobile crane, knots and hitches, and handrigging. CSA approved work boots with steel toes required.

Apr 13 Tue/Thr 1830-2100 3 wks BBY CRN 25046

CNST 0120 BBY \$297
SCISSOR LIFTS AND AERIAL BOOM LIFTS

Provides training to individuals who are going to be using the scissor lift and aerial boom lifts on job sites. This course meets WCB requirements for the operator. Includes six hours of theory, with emphasis on safety and current WCB regulations, including fall restraint, pre-shift and pre-site inspections. Upon successful completion students will receive scissor and aerial boom lift certification. Safety footwear with steel toes required. Prerequisite: Driving experience.

Apr 10 Sat/Sun 0900-1500 1 wk BBY CRN 27443
Apr 24 Sat/Sun 0900-1500 1 wk BBY 27444
May 1 Sat/Sun 0900-1500 1 wk BBY 27445
May 29 Sat/Sun 0900-1500 1 wk BBY 27446

DRAFTING

(604) 432-8556 nnaylor@bcit.bc.ca

DRFT 1010 BBY \$396
CORE DRAFTING

Provides a foundation in basic drafting in orthographic and isometric projections, imperial/metric scales, plane geometry, lettering/linework, dimensioning, section and auxiliary view and equipment use. This course is required and provides three credits towards a certificate in any of the four regular full-time drafting courses (Architectural, Civil, Structural, and Mechanical).

Apr 12 Mon/Wed 1845-2145 7.5 wks BBY CRN 27569
Apr 13 Tue/Thr 1545-2145 7.5 wks BBY 27626

DRFT 0102 BBY \$371
DRAFTING 2

Expands on the basic drafting course and allows students to progress into their drafting speciality. Prerequisite: DRFT 1010.

Apr 12 Mon/Wed 1845-2145 7 wks BBY CRN 20820

DRFT 0106 BBY \$371
COMPUTER ASSISTED DRAFTING 1

Introduces the use of computers as a tool in drafting. Includes the basic operations, commands, layout techniques and plotting processes used in a drafting office. Prerequisite: DRFT 1010 or instructor evaluation.

Apr 13 Tue/Thr 1845-2145 7 wks BBY CRN 20821

DRYWALL

(604) 432-8556 nnaylor@bcit.bc.ca

DRYW 0110 BBY \$470
RENOVATIONS: METAL STUD, DRYWALL

Gives a tradesperson and/or handyperson/homeowner a good basic understanding of how to frame with metal studs, install drywall and corner beads, and drywall taping and finishing.

Apr 17 Sat 0900-1500 5 wks BBY CRN 24798

IRONWORKER

(604) 432-8556 nnaylor@bcit.bc.ca

IWK 0115 BBY \$350
PRACTICAL RE-BAR PLACING

Introduces re-bar placing wall structures, columns and beams, concrete clearance and ties. Experience in construction is helpful but not mandatory. CSA approved work boots with steel toes are required.

Apr 17 Sat 0800-1300 6 wks BBY CRN 23607

JOINERY

(604) 451-7168 nnaylor@bcit.bc.ca

JOIN 0102 BBY \$325
BASIC CABINETMAKING

Course covers basic cabinetmaking. Will cover how to use hand tools, power tools, routers and templates; layout; basic joints used in wood construction, construction methods, assembling with glue and preparations for finishing. In the second half of the course students will be working on a small project of their own choice. CSA approved work boots with steel toes are required.

Apr 24 Sat 0830-1430 5 wks BBY CRN 27447

JOIN 0202 BBY \$365
CAD 2D FOR WOOD PROCESSING

Uses AutoCAD to train in two-dimensional CAD concepts relating to wood processing. Basic CAD training is an advantage for efficient operation of CNC equipment. Prerequisite: Prior computer experience and basic drafting knowledge.

May 17 Mon-Fri 0730-1430 1 wk BBY CRN 24958

JOIN 0211 BBY \$485
MORBIDELLI MACHINE OPERATOR LEVEL 1

Prepares new operators to use a Morbidelli machining centre. Explains safe set-up and operation of the machine and basic maintenance and troubleshooting. Machine used during the course is a Morbidelli model 504. Prerequisite: Prior computer experience.

May 3 Mon-Fri 0730-1430 1 wk BBY CRN 25434

JOIN 0212 BBY \$585
MORBIDELLI MACHINE OPERATOR LEVEL 2

Builds on the skills acquired in JOIN 0211. Emphasis on production techniques and jigs and the skills required to program simple drilling and routing operations at the machine controller. Students will be introduced to the concepts of parametric programming. Objective is to increase productivity by providing the knowledge to expand equipment use. Prerequisite: JOIN 0211.

Jun 7 Mon-Fri 0730-1430 1 wk BBY CRN 25277

JOIN 0213 BBY \$485
BIESSE XNC MACHINE OPERATOR LVL 1

Prepares new operators to use a Biesse machining centre. Explains safe set up and operation of the machine and basic maintenance and troubleshooting. Machine used during the course is a Biesse model 346. Prerequisite: Prior computer experience.

Apr 12 Mon-Fri 0730-1430 1 wk BBY CRN 24962

JOIN 0214 BBY \$585
BIESSE XNC MACHINE OPERATION LVL 2

Builds on the skills acquired in JOIN 0213. Emphasis on production techniques and jigs and the skills required to program simple drilling and routing operations at the machine controller. Students will be introduced to the concepts of parametric programming. Objective is to increase productivity by providing the knowledge to expand equipment use. Prerequisite: JOIN 0213 or prior experience.

May 31 Mon-Fri 0730-1430 1 wk BBY CRN 25358

JOIN 0215 BBY \$900
BIESSE XNC OPERATOR/PROGRAMMER

BCIT is now delivering the same 40 hour operator training course that is offered at other North American Biesse Training Centres. This course includes elements of both the Level 1 and Level 2 courses. Course allows operators/programmers to quickly become proficient in the use of Biesse machining centres with an XNC controller. Prerequisite: Prior computer experience.

Apr 26 Mon-Fri 0730-1530 1 wk BBY CRN 27085

Jun 21 Mon-Fri 0730-1530 1 wk BBY 27449

Aug 16 Mon-Fri 0730-1530 1 wk BBY 27450

JOIN 0225 BBY \$585
ASPA CAD/CAM

Focuses on the Morbidelli "Aspan" CAD/CAM software. Part drawing and program generation using Aspan is for those who wish to make full use of this manufacturer's package. Prerequisite: JOIN 0211, JOIN 0202 or prior CAD training.

Apr 19 Mon-Fri 0730-1430 1 wk BBY CRN 25295

Jun 7 Mon-Fri 0730-1430 1 wk BBY 26734

MATHEMATICS FOR TRADES

(604) 432-8205 sbutler@bcit.bc.ca

TMAT 0120 BBY \$305
INDUSTRIAL MATHEMATICS

Upgrades trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Each student will receive assignments based on their own trade area.

Apr 20 Tue/Thr 1900-2200 8 wks BBY CRN 26323

PAINTING AND DECORATING

(604) 432-8556 nnaylor@bcit.bc.ca

PDEC 0100 BBY \$470
PAINTING/DECORATING CQ REFRESHER

Prepares participants for the Painter and Decorator Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half years experience in the trade.

Apr 20 Tue/Thr 1800-2100 10 wks BBY CRN 20713

PIPING

(604) 432-8556 nnaylor@bcit.bc.ca

Most piping courses require textbooks available at the BCIT Bookstore.

PPGS 0105 BBY \$437
CROSS CONNECTION CONTROL

Teaches cross connection control to those involved in the installation and maintenance of back flow pollution prevention devices for domestic water supply. Prerequisite for Cross Connection examination: Water Purveyor (Municipal Employees), Journeymen or Apprentice Plumbers, Steamfitters or Sprinklerfitters, Civil or Mechanical Engineer, Manufacturer's Agent, Irrigation-related Personnel, or Public Health Official. There will be an additional fee to write the AWWA Cross Connection Control Certification examination.

Mar 29 Mon/Wed 1830-2130 7 wks BBY CRN 42152

PPGS 0110 BBY \$570
GAS FITTER "B" PROGRAM

Prepares students to write the examination for a Gas Fitter B Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. Provincial Class B examination fee is additional. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required and recommended before enrolling. Prerequisite: BC TQ in Plumbing, Pipefitting, or Refrigeration.

Apr 13 Tue/Thr 1830-2130 14 wks BBY CRN 26906

PPGS 0250 \$810
GAS FITTER "B" PROGRAM

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second two-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter B Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: BC TQ in Plumbing, Pipefitting, or Refrigeration. Provincial Class B examination fee is additional. To register call (604) 451-6733.

April	CRN 26341
May	26347
June	26348
July	26349
August	26350

PPGS 0200 \$810
GAS FITTER "A" PROGRAM

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second two-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter A Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: Students must have class B for two years. Provincial Class A examination fee is additional.

To register call (604) 451-6733.

April	CRN 25087
May	25088
June	25089
July	25090
August	25091

PPGS 0116 BBY \$125

GAS FITTER ELECTRICAL ENDORSEMENT

Provides those working in the gas industry with a review of sections 0, 2, 4, 8, 10, 12, 14, 16, 26, and 28 of the Canadian Electrical Code to prepare them to write a Provincial "Electrical Endorsement" (EE) exam to meet the requirements of the Electrical and Gas Safety Branch. Prerequisite: Must have a current Class A or B Gas Fitter Licence. Text required for first night of class: Canadian Electrical Code Part 1 (1998 Edition).

Apr 13	Tue/Thr	1830-2130	2 wks	BBY	CRN	24077
May 4	Tue/Thr	1830-2130	2 wks	BBY		25537
May 25	Tue/Thr	1830-2130	2 wks	BBY		26772

PPGS 0120 BBY \$570

GAS FITTER "C" PROGRAM

Prepares students to write the exam to qualify for Gas Fitter C-Licence and is a requirement of the Ministry of Municipal Affairs, Gas Safety Branch. Provincial Class C examination fee is additional.

Apr 13	Tue/Thr	1830-2130	14 wks	BBY	CRN	27451
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PPGS 0121 BBY \$425

SERVICING GAS FORCED AIR FURNACES

Covers installation instructions, service information, sequence of operation, control drawings; testing, equipment, and troubleshooting of gas fired forced air furnaces. Prerequisite: Must have current C, B, or A Gas Licence.

Mar 31	Wed/Mon	1830-2130	6 wks	BBY	CRN	42153
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PPGS 0125 BBY \$305

PLUMBING: RESIDENTIAL

Provides the homeowner with general knowledge and practical experience of repairs, renovations and new installations within the residential plumbing system. CSA approved work boots with steel toes are required for this course.

Apr 17	Sat	0830-1430	4 wks	BBY	CRN	20718
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PPGS 0140 BBY \$305

HYDRONIC SYSTEMS DESIGN

Trains those working with hot water heating to properly design a residential hot water heating system to meet the guidelines established by the Residential Hot Water Heating Association of B.C. After successful completion of the Certification Exam, students can, for a fee, register with the RHWHA as being Certified in Hydronic Systems Design. Prerequisite: Should be working with residential hot water heating systems or a related field.

May 18	Tue/Thr	1830-2130	6 wks	BBY	CRN	27453
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PPGS 0142 BBY \$425

SERVICING RESIDENTIAL HYDRONIC HEATING

Designed for tradespersons actively working in the residential hydronic heating industry. Helps prepare them to service and troubleshoot systems that have been designed and installed to meet the guidelines of the Residential Hot Water Heating Association. Emphasis will be hands-on servicing in the training lab. Prerequisites: Basic knowledge of the concept of hot water heating.

Apr 6	Tue/Thr	1830-2130	6 wks	BBY	CRN	27454
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TELX 0119 BBY \$425

ELECTRICAL FUNDAMENTALS FOR PIPING TRADES

Designed for the piping tradesperson as a prerequisite to the hydronic and furnace servicing courses. Provides hands-on training in the use of multi-meters, interpretation of control drawings and schematics, and troubleshooting component failures and control circuits. Prerequisite: Students should be actively working in the piping trades.

Apr 12	Mon/Wed	1830-2130	6 wks	BBY	CRN	27262
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SHEET METAL

(604) 432-8556 nnaylor@bcit.bc.ca

SMTL 0111 BBY \$239

LAYOUT AND FABRICATION

Provides instruction for layout and fabrication of round and rectangular ventilation fittings using a blend of conventional and short cut methods. Prerequisite: Sheet Metal Journeyman or Apprentice.

Apr 12	Mon/Wed	1800-2100	4 wks	BBY	CRN	23609
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SMTL 0121 BBY \$315

STAINLESS STEEL FABRICATING AND FINISHING BASIC

Introduces fabricating and finishing stainless projects. Basic hands-on course will follow a shop project from start to finish. Prerequisite: Sheet Metal Journeyman or Apprentice.

Apr 12	Mon/Wed	1800-2100	4 wks	BBY	CRN	24933
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SMTL 0125 BBY \$165

QUALITY FIRST

Instructs how to produce a system for residential heating using forced air guidelines. Topics covered include heat loss calculations, select proper appliances, and duct sizing for residential heating. Prerequisite: Sheet Metal Journeyman or Apprentice.

Apr 13	Tue/Thr	1800-2100	2.5 wks	BBY	CRN	24935
May 4	Tue/Thr	1800-2100	2.5 wks	BBY		24936

SMTL 0129 BBY \$264

GAS VENTING

This course is a requirement of the Ministry of Municipal Affairs Gas Safety Branch for those wishing to write the examination for the gas venting license. The course reviews the necessary requirements for sizing and installing gas vents. Prerequisite: Must be the holder of a Sheet Metal Trades Qualification.

May 15	Sat	0830-1430	4 wks	BBY	CRN	26838
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STEEL FABRICATION

(604) 432-8556 nnaylor@bcit.bc.ca

STEL 0100 BBY \$429

STEEL FABRICATION CQ REFRESHER

Prepares participants for the Steel Fabrication Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Subject areas include mathematics, plate development, print reading, codes and procedures, burning/welding, and layout/fitting. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an exam. Prerequisite: Minimum of six years experience in the trade.

Apr 17	Sat	0800-1300	8 wks	BBY	CRN	27461
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STEL 0110 BBY \$371

STEEL FABRICATION (BASIC)

Focuses on math, pattern development, blueprint reading, welding and proper use of industrial machines. Typical steel fabrication project is followed from initial design to shop production. CSA approved work boots with steel toes required.

Apr 17	Sat	0800-1300	6 wks	BBY	CRN	20785
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STEL 0115 BBY \$336

BLUEPRINT READING FOR WELDERS

AND STEEL FABRICATORS

Covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of steel fabrication. CSA approved work boots with steel toes required.

Apr 13	Tue/Thr	1900-2200	5 wks	BBY	CRN	20787
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STEL 0131 BBY \$281

INTRODUCTION TO PRECISION METALFORMING

Introduces manufacturing of precision metal products using lasers, shears, punches, and forming machines. Course will also cover fastening devices, metal finishing and quality control.

Apr 17	Sat	0830-1330	6 wks	BBY	CRN	26118
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ASSOCIATE CERTIFICATE IN

ALUMINUM FABRICATION

This program is particularly applicable to anyone engaged in new fabrication, maintenance or repair of aluminum products. For persons already qualified in steel fabrication or welding this program provides a means of expanding their skills. This program is also available for individuals seeking entry level skills. These courses are available as individual courses or as part of the certificate program. Those completing all seven courses will be awarded an Associate Certificate in Aluminum Fabrication.

STEL 1140	Aluminum Power Tool Operation
STEL 1141	Aluminum Welding Basic
STEL 1142	Aluminum Welding Intermediate
STEL 1143	Aluminum Welding Pulse
STEL 1144	Aluminum Blueprint Reading
STEL 0145	Aluminum Fabrication
STEL 0146	Aluminum Welder Certification

STEL 1140 BBY \$460

ALUMINUM POWER TOOL OPERATION

Designed to introduce and refresh both the novice and experienced trades person with the types of tools used in the fabrication of aluminum products. Correct tool selection, tool safety, and practical tool usage will be covered in the course. This course is a prerequisite for most STEL 114- courses.

Apr 13	Tue/Thr	1900-2200	6 wks	BBY	CRN	26908
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STEL 1141 BBY \$595

ALUMINUM WELDING BASIC

Designed for those requiring experience in aluminum welding processes and practises. All welding will be done in the "Constant Voltage" mode. Prerequisite: Must have previous welding experience and STEL 1140. CSA-approved steel toed work boots and 100 per cent cotton coveralls are required.

Apr 10	Sat	0830-1430	6 wks	BBY	CRN	27479
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STEL 1142 BBY \$595

ALUMINUM WELDING INTERMEDIATE

Course builds on material covered in STEL 1141 ALUMINUM WELDING BASIC with particular emphasis on position welding. Course starts with the "constant voltage" process and introduces the "pulse" process. Prerequisite: STEL 1140. CSA-approved steel toed work boots and 100 per cent cotton coveralls are required.

May 29	Sat	0830-1430	6 wks	BBY	CRN	26909
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STEL 1144 BBY \$286

ALUMINUM BLUEPRINT READING

Covers the fundamentals of blueprint reading. Subjects will include: orthographic projection, isometric and pictorial projection, section and auxiliary view, dimensioning, drawing composition, welding symbols, abbreviations and structural shapes.

Apr 12	Mon/Wed	1900-2200	6 wks	BBY	CRN	26911
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Register now to avoid disappointment!

Register early to confirm the date and time that suits your schedule. BCIT's new policy is to cancel courses five business days before the start date to allow transfers to available alternate courses.

WELDING

(604) 432-8556 nnaylor@bcit.bc.ca

WELD 0100 BBY \$470

WELDING CQ REFRESHER

Prepares participants for the Welding Certificate of Qualification with Red Seal Endorsement (IP) Exam, and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an exam. Prerequisite: 4 1/2 years experience in the trade and "B" level certification and proficiency.

Apr 17	Sat	0830-1430	10 wks	BBY	CRN	27478
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WELD 0103 BBY \$371

OXYACETYLENE/BRAZE WELDING

Introduces basics of fuel gas welding. Includes safety, shop practise, procedures and operation of related equipment. Students must supply their own CSA approved steel-toed work boots and 100 per cent cotton coveralls.

Apr 24	Sat	0830-1330	6 wks	BBY	CRN	20788
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WELD 0104 BBY \$404

SHIELDED METAL ARC WELDING BASIC

Introduces basic arc welding to individuals who wish to learn SMAW to trade standards. Students must supply their own CSA approved steel-toed work boots and 100 per cent cotton coveralls.

Apr 24	Sat	0830-1330	6 wks	BBY	CRN	20789
Apr 20	Tue/Thr	1900-2200	5 wks	BBY		27476

WELD 0106 BBY \$437

GAS METAL ARC WELDING BASIC

Covers basic weld joints in the flat, horizontal and vertical positions. Process is used by most metal fabricators in the province. Students will be introduced to the GMAW Section of P6 Module; Level C. Students must supply their own CSA approved steel-toed work boots and 100 per cent cotton coveralls.

Apr 24	Sat	0830-1330	6 wks	BBY	CRN	20791
Apr 20	Tue/Thr	1900-2200	5 wks	BBY		27477

WELD 0110 BBY \$437

GAS TUNGSTEN ARC WELDING BASIC

Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of GTAW on mild steel, stainless steel and aluminum. Students must supply their own CSA approved steel-toed work boots and 100 per cent cotton coveralls.

Apr 24	Sat	0830-1330	6 wks	BBY	CRN	20790
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WELD 0120 BBY \$400

WELDING FOR THE ARTISAN

Presents a general interest course for those interested in artwork, furniture building and minor repair jobs around the home and shop. Particularly designed for the hobby enthusiast or cottage industries person. Focuses on using the new generation home welding machines (GMAW) now available at a low cost at most industrial outlets. Oxyacetylene related process is also covered in this program. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.

Apr 24	Sat	0830-1330	6 wks	BBY	CRN	25100
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INDUSTRIAL MECHANICAL TRADES

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

(604) 432-8205 sbutler@bcit.bc.ca

Upon successful completion of the following five courses, participant receives a BCIT Certificate of Completion in Refrigeration Systems.

HVAC 0102	Basic Refrigeration Systems 1
HVAC 0104	Basic Refrigeration Systems 2
HVAC 0106	Basic Refrigeration Systems 3
HVAC 0110	Advanced Refrigeration Systems 1
HVAC 0112	Advanced Refrigeration Systems 2

HVAC 0102 BBY \$417

BASIC REFRIGERATION SYSTEMS 1

Covers fundamentals of the refrigeration cycle and identification; operation and function of basic system components; use and application of refrigerant types; proper use of refrigerant recovery/recycling equipment; and proper charging and system evacuation to meet industry requirements and existing provincial regulation. Prerequisite: HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 12	Mon/Wed	1900-2200	8 wks	BBY	CRN	21093
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HVAC 0104 BBY \$417

BASIC REFRIGERATION SYSTEMS 2

Continues from HVAC 0102. Topics include basic electrical theory, alternating current fundamentals, single-phase motor theory, practical exercises in interpreting elementary electrical diagrams, demonstrations on use of electrical test instruments, electrical diagrams on computer simulators and hands-on shop projects. Prerequisite: HVAC 0102 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 13	Tue/Thr	1900-2200	8 wks	BBY	CRN	21097
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HVAC 0106 **BBY \$417**
BASIC REFRIGERATION SYSTEMS 3
 Continues from HVAC 0104. Topics include types of systems, the psychometric chart for studying air properties, proper HVAC installation procedures, troubleshooting and tune-ups. Preventive maintenance will be discussed and basic troubleshooting skills will be performed on computer simulators/window air conditioning units in shop. Prerequisite: HVAC 0104 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 12 Mon/Wed 1900-2200 8 wks BBY CRN 23438

HVAC 0110 **BBY \$196**
ADVANCED REFRIGERATION SYSTEMS 1
 Covers operating sequences of residential and light commercial heat pump systems. Topics include: application, installation control sequences and mechanical/electrical troubleshooting techniques. Prerequisite: Good working knowledge of the refrigeration trade and ability to read and interpret electrical diagrams or HVAC 0106 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

June 8 Tue/Thr 1900-2200 4 wks BBY CRN 23439

HVAC 0145 **BBY \$119**
CFC EMISSIONS IN REFRIGERATION
 Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. Upon successful completion, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls, and a certificate number for refrigerant handling as required under current B.C. regulations.

Mar 20	Sat	0830-1630	1 day	BBY	CRN	17920
Apr 10	Sat	0830-1630	1 day	BBY		21098
May 15	Sat	0830-1630	1 day	BBY		21099
Jun 26	Sat	0830-1630	1 day	BBY		21100
Jul 24	Sat	0830-1630	1 day	BBY		23440

MACHINIST (604) 432-8205 sbutler@bcit.bc.ca

MACH 0105 **BBY \$406**
LATHE OPERATOR
 Provides a basic understanding and practical experience of engine lathe operations. Safety glasses and footwear with steel toes required.

Apr 20 Tue/Thr 1900-2200 6 wks BBY CRN 24924

MACH 0110 **BBY \$406**
MILLING MACHINE OPERATOR
 Provides a basic understanding and practical experience of milling machine operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and footwear with steel toes required.

Jun 8 Tue/Thr 1900-2200 6 wks BBY CRN 26044

MACH 0120 **BBY \$271**
INTRODUCTION TO COMPUTERS FOR MACHINISTS
 Introduces machinists to the use of computers. Designed for students wishing to continue on to the computer numerical control (CNC) courses.

Apr 20 Tue/Thr 1900-2200 3 wks BBY CRN 22631

NEW **MACH 3100** **BBY \$554**
CNC PROGRAMMING 1
 Focuses on the creation of 2D geometry for preparing of machining operations featured in Mastercam version 7.0. The course explores the techniques and methods that can be used to design 2D drawing. Prerequisite: CNC Machinist Operator Program or instructor approval.

Mar 29 Mon-Thr 1800-2200 4 wks BBY CRN 41978

NEW **MACH 3102** **BBY \$554**
CNC PROGRAMMING 2
 Focuses on the creation of 2D tool paths using Mastercam version 7.0. The 2D tool paths include drilling, contour, pocket, and threading in milling and turning operations. Prerequisite: MACH 3100 CNC Programming 1.

May 10 Mon-Thr 1800-2200 4 wks BBY CRN 27481

NEW **MACH 3103** **BBY \$554**
CNC PROGRAMMING 3
 Focuses on the creation of 3D surface and 3D tool paths using Mastercam version 7.0. Topics include creation of complex geometry, surface and surface models. Prerequisite: MACH 3102 CNC Programming 2.

Jun 21 Mon-Thr 1800-2200 4 wks BBY CRN 27484

MATHEMATICS FOR TRADES (604) 432-8205 sbutler@bcit.bc.ca

TMAT 0120 **BBY \$305**
INDUSTRIAL MATHEMATICS
 Upgrades trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Each student will receive assignments based on their own trade area.

Apr 20 Tue/Thr 1900-2200 8 wks BBY CRN 26323

MILLWRIGHT (604) 432-8205 sbutler@bcit.bc.ca

MILL 0101 **BBY \$599**
MILLWRIGHT CQ REFRESHER
 Assists a tradesperson in refreshing their theoretical knowledge of the millwright trade prior to writing the Millwright Certificate of Qualification with Red Seal Endorsement (IP) examination. Topics include: general fitting practices; hydraulics, pneumatics and lubrication; material handling, machine components and machine installation. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 20 Tue/Thr 1900-2200 11.5 wks BBY CRN 27602

MILL 0105 **BBY \$362**
INDUSTRIAL HYDRAULICS STATIONARY
 Assists personnel at industrial sites in the basic theory of fluid power; examining, testing, troubleshooting and repairing fluid power circuits and components. Safety footwear with steel toes required.

Apr 20 Tue/Thr 1900-2200 7 wks BBY CRN 25082

MILL 0106 **BBY \$446**
USING HYDRAULICS
 Assists maintenance personnel in designing, troubleshooting, and repairing hydraulic systems in industry. Reviews basic hydraulics with practical applications. Hydraulic circuits are designed and demonstrated on computer, then produced and tested in a hydraulics lab. Practical troubleshooting techniques are explained and demonstrated. Both theoretical and hands-on training will be applied. Prerequisite: MILL 0105 or instructor approval. Safety glasses and footwear with steel toes required.

May 6 - Thr 1900-2200 14 wks BBY CRN 27485

MILL 0111 **BBY \$445**
SHAFT ALIGNMENT
 Teaches how to effectively align rotating equipment. Includes formula method of rim and face, formula and graph method of cross (reverse indicator) dialing, and laser alignment. Covers methods to determine and incorporate bar sag, methods to determine and repair soft foot, and methods to deal with axial float. Also introduces vibration, heat-noise condition monitoring tools, and how they can assist in maximizing equipment life. Both theory and hands-on training will be applied. Safety footwear with steel toes required.

Apr 29 Thr/Tue 1900-2200 8 wks BBY CRN 27486
 Sat 0830-1430
 Thr/Sat/Tue (alternate weeks)

POWER ENGINEERING (604) 432-8205 sbutler@bcit.bc.ca

POWR 0108 **BBY \$130**
REFRIGERATION PLANT SAFETY
 Provides rink attendants, employed by recreational facilities, with essential knowledge of safety concerns in a refrigeration plant. Upon completion, students will have the skills to safely evacuate and protect life and property in the event of an emergency in a refrigeration plant.

Apr 20 Tue/Thr 1900-2200 2.5 wks BBY CRN 26151

POWER ENGINEERING DISTANCE EDUCATION (604) 432-8390 bcowen@bcit.bc.ca

BCIT offers Power Engineering courses through Distance Education. For more information about these courses please refer to the Distance Education section on page 36 of this flyer. Visit our web site at www.bcit.bc.ca/~sott/programs/industrial/powereng/index.htm.

TRANSPORTATION TRADES

AUTOMOTIVE MECHANIC (604) 432-8205 sbutler@bcit.bc.ca

AUTO 0100 **BBY \$451**
AUTOMOTIVE MECHANICAL REPAIR REFRESHER
 Refreshes theoretical knowledge of the trade. Prerequisite: Experience in the automotive trade.

Apr 19 Mon/Wed 1900-2200 10 wks BBY CRN 26043

AUTO 0105 **BBY \$451**
AUTOMOTIVE AIR CONDITIONING
 Upgrades mechanics in the basics of automotive air conditioning system service and repair using 134A refrigerant. Prerequisite: Mechanical experience. Safety glasses and footwear with steel toes required.

Apr 20 Tue/Thr 1900-2200 7 wks BBY CRN 26040

AUTO 0106 **BBY \$355**
AIR CONDITIONING 134A RETROFIT (MINISTRY APPROVED)
 Presents a hands-on course that upgrades automotive HVAC technicians in the conversion of motor vehicle air conditioning systems from ozone depleting refrigerants to non-ODS 134A refrigerants. Also covers issues of R12 disposal and R12 equipment. Prerequisite: Automotive air conditioning experience and AUTO 0145 or equivalent. Safety glasses and footwear with steel toes required.

Apr 20 Tue/Thr 1900-2200 3 wks BBY CRN 23618

AUTO 0107 **BBY \$107**
134A RETROFIT REGULATIONS (MINISTRY APPROVED)
 Presents a theory-based awareness course designed to upgrade automotive HVAC technicians in the procedures and regulations of retrofitting air conditioning systems to accept refrigerant 134A. Also of particular interest to Service Advisors and Shop Administrators. The course will provide current information on how this new regulation could impact customer vehicles that are currently using R12.

May 19 Wed 1800-2200 1 day BBY CRN 25540

AUTO 0115 **BBY \$446**
AUTOMOTIVE FRONT-END ALIGNMENT
 Upgrades automotive mechanics in suspension and alignment work. The course takes you through basic angles; to the latest front wheel and 4 x 4 alignment techniques. Students will learn to diagnose/service suspension and steering systems, as well as perform front- and rear-wheel alignments. Safety glasses and footwear with steel toes required.

Apr 20 Tue/Thr 1900-2200 7 wks BBY CRN 27496

AUTO 0128 **BBY \$135**
DIESEL FUEL AND ELECTRICAL SYSTEMS 1
 Introduces automotive and light duty truck diesel fuel and electrical systems. Covers: safety precautions; diesel fuel properties; fuel system cleaning; theory of operation; typical fuel injection system components; smoke, rough idle and MPG diagnosis; glow plug, electrical, and emission control systems; fuel filtration; and transmission controls. Coverage includes vehicles, built from 1978-1993, using mechanical type fuel injection systems. Safety glasses and footwear with steel toes required.

Apr 19 Mon/Wed 1830-2130 2 wks BBY CRN 27497

NEW **AUTO 0131** **BBY \$360**
PROPANE FUEL SYSTEMS FOR VEHICLES
 Technicians will receive the necessary theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training is provided to ensure competency in identification and inspection of converted vehicles in order to perform Motor Vehicle Inspections and Installation Certification. Participants are encouraged to provide propane converted vehicles for the shop sessions. Prerequisite: Minimum Third Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and footwear with steel toes required.

May 17 Mon/Wed 1830-2130 4 wks BBY CRN 27638

NEW **AUTO 0134** **BBY \$360**
NATURAL GAS FUEL SYSTEMS FOR VEHICLES
 Technicians will receive the necessary theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training is provided to ensure competency in identification and inspection of converted vehicles in order to perform Motor Vehicle Inspections and Installation Certification. Participants are encouraged to provide natural gas converted vehicles for the shop sessions. Prerequisite: Minimum Third Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and footwear with steel toes required.

Apr 19 Mon/Wed 1830-2130 4 wks BBY CRN 27639

AUTO 0140 **BBY \$529**
AIRCARE THEORY AND OPERATIONS
 Prepares certified technicians to write the AirCare Repair Service Technician Examination. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic or Heavy Duty Mechanic with three years automotive experience.

Apr 20 Tue/Thr 1830-2130 7 wks BBY CRN 20570

AUTO 0141 **BBY \$580**
AIRCARE PRACTICAL
 Provides certified technicians with first-hand experience in the diagnosis and repair of emission control system failures. Emphasizes interpretation of emissions readings as a basis for diagnosis and repairs to vehicles failing the AirCare inspections. Mandatory for AirCare technicians who are unsuccessful with the AirCare recertification exam. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic or Heavy Duty Mechanic with three-years automotive experience. Safety glasses and footwear with steel toes required.

Apr 20 Tue/Thr 1830-2130 7 wks BBY CRN 21514

AUTO 0145 **BBY \$119**
CFC EMISSIONS IN AUTOMOTIVE
 Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. On completion, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls and a certificate number for refrigerant handling as required under current B.C. regulations. Required for technicians who perform 134A retrofits.

Apr 17 Sat 0900-1700 1 day BBY CRN 20573



AUTO 2214 **BBY \$451**
ELECTRONIC ENGINE CONTROL/FUEL INJECTION
 Provides specialized instruction in diagnosing and servicing PCM controlled engine, emission and fuel injection systems. Topics include domestic TBI and EFI, Bosch "K", "L" and "LH", data stream interpretation, scan tool and lab scope use, OBDII and the new Ford EECV.

Apr 20 Tue/Thr 1900-2200 5wks BBY CRN 20545

AUTO 2215 **BBY \$414**
OBDII FOR GM FUEL INJECTED VEHICLES
 Updates the experienced tune-up/driveability technician to handle OBDII diagnostics on General Motors (GM) cars and light duty trucks. Theory information will be supported by practical work using the new style GM service manuals, electronic service information, and GM factory tools and procedures. This information can be applied to other manufacturers. Safety glasses and footwear with steel toes required.

Apr 20 Tue/Thr 1830-2130 4wks BBY CRN 27489

AUTO 2232 **BBY \$422**
AUTOMOTIVE ANTI-LOCK BRAKES
 Upgrades the professional technician, who has limited experience in electrical and electronic testing, to repair electronic anti-lock brake systems. Safety glasses and footwear with steel toes required.

Apr 19 Mon/Wed 1830-2130 5wks BBY CRN 27490

AVIATION
 (604) 278-4538/4831
 FAX (604) 278-5363

AVIA 0120 **SEA \$253**
CARS

Provides an in-depth review of the Canadian Aviation Regulations (CARs) that apply to the maintenance of aeronautical products and air-worthiness of aircraft. Learn first hand your responsibilities as aviation technicians, aircraft owners and operators of private or commercial aircraft. Find out about the regulatory organization and how it affects you. Students will become familiar with airworthiness standards, ministerial orders, operating rules and indictable offenses. Those studying for the Transport Canada examinations relating to aircraft maintenance, apprentices, aircraft owners, A.M.E.'s, aircraft maintenance managers, technicians, pilots, and anyone exposed to aviation maintenance will benefit from this course.

Apr 27 Tue/Thr 1900-2200 5wks SEA CRN 21081
 Jun 1 Tue/Thr 1900-2200 5wks SEA 25685

AVIA 0165 **SEA \$253**
AIRCRAFT SHEET METAL INTRODUCTION
 Combines theoretical and practical components to teach the fundamentals of aircraft sheet metal repair at an introductory level. Introduces aircraft structures, structural materials, layout and forming techniques, bend allowances, hand tools, fasteners and rivets. Hands-on instruction for the proper use of equipment, techniques and safe practices is provided.

Apr 26 Mon/Wed 1900-2200 5wks SEA CRN 21082
 Apr 27 Tue/Thr 1900-2200 5wks SEA 26787

AVIA 0166 **SEA \$253**
AIRCRAFT SHEET METAL ADVANCED
 Continues from AVIA 0165. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0165 or equivalent.

Jun 7 Mon/Wed 1900-2200 5wks SEA CRN 21083

AVIA 0180 **SEA \$253**
HELICOPTER MAINTENANCE INTRODUCTION
 Presents a theoretical introduction to how the helicopter flies (achieves lift), how to steer (control direction), and basic maintenance. Practical work includes instruction in inspection techniques and practices by performing daily inspections as prescribed by a helicopter manufacturer. This course is designed to suit a novice interested in helicopters, a person on the full-time program waiting list, or the pilot who wants a mechanical introduction.

Apr 26 Mon/Wed 1900-2200 5wks SEA CRN 21084

AVIA 0181 **SEA \$253**
HELICOPTER MAINTENANCE ADVANCED
 Focuses on hands-on practical training for advanced helicopter maintenance. Labs include general inspection techniques, gas turbine engine and transmission inspection, and rotor blade balancing. Prerequisite: AVIA 0180 or equivalent.

Jun 12 Sat 0900-1600 5wks SEA CRN 26363

AVIA 0195 **SEA \$253**
AIRCRAFT ELECTRONICS
 Introduces the field of Aircraft Electronics-Avionics. Intended for those evaluating Avionics as a trade, pilots wishing to better understand operation and use of avionic equipment in general, A.M.E.'s without "E" endorsement who want a basic understanding of Avionics, and anyone involved in aviation with a general interest.

Apr 26 Mon/Wed 1900-2200 5wks SEA CRN 21086

AVIA 0240 **SEA \$253**
INTRODUCTION TO GAS TURBINE ENGINES
 Presents a theoretical understanding of the gas turbine engine in technical language understood by all students. In-depth knowledge of engine development, operating principles, classification and terminology is gained through this course. Any individual who wishes to know how a gas turbine engine works will find this course rewarding. A field trip is incorporated in the curriculum.

Apr 26 Mon/Wed 1900-2200 5wks SEA CRN 21089

AVIA 0254 **SEA \$438**
COMPOSITE FUNDAMENTALS
 Upgrades students who have little or no experience in the application of composites. In theoretical and instructor led work shops, students will conduct a gel plate test, make a mould, create a laminate and repair a composite panel. Mastering these techniques will ensure the student success in boat, auto and home built aircraft repairs. This course will be the prerequisite for a Transport Canada approved credit course currently in development.

May 19 Wed/Fri/Sat/Sun 2wks SEA CRN 26364
 Wed/Fri (May 19, 21, 26): 1900-2200
 Sat/Sun (May 22, 23, 29, 30): 0800-1600

AVIA 0295 **SEA \$325**
PRIVATE PILOT GROUND SCHOOL
 Prepares students to write the Ministry of Transportation Private Pilot Examination. Focuses on ground school training requirements in aviation theory, aerodynamics, aircraft engines and airframes, air regulations and air traffic control, navigation and flight planning, meteorology, radio systems, communications and pertinent medical factors. Required textbooks and materials are to be purchased by the first or second class.

Apr 27 Tue/Thr 1900-2200 8wks SEA CRN 27491

AVIA 0323 **SEA \$70**
OCCUPATIONAL FIRST AID LEVEL 1
 Includes learning CPR, your ABC's, shock management, major bleeds and c-spine control to name a few. You'll be able to recognize and respond to emergency situations. A must in any workplace.

Call (604) 278-4538 for details on this eight-hour WCB certificate course.

COMMERCIAL TRANSPORT MECHANIC
 (604) 432-8205 sbutler@bcit.bc.ca

CTMX 0100 **BBY \$451**
COMMERCIAL TRANSPORT MECHANIC CQ REFRESHER

Prepares participants for the Commercial Transport Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 19 Mon/Wed 1830-2130 10wks BBY CRN 20577

CTMX 0101 **BBY \$290**
TRANSPORT REFRIGERATION MAINTENANCE
 Designed for people who want to get into this industry or for those mechanics who want to increase their awareness of the Transport Refrigeration field. Course includes refrigeration theory, components and location. Includes basic electrical, basic electronics, basic electrical schematic reading, and test equipment. Freon flow charts of Carrier and Thermo King refrigeration units will be discussed.

May 10 Mon/Wed 1830-2130 4wks BBY CRN 27494

CTMX 0105 **BBY \$365**
AIR BRAKES FOR MECHANICS
 Prepares mechanics with limited experience to service air brakes. Upon successful completion, students will receive credit for the pre-trip for 30 days toward the Motor Vehicle Air Endorsement examination. Prerequisite: Basic mechanical knowledge and ability. Safety footwear with steel toes required.

Apr 19 Mon/Wed 1830-2130 6wks BBY CRN 25048

CTMX 0110 **BBY \$231**
COMMERCIAL VEHICLE INSPECTOR
 Prepares students for the Commercial Vehicle Inspector Authorization examination. This Authorization permits the inspection of commercial and private vehicles including out-of-province. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Safety footwear with steel toes required.

Apr 19 Mon/Wed 1830-2130 3wks BBY CRN 20580
 May 18 Tue/Thr 1830-2130 3wks BBY 20585
 June 14 Mon/Wed 1830-2130 3wks BBY 24919

CTMX 0111 **BBY \$60**
COMMERCIAL VEHICLE INSPECTOR UPDATE
 Updates vehicle inspectors with changes that have occurred in the Commercial Vehicle Inspection program over the last few years. Covers vitally important updates essential to the ongoing effectiveness of performing and recording accurate vehicle inspections. Prerequisite: Commercial Vehicle Inspector Licence obtained prior to June 1996.

Mar 29 Mon 1800-2200 1 day BBY CRN 41335
 May 10 Mon 1830-2230 1 day BBY 27492
 June 12 Sat 0900-1300 1 day BBY 27493

CTMX 0115 **BBY \$203**
FORKLIFT OPERATOR CERTIFICATION
 Provides training to those with proven experience in the operation of forklifts. Includes six hours of theory and six hours of practical training. Upon successful completion, participants will receive Lift-truck Operation Certification. Prerequisite: Forklift operation experience. Safety footwear with steel toes required.

May 8 Sat 0830-1430 2wks BBY CRN 23620
 Jun 14 Mon/Wed 1830-2130 2wks BBY 23621

CTMX 0116 **BBY \$295**
FORKLIFT OPERATOR TRAINING/CERTIFICATION
 Provides forklift training to those with no experience in the operation of forklifts. Includes six hours of theory and 12 hours of practical training. Upon successful completion, participants will receive Lift-truck Operation Certification. Prerequisite: Driving experience. Safety footwear with steel toes required.

Mar 23 Tue/Thr 1830-2130 3wks BBY CRN 41330
 Apr 20 Tue/Thr 1830-2130 3wks BBY 23622
 May 25 Tue/Thr 1830-2130 3wks BBY 23623

DIESEL ENGINE ELECTRONICS
 (604) 432-8205 sbutler@bcit.bc.ca

Upon successful completion of the following courses, a BCIT Certificate of Trades Training in Diesel Engine Electronics will be issued.

DELX 2100 Electrical Advanced 1
 DELX 2101 Electrical Advanced 2
 DELX 2102 Detroit Diesel Electronic Control
 DELX 2103 Caterpillar Electronic Control
 DELX 2104 Cummins Electronic Control

DELX 2104 **BBY \$410**
CUMMINS ELECTRONIC CONTROL
 Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals for Cummins diesel engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Safety footwear with steel toes required.

Apr 26 Mon/Wed 1830-2130 5wks BBY CRN 24922

HEAVY DUTY MECHANIC
 (604) 432-8205 sbutler@bcit.bc.ca

HDMX 0100 **BBY \$451**
HEAVY DUTY MECHANIC CQ REFRESHER
 Prepares participants for the Heavy Duty Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 19 Mon/Wed 1830-2130 10wks BBY CRN 20575

INBOARD/OUTBOARD MECHANIC
 (604) 432-8205 sbutler@bcit.bc.ca

IOIMX 0103 **BBY \$355**
OUTBOARD MOTOR MAINTENANCE
 Covers basic operation principles of the outboard motor through a combination of theory and hands-on training. Students will receive the knowledge to troubleshoot, repair and tune-up an outboard motor. Focuses on fuel systems, electrical systems, ignition systems, lubrication system, cooling systems, troubleshooting, corrosion and galvanic protection. Safety footwear with steel toes required.

Apr 19 Mon/Wed 1900-2200 6wks BBY CRN 26042

MARINE TRAINING
 (604) 985-0622

DIVE 0200 **PMT \$3000**
OCCUPATIONAL SCUBA DIVER
 This four-week program covers the fundamental skills needed to enter the occupational diving industry and to conduct safe & effective diving operations. Graduates will receive the WCB "Unrestricted scuba - 40m" license and CODA's Diving Certification. This course will enable the candidate to enter the occupational diving industry. Prerequisites: Basic scuba certification, and enter the program as a competent diver. Minimum age: 17 years of age. Note: CODA considers a diver to be competent if they have a minimum of 20 dives in the last 2 years.

May 3 Mon-Fri 0830-1630 4wks PMT CRN 26386
 Jul 26 Mon-Fri 0830-1630 4wks PMT 26388

DIVE 0300 **PMT \$5499**
RECREATIONAL PADI DIVING INSTRUCTOR
 Upgrades divers who would like to travel and teach diving as an occupation. The PADI Instructor certification is an internationally recognized qualification which allows instructors to work in most countries of the world. This 13-week course may qualify for student loan funding. Prerequisites: Basic scuba certification. Minimum age: 17 years of age.

Jun 28 Mon-Fri 0830-1600 13wks PMT CRN 26391

continued on next page

REGISTER EARLY!

BCIT's new cancellation policy will provide five business days notice of a course being cancelled. Please register early to try to avoid cancellation of courses.

DIVE 0600

PMT \$12500

OFFSHORE DIVER

This is a 14-week course designed to give the candidate an extreme amount of experience and dive time to enter the diving industry as an Offshore Diver. Candidates will use surface supplied diving equipment and launch & recovery systems. Successful candidates will receive the "WCB Unrestricted Surface Supplied - 50m" license and CODA's Diving Certification. Prerequisites: Basic scuba certification, and enter the program as a competent diver. Minimum age: 18 years of age. Note: CODA considers a diver to be competent if they have a minimum of 20 dives in the last two years.

May 3	Mon-Fri	0830-1630	14 wks	PMT	CRN	27328
Jul 26	Mon-Fri	0830-1630	14wks	PMT		27329

MLPO 2022

PMT \$323.30

INTERMODAL FREIGHT DISTRIBUTION

The movement of cargo involves various forms of transportation including rail, road, air and ocean. This course places ocean transportation in perspective with other modes of transport and emphasizes the importance of transportation infrastructure.

Apr 13	Tue/Thr	1800-2100	6wks	PMT	CRN	27330
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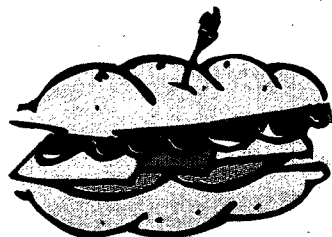
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MENG 0300

PMT \$171

**DIESEL ENGINE MAINTENANCE FOR
SMALL VESSEL OPERATORS**

This 18-hour course has been designed for the small vessel operator. The course is comprised of both theory and practical demonstrations in diesel engine theory, basic fuel injection, starting, charging and cooling systems, routine maintenance, and basic trouble shooting procedures and techniques.

Apr 13	Tue/Thr	1800-2100	3wks	PMT	CRN	27601
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Pacific Marine Training Campus also offers courses in the following subject areas:

- Marine Engineering
- Nautical
- Safety and Seamanship

For further information on courses offered, contact BCIT's Pacific Marine Training Campus:

Mail: BCIT Pacific Marine Training Campus

265 West Esplanade

North Vancouver, B.C. V7M 1A5

Tel: (604) 985-0622 Fax: (604) 985-2862

MATHEMATICS FOR TRADES
(604) 432-8205 sbutler@bcit.bc.ca

TMAT 0120

BBY \$305

INDUSTRIAL MATHEMATICS

Upgrades trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Each student will receive assignments based on their own trade area.

Apr 20	Tue/Thr	1900-2200	8wks	BBY	CRN	26323
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MOTORCYCLE MECHANIC

(604) 432-8205 sbutler@bcit.bc.ca

MCMX 0115

BBY \$214

MOTORCYCLE MAINTENANCE

Covers all aspects of general maintenance of the modern motorcycle. A combination of lectures, demonstrations and hands-on practical training will be used to present material. Safety footwear with steel toes required.

Apr 20	Tue/Thr/Sat	3wks	BBY	CRN	25081
	Tue/Thr (Apr 20, 22, 27, 29)	1900-2200			
	Sat (May 8)	0830-1430			

POWER EQUIPMENT MECHANIC

(604) 432-8205 sbutler@bcit.bc.ca

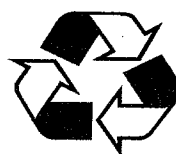
PEMX 0105

BBY \$352

SMALL ENGINE POWERED EQUIPMENT MAINTENANCE

Covers maintenance and general repair of engines and allied equipment on lawn mowers, chain saws, generator units and other utilities powered by air-cooled two- and four-stroke engines. Safety footwear with steel toes required.

Apr 20	Tue/Thr	1900-2200	8wks	BBY	CRN	23437
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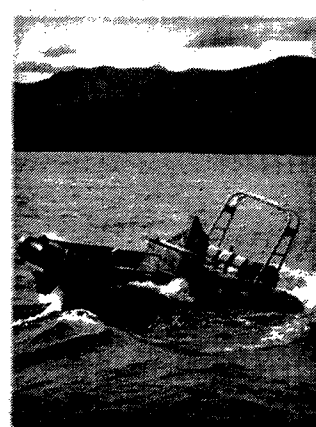


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CRN 27421	T/Th	5:30 - 7:30 pm	Burnaby	\$307	Apr. 27

Practical Spanish Communications 2 (INTL 0502)

Emphasis on speech with verbs in past future and imperfect tense.

Pre-req: INTL 0501 or 450 word vocabulary.

CRN 26431	T/Th	5:30 - 7:30 pm	Downtown	\$306	Apr. 27
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Practical Spanish Communications 3 (INTL 0503)

Emphasis on thought development. Develops intermediate-advanced language skills for Spanish communication.

Pre-req: INTL 0502 or 1000 word vocabulary.

CRN 27422	M/W	5:30 - 7:30 pm	Downtown	\$306	Apr. 26
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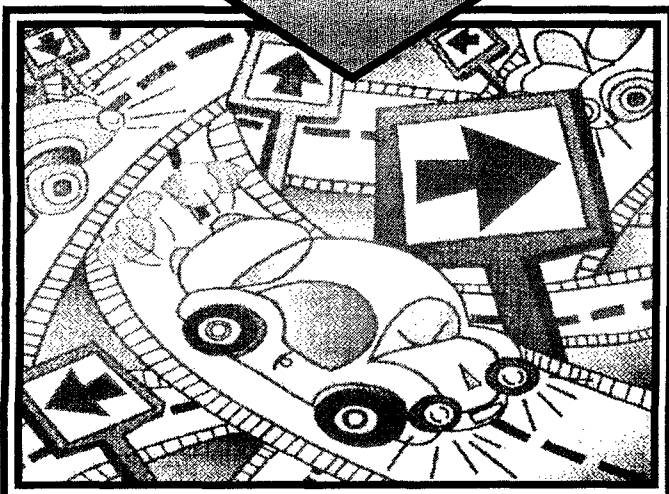
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Wendy Toh
ITP Program
Tel. 432-8635
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