



**TERM STARTS
SEPTEMBER 11**



PART-TIME

www.bcit.ca

FALL 2000



REGISTER NOW!

(604) 434-1610

or 412-7777



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY



REGISTRATION & SERVICES

Campus Locations/Office Hours

Burnaby and Downtown campuses offer year-round registration for part-time courses. Surrey and Richmond locations have limited registration services.

Please note: BCIT uses the 24-hour clock (e.g. 1730 means 5:30p.m.)

Burnaby/BBY (604) 434-1610
3700 Willingdon Avenue,
Burnaby, B.C. V5G 3H2
Summer Hours May 1 - August 12
Mon-Fri 0830-1600
Closed on weekends and Stat. Holidays
Regular Office Hours from August 14
Mon-Thr 0830-1900 Sat 0830-1230
Fri 0830-1630 Closed on Holiday Weekends
Fax (604) 430-1331

Downtown Campus/DTC (604) 412-7777
555 Seymour Street,
Vancouver, B.C. V6B 3H6
Summer Hours May 1 - August 12
Mon-Thr 0830-1730 Fri 0830-1630
Closed on weekends and Stat. Holidays
Regular Office Hours from August 14
Mon-Thr 0830-1800
Fri 0830-1630
Closed on weekends and Stat. Holidays
Fax (604) 687-2488

Pacific Marine Training Campus/PMT (604) 453-4100
265 West Esplanade,
North Vancouver, B.C. V7M 1A5
Registration Line
Office Hours
Mon-Fri 0830-1530
Fax (604) 985-2862
(604) 453-4111

Aerospace & Technology Campus/ATC (604) 419-3777/3704
Vancouver Airport (South Terminal)
Unit 200-5301 Airport Road South,
Richmond, B.C. V7B 1B5
Office Hours
Mon-Fri 0730-1600
Fax: (604) 278-5363

Surrey/SRY, Registration (604) 594-2000
Princess Margaret Secondary
12870-72nd Avenue, Surrey, B.C. V3W 2M9
Office Hours
Mon-Thr 0900-2030 Saturday Closed
Fri 0830-1200 Closed during July and August.
Registration and courses held at Princess Margaret Senior Secondary.

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

B.C. Hydro Building
Auditorium D2, 333 Dunsmuir Street, Vancouver, B.C. V6B 4N1

Howe Street campus/HOW
549 Howe Street, Vancouver, B.C. V6C 2C2

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

Kwantlen University College/KUC
Langley Campus, 20901 Langley Bypass, Langley, B.C. V3A 8G9

Langley Secondary School/LSS
21405-56th Avenue, Langley, B.C. V3A 4R3

Maple Ridge Secondary School/MRC
21911-122nd Avenue, Maple Ridge, B.C. V2X 3X2

Royal Centre
1055 Georgia Street (7th Floor), Vancouver, B.C. V6E 3S5

Vancouver Maple Leaf Language College (VLC)
815 West Hastings Street, Suite 250, Vancouver, B.C. V6C 1B4

Class Times

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 (PMT)	See course descriptions
Sea Island (SEA)	1900-2200
Surrey (SRY)	1900-2200

Classroom Locations

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, Registration and Information Office
- SE2, Bookstore
- SE12, Breezeway outside Campus Cafe
- SE6, 2nd floor

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

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.

Students who have a BCIT student number may register and pay by credit card using the BCIT Website: www.bcit.ca, follow the Admissions/Registration link.

Telephone 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. Please attend the first night of class unless otherwise notified.

Credit Card 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.

Course Cancellations

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

Refunds

Course refund deadlines vary. Check your course refund deadline when you register. You will receive a full refund, less 15% tuition, if you withdraw within the following deadlines:

Course Duration	Deadline Dates
4 weeks or less	1 week prior to the class start date
Over 4 weeks	Prior to the 2nd class

Distance Education Before course materials have been sent. After materials have been shipped, department approval is required.

Early Registration Refund Policy: Students who withdraw 30 days prior to the week of term start will receive a 100 per cent tuition refund.

Refund requests must be submitted to part-time Registration, Burnaby or DTC campus, 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 ?? for refund policy information.

Refund cheque inquiries only (604) 432-8212

Tax Receipts (T2202A-2000)

An official tax receipt will be mailed by Financial Services on or before February 25. To allow for normal mail delivery, 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, notify the Student Records Office immediately of any change of address.

How to Withdraw from a Course

Students who wish to withdraw from a course after the refund deadline must do so officially, in writing, to Student Records. Withdrawal will be allowed until two-thirds of the way through the course and will result in a "W" on the transcript. If withdrawing after two-thirds of the way through the course, the transcript will show "LW" for Late Withdrawal. Neglecting to withdraw officially will result in an "V" on the transcript. A "V" indicates course abandonment.

To withdraw from a part-time course prior to the refund deadline date, contact:

Registration and Information (604) 434-1610 or (604) 412-7777.

After the refund deadline date: Student Records: (604) 432-8498

Fees

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.
- \$9.90 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.

For Fall 2000, BCIT in cooperation with the Student Association implemented a new student photo-ID card called the BCIT OneCard. It combines an identification card with on-campus debit privileges and access to retail discounts. BCIT OneCard is \$2.50 per term to a maximum of \$5 annually. For more information contact the BCIT OneCard office at 451-6890.

BCIT OneCard

The OneCard is required for part-time students enrolled in courses of 30 hours or more on any of the four main campuses. Distance education, industry services and courses shorter than 30 hours are excluded from the program.

Benefits of the BCIT OneCard include:

- personal identification for improved campus security; access to exam rooms, campus events and possibly used for campus voting;
- privilege access to campus services including library and recreation services;
- cash-less photocopying, computer lab printing and campus vending purchases (add value to debit card at machines located around campus);
- small-value debit purchases at other campus service outlets;
- on and off-campus discount retail and service programs.

Cards are valid for one year from date of issue. Photos are taken and cards issued at the start of each term. The student fee is \$2.50 per term to a maximum of \$5.00 annually. There is a \$10 charge for replacement cards.

For more info, contact the BCIT OneCard Office at 451-6890 or visit in person at SW1 1191—across from registration.

Miscellaneous Fees

NSF/Returned Cheques \$15 Transcript \$5 (plus \$3 each extra)

Duplicate T2202A \$10 (See credit card declines)

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 49 for information about part-time tuition fees.

Tuition does not include textbooks or material requirements unless indicated.

Changes to Curricula, Regulations and Services

Although every effort is made to ensure that the contents of this Part-time Studies flyer are accurate at the time of publication, BCIT reserves the right to make, without prior notice, whatever changes are deemed necessary to the courses, services or regulations. The Institute reserves the right to cancel any course or service.

This part-time Studies flyer is published for information only and is not intended to be a complete statement of all procedures, policies, rules and regulations, nor is it to be construed as an irrevocable contract between the student and the Institute.

BCIT Bookstore

Bookstore Web site: bookstore.bcit.ca
(604) 432-8379 Fax (604) 432-7923
bookstore@bcit.ca Campus Centre/SE2

BURNABY BCIT Bookstore Hours-April 2000

The Bookstore is closed Fridays, from June til after Labour Day.

Sept 1	Closed	Sept 18-21	0830-2000
Sept 2	Closed	Sept 16	0830-1230
Sept 4	Closed	Sept 22	0830-1600
Sept 5	0900-1700	Sept 23	0830-1230
Sept 6-7	0830-1700	Sept 25-28	0830-1900
Sept 8-9	0830-1600	Sept 29	0830-1600
Sept 11-14	0830-2000	Sept 30	0830-1230
Sept 15	0830-1600		

- Burnaby Book-rush hours are listed above, and also on the bookstore's Web site. 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.)

- 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

BCIT Bookstore does not offer on-site book sales at satellite locations. It is best to come in to the Burnaby campus before your class for best selection, and to take advantage of Bookstore promotions and special value packages.

For students enrolled in Satellite Campus courses, who cannot travel to Burnaby, please call 412-7402 to arrange courier delivery of text in advance of class. At least one week's notice is recommended. This service is a pilot project for students attending satellite campuses—restrictions apply.

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.

Books in a technical school can be expensive and are specialized materials. Purchase only if you're positive you need the material. It is recommended to go to your first class before purchasing—but you can check the booklists in the bookstore to verify information.

Used Books to Purchase

Limited quantities of selected titles may be available at term start-up. Personal shopping only.

Next Used Book Buyback Opportunity

Check our Web site at bookstore.bcit.ca for the next opportunity.

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 on-site only, by a used book wholesaler with access to a database of more than 60,000 titles—the bookstore staff do not have information about used book value.

Correspondence/Guided Self-learning

If you can't get to any of our classroom sites, BCIT offers career-orientated 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) 451-7134
Engineering Technology	(604) 432-8784
Financial Management	(604) 412-7417
Health Sciences	(604) 451-7089
Industry Services	(604) 432-8234
Internet	(604) 451-6733
Power Engineering	(604) 432-8390

Course Identification

Subject Course # Tuition Fee

Course Title Course Description

COMM 0040 **BBY \$187**

MAKING MEETINGS WORK

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.

Apr 10 Wed 1845-2145 6 wks BBY CRN 32999

Start Date Course time Duration Location Course Reference

Aboriginal Programs	4,27,45	Electrical and Electronics	42
Academic Studies	5-6	Health Sciences.....	45
Access Courses	7-8	Index.....	55
Bachelor of Technology	9	Manufacturing & Industrial Mechanical	46
BCIT International	49	Process, Energy & Natural Resources....	50
Business	10	Registration & Services	2
Computing & Information		Transportation	53
Technologies	28		
Construction	34	If you are having trouble finding your course,	
Distance Education	40	check the Index on page 55	

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REGISTRATION & SERVICES



Aboriginal Programs & Services

(604) 432-8474

www.bcit.ca/~stuserv/firstnations/index.htm

The Aboriginal Programs & Services department provides culturally appropriate programs and services for Aboriginal students.

This Fall we are offering Cultural Awareness for Renewable Resource Professionals. To find course details please check the Renewable Resources section of the flyer.

Career, Educational & 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 7 of this flyer under Access Courses or call BCIT Counselling Services at (604) 432-8608 for more information about these exciting courses.

Counselling Services

(604) 432-8608 www.bcit.ca/services_home.htm

Counselling Services office hours: Mon-Fri 0830-1630

Counselling Services are available to students registered for part-time studies. Please refer to page 6 of the flyer for more information.

Disability Resource Centre

Voice (604) 451-6963 TTY (604) 432-8954
Fax (604) 433-1184 jphipp@bcit.ca
Building SW1, Room 2319

We offer a range of support services for students with disabilities. See page 7 under Access Courses for a selection of courses available.

FINANCIAL AID AND AWARDS

(604) 432-8555 Hours: Mon-Fri 0830 - 1600

Limited financial assistance is available for BC residents who are not able to study on a full-time basis. Personal eligibility is based on financial need, a per-term course load between 20 per cent and 59 per cent of a 100 per cent course load, and other strict criteria. Course eligibility is restricted to specific approved non-credit, upgrading courses or credit courses that lead directly to an approved BCIT certificate, diploma or degree. For credit courses, applicants must specify the BCIT credential they are taking the courses towards.

Applicants submitting a completed "BCIT Part-time Assistance Application" form will be considered for all available part-time, non-repayable grant assistance programs administered by the Financial Aid and Awards office. A new application must be completed for each part-time study period. All applicants are notified in writing as soon as possible, usually within four weeks of the date the completed application was received by Financial Aid and Awards.

The BCIT Part-time Assistance Application form and a BCIT Part-time Assistance Information sheet are both available from Financial Aid and Awards, Building SW1 - Room 2300. Call (604) 432-8555 to have the detailed information and the application form faxed or mailed.

Application Deadline: 28 days before the first day of class.

Alumni Association

(604) 432-8847 www.bcit.alumni.org
alumni@bcit.ca

The BCIT Alumni Association is a very exclusive membership. This association has only one requirement: you must be a BCIT graduate. 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 back their experience to those who will one day do the same. Graduates are informed through the Alumni Ambassador newsletter, as well as through special events and reunions. To enjoy these opportunities and many more, keep us up to date with any address changes. After you graduate, stay in touch!

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 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.

Program Advising for Part-time Studies

(604) 434-1610

www.bcit.ca/stuserv/advising

Online enquiries: www.bcit.ca/askadvisor

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 or Computing Technology, you may register for your first courses without program approval.

Contacting Program Advising - www.bcit.ca/~stuserv/advising

Program Advisors are available to answer questions for prospective students by phone, appointment or online.

Phone: call (604) 434-1610 to leave your name and number

Appointment: call (604) 434-1610 to book an appointment

Online: www.bcit.ca/askadvisor

Parking and Security

(604) 432-8719

(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. 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: \$1.50

Monthly: \$15.00

Jan-May term: \$75.00

Sep-Dec term: \$60.00

Students with disabilities: \$15 monthly

Motorcycles: \$7 monthly

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

Mon to Thr 0830 - 1900

Sat 0830 - 1230

Fri 0830 - 1630

Closed on holiday weekends

Food

(604) 432-8642

There are many food outlets on the Burnaby campus from which to choose. 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)

Mon - Thr 0630-2100

Fri 0630-1500

Sat Closed

J.W. Inglis (NE1)

Mon - Thr 0600-2100

Fri 0600-1500

Sat 0800-1400

Elephant on Campus

Mon - Thr 1100-Midnight

Fri 1100-0100

Sat 1200-1800

Sun Closed

Hours of operation are subject to change and are posted in each cafeteria.

Campus Café (SE12)

Mon - Thr 0700-2100

Fri 0700-1530

Sat 0800-1400

Electrical Training Centre (SE1)

Mon - Fri 0700-1430

Sat Closed

Roadrunner (SW1, Room 2322)

Mon - Thr 0730-2100

Fri 0730-1430

Safety and Security Office

Open 24-hours a day. (604) 451-6856

Building SW1-1001

Lost and Found

Lost and Found operates from the Safety and Security office in Building SW1-1001, east entrance near Student Employment Services. Should you or your department locate a lost item, please take it to BCIT's Lost and Found immediately.

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.

Recreation SAC

(Student Athletic Centre)

(604) 451-6859

BCIT offers indoor and outdoor recreational facilities at the Burnaby campus. 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 strength training 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 Employment Services

FIND WORK! If you're looking for full-time, part-time work on or off campus, drop by Student Employment Services. We average over 200 new job listings each month! Register early for Ejobs, BCIT's on-line job posting system. You can have new jobs in your program area e-mailed directly to you and post your resume online. Apply for jobs from the comfort of your own home or from our office, we have two computers for students to access. Our resume review service is popular; we will help you build a resume that will get noticed and get results. We also provide useful tips on interview techniques. Drop by and see us for all your employment needs.

BCIT Student Employment Services, SW1 1022

Tel: (604) 432-8666 Fax: (604) 435-3122 e-mail: bciteps@bcit.ca

Library

Web site: www.lib.bcit.ca

(604) 432-8370

The BCIT Libraries include the Burnaby Campus Library as well as specialized libraries at PMTC and ATC.

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 also specialized collections of legal materials, standards, Statistics Canada and government publications.

The Library Microcomputer Centre on the Lower Floor has recently undergone extensive renovations. Students now have access to more computer workstations, including personal notebook connections, study and presentation rooms, group project rooms, and a work resource area for photocopying and scanning materials.

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

The ATC Library collection specializes in aircraft maintenance and repair, and avionics materials. The Library has the latest in computerized information including an online 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 and the many resources and links that we have to offer.

Library Hours

(604) 432-8557

Burnaby Campus Library September to May (changes will be posted)

Mon to Thr 0730 - 2230

Fri 0730 - 1700

Sat & Sun 0900 - 1700

Circulation Desk

(604) 432-8370

Reference Desk service

(604) 432-8371

Microcomputer Centre

(604) 432-8835

Mon to Thr 0800 - 2200

Sat 0900 - 1630

Fri 0800 - 1630

Sun 1200 - 1630

PMTC Library

(604) 453-4107

Mon to Fri 0800 - 1600

Closed Tue & Thurs

1300 - 1400

ATC Library

(604) 419-3708

Mon to Fri 0730 - 1500

Tue to Thr 0730 - 1800

Closed for lunch

1215 - 1245

The NOW Project

(604) 451-6983 nowproject@bcit.ca

The NOW Project helps people who are, or have been receiving Income Assistance (Welfare) to prepare for and succeed at BCIT. Through academic and personal supports, we assist students to successfully pursue their career goals.

NOW Project supports and services include:

- Information, assistance and advocacy on Income Assistance and training issues
- Help with application, admission and financial aid processes and other BCIT systems and procedures
- Help in accessing academic assessments and upgrading for education and career planning
- Use of resource centre for academic, career, labour market and Income Assistance information
- Referral to workshops and tutoring
- Resource centre computer facilities for use of computer-based training programs and the Internet
- Assistance in exploring full-time and part-time educational options offered at BCIT
- One-on-one support and student support groups
- Help access appropriate services in BCIT and in the community
- Job search coaching and workshops

Hours of Operation:

Appointments can be booked at the NOW office or call

(604) 451-6983 Mon-Fri 0830-1630

Drop-In Hours

Advisors will meet with registered participants on a first-come, first-serve basis Mon-Thr 1230-1600 only. Advisors are unavailable for drop-in before 1230.

Student Association Services

(604) 432-8600

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

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

Student Association Phone Numbers

Main office/Reception	(604) 432-8600
Brown Bag Restaurant	(604) 434-5734, local 5082
Campus Travel	(604) 451-7042
Car Pooling	(604) 451-7060
Child Care	(604) 432-8919
Copy Centre	(604) 451-7039
Campus Crimestoppers	(604) 669-TIPS
Duke's Cappuccino	(604) 435-8757
Elephant on Campus	(604) 434-4448
Environmental Education	(604) 451-7060
Legal Aid	(604) 432-8600
Link Newspaper	(604) 432-8974
Open House	(604) 451-6855
Orientation Handbook	(604) 432-8974
Recreation and Athletics	(604) 432-8287
Sooky's	(604) 433-2079
Take Pride	(604) 451-6922
TNT Convenience Store	(604) 451-7040
TNT Store	(604) 432-8889
Toastrmasters	(604) 432-8765
Tutoring	(604) 451-6915
Vending Operations	(604) 432-8600
Video Arcade	(604) 432-8601
Work Study	(604) 432-8549

Who's Who

Chemistry

Kevin Soulsbury (604) 432-8551
Laurie McGee, Program Assistant (604) 451-6802

Pre-Entry Communication

Nargis Abraham (604) 451-6893
Joanne Royle, Program Assistant (604) 412-7506
Laurie McGee, Program Assistant (604) 451-6802

Communication

Clark Cook (604) 451-7065
Laurie McGee, Program Assistant (604) 451-6802
Joanne Royle, Program Assistant (Online COMM courses) (604) 412-7506

- Credit Courses
- Business and Industry Communication Courses
- General Interest Communication Courses

Engineering Technology Program

Nargis Abraham (604) 451-6893

Forensic Science Technology

Edwin Chan (604) 451-7178
Nancy Bishay, Program Assistant (604) 412-7436

Mathematics

Colin Lawrence (604) 451-6709
Laurie McGee, Program Assistant (604) 451-6802

Physics

Frank Di Spirito (604) 412-7446
Laurie McGee, Program Assistant (604) 451-6802

Chemistry

(604) 432-8551

kevin_soulsbury@bcit.ca

CHEM 3319

BBY \$328

HIGH PERFORMANCE LIQUID CHROMATOGRAPHY

Teaches the use of high performance liquid chromatography in solving organic analysis problems relating to food, clinical and environmental concerns. Course covers separation theory, instrument operation, troubleshooting, quality and quantity analysis applications, and sample preparation. Laboratory exercises demonstrate the principles in the lectures. Class is limited to 12 students. Prerequisite: An introductory organic chemistry course. (1.5 credits)

Sep 13 Wed 1845-2145 8 wks BBY CRN 61626

Credit Communication Courses

(604) 451-7065

clark_cook@bcit.ca

Student interest in COMM 1103, 2202, 2203 and 2205 is always extremely high. Register EARLY to reserve a seat. These courses are often fully booked weeks in advance of first classes.

To enrol in one of the COMM Online Internet courses, you must have an e-mail address and access to a computer capable of downloading basic documents. Course content, quality of assignments, and general standards for these Online courses are at the same level of expectations as in the classroom format. The Online format will include e-mail submissions of written materials.

Students registering for COMM 1103 in Fall 2000 TAKE NOTE: During the first class, you will write a diagnostic assessment; the results of which will enable your instructor to advise you on whether your level of writing skill is appropriate for this Credit course. Depending on results, you may be strongly advised to take COMM 0060 or COMM 1106, instead of COMM 1103, if so directed.

Students who have failed a dayschool COMM 1000-series course since September 1999, or who have failed COMM 1103 in the last six months, must arrange for an interview with the Communication Department Program Head for Continuing Education (Clark Cook, (604) 451-7065, clark_cook@bcit.ca) BEFORE their Fall registration in COMM 1103 can be finalized.

COMM 0060

BBY \$253

UPGRADING ENGLISH LANGUAGE SKILLS TO CREDIT LEVEL

This course is specifically designed for Technology students who have failed their dayschool Communication course. Through minimal lecturing and maximum small-group work and individual exercises, COMM 0060 provides a dynamic language development forum in which students may strengthen their skill sets in English grammar, word choice, syntax, idiom, and usage. Upon completion of COMM 0060, students should be better positioned to cope with the language expectations of COMM 1103.

Sep 13 Wed- 1845-2145 12 wks BBY CRN 63432

COMM 1103

BBY \$260.50 DTC \$258.80 INTERNET \$341

INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION

Teaches practical techniques for planning, organizing, selecting, and presenting information in a business or industry environment. Routine memos, instructions, procedures, graphics, letters, and oral presentation are covered. This course is equivalent to most first level Communication courses at BCIT. Student interest in COMM 1103 is always extremely high. Register EARLY to reserve a seat. This course is often fully booked weeks in advance of first class. Prerequisite: English 12 or equivalent. (3 credits)

Sep 11 Mon 1845-2145 12 wks BBY CRN 60848
Sep 11 INTERNET DELIVERY 12 wks 63176
Sep 13 Wed 1845-2145 12 wks BBY 32975
Sep 14 Thr 1730-2030 12 wks DTC 32974
Sep 14 Thr 1845-2145 12 wks BBY 32979

COMM 1106

BBY \$359.50

INTRODUCTION TO BUSINESS & TECHNICAL COMMUNICATION (WITH LANGUAGE DEVELOPMENT COMPONENT)

The course covers the content of COMM 1103, with one hour per week of English language development skills added. Designed for students who need some additional assistance in meeting the language standards expected in a credit-level introductory Communication course. Students who have previously failed either COMM 1103 or a dayschool Communication course get priority seating in this course. (3 credits)

Sep 12 Tue 1800-2200 12 wks BBY CRN 63431

COMM 2202

BBY \$260.50 INTERNET \$341

BUSINESS AND TECHNICAL CORRESPONDENCE

Teaches the skills needed to write all types of memos and letters commonly used in business and industry, including requests, replies, claims, "bad-news," sales letters, and job applications. Students in a BCIT Diploma program must complete COMM 1103 before taking this course. Student interest in COMM 2202 is always extremely high. Register EARLY to reserve a seat. This course is often fully booked weeks in advance of first classes. Prerequisite: English 12 or equivalent. (3 credits)

Sep 11 INTERNET DELIVERY 12 wks CRN 63177
Sep 13 Wed 1845-2145 12 wks BBY 60847
Sep 14 Thr 1845-2145 12 wks BBY 32980

COMM 2203

BBY \$260.50 INTERNET \$341

BUSINESS AND TECHNICAL REPORTS

Teaches the skills needed to write effective business and technical reports. Topics include comparison and recommendation reports, proposals, feasibility studies, summaries, formal report format, oral reports, and graphics. Students in a BCIT Diploma program must complete COMM 1103 before taking this course. Student interest in COMM 2203 is always extremely high. Register EARLY to reserve a seat. This course is often fully booked weeks in advance of first class. Prerequisite: English 12 or equivalent. (3 credits)

Sep 11 INTERNET DELIVERY 12 wks CRN 63178
Sep 12 Tue 1845-2145 12 wks BBY 32982

COMM 2205

BBY \$187

WRITING MANUALS FOR THE COMPUTER INDUSTRY

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. Students in a BCIT Diploma program must complete COMM 1103 before taking this course. Student interest in COMM 2205 is always extremely high. Register EARLY to reserve a seat. This course is often fully booked weeks in advance of first class. Prerequisite: English 12 or equivalent. (1.5 credits)

Sep 19 Tue 1845-2145 6 wks BBY CRN 32989

Business and Industry Communication Courses

(604) 451-7065

clark_cook@bcit.ca

COMM 0035

BBY \$187

INTER-CULTURAL COMMUNICATION

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. Helps you develop the cultural sensitivity you need to communicate effectively in our increasingly diverse communities and workplaces. You will 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.

Sep 9 Sat 0900-1600 3 wks BBY CRN 38449

COMM 0037

BBY \$187

SUCCESSFUL MEMOS AND LETTERS

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.

Sep 12 Tue 1845-2145 6 wks BBY CRN 32970

COMM 0038

BBY \$187

PROPOSALS - PERSUASIVE SELLING

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.

Sep 13 Wed 1845-2145 6 wks BBY CRN 32972

COMM 0039

BBY \$187

EXCITING PRESENTATIONS

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.

Oct 24 Tue 1845-2145 6 wks BBY CRN 32997

COMM 0040

BBY \$187

MAKING MEETINGS PRODUCTIVE

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.

Oct 25 Wed 1845-2145 6 wks BBY CRN 32999

COMM 0041

BBY \$81

TELEPHONE TECHNIQUES

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.

Sep 16 Sat 0900-1600 1 wk BBY CRN 37307

COMM 0042

BBY \$187

WRITE TO SELL - BROCHURE DESIGN

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 pros do in the billion-dollar direct mail business.

Sep 12 Tue 1845-2145 6 wks BBY CRN 37011

COMM 0043

BBY \$187

COPYWRITING THE RIGHT COPY

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

Oct 24 Tue 1845-2145 6 wks BBY CRN 37012

COMM 0056

BBY \$85

LANGUAGE SKILLS DEVELOPMENT

This flexible, non-credit tutorial offers students individual and small group practice in 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.

Oct 25 Wed 1200-1400 6 wks BBY CRN 61046

General Interest Communication Courses

(604) 451-7065

clark_cook@bcit.ca

COMM 0022

BBY \$255.50

ENGLISH FUNDAMENTALS

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

Sep 20 Wed 1845-2145 12 wks BBY CRN 32993

Forensic Science Technology

(604) 451-7178

edwin_chan@bcit.ca

FSCT 5003

DTC \$383.80

SCIENCE, TECHNOLOGY AND THE LAW

(Textbook included)

This course examines the role of forensic evidence in the criminal trial process and the expectations upon the expert witness who will communicate that evidence. This course deals with the usefulness as well as the limitations of forensic evidence, the basis of its admissibility and the importance that the scientific analysis be effectively communicated to the tier of fact. The course objectives will be learned by general lecture and individual instruction. Each student will participate in a particular role in developing, examining or cross-examining Crown or defense expert witnesses during the trial of an accused charged with First Degree Murder. Prerequisites: FSCT 5001, 5002 or equivalent, and departmental approval. (2 credits)

Sep 9 Sat 0900-1200 10 wks DTC CRN 60159

Information Technology Professional Program

Ride the wave of the future. BCIT's one-year Information Technology Professional (ITP) program combines business, interpersonal and technical training using a hands-on business simulation.

ITP is designed for post-secondary graduates, from any field of study, interested in pursuing rewarding careers within the rapidly expanding information technology sector.

Program intake dates: Oct 3/00, Jan 9/01, Apr 10/01, July 10/01

To find out more about this exciting program please contact:

Charlene Verishine
ITP Program
Tel: 412-7621
e-mail: cverishine@itpmain.bcit.ca
http://itp.bcit.ca



GRADUATES CAN BE CERTIFIED IN:

BCIT Certificate • CompTIA Certification (A+) • ITP Program Certification
Novell Certification (CNA) • Lotus Certification (CLP) • Microsoft Certification (MCSE-Windows 2000)

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY



ACADEMIC STUDIES/ACCESS COURSES

FSCT 6006

FORENSIC INTERVIEWING

The outcome of most investigations usually depends on the information supplied by victims, witnesses and suspects to an investigator. The amount and veracity of this information is of utmost importance. In this course, experienced investigators will learn methods and techniques available for interviewing victims, witnesses and suspects to obtain proper, informative and legal statements that will both aid in the investigation and be acceptable to the course. Prerequisite: Investigative experience an asset and departmental approval. (2 credits)

Nov 25 Sat 0830-1630 4 wks JIBC* CRN 60161
*Course will be held at the Justice Institute of British Columbia.

JIBC* \$376.30

(Textbook included)

FSCT 6009

TACTICAL ANALYSIS 2

Focuses on the work of the tactical analyst in a law enforcement organization. The students will increase their knowledge of how to apply the 5-stage intelligence cycle to investigational information. Students will discuss issues introduced in the Tactical Analysis course, but at a more sophisticated level. Although the areas of teaching will include planning issues, logical reasoning in hypothesis creation, and report preparation and dissemination. The instruction will primarily centre around using computers to collate information, developing strong analytical skills that will assist in the targeting and profiling persons, and offering logically sound arguments for a variety of law enforcement actions. There will also be discussion of using software programs to create sophisticated charts and tables during the analysis and the dissemination stages. Prerequisites: FSCT 5001, 5002, 6008 or equivalent. Relevant work experience and departmental approval required. (2.5 credits)

Sep 20 Wed 1830-2140 12 wks BBY CRN 63380

BBY \$460.50

FSCT 6012

FORENSIC DIGITAL IMAGING TECHNIQUES

This course is designed to provide students with knowledge and hands-on experience with digital imaging enhancement. Through a series of lectures and computer lab sessions, students will learn how to take photographs, film, videotapes and other evidentiary material through the digital process. The main focus will be the capture of images from various sources into the digital environment, image enhancement, and the production of quality images for presentation. Computer lab sessions are designed to complement and integrate lecture material. Prerequisites: Basic understanding of Windows 95, 98 or NT operating systems. Relevant work experience and departmental approval required. (2.5 credits)

Oct 2 Mon-Fri 830-1700 1 wk DTC CRN 63379

DTC \$608.80

FSCT 6013

ENVIRONMENTAL FORENSIC INVESTIGATIONS

The course examines the legal process to present environmental prosecutions, gathering of evidence, investigation and the court challenge associated with environmental crimes. Prerequisite: Post Secondary biological, chemical or environmental science course or equivalent work experience and departmental approval. (2.5 credits)

Oct 16 Mon-Fri 830-1700 1 wk DTC CRN 63429

DTC \$458.30

FSCT 6211

STATISTICS FOR FORENSIC SCIENCE STUDIES

Introduces basic elements of statistical techniques and reasoning applicable to forensic science studies such as DNA-typing, anthropology, blood spatter analysis, firearms, chemistry, alcohol and toxicology. Data analysis and inference are covered. Prerequisites: At least one of FSCT 6101, 6102, 6103 or equivalent. Relevant work experience and departmental approval required. (2 credits)

Sep 13 Wed 1830-2130 10 wks BBY CRN 63427

BBY \$360.50

FSCT 6302

FORENSIC CHEMISTRY: DRUG ANALYSIS

This laboratory course will introduce the student to the chemistry and analytical requirements for the testing of illicit and controlled drugs. The student will conduct experiments in the characterization of drugs in typical street forms including cannabis, cocaine and crack, heroin, designer drugs and hallucinogens to others. The student will learn how to use various chemical tests, isolation and purification techniques, chromatographic and spectroscopic techniques, and will also conduct experiments in drug synthesis. Other experiments will include topics related to clandestine laboratories and toxicological screening in body fluids. Prerequisite: FSCT 5001, 5002, 6102 or equivalent. Post secondary chemical science courses relevant work experience. Departmental approval required. (2.5 credits)

Sep 14 Thr 1830-2130 12 wks BBY CRN 61687

BBY \$485.50

(Textbook included)

FSCT 6401

CRIME SCENE EXAMINATION

This course is an overview of crime scene examination, going beyond the basic training in crime scene examination traditionally provided by police training facilities. The course covers the major areas of crime scene examination, in order to give an in-depth, hands-on experience both in theories of searching and in dealing with the entire range of physical evidence located during the various types of crime scene searches. Prerequisite: FSCT 5001 and 5002 or equivalent. Relevant work experience and departmental approval required. (2.5 credits)

Sep 7 Thr 1830-2130 4 wks BBY CRN 63428
Sat (Sep 9, 16 & 23) 830-1630
Sun (Sep 24) 830-1630

BBY \$460.50



FSCT 6504

INTERNET FOR INVESTIGATIONS

The Internet consists of about 800 million pages of information, yet many investigators make only superficial use of this amazing resource. This online course was designed for investigators - those who need to search more aggressively and use information more carefully than the general public. It covers search strategies and tactics, security issues, Internet utilities, commercial databases, analytical tools and techniques, and includes hundreds of links to the best sites on the Web for investigators. Prerequisite: FSCT 5001, 5002, 6104 and 6502 or equivalent. Relevant work experience and departmental approval required. (2.5 credits)

Sep 15 12 wks CRN 60167

INTERNET DELIVERY \$501

FSCT 6505

COMPUTERS AND THE LAW

This course focuses on recent changes to the law in Canada and abroad in response to advances in computer and electronic technology, and covers the presentation of technical evidence in courts of law. The course includes several guest speakers from the legal, judicial, law enforcement, research, and telecommunications community who will assist participants in developing a feel for the status of computers and the law, legal requirements, and who will examine possible avenues of innovative investigative methods. Students leave this course with a broad perspective of telecommunications and computing technology as it relates to our legal system, and will be able to conduct effective, innovative investigations in this field. They will also understand the challenge of presenting highly technical evidence in court. Prerequisite: FSCT 5001, 5002, 5004 and 6104 or equivalent. Relevant work experience and departmental approval required. (2.5 credits)

Sep 26 Tue 1830-2140 12 wks BBY CRN 63378

BBY \$485.50

(Textbook included)

FSCT 6601

INTRODUCTION TO COMMERCIAL CRIMES IN CANADA

This course will provide a general introduction to commercial crimes in Canada. Three main issues will be considered: theory (the criminal code section and the fundamental legal principles underlying the offense); practical criteria (identifying the priority elements of proof that are required from a practical point of view); satisfying the criteria (reviewing the usual types of evidence required to prove the offense). 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 offences, public officials, custom and excise offences, planned bankruptcy, counterfeiting, and possession of goods obtained by crime. Reference will be made to various 21st century issues such as the global economy, telemarketing, the cable industry and gaming will also be discussed. Prerequisite: FSCT 5001, 5002, 5004 or equivalent. Relevant work experience and departmental approval required. (2.5 credits)

Sep 19 Tue 1830-2140 11 wks BBY CRN 63376

BBY \$460.50

Mathematics

(604) 451-6709

colin_lawrence@bcit.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 (Pre-Entry) section of this flyer.

MATH 1012

TECHNICAL MATHEMATICS 2: LOGARITHMS AND ANALYTIC GEOMETRY

Theory and application of common and natural logarithms and an introduction to analytic geometry. Emphasis on the plotting, interpretation and uses of logarithmic/semilogarithmic graphs; geometric and practical properties of conic sections; polar/rectangular transformations. Quadratic surfaces are briefly discussed. Prerequisite: Recent Math 12 or MATH 0001 or equivalent, with a "C+" or better. (3 credits)

Sep 13 Wed 1845-2145 12 wks BBY CRN 33010

NOTE: MATH 1011, Technical Mathematics 1: Trigonometry, will be offered in January, 2001.

BBY \$260.50

MATH 1434

MATHEMATICS FOR ELECTRONICS: PART A

The first of two parts which includes: common and natural logarithms, logarithmic/semilogarithmic graphs, decibels, exponential growth and decay, systems of linear equations, determinants, application to electrical networks, trigonometric functions, identities, solution of triangles, graphing and addition of sinusoidal functions, complex numbers, rectangular/polar transformations, phasor representation of sinusoidal waveforms, application to electrical technology, the derivative, differentiation rules, applied maxima/minima. MATH 1434 and MATH 1435 replace MATH 1431. Prerequisite: Recent Math 12 or 65% or higher in MATH 0001, or equivalent. (4 credits)

Sep 11 Mon/Wed 1845-2145 11 wks BBY CRN 33011

BBY \$449.50

MATH 2011

TECHNICAL MATHEMATICS 3: CALCULUS

Introduces calculus and its technical applications involving the differentiation and integration of algebraic, trigonometric, logarithmic and exponential functions. Emphasizes the application of calculus in solving engineering technology problems. Depending on enrollment, this course may be offered in an alternative format. Prerequisites: MATH 1011 and MATH 1012, or equivalent. (6.0 credits)

Sep 12 Tue/Thr 1845-2145 12 wks BBY CRN 33013

BBY \$508.50

Physics

(604) 412-7446

frank_dispirito@bcit.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 courses please refer to the Access Courses (Pre-Entry) section of this flyer.

PHYS 1301

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. Prerequisites: Physics 11 and Math 12 or Applied Math 12 or equivalent. (3 credits)

Sep 6 Mon/Wed 1845-2145 14 wks BBY CRN 33003

BBY \$590.50

PHYS 2301

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. (3 credits)

Sep 5 Tue/Thr 1845-2145 14 wks BBY CRN 35869

BBY \$590.50

Access Courses

Access courses offered through the division, are individual day or night courses available for students who lack the necessary prerequisites to apply for their chosen technology program, or for those who wish to prepare for a full-time program workload by reviewing the academic prerequisite. For a complete listing of Access courses offered

Career, Educational and Personal Development

CEPD 0100

INTRODUCTION TO CAREER PLANNING

Considering BCIT? Undecided about your career choice? Learn more about career planning. This two-hour course introduces the steps in the career planning process, exploring interests and researching career/ educational options. Taught by a professional counsellor.

Sept. 29 Fri 1000 - 1200 BBY CRN 38583
Nov. 2 Thr 1800 - 2000 DTC 38584
Dec. 1 Fri 1000 - 1200 BBY 38585

DTC \$33.30 BBY \$35

CEPD 0101

CAREER TESTING

Explore your career options by writing a series of standardized tests. This eight-hour course helps you to access information; to identify your interests, aptitudes, values and personal style; and to develop a summary profile for career and lifestyle planning. Conducted by a professional counsellor. Group test interpretations are provided. Individual career testing assistance may be available for a fee and on request. Call Counselling Services: (604) 432-8608.

Oct. 14/21 Sat 0900 - 1300 DTC CRN 38586

DTC \$186.30

CEPD 0103: CAREER TRANSITIONS

Designed for groups of workers or companies experiencing restructuring or downsizing. For more information, call Counselling Services: (604) 432-8608.

HRMG 0315

CAREER SEARCH WORKSHOP

Students 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 12-hour course covers interests, aptitude and values, clarification and testing, career and educational opportunities, decision-making and goal setting, and implementation. Taught by a professional counsellor.

Sept. 09/16/23/30 Sat 0900-1200 4 wks DTC CRN 38589
Nov. 08/15/22/29 Wed 1830-2130 4 wks BBY 38591

BBY\$238 DTC \$236.30

CEPD 0103

CAREER TRANSITIONS

This program of tests and activities is designed for groups of workers or companies experiencing restructuring or downsizing. For more information, call Counselling Services: (604) 432-8608.

CEPD 0200

BCIT PREPARATION: EARLY ORIENTATION

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

Oct. 27 Fri 1000 - 1200 BBY CRN 60105
Dec. 7 Fri 1830 - 2030 BBY 60111

BBY \$35

Chemistry

(604) 432-8551

kevin_soulsbury@bcit.ca

CHEM 0001

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.

Sep 12 Tue/Thr 1845-2145 12 wks BBY CRN 33015

BBY \$475.50

Communication

(604) 412-7506

nargis_abraham@bcit.ca

PRE-ENTRY COMMUNICATION

Pre-Entry Communication 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.

COMM 0009

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 enroll 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):

Sep 5 Tue 1800-2200 1 session BBY CRN 35824
Oct 25 Wed 0830-1130 1 session DTC 38931

BBY (Burnaby) fee is \$529 and DTC (Downtown Center) fee is \$527.30. Note: Students should bring photo ID (driver's license or passport) and fee receipt to the COMM 0009 Communication Placement Exam.

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, and COMM 0005/COMM 0008:

Sep 9	Sat	0830-1530	14 wks	BBY
Sep 9	Sat	0830-1530	14 wks	DTC
Sep 11	Mon-Thr	0830-1230	6 wks	DTC
Sep 11	Mon-Thr	1300-1700	6 wks	DTC
Sep 11	Mon/Wed	1800-2200	11 wks	BBY
Sep 12	Tue/Thr	1300-1700	11 wks	DTC
Sep 12	Tue/Thr	1800-2200	11 wks	BBY
Nov 6	Mon-Thr	0830-1230	6 wks	DTC
Nov 6	Mon-Thr	1300-1700	6 wks	DTC

COMM 0003**WRITING, SPEAKING, LISTENING, AND READING SKILLS FOR TECHNICAL COMMUNICATION FOR SECOND LANGUAGE STUDENTS**

Gives students the writing, speaking, listening, and reading skills needed to succeed in BCIT's other pre-entry courses. Students practice grammar skills and language structures useful for technical communication. A grade of 65% and a passing grade in the Communication Placement Exam meet the prerequisite for COMM 0004.

COMM 0004**TECHNICAL COMMUNICATION SKILLS FOR SECOND LANGUAGE STUDENTS**

Prepares students whose English language skills need upgrading to enrol in COMM 0005. Focuses on paragraph writing for technical communication. Students prepare and interpret graphics; write classification, cause and effect, and comparison paragraphs; and make oral presentations. A grade of 65% and a passing grade in COMM 0009 meet the prerequisite for COMM 0005.

COMM 0005**TECHNICAL ENGLISH AND LEARNING SKILLS FOR SECOND LANGUAGE STUDENTS**

Prepares students whose first language is not English, but have good writing and speaking skills. Learn the writing, reading, speaking, listening and study skills needed for BCIT full-time programs. A grade of 65% in this course equals a "P" in English 12. Check with BCIT Admissions for the final grade that you need for your program choice.

COMM 0008**TECHNICAL ENGLISH AND LEARNING SKILLS**

Prepares students whose first language is English for entry into BCIT full-time programs. Learn the reading, writing, speaking and study skills needed for BCIT full-time programs. A grade of 65% in this course equals a "P" in English 12. Check with BCIT Admissions for the final grade that you need for your program choice.

COMM 0011**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.

Oct 2 Mon 1730-2030 8 wks DTC CRN 38928

COMM 0012**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 your instructor can give you individualized feedback on your writing. Prerequisite: A high level of fluency in English.

Oct 3 Tue 1730-2030 8 wks DTC CRN 38929

Mathematics

(604) 451-6709

colin_lawrence@bcit.ca

MATH 0001

BBY \$475.50

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 which require a Math 12 grade of "C+" or better must achieve a final mark of 65% 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.

Sep 6 Mon/Wed 1830-2145 16 wks BBY CRN 33007

MATH 0011

BBY \$241.50

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.

Sep 6 Mon/Wed 1830-2145 8 wks BBY CRN 39011

MATH 0012

BBY \$241.50

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.

Oct 30 Mon/Wed 1830-2145 8 wks BBY CRN 39012

Physics

(604) 412-7446

frank_dispirito@bcit.ca

PHYS 0309

BBY \$581.50

PRE-ENTRY ETE PHYSICS

Meets the Physics 11 entrance requirement for BCIT programs. A grade of 65% 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.

Sep 5 Tue/Thr 1845-2145 15 wks BBY CRN 33004

Technology Entry (TE) Upgrading Program

(604) 451-6893

nargis_abraham@bcit.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 TE 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 TE 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 TE program, such as computer programming or biology courses. Please check calendar entries for individual programs which list prerequisites and preferred attributes.

Students enrolled in the TE program may be provisionally accepted into an Engineering, Electronic, or Health Science program in a subsequent term, subject to satisfactory completion of the TE program with marks equivalent to program prerequisites. Marks required vary with the program chosen. Provisional acceptance is based on marks obtained in TE 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 TE program and/or personal interviews may be required before provisional acceptance is offered. There are annual enrolment limits for programs which accept TE students, which may affect acceptance into the TE 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

Fifteen 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. TE is eligible for assistance funding.

Technology Entry With English Language Training (TEWELT) Upgrading Program

(604) 451-6893

nargis_abraham@bcit.ca

Improvements are currently being planned for this program in order to provide more students with the opportunity to succeed in their studies at BCIT. Under this program, students with a P in English 11 completed within eight years of the application date will be considered for admission into the Technology Entry program, and will be required to successfully complete COMM 0016 which provides three hours each week of English language training.

Prerequisites

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

Disability Resource Centre

Voice (604) 451-6963 Fax (604) 433-1184 TTY (604) 432-8954 Building SW1, Room 2319

e-mail: jphipps@bcit.ca for September/October

kharvey@bcit.ca for November/2000

We offer a range of support services for students with disabilities. We also offer the Learning for Success Program, which 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. For further information, contact the instructor at 432-8247 or DRC reception at 451-6963.

Fall Term (September/October/November)

It is generally recommended that students enroll in all 4 modules.

BCIT 0141

\$102.50

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

Sep 7 Tue/Thr 1700-1900 13wks BBY CRN 39882

BCIT 0142

\$102.50

LEARNING FOR SUCCESS: STRAND 2
Instruction in memory strategies and critical thinking.

Sep 7 Tue/Thr 1700-1900 13 wks BBY CRN 39883

BCIT 0143

\$102.50

LEARNING FOR SUCCESS: STRAND 3
Instruction in concentration, listening, note taking, and time management.

Sep 7 Tue/Thr 1700-1900 13 wks BBY CRN 39884

BCIT 0144

\$102.50

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

Sep 7 Tue/Thr 1700-1900 13 wks BBY CRN 39885

IT SPECIALTY PROGRAMS @ BCIT

PART-TIME

e-Business Program

- explore emerging technology issues
- work towards an Associate Certificate for Project Leaders & Business Analysts or an Associate Certificate for Internet Programmers

Network Integration Specialist

- become certified as an A+ Hardware and Network+ Technician, MSCE (Windows 2000) and CCNA
- gain a thorough understanding of networking components, architecture and e-business security and integration skills



CALL: (604) 451-7193

E-mail: IT_Specialty_Programs@bcit.ca

Web site: <http://thisisit.bcit.ca>

FULL-TIME

Software Systems Development

- learn the skills to become an entry-level computer programmer (30 wks)
- two options: client server and web development

Technology Support Professional

- achieve a unique blend of professional skills and technical training in software use and support (24 wks)
- enjoy classes, hands-on labs and an 8-week practicum



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY



Programs & Services

Tel: (604) 432-8816 Ask an Advisor at www.international.bc.ca
e-mail: info@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.

The philosophy of BCIT International is to:

- provide quality programs that will prepare international students and new permanent residents for academic success
- assist international students and new permanent residents with their integration into BCIT and the surrounding community

BCIT's international students come from many different cultural backgrounds and from virtually every point on the globe. International students make up less than three per cent of BCIT's student population.

International students require a student authorization from Citizenship and Immigration Canada (CIC) and proof of medical insurance coverage prior to attending.

English Placement Examination

No TOEFL Score? BCIT conducts English Placement Tests at a cost of \$35 for students who do not have a TOEFL score and wish to assess their eligibility to study at BCIT. The fall test dates are Sept 8, 22, Oct 6, 20, Nov 3, 17 and Dec 1 and 8. To register to write the English Placement Test, please call (604) 432-8816.

International Programs

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

Academic Business Program (ABP)

An eight-month, two-term intensive program. ABP is a cooperative training program with term one held at Vancouver Maple Leaf Language College (VLC) and term two held at BCIT. Prerequisite: high school graduation and TOEFL score of 450 or equivalent. Direct entry to term 2, TOEFL 513 or equivalent.

Start: September 5, 2000, January 3, 2001 and May 2, 2001
 Fees: \$500 Deposit. \$3400 Term 1, \$3900 Term 2

Associate Certificate in Business Management Studies (BMS)

An eight-month, two term program. Students who complete (BMS) and meet necessary language requirements 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: September 5, 2000, January 3, 2001 and May 2, 2001
 Fees: \$200 Application Fee. \$3900 per term

Certificate in Interior Design Program (IDP)

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 Howe Street campus. Prerequisite: TOEFL 500 or equivalent.

Start: September 6, 2000 and January 3, 2001
 Fees: \$200 Application Fee. \$3900 per term

Add Content Courses to Language Training

If you are studying English in Vancouver and are at the intermediate to upper levels, you may wish to enhance your experience with content course work. Contact BCIT International to see if you are eligible to join one or more part-time evening or weekend courses. For more information contact (604) 432-8816.

Coming Soon! English Plus E-commerce (ECP) For more information contact (604) 432-8816.

International Student Tuition Fees

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

Part-time Studies Courses: Students who do not hold Canadian Citizenship or permanent residence status pay 2.2 times the published part-time studies course fee, excluding the building fee and part-time student activity fee.

Specialty Programs: Students attending specialty programs offered by Computer Systems Technology, who do not hold Canadian Citizenship or permanent residence status pay 1.25 times the published part-time studies course fee, excluding the building fee and part-time student activity fee.

If a student's immigration status changes on or prior to the refund deadline of a course, the differential fee will be refunded.

All tuition fees are subject to change

Spanish Communications

These 12-week, 48-hour courses focus on Spanish language communication skills in listening comprehension, reading, writing and speaking. These courses provide the learner with practical, effective language skills for employment/living in a Spanish speaking environment. BCIT International's Spanish courses are intensive, as they are designed to establish a solid working framework of the language so that you can maximize the benefits of these courses for now and for the longer term.

If you have had previous Spanish language training, and would like to know which level would be most appropriate, BCIT International can arrange a FREE informal telephone assessment, or can arrange a 1.5 hour examination, at a cost of \$35. Call 432-8816 for more information.

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

INTL 0501 PRACTICAL SPANISH COMMUNICATION I

Develops the phonetic foundation for the language. Students will be able to understand the main points of simple texts. For example, in the workplace, the student will be able to state simple requirements and pass on simple messages. 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.

Sept. 11	Mon/Wed	1730-1930	12 wks	DTC	CRN	61659
Sept. 11	Mon/Wed	1730-1930	12 wks	BBY		39434
Sept. 12	Tue/Thr	1730-1930	12 wks	DTC		39889

INTL 0502 PRACTICAL SPANISH COMMUNICATION II

Develops the oral, written, reading, and listening abilities using examples from the workplace and from social contexts. Students will be able to write a straightforward routine letter, write simple narratives and engage in simple conversation on familiar topics, extract information from textbooks and articles, and exchange information with colleagues. This course reinforces the use of the past tenses, and provides gradual thematically-oriented vocabulary acquisition of 500 words and cultural awareness. Prerequisite: INTL 0501 or 450-word vocabulary.

Sept. 12	Tue/Thr	1730-1930	12 wks	DTC	CRN	39890
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INTL 0503 PRACTICAL SPANISH COMMUNICATION III

Emphasis on thought development. Develops intermediate-advanced language skills for Spanish communication. Concentrates on future, subjunctive, and conditional verb tenses. Students will be able to produce written text of various types, showing the ability to develop an argument as well as describe or recount events. Students will be able to use the language with a certain degree of independence in a variety of contexts. Provides cultural awareness and gradual thematically-oriented vocabulary acquisition of 500 words. Prerequisite: INTL 0502 or 1000-word vocabulary.

Sept. 11	Mon/Wed	1730-1930	12 wks	DTC	CRN	61660
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INTL 0504 PRACTICAL SPANISH COMMUNICATION IV

Students are expected to be able to use the structure of a language with ease and fluency. Students will be able to produce a variety of texts, such as letters, with varying degrees of formality. Students will be able to explore both factual and fictional texts, contribute effectively to meetings and seminars, and give a formal presentation. At the completion of this level, students should be able to participate actively in a Spanish-speaking culture and working environment. Prerequisites: INTL 0503 or instructor's approval. Experience with Internet technology would be helpful.

Sept. 12	Tue/Thr	17:30-19:30	12 wks	DTC	CRN	61677
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Website www.ola.bc.ca/bcou



Bachelor of Technology

(604) 434-1610

BCIT is known as a leader in providing world-class training, and our Bachelor of Technology degree continues to build a solid reputation in industry as "a degree for the real world."

Real Growth!

Our degree exposes you to current research and innovations with interaction to the latest industry practices. It will allow you to apply your knowledge in a practical and relevant way, and take your career to new heights. That's growth!

Real Flexibility!

Designed with your needs in mind we put you in charge of your learning style and schedule, making this degree the most flexible of its kind. Most of our degree programs can be completed in a little over two years or in a period of up to six years. The best thing about the Bachelor of Technology degree is you don't have to quit your job while you learn. That's flexibility!

Real Future!

The BCIT Bachelor of Technology degree builds on the BCIT diploma, or equivalent, combined with two years of work experience. All programs must meet two criteria: they must be educationally relevant and they must meet the needs of industry. That's your future!

Degree Offerings

BCIT currently offers Bachelor of Technology degrees in Accounting (p. 16), Computer Systems (p. 28), Construction Management (p. 36), Electronics (p. 43), Environmental Engineering Technology (p. 37), Environmental Health, Geomatics (p. 50), Medical Imaging, Specialty Nursing, Management (p. 45), and Manufacturing (p. 46). Other degrees under development include Biotechnology, Forensic Studies; Forest Engineering Technology; Business Process Integration, and Nursing.

Bachelor of Technology programs are offered on a part-time basis and, in some instances, through distance education. Admission requirements include 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. The Bachelor of Technology in Nursing, currently under development, will also be offered through full-time studies.

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.

Liberal Education

The BCIT Bachelor of Technology Degree requires a minimum of 12 credits (usually 4 courses) of Liberal Education courses. Two courses (6 credits), Critical Reading and Writing (LIBS 7001) and Applied Ethics (LIBS 7002), are required and are offered by BCIT. The remaining six credits are elective and must be taken from another post-secondary institution.

LIBS 7001 CRITICAL READING AND WRITING BBY \$452.50

In this course, students will learn and apply advanced strategies for analysing and evaluating texts that are both discipline-specific, and of general interest. Students will compose documents employing these strategies. Course readings will focus on professional, cultural, and social issues, and will be drawn from technical and business journals, correspondence and reports, newspapers and magazines, literature, film video, and the Internet. (3 credits)

Sept 11	Mon	18:30 - 21:30	15 weeks	BBY	CRN	63172
Sept 13	Wed	18:30 - 21:30	15 weeks	BBY		63174

LIBS 7002 CRITICAL READING AND WRITING ON-LINE VERSION \$450

In this course, students will learn and apply advanced strategies for analysing and evaluating texts that are both discipline-specific, and of general interest. Students will compose documents employing these strategies. Course readings will focus on professional, cultural, and social issues, and will be drawn from technical and business journals, correspondence and reports, newspapers and magazines, literature, film video, and the Internet.

To enrol in this Online Internet course you must have an e-mail address and access to a computer capable of downloading basic documents. Course content, quality of assignments, and general standards for this Online course are at the same level of expectations as in the classroom format. The Online format will include e-mail submissions of written materials, online chat and conference activities with other students in the course, and interviews and discussions with friends and colleagues. (3 credits)

Sept 11	Internet Delivery	15 weeks	CRN	63179
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LIBS 7002 APPLIED ETHICS BBY \$452.50

The aim of this course is to foster the abilities and values required for ethical conduct in the world of work. Such conduct requires skill in logical analysis, a working knowledge of moral principles and theories, and the ability to diagnose and resolve moral disagreements of the sort commonly found at work. In order to achieve these aims we will examine historically famous cases in accounting, management, engineering, health care, and computing, and we will apply moral principles and models of ethical conduct to them. Students will learn how to identify premises and conclusions in moral reasoning; how to judge the validity and soundness of moral arguments; how to test the suitability of moral principles in a given case; and how to deal with differences of opinion in a respectful, yet persuasive manner. (3 credits)

Sept 12	Tue	18:30 - 21:30	15 weeks	BBY	CRN	63173
Sept 14	Thr	18:30 - 21:30	15 weeks	BBY		63175

LIBS 7002

APPLIED ETHICS ON-LINE VERSION

The aim of this course is to foster the abilities and values required for ethical conduct in the world of work. Such conduct requires skill in logical analysis, a working knowledge of moral principles and theories, and the ability to diagnose and resolve moral disagreements of the sort commonly found at work. In order to achieve these aims we will examine historically famous cases in accounting, management, engineering, health care, and computing, and we will apply moral principles and models of ethical conduct to them. Students will learn how to identify premises and conclusions in moral reasoning; how to judge the validity and soundness of moral arguments; how to test the suitability of moral principles in a given case; and how to deal with differences of opinion in a respectful, yet persuasive manner.

To enrol in this Online Internet course you must have an e-mail address and access to a computer capable of downloading basic documents. Course content, quality of assignments, and general standards for this Online course are at the same level of expectations as in the classroom format. The Online format will include e-mail submissions of written materials, online chat and conference activities with other students in the course, and interviews and discussions with friends and colleagues. (3 credits)

Sept 12	Internet Delivery	15 weeks	CRN	63181
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Please Note:

- Courses used as credit towards the Liberal Education component may not also be used as credit towards the Technical Specialty component of the BCIT Bachelor of Technology degree.
- Subject areas, covered within the two-year BCIT Diploma program that is required to gain entrance into the BCIT Degree program, may not also be used as credit towards the Liberal Education component. This applies even if you are admitted to the Degree program based on your education from another institution.

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. This program is delivered in a distance education format, using e-mail, telephone, and online 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. 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 and the BCIT coach. 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.

Students begin the program in the Self Assessment and Self Management module (MGMT 8010). Students assess themselves and are assessed by employers, peers, and direct reports. The result of this assessment is a clear snapshot of the individual 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 DevelopMentor software and course website, so learners must have a working knowledge of computer skills. The software package provides students 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 minimum system requirements are:

- 486 PC with 8 megabytes of RAM
- Microsoft Windows 95 (or better)
- Netscape 3

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 Management Degree Office:

- 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; the more senior the management position, the more likely the learner will complete the program in 2-2.5 years.)
- Diploma level Accounting course (FMGT 1100 or FMGT 1152 or equivalent
- English 12 or equivalent
- Computer literacy: working knowledge of MS Word, MS Excel, e-mail and Internet.
- Strong communication skills: assessed through written letters and interview.

\$450

- Letter explaining the relationship between the degree program and the applicant's personal goals (please describe current position.)
- Letter of support from the applicant's employer stating a willingness of the organization to facilitate the employee taking the degree and also identifying workplace advisor for the employee.
- Two letters of support from colleagues, supervisors, educators, clients or customers commenting on the applicant's ability to complete the degree.
- Resume 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.

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 the learner determines completion time. The program is designed to be completed in 2-3 years. 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.

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:

	CREDITS
Advanced Technical Component - Management Competency	48
Liberal Education	12
TOTAL 60 CREDITS	

- Students must complete all of the following 48 credits.

A)		
MGMT 8010 Self Awareness and Self Management	\$450.00	
DevelopMentor Software and Self -Assessment fees (one time only) (3 credits)	\$500.00	

B) THE ORDER IN WHICH COURSES UNDERTAKEN WILL BE DETERMINED BY STUDENT AND DEGREE COACH:

MGMT 8110 Communicate Effectively (3 credits)	\$450.00
MGMT 8120 Build Effective Working Relationships (4 credits)	\$600.00
MGMT 8210 Develop Leadership Roles (1 credit)	\$150.00
MGMT 8220 Foster Teamwork (2 credits)	\$300.00
MGMT 8230 Lead Effectively (2 credits)	\$300.00
MGMT 8310 Prepare for Change (1 credit)	\$150.00
MGMT 8320 Plan Quality Change (2 credits)	\$300.00
MGMT 8330 Manage Change (2 credits)	\$300.00
MGMT 8410 Manage a Work Unit's Human Resources (4 credits)	\$600.00
MGMT 8420 Manage Financial Resources (6 credits)	\$900.00
MGMT 8430 Manage Operational Performance (7 credits)	\$1050.00
MGMT 8510 Know the Global Issues Affecting your Industry (1 credit)	\$150.00
MGMT 8520 Determine Implications of Law and Organizational Regulations (2 credits)	\$300.00
MGMT 8530 Organizational and Personal Ethics (2 credits)	\$300.00
MGMT 8610 Think Strategically (1 credit)	\$150.00
MGMT 8620 Formulate Strategies (2 credits)	\$300.00
MGMT 8630 Implement Strategies (2 credits)	\$300.00

Bachelor of Technology in Management, Health Care Specialty

Courses

SELF-AWARENESS AND SELF-MANAGEMENT

MGMT 8010	Self Awareness and Self Management	3 credits
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COMMUNICATION AND INTERPERSONAL SKILLS

MGMT 8110	Communicate Effectively	3 credits
MGMT 8120	Build Effective Working Relationships	4 credits

LEADERSHIP SKILLS

MGMT 8210	Develop Leadership Roles	1 credits
MGMT 8220	Foster Teamwork	2 credits
MGMT 8230	Lead Effectively	2 credits

QUALITY CHANGE MANAGEMENT

MGMT 8310	Prepare for Change	1 credits
MGMT 8320	Plan Quality Change	2 credits
MGMT 8330	Manage Change	2 credits

OPERATIONAL PERFORMANCE

MGMT 8410	Manage a Work Unit's Human Resources	4 credits
HMTG 4160	Health Labour Relations	2 credits
/5160		
MGMT 8420	Manage Financial Resources	6 credits
MGMT 8430	Manage Operational Performance	7 credits

GLOBAL PERSPECTIVES

HMTG 5180	Health Care Systems	2 credits
HMTG 5170/5270		
MGMT 8530	Health Care Law Organizational and Personal Ethics	3 credits
		2 credits

STRATEGIC PERSPECTIVES

HMTG 5130		
/5230	Health Information Systems	2 credits
Total Credits		48 credits

LIBERAL EDUCATION

12
Students must complete 12 credits of Liberal Education. For further information, please contact the Bachelor of Technology Department in the Registrar's Office at (604) 432-8230.

For an application package or course descriptions please contact:
Management Degree Program Office

Business Programs, BCIT
SE6 - Room 222, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2
(604) 432-8658, Fax: (604) 436-0810, Email: mgmtdegr@bcit.ca
Toll Free: 1-877-428-8181

Who's Who

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Vicki Forbes, Program Assistant
vicki_forbes@bcit.ca (604) 432-8611

Facilities Rental Information
janet_wadsworth@bcit.ca (604) 432-8863

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Jean Covell, Program Assistant
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Maria Antidormi, Program Assistant Distance Education, Internet, and Correspondence Courses
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Tim Edwards, Part-time Studies/Industry Training Coordinator
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Ruth Mackay, Program Assistant, Part-time Studies
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Rick McCallum, Program Head, Financial Planning
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Maria Antidormi, Program Assistant, Accounting Degree
maria_antidormi@bcit.ca (604) 451-7134

Distance Education Program Assistant (604) 412-7417

Interior Design

Dixie Hudson, Interior Design Coordinator
dixie_hudson@bcit.ca (604) 681-6461

Dawn Swift, Program Assistant
intd@bcit.ca (604) 622-7838

Marketing Management

Morie Shacker, Part-time Studies Coordinator
morie_shacker@bcit.ca (604) 432-8572

Vicki Forbes, Program Assistant
vicki_forbes@bcit.ca (604) 432-8611

- Marketing Management
- Marketing Communications
- Professional Sales
- Tourism
- Customer Service
- Event Marketing
- Small Business
- Call Centre Marketing
- Fundraising
- Public Relations
- Sales Skills

Media Techniques for Business

Paul Sawyer, Coordinator (604) 453-4032

Terri Carde, Program Assistant
terri_carde@bcit.ca (604) 451-7032

- Photography
- Pagemaker/Desktop Publishing
- Multimedia for the Mac & PC
- Web Publishing (Internet delivered)
- 3-D Animation
- Adobe Illustrator/Photoshop

Medical Office Assistant

Terri Carde, Program Assistant
terri_carde@bcit.ca (604) 451-7032

Operations Management

Frank Gruen, Part-time Studies Coordinator
frank_gruen@bcit.ca (604) 451-6743

Vicki Forbes, Program Assistant
vicki_forbes@bcit.ca (604) 432-8611

- Management Engineering
- Industrial Engineering
- Business Quantitative Courses
- APICS - The Educational Society for Resource Management
- Facilities Management International Trade & Transportation
- Materials Management
- Quality Management

Program Advising

..... (604) 434-1610

What's New in Business!

Business Administration

- 17 courses on the Internet, 6 by correspondence
- e-commerce - on the Web and 8 weeks downtown!
- New course offerings: BUSA 2905 Managing Conflict in the Workplace; BUSA 2815 Relational Practice and Organizational Change; BUSA 3725 Intellectual Property Management; ORGB 2615 Managing Organizational Change and Development; and BLAW 3205 Computer & Internet Law.
- Internet delivery is offered for the following courses: BLAW 3100 Business Law; BLAW 3205 Computers & Internet Law; BUSA 3455 Introduction to Electronic Commerce; BUSA 3465 Electronic Data Interchange; BUSA 3475 Case Studies in Electronic Commerce; BUSA 3485 Online Business Management; BUSA 7250 Management Skills & Applications; HRMG 3215 Managing your Career; HRMG 3315 Human Resource Measurement; HRMG 4605 Human Resource Planning; BUSA 1005 Introduction to Business; BUSA 2005 Management; ECON 1150 Economic Issues; HRMG 3105 Human Resource Management; ORGB 2205 Organizational Behaviour 1; ORGB 2305 Organizational Behaviour 2; and BUSA 1305 Supervisory Skills.
- Correspondence Courses: BUSA 2005 Management; BUSA 7250 Management Skills and Applications; BLAW 3100 Business Law; ORGB 2205 Organizational Behaviour 1; and ORGB 2305 Organizational Behaviour 2 and BUSA 1305 Supervisory Skills.
- Specialized workshops for industry.

Financial Management

- Bachelor of Technology Degree in Accounting. Entry requirements and degree course offerings are 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 prerequisites necessary to write the CFP comprehensive examination administered by the FPSC and so attain the CFP designation.
- CFP Examination Preparation Session. See the Financial Planning section of this flyer for more information.
- Financial Management courses are now available at Langley Senior Secondary School in Langley and Maple Ridge Senior Secondary School in Maple Ridge.

Marketing Management

- Specialized industry training workshops in customer service, sales, media relations, database marketing and Internet marketing are now available. Programs can be specifically designed for a company as required.
- New Associate Certificate Programs: Event Marketing; Public Relations; Call Centre Marketing; Fundraising Management.
- New courses offered this term include:

CLCR 1101	Call Centre Operations
CLCR 2103	Call Centre Enhanced Sales and Service
CLCR 2205	Call Centre Communications and Customer Service
CLCR 3000	Call Centre Work Experience
FUND 2215	Marketing for Fundraising
FUND 2216	Management and Finance for Fundraising
FUND 2316	Grant and Proposal Writing
FUND 3315	Campaign Planning & Operations
MKTG 0016	Maximizer Applications for Marketing
MKTG 0017	Career Marketing Strategies
MKTG 1218	Inside Sales
MKTG 1312	Advertising Copywriting
MKTG 2212	Strategies in Customer Service
MKTG 2325	Marketing Globally
MKTG 3418	Advertising Design Production
MKTG 3421	Strategic Communications

Multimedia

- New Media Design and Technology Certificate to 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

- New associate certificates in all operations management disciplines.
- Facility Planning and Design (OPMT 1193)
- Advanced Computer Integrated Facilities Management (OPMT 3135)
- Project Management Using the Internet (OPMT 2289)
- Computer Applications 1 (OPMT 1600), "Get a step up on your basic computing skills."
- Computer Applications 2, spreadsheets (OPMT 2650)
- Computer Applications 3 (OPMT 2660)
- 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)
- OPMT 1135 ArchiCAD 6.5 Level 1 (Facilities Management elective)

Significant revisions have been made to the APICS program and new courses have been introduced as follows:

APIC 1171	Basics of Supply/Chain Management
APIC 1172	Master Planning of Resources
APIC 1173	Detailed Scheduling and Planning
APIC 1174	Execution and Control of Operations
APIC 1175	Strategic Management of Resources

New fundamental courses in Inventory/Planning/Manufacturing Control leading to an Associate Certificate will also be available.

Business Certificate Programs

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

Broadcast and Media Communications

- Radio
- Television
- Broadcast Journalism
- Broadcast Management

Business Administration

- Management Systems (CMS)
- Electronic Commerce (CEC)
- Human Resource
- Management (CHRM)

Associate Certificates

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

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

Associate Certificates:

- Customer Service
- Sales Skills
- Tourism
- Marketing Communications
- Event Marketing
- Public Relations
- Call Centre Marketing
- Small Business
- Fundraising

Operations Management:

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

Associate Certificates:

- Materials Management
- Facilities Management
- Quality Management
- International Trade
- Transportation Logistics

Industry Services and Training

See the individual program areas of the flyer for more details.

Broadcast and Media 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 nonlinear 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:

- Custom courses are designed to meet specific organizational needs or standard credit courses delivered 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
 - Achieving Career Success
 - Motivating Your Staff - A Challenge for Leaders
 - Leadership Skills for New Supervisors/Managers
 - Coaching Skills for Managers
 - Performance Management to Create a Thriving Workplace
 - Managing in the Unionized Environment

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 Part-time Studies/ Industry Training Coordinator at (604) 412-7453 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 Planning
- Customer Services
- Internet Marketing
- Database Marketing
- Sales & Sales Management

Broadcast and Media Communications

(604) 432-8668 marykay_thurston@bcit.ca
(604) 432-8611 vicki_forbes@bcit.ca

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

Registrants may wish to attend an information session prior to enrolling in Broadcast and Media Communications part-time courses. These sessions are held at 1730 in Room SE10-161 (Television Studio One in the Broadcast Centre), on the first Monday of every month from September through June, and the last Monday in August. (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.

CERTIFICATE PROGRAMS

The courses required to obtain a Certificate in Broadcast and Media 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 and Media 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 late-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 and Media Communications' associate dean and Part-time Studies co-ordinator.

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 2251	Advanced Vocal Development
MDIA 1100	Introduction to Media Techniques
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 1161	Film for Beginners
BCST 1165	Video Editing Workshop
BCST 1180	Introduction to Non linear Video Editing
BCST 2222	Theory of Colour TV Systems



BCST	2223	Television Production Planning
FILM	1101	Film for Beginners
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	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	1165	Video Editing Workshop
BCST	1170	Broadcast Journalism Introduction
BCST	1172	Investigative Reporting
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

BROADCAST MANAGEMENT

COMM	1103	Introduction to Business & Technical 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	Counselling 1
ORGB	2505	Interpersonal Skills
FMGT	1152	Accounting for the Manager
MKTG	1102	Essentials of Marketing
MKTG	1112	Customer Relations
MKTG	1219	Professional Sales 1
MKTG	2202	Introduction to Marketing Communications
MKTG	2341	Introduction to Marketing Research

Check every flyer for new course offerings!**BCST 1101 BBY \$260.50****TECHNICAL INTRODUCTION**

Covers the basics of electricity, magnetism, batteries, etc., and how to apply these principles to equipment found in the broadcast industry. Sound and video are traced through the entire processing and transmitting chain to its ultimate reception on the listener's receiver. This is an introduction to "how things work" technically in the broadcast industry. Creditable to day school Radio and Television programs. (3 credits)

Sept 13	Wed	1845-2145	12 wks	BBY	CRN	33427
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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 "compute literacy" requirement for entry into full-time Broadcast day school programs, but is open to anyone. (3 credits)

Aug 14	Mon-Fri	0900-1600	1 wk	BBY	CRN	24477
Aug 21	Mon-Fri	0900-1600	1 wk	BBY		28325

BCST 1140 BBY \$279.50**BROADCAST INDUSTRY OPERATIONS**

Directed Study: Covers regulatory bodies, government agencies and acts, audience measurement services, societal issues, music licensing, radio and television regulations, unions, broadcast policies, etc. and how they affect the day-to-day operations of broadcast outlets. This directed study course directs students to sources of information on all topics. Class meets on the first night only-all other work is done at home. Creditable to day school Radio, Television and Broadcast Journalism programs. (3 credits)

Sept 12	Tue	1845-2145	12 wks	BBY	CRN	32312
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BCST 1142 BBY \$260.50**INTRODUCTION TO BROADCAST AND MEDIA**

Learn about the broadcast and media worlds from the inside out. Veteran broadcaster Stirling Faux leads a week by week analysis of the radio, television and media worlds, and what makes them tick. Topics include basic industry organization, motivation, public speaking, news broadcasting, interviewing, announcing, commercials, sports, media relations, programming and management. Designed to give you an overview of the exciting world of broadcasting and media, this course is a great foundation for making future career choices. (3 credits)

Sept 14	Thu	1845-2145	12 wks	BBY	CRN	63267
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BCST 1143 BBY \$260.50**THE MUSIC BUSINESS AND THE BROADCAST INDUSTRY**

Most of radio stations depend heavily on selecting the proper format and music to program. It is difficult to make the necessary decisions without first exploring the business of broadcasting from a creative, corporate, regulatory, copyright, publishing, and songwriting perspective. BCST 1143 is designed to examine an entertainment-based product from a competitive viewpoint in the market place. Special attention will also be given to the historical roots of popular music. Creditable to the day school radio program. (3 credits)

Sept 11	Mon	1845-2145	12 wks	BBY	CRN	32313
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BCST 1144 DTC \$258.30**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. Instructors Allison Broddle and Mark Forsythe equip students with the tools required to enter the freelance market. (3 credits)

Sept 14	Thr	1730-2030	12 wks	DTC	CRN	32314
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BCST 1145 BBY \$312.50**COPYWRITING**

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! (3 credits)

Sept 13	Wed	1845-2145	12 wks	BBY	CRN	32315
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BCST 1146 DTC \$347.50**ART OF PROMOTIONS AND PUBLICITY**

Learn the secrets of successful promotions and publicity campaigns for business and/or entertainment/music industries. Plan CD release parties, organize fundraisers and orchestrate media launches with radio, print and television reporters in attendance. Learn how to prepare professional media kits, attention-getting news releases and media proposals to help sponsor your event, as well as how to get a huge crowd to your event. 12 weeks of tips, trade secrets and hands-on work in a small group setting. (3 credits)

Sept 11	Mon	1730-2030	12 wks	DTC	CRN	38415
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BCST 1148 BBY \$260.50**INTERVIEWING FOR RADIO AND TELEVISION**

Teaches students how to interview and be interviewed with confidence. Students enhance performance on video and audio tape 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. (3 credits)

Sept 11	Mon	1845-2145	12 wks	BBY	CRN	32316
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BCST 1150 BBY \$287.50**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. (3 credits)

Sept 11	Mon	1845-2145	12 wks	BBY	CRN	32317
Sept 14	Thr	1845-2145	12 wks	BBY		32318

BCST 1151 BBY \$312.50**RADIO AND TV ANNOUNCING**

Teaches students effective verbal communication, an essential ingredient for successful business communication and self-confidence. This is a fun, fast-paced class where students learn all of the elements 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. (3 credits)

Sept 12	Tue	1845-2145	12 wks	BBY	CRN	32319
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BCST 1153 BBY \$312.50**MUSIC RECORDING TECHNIQUES**

Teaches students studio and control room techniques for music recording, utilizing analog and digital multi-track technology, with much practical application through the recording of live music. Students receive hands-on experience with microphone techniques, analog tape recorders, digital tape, audio consoles and signal processors. (3 credits)

Sept 14	Thr	1845-2145	12 wks	BBY	CRN	37371
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BCST 1155 BBY \$407.50**MUSIC RECORDING WORKSHOP**

Designed as an advanced course for students who completed BCST 1153. This workshop 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. (3 credits)

Sept 16	Sat	1000-1600	6 wks	BBY	CRN	63268
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BCST 1156 BBY \$160**RADIO/TV ANNOUNCING WORKSHOP**

This two day intensive workshop demonstrates basic announcing skills, transferable to other forms of professional voice work in radio, television, freelance announcing, or in general corporate boardroom meetings/presentations. This fast-paced and fun workshop introduces the major concepts and builds confidence in the voice as a professional instrument. Be prepared for much interaction in a classroom and studio environment. (1 credit)

Oct 14/15	Sat/Sun	0900-1600	1 wk	BBY	CRN	39044
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BCST 1159 BBY \$348**DIGITAL AUDIO WORKSHOP I**

This 18 hour, intense workshop course exposes students to the world of digital audio production. Students gain hands-on skills and learn to maximize the use of sound by exploring sound design on a variety of digital editing programs, including Pro Tools, MP3 and more. (1.5 credits)

Sept 24	Sun	1200-1630	4 wks	BBY	CRN	61808
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BCST 1160 BBY \$387.50**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. 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. (3 credits)

Sept 11	Mon	1845-2145	12 wks	BBY	CRN	32322
Sept 12	Tue	1845-2145	12 wks	BBY		32323

BCST 1162 BBY \$398**BASICS OF PROFESSIONAL CAMERA**

This course will offer the basic knowledge of the professional video camera, lens, shooting, recording, sound, lighting, shot listing video editing and the preliminary fundamentals of ENG/EFP camerawork in news and location production. There will be a hands on portion to this course.

Oct 7	Sat	1200-1630	4 wks	BBY	CRN	63335
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BCST 1165 BBY \$360**VIDEO EDITING WORKSHOP**

This two-weekend workshop covers the basics of editing theory and then advances to hands-on work on video editing equipment. Topics covered include the technical layout of editing machines, set-up procedures, editing techniques, standard editing rules, procedures and troubleshooting. There are no prerequisites, but other broadcasting and/or cable experience is a definite asset. (3 credits)

Sept 23	Sat/Sun	0900-1600	2 wks	BBY	CRN	37328
Oct 14	Sat/Sun	0900-1600	2 wks	BBY	CRN	63269

BCST 1168 BBY \$203**ON CAMERA PERSONAL IMAGING**

How do you come across to other people? 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 interview, when making a public speech or 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 B.C., radio and television personalities, civic and provincial politicians, corporate executives. (1.5 credits)

Oct 8	Sun	1000-1700	2 wks	BBY	CRN	61796
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BCST 1170 BBY \$312.50 DTC \$310.80**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, methods and practices, editing, line-up and content of news stories. Much practical work in simulated radio and television news operations is involved. (3 credits)

Sept 12	Tue	1845-2145	12 wks	BBY	CRN	32333
Sept 13	Wed	1730-2030	12 wks	DTC		32334

BCST 1172 BBY \$312.50**INVESTIGATIVE REPORTING**

Takes students beyond basic broadcast journalism training into the world of investigative journalism, with all its research methods, interviewing, reporting techniques, story development techniques, etc., being analyzed and developed. (3 credits)

Sept 13	Wed	1845-2145	12 wks	BBY	CRN	32335
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BCST 1173 BBY \$217.50**SPORTS REPORTING**

An inside look at sports reporting with Lee Powell, who was a sportscaster, reporter and host for with KKNW for 11 years, from 1988 to 1999. Lee hosted Canucks, Grizzlies, and BC Lions radio broadcasts for KKNW and also hosted "Prime-Time Sports" talk show. Lee will share his knowledge and work with students to improve their writing, reporting and announcing of sports coverage. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	63270
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BCST 1176 BBY \$100**ENTERTAINMENT REPORTING**

Learn how to arrange celebrity interviews, develop questions and produce stories for the expanding world of arts and entertainment. CBC's Karen Tankard and Deborah Goble will pass on interviewing and story producing tips for one of the most sought after jobs in radio and television - entertainment reporting. They bring years of experience interviewing famous musicians, actors, authors, and celebrities. (5 credits)

Sep 23	Sat	0900-1600	1 day	BBY	CRN	63284
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BCST 1180 BBY \$477.50**INTRO TO AVID NON-LINEAR VIDEO EDITING**

Covers techniques and procedures for editing video productions on nonlinear (computer) AVID Express video editing systems in use in television and video production operations around the world. Provides a solid grounding in the management and operation of off-line and online nonlinear editing platforms. This is a hands-on course with maximum 2/1 student/machine ratio. (3 credits)

Sept 23	Sat/Sun	0900-1600	2 wks	BBY	CRN	39048
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BCST 1183 BBY \$180**REPORTING LIVE FOR RADIO AND TV**

Offers the skills needed to produce and present live broadcasting. In this course, students will perform a variety of exercises, including live reporting, anchoring and directing, as well as some improvisational work to encourage quick thinking and responses. Also covers libel, call-in shows and interviewing in a live setting. These sessions are intended to be lively and entertaining with lots of hands-on work. Students will come away with skills they can apply to other applications and to any job in live radio or television. (1.5 credits)

Sept 30	Sat	0900-1700	2 wks	BBY	CRN	61842
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BCST 2223 BBY \$279.50**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. This course is creditable to Television day school. (3 credits)

Sept 14	Thr	1845-2145	12 wks	BBY	CRN	32338
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BCST 2251 DTC \$258.80**ADVANCED VOCAL DEVELOPMENT**

This hands-on course covers personal exploration of voice which will benefit 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 used Kristin Linklater's method of "Freeing the Natural Voice" for many years, each week working through several chapters and performing unusual but fascinating discovery exercises together in class. Prerequisite: BCST 1151 or special permission of the instructor (employment in media or action experience will be considered). Kevin Ribble (604) 432-8707. Successful completion of both BCST 1151 & 2251 are accepted as credit for BCST 1111 in day school Radio program. (3 credits)

Sept 11	Mon	1730-2030	12 wks	DTC	CRN	61797
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BCST 2255 BBY \$255

COMMERCIAL AND ANIMATION VOICEOVER

Discover the commercial and animation voiceover industry and where you fit in. During this intense yet fun course, you will explore all aspects of voiceover work in studio. Learn how to prepare for a demo, where to find opportunities, and how to market yourself in the expanding fields of voicing for Internet, new media, commercial, animation and more traditional projects. Prerequisite: BCST 1151 or special permission of the instructor (employment in media or acting experience will be considered). For more information, call Dennis O'Neill at (604) 432-8414. (1.5 credits)

Oct 14	Sat	1200-1600	4 wks	BBY	CRN	63271
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BCST 2259 BBY \$348

DIGITAL AUDIO WORKSHOP II

Delve into digital production with a strong focus on professional sound. Lots of in-studio work, including Pro Tools, MP3 and more, at the professional level, will help develop the skills required in today's recording industry. Students will also learn about marketing their skills, utilizing digital sound and the Internet. (1.5 credits)

Oct 29	Sun	1200-1630	4 wks	BBY	CRN	63282
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BCST 2265 BBY \$ 203

ADVANCED EDITING / PRODUCTION

Deals with the structure and composition of edited video segments for television, professional or personal use. Focuses on the assimilation of video-taped material, interview sound bites, background music, and written narration. Prerequisites: BCST 1165 - Video Editing Workshop or intermediate editing skills. The ability to work with a partner or in a group is mandatory. (1.5 credits)

Nov 4/5	Sat/Sun	0900-1600	1 wk	BBY	CRN	63272
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Film

FILM 1001 BBY \$150

FILM INDUSTRY ORIENTATION COURSE

This is an industry sponsored fundamental course which offers a basic understanding and expectations about work in BC's film industry. Learn about crafts and trades involved on on-set production of television series, movies-of-the-week and feature films. Provides an overview of the film production process, union and guild jurisdictions, the nature of the workplace, expectations of workers, set etiquette, basic equipment, terminology, safety and WHMIS certification. (1 credit)

Sep 23	Sat/Sun	0900-1700	2days	BBY	CRN	61816
Nov 18	Sat/Sun	0900-1700	2days	BBY		61815

FILM 1101 BBY \$362.50

FILM FOR BEGINNERS

Covers basic cinematography through equipment operation, scripting, filming techniques and basic editing. Provides an excellent foundation for people considering work in film production, and gives students an understanding of the expanding opportunities in the motion picture industry and the skills that will be required for success. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	63273
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FILM 1102 BBY \$260.50

HEARTBEAT OF FILM PRODUCTION

Covers film production from the point where the pulse begins to beat! This course studies "how it all comes together" from start to finish in the production office. Students examine the vital role that the production office plays in creating feature films, TV movies and episodic television, from producers to writers to the camera department and editing. There is no prerequisite, but this is an excellent follow-up course to BCST 1161. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	63274
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FILM 1103 BBY \$362.50

SCRIPT SUPERVISOR FOR FILM

Teaches the techniques of script continuity and the rules of film-making including screen axis, editor's notes, camera techniques and continuity matching. The course includes a textbook and working script plus script supervising exercises and some practical studio work. This course is designed primarily for students who have some previous experience on a working film set. (3 credits)

Sep 23	Sat	1230-1630	8 wks	BBY	CRN	63275
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Business Administration

Professional Management Series Seminars and Workshops
(604) 451-6784 cgadsby@bcit.ca

These non-credit seminars and workshops provide participants with contemporary management and leadership skills training, in one-and two-day formats. All sessions focus on employee development. These workshops are presented by professionals in the 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. Workshops can be customized and delivered on site if desired.

Prices include GST. For more information contact:
Registration/Information:(604) 434-1610
Downtown campus:(604) 412-7777
Chris Gadsby, Coordinator, Part-time Studies and Industry Training
e-mail cgadsby@bcit.ca(604) 451-6784

BTWC 0102 DTC \$316.30

LEADERSHIP SKILLS FOR NEW SUPERVISORS/MANAGERS

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 work-shop 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 product 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.

Oct 31	Tue/Wed	830-1630	2 days	DTC	CRN	33488
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BTWC 0132 DTC \$316.30

ELECTRONIC COMMERCE FOR MANAGERS

This dynamic two-day workshop presents the key issues encountered by managers in the new virtual world of e-commerce. Topics will include when and how to go online, emerging E Business issues, marketing of products/services, systems integration, electronic payment systems, security concerns, intellectual property issues, privacy and regulation matters. Designed to deliver an overall awareness of this revolutionary subject.

Sep 28	Thr/Fri	830-1630	2 days	DTC	CRN	63184
Dec 7	Thr/Fri	830-1630	2 days	DTC		63185

BTWC 0106 DTC \$316.30

TIME MANAGEMENT AND 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.

Oct 12	Thr/Fri	0830-1630	2 days	DTC	CRN	33492
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BTWC 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.

Nov 28	Tue/Wed	0830-1630	2 days	DTC	CRN	35750
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BTWC 0125 DTC \$199.30

ACHIEVING CAREER SUCCESS

Inspire to achieve personal and business success based on your own values. 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.

Sep 23	Sat	0830-1630	2 days	DTC	CRN	63180
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BTWC 0126 DTC \$316.30

PRESENTATION SKILLS FOR MANAGERS

This workshop delivers the basics of presentation skills, a critical asset for the effectiveness of contemporary managers. Delivered by an acknowledged industry expert, this two-day workshop provides you with the tools to catch your listeners attention, hold their interest and ensure clear understanding.

Nov 22	Wed/Thu	0830-1630	2 days	DTC	CRN	61636
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BTWC 0127 DTC \$316.30

COACHING SKILLS FOR MANAGERS

Equips participants with both theoretical knowledge and skills in the area of coaching employees for superior performance. Two models will be presented and practised. The first applies when managers wish to use coaching for specific and focused performance improvement. The second, more encompassing model, is for managers who wish to use coaching as their basic management tool. Examine the use of personal coaches in an organizational setting.

Oct 5	Thr/Fri	0830-1630	2 days	DTC	CRN	61639
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BTWC 0130 DTC \$316.30

PERFORMANCE MANAGEMENT TO CREATE A THRIVING WORKPLACE

To survive, organizations need to respond to their changing environments by developing and supporting a performance driven culture. Learn how to use performance management tools to make a positive impact on employee performance and develop an attitude that supports organizational goals.

Sep 20	Wed/Thu	0830-1630	2 days	DTC	CRN	63182
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BTWC 0131 DTC \$316.30

MANAGING IN THE UNIONIZED ENVIRONMENT

This two-day course is designed for managers and supervisors who are currently responsible for managing grievance and arbitration procedures in a unionized environment. In addition to learning the skills to conduct these processes successfully, you will acquire the expertise to carry out effective discussions concerning attendance issues, duty to accommodate, performance appraisal, and the accepted procedures for taking corrective action.

Sep 15	Fri/Sat	830-1630	2 days	DTC	CRN	63183
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BUSA 0102 DTC \$150

MOTIVATING YOUR STAFF - A CHALLENGE FOR LEADERS

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; understand how to empower and involve employees to improve organizational decision-making; learn a model to identify optimal levels of employee involvement; 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.

Sept 22	Fri	900-1700	1 day	DTC	CRN	37405
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PART-TIME TIP

KNOW THYSELF. It's your responsibility to ensure you have all prerequisites for each course in which you register.



"Success Skills for the Knowledge Economy"

(604) 432-8860
jcovell@bcit.ca

(604) 451-6784
cgadsby@bcit.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, global competitive advantage development and electronic commerce.

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. Many courses are now offered online!

All instructors are experienced professionals and experts in their fields.

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 offer five 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.

This program can now be completed online or in 8 weeks at the Downtown Campus this Fall!

The 8 week schedule is as follows:

Sep 11	MDIA 1201	Internet Skills
Sep 18	BUSA 1005	Introduction to Business
Sep 25	ECON 1150	Economic Issues
Oct 2	BUSA 3455	Introduction to Electronic Commerce
Oct 16	BUSA 3465	Electronic Commerce Systems
Oct 23	BUSA 3485	Online Business Management
Nov 5	BUSA 3475	Case Studies in Electronic Commerce
Nov 20	BLAW 3205	Computer & Internet Law

Individuals who wish to develop the technical skills that will allow them to lead the development of E-Business projects should refer to the e-business designer program offered by Computer Systems Technology.

Complete the following:

(Recommended sequence as listed)		
BUSA	1005	Introduction to Business
BUSA	3455	Introduction to Electronic Commerce
BUSA	3465	Electronic Commerce Systems
BUSA	3475	Case Studies in Electronic Commerce
BUSA	3485	Online Business Management
BLAW	3205	Computer & Internet Law

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. (refer to list under certificate)

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

This new Associate Certificate Program is designed to provide students with the skill areas necessary to function as managers in the expanding global economy. Specific course areas include International Law, Economics, Intercultural Communication and Negotiations. (All courses in this program may be used as credits for Certificate Programs in Business Administration).

Complete the following: (sequence recommended)

BLAW	3425	International Law
HRMG	3765	Intercultural Management
TDMT	1104	International Trade 1
MKTG	2325	Marketing Globally
BUSA	3455	Introduction to Electronic Commerce
ECON	1150	Economic Issues OR
ECON	2200	Macroeconomics

Choose two of the following:

BUSA	2205	Entrepreneurial Management
BLAW	3205	Computer & Internet Law
FMGT	1151	Accounting Essentials for Small Business
FMGT	1152	Accounting for the Manager
MKTG	0113	Marketing through the Internet
TDMT	2204	International Trade 2

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 leader 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. Eight courses are required to complete the Associate Certificate in Leadership.

Complete the following. Sequence recommended:

ORGB	2205	Organizational Behaviour 1 (T)
HRMG	3105	Human Resource Management (T)
BUSA	3105	Leadership 1
BUSA	3155	Leadership 2
ORGB	2605	Managing Organizational Change 1
BUSA	3165	Leadership 2000

Choose two of the following:

BUSA	1305	Supervisory Skills
BUSA	2005	Management
BUSA	2205	Entrepreneurial Management
BUSA	2705	Teamwork Skills
BUSA	2905	Managing Conflict
BUSA	3405	Problem Solving/Decision-making
HRMG	3155	Enhancing People Skills the Meyers Briggs Approach
HRMG	3205	Labour Relations 1

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: (recommended sequence as listed)

BLAW	3100	Business Law
BUSA	1005	Introduction to Business
HRMG	3105	Human Resource Management
BUSA	2905	Managing Conflict in the Workplace
BLAW	3805	Human Rights & the Law
BUSA	3300	Mediating Skills
BUSA	3355	Arbitrating Skills
BUSA	3385	Practicum in Mediation and Arbitration

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." The program focuses on practical skills as well as a good basic understanding of principles of change and managing transitions. 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: (recommended sequence as listed)

ORGB	2455	Selling Organizational Change
ORGB	2605	Managing Organizational Change I
BUSA	2815	Relational Practice and Organizational Change
BUSA	2905	Managing Conflict
BUSA	3165	Leadership 2000
ORGB	2615	Managing Organizational Change 2

Complete two of the following:

BUSA	2705	Teamwork Skills
ORGB	2465	Organizational Leadership
HRMG	3315	Human Resource Measurement
HRMG	4145	Human Resource Information Systems

Certificate Programs

CERTIFICATE IN ELECTRONIC COMMERCE (C.E.C.)

We have expanded our new Associate Certificate in Electronic Commerce to a full Certificate which offers expanded skill development in Web site design, applied Internet technology and business strategy. Designed for business generalists who wish to develop a working knowledge of electronic commerce. This exciting state of the art program is taught by professionals and prepares graduates for the dynamic world of Electronic Business.



This Program is now online.

A. Complete the following (recommended sequence for section A)

BUSA	1005	Introduction to Business
BUSA	3455	Introduction to Electronic Commerce
BUSA	2005	Management
BLAW	3100	Business Law
BLAW	3205	Computer and Internet Law
BUSA	3465	Electronic Commerce Systems
BUSA	3485	Online Business Management
BUSA	3475	Case Studies in Electronic Commerce

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:

MKTG	1102	Essentials of Marketing
MKTG	3421	Strategic Communications
MDIA	1205	Weaving the Web
OPMT	3125	Facility Management Using the Internet
ORGB	2605	Managing Organizational Change
BUSA	3005	Strategic Business Planning
BUSA	3725	Intellectual Property Management

D. Select 2 or more computer courses totalling 6 credits which are appropriate to the learner's career goals and knowledge level. Recommended courses include COMP 1615, COMP 1401, COMP 1820, COMP 1270, COMP 1601, COMP 1224 and COMP 1008, COMP 1040, COMP 1041, OR COMP 1042 MDIA 1195, MDIA 2095, MDIA 1201

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
ORGB	2305	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.

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	2305	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	Recruitment and Selection
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	3205	Computer & Internet Law
BLAW	3425	International Law 1
BLAW	3525	International Law 2
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	2685	Communication Skills

THINK CGA.



The Certified General Accountants Association of British Columbia offers unparalleled career opportunities in financial management. Top positions, big responsibilities and maximum earning power.

COMBINE YOUR DIPLOMA OR DEGREE WITH THE POWER OF A CGA DESIGNATION.

Call 1-800-565-1211 or (604) 732-1211 or visit: www.cga-bc.org

Information sessions are held every Tuesday 1:30 - 2:30 pm. Please contact the Association's office or check our website for location.

JAS SAHOTA, Dipl.T, CGA

CANADIAN SPRINGS WATER COMPANY | Controller

"In a competitive marketplace, our company needs someone to continually focus on the future. That's my role as a Controller. As a Certified General Accountant, my value extends well beyond the financial statements."

BUSA	2705	Teamwork Skills
BUSA	2815	Relational Practice & Organizational Change
BUSA	2905	Managing Conflict
BUSA	3005	Strategic Business Planning
BUSA	3015	Negotiation
BUSA	3105	Leadership 1
BUSA	3155	Leadership 2
BUSA	3165	Leadership 2000
BUSA	3205	Business Ethics
BUSA	3300	Mediation Skills
BUSA	3355	Arbitration Skills
BUSA	3405	Problem Solving and Decision-making
BUSA	3455	Introduction to Electronic Commerce
BUSA	3465	Electronic Commerce Systems
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	3170	Human Resource Dynamics Workshop
HRMG	3205	Labour Relations 1
HRMG	3215	Managing Your Career
HRMG	3255	Labour Relations 2
HRMG	3270	Developing Effective Organizations
HRMG	3305	Recruitment and Selection
HRMG	3315	Human Resource Measurement
HRMG	3505	Training Techniques
HRMG	3705	Counselling 1
HRMG	3765	International Management 1
HRMG	3775	International Management 2
HRMG	4145	Human Resource Information Systems
HRMG	4415	Strategic Performance Management
HRMG	4605	Human Resource Planning
HRMG	4705	Counselling 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
ORGB	2305	Organizational Behaviour 2
ORGB	2505	Interpersonal Skills
ORGB	2605	Managing Organization Change

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.

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 Chris Lloyd, 432-8829.

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 bhooker@bcit.ca 451-6783
Program length: one academic year with Degree or Diploma

Post Diploma in Human Resource Management

Eileen Stewart, program head estewart@bcit.ca 432-8492
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 completed 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 iwaterst@bcit.ca
Phone: 451-7019 Fax: 439-6700

DISTANCE EDUCATION

To ensure course materials are received prior to term start, please register at least two weeks prior to course start. A complete package of course information will be sent to you once you are registered.

For more information on distance education and Internet courses please visit our Web site at: <http://online.bcit.ca> or contact Maria Antidormi at tel: (604) 451-7134 or e-mail mantidor@bcit.ca.



Internet Courses

BLAW 3100	Business Law
BLAW 3205	Computer & Internet Law
BUSA 1005	Introduction to Business
BUSA 1305	Supervisory Skills
BUSA 2005	Management
BUSA 3455	Introduction to Electronic Commerce
BUSA 3465	Electronic Commerce Systems
BUSA 3475	Case Studies in Electronic Commerce
BUSA 3485	Online Business Management
BUSA 7250	Management Skills & Applications
ECON 1150	Economic Issues
HRMG 3105	Human Resource Management
HRMG 3215	Managing Your Career
HRMG 3315	Human Resource Measurement
HRMG 4605	Human Resource Planning
ORGB 2205	Organizational Behaviour
ORGB 2305	Organizational Behaviour 2

Internet Course Information:

Electronic courses may allow you to complete all your course activities online. 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.

Hardware/Software: Web enable computer with a Java enabled browser, preferably Netscape 4 or better. A windows '95 Pentium with a minimum 28.8 K modem is recommended.

Correspondence:

BLAW 3100	Business Law
BUSA 1305	Supervisory Skills
BUSA 2005	Management
BUSA 7250	Management Skills and Applications
ORGB 2205	Organizational Behaviour
ORGB 2305	Organizational Behaviour 2



BLAW 3100 BBY \$385.50 DTC \$383.80 SRY \$381.30 BUSINESS LAW (T) REREG \$50 CORRESPONDENCE & INTERNET DELIVERY \$488

(Text & shipping incl.)

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, prepares you to recognize and feel comfortable with the legal aspects of doing business. No prerequisite. (4 credits)

Sep 12	Tue	1730-2100	15wks	DTC	CRN	32642
Sep 12	Tue	1830-2200	15 wks	BBY		32644
Sep 12	Tue	1830-2200	15 wks	BBY		62109
Sep 12	Tue	1830-2200	15 wks	SRY		37983
Sep 13	Wed	1830-2200	15 wks	BBY		32645
Sep 13	Wed	1730-2100	15 wks	DTC		32646
Sep 14	Thr	1830-2200	15 wks	BBY		32647
Sep 14	Thr	1730-2100	15 wks	DTC		32648
Sep 9	Sat	0900-1230	15 wks	BBY		35802
Sep 9	Sat	0900-1230	15 wks	DTC		38426
Sep 5		Correspondence	12 wks			39910
Sep 5		Internet Delivery	12 wks			60382
		Rereg				61652



BLAW 3205 DTC \$256.30 COMPUTER & INTERNET LAW

Internet Delivery \$312 (Text & shipping Incl.)

This exciting new course covers recent Canadian and International developments in the law relating to computers, the Internet and electronic commerce. Course content relating to computers, the Internet and electronic commerce will be conveyed in a lecture and workshop setting involving exercises and case studies. Knowledge of computer and Internet law is an essential skill in the global economy. (3 credits)

Sep 26	Tue	1730-2030	12 wks	DTC	CRN	61613
Nov 20	Mon-Fri	0900-1700	1 wk	DTC		63126
Sep 25		Internet Delivery	12 wks			63124

BLAW 3425 DTC \$258.80

INTERNATIONAL LAW

Explores the law and practice surrounding the international trade in goods and technology transfer and looks at international organizations and agreements such as WTO, GATT and NAFTA. Students will develop real knowledge on how to do business in the modern international economy from a Canadian perspective. No prerequisite. (3 credits)

Sep 27	Wed	1730-2030	12wks	DTC	CRN	37182
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BLAW 3555 BBY \$260.50

REAL ESTATE LAW

Provides an applied and functional consideration into the legal environment of current real estate transactions, in B.C., including legal aspects of condominiums mortgages, land titles procedure, registration, tort liability, commercial and residential tenancies, and land-use planning. Opens opportunities in real estate sales, land development, government employment and personal transactions. No prerequisite. (3 credits)

Sep 12	Tue	1830-2130	12 wks	BBY	CRN	37183
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BLAW 3805 BBY \$260.50

HUMAN RIGHTS AND THE LAW

Designed to provide students with an in-depth study and analysis of the B.C. 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. Taught by lawyers, this course offers students the opportunity to explore real life human rights cases of discrimination on the basis of race, colour, ancestry, place of origin, religion, marital and family status, physical or mental disability, sex, including sexual harassment, sexual orientation and age. Although this course addresses all of the areas covered by the legislation, its focus is on the labour and employment context. Therefore, this course will appeal to human resources, management, union representatives, and employees in the different industries. (3 credits)

Sep 16	Sat	0900-1200	12 wks	BBY	CRN	60052
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BUSA 1005 BBY \$260.50 DTC \$258.80 SRY \$256.30 INTRODUCTION TO BUSINESS (T)

Internet Delivery \$337 (Textbook & shipping incl.)

Introduces the external forces in the environment and the resulting implications for organizations. Examines the place of business in the Province of B.C. and Canada. 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)

Sep 11	Mon	1845-2145	12wks	BBY	CRN	35795
Sep 12	Tue	1730-2030	12 wks	DTC		35796
Sep 13	Wed	1730-2030	12 wks	DTC		35797
Sep 20	Wed	1900-2200	12 wks	SRY		35798
Sep 18	Mon-Fri	0900-1700	1 wk	DTC		35799
Oct 28	Sat	0900-1700	5 wks	DTC		63128
Sep 5		Internet Delivery	12 wks			38856



BUSA 1305 BBY \$260.50 DTC \$258.80 SRY \$256.30 SUPERVISORY SKILLS

Correspondence & Internet delivery \$331 (includes text/shipping)

Designed for new supervisors or aspirants for leadership responsibilities. Increase your confidence and abilities to lead 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)

Sep 5		Correspondence	12 wks		CRN	63212
Sep 5		Internet Delivery	12 wks			63214
Sep 11	Mon	1900-2200	12 wks	SRY		32569
Sep 12	Tue	1730-2030	12 wks	DTC		36152
Sep 16	Sat	0900-1200	12 wks	BBY		32573



BUSA 2005 BBY \$323.50 DTC \$321.80 MANAGEMENT (T)

Correspondence & Internet Delivery \$420 (text & shipping incl.) Rereg \$50

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 gain experience and apply the skills and knowledge in work situations. (4 credits)

Sep 11	Mon	1830-2200	13 wks	BBY	CRN	35855
Sep 12	Tue	1730-2100	13 wks	DTC		35871
Sep 13	Wed	1830-2200	13 wks	BBY		35873
Sep 14	Thr	1830-2200	13 wks	BBY		35874
Sep 16	Sat	0900-1230	13 wks	BBY		35875
Sep 23	Sat	0900-1700	5 wks	DTC		63129
Nov 6	Mon-Fri	0900-1700	1 wk	DTC		35878
Sep 5		Correspondence	12 wks			38859
Sep 5		Internet Delivery	12 wks			39913
Sep 5		Rereg	12 wks			61643

BUSA 2205 DTC \$258.80

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)

Sep 12	Tue	1730-2030	12 wks	DTC	CRN	61586
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BUSA 2685 BBY \$260.50

COMMUNICATION SKILLS FOR INDIVIDUALS AND GROUPS

Increasingly, employers are seeking personnel at all levels in the organization who have the demonstrated ability to communicate well, to both speak and interact with others in a way which is clear, facilitative and promotes understanding and support in our working relationships. This course will provide a strong foundation for the required basic skills and promote the development of more advanced skills for continued success. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	39959
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BUSA 2705 BBY \$260.50 DTC \$258.80

TEAMWORK SKILLS

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)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	37408
Sep 14	Thr	1730-2030	12 wks	DTC		61590
Sep 16	Sat	0900-1200	12 wks	DTC		61591



BUSA 2815 DTC \$256.30

RELATIONAL PRACTICE & ORGANIZATIONAL CHANGE

This course is designed to facilitate the new theories of emotional intelligence and relational skills into the changing workplace. The organization of the future demands workers who are collaborative team players, able to give and receive, help and empower others and operate in a world of interdependence and constant connection. Skills developed in this course will enhance worker satisfaction and improve overall performance. (3 credits)

Nov 4	Sat	0900-1700	5 wks	DTC	CRN	63406
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BUSA 2905 DTC \$258.80

MANAGING CONFLICT IN THE WORKPLACE

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. (3 credits)

Sep 14	Thr	1730-2030	12 wks	DTC	CRN	61593
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BUSA 3005 DTC \$258.80

STRATEGIC BUSINESS PLANNING

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)

Sep 12	Tue	1730-2030	12 wks	DTC	CRN	35803
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BUSA 3015 DTC \$258.80

NEGOTIATION 1

Designed to provide participants with a conceptual framework for preparing and conducting negotiations and to give them hands-on experience in using this framework. After analyzing the negotiation concepts, the major focus of the course will be on negotiation exercises designed to highlight a range of important issues about the negotiation process. This course will be relevant to entrepreneurs, managers, lawyers, human and labour relations practitioners and individuals in government. Excellent supplement to either Certificate program. (3 credits)

Sep 11	Mon	1730-2030	12wks	DTC	CRN	37881
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BUSA 3025 DTC \$258.80

NEGOTIATION 2

Builds on your existing skills to listen, ask questions, deal with conflict, problem solve and negotiate effectively. Through formal lectures, role playing, personal assessment and discussion, you will gain an understanding of effectiveness as a negotiator. Prerequisite: BUSA 3015. (3 credits)

Sep 13	Wed	1730-2030	12 wks	DTC	CRN	61587
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*COMPLETE 2 LEADERSHIP COURSES IN 10 WEEKS! JOIN US ON SATURDAY'S THIS FALL

BUSA 3105 BBY \$258.00 DTC \$256.30 LEADERSHIP 1

A dynamic course for new or aspiring supervisors. Students develop strong interpersonal skills as well as 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)

Sep 16	Sat	0900-1700	5 wks	DTC	CRN	63130
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BUSA 3155 BBY \$260.50 DTC \$258.80

LEADERSHIP 2

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)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	38874
Oct 28	Sat	0900-1700	5 wks	DTC		39931

BUSA 3165 DTC \$258.80

LEADERSHIP 2000

Provides the skills required in organizations that are fostering a collaborative environment. 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)

Sep 13	Wed	1730-2030	12 wks	DTC	CRN	39076
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BUSA 3205 BBY \$260.50

BUSINESS ETHICS FOR THE GLOBAL MANAGER

Emphasizes the moral, ethical aspects of businesses interacting in society, to acquaint the student with matters of personal and corporate decision-making while incorporating ethical outcomes that will better serve all stockholder groups. The global economy demands a knowledge of business ethics for the 21st Century Manager. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	37192
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BUSA 3300 DTC \$258.80

MEDIATION SKILLS

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

Sep 11	Mon	1730-2030	12 wks	DTC	CRN	38958
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EARN YOUR ASSOCIATE CERTIFICATE IN ELECTRONIC COMMERCE IN 8 WEEKS DOWNTOWN THIS FALL!



BUSA 3455 DTC \$256.30 BBY \$258 **INTRODUCTION TO ELECTRONIC COMMERCE** Internet Delivery \$303 (includes text & shipping)

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. (3 credits)

Sep 12	Tue	1730-2030	12 wks	DTC	CRN	62523
Sep 12	Tue	1845-2145	12 wks	BBY		39080
Sep 14	Thr	1845-2145	12 wks	BBY		62525
Oct 2	Mon-Fri	0900-1700	1 wk	DTC		63131
Sep 5	Internet Delivery		12 wks			63191



BUSA 3465 DTC \$258.80 **ELECTRONIC COMMERCE SYSTEMS** Internet Delivery \$246 (does not include text)

Designed to provide a management overview of Electronic Commerce Systems and technologies including back end applications, middleware and other systems which managers will encounter while doing business on the Internet. Combines a series of lectures, individual, and team-based research projects and provides you with the skills necessary to function in an electronic commerce environment. (3 credits)

Sep 13	Wed	1730-2030	12 wks	DTC	CRN	61594
Oct 16	Mon-Fri	0900-1700	1 wk	DTC		63132
Sep 5	Internet Delivery		12 wks			63194



BUSA 3475 DTC \$258.80 **CASE STUDIES IN ELECTRONIC COMMERCE** Internet Delivery \$246 (does not include text)

Examines current case examples of Internet trade and e-business. The course combines research and projects and is based on team participation and case studies. Case Studies will include success stories, failures and new and evolving business. (It is recommended that students have already completed BUSA 3485 Online Business Management). (3 credits)

Nov 6	Mon-Fri	0900-1700	12 wks	DTC	CRN	63136
Sep 5	Internet Delivery		12 wks			63195



BUSA 3485 DTC 258.80 BBY \$260.50 **ONLINE BUSINESS MANAGEMENT** Internet Delivery \$246 (does not include text)

This is a research and project course where students will prepare a business proposal for a new company that wishes to market products or services on the Internet. A complete strategy for online business will include market research, a cost-benefit analysis, coverage of technical and operational issues such as logistics and promotion, legal requirements, and human impact issues. Prerequisite: BUSA 3455 Introduction to Electronic Commerce or permission from the instructor. (3 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	39077
Oct 23	Mon-Fri	0900-1700	1 wk	DTC		63135
Sep 5	Internet Delivery		12 wks			63196



ECON 1150 BBY \$260.50 DTC \$258.80 **ECONOMIC ISSUES (T)** Internet Delivery \$320 (Text & shipping included)

Presents the influential concepts of both micro and macroeconomics 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, consumer decision-making, producer profit maximization, 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)

Sep 11	Mon	1830-2130	12 wks	BBY	CRN	32639
Sep 12	Tue	1845-2145	12 wks	MRC		61599
Sep 13	Wed	1730-2030	12 wks	DTC		32641
Sep 14	Thr	1900-2200	12 wks	SRY		37720
Sep 25	Mon-Fri	0900-1700	1 wk	DTC		63137
Sep 5	Internet Delivery		12 wks			39932

ECON 2100 BBY \$323.50 DTC \$321.80 **MICROECONOMICS (T)**

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)

Sep 12	Tue	1730-2030	15 wks	DTC	CRN	32608
Sep 12	Tue	1830-2130	15 wks	BBY		32610
Sep 13	Wed	1830-2130	15 wks	BBY		32612
Sep 9	Sat	0900-1200	15 wks	BBY		32616

ECON 2200 BBY \$385.50 DTC \$383.80 **MACROECONOMICS (T)**

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)

Sep 12	Tue	1730-2100	15 wks	DTC	CRN	32634
Sep 12	Tue	1830-2200	15 wks	BBY		32636
Sep 12	Tue	1830-2200	15 wks	BBY		62267
Sep 13	Wed	1830-2200	15 wks	BBY		63139

ECON 3305 BBY \$323.50 **INTERNATIONAL ECONOMICS**

Explores the exciting world of international trade and finance, including the balance of trade, exchange rate determination, balance of payments, international monetary and fiscal policy, tariff and trade policy, NAFTA and the FTA, and the integration of small business in this environment. This course will prepare students to deal more comfortably with the world of international transactions. No prerequisite. (3.5 credits)

Sep 13	Wed	1830-2130	15 wks	BBY	CRN	37206
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HRMG 0315 BBY \$238 DTC \$236.30 **CAREER SEARCH WORKSHOP**

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. Covers interest, aptitude and values clarification and testing, career and educational opportunities, decision-making, and goal setting. This course is taught by a professional counsellor.

Sep 9	Sat	0900-1200	4 wks	DTC	CRN	38589
Nov 8	Wed	1845-2145	4 wks	BBY		38591



HRMG 2215 \$246 **MANAGING YOUR CAREER** Internet Delivery (does not include text)

NEW!! This online course is designed to develop a realistic strategic career plan through coaching by a professional career counsellor. Suited for students who are undergoing career change or who want to be more proactive. The course lays a groundwork for a career plan, identifies opportunities and provides ideas to share with other participants (3 credits)

Sept 5	Internet delivery		12 wks		CRN	63405
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HRMG 2805 DTC \$258.50 **OCCUPATIONAL HEALTH AND SAFETY**

A practical course conducted by the BC Safety Council for those responsible for occupational safety and health in an industrial setting, including managers, supervisors, shop stewards, safety committee members, members of the industrial relations or personnel department. Topics include: Workers' Compensation Act; Factories Act; rules and regulations, types of organizational structure; the role of the committee; creating a "thinking" state of mind; pros and cons of reward systems; union/management cooperation; other ways and means of getting this important job done. (3 credits)

Oct 16	Mon-Fri	0900-1700	1 wk	DTC	CRN	32580
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HRMG 3105 BBY \$323.50 DTC \$321.80 SRY \$309.30 **HUMAN RESOURCE MANAGEMENT (T)** Internet Delivery \$407 (Includes text & shipping)

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. Recommended for all persons interested in management and/or supervision. Prerequisite: ORGB 2205 or permission from the instructor. (4 credits)

Sep 11	Mon	1830-2200	13 wks	SRY	CRN	32586
Sep 12	Tue	1730-2130	13 wks	DTC		32585
Sep 13	Wed	1830-2200	13 wks	BBY		32583
Sep 14	Thr	1830-2200	13 wks	BBY		61601
Sep 23	Sat	0900-1700	7 wks	DTC		63140
Sep 5	Internet Delivery		12 wks			61655

HRMG 3155 DTC \$258.80 **ENHANCING PEOPLE SKILLS**

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. Strengthens the student's ability to listen, ask questions, deal with conflict, problem solve, value diversity in the workplace, and to apply positive attitudes and behaviour and effective communication skills in contemporary organizations. Through mini lectures, games, personal assessment using the Myers-Briggs Type Indicator (MBTI) and discussion, students gain an understanding of their Personality Type and how this affects their professional relationships with others. (3 credits)

Sep 18	Mon-Fri	0900-1700	1 wk	DTC	CRN	38423
Oct 14	Sat	0900-1700	5 wks	DTC		63143

COMPLETE BOTH LABOUR RELATIONS COURSES IN 10 SATURDAYS THIS FALL!

HRMG 3205 BBY \$260.50 DTC \$258.80 **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. Students will learn to approach their responsibilities for matters covered by collective agreements with more confidence and expertise. Prerequisite: ORGB 2205. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	32555
Sep 14	Thr	1730-2030	12 wks	DTC		32553
Sep 30	Sat	0900-1700	5 wks	DTC		63146

HRMG 3255 BBY \$260.50 DTC \$258.80 **LABOUR RELATIONS 2 (T)**

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)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32559
Nov 18	Sat	0900-1700	5 wks	DTC		63150

HRMG 3305 BBY \$260.50 DTC \$258.80 **RECRUITMENT AND SELECTION**

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)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32588
Sep 14	Thr	1730-2030	12 wks	DTC		61605
Oct 30	Mon-Fri	0900-1700	1 wk	DTC		32591



HRMG 3315 \$301 **HUMAN RESOURCE MEASUREMENT** Internet Delivery (includes text and shipping)

Examines applications and issues associated with human resources measurement, survey and feedback systems. Employment and career progression testing, employee surveys and training assessments are examples of systems and procedures, measurement issues and the legal and ethical considerations associated with the subject area. Proficiency with statistical methodologies is not required. Prerequisite HRMG 3105 or permission of the instructor (3 credits)

Sep 5	Internet Delivery		12 wks		CRN	63207
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HRMG 3505 BBY \$260.50 DTC \$258.80 **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)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32577
Sep 14	Thr	1730-2030	12 wks	DTC		32578
Sep 25	Mon-Fri	0900-1700	1 wk	DTC		39091

HRMG 3705 DTC \$258.80 **COUNSELLING 1**

Demonstrates that communication skills can be learned and that, through training, everyone can learn to become more effective communicators. The instructional method focuses on learning to recognize various levels of communication through lectures, listening, observing and practising. Discrimination training focuses on empathy, respect, genuineness, self-disclosure and confrontation. Live interaction and observer feedback are essential aspects of this developmental training. (3 credits)

Sep 12	Tue	1730-2030	12 wks	DTC	CRN	32582
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HRMG 3765 DTC \$258.80 **INTERCULTURAL MANAGEMENT**

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.

Oct 16	Mon-Fri	0900-1700	1 wk	DTC	CRN	39961
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HRMG 4145 DTC \$258.80 **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)

Oct 14	- Sat	0900-1700	5 wks	DTC	CRN	32561
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HRMG 4405 BBY \$260.50 **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 description; 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)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	37180
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HRMG 4605 DTC \$258.80 **HUMAN RESOURCE PLANNING** Internet Delivery \$308 (includes text & shipping)

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)

Sep 13	Wed	1730-2030	12 wks	DTC	CRN	32543
Sep 5	Internet Delivery		12 wks			63209



ORGB 2205 BBY \$323.50 DTC \$321.80 **ORGANIZATIONAL BEHAVIOUR 1 (T)** Correspondence & Internet Delivery \$339 (incl text & shipping) Rereg \$52.50

This course focusses on the understanding and management of people in modern organizations. Topics include motivation and reward, team dynamics, communication, leadership and organizational change. Prerequisites: BUSA 1005 and BUSA 2005. (4 credits)

Sep 11	Mon	1830-2200	13 wks	BBY	CRN	63423
Sep 12	Tue	1730-2030	13 wks	DTC		63417
Sep 13	Wed	1830-2200	13 wks	BBY		63419
Sep 13	Wed	1730-2100	13 wks	DTC		63420
Sep 14	Thr	1830-2200	13 wks	BBY		63422
Sep 16	Sat	0900-1700	6 wks	DTC		63424
Sep 5	Correspondence		12 wks			63402
ReReg						63558
Sep 5	Internet Delivery		12 wks			63403

continued next page

PART-TIME TIP

CAN'T WAIT? Your registration is confirmed immediately when you register online at www.bcit.ca





ORGB 2305 BBY \$260.50 DTC \$258.80 ORGANIZATIONAL BEHAVIOUR 2 (T) Correspondence & Internet Delivery \$335 (Incl. text & shipping) Rereg \$52.50

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)

Sep 11	Mon	1900-2200	12 wks	SRV	CRN	60567
Sep 11	Mon	1730-2030	12 wks	DTC		60304
Sep 12	Tue	1845-2145	12 wks	BBY		35806
Oct 28	Sat	0900-1700	6 wks	BBY		32547
Sep 5	Correspondence		12 wks			61649

ORGB 2505 BBY \$260.50 DTC \$258.80 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. Participant 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. Upon completion of the course, students should have a clear appreciation of the interpersonal skills required for effective supervision and management. (3 credits)

Sep 14	Thr	1730-2030	12 wks	DTC	CRN	61608
Sep 11	Mon	1845-2145	12 wks	BBY		32550
Oct 16	Mon-Fri	0900-1700	1 wk	DTC		38425

ORGB 2605 DTC \$256.30 MANAGING ORGANIZATION CHANGE 1

The introductory course develops a framework around understanding natural versus planned change, models for managing change and the development of specific skills to manage "rightsizing", the human side of change, and the transition process. Understanding the dynamics of organizational change is a critical skill for contemporary managers. (3 credits)

Sept 13	Wed	1730-2030	12 wks	DTC	CRN	39938
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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. Offered in a correspondence format and on the Internet. Enrolment is limited, register today!



BUSA 7250 \$350 (SHIPPING INCLUDED) MANAGEMENT SKILLS AND APPLICATIONS ReReg \$52.50

Provides an overview of the basic skills of a manager and applies these skills through a series of projects and case studies. 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).

Sep 5	Correspondence	13 wks	CRN	38957
Sep 5	Correspondence	13 wks		39104
Sep 5	Correspondence	13 wks		61850
Sep 5	Internet Delivery	13 wks		61645
Sep 5	Rereg	13 wks		61860
Sep 5	Rereg	13 wks		39153

Advanced Studies in Business Degree Completion

(604) 451-6839.

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 Kevin Wainwright, program head at (604) 451-6839.

DEGREE COMPLETION

The Open University collaborates with BCIT to offer degree completion programs. The Open University (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, the OU, or other institutions to meet the Open University degree requirement of 120 credits. For additional information on credit transfer for these and other diploma programs please contact OLA's 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 the 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 OLA's Student Services at (604) 431-3300.

1. Apply to the Open University

The 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 OLA's 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 500-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 2000 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 5200 BBY \$352.50 BUSINESS, SOCIETY AND ETHICS

A variety of topics are discussed. The emphasis may vary from semester to semester but may include: the relationship between government and the business system in Canada, the impact of foreign investment and free trade, consumerism, environmental protection, the impact of the Canadian Bill of Rights. Etc. (3 credits)

Sep 14	Thr	1800-2100	14 wks	BBY	CRN	33532
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ECON 5200 BBY \$352.50 INTERMEDIATE MACROECONOMIC ANALYSIS

Extends the macroeconomics analysis introduced in ECON 2200. It develops modern theories of the determination of income, employment and prices with attention to their application to the Canadian experience. Emphasizes the application of theory to understanding the workings of macroeconomics policy. Prerequisites: ECON 2100 and ECON2200. (3 credits)

Sep 13	Wed	1830-2130	14 wks	BBY	CRN	32649
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OPMT 5700 BBY \$357.50 MATHEMATICS FOR MANAGEMENT

Provides the mathematical knowledge required to move into the more advanced business math courses. Topics include linear and quadratic equations and inequalities, polynomials, rational functions, exponential and logarithmic functions, sequences and series. Applications to economics and finance used. Prerequisite: Diploma of Technology in Business. (3 credits)

Sep 11	Mon	1800-2200	14 wks	BBY	CRN	61721
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OPMT 5701 BBY \$357.50 CALCULUS FOR MANAGEMENT

Introduces calculus course to business students. Topics reviewed are integration, differentiation and application of calculus to business problems. The students apply calculus through problem sets to gain skills in the various techniques. (3 credits)

Sep 11	Mon	1800-2200	12 wks	BBY	CRN	63262
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OPMT 5740 BBY \$357.50 INTEGRATED MIS

Enables you to appreciate the types of data that are collected into functional databases, how the data is synthesized into management information, and how this information can be integrated into the strategic decision-making process. Helps you understand current business practices for strategic information technologies, microcomputing, digital communication, image processing, relational database, artificial intelligence, graphics, voice process, CASE, CAD/CAM, open systems, EDI. You will be able to prepare and deliver effective oral and written presentations to management, and work between with your project team to achieve common objectives. (3 credits)

Sep 12	Tue	1800-2200	14 wks	BBY	CRN	34428
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OPMT 5751 BBY \$357.50 MATH MODELS FOR BUSINESS

Presents a second course in the application of statistical methods to business problems. The course will provide detailed theoretical understanding and practical applications of two of the most commonly used techniques in mathematical modeling: linear regression and time series analysis. You will learn how to view business situations as mathematical models and formulate the equations required for the model solution. Extensive lab work using computer software will lead to theoretical solutions. You will then learn how to interpret these solutions as a guide to practical management action. The course provides the opportunity to use and evaluate current software. (3 credits)

Sep 13	Wed	1800-2200	14 wks	BBY	CRN	39973
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PART-TIME TIP

**Study Spanish at BCIT.
Call 432-8816 or see page 8
for more details.**



Bachelor of Technology in Accounting

(604) 451-7134

Maria_Antidormi@bcit.ca

The Financial Management department offers a 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 will be 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)

To enrol in degree courses, you must be accepted into the degree program or have the permission of the program head call (604) 432-8786. Degree courses being offered this term are listed below. For more information, see the contact number and email address above.

FMGT 7120 BBY \$385.50 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.)

Sep 13	Wed	1800-2145	14 wks	BBY	CRN	35420
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FMGT 7210 BBY \$465.50 ADVANCED MANAGEMENT ACCOUNTING

This course will examine in-depth, topical areas from the discipline of management accounting with reference to and synthesis of applicable case material. Topical areas include constraints, budgets, cost-benefit analysis, goal congruence, management control systems, transfer pricing, performance measurement, total quality management, linear programming, regression analysis and ethical decision-making. Prerequisite: FMGT 4210.

Sep 11	Mon	1800-2115	14 wks	BBY	CRN	39150
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FMGT 7410 DTC \$463.80 TAXATION OF CLOSE CORPORATIONS

This is an integrative tax course which requires you to examine the combined impact and timing of relevant tax statutes (i.e., income taxes, GCT, PST, PTT), probate fees and transaction costs on closely held corporations and their shareholders. Because these shareholders may have some discretion on when and in whose hands income is taxed, participants will be evaluating taxation alternatives between shareholders, their operating companies, and other vehicles such as holding companies and family trusts. This will require you to acquire and demonstrate a detailed knowledge of the taxation of individuals, corporations and trusts. Prerequisite: FMGT 4410 or 4420.

Sep 7	Thr	1800-2100	15 wks	DTC	CRN	39981
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FMGT 7510 DTC \$463.80 ADVANCED FINANCE

This course builds on the fundamentals of finance which are covered in FMGT 3510 and 4510. This is done by approaching the subject of finance in a more evaluative and strategic manner, looking at questions such as "what makes companies under-perform?", "what makes companies perform better?", and "how can companies avoid pitfalls and achieve their goals in the short-to-medium term?". In the search for answers to these questions, we will consider what financial markets want from companies and explore how a company's interest rate risk and foreign exchange risk can be managed. Prerequisite: FMGT 4510.

Sep 6	Wed	1800-2100	15 wks	DTC	CRN	61774
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FMGT 7910 DTC \$463.80 THE BUSINESS ENVIRONMENT

In this course the student will acquire the skills necessary to operate in a complex professional world that offers problems with no textbook solutions. Specifically, the course will deal with the economic and legal environment, risk management, ethical behaviour in business, cultural diversity, international trade and problem-solving through critical thinking. The student will relate what he/she has learned to some of the dominant industries in B.C.

Sep 5	Tue	1800-2100	15 wks	DTC	CRN	39149
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FMGT 8120 BBY \$465.50 ACCOUNTING THEORY

Reviews the history of accounting and the theories underlying current accounting practice. Alternative theories and methods are critically assessed and possible future directions evaluated. Prerequisite: FMGT 7120 or 7121.

Sep 5	Tue	1800-2100	15 wks	BBY	CRN	63395
Sep 6	Wed	1800-2100	15 wks	BBY		63399

Financial Management

(604) 432-8609

Ruth_Mackay@bcit.ca

(604) 412-7453

Tim_Edwards@bcit.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 (or FMGT 3410)
FMGT 4110	Financial Accounting 2
FMGT 4210	Cost and Managerial Accounting 2
FMGT 4420	Income Tax 2 (or FMGT 4410)
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 (or FMGT 3410) and
FMGT 4420	Income Tax 2; (or FMGT 4410) 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.

Correspondence Courses

(604) 412-7417

Distance Education Assistant

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

1. You may start your course at any time.
2. You may proceed in the course at your own speed, within the 36 week time 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. 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.
8. 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 the following section.

Financial Planning

(604) 451-6754
(604) 432-8609

Rick_McCallum@bcit.ca
Ruth_Mackay@bcit.ca

Associate Certificate in Financial Planning

BCIT and the BC 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 Rick_McCallum@bcit.ca prior to the session.

FMGT 0810

CFP EXAM PREPARATION SESSION

BCIT GRADUATES \$263		OTHER PARTICIPANTS \$313	
Oct 12 & 14	Thr/Sat	0900-1630	2 day BBY CRN 61775 GRAD 61776 OTHER
Oct 19 & 21	Thr/Sat	0900-1630	2 day DTC 61780 GRAD 61783 OTHER

Credit Courses to Professional Accounting Bodies

The majority of Financial Management courses, and several courses offered by Administrative Management, 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
- Credit Union Institute of Canada
- Financial Planners Standards Council of Canada
- Institute of Chartered Secretaries and Administrators
- Trust Companies Institute of Canada

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

FMGT 1100

BBY \$260.50 DTC \$258.80 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.

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32418
	Mon	1730-2030	12 wks	DTC		32419
Sep 12	Tue	1845-2145	12 wks	BBY		32421
	Tue	1730-2030	12 wks	BBY		32422
	Tue	1730-2030	12 wks	DTC		32424
Sep 13	Wed	1845-2145	12 wks	BBY		32426
	Wed	1730-2030	12 wks	DTC		32427
	Wed	1900-2200	12 wks	SRY		32428
Sep 14	Thr	1845-2145	12 wks	BBY		32429
	Thr	1730-2030	12 wks	DTC		61642
Sep 16	Sat	0900-1700	5 wks	BBY		32432
	Sat	0900-1200	12 wks	BBY		32434
	Sat	0900-1200	12 wks	DTC		35825
Nov 10	Fri	0900-1700	5 wks	DTC		61644

Correspondence	Tuition \$248, \$10 courier fee. Text fee \$112	
(subject to change).	36 wks	CRN 32521
Re-registration \$50	(36-wk extension)	32522

FMGT 1152

BBY \$260.50 DTC \$258.80 LLY/MRC/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.

Sep 11	Mon	1730-2030	12 wks	DTC		61648
Sep 12	Tue	1845-2145	12 wks	BBY		32471
	Tue	1900-2200	12 wks	LSS*		39974
Sep 13	Wed	1730-2030	12 wks	DTC		32472
Sep 14	Thr	1845-2145	12 wks	BBY		32474
	Thr	1900-2200	12 wks	SRY		37392
	Thr	1900-2200	12 wks	MRC**		39358
Sep 16	Sat	0900-1700	5 wks	BBY		32476
Oct 21	Sat	0900-1700	5 wks	BBY		32477

*Langley Campus — Langley Secondary School

**Maple Ridge Campus - Maple Ridge Secondary School

FMGT 1540

BBY \$260.50

CREDIT AND COLLECTIONS

Introduces credit and collections to persons who contemplate employment in credit and collections or need to understand the credit function. Topics include determining credit risk, credit instruments and collateral security, types of consumer credit and credit cards, sources of consumer credit information, collections, credit department management.

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	32469
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FMGT 1810

BBY \$260.50 DTC \$258.80 LLY/MRC/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.

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	39976
Sep 12	Tue	1730-2030	12 wks	DTC		32503
	Tue	1900-2200	12 wks	SRY		37393
	Tue	1900-2200	12 wks	MRC**		39977
Sep 13	Wed	1845-2145	12 wks	BBY		38989
Sep 14	Thr	1845-2145	12 wks	BBY		32504
	Thr	1900-2200	12 wks	LSS*		39978

*Langley Campus — Langley Secondary School

**Maple Ridge Campus - Maple Ridge Secondary School

FMGT 2100

BBY \$385.50 DTC \$383.80

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.)

Sep 11	Mon	1800-2200	13 wks	BBY	CRN	32440
	Mon	1730-2130	13 wks	DTC		32441
Sep 12	Tue	1800-2200	13 wks	BBY		32444
Sep 13	Wed	1800-2200	13 wks	BBY		32445
	Wed	1730-2130	13 wks	DTC		32446
Sep 14	Thr	1800-2200	13 wks	BBY		32447
	Thr	1730-2130	13 wks	DTC		61653
Sep 15	Fri	0900-1700	8 wks	DTC		63384
Sep 16	Sat	0900-1300	13 wks	BBY		35826
	Sat	0900-1300	13 wks	DTC		61656
Oct 21	Sat	0900-1700	8 wks	BBY		32448
Correspondence	Tuition \$373 and \$10 courier fee.					
Text not included.				36 wks	CRN	32523
Re-registration \$50				(36-wk extension)		32524

FMGT 2190

BBY \$633.50 DTC \$631.80

ACCOUNTING 1/2

Enables students to complete Accounting 1 and 2 in a single term. Students must be prepared to work a minimum of 10 to 15 hours per week in addition to class time. See FMGT 1100/2100 for details.

Sep 7	Thr/Mon	1845-2145	15 wks	BBY	CRN	32500
Sep 7	Thr/Mon	1730-2030	15 wks	DTC		32501

*for accelerated courses students must be prepared to work a minimum of 10-15 hours per week in addition to class time.

FMGT 2710

BBY \$260.50

COMPUTERIZED ACCOUNTING

Teaches the Simply Accounting for Windows integrated package to students with an introductory financial accounting background. Students should have elementary PC skills. Prerequisite: FMGT 1100, 1105 or 1152.

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	63385
Sep 13	Wed	1845-2145	12 wks	BBY		63386

FMGT 2820

BBY \$260.50 DTC \$258.80 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.

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	35827
Sep 14	Thr	1730-2030	12 wks	DTC		32515

FMGT 3110

BBY \$260.50 DTC \$258.80

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.

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32449
Sep 12	Tue	1845-2145	12 wks	BBY		61657
Sep 12	Tue	1730-2030	12 wks	DTC		32450
Sep 13	Wed	1845-2145	12 wks	BBY		32451
Sep 14	Thr	1730-2030	12 wks	DTC		32453
Sep 16	Sat	0900-1200	12 wks	BBY		35832

Correspondence Tuition \$248, \$10 courier fee.

Text and study guide fee \$153 (subject to change)	
36 wks	CRN 32528

Re-registration \$50	(36-wk extension)	32529
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FMGT 3210

BBY \$260.50 DTC \$258.80

COST AND 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.

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	33519
Sep 13	Wed	1845-2145	12 wks	BBY		33517
Sep 14	Thr	1730-2030	12 wks	DTC		35833
Sep 16	Sat	0900-1200	12 wks	BBY		35835

Correspondence Tuition \$248, \$10 courier fee.

Text fee \$106 (subject to change)	36 wks	CRN 32525
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Study Guide \$25 (optional purchase or study guide may be accessed through the web at no charge)

Re-registration \$50	(36-wk extension)	32526
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FMGT 3310

BBY \$260.50 DTC \$258.80

AUDITING 1

Covers the meaning and purpose of the audit function and an introduction to techniques and procedures. Prerequisite: FMGT 2100 or 2190.

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	39979
Sep 13	Wed	1845-2145	12 wks	BBY		61742
Sep 14	Thr	1845-2145	12 wks	BBY		32458
	Thr	1730-2030	12 wks	DTC		37207

FMGT 3410

BBY \$260.50 DTC \$258.80

INCOME TAX 1

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

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32509
Sep 12	Tue	1845-2145	12 wks	BBY		32510
	Tue	1730-2030	12 wks	DTC		35836
Sep 13	Wed	1845-2145	12 wks	BBY		32511
Sep 14	Thr	1730-2030	12 wks	DTC		32513
Sep 16	Sat	0900-1200	12 wks	BBY		35837

FMGT 3430

BBY \$260.50 DTC \$258.80 SRY \$258.80

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.

Sep 12	Tue	1730-2030	12 wks	DTC	CRN	32514
Sep 13	Wed	1900-2200	12 wks	SRY		38422
Sep 14	Thr	1845-2145	12 wks	BBY		38975

FMGT 4110 BBY \$385.50 DTC \$383.80

FINANCIAL ACCOUNTING 2

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.

Sep 12	Tue	1800-2200	13 wks	BBY	CRN	35839
	Tue	1730-2130	13 wks	DTC		63387
Sep 13	Wed	1800-2200	13 wks	BBY		61756
	Wed	1730-2130	13 wks	DTC		32461
Sep 14	Thr	1800-2200	13 wks	BBY		32462
Correspondence		Tuition \$373 and \$10 courier fee.				
Text not included.		36 wks				
		32534				
Re-registration \$50		(36-wk extension)				
		32535				

FMGT 4190 BBY \$633.50 DTC \$631.80

FINANCIAL ACCOUNTING 1/2

Enables students to complete Financial Accounting 1 and 2 in a single term. For course content refer to FMGT 3110 and FMGT 4110. Prerequisite: FMGT 2100 or 2190.

Sep 7	Thr/Mon	1845-2145	15 wks	BBY	CRN	32506
	Thr/Mon	1730-2030	15 wks	DTC		32507

*for accelerated courses students must be prepared to work a minimum of 10-15 hours per week in addition to class time.

FMGT 4210 BBY \$385.50 DTC \$383.80

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.

Sep 12	Tue	1800-2200	13 wks	BBY	CRN	32459
Sep 13	Wed	1800-2200	13 wks	BBY		61758
Sep 14	Thr	1730-2130	13 wks	DTC		32460
Correspondence		Tuition \$373 and \$10 courier fee.				
Text not included.						32532
Re-registration \$50		(36-wk extension)				32533

FMGT 4290 BBY \$ 633.50

COST AND MANAGERIAL ACCOUNTING 1/2

Enables students to complete Cost Accounting 1 and 2 in a single term. For course content refer to FMGT 3210 and FMGT 4210. Students must be prepared to work between 10 to 15 hours per week in addition to class time. Prerequisite: FMGT 2100 or 2190.

Sep 7	Thr/Mon	1845-2145	15 wks	BBY	CRN	32519
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*for accelerated courses students must be prepared to work a minimum of 10-15 hours per week in addition to class time.

FMGT 4310 DTC \$383.80

AUDITING 2

Teaches the student general auditing principles and specific audit procedures. Enables the student to critically assess accounting procedures. Prerequisite: FMGT 3310.

Sep 12	Tue	1730-2130	13 wks	DTC	CRN	63388
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FMGT 4420 BBY \$260.50 DTC \$258.80

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. This is the final offering of this course.

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	63389
Sep 13	Wed	1730-2030	12 wks	DTC		32517
Sep 14	Thr	1845-2145	12 wks	BBY		32518

FMGT 4510 BBY \$385.50 DTC \$383.80

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, money markets and pension portfolios as they affect business decisions of the Canadian firm. Prerequisite: FMGT 3510.

Sep 12	Tue	1730-2130	13 wks	DTC	CRN	35840
Sep 13	Wed	1800-2200	13 wks	BBY		61768
Sep 14	Thr	1800-2200	13 wks	BBY		32463
Correspondence		Tuition \$373 and \$10 courier fee.				
Text not included.						
Re-registration \$50		36 wks			CRN	32536
		(36-wk extension)				32537

FMGT 4810 BBY \$260.50 DTC \$258.80

PERSONAL FINANCIAL PLANNING 2

This is the concluding course in the Associate Certificate program in personal 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.

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32520
Sep 13	Wed	1730-2030	12 wks	DTC		63383

FMGT 7221 BBY \$465.50

MANUFACTURING COST ACCOUNTING

Students will learn how to use a variety of systems to account for manufacturing costs. They will also learn how accounting information can be used in planning operations, controlling activities and making decisions in a manufacturing organization. Prerequisite: TMGT 7122.

Sep 12	Tue	1845-2200	14 wks	BBY	CRN	60777
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Interior Design Programs

(604) 622-7838
(604) 681-6461

intd@bcit.ca
dhudson@bcit.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 Design

INTD	3010	Graphic Presentation
INTD	3050	Detailing and Construction Materials
INTD	4040	Space Planning 2
INTD	4060	AutoCAD 2 for Interior Design

INTD	2030	Business Practices for Interior Design
INTD	4000	Directed Studies Project

Any of the above courses may be done part-time or in a Fast Track schedule which allows completion in one year. They are shown above broken into four terms for the Fast Track Schedule. Each four courses per term may be taken during the day or evening to fit your schedule.

Courses Offered This Term:

INTD 0010 HOW \$256.30

FREEHAND DRAWING

Introduces you to drawing as a means of visual communication. The focus is on developing freehand drawing skills to assist you in design presentation drawing. (3 credits)

Sep 14	Thr	1300-1600	12 wks	HOW	CRN	61799
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INTD 1000 BBY \$260.50 HOW \$256.30

INTERIOR DESIGN BASIC

Introduces the field of interior design. You 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, 2000 or 3070 only. (3 credits)

Sep 11	Mon-Fri	1300-1600	2 wks	HOW	CRN	35810
Sep 11	Mon	1845-2145	12 wks	BBY		32241
Sep 11	Mon	1730-2030	12 wks	HOW		32242
Sep 12	Tue	1845-2145	12 wks	BBY		32243
Sep 13	Wed	0900-1600	6 wks	HOW		32244
Sep 16	Sat	0900-1200	12 wks	HOW		32246
Oct 23	Mon-Fri	0900-1700	1 wk	HOW		32247

INTD 1010 BBY \$260.50 HOW \$256.30

HISTORY OF FURNITURE

Covers the history of furniture from ancient Egypt to the present. Prerequisite: INTD 1000. (3 credits)

Sep 12	Tue	1730-2030	12 wks	HOW	CRN	32248
Sep 13	Wed	1845-2145	12 wks	BBY		32249

INTD 1020 BBY \$589.50 HOW \$585.30

INTERIOR DESIGN DRAFTING 1

Presents aspects of architectural drafting beginning with lettering, equipment awareness and technical vocabulary. Enables you to present plans, elevations, and site sections with correct architectural symbols in presentation. Prerequisite: INTD 1000. (6.0 credits)

Sep 16	Sat	0800-1600	12 wks	HOW	CRN	38395
Sep 12	Tue/Thr	1845-2145	12 wks	BBY	CRN	37064
Sep 12	Tue/Thr	0900-1200	12 wks	HOW		35811

INTD 2000 BBY \$281.50 HOW \$277.30

COLOUR AND LIGHTING

Provides you with theory concentrating on colour boards and characteristics of lamps. Prerequisite: INTD 1000. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	32252
Sep 13	Wed	1730-2030	12 wks	HOW		32253
Sep 14	Thr	1845-2145	12 wks	BBY		32255
Oct 23	Mon	0900-1600	6 wks	HOW		35812
Nov 01	Wed	0900-1600	6 wks	HOW		32254

INTD 2020 BBY \$589.50 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: 65% in INTD 1020. (6.0 credits)

Sep 11	Mon/Wed	1730-2030	12 wks	HOW	CRN	38397
Sep 16	Sat	0900-1600	12 wks	BBY		63454
Sep 13	Wed	0900-1600	12 wks	HOW		38396

INTD 2030 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. (1.5 credits)

Sep 12	Tue	0900-1200	6 wks	HOW	CRN	61868
Sep 12	Tue	1730-2030	6 wks	HOW		32261

INTD 3010 HOW \$256.30

GRAPHIC PRESENTATION

Teaches you to present design plans, elevations and perspectives graphically emphasizing use of markers and pencils. Prerequisite: INTD 2020. (3 credits)

Sep 12	Tue	1730-2030	12 wks	HOW	CRN	32256
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INTD 3040 HOW \$301.30

SPACE PLANNING 1

Introduces you to the factors and methodology used by interior designers to plan residential space. You will analyse existing plans, learn furniture placement, plan a kitchen layout, and develop an apartment and house plan. Prerequisites: INTD 1000 and 1020. (3 credits)

Sep 12	Tue	1730-2030	12 wks	HOW	CRN	32258
Sep 12	Tue	0900-1200	12 wks	HOW		35813

Starting Your Own Business

VENT 0100 \$497.50

Sep 20 Wed 1730-2030 12 wks DTC CRN 63125
Suitable for those who are interested in examining the possibility of setting-up their own business, or for those who have already started but want to learn how to prepare a business plan. Course will cover entrepreneurial characteristics, developing a marketing strategy, conducting market research, operating your business, financial projections, risk reduction, business plan development and much more.

Based on the successful Venture and BEST programs, which have been developed over the last ten years, this condensed version will concentrate on a need-to-know, street level information. By the end of the program, participants will have created a plan for their business, which will be reviewed by members of the Venture Development Centre at BCIT.

INTD 3050 HOW \$256.30

DETAILING/CONSTRUCTION MATERIALS

Acquaints you with the properties, characteristics and uses of materials used for interior construction, custom furnishing and décor. Introduces the methods and techniques involved in the preparation of working drawings for interior construction elements, building components, and millwork. Prerequisite: INTD 2020. (3 credits)

Sep 14	Thr	1730-2030	12 wks	HOW	CRN	33428
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INTD 3070 HOW \$256.30

MATERIALS 1

Covers interior finishing materials for floors, walls, ceilings, etc. incorporating several field trips. ***STUDENTS MAY NOT MISS THE FIRST NIGHT OF CLASS. Prerequisite: INTD 1000. (3 credits)

Sep 11	Mon	1730-2030	12 wks	HOW	CRN	32259
Sep 13	Wed	0900-1200	12 wks	HOW		35814
Sep 14	Thr	0900-1200	12 wks	HOW		39221

INTD 4000 HOW \$251.30

DIRECTED STUDIES PROJECT

Allows you to incorporate all material from previous courses into 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. (1.5 credits)

Oct 26	Thr	1730-2030	6 wks	HOW	CRN	32260
Oct 27	Fri	0900-1200	6 wks	HOW		61806

INTD 4040 HOW \$301.30

SPACE PLANNING 2

Using the skills acquired in Space Planning 1, you will research and develop layouts and concepts for three types of commercial applications - Retail, Hospitality and Corporate. Prerequisites: INTD 1000. (3 credits)

Sep 11	Mon	1730-2030	12 wks	HOW	CRN	38402
Sep 13	Wed	1730-2030	12 wks	HOW		37067

AICO 1000 DTC \$445.80

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 CRNs. Prerequisites: INTD 1020,2020 and or familiarity with Windows '95 and Office '97. (3 credits)

Sep 11	Mon	0900-1600	6 wks	DTC	CRN	39983
Sep 13	Wed	1730-2030	12 wks	DTC		39984
Sep 16	Sat	0900-1600	6 wks	DTC		39982

INTD 4060 DTC \$443.30

AUTOCAD 2 FOR INTERIOR DESIGN

Use of AutoCAD to produce 2D architectural drawings using Release 14 for the PC. Emphasis is on practicing 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. Prerequisite: 65% in AICO 1000 (INTD 3060) (3 credits)

Oct 23	Mon	0900-1600	6 wks	DTC	CRN	37068
Oct 28	Sat	0900-1600	6 wks	DTC		36178

Interior Design Senior Certificate

This program is designed for students who have completed the Interior Design Certificate Program and wish to obtain the necessary credits in Interior Design education required to write the NCIDQ. Certain courses have been selected to complement the certificate program and may not require completion of INTD 4000 Directed Studies. You 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 and Display*
INTD	3150	Interior Construction and 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 2

INTD 2180 HOW \$256.30**DESIGN THEORY**

Provides study, application and exploration of design processes, concept development and design theories as they relate to the built environment, through research presentations, in-class assignments and two and three dimensional team projects, which may cover such topics as social issues and adaptive reuse. Prerequisite: INTD 4000. STUDENTS MUST BRING INTD 4000 TRANSCRIPT TO FIRST NIGHT OF CLASS.(3 credits)

Sep 11	Mon	1300-1600	12 wks	HOW	CRN	37425
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INTD 3110 HOW \$256.30**GRAPHIC PRESENTATION 2**

Explores freehand sketching with an emphasis on 3D creative visualization to develop the student's ability to use perspective sketching as a communication medium in design. The course includes quick sketches and study assignments in monochromatic rendering techniques. Prerequisite: INTD 2030 and 3010. (3 credits)

Sep 14	Thr	1300-1600	12 wks	HOW	CRN	37423
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INTD 3130 HOW \$171.30**VISUAL MERCHANDISING AND DISPLAY**

Examines display areas and the elements used in arranging objects and artwork. Learn how to use colour, shape, scale, texture and finish to create vignettes. Prerequisite: INTD 1000, 1020, and 2000. (1.5 credits)

Sep 14	Thr	1730-2030	6 wks	HOW	CRN	63117
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INTD 3150 HOW \$251.30**INTERIOR CONSTRUCTION AND RENOVATION RESIDENTIAL**

Wood-frame construction and other construction methods will be studied. A small residential project will incorporate building technology and finishes as it pertains to a renovation. Prerequisites: INTD 4000, INTD 4140. (3 credits)

Sep 11	Mon	1730-2030	12 wks	HOW	CRN	63118
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INTD 3160 DTC \$445.80**AUTOCAD 3 FOR INTERIOR DESIGN**

Further advancement in AutoCAD training on Release 14 for the PC. Upon completion, you will be able to do 3D projection and interior construction drawings. Prerequisites: 65% in INTD 4060. (3 credits)

Sep 13	Wed	1300-1600	12 wks	DTC	CRN	37424
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INTD 3190 HOW \$251.30**DESIGN PROJECT**

Working through one comprehensive project, students will learn 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 3D model. Prerequisites: INTD 4000, 2080, 2070, 2180, 3110 AND 3170. (3 credits)

Sep 12	Tue	1730-2030	12 wks	DTC	CRN	63119
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INTD 4160 BBY \$447.50**ARCHIBUS**

A PC program used in many large design firms for filing and scheduling furniture. (3 credits)

Sep 16	SAT	0900-1200	12 ks	DTC	CRN	63120
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INTD 4170 HOW \$171.30**MATERIALS 2**

Covers estimating the practical application of materials and commercial materials, standards and specifications. (1.5 credits)

Oct 26	Thr	1730-2030	6 WKS	HOW	CRN	63121
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Marketing Management

(604) 432-8611

vicki_forbes@bcit.ca

(604) 432-8572

morie_shacker@bcit.ca

MARKETING MANAGEMENT CERTIFICATE PROGRAMS

All Certificate Programs require a minimum of 15 three credit courses.

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	1342	Trade/Consumer Show Marketing
MKTG	2212	Strategies in Customer Service
MKTG	2325	Marketing Globally
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 Administrative Management, 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 courses from the following:

MKTG	1019	Press/Media Relations
MKTG	1112	Customer Relations
MKTG	1119	Sports Marketing
MKTG	1120	Special Event Marketing
MKTG	1312	Advertising Copywriting
MKTG	1323	Effective Public Speaking
MKTG	1342	Trade/Consumer Show Marketing
MKTG	3418	Advertising Design Production
MKTG	3421	Strategic 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 Administrative Management, 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. Analyse 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	Skills for Sales Management
MKTG	2319	Professional Sales 2/CPSA Skills for Sales Success
MKTG	3332	Key Account Selling
MKTG	3342	Negotiating Skills

As well, complete four courses from the following:

MKTG	1112	Customer Relations
MKTG	1218	Inside Sales
MKTG	2212	Strategies in Customer Service
MKTG	2325	Marketing Globally
MKTG	2341	Introduction to Marketing Research
MKTG	2438	Direct Marketing Dynamics
MKTG	3406	New Product/Service Development
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 Administrative Management, Financial Management or Operations Management.

ASSOCIATE CERTIFICATES IN MARKETING MANAGEMENT

All Associate Certificates require a minimum of 8 three credit courses

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: (Students may substitute up to 2 courses in these programs.)

- Customer Service
- Event Marketing
- Marketing Communications
- Small Business
- Sales Skills
- Public Relations

Customer Service

MKTG	1102	Essentials of Marketing
MKTG	1112	Customer Relations
MKTG	1218	Inside Sales
MKTG	1219	Professional Sales 1
MKTG	1323	Effective Public Speaking
MKTG	2205	Marketing of Services
MKTG	2212	Strategies in Customer Service
MKTG	3321	Public Relations

Event Marketing

FUND	1215	Introduction to Fund Raising
MKTG	1019	Press/Media Relations
MKTG	1102	Essentials of Marketing
MKTG	1119	Sports Marketing
MKTG	1120	Special Event Marketing
MKTG	1342	Trade/Consumer Show Marketing
MKTG	2202	Introduction to Marketing Communications
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

BCST	1144	Writing for the Media
FUND	1215	Introduction to Fund Raising
MKTG	1019	Press/Media Relations
MKTG	1102	Essentials of Marketing
MKTG	1323	Effective Public Speaking
MKTG	2202	Introduction to Marketing Communications
MKTG	3321	Public Relations
MKTG	3421	Strategic Communications

Sales Skills

MKTG	1218	Inside Sales
MKTG	1219	Professional Sales 1
MKTG	1323	Effective Public Speaking
MKTG	1342	Trade/Consumer Show Marketing
MKTG	2220	Skills for Sales Management
MKTG	2319	Professional Sales 2/CPSA Skills for Sales Success
MKTG	2438	Direct Marketing Dynamics
MKTG	3332	Key Account Selling

Small Business

MKTG	1102	Essentials of Marketing
MKTG	1112	Customer Relations
MKTG	1219	Professional Sales 1
MKTG	1324	Small Business Development
BUSA	1005	Introduction to Business
BUSA	2205	Entrepreneurial Management
COMP	1223	MS Office 97 Applications
FMGT	1152	Accounting for the Manager

Non-Credit Workshops**MKTG 0016****MAXIMIZER APPLICATIONS FOR MARKETING**

Marketing Professions currently use Maximizer as a basic contact management tool. This workshop will enhance your usage of the program by providing you with List Management techniques that will help you maximize the program. The E-commerce segment uses Maximizer's award winning ecBuilding software, an easy way to use and powerful Web site creation and management tool which enables small business users to create an e-commerce enabled Web site without requiring technical or design skills.

Sep 15	Fri/Sat	0900-1600	2 days	DTC	CRN	63109
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MKTG 0017**CAREER MANAGEMENT STRATEGIES**

Provides the necessary skills to find work in today's competitive and changing market. Topics include: self-assessment, researching occupations, industries and companies, self-marketing techniques and tools, and electronic work search. For those who are starting their work search for the first time, or for those who are thinking of making a change, but not sure how to go about it.

Sep 16	Sat	0900-1200	8 wks	DTC	CRN	63110
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MKTG 0113**MARKETING THROUGH THE INTERNET**

Provides the skills necessary to harness the Internet as a tool for researching, prospecting and reaching target markets. Features 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. Topics include: researching competitors, industries and markets; using e-mail as a prospecting and networking tool, developing and publishing 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. Limited enrolment.

Sep 20	Wed	1730-2030	4 wks	DTC	CRN	39271
Oct 25	Wed	1730-2030	4 wks	DTC		61787

MKTG 0213**RESEARCH USING THE INTERNET**

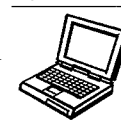
Designed to introduce Internet users to beginning and advanced techniques for doing research using the Internet. Participants will understand how to use the Internet effectively. Includes: locate information on the World Wide Web using advanced search techniques, explore some "super sites" which are 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. Limited enrolment.

Sep 29	Fri	0900-1700	1 day	DTC	CRN	39881
Nov 17	Fri	0900-1700	1 day	DTC		61789

CREDIT COURSES**MKTG 1019****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. 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. (3 credits)

Sep 12	Tue	1730-2030	12 wks	DTC	CRN	61549
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**MKTG 1102 BBY \$260.50 DTC \$258.80 SRY \$256.30****ESSENTIALS OF MARKETING**

(Internet Delivery includes text and shipping)
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. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32340
Sep 11	Mon	1730-2030	12 wks	DTC		32342
Sep 12	Tue	1845-2145	12 wks	BBY		32344
Sep 12	Tue	1730-2030	12 wks	DTC		32346
Sep 12	Tue	1900-2200	12 wks	SRY		32347
Sep 13	Wed	1845-2145	12 wks	BBY		32348
Sep 13	Wed	1730-2030	12 wks	DTC		32350
Sep 14	Thr	1845-2145	12 wks	BBY		32351
Sep 14	Thr	1730-2030	12 wks	DTC		38782
Sep 15	Internet			\$258		63541
Sep 16	Sat	0900-1600	6 wks	BBY		32355
Sep 16	Sat	0900-1600	6 wks	DTC		32354
Oct 16	Mon-Fri	0900-1700	1 wk	DTC		39989
Nov 04	Sat	0900-1600	6 wks	BBY		38860

MKTG 1112**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 a broad application for people at all levels in business and industry who will deal directly with customers, both internal and external. Students will benefit from the strategies and practical "hands-on" approach of this course. Covers defining quality service; developing excellent customer relations skills; effective communication techniques; problem-solving; listening/questioning skills; developing "excellent" people skills. (3 credits)

Sep 11	Mon	1900-2200	12 wks	SRY	CRN	37450
Sep 13	Wed	1730-2030	12 wks	DTC		32366
Sep 16	Sat	0900-1600	6 wks	BBY		32367

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MKTG 1119 DTC \$258.50

SPORTS MARKETING

Examines the full breadth of sports marketing and sponsorship, its use in the marketing plans of corporations and its function inside amateur and professional sport. This project based course will appeal to sports administrators and event organizers as well as promotion, community relations and marketing personnel who address sports marketing in their occupation. Prerequisite: MKTG 1102 or department permission. (3 credits)

Sep 11	Mon	1730-2030	12 wks	DTC	CRN	32369
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MKTG 1120 BBY \$260.50 DTC \$258.80

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 projects based course will focus on the principle components of planning and executing special events. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	32372
Sep 13	Wed	1730-2030	12 wks	DTC		32371

MKTG 1218 BBY \$260.50

INSIDE SALES

Endless career opportunities available for the professional Inside Sales Representative, this course is designed for individuals focused on acquiring the tools and attributes to be successful in this profession. Using lectures, case studies, group discussions, and guest speakers, to teach and refine efficient and practical selling techniques, students and existing inside sales professionals will learn how to sell more in less time. (3 credits)

Sep 14	Thu	1845-2145	12 wks	BBY	CRN	61556
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STARTING YOUR OWN BUSINESS? THE VENTURE PROGRAM

(604) 412-7651 VENT 1000

Profit from a lifetime of learning by employing your hard-earned skills as an entrepreneur.

The BCIT Venture Program offers a comprehensive training program targeted towards individuals in the launch phase of a business start-up (regardless of their business background.)

During this three-month program you will learn how to research a business concept and produce a realistic business plan. You will develop practical entrepreneurial planning skills to start and operate a business, and gain valuable computer modeling skills for forecasting and planning purposes.

The uniqueness of this program is its environment. The Venture Centre offers one of Vancouver's only fully furnished high tech incubation centres. Here program participants are able to investigate and start their businesses. Ultimately, you will leave the program with the ability to run your own business and the skills to make it a success!

Enrolment inquiries are welcome now, as space is limited.

Program start dates are as follows:

Fall 2000 - starts September 11, 2000
Spring 2001- starts February 5, 2001

We encourage individuals interested in the program to make an appointment with the program advisor to discuss your business concept and how the Venture Program can help you. For more information or for an appointment, call or write to:

The Venture Program
7th Floor-555 Seymour Street
Vancouver, BC V6B 3H6
Telephone: (604) 412-7651
E-mail: llarsson@bcit.ca

www.bcitventure.com

Anyone can start a business, but you have to learn how to make it work!



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

MKTG 1219 BBY \$260.50 DTC \$258.80 SRY \$256.30

PROFESSIONAL SALES 1

Provides basic training for the sales aspirant or person with no formal sales training. Develop selling techniques through practical applications and role playing. 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. (3 credits)

Sep 11	Mon	1730-2030	12 wks	DTC	CRN	32379
Sep 12	Tue	1845-2145	12 wks	BBY		32380
Sep 13	Wed	1900-2200	12 wks	SRY		32385
Sep 14	Thu	1845-2145	12 wks	BBY		32384
Nov 04	Sat	0900-1600	6 wks	DTC		38861



MKTG 1312 DTC \$258.50

ADVERTISING COPYWRITING

Covers the key elements required to write effective advertising copy that sells. A hands-on approach to the basics of creating copy for products or services for all media. (3 credits)

Sep 14	Thu	1730-2030	12 wks	DTC	CRN	63107
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MKTG 1323 BBY \$260.50 DTC \$258.80

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. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	32401
Sep 13	Wed	1845-2145	12 wks	SRY		63538
Sep 14	Thu	1730-2030	12 wks	DTC		32397
Sep 16	Sat	0900-1600	6 wks	BBY		32398
Nov 04	Sat	0900-1600	6 wks	DTC		38862

MKTG 1324 BBY \$260.50 DTC \$258.80

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. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32402
Sep 13	Wed	1730-2030	12 wks	DTC		32404

MKTG 1342 DTC \$258.80

TRADE/CONSUMER SHOW MARKETING

Examines how a trade/consumer show is an effective marketing opportunity for businesses of all sizes. Focuses on the application of marketing principles through the medium of trade or consumer shows. Also covers 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. (3 credits)

Sep 12	Tue	1730-2030	12 wks	DTC	CRN	32412
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MKTG 2202 BBY \$260.50 DTC \$258.80

INTRODUCTION TO MARKETING COMMUNICATIONS

Presents an overview of promotional strategies; advertising, sales promotion, direct marketing, event marketing, publicity, trade shows and public relations. Intended for those pursuing a concentrated marketing program. 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. (4 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32356
Sep 11	Mon	1730-2030	12 wks	DTC		32357
Sep 13	Wed	1730-2030	12 wks	DTC		61790
Sep 14	Thu	1845-2145	12 wks	BBY		32359
Nov 04	Sat	0900-1600	6 wks	DTC		38863

MKTG 2205 DTC \$258.80

MARKETING OF SERVICES

Focuses on the differences between developing strategies for services rather than products. 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. (3 credits)

Sep 12	Tue	1730-2030	12 wks	DTC	CRN	32376
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MKTG 2212 DTC \$258.80

STRATEGIES IN CUSTOMER SERVICE

Provides an overview of what constitutes the area of customer service. Designed to cover customer service from a strategic perspective and will cover such things as corporate image, personal presentations, customer interaction, customer definition, service definition and industry trends. Focuses on the importance of selecting, training, and empowering employees to work on behalf of the customer. (3 credits)

Sep 14	Thu	1730-2030	12 wks	DTC	CRN	61561
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MKTG 2213 DTC \$258.80

INTERNET CUSTOMER SERVICE

An internet customer service course on e-business Service Solutions designed to provide the participants with customer service knowledge in the demanding and competitive web market. At the end of the course, the participant will be able to successfully implement an e-business service strategic plan. (3 credits)

Oct 30	Mon-Fri	0900-1600	1 Wk	DTC	CRN	63398
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MKTG 2317 BBY \$260.50

SALES PROMOTION TECHNIQUES

Focuses on the practical application of sales promotions techniques, both trade and consumer. Covers couponing, 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. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	37374
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MKTG 2319 BBY \$301.50

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. (3 credits)

Sep 11	Mon	1845-2145	14 wks	BBY	CRN	32389
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MKTG 2341 BBY \$260.50 DTC \$258.80

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. (3 credits)

Sep 12	Tue	1730-2030	12 wks	DTC	CRN	32410
Sep 13	Wed	1845-2145	12 wks	BBY		32411

MKTG 2438 BBY \$260.50

DIRECT MARKETING DYNAMICS

Examines the concept of direct marketing, and studies the growing popularity of direct marketing as an advertising medium. As a growing function in organizations that is often not well understood or well managed, this course will look at both management and implementation of direct marketing. Direct marketing will be studied through lectures, videos, case studies, workshops, guest lecturers, group discussions, and industry-related projects. Prerequisite: MKTG 1102 or department permission. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	38864
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MKTG 2439 DTC \$412.80

DATA BASE MARKETING

This course examines the concept of database 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. Limited enrolment. (3 credits)

Sep 11	Mon	1730-2030	12 wks	DTC	CRN	61557
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MKTG 3218 DTC \$258.80

INTRODUCTION TO MEDIA

Designed for advertising agency and media sales personnel and individuals considering career entry in the advertising industry. Covers media/industry terminology, strength and limitations of media vehicles. Industry related research and the roles of those involved in planning buying and selling media time and space. (3 credits)

Sep 11	Mon	1730-2030	12 wks	DTC	CRN	32378
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MKTG 3321 BBY \$260.50 DTC \$258.80

PUBLIC RELATIONS

Designed for anyone in business, government, associations and organizations, responsible for internal and external communication. Learn to fulfill your 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. (3 credits)

Sep 11	Mon	1730-2030	12 wks	DTC	CRN	32391
Sep 12	Tue	1845-2145	12 wks	BBY		32392

MKTG 3322 BBY \$260.50 DTC \$258.80

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. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32394
Sep 13	Wed	1730-2030	12 wks	DTC		32395

MKTG 3342 BBY \$260.50

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. (3 credits)

Sep 14	Thu	1845-2145	12 wks	BBY	CRN	38407
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MKTG 3418 BBY \$414.50 DTC \$412.80

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. Examines typography, colour, layout, artwork, copywriting and production for newspaper, magazine, broadcast, internet and POP advertising. Develop your own marketing materials with QuarkXpress 4 (the industry standard). For those in marketing, advertising, media and graphic/printing sales as well as graphic designers. Limited enrolment. (3 credits)

Sep 11	Mon	1730-2030	12 wks	DTC	CRN	61558
Sep 16	Sat	0900-1200	12 wks	BBY		61562

MKTG 3421 DTC \$258.80

STRATEGIC COMMUNICATIONS

Examines how communicating a corporate strategy is critical to an organization's success at all levels. Covers the importance of market research in developing a communications strategy, how to set communication objectives that reflect the business plan, how to communicate strategically with internal and external audiences and the importance of investor relations for both public and private corporations. Analyses case studies extensively. Prerequisite: MKTG 3321. (3 credits)

Sep 14	Thr	1730-2030	12 wks	DTC	CRN	61563
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MKTG 4318 DTC \$258.80

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. Provides marketable skills in media planning and buying, to qualify students for career entry consideration in advertising agencies. Prerequisite: MKTG 3218 or a minimum of one year's experience in an agency media department. (4 credits)

Sep 12	Tue	1730-2030	12 wks	DTC	CRN	63108
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MKTG 4340 BBY \$260.50

MARKETING PLANNING FUNDAMENTALS

Presents a decision-making course. Students will be expected to apply the concepts of marketing and planning to real-world situations. The course will cover identifying markets, buying behavior, product planning, pricing, distribution and communication strategies. The focus of the course will be on developing a marketing plan. Prerequisite: MKTG 2202, 2341. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32409
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The Call Centre of Excellence Citation Program



A one month program developed to meet the specific skill requirements of the growing call centre industry in B.C. These skills, in addition to foundation skills in business,

communication and computers and a strong aptitude for customer service, are the essential qualifiers for employment in call centres and careers in this expanding industry.

CLCR 1101 CALL CENTRE OPERATIONS DTC \$352.50

Students gain a basic understanding of the call centre industry, the technologies used in call centres, performance measurements, team performance, and how they are applied to achieve significant improvements in customer service and business results. Skills for using these technologies are developed and practiced in a call centre training lab using advanced applications in computer-telephony integration. Prerequisites:

1. Introductory college-level courses in written and verbal Communications, Microsoft Windows Applications, Windows 95 or 98, and Business.2.
- Attendance at an orientation session
3. A telephone interview
4. A personal interview
5. Satisfactory results in a core competency skill assessment for call centre agents

Sept 11 Mon-Fri 0900-1700 1 wk DTC CRN 61699

CLCR 2103 CALL CENTRE ENHANCED SALES AND SERVICE DTC \$352.50

By understanding the importance of the professional sales process, students develop the essential skills necessary for sales applications in inbound and outbound call centres. These skills include pre-call planning, building rapport, identifying needs and buying signals, up-selling and cross-selling techniques, overcoming objections and achieving closure. The program places special emphasis on business ethics and value for the customer. Skills are developed and practiced in a call centre training lab with examples that are typical of call centres in the financial, telecommunications, retail trade and tourism industries. Prerequisites: CLCR 1101, CLCR 2205.

Sept 25 Mon-Fri 0900-1700 1 wk DTC CRN 61703

CLCR 2205 CALL CENTRE COMMUNICATIONS AND CUSTOMER SERVICE DTC \$352.50

Develops the essential skills for serving customers through a call centre. These skills include eliciting customer needs, using problem-solving and creative techniques to find solutions, handling difficult customers, team work and achieving professional success and personal satisfaction from working in a call centre environment. Skills are developed and practised in a state-of-the-art call centre training lab with examples that are typical of call centres and help desks in the financial service, telecommunications health care and transportation industries. Prerequisites: CLCR 1101 - Call Centre Communications. (3 credits)

Sept 18 Mon-Fri 0900-1700 1 wk DTC CRN 61705

CLCR 3000 CALL CENTRE WORK EXPERIENCE DTC \$258.80

Provides the opportunity to gain first-hand experience in the call centre industry while refining skills under the supervision of an employer. Students are required to apply directly to employers who have agreed to cooperate with BCIT. Successful applicants will have various opportunities within the workplace to learn by structured observation and hands-on activities. Successful completion of this course depends upon a formal performance assessment by the sponsoring employer. Prerequisites: CLCR 1101, CLCR 2103, CLCR 2205. (3 credits)

Oct 2 Mon-Fri 0900-1700 1 wk DTC CRN 61711

For information on the Call Centre Associate Certificate Program call (604) 622-7838 or (604) 432-8611.

TRAINING FOR TODAY'S CALL CENTRE AGENTS WORKSHOP SERIES

(604) 622-7838 www.callcentrereading.com

CLCR 1040 CUSTOMER SERVICE SKILLS (1 CREDIT) DTC \$295

A two-day course highlighting:

- How to elicit customer needs
- Using problems solving & creative thinking techniques to find solutions
- How to handle difficult customers
- How to evaluate your own customer service strengths and areas for improvement.

Dec 5/6 Tue/Wed 0900-1600 2 days DTC CRN 62248

CLCR 1050 TELEPHONE SELLING SKILLS (1 CREDIT) DTC \$295

A two-day course highlighting:

- How to handle objections
- How to implement a proven and effective sales process
- Up-selling and cross-selling techniques
- How to evaluate your own telephone selling strengths and areas for improvement.

Nov 15/16 Wed/Thr 0900-1600 2 days DTC CRN 62251

CLCR 1060 TEAM DYNAMICS AND STRESS MANAGEMENT DTC \$175

A one-day course highlighting: (.5 credit)

- How to build an effective team
- How to manage and resolve team conflict
- Problem-solving and decision-making methods
- Strategies to prevent and reduce stress in a call centre environment
- Creative stress management techniques

Nov 1 Wed 0900 - 1600 1 day DTC CRN 62258

CLCR 2001 COACHING SKILLS FOR CALL CENTRE SUPERVISORS DTC \$395

A two-day course highlighting: (1 credit)

- The purpose and benefits of coaching
- How to identify when and whom to coach
- How to successfully coach employees at all developmental levels
- How to assess your own coaching strengths and define areas for improvement

Oct 24/25 Tue/Wed 0900 - 1600 2 days DTC CRN 62262

CLCR 2003 MOTIVATING TECHNIQUES FOR CALL CENTRE AGENTS DTC \$195

A one-day course highlighting: (.5 credit)

- Why motivation programs are effective in a call centre
- Effective motivational techniques for call centres
- How to develop a motivational tool kit
- How to evaluate motivational strategies

Oct 26 Thr 0900 - 1600 1 day DTC CRN 62265

Fall 2000 Part-time Studies

Associate Certificate in Fundraising

A new program endorsed by the NSFRE, Vancouver Chapter, which focuses on the skills necessary to be a fundraising professional.

Fundraising

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 totalling 18 Hrs (Approved by the Department)

FUND 0010 DTC \$156.30

FACE TO FACE SOLUTIONS

Face-to-face solicitation in an integral part of fundraising and should be incorporated into every organization's development strategy. The Art of Personal Solicitation Seminar will work through the steps for success in asking - from getting ready to make the visit to thank you and recognition, including handling objections from the donor. You will have an opportunity to practice and ask using real life situations.

Sept 23 Sat 0900-1600 1 day DTC CRN 63391

FUND 1215 INTRODUCTION TO FUNDRAISING DTC \$258.80

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. (3 credits)

Sept 13 Wed 1730-2030 12 wks DTC CRN 61565

FUND 2215 MARKETING FOR FUNDRAISING DTC \$258.80

Understanding marketing principles as the foundation for organizational relationships. 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. (3 credits)

Sept 12 Tue 1730-2030 12 wks DTC CRN 61566

FUND 2316 GRANT AND PROPOSAL WRITING DTC \$145.30

A practical introduction to the elements of proposal and grant writing: the purpose and responsibility, research, mechanics of preparation, outline of a formal proposal/grant, presentation, follow-up, accepting the answer graciously and post-grant reporting. Gain skills in hands-on practice developing the case statement and grant writing. (Prerequisite: FUND 1215 or dept. permissions). (1.5 credits)

Oct 18 Wed 1730-2030 6 wks DTC CRN 63111

FUND 3315 CAMPAIGN PLANNING & OPERATIONS DTC \$258.80

Students learn to analyze and synthesize the necessary components of annual, major gift and capital campaigns. Strategic planning, institutional readiness, prospect research, record keeping, markets, vehicles and management of the program are stressed. (3 credits)

Sept 11 Mon 1730-2030 12 wks DTC CRN 61567

Tourism

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 and Tours
TOUR 2304	Conventions/Meetings/Incentive Travel
TOUR 2324	Tourism Marketing Planning

As well, choose four of the following:

MKTG 1120	Special Event Marketing
MKTG 1324	Small Business Development
MKTG 2212	Strategies in Customer Service
MKTG 3321	Public Relations
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 Administrative Management, Financial Management or Operations Management.

ASSOCIATE CERTIFICATE IN 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

TOUR 1261 B.C. TOURISM ISSUES DTC \$258.80

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. (3 credits)

Sept 13 Wed 1730-2030 12 wks DTC CRN 63296

TOUR 1301 GROUP TRAVEL AND TOURS BBY \$258.80

Covers the development, research and marketing of tour packages and charters. Practical exercises are given in tour planning, organizing, managing, guiding and marketing of tour/charter products. Terminology used by tour operators, wholesalers and destination management companies (D.M.C.'s) is applied in the costing, documentation and reservation systems used by firms in this growth sector of tourism. (3 credits)

Sept 12 Tue 1845-2145 12 wks BBY CRN 38408

TOUR 2307 RESORT/HOTEL MARKETING DTC \$258.80

Focuses on the application of marketing principles and strategies to the Accommodation sector of Tourism. Includes how a variety of resort/hotel marketing departments are organized, responsibilities assigned and functions established. The role of personal selling, sales reporting and monitoring techniques, as well as communication and media used to effectively reach specified target markets will also be examined. (3 credits)

Sept 11 Mon 1730-2030 12 wks DTC CRN 38409

TOUR 2324 TOURISM MARKETING PLANNING BBY \$258.80

Designed to provide someone with general marketing responsibility in the Tourism business. The skills to develop and implement a marketing plan. The focus will be on the development and marketing of a tourism product, utilizing all the elements of the marketing mix, including segmentation, research, tour packaging, risk analysis and travel motivation. (3 credits)

Sept 12 Tue 1845-2145 12 wks BBY CRN 60152

Media Techniques for Business

(604) 451-7032

(604) 453-4032

tcarde@bcit.ca

psawyer@bcit.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 ten basic courses, totaling 27 credits and a minimum of 6 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 & 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 1260	Illustrator PC 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 2261	Illustrator PC 2
MDIA 2170	Photoshop PC 2
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 1155	QuarkXpress PC 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 and Media 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 a valuable to anyone who wishes to pursue a career in the communications area of any business, from home-based business to major corporations.

continued next page

Required basic courses:

MKTG	1102	Essentials of Marketing
MKTG	2202	Introduction to Marketing Communications
MKTG	3321	Public Relations
MKTG	3322	Promotional Strategies
MKTG	3421	Strategic Communications
MDIA	1100	Intro to Media Techniques for Business
MDIA	2060	Effective Presentation Techniques
MDIA	1040	Graphic 1
MDIA	2040	Graphic 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	1260	Illustrator for the PC 1
MDIA	2261	Illustrator for the PC 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 PHOTOGRAPHY ENTRY LEVEL BBY \$148

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 enroll in this exploratory course. Students need 35mm SLR with 50mm lens and must supply their own film. A tripod is recommended.

Sept 13	Wed	1900-2200	4 wks	BBY	CRN	32304
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MDIA 1010 PHOTOGRAPHY BBY \$293

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. (3 credits)

Oct 11	Wed	1900-2200	8 wks	BBY	CRN	32305
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MDIA 1040 GRAPHICS 1 BBY \$303.50

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. (3 credits)

Sept 11	Mon/Wed	1845-2145	6 wks	BBY	CRN	32306
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MDIA 1100 INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS BBY \$303.50

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. (3 credits)

Sept 11	Mon	1900-2200	12 wks	BBY	CRN	32307
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MDIA 2040 GRAPHICS 2 BBY \$303.50

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. (3 credits)

Oct 23	Mon/Wed	1845-2145	6 wks	BBY	CRN	32308
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MDIA 2060 EFFECTIVE PRESENTATION TECHNIQUES BBY \$260.50

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. (3 credits)

Sept 14	Thr	1845-2145	12 wks	BBY	CRN	32309
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MDIA 2095 PORTFOLIO PRODUCTION BBY \$447.50

Participants consolidate their experience, learning, and talent by compiling a portfolio that focuses on individual interest and strength, and showcasing their work. 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. (3 credits)

Sept 16	Sat	0900-1200	12 wks	BBY	CRN	61611
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MDIA 2160 ADVANCED PHOTOGRAPHY 1 BBY \$218

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. (1.5 credits)

Oct 26	Thr	1900-2200	6 wks	BBY	CRN	32310
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Associate Certificate Desktop Publishing

The Desktop publishing Associate Certificate program requires the completion of the following 6 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 & 2050	PageMaker for the PC (Levels 1 and 2)
MDIA	1090 & 2090	PageMaker for the Macintosh (Levels 1 & 2)
MDIA	1150 & 2150	QuarkXpress (Levels 1 and 2)
MDIA	1155 & 2155	QuarkXpress for PC (Levels 1 and 2)
MDIA	1049 & 2049	Adobe In-Design (Levels 1 and 2)

II. Choice of: (Levels 1 and 2 required)

MDIA	1130 & 2130	CorelDraw (Levels 1 and 2)
MDIA	1160 & 2160	Adobe Illustrator for the Macintosh (Levels 1 & 2)
MDIA	1260 & 2261	Adobe Illustrator for the PC (Levels 1 & 2)

III. Choice of: (Levels 1 and 2 required)

MDIA	1170 & 2270	Adobe PhotoShop for the PC (Levels 1 & 2)
MDIA	1180 & 2180	Adobe PhotoShop for the Macintosh (Levels 1 and 2).

Desktop Publishing and Graphics for the Macintosh

(604) 451-7032	tcarde@bcit.ca
(604) 453-4032	psawyer@bcit.ca
MDIA 1090	BBY \$346.50

PAGEMAKER MAC 1

Introduces and teaches design, layout and production of professional publications, using the Adobe PageMaker assembly software program. 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. (1.5 credits)

Sept 15	Fri	1845-2145	6 wks	BBY	CRN	32282
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MDIA 1111 DESKTOP SCANNING BBY \$384 DTC \$382.30

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 colourcasts. PhotoShop is used extensively in this course. (1.5 credits)

Sept 13	Wed	1845-2145	3 wks	BBY	CRN	37320
Sept 15	Fri	0900-1600	3 wks	DTC		38686

MDIA 1049 ADOBE INDESIGN - LEVEL 1 DTC \$342.30

This sophisticated page layout and design program is designed for the future of professional publishing. Delivers unparalleled creative freedom, productivity and precision for designing superb pages. InDesign works seamlessly with PhotoShop and Illustrator providing a single integrated design environment that does not interrupt your creative process. Covers: the InDesign toolbox, Master multiple pages, guides and grids, text placing and handling, integrating elements into your pages, links, text and graphic frames, gradient fills and strokes, multiple views, document wide layers, typographical composition techniques, scaling and shearing of text and graphics, navigator control and applying colors. (1.5 credits)

Sept 16	Sat	1300-1600	6 wks	DTC	CRN	63509
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MDIA 1140 COLOUR AND THEORY FOR PUBLISHERS BBY \$437.50

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 covers colour models used in computer graphics programs, through hands-on use of Adobe Illustrator on the Macintosh. (3 credits)

Sept 14	Thr	1845-2145	12 wks	BBY	CRN	37074
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MDIA 1150 QUARKXPRESS MAC 1 DTC \$342.30

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. (1.5 credits)

Sept 11	Mon	1730-2030	6 wks	DTC	CRN	38687
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MDIA 1160 ADOBE ILLUSTRATOR MAC 1 BBY \$384 DTC \$382.30

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 primitives to create basic shapes. Work with type, change type attributes, import text and link text blocks, wrap text around an object and more. (1.5 credits)

Sept 15	Fri	1730-2030	6 wks	DTC	CRN	37081
Sept 16	Sat	0900-1200	6 wks	BBY		38688

MDIA 1180 ADOBE PHOTOSHOP FOR MAC 1 BBY \$386.50 DTC \$384.80

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 colours, use painting tools, change brush size and options, understand image size and resolution, create type, ghost back type on an image and airbrushing. Individual work stations. (1.5 credits)

Sept 12	Tue	1845-2145	6 wks	BBY	CRN	32290
Oct 06	Fri	0900-1600	3 wks	DTC		38689
Oct 29	Sun	1300-1600	6 wks	BBY		32291

MDIA 2000 TYPOGRAPHY DTC \$435.80

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. Emphasis will be a quality rather than quantity. Prerequisites: MDIA 1150 and MDIA 2150 or MDIA 1090 and MDIA 2090. (3 credits)

Sept 14	Thr	1730-2030	12 wks	DTC	CRN	37079
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MDIA 2049 ADOBE INDESIGN - LEVEL 2 DTC \$344

Builds on the strengths learned in the Level 1 course. Additional topics will consist of: automatic layout adjustment, precision control techniques, pen tool paths, layer modes, scissor tools, rotation from the transform palette; tracking and kerning techniques, Bezier paths, making special gradients, step and repeat options; nested text and graphic frames, color separations, RGB, CMYK and lab mode colors, trapping issues, full Adobe Acrobat PDF support and more. Prerequisite: MDIA 1040 level 1 or permission from instructor. (1.5 credits)

Oct 28	Sat	1300-1600	6 wks	DTC	CRN	63513
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MDIA 2090 PAGEMAKER MAC 2 BBY \$344

Guides students through advanced features. Create your documents in readiness for sending files to a service bureau, thus reducing pre-press costs. 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. (1.5 credits)

Oct 27	Fri	1845-2145	6 wks	BBY	CRN	32293
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MDIA 2111 DESKTOP SCANNING 2 BBY \$384 DTC \$382.30

Continuates on from Desktop Scanning 1. Adobe PhotoShop is used extensively. Prerequisite: MDIA 1111. (1.5 credits)

Oct 25	Wed	1845-2145	6 wks	BBY	CRN	61618
Oct 27	Fri	0900-1600	3 wks	DTC		38695

MDIA 2150 QUARKXPRESS MAC 2 DTC \$342.30

Teaches advanced publishing techniques using QuarkXpress including integration with work 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. (1.5 credits)

Oct 23	Mon	1730-2030	6 wks	DTC	CRN	38691
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MDIA 2180 ADOBE PHOTOSHOP FOR MAC 2 BBY \$384 DTC \$382.30

Manipulate scanned photolithographs, slides and original artwork. 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, crating releases around images with paths and more. Prerequisite: MDIA 1180. (1.5 credits)

Oct 24	Tue	1845-2145	6 wks	BBY	CRN	32297
Nov 17	Fri	0900-1600	3 wks	DTC		38693

MDIA 2260 ADOBE ILLUSTRATOR MAC 2 BBY \$384 DTC \$382.30

This course is a continuation of MDIA 1160. (1.5 credits)

Oct 27	Fri	1730-2030	6 wks	DTC	CRN	37083
Oct 28	Sat	0900-1200	6 wks	BBY		38694

MDIA 3180 ADOBE PHOTOSHOP MAC 3 DTC \$382.30

Learn to create special effects using channels and filters, render text to use filters, prepare and optimize images for the web, create rollovers and animate GIFs for any sequence for video or the web. Create, save and edit actions, use alpha channels to create transparent backgrounds for exporting into image compositing programs, create textures and lighting for 3D animations, make natural reflections, techniques for retouching damaged images and fix over exposed images with dark shadows. Prerequisites: Photoshop levels 1 and 2 or permission from the instructor. (1.5 credits)

Oct 26	Thr	1730-2030	6 wks	DTC	CRN	63441
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MDIA 3260 ADOBE ILLUSTRATOR MAC 3 DTC \$382.30

This course concentrates on the more advanced features and tools of Illustrator. Topics include graphic file formats, what they are and how to use them efficiently, color management, advanced tools using the gradient mesh tool and graph tool, integrating Illustrator with other publishing programs and platforms, pathfinder techniques, trapping issues and preparing files for final film output with color separation. This advanced course is intended for designers and production artists who wish to learn more about key issues in a production environment. Prerequisites: Illustrator levels 1 and 2 or permission from the instructor. (1.5 credits)

Sept 14	Thr	1730-2030	6 wks	DTC	CRN	63442
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Desktop Publishing and Graphics for the PC

(604) 451-7032	tcarde@bcit.ca
(604) 432-8614	ldavie@bcit.ca

MDIA 1050 PAGEMAKER PC 1 DTC \$342.30

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. (1.5 credits)

Sept 12	Tue	1730-2030	6 wks	DTC	CRN	32279
Sept 16	Sat	0900-1200	6 wks	DTC		32281
Oct 26	Thr	1730-2030	6 wks	DTC		61592

MDIA 1130 CORELDRAW 1 BBY \$384

Learn to create logos, web icons, business cards, flyers, newsletters and more. CorelDraw 9 is a powerful vector based PC graphics program, perfect for all your Desktop Publishing or Graphics needs. Level 1 introduces the desktop environment and drawing tools, as well as node editing, working with text, fit-text-to-path, and clipart. Pre-requisite: Windows knowledge. (1.5 credits)

Sept 16	Sat	0900-1200	6 wks	BBY	CRN	32287
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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. (1.5 credits)

Sept 16	Sat	1300-1600	6 wks	BBY	CRN	32302
Sept 14	Thr	1845-2145	6 wks	BBY	CRN	61612

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 primitives to create basic shapes. Work with type, change attributes, import text and more. (1.5 credits)

Sept 17	Sun	0900-1200	6 wks	BBY	CRN	37430
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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. (1.5 credits)

Oct 24	Tue	1730-2030	6 wks	DTC	CRN	32325
Oct 28	Sat	0900-1200	6 wks	DTC		38690

MDIA 2130 BBY \$384

CORELDRAW 2

Create projects with special effects such as drop shadows, blended fills and dimension. Level 2 introduces bitmaps and working with layers. Topics covered will include power clips, extrude, envelopes, import and export and web integration. Pre-press file preparation and professional output will also be discussed. Pre-requisite: MDIA 1130. (1.5 credits)

Oct 28	Sat	0900-1200	6 wks	BBY	CRN	32294
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MDIA 2261 BBY \$384

ADOBE ILLUSTRATOR PC 2 (1.5 CREDITS)

Builds on skills learned in MDIA 1260. This course enables you to work with advanced techniques such as multiple masks, airbrush effects, multiple layers and paths, custom views and special type effects.

Oct 29	Sun	0900-1200	6 wks	BBY	CRN	61007
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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. (1.5 credits)

Oct 26	Thr	1845-2145	6 wks	BBY	CRN	61619
Oct 28	Sat	1300-1600	6 wks	BBY		32303

Internet

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(604) 453-4032

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psawyer@bcit.ca

Web Technologies - Publishing on the Internet
MDIA 1205 Weaving the Web: Publishing on the Internet 1
MDIA 2205 Weaving the Web: Publishing on the Internet 2
MDIA 3205 Imaging Technologies for Web Publishing
MDIA 3206 Audio and Video Technologies for Web Publishing
MDIA 3207 Using Scripting Language on the Web
MDIA 3208 Using New Media on the Web
MDIA 4205 Website and Network Management
MDIA 4206 Major Project

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. (1.5 credits)

Sept 12	Tue	1845-2145	6 wks	BBY	CRN	39944
Sept 16	Sat	0900-1600	3 wks	BBY		39945

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. (1.5 credits)

Oct 24	Tue	1845-2145	6 wks	BBY	CRN	37109
Oct 28	Sat	0900-1600	3 wks	BBY		37110

MDIA 1201 DTC \$613.80

INTERNET SKILLS

Combines mdia 1195 & mdia 1200, first 2 1\2 days cover skills in search engines, downloading software, e-mail, ISP's and Newscast Push technology. Emphasis on the most popular browsers and the areas of e-mail and Push Technology. Second half focuses on creating Web pages using HTML. Templates, wizards, tables, frames, forms and more will be discussed and used. (3 credits)

Sept 11	m-f	900-1600	1 wk	DTC	CRN	63447
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MDIA 1205 \$551

WEAVING THE WEB: PUBLISHING ON THE INTERNET (LEVEL 1)

A basic course in Web authoring offered entirely on the Internet. Students must have access to the Internet, a personal e-mail account, and a PC Pentium or Macintosh PPC with 32-64 Megs of RAM. Software required: Netscape Communicator. To browse the course outline, link to URL: <http://online.bcit.ca/de/Multimed.htm> (3 credits)

Sept 12	Mon	Internet	12 wks		CRN	39964
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MDIA 2205 \$367

WEAVING THE WEB: PUBLISHING ON THE INTERNET (LEVEL 2)

Topics include manual HTML coding of forms, frames, and cascading style sheets (CSS). The course will be offered entirely on the Internet. See MDIA 1205 for technical requirements. To browse the course outline, link to URL: <http://online.bcit.ca/de/Multimed.htm> Prerequisite: MDIA 1205 or demonstrated competence. (2 credits)

Sept 12	Mon	Internet	6 wks		CRN	61635
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MDIA 3205 \$367

IMAGING TECHNOLOGIES FOR WEB PUBLISHING

Topics include image file formats, browser-safe colours, transparency, tiling, typography, scanning, animations, image mapping, and graphic layout. The course will be offered entirely on the Internet. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm>. Software required: a graphics application (such as Adobe ImageReady, Photoshop, or Macromedia Fireworks). Prerequisites: MDIA 1205 and 2205 or demonstrated competence. (2 credits)

Oct 24	Mon	Internet	6 wks		CRN	61637
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MDIA 3206 \$367

AUDIO AND VIDEO TECHNOLOGIES FOR WEB PUBLISHING

Topics include: audio file formats, audio sample rates, audio resolution, audio compression, video file formats, and video compression. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm>. Students must have access to hardware capable of digitizing sound as well as an audio digitizing software package such as SoundEdit 16, SoundForge, BAIS Peak, or similar. Assignments will not require the digitization of video. Prerequisite: MDIA 1205, 2205 and 3205 or demonstrated competence. (1.5 credits)

Oct 24	Mon	Internet	6 wks		CRN	61638
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MDIA 3207 \$551

USING SCRIPTING LANGUAGE ON THE WEB

Concentrates on using and modifying commercial and/or freeware JavaScript routines to enhance the content of Web pages. To fully understand how JavaScript work and how they may be modified, students will be asked to create short JavaScript routines using manual coding. Other topics will include Java Applets (no coding required), Dynamic HTML (DHTML), and embedded fonts. To browse the course outline, link to URL: <http://online.bcit.ca/de/Multimed.htm> (3 credits)

Sept 11	Mon	Internet	12 wks		CRN	63522
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MDIA 3208 INTERNET \$551

USING NEW MEDIA ON THE WEB

Concentrates on using new media to enhance Web pages. While utilizing Shockwave/Flash will form the basis of this course, students will be encouraged to employ other new media, as it becomes available. The use of Macromedia Director to create dynamic Web pages will be discussed and students who have access to this software will be encouraged to use it. Prerequisites: MDIA 1205, 2205, 3205, 3206 and 3207 or demonstrated competence. To browse the course outline, link to URL: <http://online.bcit.ca/de/Multimed.htm>. (3 credits)

Sept 11	Mon	Internet	12 wks		CRN	63524
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MDIA 4205 INTERNET \$551

WEBSITE MANAGEMENT AND ECOMMERCE

Topics include: locating clients, consultation, market research, advertising considerations, using print media, search service submissions, banner advertising/banner exchanges, trade links, Internet malls and cross-linking, targeting your populations, maintaining site, services and fees, online shopping, enhancing your business with the Internet and the virtual store front. The content of this course will articulate closely with MDIA 4206 and the two may be taken concurrently. To browse the course outline, link to URL: <http://online.bcit.ca/de/Multimed.htm>. Prerequisites: MDIA 1205, 2205, 3205, 3206, 3207 and 3208 or demonstrated competence. (3 credits)

Sept 11	Mon	Internet	12 wks		CRN	63450
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MDIA 4206 INTERNET \$551

MAJOR PROJECT

This course is the culmination of the certificate program and will concentrate on the development of a comprehensive Web site for a real client. Students will be encouraged to locate a volunteer organization desiring a Web site or use some organization or business with which they are closely associated. In addition to locating the client, other tasks will include designing and storyboarding the site in consultation with the client, articulating the content of the site as dictated by the client, creating a domain name, mounting the site using a commercial ISP, registering the site with search services, cross linking the site with other similar organizations and maintaining and testing the site for a period of 6 weeks. The tutor will be constantly available for consultation during this process. The course may be taken concurrently with MDIA 4205. Prerequisites: MDIA 1205, 2205, 3205, 3206, 3207 and 3208, or demonstrated competence. (3 credits)

Sept 11	Mon	Internet	12 wks		CRN	63451
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Multimedia

(604) 451-7032
(604) 433-8614

tcarde@bcit.ca
ldavie@bcit.ca



MDIA 1008 DTC \$456.30

APPLE FINAL CUT PRO MAC 1

This Digital Video creation course focuses on how to create videos with fast, interactive editing tools with direct proxy-free compositing views along with special effects techniques. The course covers Real-time DV editing, effects and compositing solutions in order to create high-impact materials, such as video brochures, instructional guides and presentations. (1.5 credits)

Sept 16	Sat	0900-1200	6 wks	DTC	CRN	63448
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MDIA 1016 BBY \$488

INTRO TO AVID NONLINEAR VIDEO EDITING

Covers techniques and procedures for editing video productions on nonlinear AVID Express video editing systems in use in video production operations. Provides a solid grounding in the management and operation of off-line and on-line nonlinear editing platforms. This is a hands-on course with maximum 2/1 student/machine ratio.

Oct 21	Sat/Sun	900-1600	2 wks	BBY	CRN	63430
Nov 25	Sat/Sun	900-1630	2 wks	BBY		63495



MDIA 1197 BBY \$348

DIGITAL AUDIO WORKSHOP 1

This 18 hour, intense workshop course exposes students to the world of digital audio production. Students gain hands-on skills and learn to maximize the use of sound by exploring sound design on a variety of digital editing programs, including Pro Tools, MP3 and more.

Sept 17	Sun	1200-1630	4 wks	BBY	CRN	63433
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MDIA 1188 BBY \$384

ADOBE PREMIER

Premier makes it easier to create 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. (1.5 credits)

Sept 11	Mon	1845-2145	6 wks	BBY	CRN	38696
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MDIA 1297 BBY \$348

DIGITAL AUDIO WORKSHOP 2

Delve into digital production with a strong focus on professional sound. Lots of in-studio work, including Pro Tools, MP3 and more, at the professional level, will help develop the skills required in today's recording industry. Students will also learn about marketing their skills, utilizing digital sound and the Internet. (1.5 credits)

Oct 22	Sun	1200-1630	4 wks	BBY	CRN	63438
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MDIA 1450 DTC \$382.30

MACROMEDIA DIRECTOR MAC 1

Guides you through the practical aspects of working with Macromedia Director. The focus will be on screen and interface design as well as incorporation video, audio, graphics and animation. You will create a real interactive multimedia project with techniques that will apply to both MAC and PC platforms. (1.5 credits)

Sept 12	Tue	1730-2030	6 wks	DTC	CRN	38699
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MDIA 1455 BBY \$384

MACROMEDIA DIRECTOR PC 1

This course provides an introduction to Macromedia Director. It is also an introduction to some of the concepts of interactive multimedia production for CD-ROM and the web. Covered are the basics of the software, how to create animations and how to create simple interfaces that use navigation and user feedback. As multimedia productions created in Director rely heavily on imported content form other software, the basic technical specifications of content formats is covered as well. (1.5 credits)

Sept 11	Mon	1845-2145	6 wks	BBY	CRN	63516
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MDIA 1461 BBY \$384

MACROMEDIA DREAMWEAVER PC 1

DreamWeaver is a roundtrip WYSIWYG HTML editor.

DreamWeaver allows you to design your web page visually while keeping the source code available to be tweaked manually. The course introduces students to the basics of web page design focusing on site design and content management. Students to learn how to create simple web pages containing text and graphics. Prerequisite: A basic understanding of HTML would be helpful but not necessary. (1.5 credits)

Sept 12	Tue	1845-2145	6 wks	BBY	CRN	63511
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MDIA 1465 BBY \$384

MACROMEDIA FLASH PC 1

Flash is a web-based animation program. Flash level one will introduce students to Flash as well as team how to prepare: animations for the web. The course will show how to produce content in Flash as well as how to work with other applications. Simple animations will be made to interact with web pages. (1.5 credits)

Sept 15	Fri	1845-2145	6 wks	BBY	CRN	63514
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MDIA 1466 DTC \$382.30

MACROMEDIA FLASH MAC 1

Flash is a web-based animation program. Flash level one will introduce students to Flash as well as learn how to prepare animations for the web. The course will show how to produce content in Flash as well as how to work with other applications. Sample applications will be made to interact with web pages. (1.5 credits)

Sept 13	Wed	1730-2030	6 wks	DTC	CRN	63446
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MDIA 1470 DTC \$382.30

MACROMEDIA DREAMWEAVER MAC 1

Dreamweaver is a roundtrip WYSIWYG HTML editor.

Dreamweaver allows you to design your webpage visually while keeping the source code available to be tweaked manually. The course introduces the basics of web page design focusing on site design and content management. You will create simple web pages containing text and graphics. Prerequisite: A basic understanding of HTML would be helpful but not necessary.

Sept 12	Tue	1730-2030	6 wks	DTC	CRN	63445
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MDIA 1910 DTC \$382.30

ADOBE GOLIVE MAC 1

Adobe GoLive offers the unique tools needed to ensure the success of creating an interactive Web site. The program has a comprehensive set of tools, which will allow you to create a flawlessly designed Web site with the familiar Adobe interface. GoLive is tightly integrated with PhotoShop, Illustrator, InDesign and LiveMotion. The course covers: Inspector palette, layout and grids, point and shoot, size and optimize PhotoShop images, QuickTime Movies, Java applets, Smartlinks, cascading style sheets and web site design. (1.5 credits)

Sept 11	Mon	1730-2030	6 wks	DTC	CRN	63440
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NEW **MDIA 2010** **DTC \$382.30**
ADOBE GOLIVE MAC 2
 This advanced course covers: Linking issues, Hypertext links, actions, rollovers, previewing links, creating actions, adding content to frames, floating boxes, animating multiple floating boxes, developing a site map, creating dynamic links for incorporating database and e-commerce capabilities, multiple panes for viewing live and conceptualized site pages, links and content, editing streaming media and site management issues. (1.5 credits)

Oct 23	Mon	1730-2030	6 wks	DTC	CRN	63439
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MDIA 2189 **DTC \$440.80**
AFTER EFFECTS
 Provides a working knowledge of some of the software used for video production. Create portfolio quality Quick Time movies that can be integrated into multimedia projects digital nonlinear video editing and Adobe After Effects for composing, animation and effects. Topics include video production process, compression for animation. (3 credits)

Sept 13	Wed	1730-2030	12 wks	DTC	CRN	61634
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MDIA 2450 **DTC \$382.30**
MACROMEDIA DIRECTOR MAC 2
 Builds on skills learned in Macromedia 1. Prerequisite: MDIA 1450. (1.5 credits)

Oct 24	Tue	1730-2030	6 wks	DTC	CRN	39943
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MDIA 2455 **BBY \$384 NEW**
MACROMEDIA DIRECTOR PC 2
 This course is a continuation of Director Level 1 and focuses mainly on the Lingo programming language that is the core of Macromedia Director. Covered a reorganizing data through lists, reading and writing data to the hard drive, accessing content on the web and movies in a window. Also covered is a more sophisticated technique for dealing with content such as digital video and audio. This course will involve the students in a project of their own design that will incorporate all of the aspects learned in the course. (1.5 credits)

Oct 23	Mon	1845-2145	6 wks	BBY	CRN	63518
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NEW **MDIA 2461** **BBY \$384**
MACROMEDIA DREAMWEAVER PC 2
 This level two course builds upon the skills learned in level 1. Students will learn some of the more advanced features of DreamWeaver including working with templates and libraries, cascading style sheets, dynamic HTML and JavaScript. The course will also cover working with forms and plug-ins. Prerequisite: DreamWeaver level 1 or equivalent. (1.5 credits)

Oct 24	Tue	1845-2145	6 wks	BBY	CRN	63512
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NEW **MDIA 2465** **BBY \$384**
MACROMEDIA FLASH PC 2
 Flash level two builds on the skills learned in level one with focus placed on developing a larger project in Flash. Students will take advantage of Flash's symbols. Flash level two will introduce students to action Scripts which allow developers to create sophisticated interactive projects. The course also examines how to create content for Flash Generator. Prerequisites: MDIA 1465. (1.5 credits)

Oct 27	Fri	1845-2145	6 wks	BBY	CRN	63515
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NEW **MDIA 2466** **DTC \$382.30**
MACROMEDIA FLASH MAC 2
 This course is a continuation of Director level 1 and focuses mainly on the Lingo programming language. Lingo is a very powerful and robust programming language that is the core of Macromedia Director. Topics covered include organizing data through lists, reading and writing data to the hard drive, accessing content on the web and movies in a window, techniques for dealing with content such as digital video and audio. This course will involve the students in a project of their own design that will incorporate all of the aspects learned in the course. (1.5 credits)

Oct 25	Wed	1730-2030	6 wks	DTC	CRN	63443
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NEW **MDIA 2470** **DTC \$382.30**
MACROMEDIA DREAMWEAVER MAC 2
 This level two course builds upon the skills learned in level 1. You will use some of the more advanced features of Dreamweaver including working with templates and libraries, cascading style sheets, dynamic HTML and JavaScript. The course will also cover working with forms and plug-ins. Prerequisite: DreamWeaver level 1 or equivalent. (1.5 credits)

Oct 24	Tue	1730-2030	6 wks	DTC	CRN	63444
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3D Animation

(604) 451-7032 tcarde@bcit.ca
 (604) 432-8614 ldavie@bcit.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. (3 credits)

Sept 11	Mon/Fri	1800-2100	6 wks	DTC	CRN	39962
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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. (1.5 credits)

Sept 16	Sat	0900-1200	6 wks	BBY	CRN	37889
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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. (1.5 credits)

Oct 28	Sat	0900-1200	6 wks	BBY	CRN	37892
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MDIA 3000 **BBY \$715.50**
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. (3 credits)

Sept 16	Sat	1845-2145	12 wks	BBY	CRN	37890
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MDIA 3400 **DTC \$713.80**
SOFTIMAGE 2
 A continuation of skills learned in MDIA 2400. (3 credits)

Oct 23	Mon/Fri	1800-2100	6 wks	DTC	CRN	39963
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Medical Office Assistant

(604) 451-7032 tcarde@bcit.ca

OFFC 1001 **BBY \$278.50**
ANATOMY AND TERMINOLOGY 1
 Combines both medical and 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). (3 credits)

Sept 12	Tue	1845-2145	12 wks	BBY	CRN	39939
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OFFC 1002 **BBY \$278.50**
ANATOMY AND TERMINOLOGY 2
 This course is a continuation of Anatomy and Terminology 1. Prerequisite: OFFC 1001. (3 credits)

Sept 12	Mon	1845-2145	12 wks	BBY	CRN	39940
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OFFC 1003 **BBY \$325.50**
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 PSRECENT'S Smart Series billing software. This course emphasizes computerized medical billing, the day sheet record, patient registration, Teleplan, reporting and computerized lab results. Note: this course replaces OFFC 1030 and OFFC 1070. Prerequisite: basic computer and keyboarding skills. (3.5 credits)

Sept 13	Wed	1815-2145	12 wks	BBY	CRN	39941
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OFFC 1020 **BBY \$305.50**
TRANSCRIPTION
 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. (3 credits)

Sept 16	Sat	0900-1600	6 wks	BBY	CRN	32269
Oct 28	Sat	0900-1600	6 wks	BBY		32270

OFFC 1040 **BBY \$274.50**
CLINICAL PROCEDURES
 Presents basic clinical procedures and tests commonly performed in 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. (3 credits)

Sept 14	Thr	1845-2145	12 wks	BBY	CRN	32277
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OFFC 1060 **BBY \$170**
MEDICAL DOCUMENTATION
 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. (1.5 credits)

Sept 13	Wed	1845-2145	6 wks	BBY	CRN	37069
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OFFC 2000 **BBY \$260.50**
PRACTICUM
 Provides work experience for students that 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. Prerequisites: 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. (4 credits)

Oct 23	Mon	1845-2145	6 wks	BBY	CRN	32278
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International Trade Training Program



(604) 412-7686 dale.harvey@bcit.ca
 www.fitt.ca

British Columbia Institute for Studies in International Trade

FITTSkills is a hands-on, comprehensive, eight-course training program focusing on the practical aspects of international business. The program includes logistics, trade finance, marketing, legal issues, market-entry strategies and sound international management techniques. Graduates of this Diploma program meet the educational requirements to become a Certified International Trade Professional (C.I.T.P.), the only professional designation in Canada for International trade practitioners. The 26 country International Association of Trade Organization (IATTO) recognizes the FITTSkills Diploma.

In foreign markets there is no room for error. You need to hit the ground running. That's why the Forum for International Trade Training (FITT) developed the FITTSkills program with the assistance of the federal government. The program is delivered across Canada.

Take the entire program, or take one or more of the modules to suit your needs.

Courses in the program include:

FITT	0100	Global Entrepreneurship
FITT	0105	International Trade Research
FITT	0110	International Trade Finance
FITT	0115	International Trade Logistics
FITT	0120	Market Entry & Distribution
FITT	0125	International Marketing
FITT	0130	Legal Aspects of International Trade
FITT	0135	International Trade Management

Each course module is 35 classroom hours over four weeks.

Classes are held two evenings per week 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).

Courses Offered this Term

Note: Course fees include all course materials.

FITT 0100 **HYDRO \$575**
GLOBAL ENTREPRENEURSHIP

Participants will be introduced to a wide variety of international business topics from the ground up. Topics covered in this module will help to adapt and transform your marketing strategies into opportunities. The course covers an introduction of the skills and knowledge needed to compete as a global entrepreneur.

Sept 11	Mon/Wed	1730-2100	4 wks	Hydro	CRN	61818
Sept 23	Sat	0900-1700				

FITT 0105 **HYDRO \$575**
INTERNATIONAL TRADE RESEARCH

Develop an in-depth understanding of target markets, including planning and developing the research process, evaluation opportunities, sources of information and applying the results. Participants will use these skills to research a product or service of their choice and develop their own research plan.

Oct 16	Mon/Wed	1730-2100	4 wks	Hydro	CRN	61821
Nov 4	Sat	0900-1700				

FITT 0110 **HYDRO \$575**
INTERNATIONAL TRADES FINANCE

Emphasizes the importance of international finance through a range of topics that can be adapted to actual business environments. The module will cover risk analysis, forms of financing, export costing, export credit insurance, cash flow planning, factoring, sources of trade finance and more.

Nov 20	Mon/Wed	1730-2100	4 wks	Hydro	CRN	61817
Dec 2	Sat	0900-1700				

FITT 0115 **DTC \$577.50**
INTERNATIONAL TRADE LOGISTICS

This module describes the characteristics of international trade logistics and demonstrates the role logistics plays in securing a competitive advantage. Participants will be shown how to identify and apply the essential skills needed to design and formulate cost-effective approaches to the movement of goods and services from the producer to the consumer.

Sept 12	Tue/Thr	1730-2100	4 wks	DTC	CRN	61828
Sept 23	Sat	0900-1700				

FITT 0120 **DTC \$577.50**
MARKET ENTRY AND DISTRIBUTION

This module describes how to evaluate market entry strategies and suggests ways of selecting the ones most appropriate to the proposed venture. While examining entry strategies, participants will develop a better understanding of barriers to entry; distribution issues; agents and distributors; partnering and joint ventures; exit strategies and more.

Oct 17	Tue/Thr	1730-2100	4 wks	DTC	CRN	61837
Oct 28	Sat	0900-1700				

FITT 0125 **DTC \$577.50**
INTERNATIONAL MARKETING

Nowhere is marketing more important than in the global marketplace where there are multitudes of competitors to choose from. This module provides well-established tools and techniques for reaching the target market regardless of location, culture or language. Participants will develop an international marketing plan that will help them master the challenges of international marketing.

Nov 21	Tue/Thr	1730-2100	4 wks	DTC	CRN	61838
Dec 9	Sat	0900-1700				

Operations Management

(604) 432-8611 vicki_forbes@bcit.ca
 (604) 451-6743 frank_gruen@bcit.ca

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: Certified in Production and Inventory Management (CPIM), and Certified in Integrated Resource Management (CIRM). 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>.

About CPIM

The Certified in Production and Inventory Management (CPIM) program was introduced in 1973 by APICS. APICS designed the CPIM program in response to the increasing complexities and technological advances that mandate a continual increase in the skills and knowledge of workers in the manufacturing and service sectors.

CPIM offers the manufacturing professional in-depth knowledge within specialized functional areas in the production and inventory management (P&IM) environment. Increased technical knowledge and expertise gained from the course of study enhances the ability of the CPIM professional to predict outcomes accurately and apply actions that achieve results.

Benefits of CPIM Certification

Certification enables you to gain the technical and functional know-how, plus the confidence, to enhance your job performance and your strategic advantage. Join the more than 55,000 professionals who have earned the prestigious CPIM designation, and enjoy the benefits they have derived from their achievements, including increased technical and functional knowledge, widespread recognition of professional competence, enhanced credibility with both employers and customers, demonstrated levels of professional expertise and skill, and evident commitment to professional growth and development. New skills and abilities that you acquire during the certification process will improve your on-the-job performance. You will be able to understand how to increase profitability by optimizing your inventory investment, satisfy 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 planning to consistently meet your long-, medium-, and short-range goals, improve customer service by understanding and managing all aspects of the supply chain, and gain a competitive advantage by maximizing your systems and technologies.

Reconfiguration Information Outline

- Basics of Supply Chain Management • Master Planning of Resources
- Detailed Scheduling and Planning • Execution and Control of
- Strategic Management of Resources • Operations

In order to achieve CPIM status, a individual must successfully pass all five of the above courses. This is accomplished through Computer Based Testing (CBT). Testing will transition from the previous seven modules to the reconfigured CPIM material. However, all exams taken from the previous program will continue to count towards certification. The cost of the CBT is separate from the courses and there is a test site located in Vancouver. For further information on CBT including cost, registration, and location, please access Web site: www.apics.org and click on the icon for Certification on the left side. This Web site is updated frequently and individuals are encouraged to visit it often.

In September we will also be offering four fundamental courses in Inventory/Planning/Manufacturing Control leading to an Associate Certificate. For further information please call the local APICS office at (604) 435-9530

APIC 1171 BBY \$377.50 BASICS OF SUPPLY CHAIN MANAGEMENT

This is an introductory course for production and inventory management personnel and CPIM candidates. This course provides basic definitions and concepts for planning and controlling the flow of materials into, through, and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. In addition, the course addresses types of manufacturing systems, forecasting, master planning, material requirements planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and Just-in-Time manufacturing.

Sep 13	Wed	1845-2145	12 WKS	BBY	CRN	63497
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NEW APIC 1172 BBY \$377.50 MASTER PLANNING OF RESOURCES

In this course, students explore processes used to: develop sales and operations plans; identify and assess internal and external demand and forecasting requirements; and effect an achievable master schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to environment, and developing and validating the master schedule. In addition, the course encompasses concepts for transforming sales, marketing, and business requirements into a feasible and economic operations plan in various business environments. It also addresses concepts and methodologies for managing projected and actual demands from distribution networks and external customers. Finally, the course presents methods for integrating sales and operations plans, demand forecasts, and customer demand into a specific master schedule.

Sep 13	Wed	1845-2145	12 WKS	BBY	CRN	63498
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NEW APIC 1173 BBY \$377.50 DETAILED SCHEDULING AND PLANNING

This course focuses on material and capacity scheduling and planning. It includes a detailed explanation of material requirements planning (MRP), a technique suitable for use in job shops. The course also introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments. The course explains capacity requirements planning in detail and introduces other capacity-planning techniques, including processor-dominated scheduling.

Sep 12	Tue	1845-2145	12 WKS	BBY	CRN	63499
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NEW APIC 1174 BBY \$377.50 EXECUTION AND CONTROL OF OPERATIONS

This course focuses on three main areas: prioritizing and sequencing work; executing work plans, implementing controls, and reporting activity results; and evaluating and providing feedback on performance. The course explains techniques for scheduling and controlling production and process operations. It also addresses the execution of quality initiatives and continuous improvement plans as well as the control and handling of inventories. Finally, the course presents techniques for evaluating performance and collecting data for effective feedback.

Sep 13	Wed	1845-2145	12 WKS	BBY	CRN	63500
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NEW APIC 1175 BBY \$377.50 STRATEGIC MANAGEMENT OF RESOURCES

In this course, students explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change. For maximum comprehension of course content, students should be familiar with the information and concepts presented in other CPIM modules before taking this course.

Sep 12	Tue	1845-2145	12 WKS	BBY	CRN	63501
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Operations Management

(604) 432-8611
(604) 451-6743

vicki_forbes@bcit.ca
frank_gruen@bcit.ca

Operations Management puts you in the position to help businesses meet their productivity improvement goals while enhancing your quality of work life. Operations Management offers several options, each oriented to specific operating sectors, and 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. This program is currently under review and an Associate Certificate is being developed.

Required courses

BUSA	1305	Supervisory Skills
COMM	2203	Business and 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	1142	Introduction to Quality Control Methods
OPMT	1175	Warehouse Management
OPMT	1193	Facility Planning and Design
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

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, and justice services. Special attention is paid to ways in which management engineering tools may be applied to organizations whose results are not quantifiable. This program is currently under review and an Associate Certificate is being developed.

Required courses

BUSA	1305	Supervisory Skills; or
BUSA	2005	Management
COMM	2203	Business and 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

OPMT	1105	Engineering Economics
OPMT	1107	Quality Management for Service Industries
OPMT	1116	Vendor Quality Management
OPMT	1193	Facility Planning and Design
ORGB	2205	Organizational Behaviour 1
OPMT	3306	ISO 9000 Standards for Quality Systems

MANAGEMENT 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 some of the APICS Production and Inventory Control certificate courses. This program is currently under review and an Associate Certificate is being developed.

Required courses

BUSA	1305	Supervisory Skills
COMM	2203	Business and Technical Reports
APIC	1171	Basics of Supply/Chain Management
APIC	1172	Master Planning of Resources
APIC	1173	Detailed Scheduling and Planning
APIC	1174	Execution and Control of Operations
APIC	1175	Strategic Management of Resources
APIC	1210	Inventory Management Certification Review or OPMT 1192
OPMT	1106	Quality Assurance 1 Manufacturing
OPMT	1175	Warehouse Management
OPMT	1191	Purchasing
OPMT	1192	Inventory Planning and Control or APIC 1171
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 & NAFTA

Plus one elective

OPMT	1105	Engineering Economics
OPMT	1117	Basic Quantitative Techniques in Administration
OPMT	1116	Vendor Quality Management
OPMT	3344	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 (ASQ). This program is currently under review and an Associate Certificate is being developed.

Required courses

COMM	2203	Business and Technical Reports
OPMT	1106	Quality Assurance 1 Manufacturing
OPMT	1107	Quality Management for Service Industries
OPMT	1142	Introduction to Quality Control Methods
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	3344	Total Quality Management (TQM) in Manufacturing
OPMT	3345	Quality Auditing
OPMT	3346	Reliability Principles

Plus electives that total at least four units.(144 hrs)

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 and 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. This program is currently under review and an Associate Certificate is being developed.

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 Decision Making
COMM	2203	Business and Technical Reports
FMGT	1152	Accounting for the Manager
HRMG	2805	Occupational Health and 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 AND/OR
OPMT	3135	Advanced Computer Integrated Facilities Management

Plus electives that total three units (108 hrs)

AICO	1000	Auto CAD 1 and
AICO	2000	Auto CAD 2
BLDG	2830	Architectural CADD (AUTO ARCH)
BUSA	2005	Management
OPMT	1107	Quality Management for Service Industries
OPMT	1135	ArchiCAD 6.5 Level 1
OPMT	1193	Facility Planning and Design
OPMT	2286	Planning and Scheduling with MS Project
OPMT	2287	Project Cost Estimating
OPMT	2289	Project Management Using the Internet
OPMT	3125	Facility Management Using the Internet
OPMT	3306	ISO 9000 Standards for Quality Systems

Courses Offered:

OPMT 0199 BBY \$338.50 DTC \$336.80 SRY \$334.30

MATH FOR BUSINESS

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.

Sep 11	Mon/Thr	1845-2145	8 wks	BBY	CRN	32656
Sep 11	Mon/Wed	1845-2145	8 wks	BBY		33529
Sep 11	Mon/Wed	1900-2200	8 wks	SRY		32660
Sep 11	Mon/Thr	1730-2030	8 wks	DTC		32657

OPMT 1102 BBY \$260.50 DTC \$258.80 SRY \$256.30

BASIC MATH OF FINANCE

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 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.) (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32661
Sep 13	Wed	1730-2030	12 wks	DTC		32662
Sep 14	Thr	1900-2200	12 wks	SRY		32663
Sep 16	Sat	0900-1200	12 wks	BBY		33530

continued next page

OPMT 1106 QUALITY ASSURANCE 1 MANUFACTURING BBY \$260.50

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. (3 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	32664
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OPMT 1107 QUALITY MANAGEMENT FOR SERVICE INDUSTRIES BBY \$260.50

Introduces quality management for service industries and for administrative or service functions at manufacturing companies. Methods and techniques for service quality programs which focus on total customer satisfaction, cost of programs and strategies for quality improvement. Case studies include: banking, insurance, education retail trade, transportation, health services, public utilities, government, food services, hospitality, real estate and personal services. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32665
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OPMT 1110 BUSINESS-MATHEMATICS DTC \$341.80

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. (4 credits)

Sep 15	Fri	0830-1230	12 wks	DTC	CRN	32650
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OPMT 1115 SOFTWARE QUALITY ASSURANCE BY \$260.50

Covers the application of Quality Assurance principles to the development of computer software. The course will appeal to 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. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	35879
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OPMT 1116 VENDOR QUALITY MANAGEMENT BBY \$260.50

Provides an in-depth study of the relationship between a company (customer) and its vendors, centering on vendor performance and its financial impact on the company's operations (i.e., nonconformance costs). The theory and processes involved in the measurement of vendor performance is covered together with the End Cost Analysis process for products and services. Upon completion of this course, the student will be capable of designing, implementing and maintaining a highly effective vendor quality management process in any organization. (Note: The measurement process detailed in the text Vendor Quality Management has been adopted by all major Canadian Telephone companies). (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	37409
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OPMT 1117 BASIC QUANTITATIVE TECHNIQUES IN ADMINISTRATION BBY \$260.50

Presents a study of simplified "hands-on" techniques to assist the administrator in decision-making using business mathematics and statistics. This course will include some problem solving, graphs, interest applications, business descriptive statistics, sampling and forecasting. The use of the preprogrammed business calculator will be emphasized and the ease of using many electronic spreadsheet business applications will be demonstrated. (3 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	33762
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OPMT 1125 FACILITIES SPACE PLANNING BBY \$392.50

Provides an understanding of the applications of facilities planning as it relates to facilities management and covers space management and forecasting. Simple computer-aided facilities management (using Archibus/FM) will be introduced to enable the user to gain more control over their space by having better inventory of existing space, as well as tools for forecasting, allocation, layout and more. (3 credits)

Sep 19	Tue	1845-2145	12 wks	BBY	CRN	32668
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OPMT 1135 ARCHICAD 6.5 LEVEL 1 BBY \$443.30

Course topics focus on the tools needed to create an architectural building model on a PC. Students will learn common editing techniques in both the 2 and 3 dimensional environments. By course end students will be able to generate plan, section and elevation drawings from the building model, and animated fly-through movies of the project. Prerequisite: basic knowledge of Windows operating system. (3 credits)

Sept 12	Tue	1845/2145	12 wks	BBY	CRN	63502
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OPMT 1142 INTRODUCTION TO QUALITY CONTROL METHODS BBY \$260.50

Introduces QC methods. The course will begin with basic descriptive statistics and some standard graphical tools such as histograms, Pareto charts and scatter diagrams. The concept of process capability and the use of common control charts. Procedures for inspection sampling plans. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32669
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OPMT 1175 WAREHOUSE MANAGEMENT 1 BBY \$260.50

Provides a basic understanding of the major factors in managing a warehouse. The key subjects are: receiving, stock location planning, order picking, shipping, time/space management, data processing and loss control. The course also introduces specific procedures such as inventory accuracy, cycle counts, inventory adjustments and inventory turnover. (3 credits)

Sept 12	Tue	1845-2145	12 wks	BBY	CRN	32670
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OPMT 1187 PROJECT PLANNING AND SCHEDULING BBY \$260.50 SRY \$256.30

Designed for those who require basic information about the critical path method (CPM) and its application to project management. The course introduces the fundamentals of CPM as used in planning, scheduling, resource allocation and project management. It includes an introduction to planning and scheduling techniques; Gantt charts, arrow diagrams; procedure diagrams, PERT; time/cost relationships; resource allocation; bid determination; project management and the role of the computer. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32671
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Sep 14	Thr	1900-2200	12 wks	SRY		32672
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OPMT 1188 MANAGEMENT INFORMATION SYSTEMS BBY \$260.50 SRY \$256.30

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 fulfil 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. (3 credits)

Sep 12	Tue	1900-2200	12 wks	SRY	CRN	32673
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Sep 13	Wed	1845-2145	12 wks	BBY		32674
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OPMT 1191 PURCHASING BBY \$260.50 DTC \$258.80 SRY \$256.30

Covers purchasing functions, objectives, relationships, organization, policies, procurement procedures, inventory control; sourcing, supplier evaluation, price, negotiation, make or buy and ethics. (3 credits)

Sep 12	Tue	1900-2200	12 wks	SRY	CRN	32675
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Sep 13	Wed	1730-2030	12 wks	DTC		32676
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Sep 14	Thr	1845-2145	12 wks	BBY		32677
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OPMT 1192 INVENTORY PLANNING AND CONTROL BBY \$260.50 SRY \$256.30

Covers objectives, records, forecasting, order point systems, MRP, make/buy analysis and departmental organization. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32678
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Sep 12	Tue	1900-2200	12 wks	SRY		32679
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OPMT 1193 FACILITY PLANNING AND DESIGN BBY \$260.50

Introduces students to the basic principles and techniques for planning and design of manufacturing, processing and distribution facilities. Key aspects of the planning and design process from functional concept to architectural layouts are reviewed. Topics covered include relationship programming, systematic layout planning (manual and computerized), line balancing, workstation design, materials handling, building systems, WCB and Building Codes, and project management and budgeting. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	61841
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OPMT 1197 STATISTICS FOR BUSINESS AND INDUSTRY BBY \$385.50 DTC \$383.80 SRY \$381.30

Presents a comprehensive study of elementary statistical methods as applied to objective decision-making in business and industry. You will be required to purchase a textbook and a preprogrammed statistical calculator. (Do not buy until first class meeting). (4.5 credits)

Sep 11	Mon/Thr	1845-2145	9 wks	BBY	CRN	32680
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Sep 11	Mon/Thr	1900-2200	9 wks	SRY		32681
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Sep 12	Tue/Thr	1845-2145	9 wks	BBY		37157
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Sep 12	Tue/Thr	1730-2030	9 wks	DTC		32682
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OPMT 1198 INTRODUCTION TO OPERATIONS MANAGEMENT BBY \$260.50

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. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32683
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OPMT 1600 COMPUTER APPLICATIONS 1 BBY \$320

Get a step up on your basic computing skills. This course begins the process of teaching the business student to appreciate the microcomputer as an aid to management. It provides an introduction to basic business software, which may include one or more of the following: MS Windows, MS Word, MS Excel, MS Access, the Internet and the World Wide Web.

Sep 11	Mon	1845-2145	12 wks	BBY	Cm	63278
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OPMT 2197 QUANTITATIVE METHODS FOR BUSINESS BBY \$260.50

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. Prerequisites: 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. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	33763
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Sep 16	Sat	0900-1300	9 wks	BBY		36671
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OPMT 2206 QUALITY ASSURANCE 2 (MANUFACTURING) BBY \$260.50

Includes 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. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32689
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OPMT 2275 WAREHOUSE MANAGEMENT 2 BBY \$260.50

Designed for students who have completed OPMT 1175. Upon successful completion, the student will have a sound understanding of Advanced Warehouse Management. Prerequisite: OPMT 1175. (3 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	32691
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OPMT 2286 PLANNING AND SCHEDULING WITH MS PROJECT BBY \$345

Introduces the features of Microsoft Project software, a planning and scheduling program. The student will learn how to plan a project by creating a Work Breakdown Structure, a Gantt (bar) Chart, and a Network Diagram. Also covered is how to develop a cost estimate, a resource estimate and a baseline. The student will learn how to manage a project by monitoring schedule progress, controlling costs and resolving resource constraints. Linkages to other programs and dealing with multiple projects will also be covered. Prerequisites: OPMT 1187 or OPMT 0017. (1.5 credits)

Sep 13	Wed	1845-2145	6 wks	BBY	CRN	61811
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OPMT 2289 PROJECT MANAGEMENT USING THE INTERNET BBY \$255

Introduces dynamic and collaborative Internet tools that can be used to share disparate project information with easily accessible browsers. The student will be shown how to publish project and cost reports to a broader cross-section of end users both inside and outside the organization. Shows the student how Web publishing technologies can make even the most intricate project reports, schedules and data available to users without advanced skills or software on their computers. The application of Primavera and MS Project will be covered. (1.5 credits)

Oct 25	Wed	1845-2145	6 wks	Internet	CRN	61810
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OPMT 2298 BUSINESS PROCESS RE-ENGINEERING BBY \$260.50

Examines why organizations should consider re-engineering initiatives, current practices and the challenges of re-engineering projects. Through lecture, discussion and case studies, you will develop an understanding of business redesign and the methods required to meet this challenge. The student will learn how to become an agent of change within the process of business renewal. Prerequisite: OPMT 1198 Introduction to Operations Management, or permission of the co-ordinator. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	32695
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OPMT 2650 COMPUTER APPLICATIONS 2 (SPREADSHEETS) BBY \$258

Begins with a brief review of introductory Windows and Excel concepts covered in introductory computer application courses. From there the course moves onto more advanced Excel commands and applications (larger and more professional worksheets). Topics include "if-then modelling", built-in functions, charting, transferring data to and across applications and/or macros. Prerequisite: OPMT1600 equivalent or permission of the Instructor.

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	63279
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OPMT 2660 COMPUTER APPLICATIONS 3 BBY \$258

This course builds on OPMT 2650. Topics will include an introduction to database management and other software applications specific to the Business Programs. Prerequisite: OPMT 2650

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	63280
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OPMT 3306 ISO 9000 QUALITY STANDARDS BBY \$260.50

Familiarizes you with the use of the ISO 9000 International Standards for Quality Management and Quality Assurance systems. The series consists of ISO 9001, 9002 and 9003. Topics include the purpose and requirements of the ISO Standards and the selection of the standard most applicable to the goals and operations of your company; assessment of existing company operations in terms of the standards and the changes needed to implement the selected ISO standard; and the steps of the company quality system for accomplishment to the ISO requirements. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	33437
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OPMT 3346 RELIABILITY PRINCIPLES BBY \$260.50

Provides an introductory survey of reliability principles and their applications in industry. This course will strive to prepare students for the ASQC's Certified Reliability Engineer's (CRE) examination. Topics will include both the mathematical theory of reliability modeling and its application to the design, prediction and maintainability of products. The course will investigate the nature of reliability and its role in a system life cycle, factors influencing inherent reliability and field use degradation. Reliability trade-offs. Developing a reliability program. Planning reliability at the conceptual design stage; prediction and reliability models; failure mode, effect and criticality analysis. Fault tree analysis. Types of reliability tests: environmental testing, accelerated life testing, burn-in tests. Failure reporting and corrective action. Maintainability concepts. Prerequisite: OPMT 1197, 2242 or equivalent.

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	63281
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Advanced Studies and Degree Completion

OPMT 5700 MATHEMATICS FOR MANAGEMENT BBY \$357.50

Provides the mathematical knowledge required to move into the more advanced business math courses. Topics include linear and quadratic equations and inequalities, polynomials, rational functions, exponential and logarithmic functions, sequences and series. Applications to economics and finance used. Prerequisite: Diploma of Technology in Business. (3 credits)

Sep 11	Mon	1800-2200	14 wks	BBY	CRN	61721
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OPMT 5701 CALCULUS FOR MANAGEMENT BBY \$357.50

Introduces calculus course to business students. Topics reviewed are integration, differentiation and applications of calculus to business problems. The students apply calculus through problem sets to gain skills in the various techniques. (3 credits)

Sep 11	Mon	1800-2200	12 wks	BBY	CRN	63262
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OPMT 5740 INTEGRATED MIS BBY \$357.50

Enables you to appreciate the types of data that is collected into functional databases, how the data is synthesized into management information and how this information can be integrated into the strategic decision-making process. Helps you understand current business practice for strategic information technologies, microcomputing, digital communication, image processing, relational database, artificial intelligence, graphics, voice process, CASE, CAD/CAM, open systems, EDI. You will be able to prepare and deliver effective oral and written presentations to management and work between within the project team to achieve common objectives. (3 credits)

Sep 12	Tue	1800-2200	14 wks	BBY	CRN	34428
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OPMT 5751 MATH MODELS FOR BUSINESS BBY \$357.50

Presents a second course in the application of statistical methods to business problems. The course will provide detailed theoretical understanding and practical applications of two of the most commonly used techniques in mathematical modelling: Linear Regression and Time Series Analysis. You will learn how to view business situations as mathematical models and formulate the equations required for the model solution. Extensive lab work using computer software will lead to theoretical solutions. You will then learn how to interpret these solutions as a guide to practical management action. The course provides the opportunity to use and evaluate current software. (3 credits)

Sep 13	Wed	1800-2200	14 wks	BBY	CRN	39973
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Bachelor of Technology in Manufacturing

OPMT 7021

BBY \$450.50

QUALITY ASSURANCE

Gives the student the tools necessary to design and manage a quality program. Topics include applying the principals to total quality management, classifying quality costs and their impact on business profits, applying team work skills to form teams to improve quality, and an overview of the ISO 9000 standards and registration process. (3 credits)

Sep 12	Tue	1830-2215	12 wks	BBY	CRN	60140
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Management Certificate in International Trade and Transportation Logistics

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 onto additional industry certifications. This program is currently under review and an Associate Certificate is being developed.

Required Courses totalling 33 Credit Hours:

OPMT	1102	Basic Mathematics of Finance
OPMT	1197	Statistics for Business and Industry
TDMT	1104	International Trade 1
TDMT	1150	Distribution 1 (CITT); OR
TDMT	1204	Freight Forwarding I (CIFFA)
TDMT	1409	Intro to Canada Customs NAFTA
TDMT	2203	Transportation Economics
TDMT	2204	International Trade 2
TDMT	2250	Distribution 2 (CITT) OR
TDMT	1205	Freight Forwarding II (CIFFA)
TDMT	4410	Logistics Management

Plus any of the following electives for a certificate total 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	1188	Management Information Systems
OPMT	1191	Purchasing
OPMT	1198	Intro to Operations Management
OPMT	1175	Warehouse Management 1
MKTG	1102	Essentials of Marketing
MKTG	1212	Principles of Customer Service

Courses Offered

TDMT 1104 INTERNATIONAL TRADE 1 BBY \$260.50

Examines how the operating environment affects trade and trading relationships. The course of studies covers topics related to the location of markets, the infrastructure necessary for a successful market, current trade patterns and future trends in trading. Emphasis will be placed on explanations of how the operating environments affect production, transportation and marketing. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	36059
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TDMT 1150 DISTRIBUTION 1 (CITT) BBY \$260.50

Covers transportation regulations such as Canadian transportation modes including water, rail air and pipeline, intermediate transportation agencies, domestic and international transportation rates, tolls and tariffs. A CITT fee of \$160 is extra. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32652
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TDMT 2203 TRANSPORTATION ECONOMICS BBY \$260.50

Covers a variety of transportation services and their cost factors including carrying capacity, load factors, fuel cost, etc., concluding with profit-oriented rate making. Costing methods relating to various modes of transportation are discussed considering distance, flow of goods and backhaul. (4.0 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32653
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TDMT 2250 DISTRIBUTION 2 (CITT) BBY \$260.50

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 \$160 is extra. (4.0 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	32654
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International Freight Forwarding

(604) 432-8611
(604) 451-6743

vforbes@bcit.ca
fguen@bcit.ca

Certificate in International Freight Forwarding

Offered by The Canadian International Freight Forwarding Association and BCIT. The BCIT/Canadian International Freight Forwarding Association (CIFFA) 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/CIFFA in International Freight Forwarding is awarded upon the successful completion of the courses Freight Forwarding I and Freight Forwarding II.

Registration and Information: Call Craig McKay at Adanac International Forwarders Association Ltd. at (604) 273-8611

TDMT 1204 FREIGHT FORWARDING I

Introduces you 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 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.

"Oh, no! You cancelled the course?"

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 proper preparation.

Minimum class numbers must be registered at that time, so please register early to avoid disappointment.

COMPUTING & INFORMATION TECHNOLOGIES

Bachelor of Technology in Computer Systems

(604) 432-8459

INTRODUCTION

The Bachelor of Technology in Computer Systems is a career-enhancement degree designed to increase the depth of knowledge and practical skills of computer technologists, and to assist them in widening their career opportunities or advancing in their career paths. Graduates are awarded a credential that will be highly valued by industry.

There are two components to the degree program. The first is a Technical component, which comprises of coursework in the Computer Systems and Management areas. The second is the liberal or general education component comprised of 12 credits of liberal education.

The Bachelor of Technology in Computer Systems is offered in a flexible delivery format to serve the needs of working professionals. Candidates can take course loads ranging from a minimum of three courses per year to an equivalent of a full-time program of studies. Most courses are offered in the evening or on weekends. Some will be offered in the day. Applicants who have fulfilled the entrance requirements can apply to the program anytime throughout the year.

Computer Systems Technology offers a Bachelor of Technology in Computer Systems. The program is designed for:

- graduates of two-year diploma programs in Computer Systems (CST) or equivalent.
- computer professionals wishing to acquire advanced formal qualifications.
- degree holders in other disciplines making a career change into the computer industry.

For registration, or for more information, please contact:

Robertta Pajunen
Tel. (604) 432-8459
Fax. (604) 432-9572
e-mail rpajunen@bcit.ca

COMP 2653 BBY \$1212.50

COMP SYS TECH FOUNDATION 1

An intensive course for applicants to the Bachelor of Technology degree program in Computer Systems needing COMP 2425 (C Programming Language 1), COMP 2605 (Data Communications Concepts 1), COMP 2610 (Exploring Foundational Aspects), and COMP 1615 (Computer Systems Introduction 1) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments is used to cover the material. Prerequisite: COMP 1450 or COMP 1457 or permission of program head or instructor. (12 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	38454
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COMP 3653 BBY \$912.50

COMP SYS TECH FOUNDATION 2

An intensive course for applicants to the Bachelor of Technology degree program in Computer Systems needing COMP 3425 (C Programming Language 2), COMP 3605 (Data Communications Concepts 2) and COMP 3640 (Operating Systems Concepts) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments is used to cover the material. Prerequisite: COMP 2653 or permission of program head or instructor. (9 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	61676
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COMP 3663 BBY \$1312.50

COMP SYS TECH FOUNDATION 3

An intensive course for applicants to the Bachelor of Technology degree program in Computer Systems needing COMP 3475 (C++ for Object-Oriented Programming), COMP 2615 (Computer Systems Introduction 2), COMP 3615 (Computer Systems Introduction 3), COMP 3635 (CASE Technology), and COMP 3710 (Relational Database Systems) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments is used to cover the material. Prerequisite: COMP 2653 or permission of program head or instructor. (16 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	60084
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COMP 7005 BBY \$382.50 DTC \$380.80

DATA COMMUNICATION PRINCIPLES

Covers topics beyond those covered in COMP 3605 and applies theoretical material to the design and development of communication applications. Presents a broad range of topics needed to apply the principles of data communications. The student acquires a thorough understanding of communications hardware and its interface to communications software. Prerequisite: COMP 3605 and admission to the Bachelor of Technology program or permission of the program head.

Sep 11	Mon	1730-2115	12 wks	BBY	CRN	37033
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COMP 7036 BBY \$382.50 DTC \$380.80

APPLIED RESEARCH METHODS IN SOFTWARE DEVELOPMENT

Introduces principles and procedures of standard research methodologies in the context of software development, and includes the relationship between software development and fields such as MIS, computing science, systems analysis and design, data processing, knowledge engineering, and decision theory; theories, paradigms and frameworks in software development; the role and importance of models, theories and conceptual frameworks; traditional empirical research methods such as survey, experiment, case study and implementation (generate and test); measurement and evaluation, reliability, validity; literature exploration and criticism. For Saturday sessions, attendance at all 6 sessions is required to receive a passing grade. Prerequisite: Admission to the Bachelor of Technology program, or permission of instructor and program head. (3 credits)

Sep 11	Mon	1400-1745	12 wks	BBY	CRN	61710
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Sep 16	EOS*	0900-1730	6 wks	DTC		37269
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*Every other Saturday

COMP 7061 BBY \$382.50

DISTRIBUTED SYSTEMS PRINCIPLES

Focuses on Distributed Object-Oriented Systems with emphasis on hands-on experience through lab exercises. Develops in-depth knowledge and understanding of principles, architectures, issues and future direction of Distributed Object Technology. Analyses and evaluates existing industry standards such as OMG's CORBA and Microsoft's COM/DCOM & OLE. Discusses other competing technologies such as Java RMI, HP's OpenDoc, INA DPE, OSF's DEC and Mobile Agents concept. Distributed objects and multithreaded object manager/servers on the WWW and Internet are developed and deployed using (1) Java, Java SET & Orbixweb (a CORBA compliant Technology), and (2) VB, C++, COM/DCOM. This is an advanced course, built on the foundation of Dipl. Of Tech. in Computer Systems at BCIT. Therefore, basic understanding of computer networks, TCP/IP, database systems and Client/Server based systems is assumed. Prerequisites: COMP 4409 or MMSD 3610 and admission to the Bachelor of Technology program or permission of the program head. (3 credits)

Sep 14	Thr	1830-2215	12 wks	BBY	CRN	61712
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COMP 7071 BBY \$380 DTC \$378.30

DATABASE DESIGN

Focuses on two major aspects of database design: 1) logical data modeling and 2) relational database design and optimization. Prerequisite: COMP 3710 and admission to the Bachelor of Technology program or permission of the program head. (3 credits)

Sep 12	Tue	1830-2215	12 wks	BBY	CRN	37035
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COMP 7081 BBY \$382.50

TECHNICAL ISSUES IN SOFTWARE DEVELOPMENT

Presents an overview of technical issues in software development. Addresses major activities and techniques in developing software and the resulting documentation and outputs produced. Presents only selected approaches with emphasis on overall understanding of software development and use of a case study. Prerequisite: Admission to the Bachelor of Technology program or permission of the program head. (3 credits)

Sep 11	Mon	1800-2145	12 wks	BBY	CRN	37036
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COMP 7401 DTC \$380.80

ADVANCED TOPICS IN PROGRAMMING METHODOLOGY

Introductory course in XML (eXtensible Markup Language). Focuses on learning syntax; familiarizing with XSL (XML Style Sheet); developing and deploying web/helpdesk applications using XLink and XPointer. The commercial benefits and competitive advantages of XML are discussed. Overview of DOM (Document Object Model) will be provided. A wide variety of available XML toolkits, editors, parsers and browsers will be compared. Prerequisite: COMP 7081 and acceptance into the Bachelor of Technology in Computer Systems, or permission of program head or instructor.

Sep 13	Wed	1400-1730	12 wks	DTC	CRN	63551
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COMP 7615 BBY \$ 425.50

DATA WAREHOUSING

This course focuses on selected topics in developing computer systems. Emphasis is on the development of practical application of computer systems. This course focuses on data warehousing using Oracle tools. Students will learn how to perform data analysis, data mining, and construction of data warehouse for information retrieval and analysis. Prerequisites: Acceptance into Bachelor of Technology in Computer Systems, or permission of program head or instructor. (3 credits)

Sep 13	Wed	1730-2115	12 wks	DTC	CRN	60046
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COMP 7881 BBY \$ 425.50

QUALITY ASSURANCE

This course focuses on software process, standards and tools to help improve the ways software company develops software. Topics include project management, process improvement, SEI CMM, ISO 9000, software configuration management, software testing, and software quality assurance. This course is of particular interest to software engineers; project managers and those involved with software quality assurance. Prerequisites: Acceptance into Bachelor of Technology in Computer Systems, or permission of program head or instructor. (3 credits)

Sep 12	Tue	1400-1745	12 wks	BBY	CRN	38745
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Please call (604) 432-8459 for information on new Bachelor of Technology Specialisation Areas and Courses that do not appear in this Flyer.



COMPUTING & INFORMATION TECHNOLOGIES

COMP 8071 BBY \$382.50

ADVANCED DATABASE MODELLING

Analyses the structural and integrity aspects of the relational model, the significance of views and their applicability to application-data independence, different strategies of handling missing information in database systems, and various data distribution strategies. Prerequisite: COMP 3710 or permission of instructor and program head. (3 credits)

Sep 14	Thr	1830-2215	12 wks	BBY	CRN	61714
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COMP 8081 BBY \$382.50

MANAGEMENT ISSUES IN SOFTWARE ENGINEERING

Presents topics important to managing software development projects. Concentrates on understanding and applying state-of-the-art management techniques to improve software productivity. Emphasizes management issues such as project leadership, communication, critical thinking and problem solving skills. Prerequisite: COMP 7081 or permission of instructor and program head. (3 credits)

Sep 13	Wed	1830-2215	12 wks	BBY	CRN	38456
Sep 14	Thr	1400-1745	12 wks	BBY		61715

Computer Systems Technology

NOTE: Most courses require that texts or supplies be purchased during the first session of the course. Course Fees do not normally include texts or supplies. Software purchase may be required in some courses.

PREREQUISITES: It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

ENGLISH: All students are required to be able to communicate English at a B.C. High School Grade 12 level or better. Students who do not have both oral and written English skills at a B.C. High School Grade 12 level should obtain those skills before attempting to take any Computer Systems Technology courses at BCIT. Please look in the Pre-entry Communication section of this flyer for complete details.

Before you can be enrolled in a Pre-entry communication course, we first need to assess your English skills so that you will be placed in the appropriate course for your level of English. Please enrol in COMM 0009, COMMUNICATION PLACEMENT test and write a two-hour assessment TEST to determine your eligibility for registration in a Pre-entry Communication course.

Computer Basics

(604) 432-8465

COMP 0001 BBY \$114 DTC \$112.30

COMPUTING FOR THE TIMID

Introduces the computer to those who have never used one and are fearful. Prerequisite: None.

Sep 11	Mon	1845-2145	4 wks	BBY	CRN	32854
Sep 13	Wed *	0600-0900	4 wks	DTC		61720
Sep 16	Sat	0900-1600	2 wks	BBY		32860
Sep 17	Sun	0900-1600	2 wks	DTC		32861
Oct 16	Mon	1845-2145	4 wks	BBY		32855
Nov 20	Mon	1845-2145	4 wks	BBY		32862

* Early Bird

COMP 1001 BBY \$161

UNDERSTANDING PC/MS DOS

Provides an in-depth knowledge of the PC/MS Disk Operating System (DOS) to those who feel they know little about a PC. Prerequisite: COMP 0001 or equivalent. (1.5 credits)

Sep 11	Mon	1845-2145	6 wks	BBY	CRN	32759
Sep 12	Tue	1845-2145	6 wks	BBY		32763
Oct 24	Tue	1845-2145	6 wks	BBY		32764
Oct 30	Mon	1845-2145	6 wks	BBY		32760

COMP 1007 BBY \$356 DTC \$354.30

UNDERSTANDING WINDOWS

Introduces the new Windows 2000 interface and covers basic and beyond basic tasks. Covers the Start menu, taskbar and explorer. Uses the Control Panel to change the Systems settings for the way Windows looks and works. Topics include organizing files and folders, and working within documents and printing from Windows. Prerequisite: COMP 0001. (1.5 credits)

Sep 11	Mon	1730-2030	6 wks	DTC	CRN	61723
Sep 14	Thr*	0600-0900	6 wks	DTC		61722
Sep 14	Thr	1845-2145	6 wks	BBY		35916
Sep 30	Sat	0900-1600	3 wks	BBY		38942
Oct 1	Sun	0900-1600	3 wks	DTC		38943
Oct 26	Thr	1845-2145	6 wks	BBY		35915
Oct 30	Mon	1730-2030	6 wks	DTC		38941

* Early Bird

COMP 1010 BBY \$114 DTC \$112.30

WORD PROCESSING CONCEPTS

Introduces the beginner-level student to the basic concepts of word processing using a microcomputer. Prerequisite: COMP 1007 or equivalent. (1 credit)

Sep 11	Mon	1845-2145	4 wks	BBY	CRN	32776
Oct 21	Sat	0900-1600	2 wks	BBY		32778
Oct 22	Sun	0900-1600	2 wks	DTC		32775

COMP 1015 BBY \$114 DTC \$112.30

SPREADSHEET CONCEPTS

Introduces the beginner-level student to the basic concepts of spreadsheets by using a microcomputer. Prerequisite: COMP 1007 or equivalent. (1 credit)

Oct 16	Mon	1845-2145	4 wks	BBY	CRN	32779
Nov 4	Sat	0900-1600	2 wks	BBY		32780
Nov 5	Sun	0900-1600	2 wks	DTC		32781

COMP 1020 BBY \$114 DTC \$112.30

MICRO DATABASE CONCEPTS

Introduces the beginner-level student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 1007 or equivalent. (1 credit)

Nov 19	Sun	0900-1600	2 wks	DTC	CRN	32785
Nov 20	Mon	1845-2145	4 wks	BBY		32786
Nov 25	Sat	0900-1600	2 wks	BBY		32784

COMP 1022 DTC \$354.30

WORKING WITH NT WORKSTATION

Provides a working knowledge of Windows NT Workstation operating system to those with a basic knowledge of personal computers. Covers working effectively with the new GUI interface. Introduces NT features including desktop, NT explorer, disk management, some administrative tools and control panel options. Discusses Windows NT basic functions for end users in a non-technical manner. Prerequisite: COMP 0001 or equivalent. (1.5 credit)

Sep 17	Sun	1200-1500	6 wks	DTC	CRN	38945
Nov 5	Sun	1200-1500	6 wks	DTC		38946

COMP 1024 DTC \$354.30

NT WORKSTATION ADMINISTRATION

Provides a working knowledge of administration functions to current users of Windows NT Workstation 4. Presents the advanced topics of creating and managing user accounts, security policies and granting user rights on local machines. Addresses shares, directory and file permissions. Uses the registry and system policy editor. Discusses basic administration topics for end users in a non-technical manner. Prerequisite: COMP 1022 or equivalent. (1.5 credits)

Sep 17	Sun	1530-1830	6 wks	DTC	CRN	61075
Nov 5	Sun	1530-1830	6 wks	DTC		63488

COMP 1104 DTC \$400.50

INTRODUCTION TO COMPUTING

Uses lectures and practical exercises to present topics on computer terminology, hardware, software, the Disk Operating System (DOS), a word processing package and a spreadsheet package. Prerequisite: none. (3 credits)

Sep 11	Mon*	0600-0900	14 wks	DTC	CRN	61725
Sep 13	Wed	0900-1200	14 wks	DTC		32753

* Early Bird

Office Efficiency and Skills

(604) 432-8465

The following workshops are tailored for those who would like to increase their efficiency in their day to day tasks. Participants will gain a working knowledge of applications in a short period of time. Those wishing to obtain BCIT credit for these courses will have the option to write an exam for an additional fee. Please note that unless you have a good prior knowledge of the material covered, we recommend that you leave some time between the two levels of courses.

For more information on the Office Efficiency and Skills seminars phone (604) 432-8465.

COMP 0031 BBY \$180

EXPLORING YOUR PC

One day workshop. Presents participants with a working knowledge of the hardware and software in their PC. Provides an opportunity to look inside the PC and become familiar with all the components and how they inter-relate. Basic set-up configurations will be explored. Prerequisite: None.

Oct 21	Sat	0900-1700	1 day	BBY	CRN	38977
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COMP 0261 DTC \$180

EXCEL FOR WINDOWS LEVEL 1

Intensive one-day seminar. Covers fundamental principals required to produce worksheets and workbooks. Includes using formulae and built-in functions, editing and formatting, custom numeric and data formatting, printing, password protection, and special techniques to increase efficiency. Prerequisite: Working knowledge of Windows.

Sep 12	Tue	0900-1700	1 day	DTC	CRN	38979
Oct 11	Wed	0900-1700	1 day	DTC		38980
Nov 10	Fri	0900-1700	1 day	DTC		38981

COMP 0264 DTC \$180

EXCEL FOR WINDOWS LEVEL 2

Intensive one-day seminar. Covers advanced topics in spreadsheet design. Includes creating and using templates, charts, database lists and filters, subtotals, outlines, macros, 3D formulae, and linking and consolidating multiple workbooks and worksheets. Prerequisite: COMP 0261 or equivalent experience.

Sep 26	Tue	0900-1700	1 day	DTC	CRN	38982
Oct 25	Wed	0900-1700	1 day	DTC		38983
Nov 24	Fri	0900-1700	1 day	DTC		38984

COMP 0266 DTC \$180

WORD FOR WINDOWS LEVEL 1

Intensive one-day seminar. Covers basic word processing topics of styles, tabs and indents, multicolumn documents, headers and footers, spell check, search and replace, and working with multiple documents. Prerequisite: Working knowledge of Windows.

Sep 11	Mon	0900-1700	1 day	DTC	CRN	38985
Oct 10	Tue	0900-1700	1 day	DTC		38986
Nov 8	Wed	0900-1700	1 day	DTC		38987

COMP 0267 DTC \$180

WORD FOR WINDOWS LEVEL 2

Intensive one-day seminar. Covers the more advanced word processing topics creating templates, using tables and pictures, using frames and text Boxes, recording and running macros, using mail merge, customizing the toolbar, menus and keyboard. Prerequisite: COMP 0266 or equivalent experience.

Sep 25	Mon	0900-1700	1 day	DTC	CRN	38988
Oct 24	Tue	0900-1700	1 day	DTC		38990
Nov 22	Wed	0900-1700	1 day	DTC		38991

COMP 0271 DTC \$180

ACCESS FOR WINDOWS LEVEL 1

Intensive one-day seminar. Covers skills required to create a database with multiple tables, create forms, reports and queries. Prerequisite: Working knowledge of Windows.

Sep 13	Wed	0900-1700	1 day	DTC	CRN	38994
Oct 12	Thr	0900-1700	1 day	DTC		38995
Nov 7	Tue	0900-1700	1 day	DTC		38996

COMP 0272 DTC \$180

ACCESS FOR WINDOWS LEVEL 2

Intensive one-day seminar. Covers advanced topics in database design such as advanced form and query creation, use of OLE to add graphics and pictures, import and export from spreadsheet and other database applications. Prerequisite: COMP 0271 or equivalent experience.

Sep 27	Wed	0900-1700	1 day	DTC	CRN	38997
Oct 26	Thr	0900-1700	1 day	DTC		38998
Nov 21	Tue	0900-1700	1 day	DTC		38999

COMP 0282 DTC \$180

POWERPOINT FOR WINDOWS LEVEL 1

Intensive one-day seminar. Provides an introduction to presentation graphics and covers basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: Working knowledge of Windows.

Sep 14	Thr	0900-1700	1 day	DTC	CRN	39000
Nov 6	Mon	0900-1700	1 day	DTC		39002

COMP 0283 DTC \$180

POWERPOINT FOR WINDOWS LEVEL 2

Intensive one-day seminar. Covers advanced topics in presentation design. Includes creating and adding graphs, clip art, tables and organization charts, linking information from other programs and using built in features to create topic effects, adding transitions, setting slide timings and creating a drill-down document. Prerequisite: COMP 0282 or equivalent experience.

Sep 28	Thr	0900-1700	1 day	DTC	CRN	39003
Nov 20	Mon	0900-1700	1 day	DTC		39005

COMP 0665 BBY \$180

UNDERSTANDING NETWORKS

Intensive one-day seminar. Goes through the basics of network installation. The seminar is intended to give participants an understanding of how a network is installed and configured. Provides an understanding of the equipment and administration of different types of networks. Hands-on installation training not provided. Prerequisite: None.

Oct 14	Sat	0900-1700	1 day	BBY	CRN	39006
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Office Computer Applications

(604) 432-8465

COMP 1200 DTC \$592.80

MS OFFICE 2000 APPLICATIONS

This comprehensive course introduces the participant to the application programs of Microsoft Office 2000 – Word, Excel, PowerPoint, Access and Outlook. It emphasizes a hands-on approach, combined with lectures, to provide the participant with basic to intermediate skills needed to be productive immediately. Students learn how to create and work with documents, spreadsheets, presentations, databases and e-mail messages. Prerequisite: COMP 1007.

Sep 12	Tue	1800-2100	12 wks	DTC	CRN	63479
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COMP 1224 DTC \$399

MS OFFICE 2000 UPGRADING

This is a transition course and was designed specifically for experienced users of MS Office 97, 95 (or earlier). We will examine in detail the rich assortment of new features and changes (particularly Web based) made to Word 2000, Excel 2000, Access 2000, PowerPoint 2000 and Outlook 2000. Upgrading issues will also be discussed. Students are required to have strong keyboarding and file management skills as well as a working knowledge of word processing, spreadsheet and database software.

Sep 15	Fri	1800-2100	6 wks	DTC	CRN	63494
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COMP 1228 BBY \$356

MICROSOFT OUTLOOK

Explains the features and functions of this contact, e-mail, and appointment management application. Includes staying organized, efficient, and on-schedule; a time-management tool; making and managing appointments; tracking contacts, documents, and entire projects; email handling; accessing vital data. Emphasizes customizing application features. Highlights Outlook's powerful integration with other Microsoft Office applications. Prerequisite: COMP 1007 or 1022 or equivalent. (1.5 credits)

Sep 13	Wed	1845-2145	6 wks	BBY	CRN	60191
Oct 25	Wed	1845-2145	6 wks	BBY		60190

COMP 1245 DTC \$354.30

ACCPAC GENERAL LEDGER

Covers the general ledger system including converting existing systems to Accpac, batch transaction and printing reports. Prerequisite: COMP 1001 and 1007 and a basic understanding of accounting principles. (1.5 credits)

Sep 11	Mon	1800-2100	6 wks	DTC	CRN	32827
Sep 15	Fri	1800-2100	6 wks	DTC		68483

COMP 1246 DTC \$354.30

ACCPAC A/R AND A/P

Covers the entire cycles of Accounts Receivable and Payable, including the interface to the Accpac General Ledger. Prerequisite: COMP 1245. (1.5 credits)

Oct 30	Mon	1800-2100	6 wks	DTC	CRN	32831
Nov 3	Fri	1800-2100	6 wks	DTC		63487

COMP 1250 BBY \$356

CRYSTAL REPORTS

Provides skills for this report generator included with Visual Basic. Covers extracting focused sets of data from database and spreadsheet sources to produce reports. Topics include report design, organization and formatting, grouping, selecting and sorting records, creating formulas, producing cross-tab reports, pictures, graphs and logos, working with databases, and exporting reports to Excel, Word, e-mail, and the Web. Prerequisite: COMP 1007 or COMP 1022. (1.5 credits)

Sep 12	Tue	1845-2145	6 wks	BBY	CRN	60054
Oct 24	Tue	1845-2145	6 wks	BBY		60192

COMP 1251 BBY \$356

CRYSTAL REPORTS LEVEL 2

Provides skills for this report generator included with Visual Basic. Covers extracting focused sets of data from database and spreadsheet sources to produce reports. Topics include report design, organization and formatting, grouping, selecting and sorting records, creating formulas, producing cross-tab reports, pictures, graphs and logos, working with databases, and exporting reports to Excel, Word, e-mail, and the Web. Prerequisite: COMP 1007 or COMP 1022.

Oct 24	Tue	1845-2145	6 wks	BBY		63482
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COMP 1255 **BBY \$324.50****COMPUTERIZED ACCOUNTING**

Teaches the Simply Accounting for Windows integrated package to those with some knowledge of computing and accounting. Covers setting up a complete set of books including G/L, accounts receivable, accounts payable, inventory and payroll. Prerequisite: COMP 1001 or 1007 and FMGT 1100.

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	32832
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COMP 1261 **BBY \$356 DTC \$354.30****EXCEL LEVEL 1**

Provides comprehensive coverage of this Windows spreadsheet program, including fundamental principles and practical skills required to produce professional-looking worksheets. Includes workbook and worksheet basics, formulae and built-in functions, editing and formatting, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. (Version 2000). Prerequisite: COMP 1007 or equivalent. (1.5 credits)

Sep 12	Tue	1845-2145	6 wks	BBY	CRN	33718
Sep 14	Thr	1800-2100	6 wks	DTC		60178

COMP 1262 **BBY \$356 DTC \$354.30****EXCEL LEVEL 2**

Covers advanced topics in spreadsheet design. Includes creating and using Templates, Charts, Database Lists and Filters, Subtotals, Outlines, Macros, 3D Formulae, and linking and consolidating multiple workbooks and worksheets. (Version 2000). Prerequisite: COMP 1261 or equivalent. (1.5 credits)

Oct 24	Tue	1845-2145	6 wks	BBY	CRN	33717
Oct 26	Thr	1800-2100	6 wks	DTC		60179

COMP 1263 **BBY \$356****MS PROJECT/WINDOWS LEVEL 1**

Reviews features, including the extensive online help facility and cue cards of Microsoft Project, a powerful full-featured project management tool. Topics include: creating and organizing a schedule and task lists, assigning resources and costs, working with views, printing view and reports. (Latest Version). Prerequisite: COMP 1007 or equivalent. (1.5 credits)

Sep 12	Tue	1845-2145	6 wks	BBY	CRN	35997
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COMP 1264 **BBY \$356****MS PROJECT/WINDOWS LEVEL 2**

Continues from COMP 1263 Level 1. Covers working with multiple projects, automating work, customizing Project, and sharing information between applications. (Latest Version). Prerequisite: COMP 1263.

Oct 24	Tue	1845-2145	6 wks	BBY	CRN	35998
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COMP 1266 **BBY \$356****WORD FOR WINDOWS LEVEL 1**

Includes word processing basics, formatting, styles, setting tabs and indents, multi-column documents, headers and footers, spelling checker, search and replace; and working with multiple documents. (Version 2000). Prerequisite: COMP 1006 or 1007 or equivalent.

Sep 14	Thr	1845-2145	6 wks	BBY	CRN	33720
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COMP 1267 **BBY \$356****WORD FOR WINDOWS LEVEL 2**

Covers advanced techniques including creating templates, using tables and pictures, using frames and text boxes, recording and running macros, using mail merge; and customizing the toolbar, menus and keyboard. (Version 2000) Prerequisite: COMP 1266.

Oct 26	Thr	1845-2145	6 wks	BBY	CRN	33719
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COMP 1270 **BBY \$356 DTC \$354.30****MICROSOFT ACCESS 1**

Begins with an overview of Access and its object-oriented approach to relational database management. Provides the experience and skills necessary to create a database with multiple tables, create forms, reports and queries. (Version 2000). Prerequisite: COMP 1007 or equivalent. (1.5 credits)

Sep 11	Mon	1800-2100	6 wks	DTC	CRN	36011
Sep 13	Wed	1845-2145	6 wks	BBY		33722

COMP 1271 **BBY \$356 DTC \$354.30****MICROSOFT ACCESS 2**

Continues from COMP 1270 and provides the skills to use advanced features of form and query creation. Includes use of OLE to add graphs and pictures from other applications, and import and export from spreadsheets and other Database application packages. (Version 2000). Prerequisite: COMP 1270. (1.5 credits)

Oct 25	Wed	1845-2145	6 wks	BBY	CRN	33721
Oct 30	Mon	1800-2100	6 wks	DTC		36012

COMP 1281 **BBY \$356****MICROSOFT POWERPOINT 1**

Provides a comprehensive introduction to this presentation graphics software package, which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers the basic tools needed to produce slides, overheads and on-screen presentations. (Version 2000). Prerequisite: COMP 1007 or equivalent.

Sep 11	Mon	1845-2145	6 wks	BBY	CRN	33827
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COMP 1282 **BBY \$356****MICROSOFT POWERPOINT 2**

Covers advanced topics in presentation design. Includes creating and adding graphs, clip art, tables and organization charts, linking information from other products such as Microsoft Word and Microsoft Excel. Uses the build feature to create topic effects, adding transitions for special effects, setting slide timings and creating a drill-down document. (Version 2000). Prerequisite: COMP 1281. (1.5 credits)

Oct 30	Mon	1845-2145	6 wks	BBY	CRN	33828
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Self-Guided Learning

(604) 432-8465

The following courses are held on Tuesday mornings at the Downtown Campus. No lectures are given, but an instructor is available in the classroom. Students work at their own speed in our classroom, at a place of their own choosing, or both. Registration for any of these courses will be accepted until August 18, 2000.

COMP 1008 **DTC \$198.30****INSIDE WINDOWS**

Guided self-learning and pacing. Examines Windows 2000 and is useful to those who already know windows. Covers basic operations such as the start menu. Explains and uses the task bar, the Windows graphical user interfaces (GUI), my computer and Explorer. Illustrates the file handling topics of create, copy, move, rename and delete. Explores running multiple programs and customizing the Windows 2000 environment. Prerequisite: COMP 0001.

Sep 12	Tue	0900-1200	12 wks	DTC	CRN	38714
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COMP 1258 **DTC \$248.30****EXCEL LEVEL 1**

Guided self-learning and pacing. Covers introductory topics to Word such as file handling, creating, saving, retrieving, and editing a document. Topics include toolbars, setting tabs and indents, formatting text, creating headers and footers, working with sections and columns, paragraph and character styles, search and replace, and the spelling checker. (Version 2000). Prerequisite: COMP 1008.

Sep 12	Tue	0900-1200	12 wks	DTC	CRN	38719
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COMP 1259 **DTC \$248.30****EXCEL LEVEL 2**

Guided self-learning and pacing. Covers advanced topics of Excel multiple windows and workbooks, 3D formulas, and other multiple worksheet topics. Explores charts, creating Worksheet outlines automatically and manually, database features, filtering lists, setting criteria, searching, sorting data, recording and running macros, Visual Basic for Applications, using VLOOKUP, and the IF function. (Version 2000). Prerequisite: COMP 1258 or COMP 1261.

Sep 12	Tue	0900-1200	12 wks	DTC	CRN	38884
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COMP 1268 **DTC \$248.30****MICROSOFT WORD LEVEL 1**

Guided self-learning and pacing. Covers introductory topics to Word such as file handling, creating, saving, retrieving, and editing a document. Topics include toolbars, setting tabs and indents, formatting text, creating headers and footers, working with sections and columns, paragraph and character styles, search and replace, and the spelling checker. (Version 2000). Prerequisite: COMP 1008.

Sep 12	Tue	0900-1200	12 wks	DTC	CRN	38718
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COMP 1269 **DTC \$248.30****MICROSOFT WORD LEVEL 2**

Guided self-learning and pacing. Covers advanced topics of Word. Includes mail merge, manipulating tables, creating templates, drop down lists, checkboxes, text boxes, customizing toolbars, and working with the Forms toolbar. Examines using built-in templates and wizards, pictures, frames, and creating and using Macros. (Version 2000). Prerequisite: COMP 1268 or COMP 1266.

Sep 12	Tue	0900-1200	12 wks	DTC	CRN	38899
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COMP 1276 **DTC \$248.30****ACCESS LEVEL 1**

Guided self-learning and pacing. Covers introductory topics to Access such as the basic database operations of creating tables, queries, forms and reports. Further topics include designing and planning a database, defining relationships between tables, using various wizards, setting field properties, creating select queries, using criteria, creating calculated fields, and working with formats in tables and reports. (Version 2000). Prerequisite: COMP 1008. (1.5 credits)

Sep 12	Tue	0900-1200	12 wks	DTC	CRN	38716
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COMP 1277 **DTC \$248.30****ACCESS LEVEL 2**

Guided self-learning and pacing. Covers advanced topics of using Access, including setting control properties, form design, labels, textboxes, option groups, list boxes, combo boxes, and default editing modes. Explores subforms, expressions within forms, pictures and graphs, embedding vs. linking, bound vs. unbound objects, importing, exporting, attaching, macros, creation of macros and attaching macros to events. (Version 2000). Prerequisite: COMP 1270 or COMP 1276.

Sep 12	Tue	0900-1200	12 wks	DTC	CRN	38885
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COMP 1278 **DTC \$248.30****MICROSOFT POWERPOINT 1**

Guided self-learning and pacing. Covers the introduction to this presentation graphics software package, which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers the basic tools needed to produce slides, overheads and on-screen presentations. (Version 2000). Prerequisite: COMP 1007 or equivalent.

Sep 12	Tue	0900-1200	12 wks	DTC	CRN	63480
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COMP 1279 **DTC \$248.30****MICROSOFT POWERPOINT 2**

Guided self-learning and pacing. Covers advanced topics in presentation design. Includes creating and adding graphs, clip art, tables and organization charts, linking information from other products such as Microsoft Word and Microsoft Excel. Uses the build feature to create topic effects, adding transitions for special effects, setting slide timings and creating a drill-down document. (Version 2000). Prerequisite: COMP 1281.

Sep 12	Tue	0900-1200	12 wks	DTC	CRN	63481
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COMP 2058 **DTC \$198.30****INSIDE WINDOWS LEVEL 2**

Expands on COMP 1008 to provide more in-depth windows knowledge. Covers searching for files and data, working with MS Paint, object linking and embedding, media player, understanding the clipboard, managing the printer, plug and play, fonts, network neighbourhood, and disk maintenance. Prerequisite: COMP 1007 or 1008.

Sep 12	Tue	0900-1200	12 wks	DTC	CRN	60085
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Weekend Technology Seminar Series

(604) 432-8465

COMP 0215 **BBY \$318****UNDERSTANDING MICROSOFT EXCHANGE SERVER**

Seminar. Overviews basic tasks and installation for Microsoft Exchange Server. Examines architecture and core service components. Explores the administrator program and the different need available for connectors and connecting two different sites. Examines adding mailboxes, distribution lists, custom recipients and how to install and configure public folders. Prerequisites: COMP 1022, 1023 and Knowledge of Windows NT trust relationship.

Nov 18	Sat/Sun	0830-1630	1 wknd	BBY	CRN	60189
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COMP 0430 **BBY \$400****TCP/IP PROTOCOL**

Seminar. Covers how to install and configure any TCP/IP stacks using examples of implementation for Windows 95 or NT, to trouble shoot protocol problems. Topics include exploring the TCP/IP stack, comparing the four layer protocol to the OSI model, the first level of the TCP/IP stack "Network Interface," what network interfaces are available, network interface frame format, Internet layer, application layer. Prerequisite: COMP 1007.

Oct 28	Sat/Sun	8:30-1630	1 wknd	BBY	CRN	60048
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COMP 0435 **BBY \$400****WINDOWS NT WORKSHOP**

Seminar. Provides technical users with an aptitude and understanding of Windows NT 4 server including administrative tools and techniques. Explains deploying, installing and configuring the NT 4 server, setting up RAID systems, file backup, NT 4 server registry, network protocols, configuring Windows clients for networking, connecting other PC clients to and administrating a secure network, optimizing network server performance and troubleshooting. Prerequisite: COMP 3665.

Nov 4	Sat/Sun	8:30-1630	1 wknd	BBY	CRN	60049
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Please call the department for new seminars and Microsoft Windows 2000 courses, as they become available.

Programming and Languages

(604) 432-8465

COMP 1401 **BBY \$324.50 DTC \$322.80****PROGRAMMING CONCEPTS/METHODS**

Introduces the principles and concepts of computer programming. Covers standard problem analysis tools such as flow charting, Nassi-Schneiderman, decision tables, systems analysis, flow charts, structure charts, and database management. Lectures and hands-on exercises are used to present the principles of programming. This course is a prerequisite for part-time studies systems and programming courses. Students should not be registered in any advanced systems or programming courses before they have taken this course. Prerequisites: (COMP (1001 or 1006) and 1010 and 1015 and 1020) or equivalent. (3 credits)

Sep 12	Tue*	0600-0900	12 wks	DTC	CRN	61727
Sep 12	Tue	1845-2145	12 wks	BBY		32795
Sep 13	Wed	1845-2145	12 wks	BBY		32796
Sep 14	Thr	1845-2145	12 wks	BBY		32799
Sep 15	Fri	1845-2145	12 wks	BBY		60863
Sep 16	Sat	0900-1200	12 wks	BBY		32794

*Early Bird

COMP 1410 **BBY \$324.50****MICROCOMPUTER PC ASSEMBLER PROGRAMMING LANGUAGE 1**

Presents a first-level course in programming using the Assembler Language on the IBM PC microcomputer. Prerequisite: COMP 1401. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	62015
Sep 15	Fri	1845-2145	12 wks	BBY		32811

COMP 1435 **BBY \$324.50****DATABASE PROGRAMMING LANGUAGE 1**

Covers the elementary programming features of dBase, FoxPro and CLIPPER (all versions), including development of a menu-driven system. Software not provided for take home. Prerequisite: COMP 1401.

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	32823
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COMP 1440 **BBY \$260.50****COBOL PROGRAMMING LANGUAGE 1**

Introduces all language components required to write simple business report programs. Prerequisite: COMP 1401 or 1405 or 1510. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32837
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COMP 1450 **BBY \$324.50****PASCAL PROGRAMMING LANGUAGE**

Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. Prerequisite: COMP 1401.

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32839
Sep 12	Tue	1845-2145	12 wks	BBY		32840
Sep 17	Sun	0900-1200	12 wks	BBY		61698

COMP 1457 **BBY \$324.50****DELPHI PROGRAMMING LANGUAGE**

Presents modern principles of programming and programming methodologies using the advanced modern visual language, Delphi. Students write programs that are readable, reusable and easy to maintain. Prerequisites: COMP 1401 and COMP 1450. (3 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	60237
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COMP 2425 **BBY \$324.50****C PROGRAMMING LANGUAGE 1**

Introduces Level 1 programming in C language including data types, control constructs and syntax. Also discusses the language's evolution into C++. Compiler not provided. Prerequisites: COMP (1405 or 1410) and 1450 (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32809
Sep 14	Thr	1845-2145	12 wks	BBY		32808
Sep 16	Sat	0900-1200	12 wks	BBY		34593

PART-TIME TIP

GET CONNECTED. You can register online at www.bcit.ca





COMPUTING & INFORMATION TECHNOLOGIES

COMP 3425 BBY \$324.50
C PROGRAMMING LANGUAGE 2
Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. Prerequisite: COMP 2425. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32864
Sep 15	Fri	1845-2145	12 wks	BBY		33850

COMP 3475 BBY \$324.50
C++ FOR OBJECT-ORIENTED PROGRAMMING
Emphasizes the Object-Oriented (OO) features of C++, abstract data types, and C++ use in implementing OO designs. OO technology has emerged as a leading trend in software development, and C++ (the successor to C) as the dominant language for its realization. Prerequisites: COMP 3425 and 3670. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	32865
Sep 14	Thr	1845-2145	12 wks	BBY		32866

COMP 4425 BBY \$324.50
C PROGRAMMING LANGUAGE 3
Designed for programmers who want to learn more about advanced C programming techniques, and to write carefully constructed, readable programs, high-quality, error-free software. Prerequisite: COMP 3425.

Sep 15	Fri	1845-2145	12 wks	BBY	CRN	32851
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COMP 4475 BBY \$324.50
C++ PROGRAMMING LANGUAGE 2
Covers elements and collaborations of classes, inheritance, class re-use, collection classes, class libraries, error handling, memory management design patterns, and use of iostream library. Prerequisite: COMP 3475. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	38452
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Windows Programming

(604) 432-8465

COMP 1292 BBY \$433.50
ACCESS DEVELOPMENT - LEVEL 1
Covers the process of designing applications using MS Access 2000. Explores the built-in data design features such as event properties, custom menus, macros and an introduction to VBA programming. The course also covers advanced topics using reports, subreports, subforms, tab control, list boxes, combo boxes and built-in functions. Prerequisites: COMP 1270 and COMP 1271 or equivalent. (3 credits)

Sep 16	Sat	0900-1200	12 wks	BBY	CRN	61695
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COMP 1403 BBY \$324.50
WINDOWS PROGRAMMING CONCEPTS
Covers Windows applications programming/design considerations. Introduces Windows controls (dialog boxes, radio button, combo boxes, scroll bars). Uses Visual Basic as a tool to describe events, properties and basic control. Explores the Windows Software Development Life Cycle and common programming structures, shortcut keys, window styles, menu creation, toolbars, OLE considerations, help file, and the API. Prerequisite: COMP 1006 or 1007 or equivalent. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	33436
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COMP 1495 BBY \$324.50
INTRODUCTION TO VISUAL BASIC
This is an introduction course to Visual Basic with the main focus on the fundamentals of writing structured programs. Covers validating input data, string handling, subroutines, text files and delimited ASCII files and writing reports.

Sep 16	Sat	0900-1200	12 wks	BBY	CRN	63545
Sep 16	Sat	1300-1600	12 wks	BBY		63553

COMP 2292 BBY \$433.50
ACCESS DEVELOPMENT - LEVEL 2
Builds on the topics covered in Access Development Level 1. The course explores and works with VBA (MS Access programming language), Data Access Objects (DAO), and the process of handling user input. Events, modules, procedures and structures will also be discussed. Error handling, advanced report programming, and looping through recordsets will be discussed. Prerequisite: COMP 1292, COMP 1401 and COMP 1403 or equivalent experience. (3 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	61700
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COMP 2473 BBY \$324.50
DATABASE DEVELOPMENT WITH VISUAL BASIC, LEVEL 1
Introduces database development using Visual Basic. Includes data objects, data control, ODBC, DDE, OLE2, client/server issues and the help compiler in this intensive database development course. Prerequisite: COMP 1401, and 1403 and (1430 or 1495), Systems Design, at least one PC programming language, Excel and Word basics. (3 credits)

Sep 15	Fri	1845-2145	12 wks	BBY	CRN	35938
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COMP 2495 BBY \$324.50
VISUAL BASIC PROGRAMMING LANGUAGE 1
Teaches fundamentals of object-oriented and GUI programming using Microsoft VISUAL BASIC under WINDOWS. Covers designing and building applications; event-driven programming; displaying and printing information; data storage; file system controls; building menus, pop-up menus, and dialogs; modules, subroutines and functions; and much more. Prerequisites: COMP 1403 and 1430 or 1495. (3 credits)

Sep 12	Tue	1800-2100	12 wks	DTC	CRN	60764
Sep 15	Fri	1800-2100	12 wks	DTC	CRN	63552
Sep 16	Sat	0900-1200	12 wks	BBY		39389
Sep 16	Sat	1300-1600	12 wks	BBY		35927

COMP 3495 BBY \$324.50
VISUAL BASIC PROGRAMMING LANGUAGE 2
Expands on the knowledge obtained in COMP 2495. Covers designing and building applications; interface design; objects and instances; handling run-time errors; arrays and collections; random-access files; object-oriented programming with classes and objects; accessing databases with the data control and SQL language; reports and online help; OLE (Object Linking and Embedding); introduces Windows API; creating ActiveX controls. Prerequisite: COMP 2495. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	61706
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AS/400 Computer

(604) 432-8465

COMP 1420 BBY \$324.50
RPG PROGRAMMING LANGUAGE 1
Provides a working knowledge of RPG using the AS/400 that they can apply to the coding of a program of medium complexity. Prerequisite: COMP 1401. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	32807
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COMP 1632 BBY \$324.50
INTRODUCING THE IBM AS/400
Introduces the AS/400 concepts and architecture as it applies to practical business requirements. Some topics are libraries and objects, AS/400 relational database and data management, user profiles and AS/400 security. Prerequisite: COMP 0001 or equivalent. (3 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	32828
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Systems Analysis and Design

(604) 432-8465

COMP 1615 BBY \$260.50 DTC \$258.80
COMPUTER SYSTEMS INTRODUCTION 1
Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 1401. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32822
Sep 12	Tue	1730-2030	12 wks	DTC		32820
Sep 13	Wed	1845-2145	12 wks	BBY		32821

COMP 2615 BBY \$260.50
COMPUTER SYSTEMS INTRODUCTION 2
Continues from COMP 1615. Develops analytical skills and basic computer systems design techniques. Prerequisite: COMP 1615. (3 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	60065
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COMP 3615 BBY \$324.50
COMPUTER SYSTEMS INTRODUCTION 3
Focuses on commonly used systems projects techniques. Presents case study projects using analysis and design skills. Emphasizes full systems life cycles including project management, feasibility analysis, systems analysis, process and data Modeling. Examines systems design, user interface, systems planning, implementation and ongoing support. Explores JAD, ER diagrams, object modeling, RAD and prototyping techniques. Prerequisite: COMP 2615. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	38944
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COMP 3635 BBY \$324.50
CASE TECHNOLOGY
Examines how CASE Technology facilitates planning and design of systems using CASE tools as a design workbench. Prerequisite: Knowledge of structured techniques.

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	32868
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COMP 3710 BBY \$637.50
RELATIONAL DATABASE SYSTEMS
Covers relational database model, database design techniques, normalization, functional dependency, relational algebra, entity-relationship (ER) modeling, distributed database systems, database administration, implementation of relationship database using SQL. Prerequisite: COMP 2615 or 2710.

Sep 11	Mon/Wed	1845-2145	12 wks	BBY	CRN	32757
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COMP 4660 BBY \$165
INTRODUCTION TO SQL
Presents an in-depth introduction to this database tool. Includes data definition, data manipulation, and data control languages, DB2 catalog, views, synonyms and aliases, embedded SQL, subqueries, union, grouping, functions and performance considerations. Prerequisite: COMP 3710. (3 credits)

Sep 13	Wed	1845-2145	6 wks	BBY	CRN	37287
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COMP 4663 BBY \$324.50
INTRODUCTION TO MS SQL SERVER
Covers application development and administration using MS SQL Server as the database engine. Topics include SQL server installation, system architecture, database devices, managing databases, transact-SQL, using indexes, views, stored procedures, triggers and backup/restore. Prerequisite: COMP3710 or equivalent experience. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	61709
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Networks and Client Server

(604) 432-8465

COMP 2630 BBY \$324.50
NOVELL NETWORK
Provides a complete overview of the NetWare 4 operating system. Selection of equipment, Netware installation, and system administration responsibilities are discussed. Prerequisites: COMP 1001 and COMP 1007 and OPMT 1188. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32848
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Part-time instructor Opportunities

Are you an "expert" in some area of computing or information technology? Are you interested in communicating the excitement of high technology to others? Would you be interested in teaching Computer courses at BCIT?

Ideally you would possess the qualifications, experience and demonstrated ability in: Operating systems, C, C++, UNIX/LINUX, Oracle, Access Development, MS Visual Basic 6, MS-SQL 7, Client server, LAN/WAN, DOS, Internet and Intranet Technologies. Other areas of expertise may also be of interest to us.

To explore Part-time instructor opportunities in Computer Systems Technology, please e-mail your current resume in MS Word 97 format to: kcudihee@bcit.ca

COMP 2665 BBY \$324.50 DTC \$322.80
LOCAL AREA NETWORK THEORY
Develops skills to design and implement networks. Examines details of Ethernet, Arcnet, and Token Ring. This theory course also looks at file server selections, cable and media installation, performance issues and managing problems. Prerequisites: COMP 1001 and 2605. (3 credits)

Sep 12	Tue	1800-2100	12 wks	DTC	CRN	32845
Sep 14	Thr	1845-2145	12 wks	BBY		32846

COMP 3665 DTC \$322.80
ADVANCED NETWORK DESIGN
Covers theory and market implementation of higher speed network protocols (100BaseT, FDDI, ATM) and how advanced network devices provide options for network growth and expansion. No hands-on. Prerequisites COMP 1001 or 1006 and 2665. (3 credits)

Sep 14	Thr	1800-2100	12 wks	DTC	CRN	35934
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COMP 4666 BBY \$322.80
LAN INTERNETWORKING
Explores issues and software related to the internetworking of Novell Netware 4.1, Windows NT 4 Server, NT 4 Workstation, LINUX (Unix) and Windows 95 operating system platforms. Provides hands-on experience interconnecting these platforms with TCP/IP and IPX protocols. Prerequisites: COMP 2665 and COMP 2630 or experience with Novell Netware, and COMP 1007 or equivalent.

Sep 14	Thr	1845-2145	12 wks	DTC	CRN	38965
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COMP 4840 DTC \$322.80
CLIENT SERVER COMPUTING
Covers client/server computing technologies based on the Internet and Java networking. Provides hands-on experience in building client/server applications using RMI, JDK1.1, Java Sockets, Java's net classes and URL-related classes. Presents case studies of several companies migrating to three-tier client/server applications. Prerequisites: COMP 3475, or COMP 3425 and COMP 3670. (3 credits)

Sep 13	Wed	1800-2100	12 wks	DTC	CRN	60087
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Data Communication

(604) 432-8465

COMP 2605 BBY \$260.50
DATA COMMUNICATIONS CONCEPTS 1
Familiarizes students with data communication applications and related concepts. Prerequisite: Programming or systems design experience. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	32842
Sep 13	Wed	1845-2145	12 wks	BBY		32841

COMP 3605 BBY \$260.50
DATA COMMUNICATIONS CONCEPTS 2
Continues from COMP 2605. Covers protocols and data link controls, LANs, and line facilities provided by common carriers. Prerequisite: COMP 2605. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	32867
Sep 16	Sat	0900-1200	12 wks	BBY		62014

UNIX

(604) 432-8465

COMP 1030 DTC \$371.30
WORKING WITH LINUX - BASICS
Provides a working knowledge of LINUX to persons who have a basic knowledge of personal computers and have some command line (DOS) experience. Overviews and addresses installation, and configuration of Red Hat LINUX. Uses LINUX command line utilities and the Shell. Understanding the file and directory system, managing files and directories. Discusses basic LINUX topics for end users in a non-technical manner. Note: Software and manual purchase at the first session. Note: Uses LINUX Red Hat. Prerequisite: COMP1001 or equivalent. (1.5 credits)

Sep 16	Sat	1800-2100	6 wks	DTC	CRN	61786
Nov 4	Sat	1800-2100	6 wks	DTC		63489

COMP 1032 DTC \$371.30
WORKING WITH LINUX - INTERMEDIATE
This course discusses advanced LINUX topics including custom installation, and TCP/IP network file sharing. Topics are for more technical users, providing a working knowledge of LINUX account management, system administration and security concepts. Prerequisites include workstation installation, use of the bash shell, and KDE and GNOME window managers covered in COMP 1030 - Working with LINUX Basics. Note: Software and manual purchase at the first session. Note: Uses LINUX Red Hat. Prerequisite: COMP 1030 or equivalent. (1.5 credits)

Sep 12	Tue	1800-2100	6 wks	DTC	CRN	61788
Oct 31	Tue	1800-2100	6 wks	DTC	CRN	63490

COMP 1626 DTC \$503.30
INTRO TO SCO UNIX SYSTEM V
Provides an insight to the SCO UNIX System V to system administrators who are new to the UNIX operating system, and to end users who work with SCO Unix Systems. Covers several computer basics in the UNIX environment. Prerequisite: COMP 1001 or equivalent. (2 credits)

Sep 16	Sat	1400-1700	8 wks	DTC	CRN	38450
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COMP 2627 DTC \$1561.50
SCO UNIX OPEN SERVER RELEASE 5 ADMIN & SHELL PROG
Provides technicians, engineers, system administrators and technical users who require a broad level of aptitude and understanding of SCO UNIX OSR 5 with the basic administrative tools and techniques. Examines the Bourne Shell and the uses of shell script. Prerequisite: COMP 1626. (5 credits)

Sep 12	Tue/Thr	1800-2100	10 wks	DTC	CRN	61741
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COMP 3645 DTC \$320.30
UNIX WORKSHOP LEVEL 1
Introduces programming under UNIX, covering multi-user and multi-tasking capabilities. Topics include using C, Bourne and Korn shells, system administration, IPC facilities, utilities, file system and e-mail. Prerequisite: COMP 2425.

Sep 16	Sat	1000-1300	12 wks	DTC	CRN	32852
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Internet

(604) 432-8465

COMP 0401 INTERNET, THE WHY AND THE HOW BBY \$255

Seminar. Addresses the concepts and application of the Internet, either as a user or a provider of Internet-based information. The client side includes hardware (modem, router or LAN-based), software (WWW browser, news, e-mail) and connection (Internet service provider). The server side includes hardware (host computer, router), software (content preparation, WWW server, news server, mail server), and connection (upstream ISP). Prerequisite: None.

Sep 16 Sat/Sun 0900-1600 1 wknd BBY CRN 37160

COMP 0403 WEB SITE IMPLEMENTATION/ADMIN BBY \$255

Beginner seminar for webmasters responsible for implementation/operation of Web site. Includes network needs, platform/technology options, control mechanisms, security, deployment strategy, host system monitoring, management, content creation, structure, hyperlinks, server features. Hands-on. A text Web site will be set up. Prerequisites: Web browsing ability, navigating files, folders, editing text in a Win95/NT environment.

Sep 23 Sat/Sun 0900-1600 1 wknd BBY CRN 37161

COMP 0405 CREATE/PROGRAM WWW DATABASES BBY \$255

Seminar. Addresses server scripts or applications needed to interface a conventional relational database to a WWW server so end-users can interact with the database using their WWW browser. Students author an HTML document with database navigation and query, and implement a supporting script to interact on the server side with the relational database. Prerequisite: None.

Sep 30 Sat/Sun 0900-1600 1 wknd BBY CRN 37162

COMP 0407 HTML AUTHORIZING BBY \$255

Seminar. Addresses the concepts underlying hypermedia content on the WWW, content design and preparation, and simple supporting scripts. Students prepare a simple web page using a text editor, embedding their own HTML tags and then a more sophisticated frame-based page using Netscape Navigator Gold. Sample media content will be supplied. Prerequisite: None.

Oct 14 Sat/Sun 0900-1600 1 wknd BBY CRN 37163

COMP 1820 HTML AND THE WORLD-WIDE WEB BBY \$259

Introduces HTML, the "Hyper-Text Markup Language" used on the WWW by creating HTML documents. General text editors and specialized HTML editors are used, and students may load their documents onto a live web server for viewing on the Internet. Includes coverage of UNIX basics required to upload completed HTML documents to the server. Prerequisites: COMP 1267 or equivalent, and WWW user experience. (1.5 credits)

Sep 16 Sat 1300-1600 6 wks BBY CRN 37169

COMP 1831 FRONTPAGE 2000 WEBSITE CREATION DTC \$397.20

Teaches web design using object-oriented authoring tool FrontPage 2000, including the use of built in advanced features such as FrontPage 2000 extensions. Students create and upload to the Internet a personal web page using HTML, DHTML, Java Script, tables, frames and cascading sheets in FrontPage 2000. Prerequisite: COMP 1007 or equivalent

Sep 15 Fri 1800-2100 6 wks DTC CRN 63556

COMP 1832 INTRODUCTION TO WEB-HOSTING DTC \$397.20

Continues from COMP 1831. Teaches web-hosting using IIS 5.0 on Windows 2000. Students learn domain name registration, loading and maintaining of a website. Students will also learn advanced web authoring tools to enhance their personal webs. Introduction to other website-hosting servers on the market, i.e. Apache web server. Prerequisite: COMP 1007 or equivalent

Nov 3 Fri 1800-2100 6 wks DTC CRN 63557

Computer Graphics

(604) 432-8465

COMP 1811 3D MAX GRAPHICS LEVEL 1 DTC \$913.80

Teaches the 3D Max interface and the coordinate systems used in 3D space. Covers modeling, editing and transforming 3D objects, using precise measurement controls, applying materials using the Material Editor, and creating lights and cameras. Students compose scenes in 3D max, which are then animated using basic animation controllers. Prerequisites: COMP 1007 or COMP 1022, and experience using a drawing program. (3 credits)

Sep 12 Tue 1800-2100 12 wks DTC CRN 60061

Multimedia Software Development

(604) 412-7618

The following Java programming courses are designed to lead up to an Associate Certificate in just Java. Not all required courses are offered this semester. Refer to our Web site for details.

COMP 0409 JAVA PRIMER BBY \$255

Seminar. Introduces the Java paradigm, and then programming of Java applets and applications. Promotes an appreciation of where Java is appropriate to deploy in the organization by using examples and hands-on practice. Prerequisites: Object-Oriented Programming Concepts.

Oct 21 Sat/Sun 0900-1600 1 wknd BBY CRN 37164

COMP 0411 MULTIMEDIA ON THE INTERNET BBY \$255

Seminar. Introduces effective multimedia content design, preparation and delivery over the Internet. Includes preparing images, audio and video data for both immediate and delayed delivery, using a suitable WWW browser. Does not deal with original content creation, but rather the steps needed to make such content useful over the Internet. Prerequisite: None.

Oct 28 Sat/Sun 0900-1600 1 wknd BBY CRN 37165

MMSD 3610 JAVA PROGRAMMING 1 DTC \$322.80

Provides a thorough introduction to the Java programming language and to the Java distributed objects paradigm. Topics include the Java language and environment, creating user interfaces with the AWT, developing synchronized multi-threaded applications, handling multimedia and image manipulation, and managing interface collections. Prerequisites: COMP 3670 and any object-oriented programming course. (3 credits)

Sep 11 Mon 1730-2030 12 wks DTC CRN 39007
Sep 11 Mon 1845-2145 12 wks BBY 63492
Sep 12 Tue 1845-2145 12 wks BBY 63491
Sep 30 Sat 0900-1600 6 wks DTC 63493

MMSD 3620 JAVA PROGRAMMING 2 DTC \$322.80

Continues from MMSD 3610, addressing advanced Java programming techniques for both applets and applications. Topics include application design guidelines, process and thread synchronization, smooth animation techniques, local file I/O, and the Java event model. Prerequisites: (COMP 3640 or 3730) and (MMSD 3610 or COMP 4409).

Sep 12 Tue 1730-2030 12 wks DTC CRN 39008

MMSD 4610 JAVA OBJECT-ORIENTED APPLICATION DESIGN DTC \$322.80

Addresses the design and implementation of Java programs that conform to the Java Management API. Topics include large-scale application design, JMAP, and integration with and support of application builder tools. Prerequisite: MMSD 3620 or permission of instructor. (3 credits)

Sep 13 Wed 1730-2030 12 wks DTC CRN 39009

MMSD 4620 JAVA DATABASE CONNECTIVITY DTC \$322.80

Address the dynamic delivery of database content using Java, conforming to the Java Enterprise API. Topics include client/server application design, remote method invocation (RMI), and JDBC. Prerequisite: MMSD 3620 or permission of instructor. (3 credits)

Sep 14 Thr 1730-2030 12 wks DTC CRN 39010

There are new non-credit weekend seminars intended to explain and explore today's "hot topics" in emerging technologies. For more information on courses currently under development and when they will be offered, phone (604) 412-7618, or visit our Web site at www.multimedia.bcit.ca

Other Specialties

(604) 432-8465

COMP 1601 COMPUTERS IN BUSINESS BBY \$260.50

Familiarizes those who are not specializing in computers with terminology and concepts used in the computer industry. Prerequisites: COMP 1001 or 1006 and 1010 and 1015 and 1020 or CGA Tutorial or equivalent. (3 credits)

Sep 11 Mon 1845-2145 12 wks BBY CRN 32758

COMP 1825 HELP DESK SUPPORT DTC \$354.30

Covers a wide range of issues dealing with technical computer support. Topics include providing quality technical support, handling support calls, problem solving and trouble shooting. Other areas that will be explored are communication skills, quality customer service and alternative methods of support such as expert systems, and knowledge-based technology. Prerequisite: COMP 1007. (1.5 credits)

Sep 14 Thr 1800-2100 6 wks DTC CRN 60062
Oct 26 Thr 1800-2100 6 wks DTC 60063

COMP 3640 OPERATING SYSTEMS CONCEPTS DTC \$322.80

Introduces basic principles of operating systems design and implementation. Topics include memory management, processor scheduling, disk organization, and file systems. Students must have a programming and systems background. Prerequisites: COMP 1450 and 2610. (3 credits)

Sep 15 Fri 1800-2100 12 wks DTC CRN 62013

COMP 3670 UNDERSTANDING OBJECTS BBY \$260.50

Covers object-oriented concepts, fundamentals, essentials of the object model, and real-world problems using object-oriented analysis. Prerequisite: COMP 2615 or equivalent. (3 credits)

Sep 14 Thr 1845-2145 12 wks BBY CRN 32849

A+ Hardware Technician

(604) 432-8465

COMP 1045 A+ CERTIFICATION PREPARATION DTC \$911.30

Prepares the student to pass the CompTIA A+ hardware and Dos /Windows certification exam. Prepares for continuing on to Network +, CNE or MCSE certification. Topics include hardware, DOS and MS Windows 3x and 9x. Hands-on lab exercises reinforce the covered topics. Runs on two nights and a Saturday for 6 weeks. Prerequisite: None. (6 credits)

Sep 14 Thr & Fri 1800-2100 6 wks DTC CRN 63549
& Sat 1000-1700
Nov 2 Thr & Fri 1800-2100 6 wks DTC CRN 63550
& Sat 1000-1700

Dental Reception

(604) 432-8465

COMP 0285 DENTAL OFFICE SYSTEM/WINDOWS DTC \$335.80

Gives hands-on experience using the Exan/Mercedes Dental System for Windows to cover front desk procedures in a dental office. Upon successful completion, any other dental computer system can be used. This course is eligible for continuing dental education credits as per the College of Dental Surgeons of BC. This course may be taken simultaneously with COMP 0885. Prerequisite: Dental or Medical office experience or completion of a Dental Receptionist program.

Sep 12 Tue 1830-2130 12 wks DTC CRN 37159

COMP 0885 DENTAL RECEPTIONIST DTC \$545.80

Presents skills to become a dental receptionist. Includes dental terminology, Insurance Company's protocol, scheduling and billing procedures, accounting and communications, telephone techniques and professional manner development. Upon successful completion of this course and COMP 0285, students receive a BCIT credential. Skills may be enhanced during a practicum in a dental office. This course is eligible for continuing dental education credits as per the College of Dental Surgeons of BC. COMP 0885 and COMP 0285 may be taken simultaneously. Prerequisite: None.

Sep 11 Mon/Thr 1830-2130 12 wks DTC CRN 38458

COMP 0985 DENTAL BILLING/INSURANCE PROTOCOL DTC \$252.80

This comprehensive course is designed for dental personnel who wish to be informed on front desk billing procedures performed in a dental office. Includes dental office fee guides, insurance company's rules and regulations, claim forms, pre-authorizations, insurance and patient payments, day, month end procedures and information about dental computer systems. Course is eligible for continuing dental education credits as per the College of Dental surgeons of BC. Prerequisite: Dental office experience or completion of a Dental Receptionist or Dental Assisting program or COMP 0885.

Sep 13 Wed 1830-2130 6 wks DTC CRN 63486

DISTANCE EDUCATION

1. You must have the prerequisites required
2. You may start the course anytime and examination dates are flexible
3. You may proceed in the course at your own speed, within the number of weeks allowed
4. Regular assignments are to be submitted for marking and will be returned to you with comments
5. Courses completed by correspondence may be included in part-time certificate programs
7. The cost of textbook and materials are included in the course fee
8. BCIT refund policy permits a refund less 15 per cent for correspondence courses, PRIOR to mailing course materials. There will be no refunds after materials have been mailed.
9. To register, call 451-6733.
10. For individual course descriptions, please see the listing below.

Computer Systems Technology currently offers three paper-based correspondence courses.

COMP 0001 COMPUTING FOR THE TIMID (INCLUDES TEXT AND MATERIALS) TUITION \$154

Introduces the computer to those who have never used one and are fearful. Prerequisite: None.

Sep 11 Distance 18 wks CRN 35932

COMP 1009 EXPLORING WINDOWS (INCLUDES TEXT AND MATERIALS) TUITION \$331

Provides understanding of the Windows environment and its relationship with DOS. Using self pacing, the student works through lessons on manipulating Windows, using file manager, creating write documents, building batch files and macros, and using the Windows terminal accessory to connect to an Internet site and send electronic mail. Prerequisite: None. COMP 0001 recommended.

Sep 11 Distance 18 wks CRN 37166

COMP 1402 PROGRAMMING CONCEPTS AND METHODS DE (INCLUDES TEXT AND MATEIRALS) TUITION \$406

Covers the principles and concepts of computer programming theory in Distance Ed format for those intending to become involved in computer systems and/or programming. Learning outcome and credits are the same as COMP 1401. Prerequisites: (COMP (1001 or 1006 or 1009) and 1010 and 1015 and 1020) or equivalent. (3 credits)

Sep 11 Distance 24 wks DIS CRN 60055

E-Business

(604) 451-7193

COMP 0500 ADVANCED E-BUSINESS SECURITY DTC \$ 491.30

Provides an in-depth look into e-Business security threats and associated security counter-measures. Threats covered include denial of service, unauthorized access and viruses; tools used to combat these threats include encryption, authentication, firewalls and virus protection are also covered. Participants will review case studies of actual attacks on e-Business sites.

Oct 10 Tue 0900-1700 1 day DTC CRN 63307
Nov 1 Wed 0900-1700 1 day DTC CRN 63310

COMP 1040 FUNDAMENTALS E-BUSINESS PROJECT MANAGEMENT DTC \$591.30

Introduces e-Business and the common methodologies. Covers managing and controlling e-Business projects, tracking deliverables and accessing project information for trade-off decision making between cost, schedule and quality. The project-planning component uses MS Project 98 and covers necessary planning skills including business process design, data and application design, quality assurance, testing and implementation. Prerequisite: COMP 1007 or equivalent. 3 credits

Sep 12 Tue 1800-2100 12 wks DTC CRN 63546

CONTINUED NEXT PAGE

COMP 1041 **FUNDAMENTALS E-BUSINESS PROCESS DESIGN** **DTC \$591.30**
 Focusing on the technologies and methodologies unique to e-Business, this course presents techniques used to define and re-engineer strategic business processes so that e-Business solutions are successful. The concepts and tools used in the business process design in common e-Business applications are covered. Participants will understand the main business processes and design workflow programs using Visio. Prerequisite: COMP 1007 or equivalent. (3 credits)

Sep 14 Thr 1800-2100 12 wks DTC CRN 63547

COMP 1042 **FUNDAMENTALS E-BUSINESS SITE MAP PLANNING** **DTC \$591.30**
 Introduces the e-Business site map planning process including design of site architecture, and a model of the navigational structure. Building on the e-Business Process Design course, the re-designed business process is incorporated into navigational structure. Technical issues affecting the client PC, server and networks are reviewed. Introduces MS Visual Studio, specifically Visual InterDev, and a web application development tool. Prerequisites: COMP 1007 and COMP 1041 or equivalent. (3 credits)

Sep 16 Sat 1800-2100 12 wks DTC CRN 63548

COMP 1043 **FUNDAMENTALS E-BUSINESS APPLICATION & DATA MODEL** **DTC \$591.30**
 Introduces e-Business application and data modeling processes. Covers the building of application and data structure at a logical level, application of client/customer requirements and database normalization within an e-Business environment. Participants will use database and modeling tools to view and edit database objects. Prerequisites: COMP 1007 or equivalent and COMP 1042.

Sep 13 Wed 1800-2100 12 wks DTC CRN 63287

COMP 1044 **FUNDAMENTALS E-BUSINESS USER INTERFACE DESIGN** **DTC \$591.30**
 Focuses on the design principles and techniques for superior human interaction within a web site. Participants will be able to describe what makes an effective and intuitive site, as well as create "browser-friendly" and efficient web pages that maximize commerce within an e-Business application. Prerequisites: COMP 1007 or equivalent and COMP 1043.

Sep 15 Fri 1800-2000 12 wks DTC CRN 63289

Industry Driven Specialty Programs

For more information, please e-mail It_Specialty_Programs@bcit.ca or call (604) 451-7193. Please refer to our Web site for complete details: <http://thisisit.bcit.ca>

SOFTWARE SYSTEMS DEVELOPMENT PROGRAM (SSD)

The BCIT Computer Systems Technology Department is offering a full time systems development program. This 30-week full time program is designed to prepare individuals for the rapidly expanding high-tech computer industry. Applicants are not required to have a computer programming background, but all applicants must demonstrate sound logical and reasoning skills through an assessment test. A programming language course, such as Basic, C, C++ or Fortran is a preferred prerequisite.

This program consists of 30 weeks of highly intensive formal classroom instruction and hands-on lab work. Successful graduates of this program may apply for acceptance in the Bachelor of Technology degree program in Computer Systems; additional prerequisite courses will be required. Registration is by special admission only.

Classes are held on Mondays to Fridays from 8:30 a.m. to 4:30 p.m. There will be no extended breaks except for statutory holidays.

Proposed Intake Dates: January 2001 and May 2001

Admission Requirements:

- High school graduation or its equivalent
- English 12 (C+ or better) or its equivalent
- Successful completion of at least one year of full time post-secondary education
- Working knowledge of DOS and Windows environments
- Successful completion of the pre-entry exam on logical reasoning skills and knowledge of DOS and Windows skills (70% or better)

TECHNOLOGY SUPPORT PROFESSIONAL PROGRAM (TSP)

\$8,000

The Technology Support Professional Program, offered in conjunction with GP Learning Technologies, is a 24 week full-time program designed to prepare learners for the rapidly expanding high-tech computer industry. The program content has recently been revised in response to emerging industry demand for User Support Specialists with product knowledge, project management skills, help desk administration skills and experience in user training.

This program has two components: 16 weeks of highly intensive formal classroom instruction and hands-on lab work, followed by eight weeks of work practicum. This program is especially designed for individuals entering into the IT industry, who do not have previous education or background work experience in this area. It is also ideal for individuals who need to re-train or upgrade their present computer skills. Students will be required to complete two vendor specific exams. Upon successful completion of these exams, they will be granted the A+ Hardware Technician Certification.

Classes are held on Mondays to Fridays from 8:30 a.m. to 4:30 p.m. There will be no extended breaks except for statutory holidays. Classes are held at the BCIT Downtown Campus (555 Seymour Street, Vancouver, BC).

Proposed Intake Date: September 2000

Admission Requirements:

- High school graduation or its equivalent
- English 12 (C+ or better) or its equivalent
- Aptitude for working with computers
- Working knowledge of a Windows environment
- A selection interview process with both BCIT and GP Learning Technology Coordinators

For more information, please call (604) 412-7622 or e-mail kmorgan@itpmain.bcit.ca. Please refer to our web site for complete details: <http://thisisit.bcit.ca>

NETWORK INTEGRATION SPECIALIST PROGRAM™ (NIS)

BCIT is a Microsoft Authorized Academic Training Partner (AATP), and is offering this program in partnership with Northwest Digital. The NIS™ program is being developed to meet a growing demand within the technology market place for individuals with comprehensive networking expertise. This intensive program is being designed to provide students with a thorough understanding of networking components and architecture. Courses within this program will provide the student with the skills and knowledge necessary to complete industry certifications such as A+ Hardware Technician, Microsoft Certified Systems Engineer and Cisco Certified Network Associate.

This intensive program is designed for people who are working full-time. It is offered on a part-time basis and is delivered two evenings a week and all day Saturdays, over a period of approximately ten months. Registration is by special admission only.

Proposed Intake Dates: September 2000 and January 2001

Network Integration Specialist™ is a trademark of NWD Systems (Vancouver) Inc.

WINDOWS 2000 UPGRADE PROGRAM

\$3,000

BCIT is a Microsoft Authorized Academic Training Partner (AATP) and is offering this non-credentialed program in partnership with Northwest Digital. The program was developed to provide current MCSEs the opportunity to upgrade their skills to include Windows 2000.

The program consists of two courses which map directly to the vendor certification exams required for MCSEs to maintain their designation*:

- 1560—Upgrading Support Skills from MS Windows NT Server 4 to Windows 2000
- 1561—Designing a MS Windows 2000 Directory Services Infrastructure

*Depending on the elective exams you have completed, additional courses and exams may be required to maintain your MCSE designation.

This intensive program is designed for people who are working full-time. It is offered on a part-time basis and is delivered two evenings a week, over a ten-week period. Registration is by special admission only.

Proposed Intake Dates: September 2000 and January 2001

Admission Requirements:

- English 12 (C+ or better) or its equivalent
- Current MCSE certification on the Windows NT 4 track

INFORMATION TECHNOLOGY PROFESSIONAL PROGRAM (ITP)

\$21,500

The Information Technology Professional (ITP) Program is a full-time, twelve-month interactive learning experience that includes a three-month work term. ITP is designed for post-secondary graduates from any field of study, who are interested in pursuing rewarding careers within the rapidly expanding information technology sector. Delivering a fast-paced, current and relevant curriculum, ITP focuses on technical training, business applications, and business development skills. During the entire 12 months of the program, students run a simulated business, 'The Millennium Corporation,' and utilize their business and interpersonal skills learned during their time at ITP.

ITP prides itself on the dynamic array of curriculum that is presented to students. Business, interpersonal communication, technical and vendor certified courses are always changing, thus, so is our curriculum. Some ITP courses include MCSE Curriculum, Lotus Development, Novell Administration, JavaScript, HTML, MS Office, MS Project, Linux, Dreamweaver, project management, business improvement, presentation skills, writing skills, marketing, ISO 9000, and financial management among others.

Classes are held Mondays to Fridays from 8:30 a.m. to 4:30 p.m. at the BCIT Downtown Campus (555 Seymour Street, Vancouver, BC).

Scheduled Intakes: October 3, 2000, January 9, 2001 and April 10, 2001

Admission Requirements:

- English 12 (C+ or better) or its equivalent
- Post-secondary graduate (either a two-year college diploma or a four-year university degree from a recognized institution) from any discipline
- Successful applicants will be required to undergo a selection interview process with the program head, prior to acceptance into the program
- Applicants who have attained their diploma or degree outside of Canada are required to have their diploma or degree assessed by ICES (International Credential Evaluation Service) as part of the application process. Results of the assessment must be submitted as part of their application package.

For more information, please call (604) 412-7621 or e-mail cverishine@itpmain.bcit.ca. Please refer to our Web site for complete details: <http://itp.bcit.ca>



ELECTRONIC BUSINESS PROGRAM (EBIZ)

In response to the rapid manner in which electronic commerce technologies have revolutionized the way business is conducted, BCIT will be offering a new and focused series of part-time e-Business specific courses which will lead to two proposed associate certificates. Starting in September 2000, courses will be scheduled on a regular part-time studies format, allowing students to study and proceed at their own pace.

For a listing of the courses offered in the current term, please refer to the "e-Business" columns under the Computing and Information Technologies section of this flyer. Interested students can register for any e-Business course(s) of their choice by calling (604) 434-1610 or (604) 412-7777 directly.

ASSOCIATE CERTIFICATE IN E-BUSINESS

(Project Leaders and Business Analysts)

This has been designed for information technology and business professionals who have some experience in the design and development of custom applications. Students graduating from this program would be ready to lead and implement e-Business projects using proven methodologies and tools. The program course components include project management, business process design, site map planning, application and data models, user interface design and application development. Students should have knowledge of application development prior to entering this program.

ASSOCIATE CERTIFICATE IN E-BUSINESS

(Internet Programmers)

This has been designed for students interested in pursuing a dynamic career developing software for e-Business applications. Students will begin the program with introductory courses in programming concepts and methods and web programming and scripting. Building upon the previous foundational courses, students will be offered instruction in C, C++ and Java Programming, an introduction to Mark-up Languages and an overview of Cold Fusion architecture and its features.

E-BUSINESS TECHNOLOGY SEMINARS

In addition to the associate certificates in e-Business courses, BCIT will also be offering a series of advanced seminars on topical e-Business and e-Business related issues. The first series of courses will cover topics such as e-Business security, and e-Business development using MS InterDev and Comparative Analysis of Firewalls.

Summer Kids Camp 2000



Computer courses for young people put learning into the summer holidays. We have taken some of the most popular BCIT offerings

and re-designed them as one-week programs for students between 10 to 16 years of age.

We are including:

- Lunch
- Snacks
- Recreational activities

Each course has different age restrictions and the student must be in the correct age range. We will be running approximately 20 summer courses for kids. There are 4 camps per week during the period of July 10 through to August 18. Our summer camps operate from 9:00am to 4:00pm, Monday to Friday. Student drop-off and pick-up is at our Recreation Center between 8:30 and 5:00 PM, we will provide a high level of supervision during these hours.

These courses will be supervised by BCIT Instructors and experienced child care coordinators. The Computer Summer Camps are presented by Computer Systems Technology at our Burnaby Campus.

All CST programs cost only \$250 per person. Call 432-8465 for more course information.

Visit the website for details

<http://www.bcit.ca/~kiscamp/>

PART-TIME TIP

ACCESS COURSES bring you up to speed see pages 6-7 for more details.



DID YOU KNOW?

Computer Systems Technology Part-time Studies currently has eight separate certificate programs, including associate certificates and a Diploma available on a part-time basis. To enhance student success, we will be offering a new FastTrack delivery model of the part-time CST Diploma, starting in September 2000.

The FastTrack offers assistance to students to help organize their studies, provide guidance, special labs and quest speakers. Students will be shown how to obtain the CST Diploma on a part-time basis in just under five years. This is normally a two-year full time program. For more information, please check the following Web site at www.itnow.bcit.ca, and attend an information session.

Free Information Sessions

CONSTRUCTION PROGRAMS

If you are interested in exploring a career, or want to attend a full-time trades or technology program offered by the Construction Group, then please join us at this free information session.

Dates: November 8, 2000, March 28, 2001
Location: BCIT Burnaby Campus, Building SE2, Town Square A&B
Time: 1800 - 2000

If you wish to attend, please call (604) 451-6735 (or inforeg@bcit.ca) to reserve a seat.

CONSTRUCTION TRADES PROGRAMS

Dates: September 11, October 2, December 4
Location: BCIT Burnaby Campus, Building NW5, Seminar Room
Time: 1800 - 2000

If you wish to attend, please contact Wayne Stevens at (604) 430-8854 to reserve a seat.

CONSTRUCTION OPERATIONS AND SUPERVISOR PROGRAMS

Dates: * August 28, October 2, December 4
Location: BCIT Burnaby Campus, Building NE1, Room 317
Time: *This session only will start early - 1630 - 1800
All other sessions will be held at 1800 - 1915

If you wish to attend, please contact Beverly McQuarrie at (604) 432-8586 to reserve a seat.

ASSOCIATE CERTIFICATES IN ARCHITECTURAL & BUILDING ENGINEERING TECHNOLOGY

Date: August 28, November 15
Location: BCIT Burnaby Campus, Building NE1, Room 317
Time: 1800 - 1915

If you wish to attend, please contact Beverly McQuarrie at (604) 432-8586 to reserve a seat.

BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT

Dates: *August 21, September 5, October 2, November 6, December 4
Location: BCIT Burnaby Campus, Building NE1, Room 317
Times: 1930 - 2100
*This presentation only will be held in Building SW1, Room 1125.

If you wish to attend, please contact Mary Sadowski at (604) 412-7469 to reserve a seat.

BACHELOR OF TECHNOLOGY IN ENVIRONMENTAL ENGINEERING

Dates: August 16, November 15
Location: BCIT Burnaby Campus, Building SW1, Room 1205
Time: 1830 - 2000

If you wish to attend, please contact Cathie Aspden at (604) 451-6906 to reserve a seat.

Carpentry

(604) 432-8678

jeliasen@bcit.ca

CARP 0100 BBY \$472.50

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.

Sep 19	Tue/Thr	1830-2130	10 wks	BBY	CRN	32895
Sep 19	Tue/Thr	1830-2130	10 wks	BBY	CRN	62527

CARP 0108 BBY \$62

MATH FOR CARPENTERS

Designed for the new carpentry apprentice or journeyperson in need of an upgrade in math. Instruction will review basic mathematics, geometry and trigonometry as it applies to the needs of a carpenter. Topics will include volume calculation, stair construction, roofing calculations and related problem-solving.

Oct 03	Tue/Thr	1830-2130	1 wk	BBY	CRN	61504
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CARP 0110 BBY \$249.50

BLUEPRINT READING FOR CARPENTRY

Introduces students to development of drawings, visualization and gradual understanding of orthographic and isometric drawings as applied to the construction industry. Architectural, structural and mechanical drawing will be covered with a focus on cross-referencing and understanding the application of specification language.

Sep 19	Tue/Thr	1830-2130	4 wks	BBY	CRN	61506
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CARP 0125 BBY \$287

STAIR CONSTRUCTION

An ideal refresher for working carpenters. Topics include professional stair construction techniques pertaining to straight-line stairs, stairs with landings, and circular stair design theory as well as related BC Building Code requirements. Prerequisite: Minimum 2 years experience in the carpentry trade. CSA approved work boots with steel toes required.

Oct 14	Sat	900-1500	3 wks	BBY	CRN	61508
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NEW WELD 0146 BBY \$435.50

COMBINATION TRADES PROJECT

Students spend time in three departments constructing a garden lounge swing. Topics include MIG welding and tacking with home style wire feeders, fabrication and basic carpentry. Students are responsible for the transport of his/her project off campus. Materials included. CSA approved steel toed safety boots and 100% cotton coveralls required. Prerequisite: Previous cutting and welding safety experience

Sep 30	Sat	0830-1330	7 wks	BBY	CRN	63291
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Safety Trades

(604) 412-7564

prossett@bcit.ca

CNST 0105 BBY \$129

INDUSTRIAL RIGGING BASIC

Introduces safe rigging practices 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.

Sep 19	Tue/Thr	1900-2130	3 wks	BBY	CRN	63266
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CNST 0121 BBY \$62

FALL PROTECTION

Reviews all aspects of fall protection as it applies to the construction industry and in accordance with the recent changes in the WCB Regulations (1998). Students learn pre-planning and proper application of fall protection systems, restraining systems, fall arrest systems and various personal fall protection systems. CSA approved steel-toed safety boots and safety glasses required.

Sep 30	Sat	0900-1500	1 day	BBY	CRN	61529
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CNST 0125 BBY \$62

CONFINED SPACE ENTRY

Covers the mandatory requirements of the WCB Occupational Health and Safety Regulations (1998). Includes approved lockout procedures, work permit systems and use of personal protective equipment. Suitable for all related construction trades. Prerequisite: Minimum 1 year construction or trade related experience. CSA approved steel toed work boots required.

Oct 21	Sat	0900-1500	1 day	BBY	CRN	61532
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CNST 0126 BBY \$78

TRAFFIC CONTROL TRAINING

Traffic control training is a requirement in many public works jurisdictions including road maintenance, construction and the movie production industry. Course covers theory and testing. Fee includes text and examination. CSA approved work boots with steel toes are required.

Sep 16	Sat	0900-1600	1 day	BBY	CRN	61533
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Oct 14	Sat	0900-1600	1 day	BBY	CRN	61534
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CNST 0127 BBY \$185

SCAFFOLDING CONSTRUCTION AND ERECTION

Learn to interpret regulations and safe working procedures in accordance with WCB Health and Safety Regulations (1998). Participants will apply assembly procedures for three of the basic scaffold component families; end frame and cross-brace, tube and clamp, and system scaffolds. CSA approved steel toed safety boots and safety glasses required.

Sep 16	Sat	0900-1530	3 wks	BBY	CRN	61538
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For information about the Construction Safety Passport training, please refer to Welding section.

Construction Safety Co-ordinator

(604) 412-7143

kklasen@bcit.ca

CNST 1100 BBY \$782.50

CONSTRUCTION SAFETY COORDINATOR

Upon successful completion students will be eligible to apply for ASTT certification (Applied Science Technologists and Technicians). Prerequisites for ASTT Certification: Minimum 1 year experience on a construction job site; good written and verbal knowledge of the English language; pass a medical exam and be a minimum of 19 years of age. Note: This course includes two field trips TBA.

Sep 11	Mon/Wed	1830-2130	13 wks	BBY	CRN	63508
Sep 19	Tue/Thr	1830-2130	13 wks	BBY	CRN	63510
Sep 23	Sat	0900-1530	13 wks	BBY	CRN	63517
Oct 16	Mon-Sat	0830-1500	2 wks	BBY	CRN	63519
Nov 20	Mon-Sat	0830-1500	2 wks	BBY	CRN	63520

Ski and Snowboard Service Technician Training

(604) 412-7143

kklasen@bcit.ca

CNST 0140 WHI \$787 BBY \$789.50

SKI AND SNOWBOARD SERVICE TECHNICIAN TRAINING

Covers theoretical and skill requirements for entry-level employment in ski retail and rental shops. Includes manufacturer specifications for installation and maintenance, surface preparation, edge grinding and filing. Prerequisites: Minimum 2 years skiing experience, hand and eye co-ordination and ability to work with power tools. CSA approved steel toed work boots and safety glasses required.

Sep 11	Mon-Fri	0800-1430	1 wk	WHI	CRN	61540
Sep 25	Mon-Fri	0800-1430	1 wk	BBY	CRN	61541
Oct 16	Mon-Fri	0800-1430	1 wk	WHI	CRN	63252
Oct 23	Mon-Fri	0800-1430	1 wk	BBY	CRN	63253

*Note: Sep 11 and Oct 16 courses will be offered in Whistler.

Drafting

(604) 432-8626

gcullen@bcit.ca

DRFT 1010 BBY \$398.50

INTRODUCTORY 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 3 credit course is required towards a certificate in any of four full-time drafting courses (Architectural, Civil, Structural, and Mechanical). (3 credits)

Sep 11	Mon/Wed	1830-2130	8 wks	BBY	CRN	60027
Sep 12	Tue/Thr	1830-2130	8 wks	BBY	CRN	60028

DRFT 1110 BBY \$398.50

CAD 1

Introduces the use of the computer as a tool in drafting using AutoCAD Ver. 14. Includes the basic operations, commands, layout techniques and plating processes used in a drafting office. (3 credits)

Sep 12	Tue/Thr	1830-2130	8 wks	BBY	CRN	61516
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DRFT 0115 BBY \$373.50

STEEL FABRICATION 1

Acquaints students with the basic structural components in steel structures, and how to make fabrication drawings. Prerequisite: DRFT 1010 and knowledge of TRIG would be an asset.

Sep 12	Tue/Thr	1830-2130	7 wks	BBY	CRN	35787
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DRFT 0102 BBY \$373.50

DRAFTING 2

Expands on the basic drafting course and allows students to progress into their drafting specialty. Prerequisite: DRFT 1010

Sep 11	Mon/Wed	1830-2130	7 wks	BBY	CRN	32920
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Drywall

(604) 432-8694

sbrowning@bcit.ca

DRYW 0101 BBY \$423.50

WALL AND CEILING CERTIFICATE OF QUALIFICATION REFRESHER

Prepares tradespersons for the Wall and Ceiling Installer Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Nov 4	Sat	0900-1530	5 wks	BBY	CRN	32950
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DRYW 0110 BBY \$302

RENOVATIONS: METAL STUD, DRYWALL

Provides tradesperson or handyperson/homeowner with a good basic understanding of how to frame with metal studs, install drywall and corner beads, and drywall taping and finishing.

Sep 23	Sat	0900-1530	4 wks	BBY	CRN	37013
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NEW DRYW 0125 BBY \$187

ACOUSTICAL CEILING INSTALLATION

Professional techniques will be explained for the design, layout and installation of acoustical ceiling systems, most commonly used in residential and commercial projects. T-Bar layout, fastening and design will be covered in theory and practice, providing individuals the opportunity to incorporate the latest materials and design requirements of the finishing system. Basic estimating and take off theory will be included in the course. CSA approved work boots with steel toes are required.

Nov 18	Sat	0900-1530	2 wks	BBY	CRN	61517
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Glazing

(604) 432-8694

sbrowning@bcit.ca

GLAZ 0100 BBY \$472.50

GLAZING CERTIFICATE OF QUALIFICATION REFRESHER

Prepares tradespersons for the Glazier Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 19	Tue/Thr	1800-2100	10 wks	BBY	CRN	37022
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GLAZ 0105 BBY \$225

BLUEPRINT READING FOR GLAZIERS

Will assist glaziers wishing to improve their understanding of blueprints as applied specifically to the glazing trade. Intensive use of architectural drawings and shop drawings will give individual glaziers more confidence and a more complete understanding of blueprint reading.

Nov 28	Tue/Thr	1800-2100	3 wks	BBY	CRN	63537
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NEW WELD 0147 BBY \$435.50

DECORATIVE STEEL AND GLASS FURNITURE

Participants spend time in welding, steel fabrication and glazing departments. Project undertaken will be a glass topped table. Students will be responsible for transport of their projects off campus. Materials are included. CSA steel toed safety boots and 100% cotton coveralls required. Early registration advisable.

Sep 30	Sat	0830-1330	7 wks	BBY	CRN	63292
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Joinery

(604) 432-8989

dstimson@bcit.ca

JOIN 0102 BBY \$327.50

BASIC CABINETMAKING

A basic cabinetmaking course covering 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. Students will also work on a small project of their own choice. CSA approved work boots with steel toes are required.

Sep 23	Sat	0830-1430	5 wks	BBY	CRN	61521
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JOIN 0215 BBY \$902.50

BIESSE OPERATOR/PROGRAMMER

Prepares the student to use and program a Biesse machining centre. Explains set-up and operation of the machine as well as basic programming, jigs, maintenance and troubleshooting. The machine used in this course has an XNC controller. Prerequisite: Prior computer experience.

Sep 25	Mon-Fri	0730-1630	1 wk	BBY	CRN	61522
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JOIN 0217 BBY \$702.50

BIESSE PROGRAMMER

Builds on the skills acquired in JOIN 0215. Emphasis is on programming drilling and routing operations using the XNC controller software. Students will gain proficiency with sub-programs and parametric programming. Objective is to increase productivity by providing the programming knowledge to expand equipment use. Prerequisite: JOIN 0215 or prior experience.

Nov 20	Mon-Fri	0730-1430	1 wk	BBY	CRN	63249
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JOIN 0219 BBY \$902.50

MORBIDELLI OPERATOR/PROGRAMMER

Prepares the student to use and program a Morbidelli machining centre. Explains set-up and operation of the machine as well as basic programming, jigs, maintenance and troubleshooting. This course is suitable for operators of machines using TRAI, XILOG or KVARA controller software. Prerequisite: Prior computer experience.

Sep 18	Mon-Fri	0730-1630	1 wk	BBY	CRN	63250
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NEW **JOIN 0220 MORBIDELLI PROGRAMMER** **BBY \$702.50**

Emphasis is on programming boring and routing operations using TRAI, XILOG or KVARA controller software. Students will gain proficiency with sub-programs and parametric programming. Objective is to increase productivity by providing the programming knowledge to expand equipment use. Prerequisite: Prior computer experience and basic knowledge of Morbidelli machine operation.

Nov 6 Mon-Fri 0730-1430 1 wk BBY CRN 63367

JOIN 0225 ASPAN CAD/CAM **BBY \$587.50**

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 0219, JOIN 0220, or Morbidelli experience recommended. Prior CAD experience would be an asset.

Nov 27 Mon-Fri 0730-1430 1 wk BBY CRN 37049

Painting and Decorating

(604) 432-8694 sbrowning@bcit.ca

PDEC 0100 PAINTING/DECORATING CQ REFRESHER **BBY \$472.50**

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.

Sep 19 Tue/Thr 1800-2100 10 wks BBY CRN 32952

NEW **PDEC 0120 DECORATIVE AND FAUX FINISHING** **BBY \$472.50**

Upgrades the professional painter in faux finishing. Hands-on course covering marbling, parchment, sponging and ragging. Full sized projects will be done in a realistic atmosphere. Prerequisite: General knowledge of painting coatings, tools and surface preparation of wood, metal and drywall.

Sep 16 Sat 0900-1430 8 wks BBY CRN 37108

NEW **PDEC 0122 BASIC PAINT TECHNOLOGY AND RAW MATERIALS** **BBY \$330.50**

In association with the "Pacific Northwest Society for Coating Technology", a specially designed course for individuals who wish to further enhance their knowledge of paint technology. Recommended for persons working in the paint or related industries. Covers a basic overview of paint characteristics and general raw materials. Includes hands-on activities, such as basic testing of paint characteristics.

Sep 20 Wed 1800-2100 12 wks BBY CRN 63248

PDEC 0150 MOTION PICTURE SET PAINTING **BBY \$400.50**

Intensive hands-on workshop of painting methods and special techniques required for employment in the television, theatre, and motion picture industry. Very valuable to the commercial or decorative painter. Successful participants may apply for permit status to the Motion Picture Studio Production Technicians, Local 891 (I.A.T.S.E.). Prerequisite: Journeyman status or graduate from BCIT pre-employment Painting and Decorating program or 5 years experience in commercial, artistic, or entertainment painting.

Sep 23 Sat 0900-1400 10 wks BBY CRN 62286

Piping

(604) 432-8420 dbowles@bcit.ca

Most piping courses require textbooks available at the BCIT Bookstore.

NEW Under development - proposed for Fall 2000/Winter 2001 Associate Certificate

Hydronic Technician Program

Dave Bowles 432-8420 dbowles@bcit.ca

A selection of part-time courses are being proposed that will lead to an Associate Certificate in the Hydronic Technician program. BCIT and the Residential Hot Water Heating Association of BC have together developed a new training program to address the dynamic development of technologies in the field of hydronic heating. Approval of this new credential is currently in progress.

PPGS 0103 PLUMBING CERTIFICATE OF QUALIFICATION REFRESHER **BBY \$562.50**

Prepares tradespersons for the Plumbing Certificate of Qualification with Red Seal Endorsement (IP) examination. Review is provided in National Plumbing Code, math, science, pumps, heating, safety, rigging, drafting, plumbing materials, and rural sewage. Prerequisite: To write the Interprovincial Plumbing Exam, approval from the Ministry of Skills, Training, and Labour is required before enrolling.

Sep 12 Tue/Thr 1830-2130 12 wks BBY CRN 38880

PPGS 0250 DOMESTIC COMMERCIAL GAS FITTER (B LICENSE) DISTANCE EDUCATION **\$812.50**

Call (604) 432-8556 for details and schedule of sessions.

Prepares students to write the examination for a Gas Fitter B License 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. To register, call (604) 451-6733.

September CRN 60023
October 60024
November 60025
December 60026

PPGS 0200 INDUSTRIAL GAS FITTER (A License) **\$812.50**

DISTANCE EDUCATION Call (604) 432-8556 for details and a schedule of sessions.

Prepares students to write the examination for a Gas Fitter A License 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.

September CRN 37898
October 37899
November 37900
December 37901

PPGS 0114 GAS A LICENSE: MATH AND SCIENCE **BBY \$257.50**

Provides the math and science background necessary to prepare students to write the Gas Fitter A License examination.

Sep 11 Mon/Wed 1830-2130 4 wks BBY CRN 37119

PPGS 0115 GAS FITTER A PROGRAM **BBY \$737.50**

Prepares students to write the examination to qualify for Gas Fitter A License 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 and recommended before enrolling. Prerequisite: Students must have class B for two years. Provincial Class A Examination fee is additional.

Oct 16 Mon/Wed 1830-2130 22 wks BBY CRN 32976
Oct 17 Tue/Thr 1830-2130 22 wks BBY 63366

PPGS 0116 GAS FITTER ELECTRICAL ENDORSEMENT **BBY \$125**

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 License. Text required for first night of class: Canadian Electrical Code Part 1 (1998 Edition).

Sep 12 Tue/Thr 1830-2130 2 wks BBY CRN 37122
Oct 3 Tue/Thr 1830-2130 2 wks BBY 37123
Oct 24 Tue/Thr 1830-2130 2 wks BBY 38881
Nov 14 Tue/Thr 1830-2130 2 wks BBY 38882

PPGS 0120 GAS FITTER C PROGRAM **BBY \$572.50**

Prepares students to write the exam to qualify for Gas Fitter C License and is a requirement of the Ministry of Municipal Affairs, Gas Safety Branch. Provincial Class C examination fee is additional.

Sep 11 Mon/Wed 1830-2130 14 wks BBY CRN 32984
Sep 12 Tue/Thr 1830-2130 14 wks BBU 32986

PPGS 0121 SERVICING GAS FORCED AIR FURNACES **BBY \$427.50**

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 License.

Nov 1 Wed/Mon 1830-2130 6 wks BBY CRN 38534

PPGS 0125 PLUMBING: RESIDENTIAL **BBY \$305**

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.

Sep 16 Sat 0830-1430 4 wks BBY CRN 32988

PPGS 1140 HYDRONIC SYSTEMS DESIGN **BBY \$312.50**

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 BC. 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. (3 credits)

Sep 12 Tue/Thr 1830-2130 6 wks BBY CRN 63368

TELX 1142 BASIC ELECTRICAL FOR THE HYDRONIC TECHNICIAN **BBY \$500.50**

Provides a practical understanding of direct and alternating current, series and parallel circuits. Covers the analyzing of circuits using ohms law and multimeters. Ladder diagrams and electrical code will also be covered. (3 credits)

Sep 12 Tue/Thr 1800-2100 6 wk BBY CRN 63370

PPGS 1145 SERVICING AND TROUBLESHOOTING RESIDENTIAL HYDRONIC HEATING **BBY \$427.50**

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 on hands-on servicing in the training lab. Prerequisites: Basic knowledge of the concept of hot water heating. (3 credits)

Oct 24 Tue/Thr 1830-2130 6 wks BBY CRN 63371

PPGS 1150 DOMESTIC COMMERCIAL GAS FITTER B PROGRAM **BBY \$572.50**

Prepares students to write the examination for a Gas Fitter B License 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: B.C. TQ in Plumbing, Pipefitting, or Refrigeration. (7 credits)

Sep 11 Mon/Wed 1830-2130 14 wks BBY CRN 63372
Sep 12 Tue/Thr 1830-2130 14 wks BBY 63373

PPGS 1155 CROSS CONNECTION CONTROL **BBY \$439.50**

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. (3.5 credits)

Sep 11 Mon/Wed 1830-2130 7 wks BBY CRN 63374
Nov 6 Mon-Fri 0730-1530 1 wk BBY 63375

Sheet Metal

(604) 432-8242 tkondo@bcit.ca

SMTL 0111 LAYOUT AND FABRICATION **BBY \$239**

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.

Sep 12 Tue/Thr 1800-2100 4 wks BBY CRN 60016

SMTL 0121 STAINLESS STEEL FABRICATING AND FINISHING BASIC **BBY \$315**

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.

Sep 12 Tue/Thr 1800-2100 4 wks BBY CRN 37902

SMTL 0125 QUALITY FIRST **BBY \$165**

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.

Sep 11 Mon/Wed 1800-2100 2.5 wks BBY CRN 37895

SMTL 0129 GAS VENTING **BBY \$264**

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.

Sep 11 Mon/Wed 1800-2100 4 wks BBY CRN 60017

Steel Fabrication

(604) 451-6833 kneustae@bcit.ca

STEL 0100 STEEL FABRICATION CQ REFRESHER **BBY \$278.50**

Prepares participants for the Steel Fabrication 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 exam. Prerequisite: Minimum of six years experience in the trade.

Sep 23 Sat 0800-1300 8 wks BBY CRN 60021

STEL 0110 STEEL FABRICATION BASIC **BBY \$256.50**

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 steel toed work boots required.

Sep 23 Sat 0800-1300 6 wks BBY CRN 32947
Sep 26 Tue/Thr 1900-2200 5 wks BBY 60018

STEL 0115 BLUEPRINT READING FOR WELDERS AND STEEL FABRICATORS **BBY \$210.50**

Covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of steel fabrication. CSA approved steel toed work boots required.

Sep 23 Sat 0800-1300 6 wks BBY CRN 38541

STEL 0130 PRECISION METAL DRAFTING/INTERPRETATION OF DRAWINGS **BBY \$210.50**

Course covers application of basic math and trigonometry to the trade for general use and layout of flat sheet patterns. Topics covered include the basics with lines types, orthographic projection, isometric views, section views, auxiliary views, dimensioning, symbols and abbreviations; weld symbols, assembly drawings, and blueprints.

Sep 26 Tue/Thr 1900-2130 5 wks BBY CRN 38675

STEL 0154 STEEL FABRICATION FOR THE HOBBYIST **BBY \$278.50**

Presents concepts used in industry but adjusted for application in a home workshop. Skills covered will include sketch development, material types/selection, rolling, forming, punching/drilling, and getting started including the sequence of fabrication. Supplies not included. Estimated cost minimum of \$50.00, depending on size of project.

Sep 26 Tue/Thr 1900-2200 5 wks BBY CRN 60022

STEL 0180 INTRODUCTION TO CNC THERMAL MACHINING **BBY \$620.50**

Learn to operate a CNC burning machine. Topics include adjusting oxy-fuel flame, plasma cutter, and loading shapes into CNC burning machine.

Sep 23 Sat 0800-1300 6 wks BBY CRN 60020

NEW **WELD 0143 ALUMINUM WELDING FABRICATION** **BBY \$445.50**

Includes aluminum, MIG welding and specialized aluminum fabrication. First three classes in aluminum welding, next four classes in aluminum fabrication and welding projects. An introduction to specialty aluminum fabricating tools. CSA approved steel toed safety boots and 100% cotton coveralls required. Early registration is advisable.

Oct 28 Sat 0830-1330 7 wks BBY CRN 63283


**WELD 0145
HOME HOBBY WELDER/FITTER**

BBY \$335.50

First two classes consist of microwire tacking and welding with optional flame cutting. Following four classes will cover fitting including MIG welding projects, basic blueprint and layout. All of the fabrication equipment will be available for demonstration and use. CSA approved steel toed safety boots and 100% cotton coveralls required.

Sep 16	Sat	0830-1330	6 wks	BBY	CRN	63286
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**WELD 0146
COMBINATION TRADES PROJECT**

BBY \$435.50

Students spend time in three departments constructing a garden lounge swing. Topics include MIG welding and tacking with home style wire feeders, fabrication and basic carpentry. Students are responsible for the transport of his/her project off campus. Materials included. CSA approved steel toed safety boots and 100% cotton coveralls required. Prerequisite: Previous cutting and welding safety experience.

Sep 30	Sat	0830-1330	7 wks	BBY	CRN	63291
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**WELD 0147
DECORATIVE STEEL AND GLASS FURNITURE**

BBY \$435.50

Participants spend time in welding, steel fabrication and glazing departments. Project undertaken will be a glass topped table. Students will be responsible for transport of their projects off campus. Materials are included. CSA steel toed safety boots and 100% cotton coveralls required. Early registration advisable.

Sep 30	Sat	0830-1330	7 wks	BBY	CRN	63292
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Welding

(604) 412-7407 or (604) 412-7564

bfinnie@bcit.ca

**WELD 0103
OXYACETYLENE/BRAZE/ WELD/CUT**

BBY \$334.50

Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment. CSA approved steel-toed work boots and 100 per cent cotton coveralls are required.

Sep 16	Sat	0830-1330	6 wks	BBY	CRN	32928
Sep 19	Tue/Thr	1900-2200	5 wks	BBY		32929
Nov 04	Sat	0830-1330	6 wks	BBY		63521
Nov 07	Tue/Thr	1900-2200	5 wks	BBY		63523

**WELD 0104
SHIELDED METAL ARC WELDING BASIC**

BBY \$329.50

Stick welding for those who have previous knowledge of the basics and wish to work toward CWB or ASME structural or pressure procedures. Covers all position groove welding practices. CSA approved steel-toed work boots and 100 per cent cotton coveralls are required.

Sep 16	Sat	0830-1330	6 wks	BBY	CRN	32930
Sep 19	Tue/Thr	1900-2200	5 wks	BBY		32931
Nov 04	Sat	0830-1330	6 wks	BBY		63525
Nov 07	Tue/Thr	1900-2200	5 wks	BBY		63526

**WELD 0106
GAS METAL ARC WELDING BASIC**

BBY \$356.50

MIG welding. Different gases and transfers for specific needs, i.e. sheet metal, open root passes, production spray transfer. Includes heavy deposition welding with self-shielding and dual shield wire, set-up of equipment and use of related gases. CSA approved steel-toed work boots and 100 per cent cotton coveralls are required.

Sep 16	Sat	0830-1330	6 wks	BBY	CRN	32936
Sep 19	Tue/Thr	1900-2200	5 wks	BBY		32937
Nov 04	Sat	0830-1330	6 wks	BBY		63527
Nov 07	Tue/Thr	1900-2200	5 wks	BBY		63528

**WELD 0110
GAS TUNGSTEN ARC WELDING BASIC**

BBY \$356.50

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. CSA approved steel-toed work boots and 100 per cent cotton coveralls are required.

Sep 16	Sat	0830-1330	6 wks	BBY	CRN	32934
Sep 19	Tue/Thr	1900-2200	5 wks	BBY		32935
Nov 04	Sat	0830-1330	6 wks	BBY		63529
Nov 07	Tue/Thr	1900-2200	5 wks	BBY		63530

**WELD 0115
ALUMINUM WELDING (G.M.A.W.)**

BBY \$439.50

This course covers all position plate welding. Upon successful completion the student may reach the competency level of the CWB 47.2 code requirements. CSA approved steel toed boots and 100% cotton coveralls required.

Nov 04	Sat	0830-1330	6 wks	BBY	CRN	63277
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**WELD 0140
CONSTRUCTION SAFETY PASSPORT**

BBY \$108

A one-day basic construction safety training course offered via CD-Rom. This training is mandatory for trades people working on the mega projects in Alberta but is also useful to construction workers in British Columbia.

* To schedule training and for registration information, call (604) 412-7564

BBY CRN 62998

Hobby Welding

(604) 412-7407

(604) 412-7564

**WELD 0120
WELDING FOR THE ARTISAN**

BBY \$334.50

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. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.

Sep 16	Sat	0830-1330	6 wks	BBY	CRN	37051
Sep 19	Tue/Thr	1900-2200	5 wks	BBY		37052
Nov 04	Sat	0830-1330	6 wks	BBY		63531
Nov 07	Tue/Thr	1900-2200	5 wks	BBY		63532

**WELD 0126
MICROWIRE WELDING AND FLAME CUTTING**

BBY \$356.50

Welding for the person who owns or plans to purchase a small wire-feed welder. Learn before you buy or increase your skills. Oxy-cutting will also be covered. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.

Sep 16	Sat	0830-1330	6 wks	BBY	CRN	61547
Sep 19	Tue/Thr	1900-2200	5 wks	BBY		61548
Nov 04	Sat	0830-1330	6 wks	BBY		63533
Nov 07	Tue/Thr	1900-2200	5 wks	BBY		63534

**WELD 0128
STICK WELDING AND CUTTING**

BBY \$329.50

For the home welder that owns or plans to purchase basic arc welding and oxy-cutting equipment. Learn before you buy or increase your skills. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.

Sep 16	Sat	0830-1330	6 wks	BBY	CRN	63535
Sep 19	Tue/Thr	1900-2200	5 wks	BBY		61552
Nov 04	Sat	0830-1330	6 wks	BBY		61551
Nov 07	Tue/Thr	1900-2200	5 wks	BBY		63536

**WELD 0130
TECHNICAL UPDATE FOR INDUSTRY**

BBY \$108

A one-day update on new power sources including digi pulse, senergy and robotic welders. Demonstrations and information provided in our Air Liquide Canada sponsored lab.

Sep 16	Sat	0830-1430	1 day	BBY	CRN	61545
Nov 04	Sat	0830-1430	1 day	BBY		61546


**WELD 0143
ALUMINUM WELDING FABRICATION**

BBY \$445.50

Includes aluminum, MIG welding and specialized aluminum fabrication. First three classes in aluminum welding, next four classes in aluminum fabrication and welding projects. An introduction to specialty aluminum fabricating tools. CSA approved steel-toed safety boots and 100% cotton coveralls required. Early registration is advisable.

Oct 28	Sat	0830-1330	7 wks	BBY	CRN	63283
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**WELD 0144
ADVANCED WELDING FOR THE ARTISAN**

BBY \$430.50

For experienced oxy-fuel welders. This course is project oriented and there will be specialists demonstrating blacksmithing and decorative finishes. CSA approved steel-toed safety boots and 100 per cent cotton coveralls required. Early registration is recommended. Prerequisite: Previous cutting and welding safety experience.

Sep 16	Sat	0830-1330	7 wks	BBY	CRN	63289
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**WELD 0145
HOME HOBBY WELDER/FITTER**

BBY \$335.50

First two classes consist of microwire tacking and welding with optional flame cutting. Following four classes will cover fitting including MIG welding projects, basic blueprint and layout. All of the fabrication equipment will be available for demonstration and use. CSA approved steel toed safety boots and 100% cotton coveralls required.

Sep 16	Sat	0830-1330	6 wks	BBY	CRN	63286
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**WELD 0146
COMBINATION TRADES PROJECT**

BBY \$435.50

Students spend time in three departments constructing a garden lounge swing. Topics include MIG welding and tacking with home style wire feeders, fabrication and basic carpentry. Students are responsible for the transport of his/her project off campus. Materials included. CSA approved steel toed safety boots and 100% cotton coveralls required. Prerequisite: Previous cutting and welding safety experience

Sep 30	Sat	0830-1330	7 wks	BBY	CRN	63291
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**WELD 0147
DECORATIVE STEEL AND GLASS FURNITURE**

BBY \$435.50

Participants spend time in welding, steel fabrication and glazing departments. Project undertaken will be a glass topped table. Students will be responsible for transport of their projects off campus. Materials are included. CSA steel toed safety boots and 100% cotton coveralls required. Early registration advisable.

Sep 30	Sat	0830-1330	7 wks	BBY	CRN	63292
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Building Engineering Technology

(604) 432-8586

PROGRAMS OF STUDY

- Statement of Completion in Construction Operations
- Associate Certificate in Construction Supervision
- Associate Certificate in Building Design and Architectural CAD
- Associate Certificate in Building Construction Technology
- Certificate in Architectural and Building Engineering Technology
- Certified Property Inspection courses – ASTTBC certification

Construction Operations and Supervision

BCIT and the Vancouver Regional Construction Association (VRCA), 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.

PRIOR LEARNING ASSESSMENT AND RECOGNITION

Prior Learning Assessment and Recognition (PLAR) is now available to students in the Construction Operations Program. This program's PLAR framework helps adults gain academic credit for previously unrecognized education/training or experience in the Construction Industry.

CONSTRUCTION OPERATIONS—STATEMENT OF COMPLETION

REQUIREMENTS			CREDITS
BLDT 1011	Applied Construction Mathematics		3
BLDT 1021	Construction Drawings		1.5
BLDT 1031	Site Processes in Construction		3
BLDT 1041	Basic Estimating with Computer Applications		3
BLDT 1051	Technical Writing and Communication		3
BLDT 1061	Basic Management Skills		1.5
Total Credits Required			15

CONSTRUCTION SUPERVISION—ASSOCIATE CERTIFICATE

BLDT 2011	Construction Documents and Contracts		3
BLDT 2021	Basic Project Management Skills		3
BLDT 2031	Technical Writing/Interpersonal Skills		3
BLDT 2041	Basic Construction Design Principles 1		3
BLDT 2042	Basic Construction Design Principles 2		3
BLDT 2051	Construction Materials and Assemblies		3
BLDT 2061	Computer Applications in Construction		3
BLDT 2071	Safety Legislation		1.5
BLDT 2081	Environmental Legislation		1.5
Total Credits Required			24

ASSOCIATE CERTIFICATE IN BUILDING DESIGN AND ARCHITECTURAL CAD

This Associate Certificate program is designed to provide students with a competency skill level for working in the field of housing design and presentation graphics. Recommended to individuals who want to advance in their careers or are currently working in home design offices, material suppliers, retail, and real estate marketing and municipal offices. All credits earned may be applied to the Certificate in Architectural and Building Engineering Technology.

ASSOCIATE CERTIFICATE IN BUILDING CONSTRUCTION TECHNOLOGY

This Associate Certificate program is designed to provide students with a competency skill level for working in the field of housing and small building design and construction. Recommended to individuals who want to advance in their careers or are currently working in design/build offices, working with construction documents, material suppliers and installers, estimating, and municipal offices. All credits earned may be applied to the Certificate in Architectural and Building Engineering Technology.

CERTIFICATE IN ARCHITECTURAL & BUILDING ENGINEERING TECHNOLOGY

The requirements for the Certificate in Building Engineering Technology have been revised starting September 1999, to meet the industry's continual growth and changing technology. If you are currently enrolled in an approved program of studies, your credits may be applied to the new certificate programs. Recommended to individuals who want to advance in their careers or are currently working in design/build offices for homes and small commercial projects, material suppliers and installers, estimating, and real estate marketing, property management and municipal offices. Part-time Studies courses listed as BLDC have been developed to align content with first year courses in the day time Diploma Program in Architectural and Building Engineering Technology. Course credits may now be granted to students on an individual basis transferring to a two-year full time Diploma Program.

COURSES OFFERED THIS TERM
**BLDC 1000
ARCHITECTURAL GRAPHICS**

BBY \$287.50

Introduces Architectural Drafting. Covers basic architectural drafting techniques and skills. Drawing development with emphasis on line techniques, graphic symbols and industry standards. Graphical communication required for the preparation of development permit drawings for residential buildings. Covers techniques necessary for creating three dimensional drawing. (3 credits)

Sep 11	Mon	1845-2145	12 wks	BBY	CRN	61595
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**BLDC 1200
CONSTRUCTION 1A**

BBY \$287.50

Introduces basic principles of building construction. Develops skills to produce a basic set of construction working drawings. Topics include site layout, foundation details, western wood frame detailing, and preparation of a partial set of working drawings for a single family residence. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	61596
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**BLDC 1300
ESTIMATING 1**

BBY \$287.50

Introduces the student to reading construction drawings and specifications and the measurement of construction work. Specific study of methods of measurement techniques applicable to sitework, concrete and masonry. (3 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	61597
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**BLDC 1500
BC BUILDING CODE: PART 9 (SFD)**

BBY \$287.50

Provides a working knowledge of Part 9 of the 1998 B.C. Building Code. Prepares students to check plans, inspect buildings and deal with questions relating to Part 9. Covers acceptable materials, systems and methods used in housing construction. Students must bring B.C. Building Code to the first class. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	61598
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Note: Students who wish to write the B.O.A.B.C. Level 1 Certification exam should register for either BLDC1500, listed above, or TSDA1810, 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 examination.

**BLDC 2200
CONSTRUCTION 2A**

BBY \$427.50

Continues from BLDC 1205. Topics include western frame and modified post and beam construction, details for roof construction, stairs, doors and windows, further development of working drawings to include these elements. Prerequisite: BLDC 1205. (4.5 credits)

Sep 13	Wed	1845-2145	18 wks	BBY	CRN	63226
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*Note: Course runs Sep 13-Dec 13, 2000 and recommences Jan 3-24, 2001

**BLDC 2400
ARCHITECTURAL CAD 1**

BBY \$447.50

Introduces CAD for Architects, building designers and builders. Designed to familiarize the student with the operation of AutoCAD in the architectural environment utilizing the most recent release of the software. Prerequisite: BLDC 1000 or BLDG 1700 and familiarity with Windows 95. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	61600
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BLDC 2405 ARCHITECTURAL CAD 2 BBY \$447.50

Continues from BLDC 2400 utilizing the most recent release of the software. Emphasis is on application of software in production of drawings for presentation, development and building permits, and working drawings. Prerequisites: BLDC 2400 or BLDG 2840. (3 credits)

Sep 13 Wed 1845-2145 12 wks BBY CRN 61602

BLDC 3050 BUILDING ENVELOPE PERFORMANCE BBY \$287.50

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. (3 credits)

Sep 11 Mon 1845-2145 12 wks BBY CRN 61603

BLDG 0001 BUILDING YOUR OWN HOUSE BBY \$172

Demonstrates how to build a house within a budget. Beginning with site and design selection, the participant is guided through the permit, budget and construction process. Also covers various contracting alternatives and selection of trade contractors. This course will be of interest to property owners and first time house builders. (NON CREDIT)

Sep 21 Thr 1845-2145 5 wks BBY CRN 37297

Sat 1030-130

Note: BLDG 0001 (37297) also includes a field trip, to be announced in class

Nov 16 Thr 1845-2145 5 wks BBY 37298

Sat 1030-130

Note: BLDG 0001 (37298) also includes a field trip, to be announced in class

BLDG 1820 B.C. BUILDING CODE: PART 3 BBY \$385.50

Examines the purpose, scope and contents of Part 3 of the B.C. Building Code, Use and Occupancy. This course will be of special interest to persons in design, drafting, construction, inspection and financing of buildings. Students must bring B.C. Building Code to the first class. Prerequisite: Some knowledge of the B.C. Building Code. (4.5 credits)

Sep 14 Thr 1845-2145 18 wks BBY CRN 61606

*Note: Course runs Sep 14-Dec 14, 2000 and recommences Jan 4-25, 2001

BLDG 2860 VECTORWORKS 1 DTC \$333.30

Introductory course where participants learn the basics of MiniCAD VectorWorks, including object creation/editing, snapping, layers, symbols and file organization. Exercises and lectures emphasize MiniCAD VectorWorks for architectural drafting. The primary exercises focus on preparing a house plan and section. Course materials are provided. Prerequisites: Basic drafting knowledge and computer literacy. (1.5 credits)

Sep 19 Tue 1730-2030 6 wks DTC CRN 61607

BLDG 2865 VECTORWORKS 2 DTC \$333.30

Building on skills learned in BLDG 2860, participants will explore MiniCAD's feature set in depth, including classes, techniques for drawing architectural sections and elevations, and introductory 3D-object creation. Topics covered also include custom commands, worksheets and databases. Course materials include support documentation and useful macros, symbols and template files. Prerequisite: BLDG 2860. (1.5 credits)

Nov 7 Tue 1730-2030 6 wks DTC CRN 61609

HOUSE INSPECTION COURSES



BCIT, in cooperation with the Applied Science Technologists and Technicians of BC (ASTTBC), offers a series of courses in the inspection field.

BCIT offers the following courses that meet the academic requirements of ASTTBC for Certification. For specific information on requirements for certification, please contact ASTTBC at tel: (604) 585-2788, or e-mail techinfo@asttbc.org.

BLDG 2915 HOUSE INSPECTION 1 BBY \$460.50

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 certification. Prerequisite: An understanding and general knowledge of house construction. (3 credits)

Sep 13 Wed 1845-2145 12 wks BBY CRN 33151

BLDG 2925 HOUSE INSPECTION 2 BBY \$508.50

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 field trip. Prerequisites: BLDG 2915 and knowledge of components/systems in houses and Part 9 of the B.C. Building Code. (3 credits)

Sep 13 Wed 1845-2145 12 wks BBY CRN 35882

*BLDG 2925 also includes a field trip. Date to be announced in class.

BLDG 2935 HOUSE INSPECTION 3: REPORT WRITING BBY \$293.50

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. Prerequisites: English 12 or equivalent, and BLDG 2915 and BLDG 2925. (3 credits)

Sep 14 Thr 1845-2145 12 wks BBY CRN 60107

BLDG 2945 HOUSE INSPECTION 4: FIELD INSPECTION BBY \$612.50

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. Prerequisites: BLDG 2915, BLDG 2925 and BLDG 2935 (BLDG 2936) with a final grade of 70 per cent in each course. (3 credits)

Sep 11 Mon 1845-2145 10 wks BBY CRN 60113

*Note: Lectures will run on five Mondays, but day/dates of field trips may vary and will be announced in class.

*Note also: Students must have successfully completed BLDG 2915, 2925 and 2935/6 before registering for BLDG 2945.

BLDG 3840 COMPUTER CONSTRUCTION ESTIMATING BBY \$426.50

Covers measurement and pricing of construction work using TIMBERLINE Precision Estimating Software. This course will cover "take-off" procedures, building databases and designing simple work packages. Prerequisites: BLDC 1300 or construction estimating experience with departmental approval. (3 credits)

Sep 11 Mon 1845-2145 12 wks BBY CRN 33154

BLDT 1011 APPLIED CONSTRUCTION MATHEMATICS BBY \$282.50

Application of basic mathematics, algebra, geometry and trigonometry to the construction and building industry. Prerequisite: Grade 10 English and Math or department approval. (3 credits)

Sep 12 Tue 1845-2145 12 wks BBY CRN 63230

BLDT 1021 CONSTRUCTION DRAWINGS BBY \$150

Provides an introduction to the relationships between drawings and building construction. Emphasis is on practical application of learned skills in a lab environment. These skills are essential for further studies in site processes, construction procedures and estimating. Prerequisite: Grade 10 English and Grade 10 Math, or preapproved program. (1.5 credits)

Sep 14 Thr 1845-2145 6 wks BBY CRN 63239

Nov 2 Thr 1845-2145 6 wks BBY 63241

BLDT 2011 CONSTRUCTION DOCUMENTS AND CONTRACTS BBY \$282.50

Provides students with a basic understanding of construction contract documents and an understanding of the principles of a contract relationship. Utilizing CCDC II as a practical in class study guide. Prerequisites: BLDT 1031 and successful completion of Construction Operations program or departmental approval. (3 credits)

Sep 11 Mon 1845-2145 12 wks BBY CRN 63243

BLDT 2021 BASIC PROJECT MANAGEMENT SKILLS BBY \$282.50

Provides students with the basic concepts of project management. This includes budgeting, financial considerations, site specific skill development and management techniques. Prerequisites: BLDT 1031 and successful completion of Construction Operations program or department approval. (3 credits)

Sep 13 Wed 1845-2145 12 wks BBY CRN 63244

BLDT 2061 COMPUTER APPLICATIONS IN CONSTRUCTION BBY \$282.50

Instructs students in computer lab applications of Excel, MS Project and estimating software packages. Prerequisite: BLDT 1041 and BLDT 2021. Successful completion of Construction Operations program or department approval, plus a background in a Windows and Excel environment or sufficient familiarity with computers. (3 credits)

Sep 11 Mon 1845-2145 12 wks BBY CRN 63245

BLDT 2071 SAFETY LEGISLATION BBY \$150

Defines the contractor's and owner's role in construction as it pertains to site safety and accident prevention. Prerequisite: Successful completion of Construction Operations program or departmental approval. (1.5 credits)

Sep 14 Thr 1845-2145 6 wks BBY CRN 63246

BLDT 2081 ENVIRONMENTAL LEGISLATION BBY \$150

Defines the contractor's and owner's role in construction as it pertains to site environment accountability. Prerequisite: Successful completion of Construction Operations program or department approval. (1.5 credits)

Nov 2 Thr 1845-2145 6 wks BBY CRN 63247

Civil and Structural Engineering Technology

(604) 451-6969 dwong@bcit.ca
(604) 432-8521 bbayley@bcit.ca

CIVL 1001 GRAPHICAL COMMUNICATION 1 BBY \$220.50

Uses freehand sketching to introduce the student in preparing conceptual civil engineering drawings, contour maps, and as-built records based on field measurements. Also, an introduction to various aspects of civil engineering. (2 credits)

Sep 26 Tue 1845-2145 10 wks BBY CRN 63215

CIVL 1500 PUBLIC WORKS INSPECTION BBY \$384.50

Presents the fundamentals of public works inspection. Focuses on inspection techniques, interpretation of contract documents, inspection of materials, road construction and underground services. (3 credits)

Sep 21 Thr 1845-2145 12 wks BBY CRN 33067

CIVL 2003 COMPUTER AIDED DESIGN 1 BBY \$352.50

Using AutoCAD software, the student is introduced to drawing preparation and simple designs in civil engineering. (2.5 credits)

Sep 14 Thr 1845-2145 10 wks BBY CRN 39946

CIVL 2224 ASPHALT TECHNOLOGY BBY \$267.50

Teaches students how to select suitable materials for asphaltic concrete design using SHRP EQUIPMENT as well as the Marshall method. Topics include plant and paving quality control, asphaltic cement testing, and calculation for asphaltic design. Prerequisite: CIVL 1580 or departmental approval. (3 credits)

Sep 20 Wed 1845-2145 12 wks BBY CRN 39947

CIVL 3121 URBAN STREET DESIGN BBY \$225.50

Using the R.T.A.C. classification system as a guide, students will design a major road and intersection. Vertical and horizontal alignment, drainage and design control techniques will be emphasized. (3 credits)

Sep 27 Wed 1845-2145 10 wks BBY CRN 61472

CIVL 4168 RE-BAR DETAILING BBY \$565.50

Begins with an overview of engineering drawing reading skill, and terminology commonly used in re-bar detailing. Course topics include re-bar schedule and placement drawing preparation, quantity take-off, basic properties of concrete and reinforcing steel as construction materials, construction sequence and code requirements. Basic AutoCad commands will be introduced for preparation of re-bar detail drawings. (3 credits)

Sep 26 Tue 1845-2145 12 wks BBY CRN 63101

Public Works Operations

(604) 451-6969 dwong@bcit.ca
(604) 432-8521 bbayley@bcit.ca

PUBW 1001 INTRODUCTION TO PUBLIC WORKS OPERATIONS BBY \$208

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. (1 credit)

Sep 27 Wed 1830-2130 6 wks BBY CRN 33088

PUBW 1121 ROADWORKS MAINTENANCE 1 BBY \$240.50

Covers the topics of pavement failures and pavement repair techniques, asphalt mixes, crack sealing and the types of equipment used, street lighting systems, pavement marking and street signs, vegetation control, sweeping and shoulder maintenance, maintenance management and pavement management systems, and their integration with job costing are reviewed. Prerequisite: PUBW 1001 (2.5 credits)

Sep 26 Tue 1830-2130 10 wks BBY CRN 33117

PUBW 1201 PUMPS: ELECTRICAL AND CONTROLS 1 BBY \$405.50

Covers electrical and controls systems commonly used in pumping stations, electrical supply, starters, switches and lock-out procedures. Hands-on sessions cover motors, bearing and maintenance procedures. Various control devices for level and flow control are demonstrated. Aspects of record keeping, public relations, safety, and some design considerations complete the course. Prerequisite: Grade 10 Math. (3 credits)

Sep 26 Tue 1830-2130 12 wks BBY CRN 33107

PUBW 2102 STORM SEWERS 1 BBY \$220.50

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 public complaints, and public relations. Prerequisite or co-requisite: PUBW 1001. (2.5 credits)

Oct 5 Thr 1830-2130 10 wks BBY CRN 39951

PUBW 2103 WASTE WATER COLLECTION 1 BBY \$437.50

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. Prerequisite or co-requisite: PUBW 1001. (3 credits)

Sep 26 Tue 1830-2130 12 wks BBY CRN 38468

PUBW 2104 WASTE WATER COLLECTION 2 BBY \$437.50

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. (3 credits)

Sep 28 Thr 1830-2130 12 wks BBY CRN 63213

PUBW 2202 WATER PUMP STATION OPERATION BBY \$405.50

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. (3 credits)

Sep 27 Wed 1830-2130 12 wks BBY CRN 33116

PUBW 2204 FLOW CONTROL DEVICES BBY \$405.50

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 or co-requisite: PUBW 1113. (3 credits)

Sep 28 Thr 1830-2130 12 wks BBY CRN 39952

PART-TIME TIP

GO THE DISTANCE. Courses offered through Distance Education are listed on page 39 and 40.



Bachelor of Technology in Construction Management

(604) 412-7469
(604) 451-6871

mary_sadowski@bcit.ca

Information sessions are held monthly. See BCIT Website for schedule and full program details.

COURSES OFFERED THIS TERM

BLDD 6100 BUSINESS EXCELLENCE DESIGN DTC \$356.30

This one-day course will demonstrate the design of a Business Excellence system. Derived from a combination of North American quality models and ISO 9001/9004-2000 standards, you will be presented with the major elements and techniques using commonly understood language. Includes an interactive design session for your business model. (1 credit)

Sep 26	Tue	0800-1700	1 day	DTC	CRN	63235
Oct 24	Tue	0800-1700	1 day	DTC		63236
Nov 28	Tue	0800-1700	1 day	DTC		63237

BLDD 6150 ACHIEVING BUSINESS EXCELLENCE DTC \$701.30

During this 2 day course you will receive instruction in a project-oriented, practical and process-oriented approach to the implementation (or enhancement) of a new Business Excellence System. The presentations will include strategic quality planning, all 6 phases of the implementation process, document structure and a comprehensive interactive workshop. (2 credits)

Sep 27	Wed/Th	0800-1700	2 days	DTC	CRN	63238
Oct 25	Wed/Th	0800-1700	2 days	DTC		63240
Nov 29	Wed/Th	0800-1700	2 days	DTC		63242

CMGT 7100 CONSTRUCTION PROJECT CONTROLS 1 BBY \$172

This particular course will cover many aspects of task and time scheduling for construction projects, using Microsoft Project 4 computer software as an aid in developing, monitoring and controlling construction projects. Topics include activity inter-relationships, milestones, task duration and risk and the management of float time. Prerequisite: Acceptance into the degree program or by departmental approval. (1 credit)

Sep 11	Mon	1830-2130	6 wks	BBY	CRN	61426
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CMGT 7110 CONSTRUCTION PROJECT CONTROLS 2 BBY \$172

Participants will now 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 their relationship to the overall schedule and cost requirements will then be covered. Prerequisite: CMGT 7100. (1 credit)

Nov 6	Mon	1830-2130	6 wks	BBY	CRN	61427
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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. Prerequisite: CMGT 7100. (1 credit)

Sep 13	Wed	1830-2130	6 wks	BBY	CRN	61428
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CMGT 7150 CONSTRUCTION STATISTICS 2 BBY \$172

In this follow-up course on Construction Statistics, participants will be shown the relevance of sampling and estimating, linear regression and correlation with particular emphasis on the interpretation of construction test results. The application of these methods and techniques to business forecasting and quality management will complete this course. Prerequisite: CMGT 7140. (1 credit)

Nov 1	Wed	1830-2130	6 wks	BBY	CRN	61429
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CMGT 7200 MANAGEMENT OF CONSTRUCTION EQUIPMENT AND PLANT 1 BBY \$172

The selection, efficient utilization and cost-effectiveness of major construction operations (such as earthmoving, lifting, transporting, etc) has a significant impact on the overall cost and duration of construction activities. This course will review and discuss the operational parameters of many of these operations. Prerequisite: CMGT 7120. (1 credit)

Sep 13	Wed	1830-2130	6 wks	BBY	CRN	61430
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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. Prerequisite: CMGT7200. (1 credit)

Nov 6	Mon	1830-2130	6 wks	BBY	CRN	61431
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CMGT 7230 QUALITY ASSURANCE AND CONTROL 1 BBY \$172

After an overview of QA systems, the economic benefits and the administrative aspects of developing a quality assurance plan will be discussed in detail. This will include development of policy statements for program implementation, total quality and ethics, team building and decision making, and the implementation of Total Quality Management concepts. Prerequisite: CMGT 7120 and CMGT 7150. (1 credit)

Sep 12	Tue	1830-2130	6 wks	BBY	CRN	61432
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CMGT 7240 QUALITY ASSURANCE AND CONTROL 2 BBY \$172

Emphasis of this course will be placed around ISO 9000. Following an introduction to the concepts, many of the elements of ISO 9001 will be discussed in detail. Development of a QA plan and the determination of organizational responsibilities to respond to process and control mechanisms will be discussed, including detailed elements for the development of a Quality System. Prerequisite: CMGT 7230. (1 credit)

Nov 7	Tue	1830-2130	6 wks	BBY	CRN	61433
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CMGT 7530 LEADERSHIP AND INTERPERSONAL SKILLS DTC \$472.80

This course provides current or potential team leaders and managers with the essential skills to manage a diverse workforce in the construction workplace. In addition to lectures and case studies, real-time computer mediated simulation will provide extensive feedback on the implications of your team decisions. Prerequisite: BUSA 7250. (2 credits)

Sep 11	*Mon	1730-2030	6 wks	DTC	CRN	61434
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*Note: CMGT 7530 also includes lab sessions on Saturday and Sunday, Oct 7-8, 2000 from 0830-1730.

CMGT 7600 INDUSTRIAL RELATIONS IN BUILDING CONSTRUCTION 1 BBY \$172

The 2 courses in this series will cover employment and collective bargaining legislation as well as the maintenance of collective agreements and the management of industrial relations. This first course will analyze: (i) how employment standards legislation impacts on the collective bargaining environment and (ii) the impact of collective bargaining on different models of organizational structure. This course will conclude with a discussion of open and closed shop work environments. Prerequisite: CMGT 7420. (1 credit)

Sep 12	Tue	1830-2130	6 wks	BBY	CRN	63231
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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 the current BC labour legislation, both contemplated and existing. Prerequisite: CMGT 7600. (1 credit)

Nov 7	Tue	1830-2130	6 wks	BBY	CRN	63232
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CMGT 7640 ENVIRONMENTAL ISSUES IN CONSTRUCTION 1 BBY \$172

Contaminated sites issues impact on both the contractor and the owner. Common surface and sub-surface contaminants and their migration patterns will be reviewed together with current legislation. Issues relating to liability, risk, hazards and toxicity will be discussed. A section on the historical use of sites will conclude the course. Prerequisite: CMGT 7610. (1 credit)

Sep 14	Th	1830-2130	6 wks	BBY	CRN	61435
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CMGT 7650 ENVIRONMENTAL ISSUES IN CONSTRUCTION 2 BBY \$172

This course will enable participants to manage construction-related aspects with due regard to pollution prevention and long term environmental protection. Topics will include legislation, sensitive areas (watercourses), construction and demolition waste, building materials, noise management and fuel handling. Prerequisite: CMGT 7640. (1 credit)

Nov 2	Th	1830-2130	6 wks	BBY	CRN	61436
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CMGT 7820 PROJECT PROPOSALS BBY \$172

This course is intended to be taken just prior to completion of the program. It will help you conduct the necessary literature review to clearly define your industry sponsor/research topic, and to prepare an effective proposal for submission to the department. Your industry sponsor is expected to provide occasional guidance and support relating to this activity. Prerequisite: CMGT 7800. (1 credit)

Sep 16	Sat	0900-1200	10 wks	BBY	CRN	63233
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*Note: CMGT 7820 consists of two classroom sessions plus tutorials and self study held over 10 weeks. Classroom dates are September 16 and 23, 2000 from 0900-1200.

CMGT 7840 TECHNICAL PRESENTATIONS BBY \$338.50

The ability to make an effective business presentation is now more essential than ever for individuals wanting to advance in their careers. Learn how to analyse your audience and to select the correct strategy. Video feedback will be used extensively to provide immediate and practical comments as you develop comfort and confidence in business presentations. Prerequisite: CMGT 7100. (2 credits)

Sep 11	Mon	1830-2130	12 wks	BBY	CRN	61437
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CMGT 8020 PROJECT DELIVERY METHODS BBY \$200

Designed for managers, developers and building owners, this course will contrast stipulated sum, construction management, design-build and public-private partnership methods for the construction of new projects. Presentations will also outline the funding and design decisions for viable projects. Prerequisite: Participants should have at least 2 years of related building-project experience. (1 credit)

Sep 14	Th	1830-2130	6 wks	BBY	CRN	63308
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CMGT 8030 INITIATING AND DEFINING PROJECTS BBY \$200

Covers the process from the initial decision to evaluate an identified need or opportunity, through project planning and evaluation, to the decision either to proceed or to defer the project. Includes business/funding decisions, leading and organising the development team and establishing the objectives and obligations for the long term. Risk strategies for safe, functional, aesthetic, durable and financially viable buildings will also be discussed. (1 credit)

Nov 02	Th	1830-2130	6 wks	BBY	CRN	63311
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CMGT 8450 INTERNATIONAL CONSTRUCTION MANAGEMENT BBY \$172

Participants will be introduced to special considerations in the management of an international construction project, including logistical and cultural implications. Guest lecturers will present topics based on their own experience and illustrated with case studies. Prerequisite: CMGT 8440. (1 credit)

Sep 11	Mon	1830-2130	6 wks	BBY	CRN	63234
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BUSA 7250 MANAGEMENT SKILLS AND APPLICATIONS CORRESPONDENCE \$350

This course is a pre-requisite for some courses in the Bachelor of Technology in Construction Management program. Please refer to the Business Administration Degree Completion section of this flyer for the course description and registration information. (3 credits)

LIBS 7001 CRITICAL READING AND WRITING BBY \$450

This course is one of the new Liberal Arts courses to be offered at BCIT. Please refer to the Bachelor of Technology section of this flyer for the course description and registration information. (3 credits)

LIBS 7002 APPLIED ETHICS BBY \$450

This course is one of the new Liberal Arts courses to be offered at BCIT. Please refer to the Bachelor of Technology section of this flyer for the course description and registration information. (3 credits)

Bachelor of Technology in Environmental Engineering Technology

(604) 451-6906

(604) 432-8344

email: cathie_aspden@bcit.ca

Information sessions will be held during the fall. Please refer to BCIT web site for schedule. For program information, visit www.eng.bcit.ca/enviro/home

EENG 7700 ENVIRONMENTAL CASE STUDIES BBY \$172

This course provides an introduction to the major areas of study in the Environmental Engineering program. Topics covered include: industrial and municipal liquid waste management, solid waste management; contaminated sites, environmental law, principles of environmental assessment, ground water flow and environmental management. Prerequisite: Diploma of Technology in Engineering or Science or departmental approval. (1 credit)

Sep 13	Wed	1830-2130	6 wks	BBY	CRN	37225
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EENG 7710 CHEMISTRY 1 FOR EET BBY \$172

This course is the first of a two-course series. The major topics covered are the structure of atoms, compounds, stoichiometry, oxidation and reduction, and electrochemistry. Prerequisite: EENG 7700 or department approval. (1 credit)

Sep 12	Tue	1830-2130	6 wks	BBY	CRN	37235
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EENG 7711 CHEMISTRY 2 FOR EET BBY \$172

This course is the first of a two-course series. The major topics covered are the structure of atoms, compounds, stoichiometry, oxidation and reduction, and electrochemistry. Prerequisite: EENG 7700 or department approval. (1 credit)

Oct 31	Tue	1830-2130	6 wks	BBY	CRN	37252
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EENG 7712 ORGANIC CHEMISTRY FOR EET BBY \$172

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)

Nov 3	Fri	1400-1700	6 wks	BBY	CRN	37256
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EENG 7713 ENVIRONMENTAL ANALYTICAL CHEMISTRY BBY \$172

Interpretation of results obtained from analytical laboratories is an integral part of waste management or environmental assessment. This course is intended to provide an overview of the environmental laboratory discipline. Topics will include test parameter selection and sample collection concerns, analysis procedures, quality assurance, and data management. Prerequisite: EENG 7712. (1 credit)

Sep 14	Thurs	1830-2130	5 wks	BBY	CRN	37227
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EENG 7714 METHODS OF WASTEWATER ANALYSIS BBY \$338.50

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)

Sep 14	Thurs	1830-2130	12 wks	BBY	CRN	63299
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EENG 7715 HYDRAULICS 1 FOR EET BBY \$172

An introduction to hydraulics (including hydrostatics, fundamental flow and volume relationships) and solving simple, steady, pipe flow problems. Prerequisite: EENG 7700 or with departmental approval. (1 credit)

Sep 11	Mon	1830-2130	6 wks	BBY	CRN	37236
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EENG 7716 SOIL MECHANICS AND GROUNDWATER FOR EET BBY \$172

An introduction to soil mechanics and groundwater, including soil origins, types and classifications, phase relationships, compaction, Darcy's law, flow nets, settling pond analysis, soil pressure and soil strength. Prerequisite: EENG 7715. (1 credit)

Sep 11	Mon	1400-1700	6 wks	BBY	CRN	37237
Nov 2	Thurs	1830-2130	6 wks	BBY		37255

EENG 7717 HYDROLOGY FOR EET BBY \$172

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)

Oct 31	Tues	1400-1700	6 wks	BBY	CRN	37257
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EENG 7718 HYDRAULICS 2 FOR EET BBY \$172

A continuation of Hydraulics 1 for EET, including pipe networks, pumps, uniform and non-uniform open channel flow, and flow measurement. Prerequisite: EENG 7717. (1 credit)

Oct 30	Mon	1830-2130	6 wks	BBY	CRN	37247
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CONSTRUCTION

EENG 7719 BBY \$172

SURVEY TECHNIQUES FOR EET

An introduction to the fundamental concepts of surveying with applications for applied waste management. Topics include an introduction to 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)

Sep 16	Sat	0900-1200	6 wks	BBY	CRN	37245
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EENG 7720 BBY \$172

APPLIED MICROBIOLOGY

This course will examine the types and functions of microorganisms as applicable to the engineering field. Topics include: bacteria characteristics, 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. Prerequisites: EENG 7710, 7711, & 7712 or departmental approval. (1 credit)

Nov 1	Wed	1830-2130	6 wks	BBY	CRN	37982
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EENG 7721 BBY \$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)

Sep 12	Tues	1830-2130	6 wks	BBY	CRN	63298
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EENG 7740 BBY \$172

PHYSICAL HYDROGEOLOGY

This course gives students an overview of the occurrence and movement of groundwater in a variety of geologic settings and explains the effect of human activity on that movement. Topics include: types of aquifers, properties of porous media, groundwater flow and pump testing of aquifers. The course provides theoretical foundation for the study of groundwater contaminants in EENG 7741. Prerequisite: completion of EENG 7718 or its equivalent. (1 credit)

Sep 14	Thurs	1830-2130	6 wks	BBY	CRN	37231
Oct 30	Mon	1400-1700	6 wks	BBY		38502

EENG 7741 BBY \$338.50

CONTAMINANT HYDROGEOLOGY

Major sources of groundwater contaminants and their flow in groundwater will be examined. Topics will include terminology, water quality, chemical constituents of groundwater, natural chemical evolution of groundwater, instrumentation, LNAPL's and DNAPL's, transport mechanisms, measurement of parameters, sources of contamination, and an introduction to solutions employing analytical and numerical methods. Prerequisite: EENG 7740. (2 credits)

Nov 2	Thurs	1830-2130	12 wks	BBY	CRN	37253
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EENG 8750 BBY \$172

MUNICIPAL WASTEWATER TREATMENT 1

Examines the sources of municipal wastewater, factors that affect wastewater flow, measurement of wastewater flow and strength, effects of effluent discharges on the receiving environment, legislation, on-site treatment, screening, comminution, grit removal and flow equalization. Design and practical considerations will be emphasized. Prerequisites: EENG 7714 & 7721. (1 credit)

Sep 12	Tue	1830-2130	6 wks	BBY	CRN	37242
Nov 2	Thurs	1430-1730	6 wks	BBY		63294

EENG 8751 BBY \$172

MUNICIPAL WASTEWATER TREATMENT 2

This course is a continuation of EENG 8750, and examines the principles of primary sedimentation and secondary treatment, including suspended growth, attached growth, and secondary clarification. Practical and operational aspects would be emphasized. Prerequisites: EENG 8750. (1 credit)

Nov 1	Wed	1830-2130	6 wks	BBY	CRN	37260
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EENG 8753 BBY \$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. Prerequisites: EENG 7714, 7721 & 8750. (1 credit)

Sep 11	Mon	1830-2130	6 wks	BBY	CRN	39923
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EENG 8754 BBY \$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, absorption, ion exchange, membrane separation, chemical oxidation, and gas transfer. Practical and operational aspects would be emphasized. Prerequisite: EENG 8753. (1 credit)

Oct 30	Mon	1830-2130	6 wks	BBY	CRN	61447
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EENG 8760 BBY \$172

SOLID-WASTE MANAGEMENT

This course is the first of a four-course series in the solid-waste technical studies. Solid-Waste Management gives students an overview of municipal solid-waste management including collection, transfer, transport and disposal. Methods of processing, introduction to disposal facilities, disposal options, and the economic and environmental issues of solid-waste management are topics covered in this course. Prerequisites: EENG 7700, 7720 & 7721. (1 credit)

Sep 11	Mon	1830-2130	6 wks	BBY	CRN	38503
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EENG 8761 BBY \$172

RECYCLING AND REDUCTION TECHNIQUES

Topics include; the basis and impact of the 3 R's on the waste management systems; industry examples; recycling and recovery of paper, cardboard, metals, plastic, oil, glass, and other commodities; new uses of recycling and recovery; composing basics; types of systems; design of plants; and markets. Prerequisite: EENG 8760. (1 credit)

Oct 30	Mon	1830-2130	6 wks	BBY	CRN	37228
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EENG 8769 BBY \$338.50

ADVANCED RESIDUALS TREATMENT

This course is designed to provide the students with the fundamentals of hazardous material and waste in relation to chemistry and chemical processes. The course will describe major treatment technologies and methods traditionally applied to hazardous material and waste. There will be a particular emphasis on incineration, solidification and utilization of hazardous waste as an alternative fuel in combustion processes. Prerequisite: EENG 8765. (2 credits)

Sep 14	Thurs	1830-2130	12 wks	BBY	CRN	38504
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EENG 8770 BBY \$172

ENVIRONMENTAL SITE ASSESSMENT

This course summarizes the five main processes in the management of contaminated sites: site audit, site investigation, risk assessment, sampling, and treatment and monitoring. It also provides the student with the necessary knowledge and skills to perform a site audit. Case histories will be used as examples to demonstrate the principles of environmental site assessments (ESAs) and environmental audits (EAs). Prerequisite: EENG 7700 or with departmental approval. (1 credit)

Sep 11	Mon	1830-2130	6 wks	BBY	CRN	39915
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EENG 8771 BBY \$172

CONTAMINATED SITE INVESTIGATION PROCESS

This course highlights the importance of site characterization in terms of soil, water and sediment, as an essential and integral part of the overall management of contaminated sites. It also focuses on the role of the site investigator, and on a phased planning approach to obtaining proper data to characterize site contamination, evaluate remedial alternatives and assess risks. Prerequisites: EENG 7741 & 8770. (1 credit)

Sep 12	Tues	1830-2130	6 wks	BBY	CRN	61448
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EENG 8772 BBY \$172

SITE REMEDIATION & RISK ASSESSMENT PROCESS

This course introduces students to: 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. This course focuses specifically on toxicological principles of risk assessment, and on the evaluation and design processes for site remediation. Prerequisite: EENG 8771. (1 credit)

Oct 31	Tues	1830-2130	6 wks	BBY	CRN	39917
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EENG 8780 BBY \$172

ENVIRONMENTAL LAW 1

This course provides an overview of the Canadian legal system and sources of environmental law. It addresses federal, provincial and municipal environmental laws governing water, air, transportation of dangerous goods, contaminated land, 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. Prerequisites: EENG 7700. (1 credit)

Sep 14	Thurs	1400-1700	6 wks	BBY	CRN	37981
Sep 14	Thurs	1830-2130	6 wks	BBY		37262

EENG 8781 BBY \$172

RISK ASSESSMENT - ONLINE

This course will examine risk-assessment methods and outcomes including definitions and discussions of the principles of hazard identifications, dose response, exposure assessment and risk characterization. Specific risk-assessment techniques will be presented, including checklists, preliminary hazard analysis, what-if analysis, fault-tree analysis, event-tree analysis, hazard and operability studies, and EPA risk assessment procedures. Prerequisites: EENG 7712 and 7721. (1 credit)

Oct 30	Mon	1830-2130	6 wks		CRN	37240
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EENG 8782 BBY \$172

VALUE ANALYSIS AND ENVIRONMENTAL MANAGEMENT

This 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. Other topics include environmental management systems (EMS), life-cycle analysis; environmental risks and liabilities. Prerequisite: EENG 8781. (1 credit)

Nov 2	Thurs	1830-2130	6 wks	BBY	CRN	39916
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EENG 8783 BBY \$172

RISK MANAGEMENT

This course covers factors affecting management decisions: regulatory requirements, corporate standards, employee politics, public and media, financial limitations and risk communication. 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)

Sep 13	Wed	1830-2130	6 wks	BBY	CRN	39920
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EENG 8784 BBY \$172

ENVIRONMENTAL LAW 2

This course 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, and the role of aboriginal rights in environmental and natural resources management. Prerequisite: EENG 8780. (1 credit)

Nov 1	Wed	1830-2130	6 wks	BBY	CRN	62775
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EENG 8785 BBY \$338.50

DECISION MAKING IN ENVIRONMENTAL MANAGEMENT

This course will examine decision making and decision planning models as they relate to environmental management. Topics will include the historical roots of environmental management, rational decision-making processes, the institutional structure and methods of decision making in environmental management, and the relationship between current decision making models and sustainable development. Prerequisites: EENG 8780 and EENG 8782. (2 credits)

Oct 31	Tues	1830-2130	12 wks	BBY	CRN	39914
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EENG 8790 BBY \$338.50

AIR QUALITY MANAGEMENT

Provides an overview of air pollution, focusing on atmospheric air quality issues. The course will discuss the sources of air pollution and their regulation. The student will be introduced to emission inventories, urban air pollution, and meteorology. An introduction to dispersion modeling as a method of linking emissions to air quality will also be presented. Prerequisite: EENG 7712. (2 credits)

Sep 12	Tues	1830-2130	12 wks	BBY	CRN	37244
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EENG 8801 BBY \$172

TERRAIN MAPPING & EROSION PROCESSES

This course will cover terrain and interpretive maps, with emphasis on utilization. Topics 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. Surface erosion and sedimentation processes will also be covered. A field trip will be arranged when and if suitable sites are available. (1 credit)

Sep 8	Fri/Sat	0830-1730	1 wk	BBY	CRN	63300
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EENG 8802 BBY \$172

FOREST ROAD DESIGN & CONSTRUCTION

This course will cover applicable sections of the Forest Practices Code Act, Forest Road Regulations and Engineering Guidelines. 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. A field trip will be arranged when and if suitable sites are available. Prerequisite: EENG 8801. (1 credit)

Sep 29	Fri/Sat	0830-1730	1 wk	BBY	CRN	63301
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EENG 8803 BBY \$172

FOREST ROAD REHABILITATION

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. Other Topics will include field assessment procedures, mapping and the development of appropriate prescriptions. A field trip will be arranged when and if suitable sites are available. Prerequisite: EENG 8801. (1 credit)

Oct 20	Fri/Sat	0830-1730	1 wk	BBY	CRN	63302
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EENG 8810 BBY \$338.50

PULP AND PAPER INDUSTRY FOR EET

This course details the basic pulp and paper processes in use today. The principal emissions (air, water, solids) are discussed in detail in terms of formation, chemistry, analytical detection techniques and engineering control methods. Potential process modifications in the Pulp and Paper industry as a mean of decreasing environmental emissions are also discussed. Prerequisites: EENG 7700 and a two year Science Diploma. (2 credits)

Sep 13	Wed	1830-2130	12 wks	BBY	CRN	37233
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EENG 8820 BBY \$338.50

SEPARATION AND IDENTIFICATION TECHNIQUES

Environmental contaminants include many industrial by-products such as chlorinated organics, petroleum hydrocarbons, PAH's and trace metals. The purpose of this course is to show how to develop methods for the separation, identification and quantification of environmental contaminants in air, water, soil and sediment samples. Prerequisite: 2 yr Science Diploma or equivalent. (2 credits)

Sep 14	Thurs	1830-2130	12 wks	BBY	CRN	39919
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EENG 8900 BBY \$172

PROJECT REPORTS

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. Prerequisite: EENG 7700 or with departmental approval. (1 credit)

Sep 13	Wed	1400-1700	10 wks	BBY	CRN	37356
Sep 13	Wed	1830-2130	10 wks	BBY		38055

EENG 8901 BBY \$172

PROJECT PROPOSAL

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. If by this time the student has selected an industry sponsor the proposal can be submitted to the Department for approval. Prerequisite: EENG 8900. (1 credit)

Sep 16	Sat	0900-1200	10 wks	BBY	CRN	37250
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EENG 8902 BBY \$338.50

TECHNICAL PRESENTATIONS

The ability to make an effective presentation is now more essential than ever for individuals wanting to advance their careers. This course will allow participants to analyse the needs of your audience and then integrate your objective to the content and audience. Video feedback will be used extensively to provide immediate and practical comments as you develop comfort and confidence in business presentations. Prerequisite: EENG 7700. (2 credits)

Sep 12	Tue	1830-2130	12 wks	BBY	CRN	37454
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EENG 8903 BBY \$500.00

APPLIED RESEARCH PROJECT

In conjunction with an industry sponsor, the student will solve a technical problem relating to the environment. The research project must contain elements that are innovative, experimental, or exploratory in nature. A departmental committee will supervise the progress of the project, provide guidance and direction where appropriate, and evaluate the final report and its presentation. Prerequisites: Completion of major elective studies and department approval. (8 credits)

BUSA 7250

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.

PART-TIME TIP

GET CONNECTED
Register online at
www.bcit.ca



Engineering Technology

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) Dept.
3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2
Web site: 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
- Mathematics
- Graphical Communications
- Strength of Materials
- Hydrology/Hydraulics
- Aggregates
- Concrete Technology
- Asphalt Technology
- Soils Technology
- Estimating
- Traffic Technology and Transportation Planning
- Bridge Inspection
- Geotechnical Design
- Subdivision Planning/Design
- Highway Design
- Pavement Design
- Highway Construction
- Pavement Construction
- Engineering Surveying
- Engineering Economics
- Contract Administration

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
- Surveying and Mapping
- Road Construction and Maintenance
- Bridge Fundamentals
- Road Deactivation
- Contracts/Administration/Economics
- Cost Estimating
- Bridge/Culvert Maintenance
- Forest Hydrology
- Forest Soils
- Harvest Planning

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 (FMFI)

Nine courses in this eleven course (25 credit) Associate Certificate program are now available via distance education. The courses are based on the BC 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 10 'inspection' courses covering the major components of a park system. The intent of the courses is to give practical guidance in the inspection, reporting and planning of maintenance for parks' facilities.

Building

TSDA 1810 1998 BC BUILDING CODE: HOUSING \$375.00 (CODEBOOK \$125.00)

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 9 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 \$381

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.

MATH 2042 \$234

CALCULUS: 1B

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 \$234

CALCULUS: 1C

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 \$396

CALCULUS FOR MECHANICAL

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 \$396

NUMERICAL METHODS MECHANICAL

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 7102	Project Management
TMGT 7111	High Tech Marketing Strategies
TMGT 7112	Market Research
TMGT 7113	Marketing Programs and Plans
TMGT 7114	Product Planning & 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 website 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/etdisted/

Trades Piping/Gas Fitting

(604) 432-8420 dbowles@bcit.ca

The Piping Trades now offer Level "B" and "A" Gas Fitters 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 0250 \$810

DOMESTIC COMMERCIAL GAS FITTER (B LICENSE)

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 2-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 License 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. To register call (604) 451-6733.

September	CRN	60023
October		60024
November		60025
December		60026

continued next page



DISTANCE EDUCATION

PPGS 0200 INDUSTRIAL GAS FITTER (A LICENSE): 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 2-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.

September	CRN 37898
October	CRN 37899
November	CRN 37900
December	CRN 37901

Power Engineering

(604) 432-8390 bcowen@bcit.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. Registration is ongoing, with students registered from across Canada.

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 BC 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 is 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 (FIFTH CLASS BOILER ENDORSEMENT)

Tutorial	CRN 38596	Correspondence	CRN 38595
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POWR 1213 FOURTH CLASS PART A

Tutorial	CRN 38601	Correspondence	CRN 38600
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POWR 1214 FOURTH CLASS PART B

Tutorial	CRN 38603	Correspondence	CRN 38602
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POWR 1215 THIRD CLASS PART A PAPER 1

Tutorial	CRN 38607	Correspondence	CRN 38606
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POWR 1216 THIRD CLASS PART A PAPER 2

Tutorial	CRN 38609	Correspondence	CRN 38608
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POWR 1217 THIRD CLASS PART B PAPER 1

Tutorial	CRN 38613	Correspondence	CRN 38612
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POWR 1218 THIRD CLASS PART B PAPER 2

Tutorial	CRN 38615	Correspondence	CRN 38614
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POWR 1219 SECOND CLASS PART A PAPER 1

Tutorial	CRN 38619	Correspondence	CRN 38618
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POWR 1220 SECOND CLASS PART A PAPER 2

Tutorial	CRN 38621	Correspondence	CRN 38620
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POWR 1221 SECOND CLASS PART A PAPER 3

Tutorial	CRN 38623	Correspondence	CRN 38622
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POWR 1222 SECOND CLASS PART B PAPER 1

Tutorial	CRN 38627	Correspondence	CRN 38626
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POWR 1223 SECOND CLASS PART B PAPER 2

Tutorial	CRN 38629	Correspondence	CRN 38628
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POWR 1224 SECOND CLASS PART B PAPER 3

Tutorial	CRN 38631	Correspondence	CRN 38630
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POWR 1225 FIRST CLASS PART A PAPER 1

Tutorial	CRN 38635	Correspondence	CRN 38634
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POWR 1226 FIRST CLASS PART A PAPER 2

Tutorial	CRN 38637	Correspondence	CRN 38636
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POWR 1227 FIRST CLASS PART A PAPER 3

Tutorial	CRN 38641	Correspondence	CRN 38640
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POWR 1228 FIRST CLASS PART A PAPER 4

Tutorial	CRN 38643	Correspondence	CRN 38642
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POWR 1229 FIRST CLASS PART B PAPER 1

Tutorial	CRN 38647	Correspondence	CRN 38646
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POWR 1230 FIRST CLASS PART B PAPER 2

Tutorial	CRN 38649	Correspondence	CRN 38648
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POWR 1231 FIRST CLASS PART B PAPER 3

Tutorial	CRN 38653	Correspondence	CRN 38652
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POWR 1232 FIRST CLASS PART B PAPER 4

Tutorial	CRN 38655	Correspondence	CRN 38654
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Business

For course descriptions and details please turn to the Business section, page 10.

Business Administration

- Introduction to Business
- Case Studies in Electronic Commerce
- Computers and Internet Law
- Management
- Electronic Commerce Systems
- Human Resource Measurement
- Management Skills and Applications
- Human Resource Management
- Introduction to Electronic Commerce
- Electronic Data Interchange
- Online Business Management
- Business Law
- Economic Issues
- Supervisory Skills
- Managing Your Career
- Organizational Behaviour
- Human Resource Planning

Call Maria Antidormi at (604) 451-7134 or e-mail

Maria_Antidormi@bcit.ca

Website: <http://online.bcit.ca/de/Busadmin.htm>

<http://online.bcit.ca/de/Ecomm.htm>

Financial Management

- Accounting 1
- Accounting 2
- Financial Accounting 1
- Financial Accounting 2
- Cost and Managerial Accounting 1
- Cost and Managerial Accounting 2
- Finance 2
- Finance 1

Call Ruth MacKay at (604) 412-7417 or e-mail Ruth_MacKay@bcit.ca

Website: online.bcit.ca/de/finance.htm

Health Sciences

For course descriptions and details, please turn to the Health Sciences section on page 45.

Electrical and Electronic Trades and Technology

(604) 432-8637 eeinfo@bcit.ca

Class Times and 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.

BCIT offers Intermediate Certificates of Technology in its Part-time Studies program. These are designed to award credentials after a certain number of courses have been completed. They are also stepping stones towards completion of a BCIT Diploma of Technology. Please contact the part-time studies coordinator at (604) 432-8785 or e-mail adunlop@bcit.ca.

Burnaby (BBY) Trades Technical 1830-2130
Burnaby (BBY) Technology 1845-2145

CITX Courses-Computing and Information Technology

ELEX Courses-Electronics Engineering

TELC Courses-Electrical Trades

TELC Courses-Technician

Note: (T) indicates courses are directly transferable to diploma program credits.

SYMBOL: ● Entry level course for people wishing to participate at an introductory level for personal interest or to enhance career opportunities.

SYMBOL: □ Course is of interest to those looking to enhance professional development and career opportunities. Participants are generally working in a related field. Some groupings of these courses are packaged into certificate programs.

SYMBOL: ◆ Advanced level courses for continued professional development. Course covers technically complex material.

Proposed Network Administrator Associate Certificate Program

(604) 432-8637 eeinfo@bcit.ca

Information session for the proposed Associate Certificate will be held on Tuesday, August 29 at 7:00 p.m. Please call 432-8769 to register.

The proposed Network Administrator Associate Certificate Program is being developed to meet the growing demand within industry for individuals with comprehensive networking expertise.

This accelerated two-year Part-time Studies program scheduled to begin in September 2000, is designed for students familiar with computer systems in the work environment. It will have a practical

hands-on approach intended to provide students with the fundamental knowledge needed to design, configure and implement local and wide area networks.

This program will provide hands-on knowledge of major network operating systems, the underlying communication protocols, and the supporting network hardware. Students are required to take all of the core courses and then choose one of four operating systems to successfully complete the program.

Required Core Courses

CITX	1140	LAN Hands-On Level 1
CITX	1141	LAN Hands-On Level 2
CITX	1150	Structured Cabling for Computer Networks
CITX	1151	Understanding TCP/IP
CITX	1152	Router Essentials

Choose one of the Following Options

MICROSOFT OPTION

CITX	2160	Microsoft Windows 2000 Professional
CITX	2161	Microsoft Windows 2000 Server
CITX	2162	Microsoft Windows 2000 Network Infrastructure
CITX	2163	Microsoft Windows 2000 Directory Services Infrastructure

NOVELL OPTION

CITX	2170	Novell Netware 5 Administration
CITX	2171	Novell Netware 5 Advanced Administration
CITX	2172	Novell NDS Design and Implementation
CITX	2173	Novell Service and Support

LINUX OPTION

CITX	2180	Linux Installation and Configuration
CITX	2181	Linux System Administration
CITX	2182	Linux Networking
CITX	2183	Linux Security, Ethics and Privacy

UNIX OPTION

CITX	2190	Unix Fundamentals
CITX	2191	Unix System Administration 1
CITX	2192	Unix System Administration 2
CITX	2193	Unix Network Administration

Networking Essentials

(604) 432-8637 eeinfo@bcit.ca

NEW **CITX 1140** **BBY \$351.50**
LOCAL AREA NETWORK-HANDS-ON LEVEL 1
Learn how to set up and configure computer networks.

This hands-on, entry-level course introduces the fundamental network concepts required to set-up and configure a network. Training covers both peer to peer and client server applications, as well as network operating systems. Includes server selection, cable and media installation, performance/system management issues. (3 credits)

Sep 11	Mon	1830-2130	12 wks	BBY	CRN 63351
Sep 12	Tue	1830-2130	12 wks	BBY	CRN 63369

NEW **CITX 1141** **BBY \$351.50**
LOCAL AREA NETWORK-HANDS-ON LEVEL 2

Builds on the topics covered in level 1. Students will expand their knowledge of LANs by examining wide area networking topologies and transmission methods, and introduce the most popular network operating systems: Windows NT, Novell Netware and Unix. It will address network security topics and how to troubleshoot and maintain networks. Network design, implementation, planning and management factors will also be discussed. (3 credits)

Sep 13	Wed	1830-2130	12 wks	BBY	CRN 63352
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NEW **CITX 1150** **\$349**
STRUCTURED CABLING FOR COMPUTER NETWORKS

Provides the student with the proper installation and testing procedures used for components of a structured cabling connectivity solution. A thorough explanation of the installation procedures for modular outlets, patch panels, cross connects, fiber optic connectors and splices is included. A hands-on approach is used to familiarize the student with both the products and the approved test equipment. (2 credits)

Sep 27	Wed	1830-2130	8 wks	BBY	CRN 63353
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NEW **CITX 1151** **\$349**
UNDERSTANDING TCP/IP

This course will provide the student with a thorough understanding of the TCP/IP protocol suite. Key topics include Internetworking, Internet Protocol, Subnetworking the Internet layer, Routing protocols, TCP and UDP, and Application layer protocols. (2 credits)

Sep 26	Tue	1830-2130	8 wks	BBY	CRN 63354
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NEW **CITX 1152** **\$351.50**
ROUTER ESSENTIALS

This comprehensive course will provide students with the knowledge and skills needed to understand, configure and manage data network routers. The course will provide students with the critical principles required to manage an efficient and stable network infrastructure. Prerequisite: A comprehensive understanding of TCP/IP is required. (3 credits)

Sep 28	Thr	1830-2130	12 wks	BBY	CRN 63355
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Network+ Technician

(604) 432-8637 eeinfo@bcit.ca

CITX 0145 **BBY \$ 777.50**
NETWORK+ TECHNICIAN

Provides a comprehensive overview of networking technologies and prepares students to write Comp TIA's Network+ certification exam. Covers LAN, Wan, protocols, topologies, transmission media, security and TCP/IP. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues, making it a practical preparation for the real world. Prerequisite: a comprehensive understanding of the PC in a work environment.

Sep 23	Sat	0900-1600	12 wks	BBY	CRN 63543
Sep 26	Tue/Thr	1830-2130	12 wks	BBY	CRN 63349


CITX 0146
I-NET+

BBY \$777.50

Designed for students with a comprehensive understanding of computer applications, this introductory level course prepares the student to write the COMP TIA I-Net + certification exam. This course would be suitable for people wishing to gain an understanding of Internet development for use in the workplace and will cover topics such as Internet basics, Internet clients, development, networking, and security and business concepts.

Sep 26	Tue/Thr	1830-2130	12 wks	BBY	CRN	63350
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Computer Hardware

(604) 432-8637

eeinfo@bcit.ca

CITX 0120

BBY \$551.50

COMPUTER HARDWARE - SETUP CONFIGURATION AND MAINTENANCE

This hands-on course will familiarize the student with the internal hardware construction of a PC. The course covers the various components that make up a multimedia PC platform, troubleshooting and the resolution of configuration issues.

Sep 25	Mon/Wed	1830-2130	6 wks	BBY	CRN	63263
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ELEX 2865

BBY \$445.50

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. Prerequisites: COMP 2510, 2720. (4 credits)

Sep 12	Tue	1845-2145	17 wks	BBY	CRN	38580
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A+ Technician

(604) 432-8637

eeinfo@bcit.ca

CITX 0110

BBY \$777.50

A+ TECHNICIAN

A+ certified technicians possess the knowledge and skills essential for becoming successful computer service technicians. This program covers the hardware and software technologies required in today's workplace. It also covers the material examined in the A+ certification exam, including Windows 95, DOS and Networking. Recommend access to a PC with Internet connection.

Sep 23	Sat	0900-1600	12 wks	BBY	CRN	63542
Sep 25	Mon/Wed	1830-2130	12 wks	BBY	CRN	63348

Networking Operating Systems

(604) 432-8637

eeinfo@bcit.ca

CITX 2160

BBY \$351.50

MICROSOFT WINDOWS 2000 PROFESSIONAL

This hands-on course will teach you all the critical skills necessary to support Windows 2000 Professional and help you manage your network more effectively. You will be able to install, configure, and implement Windows 2000 Professional as your mission critical operating system. (3 Credits)

Sep 11	Mon	1830-2130	12 wks	BBY	CRN	63356
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CITX 2161

BBY \$351.50

MICROSOFT WINDOWS 2000 SERVER

This hands-on class covers all the critical skills necessary to install, configure and implement Windows 2000 Server and help you manage your network more effectively. Students will learn to configure remote access services, integrate legacy software, and troubleshoot and tune Windows 2000 for optimal efficiency. (3 Credits)

Sep 12	Tue	1830-2130	12 wks	BBY	CRN	63357
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Computer Systems

(604) 432-8637

eeinfo@bcit.ca

ELEX 2125

BBY \$526.50

C PROGRAMMING (T)

Introduces DOS, and the "C" programming language. Programming assignments are based on engineering applications. Students will document and debug software using available software libraries. (4.5 credits)

Sep 11	Mon	1845-2145	22 wks	BBY	CRN	33121
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ELEX 0360

BBY \$225

INTRODUCTION TO MATLAB PROGRAMMING

Data manipulation, plotting, M-language syntax and programming, object oriented programming - classes and methods, simulink simulation of dynamic systems, graphical user interfaces, C language S- functions, the MatLab Engine, introduction to the real time workshop and real time control using MatLab and Simulink. Sep 12 Tue 1830-2130 8 wks BBY CRN 63332

Program in Computer and Digital Systems Design

(604) 432-8637

eeinfo@bcit.ca



The proposed Computer and Digital Systems Design program has been developed for learners who have strong problem-solving skills and an above average work ethic. This program would be of particular interest to persons currently employed in the high-tech sector and the condensed time frame would be well suited to people wishing to enhance career opportunities.

After successful completion of this accelerated program, students will be awarded an Associate Certificate in Computer and Digital Systems Design pending final program approval. Along with the six core courses the certificate requires successful completion of 17 credits in Mathematics, English and Physics. This new format makes it possible for a motivated learner to complete the program in as little as one year. Each of the core courses are 3 credits with a pass mark of 60%.

Academic prerequisites are: Math 12, English 12, Physics 11 with a C+ minimum and a B average. Entry to the program will be contingent upon successful completion of an entrance exam. Contact the program head for details at adunlop@bcit.ca

An information session will be held on Wednesday, August 2 at 7:00 p.m. in Building SE1 Room 109, please contact Andrew Dunlop at 432-8785 or adunlop@bcit.ca to register.

The Courses:

Six courses make up the computer/digital portion of the program. Three are offered beginning in September 2000, the next three will come on-stream in January 2001.

Core Courses

ELEX 1150 DC/AC Circuits and Switch Logic
 ELEX 1151 Computer Architecture
 ELEX 1152 CADD and PCB Design
 ELEX 2153 Digital Signals and Processing
 ELEX 2154 Signal Transmission & Data Communications
 ELEX 2155 Systems Design Project

In addition the following 3 courses are required.

MATH 1431 Technical Math for Electronics
 PHYS 1143 Physics for Electronics 1
 COMM 1143 Technical Writing 1 for Electronics

Contact the program head for scheduling of these three courses.: adunlop@bcit.ca or call 432-8785

NOTE: Final approval of this program is pending.

Please contact adunlop@bcit.ca, or call 432-8785 for updated information.

Courses offered this term:

ELEX 1150

\$351.50

DC/AC CIRCUITS AND SWITCH LOGIC

This course introduces the student to the basic laws of electrical systems. The use of basic test equipment is a major component of the labs. Switch logic will be introduced as a basis of upper-level logic courses. (3 credits)

Sep 13	Wed	1845-2145	13 wks	BBY	CRN	63333
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ELEX 1151

\$351.50

COMPUTER ARCHITECTURE

This course uses structured programming to allow students to perform experiments on computer hardware. The basic building blocks of computer systems are introduced. Prerequisite: ELEX 1150 or concurrently. (3 credits)

Sep 14	Thr	1845-2145	13 wks	BBY	CRN	63334
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ELEX 1152

\$351.50

CADD AND PCB DESIGN

This course introduces the student to software used in the design of electronic equipment, both electrical and mechanical. A project will be taken from inception to the finished package of materials and documentation. Prerequisite: ELEX 1150 or concurrently (3 credits)

Sep 11	Mon	1845-2145	13 wks	BBY	CRN	63336
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Electrical Contractors Program

(604) 432-8637

eeinfo@bcit.ca

Designed for the Electrical Contracting Industry. Participants are required to submit proof of your electrical TQ as well as a letter recommending participation in Level 1 and 2 course from their employer. Applications will be reviewed prior to acceptance into these courses.

*Estimating Level 1 and 2 will be offered again in January 2001


TELX 0116

BBY \$397.50

ELECTRICAL ESTIMATING LEVEL 2

This course is designed for those wishing to further develop their knowledge of the estimating process.

Topics include creating multiple bid summaries, dealing with typical takeoffs, and creating databases for projects. Prerequisite: Successful completion of Electrical Estimating Level 1 or estimating experience.

Oct 17	Tue/Thr	1800-2100	5 wks	BBY	CRN	63435
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TELX 0114

BBY \$249

MANAGING CHANGE ORDERS

This one day seminar will interest estimators, contractors, project managers, foremen and electrical engineers. The course is intended to identify the significant impact change orders can have in an overall cost of an electrical installation and explain the correct procedures for dealing with change orders.

Oct 28	Sat	0900-1600	1 day	BBY	CRN	63434
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Electrical and Electronics General

(604) 432-8637

eeinfo@bcit.ca

ELEX 1105

BBY \$631.50

CIRCUIT ANALYSIS 1 (T)

Teaches the principles and methods of analysis related to DC circuits. Topics include SI units and terminology, voltage, current, work, energy, power, and resistance. Series, parallel, and series-parallel circuits are analysed and designed. Labs are synchronized with lectures so that theory is studied and confirmed by application. (5.5 credits)

Sep 19	Tue	1845-2145	30 wks	BBY	CRN	33098
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ELEX 2105

BBY \$631.50

CIRCUIT ANALYSIS 2 (T)

Introduces the behavior of electrical circuits and networks when driven by a single-phase alternating current (AC) source. Prepares students for courses in electronics and power systems. Covers analysis of AC circuits with complex algebra. Circuit theory is verified using multimeters, sine wave generators, and dual trace oscilloscopes. Prerequisites: ELEX 1105, MATH 1431. (5.5 credits)

Sep 21	Thr	1845-2145	25 wks	BBY	CRN	33115
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ELEX 2135

BBY \$631.50

CIRCUIT ANALYSIS AC/DC (T)

Study the basics of how DC and single-phase AC circuit work, and how to analyse and design them for particular situations. If you are uncertain whether you meet the prerequisites for this course, you may attend the first session and then apply for written permission to continue. Prerequisites: Recent Math 12 and Physics 11 both with minimum C+ or equivalent or departmental approval. (12.5 credits)

Sep 21	Thr	1845-2145	30 wks	BBY	CRN	62467
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TELX 0157

BBY \$397.50

INTRODUCTION TO PHOTOVOLTAICS

Course is designed for anyone interested in the practical application of photovoltaic technology and will introduce all the components used in photovoltaic systems. Prerequisite: Basic knowledge of electricity is necessary.

Sep 19	Tue/Thr	1830-2130	9 wks	BBY	CRN	63343
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*Installation of Photovoltaic Systems will be offered in the winter term of 2001. Prerequisite for this course is TELX 0157.


TELX 0153

BBY \$397.50

RESIDENTIAL LIGHTING & TECHNIQUES

This course provides the student with the tools and knowledge to produce a lighting system for new construction or renovation. Areas covered are Light Sources, Luminaires, Ballasts, Controls, Formulas, Vision, Color, Layouts and more. All the latest lighting trends and techniques will be covered. Instructor is a certified lighting consultant.

Oct 10	Tue/Thr	1800-2100	6 wks	BBY	CRN	63341
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TELX 0154

BBY \$249

RESIDENTIAL LIGHTING SYSTEMS

This one day course provides you with the basic tools and knowledge to produce a lighting system for new construction or renovation. Areas covered are Light Sources, Luminaires, Controls, Formulas, Layouts and more. All the latest lighting trends and techniques will be covered. Instructor is a certified lighting consultant.

Nov 25	Sat	0930-1630	1 day	BBY	CRN	63477
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Introduction to Electronics

(604) 432-8637

eeinfo@bcit.ca

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 Statement of Completion in Electronics (Basics) will be issued to students who successfully complete the following four courses.

TELEX 0178 Microprocessors will be offered in January 2001

TELX 0175

BBY \$556.50

ELECTRONICS: PASSIVE DEVICES

Focuses on the 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.

Sep 25	Mon	1830-2130	20 wks	BBY	CRN	33084
Sep 26	Tue/Thr	1830-2130	10 wks	BBY	CRN	60148

TELX 0176

BBY \$599.50

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: TELX 0175.

Sep 26	Tue/Thr	1830-2130	10 wks	BBY	CRN	33082
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TELX 0177

BBY \$599.50

ELECTRONICS: DIGITAL DEVICES

Examines basic digital concepts. Topics include binary, B.C.D number systems and codes, Boolean algebra, logic gates, truth tables, integrated circuits, flip-flops, counters, shift registers, multiplexers, memory, times, and logic families. Use logic probes and oscilloscope techniques to troubleshoot digital circuits. Construct and test basic digital circuits. Prerequisite: TELX 0176.

Sep 25	Mon/Wed	1830-2130	10 wks	BBY	CRN	38404
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Electrical Upgrading and Code

(604) 432-8637

eeinfo@bcit.ca

The following courses are designed for persons working in the electrical trade.

TELX 0105

BBY \$574.50

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. Approval must be obtained from the ITAC area office nearest to you before registering. Prerequisite: Knowledge of wiring methods and terminology. Text book is the current edition of the Canadian Electrical Code Part I.

Sep 25	Mon/Wed	1830-2130	10 wks	BBY	CRN	33039
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TELX 0107

BBY \$402.50, SRY \$398.30

ELECTRICAL CODE

Wanting to become a Registered Rep. or write the Accredited Rep. Exam? This course covers all sections of the Canadian Electrical Code, including the latest bulletins and amendments as well as the Electrical Safety Regulation. It is ideal for electricians specializing in commercial, industrial and high voltage installations. The course and instructor are recognized by the Electrical Safety Branch.

Sep 25	Mon/Wed	1830-2100	10 wks	BBY	CRN	33037
Sep 26	Tue/Thr	1830-2100	10 wks	BBY		38403
Sep 25	Mon/Wed	1830-2100	10 wks	SRY		60122

TELX 0113

BBY \$352.50

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. A current edition of the Canadian Electrical Code is required.

Sep 23	Sat	0900-1500	5 wks	BBY	CRN	60043
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NEW **TEL 0119** **BBY \$327.50**
MATH FOR ELECTRICIANS
 This upgrading course is designed for Electrical Apprentice students requiring additional math study. This tutorial course, with emphasis on self directed learning, will cover the math required in years one, two and three of the Electrical Apprenticeship Program. Students will spend approximately 20 hours in class and an additional 40 hours in self-directed study.

Oct 2 Mon/Wed 1830-2130 10 wks BBY CRN 63339

TEL 0148 **BBY \$249**
FIRE PROTECTION REQUIREMENTS FOR BUILDING CONSTRUCTION
 This seminar is designed for Construction Trades, covering fire protection issues in the construction of combustible, noncombustible and highrise buildings, with a general overview of fire separations and smoke control systems in atriums and highrise buildings. Typical jobsite problems will be covered, such as framing details, firestopping and fire alarm system commissioning.

Oct 06 Fri 0900-1600 1 day BBY CRN 61961

Electrical Equipment and Distribution Systems

(604) 432-8637 eeinfo@bcit.ca
ELEX 3405 **BBY \$521.50**
ELECTRICAL EQUIPMENT 1 (T)
 Meets or exceeds the ELEX 3405 requirements for the Control Option diploma, and ELEX 2845 requirements for Mechanical. Magnetic circuits, AC and DC motors and generators, transformers, fuses, circuit breakers, three-phase power and three-phase rectification are studied in detail. Explains the operation of electrical equipment for trade persons. Prerequisite: Previous AC and DC circuit analysis training required. (6 Credits)

Sep 18 Mon 1845-2145 18 wks BBY CRN 33159

TEL 0130 **BBY \$265.50**
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.

Oct 2 Mon/Wed 1830-2130 5 wks BBY CRN 33060

TEL 0155 **BBY \$651.50**
ELECTRONIC VARIABLE SPEED DRIVES
 Explains the theories of electronic drive operation and how to troubleshoot, maintain modern drives. DC and AC drives are covered. Emphasis will be given to hands-on use of lab equipment. Prerequisites: A good understanding of solid-state devices and DC and AC motor operation.

Oct 3 Tue/Thr 1830-2130 10 wks BBY CRN 61482

TEL 0163 **BBY \$402.50**
HIGH VOLTAGE DISTRIBUTION SYSTEMS
 Introduces basic high voltage theory including voltage gradients, 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.

Oct 3 Tue/Thr 1830-2130 5 wks BBY CRN 39972

NEW **TEL 0153** **BBY \$397.50**
RESIDENTIAL LIGHTING & TECHNIQUES
 See Electrical and Electronics General

NEW **TEL 0154** **BBY \$397.50**
RESIDENTIAL LIGHTING SYSTEMS
 See Electrical and Electronics General

Printed Circuit Board Fabrication and Repair

(604) 432-8637 eeinfo@bcit.ca
TEL 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.

Nov 22 Wed/Thr 0800-1700 2 days BBY CRN 60126

Data Cabling and Wiring

(604) 432-8637 eeinfo@bcit.ca
TEL 0130 **BBY \$568.50**
TELECOM STRUCTURED CABLING SYSTEMS
 Hands-on installation, 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. Testing using state-of-the-art, FLUKE, WAVETEK and MICROTST equipment.

Oct 17 Tue/Thr 1830-2130 5wks BBY CRN 33542

TEL 3311 **BBY \$1097.50**
FIBER OPTICS (T)
 See Telecommunications

Telecommunications

(604) 432-8637 eeinfo@bcit.ca

ELEX 5510 **BBY \$596.50**
INTRODUCTION TO RF CIRCUIT DESIGN FOR ENGINEERS & TECHNOLOGISTS
 Introduces the RF circuit design, combined with theory and lab practice of HF and VHF circuit design. Includes impedance matching networks; wide and narrowband; synthesis of lowpass, highpass, bandpass, and bandstop BUTTERWORTH and CHEBYCHEV filters. Prerequisite: Must be an engineer or technologist or departmental approval. (3 Credits)

Sep 19 Tue/Thr 1845-2145 8 wks BBY CRN 33168

TEL 0130 **BBY \$568.50**
TELECOM STRUCTURED CABLING SYSTEMS
 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 MICROTST equipment.

Oct 17 Tue/Thr 1830-2130 5wks BBY CRN 33542

TEL 0134 **BBY \$525**
T1 FUNDAMENTALS
 Offers a detailed look at the North American digital hierarchy. Covers DS-0 level through DS-3 level, including T1 framing formats (super frame, E.S.F.), line coding and signaling methods.

Oct 10 Tue/Thr 1830-2130 3 wks BBY CRN 37095

TEL 0214 **BBY \$552.50**
BASIC TELEPHONY CONCEPTS
 Provides students with an overall understanding of the public switch telephone network. Enables the student to visualize the operation of voice and data communications.

Oct 17 Tue/Thr 1830-2130 5 wks BBY CRN 39968

TEL 0220 **BBY \$897.50**
PBX INSTALLATION AND PROGRAMMING
 Features the installation and programming practices on the NEC and Meridian PBX product lines. LCR, DID, ACD, CTI, TI, ISDN, signaling, voice mail, LAN interconnecting and new PBX features will be covered. Students will be provided with ample equipment for hands-on instruction.

Sep 12 Tue/Thr 1830-2130 10 wks BBY CRN 61387

TEL 0225 **BBY \$897.50**
DATA COMMUNICATION AND NETWORKING
 Examines data communications, computer operating systems, networks and interfacing your network for data transfer. Various data software packages will be explored, RS-232 configurations will be analysed along with construction of a custom cable. Extensive testing using state-of-the-art Fluke and GN Net-test equipment.

Oct 2 Mon/Wed 1830-2130 10wks BBY CRN 61406

TEL 3311 **BBY \$1097.50**
FIBER OPTICS (T)
 Offers theory of fiber optics with a hands-on approach. Topics include fiber transmission systems versus copper transmission systems, light, detectors, connectors, cables, splices, couplers, power budgets and test equipment. Provides experience in the areas of connectors splicing, installation and testing using an OTDR, light source and power meter. (4 credits)

Sep 25 Mon/Wed 1830-2130 10 wks BBY CRN 36120

Building Automation Systems

(604) 432-8637 eeinfo@bcit.ca
TEL 0139 **BBY \$452.50**
ELECTRICITY AND ELECTRONICS FOR FIRE ALARM TECHNICIANS
 Covers 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.

Oct 17 Tue/Thr 1830-2130 8 wks BBY CRN 63260

TEL 0141 **BBY \$398.50**
SECURITY 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. Designed for installers about to write the T.Q. exam, including crime prevention officers and sales and administrators working with security alarm systems.

Oct 3 Tue/Thr 1830-2130 7 wks BBY CRN 33072

TEL 0146 **BBY \$651.50**
FIRE DETECTION AND ALARM SYSTEMS
 Designed to provide students with the skills to install, maintain and test a modern fire alarm system. Topics include building code requirements, fire alarm hardware, installation standards and system sequence of operation. The course emphasizes both initial commissioning and periodic inspection techniques. Prerequisite: Must be a qualified electrician.

Sep 25 Mon/Wed 1830-2130 10 wks BBY CRN 61480

TEL 0147 **BBY \$351.50**
BUILDING ENERGY MANAGEMENT
 Learn the skills required for the installation and maintenance of heating, ventilating and air conditioning equipment and their related electronic controls. Concepts of energy management will be discussed.

Oct 14 Sat 0900-1500 5 wks BBY CRN 61483

NEW **TEL 0149** **BBY \$295**
EDWARDS FIRE ALARM SYSTEMS
 Designed for individuals installing and/or maintaining addressable Edwards Fire Alarm Systems. This course will provide a basic overview of all addressable Edwards's systems. The Signature EST-2 and EST-3 systems will be covered in detail. Pertinent building and electrical codes will be covered. Participants will receive Edwards Certification upon successful completion.

Oct 10 Tue 1830-2130 4 wks BBYf Crn 63340

NEW **TEL 0153** **BBY \$397.50**
RESIDENTIAL LIGHTING & TECHNIQUES
 See Electrical and Electronics General

NEW **TEL 0154** **BBY \$249**
RESIDENTIAL LIGHTING SYSTEMS
 See Electrical and Electronics General

Instrumentation and Process Control

(604) 432-8637 eeinfo@bcit.ca

ELEX 0216 **BBY \$402.50**
PROCESS MEASUREMENT AND CONTROL 1
 Introduces process automation and instrumentation. Pressure and level measurement equipment (including smart transmitters) are discussed and typical industrial applications are reviewed. The basic elements of closed loop feedback control systems will be presented and students will set up on/off and proportional control systems to a typical industrial process.

Oct 13 Fri/Sat 0830-1630 2 wks BBY CRN 38434

ELEX 0221 **BBY \$402.50**
PROCESS MEASUREMENT AND CONTROL 2
 Discusses various types of flow and temperature measurement equipment. Calibrate and evaluate typical industrial transmitters. PI, PD, and PID control systems are tuned by the student. Prerequisite: ELEX 0215 or ELEX 0216.

Dec 1 Fri/Sat 0830-1630 2 wks BBY CRN 38435

Programmable Logic Controllers and Industrial Control

(604) 432-8637 eeinfo@bcit.ca

ELEX 0205 **BBY \$407.50**
PLC INTRODUCTION FOR ELECTRONICS TECHNOLOGY
 Examines the use of the programmable logic controller (PLC) in the area of industrial automation. Students will design and document solutions to control problems that can be tested on the PLC.

Sep 21 Thr 1845-2145 10 wks BBY CRN 33176

ELEX 0105 **BBY \$235.50**
CIRCUIT ANALYSIS 1: INTRODUCTION
 Introduces circuit analysis that parallels the first 12 weeks of ELEX 1105. Students who wish to continue in ELEX 1105 for credit may transfer to ELEX 1105. (ELEX 0105 fees will be applied to ELEX 1105 with continued registration).

Sep 19 Tue 1845-2145 12 wks BBY CRN 33179

TEL 0122 **BBY \$464.50**
INTRO TO COMPUTERISED PROCESS CONTROL
 Designed for industrial trade persons and power engineers/process control operators who would like to learn the fundamentals of distributed control. Hands-on experience will be provided using the Fisher Provox DCS systems. Includes hands-on experience with new control desk top (CDT) engineering interface. Prerequisite: Must be familiar with basic instrumentation and process control.

Oct 24 Tue/Thr 1830-2130 5 wks BBY CRN 33079

TEL 0183 **BBY \$441.50**
PROGRAMMABLE CONTROLLERS 3
 Continues to explore the power of the PLC by expanding on file and data manipulation routines, including serial and parallel shift registers, logical comparison instructions, and sequencing functions. Prerequisite: TELX 0182.

Nov 7 Tue/Thr 1830-2130 5 wks BBY CRN 33095

TEL 0130 **BBY \$265.50**
MOTOR CONTROL
 See Electrical Equipment and Distributions system

TEL 0186 **BBY \$529.50**
PROGRAMMABLE LOGIC CONTROLLERS 1
 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.

Sep 26 Tue/Thr 1830-2130 6 wks BBY CRN 60039

Nov 7 Tue/Thr 1830-2130 6 wks BBY CRN 60037

Oct 16 Mon-Fri 0800-1200 1 wk BBY CRN 63390

TEL 0182 **BBY \$441.50**
PROGRAMMABLE CONTROLLERS 2
 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. Prerequisites: TELX 0186 and a good working knowledge of DOS.

Nov 6 Mon/Wed 1830-2130 5 wks BBY CRN 33019

NEW **TEL 0190** **BBY \$501.50**
PLC PROGRAMMING IN IEC 1131 FBD
 Basic PLC programming course uses Windows based concept software conforming to the IEC 1131-3 standards. Primarily deals with analog process control using Modicon Quantum PLC's and Wonderware HMI as the operator interface.

Oct 23 Mon/Wed 1830-2130 5 wks BBY CRN 63344

NEW **TEL 0191** **BBY \$501.50**
9841L PLC PROGRAMMING USING CONCEPT
 Basic PLC programming course uses Windows based concept software to program discrete logic and motor control as well as analog control in ladder logic. Applied to state of the art Modicon Quantum PLCs, using Wonderware HMI as the operator interface.

Sep 12 Mon/Wed 1830-2130 5 wks BBY CRN 63345

NEW TELX 0192 BBY \$501.50
HMI USING WONDERWARE INTOUCH 7.0
 Basic Wonderware HMI (Human Machine Interface) programming applied to real PLCs using ethernet communication protocol. Given the PLC data base, you will build the Wonderware HMI database plus the graphics required to provide operator control of the PLC for both analog and discrete control systems.

Sep 11 Mon/Wed 1830-2130 5 wks BBY CRN 63346

NEW TELX 0193 BBY \$501.50
INDUSTRIAL BOILER CONTROL
 Bailey Net90DCS system applied to a real boiler. You will review the drum level and combustion control programming, perform combustion testing, tune-up and control the operation of a real boiler. Uses both OIU and PCV5.3 operator stations.

Oct. 24 Tue/Thr 1830-2130 5 wks BBY CRN 63347

ELEX 0610 BBY \$552.50
ELECTROHYDRAULIC CONTROL SYSTEMS
 Basic components of fluid power and hydraulics systems (pumps, filters, valves, cylinders, etc.) are described in detail and application to common hydraulic circuits are done using industrial symbology. Hands-on labs with industrial equipment and A-B PLC5 controllers will be used to demonstrate hydraulic control principles.

Sep 11 Tue/Thr 1830-2130 8 wks BBY CRN 63265

Microprocessors

(604) 432-8637 eeinfo@bcit.ca

ELEX 0350 BBY \$357.50
REALTIME MULTI-TASKING C-PROGRAMMING
 Teaches many practical C programming techniques to create real-time multi-tasking programs that do not require multi-tasking kernel. Suitable for PC or embedded applications. Includes state-machine programming and interrupt handling. Prerequisite: C programming experience.

Sep 19 Tue 1845-2145 12 wks BBY CRN 63436

ELEX 3305 (T) BBY \$631.50
MICROCONTROLLER SYSTEMS 1 (T)
 Applies the knowledge in ELEX 1115/2115 to perform a detailed study of a microcontroller system. Includes internal architecture, memory devices, machine/assembly/high level language programming of an operating system, software development tools, input and output ports. Prerequisite: ELEX 2125, or 2115, 3320 or 3515, or 3205 or equivalent. (7 credits)

Sep 18 Mon 1845-2145 30 wks BBY CRN 33123

ELEX 3535 (T) BBY \$355.50
DIGITAL SIGNAL PROCESSING
 Explains the theory and introduces the mathematical models, computer tools and procedures used for data analysis and a broad array of digital filter designs. Prerequisite: Diploma of Technology or engineering degree in a related area or equivalent, or departmental approval. (3 credits)

Sep 19 Tue 1845-2145 12 wks BBY CRN 61878

Diploma Transfer Courses

(604) 432-8637 eeinfo@bcit.ca

ELEX 1105 (5.5 CREDITS)
CIRCUIT ANALYSIS 1 (T)

ELEX 2105 (5.5 CREDITS)
CIRCUIT ANALYSIS 2 (T)

ELEX 2125 C PROGRAMMING (T) (4.5 CREDITS)
SEE COMPUTER SYSTEMS

ELEX 2135 (12.5 CREDITS)
CIRCUIT ANALYSIS AC/DC (T)

ELEX 2865 (4 CREDITS)
INTRODUCTION TO COMPUTER HARDWARE (T)
SEE COMPUTER SYSTEMS

ELEX 3305 (7 CREDITS)
MICROCONTROLLER SYSTEMS 1 (T)
SEE MICROPROCESSORS

ELEX 3405 (6 CREDITS)
ELECTRICAL EQUIPMENT 1 (T)

ELEX 3535 (3 CREDITS)
DIGITAL SIGNAL PROCESSING

In addition to the part-time courses offered in Electrical and Electronic Technology, we also offer a broad range of courses for industry through our Industry Services department. For more information on how we can help you achieve your training goals, please contact:

Sandy Shaw, Manager-Business Development
 Electrical and Electronic Programs
 (604) 432-8728
 Sandy_Shaw@bcit.ca

Bachelor of Technology in Electronics

(604) 432-8637 eeinfo@bcit.ca

The Bachelor of Technology in Electronics is designed for electronics technologists (or equivalent) who wish to pursue a degree while working. The program provides the necessary skills and analytical background to function in engineering level capacity in either the Automation or Telecommunication fields. The program has a strong industry focus while maintaining a high level of rigor and analysis.

This part-time studies program is scheduled to serve the needs of working professionals. Classes are held in the evenings, weekends, or in intensive six to eight week full-time sessions. The program provides students with a strong background in fundamental engineering subjects - mathematics, physics, signal analysis, and control, as well as specialized knowledge in telecommunication areas, and process control and automation areas.

Web Page

Please refer to BCIT's new web page on the Bachelor of Technology in Electronics. The URL of this page is: <http://www.bcit.bc.ca/~ee/BTech>

Entrance Requirements

1. An ASTTBC accredited diploma of Technology in an electronics, robotics or automation related technology with a minimum course average of 65 per cent or the equivalent level of formal training/education at the post-secondary level. Applicants without an ASTTBC accredited diploma of technology must obtain ASTTBC accreditation as a technologist before being admitted in to the program.
2. At least two years of appropriate work experience.

Registration Procedure

The applicant may request an interview with the program head prior to sending in the application. Contact the program administrative assistant at (604) 432-8369 or the program head (432-8484) for more information.

Candidates may select and register for courses after reviewing each term's course offerings in the BCIT part-time studies flyer.

Program Length

As a part-time studies program, a period of three to five years may be required to complete the program.

- Prior to acceptance into the program, candidates may complete:
- a maximum of 6 credits of Technical Studies/Management course work
- a maximum of 12 credits of Liberal Education Component course work
- and a maximum of 6 credits of Mathematics

Program Structure

The general requirement for a Bachelor of Technology in Electronics degree program is a minimum of 67 credits from five components:-

COMPONENTS	CREDITS
1. Degree Core	29
2. Specialization Electives	12
3. Management Component	9
4. Liberal Education Section	12
5. Industry Project	5

1. DEGREE CORE

(29 CREDITS/ ALL COURSES MUST BE COMPLETED)

ELEX 7010	Engineering Statistics	2
ELEX 7020	Multivariable Calculus and Dynamic Systems	3
ELEX 7030	Thermodynamics	3
ELEX 7040	Engineering Materials	3
ELEX 7110	Transform Methods in Engineering	3
ELEX 7120	Linear Algebra and Vector Calculus	3
COMP 7081	Technical Issues in Software Design	3
ELEX 7210	Physical Systems and Signals	3
ELEX 7220	Feedback Control	3
ELEX 7230	Electromagnetism	3

2. SPECIALIZATION ELECTIVES (12 CREDITS REQUIRED):

ELEX 8010	Data Communications	3
ELEX 8020	Computer Architecture	3
ELEX 8110	Telecommunications System Design	3
ELEX 8120	Signal Theory and Processing	3
ELEX 8130	Computer Networks	3
ELEX 8140	Mobile Communications	3
ELEX 8150	Microwave and Fiber Optic Engineering	3
ELEX 8160	Electric Machines	3
ELEX 8170	Industrial System Electric Design	3
ELEX 8180	Advanced Process Control	3
ELEX 8190	Fluid Power Control	3
ELEX 8210	Motion Control Systems	3
ELEX 8220	Industrial Processes	3
ELEX 8260	Advanced Electric Machines	3
ELEX 8270	Power System Analysis	3
ELEX 8275	RF Design Engineering	3

3. MANAGEMENT COMPONENT (9 CREDITS REQUIRED)

BUSA 7250	Management Skills and Applications 3 (required)
ELEX 8290	Entrepreneurship and Engineering Economics 3 (required)

Please contact the Electronics department at BCIT to select the three remaining business management credits.

4. LIBERAL EDUCATION STUDIES SECTION (12 CREDITS)

Students must complete 12 credits of Liberal Education. For further information please contact the Registrars Office at (604) 432-8230.

LIBS 7002	Applied Ethics (required)
LIBS 7001	Critical Reading and Writing (required)

5. INDUSTRY PROJECT (5.0 CREDITS)

Each degree program student, after completing the prescribed course work, will have to complete an industry sponsored project in their selected area.

ELEX 8300	Industry Project	5.0
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Degree Courses Offered This Term

- *BUSA 7250 Management Skills and Applications
- *COMP 7081 Technical Issues in Software Design
- *LIBS 7001 Critical Reading and Writing
- *LIBS 7002 Applied Ethics

*See the appropriate section of the part-time studies flyer for a description and course information.

ELEX 7010

ENGINEERING STATISTICS BBY \$345.50
 Probability theory, discrete, continuous random variables, probability distributions (binomial, geometric, hypergeometric, Poisson, uniform, exponential, normal, and erlang-k), sampling and sampling distributions, confidence interval estimates, testing of hypotheses, simple and multiple linear regression, experimental design, analysis of variance, quality control. (2 credits)

Sep 12 Tues/Thr 1830-2000 11 wks BBY CRN 61753

ELEX 7020

MULTIVARIABLE CALC & DYNAMIC SYSTEMS BBY \$525.50
 A review of advanced calculus concepts. Partial derivative and multiple integrals are introduced and motivated by applications followed by ordinary differential equation. First, second and higher order linear differential equations are covered with emphasis on modeling of engineering systems. Computer simulations of real systems form part of the assignments. (3 credits)

Sep 12 Tue/Thr 1830-2030 12 wks BBY CRN 63323

*Special Info: ELEX 7020 or 5020 is a prerequisite for ELEX 7110, 7120, 7210 and 7220

ELEX 7030

THERMODYNAMICS

Covers fundamental concepts of heat, work and energy. The first law of thermodynamics, compressors, turbines, mixing chambers, cooling towers, heat exchangers and reciprocating engines. Also air, steam and refrigerants as working fluids are covered. The second law of thermodynamics, entropy as a property, the efficiency of devices. Power and refrigeration cycles. Laboratory demonstrations are part of the course. Prerequisite: Diploma of Electronic Engineering Technology or equivalent. (3 credits)

Sep 14 Thr 1800-2100 14wks BBY CRN 61755

*Special Info: There will be lab sessions scheduled during the term.



ELEX 8130

COMPUTER NETWORKS

This course analyses the various communication protocols that have been defined to create communication environments in which computers can exchange information in an open way. Course topics include protocol structures, inter-networking, high-speed networks, and network management issues. Error control and correction, and queuing theory are also presented. Students will perform hands-on labs and programming assignments using BCIT's telecommunications lab hardware. (3 credits)

Sep 11 Mon 1800-2100 14wks BBY CRN 63338

*Special Info: There will be lab sessions scheduled during the term.



ELEX 8110

TELECOMM SYSTEM DESIGN

This course covers fundamentals of communication theory and concepts required for understanding the design of telecommunications networks. Network traffic may be voice, data, video, facsimile, telemetry or any combination of these. Switching and transmission techniques are covered. (3 credits)

Sep 13 Wed 1800-2100 14wks BBY CRN 63337

*Special Info: There will be lab sessions scheduled during the term.

Course Registration: Five ways to Register

1. ONLINE - EASY, SAFE, QUICK!

From the BCIT homepage, www.bcit.ca follow the Admissions/Registration link and you'll connect to the on-line form. Your registration will be confirmed automatically.



2. By Fax - Easy, direct, fast!

If registering by fax, payment for the part-time course(s) must be made by Visa, MasterCard or American Express. Your credit card number and expiry date must be included on the faxed registration form in order for your registration to be processed.

Burnaby(604) 430-1331 Downtown(604) 687-2488

3. By Mail - Simple and direct!

Complete the registration form and include your signature at the bottom. Clip the form out and mail to:

Part-time Studies	OR	BCIT Downtown
BCIT Registration		Campus
and Information		555 Seymour Street,
3700 Willingdon Avenue,		Vancouver, B.C.
Burnaby, B.C. V5G 3H2		V6B 3H6

4. In Person

Note: The following hours of Registration are subject to change. Please refer to page 2.

Burnaby Campus,

3700 Willingdon Avenue,
 Burnaby, B.C. V5G 3H2

Mon-Thr	0830-1900	Fri	0830-1630
Sat	0830-1230	Closed on Holiday Weekends	

Downtown Campus,

555 Seymour Street, Vancouver

Mon-Thr	0830-1800	Fri	0830-1630
Saturday	Closed		

Princess Margaret Senior Secondary,

128th St. & 72nd Ave., Surrey

Mon-Thr	0900-2030	Fri	0900-1200
Saturday	Closed	Closed July and August.	

5. By Phone - Be patient, your call will be answered!

Registration by phone is available! If registering by phone, payment for the part-time course(s) must be made by Visa, MasterCard or American Express.

Note: During peak periods you may experience lengthy delays.

Burnaby	(604) 434-1610
Downtown	(604) 412-7777



HEALTH SCIENCES

Health Sciences

www.health.bcit.ca

Programs and Contacts

Health Sciences courses begin September 5. Register now!

BCIT Health Sciences provides access to lifelong learning through a diversity of part-time, distance and online programs at certificate, diploma, advanced diploma, bachelor (see page 40) and collaborative master degree levels.

For information or to request brochures detailing courses offered in Health Sciences Part-time Studies programs email: health@bcit.ca or call toll-free in Canada and the US 1-800-663-6542, or the appropriate number below. Register by calling (604) 451-6733, by visiting the BCIT registration website at www.bcit.ca/admissions_home.htm, or by visiting the Registration office at the Burnaby campus.

Health Care Management

(604) 451-7117
Clinical Research On-line, Part-time (Advanced Specialty Certificate)
Health Administration
(Master of Health Administration: BCIT bridging program to UBC)
Health Care Management (Certificate)
Health Care Quality Management (Advanced Specialty Certificate)
Health Information Systems Technology
(Advanced Specialty Certificate)
Health Technology Management (Advanced Specialty Certificate)
Bachelor of Technology in Management
Health Specialty (604) 432-8658

Health Technologies

Adult Echocardiography
(Post-diploma Advanced Certificate) (604) 451-7137
Basic Health Sciences (604) 432-8727
Cardiology (Diploma) (604) 451-7137
Cardiovascular (Post-diploma Diploma) (604) 451-7137
Medical Imaging
(Post-diploma Advanced Certificate and Degree) (604) 432-8727
Computed Tomography
Magnetic Resonance Imaging
Breast Imaging
Nuclear Medicine
(Post-diploma Continuing Education) (604) 432-8727
Occupational Health and Safety
(Certificate, Diploma) (604) 432-8429

Specialty Nursing

(Post-diploma Advanced Certificate and Degree)
Bachelor of Technology in Specialty Nursing (604) 451-7100
Critical Care (604) 451-7103
Emergency, Nephrology (604) 451-7094
Neonatal, Pediatric, Pediatric Critical Care, Perinatal (604) 432-8982
Occupational Health Nursing, Perioperative (604) 451-7102

Course Delivery Options

Health Sciences courses are delivered in a number of formats to provide you with ease of access and flexibility to suit your schedule. For further information on the following options, use the appropriate contact number above.

- Advanced Placement (Nursing Clinical Courses)
- Challenge
- Classroom
- Clinical
- Compressed Timeframe Program (Specialty Nursing and Medical Imaging)
- Distance Education - for course descriptions and details, please turn to the Distance Education section on page 39-40.
- Online
- Guided Learning
- Weekend

Continuing Education

Basic Health Sciences

Basic Health Sciences offers a variety of core courses in health-related human biology and behavioural science. These courses are for students enrolled in BCIT's day school or part-time studies programs. Specific courses may also be program requirements for specific technologies. Each course is designed to support the competencies required in the technology, and is tailored to the learning needs and backgrounds of those students.

BHSC 0100 (NON-CREDIT) FEE \$260+TEXT \$85

HUMAN BIOLOGY

Covers all 11 major body systems, structure and function, based on Biology 12 course offered in the K-12 system. Provides a general overview of the human body and prepares you for study in nursing or other allied health disciplines. No laboratory component; lectures only. Three hours/week.

Sep 11 Mon 1845-2145 12 weeks BBY CRN 38776

Biomedical Engineering

For information on dates, locations and fees, please contact Program Head Anthony Chan at (604) 432-8994, anthony_chan@bcit.ca, or check the Biomedical Engineering website at www.bcit.ca/~bme/ for up-to-date course and program announcements.

BMET 0905 (NON-CREDIT) ACQUISITION AND PROCESSING

Two-day workshop covering the acquisition and processing of two-dimensional digital images. Theory is reinforced with applications in various modalities in medical imaging. Laboratory component provides practical experience with many of the concepts presented in the lectures.

BMET 0908 (NON-CREDIT) INTRODUCTION TO SERVICING MEDICAL RADIOGRAPHIC EQUIPMENT

Three-day hands-on workshop introducing the principles and practice of servicing medical radiographic equipment and systems. Emphasizes practical laboratory sessions to teach basic operation, quality assurance and preventive maintenance of the X-ray system.



BMET 0909 (NON-CREDIT) PRACTICAL ASPECTS OF MEDICAL X-RAY FLUOROSCOPY

Two-day workshop teaching the principles and standards of medical fluoroscopic imaging systems. Covers properties and physical limitations of components in the imaging chain and illustrates how they affect the overall image quality of the system.

Occupational Health & Safety(OH&S)



OCHS 0501 TDG: REFRESHER COURSE \$295

For those who have previously completed the five-day TDG Train the Trainer course and need to renew their B.C. Certification. Offered on demand. Further info call: (604) 432-8429 or 1-800-663-6542.



OCHS 1410 FIRE EXTINGUISHER SERVICE TECHNICIAN \$131 + LAB FEE \$84

For people who want to service fire extinguishers. Course meets City of Vancouver bylaw requiring certification of fire extinguisher technicians. ASTT certification upon successful completion. (1.5 credits)

Sep 14 Thr 1845-2145 6 weeks BBY CRN 38838



OCHS 1500 TDG: TRAIN THE TRAINER, TRANSPORTATION OF DANGEROUS GOODS \$1010.50

Three-level instructor certificate program providing skills needed to develop and deliver an in-house TDG training program. (3 credits)

Oct 2-6 Mon-Fri 0800-1700 1 week BBY CRN 38876



OCHS 5120 DISABILITY MANAGEMENT BBY \$295 + TEXT

For advocates of return to work opportunities for injured workers. Disability management, rehabilitation and return to work, legislation, policies, ethics, research and evaluation of disability management and collective agreements, basics of assessment and treatment, negotiation skills, disability management in industry, case studies and practical plans for disability management. (3 credits)

Sep 11 Mon 1845-2145 12 wks BBY CRN 63544



OCHS 1144 OH&S LEGISLATION \$328

General concepts of legislation relevant to the safety field, including history of the Canadian legal system, claims management, safety policies, the concept of workers' compensation, structure of the workers' compensation system, the OH&S systems in the US and world-wide, and safety resource organizations. (4 credits)

Sep 5 12 wks CRN 62024



OCHS 1161 PRINCIPLES OF LOSS MANAGEMENT \$410 + TEXT

History of the safety movement, accident investigation, job safety analysis, inspections, management of an OH&S program, leadership and ethics in the safety profession, safety committees, maintaining interest in safety, safety training, dealing with safety issues in the workplace, and off-the-job safety. (5 credits)

Sep 5 12 wks CRN 38710



OCHS 1262 HAZARDOUS MATERIALS MANAGEMENT \$328 + TEXT

Legislation regulating hazardous materials in the workplace and the environment. Chemical hazards, WHMIS, Transportation of Dangerous Goods (TDG), emergency preparedness, disaster planning and recovery, asbestos management and lead abatement. (4 credits)

Sep 5 12 wks CRN 35967



OCHS 1300 ERGONOMICS \$246 + TEXT

Human factors in the scientific study of people at work, especially worker safety, health, efficiency and comfort. Recent trends in the ergonomics field, including physical working environment, adaptation of tools and the workplace to the worker, equipment design, impact on productivity, and involvement of workers and management. (3 credits)

Sep 5 12 wks CRN 60740



OCHS 1461 FIRE PROTECTION 1 \$246

Chemistry of fire, fire hazards and causes, fire statistics, flammable and combustible liquids, fire codes and regulations, occupancy considerations for fire safety, and construction considerations for fire safety. (3 credits)

Sep 5 12 wks CRN 32128



OCHS 1462 FIRE PROTECTION 2 \$246

Fire detection systems, portable fire extinguishers, automatic sprinkler systems, fire alarms, chemical hazards, and electrical hazards. Prerequisite: OCHS 1461 - Fire Protection 1. (3 credits)

Sep 5 12 wks CRN 32130



OCHS 1463 FIRE PROTECTION 3 (SECURITY SYSTEMS) \$123

Security aspects of a safety program. Security survey, alarms, perimeter security, security personnel, threat assessment, and training requirements. (1.5 credits)

Sep 5 12 wks CRN 62106



OCHS 3359 RISK MANAGEMENT \$246

Concepts of loss control and risk management, definitions, methods and parameters for dealing with risk, principles of insurance, obtaining the best insurance coverage at the lowest cost, cost benefit analysis, product liability, measuring the state of safety in an organization, and introduction to fault tree analysis. (3 credits)

Sep 5 12 wks CRN 32124



OCHS 3372 SAFETY IN THE WORKPLACE \$246

Safety issues and controls for more than 20 industries. Historical and current issues for each industry sector including forest products, construction, health care, manufacturing, office environment, and government organizations, and dealing with major concerns. (3 credits)

Sep 5 12 wks CRN 62105



OCHS 5109 EMERGENCY PREPAREDNESS/EMERGENCY RESPONSE \$246 + TEXT

Reduction of the effects of disaster through established and proven emergency procedures. Evaluation of time periods prior to, during and immediately following an emergency, and long-range recovery. (3 credits)

CRN 32140

WorkSafe Courses

Each of these eight-hour courses were designed by the Workers' Compensation Board of B.C., and are worth 0.5 credit applicable towards the elective component of the Occupational Health and Safety Certificate. WorkSafe courses are offered at the BCIT campus, but can also be delivered at your place of work.

All courses are offered on demand.

Further info: (604) 432-8429 or (1-800) 663-6542

For courses conducted at the employer's premises, the fee is \$1100 for a maximum of 18 participants.



OCHS 1001 OCCUPATIONAL HEALTH AND SAFETY COMMITTEE TRAINING \$88

Effective safety and health programs, safety committee functions and responsibilities, workplace inspections and accident investigations.



OCHS 1002 OCCUPATIONAL HEALTH AND SAFETY IN SMALL BUSINESS \$88

"Due diligence", WCB work site inspection policies, workplace safety and health programs and managing WCB assessments and claims costs.



OCHS 1003 HAZARD RECOGNITION AND CONTROL \$88

Requirements for workplace inspections, identification, control and evaluation of hazards, and how to use the WCB Occupational Health & Safety Regulation.



OCHS 1004 PREVENTING VIOLENCE IN THE WORKPLACE \$88

Explanations and applications of the WCB regulations on workplace violence, and risk assessment techniques, violence prevention strategies, and development of a workplace violence prevention program.



OCHS 1005 SUPERVISOR SAFETY MANAGEMENT \$88

Supervision of a safe work environment, safety inspections, accident investigations and "due diligence."



OCHS 1006 INVESTIGATING & CONTROLLING STRAINS AND SPRAINS \$88

Prevention of back injuries, repetitive strain injuries and other musculoskeletal (bone, muscle, ligament, tendon, and nerve) disorders.



OCHS 1007 INCIDENT INVESTIGATION & SAFETY INSPECTION WORKSHOP \$88

Practical workshop building on the WCB WorkSafe courses. Participants conduct practice safety inspections and incident investigations. Designed for learners who have completed OCHS 1001 and/or OCHS 1005.

Nuclear Medicine Technology

Nuclear Medicine is the application of radioactive materials to the diagnosis and management of disease in humans. It is primarily a diagnostic specialty and one of the most challenging and exciting branches of medicine. Although Nuclear Medicine Technology is a full-time day-school program, some post-diploma continuing education courses are offered part-time.



NMED 1117 FEE: \$82+CD-ROM (\$45)+MANUAL (\$10) BASIC VENIPUNCTURE FOR ALLIED HEALTH PROFESSIONS

For students of allied health training programs or allied health practitioners who have not yet received training in venipuncture. Basic theory and procedure for performing simple venipuncture for the purpose of blood collection or injection of a substance into the bloodstream. Lab-component included. (1 credit)

Sep 5 CRN 60326

Diploma Programs

Cardiology Technology

This program is designed to fulfil the need for trained technologists skilled in a variety of non-invasive diagnostic cardiology procedures. It exposes the student to a range of cardiac patients and a variety of the biomedical equipment found within a hospital or laboratory environment.

Cardiovascular Technology

This program offers the working technologist or nurse an opportunity to advance their educational awareness in this highly specialized field. Courses provide not only theoretical knowledge, but also the application in almost every lab of basic principles and practices.

PART-TIME TIP

**Health Sciences courses
begin September 5.
Register Now!**



Advanced Specialty Certificate Programs

Adult Echocardiography

Echocardiography uses high frequency sound waves to examine the heart. Courses are designed for sonographers and other health professionals who are interested in learning about this dynamic imaging modality.

Health Care Management

This program is a leading provider of up-to-date management knowledge and skills for current and potential health care managers. Managers will be able to demonstrate the competencies required of a health care executive: leadership, communication, lifelong learning, consumer/ community responsiveness and public relations, political and health environment awareness, conceptual skills, results management, resources management, and compliance to standards in the industry.

Health Care Quality Management

The advanced Specialty Certificate in Health Care Quality Management prepares managers and health care professionals to move health organizations forward into total quality management. The courses in this program fall under the Health Care Management umbrella. They are designed at a degree level to encourage ladder with the Bachelor of Technology in Management - Health Specialty, the UBC/BCIT Master of Health Administration, the Health Management Certificates and other programs.

Occupational Health and Safety

The Occupational Health and Safety certificate program will appeal to people who work in, or have an interest in this field. Courses may be credited towards the BCIT full-time diploma program.

Specialty Nursing

If you are currently enrolled or have completed this certificate, you have the option of bridging into the degree curriculum.

Online Programs



Clinical Research (CRP)

The Clinical Research program prepares health care professionals to manage and conduct clinical research trials for sponsoring pharmaceutical, medical device, and biotechnology companies as well as grant funded clinical research; specifically, to participate in the data collection process during the clinical phase of human research. Students and graduates obtain the practical skills and knowledge base that enables them to conduct or monitor clinical trials across a broad range of therapeutic areas and institutional settings.

Graduates find employment in clinical research sites as clinical research coordinators, and as site, project and data managers; in academic medical institutions as clinical research assistants; in pharmaceutical companies as clinical research associates; and in medical device and biotech companies as regulatory managers.



CRPT 5001 \$450 TEXT: \$30 SHIPPING: \$10 CLINICAL TRIALS BY DESIGN

Explore issues and policies behind the development of new medical products and procedures in Canada and the US. Emphasis on issues that directly and indirectly affect the clinical phase of development. Identify the major regulatory requirements for drugs and devices, and gain hands-on experience critically appraising clinical trials protocols for ethical and scientific relevance.

Sep 11 CRN 63197



CRPT 5004 \$450 CLINICAL TRIALS; LABORATORY ISSUES

Learn technical skills at a distance. CD-ROM format combined with on-line (internet) delivery introduces you to basic theory and procedure for performing simple venipuncture and for transporting infectious materials. Review laboratory results to determine normal and abnormal levels, and acquire the information to recognize unexpected results and how/when to initiate appropriate follow up. This course is specific to CTs and includes laboratory competencies identified by the ACRP.

Sep 11 CRN 63198



CRPT 5008 \$450 TEXTS(2): \$198 SHIPPING: \$10 PHARMACOLOGY FOR CLINICAL TRIALS

Important concepts and principles underlying the use of drugs in clinical settings. The relationship of drug action(s) to human physiology and/or pathophysiology and responsibilities related to clinical drug trials will be examined. Drug classifications will be used to organize the course content and provide you with an appreciation of the scope of pharmaceutical treatment.

Sep 11 CRN 63200



HMG 5500 FEE: \$450 PROJECT MANAGEMENT

General introduction to project management for health care professionals. Stages of the generic project management process including staging, planning, implementation, close out and evaluation of projects. Introduces project management software. Outline of a project management plan for a relevant health care project is to be completed. (3 credits)

CRN 63564

Health Information Systems Technology (HIST)

The awareness of the importance of information in the efficiency and effectiveness of the delivery of health care services is growing. The Canadian Institute for Health Information reports that: "Our health care system continues to evolve, and with each new development our existing health information systems become more and more obsolete." Health information has a key role in the new health care paradigm which requires efficient and effective health information transfer across an integrated health care system to enhance information flow and decision-making.

The BCIT HIST post-diploma Advanced Specialty Certificate Program focuses on the need for health care professionals to effectively function with health informatics and health information systems in a dynamic health care system. The HIST program provides students with a knowledge base of relevant health information systems theory and implementation issues.



HINS 5200 FEE: \$450 + TEXT \$91 INFORMATION SYSTEMS IN HEALTH CARE 1

Health informatics is a relatively modern discipline emerging from the increasing complexity and constraints in the health care system. Health care practitioners, be they in direct client care, departmental management, support functions, business or regulatory roles, must be able to demonstrate competency in the critical use of information management to perform their responsibilities. This introductory course in health information systems provides health care professionals with fundamental knowledge of how the delivery of patient care can be improved through the appropriate application of health management information systems. Students learn how to apply skills and knowledge to assist in the development and implementation of health information management systems in their organization. Topics include: different system development methodologies, strategic planning, how to use health information as a corporate resource, implementation of health information management systems, the role of total quality improvement in health information, and the challenges and opportunities in the future. Text: Tan, Joseph K.H. (1995). Health Management Information Systems. Gaithersburg, Aspen Publishers. Prerequisites: Diploma / degree in health care discipline. Resources required: Computer access to the Internet via Netscape (recommended) or Explorer 5.0 and a Pentium II PC, Power Mac 604 or iMac are recommended minimum computer requirements to participate in the course learning activities. (3 credits)

Sep 11 CRN 63203
Note: HINS 5200 is equivalent to HMG 5130 and HMG 5230.



HINS 5205 FEE: \$450 + TEXT INTRODUCTION TO HEALTH INFORMATICS

Introduces health care professionals to the knowledge and skills of information processing and information and communication technology necessary to support their role as information technology users. The knowledge and skill levels will be explored within three domains - methodology and technology for the processing of data, information and knowledge, health system organization and informatics. This course assists learners to develop competencies recommended by the International Medical Informatics Association (IMIA) and the National Nursing Informatics Project. The evolving nature of roles and responsibilities of information technology users including the contribution of informatics to the expanding knowledge base of health care will be explored. Prerequisites: Diploma / degree in health care discipline. Text: Van Bommel, J. H. & Musen, M. A. (Eds.), (1997). Handbook of medical informatics. Heidelberg, Germany: Springer-Verlag. Resources required: Computer access to the Internet via Netscape (recommended) or Explorer 5.0 and a Pentium II PC, Power Mac 604 or iMac are recommended minimum computer requirements to participate in the course learning activities. Computer access to a hospital information system in a health care agency. (3 credits)

Sep 11 CRN 63204



HMG 5500 FEE: \$450 + TEXT PROJECT MANAGEMENT

Provides a general introduction to project management for health care professionals. Describes the skills and competencies of an effective project manager. Details the stages of the generic project management process including staging, planning, implementation, close out and evaluation of projects. In addition to the project management text, readings and discussions specific to health project management are included. Introduces project management software. An outline of a project management plan for a relevant health care project is to be completed. Prerequisites: Diploma / degree in health care discipline. Text: Wysocki, R.K., Beck, R. and Crane, D.B. (2000) Effective project management. Toronto: John Wiley and Sons (includes CD-ROM). Resources required: Computer access to the Internet via Netscape (recommended) or Explorer 5.0 and a Pentium II PC, Power Mac 604 or iMac are recommended minimum computer requirements to participate in the course learning activities.

CRN 63564

HMG 5500 Project Management for Health Care is a prerequisite for HINS 5800 Health Information Systems Technology Project course. (3 credits)

Health Technology Management (HTM)

The success of an organization is increasingly determined by its effective use of technology. The rapid introduction and obsolescence of new technologies, the strategic use of technology for competitive advantage, and the need for constant learning, have increased the need for senior level managers with strategic technology management abilities. Health care managers, likewise, are required to manage technological change and use technology effectively, yet aligned with the unique social and economic context of the health care organization. From the global perspective the situation is also critical - health care technology in many developing countries, is often wasted, inappropriate, or in need of repair.

Because of these rapid changes, decision-makers in regional, national, and international health care organizations are increasingly required to demonstrate competency in managing health technology to support their organization's goals and to contribute to the health status of their patient populations.

The BCIT Health Technology Management (HTM) advanced specialty certificate program is designed to provide the health care professional with the fundamental knowledge and skills of technology management in the health care setting. This profile of knowledge and skills has been developed in accordance with the curriculum suggested by the World Health Organization (WHO).



HTMT 5100 FEE: \$450 INTRODUCTION TO HTM AND THE HEALTH CARE ENVIRONMENT

Explores foundational concepts of HTM which include an expanded definition of technology, management of technology, and attributes of the health care environment in the manager's own country. These concepts are also contrasted with current practices in business and health care. This course enables the manager to compare his or her own skills to the role of a senior health technology manager, using a variety of self-assessment tools and job descriptions. (3 credits)

Sep 11 CRN 63206



HTMT 5300 FEE: \$450 LEADING TECHNOLOGICAL CHANGE AND THE LEARNING CULTURE

Explores the relationship between technological change and market position and enables the manager to construct strategies to exploit technological opportunities. It also enables managers to advocate and manage change and to create a culture conducive to change. It helps the manager to identify and relate the key attributes of a learning culture to his or her own organization, design a personnel selection system to track pockets of high expertise, and prepare a knowledge base management program to support extensive collaboration and decision making within the organization. (3 credits)

Sep 11 CRN 63208



HMG 5500 FEE: \$450 PROJECT MANAGEMENT FOR HEALTH PROFESSIONALS

Provides a general introduction to project management for health care professionals. Describes the skills and competencies of an effective project manager. Details the stages of the generic project management process including staging, planning, implementation, close out and evaluation of projects. In addition to the project management text, readings and discussions specific to health technology project management are included. Introduces project management software. An outline of a project management plan for a relevant health care project is to be completed. MGMT 5500 is a prerequisite for HTMT 5900 Project Course. (3 credits)

CRN 63564

Bachelor of Technology Degree Programs

Bachelor of Technology in Management - Health Specialty

This program is available to those with a related diploma or certificates in management. The degree program is competency based with coaches at BCIT and in your workplace. It is offered by flexible, innovative methods. Classroom courses are an option but not a requirement in this self-paced, self-directed program. Contact Sydney Scott, (604) 451-6789, sydney_scott@bcit.ca

Health Administration (Master of Health Administration: BCIT bridging program to UBC)

The first year of the UBC Master of Health Administration program is taken at BCIT. It is offered as a bridge to students, allowing them to study part-time while continuing to work full-time - courses are offered by correspondence or in the classroom on weekends.

Medical Imaging

This is Canada's first bachelor degree completion program specifically in Medical Imaging. It is offered by distance education and the Internet to registered technologists across Canada and around the world.

Specialty Nursing

This is the only degree program in British Columbia which prepares registered nurses for employment in specialty nursing practice. Graduates enter the work force skilled in professionalism, communication, collaboration, growth, reflective critical thinking and systematic enquiry.

Distance Education Health Sciences

Health Sciences courses begin September 5. REGISTER NOW!

Distance Education provides flexible and accessible alternatives to innovative learning options, at home or in the workplace, to:

- benefit those who wish to upgrade or update their knowledge
- businesses and industries interested in group or industry training or retraining contracts; and
- organizations wishing to partner with BCIT on specific projects.

BCIT Health Sciences offers over 200 courses leading to certificates, diplomas and degrees in the following programs:

Health Care Management (604) 451-7117

Clinical Research (Advanced Specialty Certificate)
Health Care Management (Certificate)
Health Care Quality Management (Advanced Specialty Certificate)
Health Information Systems Technology (Advanced Specialty Certificate)
Health Technology Management (Advanced Specialty Certificate)
Health Administration (Master of Health Administration: BCIT bridging program to UBC)
Bachelor of Technology
in Management-Health Specialty (604) 432-8658

Health Technologies

Basic Health Sciences (604) 432-8727
Medical Imaging (Post-diploma Advanced Certificate and Degree) (604) 432-8727
Computed Tomography
Magnetic Resonance Imaging
Breast Imaging
Adult Echocardiography
(Post-diploma Advanced Certificate) (604) 451-7137
Cardiology (Diploma) (604) 451-7137
Cardiovascular (Post-diploma Diploma) (604) 451-7137
Nuclear Medicine (Diploma) (604) 432-8727
Occupational Health and Safety
(Certificate, Diploma) (604) 432-8429

Specialty Nursing

(Post-diploma Advanced Certificate and Degree)
Bachelor of Technology - Specialty Nursing (604) 451-7100
Critical Care (604) 451-7103
Emergency, Nephrology (604) 451-7094
Neonatal, Pediatric, Pediatric Critical Care, Perinatal (604) 432-8982
Occupational Health, Perioperative (604) 451-7102



MANUFACTURING & INDUSTRIAL MECHANICAL

Who's Who Manufacturing and Industrial Mechanical

Bachelor of Technology in Manufacturing

Mick Andic (604) 432-8330
Cindy Miraftab (604) 432-8274
mechtech@bcit.ca

Computer Aided Engineering

AutoCAD Courses/AutoCAD/GIS Training
AutoCAD Training Centre (604) 432-8828
Bette Bayley, Program Assistant (604) 432-8521

Mechanical/Mechanical Systems

Cindy Miraftab (604) 432-8274
Bette Bayley, Program Assistant (604) 432-8521
mechtech@bcit.ca

Nondestructive Testing

Bob Pike (604) 432-8946
Sharon Cameron, Program Assistant (604) 432-8723

Plastics

Bill Shaw (604) 432-8971
Bette Bayley, Program Assistant (604) 432-8521

Robotics and Automation

Cindy Miraftab (604) 432-8274
Bette Bayley, Program Assistant (604) 432-8521

Heating Ventilation, Air Conditioning and Refrigeration

Ron Verch (604) 451-6861
Dee Riedel, Program Assistant, Part-Time Studies (604) 432-8539

Machinist

Ian Marshall (604) 432-8214
Dee Riedel, Program Assistant, Part-Time Studies (604) 432-8539

Mathematics for Trades

Ian Marshall (604) 432-8214
Dee Riedel, Program Assistant, Part-Time Studies (604) 432-8539

Millwright

Dee Riedel, Program Assistant, Part-Time Studies (604) 432-8539

Power Engineering

Garry White (604) 432-8558
Dee Riedel, Program Assistant, Part-Time Studies (604) 432-8539

Wood Products Manufacturing

Eric Worth (604) 432-8885
Sharon Cameron, Program Assistant (604) 432-8723

Associate Certificate in Wood Products

Manufacturing Technology
Ernie Hamm (604) 412-7432
Sharon Cameron, Program Assistant (604) 432-8723

Bachelor of Technology in Manufacturing

(604) 432-8274 (604) 432-8521
mechtech@bcit.ca

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, and 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 finale 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 (Mechanical Engineering Technology, Plastics or Robotics and Automation) plus two years of relevant work experience.

Courses Offered this Term

***Note: All MTEC courses include a combined
Saturday, November 4, 2000 session.
Time: 0900-1500**

MTEC 7000

PARAMETRIC MODELING

BBY \$447.50

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 and AICO 2000 or equivalent. (3 credits)

Sep 14 Thr 1830-2145 12 wks BBY CRN 60011

MTEC 7017

INSPECTION METHODS FOR QUALITY CONTROL

BBY \$447.50

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. (3 credits)

Sep 12 Tue 1830-2145 12 wks BBY CRN 63190

MTEC 7045

INDUSTRIAL DESIGN PROCESS

BBY \$447.50

Provides a detailed investigation of the engineering design process. Students will learn methods to establish design criteria, generate alternatives, and evaluate the alternatives against the criteria. Topics include creativity, brainstorming, divergent thinking, and consideration of function, ergonomics, serviceability and aesthetics in design. The course will include a study of the bidding process and the preparation and evaluation of bid documents. Project documentation, patents and copyrights will also be discussed. Prerequisite: Previous knowledge/experience in Computer Aided Design. (3 credits)

Sep 11 Mon 1830-2145 12 wks BBY CRN 63192

MTEC 7054

MANUFACTURING CONTROL SYSTEMS

BBY \$447.50

Covers control systems related to manufacturing operations. Topics include motion control position and velocity feedback under computer control, the use of PLC in a production setting, interfacing with production sensors and actuators, logic programming, timing and counting sequences. As well, data highways in a production setting are covered. Prerequisite: MECH 1210. (3 credits)

Sep 16 Sat 0830-1200 12 wks BBY CRN 63193

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 Miraftab, Program Assistant, Tel. (604) 432-8274

Computer Aided Engineering

(604) 432-8828 (604) 432-8521
atc@bcit.ca www.atc.bcit.ca

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
AICO 1000	AutoCAD 1	3
AICO 4090*	Practicum	3
COMP 1007**	Understanding Windows 95	1.5
AICO 4090*	to be performed upon completion of all other credits.	
COMP 1001**	Understanding PC/MS DOS or COMP 1006	
	Understanding Windows 1 can be substituted for COMP 1007.	

Elective Courses

ACGS 2000	AutoCAD Map 1	1.5
ACGS 3000	AutoCAD Map 2	1.5
AICO 2000	AutoCAD 2	3
AICO 2020	AutoCAD Customization 1	3
AICO 3001	AutoCAD 3D	3
AICO 3005	AutoCAD Customization 2	3
AICO 3042	Architectural Desktop 1	1.5
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 4020	3D Studio VIZ 1	1.5
AICO 4025	3D Studio VIZ 2	1.5
AICO 4041	Mechanical Desktop	3
AICO 4042	Architectural Desktop 2	1.5
AICO 4044	Autodesk Inventor	3
AICO 4045	Pro/ENGINEER	3
AICO 4048	Solidworks	3
AICO 4050	VBA Programming for AutoCAD	3
BLDC 2400	Architectural CAD 1	3
BLDC 2405	Architectural CAD 2	3

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 in computer aided engineering.

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

For program details, please contact Program Advising, 434-1610.

COURSES OFFERED THIS TERM

autodesk®

Please see our web page: www.atc.bcit.ca
authorized training center (604) 432-8828 (604) 432-8521

AutoCAD and Related Courses

AICO 1000

BBY \$447.50 DTC \$445.80

AUTOCAD 1

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 Microsoft Windows and basic drafting knowledge. (3 credits)

Sep 11	Mon-Fri	0830-1630	1 wk	BBY	CRN	33205
Sep 11	Mon	1830-2145	11 wks	BBY		33196
Sep 12	Tue	1845-2145	12 wks	BBY		33199
Sep 14	Thr	1845-2145	12 wks	BBY		33202
Sep 16	Sat	0830-1600	5 wks	BBY		33194
Sep 18	Mon-Fri	0900-1700	1 wk	DTC		33204
Sep 19	Tue	1730-2030	12 wks	DTC		33198
Sep 20	Wed	1845-2145	12 wks	BBY		33201
Sep 22	Fri/	1730-2030	2 wks	DTC		33195
	Sat/Sun	0900-1700				
Sep 25	Mon-Fri	0830-1630	1 wk	BBY		33203
Oct 2	Mon-Fri	0900-1700	1 wk	DTC		33207
Oct 13	Fri/	1730-2030	2 wks	DTC		33197
	Sat/Sun	0900-1700				
Oct 23	Mon-Fri	0830-1200	2 wks	BBY		33211
Oct 23	Mon-Fri	0900-1700	1 wk	DTC		33210
Oct 28	Sat	0830-1600	5 wks	BBY		33209
Nov 6	Mon-Fri	0900-1700	1 wk	DTC		39980
Nov 20	Mon-Fri	0830-1630	1 wk	BBY		33212

AICO 2000

BBY \$447.50 DTC \$445.80

AUTOCAD 2

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 Microsoft Windows and AICO 1000. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	33215
Sep 16	Sat	830-1600	5 wks	BBY		33213
Sep 21	Thr	1730-2030	12 wks	DTC		33216
Oct 2	Mon-Fri	830-1630	1 wk	BBY		33220
Oct 16	Mon-Fri	0900-1700	1 wk	DTC		33219
Oct 28	Sat	0830-1600	5 wks	BBY		39093
Nov 6	Mon-Fri	0830-1230	2 wks	BBY		33221
Nov 20	Mon-Fri	0900-1700	1 wk	DTC		33227
Nov 27	Mon-Fri	0830-1630	1 wk	BBY		33231
Dec 1	Fri/	1730-2030	2 wks	DTC		33223
	Sat/Sun	0900-1700				

AICO 2020

BBY \$447.50

AUTOCAD CUSTOMIZATION 1

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, slide libraries, custom linetypes, and basic DIESEL. Prerequisite: AICO 0050 or familiarity with Microsoft Windows and AICO 2000. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	36094
Dec 4	Mon-Fri	0830-1630	1 wk	BBY		36095

AICO 3001

BBY \$447.50 DTC \$445.80

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 Microsoft Windows and AICO 2000. (3 credits)

Sep 16	Sat	0830-1600	5 wks	BBY	CRN	38472
Sep 19	Tue	1845-2145	12 wks	BBY		38473
Oct 28	Sat	0830-1600	5 wks	BBY		38475
Oct 30	Mon-Fri	0900-1700	1 wk	DTC		38474
Nov 24	Fri/	1730-2030	2 wks	DTC		39987
	Sat/Sun	0900-1700				

AICO 3005

BBY \$447.50

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 database. Prerequisites: AICO 0050 or familiarity with Microsoft Windows and AICO 2000 (AICO 2020 recommended). (3 credits)

Sep 21	Thr	1845-2145	12 wks	BBY	CRN	33244
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MANUFACTURING & INDUSTRIAL MECHANICAL



AICO 3042 BBY \$315

ARCHITECTURAL DESKTOP 1

Describes how to use the features of AutoCAD Architectural Desktop software in a typical architectural design project. File and project management, 2D drawing layout and annotations are covered. Course emphasis is on the new features relating to the object-based architectural elements of the software. Prerequisite: AICO 2000 or equivalent. (1.5 credits)

Sep 12	Tue	1845-2145	6 wks	BBY	CRN	61491
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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. (1.5 credits)

Sep 11	Mon	1845-2145	6 wks	BBY	CRN	39998
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AICO 4010 BBY \$295

3D STUDIO MAX FOR ENGINEERING 1

Basic elements of 3D STUDIO MAX including file management, main interface layout and navigation and basic object creation is discussed. Skills for transforming objects and applying basic modifiers are taught. An introduction to material selection, rendering and basic concepts of keyframing (animation) is also included. This course is ideal for development of photo realistic models in engineering and design applications. Prerequisite: AICO 3001 and familiarity with Microsoft Windows. (1.5 credits)

Sep 16	Sat	0900-1230	5 wks	BBY	CRN	33248
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AICO 4015 BBY \$295

3D STUDIO MAX FOR ENGINEERING 2

Advanced topics in object creation including lofting, boolean and other modifiers are presented. Elements of lights, cameras and material/texture definitions are incorporated in development of photo realistic scenes. Advanced rendering and animation techniques, as well as basic video post concepts are included. Prerequisite: AICO 4010 and familiarity with Microsoft Windows. (1.5 credits)

Oct 28	Sat	0900-1230	5 wks	BBY	CRN	35899
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AICO 4020 BBY \$315

3D STUDIO VIZ 1

Introduces computer aided modeling and visualization techniques. Prepares students to generate photo realistic images for architectural and engineering applications. Explores the user interface, some related AutoCAD features and essential VIZ concepts. Hands-on practice and step-by-step procedures for creating and animating 3D scenes. Prerequisite: AICO 3001 or AICO 3042 or equivalent. (1.5 credits)

Sep 14	Thr	1845-2145	6 wks	BBY	CRN	61489
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AICO 4025 BBY \$3150

3D STUDIO-VIZ 2

Provides advanced learning, additional skills and insights for using 3D Studio VIZ more productively. Topics such as AutoCAD Linking, the Materials Editor and advanced modeling techniques are covered extensively. Presents the knowledge and techniques for generating professional models, scenes and animations. Prerequisite: AICO 4020. (1.5 credits)

Oct 26	Thr	1845-2145	6 wks	BBY	CRN	61490
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AICO 4041 BBY \$592.50 DTC \$590.80

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). (3 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	61487
Oct 27	Fri/Sat/Sun	1730-2030	2 wks	DTC		61488

AICO 4042 BBY \$315

ARCHITECTURAL DESKTOP 2

Software capabilities relating to the design development cycle including conceptual design, working drawings, and modeling are covered. Customization techniques for optimum productivity in the context of architectural design are discussed. Prerequisite: AICO 3042. (1.5 credits)

Oct 24	Tue	1845-2145	6 wks	BBY	CRN	61492
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AICO 4044 BBY \$592.50

AUTODESK INVENTOR

Covers sketching, part modeling, assemblies and design documentation. Autodesk Inventor uses adaptive technology to speed and simplify the mechanical design process. As a dedicated 3D mechanical computer aided design package, it is ideally suited for conceptual design. Prerequisite: MCAD experience and familiarity with Microsoft Windows. (3 credits)

Sep 11	Mon	1830-2145	11 wks	BBY	CRN	63186
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AICO 4048 BBY \$592.50

SOLIDWORKS

Covers part modeling, detailing, assembly design, and rendering. SolidWorks is a feature based parametric solid modeler used for mechanical design and manufacturing. This course covers the basic functions needed to use SolidWorks to create parts, assemblies and production drawings. Prerequisite: MCAD experience and familiarity with Microsoft Windows. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	63503
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AICO 4050 BBY \$447.50

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. (3 credits)

Sep 11	Mon	1830-2145	11 wks	BBY	CRN	60003
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AICO 4075 BBY \$447.50

AUTOCAD CUSTOMIZATION 3

Gives programmers the tools required to improve CAD productivity and customize the user interface. Topics covered are: the drawing database, complex entity access, symbol table access, error checking and handling, extended entity data, and dialog box programming. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 3005 or AICO 3075. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	33289
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AutoCAD Skills Enhancement Courses

AICO 0004 BBY \$195 DTC \$193.30

AUTOCAD RELEASE 2000 UPDATE

For users of R14, this update will provide insights to the new features of AutoCAD 2000. These features include: design environment, improved access and usability, streamlined output, expanded reach, customization and extensibility and Express tools. Prerequisite: Working knowledge of AutoCAD R14.

Sep 14	Thr-Fri	0900-1700	2 days	DTC	CRN	61484
Oct 12	Thr-Fri	0830-1630	2 days	BBY		61485

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 Microsoft Windows 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/NT interface. Individuals with working knowledge of Windows 95/NT need not take this course.

Sep 6	Wed-Thu	1845-2145	2 eves	BBY	CRN	39993
Sep 11	Mon	0900-1600	1 day	DTC		39994
Oct 16	Mon	1845-2145	2 wks	BBY		39997

AutoCAD/GIS Training

ACGS 2000

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. (1.5 credits)

Oct 16	Mon/Tue	0830-1700	2.5 days	BBY	CRN	60004
	Wed	0830-1130				

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. (1.5 credits)

Oct 18	Wed/Thr/Fri	1400-1700	2.5 days	BBY	CRN	60005
		0830-1700				

Related AUTOCAD COURSES

For courses that utilize the AutoCAD Land Development Desktop, please refer to the Process, Energy and Natural Resources - Bachelor of Technology in Geomatics section of this flyer for descriptions of the following:

GEOM 7105 INTRODUCTION TO AUTOCAD LAND DEVELOPMENT DESKTOP

GEOM 7115 AUTODESK SURVEY

GEOM 7125 AUTODESK CIVIL DESIGN

Other Courses

AICO 1009 BBY \$447.50

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 Microsoft Windows and basic drafting knowledge. (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	33301
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AICO 1010 BBY \$447.50

CAM APPLICATIONS - MASTERCAM

Presents the use of CAM software for automatically generating toolpaths such as 2D contouring, pocketing and drilling operations. Some programs may be proved out on BCIT's machine tools. A brief introduction to G-code programming will be included. Prerequisite: AICO 0050 or familiarity with Microsoft Windows. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	33233
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AICO 3072 BBY \$447.50

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 Microsoft Windows. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	39990
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Mechanical

(604) 432-8274
mechtech@bcit.ca

(604) 432-8521

MECH 1000 BBY \$317.50

DRAFTING FUNDAMENTALS

Covers techniques required to communicate technical information in a graphic form. Includes sketching, orthographics, pictorials, sections, mechanical connections, auxiliary drawings and developments to provide the basics for developing CAD working drawings. Emphasis will be placed on understanding rather than draftsmanship. Example drawings will be analyzed. Recommended as a prerequisite to CAD graphics courses. (3 credits)

Sep 12	Tue	1845-2145	14 wks	BBY	CRN	33187
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MECH 2240 BBY \$506.50

STRENGTH OF MATERIALS

Covers stress, strain and deflection. Tension, compression, shear, torsion, deflection and buckling of material under load. Beams, columns, shafts, thin and thick-walled cylinders, riveted and welded joints. Prerequisite: MECH 1140. (6 credits)

Sep 19	Tue/Thr	1845-2145	12 wks	BBY	CRN	33189
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MECH 2245 BBY \$390.50

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. (5.5 credits)

Sep 18	Mon/Wed	1845-2145	10 wks	BBY	CRN	39953
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MECH 2350 BBY \$317.50

FLUID POWER 1

Provides an understanding of pneumatic control systems. Fluid power components, their symbols, function and construction are examined and used in the design, construction and testing of simple and sequential control systems. Sizing calculations for system components are covered (3 credits)

Sep 12	Tue	1845-2145	14 wks	BBY	CRN	33186
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MECH 4080 BBY \$260.50

AUTOMATIC SPRINKLER SYSTEMS DESIGN 1

Enables persons involved in engineering, design, supervision or inspection of commercial and industrial automatic sprinkler systems to gain an understanding of pipe schedule systems and water supply system analysis. Prerequisite: MECH 3325 or departmental approval. (3 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	33188
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MECH 4440 BBY \$506.50

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 assembly topics. Introduction to mechanical vibrations with emphasis on critical speeds of rotating bodies and bulk materials handling systems. Prerequisite: MECH 2241 or MECH 2245, MECH 3340. (6.5 credits)

Sep 11	Mon/Thr	1845-2145	12 wks	BBY	CRN	60951
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Mechanical Systems

(604) 432-8274
mechtech@bcit.ca

(604) 432-8521

ASSOCIATE CERTIFICATE PROGRAM IN MECHANICAL SYSTEMS

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.

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	CREDITS
AICO 1000 AutoCAD 1	3
MECH 1000 Drafting Fundamentals	3
MSYS 1070 Building Construction for Mechanical	4
*MSYS 4090 Practicum	3

*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

LEVEL 2		
MSYS 1087	Drainage Plumbing Design	2

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

MSYS 1075 BBY \$199

B.C. FIRE CODE

Emphasizes Parts 2, 6 and 7 of the B.C. Fire Code Regulation 1998 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. (1.5 credits)

Sep 14	Thr	1845-2145	6 wks	BBY	CRN	38855
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MANUFACTURING & INDUSTRIAL MECHANICAL

MSYS 1077

EMERGENCY LIGHTING SYSTEMS

Provides an overview of the inspection and testing requirements for unit equipment for emergency lighting systems. Students will work with various types of batteries, chargers and testers, and perform applicable electronic calculations. Students must bring a digital meter (20 amp scale) to the first class. Prerequisite: TELCO 139 or general knowledge of basic electricity and basic electronics. (1.5 credits)

Sep 12 Tue 1845-2145 6 wks BBY CRN 39094

MSYS 1086

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. (2 credits)

Sep 11 Mon 1845-2145 8 wks BBY CRN 61470

MSYS 2079

HVAC LOAD ANALYSIS

Establishes analytical backgrounds for calculating heating, cooling and ventilation loads required in commercial, institutional and residential buildings. Topics include use of climatic data, comfort conditions, ASHRAE criteria standards, and methods of determining heat loss and heat gains. Computer-aided techniques will be demonstrated. (3.5 credits)

Sep 13 Wed 1845-2145 14 wks BBY CRN 38822

MSYS 2080

AUTOMATIC SPRINKLER AND STANDPIPE TESTING

Provides those who operate, test and inspect these systems with an understanding of components and their operation; procedures for completing commissioning tests, weekly, monthly, annual and other tests required. Testing of water supplies; interpreting test results, recommending changes for code compliance. Prerequisite: Industry experience or departmental approval. (3 credits)

Sep 11 Mon 1845-2145 12 wks BBY CRN 36722

MSYS 2084

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 will be covered. This course will include field trips. Prerequisite: TELC 0139 or general knowledge of fire alarm wiring, basic electricity and basic electronics. (3 credits)

Sep 12 Tue 1845-2145 12 wks BBY CRN 39954

MSYS 2086

SMOKE CONTROL AND HVAC SYSTEMS

Examines HVAC and Smoke Control systems with an emphasis on understanding components and their function; Building Code requirements for Smoke Control Systems; procedures for completing commissioning tests; Testing and Inspection requirements of the Fire code. Prerequisite: MSYS 2084. (2.5 credits)

Sep 13 Wed 1845-2145 10 wks BBY CRN 36723

MSYS 2088

SPECIAL FIRE SUPPRESSION SYSTEMS

Provides an overview of the inspection and testing requirements for special fire suppression systems such as low, medium and high expansion foam systems, foam-water, carbon dioxide, dry chemical and wet chemical extinguishing systems. Examples of applicable codes will include B.C. and Vancouver Building Codes as well as the B.C. Fire Code and the Vancouver Fire By-law. (3 credits)

Sep 13 Wed 1845-2145 10 wks BBY CRN 38857

MSYS 3079

AIR HEATING SYSTEMS

Covers theory and applications for basic commercial air heating and ventilating systems, air handling unit components, ductwork systems, air terminal devices and electric resistance heating. Heat energy sources and passive and active solar heating systems. Outlines system design requirements and procedures. The above is applied to a design for pre-selected building. Prerequisite: MSYS 2079. (3.5 credits)

Sep 13 Wed 1845-2145 14 wks BBY CRN 39956

MSYS 3179

HYDRONIC HEATING SYSTEMS

Covers theory and applications for hydronic systems design and components, boilers, controls, venting, combustion and ventilation air, building zoning, and fuels cost estimating. The above is applied to a design for preselected building. Prerequisite: MSYS 2079. (3.5 credits)

Sep 14 Thr 1845-2145 14 wks BBY CRN 39957

Nondestructive Testing

Course information: (604) 432-8946
Registration: (604) 432-8723

bpik@bcit.ca
scameron@bcit.ca

Course schedules are determined by industry demand for training. Most of our workshops run between November and March. Please contact Sharon Cameron at (604) 432-8723 to be put on our waitlist; to confirm course 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

PLASTICS

(604) 432-8971

(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 option 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

(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
Group 2	Extrusion Process (4 courses)	4
Group 3	Composites (3 courses)	3
Group 4	Rotational and Compression Molding, Thermoforming and Fabrication (4 courses)	2
Group 5	Blow Molding (4 courses)	4

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 1001

INTRODUCTION: PLASTICS INDUSTRY

Presents an overview of the plastics industry with topics that include: general consumption of plastics, Canadian plastics industry, local plastics industry, and markets for plastics. Also how plastics are classified and the various types of thermoplastics and thermosetting plastics materials are discussed. Prerequisite: Grade 10 math and science. (1.0 credit)

Sep 11 Mon 1845-2145 4 wks BBY CRN 36022

PLAS 1002

PROPERTIES OF MATERIALS

Covers the significant physical and mechanical properties of plastics, tests used to determine properties and how these are applied. Discusses the various forms and ingredients of plastics materials, as well as, an introduction to basic polymer chemistry covering polymer structure, bonding and polymerization. Prerequisite: PLAS 1001. (1.0 credit)

Oct 16 Mon 1845-2145 4 wks BBY CRN 36023

PLAS 1003

POLYMER RHEOLOGY

Covers the basic principles of polymer chemistry, molecular bonding, molecular weight, molecular weight distribution and the basic types of polymerization and compares the effect on the properties of plastics. The course also describes the principles of flow in plastics and its importance in the processing of materials and the design of dies, tooling and molds. Prerequisite: PLAS 1002. (1.0 credit)

Nov 20 Mon 1845-2145 4 wks BBY CRN 35987

PLAS 1020

INJECTION MOLDING PROCESS

Covers the basic elements of the Injection Molding Process including the molding cycle, plasticating systems, clamping units, backpressure and a general description of the mold elements. The reciprocating screw system is discussed along with a description of how polymer melting occurs. The course also covers machine specifications and their meaning. Prerequisite: PLAS 1002 or permission of the instructor for those students in the Injection Molding Industry or those with sufficient previous experience. (1 credit)

Sep 12 Tue 1845-2145 4 wks BBY CRN 37198

PLAS 1021

INJECTION MOLDING EQUIPMENT

Determination of required clamp force, clamp losses, rules of thumb and mold area are covered. Injection capacity, injection molding force, mold capacity and shot size are reviewed. Discussions include spiral test molds, screws for injection molding, material handling and start-up parameters of an injection molding machine. Prerequisite: PLAS 1020. (1 credit)

Oct 17 Tue 1845-2145 4 wks BBY CRN 37199

PLAS 1022

INJECTION MOLDING: MOLD DESIGN

Introduction to selection of types of molds based on run size, type of materials, complexity and tolerance requirements of molded parts. Principles of part design and selection of mold materials are discussed along with potential product flaws and mold remedies. Prerequisite: PLAS 1021. (1 credit)

Nov 21 Tue 1845-2145 4 wks BBY CRN 35988

PLAS 1040

FRP COMPOSITES: MATERIALS

Introductory course covering use of thermosetting resin in fiber reinforced plastics parts. Differences in various resins, the purpose of promoters, accelerators and catalysts are covered. Use of additives, air sealing coating, fillers and colorants are explained along with various types of reinforcing materials. General handling, storage and component hazards are reviewed. Prerequisite: PLAS 1002. (1 credit)

Oct 18 Wed 1845-2145 4 wks BBY CRN 35990

PLAS 1041

FRP: COMPOSITES PROCESSES

Covers correct curing and polymerization of resins and processes to produce thermosetting products. Mechanical methods; chopper gun, hand lay-up, laminating, centrifugal casting, pressure bag molding, match die molding, pultrusion, filament winding, injection and transfer molding are discussed. Prerequisite: PLAS 1040. (1 credit)

Nov 22 Wed 1845-2145 4 wks BBY CRN 38478

Robotics and Automation

(604) 432-8274

(604) 432-8521

ROBT 0010

INTRODUCTION TO INDUSTRIAL ROBOTICS

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.

Sep 16 Sat 0900-1300 5 wks BBY CRN 33193

Wood Products Manufacturing

(604) 432-8885

eworthy@bcit.bc.ca

WOOD 1030

ENGINEERED WOOD PRODUCTS

For those directly or indirectly involved in the production of wood products. 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). Also, discussions held on products, manufacturing processes, properties and end uses. One session will be devoted to the processing of pulp chips from sawmill waste materials. One of three courses on the production of lumber. A Certificate of Completion is issued to candidates who successfully complete the courses (WOOD 1010/1020/ 1030) with a minimum of 70 per cent in each.

Sep 12 Tue 1845-2145 8 wks BBY CRN 36289

WOOD 1060

WOOD SCIENCE

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. (3 credits)

Sep 11 Mon 1845-2145 12 wks BBY CRN 60009

Associate Certificate in Wood Products Manufacturing Technology

(604) 412-7432

ehamm@bcit.bc.ca

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 forest resource and the creation of additional employment opportunities. For more information contact Ernie Hamm at (604) 412-7432 or e-mail ehamm@bcit.bc.ca

Heating, Ventilation, Air Conditioning and Refrigeration

(604) 432-8539

driedel@bcit.ca

Upon successful completion of the following five courses, a BCIT Statement of Completion in Refrigeration Systems will be issued.

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 0100

REFRIGERATION CQ REFRESHER

Prepares tradespersons for the Refrigeration Mechanic Certificate of Qualification with an Inter Provincial IP (red seal) endorsement, and refreshes theoretical knowledge of the trade. Topics include: refrigeration theory, reciprocating compressors, condensers, evaporators, flow control devices and accessories.

Sep 19 Tue/Thr 1900-2200 11 wks BBY CRN 32746

MANUFACTURING & INDUSTRIAL MECHANICAL



HVAC 0102 **BBY \$419.50**
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 regulations. Prerequisite: HVAC 0145 or equivalent. Safety footwear with steel toes required.

Sep 18 Mon/Wed 1900-2200 8 wks BBY CRN 32747

HVAC 0104 **BBY \$419.50**
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.

Sep 18 Mon/Wed 1900-2200 8 wks BBY CRN 32748

HVAC 0106 **BBY \$419.50**
BASIC REFRIGERATION SYSTEMS 3
This is the third in a five-part program covering heating, ventilation and air conditioning systems. This module cover: types of systems, the psychrometric chart for studying air properties, proper HVAC installation procedures, troubleshooting, and tune-ups. Preventive maintenance is discussed and basic troubleshooting skills are performed on computer simulators/window air conditioning units in shop.

Sep 19 Tue/Thr 1900-2200 8 wks BBY CRN 32749

HVAC 0110 **BBY \$196**
ADVANCED REFRIGERATION SYSTEMS 1
This is the fourth in a five-part series of heating, ventilation and air conditioning systems courses. This module covers in-depth the operating sequences of residential and light commercial heat pump systems. Topics include: application, installation control sequences and mechanical/electrical troubleshooting techniques.

Nov 25 Sat 0830-1630 3 wks BBY CRN 32751

HVAC 0145 **BBY \$119**
CFC EMISSIONS IN REFRIGERATION
Teaches environmental awareness on ozone depleting substances. Covers 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 BC regulations.

Sep 16 Sat 0830-1630 1 day BBY CRN 30009
Oct 14 Sat 0830-1630 1 day BBY 36660
Nov 25 Sat 0830-1630 1 day BBY 37111

Machinist

(604) 432-8539 driedel@bcit.ca

MACH 0101 **BBY \$453.50**
MACHINIST CQ REFRESHER
Prepares tradespersons for the Machinist Certificate of Qualification with an Inter Provincial IP (red seal) endorsement, and refreshes theoretical knowledge of the trade. Topics include safety, use of hand tools, blueprint reading, grinders, lathes, milling machines, vertical and horizontal boring mills, planers and slotters, drill presses, and cutoff and contour saws.

Sep 30 Sat 0830-1430 10 wks BBY CRN 37113

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.

Sep 26 Tue/Thr 1900-2200 6 wks BBY CRN 32731

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.

Nov 14 Tue/Thr 1900-2200 6 wks BBY CRN 32732

MACH 0116 **BBY \$230**
BLUEPRINT READING FOR MACHINISTS
Practical blueprint reading for the mechanical trades.

Nov 28 Tue/Thr 1900-2200 3 wks BBY CRN 38796

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.

Sep 30 Sat 0830-1430 3 wks BBY CRN 32733

MACH 0125 **BBY \$446**
INTRODUCTION TO CNC
Introduces the concepts of computer numerical control (CNC) using Haas simulators. Intended for those with little or no CNC experience. Prerequisite: MACH 0120 or basic computer knowledge. Safety glasses required.

Oct 28 Sat 0830-1430 8 wks BBY CRN 32735

MACH 3100 **BBY \$554**
MASTERCAM 1
Focuses on the creation of 2D geometry for preparing of machining operations featured in Mastercam version 7.2/ Explores the techniques and methods that can be used to design 2D drawing. (5 credits)

Sep 18 Mon-Thu 1800-2200 4 wks BBY CRN 61496

MACH 3102 **BBY \$554**
MASTERCAM 2
Focuses on the creation of 2D tool paths using Mastercam version 7.2. The 2D tool paths include drilling, contour, pocket, threading, etc. in milling and turning operations. Explores the techniques and methods that can be used to generate NC program for 2D drawing. Also introduces post processor in Mastercam. (5 credits)

Oct 23 Mon-Thu 1800-2200 4 wks BBY CRN 61499

MACH 3103 **BBY \$554**
MASTERCAM 3
Focuses on the creation of 3D surface and 3D tool paths using Mastercam version 7.2. Topics include creation of complex geometry, surface and surface models. (5 credits)

Nov 27 Mon-Thu 1800-2200 4 wks BBY CRN 61501

Mathematics for Trades

(604) 432-8539 driedel@bcit.ca

TMAT 0120 **BBY \$305**
INDUSTRIAL MATHEMATICS
Upgrades trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Students receive assignments based on their own trade area.

Sep 26 Tue/Thr 1900-2200 8 wks BBY CRN 38593

Millwright

(604) 432-8539 driedel@bcit.ca

MILL 0101 **BBY \$601.50**
MILLWRIGHT CQ REFRESHER
Intended to assist tradespersons in refreshing their theoretical knowledge of the millwright trade prior to writing the Millwright Certificate of Qualification with an Inter Provincial IP (red seal) endorsement examination. Topics include general fitting practices, hydraulics, pneumatics and lubrication, material handling, machine components and machine installation.

Sep 19 Tue/Thr 1830-2130 12 wks BBY CRN 61495

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.

Sep 19 Tue/Thr 1800-2100 7 wks BBY CRN 61494

MILL 0111 **BBY \$445**
SHAFT ALIGNMENT
Teaches how to effectively align rotating equipment. The course covers the basic theory and geometry of shaft alignment as well as the methods and formulas used in industry today. The course follows a "stepping up" methods from the basic to the more complex and precise. The students will perform the procedures learned on actual machine units. Safety footwear with steel toes required.

Sep 12 Tue/Thr/Sat
Tue/Thr 1830-2130
Sat 0830-1430 8 wks BBY CRN 60109

MILL 0115 **BBY \$446**
INTRO TO VIBRATION ANALYSIS
Assists maintenance personnel in the measurement, collection and analysis of machine vibration and machine balancing. Explains and identifies vibration measurement and analysis principles and practices. Students are taught the uses of various vibration pickups and monitoring techniques. Methods of data acquisition are presented and explained. Interpretation of many types of vibration spectra are demonstrated and explained including unbalance, misalignment, eccentricity, bearing failures, looseness, power drive and electrical faults, aerodynamic and hydraulic faults among others. Types of unbalance, single and two plane balancing and balancing machines are explained and demonstrated. Fifteen hours of shop and hands-on activity are included in this course.

Sep 18 Mon/Wed 1830-2130 7 wks BBY CRN 63255

Power Engineering

(604) 432-8539 driedel@bcit.ca

POWR 0107 **BBY \$105**
BOILER SAFETY AWARENESS
Raises safety awareness and operating efficiency of individuals who operate small hot water and steam boilers that are not covered under the Boiler and Pressure Vessel Safety Branch Act and Regulations (i.e. dry cleaners, small food processors, apartment building managers, etc.)

Oct 10 Tue/Thr 1900-2200 1 wk BBY CRN 63254

POWR 0108 **BBY \$130**
REFRIGERATION SAFETY AWARENESS
Provides individuals working in recreational facilities (ice rinks) and in refrigeration plants, not exceeding 1000kw prime mover name plate rating, with sufficient "safety awareness" to safely shut down a refrigeration plant in the event of an emergency. It is not a license to operate the plant, only to shut down the plant. A refrigeration safety awareness certificate is issued to successful participants.

Oct 17 Tue/Thr 1900-2200 3 wks BBY CRN 38577

POWR 0109 **BBY \$1007.50**
REFRIGERATION OPERATOR
Supplements one's practical qualifying experience as described in the B.C. Power Engineers and Boiler and Pressure Vessel Safety Act. Provides the student with essential knowledge of a modern refrigeration plant. The course covers safety, legislation, refrigeration principles, systems and equipment, applied electricity and system operation, maintenance and problem solving. Government exam is not included. Participants must make their own arrangements with the Boiler and Pressure Vessel Branch.

Sep 12 Tue/Thr 1900-2200 20 wks BBY CRN 61731

PART-TIME TIP
REGISTER EARLY. Our policy is to cancel courses 5 business days before the start date to allow transfers to available alternate courses



PROCESS, ENERGY & NATURAL RESOURCES

Who's Who Process, Energy & Natural Resources

Advanced Diploma in Technology Management
Luis Curran (604) 8942
Robertta Pajunen, Program Assistant (604) 432-8459

Bachelor of Technology in Geomatics
GIS Option
Ross Miller (604) 432-8737

Survey/Mapping Option
Ken Schuurman (604) 432-8490

Biotechnology
Paul Barran (604) 432-8324/8985
Sharon Cameron, Program Assistant (604) 432-8723

Chemical Sciences Technology
Elaine Woo (604) 432-8393
Sharon Cameron, Program Assistant (604) 432-8723

Engineering Technology Distance Education
Shari Monsma, Program Assistant (604) 432-8784
Dina Patterson, Clerical Assistant (604) 451-6984

Fish Harvesting and Processing Technology
Denise DeLeebeck (604) 432-8948
Sharon Cameron, Program Assistant (604) 432-8723

Food Technology
Anne McCannel (604) 432-8269
Sharon Cameron, Program Assistant (604) 432-8723

Forest Engineering Technology
Jim Rudolph (604) 432-8941

Geographic Information Systems
Jon Candy (604) 432-8378
Bette Bayley, Program Assistant (604) 8521

Geomatics
Nick Wong (604) 432-8992
Bette Bayley, Program Assistant (604) 432-8521

Mining
Rob Stevens (604) 432-8323
Sharon Cameron, Program Assistant (604) 432-8723

Petroleum
Robin Kinney (604) 432-8308
Sharon Cameron, Program Assistant (604) 432-8723

Renewable Resources Technology
Judith Hall (604) 451-6911
Dee Riedel, Program Assistant (604) 432-8539

Forest Resources Technician Program
Wayne Horvath (604) 432-8506
Dee Riedel, Program Assistant (604) 432-8539

Urban and Community Forestry Program
Judith Hall (604) 451-6911
Dee Riedel, Program Assistant (604) 432-8539

Renewable Resource Technology

(604) 451-6911 jhall@bcit.ca

For information on the types of courses available, contact Judith Hall, Coordinator.

Visit our website for up-to-date information at www.renewres.bcit.ca



FNPS 0100 **BBY \$3630**
ABORIGINAL CULTURAL AWARENESS FOR RENEWABLE RESOURCE PROFESSIONALS
Information: (604) 432.8474 cspinks@bcit.ca

Aboriginal cultural values and concerns will continue to be at the forefront of all levels of renewable management. The historical context as well as the divergent belief systems and values that underscore modern issues will be examined. Court decisions will be considered and opportunities to explore Aboriginal protocol as it relates to developing respectful working relationships will be presented. Course fee includes a traditional Coast Salish feast.

Nov 22, 23, 24 W, R, F
0900 - 1600 hrs 3 days BBY CRN 61476

Urban and Community Forestry Statement of Completion

(604) 432-8539

driedel@bcit.ca

Renewable Resources is offering a selection of short courses in Urban and Community Forestry. Each 8-hour course will be scheduled on a Wednesday from 1830 - 2130 (3 hrs), and Saturday from 1000 - 1530 (5 hrs). Contact Dee Riedel at (604) 432-8539 or e-mail: driedel@bcit.ca for information or to be put on our mailing list for notification of upcoming course times and dates or visit our Website at www.renewres.bcit.bc.ca/urban

Courses to be scheduled are:

- RRUF 1104 Soil Conservation
- RRUF 1201 Pruning Woody Plants
- RRUF 1203 Plant Appraisal
- RRUF 1204 Urban/Rural Forest Fire Interface
- RRUF 1301 Plant Biodiversity
- RRUF 1302 Animal Biodiversity
- RRUF 1303 Watershed Restoration
- RRUF 1401 Right Tree, Right Place (2)
- RRUF 1404 Urban Silviculture
- RRUF 1501 Utility Forestry
- RRUF 1502 Recreational Urban Forests
- RRUF 1503 Greenbelt Forests

Forest Resource Technician Program

You may take any or all of our part-time Forest Resources Technician courses. You may also complete a part-time Certificate of Technology by successfully completing all courses in the Forest Resources Technician program. Contact Dee Riedel at (604) 432-8539 or e-mail: driedel@bcit.ca to be put on our mailing list for notification of upcoming course times and dates. For more information about the program, please contact Wayne Horvath at 432-8506 (whorvath@bcit.ca) or Jace Standish at 432-8862 (jstandis@bcit.ca). All registrations must be approved by the department. Courses will be offered in short blocks and are subject to change. Visit our Web site at www.renewres.bcit.bc.ca

Advanced Diploma in Geographic Information Systems

(604) 434-1610

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.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.

Bachelor of Technology in Geomatics

GIS Option

(604) 432-8737

rmiller@bcit.ca

Survey/Mapping Option

(604) 432-8490

kschuurm@bcit.ca

Program Information Session: Free of Charge

You are invited to attend the following information session so that you may better understand the content and scope of the program, entrance requirements and scheduling of courses.

Date: Wednesday, October 11, 2000
Time: 7:30 pm
Location: Town Square C

If you wish to attend, please contact Ken Schuurman at kschuurm@bcit.ca or (604) 432-8490 to reserve a seat.

The Program

With rapid changes in spatial data capture and management, BCIT's Bachelor of Technology in Geomatics/GIS degree provides excellent opportunities for career enhancement and professional growth. There are two program options to choose from—Surveying/Mapping and GIS. The first will appeal to graduate Surveying and Mapping technologists who wish to pursue Professional Accreditation as a BC Land Surveyor. The second option will appeal to graduates from many areas—for example Surveying and Mapping, Forestry, Civil, Environmental, and Mining—who wish to learn how to integrate GIS technology in their profession. The program comprises five components: 12 credits of common technical core studies, 13 credits from either the GIS or Surveying and Mapping options, 9 credits of management courses, 2 credits of technical electives, 12 credits of liberal education and an industry project worth 12 credits.

Offered, at this time only through Part-time Studies, this program allows you to continue your studies while maintaining your employment. These courses may also be of interest to current professionals who wish to participate on a professional development basis.

Entrance Requirements

The minimum entrance requirement is:

- a recognized Diploma of Technology or equivalent in a related engineering or science discipline or related field or a degree in Engineering, Science, Applied Science or related field
 - 2 years relevant work experience
 - English 12 or equivalent
 - Students whose native language is not English and who have completed their degree/diploma at a post-secondary institution where English was not the language of instruction are required to satisfactorily complete a BCIT Communications Department English Language Competency Test
- Subject to approval by the program head, individuals may register in some courses while completing the balance of the required work experience. All participants will be required to meet with the program head to review the initial application for acceptance. Supplemental courses may be required in order to fulfill the educational background required for practice in the geomatics and GIS industry.

Program Brochure

For detailed information on the entire program, including descriptions of all courses being offered and the application process, please e-mail or phone us at either of the addresses or numbers listed above.

Courses Offered this Term

GEOM 7105

BBY \$497.50

INTRODUCTION TO AUTOCAD LAND DEVELOPMENT DESKTOP

Provides an introduction to the creation and management of projects and associated drawings using Land Development Desktop software. Topics include point object basics, labeling, description keys, point groups, horizontal alignment, parcel definition and terrain modelling. Prerequisite: AICO 1000 or SURV 4465 or department approval. (2 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	63170
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GEOM 7115

BBY \$295

AUTODESK SURVEY

Teaches you how to efficiently collect and process survey field data through the establishment of data collection and processing standards using Autodesk Survey. This course includes a short field project but mainly focuses on the implementation of data collection standards, downloading/importing of data, and the adjustment/analysis of field measurements. Prerequisite: GEOM 7105 or department approval. (1 credit)

Oct 21	Sat	0900-1200	6 wks	BBY	CRN	63505
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*Note: No class held Saturday, November 11, 2000

GEOM 7125

BBY \$295

AUTODESK CIVIL DESIGN

Equips candidates with the skills to proficiently use Autodesk Civil Design software to design various engineering services for a land development site. Candidates will design horizontal and vertical roadway alignments, use templates to create finished grade surfaces from the roadway alignments, use grading tools to calculate, cut and fill material volumes, and assemble the roadway and site design information to create a complete drawing of the development site. Prerequisite: GEOM 7105 or department approval. (1 credit)

Oct 23	Mon-Tue	0830-1630	2 days	BBY	CRN	63504
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*Note: Class dates are Monday-Tuesday, October 23-24, 2000 from 0830-1630 with a final exam scheduled for Monday, October 30, 2000 from 1845-2145

GEOM 7205

BBY \$752.50

GPS FOR RESOURCE SURVEYS

Provides a comprehensive conceptual and practical introduction to GPS technology as used in resource surveys in British Columbia. It covers GPS techniques for accuracy requirements greater than 1-2 metres. Participants will learn fundamental concepts of GPS positioning, how to use GPS equipment and software, and how to minimize GPS errors and correctly integrate GPS data with data from other sources. Upon successful completion of this course, students will receive a RIC (Resource Inventory Committee) training certificate which will qualify them to perform GPS resource surveys within the Province of British Columbia. Prerequisite: SURV 5108 or department approval. (2 credits)

Sep 16	Sat	0830-1600	6 wks	BBY	CRN	63168
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*Note: No class held Saturday, October 7, 2000

GEOM 7307

BBY \$485.50

ADVANCED DIGITAL MAPPING

Provides hands-on training in the application of photogrammetry, with an emphasis on project planning and management. Topics covered include mapping project design; digital data capture, editing, and terrain modelling using softcopy workstations; cartographic presentation; orthophoto production; project planning and management. Prerequisite: SURV 3367 or department approval. (2 credits)

Sep 15	Fri	0830-1130	12 wks	BBY	CRN	63167
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GEOM 8320

BBY \$225

SATELLITE SURVEYING PROJECT MANAGEMENT

Helps you design a satellite surveying plan based on accuracy and area of interest specifications. Topics include consideration of GPS performance, observation methods, error sources, site selection, observation strategy, cost estimation, and refinement of observation strategy in response to accuracies achieved. Prerequisite: GEOM 7305 or department approval. (1 credit)

Oct 13	Fri-Sat	0830-1730	2 days	BBY	CRN	63166
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*Note: Class dates are October 13-14, 2000

GEOM 8332

BBY \$485.50

SURVEY LAW AND LAND USE PLANNING

Examines the relationship between land surveying and law, and how laws affect the land surveying profession. Topics include boundary evidence, riparian rights, title to land, the multipurpose cadastre, global and local land use planning initiatives. Students must have Internet access and e-mail. Prerequisite: GEOM 7330. (2 credits)

Sep 8	Fri-Sat/ Mon-Tue	0830-1730	2 day sessions	BBY	CRN	63169
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*Note: Class meets for two 2 day sessions. Class meeting dates are Friday-Saturday, September 8-9, and Monday-Tuesday, November 13-14, 2000.

GEOM 8342

BBY \$438.50

ADVANCED TOPICS IN ADJUSTMENTS AND STATISTICAL TESTING

Helps you understand network adjustment software used for processing GPS and conventional survey networks. Topics include parametric and conditional least squares models, outlier detection, data snooping, reliability measures, and network organization. Practical exercises include the evaluation of GPS network data using program GEOLAB. Prerequisite: A basic understanding of parametric and conditional least squares models. (2 credits)

Oct 16	Mon-Sat	0900-1500	1 wk	BBY	CRN	63171
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GIST 7100

BBY \$260.50

FUNDAMENTALS OF GIS

(Previously GIST 5100.) Provides an overview of Geographic Information Systems technology, covering fundamental concepts, terminology, and technologies associated with GIS, applications of GIS, the role of GIS in spatial data management, data modelling, concepts of file and database systems, raster and vector spatial data models, architecture of GIS software (geo-relational, object-oriented), methods of data collection and input, manipulation and analysis features of GIS, general management issues, trends in GIS. (2 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	63163
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GIST 7202

BBY \$337

GIS COMPONENT PROGRAMMING

An emerging trend in GIS component software development. This course introduces students to component programming for GIS; its role and importance, comparison to object technology, and current models (OLE/COM; OMG, CORBA). Students will also learn about current commercial products and their features and gain practical experience using ESRI MapObjects in a Visual Basic environment. (1 credit)

Oct 16	Mon	1845-2145	6 wks	BBY	CRN	63164
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*Note: No class held Monday, November 13, 2000

GIS Distance Education Course Via the Internet



GIST 7159

TEXTBOOK \$55
MAPPING USING MICROSTATION

COURSE FEE \$395
SOFTWARE (IF REQUIRED) \$340

Using the Internet, a printed workbook, and MicroStation software, this course introduces students to MicroStation 95, a powerful CAD program used worldwide for mapping and GIS. Topics include design plane setup, element placement and symbology, text placement, precision input, and element manipulation. Examples are based on mapping and GIS. For more information, please visit our Web site at <http://www.gis.bcit.ca/outlines/7159info.htm>.

To register for the Internet course GIST 7159 only, please contact Shari Monsma at smonsma@bcit.ca

For course information, contact Ross Miller at rmiller@bcit.ca

Please see the Bachelor of Technology in Geomatics Web site for course outlines: <http://www.geogis.bcit.ca>

Advanced Diploma in Technology Management

(604) 432-8459

email: rpajunen@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.

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 7101

BBY \$172

ENGINEERING, TECHNOLOGY AND MANAGEMENT

Provides candidates with a perspective on the experience needed to assume a role in management in a technology-based organization. Focuses on individuals who possess a formal technical education and are contemplating moving into management, or are already working in management positions and examines the move from technical specialist to manager. (1 credit)

Sep 13	Wed	1830-2130	5 wks	BBY	CRN	37201
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TMGT 7111

BBY \$172

HIGH TECHNOLOGY MARKETING STRATEGIES

This hands-on course enables candidates to effectively communicate their products message to target customers. It also enables them to communicate with appropriate marketing terminology. (1 credit)

Sep 16	Sat*	0830-1530	3 wks	BBY	CRN	35894
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*Note: Classes held every other Saturday

TMGT 7112

BBY \$172

MARKETING RESEARCH

Enables candidates to develop a marketing research plan, which will enable them to effectively examine the methods of assessing early market opportunities for high technology industrial and consumer products through market research. Completion of TMGT 7111 is recommended. (1 credit)

Oct 21	Sat*	0830-1530	3 wks	BBY	CRN	38447
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*Note: Classes held every other Saturday

TMGT 7123

BBY \$172

TECHNOLOGY INFORMATION SYSTEMS

Provides the candidate with the knowledge to understand how information technology is used in technology-based organizations. Covers aspects of systems design, evaluation and acquisition, and reviews how data is collected and used in decision making. Covers business issues arising from the introduction and use of information technology. (1 credit)

Sep 14	Thr	1830-2130	5 wks	BBY	CRN	33026
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TMGT 7124

BBY \$172

TECHNOLOGY AND INTERNATIONAL FINANCE

Deals with the major issues, institutions and instruments of international finance affecting technology transfer and the exchange of goods and services under contract. Course content addresses principal elements that include, but may not be limited to, instruments, institutions, legislative/regulatory frameworks, and international financial variables. (1 credit)

Oct 24	Tue	1830-2130	5 wks	BBY	CRN	38904
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TMGT 7133**LAW, SOCIETY AND THE ENVIRONMENT**

Assists those working in complicated technologically intensive businesses to function within the legal environment. Focus is placed on the nature of the legal system and its institutions, and selected areas of law vital to the functioning of Canadian business. Relates law to modern business practice especially in the field of ethics. (1 credit)

Oct 25 Wed 1830-2030 8 wks BBY CRN 60044

TMGT 7144**HUMAN RESOURCE PLANNING AND CONTROL**

Provides candidates with the knowledge necessary to deal with human resource issues such as goals, staffing, job analysis and design, recruitment and selection, career planning, succession planning, performance evaluation, training, and development. (1 credit)

Sep 12 Tue 1830-2130 5 wks BBY CRN 60038

TMGT 8102**APPLIED RESEARCH METHODS**

This course covers the issues, skills and instruments of both the producer and the consumer of research in the field of technology management. The main emphasis in the course will be on the effective application of practical qualitative approaches, and there will be opportunities to examine quantitative approaches (e.g., descriptive and inferential statistics) as well. (3 credits)

Sep 11 Mon 1830-2130 12 wks BBY CRN 63219

Biotechnology

(604) 432-8324

pbarran@bcit.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 Program Head Paul Barran at (604) 432-8324.

BIOT 1131**AN INTRODUCTION TO THE SCIENCE OF BIOTECHNOLOGY**

(16 hours) A two-day workshop specifically geared to non-scientific audiences to provide a comprehensive overview of biotechnology, and its components and applications. The workshop surveys the technologies that 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. The course is offered in partnership with the B.C. Biotechnology Alliance (BCBA). For information contact the BCBA at (604) 221-3026 or e-mail: www.biotech.bc.ca

BIOT 5320**MOLECULAR GENETICS TECHNOLOGY**

(80 hours) A workshop which 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. For schedule/registration information contact Fred Bauder at (604) 432-8296 or e-mail fbauder@bcit.ca.

Chemical Sciences Technology

(604) 432-8393

(604) 432-8723

ewoo@bcit.ca

scameron@bcit.ca

If you wish to be kept informed of activities in this area, call Sharon Cameron at (604) 432-8723 or e-mail scameron@bcit.ca to be put on our mail list.

CHSC 1158**BASUC METALLURGY 2**

Continuing from Metals 1(CHSC 1157) it covers specifications and properties of alloy steels, cast irons and non-ferrous metals. Also introduces corrosion and corrosion control. Lab sessions include metallography, microscopy, nondestructive evaluation and corrosion. Prerequisite: CHSC 1157. (3 credits)

Sep 19 Tue 1830-2130 12 weeks BBY CRN 63359

CHSC 7826**LABORATORY QUALITY ASSURANCE**

Basic theory and practice of quality assurance in the analytical lab. Topics include 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. Must be approved to take course: contact the coordinator Elaine Woo at (604) 432-8393 or e-mail ewoo@bcit.ca before registering. (1 credit)

Sep 14 Thr 1830-2130 6 wks BBY CRN 63358

CHSC 7827**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 include 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. (1 credit)

Nov 02 Thr 1830-2130 6 wks BBY CRN 61582

Assayer Certification Training

(604) 432-8393

ewoo@bcit.ca

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 BC. 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 BC Ministry of Energy and Mines.

Students can also opt to take any part of the training for the purposes of job upgrading, information only, or as a "refresher." The complete training involves 1½ - 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
- Laboratory practicum
- 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
- Reference standards
- Statistical analysis

Contact Elaine Woo (instructor/coordinator) for more information at tel: (604) 432-8393 or e-mail: ewoo@bcit.ca

Fish Harvesting and Processing Technology

Course information: (604) 432-8948

ddeleebe@bcit.ca

Registration: (604) 432-8723

scameron@bcit.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 are 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 include:

- Introduction to HACCP (FISH 0122)
- Revising Your QMP Plan (FISH 0123)
- Overview of the Revised QMP (FISH 0124)
- Orientation to Sanitation & Hygiene (FISH 0131)
- Factory Clean-Up (FISH 0132)
- Facilities & Equipment Sanitation & Hygiene (FISH 0133)
- Can Screening Line Theory and Operation (FISH 0141)
- Metal Can Defect I.D. & Classification (FISH 0143)
- Introduction to Can Screening Theory & Operation (FISH 0144)
- Canned Foods: Thermal Processing & Container Evaluation (FISH 0145)
- First Line Supervisor (FISH 0150)
- Food Microbiological Control (FISH 0200)

Contact the coordinator, Denise DeLeebeek, 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 DeLeebeek at (604) 432-8948, Fax (604) 434-6986, e-mail: ddeleebe@bcit.bc.ca.

Food Technolgy

For course information: (604) 432-8269

amccanne@bcit.ca

To register: (604) 432-8723

scameron@bcit.bc.ca

FOOD 1140**PREREQUISITE PROGRAMS FOR HACCP**

A three-day workshop designed to provide food processing line personnel and supervisors, and regulatory personnel with a basic understanding of sanitation principles and practices as they apply to food processing establishments. Topics: basic microbiology, food spoilage and safety, hazard analysis and critical control point systems, personal hygiene, good manufacturing practices, cleaning and disinfecting agents, chemical safety and WHMIS, cross-connection plumbing hazards, processing plant waste management, manual and cleaning-in-place systems, setting up a sanitation program, the Food Safety Enhancement Program, insect and rodent pest management. Statement of completion is issued to successful students. Prerequisite: must be employed or associated with the food processing industry. (1.5 credits)

Oct 17 T/W/Th 0900-1600 3 days BBY CRN 61580

FOOD 1160**FOOD SAFETY: THE HACCP SYSTEM**

A two-and-a-half day workshop of benefit to employees whose job is to ensure the safety and quality of food, especially potential HACCP plant coordinators from areas such as QC, production, sanitation and management. The focus is on de-mystifying HACCP (Hazard Analysis Critical Control Point) and the role it plays with ISO 9000 and TQM. Participants are taught the skills necessary to implement a HACCP program to meet both their company's needs and government expectations. Discussion groups are formed and practical problems tackled. Statement of completion is issued to successful students. (1 credit)

Nov 1 Wed/Th Fri 0900-1630 2.5 days BBY CRN 60127
0900-1200

FOOD 1163**INTERNAL AUDITING OF HACCP SYSTEMS**

Many organizations have instituted HACCP (food safety) systems in their operations. To keep these systems properly documented and operating correctly, internal auditing is a necessary function of plant managers, supervisors, HACCP coordinators and team members. Our three-days workshop reviews the principles of HACCP and underlying Prerequisite Programs required in a comprehensive food safety system. Participants are guided through the elements and activities (based on ISO 9000 Internal Audit Principles) of an internal audit. A checklist for an existing HACCP system (one preferably used by their company operation) will be prepared and completed by each participant, and a statement of completion is issued to those who successfully complete the in-house assignment and achieve a minimum 60% on the exam. (2 credits)

Oct 3 T/W/Th 0830-1630 3 days BBY CRN 61574

FOOD 2023**BEER TECHNOLOGY**

Beer continues to be one of the most popular beverages over the centuries. With increasing interest in high quality beer, the consumer often becomes an amateur brewmaster. This course is designed to provide the novice with an enhanced understanding of the technology involved in the production of quality beers. And for those interested in a career in brewing, it is an excellent start. Topics include basic processes, beer cultures, fermentation problems, sanitation, beer variations (ales, lagers), finishing and packaging, aging and care of beer. There are five classroom sessions and one field trip to a brewery (scheduled by the class). Statement of completion issued to those who successfully complete workshop. (1 credit)

Sep 12 Tue 1830-2130 6 wks BBY CRN 39369

FOOD 2024**WINE TECHNOLOGY**

Wine continues to be one of the most popular beverages over the centuries. With increasing interest in high quality wines, the consumer often becomes an amateur winemaker. This course is designed to provide the novice with an enhanced understanding of the technology involved in the production of quality wines. And for those interested in a career in winemaking, it is an excellent start. Topics include basic processes, wine cultures, fermentation problems, sanitation, wine variations (sparkling/ciders/ coolers/variety), finishing and packaging, aging and care of wine. There are five classroom sessions and one field trip to a winery (scheduled by the class). Statement of completion issued to those who successfully complete workshop. (1 credit)

Oct 17 Tue 1830-2130 6 wks BBY CRN 39370

PROPOSED**Associate Certificate in Food Safety Management**

For course information (604) 432-8269

amccanne@bcit.ca

Intended for:

- Persons in food industry with no formal food science background who wish to upgrade their knowledge
- Production supervisors and food plant managers, technicians, technical sales and marketing, dietitians and nutritionists, government and public health inspectors, food industry entrepreneurs
- Individuals who wish to gain a better understanding of food safety issues in food processing but cannot afford the time to take full-time diploma programs in Food Technology

Students need English 12 (or equivalent) and Chemistry 11 for acceptance into this certificate program. Credit (max 9 credits) may be granted for equivalent or other suitable courses taken outside of BCIT.

PROPOSED ASSOCIATE CERTIFICATE IN FOOD SAFETY MANAGEMENT (24 CREDITS)**1. Required (15 credits)**

- Introduction to Technical Communications
- Introduction to Food Microbiology (correspondence course plus labs) (FOOD 1021)
- Prerequisite Programs for HACCP Systems (FOOD 1140)
- Food Safety: The HACCP System (FOOD 1160)
- Internal Auditing of HACCP Systems (FOOD 1163)

2. Choose one of the following two external courses (3 credits)

- Exploring Your Food Systems (FOOD 258 at Open Learning University) or
- Principles of Food Science (42-20168 at U of Guelph Office of Open Learning)

3. Electives (6 credits - coordinator approved)

- Applied Microbiology / Toxicology
- Can Screening Theory and Operation
- Metal Can Defect ID & Classification
- Canned Foods: Thermal Processing and Container Evaluation
- Occupational Health and Safety
- Hazardous Materials Management
- Quality Assurance 1 - Manufacturing
- Environmental Compliance and Management System Auditing

PART-TIME TIP

IT'S EASY. Register online at www.bcit.ca and click on Registration.



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.ca for future online 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 GIS PROGRAMMING 1 BBY \$255

Prepares students for GIS macro programming, GIS utility programming, GIS database programming and other GIS courses. Students use logical steps and QBasic to manipulate GIS spatial and attribute data values. This course is for students with no programming experience. (1 credit)

Sep 13	Wed	1845-2145	6 wks	BBY	CRN	60187
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GIST 5002 GIS PROGRAMMING 2: VISUAL BASIC BBY \$255

Builds on the course content of GIST 5001 GIS Programming 1. The course will introduce Visual Basic and will cover such additional topics as sub-programs and functions, arrays, file output and introduction to computer graphics. As in GIST 5001, the examples will be based on GIS and related topics. Prerequisite: GIST 5001. (1.0 credit)

Oct 25	Wed	1845-2145	6 wks	BBY	CRN	61555
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GIST 5027 MAPINFO DTC \$335.20

Introduces MAPINFO, a popular, user friendly GIS product that runs within Microsoft Windows. Students learn how to query maps, query databases, produce maps, charts and reports and perform simple data import and GIS analysis. (1 credit)

Sep 25	Mon-Tue	0830-1630	2 days	DTC	CRN	38021
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GIST 5028 ARCVIEW DTC \$425.30

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. The course fee includes a 675 page colour manual, and a CD-ROM with a demonstration copy of ArcView GIS software. (1 credit)

Sep 27	Wed-Thr	0830-1630	2 days	DTC	CRN	38019
Nov 14	Tue-Wed	0830-1630	2 days	DTC		38020
Dec 4	Mon-Tue	0830-1630	2 days	DTC		61554

GIST 5109 MAPPING USING MICROSTATION BBY \$485.50

Presents a hands-on course which introduces students to Microstation PC, a powerful and popular software for digital mapping. Topics include Microstation basics, 2D element constructions and manipulations, data entry, data editing, and data integrity. (3 credits)

Sep 16	Sat	0900-1200	12 wks	BBY	CRN	37224
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*Note: No class held Saturday, October 7, 2000

GIST 5128 ARC/INFO GIS 1 BBY \$435.50

Introduces operational aspects of GIS software using Arc/Info GIS version 8 workstation and desktop. Topics include data entry and editing, data manipulation and analysis, map design and reporting. Working problems are drawn from resource management and urban applications. (3 credits)

Sep 14	Thr	1845-2145	12 wks	BBY	CRN	33061
Sep 16	Sat	0830-1530	6 wks	BBY		33062

*Note: No class held Saturday, October 7, 2000

GIST 5130 TECHNICAL TOPICS IN COMPUTER SYSTEMS BBY \$485.50

Focuses on developing skills for solving the diverse problems of GIS computer systems. Students will examine UNIX and Windows operating systems, explore client-server relationships, write utility programs, and gain an understanding of the science that lies behind computer applications. Previous programming experience is helpful (GIST 5001). (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	38479
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GIST 6028 AVENUE DTC \$335.30

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). (1 credit)

Dec 6	Wed-Thr	0830-1630	2 days	DTC	CRN	38481
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GIST 6128 ARC/INFO GIS 2 BBY \$485.50

Continues from GIST 5128, covering customization, edge matching, digital terrain modelling, analytical GIS functions and importing and exporting of data. Prerequisite: GIST 5128. Previous programming experience is helpful (GIST 5001). (3 credits)

Sep 13	Wed	1845-2145	12 wks	BBY	CRN	63162
Nov 4	Sat	0830-1530	6 wks	BBY		33063

GIST 7100 FUNDAMENTALS OF GIS BBY \$260.50

(Previously GIST 5100). Provides an overview of Geographic Information Systems technology, covering fundamental concepts, terminology, and technologies associated with GIS, applications of GIS, the role of GIS in spatial data management, data modeling, and concepts of file and database systems. It also provides an overview of raster and vector spatial data models, architecture of GIS software (geo-relational, object-oriented), methods of data collection and input, manipulation and analysis features of GIS, general management issues, and trends in GIS. (2 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	63163
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GIST 7202 GIS COMPONENT PROGRAMMING BBY \$337

An emerging trend in GIS component software development. This course introduces students to component programming for GIS; its role and importance, comparison to object technology, and current models (OLE/COM, OMG, CORBA). Students will also learn about current commercial products and their features, and gain practical experience using ESRI MapObjects in a Visual Basic environment. (1 credit)

Oct 16	Mon	1845-2145	6 wks	BBY	CRN	63164
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*Note: No class held Monday, November 13, 2000

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. (1.5 credits)

Oct 16	Mon/Tue/	0830-1700	2.5 days	BBY	CRN	60004
	Wed	0830-1130				

ACGS 3000 AUTOCAD MAP 2 BBY \$445

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. (1.5 credits)

Oct 18	Wed/	1400-1700	2.5 days	BBY	CRN	60005
	Thr/Fri	0830-1700				



GIS DISTANCE EDUCATION COURSE VIA THE INTERNET

GIST 7159 **COURSE FEE \$395**
TEXTBOOK \$55 **SOFTWARE (IF REQUIRED) \$340**

MAPPING USING MICROSTATION

Using the Internet, a printed workbook, and MicroStation software, this course introduces students to MicroStation 95, a powerful CAD program used worldwide for mapping and GIS. Topics include design plane setup, element placement and symbology, text placement, precision input, and element manipulation. Examples are based on mapping and GIS. For more information, please visit our Web site at <http://www.gis.bcit.ca/outlines/7159info.htm>.

To register for the Internet course GIST 7159 only, please contact Shari Monsma at smonsma@bcit.ca.
For course information, contact Ross Miller at rmiller@bcit.ca

Geomatics

(604) 432-8992 nwong@bcit.bc.ca
(604) 432-8521

SURV 1101 SURVEY INSTRUMENT OPERATIONS: LEVELS BBY \$255.50

Introduces the basic principle of differential levelling. Hands-on with the automatic level. Bench mark and detail levelling procedures. Industry prescribed booking formats and note reductions. Practical levelling projects include sewer-line layout, grade and invert calculations, cut and fill and "as-built" surveys. Field-oriented to assimilate to actual engineering projects. (2.5 credits)

Sep 16	Sat	0900-1600	5 wks	BBY	CRN	61568
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SURV 1104 BASIC SURVEYING WITH TOTAL STATIONS BBY \$255.50

Teaches students to acquire the basic steps of setting up, centering and levelling the instrument. Introduces different makes of total stations; reflector constant determination; Surveying with total stations such as angle measurement procedures, horizontal distances and elevation difference determinations, running traverses and topographic/detail survey. Basic data collection and processing. (2.5 credits)

Oct 7	Sat	0900-1600	5 wks	BBY	CRN	35982
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SURV 1108 ENGINEERING SURVEY 1 BBY \$631.50

Introduces basic principles in surveying, differential levelling, accurate taping, manual survey and electronic data collection with total stations. The course is field-oriented and projects include various aspects of engineering construction surveys. Upon completion, students will be able to perform surveys, road and building stakeout, and produce plans. (7 credits)

Sep 16	Sat	0900-1600	15 wks	BBY	CRN	33160
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SURV 1113 PLANE SURVEYING COMPUTATIONS 1 BBY \$360.50

Reviews plane trigonometry fundamentals, solutions of triangles. Open and closed traverse computations, inverse, and the location of blunders and adjustment procedures. Omitted parts in closed traverses, area computations, subdividing lots with straight property lines. Circular curve calculations and layout procedures, building layout data calculations. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	37153
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SURV 1117 INTRODUCTION TO GPS DATA COLLECTION AND PROCESSING BBY \$420.50

Topics include basic GPS concepts. Field GPS modes and methods. Appropriate hardware, software, and methods for specific applications. Problems in GPS surveying. GPS mission planning. Hands-on code and carrier phase data collection and processing. Explanation of output files. Network adjustment and transformations. (3 credits)

Sep 12	Tue	1845-2145	12 wks	BBY	CRN	35884
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SURV 1118 PROGRAMMING THE HP48G(X): SURVEYING APPLICATIONS BBY \$271

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. (2 credits)

Sep 27	Wed	1845-2145	8 wks	BBY	CRN	61569
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SURV 1400 SURVEYING FOR ARCHEOLOGICAL APPLICATIONS BBY \$257.50

Introduces the basic principles in surveying, use of levels and total stations to establish vertical and horizontal control framework for detailed site surveys. Layout of rectangular grids. Manual survey and electronic data collection with total stations, data processing and computer-generated plans. (2.5 credits)

Sep 30	Sat	0900-1600	5 wks	BBY	CRN	61570
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SURV 2001 LEICA GPS REAL TIME BBY \$260

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. Introduces Basic GPS Real Time operations; conducts field exercises, an overview of its applications and exports Real Time results in different formats. This course is suitable for engineers, surveyors, utility companies and mining personnel. (1.0 credit)

Sep 27	Wed-Thr	0830-1630	1 wk	BBY	CRN	60199
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SURV 2002 REAL TIME GPS (TRIMBLE) BBY \$460

Topics include hardware configuration, system set-up, real time practical field operations, introducing TRIMMAP, download/transfer, DC (data collection), files to DB (database), editing, import/export of files, GPS calibration, contouring in TRIMMAP, and field exercises. (1.5 credits)

Nov 22	Wed-Fri	0830-1630	1 wk	BBY	CRN	61571
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SURV 2108 ENGINEERING SURVEY 2 BBY \$631.50

Covers slope staking, areas of cross-section, volumes. Setting out of simple curves by various methods. Calculations and setting out of a spiral curve. Vertical curves. Building layout. Underground survey. Intersection, resection and inaccessible base. Eccentric stations. EDM control traversing and heighting. Introduction to field aspects of the total station such as survey layout, data collection and processing. Prerequisite: SURV 1108. (7 credits)

Sep 16	Sat	0900-1600	15 wks	BBY	CRN	63165
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***Note: For Civil and Structural full-time students who have yet to complete SURV 3330 and SURV 4430 survey courses; SURV 2108 is the part-time studies equivalent course you must take in order to graduate from the Diploma program.**

SURV 2109 TDS AND FORESIGHT FOR WINDOWS BBY \$427.50

Surveying from field to final plan with TDS 48GX and CAD, TDS Foresight software. A hands-on course using total stations, 48GX calculators and TDS software. Topics include data collection, COGO adjustments, data transfer, plan computations for topographic survey, and earthworks and road design along with road and building stakeout. Prerequisite: Basic knowledge of survey. (3 credits)

Sep 23	Sat	0900-1600	6 wks	BBY	CRN	61572
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SURV 5108 FUNDAMENTALS OF SURVEYING BBY \$172

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. (1.5 credits)

Sep 16	Sat	0900-1200	6 wks	BBY	CRN	38490
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SURV 5208 FUNDAMENTALS OF GLOBAL POSITIONING SYSTEM BBY \$200

Introduces the fundamental concepts of Global Positioning System (GPS). Covers 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 all outdoor enthusiasts who use GPS for navigation. Prerequisite: SURV 5108. (1.5 credits)

Nov 4	Sat	0900-1200	6 wks	BBY	CRN	38491
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Mining

(604) 432-8323 rstevens@bcit.ca

There are no part-time courses scheduled at this time. For more information contact the program head, Rob Stevens, at (604) 432-8323.

Petroleum

(604) 432-8308 rkinney@bcit.ca

There are no part-time courses scheduled at this time. For more information contact the coordinator, Robin Kinney, at (604) 432-8308.

PART-TIME TIP
FIVE WAYS TO REGISTER.
Online, by fax, by mail,
in person or by phone.
See page 3 for more details.



AVIATION

(604) 419-3704

lmitchell@bcit.ca

The Aviation Division offers a variety of full-time, part-time, and customized training programs in the following:

- Aircraft Electronics
- Composite Fundamentals
- Helicopter Maintenance
- Sheet Metal
- Aviation Regulations
- Gas Turbine Engines
- Private Pilot Ground School

The following part-time courses are scheduled during the Fall at BCIT's Aerospace and Technology Campus located at 5301 Airport Road South, Richmond, B.C. Fax: (604) 278-5363.

AVIA 0122 ATC \$380.50
AIR REGULATIONS FOR MECHANICS

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.

Sep 12	Tue/Thr	1900-2200	5 wks	ATC	CRN	63220
Nov 18	Sat/Sun	0800-1600	2 wks	ATC		63222
Oct 31	Tue/Thr	1900-2200	5 wks	ATC		63221

AVIA 0168 ATC \$380.50
BASIC SHEET METAL FOR AIRCRAFT

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.

Sep 11	Mon/Wed	1900-2200	5 wks	ATC	CRN	63224
Oct 16	Mon/Wed	1900-2200	5 wks	ATC		63225

AVIA 0169 ATC \$380.50
ADVANCED SHEET METAL FOR AIRCRAFT

Continues from Basic Sheet Metal for Aircraft. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA tba or equivalent.

Nov 20	Mon/Wed	1900-2200	5 wks	ATC	CRN	63223
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AVIA 0180 ATC \$255.50
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.

Sep 12	Tue/Thr	1900-2200	5 wks	ATC	CRN	32886
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AVIA 0181 ATC \$255.50
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.

Oct 21	Sat	0900-1600	5 wks	ATC	CRN	32887
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AVIA 0195 ATC \$255.50
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 generally interested in aviation.

Sep 11	Mon/Wed	1900-2200	5 wks	ATC	CRN	32888
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AVIA 0240 ATC \$255.50
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.

Sep 11	Mon/Wed	1900-2200	5 wks	ATC	CRN	32891
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Composite Courses

(604) 419-3704

lmitchell@bcit.ca

The following Composite courses are endorsed by the Canadian Aviation Maintenance Council and are presently being considered for Transport Canada approval. Strong job growth is being experienced within the composite field. Enrollment within the Composite Introduction, Intermediate and Advanced will help you gain marketable skills within the Auto, Boat and Aircraft related fields.

AVIA 0253 ATC \$1198
COMPOSITE INTRODUCTION & INTERMEDIATE

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.

Sep 13	Wed/Fri/Sat/Sun	4 wks	ATC	CRN	63309	
	Wed/Fri (Sep 13,15,22,29,Oct 6,13): 1900-2200					
	Sat/Sun (Sep 16,24,30, Oct 1,7,8,14,15): 0800-1600					
Nov 1	Wed/Thr	0800-1600	4 wks	ATC	CRN	63362
		0700-1000	4 wks	ATC		63363

AVIA 0265

COMPOSITE ADVANCED

\$498

Great for boat, home, automotive & aviation enthusiasts!!

Facilitates repairs to previously manufactured panels. Through instructor-led shop and practical applications, the student will accomplish a tapered wet layup, nomex honeycomb core replacement and a prepregged graphite unidirectional repair. All repairs use the Advanced Composite Hot Bond Vacuum Bag Method. Upon completion, the student will receive certificate with the Canadian Aviation Maintenance Council endorsement. Prerequisite: AVIA 0253.

Nov 1	Wed/Fri/Sat/Sun	2 wks	ATC	CRN	63567
	Wed/Fri (Nov 1,3,10):	1900-2200			
	Sat/Sun (Nov 4,5,11,12):	0800-1600			

AVIT GNR

AIRCRAFT INTERIOR TECHNICIAN

\$3,900

Mixes theory and practical lessons with practicums in industry. Students will perform a wide variety of tasks from using basic hand tools to specialized procedures for aircraft interior. Students learn to disassemble, inspect and repair refinishing such as galley, washroom modules, seats, windows, seat belts, carpets, interior paneling, passenger service units, and storage bins. Students learn to maintain oxygen, water, waste, entertainment and emergency systems and equipment.

Sep 5	Mon-Fri	0800-1600	16 wks	ATC	CRN	62462
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MARINE

The Marine Division offers a variety of full-time, part-time, and customized training programs in the following:

- Electronic Navigation
- Marine Engineering
- Maritime Logistics and Port Operations
- Safety and Seamanship
- Nautical

The following part-time courses are scheduled during the Fall at BCIT's Pacific Marine Training Campus located at 265 West Esplanade, North Vancouver, B.C. Fax: (604) 985-2862.

Maritime Logistics and Port Operations

(604) 453-4111

MLPO 1041

PMT \$325.80

OCEAN FREIGHT CARGOES

Introduces the principal ocean cargoes. Cargoes will include oil, grain, coal, containers, breakbulk, reefer cargoes, forest products, fertilizers, mineral concentrates, liquid chemicals and liquefied bulk cargoes. It also outlines the ship stowage, carriage and regulatory requirements for the safe transportation and handling of cargoes.

Sep 12	Tue/Thr	1800-2100	5 wks	PMT	CRN	63160
	Sat (Sep 23):	0900-1600				

MLPO 2021

PMT \$325.80

TERMINAL LOGISTICS

Covers the planning, design and operational principles of port terminals, and the role they play in the logistics of cargo movement. In addition, it will also include layout, equipment and operation of drybulk, liquid bulk, container, multi-purpose and passenger terminals.

Oct 31	Tue/Thr	1800-2100	5 wks	PMT	CRN	63161
	Sat (Nov 4):	0900-1600				

Nautical

(604) 453-4111

NAUT 0475

PMT \$440.50

MASTER LIMITED, 60GRT, AREA 1

Prepares participants for Transport Canada examinations (040, 061, oral exam) leading to the Master Limited certificate, which will qualify the holder to operate a small passenger vessel up to 60 GRT within Area 1 waters. Course also covers material for candidates preparing for 'First Mate Limited Coastal' certificate.

Sep 28	Tue/Thr	1800-2100	5 wks	PMT	CRN	60164
	Sat	0900-1600				

Recreational & Small Boat Operators

(604) 453-4111

ENAV 1100

PMT \$200

MARINE ELECTRONIC NAVIGATION 1

Introduces the use of electronic navigational equipment commonly found on small vessels. Students will be introduced to Radar GPS, Echo Sounder and electronic charts using up to date hardware and software.

Nov 7	Tue/Thr	1800-2100	2 wks	PMT	CRN	61455
	Sat (Nov 18):	0900-1600				



ENAV 1150

PMT \$200

ELECTRONIC CHARTING 1

This is a "hands-on" course using electronic charts for navigating coastal waters. Students will design and run coastal passages using state-of-the-art software and equipment.

Nov 21	Tue/Thr	1800-2100	2 wks	PMT	CRN	63251
	Sat (Nov 25):	0900-1600				

MOTIVE POWER

The Motive Power Division offers a variety of full-time, part-time and customized training programs in the following:

- Auto Collision Repair
- Automotive Electronics
- Heavy Duty Mechanic
- Commercial Transport Mechanic
- Diesel Mechanics
- Marine Mechanics
- Power Equipment Technician
- Auto Refinishing
- Automotive Service Technician
- Diesel Electronics
- Equipment Operator
- Motorcycle Mechanics

The following part-time courses are scheduled this Fall at BCIT's Burnaby campus, located at 3700 Willingdon Avenue, Burnaby, B.C. Fax (604) 439-0426.

Automotive Mechanic

(604) 432-8205

sbutter@bcit.ca

AUTO 0100

BBY \$453.50

AUTOMOTIVE MECHANICAL REPAIR REFRESHER

Refreshes theoretical knowledge of the trade in preparation for the Certificate of Qualification examination. Prerequisite: Experience in the automotive trade.

Sep 18	Mon/Wed	1830-2130	10 wks	BBY	CRN	32709
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AUTO 0105

BBY \$453.50

AUTOMOTIVE AIR CONDITIONING

Introduces the principles of air conditioning systems, including refrigerant theory, system construction and operation, inspection and service, refrigerant recovery, recycling, and charging. Shop exercises involve performance testing and inspections including refrigerant identification, over and undercharging effects, and leak detection. Safety glasses and steel-toed footwear required. Prerequisite: AUTO 0145 or equivalent.

Sep 19	Tue/Thr	1830-2130	7 wks	BBY	CRN	38547
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AUTO 0106

BBY \$355

AIR CONDITIONING 134A RETROFIT

Upgrades automotive technicians in the conversion of motor vehicle air conditioning systems from ozone depleting refrigerants to non-ODS 134A refrigerants. Covers issues of R12 equipment and disposal. Theory and hands-on training will be applied. Successful participants will receive Air Conditioning Retrofit certification. Prerequisite: Automotive air conditioning experience, and AUTO 0145 or equivalent. Safety glasses and steel-toed footwear required.

Nov 14	Tue/Thr	1830-2130	3 wks	BBY	CRN	38548
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AUTO 0107

BBY \$107

134A RETROFIT REGULATIONS

Upgrades automotive technicians, service advisors and shop administrators in the procedures and regulations of air conditioning 134A retrofit. This theory awareness course provides current information on the impact of the Ozone Depleting Substances and Other Halocarbons Regulation on customer vehicles. Successful participants will receive Air Conditioning Retrofit certification.

Nov 8	Wed	1800-2200	1 day	BBY	CRN	38567
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AUTO 0110

BBY \$341.50

AUTOMOTIVE BRAKE SERVICING

Upgrades mechanics in brake servicing. Covers inspection and repair of disc/drum brake assemblies. Prerequisite: Mechanical experience. Steel-toed footwear and safety glasses required.

Sep 19	Tue/Thr	1830-2130	5 wks	BBY	CRN	63133
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AUTO 0125

BBY \$448.50

AUTOMOTIVE AUTOMATIC TRANSMISSIONS

Introduces the operating principles of automotive automatic transmissions. Topics include drive train components, gearset descriptions, simple and compound planetary gearsets, torque converters, hydraulic circuits and apply devices. Also introduces electronically controlled transmissions. Shop exercises involve a teardown and rebuild of a basic hydraulically operated transmission. Safety glasses and steel-toed footwear required.

Sep 18	Mon/Wed	1830-2130	7 wks	BBY	CRN	61630
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AUTO 0131

BBY \$360

PROPANE FUEL SYSTEMS FOR VEHICLES

Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training ensures competency in identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. Prerequisite: Minimum Third Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel-toed footwear required.

Sep 19	Tue/Thr	1830-2130	4 wks	BBY	CRN	61628
Oct 14	Sat	0830-1730	3 wks	BBY		63134

AUTO 0134

BBY \$360

NATURAL GAS FUEL SYSTEMS FOR VEHICLES

Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training ensures competency in identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. Prerequisite: Minimum Third Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel-toed footwear required.

Nov 7	Tue/Thr	1830-2130	4 wks	BBY	CRN	61629
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AUTO 0140

BBY \$531.50

AIRCARE THEORY AND OPERATIONS

Prepares certified technicians, who have not previously been AirCare Certified, to write the AirCare Repair Service Technician Examination. The AirCare Certification examination is administered on the last night. Prerequisite: B.C. TQ in Automotive, Commercial Transport or Heavy Duty Mechanic with three years automotive experience.

Sep 19	Tue/Thr	1830-2130	7 wks	BBY	CRN	36203
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AUTO 0141 AIRCARE PRACTICAL (RECERTIFICATION) BBY \$582.50

Updates certified technicians in the diagnosis and repair of emission control system failures presented in a hands-on format. Mandatory for AirCare technicians who have failed the AirCare recertification exam. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive, Commercial Transport or Heavy Duty Mechanic with three years automotive experience. Safety glasses and steel-toed footwear required.

Sep 19	Tue/Thr	1830-2130	7 wks	BBY	CRN	32720
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AUTO 0145 CFC EMISSIONS IN AUTOMOTIVE BBY \$119

Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. 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.

Sep 16	Sat	0900-1700	1 day	BBY	CRN	32717
Nov 4	Sat	0900-1700	1 day	BBY		62791

AUTO 0146 AIR BAG SYSTEMS BBY \$105

Upgrades technicians in the diagnosis and repair of air bag systems. Covers theory, operation, and testing procedures of all components including electrical and mechanical. Steel-toed footwear and safety glasses required.

Sep 23	Sat	0830-1300	2 wks	BBY	CRN	61631
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AUTO 2209 AUTOMOTIVE TUNE-UP, DRIVEABILITY, AND EMISSION CONTROLS BBY \$380.50

Progresses from basic electrical/electronic test procedures to advanced diagnosis of batteries, conventional and permanent magnet starters and circuits, ignition systems from conventional to DIS, fuel delivery systems including feedback carburetors, emission controls, four gas analysis, an introduction to "on-board" computers and fuel injection.

Sep 19	Tue/Thr	1900-2200	7 wks	BBY	CRN	32708
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AUTO 2232 AUTOMOTIVE ANTI-LOCK BRAKES BBY \$427.50

Upgrades the professional technician, who has limited experience in electrical and electronic testing, to repair electronic anti-lock brake systems. Safety glasses and steel-toed footwear required.

Nov 7	Tue/Thr	1830-2130	5 wks	BBY	CRN	63138
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CTMX 0110 COMMERCIAL VEHICLE INSPECTOR BBY \$231

Prepares students for the Commercial Vehicle Inspector Authorization examination. This Authorization permits the inspection of commercial and private vehicles including out-of-province. Up-to-date information on recent and upcoming changes to the inspection program will also be covered. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel-toed footwear required.

Sep 26	Tue/Thr	1830-2130	3 wks	BBY	CRN	32725
Oct 23	Mon/Wed	1830-2130	3 wks	BBY		32727
Nov 21	Tue/Thr	1830-2130	3 wks	BBY		35793

Commercial Transport Mechanic

(604) 432-8205 sbutler@bcit.ca

CTMX 0100 COMMERCIAL TRANSPORT MECHANIC CQ REFRESHER BBY \$453.50

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 (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 18	Mon/Wed	1830-2130	10 wks	BBY	CRN	32724
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CTMX 0101 TRANSPORT REFRIGERATION BASIC MAINTENANCE BBY \$290

Increases awareness of the Transport Refrigeration field. Covers refrigeration theory, components and location, basic electrical, basic electronics, basic electrical schematic reading, and test equipment. Freon flow charts of Carrier and Thermo King refrigeration units will be discussed. Safety glasses and steel-toed footwear required.

Sep 18	Mon/Wed	1830-2130	4 wks	BBY	CRN	61668
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CTMX 0105 AIR BRAKES FOR MECHANICS BBY \$367.50

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. Steel-toed footwear required.

Sep 18	Mon/Wed	1830-2130	6 wks	BBY	CRN	61662
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CTMX 0110 COMMERCIAL VEHICLE INSPECTOR BBY \$231

Prepares students for the Commercial Vehicle Inspector Authorization examination. This Authorization permits the inspection of commercial and private vehicles including out-of-province. Up-to-date information on recent and upcoming changes to the inspection program will also be covered. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel-toed footwear required.

Sep 26	Tue/Thr	1830-2130	3 wks	BBY	CRN	32725
Oct 23	Mon/Wed	1830-2130	3 wks	BBY		32727
Nov 21	Tue/Thr	1830-2130	3 wks	BBY		35793

PART-TIME TIP

IT'S EASY. Register online at www.bcit.ca and click on Registration.



CTMX 0111 COMMERCIAL VEHICLE INSPECTOR UPDATE BBY \$60

Updates commercial 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. Material covered will be the most recent and upcoming changes implemented since 1996. Prerequisite: Commercial Vehicle Inspector Certification.

Oct 19	Thr	1800-2200	1 day	BBY	CRN	61669
Dec 12	Tue	1800-2200	1 day	BBY		61670

CTMX 0200 COMMERCIAL TRANSPORT TRAILER MECHANIC CQ REFRESHER BBY \$342.50

Prepares participants for the Commercial Transport Trailer Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half years work experience in the trade.

Oct 16	Mon/Wed	1830-2130	7.5 wks	BBY	CRN	32729
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Diesel Engine Electronics

(604) 432-8205 sbutler@bcit.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 2100 ELECTRICAL ADVANCED 1 BBY \$412.50

Provides you with a thorough understanding of the basics of electricity and electromagnetism. Topics include batteries, charging and starting systems. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Steel-toed footwear required.

Oct 3	Tue/Thr	1830-2130	5 wks	BBY	CRN	60197
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DELX 2101 ELECTRICAL ADVANCED 2 BBY \$412.50

Concentrates on the electronics side of diesel engine electronic components and operation, including semi conductors, integrated circuit devices, microprocessors and electronic control devices. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Steel-toed footwear required.

Nov 14	Tue/Thr	1830-2130	5 wks	BBY	CRN	38561
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Equipment Operator

(604) 432-8205 sbutler@bcit.ca

Forklift Operator Training is in high demand - additional courses may be scheduled. Call (604) 432-8205 for course availability. Group training options are also available.

CTMX 0115 FORKLIFT OPERATOR CERTIFICATION BBY \$203

Provides both theory and practical training for those with proven experience in the operation of forklifts. Successful participants will receive an Ives and Associates SD/CB Lift-truck Operator Certificate valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Workbook included. Prerequisite: Forklift operation experience. Steel-toed footwear required.

Sep 26	Tue/Thr	1830-2130	2 wks	BBY	CRN	37128
Oct 2	Mon/Wed	1830-2130	2 wks	BBY		37130

CTMX 0116 FORKLIFT OPERATOR TRAINING/CERTIFICATION BBY \$295

Provides both theory and practical training for those with no experience in the operation of forklifts. Successful participants will receive an Ives and Associates SD/CB Lift-truck Operator Certificate valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Workbook included. Prerequisite: Driving experience. Steel-toed footwear required.

Sep 5	Tue/Thr	1830-2130	3 wks	BBY	CRN	37131
Sep 11	Mon/Wed	1830-2130	3 wks	BBY		37133
Sep 26	Tue/Thr	0830-1515	3 days	BBY		38558
Oct 10	Tue/Thr	1830-2130	3 wks	BBY		63148
Oct 23	Mon/Wed	1830-2130	3 wks	BBY		63149
Oct 24	Tue/Thr	0830-1515	3 days	BBY		63151
Nov 7	Tue/Thr	1830-2130	3 wks	BBY		63152
Nov 20	Mon/Wed	1830-2130	3 wks	BBY		63153
Nov 28	Tue/Thr	0830-1515	3 days	BBY		63154

CTMX 0117 FORKLIFT OPERATOR RECERTIFICATION BBY \$125

Provides review, testing, and recertification to individuals who have previously obtained Forklift Operator Certification. Successful participants will receive an Ives and Associates SD/CB Lift-truck Operator Certificate valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Steel-toed footwear required.

Oct 18	Wed	0700-1345	1 day	BBY	CRN	61663
Dec 9	Sat	0830-1430	1 day	BBY		61664

CTMX 0119 AERIAL BOOM LIFT OPERATOR BBY \$231

Provides both theory and practical training in the operation of aerial boom lifts. Successful participants will receive an Ives and Associates Aerial Boom Lift Operator Certificate. This program meets current WCB guidelines and CSA Standards for aerial boom lift operators. Workbook included. Prerequisite: Driving experience. Steel-toed footwear required.

Sep 16	Sat	0830-1430	1 day	BBY	CRN	63155
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CTMX 0120 SCISSOR LIFT OPERATOR BBY \$205

Provides training in the operation of scissor lifts. Includes both theory and practical training. Successful participants will receive an Ives and Associates Scissor Lift Operator Certificate. This program meets current WCB guidelines and CSA Standards for scissor lift operators. Workbook included. Prerequisite: Driving experience. Steel-toed footwear required.

Sep 23	Sat	0830-1430	1 day	BBY	CRN	63156
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CTMX 0121 ROUGH TERRAIN FORKLIFT OPERATOR BBY \$395

Provides rough terrain forklift training for those with previous experience in the operation of forklifts. Includes both theory and practical training. Successful participants will receive an Ives and Associates Rough Terrain Forklift Operator Certificate valid for two years. This program meets current WCB guidelines and CSA Standards for rough terrain forklift operators. Workbook included. Prerequisite: Valid forklift operator certificate. Steel-toed footwear required.

Oct 28	Sat	0830-1430	2 wks	BBY	CRN	63157
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First Aid

(604) 432-8205 sbutler@bcit.ca

CTMX 0201 OCCUPATIONAL FIRST AID - LEVEL 1 BBY \$88

Covers basic first aid with rescuer C.P.R. Personal identification must be produced to the instructor.

Sep 19	Tue/Thr	1830-2200	1 wk	BBY	CRN	63141
Oct 28	Sat	0800-1600	1 day	BBY		63142
Dec 12	Tue/Thr	1830-2200	1 wk	BBY		63144

Heavy Duty Mechanic

(604) 432-8205 sbutler@bcit.ca

HDMX 0100 HEAVY DUTY MECHANIC CQ REFRESHER BBY \$453.50

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 (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 18	Mon/Wed	1830-2130	10 wks	BBY	CRN	32722
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Marine Mechanic

(604) 432-8205 sbutler@bcit.ca

IOMX 0101 STERN DRIVE TUNE-UP AND WINTERIZING BBY \$357.50

Provides the boat owner with practical service knowledge about the stern drive engine, drive leg and related equipment, as well as fuel systems, ignition, electrical, cooling, corrosion control, troubleshooting and winterization. Includes both theory and hands-on training. Steel-toed footwear required.

Sep 19	Tue/Thr	1830-2130	6 wks	BBY	CRN	38724
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Motorcycle Mechanic

(604) 432-8205 sbutler@bcit.ca

MCMX 0115 MOTORCYCLE MAINTENANCE BBY \$214

Covers all aspects of general maintenance of the modern motorcycle. Combines lectures, demonstrations and hands-on practical training to present material. Steel-toed footwear required.

Sep 25	Mon/Wed/Sat	3 wks	BBY	CRN	60195
Mon/Wed (Sep 25, 27, Oct 2 & 4): 1830-2130					
Sat (Oct 14): 0830-1430					

Power Equipment Mechanic

(604) 432-8205 sbutler@bcit.ca

PEMX 0105 SMALL ENGINE POWERED EQUIPMENT MAINTENANCE BBY \$354.50

Covers maintenance and general engine repairs on lawn mowers, chainsaws, generator units and other utilities powered by air-cooled two- and four-stroke engines. Steel-toed footwear required.

Oct 17	Tue/Thr	1830-2130	8 wks	BBY	CRN	37134
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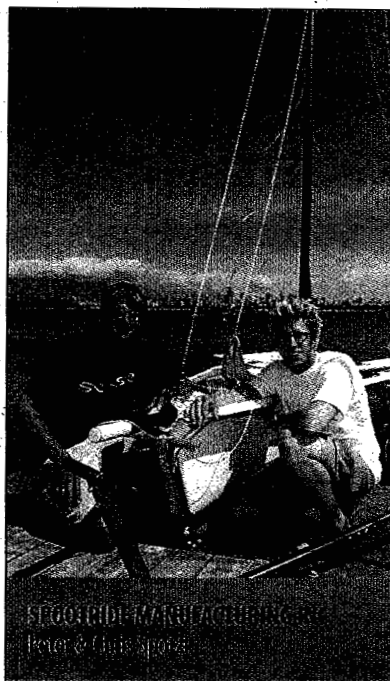
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