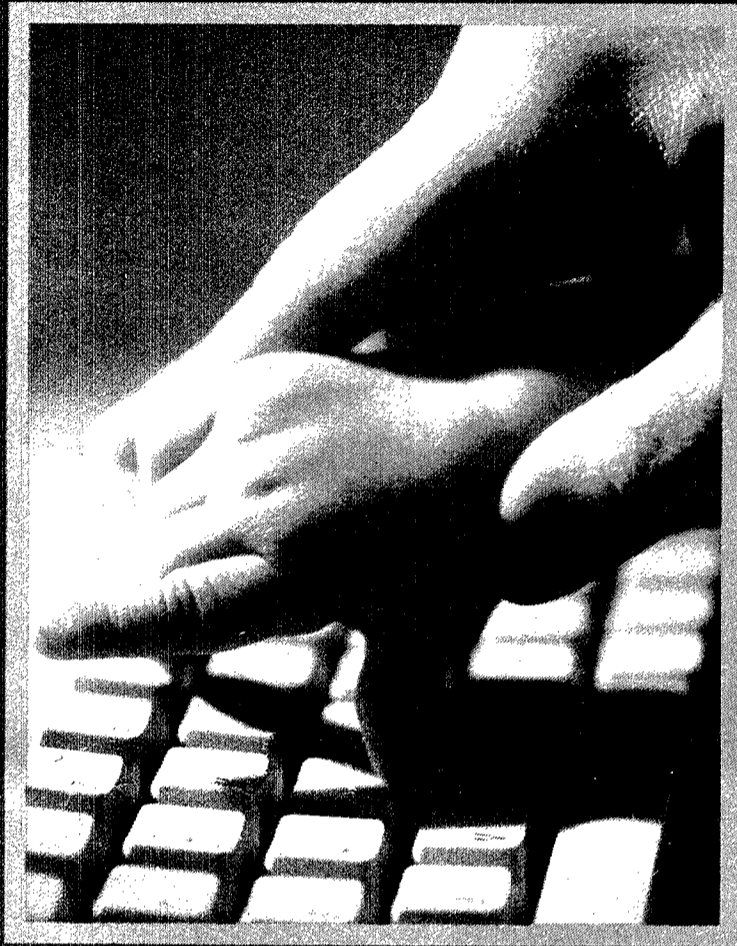


*Celebrating  
30 years of learning*



**Part-time**



**Winter term starts  
January 12**

**The world  
is learning.**

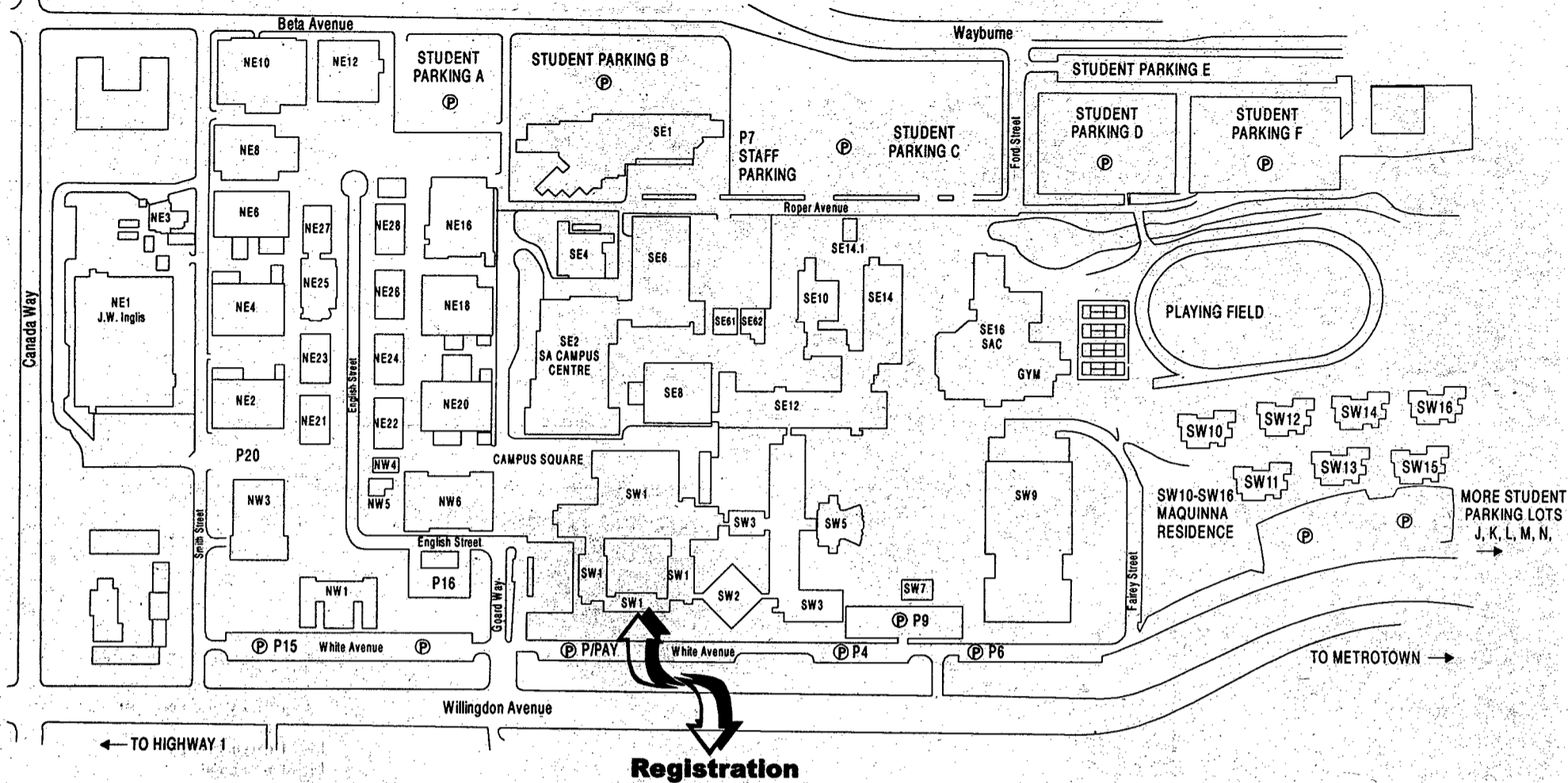
**Keep up.**

**[www.bcit.bc.ca](http://www.bcit.bc.ca)**

**(604)434-1610**

*BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY*

# Campus Map



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### Fee Structure

Effective Sept 1997 the total amount of the course includes mandatory fees (Part-time student activity and building fee).

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.
- \$.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.

## Registration

### CAMPUS LOCATIONS/ OFFICE HOURS

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

- BURNABY/BBY (604) 434-1610**  
(Registration) Part-time course registration.  
3700 Willingdon Avenue, Burnaby,  
B.C. V5G 3H2 Fax: (604) 430-1331  
**To withdraw from a part-time course prior to the refund deadline date.**  
Student Records: (604) 432-8498  
**After the refund deadline date.**  
Refunds: (604) 432-8212  
**Cheque inquiries only.**  
Payments: (604) 432-8732  
**OFFICE HOURS:**  
Registration/General Inquiries: Hours  
(Subject to Change)  
Monday to Thursday 0830 - 1900  
Friday 0830 - 1630  
Saturday 0830 - 1230  
Closed on Holiday Weekends
- DOWNTOWN CAMPUS/DTC (604) 412-7777**  
Part-time technology courses only.  
555 Seymour Street, Vancouver, B.C.  
V6B 3H6 Fax: (604) 687-2488  
**OFFICE HOURS**  
When classes are in session:  
Monday to Thursday 0830 - 1800  
Friday 0830 - 1630  
**Otherwise:**  
Monday to Thursday 0830 - 1730
- SURREY/SRY, Registration and Information only (604) 594-2000**  
Part-time Business courses only.  
Campus location:  
Tamanawis Senior Secondary School  
12600, 66th Avenue, Surrey, B.C. V3W 2A8
- SEA ISLAND/SEA (604) 278-4831**  
Part-time Aviation and computer courses only.  
Vancouver International Airport  
Unit 200 - 5301 Airport Road South,  
Richmond, B.C. V7B 1B5

- PACIFIC MARINE TRAINING CAMPUS/PMT (604) 985-0622**  
265 West Esplanade, North Vancouver, B.C.  
V7M 1A5 Fax: (604) 985-2862
- VANCOUVER/VCR/ANO\***  
Part-time Computer Systems courses only.  
Ano Office Automation  
380 West 2nd Avenue, Vancouver, B.C.
- INFORMATION TECHNOLOGY CENTRE /ABB\* (604) 853-6230**  
2343 McCallum Rd.,  
Abbotsford, B.C. V2S 3N7

\*Please contact the Burnaby or Downtown campuses to register for courses at these locations.

### METHODS OF PAYMENT

Cheque, Money Order, MasterCard, VISA, letter of authorization from employer to have BCIT invoice. Cash in person only. Debit card only at Burnaby and Downtown campuses.

### CONFIRMATION OF REGISTRATION/PAYMENT

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

### COURSE AUDIT

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

### COURSE CANCELLATIONS

The Institute reserves the right to cancel courses if enrolments are insufficient. A full refund cheque of tuition will be mailed out.

### COURSE IDENTIFICATION

The course identifier consists of a subject code, number and title. Please refer to the BCIT Part-time Studies Calendar on-line at [www.bcit.bc.ca](http://www.bcit.bc.ca) for a complete explanation.

### FEES

**Course Transfer/Change \$15 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 listed. 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 44 for information about Part-time Studies tuition fees.

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

### MISCELLANEOUS FEES

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

### VISA & MASTERCARD DECLINES

Upon notification from the bank that a Visa or MasterCard has been declined, the student will be immediately withdrawn from their class for non-payment of fees. Your receipt will be stamped with a notation advising that the card has been declined. It will be your responsibility to re-register and make full payment for that class. A new receipt will be issued.

### REFUNDS

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

Course duration	*Deadline Dates
Over 4 weeks	the day of the 2nd class.
4 weeks or less	1-week prior to the class start date.
Distance Education	before material has been sent.

\*Refund requests must be submitted to Part-time Studies course registration by the refund deadline date. Special fees for some courses are non-refundable and different refund requirements and deadlines may apply.





# Services

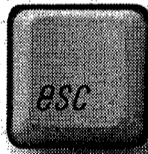
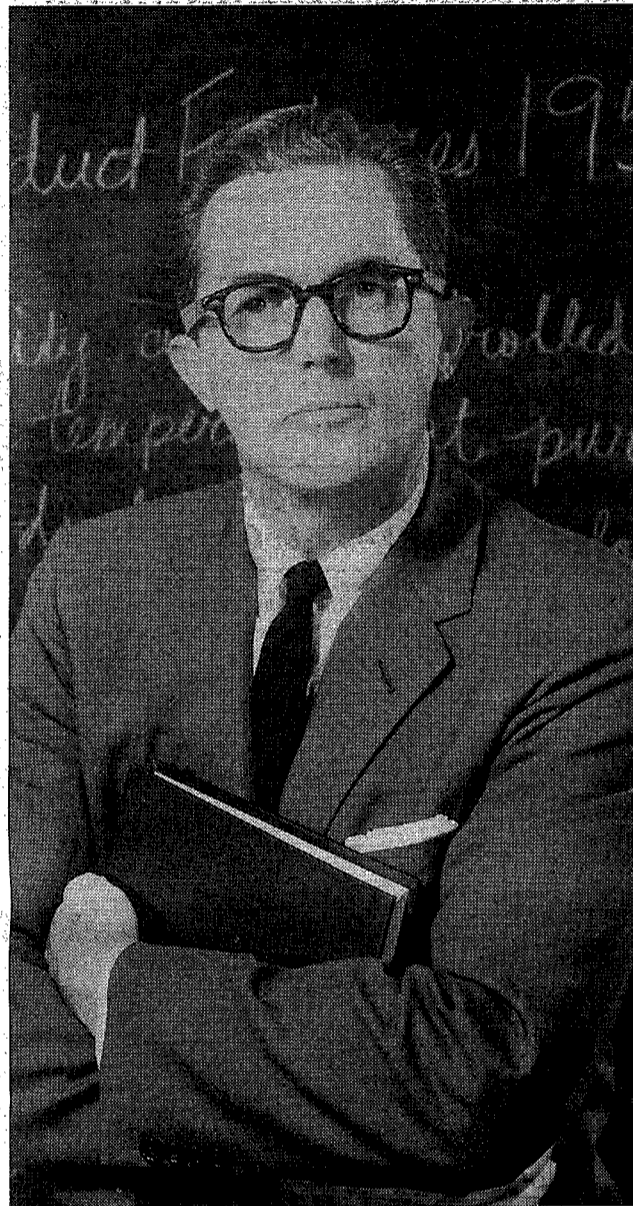
## ALUMNI ASSOCIATION (604) 432-8847

The BCIT Alumni Association provides a vital communication link between graduates and the Institute. Graduates receive the Alumni Ambassador publication twice a year.

All BCIT graduates, PMTC graduates (who have completed programs of at least six months duration) and holders of Part-time Studies Certification are automatically members of the Alumni Association.

Priorities for the Alumni Association included involvement in the Alumni Fundraising Campaign, the presentation of Entrance Awards to first-year, full-time students, promoting professional recognition for BCIT graduates.

The Alumni Office is located in the Student Association Campus Centre SE 2.



**GET READY TO CHANGE  
THE WAY YOU LEARN.**

Introducing Click@BCIT. A new, multi-media training centre for business and computer skills. Sit down at a private workstation and our interactive software will take you through your course. At your own speed. On your own time. If you'd like to sharpen your skills, call (604) 412-7621 for a free half hour trial.



**CLICK@BCIT**  
THE DIGITAL CLASSROOM

2nd Floor, 555 Seymour Street, Vancouver, B.C., V6B 3H6  
tel: (604) 412-7621, fax: (604) 687-8624  
Click@BCIT is a FutureSkills Learning Centre.

## CLASS TIMES/LOCATIONS

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

BURNABY (BBY) TRADES	1900-2200
BURNABY (BBY) TECHNOLOGY	1845-2145
DOWNTOWN CAMPUS (DTC)	1730-2030
SEA ISLAND (SEA)	1900-2200
SURREY (SRY)	1900-2200
VANCOUVER (VCR)	1845-2145
ABBOTSFORD (ABB)	See course descriptions
PACIFIC MARINE TRAINING CAMPUS (PMT)	See course descriptions

## CLASSROOMS

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

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

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

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

## BOOKSTORE (604) 432-8379

FAX (604) 432-7923

e-mail: [bookstore@bcit.bc.ca](mailto:bookstore@bcit.bc.ca)

CAMPUS CENTRE/SE2

### BURNABY HOURS — January 1998

Jan 1	-----	CLOSED	17	-----	0800-1200
2	-----	CLOSED	18	-----	CLOSED
3	-----	CLOSED	19	-----	0800-2000
4	-----	CLOSED	20	-----	0800-2000
5	-----	0800-1700	21	-----	0900-2000
6	-----	0800-1700	22	-----	0800-2000
7	-----	0900-1700	23	-----	0800-1600
8	-----	0800-1700	24	-----	0800-1200
9	-----	0800-1600	25	-----	CLOSED
10	-----	0800-1200	26	-----	0800-1930
11	-----	CLOSED	27	-----	0800-1930
12	-----	0800-2000	28	-----	0900-1930
13	-----	0800-2000	29	-----	0800-1930
14	-----	0900-2000	30	-----	0800-1200
15	-----	0800-2000	31	-----	0800-1200
16	-----	0800-1600			

## BURNABY HOURS

- Burnaby January hours are listed above. Please call the Bookstore Information Line at (604) 432-8379/option #1 for late-breaking ad hoc hours for February and March. Downtown Book Room hours are handled by the Downtown campus staff.
- BCIT 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

In cooperation with several BCIT partners, texts designated essential to course use will be sold at most satellite locations for your convenience, during the first class. Complete duplication of services is not possible — used texts, special values and software are available only at the main store in Burnaby.

## BOOK RETURNS

Books in a technical school can be expensive — mistakes can cost you money. It is recommended that you attend class for direction before purchasing texts to verify if your particular instructor will be emphasizing the use of a textbook.

The bottom line is that if a class is cancelled or you withdraw, you may return the required text for a refund; however, there are time restrictions — this policy is not open-ended.

## THE THREE R'S OF RETURNS

1. Receipt: Original book sales receipt; 14 calendar days maximum, PLUS
2. Registration: drop slip indicating withdrawal or cancellation, PLUS
3. Resale: Book must be in new, resaleable, fresh and no-marks condition. No returns on opened software.

## USED BOOKS

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

There is no guarantee that a book will have a used book buyback value: new editions and course text changes determine the value.

The buyback is conducted by a used book wholesaler with access to a database of more than 60,000 titles — the bookstore staff does not have the answers about used book value.

## CORRESPONDENCE/GUIDED LEARNING

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

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

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

### Please call:

Academic Studies	(604) 432-8784
Business	(604) 432-8609
Engineering Technology	(604) 432-8784
Health Sciences	(604) 451-7089
Industry Services	(604) 432-8234
Power Engineering	(604) 432-8390
Transportation Systems	(604) 432-8784

**Note:** Students registering in correspondence/guided learning courses with out of country addresses will be charged double the assessed course fee.

## COUNSELLING SERVICES

(604) 434-1610 SW1-2300

RECEPTION SW1-1300

Web site - [www.bcit.bc.ca  
services\\_home.htm](http://www.bcit.bc.ca/services_home.htm)

Counselling Services office hours are 0830-1630, Monday-Friday. Limited Counselling Services are available to students registered for part-time programs.

## CAREER, EDUCATIONAL AND PERSONAL DEVELOPMENT COURSES

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

- Make a first time career choice
- Make a career change
- Develop new career paths.
- Access current information about career and educational options
- Learn about jobs of the future

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

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

## EDUCATIONAL RESOURCE CENTRE

FOR STUDENTS WITH DISABILITIES

VOICE (604) 451-6963 TTY

(604) 432-8954 Fax (604) 433-1184

e-mail - [kharvey@bcit.bc.ca](mailto:kharvey@bcit.bc.ca)

We offer a range of support services for students with disabilities. For more information contact Student Services at (604) 451-6963, Building SW1, Room 2300. In addition, the Educational Resource Centre offers a program to be more successful in your studies: BCIT 0130 - Learning for Success: Strategies for Students with Learning Disabilities/Difficulties. For more information about this program please refer to page 6 of this flyer.

## EMPLOYMENT SERVICES

TEL (604) 432-8666

FAX (604) 435-3122

e-mail [bciteps@bcit.bc.ca](mailto:bciteps@bcit.bc.ca)

Location: SW1 Room 1100  
Office Hours: 0830-1600 Monday to Friday  
Closed from 1300-1400 daily

Employment Services puts employers in touch with BCIT students and alumni.

As a part-time student you are eligible to use the BCIT WORKS! VoiceLink JobsLine, a 24-hour job information telephone system. There is a \$20 fee for one year of access to the VoiceLink JobsLine for part-time students and Alumni. We also have a variety of positions posted in our office. Drop by, call or e-mail us at [bciteps@bcit.bc.ca](mailto:bciteps@bcit.bc.ca) for more information.

Visit our Web site: [www.bcit.bc.ca/~stuser/eps/eps\\_home.htm](http://www.bcit.bc.ca/~stuser/eps/eps_home.htm) for more information on our services, job search tips and the courses offered.

Employment Services offers two courses to assist students in their career search: BCIT 0161: Interviewing for Success and BCIT 0162: Finding Work. For more information about these two courses please refer to page 6 of this flyer. Students who register for BCIT 0161 or BCIT 0162 may register for the BCIT Works! VoiceLink JobsLine FREE of charge.





# Services

## FINANCIAL AID FOR PART-TIME STUDENTS (604) 432-8555

Financial Aid and Awards Reception, SW1 Building, Room 2300.  
Office Hours: 0830-1630, Monday to Friday.

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

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

## FOOD (604) 432-8642

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

<b>Town Square Café (SE2)</b>	
Monday to Thursday	0630-2100
Friday	0630-1500
Saturday	Closed
<b>Campus Café (SE12)</b>	
Monday to Thursday	0700-2100
Friday	0700-1530
Saturday	0800-1400
<b>JW Inglis (NE1)</b>	
Monday to Thursday	0600-2100
Friday	0600-1500
Saturday	0800-1400
<b>Electrical Training Centre (SE1)</b>	
Monday to Friday	0700-1430
Saturday	Closed
<b>Roadrunner (SW1, Room 2322)</b>	
Monday to Thursday	0730-2100
Friday	0730-1430
<b>Elephant on Campus</b>	
Monday to Thursday	1100-Midnight
Friday	1100-0100
Saturday	1200-1800
Sunday	Closed

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

## LIBRARY (604) 432-8370

The BCIT libraries include the main library at Burnaby campus and specialized branch libraries at Pacific Marine Training campus and Sea Island campus.

The libraries play a leading role in the educational process by providing the BCIT community with access to current materials using the latest information technology, assistance in retrieving information and instruction in research methods.

The main library has a wide variety of books, periodicals, technical reports, videos, maps, etc. There are specialized collections of legal materials, standards, Statistics Canada publications and much more.

The Sea Island library collection specializes in aircraft maintenance and repair and avionics materials.

The libraries have the latest in computerized information including Internet and in-house CD-ROM access. The ground floor microcomputer centre of the main library is for student-use in preparing reports, spreadsheets, etc.

The libraries are also wheelchair accessible and have special needs facilities such as a print-to-voice machine for the visually challenged.

## LIBRARY HOURS

September to May (subject to change)

<b>Main Library</b>	
Monday to Thursday	0730-2230
Friday	0730-1700
Saturday and Sunday	0900-1700
<b>PMTC</b>	
Monday to Friday	0800-1600
Saturday and Sunday	Closed
<b>Sea Island</b>	
Monday to Friday	0800-1230
	1300-1600
Saturday and Sunday	Closed

## TELEPHONE NUMBERS

Main Library	(604) 432-8370
Loans, overdue and Hold information	(604) 432-8370
Library hours	(604) 432-8371
Reference service	(604) 985-0622
PMTC	(604) 278-3519
Sea Island	

## INTERNET ACCESS

The Library's homepage is available at [www.lib.bcit.bc.ca](http://www.lib.bcit.bc.ca). Please visit us at this site to view some of the resources and links we have to offer.

## THE NOW PROJECT (604) 451-6983 e-mail [nowproje@bcit.bc.ca](mailto:nowproje@bcit.bc.ca)

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

- information on welfare changes related to training
  - assessments for upgrading or tutoring
  - assistance in navigating your way through the system
  - student support groups
  - use of computing facilities and resource centre
  - one-on-one support
  - tutoring and workshops
  - referrals and assistance to access BCIT and community services
- Drop-in hours for registration are 1230 to 1600, Monday to Friday, in Building SW1, Room 2105. After hours appointments can be available. Please call for your initial appointment or for more information, (604) 451-6983.

## PARKING (604) 432-8719

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

Night school parking permits are available from the cashier's office adjacent to the registration area and are valid after 1630 in any staff, student or visitor parking lot. Monday to Friday and all day on weekends 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 \$6.00 all-day rate.

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

Fees are subject to change:

Night school: term	\$16.00
Student:	
Daily rate: Ticket Dispenser	\$1.50
Monthly	\$15.00
Jan-May term	\$75.00
Sep-Dec term	\$60.00
Students with disabilities: Monthly	\$10.00
Motorcycles: Monthly	\$7.00

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

## CASHIERS' HOURS

August 15-April 30	
Monday to Thursday	0830-1900
Friday	0830-1630
Saturday	0830-1230
Closed Saturdays on holiday weekends.	

## PROGRAM ADVISING/ PART-TIME STUDIES (604) 434-1610 Web site - [www.bcit.bc.ca/ services\\_home.htm](http://www.bcit.bc.ca/services_home.htm)

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

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

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

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

## RECREATION SAC (STUDENT ATHLETIC CENTRE — SE16) (604) 432-8612

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

## HOURS OF OPERATION

September - May:	
Monday - Thursday	0700-2300
Friday	0700-2100
Saturday and Sunday	0900-1700
Jun-August	To be announced

Facility hours are subject to change. Check the weekly schedule posted outside the Recreation and Athletic Equipment office.

All students, staff and alumni are encouraged to use the recreation facilities. Lockers, towels and laundry services are available to rent. Most identification is mandatory. There is a nominal rental fee for balls, birds and racquets. There are many structured programs to participate in as well as plenty of recreation time when the gym is available for your own activity. Check the facility schedule for open and programmed times.

## SECURITY

### STUDENT CAMPUS PATROL

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

### LOST AND FOUND

Lost and Found operates from the Safety and Security office in SW1-1001, next to the This N That stores.

Should you or your department locate a lost item, please take it to BCIT's Lost and Found immediately so that we can readily assist the claimant.

## STUDENT ASSOCIATION SERVICES (604) 432-8600

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

Shinerama Fundraising (Cystic Fibrosis Research)	Student Association Campus Centre
Student Assistance Fundraising Initiative	Brown Bag Restaurant
Eco-Fair	Orientation Handbook
Open House	The Link Newspaper
Recreation	Video Arcades
Recycling	Vending Operations
Campus Crimestoppers	Elephant on Campus Student Pub
Child Care Centre	Copy Centres
Peer Tutoring Program	Desktop Publishing
Take Pride (representing the Gay, Lesbian and Bisexual community at BCIT)	Dukes and Sooky's Cappuccino
Car Pooling	Scholastic Insurance
Legal Aid	TNT Variety Stores
Campus Travel	ANO Computers

## STUDENT ASSOCIATION PHONE NUMBERS

Main office/Reception	432-8600
Innovation Computer Store	454-0388
Brown Bag Restaurant	434-5734 (local 5082)
Campus Travel	451-7042
Car Pooling	451-7060
Child Care	432-8919
Copy Centres	432-8757/451-7039
Campus Crimestoppers	669-TIPS
Desktop Publishing	432-8368
Duke's Cappuccino	435-8757
Elephant on Campus	434-4448
Environmental Education	451-7060
Fundraising	432-8600
Legal Aid	432-8600
Link Newspaper	432-8974
Open House	451-6855
Orientation Handbook	432-8974
Recreation & Athletics	432-8287
Scholastic Insurance	432-8413
Sooky's	433-2079
Take Pride	451-6922
TNT Convenience Store	451-7040
TNT Store	432-8889
Toastmasters	432-8765
Tutoring	451-6915
Vending Operations	432-8600
Video Arcade	432-8601
Work Study	432-8549

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

# Preparatory Courses

## EDUCATIONAL RESOURCE CENTRE COURSES

**BCIT 0130 LEARNING FOR SUCCESS \$400**  
Provides instruction in cognitive strategies to enhance reading, writing and math ability, along with skills such as concentration, listening, critical thinking, memory, note taking, exam writing and social interaction. Features formal class instruction and access to the Learning Centre-Lab for individual assistance. Please call (604) 451-6963 for information. \*ABESAP funding may be available.

Jan 13 - Aug 30 Tue/Thr 33 Wks CRN 16887  
Continuous-Intake

## EMPLOYMENT SERVICES COURSES

**BCIT 0161 INTERVIEWING FOR SUCCESS BBY \$200**  
Teaches all you need to know to be successful in interviews. This workshop covers all aspects of the interview process from preparation to follow-up. You will be coached through videotaped practice interviews and will be given guidance and pointers from an employment professional. Provides the skills to successfully navigate all types of job interviews including behavioral, situational and panel interviews.

Mar 16 Mon 1815-2145 4 wks BBY CRN 19931

**BCIT 0162 FINDING WORK BBY \$230**  
Gives you the tools you need to search for work effectively in the new economy whether you're just starting out, changing jobs, or multi-tracking. You will use proven techniques to plan for success, research your way into opportunities, prepare a targeted application package, get interviews and stay motivated.

Feb 2 Mon 1845-2145 6 wks BBY CRN 19932

## CAREER, EDUCATIONAL AND PERSONAL DEVELOPMENT COURSES OFFERED BY COUNSELLING SERVICES

If you don't know where to start, attend:

**CEPD 0100 - INTRODUCTION TO CAREER PLANNING BBY \$30 DTC \$35**

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

Jan 9 Fri 1000 - 1200 BBY CRN 19226  
Feb 6 Fri 1000 - 1200 BBY 19231  
Mar 5 Thr 1730 - 1930 DTC 19232

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

**CEPD 0101 - CAREER TESTING BBY/DTC \$180**

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

Jan 17/24 Sat 0900-1300 DTC CRN 18492  
Mar 6/13 Sat 0900-1300 BBY 19233

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

**CEPD 0103 - CAREER TRANSITIONS**

Designed for groups of workers or companies experiencing restructuring or downsizing. For more information call Counselling Services at (604) 434-1610.

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

**HRMG 0315 - CAREER SEARCH WORKSHOP BBY/DTC \$230**

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

Jan 21/28/ Wed 1845-2145 BBY CRN 19222  
Feb 4/11  
Mar 3/10/ Tue 1845-2145 BBY 19223  
17/24  
Apr 2/9/ Thr 1730-2030 DTC 19224  
16/23

## PRE-ENTRY COURSES

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

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

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 enrolled in COMM 0009 Communication Placement must write a two-hour assessment the week before the start of class to determine eligibility for continuation in a Pre-Entry Communication course. The \$529 OR \$527.30 fee covers the cost of the COMM 0009 exam and a Pre-Entry Communication course.

Jan 5 Mon 1800-2200 1 wk BBY CRN 11825  
Jan 3 Sat 0830-1230 1 wk DTC 17800

**COMM 0003 CAREER EXPLORATIONS IN TRADES AND TECHNOLOGY FOR STUDENTS OF ENGLISH AS AN ADDITIONAL LANGUAGE BBY \$529 DTC \$527.30**

Gives students the speaking and listening skills needed to succeed in BCIT's other pre-entry courses. Learn the English language skills to participate in successful interviews with BCIT instructors in trades and technology. Learn how to present your career goals and interests clearly and concisely. You will prepare cards of introduction and resumes, practice filling out application forms, participate in practice interviews, and read about cultural differences.

Jan 12 Mon/Wed 1800-2200 11 wks BBY CRN 17797  
Jan 12 Mon-Fri 0830-1230 5 wks BBY 19210  
Jan 13 Tue/Thr 1330-1630 14 wks DTC 15973  
Jan 13 Tue/Thr 1800-2200 11 wks BBY 15244  
Jan 17 Sat 0830-1630 14 wks DTC 19209  
Feb 16 Mon-Fri 0830-1230 5 wks BBY 40238

**COMM 0004 INTRODUCTION TO BCIT FOR STUDENTS OF ENGLISH AS AN ADDITIONAL LANGUAGE BBY \$529 DTC \$527.30**

Prepares students whose English language skills need upgrading to enrol in COMM 0005. You will learn about the technology and trades programs offered at BCIT. You will learn the writing, reading, speaking, and listening skills needed to carry out writing and speaking tasks in COMM 0005 and in technology and trades courses. A grade of 65 per cent and a passing grade on the Communication Placement Exam meet the prerequisite for COMM 0005.

Jan 12 Mon/Wed 1800-2200 11 wks BBY CRN 10715  
Jan 12 Mon-Fri 0830-1230 5 wks BBY 19211  
Jan 13 Tue/Thr 1330-1630 14 wks DTC 15857  
Jan 13 Tue/Thr 1800-2200 11 wks BBY 10717  
Jan 17 Sat 0830-1630 14 wks DTC 17798  
Feb 16 Mon-Fri 0830-1230 5 wks BBY 40239

**COMM 0005 (COMM 004) TECHNICAL ENGLISH FOR SECOND LANGUAGE STUDENTS BBY \$529 DTC \$527.30**

Prepares students whose first language is not English, yet who have good writing and speaking skills. You will learn the writing, reading, speaking and listening skills needed for BCIT full-time programs. Covers sentence and paragraph development, reading comprehension, speaking, study skills, and grammatical skills. A grade of 65 per cent in this course equals a "P" in English 12. Check with BCIT Admissions to find out the final grade you need for the program you plan to take.

Jan 12 Mon-Fri 0830-1230 5 wks BBY CRN 19212  
Jan 12 Mon/Wed 1800-2200 11 wks BBY 10711  
Jan 13 Tue/Thr 1800-2200 11 wks BBY 10713  
Jan 13 Tue/Thr 1330-1630 14 wks DTC 11235  
Jan 17 Sat 0830-1630 14 wks DTC 17799  
Feb 16 Mon-Fri 0830-1230 5 wks BBY 40240

**COMM 0008 COMPREHENSIVE READING, WRITING AND LEARNING SKILLS BBY \$529**

Prepares students whose first language is English. You will learn the reading, writing, speaking and study skills needed for BCIT full-time programs. A grade of 65 per cent or higher in this course equals a "P" in English 12. A grade of 70 per cent equals a "C" in English 12. A grade of 75 per cent or better meets the prerequisite for selected technologies (a "C+" standing in English 12). Equivalent to COMM 0007 and COMM 0005.

Jan 12 Mon/Wed 1800-2200 11 wks BBY CRN 10708

**COMM 0011 EFFECTIVE PRESENTATION SKILLS DTC \$168.30**

Prepares students to give more effective presentations at school and in the workplace. 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.

Feb 9 Mon 1730-2030 8 wks DTC CRN 18325

**COMM 0012 ENGLISH FOR PROFESSIONALS DTC \$168.30**

Prepares students to write clear and correct letters, memos, and e-mail. 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 to receive individualized feedback from your instructor. Prerequisite: A high level of fluency in English.

Feb 17 Tue 1730-2030 8 wks DTC CRN 18326

**CHEM 0001 PRE-ENTRY CHEMISTRY 1 BBY \$473**

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 Equivalent to CHEM 0010.

Jan 5 Mon/Wed 1845-2145 12 wks BBY CRN 10704

**MATH 0001 TECHNICAL MATHEMATICS INTRODUCTION BBY \$473**

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. Equivalent to MATH 0005. Prerequisite: "C" or better in Math 11; or equivalent.

Jan 12 Mon/Wed 1845-2145 15 wks BBY CRN 10733

**MATH 0011 TECHNICAL MATHEMATICS INTRODUCTION PART 1 BBY \$239**

Equivalent to, along with Math 0012, MATH 0001. 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.

Jan 12 Mon/Wed 1845-2145 8 wks BBY CRN 17877

**MATH 0012 TECHNICAL MATHEMATICS INTRODUCTION PART 2 BBY \$239**

Equivalent to, along with MATH 0011, MATH 0001. Presents the second half of MATH 0001 and will run in tandem with it. Prerequisite: Successful completion of MATH 0011.

Mar 4 Mon/Wed 1845-2145 8 wks BBY CRN 17878

**PHYS 0309 PRE-ENTRY AND ETE PHYSICS BBY \$529**

Meets the Physics 11 entrance requirement for BCIT programs. A grade of 65% or higher meets the prerequisite for programs specifying a "C+" in Physics. Topics include kinematics, dynamics, equilibrium, energy, fluids, heat, electrostatics and direct current circuits. Prerequisite: You are advised to have completed any necessary mathematics upgrading courses before taking PHYS 0309.

Jan 6 Tue/Thr 1845-2145 16 wks BBY CRN 10782

## ENGINEERING TECHNOLOGY ENTRY (ETE) PROGRAM

This full-time day school program provides academic upgrading to students wishing to enrol in engineering-based technology programs at BCIT.

The ETE program provides courses in chemistry, communication, mathematics and physics that meet technology program prerequisites in selected technology programs at BCIT. The program also includes an introductory course in computer applications and a general interest seminar course.

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

Some technology programs have prerequisite requirements not offered by the ETE 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 ETE program are provisionally accepted into an engineering-based technology program in a subsequent term, subject to satisfactory completion of the ETE program with marks equivalent to technology prerequisites. Marks required vary with the technology program chosen. Provisional acceptance is based on marks obtained in ETE and these marks take precedence over previous course marks where applicable.



# Distance Education

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

## PROGRAM LENGTH

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.

## TECHNOLOGY ENTRY WITH ENGLISH LANGUAGE TRAINING PROGRAM (TEWELT)

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

Both ETE and TEWELT are eligible for student assistance funding.

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

## NTRY 0303 STUDENT SUCCESS

### SURVIVE/THRIVE

BBY \$165

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

Next course will tentatively be offered:

Aug 24 Mon-Fri 0900-1600 1 wk BBY CRN 25227

## MATHEMATICS FOR TRADES (604) 432-8205

## TMAT 0120 INDUSTRIAL MATHEMATICS

BBY \$305

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

Jan 20 Tue/Thr 1900-2200 8 wks BBY CRN 19303

## TRADES EXPLORATION (604) 423-8233

## TEXP 0115 TRADES EXPLORATION PROGRAM FOR MEN AND WOMEN

BBY \$195

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

Jan 29 Thr 1830-2130 12 wks BBY CRN 15367

## TEXP 0110 TRADES EXPLORATORY PROGRAM FOR WOMEN

BBY \$195

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

Jan 27 Tue 1830-2130 12 wks BBY CRN 10424

Consists of an overview of Trades Training programs followed by a tour of selected BCIT Trades Training programs. Sessions are free. Call (604) 434-1610 to register.

Jan 31 Fri 0900-1200 1 day BBY  
Feb 28 Fri 0900-1200 1 day BBY  
Mar 21 Fri 0900-1200 1 day BBY

## DISTANCE EDUCATION

BCIT specializes in advanced technology training programs in the areas of business, computing, electrical and electronic technology, engineering technology, health sciences, and trades training.

A number of these specialized technical programs and courses are available in distance education that is effective, efficient and appropriate to the learning outcomes.

BCIT courses are focused not only on the theory of a subject area, but practical applications of that knowledge. Distance education can benefit a variety of groups, including individuals who wish to upgrade their knowledge, businesses and industries interested in group training or industry training contracts, and organizations wishing to partner with BCIT on specific projects.

## BUSINESS STUDIES DISTANCE EDUCATION

### FINANCIAL MANAGEMENT

Eight courses in accounting and finance are available, with credits transferable to all three of the professional accounting bodies in Canada (CA's, CMA's, and CGA's) and to full-time and part-time BCIT programs. Registration is open year round.

For more information contact:

Ruth MacKay Tel: (604) 432-7417, Fax: (604) 439-6700  
e-mail: rmackay@bcit.bc.ca

### ADMINISTRATIVE MANAGEMENT

Currently four management courses are offered, with some credits transferable to equivalent BCIT full-time and part-time programs. Registration takes place in January and September.

For more information contact:

Phillipa Dermott Tel: (604) 432-8860, Fax: (604) 439-6700  
e-mail: pdermott@bcit.bc.ca

### BROADCAST COMMUNICATIONS

Introduction to Radio News is the first distance education course in Broadcast Communications, delivered via correspondence and audio teleconferencing. Registration is in January and September.

For more information contact:

Randy Taylor Tel: (604) 432-8822, Fax: (604) 432-1792  
e-mail: rtaylor@bcit.bc.ca

## HEALTH SCIENCES DISTANCE EDUCATION

Last year BCIT offered 159 guided learning courses in health sciences to approximately 3,000 students. Courses leading to certificates and degrees are offered in three terms each year, starting in January, April, and September. The programs offered include Cardiovascular Technology, Environmental Health, Medical Imaging, Nursing Specialties, and Occupational Health and Safety.

For more information contact:

Health Sciences Information Line: 1-800-663-6542 or (604) 451-7112  
e-mail: lcolguho@bcit.bc.ca

## ENGINEERING TECHNOLOGY DISTANCE EDUCATION

Last year more than 150 Engineering Technology courses were offered through distance education, in the areas of Civil (Transportation Systems) Technology, Forest Engineering Technology, Development Approvals Technology and Parks Facility Inspection and Maintenance. These credit courses may lead to an Associate Certificate, Intermediate Certificate, a full Certificate or a Diploma of Technology. Mathematics courses are also available through this department. Registration is open year round, with approximately 1,000 registrations per year.

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 correspondence 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  
3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2

## CIVIL TECHNOLOGY-TRANSPORTATION SYSTEMS (HIGHWAYS) TECHNOLOGY

The Engineering Technology Distance Education provides flexible, self-paced credit courses in Civil Technology for:

- those who wish to obtain a BCIT Certificate or Diploma of Technology 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 75 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 register 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
- Traffic Technology and Transportation Planning
- Concrete Technology
- Asphalt Technology
- Soils Technology
- Estimating
- Contract Administration
- Engineering Economics
- Engineering Surveying
- Pavement Construction
- Highway Construction
- Pavement Design
- Highway Design
- Subdivision Planning/Design
- Geotechnical Design
- Bridge Inspection

## FOREST ENGINEERING TECHNOLOGY PROGRAM

BCIT's Forest Engineering Certificate program provides flexible, self-paced training for individuals to upgrade their current technical skills and knowledge while working in B.C.'s diverse and challenging forest industry. All courses are offered in distance education (correspondence) format. There are two levels of certification:

- Associate Certificate of Forest Engineering Technology Program (25 credits)
- Certificate of Forest Engineering Technology Program (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:

- Communications
- Surveys/Design
- Construction/Maintenance/Inspection
- Contracts/Administration/Economics
- Timber Harvesting

## 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 in either correspondence or seminar formats, or both. 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, employers or other agencies typically sponsor seminar instruction.

The program leads to two levels of certification, either Associate or Intermediate Certificate of Technology for students who successfully complete a program of studies and attain the required credit levels.

# Distance Education

## PUBLIC SAFETY AND PARK SECURITY

BCIT in conjunction with B.C. Parks, announces a series of Distance Education courses in Public Safety and Park Security.

PRKS 3110	Law and Its Administration I	\$147 + \$45 Text (Criminal Code)
PRKS 3120	Law and Its Administration II	\$147 (no text)

## PARK FACILITY MAINTENANCE MANAGEMENT AND INSPECTION PROGRAM

This program is currently under development in cooperation with B.C. Parks and will consist of 11 courses. At present three courses are available.

PRKS 3600	Introduction to Maintenance Management
PRKS 3613	Furniture Maintenance Inspection
PRKS 3617	Trails Maintenance Inspection

The intent of the courses will be to give practical guidance in the inspection, reporting and planning of maintenance for parks' facilities.

## BUILDING

### BLDG 1810 1992 B.C. BUILDING CODE: HOUSING \$335 + TEXT \$64

Gives students a working knowledge of the 1992 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.

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 1951 REPORT WRITING AND COMMUNICATION FOR HOUSE INSPECTORS \$223 (NO TEXT)

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 INTRODUCTION TO FOOD MICROBIOLOGY \$223 + VIDEO \$15

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 TECHNICAL MATH: INTRODUCTION \$346

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 TRIGONOMETRY \$171

Equivalent to MATH 1011. Textbook not included. 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 LOGARITHMS \$196

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 ANALYTIC GEOMETRY \$196

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 TECHNICAL MATHEMATICS FOR MECHANICAL \$396

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 CALCULUS: 1A \$234

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 CALCULUS: 1B \$234

Equivalent to second part of MATH 2011. Covers integral calculus including the indefinite and definite (with application to areas, volumes and centroids), trapezoidal rule and anti-differentiation. ASTT accredited if taken with MATH 2041. Prerequisite: MATH 2041 or approved equivalent. Same text as MATH 2041.

### MATH 2043 CALCULUS: 1C \$234

Covers differentiation and integration of trigonometric, logarithmic and exponential functions. Same text as MATH 2041 and 2042. Prerequisite: MATH 2042 or approved equivalent.

### MATH 2491 CALCULUS FOR MECHANICAL \$396

Continues from the differential and integral calculus that was presented in MATH 1491. Topics include calculus of the transcendental functions; curve sketching; maxima and minima; areas and volumes; centroids and moments of inertia; calculation of work and force due to fluid pressure; functions of several variables and partial derivatives; elementary first-order differential equations. Illustrating the mathematics with applications from technology, engineering and the physical sciences will be emphasized. Prerequisite: MATH 1491 or equivalent.

### MATH 3491 NUMERICAL METHODS MECHANICAL \$396

Introduces the application of numerical methods to engineering problems. Topics include numerical integration, solution of non-linear equations, linear programming, numerical differentiation, solution of systems of linear equations and differential equations. Prerequisite: MATH 2491 or equivalent.

## ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

The following courses are currently available in Distance Education format:

TMGT 7101	Engineering Technology and Management
TMGT 7102	Project Management
TMGT 7141	Managing in a Technical Environment
TMGT 7143	Problem Solving and Decision Making
TMGT 7144	Human Resource Planning

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

#### Computer Systems and Academic Studies

Courses are available in Mathematics and Computing in both traditional distance education format and computer-based training. A pilot course in Neural Networks is also available over the Internet. Registration is year round.

#### For more information contact:

Rick Long Tel: (604) 432-8470. Fax: (604) 439-1522

e-mail: rlong@bcit.bc.ca

## PIPING/GAS FITTING (604) 432-8556

The Piping Trades now offers Level "A" Gas Fitter training via Distance Education. This course is accessible using a combination of directed home-study and instructor supervised practical training. Visit the Gas Fitter Distance Education home page for more information.

### PPGS 0200 GAS FITTER A LICENCE: DISTANCE EDUCATION \$810

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second two-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

January	CRN 18210
February	18211
March	18212

## POWER ENGINEERING (604) 432-8390

Five complete programs (21 courses) are available specifically for persons currently employed in industrial plants who wish to upgrade. Programs provide the knowledge to sit for the Interprovincial Power Engineering Certification Examinations in Canada, and also satisfy the education requirements for operating industrial power plants in the United States. Registration is ongoing, with students registered from across Canada, the United States and Asia.

Provides those currently employed in industrial plants with the knowledge to take the Interprovincial power engineering certification examinations. Study can be done at home (correspondence) or in class (tutorial) using telephone or drop-in help from experienced instructors. In order to write the Interprovincial examinations, candidates must have specified, practical and qualifying experience as outlined in the B.C. Power Engineer's and Boiler and Pressure Vessel Safety Act. Applicants must have good writing skills. First, second and third class applicants must possess the next lower certificate, unless exempted by the Boiler Branch. Classroom attendance is flexible to accommodate shift schedules. Classroom hours are from 0800 to 1500 Monday to Friday. From mid-October to mid-May, evening instruction is available Tuesday through Thursday until 1930.

Participants use self-study learning materials to complete written assignments. Direct instructor assistance is provided when necessary. A reference library and instructional videotapes are available to supplement course materials. Registration in fourth, third, second and first class programs is in groups of two or three courses as indicated. One year from date of registration is allowed to complete a group.

**POWR 1210 BOILER OPERATOR**  
Tutorial CRN 19835 Correspondence CRN 19834

**POWR 1213 FOURTH CLASS PART A**  
Tutorial CRN 18669 Correspondence CRN 18668

**POWR 1214 FOURTH CLASS PART B**  
Tutorial CRN 19845 Correspondence CRN 19844

**POWR 1215 THIRD CLASS PART A PAPER 1**  
Tutorial CRN 19849 Correspondence CRN 19848

**POWR 1216 THIRD CLASS PART A PAPER 2**  
Tutorial CRN 19851 Correspondence CRN 19850

**POWR 1217 THIRD CLASS PART B PAPER 1**  
Tutorial CRN 19855 Correspondence CRN 19854

**POWR 1218 THIRD CLASS PART B PAPER 2**  
Tutorial CRN 19857 Correspondence CRN 19856

**POWR 1219 SECOND CLASS PART A PAPER 1**  
Tutorial CRN 19379 Correspondence CRN 19378

**POWR 1220 SECOND CLASS PART A PAPER 2**  
Tutorial CRN 19381 Correspondence CRN 19380

**POWR 1221 SECOND CLASS PART A PAPER 3**  
Tutorial CRN 19383 Correspondence CRN 19382

**POWR 1222 SECOND CLASS PART B PAPER 1**  
Tutorial CRN 19387 Correspondence CRN 19386

**POWR 1223 SECOND CLASS PART B PAPER 2**  
Tutorial CRN 19389 Correspondence CRN 19388

**POWR 1224 SECOND CLASS PART B PAPER 3**  
Tutorial CRN 19391 Correspondence CRN 19390

**POWR 1225 FIRST CLASS PART A PAPER 1**  
Tutorial CRN 19395 Correspondence CRN 19394

**POWR 1226 FIRST CLASS PART A PAPER 2**  
Tutorial CRN 19397 Correspondence CRN 19396

**POWR 1227 FIRST CLASS PART A PAPER 3**  
Tutorial CRN 19423 Correspondence CRN 19422

**POWR 1228 FIRST CLASS PART A PAPER 4**  
Tutorial CRN 19425 Correspondence CRN 19424

**POWR 1229 FIRST CLASS PART B PAPER 1**  
Tutorial CRN 19429 Correspondence CRN 19428

**POWR 1230 FIRST CLASS PART B PAPER 2**  
Tutorial CRN 19431 Correspondence CRN 19430

**POWR 1231 FIRST CLASS PART B PAPER 3**  
Tutorial CRN 19435 Correspondence CRN 19434

**POWR 1232 FIRST CLASS PART B PAPER 4**  
Tutorial CRN 19437 Correspondence CRN 19436

## BCIT INTERNATIONAL DISTANCE EDUCATION

BCIT International works with business, industry and educational institutions to deliver training and develop business partnerships internationally. BCIT International also offers custom-designed programs for international clients.

#### For more information contact:

Henry Arthur Tel: (604) 432-8622, Fax: (604) 430-9042

e-mail: harthur@bcit.bc.ca





# Bachelor of Technology Degree Studies

## BACHELOR OF TECHNOLOGY DEGREE STUDIES

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

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

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

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

BCIT's Bachelor of Technology in Environmental Engineering Technology was the first degree in the province to go through the ministry's process. Over the last year BCIT has implemented six degree programs: Medical Imaging, Environmental Health, Accounting, Environmental Engineering Technology, Computer Systems and Specialty Nursing.

Other degrees under development or proposed are Management, Construction Management, Geomatics/GIS and Manufacturing, Computer Integrated Management (proposed) and Forensic Science (proposed).

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

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

### TO APPLY

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

**BACHELOR OF TECHNOLOGY  
IN ACCOUNTING**  
(604) 432-8609 (604) 412-7417  
jcovell@bcit.bc.ca  
rmackay@bcit.bc.ca

The Financial Management department is now offering 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. Courses being offered this term are listed below.

#### Entrance requirements:

- Financial Management Diploma or equivalent with an average of at least 70 per cent.
  - Two years of relevant work experience or approved employment.
- For more information, see phone numbers and e-mail addresses above.

#### FMGT 7310 ADVANCED AUDITING DTC \$461.30

Addresses issues and challenges faced by the auditing profession in today's environment including the assessment of risk of an audit, the use of computer technology in completing the audit file and the increasing litigation against the profession. Students will be expected to use the assigned textbook and other sources to research selected topics. Case studies will be used extensively. Prerequisite: FMGT 4310.

Jan 13 Tue 1800-2100 15 wks DTC CRN 19901

#### FMGT 7710 MANAGEMENT INFORMATION SYSTEMS DTC \$461.30

Provides an understanding of the relationship between information, technology, accounting information systems, business strategy and organizational improvement. Students will examine information technology as an enabler and facilitator of business strategy and as an accounting and control tool to track performance and improve managerial decision making. Cases and assignments will focus on small to medium-sized Canadian organizations looking for appropriate solutions to information technology and accounting issues. Prerequisites: BUSA 1100, FMGT 4210 and FMGT 4710.

Jan 15 Thr 1800-2100 15 wks DTC CRN 19902

#### FMGT 8120 ACCOUNTING THEORY DTC \$461.30

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.

Jan 12 Mon 1800-2100 15 wks DTC CRN 19903

## BACHELOR OF TECHNOLOGY IN COMPUTER SYSTEMS (604) 432-8459

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;
- computer professionals wishing to acquire advanced formal qualifications;
- degree holders in other disciplines engaging in a career change into the computer industry.

For Registration, or for more information, please contact Robertta Pajunen at (604) 432-8459, Fax (604) 432-9572 or e-mail rpajunen@bcit.bc.ca

#### COMP 2653 COMP SYS TECH FOUNDATION 1 BBY \$1210

This intensive course is intended for applicants to the Bachelor of Technology degree program in Computer Systems who need COMP 2425 (C Programming Language 1), COMP 2605 (Data Communications Concepts 1), COMP 2610 (Exploring Technical 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 are used to cover the material. Prerequisite: COMP 1450 or permission of Program Head or Instructor.

Jan 12 Mon 1845-2145 12 wks BBY CRN 18377

#### COMP 3663 COMP SYS TECH FOUNDATION 3 BBY \$1310

This intensive course is intended for applicants to the Bachelor of Technology degree program in Computer Systems who need 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 are used to cover the material. Prerequisite: COMP 2653 or permission of Program Head or Instructor.

Jan 15 Thr 1845-2145 12 wks BBY CRN 19338

#### COMP 7036 APPLIED RESEARCH METHODS IN SOFTWARE DEVELOPMENT DTC \$ 378.30

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: survey, experiment, case study and implementation (generate and test); measurement and evaluation, reliability, validity; literature exploration and criticism. Prerequisite: Admission to Bachelor of Technology Program, or permission of instructor and Program Head.

Jan 24 Sat\* 0900-1700 6 wks DTC CRN 19686  
\*every other

#### COMP 7081 TECHNICAL ISSUES IN SOFTWARE DEVELOPMENT BBY \$380 DTC \$378.30

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 uses a case study. Prerequisite: Admission to the Bachelor of Technology Program or permission of instructor and Program Head.

Jan 12 Mon 1830-2200 12 wks BBY CRN 19339

Jan 15 Thr 1730-2100 12 wks DTC CRN 19687

#### COMP 7615 SELECTED TOPICS IN COMPUTER SYSTEMS DTC \$378.30

Introduces and focuses on special topics in one specific area of computer systems. The most appropriate topics vary from term to term but may include multimedia, artificial intelligence, or numerical analysis. Multiple sections may be offered in one term, with each section focusing on different topics. Fall '97 will focus on neural network. Prerequisite: COMP 7081 and acceptance into the Bachelor of Technology in Computer Systems, or permission of program head or instructor.

Jan 14 Wed 1730-2100 12 wks DTC CRN 19688

#### COMP 7881 ADVANCED TOPICS IN SOFTWARE ENGINEERING DTC \$378.30

Provides technical professionals with fundamental knowledge, skills and training of SOFTWARE QUALITY planning, process, standards, tools, audits, engineering techniques, life cycles, project/configuration/risk management, metrics and related issues. Designed to improve your job performance and the quality of your company's software products. Prerequisite: COMP 7081 and acceptance into the Bachelor of Technology in Computer Systems, or permission of program head or instructor.

Jan 15 Thr 1730-2100 12 wks DTC CRN 19689

#### COMP 8005 DATA COMMUNICATIONS APPLICATIONS BBY \$380

Covers Communication protocols, reference models and case studies of transmission protocols. Examines higher layers in the OSI reference model. Includes Internetworks: naming issues, multicast/broadcast in the internetwork; Local networks: multiple-access and ring architectures; Implementation aspects: modularity and efficiency in the implementation of protocols, case studies. Introduces client-server models. Prerequisite: COMP 7005, or permission of instructor and Program Head.

Jan 13 Tue 1730-2100 12 wks BBY CRN 17911

#### COMP 8011 PHOTO-REALISM IN COMPUTER GRAPHICS BBY \$380

Focuses on Photorealism, emphasizing shading, lighting, rendering and illumination placing special consideration of the computer programming requirements. Uses Graphical User Interface (GUI) design and computer graphics (CG) interaction, curve and surface representation, physics of color and common color models, visible surface determination and illumination/shading models. Prerequisite: COMP 7011, or permission of instructor and Program Head.

Jan 12 Mon 1730-2100 12 wks BBY CRN 17912

#### COMP 8057 APPLIED ARTIFICIAL INTELLIGENCE APPLICATIONS BBY \$380

Explores AI-related techniques and concepts from professional and academic literature - including some material that has not entered the industry mainstream. Includes cellular automata; chaos theory; expert systems (knowledge-based systems); fuzzy logic; genetic algorithms; machine learning; machine vision; natural language processing and virtual reality. Prerequisite: COMP 3970 or COMP 3485, or permission of instructor and Program Head.

Jan 15 Thr 1730-2100 12 wks BBY CRN 17913

#### COMP 8071 ADVANCED DATABASE MODELLING BBY \$380

Analyzes 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 7071, or permission of instructor and Program Head.

Jan 13 Tue 1830-2200 12 wks BBY CRN 17914

#### COMP 8081 MANAGEMENT ISSUES IN SOFTWARE ENGINEERING BBY \$380

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: project leadership, communication, critical thinking and problem solving skills. Prerequisite: COMP 7081 (or COMP 7655) or Permission of instructor and Program Head.

Jan 13 Tue 1830-2200 12 wks BBY CRN 17915

#### COMP 8505 SELECTED TOPICS IN DATA COMMUNICATIONS BBY \$380

Conducts an in-depth study of specific and highly specialized areas in Data Communications. Develops a substantial project in the selected area and produces an application or project report or both upon completion. Prerequisite: COMP 8005, or COMP 7651, or permission of instructor and Program Head.

Jan 15 Thr 1730-2100 12 wks BBY CRN 19346

**BACHELOR OF TECHNOLOGY  
IN ENVIRONMENTAL ENGINEERING  
TECHNOLOGY (604) 451-6906  
(604) 432-8344  
e-mail: mmccormi@bcit.bc.ca**

**VISIT OUR HOME PAGE AT:  
www.bcit.bc.ca/Programs/Adp/Post/  
Degrees/eeng\_adp\_programs.htm**

The program objective is to prepare the graduate to function as part of an engineering team working on:

- The investigation and cleanup of existing environmental problems.
- The planning, design and construction of new projects in order to minimize environmental damage.

This program provides the additional skills and knowledge that Engineering Technology and Science graduates require to successfully work on environmental problems faced by the engineering and construction industries. It should also serve the professional development needs of practicing technologists and engineers working in the environmental areas. The program is structured to accommodate the requirements of applicants from a wide range of science or engineering backgrounds.

#### Entry requirement:

- a recognized Diploma of Technology in an engineering or science discipline or a degree in engineering or science discipline;
- two years work experience, subject to departmental approval

Continued on page 10

# Bachelor of Technology Degree Studies

## A. Common Core

(all courses required, exceptions based on eligible transfer credits)

EENG 7700	Environmental Case Studies
EENG 7710	Chemistry 1 for EET
EENG 7711	Chemistry 2 for EET
EENG 7712	Organic Chemistry for EET
EENG 7713	Environmental Analytical Chemistry
EENG 7714	Methods of Wastewater Analysis
EENG 7715	Hydraulics 1 for EET
EENG 7716	Soil Mechanics & Groundwater for EET
EENG 7717	Hydrology for EET
EENG 7718	Hydraulics 2 for EET
EENG 7719	Survey Techniques for EET
EENG 7720	Applied Microbiology
EENG 7721	Applied Toxicology

## B. Management

Required:

EENG 8780	Environmental Law 1
EENG 8781	Risk Assessment
EENG 8782	Value Analysis & Environmental Management
EENG 8783	Risk Management
BUSA 7250	Management Skills & Applications

Electives (2 credits required):

EENG 8760	Solid Waste Management
EENG 8761	Recycling & Reduction Techniques
EENG 8769	Advanced Residuals Management
EENG 8784	Environmental Law 2
TMGT 7103, 7111, 7112, 7121-24, 7131, 7134	

## C. Major Elective Studies

(19 credits from four topic areas)

EENG 7740-7742	Groundwater (5 credits)
EENG 8750-8755	Liquid Waste (6 credits)
EENG 8760-8763	Solid Waste (4 credits)
EENG 8768-8769	Residuals Management (4 credits)
EENG 8770-8774	Contaminated Sites (5 credits)
EENG 8790-8792	Air Quality Management (6 credits)
EENG 8801-8804	Integrated Resource Management (5 credits)
EENG 8810-8812	Advanced Process Technologies (6 credits)
EENG 8820-8824	Advanced Chemical Analysis (6 credits)

## D. Graduating Project

EENG 8900	Project Reports
EENG 8901	Project Proposal
EENG 8902	Technical Presentations
EENG 8903	Applied Research Project

## E. Liberal Education

(12 credits required)

**CHECK ROOM LOCATIONS & SCHEDULE UPDATES ON THE WEB AT:**  
[www.bcit.bc.ca/admissions\\_home.htm](http://www.bcit.bc.ca/admissions_home.htm)

### EENG 7700 ENVIRONMENTAL CASE STUDIES BBY \$172

Provides an introduction to the major areas of study in the Environmental Engineering program. Case studies will be presented by senior professionals currently active in the environmental engineering field. Topics covered: industrial and municipal liquid-waste management; solid-waste management; contaminated-site investigation and management; environmental law; principles of environmental risk assessment and environmental impact assessments; groundwater flow and contaminated transport and concluding with a contemporary approach to attitudes towards environmental management. Prerequisite: Diploma of Technology in Engineering or Science or Departmental Approval. (1 credit)

Jan 12 Mon 1830-2130 6 wks BBY CRN 17780

### EENG 7710 CHEMISTRY 1 FOR EET BBY \$172

Covers the structure of atoms, compounds, stoichiometry, oxidation and reduction and electrochemistry. Presents the first of a two-course series. Prerequisite: EENG 7700 or Departmental Approval. (1 credit)

Jan 15 Thr 1830-2130 6 wks BBY CRN 17731

### EENG 7711 CHEMISTRY 2 FOR EET BBY \$172

This second course will build on earlier material and will include solutions, acids and bases, salt and buffer solutions and solubility of compounds. Some applications of precipitation reactions to water and wastewater treatment will also be examined. Prerequisite: EENG 7710. (1 credit)

Mar 5 Thr 1830-2130 9 wks BBY CRN 17732

### EENG 7712 ORGANIC CHEMISTRY FOR EET BBY \$172

Introduces 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)

Jan 13 Tue 1830-2130 6 wks BBY CRN 17733

### EENG 7713 ENVIRONMENTAL ANALYTICAL CHEMISTRY BBY \$172

Interpretation of results obtained from analytical laboratories is an integral part of waste management or environmental assessment. 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. It is important for engineering personnel to have a technical appreciation for how such labs operate. Prerequisite: EENG 7712. (1 credit)

Mar 3 Tue 1830-2130 5 wks BBY CRN 19537

### 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 Departmental Approval. (1 credit)

Jan 13 Tue 1830-2130 6 wks BBY CRN 17735

### 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)

Mar 3 Tue 1830-2130 6 wks BBY CRN 17736

### 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)

Jan 14 Wed 1830-2130 6 wks BBY CRN 17737

### 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)

Mar 4 Wed 1830-2130 6 wks BBY CRN 17738

### EENG 7720 APPLIED MICROBIOLOGY BBY \$172

Microbiology is the study of microorganisms and their activities. Presents the types and functions of microorganisms and provide examples as to where microbiology is used within the engineering field to reduce the environmental impacts of industrial processes and for the protection of human health. Topics covered are basic characteristics of bacteria, nutrient cycles, oxidation and reduction, waste treatment, pollution and bioremediation. Case studies of applied microbiological projects will be reviewed including constructed wetlands, drinking-water distribution systems and pollution monitoring. Prerequisite: EENG 7710, EENG 7711 and EENG 7712 or Departmental Approval. (1 credit)

Mar 2 Mon 1830-2130 6 wks BBY CRN 19238

### EENG 7721 APPLIED TOXICOLOGY BBY \$172

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 behavior 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 7720. (1 credit)

Jan 14 Wed 1830-2130 6 wks BBY CRN 17739

### EENG 7740 PHYSICAL HYDROGEOLOGY BBY \$172

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. Presents the first of a three-course series in the Groundwater technical studies. The course provides theoretical foundation for the study of groundwater contaminants in EENG 7741 - Contaminant Hydrogeology. Prerequisite: EENG 7718. (1 credit)

Mar 2 Mon 1830-2130 6 wks BBY CRN 19539

### EENG 7741 CONTAMINANT HYDROGEOLOGY BBY \$339

Continues from EENG 7740 and examines the major sources of groundwater contaminants and their flow in groundwater and presents the processes by which contaminants are transported through the subsurface as free-phase products or dissolved aqueous constituents. Presents the second of a three-course series in the Groundwater technical studies. Topics will include terminology, water quality, chemical constituents of groundwater, natural chemical evolution of groundwater, instrumentation, transport in fractures rock LNAPL's and DNAPL's and transport mechanisms, measurement of parameters, sources of contamination and an introduction to solutions employing analytical and numerical methods. Prerequisite: EENG 7740. (2 credits)

Jan 16 Fri 1400-1700 12 wks BBY CRN 19540

### EENG 8750 MUNICIPAL WASTEWATER CHARACTERISTIC BBY \$172

Examines the sources of municipal wastewater, factors that affect wastewater flow, the measurement of wastewater flow and wastewater strength, the effects of wastewater discharges on the receiving environment and the principles of preliminary and primary treatment of municipal wastewater. This course is the first of two courses dealing with the treatment of municipal wastewater. Prerequisite: EENG 7714 and EENG 7721. (1 credit)

Mar 5 Thr 1830-2130 6 wks BBY CRN 19239

### EENG 8751 MUNICIPAL WASTEWATER TREATMENT BBY \$172

Examines the use of suspended growth and fixed-film biological unit processes in the secondary treatment of municipal wastewater. Additional topics include advanced wastewater treatment, nutrient removal, disinfection, secondary clarification and residuals management. Prerequisite: EENG 8750. (1 credit)

Jan 13 Tue 1400-1700 6 wks BBY CRN 19541

### EENG 8752 INDUSTRIAL WASTEWATER TREATMENT 1 BBY \$172

Includes the nature of industrial waste; the associated environmental significance; and identification of major pollutants. This course is the first of a three-course series addressing industrial liquid waste management. Prerequisite: EENG 7714, EENG 7721 and EENG 8751. (1 credit)

Jan 12 Mon 1830-2130 6 wks BBY CRN 17743

Mar 3 Tue 1400-1700 6 wks BBY 17744

### EENG 8753 INDUSTRIAL WASTEWATER TREATMENT 2 BBY \$172

Covers the classification and application of treatment methods and detailed discussion of equalization, neutralization, oil and grease separation, nutrient removal by chemical and biological methods and separation of liquids and solids. The discussion will encompass treatment principles, design criteria and practical considerations. Prerequisite: EENG 8752. (1 credit)

Mar 2 Mon 1830-2130 6 wks BBY CRN 19542

### EENG 8760 SOLID WASTE MANAGEMENT BBY \$172

Solid-Waste Management gives students an overview of municipal solid-waste management including collection, transfer, transport and disposal. This course is the first of a four-course series in the solid-waste technical studies. Methods of processing, introduction to disposal facilities, disposal options and the economic and environmental issues of solid-waste management are topics covered. Students will be prepared to advance into the next three courses in the solid-waste technical studies. Prerequisite: EENG 7700, EENG 7720 and EENG 7721. (1 credit)

Jan 12 Mon 1400-1700 6 wks BBY CRN 19543

Jan 14 Wed 1830-2130 6 wks BBY 17996

### EENG 8761 RECYCLING AND REDUCTION TECHNIQUES BBY \$172

Covers 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. This course is the second of a four-course series in the solid-waste technical studies. Prerequisite: EENG 8760. (1 credit)

Mar 4 Wed 1830-2130 6 wks BBY CRN 17997

### EENG 8762 LANDFILL DESIGN AND OPERATION BBY \$172

This is the third course of the four-course technical series on the subject of solid waste. Examines landfill site selection, landfill capacity analysis, landfill construction and operations, environment systems overview of leachate generation and landfill gas. Prerequisite: EENG 8761 and EENG 7741. (1 credit)

Jan 13 Tue 1830-2130 6 wks BBY CRN 17748

### EENG 8763 ENVIRONMENTAL CONTRLS FOR LANDFILLS BBY \$172

This is the last course of the four-course technical series on the subject of solid waste. Examines state-of-the-art environmental control systems that are being used in BC and in the USA to meet new government regulations. The course will include environmental issues, leachate composition, predicting leachate qualities within the EPA HELP model, landfill closure, leachate containment, leachate treatment, landfill gas collection and environmental monitoring. Prerequisite: EENG 8762. (1 credit)

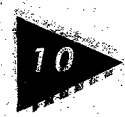
Mar 3 Tue 1830-2130 6 wks BBY CRN 17749

### EENG 8768 ADVANCED RESIDUALS MANAGEMENT BBY \$339

Hazardous material and waste management is a subject that touches all lives. Every day we encounter hazardous material or hazardous waste in our homes, schools and place of work. Provides instruction as to how one manages those encounters. Designed to help students learn on all aspects of hazardous material and waste management. Major emphasis will be on Acts and Regulations governing hazardous material and waste as well as determination, classification, handling and storage of hazardous waste. Other topics such as pollution prevention and waste minimization will be covered.

Designed at a level to be useful to a broad spectrum of professionals involved with various aspects of hazardous materials and wastes, including regulation, treatment, remediation, transport, waste minimization and research. Prerequisite: EENG 8760. (2 credits)

Jan 13 Tue 1830-2130 12 wks BBY CRN 18651





# Bachelor of Technology Degree Studies

## EENG 8769 ADVANCED RESIDUALS TREATMENT

BBY \$339

Provides 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.

Designed at a level to be useful to a broad spectrum of professionals involved with various aspects of hazardous materials and wastes, including regulation, treatment, remediation, transport, waste minimization and research. Prerequisite: EENG 8768. (2 credits)

Mar 5 Thr 1830-2130 12 wks BBY CRN 1775i

## EENG 8770 ENVIRONMENTAL SITE ASSESSMENT

BBY \$172

Summarizes the five main processes in the management of contaminated sites: site audit, site investigation, risk assessment, sampling and treatment and monitoring. Gives students the necessary knowledge and skills to perform a site audit. The first of a five-course series in the contaminated sites technical studies. It has two primary purposes.

Focuses on the BC regulatory context with particular emphasis on "due diligence" requirements and on current practices in environmental site assessments (ESAs) and environmental audits (EAs). Case histories will be used as examples to demonstrate the principles of ESAs and EAs. Prerequisite: EENG 7700 or Departmental Approval. (1 credit)

Jan 15 Thr 1830-2130 6 wks BBY CRN 17999

Jan 15 Thr 1400-1700 6 wks BBY 17752

## EENG 8771 CONTAMINATED SITE INVESTIGATION PROCESS

BBY \$172

Introduces students to the second major process in contaminated site management: site investigation. 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. 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. The second of a five-course series in the contaminated sites technical studies. Students are shown how to use their professional judgement in applying the scientific (and iterative) process of formulating a hypothesis, or conceptual model, which is subsequently tested and revised as necessary based on sampling results. Prerequisite: EENG 7741, EENG 8770. (1 credit)

Mar 5 Thr 1400-1700 6 wks BBY CRN 17753

## EENG 8772 SITE REMEDIATION & RISK ASSESSMENT PROCESS

BBY \$172

Introduces students to the third major process in contaminated site management: site remediation and risk assessment. Focusing on the role of the site investigator, it promotes a scientific approach for evaluating and selecting options to manage site contamination including treatment, removal or containment. Building on the site investigation data from EENG 8771 - Contaminated Site Investigation Process, it focuses specifically on toxicological principles of risk assessment and on the evaluation and design processes for site remediation. Lays the foundation for the application of these processes in EENG 8774 - Site Remediation Technologies. The third of a five-course series in the contaminated sites technical studies. Prerequisite: EENG 8771. (1 credit)

Jan 12 Mon 1830-2130 6 wks BBY CRN 17754

## EENG 8773 SAMPLING METHODS FOR CONTAMINATED SITES

BBY \$172

This field school involves two full days of hands-on sampling exercises giving students an opportunity to apply the knowledge and skills from EENG 8771 - Contaminated Site Investigation Process: sampling strategies, design and implementation of sampling plans and interpretation of results. The sampling exercises include: (1) soil sampling using drill rig, backhoe and hand augers; (2) groundwater sampling by installation, development and testing of monitoring wells; (3) overview of surface water and sediment sampling techniques; and (4) demonstration of geophysical investigation techniques. The focus is on the role of the site investigator/remedial designer in the contaminated-site management process. The fourth of a five-course series in the contaminated sites technical studies. Prerequisite: EENG 8772. (1 credit)

Mar 7 Sat 0830-1730 2 wks BBY CRN 17756

## EENG 8780 ENVIRONMENTAL LAW 1

BBY \$172

There is a wide array of environmental laws that govern modern activities. Provides an overview of the Canadian legal system and sources of environmental law. It addresses federal, provincial and local government powers to regulate the environment, as well as British Columbia and federal environmental laws governing water, air, transportation of dangerous goods, contaminated land and waste and hazardous substance management. Sources of liability for individuals, directors and officers, companies and environmental professionals and the basic elements of due diligence are also covered. Finally, examines pollution prevention planning, the ISO 14000 model of Environment Management System and other future trends in environmental law. (Please note: Environmental impact assessment and laws governing the management of natural resources are covered in Environmental Law 2.) Prerequisite: EENG 7700 or Departmental Approval. (1 credit)

Jan 12 Mon 1830-2130 6 wks BBY CRN 17818

## EENG 8781 RISK ASSESSMENT

BBY \$172

Examines 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. Study EPA risk assessment procedures and their application and limitations. Prerequisite: EENG 8780. (1 credit)

Jan 14 Wed 1400-1700 6 wks BBY CRN 19240

Mar 2 Mon 1830-2130 6 wks BBY 19241

## EENG 8782 VALUE ANALYSIS AND ENVIRONMENTAL MANAGEMENT

BBY \$172

Provides an overview of the context, process, framework, methods and case studies for valuing and managing environmental aspects of projects on a global, regional and local scale. The course will provide the student with: the knowledge and tools needed to apply cost benefit analysis method for appraisal of environmental projects including putting value on environmental effects. The student will also learn to apply the guiding principles of sustainability; and consider the laws, policies and regulations related to environmental management. Other topics that will be discussed include Environmental Management Systems (EMS); life-cycle analysis; environmental risks and liabilities. Prerequisite: EENG 8781. (1 credit)

Jan 15 Thr 1830-2130 6 wks BBY CRN 17757

## EENG 8783 RISK MANAGEMENT

BBY \$172

Covers factors affecting management decisions: regulatory requirements, corporate standards, employee politics, public and media and financial limitations. The importance of risk communication, including communication factors influencing successful and unsuccessful projects will be assessed. Other risk management options including prevention planning, emergency response, containment, on-site treatment, off-site treatment, landfill and other storage means will be examined from the above perspectives. Prerequisite: EENG 8781. (1 credit)

Jan 5 Mon 1830-2130 6 wks BBY CRN 40242

Mar 3 Tue 1830-2130 6 wks BBY 17758

Mar 4 Wed 1400-1700 6 wks BBY 19242

## EENG 8784 ENVIRONMENTAL LAW 2

BBY \$172

Builds upon the students' understanding of the constitutional context of the Canadian legal system and environmental law. It addresses environmental regulation of various natural resources sectors in British Columbia, including forestry, mining, energy and fishing. The course also covers laws regulating environmental impact assessment and environmental aspects of municipal and regional land use planning processes. In addition to discussing the role of aboriginal rights in environmental and natural resources management, the course examines current aboriginal land claims and treaty negotiations in British Columbia and their potential impact on natural resource development. Prerequisite: EENG 8780. (1 credit)

Feb 16 Mon 1830-2130 6 wks BBY CRN 40243

Mar 5 Thr 1830-2130 6 wks BBY 17759

## EENG 8785 DECISION MAKING IN ENVIRONMENTAL MANAGEMENT

BBY \$339

Examines decision-making and decision planning models as they relate to environmental management. Models used in both the private and public sector will be considered and students will have an opportunity to apply these models in assignments, role playing exercises and workshops. The course will give students a thorough grounding in the relationship between business planning, strategic planning and environmental planning. 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. Basic management skills which also impinge on environmental management (project management, proposal and report preparation, budget management) will also be discussed. Prerequisite: A working knowledge of environmental legislation and management practices are recommended. (2 credits)

Jan 14 Wed 1830-2130 12 wks BBY CRN 40284

Mar 3 Tue 1830-2130 12 wks BBY 40285

## EENG 8791 INDUSTRIAL AIR POLLUTION CONTROL TECHNIQUES

BBY \$339

Provides an overview of the different methods used to control the release of air pollutants from industrial and mobile (vehicular) sources. The different types of contaminants, their causes and the regulations governing their release are discussed. The basic design principals of the various technologies and their application, form the bulk of the course. A basic treatment of combustion and fluid dynamics is also covered to aid in an understanding of equipment and design and selection. Prerequisite: EENG 8790. (2 credits)

Jan 15 Thr 1830-2130 12 wks BBY CRN 19545

## EENG 8792 AIR QUALITY MONITORING AND TESTING

BBY \$339

Covers the theory and practice of emission testing for particulates including gas flow measurements, isokinetic sampling, determination of gas molecular weight, moisture determination methods, sampling train components, equipment calibration, details of a complete testing program, calculation details, report writing and regulatory requirements. Prerequisite: EENG 8791. (2 credits)

Mar 4 Wed 1830-2130 12 wks BBY CRN 17764

## EENG 8804 HYDROLOGICAL MAPPING AND HYDROMETRICS

BBY \$172

Covers the delineation of drainage networks (air photo interpretation and ground truthing), identification of springs and seepage areas, mapping conventions, streamflow, snowpack and water quality measurements, hydrographs and sediment rating curves and culvert sizing. Exam will be held on a separate day. (1 credit)

Feb 23 Mon-Wed 0900-1600 1 wk BBY CRN 19828

## EENG 8811 MINING AND EXTRACTIVE METALLURGY

BBY \$339

Covers a review of Extractive Metallurgy processes and associated pollution control practice. Current pollution abatement practices in the mining industry and mine reclamation practices are also included. The course covers modern technologies for control of sulfur dioxide, particulates, nitrogen oxides and others. In addition, control techniques for liquid wastes, acid mine drainage and solid wastes are also included. Prerequisite: two-year Science Diploma or equivalent. (2 credits)

Jan 12 Mon 1830-2130 12 wks BBY CRN 17766

## EENG 8812 PETROLEUM INDUSTRY

BBY \$339

Covers environmental control practices in the Natural Gas and Petroleum industry. It includes a variety of topics in air and water pollution abatement practices. Some aspects of solid waste treatment are also discussed. Prerequisite: two-year Science Diploma or equivalent. (2 credits)

Mar 3 Tue 1830-2130 12 wks BBY CRN 17768

## EENG 8820 SEPARATION AND IDENTIFICATION TECHNIQUES

BBY \$339

There is an increasing need to monitor and assess the presence of potentially toxic products in the environment. These products can vary from agricultural products which can include organo-chloride pesticides, or industrial by-products such as petroleum hydrocarbons and polycyclic aromatic hydrocarbons to a variety of trace metals. Shows how to develop methods for the separation, identification and quantification of agricultural and environmental compounds in air, water, soil and sediment samples. Prerequisite: two-year Science Diploma or equivalent. (2 credits)

Jan 14 Wed 1830-2130 12 wks BBY CRN 19243

## EENG 8822 ANALYTICAL ATOMIC SPECTROSCOPY 1

BBY \$172

Covers the basic theory and practice of analytical atomic spectroscopy, with emphasis on inductively coupled plasma optical emission spectroscopy. Major topics include: atomic spectra-emission, absorption, fluorescence; diffraction-grating spectrographs; single and multichannel detectors; RF induced plasmas; calibration standards; spectral interferences and matrix effects; quality assurance and data handling. Laboratory exercises include: analytical line selection, spectral interference corrections, matrix effects, detection limits and dynamic range, plasma operating conditions. Prerequisite: BCIT Chemical Sciences Diploma or equivalent. (1 credit)

Mar 5 Thr 1830-2130 6 wks BBY CRN 19546

## EENG 8900 PROJECT REPORTS

BBY \$172

Primarily intended for preparation of the final report for the Industry Sponsored Project, this course will provide the basis and format for all technical reports required in the program. Emphasis will be placed on the overall structure, organization of information and the logical progression of concepts. This course should be completed during the Common Core portion of the program. Prerequisite: EENG 7700 or Departmental Approval. (1 credit)

Jan 14 Wed 1830-2130 6 wks BBY CRN 18387

## EENG 8901 PROJECT PROPOSAL

BBY \$172

After selecting the research project topic, this course will help the student conduct a literature review to clearly define the problem and to prepare an effective proposal for the project. The proposal is to be submitted to the Department for approval before the student proceeds with the project. By this time the student will have selected an industry sponsor who will help clarify the nature of the applied project. The sponsor will provide occasional guidance and support relating to the analysis/research portion of the project. This course consists of two formal presentations integrated with independent study and tutorial sessions. Prerequisite: EENG 8900. (1 credit)

Mar 28 Sat 0900-1200 2 wks BBY CRN 19244

## EENG 8902 TECHNICAL PRESENTATIONS

BBY \$339

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 analyze 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)

Mar 3 Tue 1830-2130 12 wks BBY CRN 19555

Mar 5 Thr 1830-2130 12 wks BBY 19245

# Bachelor of Technology Degree Studies

## EEENG 8903 APPLIED RESEARCH PROJECT BBY \$500

This course is designed for the student, in conjunction with an industry sponsor, to apply his/her specialty knowledge in solving a technical problem relating to the environment. The research project will contain some elements which are deemed to be innovative, experimental, or exploratory in nature. The Department will form a committee to approve and evaluate the project. The committee will consist of three members: a technical advisor, who is an expert in the research area, a staff member and a member representing the industry sponsor. The committee will supervise the progress of the project, provide guidance and direction where appropriate and evaluate the final report and its presentation. Prerequisite: Departmental Approval. (8 credits)

Jan 4 Sun 52 wks BBY CRN 18950

## BUSA 7250 MANAGEMENT SKILLS AND APPLICATIONS BBY \$340

This course is a required course for the Management portion of the Environmental Engineering Technology degree program. Please refer to the Business Administration Degree Completion section of the flyer for the course description and registration information. (3 credits)

Jan 12 Mon 13 wks BBY CRN 18771  
Jan 13 Tue 13 wks BBY 18776

NEW

## BACHELOR OF TECHNOLOGY DEGREE IN ENVIRONMENTAL HEALTH FULL-TIME PROGRAM

BCIT has now implemented a Bachelor of Technology Degree in Environmental Health. This four-year science-based program is the only one of its kind in Western Canada. It emphasizes critical thinking and problem solving skills. Work experience is a significant component of the program and consists of four industry-related project courses and six months of off-campus work in an appropriate agency. The full-time program also emphasizes practical, hands-on activities designed to produce job-ready graduates. For further information, contact the Program Assistant at (604) 432-8429.

## BACHELOR OF TECHNOLOGY DEGREE IN MEDICAL IMAGING

BCIT offers Canada's first baccalaureate-level degree-completion program in Medical Imaging, available by distance education to registered technologists from across Canada and around the world. The program will address the pressing need for advanced education resulting from the significant technical and clinical advances that have occurred in Medical Imaging in recent years. BCIT's Bachelor of Technology in Medical Imaging will establish a universally recognized educational standard for Medical Imaging in Canada and provide formal recognition of the high level of education training required by the profession.

The Bachelor of Technology degree completion program consists of the Technical Component (48 credits) and the Liberal Education Component (12 credits). It is offered in a distance education format. These courses involve self-directed study supported by telephone tutoring. If you have been taking distance education courses through BCIT, you may already have a number of credits towards this degree. You may also receive credit towards the degree for some CAMRT courses. For further degree information call (604) 432-8231.

## DEGREE COURSES

### MIMG 7000 TECHNOLOGICAL ADVANCES IN X-RAY IMAGING

Fundamental radiographic and fluoroscopic imaging schemes. Emphasizes x-ray tube, scattered radiation grids, geometric tomography, filtration, image intensification and the impact of computer technology on x-ray imaging methods. (3 credits)

Re-registration only CRN 19764 \$50

### MIMG 7001 UNDERSTANDING RADIATION RISKS

Examines physics, radiobiology, dose, radiation protection criteria and standards, dose response models, pregnancy and radiation, risks in medical imaging and risk reduction technology. Issues related to X-ray, ultrasound and magnetic resonance imaging. Presents discussion of public health aspects of radiation. (3 credits)

Guided Learning CRN 19309 \$360 + Text \$60  
Re-registration only CRN 19765 \$50

### MIMG 7002 MEDICAL RADIATION PROTECTION

Readings and assignments on general radiation protection considerations, sources of radiation exposure, objectives of radiation protection and public health agencies, units used in radiation protection, radiation detectors, survey instruments and personnel monitors, bio-effects, dose limits and practical means of radiation protection. Protection principles governing diagnostic examinations; shielding from external radiation, radiation dose estimates; radiation dose and quality control and protection in Magnetic Resonance Imaging. Presents radiation protection issues of the 1990's. (3 credits)

Guided Learning CRN 19312 \$360 + Text \$258  
Re-registration only CRN 19766 \$50

### MIMG 7003 DIGITAL IMAGING

Principles and concepts of digital radiology imaging systems: fundamentals of digital image processing, technologies of major radiological image acquisition systems, archiving, communication, retrieval, display and processing and issues within a total digital radiology department. Prerequisite: Registered Technologist in Diagnostic Radiology. (3 credits)

Guided Learning CRN 19313 \$360 + Text \$117  
Re-registration only CRN 19767 \$50

### MIMG 7004 ADVANCED TOPICS IN PATIENT CARE

Presents delivery of safe patient care in potentially unstable or unpredictable situations. Basic IV, oxygen and suctioning theory. Initiating intravenous infusion, total parenteral nutrition and pulse oximetry and ECG monitoring. Examines the purpose and significance of tubes, lines and specialized equipment. Covers common emergencies and pharmaceuticals specific to the Medical Imaging Department. Prerequisite: Graduation as medical radiation technologist in radiography, nuclear medicine and sonography. (3 credits)

Guided Learning CRN 19317 \$360  
Re-registration: CRN 19768 \$50

### MIMG 7007 IMAGE QUALITY IN DIAGNOSTIC RADIOLOGY

Three major components of image quality: contrast, spatial resolution and noise. Physics and technology of film-screen and digital imaging systems and physical characteristics of contrast, spatial resolution and noise in diagnostic radiology. Presents measurement of image quality and perception of visual information. Selected research studies on image quality. (4 credits)

Guided Learning CRN 19320 \$480 + Text \$110  
Re-registration CRN 19771 \$50

### MIMG 7101 ADVANCES IN SPECIAL PROCEDURES

For technologists needing formal study of special procedures. Angiography procedures, suite and patient considerations. Vascular anatomy using DSA images. DSA equipment and procedures including: cardiac angiography, angioplasty, embolization, nephrostomy, biliary drainage and other interventional radiology examinations. Aimed at improving clinical performance in a special procedure. (3 credits)

Guided Learning CRN 19316 \$360 + Text \$219  
Re-registration only CRN 19774 \$50

### MIMG 7200 MAGNETIC RESONANCE IMAGING 1

Physical principles of MRI: basic physics of NMR and equipment needed to produce magnetic resonance images. Digital imaging related to MRI. Bioeffects and hazards of magnetic fields and radio frequency radiation and guidelines for safe use of MRI. (3 credits)

Guided Learning CRN 19310 \$360 + Text \$87  
Re-registration only CRN 19775 \$50

### MIMG 7201 MAGNETIC RESONANCE IMAGING 2: IMAGE PRODUCTION AND TISSUE CHARACTERIZATION

How Magnetic Resonance Images are produced: pulse sequences, gradient coils and fast imaging techniques. Factors which constitute the MR image (tissue characterization), MRI anatomy of the central nervous system, thorax, abdomen, pelvis and extremities. Prerequisites: ADMI 6115. (3 credits)

Guided Learning CRN 19311 \$360 + Text \$50  
Re-registration only CRN 19776 \$50

### MIMG 7202 IMAGING TECHNIQUES QC AND ARTIFACTS

Reading and assignments on Magnetic Resonance Imaging signal generation, detection and localization mechanism and elaborates on the more commonplace imaging methods used to produce MRI images. Fast imaging pulse sequences, quality assurance and quality control tests performed on MRI equipment. MRI artifacts relative to patient and technology. Mechanisms to minimize or eliminate recognized artifacts. Prerequisites: ADMI 6115 and ADMI 6116. (3 credits)

Guided Learning CRN 19314 \$360 + Text \$87  
Re-registration only CRN 19777 \$50

### MIMG 7300 COMPUTED TOMOGRAPHY

Deals with the physics and technology aspects of CT, including digital image processing, radiation attenuation, data acquisition, and image reconstruction. In addition, the major components of a CT scanner (computers; array processors; display, recording and storage devices) will be described and the factors affecting image quality and radiation dose to the patient will be discussed. Finally, the course will conclude with a discussion of image artifacts, quality control and three-dimensional imaging concepts in CT. (3 credits)

Guided Learning CRN 19307 \$360 + Text \$84  
Re-registration only CRN 19778 \$50

### MIMG 7301 CLINICAL COMPUTED TOMOGRAPHY

Clinical applications of CT scanning: patient positioning, care and handling and scanning protocols for the head, neck, chest, abdomen, pelvis and extremities. Practical aspects of equipment and clinical applications. Prerequisites: ADMI 6111. (3 credits)

Guided Learning CRN 19318 \$360 + Text \$99  
Re-registration only CRN 19889 \$50

### BHSC 7601 SECTIONAL ANATOMY OF THE ABDOMEN AND PELVIS

For technologists requiring knowledge of sectional anatomy of abdomen and pelvis, including body planes. Imaging techniques and anatomic, functional and pathological relationships among the organs. (3 credits)

Guided Learning CRN 19305 \$360 + Text \$49  
Re-registration CRN 19780 \$50

### BHSC 7602 SECTIONAL ANATOMY OF THE THORAX

Major anatomic features emphasizing sectional appearance in all three fundamental body planes. Covers anatomic, functional and pathological relationships among organs of the chest. Prerequisite: Medical Imaging Technologist with RT Certification. (3 credits)

Guided Learning CRN 19306 \$360 + Text \$44  
Re-registration only CRN 19781 \$50

### BHSC 7604 SECTIONAL ANATOMY OF THE MUSCULOSKELETAL SYSTEM

For MR and CT Technologists requiring knowledge of sectional anatomy of the musculoskeletal system. Prerequisites: Graduation from approved program in diagnostic medical radiography/nuclear medicine/therapy. (3 credits)

Guided Learning CRN 19322 \$360 + Text \$71  
Re-registration CRN 19782 \$50

## BACHELOR OF TECHNOLOGY DEGREE IN TECHNOLOGY MANAGEMENT

The Bachelor of Technology Degree in Technology Management is offered collaboratively with the Open Learning Agency of B.C.

Please see page 49 for more details on the Advanced Diploma in Technology Management.

## BACHELOR OF TECHNOLOGY DEGREE IN SPECIALTY NURSING

### Program Components

BACHELOR OF TECHNOLOGY

SPECIALTY CERTIFICATE

TWO-YEAR WORK EXPERIENCE

RN DIPLOMA

The *Bachelor of Technology in Specialty Nursing* is the only degree program in British Columbia preparing registered nurses for employment in specialty nursing practice in: critical care, emergency, neonatal, nephrology, occupational health, pediatric, pediatric critical care, perinatal and perioperative nursing. Graduates enter the work force skilled in professionalism, communication, collaboration, growth, reflective critical thinking and systematic inquiry.

The program provides 48 specialty and core nursing credits and 12 credits of Liberal Education. If you are currently enrolled or have completed the Advanced Diploma or Specialty Certificate level in the above programs, you have the option of bridging into the new degree curriculum. For more information, contact the Specialty Nursing Student Advisor at (604) 451-7100.

Information Sessions are available Wed., Nov. 26, 1997, 1830-2030 and Thursday, Nov. 27, 1997 1200-1400 at the BCIT Burnaby Campus, 3700 Willingdon Avenue, Burnaby, B.C. Building SE14, Room 121.

## DEGREE COURSES: CORE COURSES

### NSSC 7115 CLIENT EDUCATION: LEARNING AS PARTNERSHIP

Presents the philosophy of education, understanding of educational theory and practical teaching skills in the context of health education. Complete a client education project to meet the challenges of formal and informal teaching in clinical practice. (3 credits)

Guided Learning CRN 19673 \$360 + Text \$113  
Re-registration (ADHS 5115) CRN 19803 \$50

### NSSC 8000 SYSTEMATIC INQUIRY

Research process and relationship between research and nursing practice. Analyze research techniques and methods to evaluate usefulness of research in practice. Personal knowledge, professional literature and research investigated relative to the human experience. Prerequisite: Completed Specialty Nursing certificate or Advanced Diploma in Health Sciences. (3 credits)

Guided Learning CRN 19831 \$360 + Text \$62  
Re-registration (NSSC 6000) CRN 19759 \$50

### NSSC 8300 CREATIVE LEADERSHIP

Leadership explored from multiple perspectives and the complementary relationship between leaders, followers and managers. Covers contextual aspects of leadership and the role of professionalism and fostering change in partnerships. How leadership initiatives makes a difference to client outcomes within practice environment. (3 credits)

Guided Learning CRN 19832 \$360 + Text \$30 + \$24  
Re-registration (NSSC 6300) CRN 19760 \$50



# Bachelor of Technology Degree Studies

## NSSC 8500 PROFESSIONAL GROWTH

Examine your growth relative to specialty nursing practice. Participate in a mentoring relationship to explore expert practice with a focus on clinical judgment, caring and moral/ethical perspectives. Develop your own vision of expert specialty nursing practice. Prerequisite: Completed Specialty Nursing certificate or Advanced Diploma in Health Sciences. (3 credits)

Guided Learning CRN 19833 \$360 + Text \$50+Text \$29+\$1  
Re-registration (NSSC 6500) CRN 19761 \$50

## CRITICAL CARE NURSING

### NSSC 7100 INTRODUCTION TO CRITICAL CARE NURSING

Introduces participants to the critical care nursing specialty and the role of the critical care nurse. Participants will examine the concept of health and their understanding of health as it relates to critical care nursing. By talking with a person who has experienced a critical illness, participants will begin to develop an understanding of the patient's experience of critical illness. Participants will explore the concept of partnership and its influence on nurse-patient relationships and learner-teacher relationships. Theory will be presented on comprehensive health assessment and clinical decision-making frameworks. (3 credits)

Guided Learning CRN 19668 \$360 + Text \$30

### NSSC 7200 CRITICAL CARE NURSING THEORY 1

Expands the technology as practice of critical care nursing within the context of patient's experience of critical illness. Specifically participants will have opportunities to further develop and apply nursing knowledge about assessment, monitoring, interventions, healing and comfort for individuals who experience imbalances in oxygen supply and demand (e.g., MI, angina, CHF) and oxygenation and ventilation (e.g., respiratory insufficiency). Participants will examine the concepts of crisis theory and vulnerability and the relationship of these concepts to patient's experience of potentially life threatening illness. The concept of partnership will further be expanded upon by exploring the meaning of collaboration and decision making within the critical care setting. Prerequisites: NSSC 7100 (ANCC 5205). (4 credits)

Guided Learning CRN 19669 \$480 + Text \$54 + \$79

### NSSC 7300 CRITICAL CARE NURSING CLINICAL 1

Focuses participants on applying and integrating nursing knowledge to provide nursing care for critically ill patients experiencing common health problems such as MI angina, CHF and respiratory insufficiency. Learners have the opportunity to further develop their comprehensive assessment abilities, monitoring skills and clinical decision making. By working in partnership with the patient and developing an understanding of his/her unique experience of critical illness, the learner seeks to promote comfort and facilitate healing. Theory will be presented concerning the significance of the environmental context of critical care nursing to patient care. Laboratory experiences to practice airway management, care of the patient with a central line and cardiac arrest management are included. Prerequisites: NSSC 7100 (ANCC 5105) and NSSC 7200 (ANCC 5205). (3 credits)

CRN 19670 \$360 + Text \$35

### NSSC 7400 CRITICAL CARE NURSING: THEORY 2

The focus of this course will be to expand the technology as practice of critical care nursing within the context of patients' and family members' experiences of critical illness. Exploring increasingly complex health problems (e.g., head injury, drug poisoning, acute respiratory failure, GI dysfunctions) will provide opportunities to integrate and expand knowledge of assessment, monitoring, interventions, healing and comfort. Participants will examine concepts such as loss and grief, hope and suffering, and ethical issues patients and family members experience with potentially life-threatening illness. Prerequisites: NSSC 7100, 7200, 7300. (5 credits) Will be first offered April 1998.

### NSSC 7500 CRITICAL CARE NURSING CLINICAL 2

In this clinical course, participants focus on applying and integrating nursing knowledge to provide competent nursing care for increasingly complex critically ill patients and their family members (e.g., heady injury, drug poisoning, acute respiratory failure, GI dysfunctions). Learners have the opportunity to further develop their comprehensive assessment abilities, monitoring skills and clinical decision making. By creating partnerships with patients, family members, colleagues and other members of the health care team, learners seek to promote comfort and facilitate healing. The significance of the context of the critical care environment as it relates to engaging in partnership will be explored. Laboratory experiences to develop and integrate knowledge related to the care of the patient with mechanical ventilation, invasive hemodynamic monitoring, ICP monitoring and advanced cardiac arrest management are included. Prerequisites: NSSC 7100, 7200, 7300, 7600. (5 credits) Course will be first offered September 1998.

\$600 + Text

## NSSC 7600 NURSING COMPLEX CRITICALLY ILL PATIENTS

A combination of theory and clinical experiences provide participants with an opportunity to explore patients' and family members' experience of life-threatening illness (e.g., SIRS, ARDS, sepsis, DIC, MSOF). Advanced theory related to oxygen supply and demand, oxygenation and ventilation, cellular changes, death and dying, quality of life issues, and ethical concerns are critically examined. Building on all previous learning, participants will implement their technology as practice in complex patient care situations. Prerequisite: NSSC 7100, 7200, 7300, 7600, 7500. (4 credits) Course will be offered January 1999.

\$480 + Text.

## EMERGENCY NURSING

### NSER 7100 INTRODUCTION TO EMERGENCY NURSING THEORY 1

The nurse begins to develop his/her role within emergency nursing through exploration of transitions and factors influencing the balance of health and its relationship to the emergency context, the nurse gains insight into the role of emergency nursing. The concept of partnership is emphasized through understanding of client and nurse values, assumptions, perceptions and beliefs and a focus on processes for effective communication. Exploring frameworks for assessment, inquiry and critical thinking contribute to the nurses' understanding of the process of decision-making in an emergency environment. Assignments and a teleconference provide opportunities for practice and integration of knowledge and skills. (3 credits)

Guided Learning CRN 19654 \$360 + Text \$97

### NSER 7200 EMERGENCY NURSING THEORY 2

Builds on concepts, theories and frameworks presented in NSER 7100 and applies and integrates this knowledge with diverse presentations of common or less complex emergency health challenges. Examination of physiological, epidemiological and pathophysiological concepts and principals provide foundation for further understanding of transitions and balance of health states. Through exploration of concepts, such as, crisis, uncertainty and vulnerability and by expanding sources of assessment, the nurse gains broader understanding of the clients experience in the emergency setting and a deeper meaning of professional caring. Emphasis is on critical thinking; inquiry to analyze data; surface assumptions; beliefs; perspectives; creatively exploring the context and processes of clinical decision making; building on verbal and written communication skills and the development of collaborative approaches. Assignments and workshops/video conferences provide opportunities to practice and integrate skills. Prerequisites: NSER 7100 (ANER 5105). (4 credits)

Guided Learning CRN 19682 \$480

### NSER 7300 EMERGENCY NURSING CLINICAL 1

The nurse further develops and begins to enact his/her role in emergency nursing by exploring the emergency environment and assessing influences pertaining to client and family experiences and health. Building upon theory and frameworks from the preceding two courses, the nurse will focus on developing comprehensive assessment skills and applications to critically examine clinical decision making processes in caring for clients and families with common/less complex health challenges. The nurse continues to explore the ways and meaning of emergency nursing care by developing and fostering collaborative relationships with clients, families, colleagues, instructors and other health care providers. The development of critical thinking and systematic inquiry and communication skills will be emphasized. Prerequisites: NSER 7200. (5 credits)

CRN 19655 \$600 + Text \$35

### NSER 7600 EMERGENCY PRECEPTORSHIPS: PEDIATRIC / TRAUMA / PSYCHIATRIC CARE

This theoretical and clinically integrated preceptorship course provides opportunities for the nurse to gain a more in-depth understanding of clients with specific care challenges. Building on knowledge and skills acquired in previous courses, the nurse will examine new theories and frameworks, explore a variety of resources and applications in the emergency setting. Related concepts, issues and practice challenges will be examined in the context of care and clinical decision-initiative. Emphasis will be placed on the development of critical, reflective thought and initiative in exploring routes of inquiry, experience and growth. Students will collaborate with faculty in developing a self-directed plan of study and develop partnerships through clinical placements to augment goals and experience. Prerequisites NSER 7500, BUSA 7250. (3 credits)

CRN 19658 \$360

## NEONATAL NURSING

### NSNE 7100 INTRODUCTION TO NEONATAL NURSING THEORY

Introduces neonatal nursing and focuses on the characteristics of neonates and their families which influence how they interpret and respond to their environment. It examines the role of the neonatal nurse and the partnership relationship between the neonate, the family and the nurse. (3 credits)

Guided Learning CRN 19642 \$360 + Texts \$174

## NSNE 7200 NEONATAL THEORY 2

Builds on the concepts presented in NSNE 7110. Infants with a variety of health challenges are presented in a case study format. Critical thinking, communication, collaboration and systematic inquiry will be emphasized as the processes in which nurses engage in order to care for infants experiencing health challenges. Prerequisites: NSNE 7100 (ANNE 5110). (3 credits)

Guided Learning CRN 19643 \$360

### NSNE 7300 NEONATAL CLINICAL 1

Focuses, in this three-week clinical course, on the care of infants with health challenges. Introduces clinical nursing care of infants. The setting in which this course occurs will vary depending on student learning needs and is centered on flexible learning activities and enables students to obtain a tailored clinical experience. Through these learning activities, students are provided with opportunities to develop the communication, collaboration, critical thinking and systematic inquiry skills necessary to provide infant and family centered care. In particular, students will focus on partnerships, assessment and basic neonatal nursing care. Prerequisites: NSNE 7100 (ANNE 5110), NSNE 7200 (ANNE 5220). (4 credits)

CRN 19644 \$480

### NSNE 7400 NEONATAL THEORY 3

A phenomenologic approach to family centered care builds communication, collaboration, systematic inquiry, critical thinking and professional caring abilities. Emphasis is on multiple perspectives, narrative meaning, partnerships with families and change. Students will interact with a selected family and a professional mentor in order to engage in these processes. 4 credits

Guided Learning CRN 19645 \$480 + Text \$39

### NSNE 7500 NEONATAL CLINICAL 2

A three week clinical course focusing on the care of infants with health challenges and their families. The setting in which this clinical course occurs will vary depending on the student's learning needs. The course is centered around learning activities which are flexible and enable students to obtain a tailored clinical experience. Through these learning activities, students are provided with opportunities to build on the communication, collaboration, critical thinking, and systematic inquiry skills necessary to provide family centered care. Additionally, opportunities to examine clinical decision making will be provided.

CRN 19646 \$480

## NEPHROLOGY NURSING

### NSNN 7200 INTRODUCTION TO NEPHROLOGY NURSING THEORY 1

Introduces nephrology nursing and focuses on the experience of the individual during the predialysis phase of chronic renal failure, allowing the nurse to understand the individual with renal disease as a person before they are labeled as "patient". Understanding of the pathophysiology of renal disease and the lived experience of various individuals will be used to develop an understanding of the physiological, psychological and social impact of renal disease as it varies over the life span and with individuals. Focuses on the nursing role in the management of the impact of renal disease during the predialysis phase. (3 credits)

Guided Learning CRN 19709 \$360 + Text \$62+ \$56+ \$81  
Re-Registration CRN 19710 \$50

### NSNN 7300 NEPHROLOGY

Includes, in this clinical course, the equivalent of a 1-week clinical experience in a predialysis clinic and opportunities to analyze that experience in light of theoretical perspectives from research. These experiences will allow the student to meet individuals with renal disease during the predialysis phase and to understand the services offered. Students learn about the services available, the role of various health care team members through attendance at clinics, interviews home visits, etc. Prerequisites: NSNN 7200. (2 credits)

CRN 19711 \$240

### NSNN 7400 NEPHROLOGY THEORY 2

Focuses on the experience of the individual on dialysis. Understanding of the principles of hemodialysis and peritoneal dialysis, the complications of dialysis and the lived experience of various individuals will be used to develop the nursing role in the management of the physiological and social impact of dialysis within the context of health care organizations and the health care system. Prerequisites: NSNN 7200 and NSNN 7300. (3 credits)

CRN 19712 \$360 + Texts \$62 + \$56

Re-registration: CRN 19715 \$50

### NSNN 7500 NEPHROLOGY CLINICAL 2

This clinical course allows the nurse to enact his/her role by caring for individuals on dialysis in the context of an assisted care dialysis unit. The course will begin with lab sessions in which technical skills such as needling, establishing dialysis, and trouble shooting, will be practiced. Building on the preceding theory course, the nurse will learn from clients, develop empowering partnerships with individual clients, and will begin to develop competence in managing hemodialysis. Clinical experiences are arranged on the basis of four weeks: full time or one week full time and three days per week for five weeks.

CRN 19714 \$600

# Bachelor of Technology Degree Studies

## OCCUPATIONAL HEALTH NURSING

### NSOH 7100 INTRODUCTION TO OCCUPATIONAL HEALTH NURSING

Introduces occupational health nursing and focuses on work and its relationship to health. It introduces the student to the leadership role of the occupational health nurse through the beginning use of frameworks, epidemiological principles and relevant legislation. There is an emphasis on building partnerships with individual employees, management, labor and other health and safety team members. (3 credits)

Guided Learning CRN 19630 \$360 + Text \$52 + \$10 + \$86  
Re-registration (ANOH 5110) CRN 19823 \$50

### NSOH 7200 WORK AND WORK ENVIRONMENTS 1

Presents theory related to potential hazards found in various work settings. It focuses on the industrial hygiene principles and practices of anticipating, recognizing and evaluating biological, chemical and physical hazards. Emphasizes a collaborative approach to eliminating or controlling these hazards, whether the occupational health nurse is a member of a team of two or more Occupational Health and Safety practitioners or is the only on-site practitioner with knowledge and skills in industrial hygiene. Prerequisites: NSOH 7100 (75 per cent) (ANOH 5110). (3 credits)

Guided Learning CRN 19631 \$360 + Text \$81  
Re-registration (ANOH 5210) CRN 19824 \$50

### NSOH 7250 WORK AND WORK ENVIRONMENTS 2

Expands on the theory presented in Work and Work Environments 1 by presenting theory and principles required to anticipate, recognize and evaluate factors in the workplace related to psychosocial, safety and ergonomic issues. It emphasizes a collaborative approach to preventing or minimizing issues arising from these factors and explores methods of communicating corrective action plans. Forms a bridge to future learning in assessing worker health by providing practice in analyzing jobs for their environmental, psychosocial, safety and biomechanical demands on employees. Prerequisites: NSOH 7100 (ANOH 5110), NSOH 7200 (ANOH 5210). (3 credits) To be offered April 1998.

### ANOH 7100 OCCUPATIONAL HEALTH NURSING: PRECEPTORSHIP

Includes 75 hours of clinical experience individually arranged with a learning contract. Provides an opportunity to apply and integrate knowledge and skills from previous courses. Placement will be determined on the basis of previous occupational health experience. Prerequisite: Satisfactory completion of ANOH 6500 and Current Occupational First Aid Certificate Level 2. (2.5 credits). Full-time Clinical (75 hours).

CRN 10991 \$207

**ANOH 7150 GUIDED INDEPENDENT CLINICAL IN OHN**  
Practicing Occupational Health Nurses may take this course in lieu of ANOH 7100. Provides an opportunity for in-depth study of an area of concern or interest. Activities will be based on a study proposal with a learning plan and specific objectives. Contact Program Head for approval prior to registering. Prerequisite: ANOH 6400 (75 per cent), ANOH 6500, experience as OHN. (2.5 credits)

CRN 13978 \$207

## PERINATAL NURSING

### NSPN 7100 PERINATAL THEORY 1

Introduces perinatal nursing and focuses on the healthy childbearing experience. It introduces the student to the philosophy of family-centred care and the theoretical frameworks which will guide practice. Explores the role of the perinatal nurse and the partnership relationship between the childbearing woman and the fetus/newborn and the nurse. (3 credits) This course is full for 199810, contact the Program Assistant at (604) 432-8982 for information about the 199820 term.

Guided Learning CRN 19662 \$360 + Text \$85

### NSPN 7200 PERINATAL THEORY 2

Builds on the concepts presented in The Healthy Childbearing Experience. From a holistic perspective, childbearing women/families facing perinatal health challenges are presented to the learner in case study format. Once the successful outcome of pregnancy is potentially threatened, women/families depend on the health system in a different way. Their access to these resources will be explored. Prerequisite: NSPN 7100 (ANOB 5110). (3 credits)

Guided Learning CRN 19663 \$360 + Text \$55

### NSPN 7300 PERINATAL CLINICAL 1

Introduces, in this four-week clinical course, an introduction to caring for childbearing women and their families in a single-room maternity care setting, including the home. Provides students with opportunities to develop the critical thinking, communication, collaboration and systematic inquiry skills necessary to provide women and family-centred care. Prerequisites: NSPN 7100 (ANOB 5110), NSPN 7200 (ANOB 5220). (6 credits)

CRN 19664 \$720

### NSPN 7400 PERINATAL THEORY 3

A phenomenologic approach to family-centred care will be used to build on student's communication, collaboration, systematic inquiry, critical thinking and professional caring abilities. Emphasis will be placed on multiple perspectives, narrative meaning, partnerships with families and change. Students will interact with a selected family and a professional member in order to engage in the learning activities and assignments for this course. (4 credits)

Guided Learning CRN 19665 \$480 + Text \$39

## PERIOPERATIVE NURSING

### NSPO 7100 PERIOPERATIVE THEORY 1

Introduces participants to individuals undergoing surgical intervention and to the role of the perioperative nurse. By talking with a person who has undergone surgical intervention, participants will begin to develop an understanding of the patient's perioperative experience. The concept of partnership is introduced with a focus on the processes of communication and collaboration. (3 credits)

Guided Learning CRN 19679 \$360 + \$78 + \$49

### NSPO 7200 PERIOPERATIVE THEORY 2

Builds on the concepts and frameworks presented in NSPO 7100. The focus is on the individual's experience of preparing for surgery and undergoing anesthesia, and the technology as perioperative practice (ways of knowing, being and doing) in the circulating role is explored. Assessment and decision making tools will be applied within a practice framework to plan care and expand knowledge and understanding of the perioperative experience. Factors impacting stability and vulnerability experienced by individuals who are preparing for common, less complex surgeries and undergoing anesthesia is a major focus. Participants will build on nursing knowledge of pharmacology, anatomy and physiology and integrate it with knowledge of anesthesia and related nursing care. Continued development of communication skills by exploring the unique, non-verbal ways of communicating within the perioperative environment. Collaborative skills will be expanded to enhance the development of partnerships to support patient centered care and participants understanding of the concepts of caring and advocacy will be expanded by relating them to the role of the circulating nurse. Prerequisite NSPO 7100 (ANOR 5105). (3 credits)

Guided Learning CRN 19680 \$360

### NSPO 7300 PERIOPERATIVE CLINICAL 1

Focuses, in this four-week clinical course, on the care of individuals of all ages preparing for common, less complex surgeries and undergoing anesthesia. Introduces clinical nursing care of perioperative patients and their families. Focuses on learning activities that are flexible and enable students to integrate and apply knowledge from previous theory courses and practice developing communication, collaboration, critical thinking and systematic inquiry skills. The aspects of technology focused on will include partnerships, assessment and care planning in the pre and intraoperative phases of the perioperative experience. Prerequisite: NSPO 7200. (5 credits) Not offered until April 1998.

### ANOR 7101 OPERATING ROOM NURSING THEORY 4

Introduces the student to the perioperative techniques and equipment used in the surgical specialties of thoracic, vascular, orthopedic and neurosurgery. Information on lasers, power equipment and microscopes is included. Professional issues pertaining to perioperative nursing, roles and responsibilities are also presented. Prerequisite: ANOR 6101 and ANOR 6200. May be taken concurrently with ANOR 7200. (4 credits)

Guided Learning CRN 15395 \$329  
Re-registration only CRN 16274 \$50

### ANOR 7200 OPERATING ROOM NURSING CLINICAL 2

Combines in this clinical course, four weeks of supervised practicum and 1 week of preceptored experience in the surgical specialties of ophthalmology, vascular, thoracic, orthopedic and neurosurgery. Co-requisite: ANOR 7101 (7100 + 7102). (8 credits)

CRN 10863 \$655

### ANOR 7300 PERIOPERATIVE INDEPENDENT CLINICAL STUDY

This 4-day independent clinical study offers the introductory level student an opportunity to study family centered perioperative care of the pediatric patient. The student will apply theory by independently observing and evaluating the nursing care of children in the surgical day care, operating room and post anesthetic recovery room units. Prerequisites: ANOR 5101, 5110, 5200, 6101 and 6200. (1 credit)

CRN 10859 \$85

## PEDIATRIC NURSING

### NSPE 7100 PEDIATRIC NURSING THEORY 1

Introduces pediatric and pediatric critical care nursing and focuses on the characteristics of children and families which influence how they interpret and respond to their environment. It examines the role of the pediatric nurse and the partnership relationship between the nurse and the child and family. (3 credits)

Guided Learning CRN 19647 \$360 + Text \$108

### NSPE 7200 PEDIATRIC NURSING THEORY 2

Using a case study approach, children with a variety of common health challenges are presented in order to examine the role of the pediatric nurse, the partnership between the nurse, the child and the family, growth and development and communication. Prerequisites: NSPE 7100 (ANPE 5110). (3 credits)

Guided Learning CRN 19648 \$360

### NSPE 7210 PEDIATRIC CRITICAL CARE THEORY 2

Builds on the concepts presented in ANPE 5110. Focusing on the partnership relationship between the nurse and the child, children with a variety of complex health challenges arising from serious illness are presented in a case study format in order to examine the principles guiding management of the child's care. The child's physical, intellectual, emotional and social responses to serious illness and hospitalization will be examined in some detail. Prerequisites: NSPE 7100 (ANPE 5110). (3 credits)

Guided Learning CRN 19697 \$360 + Text \$156

### NSPE 7300 PEDIATRIC NURSING CLINICAL 1

Focuses, in this three-week clinical course, on the care of children with health challenges and introduces clinical nursing care of infants and children. The setting in which this course occurs will vary depending on students' learning needs. Centres on learning activities which are flexible and enable students to obtain a tailored clinical experience. Through these learning activities, students are provided with opportunities to develop the communication, collaboration, critical thinking and systematic inquiry skills necessary to provide child and family centered care. In particular students will focus on partnerships, assessment and care planning in pediatric nursing. Prerequisites: NSPE 7100 (ANPE 5110), NSPE 7200 (ANPE 5220) or (NSPE 7210 (ANPC 5230). Clinical, 3 weeks. (4 credits).

CRN 19650 \$480

### NSPE 7400 PEDIATRIC NURSING THEORY 3

A phenomenologic approach to family centered care builds communication, collaboration, systematic inquiry, critical thinking and professional caring abilities. Emphasis is on multiple perspectives, narrative meaning, partnerships with families and change. Students will interact with a selected family and a professional mentor in order to engage in these processes. (4 credits)

Guided Learning CRN 19649 \$480 + Text \$39

### NSPE 7500 PEDIATRIC CLINICAL 2

Focuses, in this three-week clinical course, on the care of infants and children with health challenges and their families. The setting in which this clinical course occurs will vary depending on the students' learning needs. Centres on learning activities which are flexible and enable students to obtain a tailored clinical experience. Through these learning activities, students are provided with opportunities to build on the communication, collaboration, critical thinking and systematic inquiry skills necessary to provide family centered care. In addition, clinical decision making and articulation of a personal practice framework for pediatric nursing will be emphasized. NSPE 7300 (ANPE 5310). (4 credits) 3 weeks.

CRN 19653 \$480

### NSPE 7910 PEDIATRIC NURSING IN THE HOME

Presents concepts and theories relevant to the care of children with complex medical and nursing care needs who are living at home with their families. Using a case study format, learners will have the opportunity to develop the knowledge and skills in order to promote the health of these children and their families. Learners will explore nursing practice issues particularly relevant to nursing practice in the home and community setting. (3 credits)

Guided Learning CRN 19652 \$360 + Text \$10

### NSPE 7920 PEDIATRIC ARREST MANAGEMENT FOR NURSES

Addresses nursing care for the infant or child facing respiratory or cardiac arrest. It uses a case study format to develop skills in critical thinking, systematic inquiry and collaboration and focus on anticipation, prevention and early intervention. Prerequisite: current CPR Certification. (3 credits)

Guided Learning CRN 19651 \$360





# Academic Studies

## CHEMISTRY (604) 432-8551

The Chemistry division of Academic Studies offers a Pre-Entry Chemistry refresher course for those who require an upgrade in Chemistry. For information about this course please see page 6 of this flyer.

## COMMUNICATION

Limited financial assistance is available to financially needy part-time students registering in COMM 0003, COMM 0004, COMM 0005 and COMM 0008. The deadline for applications for financial aid is 21 days before classes start.

For more information on financial assistance for part-time students, phone (604) 432-8555 or go to Financial Aid reception in Registration and Information, Building SW1-2300 Office hours: 0830-1630, Monday to Friday.

## PRE-ENTRY COURSES (604) 451-7066

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

For a complete listing of Pre-entry courses offered through Part-time Studies at BCIT, please refer to the Preparatory Programs section of this flyer on page 6.

## CERTIFICATE AND DIPLOMA COMMUNICATION COURSES (604) 451-7153

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

Teaches practical techniques for planning, organizing, selecting and presenting information in a business or industry environment. Routine memos, instructions, procedures, graphics, summaries and oral presentation are covered. Prerequisite: English 12 or equivalent. Those without the prerequisite may audit the course (see calendar for audit status).

Jan 13	Tue	1730-2030	12 wks	DTC	CRN	10721
Jan 14	Wed	1845-2145	12 wks	BBY		10722
Jan 15	Thu	1845-2145	12 wks	BBY		10724

### COMM 2202 BUSINESS AND TECHNICAL CORRESPONDENCE BBY \$258

Improves your writing capabilities at work. Topics include all types of memos and letters commonly used in business and industry including requests, replies, claims, "bad-news", sales letters and job applications. Prerequisite: English 12 or equivalent. Students in a BCIT Diploma program must complete COMM 1103 before taking this course.

Jan 13	Tue	1845-2145	12 wks	BBY	CRN	10725
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### COMM 2203 BUSINESS REPORTS BBY \$258

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

Jan 12	Mon	1845-2145	12 wks	BBY	CRN	18773
Jan 14	Wed	1845-2145	12 wks	BBY		10726

### COMM 2204 TECHNICAL REPORTS BBY \$258

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

Jan 15	Thu	1845-2145	12 wks	BBY	CRN	10727
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### COMM 2205 WRITING MANUALS FOR THE COMPUTER INDUSTRY BBY \$187

Teaches techniques for planning, researching, organizing, formatting and writing a manual. Covers testing and packaging the finished product and translating technical material for the non-technical reader. Prerequisite: English 12 or equivalent.

Jan 13	Tue	1845-2145	6 wks	BBY	CRN	10728
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### OH NO, YOU HAD TO CANCEL IT??

Sorry, but sometimes excellent courses with super instructors are cancelled if someone waits until the last minute to register. Our programmers make a decision approximately one week prior to a course start date to allow for proper preparation. Minimum class numbers must be registered at that time, so please register early to avoid disappointment for yourself, others and the instructor.

## BUSINESS AND INDUSTRY COURSES (604) 451-7153

### COMM 0035 INTER-CULTURAL COMMUNICATION DTC \$185.30

Explores how differing cultural values, beliefs and assumptions often lead to breakdowns in communication, negative stereotyping, failed interpersonal relationships and business deals and even racism. Enables you to develop the cultural awareness and sensitivity to the cross-cultural diversity you need to communicate more effectively in our increasingly diverse communities and workplaces. Learn the fundamentals of cross-cultural communication through brief lectures and readings. Experience pitfalls and rewards of cross-cultural communication and have a chance to practice new communication strategies through case studies, writing, videos, discussions and role-plays. The cultures of the Pacific Rim, in particular, will be emphasized.

Jan 13	Tue	1730-2030	6 wks	DTC	CRN	10720
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### COMM 0037 SUCCESSFUL MEMOS & LETTERS DTC \$185.30

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.

Jan 13	Tue	1730-2030	6 wks	DTC	CRN	11827
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### COMM 0038 PROPOSALS-SELLING IDEAS! DTC \$185.30

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.

Jan 14	Wed	1730-2030	6 wks	DTC	CRN	11828
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### COMM 0039 EXCITING PRESENTATIONS! DTC \$185.30

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.

Feb 17	Tue	1730-2030	6 wks	DTC	CRN	11829
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### COMM 0040 MAKING MEETINGS WORK DTC \$185.30

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.

Feb 18	Wed	1730-2030	6 wks	DTC	CRN	11830
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### COMM 0041 TELEPHONE TECHNIQUES DTC \$79.30

Teaches techniques for making positive first impressions with customers and for handling complaints and difficult calls. Involves discussion, problem solving and role-playing.

Jan 17	Sat	0900-1600	1 wk	DTC	CRN	12487
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### COMM 0042 WRITE TO SELL-BROCHURE DESIGN DTC \$185.30

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

Jan 13	Tue	1730-2030	6 wks	DTC	CRN	17875
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### COMM 0043 COPYWRITING THE RIGHT COPY DTC \$185.30

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

Feb 17	Tue	1730-2030	6 wks	DTC	CRN	17876
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## GENERAL INTEREST (604) 451-7153

### COMM 0020 INDEPENDENT LEARNING SKILLS DTC \$224.30

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

Jan 15	Thu	1730-2030	6 wks	DTC	CRN	17874
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### COMM 0021 EFFECTIVE WRITING BBY \$226

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

Jan 14	Wed	1845-2145	8 wks	BBY	CRN	10706
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### COMM 0022 ENGLISH FUNDAMENTALS BBY \$253

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

Jan 15	Thu	1845-2145	12 wks	BBY	CRN	10731
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## ENGINEERING TECHNOLOGY ENTRY (ETE) PROGRAM

This full-time day school program is offered through the Academic Studies division and provides academic upgrading to students wishing to enrol in engineering-based technology programs at BCIT.

For more information about ETE please refer to the Preparatory Programs section on page 6 of this flyer.

## TECHNOLOGY ENTRY WITH ENGLISH LANGUAGE TRAINING PROGRAM (TEWELT)

This program is offered through the Academic Studies Division and runs concurrently with the ETE January Intake. Computer literacy, math and physics lectures are common courses with ETE, but TEWELT has its own extended communication course, which focuses on skills needed for students who require English language training.

For more information about TEWELT please refer to the Preparatory Programs section of this flyer, page 7.

## FORENSIC SCIENCE TECHNOLOGY (604) 451-7178

### FSCT 5001 CRIMINAL LAW 1 DTC \$303.30

The Adversarial trial process follows a well-defined series of procedural steps from the opening address to the jury to sentencing. Provides a detailed examination of the legal procedures that govern the tendering of evidence by both the prosecution and the defense at trial.

Jan 10	Sat	0900-1200	8 wks	DTC	CRN	19984
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### FSCT 6005 FORENSIC BEHAVIORAL SCIENCE DTC \$303.30

Behavioral science has many applications in criminal investigations. Teaches how and when to apply profiling and case linkage techniques in an investigation. Four components are explored; the nature of serial crime and its investigative difficulties; case linkage analysis; psychological profiling and; geographic profiling. Prerequisite: Investigative experience as a member of a law enforcement team. Basic computer skills an asset.

Jan 10	Sat	1300-1700	6 wks	DTC	CRN	19962
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### FSCT 6201 FORENSIC PATHOLOGY DTC \$253.30

Provides the basic legal and scientific factors relevant to forensic pathology. The medical examiner and coroner system will be examined. Focuses on post-mortem determinations and the presentation of pathological findings as evidence in court.

Jan 14	Wed	1830-2030	6 wks	DTC	CRN	19963
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### FSCT 6203 FORENSIC BIOLOGY: DNA TYPING BBY \$410

Provides instruction in the following areas of forensic biology: evidence gathering and preservation; identification and comparison of body fluids and hair; historical aspects of DNA typing; various DNA typing techniques used in forensic science; population genetics; databases; legal issues. Includes the identification of biological materials as well as historical and present-day techniques used in DNA typing. Population genetics will be discussed as will current and possible future DNA legislation. A portion of the course will contain "hands-on" instruction. Instruction will include casework examples and the interpretation of results and laboratory reports. Prerequisite: Certified police officer or Diploma of Technology and permission of FSCT program coordinator.

Jan 13	Tue	1845-2145	12 wks	BBY	CRN	19966
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### FSCT 6303 DRUG IDENTIFICATION AND TOXICOLOGY BBY \$410

Deals with analytical techniques (chemical test, chromatographic techniques, non-specific techniques) to be used in the analysis of drug substances, including; narcotics, stimulants and hallucinogenics. The pharmacological effects of specific classes of drugs (narcotics, stimulants, hallucinogenics, depressants and anabolic steroids) will be discussed. Issues related to drug abuse, clandestine laboratories and drug-control laws will also be covered.

Feb 12	Thu	1845-2145	12 wks	BBY	CRN	19972
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### FSCT 6401 CRIME SCIENCE EXAMINATION JIBC \$303.30

Provides an overview of crime scene examination and goes beyond the basic training in crime scene examination traditionally provided by police training facilities. 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 gambit of physical evidence located during the various types of crime scene searches.

Feb 2	Mon	1845-2145	6 wks	JIBC	CRN	19974
Sat: 0900-1600 (one Sat. class held Mar 7)						

### FSCT 6502 COMPUTER CRIME AND INVESTIGATIVE TECHNIQUES BBY \$305

Introduces investigative techniques involving computers. It covers the methods by which computer crime is committed and the criminal code offences and other statutes involved in those actions. Emphasis will be placed on the proper identification of relevant evidence and securing, analyzing and presenting that evidence in court. Prerequisite: FSCT 5001, 5002, 5003 and 5004 an asset.

Jan 12	Mon	1830-2130	8 wks	BBY	CRN	19975
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### FSCT 6606 SECURITIES INDUSTRY CRIME BBY \$330

Introduces the various Criminal Code and Securities Act infractions, particular to the Canadian stock exchanges and markets and to the techniques used by the white collar crime investigator to identify, investigate and prosecute these offences. Attention will mainly focus on offences relating to Canada's junior markets including current and emerging trends. The roles of Securities Commission and Stock Exchange investigators will also be explored.

Feb 4	Wed		10 wks	BBY	CRN	40029
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Academic Studies section continued  
page 16

## MATHEMATICS (604) 451-6709

The Mathematics division of Academic Studies offers three Mathematics refresher courses for those who require an upgrade in Mathematics. For information about this course please see page 6 of this flyer.

**MATH 1011 TRIGONOMETRY BBY \$258**  
Application and theory of trigonometric functions, including right-angle trigonometry, radian measure, vector and triangle problems, trigonometric identities and graphing, polar coordinates, compound and double angle formulas, trigonometric equations and inverse functions. Prerequisite: Recent Math 12 or MATH 0001, or equivalent, with a "C+" or better.

Jan 12 Mon 1845-2145 12 wks BBY CRN 10735

**MATH 1012 LOGARITHMS AND ANALYTIC GEOMETRY BBY \$258**  
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.

Jan 13 Tue 1845-2145 12 wks BBY CRN 10737

**MATH 1435 MATH 1B FOR ELECTRONICS BBY \$447**  
The second of two parts. See MATH 1434 for details. MATH 1434 and MATH 1435 replace MATH 1431. Prerequisite: MATH 1434 or equivalent.

Jan 12 Mon/Wed 1845-2145 11 wks BBY CRN 18243

## PHYSICS (604) 434-5734 LOCAL 5504

The Physics division of Academic Studies offers a Pre-Entry Physics refresher course for those who require an upgrade in Physics. For information about this course please see page 6 of this flyer.

**PHYS 1301 GENERAL PHYSICS 1 BBY \$588**  
Topics covered include translational and rotational kinematics and dynamics, Newton's laws, equilibrium, work, energy, power, properties of solids and fluids. Equivalent to general level first term Physics courses at BCIT. Prerequisite: Physics 11 and Math 12 or Applied Math 12 or equivalent.

Feb 2 Mon/Wed 14 wks BBY CRN 10741

## 5 Ways to Register

- On-line**  
From the BCIT homepage, www.bcit.bc.ca, follow the Admissions/Registration link and you'll connect to the on-line form. Your registration will be confirmed via e-mail.
- By phone**  
Charge to your Visa or MasterCard.  
Burnaby campus (604) 434-1610  
Downtown campus (604) 412-7777.  
(available to all registrants)
- By fax**  
Use the form located on page 3 and fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown campus).  
(available to all registrants)
- In person**  
Register at the Burnaby, Downtown or Surrey campuses (see page 2). Pay by cash, cheque, debit or credit card. (available to all registrants)  
Note: The debit card is now accepted at the Burnaby and Downtown campus.
- By mail**  
Fill in the registration form on page 3 and send it with your cheque or credit card information to:  
BCIT Part-time Studies Registration  
3700 Willingdon Avenue  
Burnaby, B.C. V5G 3H2

Sorry, no postdated cheques.

## WHO'S WHO

**Broadcast Communications**  
Mary-Kay Thurston, Part-time Studies Coordinator (604) 432-8668  
Vicki Forbes, Program Assistant (604) 432-8861  
Facilities Rental Information (604) 432-8863

**Business Administration**  
Chris Gadsby, Part-time Studies/Industry Training Coordinator (604) 451-6784  
Phillipa Dermott, Program Assistant (604) 432-8860  
Business Administration Business Law  
Economics Human Resources Management  
Organizational Behavior

**Financial Management**  
Allan Cobbett, Part-time Studies Coordinator (604) 451-6793  
Jean Covell, Program Assistant (604) 432-8609  
Ruth MacKay, Distance Education Assistant (604) 412-7417

**The Imaging Series (BCIT-Kodak)**  
Laura Davie, Part-time Studies Coordinator (604) 432-8614  
Brenda Mason, Program Assistant (604) 451-7134

**Interior Design**  
Laura Davie, Part-time Studies Coordinator (604) 432-8614  
Brenda Mason, Program Assistant (604) 451-7134

**Marketing Management**  
Morie Shacker, Part-time Studies Coordinator (604) 432-8572  
Vicki Forbes, Program Assistant (604) 432-8861  
Marketing Research Small Business Development  
Real Estate Development Professional Sales  
Tourism

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

**Medical Office Assistant**  
Laura Davie, Part-time Studies Coordinator (604) 432-8614  
Terri Carde, Program Assistant (604) 451-7032

**Operations Management - Industry Training**  
Brenda Mason, Program Assistant (604) 451-7134  
ISO 9000 Workshops Business Improvement Workshops  
Environmental Emergency Response Program

**Operations Management**  
Ron Wlock, Part-time Studies Coordinator (604) 432-8991  
Vicki Forbes, Program Assistant (604) 432-8861  
APICS - The Educational Society for Resource Management  
Management Engineering Materials Management  
Quality Management Facilities Management  
Business Math

**Program Advising**  
Chris Lloyd, Program Advisor, Business (604) 432-8899  
Part-time Studies  
Midge Mason, Program Advisor, Business (604) 432-8455

## WHAT'S NEW IN BUSINESS!

**Business Administration**  
• Now offering three new associate certificates in Leadership, Electronic Commerce and Mediation  
• Internet delivery offered for the following courses: BUSA 1005, Introduction to Business and ECON 1150, Economic Issues.

**Financial Management**  
• Bachelor of Technology Degree in Accounting. Please find the entry requirements and degree course offerings at the beginning of the Financial Management section, or in the section marked Bachelor of Technology degree studies on page 9 of this flyer.  
• The Financial Planners Standards Council of Canada (FPSSC) has confirmed that graduates of BCIT's Associate Certificate in Financial Planning program have achieved the educational prerequisite necessary to write the CFP comprehensive examination administered by the FPSSC and so attain the FPSSC designation.  
• Interactive Video Conferencing - FMGT 3210 Cost & Managerial Accounting 1 is being offered at the Downtown and Burnaby campuses this term. Please see the FMGT 3210 course listings in the Financial Management section.

**Multimedia**  
• BCIT and SFU Publishing Program Multimedia Immersion: from August 10-20, 1998 BCIT and SFU will offer a two-week multimedia immersion workshop at BCIT's Downtown Centre.  
• New Media Design & Technology Certificate - apply your fine arts and design training to computer-based technology. Learn 3-D animation, film production, video game development and post-production to access employment in the video entertainment field.

**Operations Management Part-time Studies**  
• Introduction to ISO 14000 Environmental Standards (OPMT 1144).  
• Using ISO 9000 for continuous improvement (OPMT 4306).  
• Basics of supply chain management (APIC 1171).

## Operations Management Industry Training & Business Improvement Workshops

- Project Management - a 3-day workshop for anyone responsible for managing small to large projects or those who want to learn new techniques to successfully coordinate and manage projects.

## BUSINESS CERTIFICATE PROGRAMS

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

**Broadcast Communications:**  
Radio Broadcast Journalism  
Television Broadcast Management

**Business Administration:**  
Management Systems Human Resource Management

**Associate Certificates:**  
Electronic Commerce (A.C.E.C.) Leadership (A.C.L.)  
MEDIATION (A.C.M.)

**Career Programs:**  
Interior Design Senior Management Certificate  
Media Techniques for Business in Interior Design

**Associate Certificates:**  
Medical Office Assistant Desktop Publishing

**Financial Management:**  
Management Certificate in Accounting Management Certificate in Finance  
Associate Certificate in Financial Planning

**Marketing Management:**  
Marketing Management Marketing Communications  
Professional Sales Tourism Marketing

**Associate Certificates:**  
Customer Service Sales Skills  
Tourism Marketing Communications

**Operations Management:**  
Industrial Engineering Management Engineering  
Materials Management Quality Management  
Facilities Management Transportation Logistics

## INDUSTRY SERVICES AND TRAINING

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

- Broadcast Communications:**  
Broadcast Communications offers an extensive list of equipment, facilities and competencies for rent. This list includes:
- 2 complete television studio/control facility complexes
  - 2 complete AVID MCXpress non-linear computerized video editing systems
  - a variety of "broadcast-oriented" props for use in video productions
  - full multi-track analog and digital audio recording facilities with large studio space
  - radio control room and radio newsroom facilities
  - a wide range of broadcast-oriented locations for use in video and film work

- Business Administration:**  
Employers are assisted by designing and delivering custom courses to meet specific organizational needs or delivering standard credit courses at an employer's training facility or at a BCIT campus. Individual courses for industry training include:
- Time Management and Productivity Skills
  - Training Skills for Trainers
  - How to Develop and Sustain Your Firm's Competitive Advantage
  - Value Creation - The New Wealth Generation/Decision Making Tool for Today's Business
  - Motivating Your Staff - A Challenge for Leaders
  - Teamwork - The New Performance Enhancer
  - Gender Differences in Communication
  - Achieving Career Success

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

- Marketing Management:**
- Creating Successful Seminars
  - Building a Customer Driven Organization
  - Press Media Relations
  - Marketing Through the Internet
  - All Sales and Customer Service Courses

- Operations Management:**
- ISO 9000 Workshops
  - Business Improvement Workshops
  - Marine Emergency Response



# Business

## BROADCAST COMMUNICATIONS (604) 432-8611 vforbes@bcit.bc.ca (604) 432-8668 mthursto@bcit.bca.ca

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

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

Most prospective applicants are advised to enrol in one of 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.

### MANAGEMENT CERTIFICATE IN BROADCAST COMMUNICATIONS

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

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

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

#### Radio

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

#### Television

BCST	1101	Technical Introduction
BCST	1140	Broadcast Industry Operations
BCST	1145	Copywriting for Radio and TV
BCST	1160	Television and Video Production
BCST	1165	Video Editing Workshop
BCST	1166	Visual Fundamentals
BCST	1167	Production Assistant for TV News
BCST	2222	Theory of Color TV Systems
BCST	2223	Television Production Planning
COMM	1103	Introduction to Business Communications
COMM	2203	Business Reports
ECON	1150	Economic Issues
ORGB	2505	Interpersonal Skills
BLAW	3100	Business Law
BCST	1104	Computer Basics for Broadcasting

#### Broadcast Journalism

BCST	1130	Introduction to News Reporting
BCST	1140	Broadcast Industry Operations
BCST	1144	Writing for the Media
BCST	1148	Interviewing for Radio and TV
BCST	1150	Radio Broadcasting Introduction
BCST	1151	Radio and TV Announcing
BCST	1160	TV and Video Introduction
BCST	1166	Visual Fundamentals
BCST	1170	Broadcast Journalism Introduction
MDIA	1100	Introduction to Media Techniques
COMM	1103	Introduction to Business Communications
COMM	2203	Business Reports
ECON	1150	Economic Issues
BLAW	3100	Business Law
BCST	1104	Computer Basics for Broadcasting

#### Broadcast Management

COMM	1103	Intro. to Business and Tech Communication
COMM	0400	Making Meetings Work
BUSA	1305	Supervisory Skills
BUSA	2005	Management 1
BUSA	2205	Management 2
BUSA	3405	Problem Solving/Decision Making
HRMG	3105	Human Resources Management
HRMG	3305	Selection Interviewing
HRMG	3705	Counseling 1
ORGB	2505	Interpersonal Skills
FMGT	1152	Accounting for the Manager
MKTG	1102	Essentials of Marketing
MKTG	1112	Customer Relations
MKTG	2202	Intro. to Marketing Communications
MKTG	2341	Intro. to Marketing Research

### COURSES OFFERED THIS TERM

#### BCST 1101 TECHNICAL PRODUCTION BBY \$258

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

Jan 14 Wed 1845-2145 12 wks BBY CRN 12842

#### BCST 1104 COMPUTER BASICS FOR BROADCAST BBY \$270

Presents computer terminology, hardware and software operations, the Disk Operating System (DOS), a word-processing package and spreadsheet package. Through lectures and practical exercises students relate their applications to the broadcast world. Designed for students who are preparing to meet the "computer literacy" requirement for entry into full-time Broadcast day school programs.

Feb 11 Wed 1845-2145 10 wks BBY CRN 17411

#### BCST 1140 BROADCAST INDUSTRY OPERATIONS BBY \$277

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

Jan 13 Tue 12 wks BBY CRN 13549

#### BCST 1143 THE MUSIC BUSINESS AND THE BROADCAST INDUSTRY BBY \$258

Explores the roles, responsibilities and operations of talent agencies and music management companies, concert promotion and merchandising, song writing and publishing, copyright, record company operations and manufacturing, recording studios, contract administration and how to "get air-play" on radio stations.

Jan 12 Mon 12 wks BBY CRN 10040

#### BCST 1144 WRITING FOR THE MEDIA BBY \$258

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

Jan 15 Thr 12 wks BBY CRN 10041

#### BCST 1145 COPYWRITING FOR RADIO & TELEVISION BBY \$310

Teaches 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 humor are combined with critiques of student produced work. Weekly practical application with a career orientation.

Jan 14 Wed 12 wks BBY CRN 10042

#### BCST 1148 INTERVIEWING FOR RADIO AND TELEVISION BBY \$258

Teaches how to interview and how to be interviewed with confidence. Students enhance performance on video and audiotape while learning radio and television interviewing techniques. 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.

Jan 12 Mon 12 wks BBY CRN 15562

#### BCST 1150 RADIO BROADCASTING INTRODUCTION BBY \$285

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

Jan 12 Mon 12 wks BBY CRN 10046

Jan 15 Thr 12 wks BBY CRN 10047

#### BCST 1151 RADIO AND TV ANNOUNCING BBY \$310

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

Jan 13 Tue 12 wks BBY CRN 10048

#### BCST 1153 MUSIC RECORDING TECHNIQUES BBY \$310

Teaches studio and control room techniques for music recording, utilizing analog and digital multitrack technology, with much practical application through the recording of live music. Students receive hands-on experience with microphone techniques, analog tape recorders, digital tape and hard-disc recorders, audio consoles, signal processors, MIDI, etc.

Jan 15 Thr 12 wks BBY CRN 18368

#### NEW CORRESPONDENCE COURSE BCST 1154 INTRODUCTION TO RADIO NEWS BBY \$296

Provides the basic fundamentals and principles of news broadcasting. This distance education course will instruct students in the gathering, handling and dissemination of news information and will make them more aware of the importance of information programming in the broadcast industry.

Jan 12 Mon BBY CRN 18494

#### BCST 1155 MUSIC RECORDING WORKSHOP BBY \$405

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

Jan 17 Sat 0930-1530 6 wks BBY CRN 19927

#### BCST 1157 DOCUMENTARY MAKING FOR RADIO BBY \$325

Covers the fundamentals of radio documentary making. Topics will include the elements of a documentary, how to select and research a topic, writing for radio, interviewing, announcing, how to sell an idea to a radio station and freelance opportunities. Students will participate in the making of a radio documentary. Topics and materials will be provided.

Jan 14 Wed 12 wks BBY CRN 19928

#### BCST 1160 TELEVISION AND VIDEO INTRO BBY \$385

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

Jan 12 Mon 12 wks BBY CRN 10050

Jan 13 Tue 12 wks BBY CRN 10051

#### BCST 1161 FILM FOR BEGINNERS BBY \$360

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 a basic understanding of the expanding opportunities in the motion picture industry and the skills that will be required for success.

Jan 14 Wed 12 wks BBY CRN 10052

#### BCST 1165 VIDEO EDITING WORKSHOP (FORMERLY BCST 1102) BBY \$360

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

Jan 31 Sat/Sun 0900-1600 2 wks BBY CRN 18369

#### BCST 1170 BROADCAST JOURNALISM INTRODUCTION BBY \$310

Explores 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.

Jan 13 Tue 12 wks BBY CRN 10057

Jan 14 Wed 12 wks BBY CRN 10058

#### BCST 1172 INVESTIGATIVE REPORTING\* BBY \$310

Students go beyond the basic broadcast journalism training into the world of investigative journalism, with all its research methods, interviewing, reporting techniques, story development techniques, being analyzed and developed.

Jan 14 Wed 12 wks BBY CRN 10059

\* Note: This course offered in the fall and winter terms only.

# Business

## BCST 1173 SPORTS REPORTING BBY \$258

Teaches students how to conduct effective and focused sports interviews with confidence, focusing on behind-the-scenes features, human-interest stories and profiles. There will be opportunities to conduct interviews in and around the Vancouver professional and amateur sports scene. Students will be able to develop, write and present interesting stories which will satisfy both the die-hard fan and those with little interest in sports.

Jan 15 Thr 12 wks BBY CRN 19929

## BCST 1180 INTRODUCTION TO NON-LINEAR EDITING BBY \$755

Covers techniques and procedures for editing video productions on non-linear (computer) video editing systems. Similar systems are in-use in television and video production operations around the world. Provides a solid grounding in the management and operation of off-line and on-line non-linear editing platforms. This is a very hands-on course with maximum three to one student/machine ratio.

Jan 18 Sun/Wed/Thr 2 wks BBY CRN 19930

## BCST 2223 TELEVISION PRODUCTION PLANNING BBY \$277

Teaches the techniques and methods used in managing and organizing the details of pre-production, production and post-production activities in a studio or location television or video production. Students acquire skills in budgeting, production, scheduling, crewing and other elements of successful productions. Prerequisite: BCST 1160. CREDITABLE TO THE DAY SCHOOL TELEVISION PROGRAM.

Jan 15 Thr 12 wks BBY CRN 13550

**\*\* Note:** This course is creditable to the day school TV Production program.

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

These non-credit seminars and workshops provide participants with management and leadership skills development training, in one-and two-day formats. All sessions focus on employee development. Employers are encouraged to sponsor their staff in attending workshops. Your company can be invoiced for fees simply by sending a letter on company letterhead along with your registration form, stating that the company is to be invoiced for the fees. All 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. Prices include GST. The refund deadline for all sessions is one week prior to course date. For more information contact:

Registration/Information: (604) 434-1610  
Downtown Campus: (604) 412-7777  
Chris Gadsby, coordinator,  
Part-time Studies and Industry Training: (604) 451-6784

## BTCW 0106 TIME MANAGEMENT AND PRODUCTIVITY SKILLS DTC \$316.30

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 behavior, 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.

Jan 20 Tue/Wed 0830-1630 DTC CRN 16955

## BTCW 0117 TRAINING SKILLS FOR TRAINERS DTC \$316.30

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.

Feb 10 Tue/Wed 0830-1630 DTC CRN 16956

## BUSA 0101 DEVELOP & SUSTAIN COMPETITIVE ADVANTAGE DTC \$200 (INCL. LUNCH)

Focuses on contemporary theories of competitive advantage development and specific organizational re-structuring to sustain advantages and maximize employee performance. After a discussion of theory, the afternoon will be spent in work teams reviewing a variety of contemporary real world examples.

Mar 7 Sat 0900-1700 1 day DTC CRN 18420

## BUSA 0100 VALUE CREATION DTC \$200 (INCL. LUNCH)

Provides a detailed review of current theories in this area will be followed by participative, team application to real organizations. Concepts of economic value added and shareholder value will be thoroughly explored by an industry professional, with significant improvement in decision-making sophistication as a major learning outcome.

Mar 14 Sat 0900-1700 1 day DTC CRN 18419

## BUSA 0102 MOTIVATING YOUR STAFF DTC \$200 (INCL. LUNCH)

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.

Feb 28 Sat 0900-1700 1 day DTC CRN 18418

## HRMG 0100 TEAMWORK - PERFORMANCE DTC \$200 (INCL. LUNCH)

Provides an in-depth review of staged learning outcomes and a basis for understanding the internal functions of teams and their role in decision making in modern organizations. The session will be characterized by immersion of all participants into empowered teams, with direct application and evaluation of results.

Mar 7 Sat 0900-1700 1 day DTC CRN 18417

## PERSONAL SUCCESS SERIES

Business Administration is offering, for the first time, workshops designed to develop personal success skills. These sessions are presented by experts, in some cases working in teams and provide an enjoyable break from the Fast Paced World of Business. REGISTER NOW as seats are limited.

## BTCW 0123 GENDER DIFFERENCES IN COMMUNICATION DTC \$99 (INCL. LUNCH)

Examines the important communication differences between men and women in organizational settings. Discover why men and women are often frustrated with each other in conversations. Learn how both men and women can apply techniques to make themselves understood and also to understand others. This is a fun and necessary area for study for those who want to make the most out of their work partners - both their subordinates and their bosses.

Feb 13 Fri 0900-1700 1 day DTC CRN 40017

## BTCW 0125 ACHIEVING CAREER SUCCESS DTC \$199 (INCL. LUNCH)

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

Mar 4 Wed 0900-1700 2 days DTC CRN 40015

## BUSINESS ADMINISTRATION PART-TIME COURSES Phillipa Dermott (604) 432-8860 pdermott@bcit.bc.ca

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

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

Various Part-time Studies courses are offered during the day at our Downtown campus. Courses are offered in a variety of formats. Look for these courses in the course description section of the flyer.

## ASSOCIATE CERTIFICATE PROGRAMS

We are pleased to announce three new, eight-course Associate Certificate programs. Content is contemporary and credits earned may be applied to electives in our Certificate programs.

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

This certificate program has been offered since the Fall of 1997. The emerging impact of Electronic Commerce and why many forward-reaching enterprises are migrating towards it, will be revealed through the study of its technology and business opportunities. The certificate's eight courses are designed to provide students with the knowledge, context and analytical creativity that will open them to the burgeoning reality of commerce on the Internet.

## Complete the following:

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

## Complete one of the following:

ECON 1150 Economic Issues  
ECON 2100 Microeconomics  
ECON 2200 Macroeconomics  
OPMT 1117 Basic Quantitative Techniques in Business Administration

## Complete one of the following:

Students must select and complete a computer-related course or courses involving lab time with a value of three credits. The following guidelines are recommended for selecting an appropriate computer course.

As a minimum, students should be familiar with microcomputer operating systems and applications. These include Windows, word processing, presentation graphics and spreadsheets. The next step in the study of business computing usually requires familiarization with database tools such as MS Access, decision making using advanced spreadsheet techniques, or accounting software such as Simply Accounting or Accpac.

Students who already have these computer skills might contemplate a computer-programming course using Internet design tools such as HTML or Java.

## 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. Core courses incorporate learning materials from Zenger Miller, on a global training organization. Eight courses are required to complete the Associate Certificate in Leadership:

## Complete the following:

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

## Choose two of the following:

BUSA 1305 Supervisory Skills  
BUSA 2005 Management  
BUSA 2205 Organizational Behavior 2  
BUSA 2805 Mentoring - Fostering Your Organizations Most Important Relationships  
BUSA 3205 Business Ethics for the Global Manager  
BUSA 3405 Problem Solving/Decision Making  
HRMG 3205 Labor 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 Associate Certificate consists of 8 courses, three were offered in September 1997, three are offered in January 1998 and the remaining two in April 1998.

## Offered in September 1997:

BUSA 3300 Fundamental Mediating Skills  
BUSA 3305 Introduction to Conflict Management  
BUSA 3355 Fundamental Arbitrating Skills

## To be offered in January 1998:

BUSA 3360 Fundamental Assessment Skills for Mediators and Arbitrators  
BUSA 3365 Fundamental Investigating and Fact Finding Skills for Mediators and Arbitrators  
BUSA 3370 Fundamental Legal Skills for Mediators and Arbitrators

## To be offered in April 1998:

Ethics of Mediation and Arbitration  
Designing Conflict Management Systems  
Practicum

## 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 Behavior 1  
ORGB 3205 Organizational Behavior 2





# Business

## BUSA 2605 DECISION SUPPORT 2 BBY \$383

Develops decision support tools using spreadsheet analysis. The techniques introduced have a broad problem solving application to a variety of business areas. Prerequisite: BUSA 1600.

Jan 12 Mon/Wed 10 wks BBY CRN 19997

## BUSA 2705 TEAMWORK SKILLS DTC \$256.30

Provides an in-depth review of the skills required for a high performing team. 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).

Jan 14 Wed 12 wks DTC CRN 17858

## BUSA 2805 MENTORING - FOSTERING YOUR ORGANIZATION'S DTC \$256.30

Introduces the new management role of mentoring in response to downsizing and reduced training budgets in organizations. Students will learn how to work with a mentee to discover and develop the mentee's latent abilities to reach the organization's goals. (3 credits).

Jan 12 Mon 12 wks DTC CRN 19218

## BUSA 3005 STRATEGIC BUSINESS PLANNING BBY \$258 DTC \$256.30

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

Jan 13 Tue 12 wks DTC CRN 16432  
Jan 15 Thr 12 wks BBY 16433

## BUSA 3015 NEGOTIATION DTC \$256.30

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. Relevant to entrepreneurs, managers, lawyers, human and labor relations practitioners and individuals in government. Excellent supplement to either Certificate program. (3 credits)

Jan 14 Wed 12 wks DTC CRN 19219

## BUSA 3105 FRONT LINE LEADERSHIP-PART 1 BBY \$258

Designed as a dynamic course for new or aspiring supervisors. Students develop strong interpersonal skills as well increase their awareness of the importance of "people skills" in today's organizations. Developing critical core skills along with Developing Individual Performance through group interactions, role playing, lectures and practice sessions are included. Front-line Leadership is a Zenger-Miller program widely recognized by industry and now being offered through BCIT. No Prerequisites. (3 credits).

Jan 14 Wed 12 wks BBY CRN 16523

## BUSA 3155 FRONT LINE LEADERSHIP-PART 2 BBY \$258

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. Front-line Leadership is a Zenger-Miller program widely recognized by industry and now being offered through BCIT. Prerequisite: BUSA 3105. (3 credits).

Jan 15 Thr 12 wks BBY CRN 19220  
Jan 16 Fri 5 wks BBY 19998

## BUSA 3205 BUSINESS ETHICS FOR THE GLOBAL MANAGER BBY \$258

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).

Jan 13 Tue 12 wks BBY CRN 17860

## BUSA 3360 FUNDAMENTAL ASSESSMENT SKILLS DTC \$256.30

Examines reports by specialists in various fields that support mediation and arbitration. Interpret reports and pull from the reports the relevant information to a given dispute. Support to mediation is a growing field in which experts provide the professional with a report assessing some aspect of the dispute. Psychological assessments, actuarial reports, accounting audits, property appraisals, medico-legal reports and legal opinions often provide the objective criteria useful in resolving disputes. Part one of this course trains the students through hands-on simulations to understand, apply and interpret these reports where necessary. Part two of this course focuses particularly on psychological personality assessment with reference to DSM V and other personality tests, mood and learning inventories. Students develop a working familiarity with these tests, tools and measures through simulations and practice. Prerequisites: BUSA 3300, 3305, and 3355.

Jan 19 Mon-Fri 1 wk DTC CRN 19999

## BUSA 3365 INVESTIGATING AND FACT FINDING SKILLS DTC \$256.30

Develops skills that are useful and often applied as an end in and or themselves or for the purpose of supporting mediation and arbitration. Frequently, professionals in dispute resolution are asked to investigate, find relevant facts, draft reports, give opinions or evaluate a dispute before it escalates. Students will be asked to find the relevant facts to a set of disputes. Investigate several complaints for relevant information and in other instances asked to render an opinion useful in negotiation, mediation or arbitration. The above techniques will be useful to students interested in private practice, in-house work for business or organizations or for government in such fields ranging from human rights complaints, commercial disputes, labor disputes, residential tenancy branch, or family or estate matters. Prerequisites: BUSA 3300, 3305, 3355 and 3360.

Feb 16 Mon-Fri 1 wk DTC CRN 40006

## BUSA 3370 LEGAL SKILLS FOR MEDIATORS DTC \$256.30

Provides the student of mediation and arbitration with basic legal principles useful to both mediation and arbitration. Students will learn about the concept of judicial review by the courts of arbitral awards and mediated settlements. The students will learn about legal pit-falls to avoid and how to protect themselves from lawsuits by participants to mediation and arbitration. Reviews contract interpretation, the agreement to mediate and drafting principles, the value of independent legal advice capacity, as discussed in Business Law. Teaches students to draft the Memorandum of Understanding which either becomes or is the basis for the eventual agreement. Students will practice with several hands-on examples until they are comfortable with these skills. Prerequisites: BUSA 3300, 3305, 3355, 3360 and 3365.

Mar 16 Mon-Fri 1 wk DTC CRN 40007

## BUSA 3405 PROBLEM SOLVING/ DECISION MAKING DTC \$256.30

Introduces, in this exciting, fully restructured course, various techniques to problem solving and decision making with emphasis on comprehensive analysis. Group interactions, demonstrations, lectures and practice sessions relating to real applications will be presented. Rational and creative problem solving methods will be taught. Students establish a high level of confidence in their ability to make effective management decisions. Prerequisite: BUSA 1105 and 2005. (3 credits).

Jan 14 Wed 12 wks DTC CRN 11605

## BUSA 3455 INTRODUCTION TO ELECTRONIC COMMERCE DTC \$256.30

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

Jan 12 Mon 12 wks DTC CRN 40188

## BUSA 3485 ONLINE BUSINESS MANAGEMENT BBY \$258

This is a research and project course where students will prepare a business proposal for a new company that wishes to market projects 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.

Jan 14 Wed 12 wks BBY CRN 40008

## ECON 1150 ECONOMIC ISSUES (T) BBY \$258 DTC/SRY \$256.30 INT \$248 (NEW INTERNET DELIVERY - \$248)

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. (3 credits).

Jan 15 Thr 1900-2200 12 wks SRY CRN 11609  
Jan 14 Wed 12 wks DTC 11610  
Jan 12 Mon 12 wks DTC 11611  
Jan 13 Tue 1830-2130 12 wks BBY 16418  
Jan 12 Internet Delivery 40013

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

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

Jan 12 Mon 1830-2130 15 wks BBY CRN 11534  
Jan 12 Mon 15 wks DTC 11535  
Jan 13 Tue 1830-2130 15 wks BBY 11536  
Jan 17 Sat 0900-1200 15 wks BBY 11538  
Jan 14 Wed 15 wks DTC 11539  
Jan 15 Thr 1830-2130 15 wks BBY 11540  
Jan 14 Wed 15 wks SRY 19221

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

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

Jan 12 Mon 1830-2200 15 wks BBY CRN 11570  
Jan 13 Tue 1730-2100 15 wks DTC 11571  
Jan 14 Wed 1830-2200 15 wks BBY 11573  
Jan 17 Sat 0900-1230 15 wks BBY 11575  
Jan 14 Wed 1830-2200 15 wks SRY 17862

## ECON 3305 INTERNATIONAL ECONOMICS BBY \$321

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. Prepares students to deal more comfortably with the world of international transactions. No prerequisite (3.5 credits).

Jan 13 Tue 1830-2130 15 wks BBY CRN 17154

## HRMG 0315 CAREER SEARCH WORKSHOP BBY/DTC \$230

Helps students set goals and plan their career based on their own interests, values and abilities. This is a series of special workshops, led by professionally trained career counselors.

Jan 21 Wed 4 wks BBY CRN 19222  
Mar 3 Tue 4 wks BBY 19223  
Apr 2 Thr 4 wks DTC 19224

## HRMG 2805 OCCUPATIONAL HEALTH AND SAFETY BBY \$258

Presents 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).

Jan 12 Mon 12 wks BBY CRN 12485  
Jan 17 Sat 0900-1700 5 wks BBY 17069

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

Develops an understanding of the significant human resource management programs and systems utilized in today's business and government organizations. Covers 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).

Jan 12 Mon 15 wks BBY CRN 12041  
Jan 14 Wed 15 wks DTC 12042  
Jan 15 Thr 15 wks BBY 12043  
Jan 16 Fri 0900-1700 6 wks DTC 12044  
Jan 17 Sat 0900-1700 6 wks DTC 12045

## HRMG 3155 ENHANCING PEOPLE SKILLS DTC \$256.30

Introduces, in this contemporary human resource management course, the interpersonal skills, personal management skills and teamwork skills necessary for effective functioning in the work environment. Strengthens the students' ability to listen, ask questions, deal with conflict, problem solve, value diversity in the workplace and to apply positive attitudes and behavior and effective communication skills in contemporary organizations. Through mini lectures, games, personal assessment using the Myers-Briggs Type Indicator (MBTI) and discussion, students will gain an understanding of their Personality Type and how this affects their professional relationships with others. (3 credits).

Jan 14 Wed 12 wks DTC CRN 19225

## HRMG 3205 LABOR RELATIONS 1 BBY \$258 DTC/SRY \$256.30

Presents a necessary skill set in today's world - designed for those involved in, or associated with, labor 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 labor 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).

Jan 13 Tue 12 wks BBY CRN 11626  
Jan 14 Wed 12 wks DTC 11627  
Jan 19 Mon-Fri 0900-1700 1 wk DTC 11629  
Feb 9 Mon-Fri 0900-1700 1 wk DTC 11630  
Jan 12 Mon 12 wks SRY 17062

## HRMG 3255 LABOR RELATIONS 2 (T) BBY \$258 SRY/DTC \$256.30

Provides 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).

Jan 12 Mon 12 wks BBY CRN 11639  
Jan 12 Mon 12 wks SRY 11640  
Jan 14 Wed 12 wks BBY 11641  
Feb 23 Mon-Fri 0900-1700 1 wk DTC 11643



# Business

## HRMG 3305 SELECTION

### INTERVIEWING BBY \$258 DTC/SRY \$256.30

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).

Jan 12	Mon		12 wks	BBY	CRN	11580
Mar 2	Mon-Fri	0900-1700	1 wk	DTC		11581
Feb 9	Mon-Fri	0900-1700	1 wk	DTC		11582
Jan 14	Wed		12 wks	SRY		18422

## HRMG 3315 HUMAN RESOURCE MEASUREMENTS

DTC \$256.30

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 from the instructor. (3 credits).

Jan 13	Tue		12 wks	DTC	CRN	12484
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## HRMG 3505 TRAINING

### TECHNIQUES BBY \$258 DTC \$256.30 DTC(P) \$255.90

Presents 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).

Jan 12	Mon		12 wks	BBY	CRN	11566
Jan 10	Sat	0900-1700	5 wks	DTC		11567
Jan 19	Mon-Fri	0900-1700	1 wk	DTC		11568
Mar 2	Mon-Fri	0900-1700	1 wk	DTC	(P)19230	
Feb 23	Mon-Fri	0830-1630	1 wk	DTC		18755
Mar 30	Mon-Fri	0900-1700	1 wk	DTC	(P)19229	

\*Note: (P) indicates that the section is instructed by a member of the Police Department

## HRMG 3705 COUNSELLING 1

DTC \$256.30

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

Jan 13	Tue		12 wks	DTC	CRN	11576
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## HRMG 4405 SALARY ADMINISTRATION

DTC \$256.30

Teaches students 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; how to set up a simple plan. Prerequisite: HRMG 3105. (4 credits)

Jan 12	Mon		12 wks	DTC	CRN	11607
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## HRMG 4415 STRATEGIC PERFORMANCE MANAGEMENT

DTC \$256.30

Covers the systematic approach to identifying and defining performance criteria and measurement, development and enhancement of performance of individuals, groups and the organization. Practical effective communication techniques with employees about performance criteria and outcomes using video feedback. A variety of performance measurement systems are studied and the influence of different organizational cultures are discussed. Prerequisite: HRMG 3105 or approval from the department. (3 credits).

Jan 13	Tue		12 wks	DTC	CRN	15304
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## HRMG 4605 HUMAN RESOURCE PLANNING (T)

DTC \$256.30

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).

Jan 13	Tue		12 wks	DTC	CRN	11606
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## HRMG 4705 COUNSELLING 2

DTC \$256.30

Presents this second phase of interpersonal communications skill development is an opportunity to practice communication skills in supervised training sessions. Focuses on the application, integration and refinement of the core dimensions: empathy, respect, genuineness, concreteness, self-disclosure and confrontation. Dyads and double dyads comprised of counsellor, client and peer-group observers combine with audio and videotapes as ongoing feedback. (3 credits)

Jan 15	Thr		12 wks	DTC	CRN	11614
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## ORGB 2205 ORGANIZATIONAL

### BEHAVIOR 1(T) BBY \$258 DTC/SRY \$256.30

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

Jan 12	Mon		12 wks	BBY	CRN	11596
Jan 13	Tue		12 wks	DTC		11598
Jan 14	Wed		12 wks	DTC		11599
Jan 15	Thr		12 wks	BBY		11600
Jan 16	Fri	0900-1700	5 wks	DTC		11602
Feb 9	Mon-Fri	0900-1700	1 wk	DTC		11603
Mar 9	Mon-Fri		1 wk	BBY		
Jan 14	Wed		12 wks	SRY		18039

## ORGB 2305 ORGANIZATIONAL BEHAVIOR 2 (T)

BBY \$258 DTC/SRY \$256.30

Continues from Organizational Behavior 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).

Jan 13	Tue		12 wks	BBY	CRN	11615
Jan 14	Wed		12 wks	DTC		11616
Jan 15	Thr		12 wks	BBY		11618
Feb 20	Fri		5 wks	DTC		11620
Jan 19	Mon-Fri		1 wk	DTC		11621
Mar 9	Mon-Fri		1 wk	BBY		15949
Jan 14	Wed		12 wks	SRY		18421

## ORGB 2505 INTERPERSONAL SKILLS

BBY \$258 DTC/SRY \$256.30

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

Jan 13	Tue		12 wks	BBY	CRN	11622
Jan 12	Mon		12 wks	SRY		11623
Jan 14	Wed		12 wks	BBY		11624
Jan 19	Mon-Fri		1 wk	DTC		11625
Jan 15	Thr		12 wks	DTC		19080

## ORGB 2605 MANAGING ORGANIZATIONAL CHANGE AND DEVELOPMENT I

BBY \$258

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.

Jan 14	Wed		12 wks	BBY	CRN	19996
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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:

## BUSA 7250 MANAGEMENT SKILLS AND APPLICATIONS

\$340

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).

Jan 12	start	Correspondence	CRN	18771
Jan 12	start	Correspondence		18776

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

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

## DEGREE COMPLETION

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 OU'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.

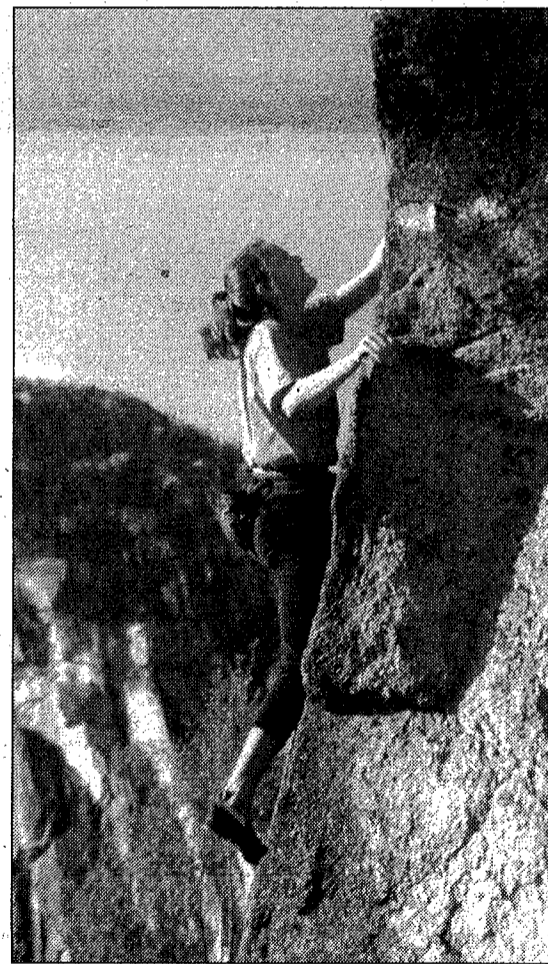
**YOU'RE ALREADY  
ON YOUR WAY  
TO THE TOP**

If you're taking post-secondary courses, you're already on the right approach to a bright and successful future. Combine that advantage with the CGA designation and you'll have a professional edge that will take you to new heights in today's competitive job market.

The CGA professional accounting program combines real world experience with the latest proven innovations in computer software and technology. And by choosing CGA, you'll receive a solid, practical foundation in accounting—whether you want to work for Canada's largest corporations and organizations, or act as a consultant to small businesses and individuals.

You may already qualify for advanced placement in the CGA Program.

For more information on how to finish your climb to the top, call: 604-732-1211 or 1-800-565-1211 or visit our website: [www.cga-bc.org](http://www.cga-bc.org)



**CGA**

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Continued on page 22

# Business

## 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 OU'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 OU'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 1997 TERM DEPENDS UPON SPACE AVAILABILITY. THE OPEN UNIVERSITY REQUIRES AT LEAST SIX WEEKS TO PROCESS APPLICATIONS.**

### 3. Course Registration

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

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

**BUSA 4800 MANAGEMENT POLICY BBY \$350**  
Analyses of business policy formulation to give the student practice, experience and confidence in handling complex business situations. Comprehensive business cases will be selected in fields such as finance, control, personnel, production, marketing and general management. Acquaints the student with the changing role of management, team decision making and effective verbal and written business analyses. Prerequisite: Permission from the program head. (4 credits)

Jan 15 Thr 1800-2100 14 wks BBY CRN 14079

**BUSA 6800 STRATEGIC MANAGEMENT BBY \$350**  
This capstone integrative course is designed to dramatically improve the quality of student decision making in a time sensitive global environment. Enables students to utilize the principles of strategic management enhanced by contemporary new analytical concepts. Simulation of "real world" decisions via Team case studies and the applications of Management Decision Support Systems. Prerequisite: all level 5000 courses. (4 credits)

Jan 12 Mon 1800-2100 14 wks BBY CRN 13685

**ECON 5200 INTERMEDIATE MACROECONOMICS ANALYSIS BBY \$350**  
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. Prerequisite: ECON 2100 and ECON 2200. (4 credits)

Jan 14 Wed 1800-2100 14 wks BBY CRN 18486

**ECON 6500 MANAGERIAL ECONOMICS BBY \$350**  
Provides students with analytical techniques to solve business problems. Uses case studies to understand these techniques and their implementation in business and the use of software packages in the MS-DOS and Macintosh environment for analysis. Students will understand the economic problems of managing a firm and the techniques for their solution. (4 credits)

Jan 15 Thr 1800-2100 14 wks BBY CRN 13688

**OPMT 5701 CALCULUS FOR MANAGEMENT BBY \$350**  
Introduces calculus to business students. Topics reviewed are integration, differentiation and applications of calculus to business problems. Students apply calculus through problem sets to gain skills in the various techniques. Prerequisite: OPMT 5700 (B.C. 12 Math)

Jan 12 Mon 1800-2200 14 wks BBY CRN 40046

## BACHELOR OF TECHNOLOGY IN ACCOUNTING

(604) 432-8609 (604) 412-7417  
jcovell@bcit.bc.ca rmackay@bcit.bc.ca

The Financial Management department is now offering 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.

For information about the Bachelor of Technology in Accounting, please refer to the Bachelor of Technology Degree Studies section on page 9 of this flyer.

## FINANCIAL MANAGEMENT

(604) 432-8609 jcovell@bcit.bc.ca

Note: (T) indicates course directly transferable to diploma program credits.

### MANAGEMENT CERTIFICATE IN ACCOUNTING

#### 1) Required courses

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

#### 2) Must complete

ECON 2200	Macroeconomics or
ORGB 2205	Organizational Behavior 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 Business 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 & Risk Management
FMGT 3110	Financial Accounting 1 and
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 & Managerial Accounting 1 and
FMGT 4210	Cost & Managerial Accounting 2 or
FMGT 3420	Income Tax 1 and
FMGT 4420	Income Tax 2 or
ECON 2100	Microeconomics and
ECON 2200	Macroeconomics

#### 3) Must complete

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

#### 4) Electives

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

### ASSOCIATE CERTIFICATE IN FINANCIAL PLANNING

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

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

Graduates of this Associate Certificate program have achieved the educational prerequisites necessary to pursue the professional financial planning designations "RFP" (Registered Financial Planner), awarded by the Canadian Association of Financial Planners and/or "CFP" (Certified Financial Planner), awarded by the Financial Planners Standards Council of Canada.

To write the examinations leading to either of the professional designations, or to obtain further information about becoming a RFP or CFP, graduates should contact the BCAFP or the FPSCC respectively, directly.

### 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
- Canadian Supervisory Management
- 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

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

### FMGT 1100 ACCOUNTING 1 (T) BBY \$258 DTC/SRY \$256.30

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.

Jan 12	Mon	12 wks	DTC	CRN	12955
	Mon	12 wks	BBY		12967
Jan 13	Tue	12 wks	DTC		12959
	Tue	12 wks	BBY		12969
	Tue	12 wks	SRY		12979
	Tue	1715-2015	12 wks	BBY	15555
Jan 14	Wed	12 wks	BBY		12977
Jan 15	Thr	12 wks	DTC		12963
	Thr	12 wks	BBY		12976
Jan 17	Sat	12 wks	BBY		14638
	Sat	0900-1200	12 wks	DTC	15270

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

#### Correspondence

Tuition \$248, \$4 mailing fee.					
Text fee \$78 (subject to change).	36 wks		CRN		11259
Re-registration \$50	(36-wk extension)				11260

### FMGT 1152 ACCOUNTING FOR THE MANAGER BBY \$258 DTC/SRY \$256.30

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

Jan 13	Tue	12 wks	BBY		10257
Jan 14	Wed	12 wks	SRY		10254
	Wed	12 wks	DTC		10258
Jan 15	Thr	12 wks	BBY		10256
Jan 16	Fri	0900-1700	5 wks	DTC	10260
Feb 20	Fri	0900-1700	5 wks	DTC	10261

### FMGT 1540 CREDIT AND COLLECTIONS BBY \$258

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.

Jan 12	Mon	12 wks	BBY	CRN	10247
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### FMGT 1810 PERSONAL FINANCIAL PLANNING 1 BBY \$258 DTC/SRY/ABB \$256.30

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.

Jan 12	Mon	12 wks	SRY	CRN	40024
Jan 13	Tue	12 wks	DTC		10268
	Tue	1900-2200	12 wks	UCFY*	18141
Jan 14	Wed	12 wks	BBY		10269
Jan 17	Sat	0900-1200	12 wks	BBY	19886

\* Marshall Road Annex, Abbotsford.



# Business

## FMGT 2100 ACCOUNTING 2 (T) BBY \$383 DTC/SRY 381.30

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.)

Jan 12	Mon	18 wks	BBY	CRN	10174
	Mon	18 wks	DTC		10196
	Mon	18 wks	SRY		10197
Jan 13	Tue	18 wks	BBY		10176
	Tue	18 wks	DTC		10191
Jan 14	Wed	18 wks	BBY		10207
Jan 15	Thr	18 wks	BBY		10189
Jan 17	Sat	0900-1200	BBY		10190
	Sat	0900-1200	DTC		16434

### Correspondence

Tuition \$373 and \$4 Mailing Fee.

Text not included.

Re-registration \$50

36 wks CRN 11261  
(36-wk extension) 11262

## FMGT 2190 ACCOUNTING 1/2 (T) BBY \$631 DTC \$629.30

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.

Jan 12	*Mon/Thr	15 wks	BBY	CRN	10263
	*Mon/Thr	15 wks	DTC		10264

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

## FMGT 2820 INVESTMENT AND RISK MANAGEMENT BBY \$258 DTC/SRY \$256.30

Provides an overview of Canada's capital markets. Includes analysis of the business cycle, security price factors, marketable securities, portfolio strategies and performance measurement. Emphasizes portfolio input from a financial planning perspective. Students are expected to have a working knowledge of accounting.

Jan 13	Tues	12 wks	SRY	CRN	40001
Jan 14	Wed	12 wks	BBY		16435
Jan 15	Thr	12 wks	DTC		10289

## FMGT 3110 FINANCIAL

### ACCOUNTING 1 (T) BBY \$258 DTC \$256.30

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

Jan 13	Tue	12 wks	BBY	CRN	14878
Jan 14	Wed	12 wks	DTC		15271
Jan 15	Thr	12 wks	BBY		15272
Jan 17	Sat	0900-1200	BBY		15544

### Correspondence

Tuition \$248, \$4 mailing fee.

Text fee \$89 (subject to change). 36 wks CRN 11265

Re-registration \$50 (36-wk extension) 11266

## FMGT 3210 COST & MANAGERIAL

### ACCOUNTING 1 (T) BBY \$258 DTC \$256.30

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

Jan 12	** Tue	1800-2100	12 wks	BBY	CRN	40004
Jan 13	** Tue	1800-2100	12 wks	DTC		40002
Jan 14	Wed		12 wks	BBY		17065
Jan 15	Thr		12 wks	DTC		15276
Jan 17	Sat	0900-1200	12 wks	BBY		15545

### \*\*Special Offering - Interactive Video Conferencing (IVC) sessions.

Covers the material in the FMGT 3210 - Cost Accounting 1 course, using interactive video conferencing. Students at two sites will discuss the material and work through examples illustrating the concepts and their applications. IVC allows for two-way communication (audio and video) between the instructor and students at all times. The sessions in these classes will be enhanced through:

- detailed course lecture notes (in addition to the text),
- copies of all overheads and slides used in the lectures and the use of problems typical of the degree of difficulty found on the examinations,
- regular lines of communication with the instructor (through telephone, fax and e-mail) on a scheduled and unscheduled basis.

### Locations:

The IVC sessions will be offered at both the Downtown campus and the Burnaby campus. The instructor will rotate location sites from which the interactive connections are made.

For further information, contact: R.C. (Bob) Nichols (604) 451-6760

Fax: (604) 987-1340.

### Correspondence

Tuition \$248, \$4 mailing fee.

Text fee \$103 (subject to change). 36 wks CRN 11263

Re-registration \$50 (36-wk extension) 11264

## FMGT 3420 INCOME TAX 1 (T) BBY \$258 DTC \$256.30

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

Jan 12	Mon	12 wks	BBY	CRN	10275
Jan 14	Wed	12 wks	BBY		10277
	Wed	12 wks	DTC		10279
Jan 17	Sat	0900-1200	BBY		15547

## FMGT 3430 TAXATION AND FINANCIAL

### PLANNING (T) BBY \$258 DTC/SRY \$256.30

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.

Jan 13	Tue	12 wks	DTC	CRN	10280
Jan 14	Wed	12 wks	SRY		40003
Jan 15	Thr	12 wks	BBY		18143

## FMGT 3510 FINANCE 1 (T)

### BBY \$258 DTC \$256.30

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

Jan 13	Tue	12 wks	BBY	CRN	15273
Jan 14	Wed	12 wks	DTC		14879
Jan 15	Thr	12 wks	BBY		16436

### Correspondence

Tuition \$248, \$4 mailing fee.

Text fee \$78 (subject to change). 36 wks CRN 11267

Re-registration \$50 (36-wk extension) 11268

## FMGT 3571 MONEY AND BANKING (T)

### DTC \$256.30

Presents the study of money and money substitutes; currency supply; creation of credit, uses of money, practices, policies, functions and services of commercial banks, central banking and monetary control, objectives and techniques of monetary policy and debt management, financial assets and financial markets, money and the international economy. Prerequisite: ECON 2100/2200.

Jan 14	Wed	12 wks	DTC	CRN	15274
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## KICK BUTT. IN ACCOUNTING.

As a Certified Management Accountant, you'll have the skills to do a lot more than crunch numbers. Today CMAs are in influential positions in all sectors of government, business and industry.

Many are entrepreneurs. And many work outside of the accounting field in a wide range of senior management roles. So what's the CMA difference? In addition to being trained in all facets

of accounting, CMAs are trained to lead and innovate. To communicate and negotiate. To think strategically. It's this kind of specialized management training that gives CMAs the edge on success.

Take control of your future. For more information about the CMA Professional Program or the CMA's Associate Accounting Technologist (AAT) program, call us at 687-5891 (Vancouver)

or 1-800-663-9646 or visit our web site at [www.cmabc.com](http://www.cmabc.com)

**CMA** The M stands for Management.





# Business

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

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

Jan 14	Wed	0900-1600	12 wks	DTC	CRN	19810
Jan 13	Tue/Thr	0900-1200	12 wks	DTC		16515
Jan 13	Tue/Thr		12 wks	BBY		19724

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

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

Jan 13	Tue		6 wks	DTC	CRN	17098
Feb 26	Thr		6 wks	BBY		19723

## INTD 3010 GRAPHIC PRESENTATION **DTC \$256.30**

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

Jan 13	Tue		12 wks	DTC	CRN	17099
Jan 15	Thr		12 wks	DTC		19725

## INTD 3040 SPACE PLANNING 1 **DTC \$301.30**

Introduces factors in residential space planning, including zoning and circulation considerations. Prerequisite: INTD 2020 or 3060.

Jan 12	Mon	0900-1200	12 wks	DTC	CRN	16516
Jan 13	Tue		12 wks	DTC		15609
Jan 16	Fri	0900-1200	12 wks	DTC		18645

## INTD 3050 DETAILING/CONSTRUCTION MATERIALS **DTC \$256.30**

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

Jan 15	Thr		12 wks	DTC	CRN	15852
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## INTD 3060 AUTOCAD 1 FOR INTERIOR DESIGN **DTC \$443.30**

Introduces the AutoCad workstation using a Mac Centris 650 including basic 2D drawing creation, editing view manipulation, text and dimensioning. Prerequisite: INTD 1020 and 2020 and computer literacy recommended.

Jan 12	Mon	0900-1600	6 wks	DTC	CRN	17094
Jan 17	Sat	0900-1600	6 wks	DTC		15231
Jan 16	Fri	0900-1200	12 wks	DTC		16517

## INTD 3070 MATERIALS 1 **BBY \$258 DTC \$256.30**

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

Jan 12	Mon		12 wks	BBY	CRN	17096
Jan 13	Tue	0900-1600	6 wks	DTC		12385

## INTD 4000 DIRECTED STUDIES PROJECT **DTC \$251.30**

Allows students to incorporate all material from previous courses in a major project. Prerequisite: All other courses in INTD with a 65 per cent minimum.

Feb 26	Thr		6 wks	DTC	CRN	16518
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## INTD 4040 SPACE PLANNING 2 **DTC \$301.30**

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

Jan 14	Wed		12 wks	DTC	CRN	11087
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## INTD 4060 AUTOCAD 2 FOR INTERIOR DESIGN **DTC \$443.30**

Use of AutoCad on the Mac Centris 650 to produce 2D architectural drawings. 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.

Feb 28	Sat	0900-1600	6 wks	DTC	CRN	15540
Feb 23	Mon	0900-1600	6 wks	DTC		17097

## ONE-YEAR INTERIOR DESIGN FAST TRACK PROGRAM

The Fast Track program is designed for students attempting to complete the certificate program in one year. The second-term courses are as follows:

### INTD 1010 HISTORY OF FURNITURE **DTC \$256.30**

Jan 14	Wed	0900-1200	12 wks	DTC	CRN	16514
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### INTD 2020 INTERIOR DESIGN DRAFTING 2 **DTC \$585.30**

Jan 13	Tue/Thr	0900-1200	12 wks	DTC	CRN	16515
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### INTD 3040 SPACE PLANNING 1 **DTC \$301.30**

Jan 12	Mon	0900-1200	12 wks	DTC	CRN	16516
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### INTD 3060 AUTOCAD 1 FOR INTERIOR DESIGN **DTC \$443.30**

Jan 16	Fri	0900-1200	12 wks	DTC	CRN	16517
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## INTERIOR DESIGN - LEVEL II (604) 451-7134

INTD 2180	Design Theory
INTD 2070	Lighting II
INTD 3110	Graphic Presentation II
INTD 3160	AutoCad III
INTD 4140	Space Planning III
INTD 2080	Color II
INTD 3170	Millwork Drawings
INTD 3120	Human and Environmental Factors
INTD 2010	Contemporary Furniture, Architecture and Design
INTD 4160	AutoCAD IV
INTD 2101	Barrier-free Design and Building Code
INTD 3150	Interior Construction and Renovation
INTD 3130	Visual Merchandising and Display
INTD 3190	Design Project
INTD 4400	Field Study
INTD 4100	Project Management
INTD 4170	Materials II
INTD 3140	Marketing and Work Week
INTD 4500	Directed Studies

The second term courses for the Senior Certificate fast track are as follows:

### INTD 2080 COLOR II **DTC \$256.30**

Course of study will concentrate on color as it pertains to commercial spaces such as offices, restaurants, health-care facilities and schools. Prerequisite: All level one courses.

Jan 13	Tue	1300-1600	6 wks	DTC	CRN	19727
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### INTD 3170 MILLWORK DRAWINGS **DTC \$256.30**

Focus will be on designing and detailing built-in furniture with emphasis on commercial spaces. Students can expect to have some interaction with professional cabinetmakers. Prerequisite: All level I courses and INTD 2180 which may be taken concurrently with this course.

Feb 24	Tue	1300-1600	6 wks	DTC	CRN	19728
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### INTD 2010 CONTEMPORARY FURNITURE: ARCHITECTURE AND DESIGN **DTC \$256.30**

In this course students will study the history of furniture architecture and design from the industrial revolution to present day. Examples of 20th century designers and architects work will be covered as part of the course. Prerequisites: All level one courses

Jan 16	Fri	0900-1200	12 wks	DTC	CRN	19729
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### INTD 3120 HUMAN AND ENVIRONMENTAL FACTORS **DTC \$256.30**

Course of study will include the history and evolution of office systems furniture from mid-20th century to present day. Future trends and issues, anthropometrics and technology as it applies to the office environment will be examined. Prerequisite: All level I course and INTD 2180.

Jan 15	Thr	0900-1200	12 wks	DTC	CRN	19730
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### INTD 4140 SPACEPLANNING III **DTC \$301.30**

Large in-depth space planning projects will be explored, such as Hotels, shopping centers and restaurants. The emphasis of the course will be on creating distinct design concepts. Prerequisite: All level I courses and INTD 2180 and 2070.

Jan 14	Wed	0900-1200	12 wks	DTC	CRN	19726
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### INTD 2070 INTD LIGHTING 2 **DTC \$277.30**

Teaches creative and detailed solutions for residential and commercial spaces. The emphasis will be on lighting specifications, practical application and manipulating space with light. Prerequisite: INTD 1000, 1020 and 2000.

Jan 13	Tue		12 wks	DTC	CRN	18362
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### INTD 2180 DESIGN THEORY **DTC \$256.30**

Students will study the theory of design as it applies to the built environment. Upon completion of this course, students will have an understanding of the process of creating design concepts. This is prerequisite for all Level II courses except INTD 2070, 2080, 2010, 3130 and 2101.

Jan 12	Mon		12 wks	DTC	CRN	18361
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### INTD 3110 GRAPHIC PRESENTATION 2 **DTC \$256.30**

Further exploration of free hand sketching with an emphasis on three-dimensional creative visualization, quick sketches and model making. Students will learn advanced methods of rendering techniques. Prerequisite: AUTOCAD I, II and III.

Jan 15	Thr		12 wks	DTC	CRN	18360
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### INTD 3160 AUTOCAD 3 FOR INTERIOR DESIGN **DTC \$443.30**

Use of AutoCAD on the Mac Centris 650 to produce 3D architectural drawings. Emphasis is on constructing 3D spaces and furniture for interior design applications. Introduction of isometric, perspective and slide shows as presentation tools for 3D spaces.

Jan 14	Wed		12 wks	DTC	CRN	18363
Jan 15	Thr	1300-1600	12 wks	DTC		18364

Call Centre of Excellence Training programs see back page.

## MARKETING MANAGEMENT (604) 432-8611 vforbes@bcit.bc.ca (604) 432-8572 mshacker@bcit.bc.ca

### 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, demand development and sales.

The courses required to obtain your certificate are listed below.

#### Required

MKTG 1102	Essentials of Marketing
MKTG 1212	Principles of Customer Service
MKTG 1219	Professional Sales I
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

#### Complete four from the following: (or other Marketing courses not listed)

MKTG 1112	Customer Relations
MKTG 1323	Effective Public Speaking
MKTG 1324	Small Business Development
MKTG 1325	Introduction to Importing
MKTG 1327	Introduction to Exporting
MKTG 1342	Trade/Consumer Show Marketing
MKTG 3321	Public Relations
MKTG 3406	New Product and Service Development

#### 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.

## BCIT's Entrepreneurial Skills Training Program

#### Are you:

- currently receiving Employment Insurance (EI) benefits?
- OR have you received EI benefits within the last three years or maternity/paternal benefits within the last 5 years
- career goal minded in setting-up and managing an independent business

If you checked off just one of the above and have considered setting up and managing your own business, BCIT has the program for you.

BCIT's Entrepreneurial Skills Training program is three-months full-time, and will guide you in developing a strategy for successfully getting your new business off the ground while continuing your Employment Insurance benefits.

Next program starts **APRIL 27**  
Application deadline **MARCH 27**



For further details call:  
Lynne Brisdon  
The BCIT Entrepreneurial Centre  
Tel: (604) 432-8953  
Fax: (604) 436-0286  
E-mail: lbrisdon@bcit.bc.ca

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY



# Business

Listed below are the courses required to obtain your certificate. The balance of courses may be selected from the suggested electives.

## Required

MKTG 1102	Essentials of Marketing
MKTG 1219	Professional Sales 1
MKTG 2202	Introduction to Marketing Communications
MKTG 2317	Sales Promotion Strategies
MKTG 2341	Introduction to Marketing Research
MKTG 2438	Direct Marketing Dynamics
MKTG 3218	Introduction to Media
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies

## Complete the equivalent of four complete courses from the following:

MKTG 1018	Press/Media Relations (1.5 Credits)
MKTG 1112	Customer Relations
MKTG 1119	Sports Marketing
MKTG 1120	Special Event Marketing
MKTG 1217	Effective Telephone Selling Skills (1.5 Credits)
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 3337	Corporate Communications
MKTG 4318	Media Planning

## 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. Analyze buyer needs, plan detailed and effective presentations and utilize professional oral and written skills. The program also covers other relevant information such as managing the sales force, utilizing other methods of sales such as trade shows and segmenting business markets. Courses required to obtain your certificate are listed below.

## Required

MKTG 1102	Essentials of Marketing
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 2220	Managing the Sales Force
MKTG 2319	Professional Sales 2/CPSA Skills for Sales Success
MKTG 3332	Key Account Selling
MKTG 3342	Negotiating Skills

## Complete the equivalent of four complete courses from the following:

MKTG 1112	Customer Relations
MKTG 1212	Principles of Customer Service
MKTG 1217	Effective Telephone Selling Skills (1.5 Credits)
MKTG 1325	Introduction to Importing
MKTG 1327	Introduction to Exporting
MKTG 2205	Marketing of Services
MKTG 2341	Introduction to Marketing Research
MKTG 3406	New Product & Service Development
MKTG 4340	Marketing Planning Fundamentals

## 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 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.

## Required

MKTG 1102	Essentials of Marketing
MKTG 1212	Principles of Customer Service
MKTG 1219	Professional Sales 1
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2202	Introduction to Marketing Communications
TOUR 1261	B.C. Tourism Issues
TOUR 1301	Group Travel & Tours
TOUR 2303	Conventions/Meetings/Incentive Travel
TOUR 2324	Tourism Marketing Planning

## Choose four of the following:

MKTG 1112	Customer Relations
MKTG 1120	Special Event Marketing
MKTG 1324	Small Business Development
MKTG 3321	Public Relations
TOUR 1250	Travel Agency Operations, Introduction to
TOUR 2307	Resort/Hotel Marketing
TOUR 2330	Community Tourism Development

## 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

For students who do not wish or require a complete certificate, or desire a fast track for developing specific skills, we offer 8 course Associate Certificate packages in:

- Customer Service
- Marketing Communications
- Sales Skills
- Tourism

### CUSTOMER SERVICE

MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1212	Principles of Customer Service
MKTG 1217	Effective Telephone Selling Skills (1.5 Credits)
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 2205	Marketing of Services
MKTG 3321	Public Relations

### MARKETING COMMUNICATIONS

MKTG 1018	Press/Media Relations (1.5 Credits)
MKTG 1102	Essentials of Marketing
MKTG 1120	Special Event Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 2317	Sales Promotion Strategies
MKTG 3218	Introduction to Media
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies

### SALES SKILLS

MKTG 1217	Effective Telemarketing Skills (1.5 Credits)
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 2220	Managing the Sales Force
MKTG 2319	Professional Sales 2/CPSA Skills for Sales Success
MKTG 2438	Direct Marketing Dynamics
MKTG 3332	Key Account Selling
MKTG 3342	Negotiating Skills

### TOURISM

TOUR 1250	Introduction to Travel Agency Operations
TOUR 1261	B.C. Tourism Issues
TOUR 1301	Group Travel & Tours
TOUR 2303	Conventions/Meetings/Incentive Travel
TOUR 2307	Resort/Hotel Marketing
MKTG 1120	Essentials of Marketing
MKTG 1120	Special Event Marketing
MKTG 1219	Professional Sales 1

## PROGRAM COURSES

### MKTG 0103 BUILDING A CUSTOMER-DRIVEN ORGANIZATION DTC \$316.30

Teaches participants how to build a customer-driven organization by focusing on strategic and people management principles. The quality of service provided to your customers may be the single, most important factor in influencing your organization's success.

Topics include the "moments of truth" in customer service; developing value-added customer relationships; the service cycle and what your customers value in each stage of the cycle; defining strategic direction and aligning for maximum buy-in; establishing service standards and measuring against these; strategic listening and proactive recovery; recruiting, training, motivating and leading for excellence in customer service.

Mar 10/11 Tue/Wed 0830-1630. 1 Wk DTC CRN 19977

### MKTG 0113 MARKETING THROUGH THE INTERNET DTC \$302.30

Provides the skills necessary to harness the Internet as a tool for researching, prospecting and reaching target markets. The course will feature four hands-on sessions in BCIT's futuristic Advanced Management Technology Labs, where participants will have direct access to the Internet to practice and hone the skills developed in lecture sessions. The course will cover the following topics: researching competitors, industries and markets using e-mail as a prospecting and networking tool, developing and publicizing an effective World Wide Web site; integrating the Internet into existing sales and marketing strategies. An ideal course for mid to senior executive levels and owner/managers of small businesses.

Jan 21 Wed 4 wks DTC CRN 19637

### MKTG 1016 CREATING SUCCESSFUL SEMINARS DTC \$172.30

A powerful tool in the promotional strategy of any organization is the strategically planned organized and delivered business seminar. Focuses on how to: effectively plan a business seminar, target and identify the needs of the appropriate audience, develop a working guide document and how to effectively deliver and evaluate the seminar.

Jan 15 Thr 7 wks DTC CRN 19639

### MKTG 1018 PRESS/MEDIA RELATIONS BBY \$184

In today's communications environment, business is front-page news. At any given moment, a company, large or small, can become the focus of intense media scrutiny. A good news story can add thousands of dollars to the bottom line — a bad one can cost company millions. Without adequate training and experience, many corporate spokespeople panic when approached by a reporter, with potentially devastating results. The "media" is a business like any other. Its product is controversy. By knowing the rules of the game, astute managers can make the media work for them. 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.

Jan 12 Mon 8 wks BBY CRN 18428

### MKTG 1102 ESSENTIALS OF MARKETING BBY \$258 DTC/SRY \$256.30

An introductory course 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.

Jan 12	Mon	12 wks	BBY	CRN	10001
Jan 12	Mon	12 wks	DTC		10007
Jan 13	Tue	12 wks	BBY		10002
Jan 13	Tue	12 wks	DTC		10003
Jan 14	Wed	12 wks	BBY		10004
Jan 15	Thr	12 wks	BBY		10005
Jan 15	Thr	12 wks	DTC		10011
Jan 17	Sat	0900-1200	12 wks	BBY	10006
Jan 17	Sat	0900-1600	6 wks	DTC	17071
Jan 19	Mon	12 wks	SRY		13654

### MKTG 1112 CUSTOMER RELATIONS BBY \$258 DTC/SRY \$256.30

In today's service oriented economy, excellent service is more than a competitive edge, it is a survival skill. Customer relations is designed to have broad application for people at all levels in business and industry. Students involved with customers, both internally and externally will benefit from the strategies and practical "hands-on" approach of this course. Course will cover defining quality service; developing excellent customer relations skills; effective communication techniques; problem solving; listening/questioning skills; developing "excellent" people skills.

Jan 14	Wed	12 wks	DTC	CRN	10024
Jan 17	Sat	0900-1500	6 wks	BBY	10025
Jan 20	Tue	12 wks	SRY		10026

### MKTG 1120 SPECIAL EVENT MARKETING BBY \$258 DTC/SRY \$256.30

Teaches students how to plan, market, sell, produce and manage any type of special event from company social functions to major conventions. This is a projects based course that will focus on the principle components of planning and executing special events.

Jan 13	Tue	12 wks	DTC	CRN	10029
Jan 14	Wed	12 wks	BBY		10028
Jan 14	Wed	12 wks	SRY		18429

### MKTG 1212 PRINCIPLES OF CUSTOMER SERVICE BBY \$258 DTC \$256.30

An introductory course designed to provide an overview of what constitutes the area of customer service. Will cover such things as corporate image; personal presentations, customer interaction, customer definition, service definition and industry trends. The course will also focus on the importance of selecting, training and empowering employees to work on behalf of the customer.

Jan 12	Mon	12 wks	BBY	CRN	12840
Jan 15	Thr	12 wks	DTC		10034

### MKTG 1217 EFFECTIVE TELEPHONE SELLING SKILLS DTC \$182.30

Lectures, videos and class discussions will be used to cover the mechanics of telephone sales skills. A telephone system will be used for the role-plays to assist the students in developing their telephone sales skills. Topics to be covered: telemarketing in the marketing and sales mix; listening and speaking (tone of voice, clarity, etc.) skills; pre-call planning; questioning techniques; handling objections; closing; inbound calls vs. outbound calls; upselling on inbound; the cold call; scripting.

Jan 15 Thr 8 wks DTC CRN 18431

### MKTG 1219 PROFESSIONAL SALES 1 BBY \$258 DTC \$256.30

Provides basic training for the sales aspirant or person with no formal sales training. Students 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.

Jan 12	Mon	12 wks	DTC	CRN	10037
Jan 13	Tue	12 wks	BBY		10039
Jan 15	Thr	12 wks	BBY		10045
Jan 15	Thr	12 wks	DTC		10065
Jan 17	Sat	0900-1600	6 wks	DTC	19979
Feb 21	Sat	0900-1600	6 wks	BBY	15551



# Business

## MKTG 1323 EFFECTIVE PUBLIC SPEAKING

BBY \$258 DTC \$256.30

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.

Jan 13	Tue	12 wks	BBY	CRN	10130
Jan 15	Thr	12 wks	BBY		10132
Jan 15	Thr	12 wks	DTC		12838
Jan 17	Sat	0900-1600	6 wks	DTC	10127

## MKTG 1324 SMALL BUSINESS DEVELOPMENT

BBY \$258 DTC/SRY \$256.30

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.

Jan 12	Mon	12 wks	BBY	CRN	10106
Jan 14	Wed	12 wks	DTC		10109
Jan 15	Thr	12 wks	SRY		17072

## MKTG 1325 INTRODUCTION TO IMPORTING DTC \$256.30

Provides students with complete basics of the importing business. Discussions will cover methods of sourcing overseas suppliers, assessing market potential, payment mechanisms and foreign exchange. Students will learn how to set up their own import businesses.

Jan 14	Wed	12 wks	DTC	CRN	10110
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## MKTG 1327 INTRODUCTION TO EXPORTING BBY \$258

An introduction to the export process for people who want to create their own business and for companies who need to expand their sales. Covers the basics of exporting such as research, planning, promotion, product design, product sourcing, distribution and sales. Export marketing is a lively and fast paced course designed to introduce participants to export and give them the confidence to get started.

Jan 15	Thr	12 wks	BBY	CRN	10111
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## MKTG 1342 TRADE/CONSUMER SHOW

MARKETING BBY \$258

Examines how a trade/consumer show is an effective marketing opportunity for businesses of all sizes. The course will focus on the application of marketing principles through the medium of trade or consumer shows. Also covered will be how to position a trade or consumer show as an active marketing tool within a business overall marketing strategy. A key component of this course will be the development of a major project involving a strategic plan for a trade/consumer show.

Jan 14	Wed	12 wks	BBY	CRN	10117
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## MKTG 2202 INTRODUCTION TO MARKETING

COMMUNICATIONS BBY \$258 DTC/SRY \$256.30

Presents an overview of promotional strategies; advertising, sales promotion, direct marketing, event marketing, publicity, trade shows and public relations. It is intended for those students pursuing the concentrated marketing program. The course examines those areas of promotion on the basis of where each fits in the promotional mix and when you should best use them. Prerequisite: MKTG 1102.

Jan 12	Mon	12 wks	BBY	CRN	10022
Jan 13	Tue	12 wks	DTC		10018
Jan 14	Wed	12 wks	BBY		10014
Jan 15	Thr	12 wks	DTC		10020
Jan 19	Mon	12 wks	SRY		10019
Feb 21	Sat	0900-1600	6 wks	BBY	15552

## MKTG 2205 MARKETING OF SERVICES DTC \$256.30

Focuses on the differences between developing strategies for services rather than products. Course content covers the complete marketing management process from setting objectives, developing a plan of action, to reviewing the effectiveness of the marketing plan. Prerequisite: MKTG 1102 or department permission.

Jan 12	Mon	12 wks	DTC	CRN	10032
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## MKTG 2220 MANAGING THE SALES FORCE BBY \$258

The role of the sales manager in planning, directing and controlling will be the focus of this course including the selection of sales representatives as well as training, supervision, motivation and leadership. Prerequisite: MKTG 1102.

Jan 14	Wed	12 wks	BBY	CRN	10076
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## MKTG 2317 SALES PROMOTION STRATEGIES DTC \$256.30

The focus of this course is on the practical application of sales promotions techniques, both trade and consumer. The material covered will include 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.

Jan 12	Mon	12 wks	DTC	CRN	16266
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## MKTG 2319 PROFESSIONAL SALES 2/

CPSA SKILLS FOR SALES SUCCESS DTC \$297.30

Developed with the Canadian Professional Sales Association as part of their CPSA Sales Certificate Program to provide additional sales skills training for those who wish to receive CPSA Sales Certification. Material covered in this course include tactical sales skills, prospecting, time management, goal setting and developing presentations. Prerequisite: MKTG 1219 or previous sales experience.

CPSA Certification requires a combination of courses and work experience. Most BCIT sales related courses may be applied toward the certification process. For more information on the CPSA Sales Certification Program, call (604) 432-8572 or (604) 432-8611.

Jan 12	Mon	14 wks	DTC	CRN	10085
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## MKTG 2341 INTRODUCTION TO

MARKETING RESEARCH BBY \$258 DTC \$256.30

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.

Jan 13	Tue	12 wks	DTC	CRN	10115
Jan 14	Wed	12 wks	BBY		10116

## MKTG 2438 DIRECT MARKETING DYNAMICS DTC \$256.30

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.

Jan 14	Wed	12 wks	DTC	CRN	15577
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## MKTG 3218 INTRODUCTION TO MEDIA BBY \$258

Designed for advertising agency and media sales personnel and individuals considering career entry in the advertising industry. The course will cover media/industry terminology. The strength and limitations of media vehicles. Industry related research and the roles of those involved in planning buying and selling media time and space.

Jan 12	Mon	12 wks	BBY	CRN	10036
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## MKTG 3321 PUBLIC RELATIONS BBY \$258 DTC \$256.30

For anyone in business, government, associations and organizations, responsible for internal and external communication. Students learn to fulfill their information and communication assignments with increased confidence and competence. Topics include planning and executing a public relations program; communication techniques, principles of news writing and preparation of news photographs; utilizing the media; press and community relations; external/internal communications and meetings. Prerequisite: MKTG 2202 or department permission.

Jan 13	Tue	12 wks	BBY	CRN	10091
Jan 14	Wed	12 wks	DTC		10094

## MKTG 3322 PROMOTIONAL

STRATEGIES BBY \$258 DTC \$256.30

A project based course that 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.

Jan 14	Wed	12 wks	DTC	CRN	10101
Jan 15	Thr	12 wks	BBY		10104

## MKTG 3332 KEY ACCOUNT SELLING BBY \$256.30

Designed for sales persons who will be working with long sales cycles in large organizations. We will look at managing the sales process and examine the possible influences within corporations and government departments. Topics covered include: account strategy planning, partnership selling, application selling and managing activities for major accounts versus general accounts. Prerequisite: previous sales training.

Jan 13	Tue	12 wks	DTC	CRN	13548
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## MKTG 3337 CORPORATE COMMUNICATIONS BBY \$258

Designed to provide the student with a working knowledge of the corporate communications function within a business and its influence on corporate culture. Emphasis is on the consistency of image and professionalism throughout all activities. Topics include strategic corporate communications planning, managing your corporate image, issues and crisis communication management, utilizing employee communications and involvement to gain a competitive edge, persuasive techniques, media, investor and communication relations.

Jan 14	Wed	12 wks	BBY	CRN	10112
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## MKTG 3342 NEGOTIATING SKILLS DTC \$256.30

Designed to cover the key elements that take place within the marketing or sales negotiation context. Student will explore negotiating styles, strategies and tactics. You will also prepare for, conduct, and 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.

Jan 15	Thr	12 wks	DTC	CRN	19981
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## MKTG 3406 NEW PRODUCT AND

SERVICE DEVELOPMENT DTC \$256.30

Studies effective process for generating product ideas, design planning, performance evaluation and market testing. Commercialization of highly innovative products is emphasized. Prerequisite: MKTG 1102.

Jan 14	Wed	12 wks	DTC	CRN	13114
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## MKTG 4340 MARKETING PLANNING

FUNDAMENTALS DTC \$256.30

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.

Jan 12	Mon	12 wks	DTC	CRN	10114
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## MKTG 4501 STRATEGIC MARKETING

MANAGEMENT BBY \$258

Provides students with a multi-dimensional learning environment through lectures, reading, discussions and simulation exercises. The role and importance of planning and information for marketing decision-making is the underlying precept. Simulations are intended for application of knowledge and practical experience. Demands that students draw heavily from marketing expertise gained in previous courses. Prerequisite: MKTG 2202, 4340.

Jan 13	Tue	12 wks	BBY	CRN	10121
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## TOURISM

### TOUR 1250 TRAVEL AGENCY OPERATIONS DTC \$256.30

A framework for students considering a career in travel retailing and operating fields. Topics include the travel counselor's responsibilities, airlines and their fare structures, rail transportation and car rental, travel industry automation, basic tour company operations, an introduction to the cruise market, hotel terminology and selection, creating an independent vacation itinerary and selling and communication in the travel industry.

Jan 15	Thr	12 wks	DTC	CRN	11808
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### TOUR 1301 GROUP TRAVEL & TOURS BBY \$258

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.

Jan 14	Wed	12 wks	BBY	CRN	18434
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### TOUR 2307 RESORT/HOTEL MARKETING DTC \$256.30

Focuses on the application of marketing principles and strategies to the Accommodation sector of Tourism. Course coverage will include 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.

Jan 12	Mon	12 wks	DTC	CRN	16267
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### TOUR 2324 TOURISM MARKETING

PLANNING BBY \$258

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.

Jan 15	Thr	12 wks	BBY	CRN	19915
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### TOUR 2330 COMMUNITY TOURISM

DEVELOPMENT BBY \$258

An approach to developing community tourism, oriented towards developing local interest and economic benefits. Topics include the nature of attraction, planning strategies, economic considerations, environmental factors and social and cultural impacts.

Jan 13	Tue	12 wks	BBY	CRN	15576
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## MEDIA TECHNIQUES FOR BUSINESS

(604) 451-7032 [tcarde@bcit.bc.ca](mailto:tcarde@bcit.bc.ca)

The complete Certificate program integrates Media Techniques for Business courses with those from other disciplines. Students have a wide range of electives to choose from and can therefore develop a program to meet their specific needs and goals.

The Media Techniques for Business Certificate program requires the completion of the following 10 basic courses, totaling 27 credits and a minimum of six elective courses totaling 18 credits from the offerings listed.

### Required courses:

BCST	1160	Introduction to Television
BCST	1161	Film for Beginners
COMM	1103	Introduction to Business and Technical Communication
MDIA	1010	Photography
MDIA	1040	Graphics 1
MDIA	1100	Introduction to Media Techniques for Business
MDIA	2040	Graphics 2
MDIA	2060	Effective Presentation Techniques

### Two of the following:

MDIA	1050	PageMaker PC 1
MDIA	1090	PageMaker Mac 1
MDIA	1110	FreeHand Mac 1
MDIA	1120	FreeHand PC 1
MDIA	1150	Quark XPress Mac 1
MDIA	1170	Photoshop PC 1
MDIA	1180	Photoshop Mac 1
MDIA	2050	PageMaker PC 2
MDIA	2090	PageMaker Mac 2
MDIA	2110	FreeHand Mac 2
MDIA	2150	Quark XPress Mac 2
MDIA	2170	Photoshop PC 1
MDIA	2180	Photoshop Mac 2

Continued on page 28

# Business

## 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
COMP	1815	Introduction to Multimedia
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	Color Theory for Publishers
MDIA	1150	Quark XPress Mac 1
MDIA	1180	Adobe Photoshop Mac 1
MDIA	1188	Adobe Premiere
MDIA	1300	Multimedia Literacy
MDIA	2000	Typography
MDIA	2050	PageMaker PC 2
MDIA	2090	PageMaker Mac 2
MDIA	2110	FreeHand Mac 2
MDIA	2130	CorelDraw 2
MDIA	2150	Quark XPress 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	Principles of Promotional Marketing

Other elective courses are being developed. Check future flyers for additional choices. Not all courses are offered every term. Check current flyers under Media Techniques for Business or other areas such as Broadcast Communications or Marketing for current offerings and specific course descriptions.

## BUSINESS CERTIFICATE IN MEDIA TECHNIQUES AND MARKETING COMMUNICATIONS (604) 451-7032 tcarde@bcit.bc.ca

A hands-on program designed to combine the strategic approach of Marketing Communications with the techniques of multimedia technology. The program is skills based, focusing on specialized training in media techniques and the components of promotional marketing. It is of value to anyone who wishes to pursue a career in the communications area of any business, from home-based business to major corporations.

### Required basic courses:

MKTG	1102	Essentials of Marketing
MKTG	2202	Introduction to Marketing Communications
MKTG	3321	Public Relations
MKTG	3322	Promotional Strategies
MKTG	3337	Corporate Communications
MDIA	1100	Intro to Media Techniques for Business
MDIA	2060	Effective Presentation Techniques
MDIA	1040	Graphics 1
MDIA	2040	Graphics 2

### In addition, select from the following list of electives for the equivalent of 18 credits:

MDIA	1050	PageMaker 1 for the PC
MDIA	2050	PageMaker 2 for the PC
MDIA	1090	PageMaker 1 for the MAC
MDIA	2090	PageMaker 2 for the MAC
MDIA	1150	Quark X Press for the MAC
MDIA	2150	Quark X Press for the MAC
MDIA	1170	Adobe Photoshop for the PC 1
MDIA	2270	Adobe Photoshop for the PC 2
MDIA	1180	Adobe Photoshop for The MAC 1
MDIA	2180	Adobe Photoshop for The MAC 2
MDIA	1160	Illustrator for the MAC 1
MDIA	2260	Illustrator for the MAC 2
MDIA	1120	Freehand for the MAC 1
MDIA	2120	Freehand for the MAC 2
MDIA	1110	Freehand for the PC 1
MDIA	2110	Freehand for the PC 2
MDIA	1130	CorelDraw 1
MDIA	2130	CorelDraw 2
MKTG	1018	Press/Media Relations
MKTG	2317	Sales Promotion Strategies
MKTG	1120	Special Event Marketing
MKTG	2438	Direct Marketing Dynamics
MKTG	3218	Introduction to Media (Advertising Media)

### MDIA 0199 PHOTOGRAPHY: ENTRY LEVEL BBY \$215

Teaches how to handle a 35mm Single Lens Reflex camera and accessories. Students learn basic photographic concepts including depth of field, aperture/shutter relation, exposure control, night photography and more. Students with an interest, but no previous experience in photography, are encouraged to enrol in this exploratory course to foster that interest. Students need a 35mm SLR with 50mm lens and must supply their own film. A tripod is recommended.

Jan 14 Wed 1900-2200 4 wks BBY CRN 10967

### MDIA 1010 PHOTOGRAPHY BBY \$481

Improves student's knowledge of handling 35mm equipment and accessories (including flash). Topics include composition, choosing the right film, getting the most out of available light and determining correct exposure for any light condition. Students learn to carry out assignments with their own equipment, get hands-on experience in processing and printing black and white film and learn to set up their own darkroom. Students need a 35mm SLR camera with at least a 50mm lens and a tripod and must supply their own film. Prerequisite: MDIA 0199 or permission from the instructor.

Feb 11 Wed 1900-2200 8 wks BBY CRN 10968

### MDIA 1015 PEOPLE PHOTOGRAPHY BBY \$368

During classroom session, studio practice and two location workshops students will develop the basic skills to complete assignments in people's photography. Lighting and composition will be emphasized. Students will gain hands on knowledge photographing people in the areas of advertising editorial and consumer's portraiture. Equipment, lighting and communication projects provide critical information. Highly interactive. Students who want to specialize and those seeking higher career pursuits will benefit by taking this course. Students can expect to spend one hour per week on assignments and homework. Prerequisite: MDIA 1010 or permission from Instructor.

Jan 17 Sat 0900-1200 6 wks BBY CRN 19888

### MDIA 1040 GRAPHICS 1 BBY \$301

Introduces students to the many facets of graphics. Topics include: lettering and typography; layout and design; drawing and illustration techniques; logo design; the PMS color system; the four-color process color system; producing comprehensives for client presentation; producing artwork using traditional and digital methods; the four major printing methods. Those with an interest but no previous experience in graphic art are encouraged to attend this exploratory course to foster that interest and determine their career potential. Note: This course is not computer-based.

Jan 12 Mon/Wed 6 wks BBY CRN 10969

### MDIA 1100 INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS BBY \$301

The first part explores the fundamental issues faced by anyone trying to create and implement a variety of visual and audiovisual communication projects. The second part provides a practical perspective on pre-press production and printing, desktop publishing, commercial applications of photography and photographic imaging, audiovisual techniques, video production, interactive video, photo-CD technology applications and other communication tools used in communication today. Upon completion students will have a good grasp of needs assessment, target audience identification, principles of production planning, evolving technology and an understanding of media integration.

Jan 12 Mon 1900-2200 12 wks BBY CRN 11026

### MDIA 2040 GRAPHICS 2 BBY \$301

A continuation of MDIA 1040. Students are instructed in the more detailed areas of graphics and print production. Topics include: paper choice and selection; four-color process printing and mechanical requirements; imposition; commercial photography; special printing techniques; stitching and binding; magazine production; designing advertisements; preparing an advertising campaign using various production and print media; estimating time and costs to produce graphics material. Preparing a portfolio and future education and employment opportunities area discussed. Prerequisite: MDIA 1040.

Feb 23 Mon/Wed 6wks BBY CRN 11033

### MDIA 2060 EFFECTIVE PRESENTATION TECHNIQUES BBY \$258

Prepares students to effectively present material, both written and spoken. Teaches students 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.

Jan 15 Thr 12 wks BBY CRN 11035

### MDIA 2160 ADVANCED PHOTOGRAPHY 1 BBY \$295

Combines classroom sessions and workshop in the studio (including a make-up demonstration) so that students can develop the basic skills to plan and carry out a variety of assignments in the areas of editorial and people photography. Students learn to recognize the potential of lighting in the studio and on location and how to work from a layout to meet a client's requirements as well as quality standards in the industry. Good technique and composition are stressed. Students need a 35mm SLR, with at least a standard lens, a flash and a tripod and will have to supply their own film. Prerequisite: MDIA 1010 or permission from the instructor.

Jan 15 Thr 1900-2200 6 wks BBY CRN 11039

## ASSOCIATE CERTIFICATE, DESKTOP PUBLISHING

The Desktop Publishing Associate Certificate program requires the completion of the following six basic courses, totaling 15 credits and a minimum of three elective courses totaling nine credits for a total of 24, from the list below:

### Required basic courses: (\*see attached for new course descriptions)

MDIA	1040	Graphics 1
MDIA	1140	Color Theory for Publishers*
MDIA	1111	Scanning*
MDIA	2000	Typography*
MDIA	1020	Designing Business Forms*
MDIA	2060	Effective Presentation Techniques

### In addition, choice of:

- I. Choice of: (Levels 1 and 2 required)
  - MDIA 1050 and 2050 PageMaker for the PC (Levels 1 and 2)
  - MDIA 1090 and 2090 PageMaker for the Macintosh (Levels 1 & 2)
  - MDIA 1150 and 2150 Quark Xpress (Levels 1 and 2)
- II. Choice of: (Levels 1 and 2 required)
  - MDIA 1120 and 2120 Aldus Freehand for the PC (Levels 1 and 2)
  - MDIA 1110 and 2110 Aldus Freehand for the Macintosh (Levels 1 and 2)
  - MDIA 1130 and 2130 CorelDraw (Levels 1 and 2)
  - MDIA 1160 and 2160 Adobe Illustrator for the Macintosh (Levels 1 and 2)
- III. Choice of: (Levels 1 and 2 required)
  - MDIA 1170 and 2270 Adobe Photoshop for the PC
  - MDIA 1180 and 2180 Adobe Photoshop for the MACINTOSH

## DESKTOP PUBLISHING AND GRAPHICS FOR THE MACINTOSH (604) 451-7032 tcarde@bcit.bc.ca

### MDIA 1090 PAGEMAKER MAC 1 BBY \$344

Introduces and teaches design, layout and production of professional publications, using the Aldus PageMaker assembly software program. Students will learn to create projects, advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation using a Mac Centris 650 for this hands-on course.

Jan 12 Mon 6 wks BBY CRN 10970

### MDIA 1111 DESKTOP SCANNING DTC \$382.30

Teaches how to make the most of your desktop scanner. Each student has access to a desktop scanner from their own computer terminal. Covers basic color theory, different types of image capture devices including reflection or flatbed scanners and transmission such as slide scanners and digital cameras. Issues affecting the quality and accuracy of scanned images are discussed including scanner resolution, dynamic range and the removing of unwanted colorcasts. Adobe Photoshop is used extensively.

Jan 16 Fri 0900-1600 3 wks DTC CRN 17979

### MDIA 1140 COLOR AND THEORY FOR PUBLISHERS BBY \$435

Introduces the principles of color in relation to physics, physiology and communication. Explores the additive primaries red, green and blue (light) and the subtractive primaries cyan, magenta and yellow (pigment). Exercises will lead to an understanding of the terminology relating to light and pigment such as contrast, hue, saturation, value, tint and shade. Also studies color models used in computer graphics programs, through hands-on use of CorelDraw on a PC.

Jan 14 Wed 12 wks BBY CRN 17089

### MDIA 1150 QUARK XPRESS MAC 1 BBY \$344 DTC \$342.30

Introduces the most powerful page layout program currently available. Gives a complete overview of the abilities of Quark Xpress, providing a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation, using a Macintosh Centris 650. Prerequisite: A solid working knowledge of the Macintosh.

Jan 12 Mon 6 wks DTC CRN 18407  
Jan 15 Thr 6 wks BBY 11031





# Business

## MDIA 1160 ADOBE ILLUSTRATOR MAC 1 DTC \$382.30

Learn how to use Adobe Illustrator's tools by examining the toolbox, view your artwork in different modes, make selections, edit a segment, use the rule guides, learn about layers, group and ungroup objects. Learn about painting objects, applying a custom color, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves, convert points and use primitives to create basic shapes. Learn how to work with type, change type attributes, import text and link up text blocks, wrap text around an object and more.

Jan 16 Fri 6 wks DTC CRN 16766  
Jan 17 Sat 0900-1200 6wks DTC 18411

教授全面使用 Adobe Illustrator 的所有工具和如何將作品在不同的層面及方式上表現出來。學習利用直線、弧線、組合、分割、遮色片、複合圖形、調色板、漸變及方向改變等去完成所創作或需要之圖案。學習文字運用，在特定的軌道上或圖形內加插文字。透過導師講解，學員會懂得如何將完成的圖形運用於其它的電腦程式上，如 QuarkXPress 等。學員需準備練習課本 (\$63.95+稅) 於第二堂開始使用，導師會於第一堂時說明於何處購買。本課程將以廣東話、國語、輔以英語授課。

Jan 13 Tue 6 wks DTC 19956

## MDIA 1180 ADOBE PHOTOSHOP FOR MAC 1 BBY \$384 DTC \$382.30

Teaches how to produce color and black and white images right at the desktop, faster and easier than ever before. Teaches how to work on a canvas, show and hide palettes, restore parts of images, select areas of similar colors, create gradient blends, use foreground and background colors, use painting tools, change brush size and options, understand image size and resolution, create type, ghost back type on an image and airbrushing. Students will have their own Mac Centris 650 workstation.

Jan 13 Tue 6 wks BBY CRN 11284  
Jan 15 Thr 0900-1600 3 wks DTC 18409  
Feb 22 Sun 1300-1600 6 wks BBY 15607

## MDIA 1188 ADOBE PREMIER DTC \$382.30

Adobe Premier makes it easier to create high-quality digital movies and videotapes. Covers editing to make changes easily, learning the Premier graphical interface, trimming and playing back windows, motion control and recording to disk. Graphics and titles will be imported from Adobe Illustrator. Each student has their own workstation and user guide.

Jan 14 Wed 6 wks DTC CRN 18405  
Feb 25 Wed 6 wks DTC 18406

## MDIA 1450 MACROMEDIA DIRECTOR DTC \$382.30

Provides a hands-on workshop to guide you through the practical aspects of working with Macromedia Director. The focus will be on screen and interface design as well as incorporating video, audio, graphics and animation. You will create a real interactive multimedia project with techniques that will apply to both MAC and PC platforms.

Jan 17 Sat 1300-1600 6 wks DTC CRN 40248

## MDIA 2000 TYPOGRAPHY DTC \$433.30

Gives students a good understanding of typesetting rules and techniques. Three evenings will be spent discussing type history, development and usage. The following nine evenings will be spent using Quark Xpress, to complete a variety of projects. The intent is to produce quality rather than quantity and to avoid the excesses so commonly perpetrated by desktop publishers. A working knowledge of Quark Xpress or PageMaker is essential.

Jan 15 Thr 12 wks DTC CRN 17145

## MDIA 2090 PAGEMAKER MAC 2 BBY \$344

Guides students through PageMaker advanced features. Teaches students how to create their documents in readiness for sending files to a service bureau, thus reducing pre-press costs. They will also learn how to create color separation files and work with a desktop scanner. Students will have their own workstation using a Mac Centris 650. Prerequisite: MDIA 1090 or permission from the instructor.

Feb 23 Mon 6 wks BBY CRN 11036

## MDIA 2111 DESKTOP SCANNING 2 DTC \$382.30

Covers many more technical features of using a desktop scanner. Topics covered include setting a dynamic tonal range for best results, correcting color casts, accurately calibrating a computer monitor, differences between 1 bit, 8 bit and 24 bit color, resolution, screens and output devices, PPI, DPI and LPI, what is meant by the term OPI, gamma adjustment and how to accurately read a histogram in Photoshop using the x and y coordinates. Also looks at adjusting levels and curves in Photoshop and the differences between the two, selective color correction, how to effectively use color range, dot gain and how to compensate for it on a press. Adobe Photoshop is used extensively. Prerequisite: MDIA 1111.

Feb 13 Fri 0900-1600 3 wks DTC CRN 18404

## MDIA 2150 QUARK XPRESS MAC 2 BBY \$344 DTC \$342.30

Teaches advanced publishing techniques using Quark XPress including integration with word processing and graphics software and the use of spot and process colors. Students will have their own workstation using a Mac Centris 650. Prerequisite: MDIA 1150 or permission from the instructor.

Feb 26 Thr 6 wks BBY CRN 11136  
Feb 23 Mon 6 wks DTC 18408

## MDIA 2180 ADOBE PHOTOSHOP FOR MAC 2 BBY \$384 DTC \$382.30

Displays how Adobe Photoshop is an image-editing program that lets students create and produce high quality digital images, without the expense of high-end workstations. As an electronic darkroom, Adobe Photoshop lets the user manipulate scanned photolithographs, slides and original artwork. Students learn how to look at color models, RGB, CMYK and measure RGB and CMYK color, adjust midtones, shadows and highlights, use the information palette as a densitometer and adjust the color balance of an image. Teaches resolution, determining correct scan resolution, creating releases around images with paths, saving selections as paths and more. Prerequisite: MDIA 1180.

Feb 4 Wed 0900-1600 3wks DTC CRN 18410  
Feb 24 Tue 6 wks BBY 11983

## MDIA 2260 ADOBE ILLUSTRATOR MAC 2 DTC \$382.30

Builds on skills developed in MDIA 1160.

Feb 28 Sat 0900-1200 6 wks DTC CRN 18412  
Feb 27 Fri 6wks DTC 17978

## DESKTOP PUBLISHING AND GRAPHICS FOR THE PC (604) 451-7032 tcarde@bcit.bc.ca

## MDIA 1050 PAGEMAKER PC 1 DTC \$342.30

Teaches design, layout and production of professional publications, using the Aldus 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.

Jan 13 Tue 6 wks DTC CRN 11276  
Jan 17 Sat 0900-1200 6wks DTC 11277  
Feb 28 Sat 0900-1200 6wks DTC 15225

## MDIA 1130 CORELDRAW 1 BBY \$344

Introduces students to the principles of vector art used in CorelDraw. Students will learn how to transform, modify and organize objects, use layers and styles, create multiple page layouts and prepare work for printing at a service bureau. Designed for those with a fundamental operating knowledge of the Windows 95 environment. Special attention will be paid to practical applications, with each class for portfolio examples.

Jan 17 Sat 0900-1200 6 wks BBY CRN 11029  
Jan 15 Thr 6 wks BBY 12381

## MDIA 8 ADOBE PHOTOSHOP FOR WINDOWS 1 BBY \$384

Teaches how to create and produce color and black and white images right at the desktop, faster and easier than ever before. Teaches students how to create and work on a canvas, show and hide palettes, restore parts of images, select areas of similar colors, create gradient blends, use foreground and background colors, use painting tools, change brush size and paint options, understand image size and resolution, ghost back type on an image and airbrushing. Students have their own workstations.

Jan 17 Sat 1300-1600 6 wks BBY CRN 11981  
Feb 26 Thr 6wks BBY 11982

## MDIA 1260 ILLUSTRATOR PC 1 BBY \$384

Learn how to use Adobe Illustrator's tools by examining the toolbox, view your artwork in different modes, make selections, edit a segment, construct a drawing, learn about layers, group and ungroup objects. Learn about painting objects, creating process colors, applying a custom color, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves and use primitives to create basic shapes. Learn how to work with type, change type attributes, import text, wrap text around an object and more.

Jan 12 Mon 6wks BBY CRN 17975  
Feb 23 Mon 6 wks BBY 17976

## MDIA 2050 PAGEMAKER PC 2 DTC \$342.30

Guides students through PageMaker's advanced features. Students will 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 color separation files. Prerequisite: MDIA 1050 or permission from the instructor.

Feb 24 Tue 6 wks DTC CRN 11034  
Feb 28 Sat 0900-1200 6 wks DTC 19890

## MDIA 2130 CORELDRAW 2 BBY \$384

Covers the advanced features of CorelDraw. Students will learn how to use CorelDraw's special effects including blend, perspective, powerclip, lens, extrude and bevel. Learn how to import bitmaps and edit them for page layout projects. Use Bitmap filters to enhance or transform bitmap files writing a CorelDraw drawing. Students will also be introduced to CorelTrace and CorelDepth and will learn how to import images created in these programs into their CorelDraw files. Emphasis will be placed on practical applications such as the creation of business graphics for slides and overheads and the editing of bitmaps for desktop publishing applications. Students will be expected to produce at least three complete pieces suitable for portfolio. Prerequisite: MIDA 1130 or permission from the instructor.

Feb 28 Sat 0900-1200 6wks BBY CRN 11279

## MDIA 2270 ADOBE PHOTOSHOP WINDOWS 2 BBY \$384

Teaches students how to create and produce high quality digital images, without the expense of high-end workstations. As an electronic darkroom, Adobe Photoshop lets the user manipulate scanned photolithographs, slides and original artwork in a variety of ways. Students learn how to look at color models, RGB, CMYK and measure RGB and CMYK color, perform precise color corrections, use the information palette as a densitometer, adjust the color balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor.

Feb 28 Sat 1300-1600 BBY CRN 15226

## MULTIMEDIA (604) 451-7032 tcarde@bcit.bc.ca

New Media Design & Technology Advanced Specialty Certificate Program Prepares students to apply developed fine arts and design skills using computer-based technology. Graduates of the program will be employed in the entertainment industry including film production, video game development and postproduction.

BCIT 1165 Video Editing  
MDIA 5401 Microsoft Image 3D Introduction  
MIDA 5404 Alia PowerAnimator  
MIDA 5408 Entertainment Industry  
MDIA 5409 IRIX/PC/Mac Operating Systems  
MIDA 6400 Practicum  
MDIA 6401 Microsoft Softimage 3D  
MIDA 6403 Modelling & Sculpture for New Media  
MIDA 6406 Advanced Photoshop & Illustrator

Applicants must complete a screening process prior to full acceptance, which will require a portfolio. For more information on this program please call Terri Carde at (604) 451-7032.

## MDIA 1195 INTRODUCING THE INTERNET BBY \$380

Introduces Internet user skills in e-mail, newsgroups, IRC (Webchat), FTP, TCP/IP, GOPHER and WWW. Students develop a sound foundation on how current Internet techniques and technology can be used. Emphasis is placed on using Netscape Navigator with the World Wide Web. Students advance from "newbies" to "netvets" in a couple of weeks and experience the "Thrill of the Internet."

Jan 17 Sat 0900-1600 3 wks BBY CRN 18414

## MDIA 1200 ADVANCED INTERNET BBY \$380

Builds on the skills learned in MDIA 0200. Make Home Pages on the World Wide Web! Learn how to use HTML to set up home pages on the Internet. Various HTML Editors will be discussed and used. Good design and page layout techniques are implemented in making effective home pages. Prerequisite: MDIA 1195, or equivalent Internet experience.

Feb 7 Sat 0900-1600 3 wks BBY CRN 17108

## 3D ANIMATION (604) 451-7032 tcarde@bcit.bc.ca

## MDIA 2400 SOFTIMAGE BASIC DTC \$1211.30

Supplies a solid overview of classic computer animation techniques including modeling, motion, property editing and rendering. Inverse kinematics and motion capture in addition give students skills needed in today's competitive market.

Jan 17 Sat 11:00-1800 6 wks DTC CRN 40005

## MDIA 2600 INTRODUCTION TO 3D DTC \$603.30

This is a hands-on introductory course to 3D computer graphics using Alias PowerAnimator software. Focuses on software concepts, modeling and rendering.

Jan 12 Mon 6 wks DTC CRN 18400  
Jan 15 Thr 6 wks DTC 18401

## MDIA 2700 ALIAS 1 DTC \$603.30

A hands-on course that 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.

Feb 23 Mon 6 wks DTC CRN 18402  
Feb 26 Thr 6 wks DTC 18403

## MDIA 3000 ALIAS INTERMEDIATE DTC \$1008.30

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.

Jan 13 Tue 12 wks DTC CRN 18395

## MDIA 3500 ALIAS ADVANCED DTC \$1208.30

By refining the 3D knowledge gained in the intermediate class and introducing new concepts, this course expands the student's understanding and practical application of 3D computer graphics. Includes: character animation, particle and optical effects and compositioning. New concepts will include: advanced surface construction, creating film quality effects and combining 3D graphics with live action. Prerequisite MDIA 3000 or permission from the instructor.

Jan 14 Wed 12 wks DTC CRN 18399



# Business

## MULTIMEDIA IMMERSION WORKSHOP

From August 10 to 22, 1998, BCIT and SFU will partner to offer an industry taught two week multimedia workshop at BCIT's Downtown Centre. This workshop, part of the SFU Summer Publishing Workshops, will bring together major players and companies in the multimedia industry from across North America. Information from morning presentations will be used by participant groups to develop the concept, business plan, content, marketing strategy, costing flow chart and prototype for a multimedia project. Visiting professionals will work with groups to develop the projects over the two-week period. This is an immersion workshop that runs from 0900-2200, with one-day break on Sunday, August 16. Final group presentations to industry will be conducted on the final day, August 22. The Multimedia Workshop should be of interest to people already working in the industry and to those looking for entry positions. An application process is required. For further information and application package, contact either:

Laura Davie, Program Coordinator Business, BCIT (604) 432-8614 or e-mail: ldavie@bcit.bc.ca or

Ron Woodward, Director, SFU Summer Publishing Workshops Faculty, Master of Publishing Program (604)291-5243

## THE WEB WORKSHOP SERIES

(604) 451-7032

tcarde@bcit.bc.ca

### MDIA 1210 WEB AUTHORING DTC \$203.30

Introduces novice users to the creation of documents for publication on an Internet. It covers basic page manipulation including adding hyperlinks and manipulating multimedia elements. Students will have their own workstation using Silicon Graphics Indy computers.

Jan 12 Mon 0800-1500 1 day DTC CRN 18393

### MDIA 1220 COSMO WORLD DTC \$403.30

Moving from the flat page into the third dimension, this course offers Web page designers the knowledge base to create compelling three-dimensional Web world. Following the Moving Worlds initiative students learn object creation, placement, texture mapping, level of detail and hyperlink creation in 3D space. Students will have their own workstation using Silicon Graphics Indy computers. Prerequisite: MDIA 1210.

Jan 14 Wed 0800-1100 4 wks DTC CRN 18385

### MDIA 1230 JAVA DEVELOPMENT DTC \$403.30

Introduces the student to the Java (TM) programming language. You will learn how to rapidly create and debug Web based, interactive multimedia applications through hands-on experience with the Silicon Graphics visual tools. Prerequisite: MDIA 1210 and working knowledge of C programming or permission of instructor.

Jan 19 Mon 800-1100 4 wks DTC 18390

### MDIA 1240 WEB SITE MANAGEMENT DTC \$203.30

What good is a site that no one can access? This Web site management course provides Web server administrator's with topics that address page management, site sizing and back up restore strategies. Concepts such as pre-planning, data integrity and user management are also covered.

Feb 11 Wed 0800-1100 2 wks DTC CRN 18382

### MDIA 1250 MEDIA SERVING DTC \$403.30

Information is undergoing a transformation from text to images to full motion video. The Internet allows businesses to serve this information in a cost-effective manner. Provides an insight into developing, managing and distributing content that is based upon the Web server model. Students learn and apply techniques that facilitate creation of Web based distance learning, interactive training and collaborative computing applications.

Feb 23 Mon 0800-1100 4 wks DTC CRN 18383

## MEDICAL OFFICE ASSISTANT

(604) 451-7139

bmason@bcit.bc.ca

### OFFC 1001 ANATOMY AND TERMINOLOGY I BBY \$277

Combines both medical terminology and basic human anatomy and physiology. Anatomy and Terminology I and II replace the previous Anatomy and Physiology (OFFC 1000) and Medical Terminology (OFFC 1010). 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 process are explored as they relate to each body system. An emphasis is placed on correct spelling, pronunciation and meaning of the language of medicine.

Jan 13 Tue 12 wks BBY CRN 40054

### OFFC 1003 OFFICE PRACTICE BBY \$267

Teaches basic knowledge and skills in medical office administration including computerized medical billing using PS Regent's Stradi various (smartset) software.

Jan 15 Thr 1815-2145 12 wks BBY CRN 40055

### OFFC 1010 TERMINOLOGY BBY \$312

Enables students to use basic medical terms and know how to spell and pronounce them. Prerequisite: OFFC 1000.

Jan 13 Tue 1815-2145 12 wks BBY CRN 15239

This will be the last time that Terminology is offered, we are changing the program so if you require this course for certification you MUST take it this term.

### OFFC 1020 TRANSCRIPTION BBY \$303

Introduces the student to the sounds and words of medical practice through a dictate/transcribe machine. Medical words previously studied will synchronize with those being heard on tape. The course is designed to prepare students at a beginning transcription level. This course is also designed for medical office personnel wishing to upgrade their medical transcription skills.

Jan 17 Sat 0900-1600 6 wks BBY CRN 15235

### OFFC 1040 CLINICAL PROCEDURES BBY \$272

Presents basic clinical procedures and tests commonly performed in a medical office setting. Teaches 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. The students will become familiar with common medical emergencies and will become certified in basic lifesaver CPR, renewable annually.

Jan 14 Wed 12 wks BBY CRN 15242

### OFFC 1060 MEDICAL DOCUMENTATION BBY \$170

Introduces the basic features of Word for Windows through the production of medical documents. Emphasis will be on letter format, speed and accuracy in preparation for medical transcription. Prerequisite: COMP 0001.

Jan 12 Mon 6 wks BBY CRN 16551

### OFFC 2000 PRACTICUM BBY \$258

Provides work experience for students who have successfully completed all of the MOA courses. Includes classroom instruction on the first and last class, plus two 30-hour practicum placements in a physician's office, hospital department and/or related field. Prerequisites: OFFC 1000, OFFC 1005, OFFC 1010, OFFC 1020, OFFC 1030, OFFC 1040 or permission from the instructor.

Feb 26 Tue/Thr 6 wks BBY CRN 15243

## OPERATIONS MANAGEMENT

### INDUSTRY TRAINING

(604) 451-7134 bmason@bcit.bc.ca

## BCIT PRESENTS EPIC ISO 9000 WORKSHOPS

BCIT's Business programs offer the EPiC 9000 Training System (Education Professionals in Consortium.) The EPiC system will certainly help your organization achieve registration in the ISO 9000 quality assurance standard. More importantly, it will provide the essential, practical insights that allow participants to build a quality assurance system that brings an organization long-term, bottom-line results. The EPiC program is offered in two formats: open enrolment for selected modules and on-site training with customized coaching services. Tuition discounts are offered to organizations who send more than one participant to the same workshop. The open enrolment modules scheduled for this term include:

### OPMT 0004 UNDERSTANDING ISO 9001/2 BBY \$250\*

This one-day course will provide an understanding of all 20 elements of ISO 9000 and the interrelationships of the various clauses. Essential for all employees who will be involved in gap analysis, planning for implementation, quality system documentation, internal quality audits or training of the workforce

Jan 16 Fri 0830-1630 1 day BBY CRN 19933

Mar 9 Mon 0830-1700 1 day BBY 18873

### OPMT 0007 INTERNAL QUALITY AUDITS BBY \$500\*

Provides your internal audit team with the knowledge and skills necessary to successfully perform internal quality audits as required under ISO 9000. Your audit team may be comprised of members of your ISO 9000 implementation team, as well as selected individuals throughout your organization.

Feb 12 Thr/Fri 0840-1700 2 days BBY CRN 18875

Mar 19 Thr/Fri 0830-1630 2 days BBY 19936

### OPMT 0008 QUALITY SYSTEM

#### DOCUMENTATION

BBY \$500\*

Focuses on requirements for documentation and skills needed to create and control documentation under ISO 9001/9002. The key to a successful ISO 9000 implementation is to involve those who actually do the work in preparing the procedures and work instructions. This workshop is designed to clarify and simplify that involvement.

Jan 22 Thr/Fri 0830-1630 2 days BBY CRN 19938

Feb 26 Thr/Fri 0830-1630 2 days BBY 18877

\* plus GST. Includes refreshments.

BCIT contacts for further information:

Operations Management Department

Laura Davie at (604) 432-8614 or e-mail ldavie@bcit.bc.ca

For registration and group rate information call Brenda Mason (604) 451-7134 or e-mail at bmason@bcit.bc.ca.

## BUSINESS IMPROVEMENT WORKSHOPS

Our Business Improvement Workshops are designed to equip people at all levels in your organization with the skills to fully participate in quality and continuous improvement initiatives in work group environments. We are offering these workshops on a regular basis in a public format at BCIT. They can also be tailored for delivery on-site for your organization. To re-reinforce the learning, on-site coaching is available for intact teams and work groups within your organization.

### OPMT 0011 TEAM SKILLS WORKSHOP BBY \$500\*

Covers how well a company's employees work together to solve problems and how well they use their time-can define the success of an organization. This workshop provides the essential tools and processes that can make a real difference in-group productivity. Participants will learn: how to run a team meeting, how to develop a team charter and how to make decisions in a team environment.

Feb 12 Thr/Fri 0830-1700 2 days BBY CRN 18532

Mar 19 Thr/Fri 0830-1700 2 days BBY 18534

### OPMT 0014 PROCESS MAPPING WORKSHOP BBY \$500\*

Enables a process team to determine critical work processes, document them, streamline work flow and reduce cycle time. Teams will document and perform a value-added analysis of a critical workplace process during the workshop. Not only does this provide real insights into the process improvement techniques, but it also provides a valuable base from which to make meaningful changes to the selected process.

Feb 26 Thr/Fri 0830-1700 2 days BBY CRN 18538

### OPMT 0016 PROBLEM SOLVING PROCESS BBY \$500\*

Examines how too often, people attempt to solve problems without first understanding the related process. This can result in wasted time and missed opportunities. Individuals completing this workshop will be able to make valuable contributions to the organization's improvement efforts.

Jan 22 Thr/Fri 0830-1630 2 days BBY CRN 19940

Mar 26 Thr/Fri 0830-1630 2 days BBY 19942

### OPMT 0017 PROJECT MANAGEMENT

BBY \$750\* DTC \$750\*

A must for anyone in today's business environment where a high level of project planning and management skills is required. Participants will be introduced to the Critical Path Method (CPM) and its application to project management. The tools used in planning, scheduling, resource allocation and project management will be explored. Participants are encouraged to bring their specific project management ideas and concerns to this workshop to enable immediate results upon return to the workplace.

Jan 28 Wed/Thr/Fri 0900-1600 3 days DTC CRN 19946

Feb 25 Wed/Thr/Fri 0900-1600 3 days DTC 19945

Mar 23 Mon/T/Wed 0900-1600 3 days BBY 19944

\* plus GST. Includes refreshments.

BCIT contacts for further information:

Operations Management Department

Laura Davie at (604) 432-8614 or e-mail ldavie@bcit.bc.ca

For registration and group rate information call Brenda Mason (604) 451-7134 or e-mail at bmason@bcit.bc.ca.

### TDMT 1510 ENVIRONMENTAL EMERGENCY RESPONSE PROGRAM \$2000

BCIT, in joint partnership with two of the industry leaders in emergency response, has developed a one-week long, intensive skills based training program for management and other personnel who are responsible for marine spill incident management. Changes to the Canadian Shipping Act now make it mandatory to have approved contingency plans, trained personnel and regular exercises. Sound environmental practices are ethically and legally essential for business. The workshop covers the current and anticipated roles and responsibilities of response management, the legal/regulatory framework governing marine pollution response and includes hands-on training and role playing in the various aspects of environmental emergencies. Tuition includes breakfasts, lunches and two group dinners. Dates for the winter session are available by calling Brenda Mason at (604) 451-7134 after January 15, 1998.



# Business

**OPERATIONS MANAGEMENT**  
 (604) 432-8611 [vforbes@bcit.bc.ca](mailto:vforbes@bcit.bc.ca)  
 (604) 432-8991 [rwlock@bcit.bc.ca](mailto:rwlock@bcit.bc.ca)

## APICS®

**THE EDUCATIONAL SOCIETY  
 FOR RESOURCE MANAGEMENT**

APICS, which is an international organization now known as the Education Society for Resource Management, is a professional group of men and women who practice the art and science of production and inventory management.

BCIT, in cooperation with APICS, offers a series of courses in the production and inventory management field. This practical "how to" program was developed specifically to serve both supervisory and non-supervisory P & IM practitioners as well as students preparing themselves for a career in the P & IM field. In keeping with the needs of the population it serves, this program teaches practical topics in depth and includes case studies and exams which test integration of the concepts to real-life situations.

APICS provides formal recognition by awarding a "Certified in Production and Inventory Management" (CPIM) designation for those practitioners who successfully pass any six exams of the seven modules offered by APICS.

The seven modules are:

- Basics of Supply Chain Management
- Inventory Management
- Master Planning
- Material/Capacity Requirements Planning
- Production Activity Control
- Just-in-Time Production (JIT)
- Systems & Technologies

Basics of Supply Chain Management is a new module added to the existing six CPIM modules. The CPIM candidate only needs to write six of the seven-certification exams to receive their CPIM. This module is a recommended prerequisite for the other six modules.

Courses with "certification review" in their title are intended to assist students in their preparation for the APICS exams. Mandatory student guides are included in the course fee.

APIC 1171 is offered three times a school year, once in each term. All other APICS certification review courses are only offered once a school year. See table below.

It is recommended that a typical student planning to take the APICS' courses, starts with the Level 1 course and progresses up to Level IV. Exceptions to this recommendation are accepted.

**NEW** **APIC 1171 BASICS OF SUPPLY CHAIN MANAGEMENT** **BBY \$345**

Covers basic concepts in managing the complete flow of materials that represents a supply chain from suppliers to customers. The module begins by introducing basic business wide concepts, including an understanding of the various production environments. Demand management is covered, including a basic understanding of markets and customer expectations and a fundamental overview of demand forecasting. Demand management is an input into the area of design, management and control of the product transformation process. This includes the design of products, processes and the information systems used for planning. The final portion of the course is devoted to supply issues, covering concepts about inventory, purchasing and physical distribution.

Jan 14 Wed 12 wks BBY CRN 19881

**APIC 1210 INVENTORY MANAGEMENT** **BBY \$300**

Covers basic methods of planning and controlling inventory in manufacturing, institutional, distribution and retail environments. The questions of what to stock, when to stock, how much to stock and how to control stock are addressed through an examination of the current and evolving technologies of inventory management. This is an introductory course intended for those who have little or no experience in inventory management.

Jan 14 Wed 9 wks BBY CRN 19884

**APIC 1510 PRODUCTION ACTIVITY CONTROL** **BBY \$300**

Present Production Activity Control and show how it attempts to maintain the balance between available resources and derived demands. The key areas of study are capacity control, priority control, supplier interface, lead time management, reporting and measurement. Capacity control refers to managing the input as specific work centres to match the output. Priority control consists of supplier interface involving the elements of lead-time in an environment of cooperation. Performance measurement can be compared with the plan and with historical data to identify opportunities for improvement.

Jan 13 Tue 9 wks BBY CRN 19882

**APIC 1615 SYSTEMS AND TECHNOLOGIES** **BBY \$300**

Covers systems and technologies and how they expand on production management knowledge at the strategic level. Integration of manufacturing strategy with marketing and other key functions is discussed. Covers recognition of strategic choices, configuration of the production and inventory management system, management of the implementation and measurement of success. Students should be familiar with the field of production and inventory control.

Jan 13 Tue 9 wks BBY CRN 19883

**OPERATIONS MANAGEMENT  
 PART-TIME STUDIES**  
 (604) 432-8611 [vforbes@bcit.bc.ca](mailto:vforbes@bcit.bc.ca)  
 (604) 432-8991 [rwlock@bcit.bc.ca](mailto:rwlock@bcit.bc.ca)

Operations Management puts you in the position to help business meet its productivity improvement goals while enhancing your quality of work life. Operations Management offers several options, each oriented to specific operating sectors, each bringing its own rewards and advancements. The programs will assist entrepreneurs, divisional managers, line supervisors and first level employees to attain both their personal and corporate goals. These programs are very result-oriented so that course content can be used immediately for productivity improvement at the student's place of employment.

**MANAGEMENT CERTIFICATE  
 IN INDUSTRIAL ENGINEERING**

This program is designed for people who work, or wish to work, in the manufacturing/warehousing functions of an organization. It is suited to those who are or will be production forepersons, analysts or supervisors in inventory control, product cost estimating, standard setting, production planning and control, project administration and technical sales.

**Required courses**

- BUSS 1305 Supervisory Skills
- COMM 2204 Technical Reports
- FMGT 1152 Accounting for the Manager
- OPMT 1102 Basic Mathematics of Finance
- OPMT 1106 Quality Assurance 1 Manufacturing
- OPMT 1187 Project Planning and Scheduling
- OPMT 1188 Management Information Systems
- OPMT 1191 Purchasing
- OPMT 1192 Inventory Planning and Control
- OPMT 1197 Statistics for Business and Industry
- OPMT 1198 Introduction to Operations Management
- OPMT 2290 Performance Measurement
- OPMT 2298 Business Process Re-engineering

**Plus two electives**

- OPMT 1105 Engineering Economics
- OPMT 1142 Introduction to Quality Control Methods
- OPMT 1175 Warehouse Management
- OPMT 2206 Quality Assurance 2 Manufacturing
- OPMT 2242 Intermediate Quality Control Methods
- OPMT 2287 Project Cost Estimating
- OPMT 3306 ISO 9000 Standards for Quality Systems

**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.

**Required courses**

- BUSA 1305 Supervisory Skills; or
- BUSA 2005 Management
- COMM 2204 Technical Reports
- FMGT 1152 Accounting for the Manager
- HRMG 2805 Occupational Health and Safety
- OPMT 1102 Basic Mathematics of Finance
- OPMT 1106 Quality Assurance 1 Manufacturing
- OPMT 1187 Project Planning and Scheduling
- OPMT 1188 Management Information Systems
- OPMT 1191 Purchasing
- OPMT 1197 Statistics for Business and Industry
- OPMT 1198 Introduction to Operations Management
- OPMT 2290 Performance Measurement
- OPMT 2298 Business Process Re-engineering

**Plus two electives**

- COMP 1215 Lotus 1-2-3, level 1 and
- COMP 1216 Lotus 1-2-3, level 2 and
- COMP 1217 Lotus 1-2-3, level 3 or:
- COMP 1261 Excel Level 1 and
- COMP 1262 Excel Level 2
- OPMT 1105 Engineering Economics
- OPMT 1107 Quality Management for Service Industries
- OPMT 1116 Vendor Quality Management
- ORGB 2205 Organizational Behavior I
- OPMT 3306 ISO 9000 Standards for Quality Systems

**APICS Certification Review Courses offered through BCIT Part-time Studies**

	<b>Fall Term Starts September</b>	<b>Winter Term Starts January</b>	<b>Spring Term Starts April</b>
<b>Level I</b>	Basics of Supply Chain Management APIC 1171 Wednesday - 12 Wks	Basics of Supply Chain Management APIC 1171 Wednesday - 12 Wks	Basics of Supply Chain Management APIC 1171 Wednesday - 12 Wks
<b>Level II</b>	Material & Capacity Planning APIC 1350 Tuesday - 9 Wks	Production Activity Control APIC 1510 Tuesday - 9 Wks	n/a
<b>Level III</b>	Master Planning APIC 1105 Wednesday - 9 Wks	Inventory Management APIC 1210 Wednesday - 9 Wks	n/a
<b>Level IV</b>	Just-In-Time APIC 1600 Tuesday - 9 Wks	Systems & Technology APIC 1615 Tuesday - 9 Wks	n/a

For specific information on becoming a member of APICS, please contact the local APICS office,  
 Tel.: (604) 435-9530 or the web site <http://www.apics8.org>.

# Business

## 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 Canadian Association for Production and Inventory Control courses.

### Required courses

BUSA	1305	Supervisory Skills
COMM	2204	Technical Reports
APIC	1105	Master Planning Certification Review (APIC)
APIC	1110	Principles of Inventory Control or APIC 1210 or OPMT 1192
APIC	1210	Inventory Management Certification Review (APIC)
APIC	1350	Material/Capacity Requirements Planning (APIC)
APIC	1510	Production Activity Control (APIC)
APIC	1600	Just-In-Time Certification Review (APIC)
APIC	1615	Systems and Technologies Certification Review (APIC)
OPMT	1106	Quality Assurance 1 Manufacturing
OPMT	1175	Warehouse Management
OPMT	1191	Purchasing
OPMT	1192	Inventory Planning and Control or APIC 1110
OPMT	1198	Introduction to Operations Management
OPMT	2275	Warehouse Management 2
OPMT	2298	Business Process Re-engineering
TDMT	1409	Introduction to Canada Customs Procedures and NAFTA

### Plus one elective

OPMT	1105	Engineering Economics
OPMT	1117	Basic Quantitative Techniques in Administration
OPMT	1116	Vendor Quality Management
OPMT	1344	Total Quality Management (TQM)

## MANAGEMENT CERTIFICATE IN QUALITY MANAGEMENT

This program is designed primarily for people working in the field of quality control or quality management in the manufacturing and service industries or government. It will be particularly helpful to those who already have the basic industrial and technological training for their work, but are new to facing quality-related responsibilities. Under the influence of global markets and international competition, the quality of products has acquired a totally new level of significance as a business strategy for survival. Graduates of this program will be well prepared to implement a cost-effective quality management system with its technical, legal and human aspects, in any organization. The quality-related courses in this program will also assist students intending to write the Certification Examinations of the American Society for Quality Control (ASQC).

### Required courses

COMM	2204	Technical Reports
OPMT	1106	Quality Assurance 1 Manufacturing
OPMT	1107	Quality Management for Service Industries
OPMT	1142	Introduction to Quality Control Methods
OPMT	1344	Total Quality Management (TQM) in Manufacturing
OPMT	2206	Quality Assurance 2
OPMT	2242	Intermediate Quality Control Methods
OPMT	3306	ISO 9000 Standards for Quality Systems
OPMT	3342	Statistical Design of Experiments for Industry
OPMT	3345	Quality Auditing
OPMT	3346	Reliability Principles

### Plus electives that total at least four units.

FMGT	1152	Accounting
OPMT	1102	Basic Mathematics of Finance
OPMT	1115	Software Quality Assurance
OPMT	1116	Vendor Quality Management
OPMT	1188	Management Information Systems
OPMT	1192	Inventory Planning & Control
OPMT	1197	Statistics for Business and Industry
OPMT	1198	Introduction to Operations Management
OPMT	4306	Using ISO 9000 for Continuous Improvement
ORGB	2505	Interpersonal Skills

Note: OPMT 1197 (or equivalent) is a Prerequisite for OPMT 2242.



## MANAGEMENT CERTIFICATE IN FACILITIES MANAGEMENT

Facilities Management involves the management and development of the workplace to integrate people and their work in the operation to achieve the objectives of the organization.

The certificate in Facilities Management represents a collection of course offerings from Business, Engineering and Health Sciences specifically developed to appeal to those wishing to enter the field of Facilities Management or those currently in the field who want to upgrade or formalize their knowledge. This program has been developed in conjunction with the International Facilities Management Association (IFMA) B.C. Chapter.

### Required courses

BLDG	3870	Project Management: Introduction to Building Development
BLDG	3875	Construction Law in Project Management
BUSA	1305	Supervisory Skills; or
BUSA	2005	Management
BUSA	3405	Problem Solving and Decision Making
COMM	2203	Business Reports; or
COMM	2204	Technical Reports
FMGT	1152	Accounting for the Manager
HRMG	2805	Occupational Health & Safety
OPMT	1117	Basic Quantitative Techniques in Administration
OPMT	1125	Facilities Space Planning
OPMT	1187	Project Planning and Scheduling
OPMT	1198	Introduction to Operations Management
OPMT	2125	Advanced Computer Aided Facility Management (DOS); and/or
OPMT	3125	Advanced Computer Aided Facility Management (Windows)

### Plus electives that total three units

AICO	1000	Auto CAD 1 and
AICO	2000	Auto CAD 2
BLDG	2830	Architectural CADD (AUTO ARCH)
BUSA	2005	Management
COMP	1215	Lotus 1-2-3 level 1 and
COMP	1216	Lotus 1-2-3 level 2 or
COMP	1261	Excel Level 1 and
COMP	1262	Excel Level 2
COMP	1220	dBASE Level 1
MECH	7060	Graphic System Management
OPMT	1107	Quality Management for Service Industries
OPMT	2287	Project Cost Estimating
OPMT	3306	ISO 9000 Standards for Quality Systems

Attend the Applied Operations Management Technology - "Fast Track" Certificate Program Information Session

The Operations Management Faculty is now accepting applications for the Applied Operations Management Senior Certificate Program.

The One Year Applied Certificate Program features Program Flexibility and workplace-based learning.

A new innovative program in which the student will continue working while acquiring the essential academic, personal management and team building skills required to secure, keep, or advance his or her management career.

Prospective students are invited to join the Program Head to learn more about this exciting opportunity by attending one of our special orientation sessions.

November 25, 1997  
January 21, 1998  
February 24, 1998  
March 10, 1998  
April 22, 1998  
May 13, 1998

Times: 1830-2000

Location: room SW1-1125 Burnaby Campus  
To pre-register, please phone Registration and Information at (604) 434-1610. Learning Without Limits!

## COURSES OFFERED

**OPMT 0199 MATH FOR BUSINESS BBY \$336**  
Upgrades and refreshes the mathematical skills of students who intend to enter Business at BCIT. A suitable prerequisite for the mathematics courses in Business as it meets the Math 11 entrance requirement. Includes arithmetic, elementary algebra, graphical techniques, ratios, percentages and the elementary business applications of these concepts.

Jan 12	Mon		16 wks	BBY	CRN	11991
Jan 13	Tue/Thr		8 wks	BBY		11992
Jan 14	Wed		16 wks	BBY		11993
Jan 17	Sat	0900-1200	16 wks	BBY		11994

## OPMT 1102 BASIC MATH OF FINANCE

BBY \$258 DTC \$256.30

Discusses interest and its effects upon business and industry. Students learn to discriminate between common situations, apply necessary analysis and perform appropriate calculations. Topics include simple and compound interest, present values and discounts, annuities, evaluation methods and basic replacement analysis. Prerequisite: Basic algebraic skills to at least the Grade 11 level. Others should consider OPMT 0199. A minimum grade of 60 per cent is required for course credit in OPMT 1110. (Do not buy a calculator until first class meeting.)

Jan 12	Mon		12 wks	BBY	CRN	11995
Jan 14	Wed		12 wks	BBY		11996
Jan 14	Wed		12 wks	DTC		11997
Jan 17	Sat	0900-1200	12 wks	BBY		11998

## OPMT 1106 QUALITY ASSURANCE 1

### MANUFACTURING

BBY \$258

Introduces quality assurance for the manufacturing industries. 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.

Jan 12	Mon		12 wks	BBY	CRN	11999
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## OPMT 1107 QUALITY MANAGEMENT FOR SERVICE INDUSTRIES

BBY \$258

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.

Jan 13	Tue		12 wks	BBY	CRN	15853
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## OPMT 1110 BUSINESS MATHEMATICS

DTC \$339.30

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.

Jan 16	Fri	0830-1230	12 wks	DTC	CRN	13780
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## OPMT 1115 SOFTWARE QUALITY ASSURANCE

BBY \$258

Covers the application of Quality Assurance principles to the development of computer software. Appeals to individuals involved in the growing software development industry who want to meet modern requirements for design, verification and re-usability of software products.

Jan 12	Mon		12 wks	BBY	CRN	12001
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## OPMT 1117 BASIC QUANTITATIVE TECHNIQUES IN ADMINISTRATION

BBY \$258

Presents a study of simplified "hands-on" techniques to assist the administrator in decision-making using business mathematics and statistics. Includes some problem solving, graphs, interest applications, business descriptive statistics, sampling and forecasting. The use of the pre-programmed business calculator will be emphasized and the ease of using many electronic spreadsheet business applications will be demonstrated.

Jan 12	Mon		12 wks	BBY	CRN	19983
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## OPMT 1142 INTRODUCTION TO QUALITY CONTROL METHODS

BBY \$258

Introduces QC methods. Covers 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.

Jan 14	Wed		12 wks	BBY	CRN	15302
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## OPMT 1144 INTRODUCTION TO ISO 14000 STANDARDS

BBY \$448

Introduces the ISO 14000 series of Environmental Management System standards and the ISO 14001 Environmental Management System specification elements. This new series of standards are designed to provide organizations with a model on which to develop and continually improve their environmental management system. Topics will also include EMS Auditor qualifications, future of the ISO 14000 series of standards, third-party registration, costs and benefits and issues relating to the participants' organizations.

Jan 13	Tue		12 wks	BBY	CRN	19982
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## OPMT 1175 WAREHOUSE MANAGEMENT

BBY \$258

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. Also introduces specific procedures such as inventory accuracy, cycle counts, inventory adjustments and inventory turnover.

Jan 13	Tue		12 wks	BBY	CRN	12004
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# Business

## OPMT 1187 PROJECT PLANNING AND SCHEDULING BBY \$258 SRY \$256.30

Designed for those who require basic information about the critical path method (CPM) and its application to project management. 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.

Jan 13 Tue 12 wks BBY CRN 12005  
Jan 14 Wed 12 wks SRY 18542

## OPMT 1188 MANAGEMENT INFORMATION SYSTEMS BBY \$258 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 fulfill these requirements at all levels of management. Through the discussion and demonstration of 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.

Jan 13 Tue 12 wks SRY CRN 15854  
Jan 14 Wed 12 wks BBY 12006

## OPMT 1191 PURCHASING BBY \$258 DTC/SRY \$256.30

Covers purchasing functions, objectives, relationships, organization, policies, procurement procedures, inventory control, sourcing, supplier evaluation, price, negotiation, make or buy and ethics.

Jan 12 Mon 12 wks SRY CRN 12008  
Jan 14 Wed 12 wks DTC 12009  
Jan 15 Thr 12 wks BBY 12010

## OPMT 1192 INVENTORY PLANNING AND CONTROL BBY \$258 SRY \$256.30

Covers objectives, records, forecasting, order point systems, MRP, make/buy analysis and departmental organization.

Jan 12 Mon 12 wks BBY CRN 12011  
Jan 13 Tue 12 wks SRY 12012

## OPMT 1197 STATISTICS FOR BUSINESS AND INDUSTRY BBY \$383 DTC/SRY \$381.30

Presents a comprehensive study of elementary statistical methods as applied to objective decision-making in business and industry. Students will be required to purchase a textbook and a preprogrammed statistical calculator. (Do not buy until first class meeting.)

Jan 12 Mon/Wed 9 wks DTC CRN 12018  
Jan 13 Tue 18 wks BBY 12013  
Tue/Thr 9 wks BBY 12015  
Jan 14 Wed 18 wks SRY 12016  
Jan 15 Thr 18 wks BBY 12017

## OPMT 1198 INTRODUCTION TO OPERATIONS MANAGEMENT BBY \$258

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.

Jan 14 Wed 12 wks BBY CRN 12019  
Mar 23 Mon/Wed 1800-2200 5 wks BBY 17592

## OPMT 1344 TOTAL QUALITY MANAGEMENT (TQM) IN MANUFACTURING BBY \$258

Quality management in manufacturing hinges on two aspects; making the company the best it can possibly be by effective use of human resources and striving for first class quality in the products it offers. Topics include: the basic philosophy, values and culture of TQM; total customer orientation; maximizing employee potential for continuous improvement. Surveys recent techniques used in striving for world-class quality in research and development and quality of design.

Jan 13 Tue 12 wks BBY CRN 15331

## OPMT 2197 QUANTITATIVE METHODS FOR BUSINESS BBY \$258

Continues from OPMT 1197 by introducing computer software to perform basic descriptive statistics, inferential statistics and includes additional quantitative models such as decision-trees, multiple regression and the fundamentals of linear programming. Prerequisite: OPMT 1197 with a minimum grade of 65 per cent or an equivalent college-level business statistics course (with minimum B- grade), accessibility to and basic knowledge of personal computer. The CGA of B.C. allows exemption for Quantitative Methods 2 with a grade of 65 per cent or better.

Jan 13 Tue 12 wks BBY CRN 13641  
Jan 17 Sat 0900-1200 12 wks BBY 13642

## OPMT 2206 QUALITY ASSURANCE 2 (MANUFACTURING) BBY \$258

Topics include quality assurance as it relates to marketing, engineering, purchasing and customer relation; QA support for marketing; the role of quality assurance during product development and design review; concepts of Taguchi methods; vendor quality assurance; rating systems and vendor certification; the relationship between Just-in-Time production and quality; quality auditing, legal aspects and product liability, human factors in quality control; and employee motivation and involvement.

Jan 13 Tue 12 wks BBY CRN 12020

## OPMT 2225 CAFM/USING ARCHIBUS/FM V.10 BBY \$390

Students will use a Windows based computer aided design (CAD) tool to develop a strategic inventory of floor space. They will identify and utilize space standards, develop organizational breakdown methodologies and associated procedures to allow for asset management and building maintenance will be covered. Students will learn the methods to generate meaningful information from raw data from within the Space, People and Equipment databases. Introduces the production of ad-hoc-alpha-numeric and CAD generated management reports and related graphic diagrams.

Jan 13 Tue 12 wks BBY CRN 19916

## OPMT 2242 INTERMEDIATE QUALITY CONTROL METHODS BBY \$258

Helps candidates prepare for the certification examinations of the ASQC. Intended for people who have previous knowledge of statistics. Topics will include the use of distributions and tests to QC applications. The development of control charts and applications for standard industrial sampling schemes (MIL-STD-105, MIL-STD-414 and the commercial equivalents). Reliability concepts and calculations for basic models.

Jan 14 Wed 12 wks BBY CRN 12021

## OPMT 2275 WAREHOUSE MANAGEMENT 2 BBY \$258

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

Jan 14 Wed 12 wks BBY CRN 12022

## OPMT 2287 PROJECT COST ESTIMATING BBY \$258

Provides a basic course in the principles and methodology of cost estimating and the procedures for estimating project costs. The basic elements of estimates will be defined and sources of information identified. Students will develop their own model estimates progressively. The uses, accuracy and methods of evaluating risk and uncertainty of estimates will be examined. Prerequisite: OPMT 1187 or equivalent.

Jan 15 Thr 12 wks BBY CRN 13689

## OPMT 2298 BUSINESS PROCESS RE-ENGINEERING BBY \$258

Examines why organizations should consider re-engineering initiatives, current practices and the challenges of re-engineering projects. Through lecture, discussion and case studies, students 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 coordinator.

Jan 15 Thr 12 wks BBY CRN 12024

## OPMT 3306 ISO 9000 QUALITY STANDARDS BBY \$258

Familiarizes students with the use of the ISO 9000 International Standards for Quality Management and Quality Assurance systems. The series consists of ISO 9000, 9001, 9002, 9003 and 9004. 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.

Jan 13 Tue 12 wks BBY CRN 15855

## OPMT 3345 QUALITY AUDITING BBY \$258

Covers quality auditing principles and applications for quality system, process and product audits; in-house audits, external supplier audits; auditing terminology, standards, planning, staffing and training, scheduling, reporting and using audit results; and human resource techniques as they apply to human reactions. Assists candidates who are preparing to write the ASQC CQA examination. Prerequisites: OPMT 1106 and 2206.

Jan 14 Wed 12 wks BBY CRN 12026  
Jan 14 Wed 1830-2130 12 wks BBY 19875

## OPMT 4306 USING ISO 9000 FOR CONTINUOUS IMPROVEMENT BBY \$258

Builds on an understanding of the ISO 9001 requirements and focus on the using and enhancing an ISO 9000 based quality system to create quality improvement. In today's competitive marketplace, Quality is increasingly seen as a necessary prerequisite to supply. The ISO 9000 Standards for Quality Management are having an ever-increasing impact in Canadian and international markets. Pursuing registration can be a rewarding journey. However, the most progressive and successful organizations have discovered that registration is just beginning. ISO 9000 registration can provide an essential building block for national and international competitiveness. However, it is what comes after registration that allows an organization to maintain its competitive edge and to reap the full rewards from its investment. Prerequisite: OPMT 3306: ISO 9000 Standards for Quality Standards (or equivalent).

Jan 14 Wed 12 wks BBY CRN 19876

## ADVANCED DIPLOMA

### OPMT 5701 CALCULUS FOR MANAGEMENT BBY \$350

Introduces calculus to business students. Topics reviewed are integration, differentiation and applications of calculus to business problems. Students apply calculus through problem sets to gain skills in the various techniques. Prerequisite: OPMT 5700 (B.C. 12 Math)

Jan 12 Mon 1800-2200 14 wks BBY CRN 40046

### OPMT 5751 MATH MODELS FOR BUSINESS BBY \$350

Presents a second course in the application of statistical methods to business problems. Provides 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. Provides the opportunity to use and evaluate current software.

Jan 14 Wed 1800-2100 14 wks BBY CRN 13686

### OPMT 7011 QUALITY ASSURANCE BBY \$448

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.

Jan 13 Tue 1830-2130 12 wks BBY CRN 19877

### OPMT 7013 MATERIAL LOGISTICS BBY \$448

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

Jan 13 Tue 1830-2130 12 wks BBY CRN 19878

### OPMT 8011 DESIGN OF EXPERIMENTS BBY \$448

Applies the concepts of experimental design to manufacturing situations. At course completion, students should be able to use nested design experiments, apply Taguo methods to evaluate the factors influencing variance and distinguish between fixed, missed and random effects that produce production variance.

Jan 12 Mon 1830-2130 12 wks BBY CRN 19879

### OPMT 8015 MANUFACTURING FACILITY LAYOUT/ANALYSIS BBY \$448

Allows students to design and analyze low and high volume manufacturing facilities. Topics include factors affecting layout, product and process focus, line-balancing and computerized layout packages such as ALDER, PLANT and CRAFT. Prerequisite: Enrollment in ADP - Mechanical Technology

Jan 12 Mon 1830-2130 12 wks BBY CRN 19880

## Fee Structure

Effective Sept 1997 the total amount of the course includes mandatory fees (Part-time student activity and building fee).

- 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.
  - \$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.

## INTERNATIONAL TRADE AND TRANSPORTATION

(604) 432-8611  
(604) 432-8991

### MANAGEMENT CERTIFICATE IN INTERNATIONAL TRADE AND TRANSPORTATION

International business depends on successful market analysis and effective entry strategies, knowledge of transportation alternatives and sound logistics planning. This program is designed for those engaged in both the buying and selling of goods and their movement.

With the increased dependency on global trade, the demand for international trade and transportation services has increased dramatically.

The International Trade and Transportation Certificate Program provides graduates with the technical skills and flexibility to participate in the global marketplace. The technical skills gained from the program allow graduates to continue on to additional industry certifications.

#### Required Courses:

OPMT 1102	Basic Mathematics of Finance
OPMT 1197	Statistics for Business and Industry
TDMT 1104	International Trade 1
TDMT 1150	Distribution 1 (C.I.T.T.); OR TDMT 1204
TDMT 1204	Freight Forwarding 1 (CIFFA)
TDMT 1409	Intro to Canada Customs NAFTA
TDMT 2203	Transportation Economics
TDMT 2204	International Trade 2
TDMT 2250	Distribution 2 (C.I.T.T.); OR TDMT 1205
TDMT 1205	Freight Forwarding II (CIFFA)
TDMT 4410	Logistics Management

Plus any of the following electives for a total of a minimum of 45 credit hours:

FMGT 1152	Accounting for the Manager
FMGT 1151	Accounting Essentials for Small Business
ECON 1150	Economic Issues
BUSA 1350	Supervisory Skills; or
OPMT 1188	Management Information Systems
OPMT 1191	Purchasing
OPMT 1198	Intro to Operations Management
OPMT 1175	Warehouse Management I
MKTG 1102	Essentials of Marketing
MKTG 1212	Principles of Customer Service

### COURSES OFFERED

#### TDMT 1104 INTERNATIONAL TRADE 1 BBY \$258

Examines how the operating environment affects trade and trading relationships. Covers 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.

Jan 12 Mon 12 wks BBY CRN 15886

#### TDMT 1150 DISTRIBUTION 1 (CITT) BBY \$258

Covers transportation regulations; Canadian transportation modes including water, rail air and pipeline; intermediate transportation agencies; domestic and international transportation rates, tolls and tariffs. A \$137 C.I.T.T. fee for materials and exam, registration is extra.

Jan 13 Tue 12 wks BBY CRN 19917

#### TDMT 1409 INTRODUCTION TO CANADA CUSTOMS PROCEDURES AND NAFTA BBY \$383

Introduces students to the harmonized system of exporting and importing and details many of the commonly encountered situations at Canada Customs. The USA, EEC and most OECD countries use the same documentation and valuation system for customs purposes. Familiarizes the students with basic NAFTA (North American Free Trade Agreement) details.

Jan 14 Wed 18 wks BBY CRN 12031

#### TDMT 2203 TRANSPORTATION ECONOMICS BBY \$258

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.

Jan 14 Wed 12 wks BBY CRN 12029

#### TDMT 2204 INTERNATIONAL TRADE 2 BBY \$258

Focuses on the importance of the customer. As a continuation of International Trade 1 (TDMT 1104) the student will be exposed to the comprehensive planning necessary for international markets. Topics include ownership, marketing, transportation, technology transfer and intercompany linkage strategies. Prerequisite: TDMT 1104.

Jan 13 Tue 12 wks BBY CRN 16544

#### TDMT 2250 DISTRIBUTION 2 (CITT) BBY \$258

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. Textbook and course materials are included in the fee. A \$137 C.I.T.T. fee for materials and exam, registration is extra.

Jan 14 Wed 12 wks BBY CRN 12030

#### TDMT 4410 LOGISTICS MANAGEMENT BBY \$383

An overview of the total distribution concept. Examines distribution facility location analysis, information systems, control systems and distribution economics and profitability. With heavy emphasis on customer services and profitability, the course prepares the student to conduct transportation, customer service and complete distribution audits.

Jan 12 Mon/Thr 9 wks BBY CRN 17304

## INTERNATIONAL FREIGHT FORWARDING

(604) 432-8611  
(604) 432-8991

### 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. The classes are offered at the BCIT downtown campus and run either Monday or Wednesday evenings from 1730-2030.

#### Registration

First priority is given to employees of CIFFA Associate Members. Where space permits, non-members are accepted, subject to prerequisites.

#### Tuition Fee

The fee is \$439.30 per course for Regular and Associate Members. The fee is \$573.30 per course for non-members. Textbooks are included in fee and are provided at the first class. Students who wish to repeat a course may do so for a fee of \$214 per course (textbooks not included).

## VENTURE PROGRAM

(604) 412-7651  
TCTR 0100

*Starting with a Promising Venture?  
Want to improve your odds and reduce your risk?*

BCIT's Venture Program will not teach you how to be an entrepreneur, but it will help you to launch your business and win. Your three months with us will be spent developing the techniques that will greatly increase your likelihood of success to achieve maximum personal effectiveness. You will learn how to improve your marketing focus, tighten your strategic plan, attract appropriate financing, overcome risk, build your resource-base and develop key contacts. Ultimately, you will leave with a fully operational document: your business plan.

Enrollment inquiries are welcome now, as places are limited.

— Spring '98 starts Monday, Feb. 2, 1998  
— Fall '98 starts Monday, September 14, 1998

Acceptance into the program is contingent on approval through an interview process by the program advisor. For further information or for an appointment to visit the program, call or write to:

The Venture Program  
BCIT Downtown campus  
CIBC Small Business Centre  
7<sup>th</sup> Floor - 555 Seymour Street  
Vancouver, B.C. V6B 3H6  
Tel. (604) 412-7651

e-mail: [harsson@bcit.bc.ca](mailto:harsson@bcit.bc.ca)

Web site: [www.bcit.bc.ca/~venture/](http://www.bcit.bc.ca/~venture/)

## BACHELOR OF TECHNOLOGY IN COMPUTER SYSTEMS

(604) 432-8459

Computer Systems Technology offers a Bachelor of Technology degree in Computer Systems.

For information about the Bachelor of Technology in Computer Systems, please refer to the Bachelor of Technology Degree Studies section on pages 9-15 of this flyer.

## COMPUTER SYSTEMS

(604) 451-6978 (24HRS)

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. It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

### COMPUTER BASICS

#### COMP 0001 COMPUTING FOR THE TIMID BBY \$114 DTC \$112.30

Introduces the computer to those who have never used one and are afraid to. Prerequisite: none.

Jan 12	Mon		4 wks	BBY	CRN	10950
Jan 17	Sat	0900-1600	2 wks	BBY		10953
Jan 18	Sun	0900-1600	2 wks	DTC		10954
Feb 9	Mon		4 wks	BBY		10951
Mar 9	Mon		4 wks	BBY		10952

#### Correspondence:

Tuition \$109 (include texts) 18 wks CRN 15841

#### COMP 1001 UNDERSTANDING PC/MS DOS BBY \$161

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.

Jan 12	Mon		6 wks	BBY	CRN	10661
Jan 13	Tue		6 wks	BBY		10652
Feb 23	Mon		6 wks	BBY		10664
Feb 24	Tue		6 wks	BBY		10653

#### COMP 1006 UNDERSTANDING WINDOWS 1 DTC/PMT \$257.30

Explores the Windows 3.1 desktop, disk management, control panel features and some bundled Windows applets. Topics include working with the mouse and keyboard shortcuts, navigating the desktop, using the File Manager to manage files, customizing the desktop and applets such as Cardfile, Calendar, Notepad and Write. DOS knowledge would be beneficial. Prerequisite: COMP 0001 or equivalent.

Jan 12	Mon		6 wks	DTC	CRN	16483
Jan 13	Tue		6 wks	PMT		16449

#### COMP 1007 UNDERSTANDING WINDOWS 95 BBY \$356 DTC \$354.30

Introduces the new Windows 95 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.

Jan 15	Thr		6 wks	BBY	CRN	16452
Jan 31	Sat	0900-1600	3 wks	BBY		19330
Feb 1	Sun	0900-1600	3 wks	DTC		19368
Feb 23	Mon		6 wks	DTC		19369
Feb 26	Thr		6 wks	BBY		16453

#### COMP 1009 EXPLORING WINDOWS

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.

Correspondence: 18 wks CRN 17074  
Tuition \$254; mailing fee \$4, text \$73 include. GST (subject to change).

#### COMP 1010 WORD PROCESSING CONCEPTS BBY \$114 DTC \$112.30

Introduces the beginner-level student to the basic concepts of word processing using a microcomputer. Prerequisite: COMP 1006 or 1007 or equivalent.

Jan 12	Mon		4 wks	BBY	CRN	10670
Feb 21	Sat	0900-1600	2 wks	BBY		10675
Feb 22	Sun	0900-1600	2 wks	DTC		10677

#### COMP 1015 SPREADSHEET CONCEPTS BBY \$114 DTC \$112.30

Introduces the beginner-level student to the basic concepts of spreadsheets by using a microcomputer. Prerequisite: COMP 1006 or 1007 or equivalent.

Feb 9	Mon		4 wks	BBY	CRN	10836
Mar 7	Sat	0900-1600	2 wks	BBY		10842
Mar 8	Sun	0900-1600	2 wks	DTC		10843





# Information Technologies

## COMP 1020 MICRO DATABASE CONCEPTS

BBY \$114 DTC \$112.30

Introduces the beginner-level student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 1006 or 1007 or equivalent.

Mar 9	Mon		4 wks	BBY	CRN	10844
Mar 21	Sat	0900-1600	2 wks	BBY		10846
Mar 22	Sun	0900-1600	2 wks	DTC		10847

## COMP 1022 UNDERSTANDING WINDOWS NT WORKSTATION

DTC \$354.30

Covers basic tasks that are common to both Windows 95 and Windows NT Workstation. Examines Windows NT Explorer, addresses disk management and works with Microsoft Plus! features. Explores NT Workstation file systems, Administrative Tools, additional Control Panel options and new accessories. Does not include Internet related functions. Prerequisite: COMP 0001.

Jan 12	Mon	1800-2100	6 wks	DTC	CRN	19333
Jan 13	Tue	1800-2100	6 wks	DTC		18374
Feb 23	Mon	1800-2100	6 wks	DTC		19331

## COMP 1023 WINDOWS NT WORKSTATION AND COMMUNICATION

DTC \$354.30

Explores using the Windows NT Workstation for Internet, Mail, Windows Messaging Client and the Peer Web Services facility. Investigates the User Manager while running Windows NT Workstation. Prerequisite: COMP 0401 and COMP 1022.

Feb 24	Tue	1800-2100	6 wks	DTC	CRN	18373
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## COMP 1104 INTRODUCTION TO COMPUTING

DTC \$398.30

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.

Jan 14	Wed	0900-1200	14 wks	DTC	CRN	13786
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## OFFICE EFFICIENCY AND SKILLS

The following workshops are tailored for those who 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 an 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 and workshops, phone (604) 451-7193.

### COMP 0031 EXPLORING YOUR PC

BBY \$180

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.

Mar 7	Sat	0900-1700	1 day	BBY	CRN	19340
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### COMP 0201 WINDOWS 95 GUI

DTC \$180

Provides the non-technical user with a working knowledge of Windows 95. Participants work with the Windows GUI, create folders, shortcuts, run programs, find files, use the Start Menu, Taskbar, Explorer and Display properties of the Control Panel. Uses group and individual activities to explore Windows 95. Prerequisite: none.

Apr 4	Sat	0900-1700	1 day	DTC	CRN	19341
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### COMP 0261 EXCEL FOR WINDOWS 95 LEVEL 1

DTC \$180

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 date formatting, printing, password protection, and special techniques to increase efficiency. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Jan 20	Tue	0900-1700	1 day	DTC	CRN	19344
Feb 18	Wed	0900-1700	1 day	DTC		19342
Mar 19	Thr	0900-1700	1 day	DTC		19343

### COMP 0264 EXCEL FOR WINDOWS 95 LEVEL 2

DTC \$180

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.

Feb 3	Tue	0900-1700	1 day	DTC	CRN	19349
Mar 4	Wed	0900-1700	1 day	DTC		19348
Apr 2	Thr	0900-1700	1 day	DTC		19347

### COMP 0266 WORD FOR WINDOWS 95 LEVEL 1

DTC \$180

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 3.11 or Windows 95.

Jan 19	Mon	0900-1700	1 day	DTC	CRN	19352
Feb 17	Tue	0900-1700	1 day	DTC		19351
Mar 18	Fri	0900-1700	1 day	DTC		19350

### COMP 0267 WORD FOR WINDOWS 95 LEVEL 2

DTC \$180

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.

Feb 2	Mon	0900-1700	1 day	DTC	CRN	19353
Mar 3	Tue	0900-1700	1 day	DTC		19355
Apr 1	Wed	0900-1700	1 day	DTC		19354

### COMP 0271 ACCESS FOR WINDOWS 95

LEVEL 1

DTC \$180

Intensive one-day seminar. Covers skills required to create a database with multiple tables, create forms, reports and queries. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Jan 21	Wed	0900-1700	1 day	DTC	CRN	19357
Feb 19	Thr	0900-1700	1 day	DTC		19358
Mar 16	Mon	0900-1700	1 day	DTC		19356

### COMP 0272 ACCESS FOR WINDOWS 95

LEVEL 2

DTC \$180

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.

Feb 4	Wed	0900-1700	1 day	DTC	CRN	19361
Mar 5	Thr	0900-1700	1 day	DTC		19359
Mar 30	Mon	0900-1700	1 day	DTC		19360

### COMP 0282 POWERPOINT FOR WINDOWS 95

LEVEL 1

DTC \$180

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 3.11 or Windows 95.

Jan 15	Thr	0900-1700	1 day	DTC	CRN	19362
Feb 16	Mon	0900-1700	1 day	DTC		19364
Mar 17	Tue	0900-1700	1 day	DTC		19363

### COMP 0283 POWERPOINT FOR WINDOWS 95

LEVEL 2

DTC \$180

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.

Feb 5	Thr	0900-1700	1 day	DTC	CRN	19365
Mar 2	Mon	0900-1700	1 day	DTC		19366
Mar 31	Tue	0900-1700	1 day	DTC		19627

### COMP 0665 UNDERSTANDING NETWORKS

BBY \$180

Presents this 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 different types of networks, the equipment and administration. Hands-on installation training Not provided. Prerequisite: None.

Feb 21	Sat	0900-1700	1 day	BBY	CRN	19367
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## OFFICE APPLICATIONS

### COMP 0250 QUICK TOUR OF MICROSOFT

OFFICE FOR WINDOWS

VCR \$134.30

Introduces the three Microsoft Windows applications: Word for Windows, Excel for Windows, and PowerPoint for Windows. Covers, by combining lecture and hands-on, the basics of creating, editing, enhancing and printing documents (Version 97). Prerequisite: COMP 1006 or 1007 or equivalent.

Jan 14	Wed		2 wks	VCR	CRN	15579
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### COMP 0260 QUICK TOUR OF EXCEL

FOR WINDOWS

VCR \$68.30

Introduces the basic features of Excel for Windows. Covers, by combining lectures and hands-on, the basic fundamental principles and practical skills required for producing sophisticated and professional-looking worksheets quickly and easily (Version 97). Prerequisite: COMP 1006 or 1007 or equivalent.

Feb 4	Wed		1 night	VCR	CRN	15581
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### COMP 0265 QUICK TOUR OF WORD

FOR WINDOWS

VCR \$68.30

Introduces the basic features of this popular word processor. Covers, by combining lectures and hands-on, the basic tools needed to produce professional-looking documents quickly and easily (Version 97). Prerequisite: COMP 1006 or 1007 or equivalent.

Jan 28	Wed		1 night	VCR	CRN	15580
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### COMP 0270 QUICK TOUR OF ACCESS

FOR WINDOWS

VCR \$68.30

Introduces the basic features of this popular database package. Combines lectures and hands-on to cover the basic tools needed to manage data, find specific information, sort data and create professionally-formatted reports quickly and easily (Version 97). Prerequisite: COMP 1006 or 1007 or equivalent.

Feb 11	Wed		1 night	VCR	CRN	15582
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### COMP 0281 QUICK TOUR OF POWERPOINT

FOR WINDOWS

VCR \$68.30

Introduces the basic features of this presentation graphics software package and its innovative tools and easy approach for making professional-looking presentations quickly and easily. Covers the basic tools needed to produce slides, overheads and on-screen presentations (Version 97). Prerequisite: COMP 1006 or equivalent.

Feb 18	Wed		1 night	VCR	CRN	15583
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### COMP 1218 LOTUS 1-2-3 FOR WINDOWS

LEVEL 1

BBY \$356

Thoroughly examines the building blocks and basic concepts of the LOTUS Windows spreadsheet solution. Explores how to construct templates, build formulas and the basic built-in functions. Uses practical hands on experience to cover turning numbers into pictures; create, save, edit and print spreadsheets. Prerequisite: COMP 1006.

Jan 14	Wed		6 wks	BBY	CRN	17900
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### COMP 1219 LOTUS 1-2-3 FOR WINDOWS

LEVEL 2

BBY \$356

Continues from COMP 1218. Uses hands on to explore more advanced topics such as linking files and building three dimensional spreadsheets, macros, automating procedures, advanced functions and complex formulas. Prerequisite: COMP 1218.

Feb 25	Wed		6 wks	BBY	CRN	17901
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### COMP 1230 WORDPERFECT FOR WINDOWS

BBY \$322

Covers the basic level of this current word processing package and many of its special features. Prerequisite: COMP 1006 or 1007.

Jan 15	Thr		12 wks	BBY	CRN	10910
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### COMP 1245 ACCPAC GENERAL LEDGER

VCR \$354.30

Covers the general ledger system, including converting existing systems to Accpac, batch transaction, and printing reports. Prerequisite: COMP 1001 and 1006 or 1007 and basic understanding of accounting principles.

Jan 12	Mon		6 wks	VCR	CRN	10913
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### COMP 1246 ACCPAC A/R AND A/P

VCR \$354.30

Covers the entire cycles of Accounts Receivable and Payable, including the interface to the Accpac General Ledger. Prerequisite: COMP 1245.

Feb 23	Mon		6 wks	VCR	CRN	10916
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### COMP 1255 COMPUTERIZED ACCOUNTING

BBY \$322

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 1006 or 1007 and FMGT 1100.

Jan 15	Thr		12 wks	BBY	CRN	10917
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### COMP 1261 EXCEL LEVEL 1

BBY \$356 PMT/VCR \$354.30

Provides comprehensive coverage of this state-of-the-art Windows spreadsheet program, including the fundamental principles and practical skills required to produce professional-looking worksheets. Includes workbook and worksheet basics, using formulae and built-in functions, editing and formatting, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency (Version 97 at BBY, VCR, 5 at PMTC). Prerequisite: COMP 1006 or 1007 or equivalent.

Jan 12	Mon		6 wks	VCR	CRN	15217
Jan 13	Tue		6 wks	BBY		15383
Jan 15	Thr		6 wks	PMT		16462

### COMP 1262 EXCEL LEVEL 2

BBY \$356 PMT/VCR \$354.30

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 97 at BBY, VCR, 5 at PMTC). Prerequisite: COMP 1261 or equivalent.

Feb 23	Mon		6 wks	VCR	CRN	15222
Feb 24	Tue		6 wks	BBY		15384
Feb 26	Thr		6 wks	PMT		16465

### COMP 1263 MS PROJECT/WINDOWS LEVEL 1

BBY \$356

Reviews features, including the extensive on-line 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 (Version 95). Prerequisite: COMP 1006 or 1007 or equivalent.

Jan 13	Tue		6 wks	BBY	CRN	16466
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### COMP 1264 MS PROJECT/WINDOWS LEVEL 2

BBY \$356

Continues from COMP 1263 Level 1. Covers working with multiple projects, automating work, customizing Project, and sharing information between applications (Version 95). Prerequisite: COMP 1263.

Feb 24	Tue		6 wks	BBY	CRN	16467
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### COMP 1266 WORD FOR WINDOWS

LEVEL 1

BBY \$356 PMT/VCR \$354.30

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 97 at BBY, VCR, 6 at PMT). Prerequisite: COMP 1006 or 1007 or equivalent.

Jan 13	Tue		6 wks	VCR	CRN	15219
Jan 14	Wed		6 wks	PMT		16468
Jan 15	Thr		6 wks	BBY		15385

# Computing & Information Technologies

## COMP 1267 WORD FOR WINDOWS LEVEL 2

BBY \$356 PMT/VCR \$354.30

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 97 at BBY, VCR, 6 at PMT). Prerequisite: COMP 1266.

Feb 24	Tue	6 wks	VCR	CRN	15223
Feb 25	Wed	6 wks	PMT		16471
Feb 26	Thr	6 wks	BBY		15386

## COMP 1270 MICROSOFT ACCESS 1

BBY \$356 PMT \$354.30

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 97 at BBY, 2 at PMT). Prerequisite: COMP 1006 or 1007 or equivalent.

Jan 12	Mon	6 wks	PMT	CRN	16472
Jan 14	Wed	6 wks	BBY		15373

## COMP 1271 MICROSOFT ACCESS 2

BBY \$356 PMT \$354.30

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 97 at BBY, 2 at PMT). Prerequisite: COMP 1270.

Feb 23	Mon	6 wks	PMT	CRN	16474
Feb 25	Wed	6 wks	BBY		15374

## COMP 1281 MICROSOFT POWERPOINT 1

BBY \$356

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 97). Prerequisite: COMP 1006 or 1007 or equivalent.

Jan 12	Mon	6 wks	BBY	CRN	15375
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## COMP 1282 MICROSOFT POWERPOINT 2

BBY \$356

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 97). Prerequisite: COMP 1281.

Feb 23	Mon	6 wks	BBY	CRN	15376
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For Desktop Publishing courses, please see section Business, Media Techniques for Business.

## APPLICATIONS SELF-GUIDED LEARNING

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 can be until March 18, 1998.

### COMP 1008 INSIDE WINDOWS

DTC \$198.30

Guided self-learning & pacing. Examines Windows 95 and is useful to those who already know windows 3.1. Covers basic operations such as the Start Menu, Explains and uses the Task Bar, the '95 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 95 environment. Prerequisite: COMP 0001.

Jan 6	Tue	0900-1200	12 wks	DTC	CRN	19370
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### COMP 1258 EXCEL LEVEL 1

DTC \$248.30

Guided self-learning & pacing. Covers introductory topics to Word (V7.0) 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 95). Prerequisite: COMP 1008.

Jan 6	Tue	0900-1200	12 wks	DTC	CRN	19371
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### COMP 1259 EXCEL LEVEL 2

DTC \$248.30

Guided self-learning & pacing. Covers advanced topics of Excel 7.0 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 95). Prerequisite: COMP 1258 or COMP 1261.

Jan 6	Tue	0900-1200	12 wks	DTC	CRN	19372
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## COMP 1268 MICROSOFT WORD LEVEL 1

DTC \$248.30

Guided self-learning & pacing. Covers introductory topics to Word (V7.0) 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 95). Prerequisite: COMP 1008.

Jan 6	Tue	0900-1200	12 wks	DTC	CRN	19373
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## COMP 1269 MICROSOFT WORD LEVEL 2

DTC \$248.30

Guided self-learning & pacing. Covers advanced topics of Word 7.0. 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 95). Prerequisite: COMP 1268 or COMP 1266.

Jan 6	Tue	0900-1200	12 wks	DTC	CRN	19374
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## COMP 1276 ACCESS LEVEL 1

DTC \$248.30

Guided self-learning & 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, working with formats in tables and reports (Version 95). Prerequisite: COMP 1008.

Jan 6	Tue	0900-1200	12 wks	DTC	CRN	19375
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## COMP 1277 ACCESS LEVEL 2

DTC \$248.30

Guided self-learning & 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. Examines pictures and graphs, embedding vs. linking, bound vs. unbound objects, importing, exporting, attaching, macros, creation of macros and attaching macros to events (Version 95). Prerequisite: COMP 1270 or COMP 1276.

Jan 6	Tue	0900-1200	12 wks	DTC	CRN	19376
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## INFORMATION TECHNOLOGY PROFESSIONAL SERIES

These seminars are designed to address the requirements of today's working IT professionals with small class sizes to maximize time-efficiency. Faculty members are all working IT professionals with exceptional expertise.

### COMP 0208 CONFIGURING WINDOWS NT

DTC \$301.30

Presents the configuration process of setting up a Windows NT workstation for developers and advanced users migrating to Windows NT. Topics range from customizing a single workstation to exploring the networking features and services. Explores the Registry and other Windows NT setup secrets. Prerequisite: Extensive Experience using Windows NT.

Mar 22	Sun	0900-1600	1 day	DTC	CRN	18957
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### COMP 0263 PROJECT MANAGEMENT

DTC \$298.30

Covers key concepts of project management using MS Project as a tool to communicate, determine schedules and costs before beginning a project, plan ahead for upcoming tasks and resource needs, anticipate the impact of missed dates. Presents Project Definition (Scope, Approach, Rates, and Constraints), and introduces Microsoft Project. Prerequisite: Extensive experience with projects.

Mar 19	Thr	0900-1600	1 day	DTC	CRN	18953
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### COMP 0430 TCP/IP PROTOCOL

BBY \$400

Seminar. Covers how to install and configure any TCP/IP stacks using examples of implementation for Windows 95 or NT, and how to take and read network traces to trouble shoot protocol problems. Topics include exploring the TCP/IP stack, how to compare the four layer protocol with 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.

Feb 28	Sat/Sun	0900-1600	1 wknd	BBY	CRN	19960
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### COMP 0435 WINDOWS NT WORKSHOP

BBY \$400

Seminar. Provides technicians, Systems Administrators and other technical users with a broad level of aptitude and understanding of Windows NT 4.0 server including administrative tools and techniques. Explains deploying, installing and configuring the NT 4.0 server, setting up RAID systems, file backup, NT 4.9 server registry, choosing network protocols, configuring Windows 95 clients for networking, connecting other PC clients to the network, administrating a secure network, optimizing network server performance and troubleshooting network problems. Prerequisite: COMP 3665.

Feb 14	Sat/Sun	0900-1600	1 wknd	BBY	CRN	19959
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### COMP 0601 INTRODUCTION TO CONSULTING

DTC \$298.30

Presents the concepts of Information Systems professionals being used as consultants within their own organizations, and how the more frequent use of contracted services, outsourcing and solutions is changing. Includes consultation styles and approaches, process framework for consulting engagements, techniques for interviewing, and tools and techniques for understanding client issues, performing and documenting analytical work. Prerequisite: none.

Mar 26	Thr	0900-1600	1 day	DTC	CRN	18958
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## COMP 0605 SR/ED FOR SOFTWARE DEVELOPERS

DTC \$298.30

Examines the Scientific Research and Experimental Development (SR&ED) tax incentive program offered by Revenue Canada to software developers conducting scientific research. Includes maximizing your claim, saving money and minimizing time, effort and frustration in preparing the claim. Presented for software developers, project managers and other directly involved in potentially eligible projects. Prerequisite: none.

Mar 20	Fri	0900-1600	1 day	DTC	CRN	19051
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## PROGRAMMING LANGUAGES

### COMP 1401 PROGRAMMING CONCEPTS/METHODS

BBY \$322

Covers the principles and concepts of computer programming theory for those intending to become involved in computer systems and/or programming. Prerequisite: (COMP (1001 or 1006) and 1010 and 1015 and 1020) or equivalent.

Jan 12	Mon	12 wks	BBY	CRN	10851
Jan 13	Tue	12 wks	BBY		10853
Jan 14	Wed	12 wks	BBY		10857
Jan 15	Thr	12 wks	BBY		10886
Jan 17	Sat	0900-1200	12 wks	BBY	10887

### COMP 1405 MAINFRAME ASSEMBLER PROGRAMMING LANGUAGE 1

BBY \$322

Presents the first-level course of programming in Assembler on the IBM Mainframe computer. Prerequisite: COMP 1401 (65% or better) or equivalent data processing experience.

Jan 14	Wed	12 wks	BBY	CRN	10888
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### COMP 1410 MICROCOMPUTER PC ASSEMBLER PROGRAMMING LANGUAGE 1

BBY \$322

Presents a first-level course in programming using the Assembler Language on the IBM PC microcomputer. Prerequisite: COMP 1401.

Jan 16	Fri	12 wks	BBY	CRN	17076
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### COMP 1420 RPG PROGRAMMING LANGUAGE 1

BBY \$322

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.

Jan 13	Tue	12 wks	BBY	CRN	17903
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### COMP 1430 QUICK BASIC PROGRAMMING LANGUAGE 1

BBY \$322

Provides an understanding of Quick BASIC programming language as used on an IBM-type PC, including basic applications, validating input data, files, string handling, subroutines and writing reports. Prerequisite: COMP 1401.

Jan 12	Mon	12 wks	BBY	CRN	16478
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### COMP 1435 DATABASE PROGRAMMING LANGUAGE 1

BBY \$322

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.

Jan 15	Thr	12 wks	BBY	CRN	10909
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### COMP 1440 COBOL PROGRAMMING LANGUAGE 1

BBY \$258

Introduces all language components required to write simple business report programs. Prerequisite: COMP 1401 or 1405 or 1510.

Jan 15	Thr	12 wks	BBY	CRN	10920
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### COMP 1450 PASCAL PROGRAMMING LANGUAGE

BBY \$322

Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. Prerequisite: COMP 1401.

Jan 12	Mon	12 wks	BBY	CRN	10924
Jan 13	Tue	12 wks	BBY		12289

### COMP 1457 DELPHI PROGRAMMING LANGUAGE

BBY \$322

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. Prerequisite: COMP 1401.

Jan 14	Wed	12 wks	BBY	CRN	19799
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### COMP 2425 C PROGRAMMING LANGUAGE 1

BBY \$322

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. Prerequisite: COMP (1405 or 1410) and 1450.

Jan 12	Mon	12 wks	BBY	CRN	10889
Jan 15	Thr	12 wks	BBY		10890
Jan 17	Sat	0900-1200	12 wks	BBY	15939



# Computing & Information Technologies

## COMP 2455 SMALLTALK AND OOPS BBY \$322

Explores the exciting and influential trend to OOPs with respect to programmer productivity, graphical interfaces and symbolic programming using Smalltalk, the quintessential OOP Language. Prerequisite: IBM micro experience and a Level 1 programming language and COMP 3670.

Jan 15 Thr 12 wks BBY CRN 10957  
Jan 20 Tue 12 wks BBY 18483

## COMP 3425 C PROGRAMMING LANGUAGE 2 BBY \$322

Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. Prerequisite: COMP 2425.

Jan 14 Wed 12 wks BBY CRN 10955  
Jan 16 Fri 12 wks BBY 13554

## COMP 3475 C++ FOR OBJECT-ORIENTED PROGRAMMING BBY \$322

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. Prerequisite: COMP 3425 and 3670.

Jan 13 Tue 12 wks BBY CRN 10959  
Jan 16 Fri 12 wks BBY 17276

## COMP 4409 JAVA PROGRAMMING LANGUAGE LEVEL 1 BBY \$322

Provides a thorough introduction to the Java programming language and the Java distributed objects paradigm. Includes the Java language environment, creating user interfaces, developing multi-threaded applications, handling multimedia data types, and managing collections. Prerequisite: COMP 3670 and one level 2 programming language.

Jan 12 Mon 12 wks BBY CRN 17905

## WINDOWS PROGRAMMING

### COMP 1275 ACCESS DEVELOPMENT BBY \$431

Covers the process of designing applications using the Access Basic programming language. Explores the built-in application design features such as event properties, custom menus, and toolbars, controlling program flow, Data Access Objects (DAO), Recordsets, error handling and an introduction to SQL. Discusses in-depth coverage of Events, Modules, Procedures and Structures. NOTE: Data Access Objects is a very important aspect to Access. Prerequisite: COMP 1272 and 1401 and 1403 or equivalent experience.

Jan 15 Thr 12 wks BBY CRN 16953

### COMP 1403 WINDOWS PROGRAMMING CONCEPTS BBY \$322

Covers programming/design considerations common to Windows applications. Introduces Windows controls including dialog boxes, radio button, combo boxes, scroll bars. Uses Visual Basic as a tool to describe events, properties and basic control creations. Discusses the Software Development Life Cycle pertaining to Windows and common programming structures. Explores shortcut keys, window styles, menu creation, toolbars, OLE considerations, designing a help file, and the API. Prerequisite: COMP 1006 or 1007 or equivalent.

Jan 13 Tue 12 wks BBY CRN 15221

### COMP 1452 X WINDOWS PROGRAMMING 1 BBY \$322

Covers ways to combine the facilities provided by Xlib, Xt and Motif to form working applications for those who want to write applications using the X Window System. Includes configuration of X Resources, window manager interaction, programming with widgets, event and error handling in X Windows, color, graphics context text, font and X primitives, interclient communication, clipboard and selection mechanism. Prerequisite: COMP 1403.

Jan 18 Sun 0900-1200 12 wks BBY CRN 17079

### COMP 2473 DATABASE DEVELOPMENT WITH VISUAL BASIC 5 LEVEL 1 BBY \$322

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 and Systems Design and at least one PC programming language and Excel and Word basics.

Jan 16 Fri 12 wks BBY CRN 16480

### COMP 2495 VISUAL BASIC PROGRAMMING LANGUAGE 1 BBY \$322

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. Prerequisite: COMP 1403 and 1430.

Jan 12 Mon 12 wks BBY CRN 16891  
Jan 17 Sat\* 0900-1600 6 wks BBY 18731

\*every other

## COMP 3495 VISUAL BASIC PROGRAMMING LANGUAGE 2 BBY \$322

Expands on COMP 2495. Covers designing and building applications in VISUAL BASIC; interface design; objects and instances; debugging and handling run-time errors; graphics; responding to mouse events; recursion; communicating with other applications - Object Linking and Embedding (OLE); random files; accessing databases with data control; and Application Programming Interface (API). Prerequisite: COMP 2495.

Jan 14 Wed 12 wks BBY CRN 16481

## AS/400 COMPUTER

### COMP 1420 RPG PROGRAMMING LANGUAGE 1

See Programming Languages section.

### COMP 1632 INTRODUCING THE IBM AS/400 BBY \$322

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.

Jan 15 Thr 12 wks BBY CRN 10908

## SYSTEMS ANALYSIS/DESIGN

### COMP 1615 COMPUTER SYSTEMS INTRODUCTION 1 BBY \$258 DTC \$256.30

Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 1401.

Jan 13 Tue 12 wks BBY CRN 10907  
Jan 14 Wed 12 wks DTC 10906

### COMP 2615 COMPUTER SYSTEMS INTRODUCTION 2 BBY \$258 DTC \$256.30

Continues from COMP 1615. Develops analytical skills and basic computer systems design techniques. Prerequisite: COMP 1615.

Jan 12 Mon 12 wks BBY CRN 10936  
Jan 13 Tue 12 wks DTC 17904

### COMP 3635 CASE TECHNOLOGY BBY \$322

Examines how CASE Technology facilitates planning and design of systems using CASE tools as a design workbench. Prerequisite: Knowledge of structured techniques.

Jan 13 Tue 12 wks BBY CRN 12288

### COMP 3710 RELATIONAL DATABASE SYSTEMS BBY \$635

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.

Jan 12 Mon/Wed 12 wks BBY CRN 10647

### COMP 4660 INTRODUCTION TO SQL BBY \$165

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.

Jan 14 Wed 6 wks BBY CRN 17906

## NETWORKS/CLIENT SERVER

### COMP 2630 NOVELL NETWORK BBY \$322

Provides a complete overview of the Netware 4 operating system. Selection of equipment, Netware installation, and system administration responsibilities are discussed. Prerequisite: COMP 1001 and COMP 1007 and OPMT 1188.

Jan 14 Wed 1800-2100 12 wks BBY CRN 10941

### COMP 2665 LOCAL AREA NETWORK THEORY BBY \$322 DTC \$320.30

Develops skills to design and implement networks. Examines details of Ethernet, Arcnet, and Token Ring. Looks at, in this theory course, file server selections, cable and media installation, performance issues and managing problems. Prerequisite: COMP 1001 and 2605.

Jan 13 Tue 1800-2100 12 wks DTC CRN 15224  
Jan 15 Thr 1845-2145 12 wks BBY 10938

### COMP 3665 ADVANCED NETWORK DESIGN DTC \$320.30

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. Prerequisite: COMP 1001 or 1006 and 2665.

Jan 15 Thr 1730-2030 12 wks DTC CRN 16482

### COMP 4666 LAN INTERNETWORKING BBY \$322

Explores issues and software related to the internetworking of Novell Netware 4.1, Windows NT 4.0 Server, NT 4.0 Workstation, Linux (Unix) and Windows 95 operating system platforms. Provides hands-on experience interconnecting these platforms with TCP/IP and IPX protocols. Prerequisite: COMP 2630 or COMP 2665 or experience with Novell Netware, and COMP 1007 or equivalent.

Jan 12 Mon 12 wks BBY CRN 19337

## COMP 4940 CLIENT-SERVER COMPUTING 2 BBY \$633

Provides in-depth knowledge of principles and practices of client/server or distributed systems. Topics include specializations of the client, server & connectivity; system requirements; systems architecture; and study of components used to meet these requirements. Students design client/server applications using C++, ESQ, Oracle, and SUN RPC (Remote Procedure Call) on UNIX platform. Prerequisite: COMP 3940.

Jan 14 Wed/Fri 13 wks BBY CRN 18366

## DATA COMMUNICATION

### COMP 2605 DATA COMMUNICATIONS CONCEPTS 1 BBY \$258

Familiarizes students with data communication applications and related concepts. Prerequisite: Programming or systems design experience.

Jan 12 Mon 12 wks BBY CRN 10926  
Jan 13 Tue 12 wks BBY 10931

### COMP 3605 DATA COMMUNICATIONS CONCEPTS 2 BBY \$258

Continues from COMP 2605. Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 2605.

Jan 13 Tue 12 wks BBY CRN 10961

## UNIX

### COMP 1626 INTRO TO SCO UNIX SYSTEM V VCR \$503.30

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.

Jan 14 Wed 8 wks VCR CRN 18367

### COMP 2626 SCO UNIX SYSTEM ADMINISTRATION AND SHELL PROGRAMMING VCR \$1403.30

To provide technicians, engineers, system administrators and technical users who require a broad level of aptitude and understanding of SCO UNIX with the basic administrative tools and techniques. Examines the Bourne Shell and the uses of shell script. Prerequisite: COMP 1626.

Jan 13 Tue/Thr 9 wks VCR CRN 19335

### COMP 3645 UNIX WORKSHOP LEVEL 1 DTC \$322

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.

Jan 17 Sat 0900-1200 12 wks DTC CRN 10947

## INTERNET

### COMP 0401 INTERNET, THE WHY AND THE HOW BBY \$255

Seminar. Addresses the concepts of the Internet, and what is needed to apply these concepts as a user or a provider of Internet-based information. The client side includes hardware (modem, router or LAN-based), software (WWW browser, new, 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.

Jan 17 Sat/Sun 0900-1600 1 wknd BBY CRN 17883

### COMP 0403 WEB SITE IMPLEMENTATION/ADMIN BBY \$255

Seminar. Targeted at individuals potentially responsible for the setup and maintenance of a Web site (webmasters). Setup addresses host equipment needs, Internet connection, server software configuration and security. Maintenance addresses host system monitoring and management. Web site issues include setting up and maintaining the Web site content and information structure, all of the appropriate hyperlinks and related server-side applications. Hands-on involves configuring a typical Web site, monitoring and reporting some of the performance statistics available. Prerequisite: None.

Jan 24 Sat/Sun 0900-1600 1 wknd BBY CRN 17884

### 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.

Jan 31 Sat/Sun 0900-1600 1 wknd BBY CRN 17885

### 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.

Feb 7 Sat/Sun 0900-1600 1 wknd BBY CRN 17886

# Computing & Information Technologies

## 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. Prerequisite: Object-Oriented Programming Concepts.

Feb 14 Sat/Sun 0900-1600 1 wknd BBY CRN 17898

## COMP 0411 MULTIMEDIA ON THE INTERNET \$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.

Feb 21 Sat/Sun 0900-1600 1 wknd BBY CRN 17899

## COMP 1675 LOTUS NOTES INTRODUCTION BBY \$322

Introduces the concepts of workflow and its usage. A number of Notes databases will be developed to highlight the features of Lotus Notes. Prerequisite: COMP 1007 or COMP 1022.

Jan 14 Wed 12 wks BBY CRN 19334

## 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. Prerequisite: COMP 1267 or equivalent, and WWW user experience.

Jan 17 Sat 1300-1600 6 wks BBY CRN 17279

## COMP 4409 JAVA PROGRAMMING LANGUAGE LEVEL 1

See Programming Languages section

## COMPUTER GRAPHICS

## COMP 1811 3D MAX GRAPHICS LEVEL 1 VCR \$911.30

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. Prerequisite: COMP 1007 or COMP 1022, and experience using a drawing program.

Jan 13 Tue 12 wks VCR CRN 40012

## MULTIMEDIA

## MMSD 1010 COMPUTERS FOR DESIGNERS DTC \$397.30

Introduces art, media & design students, with little or no previous computer experience, to the concepts, terminology and techniques of computers applied to their field. Topics include: computer hardware, operating system platforms, applications software and content. Intended to give a platform-neutral treatment to the computer as a tool for creative endeavors. Prerequisite: none.

Jan 6 Tue 0900-1200 15 wks DTC CRN 19957

Jan 9 Fri 0900-1200 15 wks DTC CRN 19958

## MULTIMEDIA SOFTWARE DEVELOPMENT

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.

## MMSD 3610 JAVA PROGRAMMING 1 DTC \$320.30

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. Prerequisite: COMP 3670 and any Object-Oriented programming course.

Jan 12 Mon 12 wks DTC CRN 19865

## MMSD 3620 JAVA PROGRAMMING 2 DTC \$320.30

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. Prerequisite: (COMP 3640 or 3730) and (MMSD 3610 or COMP 4409).

Jan 13 Tue 12 wks DTC CRN 19866

## MMSD 4610 JAVA OBJECT-ORIENTED APPLICATION DESIGN DTC \$320.30

Addresses the design and implementation of Java programs that conform to the Java Management API. Topics include large-scale application design, JMAPI, integration with and support of application builder tools. Prerequisite: MMSD 3620 or permission of instructor.

Jan 14 Wed 12 wks DTC CRN 19867

## MMSD 4620 DATABASE CONNECTIVITY FOR JAVA DTC \$320.30

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.

Jan 15 Thr 12 wks DTC CRN 19868

For more information on courses currently under development and when they will be offered, phone (604) 451-7193, or visit our Web-site at [www.multimedia.bcit.bc.ca](http://www.multimedia.bcit.bc.ca)

## OTHER SPECIALTY

## COMP 1601 COMPUTERS IN BUSINESS BBY \$258

Familiarizes those who are not specializing in computers with terminology and concepts used in the computer industry. Prerequisite: COMP 1001 or 1006 and 1010 and 1015 and 1020 or CGA Tutorial or equivalent.

Jan 12 Mon 12 wks BBY CRN 10649

## COMP 2610 EXPLORING TECHNICAL ASPECTS BBY \$322

Covers the theory of microcomputer hardware standards, operating systems, semiconductor technology, peripheral devices. Prerequisite: COMP 1401.

Jan 13 Tue 12 wks BBY CRN 10932

## COMP 3640 OPERATING SYSTEMS CONCEPTS DTC \$320.30

Introduces basic principles of operating systems design and implementation. Topics include memory management, processor scheduling, disk organization, and file systems. Prerequisite: COMP 1450 and 2610.

Jan 14 Wed 1800-2100 12 wks DTC CRN 10960

## COMP 3670 UNDERSTANDING OBJECTS BBY \$258

Covers Object-Oriented concepts, fundamentals, essentials of the Object Model, and real-world problems using object-oriented analysis. Prerequisite: COMP 2615 or equivalent.

Jan 14 Wed 12 wks BBY CRN 11138

## COMP 4965 COMPUTER ANIMATION FUNDAMENTALS DTC \$633.30

Introduces digital animation. Topics include classic animation principles and practices for three-dimensional character animation, and a look at the finer points of modeling, rendering and lighting. Students use Martin Hash's 3D Animation program to render their final animation to VHS. Prerequisite: COMP 3960 or permission of the instructor.

Jan 12 Mon/Wed 12 wks DTC CRN 18375

## DENTAL RECEPTION

## COMP 0285 DENTAL OFFICE SYSTEM/WINDOWS DTC \$278.30

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. Prerequisite: Dental or Medical office experience or completion of a Dental Receptionist program.

Jan 13 Tue 1800-2100 10 wks DTC CRN 17396

## COMP 0885 DENTAL RECEPTIONIST DTC \$453.30

Presents the skills to become a dental receptionist. Includes communications, professional manner development, telephone techniques, scheduling and billing procedures, dental terminology, accounting, and insurance companies' protocol. Upon successful completion, students may enhance their skills during a practicum in a dental office. Prerequisite: None.

Jan 12 Mon/Thr 1800-2100 10 wks DTC CRN 18372

For other computer courses, please see section: Business, Media Techniques for Business, Engineering Technology, Computer Aided Design.

Refer to **Electrical and Electronic Technology** for the following courses:

TCMP 0101 Introduction to Computers for Electricians  
TCMP 0130 PC Systems & Interconnections  
TELX 0137 Small Office/Business Equipment Requirements  
TELX 0179 Microcomputer Systems Maintenance

## MICROSOFT PRODUCTS

The Computer Systems Technology is pleased to continue to offer courses covering Microsoft Applications, many of which are part of Microsoft Office. Please see the section **Applications** for more details about the following courses:

### Quick Tours (version 97)

COMP 0250 MS Office for Windows  
COMP 0260 Excel for Windows  
COMP 0265 Word for Windows  
COMP 0270 PowerPoint for Windows

### In-depth coverage

COMP 1006 Understanding Windows 1  
COMP 1007 Understanding Windows 95  
COMP 1009 Exploring Windows (correspondence)  
COMP 1261 Excel 1  
COMP 1262 Excel 2  
COMP 1263 MS Project/Windows Level 1  
COMP 1264 MS Project/Windows Level 2  
COMP 1266 WORD for Windows 1  
COMP 1267 WORD for Windows 2  
COMP 1270 Microsoft Access 1  
COMP 1271 Microsoft Access 2  
COMP 1272 MS Access 3 Build Applications  
COMP 1275 Access Development  
COMP 1281 Microsoft PowerPoint 1  
COMP 1282 Microsoft PowerPoint 2

Guided Self Learning & Pacing (version 95) see Applications Self-Guided Learning section.

One Day Intensive Training see Office Efficiency and Skills section

Please refer to our **Windows Programming** section for more details about the following courses:

COMP 1403 Windows Concepts/Programming  
COMP 2473 Database Development with Visual Basic  
COMP 2495 Visual BASIC Programming Language 1  
COMP 3495 Visual BASIC Programming Language 2

BCIT is a Microsoft Solution Provider.

## SUMMER CAMPS

Please watch our April flyer for "Discover Summer at BCIT" kid's summer camp programs scheduled for the summer of 1998.

## LATE-BREAKING COURSE INFORMATION

Because of rapidly changing technology, new courses may become available after the publication of this flyer. Call the Computer Systems Technology, Part-time Studies Information line (604) 451-6978 (24 hours a day) for the latest course additions.

## SATISFACTION GUARANTEED

The Computer Systems Technology stands behind its Part-time Studies courses. If you are not satisfied with any CST (COMP) course in this flyer, send us a letter within three months of course completion (preferably on your company letterhead), and you can repeat any or this entire course without charge!

### Conditions:

1. You must have passed the original course with at least 60%.
2. May be subject to course and seat availability.
3. Quick Tour and seminar courses are not included.
4. Course will be repeated on an 'Audit' basis only, the original mark will not be altered.

## PRIOR LEARNING ASSESSMENT (PLA)

Students who successfully demonstrate that they already have the skills and knowledge taught in a variety of computer courses will be awarded appropriate academic credit. To determine whether the desired courses are available through PLA, the fee for this service, or to apply for the assessment, contact the PLA Coordinator, Bill Howorth at (604) 451-7188.



# Construction

## CLASS TIMES

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

BURNABY (BBY) 1845-2145  
DOWNTOWN CAMPUS (DTC) 1730-2030

## ADVANCED DIPLOMA AND DEGREE PROGRAMS FAX: (604) 432-9572

Advanced Diploma and Degree Programs are designed for working professionals who wish to expand their skills and formalize what they have learned on the job. Candidates can focus on advancing skills in a technical specialty or in technology management.

Both types of programs provide working professionals with formal advanced level training in specialized technologies that meet the needs of specific industries.

Advanced Studies Programs available in Construction include:

- Construction Management

Degree Programs available in Construction include:

- Environmental Engineering Technology

Proposed Bachelor of Technology Degree Programs in Construction include:

- Construction Management

Courses are delivered in flexible formats to meet the job needs and family commitments of adult learners. This format allows candidates to continue with their careers while participating in the program.

Entry into these Advanced Programs generally requires graduation from a BCIT two-year Technology Diploma Program, or equivalent, or a university degree with related work experience. Some programs may have additional prerequisites.

## ADVANCED STUDIES IN CONSTRUCTION MANAGEMENT (604) 451-6898 (604) 432-8586

### Advanced Studies in Construction Management

BCIT is developing various courses to help people advance in construction careers. The courses have been developed, and will be taught, by specialists in the construction industry. Courses will be offered in: Construction Finance; Contract Law; Industrial Relations; Technical Writing; Construction Management (Project Controls); Bid and Tender Procedures; Documentation; Quality and Assurance; Interpersonal Skills; Labor Law.

### Proposed Bachelor of Technology in Construction Management

In addition, BCIT is currently developing a Bachelor of Technology Degree in Construction Management that will recognize these advanced courses. The format for the proposed degree includes 36 credits of core courses, a 12 credit industry-based project and 12 credits of Liberal Arts courses. The advanced courses indicated above are compatible with the proposed Bachelor of Technology degree. Students may apply credits they earn now toward the degree at a future date.

### Prerequisite:

Students may register for the following courses if they have industry experience and any one of the following: BCIT diploma in engineering technology or equivalent, university degree in engineering, a degree or diploma in Architecture, Bachelor of Science degree in math or science. The department may also count a combination of work experience and other educational background on an individual basis.

### BLDD 7003 CONSTRUCTION PROJECT CONTROLS 3 BBY \$172

Deals with the assimilation of BLDD 7001 and BLDD 7002 and provides hands-on computer lab time with more advanced techniques such as expert systems and simulation. Prerequisite: BLDD 7001 and BLDD 7002.

Jan 13 Tue 1845-2145 6 wks BBY CRN 18004

### BLDD 7004 CONSTRUCTION LAW FOR THE CONSTRUCTION MANAGER DTC \$417.30

Provides construction managers an in depth analysis on the common types of legal problems regarding construction contracts, performance, claims and stress. Includes the measures that need to be taken in order to minimize claims and litigation. Prerequisite: Diploma or degree in a related field or departmental approval.

Jan 8 Thr 1730-2030 12 wks DTC CRN 18475

### BLDD 7006 QUALITY ASSURANCE IN CONSTRUCTION BBY \$511

Teaches techniques and methods that will enable an individual to assess, monitor and maintain high quality standards for finished construction works. Prerequisite: Diploma or degree in a related field or departmental approval.

Jan 14 Wed 1845-2145 18 wks BBY CRN 19234

## BACHELOR OF TECHNOLOGY IN ENVIRONMENTAL ENGINEERING TECHNOLOGY

(604) 451-6906 (604) 432-8344  
e-mail: mmccormi@bcit.bc.ca

VISIT OUR HOME PAGE AT:  
[www.bcit.bc.ca/Programs/Adp/Post/Degrees/eeng\\_adp\\_programs.htm](http://www.bcit.bc.ca/Programs/Adp/Post/Degrees/eeng_adp_programs.htm)

BCIT now offers a Bachelor of Technology degree in Environmental Engineering Technology. For more information about this program, please refer to the Bachelor of Technology Degree Studies section on page 9 of this flyer.

## BUILDING TECHNOLOGY (604) 432-8586

Note: Early registration is advised for Building Technology courses. Space is limited

### BLDG 0001 BUILDING YOUR OWN HOUSE BBY \$172

Demonstrates how to build your house within a budget. Beginning with site and design selection, the participant is guided through the permit, budget and construction process. Also covers the various contracting alternatives and selection of trade contractors. This course will be of interest to property owners and first time house builders.

Jan 15 \*Thr 1845-2145 5 wks BBY CRN 17825

\*BLDG 0001 (CRN 17825) also includes a field trip Saturday, February 7, 1998. Time: 1030-1330

Feb 26 \*Thr 1845-2145 5 wks BBY 19899

\*BLDG 0001 (CRN 19899) also includes a field trip Saturday, March 21, 1998. Time: 1030-1330

### BLDG 0002 HOUSE RENOVATIONS BBY \$175

Covers the basic requirements for starting a home renovation, and answers the following questions: Who is involved? What do we need to know to begin? Where can we add floor area to a house? When will it be finished? How much will it cost? Why is it a good idea to renovate? The course will consist of lectures and take-home assignments. Prerequisite: Some familiarity of house construction.

Jan 13 Tue 1845-2145 8 wks BBY CRN 18359

### BLDG 1725 RESIDENTIAL LANDSCAPE DESIGN BBY \$175

An overview of the landscape and construction process with an emphasis on student initiated projects. Of interest to homeowners and gardeners who wish to expand their design fluency and to landscape professionals wishing to expand their range of services.

Jan 14 Wed 1845-2145 8 wks BBY CRN 18396

### BLDG 1805 B.C. BUILDING CODE: SINGLE FAMILY DWELLINGS BBY \$258

Gives students a working knowledge of Part 9 of the 1992 B.C. Building Code for single family dwellings and accessory buildings. Prepares students to check plans, inspect buildings and deal with questions relating to Part 9 of the B.C. Building Code. Covers acceptable materials, systems, and methods used in housing construction. Students must bring B.C. Building Code to the first class. Prerequisite: BLDG 1970 and 2970 or knowledge of building construction.

Jan 14 Wed 1845-2145 12 wks BBY CRN 19252

Note: Students who wish to write the B.O.A.B.C. Level 1 Certification exam should register for either BLDG 1805, listed above, or BLDG 1810, listed in the Engineering Technology Distance Education section of this flyer. Contact Roz Hobbs, 270-9516 at B.O.A.B.C. to determine eligibility and to schedule an examination.

### BLDG 1820 B.C. BUILDING CODE: GENERAL BBY \$383

Examines the purpose, scope and contents of the B.C. Building Code, with specific study of Part 3, Use and Occupancy. Based on the 1992 edition of the B.C. Building Code, 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.

Feb 4 Wed 1845-2145 18 wks BBY CRN 11232

### BLDG 1825 BC BUILDING CODE: AND SMALL BUILDINGS BBY \$258

Examines Part 9 of the 1992 B.C. Building Code with specific study of acceptable materials, systems and methods of construction applicable to multi-unit and small commercial and industrial buildings. Covers plan checking and inspection techniques. Prepares students to deal with issues relating to Part 9 of the B.C. Building Code. Some duplication of material covered in BLDG 1805. Students must bring the B.C. Building Code to the first class. Prerequisite: BLDG 1970 and BLDG 2970 or knowledge of building construction.

Jan 15 Thr 1845-2145 12 wks BBY CRN 18354

### BLDG 1900 CONSTRUCTION INDUSTRY PROCEDURES BBY \$258

Presents an overview of the established methods and procedures vital to the construction industry today. Topics include the basis of building development, bidding and contracting construction contracts, specifications and estimating

Jan 15 Thr 1845-2145 12 wks BBY CRN 17823

### BLDG 1905 CONSTRUCTION SITE PROCESSES AND SCHEDULING BBY \$258

Covers job site management. Planning, implementation and control of site construction processes. Scheduling and supervision of construction activities

Jan 15 Thr 1845-2145 12 wks BBY CRN 10592

### BLDG 1950 COMMUNICATION AND REPORT WRITING FOR HOUSE INSPECTION BBY \$291

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. Prerequisite: English 12 or equivalent

Jan 14 Wed 1845-2145 12 wks BBY CRN 16380

### BLDG 2700 DRAFTING AND DESIGN 2: ARCHITECTURAL PRESENTATION BBY \$514

Continues from BLDG 1700. Develops skills to produce presentation drawings required for building development permits. Covers techniques necessary for creating three-dimensional drawing presentations. Enables students to recognize and distinguish between the various building systems employed in different historical periods. This course will be of special interest to persons in design, drafting, planning and construction of buildings. Prerequisite: BLDG 1700 or architectural drafting.

Jan 13 Tue/Thr 1845-2145 12 wks BBY CRN 10598

### BLDG 2730 CONSTRUCTION 2A BBY \$382

Continues from BLDG 1730. Topics include western frame and modified post and beam construction, details for fireplaces, stairs, doors and windows, further development of working drawings to include these elements. Prerequisite: BLDG 1730.

Jan 12 Mon/Wed 1845-2145 9 wks BBY CRN 10601

### BLDG 2735 CONSTRUCTION 2B BBY \$382

Covers further development of working drawings to include the elements covered in BLDG 2730. Prerequisite: BLDG 2730.

Mar 23 Mon/Wed 1845-2145 9 wks BBY CRN 10602

### BLDG 2760 CONSTRUCTION ESTIMATING 2 BBY \$258

Continues from the studies introduced in BLDG 1760 and covers the construction details found in more sophisticated structures. Expands on the topics of BLDG 1760 and introduces sections 5, 6 and 7 covered by the CIQS Standard Method of Measurement in preparation for CIQS EXAM 202. Prerequisite: BLDG 1760 or departmental approval.

Jan 15 Thr 1845-2145 12 wks BBY CRN 10605

### BLDG 2840 ARCHITECTURAL CAD 1 BBY \$445

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: Basic drafting knowledge and computer literacy.

Jan 14 Wed 1845-2145 12 wks BBY CRN 18959

### BLDG 2845 ARCHITECTURAL CAD 2 BBY \$445

Emphasizes the production of 2D/2D drawings for the architectural environment using the SoftDesk Architectural products (AutoCAD third party software). The student will progress from basic drawings to the generation of more advanced projects using the customized SoftDesk template. Prerequisite: BLDG 2840 or AICO 1000.

Jan 14 Wed 1845-2145 12 wks BBY CRN 18960

### BLDG 2850 ARCHITECTURAL CAD 3 BBY \$445

Presents a comprehensive and easy-to-use visualization platform for ARCHITECTS, ENGINEERS and other DESIGN PROFESSIONALS. 3D Studio VIZ also provides for easy animation of 3D models and environments with an exclusive one-button "Animate" feature. Additionally, 3D Studio VIZ gives designers the freedom to change designs at any stage. Several new CAD capabilities are featured for the first time in the 3D Studio platform. Prerequisite: BLDG 2840 or AICO 1000 or basic AutoCAD.

Jan 15 Thr 1845-2145 12 wks BBY CRN 18961

### BLDG 2915 HOUSE INSPECTION 1 BBY \$458

Provides students with practical and theoretical information required to inspect existing houses for visible and hidden defects. It is the first of a series of courses proposed to meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for Certified Property Inspector (CPI). A final grade of 70% or better is required by ASTTBC and is also one of the prerequisites for BLDG 2925 House Inspection 2. Prerequisite: A thorough understanding and knowledge of house construction.

Jan 13 Tue 1845-2145 12 wks BBY CRN 12496



# Construction

## BLDG 2925 HOUSE INSPECTION 2 BBY \$506

Demonstrates how to analyze the major components/systems in built houses, with special emphasis on identification of problems inherent in these systems. The course includes a Sunday field trip. This is one of the courses proposed to meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for Certified Property Inspector (CPI). A final grade of 70 per cent or better is required by ASTTBC. Prerequisite: BLDG 2915 with a final grade of 70 per cent or better, knowledge of components/systems in houses as well as knowledge of Part 9 of the B.C. Building Code.

Jan 14 \*Wed/Thr 1845-2145 6 wks BBY CRN 15678  
\*BLDG 2925 also includes a field trip Sunday February 15, 1998.  
Time: 1030-1430

## BLDG 2970 CONSTRUCTION MATERIALS AND METHODS 2 BBY \$258

Acquaints students with the manufacturing process of various materials and emphasizes the methods in which these materials are implemented in a construction project. Topics include materials and methods dealing with wood and plastics, thermal and moisture protection, doors, windows and glazing, interior and exterior finishes. This course is a prerequisite for BLDG 1805.

Jan 14 Wed 1845-2145 12 wks BBY CRN 13501

## BLDG 3840 COMPUTER CONSTRUCTION ESTIMATING BBY \$424

Covers measurement and pricing of construction work using TIMBERLINE Precision Estimating Software. Covers "take-off" procedures, building databases and designing simple work packages. Prerequisite: BLDG 1760 or construction estimating experience with departmental approval.

Jan 12 Mon 1845-2145 12 wks BBY CRN 10606

## BLDG 3875 CONSTRUCTION LAW IN PROJECT MANAGEMENT BBY \$258

Provides construction professionals (architects, engineers, project managers, superintendents and estimators) with an understanding of the basic principles of law as it applies to building construction projects. Includes contract formation and interpretation; negligence law; bonding and insurance; labor law and industrial relations; builders' liens; delay and acceleration claims; and sale of goods legislation. Prerequisite: Knowledge of construction industry procedures.

Jan 14 Wed 1845-2145 12 wks BBY CRN 10604

## BLDG 3970 CONSTRUCTION MATERIALS AND METHODS 3 BBY \$258

Continues from BLDG 2970. Covers the composition and uses of materials found in Masterformat sections 10, 11, 12, 13, 14, 15 and 16 with additional study of larger scale site and municipal servicing including water supplies and sewers.

Jan 13 Tue 1845-2145 12 wks BBY CRN 40247

## BLDG 4730 BUILDING ENVELOPE PERFORMANCE BBY \$278

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 vapor barriers for pressure equalized rainscreens and face-sealed systems. Prerequisite: Some knowledge of building construction.

Jan 13 Tue 1845-2145 12 wks BBY CRN 18355

## BLDG 5765 CONSTRUCTION COST CONTROL BBY \$339

Demonstrates the application of cost control concepts and procedures for controlling costs of construction projects. Covers project cost reporting, analysis, and the interaction between project schedule and project cash. Demonstrates the establishment of cost trends and projections. This course will be of interest to contractors, construction project managers, developers, QSSBC students preparing for Examination Subject 305 and anyone involved in maintaining financial control of construction projects. Prerequisite: A thorough knowledge of construction work measuring, pricing and bidding procedures and financial accounting.

Jan 12 Mon 1845-2145 12 wks BBY CRN 16381

Note: The Building Technology is developing a new program in Construction Operations and Supervision. Please see the following:

## BUILDING TECHNOLOGY CONSTRUCTION OPERATIONS AND SUPERVISION CERTIFICATE PROGRAM (604) 432-8586 (604) 451-6898

BCIT and the Amalgamated Construction Association (ACA) have teamed up to offer a multi-level, part time studies training program for people who wish to enter the construction industry and for people already in the industry who wish to enhance their career potential.

The program is open to anyone, subject to minimum entrance requirements (Grade 10) and is specifically designed to accommodate both high school graduates and people with a trades background.

Construction Operations Program Requirements	Credits
BLDT 1010 Applied Construction Mathematics	3.0
BLDT 1020 Construction Drawings	2.0
BLDT 1030 Site Processes in Construction	2.0
BLDT 1040 Basic Estimating with Computer Applications	2.0
BLDT 1050 Technical Writing and Communication Skills	3.0
BLDT 1060 Basic Management Skills	2.0
BLDT 1070 Construction Ethics and Site Safety	0.5
BLDT 1080 Basic Environmental Considerations	0.5

Construction Supervision Program Requirements	Credits
BLDT 2010 Construction Documents and Contracts	3.0
BLDT 2020 Basic Management Skills	3.0
BLDT 2030 Technical Writing/Interpersonal Skills	3.0
BLDT 2040 Basic Construction Design Principles	5.0
BLDT 2050 Behavior of Materials in Construction	2.0
BLDT 2060 Computer Applications in Construction	2.0
BLDT 2070 Safety Legislation	0.5
BLDT 2080 Environmental Legislation	0.5

## COURSES OFFERED WINTER 1998 TERM

### BLDT 1050 TECHNICAL WRITING AND COMMUNICATION SKILLS BBY \$280

Familiarizes the technical writer with some basic formats and conventions of documents used in the construction industry. Topics include memos, short letters, facsimiles, agendas and minutes or notes of job-site and office meetings. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program.

Jan 15 Thr 1845-2145 13 wks BBY CRN 17819

### BLDT 1060 BASIC MANAGEMENT SKILLS BBY \$150

Introduces basic management skills for construction site supervision. It is intended to assist students to develop skills and attributes necessary to attain the goal of becoming an effective manager. Through interactive learning, participants will gain understanding of the dynamics and processes of teamwork, decision making, leadership, managing change and conflict resolution in the construction-contracting environment. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program.

Jan 13 Tue 1845-2145 7 wks BBY CRN 19626

### BLDT 1070 CONSTRUCTION ETHICS AND SITE SAFETY BBY \$70

Enables students to understand the primary goals of a code of ethics. The student will also be able to identify the various associations within the construction industry and the codes of ethics under which each organization operates. The student will be able to understand the system through which safety in the construction industry is regulated, funded, monitored and enforced. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program.

Mar 3 Tue 1845-2145 3 wks BBY CRN 17821

### BLDT 2040 BASIC CONSTRUCTION DESIGN PRINCIPLES BBY \$506

Instructs students in basic design principles of statics. These principles will then be applied to different modes of construction such as earthworks, wood and timber, steel and concrete and formwork. Prerequisite: Successful completion of Construction Operations program or department approval.

Jan 14 Wed 1845-2145 20 wks BBY CRN 19258

### BLDT 2050 CONSTRUCTION MATERIALS AND ASSEMBLIES BBY \$230

Presents a conceptual introductory course that acquaints students with the materials and assemblies encountered in project work from Divisions 1 through 10. Students learn how the physical properties of the materials are derived and how these properties are implemented in the construction project. Students will be able to perform work which relies on the skills and knowledge learned to select, handle, purchase and measure materials as part of the project technical/management team. Prerequisite: Successful completion of Construction Operations program or department approval.

Jan 12 Mon 1845-2145 10 wks BBY CRN 19830

## CARPENTRY (604) 432-8556

### CARP 0100 CARPENTRY CQ REFRESHER BBY \$470

Prepares participants for the Carpenter Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labor to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Jan 20 Tue/Thr 1830-2130 10 wks BBY CRN 10077  
Jan 20 Tue/Thr 1830-2130 10 wks BBY 19282

### CARP 0110 BLUEPRINT READING FOR CONSTRUCTION BBY \$383

Teaches those working in the construction trades to read blueprints. Students should have related building trade experience, although it is not mandatory.

Jan 20 Tue/Thr 1830-2130 6 wks BBY CRN 10067

### CARP 0115 CONSTRUCTION SUPERVISION AND PROJECT MANAGEMENT BBY \$530

Introduces supervisory skills to those with competent trade skills in the construction industry. Includes scheduling, cost control and administration.

Jan 20 Tue/Thr 1830-2130 8 wks BBY CRN 10081

### CARP 0120 CONSTRUCTION ESTIMATING — BASIC BBY \$383

Prepares trades people to cost estimate and bid on residential and renovation construction projects.

Jan 19 Mon/Wed 1830-2130 6 wks BBY CRN 19283

### CARP 0130 PLATFORM FRAMING AND LAYOUT BBY \$470

Covers the basics of residential wood-frame construction methods covering typical wood-frame techniques. Includes floors, walls and trusses. CSA approved work boots with steel toes required.

Jan 19 Mon/Wed 1830-2130 8 wks BBY CRN 10087

### CARP 0155 INTERIOR FINISHING CARPENTRY BBY \$437

Enables carpenters to complete interior residential finishing to professional standards. Recommended for students who are carpenters or for those who have worked in the trade for over 2 years. CSA approved work boots with steel toes required.

Jan 24 Sat 0830-1430 6 wks BBY CRN 17932

### CARP 0157 CONTRACTING FOR RESIDENTIAL CONSTRUCTION BBY \$530

Demonstrates how to build a project on time and budget. Teaches site and design selection, permits and inspections required, estimating, budget and schedule control, and the construction process with scheduling and supervision of construction activities. Covers various contracting alternatives and selection of trade contractors. This will be of interest to construction workers, property owners and novice homebuilders.

Jan 19 Mon/Wed 1830-2130 8 wks BBY CRN 17933

## CIVIL AND STRUCTURAL ENGINEERING TECHNOLOGY (604) 451-6969 (604) 432-8521

### CIVIL 1000 STATICS BBY \$506

Examines the external and internal forces on statically determinate structures with an emphasis on civil engineering practice. Course includes snow and wind loading. Prerequisite: MATH 1011 recommended.

Jan 12 Mon/Thr 1845-2145 12 wks BBY CRN 17363

### CIVIL 1522 CIVIL CONSTRUCTION I BBY \$223

Examines the organization, costing and sequences of construction activities for a typical construction project. Emphasis will be placed on drawing interpretation, quantity take-offs and estimating costs. An overview of construction equipment and concepts of ownership and operating costs will complete the course. Prerequisite: Basic knowledge of Civil engineering construction.

Jan 12 Mon 1845-2145 10 wks BBY CRN 19825

### CIVIL 1540 HYDROLOGY I BBY \$171

Introduces the terminology, concepts and fundamentals of hydrology as related to the Engineering technologies.

Jan 13 Tue 1845-2145 8 wks BBY CRN 19826

### CIVIL 3121 URBAN STREET DESIGN BBY \$223

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. Prerequisite: CIVL 1622, 2003.

Jan 12 Mon 1845-2145 10 wks BBY CRN 16375





# Construction

**CIVL 4620 MUNICIPAL SERVICES 2** BBY \$223  
 Illustrates the detail design procedures for both gravity sanitary sewers and pressurized water distribution systems. Detailed calculations, plan and profiles and computer simulation of a water distribution system are incorporated to show actual design procedures. Details of common materials and allowances are also discussed. Prerequisite: CIVL 2541, 3620.

Jan 15 Thr 1845-2145 10 wks BBY CRN 19827

## CONSTRUCTION (604) 432-8556

**CNST 0105 INDUSTRIAL RIGGING BASIC** BBY \$185  
 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.

Jan 20 Tue/Thr 1900-2130 3 wks BBY CRN 17944

## DRAFTING (604) 432-8556

**DRFT 0101 DRAFTING 1** BBY \$371  
 Provides a foundation in basic drafting. Includes equipment and tools, line work, lettering, applied mathematics, plane geometry, dimensioning, and sections.

Jan 26 Mon/Wed 1830-2130 7 wks BBY CRN 10220  
 Jan 27 Tue/Thr 1830-2130 7 wks BBY 10222

**DRFT 0102 DRAFTING 2** BBY \$371  
 Expands on the basic drafting course and allows students to progress into their drafting specialty. Prerequisite: DRFT 0101.

Jan 26 Mon/Wed 1830-2130 7 wks BBY CRN 10225

**DRFT 0106 COMPUTER ASSISTED DRAFTING 1** BBY \$371  
 Introduces the use of computers as a tool in drafting. Includes the basic operations, commands, layout techniques and plotting processes used in a drafting office. Prerequisite: DRFT 0101 or instructor evaluation.

Jan 27 Tue/Thr 1830-2130 7 wks BBY CRN 10229

**DRFT 0111 DRAFTING SPECIALIZATION: PROCESS PIPING 1** BBY \$371  
 Introduces fittings, pipes, valves and welding symbols, and basics of isometric drawings. Students will be responsible for producing shop drawings.

Jan 26 Mon/Wed 1830-2130 7 wks BBY CRN 10227

## DRYWALL (604) 432-8556

**DRYW 0101 WALL AND CEILING CQ REFRESHER** BBY \$421  
 Prepares participants for the Wall and Ceiling Installer Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labor to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Mar 7 Sat 0800-1400 5 wks BBY CRN 10100

**DRYW 0110 RENOVATIONS: METAL STUD, DRYWALL** BBY \$470  
 Designed to give a tradesperson and/or handyperson/homeowner a good basic understanding of how to frame with metal studs, install drywall and corner beads, and drywall taping and finishing.

Mar 7 Sat 0800-1400 5 wks BBY CRN 17934

## GLAZING (604) 432-8556

**GLAZ 0100 GLAZING CQ REFRESHER** BBY \$470  
 Prepares participants for the Glazier Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labor to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Jan 13 Tue/Thr 1800-2100 10 wks BBY CRN 17935

## JOINERY (604) 451-7168

**JOIN 0202 CAD 2D FOR WOOD PROCESSING** BBY \$365  
 Uses AutoCAD to train in two-dimensional CAD concepts relating to wood processing. Basic CAD training is an advantage for efficient operation of CNC equipment. Prerequisite: Prior computer experience and basic drafting knowledge.

Feb 2 Mon-Fri 0730-1430 1 wk BBY CRN 19290

**JOIN 0211 MORBIDELLI MACHINE OPERATOR LEVEL 1** BBY \$485  
 Prepares new operators to use a Morbidelli machining centre. Explains safe set-up and operation of the machine and basic maintenance and troubleshooting. Machine used during the course is a Morbidelli model 504. Prerequisite: Prior computer experience.

Jan 26 Mon-Fri 0730-1430 1 wk BBY CRN 18338

**JOIN 0212 MORBIDELLI MACHINE OPERATOR LEVEL 2** BBY \$585  
 Builds on the skills acquired in JOIN 0211. Emphasis on production techniques and jigs and the skills required to program simple drilling and routing operations at the machine controller. Students will be introduced to the concepts of parametric programming. Objective is to increase productivity by providing the knowledge to expand equipment use. Prerequisite: JOIN 0211.

Feb 16 Mon-Fri 0730-1430 1 wk BBY CRN 19629

**JOIN 0213 BIESSE MACHINE OPERATOR LEVEL 1** BBY \$485  
 Prepares new operators to use a Biesse machining centre. Explains safe setup and operation of the machine and basic maintenance and troubleshooting. Machine used during the course is a Biesse model 346. Prerequisites: Prior computer experience.

Jan 19 Mon-Fri 0730-1430 1 wk BBY CRN 17960

**JOIN 0214 BIESSE MACHINE OPERATOR LEVEL 2** BBY \$585  
 Builds on the skills acquired in JOIN 0213. Emphasis on production techniques and jigs and the skills required to program simple drilling and routing operations at the machine controller. Students will be introduced to the concepts of parametric programming. Objective is to increase productivity by providing the knowledge to expand equipment use. Prerequisite: JOIN 0213 or prior experience.

Feb 9 Mon-Fri 0730-1430 1 wk BBY CRN 19285

**JOIN 0225 ASPAN CAD/CAM** BBY \$585  
 Focuses on the Morbidelli "Aspan" CAD/CAM software. Part drawing and program generation using Aspan is for those who wish to make full use of this manufacturer's package. Prerequisite: JOIN 0211, JOIN 0202 or prior CAD training.

Mar 9 Mon-Fri 0730-1430 1 wk BBY CRN 17942

**JOIN 0226 ROVER CAD/CAM** BBY \$585  
 Focuses on the Biesse "Rover" CAD/CAM software. Part drawing and program generation using Rover is for those who wish to make full use of this manufacturer's package. Prerequisites: JOIN 0213, JOIN 0202 or prior CAD training.

Mar 2 Mon-Fri 0730-1430 1 wk BBY CRN 17964

## MATHEMATICS FOR TRADES (604) 432-8205

**TMAT 0120 INDUSTRIAL MATHEMATICS** BBY \$305  
 Upgrades trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Each student will receive assignments based on their own trade area.

Jan 20 Tue/Thr 1900-2200 8 wks BBY CRN 19303

## PAINTING AND DECORATING (604) 432-8556

**PDEC 0100 PAINTING/DECORATING CQ REFRESHER** BBY \$470  
 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 Labor to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half years experience in the trade.

Jan 20 Tue/Thr 1800-2100 10 wks BBY CRN 10103

**PDEC 0120 COMMERCIAL FAUX FINISHING** BBY \$470  
 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.

Jan 17 Sat 0900-1400 8 wks BBY CRN 16246

## PIPING (604) 432-8556

Most piping courses require textbooks available at the BCIT Bookstore.

**PPGS 0103 PLUMBING CQ REFRESHER** BBY \$470  
 Prepares participants 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 Labor is required before enrolling.

Feb 2 Mon/Wed 1830-2130 10 wks BBY CRN 19286

**PPGS 0105 CROSS CONNECTION CONTROL** BBY \$437  
 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.

Jan 12 Mon/Wed 1830-2130 7 wks BBY CRN 10108

**PPGS 0106 CROSS CONNECTION CONTROL PROGRAM MANAGER** BBY \$405  
 Designed to assist those responsible for implementing and operating cross connection control programs. Those currently certified as testers will also find this course develops needed skills in hazard identification and evaluation. Includes program implementation, bylaws and codes, assessing degree of hazards, developing and conducting a site survey, and review of computer data management software. Prerequisite: Current certification in cross connection control. There will be an additional fee to write the AWWA Cross Connection Control Program Manager exam.

Mar 2 Mon/Wed 1830-2130 5 wks BBY CRN 18323

**PPGS 0110 GAS FITTER B LICENCE** BBY \$570  
 Prepares students to write the examination for a Gas Fitter B Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. Provincial Class B examination fee is additional. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required and recommended before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration.

Jan 13 Tue/Thr 1830-2130 14 wks BBY CRN 10403

**PPGS 0200 GAS FITTER A LICENCE: DISTANCE EDUCATION** \$810  
 A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second two-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

January CRN 18210  
 February 18211  
 March 18212

**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 Licence. Text required for first night of class: Canadian Electrical Code Part 1 (1994 Edition).

Jan 13 Tue/Thr 1830-2130 2 wks BBY CRN 19762  
 Feb 17 Tue/Thr 1830-2130 2 wks BBY 17941  
 Mar 3 Tue/Thr 1830-2130 2 wks BBY 19763

**PPGS 0120 CLASS C APPLIANCE SERVICE** BBY \$570  
 Prepares students to write the exam to qualify for Gas Fitter C Licence and is a requirement of the Ministry of Municipal Affairs, Gas Safety Branch. Provincial Class C examination fee is additional.

Jan 12 Mon/Wed 1830-2130 14 wks BBY CRN 18781  
 Jan 13 Tue/Thr 1830-2130 14 wks BBY 14163

**PPGS 0121 SERVICING GAS FORCED AIR FURNACES** BBY \$425  
 Covers installation instructions, service information, sequence of operation, control drawings, testing, equipment, and troubleshooting of gas fired forced air furnaces. Prerequisite: Must have current C, B, or A Gas Licence.

Jan 14 Wed/Mon 1830-2130 6 wks BBY CRN 18191  
 Mar 4 Wed/Mon 1830-2130 6 wks BBY 19291

**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.

Feb 7 Sat 0830-1430 4 wks BBY CRN 10410  
 Mar 14 Sat 0830-1430 4 wks BBY 15263

# Construction

## PPGS 0140 HYDRONIC SYSTEMS DESIGN BBY \$305

Trains those working with hot water heating to properly design a residential hot water heating system to meet the guidelines established by the Residential Hot Water Heating Association of B.C. After successful completion of the Certification Exam, students can, for a fee, register with the RHWHA as being Certified in Hydronic Systems Design. Prerequisite: Should be working with residential hot water heating systems or a related field.

Jan 13 Tue/Thr 1830-2130 6 wks BBY CRN 17936  
Mar 3 Tue/Thr 1830-2130 6 wks BBY 17938

## PPGS 0142 SERVICING RESIDENTIAL HYDRONIC HEATING BBY \$425

Designed for those actively working in the residential hydronic heating industry. It will help prepare them to service and troubleshoot systems that have been designed and installed to meet the guidelines of the Residential Hot Water Heating Association. Emphasis will be hands-on servicing in the training lab. Prerequisites: Basic knowledge of the concept of hot water heating.

Feb 2 Mon/Wed 1830-2130 6 wks BBY CRN 19292

## TELX 0151 PLC'S FOR GAS FITTERS PART 1 BBY \$400

Introduces Programmable Logic Controllers (PLC's) and programming as they apply to the gas industry. Using computer-based materials, learn the fundamental principles of PLC programming. The instructor is a Certified Gas Fitter and Instrumentation instructor. Call 432-8637 for information.

Jan 12 Mon/Wed 1830-2130 5 wks BBY CRN 17881

## PUBLIC WORKS OPERATIONS (604) 432-8521 (604) 432-8279

## 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, watermains or roadworks training courses.

Jan 15 Thr 1830-2130 6 wks BBY CRN 10570

## PUBW 1113 WATER DISTRIBUTION 1 BBY \$435

Provides an understanding of both the technical and practical aspects of the construction, operation and maintenance of a municipal water distribution system. Covers all practical aspects of water distribution systems including construction, maintenance and repair. Offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification Program (EOCP) Level 1 exam with 3.0 CEUs available. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 1001.

Jan 15 Thr 1830-2130 12 wks BBY CRN 19246

## PUBW 1141 MUNICIPAL PLAN READING BBY \$218

Introduces the student to the interpretation of engineering drawings used in public works construction. This will involve correlation between construction layout, specifications and standard drawings.

Jan 13 Tue 1830-2130 10 wks BBY CRN 10569

## PUBW 1142 CONSTRUCTION QUANTITIES 1 BBY \$238

To be able to confidently calculate the quantities of materials required for the construction and maintenance of public works facilities, individuals need to apply math and plan reading skills. Reviews basic math and then shows how to apply these to related construction quantities. Metric and imperial conversions will also be included. A calculator will be required on the first night. Prerequisite: PUBW 1141.

Jan 12 Mon 1830-2130 10 wks BBY CRN 17086

## PUBW 1152 SPREADSHEETS FOR PUBLIC WORKS BBY \$270

There is a wide range of applications for computer spreadsheets in organizing and maintaining public works activities, costs and related budgets. Introduces spreadsheet functions and capabilities. Emphasis will then be placed on the hands-on application of these skills to the work place.

Jan 15 Thr 1830-2130 10 wks BBY CRN 19897

## PUBW 2103 WASTE WATER COLLECTION 1 BBY \$435

Provides general knowledge of repair, maintenance and construction of sanitary sewer systems including tools, records, materials, blockages, and testing. Offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification (EOCP) Level 1 exam with 3.0 CEUs available. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 1101.

Jan 14 Wed 1830-2130 12 wks BBY CRN 19247

## PUBW 2112 WATER DISTRIBUTION 2 BBY \$435

Provides an advanced knowledge of water distribution practices and focuses on the practical aspects of construction, operation, and maintenance of water distribution systems. Offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification Program (EOCP) Level 2 exam with 3 CEUs available. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 1113 or PUBW 1112 or PUBW 1111.

Jan 13 Tue 1830-2130 12 wks BBY CRN 19248

## PUBW 2121 ROADWORKS MAINTENANCE 2 BBY \$218

Continues coverage of municipal roadworks maintenance, presented by different instructors. Topics to be covered include utility location and adjustments for reconstruction and pavement widenings, master municipal specifications, road rehabilitation techniques, trenchless technology, drainage and spill containment, sidewalks, curbs and traffic control devices. Prerequisite: PUBW1121

Jan 14 Wed 1830-2130 10 wks BBY CRN 15291

## PUBW 2201 PUMPS: SANITARY BBY \$403

Covers both dry well and wet well wastewater pumping facilities. Routine and annual maintenance procedures for submersible pumps, seals, impellers and grinders and operational aspects of suction and discharge lines, valves, hangers and couplings. Opportunity given to dismantle and reassemble pumps to clarify maintenance requirements and procedures. Maintenance of dry well pumps includes shaft alignment, seals, lubrication, pump alignments, impellers, odor control and related tasks will be discussed. Prerequisite: PUBW 1201.

Jan 14 Wed 1830-2130 12 wks BBY CRN 10581

## PUBW 2204 FLOW CONTROL DEVICES BBY \$403

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 will also be included. In addition, a wide range of valve actuators will be discussed together with remote control systems. A demonstration of the dismantling and testing of butterfly valves is also included. Prerequisite: PUBW 1111.

Jan 12 Mon 1830-2130 12 wks BBY CRN 15293

## SHEET METAL (604) 432-8556

## SMTL 0111 LAYOUT AND FABRICATION BBY \$239

Teaches how to lay out and fabricate various ventilation fittings used in the sheet metal industry. Prerequisite: Sheet Metal Journeyman or Apprentice

Jan 20 Tue/Thr 1800-2100 4 wks BBY CRN 16513

## 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.

Jan 20 Tue/Thr 1800-2100 4 wks BBY CRN 17965

## 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.

Jan 20 Tue/Thr 1800-2030 3 wks BBY CRN 18470

Feb 10 Tue/Thr 1800-2030 3 wks BBY 18471

## STEEL FABRICATION (604) 432-8556

## STEL 0110 STEEL FABRICATION (BASIC) BBY \$371

Focuses on math, pattern development, blueprint reading, welding and proper use of industrial machines. Typical steel fabrication project is followed from initial design to shop production. CSA approved work boots with steel toes required.

Jan 20 Tue/Thr 1900-2200 5 wks BBY CRN 10206

## STEL 0115 BLUEPRINT READING FOR WELDERS AND STEEL FABRICATORS BBY \$336

Covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of steel fabrication. CSA approved work boots with steel toes required.

Jan 24 Sat 0830-1330 6 wks BBY CRN 10209

## NEW STEL 0130 DRAFTING AND INTERPRETATION OF DRAWINGS BBY \$281

Covers application of basic math and trigonometry to the trade for general use and layout of flat sheet patterns. Topics include the basics with lines types, orthographic projection, isometric views, section views, auxiliary views, dimensioning, symbols and abbreviations, weld symbols, assembly drawings, and blueprints.

Mar 7 Sat 0800-1300 7 wks BBY CRN 19079

## NEW STEL 0132 APPLIED SHOP MATH AND FLAT PATTERN LAYOUT BBY \$245

Students will learn the application of basic math and trigonometry to the trade for general use and layout of flat sheet patterns, and layout flat sheet patterns using X, Y, coordinates. Prerequisites: STEL 0130.

Jan 24 Sat 0800-1300 6 wks BBY CRN 19293

## WELDING (604) 432-8556

## WELD 0103 OXYACETYLENE/BRAZE WELDING BBY \$371

Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment. Students must supply their own 100 per cent cotton coveralls and CSA approved steel-toed work boots.

Jan 24 Sat 0830-1330 6 wks BBY CRN 10211

Mar 7 Sat 0830-1330 6 wks BBY 19891

## WELD 0104 SHIELDED METAL ARC WELDING BASIC BBY \$404

Introduces basic arc welding to individuals who wish to learn S.M.A.W. to trade standards. Students must supply their own 100 per cent cotton coveralls and CSA approved steel-toed work boots.

Jan 20 Tue/Thr 1900-2200 5 wks BBY CRN 10214

Jan 24 Sat 0830-1330 6 wks BBY 10213

Feb 24 Tue/Thr 1900-2200 5 wks BBY 19893

Mar 7 Sat 0830-1330 6 wks BBY 19892

## WELD 0106 GAS METAL ARC WELDING BASIC BBY \$437

Covers basic weld joints in the flat, horizontal and vertical positions. Process is used by most metal fabricators in the province. Students will be introduced to the G.M.A.W. Section of P6 Module, Level C. Students must supply their own 100 per cent cotton coveralls and CSA approved steel-toed work boots.

Jan 20 Tue/Thr 1900-2200 5 wks BBY CRN 10218

Feb 24 Tue/Thr 1900-2200 5 wks BBY 19894

## WELD 0110 GAS TUNGSTEN ARC WELDING BASIC BBY \$437

Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of G.T.A.W. on mild steel, stainless steel and aluminum. Students must supply their own 100 per cent cotton coveralls and CSA approved steel-toed work boots.

Jan 24 Sat 0830-1330 6 wks BBY CRN 10216

Mar 7 Sat 0830-1330 6 wks BBY 19895

## WELD 0115 ALUMINUM WELDING (G.M.A.W.) BBY \$437

Covers all position plate welding. Upon successful completion the student may reach the competency level of the CWB47.2 code requirements. Students must supply their own 100 per cent cotton coveralls and CSA approved steel-toed work boots.

Jan 24 Sat 0830-1330 6 wks BBY CRN 17946

## WELD 0120 WELDING FOR THE ARTISAN BBY \$400

Presents a general interest course for people interested in artwork, furniture building and minor repair jobs around the home and shop. Particularly designed for the hobby enthusiast or cottage industries person. Focuses on using the new generation home welding machines (GMAW) now available at a low cost at most industrial outlets. Oxyacetylene related process is also covered in this program. CSA approved steel-toed work boots and 100 per cent cotton coveralls are required.

Jan 24 Sat 0830-1330 6 wks BBY CRN 17947

Mar 7 Sat 0830-1330 6 wks BBY 19896

## WELD 1001 P-1 INTRODUCTION AND SAFETY BBY \$305

Covers safe work practices. Coveralls and CSA approved work boots with steel toes are required. Prerequisite: Completion of Grade 10 recommended but an appropriate combination of work experience and education will be considered.

Jan 24 Sat 0830-1330 6 wks BBY CRN 17305 and 17306

## WELD 1002 P-2 OXYFUEL GAS CUTTING BBY \$305

Continues from WELD 1001. Covers oxyfuel gas cutting. Coveralls and CSA approved work boots with steel toes are required. Prerequisite: WELD 1001.

Jan 24 Sat 0830-1330 6 wks BBY CRN 17948 and 17949

## FULL-TIME TRADES PROGRAMS INFORMATION SESSIONS (604) 434-1610

Consists of an overview of Trades Training programs followed by a tour of selected BCIT Trades Training programs. Sessions are free. Call (604) 434-1610 to register.

Jan 31 Fri 0900-12001 day BBY

Feb 28 Fri 0900-12001 day BBY

Mar 21 Fri 0900-12001 day BBY



# Electrical & Electronic Technology

## ELECTRONIC ENGINEERING TECHNOLOGY (604) 432-8253/(604) 432-8637

Note: (T) indicates courses are directly transferable to diploma program credits.

### ELEX 0205 PLC INTRODUCTION FOR ELECTRONICS TECHNOLOGY BBY \$405

Examines the use of the programmable logic controller (PLCs) in the area of industrial automation. Students will design and document solutions to control problems that can be tested on the PLCs.

Jan 29 Thr 1845-2145 10 wks BBY CRN 19656

### ELEX 0216 PROCESS MEASUREMENT AND CONTROL 1 BBY \$400

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 are presented and students will set up on/off and proportional control systems to a typical industrial process.

Jan 16 Fri/Sat 0830-1630 2 wks BBY CRN 18446

### ELEX 0221 PROCESS MEASUREMENT AND CONTROL 2 BBY \$400

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.

Mar 6 Fri/Sat 0830-1630 2 wks BBY CRN 19214

### ELEX 0330 SWITCHING POWER SUPPLIES BBY \$277

Learn how buck, boost, flyback, forward, push-pull switchers operate. Includes design and construction of several types. Five laboratory sessions included. Prerequisite: Electronic circuits experience.

Feb 4 Wed 1845-2145 12 wks BBY CRN 19900

### ELEX 1111 ELECTRONICS MANUFACTURING PROCESS (T) BBY \$578

Presents a project-oriented course, with intensive hands-on lab work. Students will develop two electronics products and will learn the fundamentals of electronic components and their selection, preparation of engineering drawings such as schematic diagrams, orthographic views, pattern layouts and the design and fabrication of single and double-sided printed circuit boards. A popular circuit CAD program will be introduced and used in the design of circuit boards. Students will have the opportunity to develop skills in components, heat analysis and heatsink selection, basic and high reliability soldering, printed circuit board repair and rework. For students with experience in all the above except the design of printed circuitry, an alternative course is available, see ELEX 1163.

Feb 3 Tue/Thr 1845-2145 14 wks BBY CRN 16846

### ELEX 1115 DIGITAL TECHNIQUES 1 (T) BBY \$629

Begins with a description of the fundamental theory of the decimal and binary number systems, then examines the binary (two states or levels) concept followed by the description of binary variables as related to mechanical switches. Digital logic circuits are discussed and their truth tables and Boolean out put equations are generated. Various logic sources are defined and interfaced to combinational logic circuit design. Boolean identities and Karnaugh mapping will be used to minimize algebraic expressions. Combinational digital logic will be designed and constructed with NAND and NOR gates using their proper Demorgan's equivalent symbols (Duality of Gates). Encoders and decoders will be introduced. Upon successful completion of this course, the student will be able to correctly use the standard logic symbols and apply proper techniques to the analysis and construction of basic logic circuits from word problems or in a laboratory environment.

Feb 3 Tue/Thr 1845-2145 14 wks BBY CRN 16847

### ELEX 3405 ELECTRICAL EQUIPMENT 1 (T) BBY \$519

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 tradespersons. Prerequisite: Previous AC and DC circuit analysis training required.

Jan 13 Tue 1845-2145 18 wks BBY CRN 18084

### ELEX 5305 PIC MICROPROCESSOR INTRODUCTION BBY \$355

The PIC processor family is taking the industry by storm. Students study architecture, programming and simulation in lectures and labs.

Jan 13 Tue 1845-2145 10 wks BBY CRN 18137

### ELEX 5510 INTRODUCTION TO RF CIRCUIT DESIGN (T) BBY \$594

Introduces the RF circuit design, combined with theory and lab practice of HF and VHF circuit design. Includes impedance matching networks, wideband transformers; synthesis of lowpass, highpass, bandpass and bandstop Butterworth and Chebychev filters. Introduction to microstrip circuits; high frequency modeling design using Y and S parameters; stability analysis; design of oscillators and RF amplifiers. Design, build, test these circuits. Prerequisite: Must be an engineer or technologist or departmental approval.

Jan 13 Tue/Thr 1845-2145 8 wks BBY CRN 18091

### ELEX 7510 REAL-TIME DSP APPLICATIONS \$353

A continuation of ELEX 7505. Introduces the Motorola 56000 family of DSP processors. Teaches the use of Assembly language programming to write efficient code to perform real-time digital filtering. Introduces the discrete Fourier transform and its fast Fourier transform implementation. Students code, debug and execute digital filter designs from ELEX 7505. Prerequisite: ELEX 7505.

Jan 14 Wed 1845-2145 12 wks BBY CRN 15820

## ELECTRICAL TRADES UPGRADING (604) 432-8637

The following courses are designed for persons working in the Electrical Trade.

### TELC 0105 ELECTRICAL TRADE IP/QUALIFICATION REFRESHER BBY \$572

Designed for electricians preparing to write the I.P./T.Q Exam. Students must have approved electrical work experience. It is recommended that approval be obtained from the Ministry of Education Skills and Training area office nearest to you before registering. Prerequisite: Knowledge of wiring methods and terminology. Texts required, current edition of the Canadian Electrical Code Part 1.

Jan 12 Mon/Wed 1830-2130 10 wks BBY CRN 10444

### TELC 0107 ELECTRICAL CODE BBY \$482

Covers all sections of the Canadian Electrical Code including the latest bulletins, amendments and regulations. Ideal for contractors (all Classes) or electricians required to update their code knowledge, specializing in commercial, industrial and high voltage installations to write contractor exams. Includes code requirements for Electrician's Trade Certificate. Instructors are certified. Prerequisite: Three-phase experience recommended.

Jan 12 Mon/Wed 1830-2130 10 wks BBY CRN 10421

Jan 13 Tue/Thr 1830-2130 10 wks BBY 18491

Jan 19 Mon/Wed 1830-2130 10 wks BBY 19973

### TELC 0121 MATH FOR ELECTRICIANS 1 BBY \$477

Provides a mathematics upgrade course to strengthen student's understanding of basic electrical concepts: fundamental electrical laws and mathematical expressions, algebra refresher, DC electricity and resistive circuit analysis.

Jan 12 Mon/Wed 1830-2130 10 wks BBY CRN 10425

### TELC 0122 MATH FOR ELECTRICIANS 2 BBY \$477

Provides the mathematical background to understand alternating current AC electricity.

Jan 12 Mon/Wed 1830-2130 10 wks BBY CRN 10427

### TELC 0123 MATH FOR ELECTRICIANS 3 BBY \$477

For those about to enter the third-year apprenticeship program in electrical trade and for others interested in understanding three-phase circuits and equipment.

Jan 12 Mon/Wed 1830-2130 10 wks BBY CRN 10432

### TELC 0127 AC SYSTEMS, TRANSFORMERS AND DISTRIBUTION BBY \$136

Theorizes construction and applications of single- and three-phase transformers and connections.

Feb 23 Mon/Wed 1830-2130 2 wks BBY CRN 10438

### TELC 0139 ELECTRICITY FOR FIRE ALARM TECHNICIANS BBY \$450

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.

Jan 13 Tue/Thr 1830-2130 8 wks BBY CRN 18649

### TELC 0141 SECURITY SYSTEMS BBY \$396

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, crime prevention officers and sales and administrators working with security alarm systems.

Feb 3 Tue/Thr 1830-2130 7 wks BBY CRN 10451

## ELECTRONICS TECHNICAL (604) 432-8637/(604) 432-8223

### TELC 0130 TELECOM DATA & VOICE CABLING BBY \$566

Provides a hands-on installation and testing of data and voice circuits using unshielded twisted pair cable (U.T.P.). Install an RJ-11, RJ-12 and RJ-45 connection as well as BIX and 66 type terminal blocks. Level three, four and five data circuits will also be installed. Extensive testing using state-of-the-art equipment, FLUKE and WAVETEK.

Jan 13 Tue/Thr 1830-2130 5 wks BBY CRN 15251

### TELC 0134 T1 FUNDAMENTALS BBY \$520

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.

Feb 9 Mon/Wed 1830-2130 3 wks BBY CRN 19965

## INTRODUCTION TO ELECTRONICS

This program consists of four courses designed for those with little or no previous knowledge of Electronics. It 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 Attendance in Electronics (Basics) is issued to students who successfully complete TELX 0175, 0176, 0177 and 0178.

### TELX 0175 ELECTRONICS: PASSIVE DEVICES BBY \$554

Designed for those with little or no understanding of electronics. 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 make electrical measurements using Multimeters and Oscilloscopes. Prerequisite: Grade 10 math.

Jan 12 Mon/Wed 1830-2130 10 wks BBY CRN 10464

### TELX 0176 ELECTRONICS: SOLID-STATE DEVICES BBY \$597

Continues on from TELX 0175, focusing on semi-conductor theory. Topics include P-N junctions, diodes, bi-polar transistors, FETs, zeners, LESs, rectification, amplification, oscillators and power supplies. Students will prove the theory by constructing and testing basic solid-state circuits. Prerequisite: Completion of TELX 0175.

Jan 13 Tue/Thr 1830-2130 10 wks BBY CRN 10467

### TELX 0177 ELECTRONICS: DIGITAL DEVICES BBY \$597

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. Covers use of logic probes and oscilloscope techniques to troubleshoot digital circuits. Students construct and test basic digital circuits. Prerequisite: TELX 0176.

Jan 12 Mon/Wed 1830-2130 10 wks BBY CRN 19971

### TELX 3311 FIBRE OPTICS BBY \$1095

Offers the theory of fibre optics with a practical hands-on approach. Covers fibre transmission systems versus copper transmission systems, light, detectors, connectors, cables, splices, couplers, power budgets and test equipment. Hands-on experience: connectors (ST, SMA, SC, FC, D4, FDDI), splicing (fusion and mechanical), installation (terminating fibre cable), and testing using an OTDR and light source power meter. Students with a 70 per cent grade or better will receive a Statement of Completion in Fibre Optics.

Jan 19 Mon/Wed 1830-2130 10 wks BBY CRN 15352

## INDUSTRIAL COMPUTING AND CONTROL (604) 432-8637

### TELC 0130 MOTOR CONTROL BBY \$263

A practical, hands-on course covering the basic principles of conventional motor control for those working in an industrial setting. Prerequisite: Familiarity with wiring methods and terminology.

Feb 9 Mon/Wed 1830-2130 5 wks BBY CRN 10435

### TELX 0151 PLC'S FOR GAS FITTERS PART 1 BBY \$400

Introduces Programmable Logic Controllers (PLC's) and programming as they apply to the gas industry. Uses computer based materials, to teach the fundamental principles of PLC programming. The instructor is a Certified Gas Fitter and Instrumentation instructor. Prerequisite: Industrial gas fitting experience.

Jan 12 Mon/Wed 1830-2130 5 wks BBY CRN 17881

### TELX 0160 BASIC PROGRAMMABLE LOGIC CONTROLLERS FOR MECHANICAL TRADES BBY \$172

Designed for mechanical tradespersons involved with complex electromechanical systems controlled by Programmable Logic Controllers (PLCs). Emphasis is on determining whether system failures are due to electrical or mechanical fault.

Feb 21 Sat 0900-1500 2 wks BBY CRN 10469

### TELX 0181 PROGRAMMABLE CONTROLLERS 1 BBY \$439

Covers the basic knowledge required to operate a programmable logic controller (PLC). Overview and advantages of PLC's, installation, hands-on programming to relay replacement, timers and counters level using industry accepted software. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.

Jan 13 Tue/Thr 5 wks BBY CRN 10470

Feb 24 Tue/Thr 1830-2130 5 wks BBY 10471

### TELX 0182 PROGRAMMABLE CONTROLLERS 2 BBY \$439

Provides hands-on training in the use of dedicated programming software. Explores the power of the PLC; data manipulation, math routines and data comparison instructions. Prerequisite: TELX 0181.

Jan 12 Mon/Wed 5 wks BBY CRN 10405

Feb 23 Mon/Wed 1830-2130 5 wks BBY 10407

### TELX 0183 PROGRAMMABLE CONTROLLERS 3 BBY \$439

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.

Feb 24 Tue/Thr 1830-2130 5 wks BBY CRN 10472

Electrical & Electronic Technology  
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# Electrical & Electronic Technology cont'd

## INSTRUMENTATION (604) 432-8637 (604) 432-8814

### TELX 0122 INTRO TO COMPUTERIZED PROCESS CONTROL BBY \$462

Designed for industrial tradespersons, 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.

Jan 19 Mon 1830-2130 10 wks BBY CRN 10460

### TELX 0123 COMPUTERIZED INDUSTRIAL BOILER CONTROL BBY \$462

Introduces boiler level and combustion control systems including oxygen trim control using a Bailey Net90 distributed control computer system. A basic understanding of boilers and industrial computer control is recommended.

Jan 21 Wed 1830-2130 10 wks BBY CRN 10461

## COMPUTER HARDWARE (604) 432-8637

### TCMP 0101 INTRODUCTION TO COMPUTERS BBY \$259

Introduces the MS-DOS operating system and the basic DOS commands required to manage disks and files. Microsoft Windows will be explained, with an emphasis placed on using the Program and File Managers to organize and run programs. Learn the capabilities of the Internet, including browsing the Web, e-mail and newsgroups. No previous computer experience is required.

Jan 24 Sat 0900-1500 4 wks BBY CRN 10409

### TCMP 0110 INTRO TO LAN SYSTEMS BBY \$432

Introduces network modeling and standardization, protocols and architecture, communication concepts, network topologies, hardware components, cabling, internetworking devices, software components and network printer sharing. This is a lecture course with lab demo. Experience in DOS and PC-based applications is an asset.

Jan 12 Mon 1830-2130 12 wks BBY CRN 12802

### TCMP 0130 PC SYSTEMS & INTERCONNECTIONS BBY \$432

Familiarizes the student with the internal hardware construction of a PC and various components that make up a multimedia PC platform. Discusses concepts on building a platform and resolutions to any conflicts in both internal and external hardware. Includes: processors, BUS structures, floppy and hard drives, tape drives, CD ROM drives, scanners, sound cards, modems, printers and PCMCIA devices. DOS is an asset, no prerequisites.

Jan 12 Mon 1830-2130 12 wks BBY CRN 15215

### TELX 0137 SMALL OFFICE/BUSINESS EQUIPMENT REQUIREMENTS BBY \$400

Whether your business is starting up or expanding, this course is for you. This INTRODUCTORY course will cover the use and operation of typical small office equipment and services. You will learn how to assess your equipment needs, purchase only what you need and operate what you purchase.

Feb 23 Mon/Wed 1830-2130 4 wks BBY CRN 19992

### TELX 0179 MICROCOMPUTER SYSTEMS MAINTENANCE BBY \$609

Covers preventive and remedial maintenance, upgrade installation, troubleshooting tune-up procedures and repairs using common tools and test equipment (meters and scopes). In-depth theory of all major components and their operation; processors, co-processors, bus structures and functions (ISA, VL, PCI), memories I/O and control cards video subsystems (including AVI and MPEG players), floppy disks, hard disks, CD-ROM and subassemblies of PC systems. Prerequisite: PC experience, familiarity with DOS/WINDOWS and electronics training would be an asset.

Jan 13 Tue/Thr 1830-2130 10 wks BBY CRN 10414



# Health Sciences

## COURSE INFORMATION AND PROGRAM ASSISTANCE

1-800-663-6542: toll free calling for Canada and United States. You will hear the following menu to choose from. If you know the four digit number you are calling, enter it now; for Part-time Registration enter 6733.

### Health Technologies Programs, Fax (604) 435-5153

Medical Laboratory, Medical Radiography, Nuclear Medicine, Basic Health Sciences, (604) 432-8727  
Environmental Health, Occupational Health & Safety, (604) 432-8429  
Health Care Management, Biomedical Engineering, Prosthetics & Orthotics, Cytogenetics, (604) 451-7117  
Diagnostic Medical Sonography, Electroneurophysiology, Cardiology/ Cardiovascular Technology, Cardiac Pathophysiology, (604) 451-7137

### Specialty Nursing Programs, Fax (604) 454-9731

Critical Care Nursing, Interdisciplinary and Core Courses, (604) 451-7103  
Emergency Nursing, Nephrology Nursing, (604) 451-7094  
Perinatal Nursing, Pediatrics/Pediatric Critical Care, Neonatal Nursing, (604) 432-8982  
Occupational Health Nursing, Perioperative Nursing, (604) 451-7102

For Part-time Registration in Health Sciences call (604) 451-6733.

## COURSE DELIVERY OPTIONS

### Advanced Placement (Nursing Clinical Courses)

Experienced nurses wishing to request credit for experiential learning toward clinical courses must contact the Program Head prior to registration.

**Challenge** — If you have experiential learning and wish to register in a challenge section of a guided learning course, you may register at any time but must write the final course examination within the timelines of that term. Textbooks are available from BCIT for some Challenge Courses (see under course listing).

**Classroom** — Register at least one week, but preferably three weeks prior to commencement of classes. BCIT reserves the right to cancel courses due to insufficient registration.

**Clinical** — Clinical courses are offered full- or part-time at clinical sites throughout the province of B.C. Clinical placements outside of B.C. may be negotiated individually. Contact the Program Head of the specialty you are in for a registration/approval package (prior to registration). Fees for the January 1998 term must be made by November 15. Note: Fees are non-refundable.

**Compressed Time Frame Program (Specialty Nursing)** — A special offering of courses can be arranged in a "compressed time frame" format with hospitals and/or institutions. These arrangements are made through the Program Head of the specialty required. See the list of contact numbers at the end of this publication for telephone numbers.

**Guided Learning** — Guided Learning courses are provided in distance education format: self-directed study supported by telephone tutoring. To ensure delivery of course materials, you should register one month prior to term start (December 1, 1997). All course materials are delivered by courier; in-person pick-up is not available at this time.

**Weekend** — For those weekend courses where pre-reading is required (Health Care Management) registration is required 6 weeks prior to the start date to ensure timely delivery of materials. Fees are non-refundable after course materials have been shipped.

## CREDENTIALS

Programs and individual courses are available at introductory, certificate and advanced levels. They may be taken for professional development (continuing education), or as credit toward a BCIT credential.

### Diagnostic and Environmental Technologies:

- Magnetic Resonance Imaging Certificate Program
- Computed Tomography Certificate Program
- Occupational Health & Safety Certificate Program
- Bachelor of Technology Degree (Medical Imaging)

### Health Care Management:

- Certificate Program Level 1
- Certificate Program Level 2
- Long Term Care Management
- Health Administration Program (MHA Bridging Program)

This program bridges with the second year of the UBC Masters of Health Administration (MHA) Degree. Applicants must apply to UBC for admission and possess a baccalaureate degree.

For further information visit Web site: [www.healthcare.ubc.ca/mhainfo.html](http://www.healthcare.ubc.ca/mhainfo.html) or contact (604) 822-5405.

### Specialty Nursing:

- Certificate Levels in Specialty Nursing: Critical Care, Emergency, Neonatal, Nephrology, Occupational Health, Pediatric, Perinatal, Perioperative
- Bachelor of Technology in Specialty Nursing. This is the only Bachelor of Technology degree program in British Columbia preparing registered nurses for employment in specialty nursing practice. Graduates enter the workforce skilled in professionalism, communication, collaboration, growth, reflective critical thinking and systematic inquiry. For information, contact the Specialty Nursing Student Advisor at (604) 451-7100.

## BACHELOR OF TECHNOLOGY DEGREE IN ENVIRONMENTAL HEALTH (PUBLIC HEALTH INSPECTOR) (604) 432-8429

BCIT now offers a Bachelor of Technology degree in Environmental Health (Public Health Inspector). For more information about this program, please refer to the Bachelor of Technology Degree Studies section on page 12 of this flyer.

## BACHELOR OF TECHNOLOGY DEGREE IN MEDICAL IMAGING (604) 432-8727

BCIT now offers a Bachelor of Technology degree Medical Imaging. For more information about this program, please refer to the Bachelor of Technology Degree Studies section on page 12 of this flyer.

## BACHELOR OF TECHNOLOGY DEGREE IN SPECIALTY NURSING (604) 451-7100

BCIT now offers a Bachelor of Technology degree in Specialty Nursing. For more information about this program, please refer to the Bachelor of Technology Degree Studies section on page 12 of this flyer.

# BCIT International

## BCIT INTERNATIONAL (604) 432-8816

International education plays a strong role at BCIT. Several programs have been designed to meet the specific needs of our international students and newly-landed immigrants.

The philosophy of BCIT International is to:

- Provide quality programs that will prepare international students and newly-landed immigrants for academic success
- Assist international students and newly-landed immigrants with their integration into BCIT and 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.

## SPECIAL PROGRAMS

### INTERIOR DESIGN PROGRAM (IDP)

This 12-month, three-term 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. Prerequisite: TOEFL 500 or equivalent.

### BUSINESS MANAGEMENT STUDIES (BMS)

This eight-month program offers second-language students an opportunity to develop their English language skills to BCIT's standard while also earning credit in business courses. Subjects include Management, Marketing, Accounting, Economics, Organizational Behavior and more. Successful students will be in an excellent position to transfer credits toward BCIT business diploma programs and/or to other Canadian or US institutions. Prerequisite: high school graduation and a TOEFL score of 513 or equivalent.

*International Students: Students who do not hold Canadian Citizenship or Permanent Residence status must pay 2.2 times the tuition fee portion of the published Part-time Studies fee. This does not include the building fee or the Part-time Studies Student Activity Fee.*

### ACADEMIC BUSINESS PROGRAM (ABP)

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

**N E W** Spanish Communication courses coming this January. Provides basic skills for business communication in Spanish. For information contact BCIT International, (604) 432-8966.

## SPECIAL SERVICES FOR INTERNATIONAL STUDENTS

- Accommodation/Homestay\*
- Airport Reception\*
- Orientation
- Registration
- Academic Advising
- Social and Cultural activities
- Airport Departures\*

\* A fee will be charged for these services

## INFORMATION

Applications for these Special Programs are processed through BCIT International. Special Program start January, May and September.

For further information on our Special Programs, please contact:

Tel. (604) 432-8816 Fax (604) 430-9042  
e-mail: [infocit@bcit.bc.ca](mailto:infocit@bcit.bc.ca)



# Manufacturing, Industrial/Mechanical

## CLASS TIMES

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

BURNABY (BBY) 1845-2145  
DOWNTOWN CAMPUS (DTC) 1730-2030

## ADVANCED DIPLOMA AND DEGREE PROGRAMS FAX: (604) 432-9572

Advanced Diploma and Degree Programs are designed for working professionals who wish to expand their skills and formalize what they have learned on the job. Candidates can focus on advancing skills in a technical specialty or in technology management.

Both types of programs provide working professionals with formal advanced level training in specialized technologies, which meet the needs of specific industries.

Bachelor of Technology Programs available in Manufacturing, Industrial/Mechanical include:

- Bachelor of Technology in Manufacturing

Courses are delivered in flexible formats to meet the job needs and family commitments of adult learners. This format allows candidates to continue with their careers while participating in the program.

Entry into these Advanced Programs generally requires graduation from a BCIT two year Technology Diploma Program, or equivalent, or a university degree with related work experience. Some programs may have additional prerequisites.

## ADVANCED STUDIES IN MECHANICAL TECHNOLOGY (604) 432-8274 (604) 432-8521

The Ministry has approved BCIT's proposed new Bachelor of Technology Degree in Manufacturing. Applications are being accepted and classes are beginning. The goal of the degree is to prepare students to assume a lead role in a manufacturing environment. The program will provide an avenue for graduate technologists and engineers to enhance their technical and management skills through part-time, evening courses in the following areas:

### Automation and Control

- Introduction to Machine Vision
- Applications in Machine Vision
- Manufacturing Control Systems
- Manufacturing Automation Systems

### Manufacturing Processes

- Advanced CAM Applications
- Computer Aided Process Planning
- Inspection Methods for Quality Control
- Fixture and Tool Design
- Plastics Processes and Materials
- Manufacturing Processes for Wood Products

### Product Design

- Parametric Solid Modeling
- Introduction to Finite Element Methods
- Plastic Product Design
- Industrial Design
- Design for Manufacture and Assembly

### Materials

- Advanced Engineering Materials

As a 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 (Manufacturing, Plastics or Robotics and Automation) plus two years of relevant work experience.

### AICO 1010 SMARTCAM BBY \$445

(Foundation course for MECH 8012.) Presents the use of SmartCAM software for automatic tool path generation from CAD models produced with AutoCAD software. Programs are proven on CNC milling machines and lathes. Prerequisite: AICO 0050 or equivalent.

Jan 12 Mon 1845-2145 12 wks BBY CRN 10539

### MECH 7040 INTRODUCTION TO THE FINITE ELEMENT METHOD BBY \$445

Introduces the finite element method (FEM) for linear static analysis of structures and machine components. Topics include the displacement method, matrix solution techniques, stress interpretation, modeling with 3D elements and automatic mesh generation. Prerequisite: Diploma of Engineering Technology or equivalent.

Jan 14 Wed 1845-2145 12 wks BBY CRN 10503

### MECH 7042 PLASTIC PRODUCT DESIGN BBY \$445

Focuses on the design of individual parts and the final product's assembly process. Discusses the criteria for selection of the plastic material, how to analyze the requirements and the environment in which the product will be used. Design guidelines are discussed and applied in design exercises. Prerequisite: PLAS 1110 and PLAS 3440 or diploma in Plastics Technology.

Jan 12 Mon 1845-2145 12 wks BBY CRN 19910

### MECH 7047 ADVANCED ENGINEERING MATERIALS BBY \$445

Provides an overview of common material standards-CSA, AISI, SAE, ASTM and UNS (Unified Numbering System). Continuous cooling transformation diagrams will be used for development of heat treating process specification. ASM Material selector database will be used to support methods of material selection algorithm development. Prerequisite: MANU 3316 or equivalent.

Jan 13 Tue 1845-2145 12 wks BBY CRN 19911

### MECH 7051 INTRODUCTION TO MACHINE VISION BBY \$445

Introduces the use of Machine Vision systems using state of the art techniques and equipment. Emphasis is on the use of the hardware required for capturing, transmitting and storing images. Also introduces image preprocessing and analysis using commercial software. Prerequisite: Diploma of Engineering Technology or equivalent and Departmental approval.

Jan 13 Tue 1845-2145 12 wks BBY CRN 19261

### MECH 7065 WOOD PRODUCTS MANUFACTURING PROCESSES BBY \$445

Gives students an overview of the manufacturing process used in secondary wood products industry. Topics include production of dimensioned lumber, plywood, laminated/stranded/particle lumber and board, paper and processes of secondary wood manufacturing. Prerequisite: WOOD-1040 or diploma in Wood Products Technology.

Jan 13 Tue 1845-2145 12 wks BBY CRN 19912

### MECH 8012 ADVANCED CAM APPLICATIONS BBY \$445

Explores advanced computer-aided machining (CAM) techniques used to produce tool path for surfaces and for multi-axis machining. Topics include constructing and editing surfaces to define tool paths, generating tool paths for 5-axis positioning and generating tool paths for rotary machining. Software applications such as APT and SmartCAM will be used to demonstrate techniques. Prerequisite: AICO 1010 or equivalent.

Jan 14 Wed 1845-2145 12 wks BBY CRN 10508

The course schedule and/or course offerings may vary from the above. For more information contact:

Cindy Mirafab, Program Assistant, Tel. (604) 432-8274  
Bette Bayley, Program Assistant, Tel (604) 432-8521

## COMPUTER AIDED ENGINEERING (604) 432-8521 (604) 432-8274

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 in Winter 1998

## 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 is finding applications in other areas such as facilities management 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
AICO 1000 AutoCAD 1	3.0
*AICO 4090 Practicum	3.0
**COMP 1007 Understanding Windows 95	1.5
MECH 1000 Drafting Fundamentals	3.0

\*AICO 4090 to be performed upon completion of all other credits.

\*\*COMP 1001 Understanding PC/MS DOS or COMP 1006 Understanding Windows 1 or AICO 1070 Introduction to UNIX can be substituted for COMP 1007.

### Elective Courses

AICO 2000 AutoCAD 2	3.0
***AICO 2010 AutoCAD for Windows OR	1.5
AICO 2020 AutoCAD Customization 1	3.0
***AICO 3000 AutoCAD 3 OR	1.5
AICO 3001 AutoCAD 3D	3.0
AICO 3005 AutoCAD Customization 2 OR	
***AICO 3075 CAD Customization Using AutoLISP	3.0
***AICO 4000 Solid Modeling	1.5
AICO 3040 Mechanical Desktop 1: Designer	1.5
AICO 4010 3D Studio Max for Engineering 1	1.5
AICO 4015 3D Studio Max for Engineering 2	1.5
AICO 4040 Mechanical Desktop 2: AutoSurf and Assembly Modeling	1.5
***BLDG 2830 Architectural CAD (ASG)	3.0
BLDG 2840 Architectural CAD 1	3.0
BLDG 2845 Architectural CAD 2	3.0
BLDG 2850 Architectural CAD 3	3.0

\*\*\*Discontinued courses, but students who previously completed these courses may apply their credits towards the certificate.

Course credit may be applied for, but in no case can the total of applied credits exceed 10 credits. Substitution of credits can be made with departmental approval.

All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments of CAD.

## ASSOCIATE CERTIFICATE IN COMPUTER AIDED MANUFACTURING

A selection of Part-time Studies courses will be offered that will lead to an Associate Certificate in Computer Aided Manufacturing Technology. Computer Aided Manufacturing (CAM) tools are being increasingly used in manufacturing fields.

The Associate Certificate program is intended for:

- machinists, technicians or individuals experienced in the operation of machine tools
- individuals who are working in the manufacturing field who need to develop their CAM proficiency
- individuals who require a formalization of their technical abilities in manufacturing

The associate certificate program courses are taught at a level that assumes students have completed senior secondary school math, science and English or equivalent.

The program consists of two sections; core courses and elective courses as listed below. To be awarded an associate certificate, the student must complete the core courses and obtain a minimum of 3 credits from the list of elective courses to achieve a total of 22 credits.

### Program requirements: Associate Certificate in Computer Aided Manufacturing

Core Courses (19 credits)	Credits
AICO 1000 AutoCAD 1	3.0
AICO 1010 SmartCAM	3.0
MECH 1000 Drafting Fundamentals	3.0
MECH 1010 Manufacturing Processes 1	4.0
MECH 8012 Advanced CAM Applications	3.0
*MANU 4090 Practicum	3.0

\*MANU 4090 to be performed upon completion of all other credits.

### Elective Courses

AICO 2000 AutoCAD 2	3.0
*AICO 3000 AutoCAD 3	1.5
OR	
AICO 3001 AutoCAD 3D	3.0
AICO 3040 Mechanical Desktop 1: Designer	1.5
*AICO 4000 Solid Modeling	1.5
AICO 4040 Mechanical Desktop 2: AutoSurf and Assembly Modeling	1.5
COMP 1001 Understanding PC/MS DOS	1.5

\*Discontinued courses, but students who previously completed these courses may apply their credits towards the certificate.

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.

## COURSE OFFERED IN THE WINTER 1998 TERM

### AICO 0003 AUTOCAD RELEASE 14 UPDATE BBY \$113 DTC \$111.30

Presents the new features and the productivity enhancements of AutoCAD Release 14. Emphasis is placed on examining changes to the user interface and the control of object properties, improvements to object snaps and the AutoSnap feature, hatch improvements including solid fill, refinements to multiline text, and the extended data sharing capabilities of Release 14. Familiarity with the Windows 95 or NT 4.0 interface is recommended. Prerequisite: AICO 1000.

Jan 9	Fri	0830-1530	1 day	BBY	CRN	19262
Jan 31	Sat	0900-1600	1 day	DTC		19266
Feb 25	Wed	0900-1600	1 day	DTC		19263
Mar 23	Mon	0900-1600	1 day	DTC		19264

# Manufacturing, Industrial/Mechanical

## AICO 0050 WINDOWS FUNDAMENTALS FOR AUTOCAD BBY \$113 DTC \$111.30

With the latest release of AutoCAD, it is essential that AutoCAD users be familiar with the Windows 95 graphical user interface. This course explores the fundamentals of running applications, managing files, navigating local and network directories, and customizing the desktop layout as related to AutoCAD Release 14 and the Windows 95 interface.

Jan 6	Tue/Thr	1845-2145	2 evgs	BBY	CRN	19906
Jan 10	Sat	0830-1530	1 day	BBY		19907
Jan 17	Sat	0900-1600	1 day	DTC		19908
Feb 28	Sat	0900-1600	1 day	DTC		19909

## AICO 1000 AUTOCAD 1 BBY \$445 DTC \$443.30

Introduces the AutoCAD workstation including basic 2D drawing creation, editing, view manipulation, text, dimensioning, hatching and plotting. Prerequisite: AICO 0050 or equivalent and basic drafting knowledge.

Jan 5	Mon-Fri	0900-1235	2 wks	DTC	CRN	10512
Jan 12	Mon-Fri	0830-1630	1 wk	BBY		10519
Jan 12	Mon	1845-2145	12 wks	BBY		10513
Jan 13	Tue	1730-2030	12 wks	DTC		10515
Jan 13	Tue	1845-2145	12 wks	BBY		10514
Jan 14	Wed	1845-2145	12 wks	BBY		10516
Jan 15	Thr	1845-2145	12 wks	BBY		10517
Jan 17	Sat	0830-1530	6 wks	BBY		10510
Jan 17	Sat	0900-1600	6 wks	DTC		10511
Jan 19	Mon-Fri	0830-1630	1 wk	BBY		10518
Jan 26	Mon-Fri	0900-1700	1 wk	DTC		10520
Feb 2	Mon-Fri	0830-1205	2 wks	BBY		10521
Feb 16	Mon-Fri	0900-1700	1 wk	DTC		10523
Feb 23	Mon-Fri	0900-1235	2 wks	DTC		10527
Feb 28	Sat	0830-1530	6 wks	BBY		10524
Mar 2	Mon-Fri	0830-1630	1 wk	BBY		10526
Mar 9	Mon-Fri	0830-1630	1 wk	BBY		10525

## AICO 1009 MICROSTATION 1 BBY \$445

Introduces Microstation including machine log-on procedures and creation of simple 2D drawings. Emphasis on orthographic projection, dimensioning and text. Prerequisite: AICO 0050 or equivalent and basic drafting knowledge.

Jan 14	Wed	1845-2145	12 wks	BBY	CRN	16390
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## AICO 1010 SMARTCAM BBY \$445

Presents the use of SmartCAM software for automatic tool path generation from CAD models produced with AutoCAD software. Programs are proven on CNC milling machines and lathes. Prerequisite: AICO 0050 or equivalent.

Jan 12	Mon	1845-2145	12 wks	BBY	CRN	10539
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## AICO 2000 AUTOCAD 2 BBY \$445 DTC \$443.30

Continues from AICO 1000. Focuses on the use of AutoCAD's advanced construction and editing tools. Covers symbol libraries, external references, advanced dimensioning, file management, system variables, drawing layout tools, advanced plotting and spline curves. Prerequisite: AICO 0050 or equivalent and AICO 1000.

Jan 14	Wed	1845-2145	12 wks	BBY	CRN	10530
Jan 15	Thr	1730-2030	12 wks	DTC		10531
Jan 17	Sat	0830-1530	6 wks	BBY		10528
Jan 26	Mon-Fri	0830-1630	1 wk	BBY		10532
Feb 2	Mon-Fri	0900-1700	1 wk	DTC		10536
Feb 16	Mon-Fri	0830-1205	2 wks	BBY		10533
Feb 28	Sat	0900-1600	6 wks	DTC		10534
Feb 28	Sat	0830-1530	6 wks	BBY		10535
Mar 9	Mon-Fri	0900-1235	2 wks	DTC		10538
Mar 16	Mon-Fri	0830-1630	1 wk	BBY		10537

## AICO 2020 AUTOCAD CUSTOMIZATION 1 BBY \$445

Designed for experienced AutoCAD users who would like to take advantage of AutoCAD's customization features to increase productivity and ease of use. Topics include configuration, modifying the ACAD.PGP file, accelerator keys, menu customization, command macros, sources of AutoCAD utilities, script files, object linking and embedding, slide libraries, custom linetypes, dialog boxes, and basic DIESEL. Prerequisite: AICO 0050 or equivalent and AICO 2000.

Jan 13	Tue	1845-2145	12 wks	BBY	CRN	16392
Mar 23	Mon-Fri	0830-1630	1 wk	BBY		16394

## AICO 3001 AUTOCAD 3D BBY \$445 DTC 433.30

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 equivalent and AICO 2000. Note: AICO 3001 replaces AICO 3000.

Jan 13	Tue		12 wks	BBY	CRN	19267
Jan 17	Sat	0830-1530	6 wks	BBY		19268
Feb 9	Mon-Fri	0900-1700	1 wk	DTC		19269
Feb 28	Sat	0830-1530	6 wks	BBY		19270
Mar 30	Mon-Fri	0830-1630	1 wk	BBY		19862

## AICO 3005 AUTOCAD CUSTOMIZATION 2 BBY \$445

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. Prerequisite: AICO 0050 or equivalent and AICO 2000 (AICO 2020 recommended).

Jan 15	Thr	1845-2145	12 wks	BBY	CRN	10544
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## AICO 3040 MECHANICAL DESKTOP 1: DESIGNER BBY \$295

Mechanical Desktop by AutoDesk integrates 3D part, assembly and surface modeling tools, and automatically generates 2D dimensioned drawings. The AutoCAD Designer component is a parametric, feature-based solid modeler that can be used to automate mechanical part design. Prerequisite: AICO 0050 or equivalent and AICO 2000 or equivalent (AICO 3000 or AICO 3001 recommended).

Jan 15	Thr	1845-2145	6 wks	BBY	CRN	16389
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## AICO 3072 C++ PROGRAMMING 1 BBY \$445

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 equivalent.

Jan 13	Tue	1845-2145	12 wks	BBY	CRN	19913
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## AICO 4010 3D STUDIO MAX FOR ENGINEERING 1 BBY \$295

Instructs students in the production of quality computer graphics such as rendered images and graphic animations. Three-dimensional models will be rendered and animated with Kinetix's 3D Studio Max software. Applications using 3D rendering and animation include engineering and product design as well as architectural modeling. Prerequisite: AICO 0050 or equivalent and AICO 3000 or AICO 3001.

Jan 17	Sat	0900-1200	6 wks	BBY	CRN	12039
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## AICO 4015 3D STUDIO MAX FOR ENGINEERING 2 BBY \$295

Continues from AICO 4010. The course examines advanced topics such as morphing, image processing and video post processing. Other presentation related topics include batch processing, scripted slide shows, video transfer and multimedia applications. Prerequisite: AICO 0050 or equivalent and AICO 4010.

Feb 28	Sat	0900-1200	6 wks	BBY	CRN	16398
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## AICO 4040 MECHANICAL DESKTOP 2: AUTOSURF AND ASSEMBLY MODELING BBY \$295

Continues from AICO 3040. The AutoSurf component of Mechanical Desktop allows for the creation of 3D curves and complex surface models. When combined with Designer, parametric solid models with free-form surfaces can be created. With Designer's assembly modeling tools, assemblies can be created and documented complete with exploded views, balloons and bills of materials. Prerequisite: AICO 0050 or equivalent and AICO 3040.

Feb 26	Thr	1845-2145	6 wks	BBY	CRN	17826
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## AICO 4072 C++ PROGRAMMING 2 BBY \$445

Continues from AICO 3072. Further development of C++ techniques with emphasis for CAD and GIS users. Topics include file handling, programming techniques for Windows, advanced object oriented programming concepts and data structures. A visual development tool for Windows programming will be used. Prerequisite: AICO 3072.

Jan 15	Thr	1845-2145	12 wks	BBY	CRN	19914
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## AICO 4075 AUTOCAD CUSTOMIZATION 3 BBY \$445

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 equivalent and AICO 3005 or AICO 3075.

Jan 15	Thr	1845-2145	12 wks	BBY	CRN	15286
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## MECH 7040 INTRODUCTION TO THE FINITE ELEMENT METHOD BBY \$445

Introduces the finite element method (FEM) for linear static analysis of structures and machine components. Topics include the displacement method, matrix solution techniques, stress interpretation, modeling with 3D elements and automatic mesh generation. Prerequisite: Diploma of Engineering Technology or equivalent.

Jan 14	Wed	1845-2145	12 wks	BBY	CRN	10503
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## MECH 7042 PLASTIC PRODUCT DESIGN BBY \$445

Focuses on the design of individual parts and the final product's assembly process. Discusses the criteria for selection of the plastic material, how to analyze the requirements and the environment in which the product will be used. Design guidelines are discussed and applied in design exercises. Prerequisite: PLAS 1110 and PLAS 3440 or diploma in Plastics Technology.

Jan 12	Mon	1845-2145	12 wks	BBY	CRN	19910
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## MECH 7047 ADVANCED ENGINEERING MATERIALS BBY \$445

Provides an overview of common material standards-CSA, AISI, SAE, ASTM and UNS (Unified Numbering System). Continuous cooling transformation diagrams will be used for development of heat treating process specification. ASM Material selector database will be used to support methods of material selection algorithm development. Prerequisite: MANU 3316 or equivalent.

Jan 13	Tue	1845-2145	12 wks	BBY	CRN	19911
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## MECH 7051 INTRODUCTION TO MACHINE VISION BBY \$445

Introduces the use of Machine Vision systems using state of the art techniques and equipment. Emphasis is on the use of the hardware required for capturing, transmitting and storing images. Also introduces image preprocessing and analysis using commercial software. Prerequisite: Diploma of Engineering Technology or equivalent and Departmental approval.

Jan 13	Tue	1845-2145	12 wks	BBY	CRN	19261
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## MECH 7065 WOOD PRODUCTS MANUFACTURING PROCESSES BBY \$445

Gives students an overview of the manufacturing process used in secondary wood products industry. Topics include production of dimensioned lumber, plywood, laminated/stranded/particle lumber and board, paper and processes of secondary wood manufacturing. Prerequisite: WOOD 1040 or diploma in Wood Products Technology

Jan 13	Tue	1845-2145	12 wks	BBY	CRN	19912
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## MECH 8012 ADVANCED CAM APPLICATIONS BBY \$445

Explores advanced computer-aided machining (CAM) techniques used to produce tool path for surfaces and for multiaxis machining. Topics include constructing and editing surfaces to define tool paths, generating tool paths for 5-axis positioning, and generating tool paths for rotary machining. Software applications such as APT and SmartCAM will be used to demonstrate techniques. Prerequisite: AICO 1010 or equivalent.

Jan 14	Wed	1845-2145	12 wks	BBY	CRN	10508
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## HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (604) 432-8205

Upon successful completion of the following five courses, participant receives a BCIT Certificate of Completion in HVAC Systems.

HVAC	0102	Basic HVAC Systems 1
HVAC	0104	Basic HVAC Systems 2
HVAC	0106	Basic HVAC Systems 3
HVAC	0110	Advanced HVAC Systems 1
HVAC	0112	Advanced HVAC Systems 2

## HVAC 0102 BASIC HVAC SYSTEMS 1 BBY \$417

Covers: fundamentals of the refrigeration cycle and identification; operation and function of basic system components; use and application of refrigerant types; proper use of refrigerant recovery/recycling equipment; and proper charging and system evacuation to meet industry requirements and existing provincial regulation. Prerequisite: HVAC 0145 or equivalent. Safety footwear with steel toes required.

Jan 19	Mon/Wed	1900-2200	8 wks	BBY	CRN	15254
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## HVAC 0104 BASIC HVAC SYSTEMS-2 BBY \$417

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.

Jan 20	Tue/Thr	1900-2200	8 wks	BBY	CRN	15255
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## HVAC 0106 BASIC HVAC SYSTEMS 3 BBY \$417

Continues from HVAC 0104. Topics include types of systems, the psychometric chart for studying air properties, proper HVAC installation procedures, troubleshooting and tune-ups. Preventive maintenance will be discussed and basic troubleshooting skills will be performed on computer simulators/window air conditioning units in shop. Prerequisite: HVAC 0104 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Jan 19	Mon/Wed	1900-2200	8 wks	BBY	CRN	15364
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## HVAC 0112 ADVANCED HVAC SYSTEMS 2 BBY \$196

Covers troubleshooting techniques on air conditioning systems and commercial refrigeration equipment. Designed and based upon the use of computer simulations to accomplish a vast array of equipment malfunctions commonly found in operational equipment today. Prerequisite: Four years work experience in the refrigeration trade or HVAC 0106.

Jan 20	Tue/Thr	1900-2200	4 wks	BBY	CRN	19304
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## HVAC 0145 CFC EMISSIONS IN REFRIGERATION BBY \$119

Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. Upon successful completion, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls, and a certificate number for refrigerant handling as required under current B.C. regulations.

Jan 10	Sat	0830-1630	1 day	BBY	CRN	15258
Feb 14	Sat	0830-1630	1 day	BBY		15260
Mar 14	Sat	0830-1630	1 day	BBY		17920



# Manufacturing, Industrial/Mechanical

**HVAC 0146 RESIDENTIAL LOAD CALCULATIONS BBY \$330**  
Shows how to properly calculate residential heat losses and heat gains, both manually and computer-based. Course based on the CSA Standard F-280 "Determining the Required Capacity of Residential Space Heating and Cooling Appliances". Upon successful completion, a nationally recognized Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) certificate is provided.

Jan 20 Tue/Thr 1900-2200 5 wks BBY CRN 17921

**HVAC 0147 RESIDENTIAL AIR SYSTEM DESIGN BBY \$330**  
Shows how to properly design residential air distribution systems in the following topic areas: layout and design of duct systems; sizing of supply and return air ducts, including proper selection of supply and return registers and grilles; CFM calculations; external static pressure and sheet metal fittings. Upon successful completion, a nationally recognized Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) certificate is provided.

Mar 3 Tue/Thr 1900-2200 5 wks BBY CRN 17923

## MACHINIST (604) 432-8205

**MACH 0100 MACHINIST CQ REFRESHER BBY \$451**  
Prepares participants for the Machinist Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Jan 24 Sat 0830-1430 10 wks BBY CRN 17925

**MACH 0105 LATHE OPERATOR BBY \$406**  
Provides a basic understanding and practical experience of engine lathe operations. Safety glasses and footwear with steel toes required.

Jan 19 Mon/Wed 1900-2200 6 wks BBY CRN 17926

**MACH 0110 MILLING MACHINE OPERATOR BBY \$406**  
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.

Mar 2 Mon/Wed 1900-2200 6 wks BBY CRN 17927

**MACH 0120 INTRO TO COMPUTERS FOR MACHINISTS BBY \$271**  
Introduces machinists to the use of computers. Designed for students wishing to continue on to the computer numerical control (CNC) courses.

Jan 20 Tue/Thr 1900-2200 3 wks BBY CRN 17928

**MACH 0125 INTRODUCTION TO CNC BBY \$446**  
Introduces the concepts of computer numerical control (CNC) to those with little or no CNC experience. Prerequisite: MACH 0120 or basic computer knowledge. Safety glasses required.

Feb 16 Mon/Wed 1900-2200 8 wks BBY CRN 17929

## MATHEMATICS FOR TRADES (604) 432-8205

**TMAT 0120 INDUSTRIAL MATHEMATICS BBY \$305**  
Upgrades trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Each student will receive assignments based on their own trade area.

Jan 20 Tue/Thr 1900-2200 8 wks BBY CRN 19303

## MECHANICAL/MECHANICAL SYSTEMS TECHNOLOGY (604) 432-8521 (604) 432-8274

### ASSOCIATE CERTIFICATE PROGRAM IN MECHANICAL SYSTEMS (REVISED)

Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs in the following options as indicated below.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary Math, Science and English or equivalent.

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 I	3.0
MECH 1000 Drafting Fundamentals	3.0
MSYS 1070 Building Construction for Mechanical	4.0
*MSYS 4090 Practicum	3.0

\*MSYS 4090 to be performed upon completion of all other credits

### Options HEATING SYSTEMS

Level 1	MSYS	Course	Credits
MSYS 2079	HVAC Load Analysis	3.5	
MSYS 3079	Air Heating Systems	3.5	

Level 2	MSYS	Course	Credits
MSYS 3179	Hydronic Heating Systems	3.5	

### PLUMBING SYSTEMS

Level 1	MSYS	Course	Credits
MSYS 1086	Potable Water Plumbing Design	2.0	

Level 2	MSYS	Course	Credits
MSYS 1087	Drainage Plumbing Design	2.0	

### AIR CONDITIONING SYSTEMS

Level 1	MSYS	Course	Credits
MSYS 2079	HVAC Load Analysis	3.5	
MSYS 2179	HVAC Refrigeration Fundamentals	3.5	
MSYS 3079	Air Heating Systems	3.5	
MSYS 4079	Air Handling Systems	3.5	

Level 2	MSYS	Course	Credits
MSYS 4179	Computer-Aided HVAC Design	1.5	

### Elective courses

Approved courses may be chosen from a variety of programs including Business Administration, Marketing, Operations Management or Engineering.

**Note:** Students working toward completion of the previously published Associate Certificate Program in Mechanical Systems should contact Earl LaBounty, Program Head, Mechanical Systems at (604) 451-6827 to review courses completed to date and to confirm the course and credit requirements for completion of their Associate Certificate Program. Note also that a new Associate Certificate program will soon be introduced for those interested in Fire Protection.

### COURSES OFFERED IN THE WINTER 1998 TERM

**MECH 1000 DRAFTING FUNDAMENTALS BBY \$315**  
Teaches techniques and develops skills in manually producing and reading basic drawings. Emphasis will be placed on orthographic projections and mechanical detail drawings. Recommended as a prerequisite to CAD graphics courses.

Jan 12 Mon 1845-2145 14 wks BBY CRN 10488

**MECH 1010 MANUFACTURING PROCESSES 1 BBY \$390**  
Presents a basic orientation course, which provides students practice in metal removal and a study of related theory.

Jan 12 Mon 1845-2145 15 wks BBY CRN 18301

**MECH 1140 STATICS BBY \$423**  
Covers vectors, force systems, concurrent and coplanar, nonconcurrent and coplanar. Graphical representation and solutions. Equilibrium, mathematical representation of equilibrium, analysis of frames. Statically determined structures. Redundancies. Beams, principles of moments and centroids. Second moment of area. Prerequisite: MATH 1011.

Jan 12 Mon/Wed 1845-2145 10 wks BBY CRN 10504

**MECH 2000 MECHANICAL DRAFTING 2 BBY \$423**  
Introduces descriptive geometry, auxiliary, pictorial developments and single line piping drawings. Review of mechanical components such as gears, motors, couplings, fasteners and welding encompassed with a drawing assignment. Prerequisite: MECH 1000.

Jan 12 Mon 1845-2145 20 wks BBY CRN 10489

**MECH 3320 THERMAL ENGINEERING 1 BBY \$315**  
Covers first and second law of thermodynamics. Steady and non-flow energy equations, specific heats of gases, vapor tables, gas and vapor processes. Carnot, Rankine, and basic IC engine cycles. Air compressors. Heat transfer. Prerequisite: MECH 1120, 2245.

Jan 13 Tue 1845-2145 14 wks BBY CRN 18966

**MECH 3340 MACHINE DESIGN 1 BBY \$422**  
Introduces machine design, with emphasis on elementary design and analytical procedures for machine components. Covers theories of failure, combined stresses, stress concentration, fatigue phenomena, welded and threaded connections, shafts, belt drives, geometric and force relationships in spur gearing. Problems are handled in both S.I and Imperial units. Prerequisite: MECH 2240, 2245.

Jan 12 Mon/Wed 1845-2145 10 wks BBY CRN 17084

**MECH 3450 FLUID POWER 2 BBY \$390**  
Provides an understanding of hydraulic control systems and associated electronic controls. Fluid power components, their symbols, function and construction are examined and used in the design, construction and testing of a variety of hydraulic control systems. Sizing calculations for system components are also covered. Prerequisite: MECH 2350.

Jan 13 Tue 1845-2145 18 wks BBY CRN 10486

### MSYS 1070 BUILDING CONSTRUCTION FOR MECHANICAL BBY \$315

Designed for persons in Mechanical systems fields to enhance understanding of the principle practices and materials typical to wood masonry, steel and concrete building construction, with an overview of space planning and organization.

Jan 13 Tue 1845-2145 14 wks BBY CRN 15610

### MSYS 1077 EMERGENCY LIGHTING SYSTEMS BBY \$254

Provides an overview of the inspection and testing requirements for unit equipment for emergency lighting systems. Topics include unit requirements. Students will work with various types of batteries, chargers, and testers and perform applicable electronic calculations. Examples of applicable codes will include Canadian Electrical Code, B.C. and Vancouver Building Codes, as well as, the B.C. Fire Code and the Vancouver Fire by-law. Students must bring a digital meter (20-amp scale) to the first class. Prerequisite: TELC 0139 or equivalent or general knowledge of basic electricity and basic electronics.

Jan 13 Tue 1845-2145 6 wks BBY CRN 19708

### MSYS 2072 COMMERCIAL KITCHEN EXHAUST SYSTEMS CLEANING BBY \$262 MANUAL \$125

Examines the NFPA #96 code requirements for commercial kitchen exhaust systems. Covers an introduction to fire, air movement and cleaning, as well as exhaust systems component identification. System cleaning, site safety, chemical safety and the complete cleaning process will be covered in detail. Prerequisite: Interim Certification in Commercial Kitchen Exhaust Systems with ASTTBC or 6 months industry experience.

**Note:** The course manual will be distributed in class. Course pre-reading and study guide will be mailed the week of February 16, 1998. NFPA #96 Codebooks will be available in class for \$32.

Mar 12 Thr-Sat 0830-1700 3 days BBY CRN 18612

### MSYS 2074 COMMERCIAL KITCHEN EXHAUST SYSTEMS INSPECTION BBY \$202 MANUAL \$100

Examines the NFPA #96 code requirements to conduct inspection and testing of commercial kitchen exhaust systems. Covers various types and components of exhaust systems, identification of serious trouble spots, and what to expect when fixed pipe fire suppression systems and exhaust systems are serviced or cleaned to comply with environmental safety, NFPA #96 and the BC Fire Code. Of interest to fire protection officers, restaurant owners, building officials, insurance companies and system cleaners.

**Note:** The course manual will be distributed in class. Course pre-reading and study guide will be mailed the week of February 16, 1998. NFPA #96 Codebooks will be available in class for \$32.

Mar 9 Mon-Tue 0830-1700 2 days BBY CRN 18613

### MSYS 2080 AUTOMATIC SPRINKLER AND STANDPIPE TESTING BBY \$341

Provides those who operate, test and maintain automatic sprinkler and standpipe fire protection systems with an understanding of system components and their operation. Covers procedures for completing commissioning tests, weekly, monthly, annual and other tests required by legislation, international standards and good practice; testing of water supplies. Allows students to interpret test results and recommend changes for code-compliance. Prerequisite: Industry experience or departmental approval.

Jan 13 Tue 1845-2145 12 wks BBY CRN 18305

### MSYS 2084 FIRE ALARM SYSTEMS: INSPECTION AND TESTING BBY \$341

Reviews the components, functions and operational principles of fire alarm systems. Covers the requirements for the inspection and testing of fire alarm systems in accordance with applicable codes, standards and regulations. Completion of inspection and test reports, record keeping and communication with owners, agents and authorities having jurisdiction will be covered. Includes field trips. Prerequisite: TELC 0139 or general knowledge of fire alarm wiring, basic electricity and basic electronics.

Jan 14 Wed 1845-2145 12 wks BBY CRN 19253

### MSYS 2179 HVAC REFRIGERATION FUNDAMENTALS BBY \$315

Introduces thermodynamic fundamentals and refrigeration cycles. Describes the vapor compression and absorption refrigeration systems. Design refrigeration system based upon pressure-enthalpy (p-h) process diagram. Size refrigerant piping to meet code and regulations. System components such as compressors, condensers, evaporators, and flow control devices are discussed. Select packaged refrigeration equipment and heat pumps.

Jan 12 Mon 1845-2145 14 wks BBY CRN 19905

### MSYS 3050 HVAC CONTROL SYSTEMS BBY \$440

Provides an overview of HVAC control systems emphasizing DDC controls. The elements of common HVAC control systems and the overall system architecture will be discussed. Students will develop elementary programs using industry standard software and will use simulation programs to test their operation. Prerequisite: Detailed knowledge of HVAC systems and basic computer literacy.

Jan 15 Thr 1845-2145 10 wks BBY CRN 19254

# Manufacturing, Industrial/Mechanical

## MSYS 3079 AIR HEATING SYSTEMS BBY \$315

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.

Jan 14 Wed 1845-2145 14 wks BBY CRN 19255

## MSYS 3179 HYDRONIC HEATING SYSTEMS BBY \$315

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.

Jan 15 Thr 1845-2145 14 wks BBY CRN 19256

## MILLWRIGHT (604) 432-8205

### MILL 0100 MILLWRIGHT CQ REFRESHER BBY \$451

Prepares participants for the Millwright Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Jan 20 Tue/Thr 1900-2200 10 wks BBY CRN 10181

### MILL 0106 USING HYDRAULICS BBY \$446

Assists maintenance personnel in designing, troubleshooting, and repairing hydraulic systems in industry. Reviews basic hydraulics with practical applications. Hydraulic circuits are designed and demonstrated on computer, then produced and tested. Practical troubleshooting techniques are explained and demonstrated. Both theoretical and hands-on training will be applied. Prerequisite: MILL 0105 or instructor approval. Safety glasses and footwear with steel toes required.

Jan 22 Thr/Sat 10 wks BBY CRN 17187  
Every 2nd Thr starting Jan 22: 1900-2200  
Every 2nd Sat starting Jan 31: 0830-1430

### MILL 0115 INTRODUCTION TO VIBRATION ANALYSIS AND BALANCING BBY \$446

Assists maintenance personnel in measurement, collection and analysis of machine vibration and machine balancing. 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. Fifteen hours of shop and hands-on activity are included. Prerequisite: Industrial maintenance experience. Safety footwear with steel toes required.

Jan 19 Mon/Wed 1900-2200 7 wks BBY CRN 18337

## PLASTICS TECHNOLOGY

(604) 432-8971

(604) 432-8274 (604) 432-8350

## PLASTICS ASSOCIATE CERTIFICATE PROGRAM

A selection of courses will be presented which can be completed through an evening study program and which will lead to an Associate Certificate in Plastics Technology.

The courses are aimed at:

- upgrading existing plastics processing machine operators who have the general prerequisites
- people with no previous plastics experience but who are interested in obtaining employment in the plastics industry
- existing plastics industry employees who are not production operators but wish to improve their knowledge. These employees may be involved in quality assurance, scheduling, engineering planning, purchasing, sales etc.

The Associate Certificate program courses are taught at a level that assumes students have completed secondary school Math, Science and English or equivalent.

### The program consists of three sections

Mandatory courses, mandatory 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)	3.0

(PLAS 1091 to be performed after completion of all other credits required for the Associate Certificate)

### Mandatory Options

At least one group of the following must be taken. More than one group can be taken to complete the certificate requirements or other courses from an Elective Group can be used if approved by the Plastics Technology Department.

Group	Description	Credits
Group 1	Injection Molding (4 courses)	4.0
Group 2	Extrusion Process (4 courses)	4.0
Group 3	Composites (3 courses)	3.0
Group 4	Rotational and Compression Molding, Thermoforming and Fabrication (4 courses)	2.0
Group 5	Blow Molding (4 courses)	4.0

### Elective Courses

Approved courses may be chosen from a variety of programs including Business Administration, Marketing, Operations Management or Engineering.

## COURSES OFFERED IN THE WINTER 1998 TERM

### PLAS 1001 INTRODUCTION: PLASTICS INDUSTRY BBY \$147

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.

Jan 14 Wed 1845-2145 4 wks BBY CRN 19278

### PLAS 1002 PROPERTIES OF MATERIALS BBY \$147

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.

Mar 25 Wed 1845-2145 4 wks BBY CRN 19280

### PLAS 1004 MATERIALS LABORATORY BBY \$199

Covers general plastics testing procedures in accordance with ASTM standards and actual testing of items in a laboratory setting. Tensile and compression tests on an Instron testing machine, melt index determination, film slip and dart impact tests, luminous transmittance, haze and gloss, temperature deflection and Vicat softening point are some of the actual tests which will be performed in accordance with ASTM standards. Prerequisite: PLAS 1002

Feb 16 \*Mon 1845-2145 4 wks BBY CRN 16384

\*Note: No class Monday, March 9, 1998

### PLAS 1011 HEALTH/SAFETY/ENVIRONMENTAL BBY \$147

Deals with the minimal hazards in plastics processing and how they are controlled. Included is the toxicity of plastics materials, fire toxicity and the effect of plastics on the environment. Also, a general discussion of the extent and feasibility of plastics recycling and the Workplace Hazardous Materials Information System (WHMIS) Federal regulations. Prerequisite: PLAS 1001.

Jan 13 Tue 1845-2145 4 wks BBY CRN 15599

### PLAS 1016 OVERVIEW OF PLASTICS PROCESSES BBY \$147

Consists of a basic overview of the various plastics processes including Injection Molding; Compression and Transfer Molding; Rotational Molding; Film, Pipe and Profile Extrusion; Thermoforming; Foam or Expansion Molding; Composites; Coating, Casting and Fabrication. Prerequisite: PLAS 1001.

Feb 17 \*Tue 1845-2145 4 wks BBY CRN 15600

\*Note: No class Tuesday, March 10, 1998

### PLAS 1023 INJECTION MOLDING: LAB BBY \$199

Reviews basic injection molding problems and troubleshooting techniques using a combination of lectures and hands-on experience with commercial sized injection molding machines. The majority of the time will be spent actually making processing changes on an injection molding machine and analyzing the results. Prerequisite: PLAS 1021

Jan 12 Mon 1845-2145 4 wks BBY CRN 17829

### PLAS 1030 EXTRUSION: PROCESS BBY \$147

Begins a four-course series on extrusion including fundamentals of the extrusion process, the main components of an extruder, types and function of various extruder screws, and an introduction to variable speed drives, gear reducers and thrust bearings. Prerequisite: PLAS 1001 or permission of instructor for those students with sufficient previous experience.

Feb 18 \*Wed 1845-2145 4 wks BBY CRN 19279

\*Note: No class Wednesday, March 11, 1998

### PLAS 1042 FRP: COMPOSITES PROCESSES AND LAB BBY \$199

Presents a hands-on demonstration of some of the processes covered in PLAS 1041. FRP fabrication and testing will be carried out in a modern well-equipped laboratory setting. Hand lay-up, chopper and gel coat gun operations are covered. As well, some testing and repair procedures are demonstrated. Prerequisite: PLAS 1041

Mar 30 \*Mon 1845-2145 4 wks BBY CRN 19281

\*Note: No class Monday, April 13, 1998

### PLAS 1070 PLASTICS SPC 1 INTRODUCTION BBY \$147

Introduces Statistical Process Control with an emphasis on plastics process examples. Discussion will center on the need for a process control system, process variation, control charts and the benefits of using control charts. Concentrates on philosophies, policies and procedures rather than mathematical analysis. The first of three courses on Statistical Process Control for plastics processes. Prerequisite: PLAS 1001.

Mar 24 Tue 1845-2145 4 wks BBY CRN 17830

## POWER ENGINEERING (604) 432-8205

### POWR 0109 REFRIGERATION OPERATOR BBY \$1005

Supplements one's practical qualifying experience as described in the B.C. Power Engineers and Boiler and Pressure Vessel Safety Act. Provides the theoretical training required to prepare graduates to challenge the B.C. Ministry of Municipal Affairs examinations for Refrigeration Operator's certification. Textbooks and examination fee are additional.

Feb 24 Tue/Thr 1900-2200 20 wks BBY CRN 19870

## POWER ENGINEERING DISTANCE EDUCATION (604) 432-8390

BCIT offers Power Engineering courses through Distance Education Part-time Studies. For more information about these courses please refer to the Distance Education section on page 8 of this flyer.

## ROBOTICS AND AUTOMATION TECHNOLOGY (604) 432-8521 (604) 432-8274

### ROBT 0010 INTRODUCTION TO INDUSTRIAL ROBOTICS BBY \$265

Introduces and investigates 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.

Jan 17 Sat 0900-1300 5 wks BBY CRN 10546

## FULL-TIME TRADES PROGRAMS INFORMATION SESSIONS (604) 434-1610

Consists of an overview of Trades Training programs followed by a tour of selected BCIT Trades Training programs. Sessions are free. Call (604) 434-1610 to register.

Jan 31 Fri 0900-1200 1 day BBY

Feb 28 Fri 0900-1200 1 day BBY

Mar 21 Fri 0900-1200 1 day BBY





# Processing, Energy and Natural Resources

## CLASS TIMES

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

BURNABY (BBY) 1845-2145  
DOWNTOWN CAMPUS (DTC) 1730-2030

## ADVANCED DIPLOMA AND DEGREE PROGRAMS FAX: (604) 432-9572

Advanced Diploma and Degree Programs are designed for working professionals who wish to expand their skills and formalize what they have learned on the job. Candidates can focus on advancing skills in a technical specialty or in technology management.

Both types of programs provide working professionals with formal advanced level training in specialized technologies which meet the needs of specific industries. Some programs provide the opportunity to earn a degree offered by BCIT or in collaboration with the B.C. Open University.

BCIT offers Advanced Diploma programs in:

- Geographic Information Systems
- Technology Management — The Advanced Diploma in Technology Management can lead to a Bachelor of Technology Degree in Technology Management offered collaboratively with the Open Learning Agency of B.C.

Proposed Bachelor of Technology Degree Programs in Processing, Energy and Natural Resources include:

- Geomatics/Geographic Information Systems

Courses are delivered in flexible formats to meet the job needs and family commitments of adult learners. This format allows candidates to continue with their careers while participating in the program.

Entry into these Advanced Programs generally requires graduation from a BCIT 2 year Technology Diploma Program, or equivalent, or a university degree with related work experience. Some programs may have additional prerequisites.

## ADVANCED DIPLOMA IN GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY (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 (<http://gis.athena.bcit.bc.ca>).

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces.

## ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT (604) 432-8459

BCIT 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 7102 PROJECT MANAGEMENT/RESOURCE UTILIZATION BBY \$172

Focuses on effective project management brought about through teamwork. Teams each plan a project making use of the learning of the preceding sessions, giving them the opportunity to experience the collaborative planning process and see its effectiveness first-hand. Emphasis will be placed on effective, motivated teamwork and good time and cost control.

Feb 20 Fri/Sat/Sun 0830-1530 1 wk BBY CRN 18750

### TMGT 7104 MANAGEMENT OF TECHNOLOGICAL CHANGE BBY \$172

Examines the nature of change in high technology and the forces active in the management of change as they affect the individual, group and organization. Analyzes, diagnoses and integrates the individual, group and corporate forces in managing change. Particular focus is placed in integrating interpersonal skills with the task of managing technological change among people.

Jan 17 Sat 0830-1530 3 wks BBY CRN 15401

### TMGT 7113 MARKETING PROGRAMS AND PLANS BBY \$172

Enables individuals to implement sample product and market planning for small and mid-size businesses. Upon completion of the course, candidates will be expected to communicate the components of an effective product strategy. Completion of TMGT 7111 is recommended.

Mar 7 Sat 0830-1530 3 wks BBY CRN 19635

### TMGT 7132 MANAGING TECH INNOVATION AND ENTREPRENEURSHIP BBY \$172

Synthesizes the elements of technological innovation that contribute to organizational productivity and increased competitiveness. The perspective adopted is the management processes that correlate with technological innovations. The thrust of the course is descriptive of the factors that come into play in the management of technological innovation. Prerequisite: TMGT 7131.

Feb 3 Tue 1830-2130 5 wks BBY CRN 19636

### TMGT 7134 TECH AND INTERNATIONAL TRADE AND COMPETITION BBY \$172

Discusses various strategies in the marketing of a technological innovation (process, product or service) in highly competitive global markets. The major thrust of this course describes how a technology firm may consider different options in the marketing of its technology in international markets.

Jan 19 Mon 1830-2130 5 wks BBY CRN 40027

### TMGT 7141 MANAGING TECHNICAL ENVIRONMENT BBY \$172

Identifies skills necessary to manage effectively in a technology-based organization. Emphasizes issues of leadership and the skills required to do an effective job, which includes improving performance by constructive feedback, giving and receiving effective information, handling disruptive behavior, and providing positive recognition.

Feb 25 Wed 1830-2130 5 wks BBY CRN 18719

### TMGT 7143 PROBLEM SOLVING AND DECISION MAKING BBY \$172

Deals with a practical, hands-on approach using an analytical process-oriented approach with different tools and techniques used to better maximize the problem-solving and decision-making skills of the participant.

Jan 10 Sat 0830-1530 3 wks BBY CRN 19904

To register, or for information on eligibility, please contact:  
Robertta Pajunen, Tel. (604) 432-8459, Fax (604) 432-9572.

## GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY (604) 432-8521

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 5027 MAPINFO DTC \$335.30

Introduces MAPINFO, a popular, user friendly desktop mapping 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. Students should be familiar with Windows 95 before taking this course.

Feb 16 Mon-Tue 0830-1630 2 days DTC CRN 18108  
Mar 16 Mon-Tue 0830-1630 2 days DTC 18862

### GIST 5028 ARCVIEW DTC \$335.30

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. Students should be familiar with Windows 95 before taking this course.

Feb 18 Wed-Thr 0830-1630 2 days DTC CRN 18107  
Mar 23 Mon-Tue 0830-1630 2 days DTC 18863

### GIST 5100 FUNDAMENTALS OF GEOGRAPHIC INFORMATION SYSTEMS BBY \$258

Presents an overview of GIS covering fundamental concepts and terminology, methods of data collection and input, data modeling and representation, concepts of database systems, manipulation and analysis features of GIS.

Jan 13 Tue 1845-2145 12 wks BBY CRN 10552

### GIST 5109 MAPPING USING MICROSTATION BBY \$483

Presents a hands-on course which introduces 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.

Jan 10 Sat 0900-1200 12 wks BBY CRN 10589

### GIST 5128 ARC/INFO GIS 1 BBY \$433

Presents a practical course using ARC/INFO GIS software in a UNIX workstation environment. Topics include database design, data entry and editing in ARCEDIT, data manipulation and analysis, and map design in ARCPLOT.

Jan 10 Sat 0830-1530 6 wks BBY CRN 10554  
Jan 15 Thr 12 wks BBY 10555  
Mar 9 Mon-Fri 0830-1630 1 wk BBY 10556

### GIST 6027 MAPBASIC DTC \$335.30

Introduces MapBasic, the programming language used to customize MapInfo. Covers customizing the MapInfo interface, the programming features of MapBasic, and developing custom applications. Prerequisite: GIST 5027. Previous programming experience is essential.

Mar 18 Wed-Thr 0830-1630 2 days DTC CRN 19251

### GIST 6028 AVENUE DTC \$335.30

Introduces AVENUE, the object oriented programming language used to customize ARCVIEW. Presents customizing the ARCVIEW interface, AVENUE classes, objects and requests, and the programming features of AVENUE. Prerequisite: GIST 5028. Previous programming experience is essential.

Mar 25 Wed-Thr 0830-1630 2 days DTC CRN 19250

### GIST 6118 REMOTE SENSING BBY \$483

Teaches students to use PCI software on UNIX workstations to perform image processing and analysis on satellite data, geocode and classify images, and integrate images with GIS. Prerequisite: GIST 6121 (may be taken concurrently).

Feb 21 Sat 0830-1530 6 wks BBY CRN 10553

### GIST 6128 ARC/INFO GIS 2 BBY \$483

Continues from GIST 5128, covering the use of ARC Macro language programming, database software, coordinate geometry, digital terrain modeling, analytical GIS functions, and import/export of data. Prerequisite: GIST 5128. Previous programming experience is helpful.

Jan 13 Tue 1845-2145 12 wks BBY CRN 18144  
Jan 14 Wed 1845-2145 12 wks BBY 19869

### GIST 6132 GIS DATABASE SYSTEMS BBY \$483

Introduces students to workstation database systems using Oracle RDMS, and how these can be used with ARC/INFO GIS software. Prerequisite: GIST 5128 and COMP 1271 (or CDCM 2372).

Jan 12 Mon 1845-2145 12 wks BBY CRN 12510

### GIST 6227 MAPINFO 2 DTC \$335.30

Use MapInfo to learn the elements of map design for both standard topographic map series and for thematic maps. Topics include symbolization of points, lines and regions, use of color and pattern, and layout creation. Prerequisite: GIST 5027 or GIST 0127.

Mar 30 Mon-Tue 0830-1630 2 days DTC CRN 18213

### OH NO, YOU HAD TO CANCEL IT??

Sorry, but sometimes excellent courses with super instructors are cancelled if someone waits until the last minute to register. Our programmers make a decision approximately one week prior to a course start date to allow for proper preparation. Minimum class numbers must be registered at that time, so please register early to avoid disappointment for yourself, others and the instructor.

**GEOMATICS TECHNOLOGY**  
**(604) 432-8521**  
**(604) 432-8992**

**SURV 1100 SURVEY FUNDAMENTALS FOR INSPECTORS** **BBY \$189**

Covers identification and significance of survey monuments; interpretation of legal and engineering plans; slope and horizontal distance measurements with determination of offsets. Terminology associated with leveling: elevation, cut, fill, invert, datum, benchmark etc. along with an introduction to leveling field procedures and notekeeping. The course runs Tuesdays until February 10, 1998 and the last six hours of the course are held Saturday, February 14, 1998. The last class is a practical session in the use of basic survey equipment.

Jan 20 \*Tue/Sat 4 wks BBY CRN 11258  
Tue: Jan 20 - Feb 10, 1998 1845-2145 Sat: Feb 14, 1998 0900-1600

**SURV 1103 SURVEY INSTRUMENT OPERATIONS: LEVELS** **BBY \$155**

Introduces leveling including the use of the hand level, automatic level and tilting level. Leveling procedures, notekeeping formats, note reduction and adjustments of level circuits are covered. Short field exercises.

Jan 31 Sat 0900-1600 3 wks BBY CRN 16382

**SURV 1104 SURVEY INSTRUMENT OPERATIONS: TRANSIT AND EDM** **BBY \$253**

Introduces theodolites, low-end total stations and steel tapes. Horizontal and vertical angle measurements with typical notekeeping formats and reductions. Field-testing and checks on instrumental errors. Corrections for taped distances and electronically measured distances. Short field projects.

Feb 28 Sat 0900-1600 5 wks BBY CRN 16383

**SURV 1113 PLANE SURVEYING COMPUTATIONS 1** **BBY \$358**

Includes a review of linear and quadratic equations along with the fundamentals of trigonometry and geometry. Open and closed traverse computations will include determining bearings, the location of blunders and adjustment procedures. Further topics include omitted parts in closed traverses, computation of areas and partitioning of lots with straight property lines.

Jan 13 Tue 1845-2145 12 wks BBY CRN 19829

**SURV 1190 SURVEY CAD: RAPID TRANSIT** **BBY \$271**

Presents custom survey application software for coordinate geometry and CAD plans. Survey routines include traversing, inverting, areas, intersections, transformations, curve calculation, contouring and volumes.

Mar 7 Sat 0900-1300 6 wks BBY CRN 12933

**SURV 1200 SURVEYING WITH TOTAL STATIONS** **BBY \$351**

Covers all aspects of the total station in order to take advantage of its capabilities; operation of the instrument; field measurements; data acquisition with the data collector; data processing and use of computer software to produce final plans.

Mar 7 Sat 0900-1600 5 wks BBY CRN 12846

**SURV 2105 CONSTRUCTION SURVEYING TECHNIQUES** **BBY \$315**

Teaches builders, carpenters, site survey technicians and construction crews how to use the level and transit to carry out site surveys, for example, in highrise construction. Topics include establishing control points, grids, referencing, benchmarks; setting out elevations and survey points by various methods; independent field checks and quality control. Prerequisite: SURV 1101, 1102 and 1108 or Departmental approval.

Mar 7 Sat 0900-1600 6 wks BBY CRN 19260

**SURV 2108 ENGINEERING SURVEY 2** **BBY \$629**

Covers slope staking, areas of cross-section, volumes. Setting out of simple curves by various methods. Calculations and setting out of a spiral curve. Underground survey. Intersection, resection and inaccessible base. Eccentric stations. EDM control traversing and heighting. Introduction to field aspects of the total station instrument. Prerequisite: SURV 1108.

Feb 28 Sat 0900-1600 15 wks BBY CRN 17082

**SURV 2117 GPS DATA COLLECTION AND PROCESSING FOR PROFESSIONALS** **BBY \$418**

Topics include Code and carrier phase projects — point positioning, feature collection and real-time navigation — creation of data dictionaries, filters, RINEX, DXF and waypoint files. Using BCACS and WADGPS data from the Internet. Carrier phase automatic and manual processing. Free and constrained network adjustment and analysis. GPS processing using GPSpace, and CGEOIDS95. Prerequisite: SURV 1117.

Jan 17 Sat 0900-1600 6 wks BBY CRN 19259

**CLASS TIMES/locations**

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

BURNABY (BBY) TRADES 1830-2130  
SEA ISLAND (SEA) 1900-2200  
PACIFIC MARINE TRAINING CAMPUS (PMT) See course descriptions

**AUTO COLLISION REPAIR**  
**(604) 432-8205**

**ABOD 0100 AUTO COLLISION REPAIR REFRESHER** **BBY \$451**

Refreshes theoretical knowledge of the trade. Prerequisite: Experience in the auto collision repair trade.

Jan 20 Tue/Thr 1830-2130 10 wks BBY CRN 19976

**AUTOMOTIVE MECHANIC**  
**(604) 432-8205**

**AUTO 0100 AUTOMOTIVE MECHANICAL REPAIR REFRESHER** **BBY \$451**

Refreshes theoretical knowledge of the trade. Prerequisite: Experience in the automotive trade.

Jan 19 Mon/Wed 1900-2200 10 wks BBY CRN 10129

**AUTO 0105 AUTOMOTIVE AIR CONDITIONING** **BBY \$451**

Upgrades mechanics in the basics of automotive air conditioning system service and repair using 134A refrigerant. Prerequisite: Mechanical experience. Safety glasses and footwear with steel toes required.

Jan 20 Tue/Thr 1900-2200 7 wks BBY CRN 16851

**AUTO 0106 AIR CONDITIONING 134A RETROFIT (MINISTRY APPROVED)** **BBY \$355**

Presents a hands-on course that upgrades automotive HVAC technicians in the conversion of motor vehicle air conditioning systems from ozone depleting refrigerants to non-ODS 134A refrigerants. Also covers issues of R12 disposal and R12 equipment. Prerequisite: Automotive air conditioning experience and AUTO 0145 or equivalent. Safety glasses and footwear with steel toes required.

Jan 27 Tue/Thr 1900-2200 3 wks BBY CRN 17887

Feb 24 Tue/Thr 1900-2200 3 wks BBY 18673

**AUTO 0107 134A RETROFIT REGULATIONS (MINISTRY APPROVED)** **BBY \$107**

Presents a theory-based awareness course designed to upgrade automotive HVAC technicians in the procedures and regulations of retrofitting air conditioning systems to accept refrigerant 134A. Also of particular interest to Service Advisors and Shop Administrators, the course will provide current information on how this new regulation could impact customer vehicles that are currently using R12.

Jan 21 Wed 1800-2200 1 day BBY CRN 19132

Feb 21 Sat 0900-1300 1 day BBY 19296

Mar 18 Wed 1800-2200 1 day BBY 19298

Apr 1 Wed 1800-2200 1 day BBY 19299

**AUTO 0110 AUTOMOTIVE BRAKE SERVICING** **BBY \$339**

Upgrades mechanics in brake servicing. Covers inspection and repair of disc/drum brake assemblies. Prerequisite: Mechanical experience. Safety glasses and footwear with steel toes required.

Jan 19 Mon/Wed 1830-2130 5 wks BBY CRN 10133

**AUTO 0130 LPG FUEL SYSTEMS FOR VEHICLES** **BBY \$414**

Prepares mechanics to install and service LPG conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. Prerequisite: B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and footwear with steel toes required.

Jan 17 Sat 0830-1430 5 wks BBY CRN 19993

Jan 19 Mon/Wed 1830-2130 5 wks BBY 10142

**AUTO 0135 NGV FUEL SYSTEMS FOR VEHICLES** **BBY \$272**

Prepares mechanics to install and service NGV conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. Prerequisite: B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic and AUTO 0130 or equivalent. Safety glasses and footwear with steel toes required.

Feb 28 Sat 0830-1430 3 wks BBY CRN 19994

Mar 2 Mon/Wed 1830-2130 3 wks BBY 10139

**AUTO 0140 AIRCARE THEORY AND OPERATIONS** **BBY \$529**

Prepares certified technicians to write the AirCare Repair Service Technician Examination. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic or Heavy Duty Mechanic with three years automotive experience.

Jan 20 Tue/Thr 1830-2130 7 wks BBY CRN 10144

**AUTO 0141 AIRCARE PRACTICAL** **BBY \$580**

Provides certified technicians with first-hand experience in the diagnosis and repair of emission control system failures. Emphasizes interpretation of emissions readings as a basis for diagnosis and repairs to vehicles failing the AirCare inspections. Mandatory for AirCare technicians who are unsuccessful with the AirCare recertification exam. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic or Heavy Duty Mechanic with three years automotive experience. Safety glasses and footwear with steel toes required.

Jan 20 Tue/Thr 1830-2130 7 wks BBY CRN 15252

**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. On completion, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCF/HCFC Controls and a certificate number for refrigerant handling as required under current B.C. regulations. Required for technicians who perform 134A retrofits.

Jan 17 Sat 0900-1700 1 day BBY CRN 13032

Feb 21 Sat 0900-1700 1 day BBY 15246

Mar 21 Sat 0900-1700 1 day BBY 19295

**AUTO 2200 INTRO TO ELECTRICAL TESTING** **BBY \$365**

Introduces electrical testing to professional technicians with limited experience in electrical and electronic testing. Topics include electrical theory, circuits, diagnosis, testing and maintenance. Safety glasses and footwear with steel toes required.

Jan 19 Mon/Wed 1830-2130 5 wks BBY CRN 18599

**AUTO 2214 ELECTRONIC ENGINE CONTROL/FUEL INJECTION** **BBY \$451**

Provides specialized instruction in diagnosing and servicing PCM controlled engine, emission and fuel injection systems. Topics include domestic TBI and EFI, Bosch "K", "L" and "LH", data stream interpretation, scan tool and lab scope use, OBDII and the new Ford EECV.

Jan 20 Tue/Thr 1900-2200 5 wks BBY CRN 15247

**AUTO 2215 OBDII FOR GM FUEL INJECTED VEHICLES** **BBY \$414**

Updates the experienced tune-up/driveability technician to handle OBDII diagnostics on General Motors (GM) cars and light duty trucks. Theory information will be supported by practical work using the new style GM service manuals, electronic service information and GM factory tools and procedures. This information can be applied to other manufacturers. Safety glasses and footwear with steel toes required.

Mar 3 Tue/Thr 1830-2130 4 wks BBY CRN 18541

**AUTO 2225 BOSCH FUEL INJECTION** **BBY \$451**

Upgrades technicians with Bosch fuel injection. Topics include K-jet, L-jet, D-jet systems operation/diagnosis, testing and repair. Safety glasses and footwear with steel toes required.

Jan 17 Sat 0830-1630 4 wks BBY CRN 19995

(last session 0830-1430)

**AUTO 2232 AUTOMOTIVE ANTI-LOCK BRAKES** **BBY \$422**

Upgrades the professional technician, who has limited experience in electrical and electronic testing, to repair electronic anti-lock brake systems. Safety glasses and footwear with steel toes required.

Mar 2 Mon/Wed 1830-2130 5 wks BBY CRN 18630

**TELX 0160 BASIC PROGRAMMABLE LOGIC CONTROLLERS FOR MECHANICAL TRADES** **BBY \$172**

Designed for mechanical tradespersons involved with complex electromechanical systems controlled by Programmable Logic Controllers (PLCs). Emphasis is on determining whether system failures are due to electrical or mechanical fault. Call (604) 432-8637 for details.

Feb 21 Sat 0900-1500 2 wks BBY CRN 10469

**AVIATION (604) 278-4538**  
**(604) 278-4831**

**AVIA 0120 CARS** **SEA \$253**

Provides an in-depth review of the Canadian Aviation Regulations (CARs) that apply to the maintenance of aeronautical products and airworthiness 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.

Jan 20 Tue/Thr 1900-2200 5 wks SEA CRN 10691

**AVIA 0165 AIRCRAFT SHEET METAL INTRODUCTION** **SEA \$253**

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.

Jan 19 Mon/Wed 1900-2200 5 wks SEA CRN 10692



# Transportation

**AVIA 0166 AIRCRAFT SHEET METAL ADVANCED SEA \$253**  
Continues from AVIA 0165. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0165 or equivalent.  
Feb 23 Mon/Wed 1900-2200 5 wks SEA CRN 10693

**AVIA 0180 HELICOPTER MAINTENANCE INTRODUCTION SEA \$253**  
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. 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.  
Jan 19 Mon/Wed 1900-2200 5 wks SEA CRN 10694

**AVIA 0181 HELICOPTER MAINTENANCE ADVANCED SEA \$253**  
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.  
Feb 21 Sat 0900-1600 5 wks SEA CRN 10695

**AVIA 0195 AVIONICS SEA \$253**  
Introduces the field of Aircraft Electronics-Avionics. Intended for those evaluating Avionics as a trade, pilots wishing to better understand operation and use of avionic equipment in general, A.M.E.'s without "E" endorsement who want a basic understanding of Avionics and anyone involved in aviation with a general interest.  
Jan 19 Mon/Wed 1900-2200 5 wks SEA CRN 10696

**AVIA 0240 INTRODUCTION TO GAS TURBINE ENGINES SEA \$253**  
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. 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.  
Jan 19 Mon/Wed 1900-2200 5 wks SEA CRN 10699

**AVIA 0295 PRIVATE PILOT GROUND SCHOOL SEA \$325**  
Prepares students to write the Ministry of Transportation Private Pilot Examination. Focuses on ground school training requirements in aviation theory, aerodynamics, aircraft engines and airframes, air regulations and air traffic control, navigation and flight planning, meteorology, radio systems, communications and pertinent medical factors. Required textbooks and materials are to be purchased by the first or second class.  
Jan 20 Tue/Thr 1900-2200 8 wks SEA CRN 15880

## COMMERCIAL TRANSPORT MECHANIC (604) 432-8205

**CTMX 0100 COMMERCIAL TRANSPORT MECHANIC CQ REFRESHER BBY \$451**  
Prepares participants for the Commercial Transport Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.  
Jan 19 Mon/Thr 1830-2130 10 wks BBY CRN 10160

**CTMX 0110 COMMERCIAL VEHICLE INSPECTOR BBY \$231**  
Prepares students for the Commercial Vehicle Inspectors Licence examination. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Safety footwear with steel toes required.  
Jan 24 Sat 0830-1430 3 wks BBY CRN 10162 (last session 0830-1230)  
Feb 16 Mon/Thr 1830-2130 2.5 wks BBY 10163 (last session 1800-2200)  
Mar 9 Mon/Thr 1830-2130 2.5 wks BBY 10166 (last session 1800-2200)

**CTMX 0115 FORKLIFT OPERATOR CERTIFICATION BBY \$203**  
Provides training to those with proven experience in the operation of forklifts. Includes six hours of theory and six hours of practical training. Upon successful completion, participants will receive Lift-truck Operation Certification. Prerequisite: Forklift operation experience. Safety footwear with steel toes required.  
Jan 24 Sat 0830-1430 2 wks BBY CRN 17163  
Feb 23 Mon/Thr 1830-2130 2 wks BBY 17164

**CTMX 0116 FORKLIFT OPERATOR TRAINING/CERTIFICATION BBY \$295**  
Provides forklift training to those with no experience in the operation of forklifts. Includes six hours of theory and 12 hours of practical training. Upon successful completion, participants will receive Lift-truck Operation Certification. Prerequisite: Driving experience. Safety footwear with steel toes required.  
Feb 2 Mon/Thr 1830-2130 3 wks BBY CRN 17169  
Mar 14 Sat 0830-1430 3 wks BBY 17168

**CTMX 0200 COMMERCIAL TRANSPORT TRAILER MECHANIC CQ REFRESHER BBY \$340**  
Prepares participants for the Commercial Transport Trailer Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half years work experience in the trade.  
Feb 23 Mon/Thr 1830-2130 7.5 wks BBY CRN 19301

## DIESEL ENGINE ELECTRONICS (604) 432-8205

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 2102 DETROIT DIESEL ELECTRONIC CONTROL BBY \$410**  
Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals for Detroit Diesel engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Safety footwear with steel toes required.  
Jan 19 Mon/Thr 1830-2130 5 wks BBY CRN 19302

**DELX 2103 CATERPILLAR ELECTRONIC CONTROL BBY \$410**  
Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals. Enables students to become competent in the repair, troubleshooting and diagnosis of electronic fuel systems for Caterpillar engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Safety footwear with steel toes required.  
Feb 23 Mon/Thr 1830-2130 5 wks BBY CRN 17907

## HEAVY DUTY MECHANIC (604) 432-8205

**HDMX 0100 HEAVY DUTY MECHANIC CQ REFRESHER BBY \$451**  
Prepares participants for the Heavy Duty Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.  
Jan 19 Mon/Thr 1830-2130 10 wks BBY CRN 10154

## INBOARD/OUTBOARD MECHANIC (604) 432-8205

**IOMX 0102 STERN DRIVE TUNE-UP BBY \$355**  
Provides the boat owner with practical knowledge that can be used to service the stern drive engine, drive leg and related equipment. Fuel systems, ignition, electrical, cooling, leg service, corrosion control, repowering and troubleshooting will be covered. Includes both theory and hands-on training. Safety footwear with steel toes required.  
Feb 16 Mon/Wed 1900-2200 6 wks BBY CRN 19701

## MATHEMATICS FOR TRADES (604) 432-8205

**TMAT 0120 INDUSTRIAL MATHEMATICS BBY \$305**  
Upgrades trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Each student will receive assignments based on their own trade area.  
Jan 20 Tue/Thr 1900-2200 8 wks BBY CRN 19303

## PACIFIC MARINE TRAINING (604) 985-0622

**MEPD 0200 MARINE ELECTRICAL CONTROLS PMT \$294**  
Students will learn electrical motor control and how to parallel ship's electrical generators. Three phase induction motor circuits and synchronous generators are covered.  
Feb 4 Wed 1800-2100 6 wks PMT CRN 40052

**MLPO 1011 MARITIME VESSEL OPERATIONS PMT \$323.30**  
Introduces various ship types, explains their function and identifies ship parts: including ship bridge and engine room systems. Introduces principles of basic ship stability, shipboard crew organization and functions and other shipboard operations including required certificates and associated surveys and emergency equipment (survival craft and fire fighting).  
Feb 17 Tue/Thr 1800-2100 5 wks PMT CRN 40286  
Alt Sat 0900-1600

**MLPO 1041 OCEAN FREIGHT CARGOES PMT \$323.30**  
Introduces the principal ocean cargoes, their properties and identifies their major exporting and importing countries and regions. 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 and the movement to port, reception, storage, loading, carriage at sea, discharging and distribution of cargoes.  
Jan 6 Tue/Thr 1800-2100 5 wks PMT CRN 40287  
Alt Sat 0900-1600

**MSSM 0101 SMALL CRAFT SURVIVAL PMT \$139.30**  
Prepares pleasure craft operators for basic safety and survival in an emergency situation. Includes hands-on training with emersion suits, PFD's and inflatable life raft in the training tank.  
Feb 21 Sat/Sun 0900-1600 1 wk PMT CRN 40272  
Mar 14 Sat/Sun 0900-1600 1 wk PMT 40273  
Mar 28 Sat/Sun 0900-1600 1 wk PMT 40274

**MSSM 0492 PRACTICAL USE OF RADAR PMT \$271**  
Enables the student to assume duties of radar operator on a small vessel; navigate a vessel; and take collision avoidance action. Lectures and demonstrations are enhanced with exercises performed on a radar simulator.  
Feb 10 Tue/Thr 1800-2100 3 wks PMT CRN 40275  
Mar 10 Tue/Thr 1800-2100 3 wks PMT 40276

**MSSM 0494 GLOBAL POSITIONING SYSTEM (GPS) PMT \$102**  
Designed for the craft operator. Theory, principles, errors and limitations of GPS and DGPS are covered. Using PMTC's advanced simulators, practical waypoint navigation is taught by faculty. Feel free to bring your hand-held GPS sets to class.  
Feb 21 Sat 0900-1530 1 wk PMT CRN 40277  
Mar 21 Sat 0900-1530 1 wk PMT 40278

**MSSM 0495 INTRODUCTION TO ELECTRONIC CHARTS PMT \$102**  
Introduces the student to the electronic chart display, including errors and limitations and comparisons to the paper chart. The small class size enables students to get hands-on experience with the advanced ECPINS system using PMTC's state of the art Marine Simulators.  
Feb 21 Sat 0900-1530 1 wk PMT CRN 40279  
Mar 21 Sat 0900-1530 1 wk PMT 40280

**NAUT 0471 MASTER LIMITED: 60 GRT, AREA I PMT \$354.30**  
Prepares participants for Transport Canada examinations leading to a Master Limited certificate, which will qualify the holder to operate a small passenger vessel up to 60 GRT, within Area I waters. Note: candidates preparing for the "First Mate Limited Coastal" certificate are welcome to attend this course due to the common subject material covered.  
Mar 10 Tue/Thr 1800-2100 4 wks PMT CRN 40088  
Sat 0900-1600

Pacific Marine Training Campus also offers courses in the following subject areas:

- Marine Engineering
- Nautical
- Safety and Seamanship

For further information on courses offered, contact BCIT's Pacific Marine Training Campus:

Mail: BCIT Pacific Marine Training Campus  
265 West Esplanade  
North Vancouver, B.C. V7M 1A5  
Tel: (604) 985-0622  
Fax: (604) 985-2862

## POWER EQUIPMENT MECHANIC (604) 432-8205

**PEMX 0105 SMALL ENGINE POWERED EQUIPMENT MAINTENANCE BBY \$352**  
Covers maintenance and general repair of engines and allied equipment on lawn mowers, chain saws, generator units and other utilities powered by air-cooled two- and four-stroke engines. Safety footwear with steel toes required.  
Jan 20 Tue/Thr 1900-2200 8 wks BBY CRN 16527

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