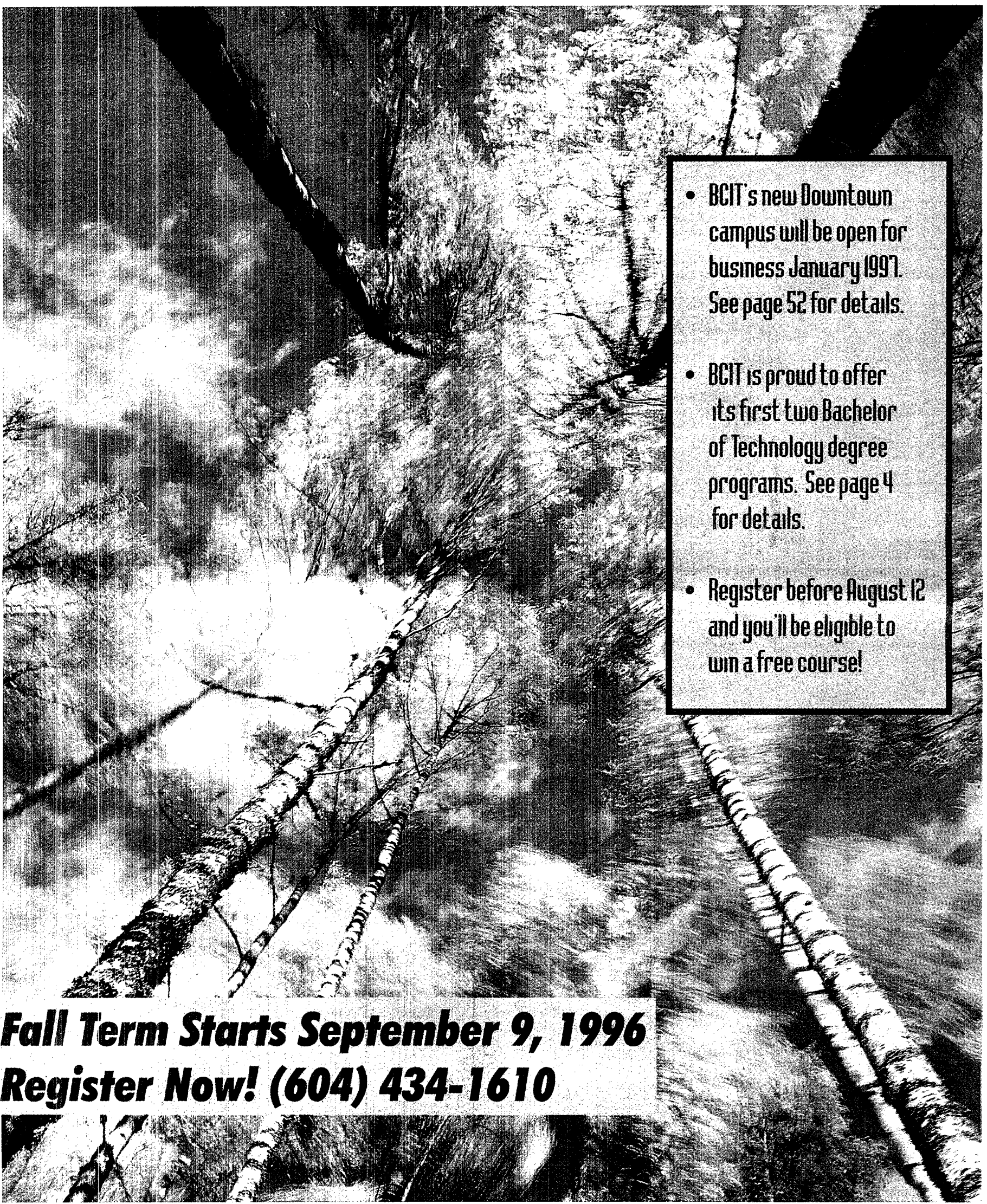




# **PART-TIME STUDIES**

## **FALL 1996**



- BCIT's new Downtown campus will be open for business January 1997. See page 52 for details.
- BCIT is proud to offer its first two Bachelor of Technology degree programs. See page 4 for details.
- Register before August 12 and you'll be eligible to win a free course!

**Fall Term Starts September 9, 1996**  
**Register Now! (604) 434-1610**

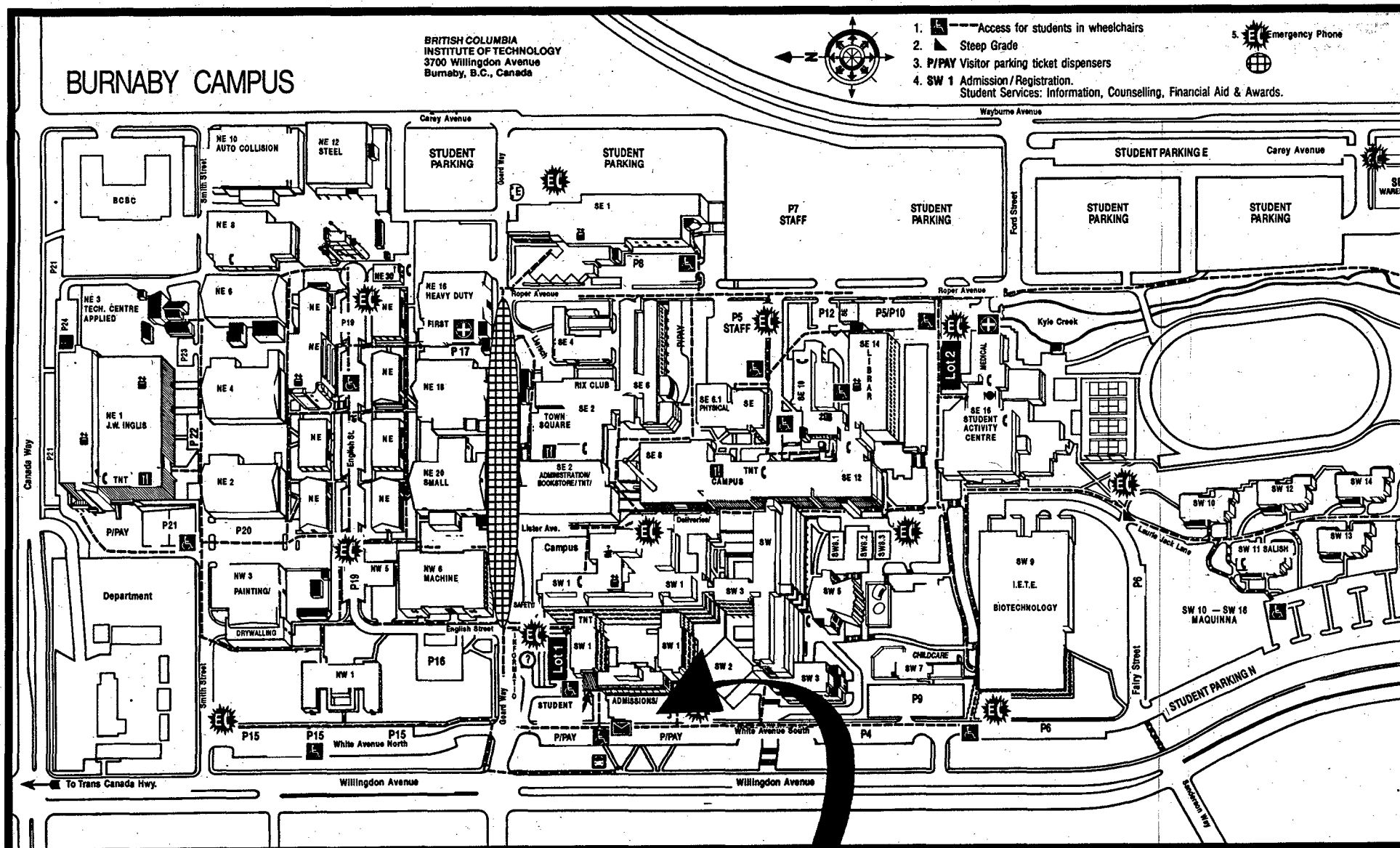
**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**



# Contents

<b>CONTENTS</b> .....	<b>2</b>	<b>ACADEMIC STUDIES</b> .....	<b>7</b>	<b>ENGINEERING TECHNOLOGY</b> .....	<b>31</b>	<b>TRADES TRAINING</b> .....	<b>42</b>
<b>CAMPUS MAP</b> .....	<b>2</b>	Chemistry .....	7	Advanced Diploma and Degree Programs .....	31	Auto Collision Repair/Refinishing .....	42
<b>REGISTRATION INFORMATION</b> .....	<b>3</b>	Communication .....	7	Proposed Bachelor of Technology in Construction Management .....	31	Automotive Electronics .....	42
Campus Locations/Office Hours .....	3	Pre-entry courses .....	7	Bachelor of Technology in Environmental Engineering Technology (EET) .....	31	Automotive Mechanic .....	42
Course Registration: Four Ways to Register .....	3	Certificate & Diploma Program Courses .....	7	Advanced Diploma in Geographic Information Systems .....	32	Aviation .....	43
Confirmation of Registration/Payment .....	3	Business and Industry Courses .....	8	Advanced Studies in mechanical Technology .....	32	Carpentry .....	43
Course Audit .....	3	General Interest .....	8	Post Diploma Program CAD Programming .....	33	Commercial Transport Mechanic .....	44
Course Cancellation .....	3	Engineering Technology Entry (ETE) Program .....	8	Building .....	33	Computer Training, Trades .....	44
Course Identification .....	4	Mathematics .....	8	Construction Operations .....	34	Construction .....	44
Fees .....	4	Physics .....	8	Chemical Sciences Technology .....	34	Diesel Engine Electronics .....	44
Course Transfer/Change \$15 Fee .....	4	<b>BUSINESS</b> .....	<b>9</b>	Civil & Structural .....	34	Drafting .....	44
Tuition Fees .....	4	Business Training Centre .....	9	Computer Aided Engineering .....	35	Drywall .....	45
Miscellaneous Fees .....	4	Advanced Studies in Business .....	9	Fish Harvesting and Processing .....	36	Glazing .....	45
Parking Permits .....	4	Administrative Management Part-time/Day-time Courses .....	10	Food Technology .....	37	Exploration .....	45
Visa and MasterCard Declines .....	4	Broadcast Communications .....	13	Geographic Information Systems .....	37	Heating, Ventilation, Air Conditioning and Refrigeration .....	45
Refunds .....	4	Financial Management .....	14	Mechanical/Mechanical Systems .....	37	Heavy Duty Mechanic .....	45
How to Withdraw .....	4	Credit Courses to Professional Accounting Bodies .....	14	Non-Destructive Testing .....	38	Ironworking .....	45
Winter '97 Part-time Studies Registration .....	4	Financial Management Correspondence .....	14	Petroleum .....	38	Joinery .....	45
Tax Receipts .....	4	Interior Design .....	16	Plastics .....	38	Machinist .....	46
<b>STUDENT SERVICES</b> .....	<b>5</b>	Marketing Management .....	17	Public Works Operations .....	38	Mathematics for Trades .....	46
Bachelor of Technology .....	5	Media Techniques for Business .....	19	Robotics and Automation .....	39	Millwright .....	46
Class Times/Locations .....	5	Medical Office Assistant .....	21	Geomatics .....	39	Pacific Marine Training .....	46
Correspondence/Guided Learning .....	5	CAPIC .....	21	Wood Products Manufacturing .....	39	Painting and Decorating .....	46
Employment Services .....	5	Operations Management .....	22	Distance Education .....	40	Piping .....	46
Educational Resource Centre for Students with Disabilities .....	5	Transportation Logistics .....	24	<b>HEALTH SCIENCES</b> .....	<b>41</b>	Power Engineering .....	47
Financial Aid .....	5	<b>BCIT INTERNATIONAL</b> .....	<b>24</b>	Basic Health Sciences Advanced Level Courses .....	41	Power Equipment Mechanic .....	47
The NOW Project .....	5	<b>COMPUTER SYSTEMS</b> .....	<b>25</b>	Cardiovascular Post Diploma Courses .....	41	Sheet Metal .....	47
Program Advising .....	5	Bachelor of Technology/Advanced Diploma in Software Development .....	25	Environmental Health .....	41	Steel Fabrication .....	47
Career Search Workshop .....	5	Computer Systems .....	25	Environmental Management of Real Estate Assets — Certificate Program .....	41	Welding .....	48
Career Transitions Workshops .....	5	<b>ELECTRICAL AND ELECTRONIC TECHNOLOGY</b> .....	<b>28</b>	Occupational Health and Safety — Certificate Program .....	41	Women in Trades .....	48
How to Read Your Flyer .....	5	Electronic Engineering Technology .....	28	Health Care Management Level I — Certificate Program .....	41	Trades Full-time Programs Information Sessions .....	48
Student Success .....	6	Electrical Trades Upgrading .....	29	Health Care Management Level II — Certificate Program .....	42	<b>INDEX</b> .....	<b>50</b>
<b>CAMPUS SERVICES</b> .....	<b>6</b>	Electronics Trades .....	29	Magnetic Resonance Imaging — Certificate Program .....	42	<b>APPLICATION FORM</b> .....	<b>51</b>
Alumni Association .....	6	Industrial Computing and Control .....	30	Nursing Specialty Certificate Programs .....	42		
Bookstore .....	6	Instrumentation .....	30				
Food .....	6	Paperless Office Automation Technology .....	30				
Library .....	6						
Parking .....	6						
Recreation SAC Building .....	7						
Security .....	7						

## Campus Map



REGISTRATION & ADMISSIONS INFORMATION

# Registration Information

## CAMPUS LOCATIONS/ OFFICE HOURS

at Burnaby campus and Downtown Education Centre offer year-round registration service for part-time courses. The Surrey, Maple Ridge 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

#### STUDENT SERVICES:

Program Information: (604) 434-3304  
Registration: (604) 434-1610

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:

Admission/Registration/General Enquiries:  
Hours (Subject to Change)

Monday to Thursday 0830 - 1900  
Friday 0830 - 1630  
Saturday 0830 - 1230

Closed on Holiday Weekends

#### Summer Hours (April 29/96-August 12/96)

Monday to Friday 0830 - 1630  
Saturday Closed

### DOWNTOWN EDUCATION CENTRE/DEC, (604) 687-4666

Part-time technology courses only.  
549 Howe Street  
Vancouver, B.C. V3C 2C6  
Fax: (604) 687-2488

#### OFFICE HOURS

When school is in session:

Monday to Thursday 0830 - 1800  
Friday 0830 - 1630

Otherwise:

Monday to Thursday 0830 - 1730

### SURREY/SRY, REGISTRATION & INFORMATION ONLY (from Aug. 26) (604) 594-2000

Prior to August 26 please register at the Burnaby Campus or Downtown Education Centre.

Part-time Business courses only.

Tamanawis Senior Secondary  
Campus location  
12600, 66th Avenue  
Surrey, B.C. V3W 2A8

#### 4. SEA ISLAND/SEA, (604) 278-4831

Part-time Aviation and computer courses.  
Vancouver International Airport  
Unit 200 — 5301 Airport Road, South  
Richmond, B.C. V7B 1B5

#### 5. PACIFIC MARINE TRAINING CAMPUS/PMT, (604) 985-0622

265 West Esplanade  
North Vancouver, B.C. V7M 1A5  
Fax: (604) 985-2862

#### 6. KINGSTON COLLEGE/HOL

Part-time Computer Systems courses only.  
2286 Holdom Avenue  
Burnaby, B.C. V5B 4Y5

#### 7. VANCOUVER/VCR/ANO

Part-time Computer Systems courses only.  
Ano Office Automation  
380 West 2nd Avenue  
Vancouver, B.C.

#### 8. LANGLEY/LLY

Electronic programs and courses only.  
#97 - 21405 56th Avenue  
Langley, B.C. V3A 4R3

#### 9. MAPLE RIDGE/MRC

Maple Ridge Secondary School  
21911C - 122nd Avenue  
Maple Ridge, B.C.

#### 10. MAPLE RIDGE/THC, (604) 463-8884

Thomas Haney Centre  
23000 - 116th Avenue  
Maple Ridge, B.C.

#### 11. PLAZA OF NATIONS /PLA

Kingston College  
3rd Floor, Plaza of Nations  
770 Pacific Boulevard  
Vancouver, B.C. V6B 5E7

#### 12. INFORMATION TECHNOLOGY CENTRE /ABB, (604) 853-6230

2343 McCallum Rd.  
Abbotsford, B.C. V2S 3N7



## COURSE REGISTRATION: FOUR WAYS TO REGISTER

### 1. BY MAIL

Complete the registration form on page 51 and include your signature at the bottom. Clip the form out of the flyer and mail it to the address indicated.

Part-time Studies  
BCIT Registration Department  
3700 Willingdon Avenue  
Burnaby, B.C. V5G 3H2

### 2. BY FAX

NOTE: During peak periods, students may register for course(s) at the Downtown Education Centre.

(604) 687-2488 DOWNTOWN  
(604) 430-1331 BURNABY

### PLEASE NOTE FAXED REGISTRATIONS WILL NOT RECEIVE CONFIRMATION!

If registering by Fax, payment for the part-time course(s) must be made by credit card. Visa and MasterCard are the only method of credit card payment that is acceptable to BCIT. As well, your credit card number must be included on the faxed registration form in order for your registration to be processed.

### 3. IN PERSON

Note: The following hours of registration are subject to change.

#### BURNABY CAMPUS

3700 Willingdon Avenue

Office Hours (August 14 - April 27):

Monday to Thursday 0830-1900  
Friday 0830-1630  
Saturday 0830-1230

Closed Saturday on Holiday Weekends

Summer Hours (April 29 '96 - August 12 '96):

Monday to Friday 0830-1630  
Saturday Closed

#### DOWNTOWN EDUCATION CENTRE

549 Howe Street, Vancouver

Regular Office Hours:

Monday to Thursday 0830-1800  
Friday 0830-1630  
Saturday Closed

#### SURREY CAMPUS — PRINCESS MARGARET SENIOR SECONDARY

128 Street & 72nd Avenue, Surrey

Regular Office Hours (from August 26):

Monday to Thursday 0900-2030  
Friday 0900-1530  
Saturday Closed

NOTE: Registration and enquiries take place at Princess Margaret Senior Secondary, while classes are delivered at Tamanawis Senior Secondary.

### 4. BY PHONE

REGISTRATION BY PHONE FOR FIRST TIME REGISTRANTS IS NOW AVAILABLE!

If registering by phone, payment for the part-time course(s) must be made by credit card. Visa and MasterCard are the only method of credit card payment that is acceptable to BCIT. Please have your credit card number and expiry date available when you call to register.

NOTE: During peak periods you may experience lengthy delays. If this happens please contact the Downtown campus to register for your course(s). Beat the rush and call between 0830 and 0900 or 1830 and 1900.

(604) 687-4666  
(604) 434-1610

DOWNTOWN  
BURNABY

## CONFIRMATION OF REGISTRATION/ PAYMENT

Your payment/registration receipt will be mailed, however you should confirm your registration and refund deadlines before the start of classes.

Please ensure that BCIT has your correct address. Changes can be made by calling (604) 434-1610 or (604) 687-4666.

Confirmation that your faxed registration has been processed can be made by phoning BCIT at (604) 434-1610, the Downtown Education Centre at (604) 687-4666 or coming to the registration area in person.

Unfortunately, we are unable to confirm your registration by return Fax or phone.

## COURSE AUDIT

A student may audit a course with permission from the instructor. Written permission FROM THE INSTRUCTOR must be submitted to the Student Records office (SW1-1585) no later than the seventh classroom contact hour following the commencement of classes for each level. Auditing students are not formally evaluated and do not write examinations. However, students are expected to take an active part in classroom discussions and laboratory exercises, maintain satisfactory attendance and pay the full course fee. Auditing students do not receive credit for the course, but receive a Statement of Marks with "AUD" indicated.

## COURSE CANCELLATIONS

The Institute reserves the right to cancel courses if enrolments are insufficient. A full refund of tuition fees or a letter of credit will be issued for courses cancelled by the Institute.

## A TASTY REWARD FOR DOING YOUR BEST.

Redeemable for a regular order of our world-famous french fries.



Coupon expires: December 31, 1996

Limit of one regular order of french fries per customer. Coupon valid at any participating McDonald's Restaurants in Canada.



©1994 McDonald's Corporation

# SAVE EVERY TIME YOU SHOP

At these Metrotown Centre stores:

Present your BCIT student card to receive student discounts. Please see each store for discount details. Valid July 1996 - June 1997



YOUR COMMUNITY CENTRE

THE BAY SEARS ZILLERS T & T SUPERMARKET TOYS "R" US



# Registration Information

## COURSE IDENTIFICATION

BCIT converted from a three-digit to a four-digit course number January 1994. The course identifier is a unique classification given to all BCIT courses. The course identifier consists of a subject code, number and title.

### a) Subject Code

- A1. is a four-character alphabetic mnemonic code;
- A2. represents the teaching department responsible for course content;
- A3. is an easily recognizable code describing the main focus of the course.

### b) Course Number

The course identifier will consist of a four-digit number, with the first digit used to indicate the level of difficulty. The next three digits will be assigned sequentially, ranging from 100 to 999.

### Level of Difficulty (rigor) is defined as:

1. A course that has a prerequisite course(s). For example, Accounting 1 is required before you can take Accounting 2. Therefore the Course IDs may be FMGT 1120 and FMGT 2120 respectively, or
2. A course that requires foundation work. For example, in order to take a particular course in Level 3, the student may be required to complete Level 1 and 2 courses. Therefore the course ID will have a 3XXX series designation.

Non-Credit	Entry Level Certificate/ Diploma	Advanced Studies Advanced Diploma/Degree
0XXX	1XXX	5XXX
	2XXX	6XXX
	3XXX	7XXX
	4XXX	8XXX

### c) Titles

- C1. The course title is a concise description of the material covered.
- C2. Courses that are part of a series will show the series number in the title.

## FEES

### COURSE TRANSFER/ CHANGE \$15 FEE

A \$15 fee is charged when you request a course transfer/change. This applies when you request to have your registration changed from one course to another and/or to change your time/date. 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.

### TUITION FEES

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

### MISCELLANEOUS FEES

NSF/Returned Cheques	\$15
Duplicate T2202A	\$10
Transcript (plus \$1 each extra)	\$5

## PARKING PERMITS

### \$16 PER TERM

Parking permits are purchased from the cashier and can be bought prior to the start of classes. Permits are dated approximately three months from purchase date. For additional information please see the Parking Section under Campus Services on page six.

## VISA & MASTERCARD DECLINES

Please note that 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 you of the situation. It will be the responsibility of the student to re-register and make full payment for that class — a new receipt will be issued to the student.

## REFUNDS

Course refund deadlines vary. Please 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	1 day prior to 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. Please check refund requirements and deadlines at the time of registration.

Please note that there will be a charge of 15 per cent of the total tuition fee per course deducted for refund processing when you withdraw from a course. A letter of credit may be issued after the deadline, based on medical reasons only. A medical note must be enclosed with the written request and forwarded to Revenue Accounting, Financial Services.

## HOW TO WITHDRAW FROM A COURSE

Students who wish to withdraw from a course after the refund deadline, must do so officially, in writing to Student Records. Withdrawal will be allowed until two-thirds of the way through the course and will result in a "W" on the transcript. If withdrawing after two-thirds of the way through the course, the transcript will show "F" for the dropped course. Neglecting to withdraw officially (course abandonment) will result in an "OF" on the transcript. The standard refund policy applies to all withdrawals.

## WINTER '97 PART-TIME STUDIES REGISTRATION

Registration for the winter term opens Sept 30, 1996. Although the course schedule will not have been printed at that time, you can call us to check on course offerings and to register.

## TAX RECEIPTS T2202A - 1996

An official tax receipt will be mailed by Financial Services on or before February 28. To allow for normal mail delivery, students should wait until March 15 before contacting Financial Services if a tuition fee tax receipt has not been received. A \$10 charge will be levied for duplicate receipts.

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

## Get an edge on the competition:

### Introducing the

## • BCIT Bachelor of Technology degree •

### EDUCATION

can be one of your most valuable assets while pursuing career goals. The new BCIT Bachelor of Technology degree provides a theoretical and practical education to help you succeed in today's competitive market.

advanced technology specialties with management and liberal studies, ensures you receive a well-rounded advanced education.

Bachelor of Technology graduates receive up-to-date factual and technological knowledge. More importantly, they are able to apply that knowledge on the job, in a practical, relevant way.

### future

The Bachelor of Technology degree will help you meet future career demands in many ways.

Degree programs are developed and offered only in fields recommended by industry advisory committees. If there is no demand in industry for a specific degree program, we won't offer it.

The combination of increased knowledge and practical application will ensure you meet both industry and career challenges. In the global marketplace, the ability to adapt, learn and apply new skills will be crucial to success.

For further information on these or other Bachelor of Technology degree programs contact:

- Computer Systems Technology: ..... (604) 432-6858
- Environmental Engineering Technology: ..... (604) 432-8344
- Student Services: ..... (604) 434-3304

### now accepting applications

#### Computer Systems Technology

BCIT's degree program in this area is designed to complement our diploma program (or equivalent) with enhanced technological and managerial skills to train effective information engineers.

This program is suited to working professionals who wish to update or refresh their knowledge, and degree holders of related disciplines who wish to make a career change.

#### Environmental Engineering Technology

BCIT's new degree program in Environmental Engineering Technology will provide the additional skills and knowledge that engineering and science graduates require to successfully work on environmental assignments such as:

- site remediation/audits
- recycling
- waste treatment facilities
- geohydrology
- solid waste management
- recycling
- wastewater management
- residual management
- industrial air pollution

Graduates will be able to function as members of a multidisciplinary team addressing the environmental challenges faced by industry.

### flexibility

The BCIT Bachelor of Technology degree is different because of its flexible part-time schedule.

It is designed for career-focused, part-time students who may be currently employed, and who have a variety of needs in terms of program location, format and time.

### growth

The fast pace of technological change demands a skilled workforce that can compete in the global marketplace.

The Bachelor of Technology degree will help you develop the portable skills necessary to keep pace and change career directions.

The tiered approach, including a two year diploma, work experience,





# Student Services



## BACHELOR OF TECHNOLOGY DEGREE

BCIT now has degree-granting status and will offer the first Bachelor of Technology degree in Environmental Engineering Technology this fall.

More degree programs will be added over the next few years. The programs will combine advanced technology specialties with management courses and a liberal education component.

The Bachelor of Technology degree is designed for people with a practical orientation who seek the flexibility to pursue advanced education and technological training as essential parts of career advancement.

For further information contact BCIT Student Services at the Burnaby campus. Tel. (604) 434-3304.

## CLASS TIMES/LOCATION

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 EDUCATION CENTRE (DEC)	1730-2030
HOLDOM AVENUE (HOL)	1845-2145
LANGLEY (LLY)	1900-2200
SEA ISLAND (SEA)	1900-2200
SURREY (SRY)	1900-2200
VANCOUVER (VCR)	1845-2145
MAPLE RIDGE (MRC)	See course descriptions
MAPLE RIDGE (THC)	See course descriptions
ABBOTSFORD (ABB)	See course descriptions
PLAZA OF NATIONS (PLA)	See course descriptions

## THE 24-HOUR CLOCK

0001 ⇒ 12:01 am	1300 ⇒ 1:00 pm
0100 ⇒ 1:00 am	1400 ⇒ 2:00 pm
0200 ⇒ 2:00 am	1500 ⇒ 3:00 pm
0300 ⇒ 3:00 am	1600 ⇒ 4:00 pm
0400 ⇒ 4:00 am	1700 ⇒ 5:00 pm
0500 ⇒ 5:00 am	1800 ⇒ 6:00 pm
0600 ⇒ 6:00 am	1900 ⇒ 7:00 pm
0700 ⇒ 7:00 am	2000 ⇒ 8:00 pm
0800 ⇒ 8:00 am	2100 ⇒ 9:00 pm
0900 ⇒ 9:00 am	2200 ⇒ 10:00 pm
1000 ⇒ 10:00 am	2300 ⇒ 11:00 pm
1100 ⇒ 11:00 am	2400 ⇒ 12:00mid
1200 ⇒ 12:00 noon	

## 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, J.W. Inglis Building, 2nd floor, South Entrance.  
SW1 Building, 1st floor, 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 with any problems you may have or to help locate your classroom:

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

## CORRESPONDENCE/ GUIDED LEARNING

IF YOU CAN'T GET TO ANY OF OUR CLASSROOM SITES... BCIT offers career-oriented credit and non-credit correspondence courses.

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

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

Please call:

Academic Studies	(604) 432-8784
Business	(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.

## EMPLOYMENT SERVICES

(604) 432-8666

FAX (604) 435-3122

e-mail

bciteps@bcit.bc.ca

Open Monday to Friday from 0830-1600, closed from 1300-1400 daily. As a part-time student you are eligible to use the BCIT WORKS! Voicelink Jobsline, a 24-hour, seven days per week job information telephone system. There is a fee of \$20 for one year of access to the Jobsline for part-time students and alumni. Drop by or call us to register. The Employment Services office is located in building SW1, Room 1100.

## EDUCATIONAL RESOURCE CENTRE FOR STUDENTS WITH DISABILITIES

VOICE (604) 451-6963  
TTY (604) 432-8954

We offer a range of support services for students with disabilities. For more information regarding these services contact Student Services at (604) 434-3304, Building SW1, Room 2300. In addition, the Educational Resource Centre offers two courses to help you be more successful and make career decisions.

## BCIT 0130 LEARNING FOR SUCCESS: STRATEGIES FOR STUDENTS WITH LEARNING DISABILITIES \$395

Students with learning disabilities will receive instruction in cognitive strategies to enhance reading, writing, and math competencies, along with related academic skills such as concentration, listening, critical thinking, memory, notetaking, exam writing and social interaction. The course will feature formal class instruction, as well as access to the Learning Centre for individual assistance. Documentation of LD is required. Please call (604) 451-6963 for further information.

Sep 3 — Tue/Thr 14 wks CRN 37283  
Dec 12 1600-1900

## BCIT 0131 CAREER DECISION MAKING FOR STUDENTS WITH DISABILITIES \$225

Assists you in identifying your abilities, vocational interests and work values. Current labor market information will be provided, as well as an opportunity to explore disability issues related to the workplace. (Dates and times TBA)

## 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. This assistance is based on financial need. Applicants submitting a completed "BCIT Part-time Assistance Application" form will be considered for all available part-time assistance programs. All applicants will be notified in writing.

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

## THE NOW PROJECT

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

- information on welfare changes related to training
- assessments for upgrading or tutoring
- guidance and orientation 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 services in BCIT and in the community

Drop in hours are 1230 to 1630, Monday to Friday, in Building SW1, Room 2105. Please call for your initial appointment or if you have questions regarding our services or your eligibility.

## PROGRAM ADVISING/ PART-TIME STUDIES (604) 434-3304

We can help you get the most out of your Part-time Studies.

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

If you are beginning your studies in Engineering Technology you are advised to confer with a Part-time Studies program advisor before you begin. It is recommended 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 throughout the year, by appointment. Evening appointments are available during fall and winter terms. For additional information or an appointment, please call us at (604) 434-3304.

## HRMG 0315 — CAREER SEARCH WORKSHOP

BCIT Counselling Services offers a workshop led by professionally trained career counsellors to help you set goals and plan your career based on your interests, values and abilities. \$225

BCIT's Career Search Workshop will help you to:

- make a first-time career choice
- build on life experiences to re-enter the workforce
- make a career change
- develop new career paths
- gain current information about training/educational opportunities
- access information on jobs of the future in technology
- develop your career

This 12-hour course covers

- Interest testing
- Decision making
- Aptitude testing
- Values clarification
- Goal setting and implementation

Participation is limited to 15, so register early for either the four-session weekday evening or two-session Saturday workshop. Classes are available at the Burnaby campus and the Downtown Education Centre. To register, call (604) 434-1610 or (604) 687-4666. For more information, call BCIT Counseling Services at (604) 434-3304.

Burnaby campus (SW1 1125)

Sept 12 (4 Wednesdays)	1845-2145
Oct 01 (4 Tuesdays)	1845-2145
Oct 10 (4 Tuesdays)	1845-2145
Oct 30 (4 Wednesdays)	1845-2145
Nov 16 (2 Saturdays)	0900-1500

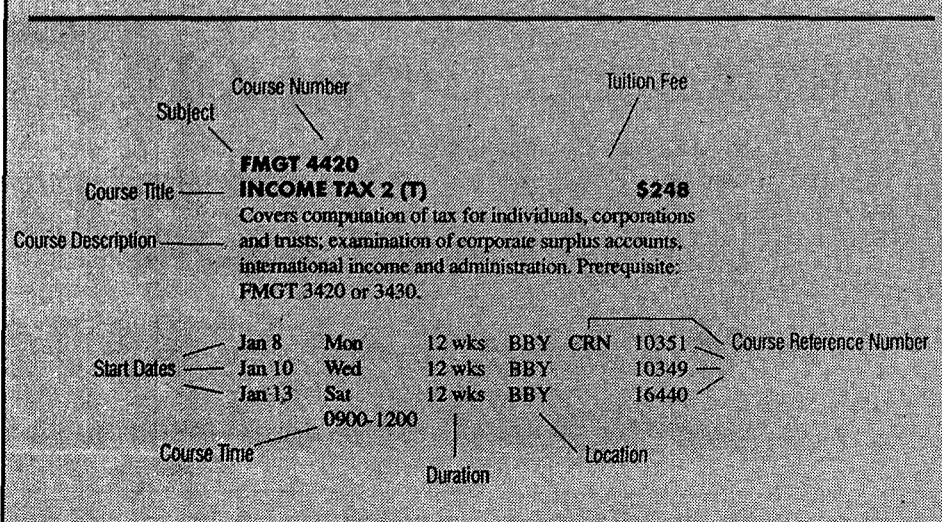
Downtown Education Centre

Aug 17 (2 Saturdays)	0900-1500
Oct 19 (2 Saturdays)	0900-1500

## CAREER TRANSITIONS WORKSHOPS

This service is contracted through BCIT's Business Industry Services for specific work groups or populations experiencing career transitions due to downsizing, restructuring or automation. This program has been offered successfully to health care professionals and to forest industry workers. For more information, contact BCIT Counselling Services at (604) 434-3304.

## HOW TO READ YOUR FLYER



# Campus Services

## STUDENT SUCCESS

### BCIT 0100

#### STUDENT SUCCESS SURVIVE/THRIVE \$147

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. (Fee includes text.) Registration begins June 3, 1996.

Aug 26 Mon-Fri 1 wk BBY CRN 23056  
0900-1600

## ALUMNI ASSOCIATION (604) 432-8847

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

All BCIT, PVI and PMTC graduates who have completed programs of at least six months duration are members of the Alumni Association.

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

The Alumni Office is located in the Student Association Campus Centre (SE2).  
E-mail: alumni@bcit.bc.ca.

## BOOKSTORE

(604) 432-8379

FAX: (604) 432-7923

e-mail:

bkst0001@bcit.bc.ca

CAMPUS CENTRE/SE2

### BURNABY HOURS — Sept. 1996

2	..... (Labour Day) Closed
3 — 5	..... 0800 — 1700
6	..... 0800 — 1600
7	..... 0800 — 1200
9 — 12	..... 0800 — 2000
13	..... 0800 — 1600
14	..... 0800 — 1200
16 — 19	..... 0800 — 2000
20	..... 0800 — 1600
21	..... 0800 — 1200
23 — 26	..... 0800 — 1930
27	..... 0800 — 1600
28	..... 0800 — 1200
30 — 1 Oct	..... 0800 — 1600
2 Oct	..... 1000 — 1600
3 — 4 Oct	..... 0800 — 1600
5 Oct	..... Closed

## Follow us to the new Campus Centre, Burnaby Bookstore

- April hours are listed above. Please call for May and June hours. Hours are subject to change and based on late course starts.
- We are your Burnaby campus source for texts designated essential for course use.
- Low-priced software available (educationally priced, but full capacity) — proof of enrolment required.
- Special value packages for some leading business textbooks (text plus study guide) — subject to availability.
- For that little extra help: Schaum's Outlines, Computer reference books and many others.
- General school/office merchandise/drafting supplies.
- There is always something on sale.
- Visa, MasterCard, American Express, personal cheques and InterAc Direct. (Credit cards with 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.

## SATELLITE LOCATIONS

Although BCIT offers multi-campus opportunities for career classes, complete duplication of services is not possible. In cooperation with several BCIT partners, texts designated essential to course use will be sold at satellites during the first class. As a limited number of texts are available, texts are reserved only for BCIT students enrolled in these classes at these satellite locations.

A satellite service is counter-based and labor intensive. Used texts, special value packages, reference books and software are available only at the Burnaby bookstore.

## Book returns

Books in a technical school such as BCIT can be expensive — you should shop with care. It is recommended that you go to class before purchasing so as to avoid inconvenience later on. Don't buy books on speculation. There are no cash refunds.

## The 3 R's of returns...

### Receipt/Registration/Resale

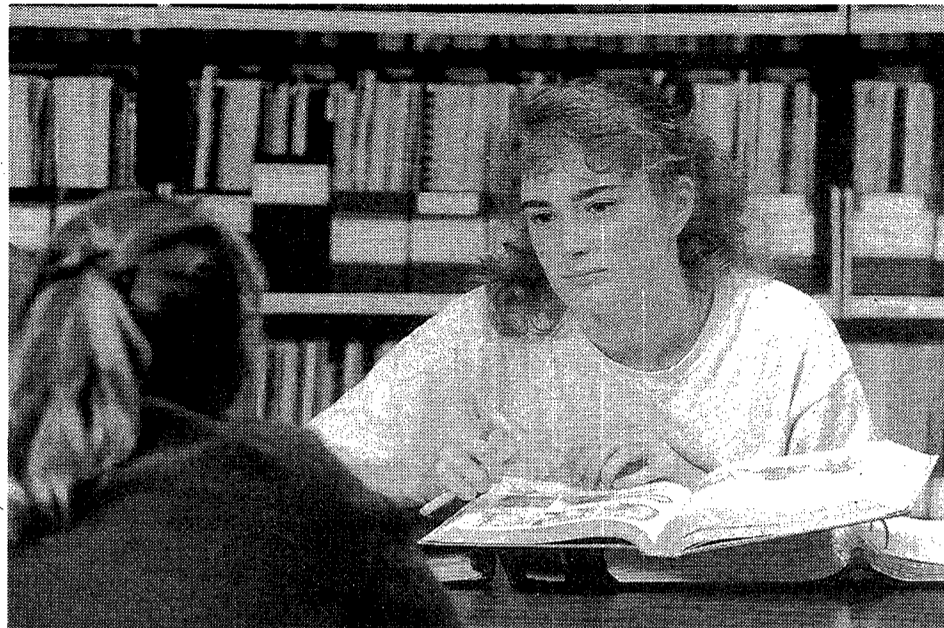
A full refund via cheque or Credit Card/InterAc reversal is possible if:

**Receipt** (original) — maximum 30 calendar days.

**Registration drop slip** or note from instructor denoting reason for return: withdrawal, course cancellation, course credit or incorrect text.

**Resale** (like new) condition is important. Any markings (names, bent covers, grime, high-lighting etc.) will result in a penalty of 25% so that the book can be resold at a used book price.

- No returns on opened software or shrink-wrapped merchandise.
- You should never purchase software on speculation!



## Used Textbooks

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

- As there are many variables that determine resale value of a used book, there is no guarantee that a book will be purchased at the buyback.
- Course text changes or new editions occur frequently.
- Neither BCIT staff nor BCIT funds are used. As the buyback is managed under contract, the bookstore staff cannot answer questions about potential resale value.

## FOOD

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

**Town Square Cafe (SE2)**  
Monday to Thursday ..... 0630 - 2100  
Friday ..... 0630 - 1500  
Saturday ..... Closed

**Campus Cafe (SE12)**  
Monday to Thursday ..... 0700 - 2100  
Friday ..... 0700 - 1530  
Saturday ..... 0800 - 1400

**JW Inglis (NE1)**  
Monday to Thursday ..... 0600 - 2100  
Friday ..... 0600 - 1500  
Saturday ..... 0800 - 1400

**Electrical Training Centre (SE1)**  
Monday to Friday ..... 0630 - 1430  
Saturday ..... Closed

**Roadrunner (SW1, Room 2322)**  
Monday to Thursday ..... 0730 - 2100  
Friday ..... 0730 - 1430

**Elephant on Campus**  
Monday to Thursday ..... 1100-Midnight  
Friday ..... 1100-0100  
Saturday ..... 1200-1800  
Sunday ..... Closed

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

**REGISTER NOW!**  
PHONE: (604) 434-1610  
FAX: (604) 430-1331

## LIBRARY

(604) 432-8370

Did you know that as a part-time student you are entitled to the same library privileges as full-time students? The library is open during the term seven days a week, evenings and weekends, especially to give part-time students ample opportunity to obtain the information and help they need.

### From September to June hours are:

Monday - Thursday ..... 0730-2230  
Friday ..... 0730-1700  
Saturday and Sunday ..... 0900-1700  
For June, July and August hours, please call (604) 432-8557.

The 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 library also has the latest in computerized information access including over 20 CD-ROM packages and a microcomputer centre for students' use. The library is wheelchair accessible and has special needs facilities such as a print-to-voice machine for the visually impaired. It's your library. Let us help you with your information needs.

## 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 for the evening.

Night school parking permits are available from the cashier's office adjacent to the registration area and are valid after 1700 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 enquiries, i.e. tickets, tows, etc., to Impark (604) 681-7311.

Visitor parking, 0600 - 1700, has a one-hour maximum limit.

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	\$ 12.00
Students:	
Daily rate: Ticket Dispenser	\$ 1.00
Monthly	\$ 11.00
Jan-May term	\$ 55.00
Sep-Dec term	\$ 44.00
Students with disabilities: Monthly	\$ 7.50
Motorcycles: Month	\$ 5.00

### CASHIERS' HOURS:

August 15 - April 30  
Monday to Thursday ..... 0830-1900  
Friday ..... 0830-1630  
Saturday ..... 0830-1230  
Closed Saturday on Holiday Weekends

### Summer Hours (May 1 - August 14)

Monday to Friday ..... 0830-1630  
Saturday ..... Closed

# Make An Educated Decision.

The smartest thing you can do for your money is choose a financial institution that looks out for your best interests. Like us. And you don't have to be a teacher to use our services, either. Everyone is welcome to graduate into a class above the banks. Call us for more information.

 **Teacher Savings**

Burnaby Branch: 4162 Norland Avenue Phone 294-5106 Fax 294-2968  
Other branches in Oakridge, Dunbar, Surrey and Victoria.



## RECREATION SAC BUILDING (SE16) (604) 432-8612

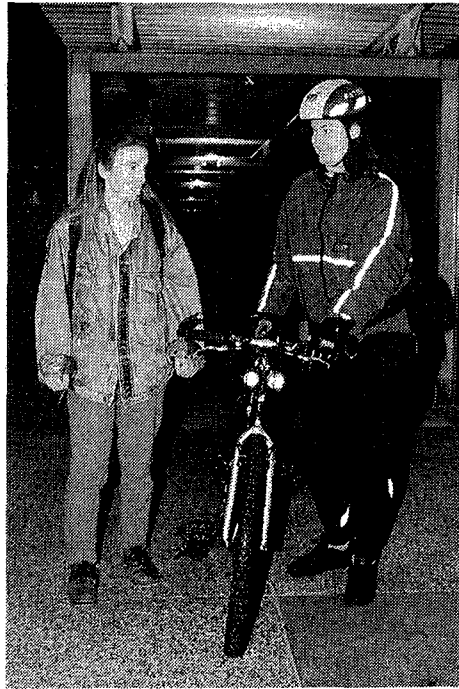
BCIT offers a variety of indoor and outdoor recreational facilities designed to appeal to most students. These include four racquetball/handball courts and two squash courts; an excellent gymnasium accommodating eight badminton, two basketball and three volleyball courts, which is used for many other 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, as well as 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 0900-1700  
Sunday 0900-1700  
June-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, towel and laundry services are available to rent. Most equipment is provided on loan; current BCIT identification is mandatory. There is a nominal rental fee for balls, rackets 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 time.



## 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.

The office is open 24 hours a day.

### LOST AND FOUND

Lost and found now operates from the new Safety and Security office in SW1-1001, next to the This & That Store.

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

Check out

BCIT's Website  
[www.bcit.bc.ca](http://www.bcit.bc.ca)  
on the  
Internet!

We  
belong  
in  
your  
future.

At Edelweiss Credit Union, we want you to spend less time on your finances, and more time reaching your academic goals. That's why we've tailored our Moneyweiss Package to suit your active student lifestyle.

Enjoy the convenience of our client card, 6 branch locations, student loan services and access to your accounts 24 hours a day through Member Link and ATMs. That will let you spend more time doing what a student does best.

Ask about Moneyweiss today ... it's the wise choice ... the right choice for you.



**EDELWEISS**  
CREDIT UNION

We belong to you.

## CHEMISTRY (604) 432-8551

### CHEM 0001 (CHEM 001) PRE-ENTRY CHEMISTRY 1 \$468

Presents an upgrading course for those whose background in chemistry is weak or serves as a refresher course for those who have not studied chemistry for several years. Meets the Chemistry 11 entrance requirement for BCIT programs. This course is equivalent to CHEM 0010.

Sep 10 Tue/Thr 12 wks BBY CRN 33015

## 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 Student Services, Building SW1-2300. Office hours: 0830-1630, Monday to Friday.

## PRE-ENTRY COURSES (604) 451-6896

### COMM 0009 (COMM 009) COMMUNICATION PLACEMENT \$524

All students applying to take a Pre-Entry Communication course (COMM 0003, 0004, 0005, 0008) are first registered in COMM 0009. ALL STUDENTS enrolled in COMM 0009 COMMUNICATION PLACEMENT must write a two-hour assessment before the start of class to determine eligibility for continuation in a Pre-Entry Communication course. The \$524 fee includes the COMM 0009 assessment and a Pre-Entry Communication course.

Students wishing to enrol in a Saturday day-time course will write the assessment on Saturday, September 7, 1996 from 830 - 1130.

Students wishing to enrol in a Monday or Monday/Wednesday evening course will write the assessment on Wednesday, September 11, 1996 from 1800 - 2200.

Students wishing to enrol in a Tuesday/Thursday evening course will write the assessment on Tuesday, September 10, 1996 from 1800 - 2200.

Students wishing to enrol in a Tuesday/Thursday day-time course will write the assessment on Tuesday, September 10, 1996 at 1330-1630.

Sep 7	Sat	1 wk	BBY CRN	37007
				0830-1230
Sep 11	Wed	1 wk	BBY	32962
				1800-2200
Sep 10	Tue	1 wk	BBY	32964
				1800-2200
Sep 10	Tue	1 wk	BBY	35824
				1330-1630

### COMM 0003 CAREER EXPLORATIONS ENGLISH AS AN ADDITIONAL LANGUAGE \$524

Helps students explore careers in trades and technology as they develop their English language skills. In this course, you will develop a solid foundation of speaking and listening skills from which you will be able to further develop your writing skills. Successful completion of this course will give you the speaking and listening skills you need in BCIT's other pre-entry courses.

Sep 12	Tue/Thr	14 wks	DEC CRN	35822
				1330-1630
Sep 14	Sat	14 wks	BBY	37005
				0830-1630
Sep 16	Mon/Wed	11 wks	BBY	34854
				1800-2200
Sep 17	Tue/Thr	11 wks	BBY	33002
				1800-2200

### COMM 0004 INTRODUCTION TO BCIT FOR STUDENTS OF ENGLISH AS AN ADDITIONAL LANGUAGE \$524

Gives EAL students the English language skills they need to succeed in COMM 0005 and in BCIT technology and trades programs. As you explore BCIT's technology and trades programs, you will learn the writing, reading, speaking and listening skills needed to carry out writing and speaking tasks in COMM 0005 and in BCIT's diploma and certificate programs. Some activities include drawing and describing classification trees, comparing and contrasting BCIT programs and giving oral presentations. A grade of 65 per cent and a passing grade on the COMM 0009 COMMUNICATION PLACEMENT meet the prerequisite for COMM 0005.

Sep 12	Tue/Thr	14 wks	DEC CRN	32960
				1330-1630
Sep 14	Sat	14 wks	BBY	37006
				0830-1630
Sep 16	Mon/Wed	11 wks	BBY	32944
				1800-2200
Sep 17	Tue/Thr	11 wks	BBY	32946
				1800-2200

### COMM 0005 TECHNICAL ENGLISH FOR SECOND LANGUAGE STUDENTS \$524

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. Sentence and paragraph development, reading comprehension, speaking skills and library skills are emphasized. Grammatical skills are taught in conjunction with writing and speaking assignments. A grade of 65 per cent meets the prerequisite for some technologies; other technologies require a 70 per cent or 75 per cent. Check with Admissions to find out what grade you need if you are applying to enter a full-time program.

Sep 12	Tue/Thr	14 wks	DEC CRN	35823
				1330-1620
Sep 14	Sat	14 wks	BBY	37288
				0830-1630
Sep 16	Mon/Wed	11 wks	BBY	32233
				1800-2200
Sep 17	Tue/Thr	11 wks	BBY	32940
				1800-2200

### COMM 0008 COMPREHENSIVE READING, WRITING AND LEARNING SKILLS \$524

Prepares students whose first language is English who are planning to attend BCIT full-time. You will learn the reading, writing, speaking, and listening skills needed for BCIT full-time programs. A grade of 65 per cent meets the prerequisite for some technologies; other technologies require a 70 per cent or 75 per cent. Check with Admissions to find out what grade you need if you are applying to enter a full-time program.

Sep 16	Mon/Wed	11 wks	BBY CRN	32232
				1800-2200

## CERTIFICATE AND DIPLOMA PROGRAM COURSES (604) 451-6974

English language proficiency will be assessed in the first class, and students may be referred to other courses.

### COMM 1103 INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION \$248

Develop practical techniques for planning, organizing, selecting and presenting information in a business/industry environment using both oral and written formats. Prerequisite: For credit status: English 12 or equivalent.

Sep 10	Tue	12 wks	DEC CRN	32974
				1730-2030
Sep 11	Wed	12 wks	BBY	32975
Sep 12	Thr	12 wks	BBY	32979

# Academic Studies

## COMM 2202 BUSINESS AND TECHNICAL CORRESPONDENCE \$248

Develop oral and written techniques for non-routine communication situations in a business/industry environment. Prerequisite: English 12 or equivalent. Students in a BCIT Diploma program must complete COMM 1103. Prerequisite: COMM 1103.

Sep 12 Thr 12 wks BBY CRN 32980

## COMM 2203 BUSINESS REPORTS \$248

Develop skills for writing and presenting a variety of business reports including emphasis on specific project and meeting management. Prerequisite: English 12 or equivalent. Students in a BCIT Diploma program must complete COMM 1103 and COMM 2202 before taking this course. Prerequisite: COMM 1103 and COMM 2202.

Sep 11 Wed 12 wks DEC CRN 32982  
1730-2030

## COMM 2204 TECHNICAL REPORTS \$248

Develop skills for writing and presenting a variety of engineering reports including specific project and meeting management techniques. Students in a BCIT Diploma program must complete COMM 1103 and COMM 2202 before taking this course. Prerequisite: COMM 1103 and COMM 2202.

Sep 9 Mon 12 wks BBY CRN 32983

## COMM 2205 WRITING MANUALS FOR THE COMPUTER INDUSTRY \$182

Develop techniques for planning, researching, organizing, formatting and writing a manual; and translating technical material for the non-technical reader. Prerequisite: English 12 or equivalent.

Sep 24 Tue 6 wks BBY CRN 32989

## BUSINESS AND INDUSTRY COURSES (604) 451-6882

## COMM 0037 SUCCESSFUL MEMOS AND LETTERS \$182

Develop effective communication skills needed in a competitive business environment using key strategies to write quickly, accurately and confidently.

Sep 10 Tue 6 wks BBY CRN 32970

## COMM 0038 PROPOSALS-SELLING IDEAS! \$182

Develop a strategic approach to writing proposals that sell your service, products and ideas.

Sep 11 Wed 6 wks BBY CRN 32972

## COMM 0039 EXCITING PRESENTATIONS! \$182

Develop presentation skills in a video-based workshop that builds confidence and competence.

Oct 22 Tue 6 wks BBY CRN 32997

## COMM 0040 MAKING MEETINGS WORK \$182

Develop skills in how to plan the meeting, control discussion, motivate meeting members, resolve conflict and unite the group.

Oct 23 Wed 6 wks BBY CRN 32999

## COMM 0041 TELEPHONE TECHNIQUES \$76

Develop techniques for making positive first impressions with customers and for handling complaints and difficult calls.

Sep 21 Sat 1 wk BBY CRN 37307  
0900-1600

## GENERAL INTEREST (604) 451-6974

## COMM 0022 ENGLISH FUNDAMENTALS \$248

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

Sep 25 Wed 12 wks BBY CRN 32993

## COMM 0024 IMPROVE YOUR READING COMPREHENSION \$248

Improve word attack skills, dictionary usage, literal and inferential meaning, use of language and critical reading skills. The course is taught as individualized reading so students can work at their own level; however, it is not DESIGNED for those who have a learning disability or use English as a second language.

Sep 24 Tue 12 wks BBY CRN 33635

## 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 which 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. Some technology programs offer opportunities for students to take an optional technology level credit course while enrolled in the ETE program.

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. 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.

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.

Please note: Because Electronics Engineering Technology has a January intake, preference will be given to prospective Electronics applicants when accepting applicants into the September intake of the ETE program.

**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.

Program: ETE	hrs/wk
CHEM 0010 Introductory Applied Chemistry (equivalent to CHEM 0001)	6.0
COMM 0007 Introductory Communication (equivalent to COMM 0008)	5.0
COMP 0107 Computer Literacy	3.0
MATH 0005 Introductory Technical Mathematics (equivalent to MATH 0001)	6.0
NTRY 0301 Technology Entry Seminar	1.0
PHYS 0309 Pre-entry and ETE Physics	6.0

For additional information about the ETE program, call BCIT Student Services at (604) 434-3304 or toll free at 1-800-667-0676, Monday to Thursday, 1300-1600.

## MATHEMATICS (604) 451-6709

### MATH 0001 TECHNICAL MATHEMATICS INTRODUCTION \$468

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. The course meets the Math 12 entrance requirement for BCIT Engineering or Health programs. Students intending to enter an Engineering or Health technology program that requires a Math 12 grade of "C+" or better must achieve a final mark of 65 per cent or higher in MATH 0001. This course is equivalent to MATH 0005. Prerequisite: "C" or better in Math 11, or equivalent.

Sep 4 Mon/Wed 15 wks BBY CRN 33007

### MATH 0011 TECHNICAL MATHEMATICS INTRODUCTION PART 1 \$234

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

Sep 4 Mon/Wed 7.5 wks BBY CRN 37002

### MATH 0012 TECHNICAL MATHEMATICS INTRODUCTION PART 2 \$234

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

Oct 30 Mon/Wed 7.5 wks BBY CRN 37003

### MATH 1011 TRIGONOMETRY \$248

Right angle trigonometry, radian measure, vector and triangle problems, trigonometric identities and graphing, polar coordinates, trigonometric equations and inverse functions. Prerequisite: Recent Math 12 or MATH 0001, or equivalent, with a "C+" or better.

Sep 10 Tue 12 wks BBY CRN 33009

### MATH 1012 LOGARITHMS AND ANALYTIC GEOMETRY \$248

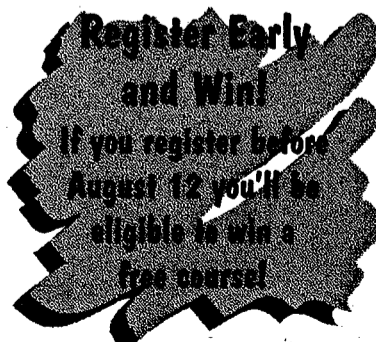
Common and natural logarithms, plotting, interpretation and uses of logarithmic/semilogarithmic graphs; geometric and practical properties of conic sections; polar/rectangular transformations. Prerequisite: Recent Math 12 or MATH 0001 or equivalent, with a "C+" or better.

Sep 11 Wed 12 wks BBY CRN 33010

### MATH 1434 MATHEMATICS 1A FOR ELECTRONICS \$437

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

Sep 9 Mon/Wed 11 wks BBY CRN 33011



## MATH 2011 TECHNICAL MATHEMATICS 3: CALCULUS \$496

Differentiation and integration of algebraic, trigonometric, logarithmic and exponential functions. Emphasizes the application of calculus in solving engineering technology problems. Depending on enrolment, this course may be offered in an alternative format. Prerequisite: MATH 1011 and MATH 1012, or equivalent.

Sep 10 Tue/Thr 12 wks BBY CRN 33013

## PHYSICS (604) 434-5734 LOCAL 5504

### PHYS 0309 PRE-ENTRY AND ETE PHYSICS \$524

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

Sep 3 Tue/Thr 15 wks BBY CRN 33004

### PHYS 1301 GENERAL PHYSICS 1 \$578

Covers translational and rotational motion, including statics, kinematics, force, torque, mechanical energy and power. Properties of matter, thermal energy and thermodynamics, simple harmonic motion including vibrations with particular reference to mechanical waves. This course is equivalent to PHYS 1143, Physics for Electronics Technology and other general level first term Physics courses at BCIT. Prerequisite: Physics 11 and MATH 0001 or equivalent.

Sep 9 Mon/Wed 14 wks BBY CRN 33003

### PHYS 2301 (PHYS 231/232) GENERAL PHYSICS 2 \$578

Covers basic electrostatics and dynamics including electric charge, potential, field and energy. Magnetism, induced electromotive force, electromagnetic waves, physical and fibre optics. Topics in modern physics will include: atomic physics, basic semi-conductor theory and nuclear phenomena. This course is equivalent to PHYS 2143, Physics for Electronics Technology and other second term Physics courses at BCIT. Prerequisite: PHYS 1301 or equivalent.

Sep 10 Tue/Thr 14 wks BBY CRN 35869

Check out  
BCIT's Website  
[www.bcit.bc.ca](http://www.bcit.bc.ca)  
on the  
Internet!



## THE BUSINESS TRAINING CENTRE PRESENTS BUSINESS SEMINARS AND WORKSHOPS

The Business Training Centre is pleased to present on-credit seminars and workshops that provide participants with management and leadership skills development training, in one-, two- and three-day formats. All sessions focus on employee development. Employers are encouraged to sponsor their staff in attending workshops. Your company can be invoiced or 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 seminars and workshops will be held at BCIT's downtown Education Centre, 549 Howe Street, Vancouver, unless otherwise noted.

Prices include GST. The refund deadline for all sessions is one week prior to course date. Refunds less 5 per cent of the course fee will be made for cancellations received at least one week prior to the seminar date. We regret we cannot give refunds after that date. For more information contact:

Student Services: (604) 434-3304  
 Downtown Education Centre: (604) 687-4666  
 Debbie Saxby, Business Training Centre coordinator: (604) 432-8658.

**BTCW 0101**  
**MOTIVATING YOUR EMPLOYEES \$172**  
 This one day workshop is designed for supervisors and managers responsible for effectively leading and influencing their staff towards the achievement of goals. Participants will progress from an understanding of how the motivation process works and what their motivators are, to applying the motivational principles learned in realistic work situations through the use of case studies. Participants are encouraged to bring for discussion any related problems and concerns.

Topics include:  
 How the motivation process works  
 What motivates you  
 How to read the needs of your staff  
 Why employees become demotivated  
 How to prevent demotivation  
 What can motivate employees

Nov 27 Wed DEC CRN 33486  
 0830-1630

**BTCW 0102**  
**SUPERVISOR SKILLS FOR NEW SUPERVISORS AND MANAGERS \$313**

In today's demanding work environment, learning by trial and error is neither acceptable or affordable. New supervisors and managers must try to avoid any pitfalls before they occur.

This two-day workshop focuses on handling the situations and problems that are unique and/or crucial to the early success of managers and supervisors, such as:

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

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

Dec 3/4 Tue/Wed DEC CRN 33488  
 0830-1630

**BTCW 0103**  
**BUILDING A CUSTOMER-DRIVEN ORGANIZATION \$313**

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.

Nov 19/20 Tue/Wed DEC CRN 33489  
 0830-1630

**BTCW 0106**  
**TIME MANAGEMENT AND PRODUCTIVITY SKILLS \$313**

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 - leading-edge brain research sheds new light on human behavior, principles of "organization" you can apply at your desk and home, goal-setting skills that apply to all areas in your personal and business life, 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 such as indecision, perfectionism and the inability to say NO, and meeting management skills - staying on track and on time.

Oct 8/9 Tue/Wed DEC CRN 33492  
 0830-1630

**BTCW 0117**  
**TRAINING SKILLS FOR TRAINERS \$313**

Covers all aspects of training from need identification and design to evaluation, with an emphasis on facilitation skills. This course is designed for those who may have training responsibilities as part of their job.

Topics include learning how to pinpoint training needs in your organization, understanding the principles of effective course design to achieve effective skill transfer, learning the importance of "learner motivation" and how to develop it, understanding the key principles of adult learning, learning presentation skills that hold attention and maximize retention, and understanding the significance of group involvement and techniques to optimize.

Dec 3/4 Tue/Wed DEC CRN 35750  
 0830-1630

## ADVANCED STUDIES IN BUSINESS (604) 434-3304

This program will provide BCIT's Business Diploma graduates with additional educational opportunities to meet the needs of B.C. business, government and industry: 1) for more highly trained management generalists, through a program leading to a Bachelor's degree in Business and 2) for more highly trained specialists, through a program leading to an Advanced Diploma in Business. There are two distinct interrelated parts to the Advanced Studies in Business program: the degree completion track (for the business generalist) and the advanced diploma track (for the management specialist).

### DEGREE COMPLETION

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

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

### BCIT ADMISSION AND REGISTRATION PROCEDURES FOR THE BACHELOR OF ADMINISTRATIVE STUDIES 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 Bachelor of Business Administration Degree Completion program, granted by the Open University in collaboration with BCIT. OU admission information can be obtained from OLA's Student Services at (604) 431-3300.

#### 1. Apply to the Open University

The Open University is responsible for reviewing the student's academic record from BCIT and any other post-secondary institution the student has attended, to determine the amount of credit that will be awarded toward the degree. This critical first step tells the student what courses they require to earn the degree. Contact 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 1996 TERM DEPENDS UPON SPACE AVAILABILITY.

#### 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, Fall and Winter terms.

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

**BUSA 5200**  
**BUSINESS AND SOCIETY \$340**

Covers a variety of topics. The emphasis may vary from semester to semester but may include: the relationship between government and the business system in Canada; the impact of foreign investment and free trade; consumerism; environmental protection; the impact of the Canadian Bill of Rights, etc. Prerequisite: Acceptance into the Advanced Diploma in Business program. (3 credits)

Sep 10 Tue 14 wks BBY CRN 33532  
 1800-2100

**ECON 5200**  
**INTERMEDIATE MACROECONOMICS ANALYSIS \$340**

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: Diploma graduate and acceptance into the Advanced Business Program, ECON 2100 and Econ 2200. (3 credits)

Sep 11 Wed 14 wks BBY CRN 32649  
 1800-2100

**OPMT 5701**  
**CALCULUS FOR MANAGEMENT \$340**

Introduces calculus course to business students. Topics reviewed are integration, differentiation and applications of calculus to business problems. The students apply calculus through problem sets to gain skills in the various techniques. (4 credits)

Sep 9 Mon 14 wks BBY CRN 33737  
 1800-2100

**OPMT 5740**  
**INTEGRATED MANAGEMENT INFORMATION SYSTEMS \$340**

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

Sep 11 Wed 14 wks BBY CRN 34428  
 1800-2100

The following two courses (OPMT 5011 and OPMT 8015) are being offered to students who are pursuing Advanced Studies in Mechanical Technology.

**OPMT 5011**  
**QUALITY ASSURANCE \$334**

Provides the student with the tools necessary to design and manage a quality program within a manufacturing environment. Topics include applying the principles of total quality management, classifying quality costs and their impact on business profits, applying teamwork skills to form teams to improve quality, and an overview of the ISO 9000 standards and registration process.

Sept 10 Tue 12 wks BBY CRN 37365  
 1830-2130

## Let the Valley's Driver Training Professionals teach you to drive!

For over 40 years, Valley Driving School has provided affordable and professional driver training to people with or without previous experience by expert instructors in a safe and friendly environment. The key to our success is our instructors. Not only are they Government Licensed and Certified, but they also upgrade their skills through continuing Advanced Instructor Training.



- Highlights**
- Large Fleet of up-to-date Cars, Vans & Trucks
  - Day, Evening or Weekend Courses
  - Advanced Courses
  - Brush-up Courses or Individual Lessons
  - Special Corporate Rates for Fleet Training
  - Ask about our unmatched Customer Satisfaction Policy
  - All fees fully income tax deductible

### Welcome to a Whole New Lifestyle

- Our Car Division**
- Defensive Driving Courses (Internationally Recognized)
  - Standard and Automatic Transmissions
  - Hazard Avoidance Training
  - Emergency Manoeuvres
  - Downtown Vancouver Driving

### Head for the Open Road

- Our Truck Division**
- Government Certified Air Brake Courses (Every Week)
  - Dangerous Goods Courses
  - Mountain Trips with Loaded Trailers
  - On-Job Training Programs
  - Job Placement Available
  - Government Road Test may be waived upon certification by our Assessment Officer

525-5884



**VALLEY DRIVING SCHOOL**  
 The Valley's Driver Training Professionals Since 1955

Vancouver New West Surrey Langley Abbotsford  
 684-9776 525-5884 596-6320 534-6320 859-9776



## ADMINISTRATIVE MANAGEMENT PART-TIME/DAY-TIME COURSES

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.

### ATTENTION: EMPLOYERS

Administrative Management is pleased to offer various part-time studies courses during the day at the Downtown Education Centre. Courses can be taken over a period of five to eight weeks, or in a weeklong Monday - Friday format. Look for these courses in the Administrative Management section of the flyer.

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

## CERTIFICATE IN MANAGEMENT SYSTEMS

### 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

### B. Complete at least one of the following

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

### C. Complete three of the following

HRMG 3100 Human Resource Management  
HRMG 3205 Labor Relations 1  
HRMG 3255 Labor Relations 2  
MKTG 1102 Essentials of Marketing  
ORGB 2505 Interpersonal Skills  
BUSA 3005 Strategic Business Planning

### D. Complete one of the following

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

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

Course selection should reflect the student's career objectives.

\*Those considering CGA, CMA or other professional programs are referred to the Professional Agencies section of the Part-time Studies calendar. This is especially true for courses in Group A where we suggest both FMGT 1100 and 2100 be taken in lieu of FMGT 1152

Students involved in, or considering, the Diploma program must consult with the program head. This is especially important since day school requirements in the various areas often exceed certificate requirements.

## CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

### A. Complete the following

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

### B. Complete at least one of the following

ECON 1150 Economic Issues  
ECON 2100 Microeconomics  
ECON 2200 Macroeconomics

### C. Complete at least three of the following

BUSA 3005 Strategic Business Planning  
HRMG 2805 Occupational Health and Safety  
HRMG 3205 Labor Relations 1  
HRMG 3255 Labor Relations 2  
HRMG 3305 Selection Interviewing  
HRMG 3315 Human Resource Measurement  
HRMG 3505 Training Techniques  
HRMG 4145 Human Resource Information Systems  
HRMG 4405 Salary Administration  
HRMG 4415 Strategic Performance Management  
HRMG 4605 Human Resource Planning  
ORGB 2505 Interpersonal Skills

See Professional Development Currency Series for additional HRMG course options.

### Faculty and Staff

Chris Gadsby, Part-time Studies Coordinator  
Tel. (604) 451-6784  
Gordon Storey,  
Program Head, Human Resources Programs  
Tel. (604) 432-8492

### Program Advisors

Chris Lloyd, Tel. (604) 432-8829  
Sandra Zanatta, Tel. (604) 432-8455

### D. Complete one of the following

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

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

Course selection should reflect the student's career objectives.

### Suggested electives (for both Management Systems and Human Resource Management):

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

BLAW 3005 Dispute Resolution in Business  
BLAW 3425 International Law  
BLAW 3555 Real Estate Law  
BLAW 3705 Small Business Law  
BUSA 1305 Supervisory Skills  
BUSA 1705 Managing Your Home Office  
BUSA 2205 Entrepreneurial Management  
BUSA 2705 Teamwork Skills  
BUSA 3005 Strategic Business Planning  
BUSA 3105 Dynamic Leadership  
BUSA 3205 Business Ethics  
BUSA 3405 Problem Solving and Decision Making

BUSA 4405 Advanced Problem Solving and Decision Making  
BUSA 6105 Business Applications of the Internet  
ECON 3305 International Economics  
HRMG 2805 Occupational Health and Safety  
HRMG 3100 Human Resource Management  
HRMG 3205 Labor Relations 1  
HRMG 3255 Labor Relations 2  
HRMG 3305 Selection Interviewing  
HRMG 3315 Human Resource Measurement  
HRMG 3505 Training Techniques  
HRMG 3705 Counseling 1  
HRMG 4145 Human Resource Information Systems

HRMG 4415 Strategic Performance Management  
HRMG 4605 Human Resource Planning  
HRMG 4705 Counseling 2

• See Professional Development/Currency Series for additional HRMG course options.

### Suggested electives (continued)

MKTG 1102 Essentials of Marketing  
MKTG 1323 Effective Public Speaking  
MKTG 1324 Small Business Development  
OCHS 1101 Accident Prevention 1: Job Safety Analysis  
OCHS 2201 Industrial Health & Safety 1: Legislation  
OPMT 1102 Basic Mathematics of Finance  
OPMT 1117 Basic Quantitative Techniques in Administration  
OPMT 1197 Statistics for Business and Industry  
ORGB 2205 Organizational Behavior 1  
ORGB 2305 Organizational Behavior 2  
ECON 3305 International Economics  
ORGB 2505 Interpersonal Skills

• See Advanced Studies section for additional courses.

### BLAW 3005 DISPUTE RESOLUTION IN BUSINESS \$311

An intense course to acquire the proficiency to negotiate and mediate effectively in today's complex business environment. Taught by lawyers and mediation practitioners, you will participate in a problem based learning environment to resolve disputes that inevitably arise in such areas as contracts, leases, downsizing, employment standards, harassment, pay equity, shareholders' agreements, human resource management, finance and marketing. No prerequisite. (3.5 credits)

Sep10 Tue 15 wks BBY CRN 37181  
1830-2130  
Sep10 Tue 15 wks DEC CRN 37372  
1730-2130

### BLAW 3100 BUSINESS LAW (T) \$373

An engaging and practical study of Canadian business law, including the legal and administrative systems, torts, contracts, sale of goods and consumer protection, secured transactions, employment, agency and business organizations. Participation in this course, taught by lawyers, prepares you to recognize and feel comfortable with the legal aspects of doing business. No prerequisite. (4 credits)

Sep 9 Mon 15 wks DEC CRN 32642  
1730-2100  
Sep 9 Mon 15 wks BBY 35800  
1830-2200  
Sep 10 Tue 15 wks DEC 32644  
1730-2100  
Sep 10 Tue 15 wks BBY 35801  
1830-2200  
Sep 11 Wed 15 wks BBY 32645  
1830-2200  
Sep 11 Wed 15 wks DEC 32646  
1730-2100  
Sep 12 Thr 15 wks BBY 32647  
1830-2200  
Sep 13 Fri 8 wks DEC 32648  
0900-1700  
Sep 14 Sat 15 wks BBY 35802  
0900-1230

### BLAW 3425 INTERNATIONAL LAW (T) \$248

A pragmatic and focused approach to the legal aspects of doing business in today's globalized markets, including a useful study of export/import regulations, international sale of goods, intellectual property, negotiable instruments, brokers, conflicts of law, and alternative dispute resolution. Taught by lawyers, this course is invaluable for business people involved in the exciting world of international transactions. No prerequisite. May be combined with BLAW 3100 as equivalent to BLAW 3410. (3.5 credits)

Sep 11 Wed 12wks BBY CRN 37182  
1830-2130

### BLAW 3555 REAL ESTATE LAW (T) \$248

An applied and functional consideration into the legal environment of current real estate transactions in British Columbia, including the legal aspects of condominiums, mortgages, land titles procedure, registration, estates in land, tort liability, commercial and residential tenancies, and land-use planning. Taught by lawyers, this course will open opportunities in real estate sales, land development, government employment and personal transactions. No prerequisite. May be combined with BLAW 3100 as equivalent to BLAW 3500. (3 credits)

Sep 10 Tue 12 wks BBY CRN 37183  
1830-2130

### BLAW 3705 SMALL BUSINESS LAW \$311

This is a hands-on, no nonsense course that teaches the essentials of starting up and running a small business in British Columbia, including the methods to register a partnership and corporation, partnership and shareholder agreements, buying an ongoing business, rolling over assets into a company, tax alternatives, insurance and tort liability, dealing with the bank, and employee relations. This course is taught by lawyers who listen and deal with your actual problems. No prerequisite. (3.5 credits)

Sep 9 Mon 15wks BBY CRN 37184  
1830-2130

### BUSA 1005 INTRODUCTION TO BUSINESS (T) \$248


Introduces the external forces in the environment and the resulting implications for organizations. Examines the place of business in the Province of B.C. and Canada. Focus is on issues arising from government policies, economics, ethics, social environment, the forms of businesses and the basic components of business operations. Students will gain experience in decision making from group discussions of real-world cases. (3 credits)

Sep 9 Mon 12 wks BBY CRN 35795  
Sep 10 Tue 12 wks DEC 35796  
Sep 11 Wed 12 wks BBY 35797  
Sep 11 Wed 12 wks SRY 35798  
Sep 23 Mon-Fri 1 wk DEC 35799  
0900-1700

## ARE YOU ABOUT TO COMPLETE A CERTIFICATE?

To receive your certificate, you must submit an application form upon completion of your last course. Forms are available at Student Services registration and Student Records, Building SW 1.

# DUBRULLE

 Dubrulle French Culinary School  
1522 West 8th Avenue, Vancouver  
British Columbia, Canada V6J 4R8  
Telephone (604) 738-3155  
Toll-free 1-800-667-7288

Study the art and technique of classical French cooking with internationally trained instructors at Canada's most prestigious culinary school.

### Professional Diploma Programs

Full-Time - 17 Weeks

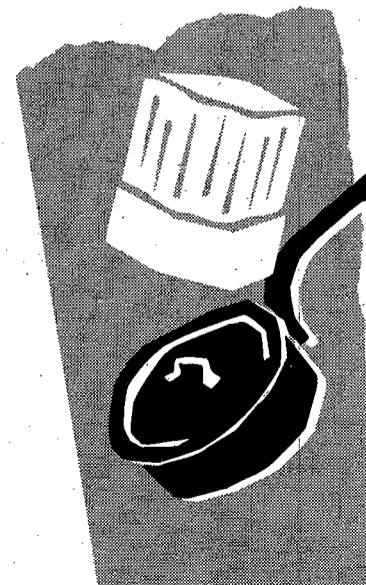
#### I Professional Culinary Training

#### II Professional Pastry & Desserts Training

#### III Professional Breadmaking Program

#### IV Chef Administration Program

High School Graduate Scholarship





# Business

## BUSA 1305 SUPERVISORY SKILLS \$248

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

Sep 9	Mon	12 wks	SRY	CRN	32569
Sep 10	Tue	12 wks	BBY		32570
Sep 10	Tue	12 wks	DEC		36152
Sep 11	Wed	12 wks	BBY		32572
Sep 14	Sat	12 wks	BBY		32573
0900-1200					
Sep 30	Mon-Fri	1 wk	DEC		32575
0900-1700					
Oct 28	Mon-Fri	1 wk	DEC		32576
0900-1700					

## BUSA 1705 MANAGING YOUR HOME OFFICE \$248

A hands on examination of the opportunities and challenges involved in establishing a home based business. Issues surrounding scheduling, marking, record keeping and product development will be studied with specific real world case applications including actual student experiences. (3 credits)

Sep 10	Tue	12 wks	BBY	CRN	37407
--------	-----	--------	-----	-----	-------

## BUSA 2005 MANAGEMENT (T) \$311

Investigates the primary functions of management and managerial roles in teams, projects, departments and the organization as a whole. The management processes of strategic planning, operational planning, leading, organizing and controlling for performance will be addressed. Through interactive learning tools such as actual business scenarios, cases and exercises, participants will gain experience and be able to apply the skills and knowledge in work situations. (3.5 credits)

Sep 9	Mon	15 wks	BBY	CRN	35855
Sep 9	Mon	15 wks	DEC		35870
Sep 9	Mon/Wed	8 wks	BBY		35876
Sep 10	Tue	15 wks	DEC		35871
Sep 10	Tue	15 wks	SRY		35872
Sep 11	Wed	15 wks	BBY		35873
Sep 12	Thr	15 wks	BBY		35874
Sep 7	Sat	15 wks	BBY		35875
0900-1200					
Oct 21	Mon-Fri	1 wk	DEC		35877
0900-1700					
Nov 18	Mon-Fri	1 wk	DEC		35878
0900-1700					

## BUSA 2205 ENTREPRENEURIAL MANAGEMENT \$248

Presents a review of historical management styles and a specific focus on the actions required to develop an entrepreneurial management style which is critical to organizational success in today's organizational structures. Their impact on performance will be conducted using discussion teams and real world applications. (3 credits)

Sep 9	Mon	12 wks	DEC	CRN	37406
-------	-----	--------	-----	-----	-------

## BUSA 2705 TEAMWORK SKILLS \$248

This dynamic course provides an in depth review of the teamwork process, development of a team charter, and team member role definition. An examination of the specific application of team structures will include role playing, conflict resolution and real life application to a variety of organizations for performance improvement. Evaluation of results will provide valuable tools for direct student application. (3 credits)

Sep 11	Wed	12 wks	BBY	CRN	37408
--------	-----	--------	-----	-----	-------

## BUSA 3005 STRATEGIC BUSINESS PLANNING \$248

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

Sep 10	Tue	12 wks	BBY	CRN	35803
--------	-----	--------	-----	-----	-------

## BUSA 3105 DYNAMIC LEADERSHIP \$248

Students will have the opportunity to develop their own personal insights through exposure to the primary qualities of enlightened leadership utilizing the tools of empowerment and re-engineering techniques for renewal in the real world. The goal is to understand how to achieve new leadership skills necessary to manage evolving new organizations. Practical insights of world-class leaders will assist in formalizing appropriate and practical models. The course will emphasize the key areas of style, process, practicality and methodology. Prerequisite: BUSA 2005

Sep 10	Tue	12 wks	DEC	CRN	37197
--------	-----	--------	-----	-----	-------

## BUSA 3205 BUSINESS ETHICS \$248

This course will emphasize 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 stakeholder groups. (3 credits)

Sep 11	Wed	12 wks	BBY	CRN	37192
--------	-----	--------	-----	-----	-------

## BUSA 3405 PROBLEM SOLVING/DECISION MAKING \$248

Teaches participants how to apply 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. Using work teams, students establish a high level of confidence in their ability to deal with problems effectively. Prerequisite: BUSA 1105 and 2005. (3 credits)

Sep 11	Wed	12 wks	BBY	CRN	32539
Sep 20	Fri	5 wks	DEC		32540
0900-1700					

## BUSA 6105 BUSINESS APPLICATIONS OF THE INTERNET \$298

A dynamic look at practical business applications of this rapidly expanding component of electronic commerce. Taught by computer experts with business experience, and presented in an advanced computer lab, this course features real-world examples and individual projects. Prerequisite: Computer fluency. (3 credits)

Sep 10	Tue	12 wks	BBY	CRN	37191
--------	-----	--------	-----	-----	-------

## ECON 1150 ECONOMIC ISSUES (T) \$248

In a one-term format, this course encapsulates the influential concepts of both micro and macroeconomics and, in a student-based learning environment, assists you in applying these notions to your new or almost new career. A professional economist will work with you on a need to know basis in discovering the laws of supply and demand, consumer decision making, producer profit maximization, competition and monopoly regulation in microeconomics. Then you will turn your attention to the use of fiscal, monetary and exchange rate policy to influence unemployment, inflation and economic growth in the intriguing realm of macroeconomics. (3 credits)

Sep 9	Mon	12 wks	BBY	CRN	32639
1830-2130					
Sep 10	Tue	12 wks	DEC		32640
Sep 11	Wed	12 wks	DEC		32641
Sep 12	Thr	12 wks	SRY		37720

## ECON 2100 MICROECONOMICS (T) \$311

A thought-provoking yet pragmatic investigation of economic analysis, focusing on the 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. Taught by economists, this course prepares you to identify, evaluate and perhaps enjoy the economic considerations you will undoubtedly encounter in business. No prerequisite. (3 credits)

Sep 9	Mon	15 wks	DEC	CRN	32608
Sep 10	Tue	15 wks	BBY		32610
1830-2130					
Sep 10	Tue	15 wks	DEC		32611
1730-2030					
Sep 11	Wed	15 wks	BBY		32612
1830-2130					
Sep 12	Thr	15 wks	BBY		32615
1830-2130					
Sep 14	Sat	15 wks	BBY		32616
0900-1200					

## ECON 2200 MACROECONOMICS (T) \$311

Presents a challenging and sensible overview of the workings of an economy, stressing the 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. Taught by economists, this course prepares you to weigh today's political and economic issues as they relate to your business ventures. No prerequisite. (4 credits)

Sep 9	Mon	15 wks	BBY	CRN	32634
1830-2130					
Sep 10	Tue	15 wks	BBY		32636
1830-2130					
Sep 11	Wed	15 wks	BBY		32637
1830-2130					
Sep 14	Sat	15 wks	BBY		35807
0900-1200					

## ECON 3305 INTERNATIONAL ECONOMICS \$311

A profitable exploration into the intriguing twilight zone of international trade and finance, including an investigation of the balance of trade, exchange rate determination, the 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. Taught by economists, this course will prepare you to deal more comfortably with the world of international transactions. No prerequisite. (3.5 credits)

Sep 11	Wed	15 wks	BBY	CRN	37206
1830-2130					

## HRMG 0315 CAREER SEARCH WORKSHOP \$225

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.

Aug 17	Sat	2 wks	DEC	CRN	37150
0900-1500					
Sep 12	Thr	4 wks	BBY		32563
Oct 1	Tue	4 wks	BBY		32564
Oct 10	Thr	4 wks	BBY		32566
Oct 19	Sat	2 wks	DEC		32567
0900-1500					
Oct 30	Wed	4 wks	BBY		32568
Nov 16	Sat	2 wks	BBY		33485
0900-1500					

## HRMG 2805 OCCUPATIONAL HEALTH AND SAFETY \$248

A practical course conducted by the B.C. 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)

Sep 9	Mon	12 wks	BBY	CRN	32580
Nov 9	Sat	5 wks	BBY		32581
0900-1700					

## HRMG 3105 HUMAN RESOURCE MANAGEMENT (T) \$313

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

Sep 10	Tue	12 wks	BBY	CRN	32583
(plus 3 Saturdays)					
Sep 10	Tue	15 wks	SRY		32586
Sep 11	Wed	12 wks	DEC		32585
(plus 3 Saturdays)					
Sep 20	Fri	7 wks	DEC		32587
0900-1700					

## HRMG 3205 LABOR RELATIONS 1 \$248

Designed for those involved in, or associated with, labor relations as management or union. People in the personnel field, shop stewards, supervisors, managers and union members will find the coverage of the collective bargaining process and day-to-day contract administration extremely useful. They will learn to approach their responsibilities for matters covered by collective agreements with more confidence and expertise. Topics include related laws, typical contract clauses, grievance procedures, responsibilities of the supervisor and the shop steward, and current activities in the labor relations field. Prerequisite: ORGB 2205. (4 credits)

Sep 10	Tue	12 wks	DEC	CRN	32553
Sep 10	Tue	12 wks	BBY		32555
Sep 11	Wed	12 wks	SRY		32552
Sep 12	Thr	12 wks	DEC		32556
Sep 23	Mon-Fri	1 wk	DEC		32557
0900-1700					
Oct 28	Mon-Fri	1 wk	DEC		32558
0900-1700					

## HRMG 3255 LABOR RELATIONS 2 (T) \$248

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

Sep 11	Wed	12 wks	BBY	CRN	32559
Sep 12	Thr	12 wks	DEC		37154
Sep 12	Thr	12 wks	SRY		37155
Oct 21	Mon-Fri	1 wk	DEC		32560

## HRMG 3305 SELECTION INTERVIEWING \$248

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

Sep 9	Mon	12 wks	BBY	CRN	32588
Sep 10	Tue	12 wks	SRY		32589
Sep 30	Mon-Fri	1 wk	DEC		32590
0900-1700					
Nov 4	Mon-Fri	1 wk	DEC		32591
0900-1700					

## HRMG 3315 HUMAN RESOURCE MEASUREMENTS \$248

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)

Sep 10	Tue	12 wks	DEC	CRN	32562
Oct 21	Mon-Fri	1 wk	DEC		37156
0900-1700					

CHECK OUT BCIT'S  
NEW COURSE OFFERINGS!

## HRMG 3505 TRAINING TECHNIQUES \$248

Designed for people responsible for personnel training in business, industry, government and institutions. Members of personnel departments contemplating a training program, and supervisors involved with on-the-job training, will be particularly interested. The student develops a good grounding in current training methodology, techniques and aids. Topics include learning theory, determining training needs, writing objectives, designing training programs using outside resources and evaluation. (3 credits)

Sep 11	Wed	12 wks	BBY	CRN	32577
Sep 27	Fri	5 wks	DEC		32578
					0900-1700
Oct 21	Mon-Fri	1 wk	DEC		32579
					0900-1700

## HRMG 3705 COUNSELING 1 \$248

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 practising. 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)

Sep 10	Tue	12 wks	DEC	CRN	32582
--------	-----	--------	-----	-----	-------

## HRMG 4145 HUMAN RESOURCE INFORMATION SYSTEMS \$248

Examines human resource management information systems from the perspective of the specialist responsible for their development and administration. Familiarizes the student with software programs applicable to the personnel/industrial relations field. Develops an appreciation for the effective use of human resource information systems in various work situations. Prerequisite: HRMG 3105. (3 credits)

Sep 27	Fri	5 wks	DEC	CRN	32561
					0900-1700

## HRMG 4405 SALARY ADMINISTRATION \$248

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)

Sep 9	Mon	12 wks	DEC	CRN	32544
Sep 12	Thur	12 wks	BBY		37180

## HRMG 4415 STRATEGIC PERFORMANCE MANAGEMENT \$248

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)

Sep 10	Tue	12 wks	DEC	CRN	37185
--------	-----	--------	-----	-----	-------

## HRMG 4605 HUMAN RESOURCE PLANNING (T) \$248

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

Sep 10	Tue	12 wks	DEC	CRN	32543
--------	-----	--------	-----	-----	-------

## HUMAN RESOURCE MANAGEMENT PROFESSIONAL DEVELOPMENT CURRENCY SERIES

BCIT's Human Resource Management Program is pleased to introduce a new series of credit courses for the HR professional. The Professional Development/Currency Series is designed to provide practitioners in the field with short yet comprehensive training in a number of current HRM areas. These sessions have been designed and are led by experienced human resource management professionals. Class sizes are limited to a maximum of 15, times and dates of courses are designed to accommodate busy professionals. Credits may be applied to the existing Certificate in Human Resource Management Program at BCIT.

There are limited seats, so act now to register for these professional development opportunities at BCIT's Downtown Education Center (Tel. (604) 687-4666, Fax (604) 687-2488). For additional information, or to suggest additional topics and/or delivery methods contact Gordon Storey, program head at (604) 432-8492.

### Prerequisites:

Practitioner in HR field, CHRP or equivalent designation, certificate, diploma or degree(s) with specialization in human resource management subject area(s).

## HRMG 5125 HUMAN RESOURCE MANAGEMENT IN THE INTERNATIONAL ORGANIZATION \$348

An exploration of the critical issues associated with providing human resource management services to organizations with international operations, business units and/or strategic connections. Issues discussed include immigration laws and regulations, employee training and development needs related to working in different business customs and cultures, expatriate compensation, communications and related human resource management concerns.

Sep 25	Wed	6 wks	DEC	CRN	37186
--------	-----	-------	-----	-----	-------

## HRMG 5175 FACILITATOR'S WORKSHOP FOR HUMAN RESOURCE PROFESSIONALS \$348

Assists human resource professionals to develop personal skills at leading and helping others to lead strategic planning meetings, problem solving sessions and teamwork development programs. Focus is development of your personal skills as the coach and consultant in human resource management.

Sep 26	Thur	6 wks	DEC	CRN	37187
--------	------	-------	-----	-----	-------

## HRMG 5185 CONSULTING IN HUMAN RESOURCE MANAGEMENT \$348

Assists the human resource management professional to develop an independent consulting practice. Topics include business development strategies, ethical considerations in consulting and professional HR marketing and legal issues associated with independent consulting.

Sep 24	Tue	6 wks	DEC	CRN	37188
--------	-----	-------	-----	-----	-------

## HRMG 5455 COMPETENCIES, PAY AND PERFORMANCE MANAGEMENT \$348

Develops skills at defining and describing job and organizational competencies in relation to strategic organizational objectives. Explores the use of competency models in pay and performance systems.

Oct 18	Fri	6 wks	DEC	CRN	37189
					0900-1200

## HRMG 5575 PROGRAM EVALUATION IN HUMAN RESOURCE MANAGEMENT \$265

Measures the value of human resource management programs to the organization and the participants. Techniques of program evaluation to help human resource professionals demonstrate the value of a variety of HRM programs are covered; eg. training and development, recruitment and selection.

Sep 20	Fri	4 wks	DEC	CRN	37190
					0900-1200

## ORGB 2205 ORGANIZATIONAL BEHAVIOR 1(T) \$248

A practical and interactive course that develops skills to understand and participate effectively in the dynamics in modern organizations. Topics include the determinants of individual behavior: perceptions, attitudes, learning, motivation, individual decision making and communication. Prerequisite: BUSA 1105 and 2105 or BUSA 1005 and 2005. (3 credits)

Sep 9	Mon	12 wks	SRY	CRN	32598
Sep 9	Mon	12 wks	BBY		32599
Sep 10	Tue	12 wks	DEC		32601
Sep 11	Wed	12 wks	BBY		32602
Sep 12	Thur	12 wks	DEC		32603
Oct 21	Mon-Fri	1 wk	DEC		32605
					0900-1700

## ORGB 2305 ORGANIZATIONAL BEHAVIOR 2 (T) \$248

Continues from Organizational Behavior 1 (ORGB 2205). This course focuses on the dynamics and skills required to effectively work with others in today's organization. Through interactive learning, participants will gain understanding of the dynamics and processes of, as well as skills in, teamwork, decision making, leadership, managing change, power and politics and conflict resolution. Prerequisite: ORGB 2205. (3 credits)

Sep 9	Mon	12 wks	DEC	CRN	32546
Sep 10	Tue	12 wks	BBY		35806
Sep 14	Sat	12 wks	BBY		32547
					0900-1200
Nov 18	Mon-Fri	1 wk	DEC		36155
					0900-1700

## ORGB 2505 INTERPERSONAL SKILLS \$248

Concentrates on the development of 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 practise 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)

Sep 9	Wed	12 wks	BBY	CRN	32550
Oct 21	Mon-Fri	1 wk	DEC		32551
					0900-1700

## PROFESSIONAL MANAGEMENT SERIES

The School of Business is pleased to present a new exciting series of weekend workshops at a reasonable cost. The series will be continued in January 1997 and provides an opportunity for managers, business owners and consultants to significantly expand their current skill set and improve performance.

Taught by professionals in their field, the first series of workshops will take place on the following weekends:

### Saturday, Sep 28, 1996

1. How to Develop and Sustain Your Firm's Competitive Advantage

### Sunday, Oct 5, 1996

2. International Law & Ethics - Challenges for the New Age of Managers

### Saturday, Oct 19, 1996

3. Value Creation - The New Decision Making Tool for Today's Business

### Saturday, Oct 26, 1996

4. Teamwork - The New Performance Enhancer

### Saturday, Nov 2, 1996

5. Motivating Your Staff: A Challenge for Leaders

### Saturday, Nov 2, 1996

5. Motivating Your Staff: A Challenge for Leaders

The Series will be continuously updated with current global and economic/political developments ensuring participants the very latest in contemporary management decision making, computer modeling, human resource skills and leadership development. For further information please call Chris Gadsby, Part-time Studies Coordinator, Business Administration Department, School of Business, BCIT:  
Tel. (604) 451-6784  
Fax. (604) 439-6700  
e-Mail: fgdscl35@bcit.bc.ca

Registration is limited to ensure maximum benefits to those attending. Sessions are non-credit and require no prerequisites. We look forward to your participation.

## BUSA 0101 HOW TO DEVELOP & SUSTAIN YOUR FIRM'S COMPETITIVE ADVANTAGE \$195

This professional management workshop 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.

Sep 28	Sat	1 day	BBY	CRN	37193
					0900-1700

## BLAW 0100 INTERNATIONAL LAW & ETHICS — CHALLENGES FOR TODAY'S MANAGERS \$195

Features a close review of legal structures and ethical standards vital to the development of a global view by the modern manager. Taught by professionals, case studies, discussions and practical examples will provide significant value to those attending.

Oct 5	Sat	1 day	BBY	CRN	37194
					0900-1700

## BUSA 0100 VALUE CREATION - THE NEW WEALTH GENERATION/DECISION MAKING TOOL FOR TODAY'S BUSINESS \$195

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.

Oct 19	Sat	1 day	BBY	CRN	37195
					0900-1700

## BUSA 0102 MOTIVATING YOUR STAFF — A CHALLENGE FOR LEADERS (incl. lunch) \$195

This workshop will be of interest to 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

Nov 2	Sat	1 day	BBY	CRN	37405
					0900-1700

## HRMG 0100 TEAMWORK — THE NEW PERFORMANCE ENHANCER (incl. lunch) \$195

An in-depth review of staged learning outcomes provides 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.

Oct 26	Sat	1 day	BBY	CRN	37196
					0900-1700

**WATCH FOR MORE TOPICS & SESSIONS COMING IN JANUARY 1997**





# Business

## BROADCAST COMMUNICATIONS 432-8668

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 are advised to attend a counseling 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 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.

### First Level Courses

- BCST 1101 Technical Introduction
- BCST 1104 Computer Basics for Broadcast
- BCST 1130 Introduction to News Reporting
- BCST 1140 Broadcast Industry Operations
- BCST 1141 Broadcast Sales and Management
- BCST 1143 The Music Business and the Broadcast Industry
- BCST 1144 Writing for the Media
- BCST 1145 Copywriting for Radio and TV
- BCST 1146 Broadcast Advertising and Promotion
- BCST 1148 Interviewing for Radio and TV
- BCST 1149 Information Technology and Broadcasting
- BCST 1150 Radio Broadcasting Introduction
- BCST 1151 Radio and TV Announcing
- BCST 1152 Radio Music and Programming
- BCST 1153 Music Recording Techniques
- BCST 1160 TV and Video Introduction
- BCST 1161 Film for Beginners
- BCST 1162 Dramatic Writing for Film and TV
- BCST 1163 Script Supervisor for Film
- BCST 1164 The Heartbeat of Film Production
- BCST 1165 Video Editing Workshop
- BCST 1166 Visual Fundamentals
- BCST 1167 Production Assistant for TV News
- BCST 1168 The Writer/Producer/Director for TV
- BCST 1169 TV Variety, Talk and Entertainment Production
- BCST 1170 Broadcast Journalism Introduction
- BCST 1171 Broadcast News Writing
- BCST 1172 Investigative Reporting
- BCST 1173 Sportscasting
- BCST 1174 Video Journalism
- BCST 1175 Talk Radio: The Producer's Toolbox
- BCST 1176 Introduction to Media Relations
- BCST 1178 Public Affairs Broadcasting
- BCST 1180 Introduction to Non-Linear Video Editing
- BCST 1181 Television and Video Post Production

### Second Level Courses

- (requiring one or more prerequisites)
- BCST 2222 Theory of Color Television Systems
  - BCST 2223 TV Production Planning
  - BCST 2245 Advanced Radio Copywriting
  - BCST 2250 Digital Audio Production
  - BCST 2252 Radio Commercial and Audio Production
  - BCST 2253 Radio Operations Lab
  - BCST 2254 Advanced Digital Recording Concepts

## 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 or Broadcast Journalism). 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

## COURSES OFFERED

### BCST 1101 TECHNICAL INTRODUCTION \$248

Students learn the basics of electricity, magnetism, batteries, etc., and apply 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.**

Sep 11 Wed 12 wks BBY CRN 33427

### BCST 1104 COMPUTER BASICS FOR BROADCAST \$260

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

Aug 19 Mon-Fri 1 wk BBY CRN 24477  
0900-1600

### BCST 1140 BROADCAST INDUSTRY OPERATIONS \$267

**DIRECTED STUDY.** Students learn about regulatory bodies, government agencies and acts, audience measurement services, societal issues, music licencing, radio and television regulations, unions, educational broadcasting, broadcast policies, etc. and how they affect the day-to-day operations of broadcast outlets. As a directed study course, the material directs students to sources of information on all topics. Class meets on the first night only—all other work is done at home. **CREDITABLE TO DAY SCHOOL RADIO, TELEVISION AND BROADCAST JOURNALISM PROGRAMS.**

Sep 10 Tue 12 wks BBY CRN 32312

### BCST 1143 THE MUSIC BUSINESS AND THE BROADCAST INDUSTRY \$248

Students learn 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, etc., and how to "get air-play" on radio stations.

Sep 09 Mon 12 wks BBY CRN 32313

### BCST 1144 WRITING FOR THE MEDIA \$248

Students gain 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.

Sep 12 Thu 12 wks BBY CRN 32314

### BCST 1145 COPYWRITING FOR RADIO & TELEVISION \$300

**CREATIVE MADNESS!!** Students learn 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!

Sep 11 Wed 12 wks BBY CRN 32315

### BCST 1148 INTERVIEWING FOR RADIO AND TELEVISION \$248

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

Sep 9 Mon 12 wks BBY CRN 32316

### BCST 1150 RADIO BROADCASTING INTRODUCTION \$275

Students learn about radio station and broadcast industry operations, equipment, procedures, on-air operations, commercial production, and other basic elements of radio station life. They 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.

Sep 9 Mon 12 wks BBY CRN 32317  
Sep 12 Thu 12 wks BBY 32318

### BCST 1151 RADIO AND TV ANNOUNCING \$300

Students learn 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.

Sep 10 Tue 12 wks BBY CRN 32319  
Sep 11 Wed 12 wks BBY CRN 32320

### BCST 1153 MUSIC RECORDING TECHNIQUES \$300

Students learn 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.

Sep 12 Thu 12 wks BBY CRN 37371

### BCST 1160 TELEVISION AND VIDEO INTRODUCTION \$375

Students learn basic television and video equipment operation and production techniques and 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.

Sep 9 Mon 12 wks BBY CRN 32322  
Sep 10 Tue 12 wks BBY CRN 32323

### BCST 1161 FILM FOR BEGINNERS \$350

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

Sep 11 Wed 12 wks BBY CRN 32329

### BCST 1162 DRAMATIC WRITING FOR FILM AND TV \$248

Provides a solid base in the expanding areas of film and dramatic television scriptwriting, learning techniques, formats, procedures, markets, etc. Before the movie can be shot, the script must be written, and this challenging course prepares students for putting their creative concepts on paper effectively and properly.

Sep 9 Mon 12 wks BBY CRN 32330

### BCST 1163 SCRIPT SUPERVISOR FOR FILM \$350

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

Sep 14 Sat 08 wks BBY CRN 37327  
1230-1630

**CHECK OUT BCIT'S  
NEW COURSE OFFERINGS!**



**BCST 1165  
VIDEO EDITING WORKSHOP  
(FORMERLY BCST 1102) \$350**

Students participate in a four-day, two-weekend workshop covering the basics of editing theory and 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 procedure and troubleshooting. There is no prerequisite, but other broadcasting and/or cable experience is a definite asset.

Sep 21 Sat/Sun 2 wks BBY CRN 37328  
0900-1600

**BCST 1170  
BROADCAST JOURNALISM  
INTRODUCTION \$300**

Students learn 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.

Sep 10 Tue 12 wks BBY CRN 32333  
Sep 11 Wed 12 wks BBY CRN 32334

**BCST 1172  
INVESTIGATIVE REPORTING \$300**

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, etc., being analysed and developed.

Sep 11 Wed 12 wks BBY CRN 32335

Note: Course offered in the fall & winter terms only.

**BCST 1174  
VIDEO JOURNALISM \$350**

Students investigate the cutting edge of the latest trend in broadcast journalism, using their own video cameras to learn to do it all: write, shoot and edit a television news story. The demand for video journalists who can work independently has increased in recent years. PREREQUISITE: STUDENTS MUST SUPPLY THEIR OWN VIDEO CAMERA FOR USE DURING THE COURSE.

Oct 26 Sat/Sun 2 wks BBY CRN 37329  
0900-1600

**BCST 1175  
TALK RADIO: THE  
PRODUCER'S TOOLBOX \$150**

Students receive an exciting and thorough introduction to talk radio, learning what makes a compelling program that's worth listening to, and what they need to become a successful talk show producer. From around the corner to around the world, students learn how to transfer ideas into irresistible talk radio.

Sep 12 Thr 6 wks BBY CRN 35980

**BCST 1176  
INTRODUCTION TO  
MEDIA RELATIONS \$140**

Students examine both proactive and reactive media relations policies and procedures, and gain the basic skills necessary to communicate effectively with members of the news media. The course is designed for people with a job description that includes dealing with the radio, television and/or print media. Several case studies are examined throughout the course.

Sep 16 Mon 6 wks BBY CRN 37394

**BCST 1178  
PUBLIC AFFAIRS BROADCASTING \$248**

Students gain a comprehensive understanding of the elements of public affairs programming, including interviews, documentaries, phone-ins, commentaries, features and regular series. Students analyse the different styles used in presenting public affairs, with an emphasis on CBC style and operation.

Sep 10 Tue 12 wks BBY CRN 33507

**BCST 2223  
TELEVISION PRODUCTION PLANNING \$267**

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.

Sep 12 Thr 12 wks BBY CRN 32338

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

**BCST 2254  
ADVANCED DIGITAL  
RECORDING CONCEPTS \$248**

Examines the theories of audio digitization, along with the hardware and software used to convert audio information into numbers and back again. This is an advanced course designed for those currently working in the industry and seeking to upgrade their skills and theoretical understanding of the digital recording world. PREREQUISITE: BCST 1101 OR EQUIVALENT INDUSTRY TRAINING AND EXPERIENCE.

Sep 12 Thr 12 wks BBY CRN 37330

**OH NO, YOU HAD TO CANCEL IT?**

Sometimes great courses are cancelled if someone waits until the last minute to register. Minimum class numbers must be registered approximately one week before start dates. So register early to avoid disappointment!

**FINANCIAL  
MANAGEMENT  
(604) 432-8609  
(604) 451-6793**

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 the BCIT School of 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 3110 Financial Accounting 1  
FMGT 3510 Finance 1  
FMGT 4110 Financial Accounting 2  
FMGT 4510 Finance 2  
OPMT 1102 Basic Mathematics of Finance  
OPMT 1197 Statistics for Business and Industry

**2) Must complete**

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

**3) Must complete**

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

**4) Electives**

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

BLAW 3100 Business Law  
ECON 1150 Economic Issues  
FMGT 1152 Accounting for the Manager  
FMGT 1810 Personal Financial Planning 1  
FMGT 2820 Investment and Risk Management  
FMGT 3430 Taxation and Financial Planning or FMGT 3420  
FMGT 4810 Personal Financial Planning 2

**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 professional organizations:

- B.C. Association of Financial Planners
- Canadian Institute of Bookkeeping
- Canadian Institute of Management
- Canadian Supervisory Management
- Credit Institute of Canada
- Credit Union Institute of Canada
- Institute of Chartered Secretaries and Administrators
- Trust Companies Institute of Canada

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

**FINANCIAL  
MANAGEMENT  
CORRESPONDENCE  
(604) 432-8609**

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

**'CORRESPONDENCE COURSE  
INFORMATION**

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

For individual course descriptions, see listings in this section.

**we can help you achieve your goals**

Participate in the fall recruiting process for CA students at BCIT. For more information now, please call Bob Menzies, Director, Human Resources at 640-3219.

**Deloitte & Touche**

Chartered Accountants and Management Consultants



# Business

## FMGT 1100 ACCOUNTING 1 (T) \$248

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

Sep 9	Mon	12 wks	BBY	CRN	32418
	Mon	12 wks	DEC		32419
	Mon	12 wks	SRY		32420
Sep 10	Tue	12 wks	BBY		32421
	Tue	12 wks	BBY		32422
		1715-2015			
	Tue	12 wks	DEC		32424
Sep 11	Wed	12 wks	BBY		32426
	Wed	12 wks	DEC		32427
	Wed	12 wks	SRY		32428
Sep 12	Thu	12 wks	BBY		32429
Sep 13	Fri	5 wks	DEC		32432
		0900-1700			
Sep 14	Sat	12 wks	BBY		32434
		0900-1200			
	Sat	12 wks	Dec		35825
		0900-1200			

\*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 \$75 (subject to change).

36 wks CRN 32521  
Re-registration \$50 (36-wk extension) 32522

## FMGT 1152 ACCOUNTING FOR THE MANAGER \$248

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

Sep 9	Mon	12 wks	BBY	CRN	32470
Sep 10	Tue	12 wks	BBY		32471
Sep 11	Wed	12 wks	DEC		32472
Sep 12	Thu	12 wks	BBY		32474
Sep 13	Fri	5 wks	DEC		32476
		0900-1700			
Sep 23	Mon	12 wks	ABB		37396
		1900-2200			
Oct 18	Fri	5 wks	DEC		32477
		0900-1700			

## FMGT 1540 CREDIT AND COLLECTIONS \$248

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

Sep 12	Thu	12 wks	BBY	CRN	32469
--------	-----	--------	-----	-----	-------

## FMGT 1810 PERSONAL FINANCIAL PLANNING 1 \$248

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

Sep 10	Tue	12 wks	SRY	CRN	37393
Sep 10	Tue	12 wks	DEC		32503
Sep 11	Wed	12 wks	BBY		36661
Sep 12	Thu	12 wks	BBY		32504
Sep 21	Sat	6 wks	ABB		37395
		0900-1600			

## FMGT 2100 ACCOUNTING 2 (T) \$373

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 have achieved a mark of at least 70 per cent in FMGT 2100.)

Sep 9	Mon	13 wks	BBY	CRN	32440
		1800-2200			
Sep 9	Mon	13 wks	DEC		32441
		1800-2200			
Sep 10	Tue	13 wks	BBY		32444
		1800-2200			
Sep 11	Wed	13 wks	BBY		32445
		1800-2200			
Sep 11	Wed	13 wks	DEC		32446
		1800-2200			
Sep 12	Thu	13 wks	BBY		32447
		1800-2200			
Sep 14	Sat	13 wks	BBY		35826
		0900-1300			
Oct 18	Fri	7 wks	DEC		32448
		0900-1700			

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

### Correspondence

Tuition \$373 and \$4 Mailing Fee.

Text not included. 36 wks CRN 32523

Re-registration \$50 (36-wk extension) 32524

## FMGT 2190 ACCOUNTING 1/2 \$621

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

Sep 9	Mon/Thu	13 wks	BBY	CRN	32500
		1800-2130			
	Mon/Thu	13 wks	DEC		32501
		1800-2130			

## FMGT 2820 INVESTMENT AND RISK MANAGEMENT \$248

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

Sep 11	Wed	12 wks	BBY	CRN	35827
Sep 12	Thu	12 wks	DEC		32515

## FMGT 3110 FINANCIAL ACCOUNTING 1 (T) \$248

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

Sep 9	Mon	12 wks	BBY	CRN	32449
Sep 10	Tue	12 wks	DEC		32450
Sep 11	Wed	12 wks	BBY		32451
Sep 12	Thu	12 wks	DEC		32453
Sep 14	Sat	12 wks	BBY		35832
		0900-1200			

### Correspondence

Tuition \$248, \$4 mailing fee.

Text fee \$85 (subject to change). 36 wks CRN 32528

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

## FMGT 3210 COST & MANAGERIAL ACCOUNTING 1 (T) \$248

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

Sep 9	Mon	12 wks	BBY	CRN	33519
Sep 10	Tue	12 wks	DEC		33518
Sep 11	Wed	12 wks	BBY		33517
Sep 12	Thu	12 wks	DEC		35833
Sep 14	Sat	12 wks	BBY		35835
		0900-1200			

### Correspondence

Tuition \$248, \$4 mailing fee.

Text fee \$108 (subject to change).

36 wks CRN 32525

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

## FMGT 3310 AUDITING 1 (T) \$248

Students study the meaning and purpose of the audit function and are introduced to techniques and procedures. Prerequisite: FMGT 2100 or 2190.

Sep 12	Thu	12 wks	BBY	CRN	32458
Sep 12	Thu	12 wks	DEC		37207

## FMGT 3420 INCOME TAX 1 (T) \$248

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.

Sep 9	Mon	12 wks	BBY	CRN	32509
Sep 10	Tue	12 wks	BBY		32510
Sep 10	Tue	12 wks	DEC		35836
Sep 11	Wed	12 wks	BBY		32511
Sep 12	Thu	12 wks	DEC		32513
Sep 14	Sat	12 wks	BBY		35837
		0900-1200			

## FMGT 3430 TAXATION AND FINANCIAL PLANNING (T) \$248

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 1100 or 1152.

Sep 10	Tue	12 wks	DEC	CRN	32514
--------	-----	--------	-----	-----	-------

## FMGT 3510 FINANCE 1 (T) \$248

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

Sep 9	Mon	12 wks	DEC	CRN	35838
Sep 10	Tue	12 wks	BBY		32454
Sep 11	Wed	12 wks	DEC		32455
Sep 12	Thu	12 wks	BBY		32456
Sep 14	Sat	12 wks	BBY		35831
		0900-1200			

### Correspondence

Tuition \$248, \$4 mailing fee.

Text fee \$79 (subject to change).

36 wks CRN 32530

Re-registration \$50 (36-wk extension) 32531

## FMGT 4110 FINANCIAL ACCOUNTING 2 (T) \$373

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

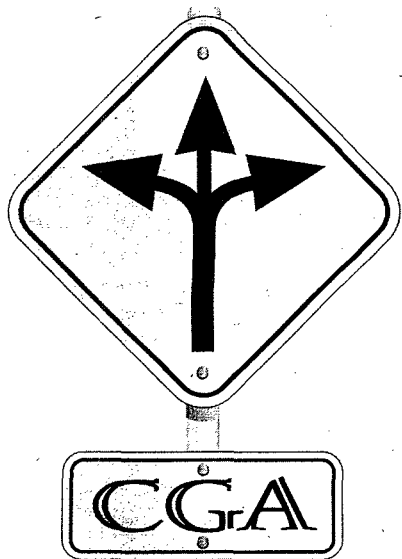
Sep 10	Tue	13 wks	BBY	CRN	35839
		1800-2200			
Sep 11	Wed	13 wks	DEC		32461
		1800-2200			
Sep 12	Thu	13 wks	BBY		32462
		1800-2200			

### Correspondence

Tuition \$373 and \$4 mailing fee.

Text not included. 36 wks CRN 32534

Re-registration \$50 (36-wk extension) 32535



## One Career Path, Countless Destinations

If you're looking for a career that offers mobility and the freedom to choose, get started in the right direction.

CGA's professional accounting program delivers the skills and expertise you need to succeed in Financial Management, Public Practice or Management Accounting.

Our flexible, Canada-wide program and ongoing career support allows you to take control of your direction and destiny.

For further information,  
call (604) 732-1211 OR 1 800 565-1211



Certified General Accountants Association of British Columbia  
1555 West 8th Avenue, Vancouver, British Columbia V6J 1T5.  
Telephone 732-1211 or 1 800 565-1211 Fax 732-1252





**FMGT 4190**  
**FINANCIAL ACCOUNTING 1 & 2 (T)** **\$621**

Enables students to complete financial accounting 1 and 2 in a single term. For course content refer to FMGT 3110 and FMGT 4110. Students must be prepared to work between 10 to 15 hours per week in addition to class time. Prerequisite: FMGT 2100 and 2190.

Sep 9 Mon/Thr 13 wks BBY CRN 32506  
1800-2130  
Sep 9 Mon/Thr 13 wks DEC 32507  
1800-2130

**FMGT 4210**  
**COST/MANAGERIAL ACCOUNTING 2 (T)** **\$373**

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

Sep 10 Tue 13 wks BBY CRN 32459  
1800-2200  
Sep 12 Thr 13 wks DEC 32460  
1800-2200

**Correspondence**

Tuition \$373 and \$4 mailing fee.  
Text not included. 36 wks CRN 32532  
Re-registration \$50 (36-wk extension) 32533

**FMGT 4290**  
**COST & MANAGERIAL ACCOUNTING 1 & 2 (T)** **\$621**

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

Sep 9 Mon/Thr 13 wks BBY CRN 32519  
1800-2130

**FMGT 4420**  
**INCOME TAX 2 (T)** **\$248**

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

Sep 11 Wed 12 wks DEC CRN 32517  
Sep 12 Thr 12 wks BBY 32518

**FMGT 4510**  
**FINANCE 2 (T)** **\$373**

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

Sep 10 Tue 13 wks DEC CRN 35840  
1800-2200  
Sep 12 Thr 13 wks BBY 32463  
1800-2200

**Correspondence**

Tuition \$373 and \$4 mailing fee.  
Text not included. 36 wks CRN 32536  
Re-registration \$50 (36-wk extension) 32537

**FMGT 4730**  
**GREAT PLAINS DYNAMICS FOR MANAGERS** **\$475**

An introduction to the use of Enterprize Information systems in support of management decisions. The course uses Great Plains Dynamics software plus several generic third-part products in a task-approach to understanding the structure and functions of Windows-based EIS's. A hands-on, practical approach is used, and material are included in the course fee. Prerequisites: A good grasp of Windows functionality and a background in accounting.

Sept 9 Mon/Wed 6 wks BBY CRN 37399  
1830-2130

**FMGT 4810**  
**PERSONAL FINANCIAL PLANNING 2** **\$248**

Looks in-depth at the topics commenced in FMGT 1810. Prerequisites: FMGT 1152, 1810, 3420 or 3430, 2820, BLAW 3100 and ECON 1150.

Sep 9 Mon 12 wks BBY CRN 32520  
Sep 11 Wed 12 wks DEC 37208

**FMGT 7120**  
**ACCOUNTING ADVANCED (T)** **\$373**

Reviews GAAP and objectives of financial reporting. Examines corporate combinations, including consolidations for wholly-owned subsidiaries, non-wholly-owned subsidiaries (both in the year of acquisition and subsequent years) and pooling of interest. Consolidations will be examined for up to two subsidiaries. Accounting for foreign currency transactions, fund accounting and branch operations. Prerequisite: FMGT 4110 or 4190.

Sep 10 Tue 14 wks DEC CRN 35419  
1800-2145  
Sep 11 Wed 14 wks BBY 35420  
1800-2145

**INTERIOR DESIGN**  
**(604) 451-7032**

**INTD 1000**  
**INTERIOR DESIGN BASIC** **\$248**

Introduces the field of Interior Design. Students will gain a good understanding of the interior design art form.

Sep 09 Mon 12 wks DEC CRN 32242  
Sep 09 Mon 12 wks BBY CRN 32241  
Sep 09 Mon 6 wks DEC CRN 35810  
1300-1600

Sep 10 Tue 12 wks BBY CRN 32243  
Sep 11 Wed 6 wks DEC CRN 32244  
0900-1600

Sep 12 Thr 12 wks BBY CRN 32245  
Sep 14 Sat 12 wks BBY CRN 32246  
0900-1200

Oct 21 Mon-Fri 1 wk DEC CRN 32247  
0900-1700

**INTD 1010**  
**HISTORY OF FURNITURE** **\$248**

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

Sep 10 Tue 12 wks DEC CRN 32248  
Sep 11 Wed 12 wks BBY CRN 32249

**INTD 1020**  
**INTERIOR DESIGN DRAFTING 1** **\$577**

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

Sep 9 Mon/Wed 12 wks DEC CRN 32251  
Sep 14 Sat 12 wks BBY CRN 37064  
0900-1200

Sep 17 Tue/Thr 12 wks DEC CRN 35811  
0900-1200

**INTD 2000**  
**COLOR AND LIGHTING** **\$269**

Provides students with the necessary knowledge of color and lighting to enable them to carry out the duties of an assistant in an interior design business. Prerequisite: INTD 1000.

Sep 10 Tue 12 wks DEC CRN 32252  
Sep 11 Wed 12 wks DEC CRN 32253  
Sep 12 Thr 12 wks BBY CRN 32255  
Oct 28 Mon 6 wks DEC CRN 35812  
0900-1600

Oct 30 Wed 6 wks DEC CRN 32254  
0900-1600

**INTD 2020**  
**INTERIOR DESIGN DRAFTING 2** **\$577**

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.

Sep 10 Tue/Thr 12 wks BBY CRN 37065

**INTD 2030**  
**BUSINESS PRACTICES FOR INTERIOR DESIGN** **\$168**

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

Sep 10 Tue 6 wks BBY CRN 32261

**INTD 3010**  
**GRAPHIC PRESENTATION** **\$248**

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

Sep 10 Tue 12 wks DEC CRN 32256

**INTD 3040**  
**SPACE PLANNING 1** **\$293**

Introduces factors in residential space planning, including zoning and circulation considerations. Prerequisite: INTD 2020 or 3060.

Sep 10 Tue 12 wks DEC CRN 32258

**INTD 3050**  
**DETAILING/CONSTRUCTION MATERIALS** **\$248**

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. No prerequisite.

Sep 12 Thr 12 wks DEC CRN 33428

**INTD 3060**  
**AUTOCAD 1 FOR INTERIOR DESIGN** **\$435**

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.

Sep 9 Mon 6 wks BBY CRN 37066  
0900-1600

Sep 14 Sat 6 wks BBY 33555  
0900-1600

**INTD 3070**  
**MATERIALS** **\$248**

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

Sep 9 Mon 12 wks DEC CRN 32259  
Sep 18 Wed 12 wks DEC 35814  
0900-1200

**INTD 4000**  
**DIRECTED STUDIES PROJECT** **\$248**

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.

Oct 17 Thr 6 wks DEC CRN 32260

**INTD 4040**  
**SPACE PLANNING 2** **\$293**

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

Sep 11 Wed 12 wks DEC CRN 37067

**INTD 4060**  
**AUTOCAD 2 FOR INTERIOR DESIGN** **\$435**

Continues from INTD 3060 with the focus on increasing production. Topics include blocks, attributes, external references, command and menu customization. Prerequisite: INTD 3060.

Nov 2 Sat 6 wks BBY CRN 36178  
0900-1600

Nov 4 Mon 6 wks BBY 37068  
0900-1600

**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 first-term courses are as follows:

**INTD 1000**  
**INTERIOR DESIGN BASIC** **\$248**

Sep 9 Mon 6 wks DEC CRN 35810  
1300-1600

**INTD 1020**  
**INTERIOR DESIGN DRAFTING 1** **\$577**

Sep 17 Tue/Thr 12wks DEC CRN 35811  
0900-1200

**INTD 2000**  
**COLOR AND LIGHTING** **\$269**

Oct 28 Mon 6 wks DEC CRN 35812  
0900-1200

**INTD 3070**  
**MATERIALS** **\$248**

Sep 18 Wed 12 wks DEC CRN 35814  
0900-1200

**INTERIOR DESIGN -**  
**LEVEL II**  
**(604) 451-7032**

INTD 2180 Design Theory  
2070 Lighting II  
3110 Graphic Presentation II  
3160 Autocad III  
4140 Space Planning III  
2080 Color II  
3170 Millwork Drawings  
3120 Human and Environmental Factors  
2010 Contemporary Furniture, Architecture & Design  
4160 Autocad IV  
2101 Barrier-free Design and Building Code  
3150 Interior Construction & Renovation  
3130 Visual Merchandising & Display  
3190 Design Project  
4400 Field Study  
4100 Project Management  
4170 Materials II  
3140 Marketing and Work Week  
4500 Directed Studies II

**INTD 2180**  
**DESIGN THEORY** **\$248**

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.

Sep 9 Mon 12 wks DEC CRN 37425  
1300-1600

**INTD 2070**  
**LIGHTING II** **\$269**

Students will learn 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.

Sep 10 Tues 12 wks DEC CRN 37428  
1300-1600

**INTD 3110**  
**GRAPHIC PRESENTATION II** **\$248**

Further exploration of free-hand sketching with an emphasis on 3-dimensional creative visualization, quick sketches and model making. Students will learn advanced methods of rendering techniques. Prerequisite: AUTOCAD I, II and III.

Sep 12 Thu 12 wks DEC CRN 37423  
1300-1600

**INTD 3160**  
**AUTOCAD III** **\$435**

Further advancement in Autocad training. Students will learn Powerdraw on the Macintosh. Upon completion, students will be able to do 3-D projection and interior construction drawings. Prerequisite: AUTOCAD I and II.

Sep 11 Wed 12 wks BBY CRN 37424  
1300-1600



**ENVIRO TIP**  
*Don't flush paints, solvents,  
or other potentially hazardous  
products down the toilet!*

## MARKETING MANAGEMENT 432-8611

## 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. In this program, students who wish to specialize in Advanced Technology, Customer Service or International Marketing can use the specialized courses in these areas for their choice of electives. 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 1
- MKTG 2202 Introduction to Marketing Communications
- MKTG 2205 Marketing of Services
- MKTG 2341 Introduction to Marketing Research
- MKTG 3322 Promotional Strategies
- MKTG 4340 Marketing Planning Fundamentals
- MKTG 4501 Strategic Marketing Management Simulation

### 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 Importing, Introduction to
- MKTG 1327 Exporting
- MKTG 1342 Trade/Consumer Show Marketing
- MKTG 3225 Consumer Behavior / Marketing Strategy
- MKTG 3321 Public Relations
- MKTG 3406 Product 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 & corporate communications, as well as the traditional advertising, sales promotion and data base marketing.

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
- MKTG 1112 Customer Relations
- MKTG 1119 Sports/Sponsorship Marketing
- MKTG 1120 Special Event Marketing
- MKTG 1217 Effective Telemarketing Skills
- MKTG 1323 Effective Public Speaking
- MKTG 1342 Trade/Consumer Show Marketing
- MKTG 3225 Consumer Behavior / Marketing Strategy
- MKTG 3337 Corporate Communications
- MKTG 4318 Media Planning

### Two Electives

Students may choose two electives they feel will enhance their growth. We recommend courses from other business programs, such as Administrative Management, Financial Management or Operations Management.

## MANAGEMENT CERTIFICATE IN PROFESSIONAL SALES

Enhance your ability to sell products or services to consumers, the commercial market and professional buyers. Analyse buyer needs, plan detailed and effective presentations and utilize professional oral and written skills. The program also covers other relevant information such as managing the sales force, utilizing other methods of sales such as trade shows, and segmenting business markets. 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
- MKTG 3307 Business Marketing
- MKTG 3332 Key Account Selling

### Complete the equivalent of four complete courses from the following:

- MKTG 1112 Customer Relations
- MKTG 1212 Principles of Customer Service
- MKTG 1217 Effective Telemarketing Skills
- MKTG 1325 Importing, Introduction to
- MKTG 1327 Exporting
- MKTG 2341 Introduction to Marketing Research
- MKTG 2419 CPSA Skills for Sales Success
- MKTG 3406 Product 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 employee 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 2325 Tourism Product Development

### 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

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

### CUSTOMER SERVICE:

- MKTG 1112 Customer Relations
- MKTG 1212 Principles of Customer Service
- MKTG 1217 Effective Telemarketing Skills
- MKTG 1219 Professional Sales 1
- MKTG 1323 Effective Public Speaking
- MKTG 2205 Marketing of Services
- MKTG 3225 Consumer Behavior / Marketing Strategy
- MKTG 3321 Public Relations

### MARKETING COMMUNICATIONS:

- MKTG 1018 Press / Media Relations
- 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
- MKTG 1219 Professional Sales 1
- MKTG 1323 Effective Public Speaking
- MKTG 1342 Trade / Consumer Show Marketing
- MKTG 2220 Managing the Sales Force
- MKTG 2319 Professional Sales 2
- MKTG 2438 Direct Marketing Dynamics
- MKTG 3332 Key Account Selling



## SEMINARS & WORK SHOPS

- MKTG 0001 Marketing for Non Profit Organizations
- MKTG 0010 BDC/BCIT Import & Export
- MKTG 0012 BDC/BCIT Customer Driven Marketing
- MKTG 0020 Producing Successful Events
- MKTG 1002 Attaining Customer Satisfaction
- MKTG 1003 Marketing Through the Internet

### PROGRAM COURSES:

#### MKTG 0010 BDC / BCIT — IMPORTING & EXPORTING \$149 + GST \$10.00

BCIT, in cooperation with the Business Development Bank, offers this seminar to those who wish to enter the international marketplace. Covers how goods are moved internationally, how money is transferred, duties and taxes calculated and the effects of WAFT/ GATT rules of origin. Coverage will also include how to start an import/export business and how to create the correct image and what is needed to succeed.

- Sep 28 Sat 1 day DEC CRN 37335  
0900-1600
- Nov 16 Sat 1 day DEC CRN 37336  
0900-1600

#### MKTG 0012 BDC / BCIT CUSTOMER DRIVEN MARKETING \$149 + GST \$10.00

BCIT, in cooperation with the Business Development Bank, offers this seminar on how to gain the competitive edge through high quality service. The seminar will focus on the preparation of a customer service action plan to ensure your staff takes responsibility for consistent delivery of quality service.

- Oct 2 Wed 1 day DEC CRN 37337  
0900-1600
- Nov 19 Tue 1 day DEC CRN 37338  
0900-1600

#### MKTG 0020 PRODUCING SUCCESSFUL EVENTS \$149

This full day workshop provides an overview of event components and concentrates on proven step by step procedures and examples. You will learn where and how to begin, how to find and use resources as well as how to avoid potential pitfalls with problem-solving prevention.

- Oct 4 Fri 1 day DEC CRN 37339  
0900-1600
- Oct 10 Thr 1 day DEC CRN 37340  
0900-1600

## No. 1 IN COPIERS AND FAX AGAIN & AGAIN & AGAIN & AGAIN & AGAIN

IKON Office Solutions is the No. 1 supplier of office equipment throughout the Lower Mainland. We did it by servicing and supporting our customers one at a time, and that's something we never tire of.



Call 293-9779



IKON Office Solutions  
1875 Boundary Road  
Vancouver, B.C. V5M 3Y8

**MKTG 1002  
ATTAINING CUSTOMER  
SATISFACTION \$313**

Nova Quality Research and BCIT present a two day hands-on workshop on how an organization can effectively attain total customer satisfaction. By the end of the session, participants will understand the importance of customer service in the marketing mix; be able to identify internal and external customers - their needs and expectations; develop specific customer service skills on both the telephone and in person; and be able to deal with the irate customer. The session will conclude with specific action plans.

Oct 17/18 Thr/Fri 2 days DEC CRN 37341  
0900-1600

**MKTG 1003  
MARKETING THROUGH  
THE INTERNET \$299**

This course will provide the skills necessary to harness the Internet as a tool for researching, prospecting and reaching target markets. Features four hands-on sessions in BCIT's futuristic Advanced Management Technology Lab, where participants will have direct access to the Internet to practise and hone the skills developed in the lecture sessions. The course will cover the following topics: researching competitors, industries and markets; using e-mail as a prospecting and networking tool; developing and publicizing an effective World Wide Web site; integrating the Internet into existing sales and marketing strategies. An ideal course for mid to senior executive levels and owner/managers of small businesses.

Sep 18/25 Wed 4 wks BBY CRN 37342  
Oct 2/9 1830-2130  
Oct 23/30 Wed 4 wks BBY 37343  
Nov 6/13 1830-2130

**MKTG 1018  
PRESS / MEDIA RELATIONS \$179**

In today's communications environment, business is front page news. At any given moment, a company, large or small, can become the focus of intense media scrutiny. A good news story can add thousands of dollars to the bottom line — a bad one can cost a company millions. Without adequate training and experience, many corporate spokespeople panic when approached by a reporter, with potentially devastating results. The "media" is a business like any other. Its product is controversy. By knowing the rules of the game, astute managers can make the media work for them. 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.

Sep 17 Tue 8 wks DEC CRN 37344

**MKTG 1102  
ESSENTIALS OF MARKETING \$248**

An introductory course to provide 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.

Aug 12 Mon-Fri 1 wk BBY CRN 23048  
0900-1700  
Sep 9 Mon 12 wks BBY 32340  
Sep 9 Mon 12 wks DEC 32342  
Sep 10 Tue 12 wks BBY 32344  
Sep 10 Tue 12 wks DEC 32346  
Sep 10 Tue 12 wks SRY 32347  
Sep 11 Wed 12 wks BBY 32348  
Sep 11 Wed 12 wks DEC 32350  
Sep 12 Thr 12 wks BBY 32351  
Sep 14 Sat 6 wks DEC 32354  
0900-1600  
Sep 14 Sat 12 wks BBY 32355  
0900-1200

**MKTG 1107  
STRATEGIC FASHION MARKETING \$214**

Competitive, fast-paced and challenging, the fashion industry demands specialized marketing strategies. This course will provide meaningful and realistic strategies for the local, national and international fields of fashion. Research and creative skills will be approached specifically for the designing, manufacturing and retailing point-of-view.

Sep 12 Thr 10 wks DEC CRN 32362

**MKTG 1112  
CUSTOMER RELATIONS \$248**

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. Covers defining quality service; developing excellent customer relations skills; effective communication techniques; problem-solving; listening/questioning skills; developing "excellent" people skills.

Sep 10 Tue 12 wks SRY CRN 37450  
Sep 11 Wed 12 wks DEC 32366  
Sep 14 Sat 6 wks BBY 32367  
0900-1600

**MKTG 1119  
SPORTS SPONSORSHIP MARKETING \$248**

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

Sep 14 Sat 6 wks DEC CRN 32369  
0900-1600

**MKTG 1120  
SPECIAL EVENT MARKETING \$248**

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 principal components of planning and executing special events.

Sep 10 Tue 12 wks DEC CRN 32371  
Sep 11 Wed 12 wks BBY 32372

**MKTG 1124  
ENTREPRENEURSHIP  
TRAINING FOR WOMEN \$248**

This course is designed to assist women in overcoming many of the challenges they face in running their own business. It is strictly a practical course in launching a business, utilizing market research, segmenting the market into profitable clusters, positioning a company strategically and targeting a specific group. Specifically, it will help women position themselves to take advantage of many of the opportunities available to them.

Sep 12 Thr 12 wks DEC CRN 37359

**MKTG 1212  
PRINCIPLES OF  
CUSTOMER SERVICE \$248**

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.

Sep 10 Tue 12 wks BBY CRN 32684  
Sep 12 Thr 12 wks DEC 32377

**MKTG 1217  
EFFECTIVE  
TELEMARKETING SKILLS \$248**

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 students in developing their telephone sales skills. Topics to be covered: telemarketing in the marketing and sales mix; listening and speaking skills (tone of voice, clarity, etc.); pre-call planning; questioning techniques; handling objections; closing; inbound calls vs. outbound calls; upselling on inbound; the cold call; scripting.

Sep 12 Thr 7 wks BBY CRN 37058

**MKTG 1219  
PROFESSIONAL SALES 1 \$248**

Provides basic training for the sales aspirant or person with no formal sales training. Students develop selling techniques through practical applications and role playing. This course is also ideal for people in sales who require or desire to "brush up" on their sales skills.

Aug 12 Mon-Fri 1 wk BBY CRN 23049  
0900-1700  
Sep 9 Mon 12 wks DEC 32379  
Sep 10 Tue 12 wks BBY 32380  
Sep 11 Wed 12 wks DEC 35818  
Sep 11 Wed 12 wks SRY 32385  
Sep 12 Thr 12 wks BBY 32384  
Sep 14 Sat 6 wks BBY 35976  
0900-1600

**MKTG 1323  
EFFECTIVE PUBLIC SPEAKING \$248**

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.

Aug 12 Mon-Fri 1 wk BBY CRN 23050  
0900-1700  
Sep 10 Tue 12 wks BBY 32399  
Sep 11 Wed 12 wks SRY 36029  
Sep 12 Thr 12 wks BBY 32401  
Sep 12 Thr 12 wks DEC 32397  
Sep 14 Sat 6 wks DEC 32398  
0900-1600

**MKTG 1324  
SMALL BUSINESS DEVELOPMENT \$248**

Examines the planning stages involved in starting a new business including market, financial and legal responsibility requirements. Major emphasis is on preparation of a business plan.

Sep 9 Mon 12 wks DEC CRN 32402  
Sep 10 Tue 12 wks SRY 37451  
Sep 11 Wed 12 wks BBY 32404

**MKTG 1325  
INTRODUCTION TO IMPORTING \$248**

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.

Sep 10 Tue 12 wks BBY CRN 32405

**MKTG 1327  
EXPORTING \$248**

British Columbia's high technology industry is driven by exports. This course is designed to introduce participants to the export process. It covers the basics of exporting such as research, planning, distribution, promotion and custom practices. The course will also cover direct marketing, a sales technique that is indispensable to the high technology industry. As well, Electronic Data Interchange and "Quick Response" will also be featured topics. Export Marketing is a lively and fast paced course designed to introduce participants to export and give them the confidence to get started.

Sep 9 Mon 12 wks DEC CRN 32406

**MKTG 1342  
TRADE/CONSUMER  
SHOW MARKETING \$248**

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.

Sep 11 Wed 12 wks DEC CRN 32412

**MKTG 2202  
INTRODUCTION TO  
MARKETING COMMUNICATIONS \$248**

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.

Aug 12 Mon-Fri 1 wk BBY CRN 23051  
0900-1700  
Sep 9 Mon 12 wks BBY 32356  
Sep 9 Mon 12 wks DEC 32357  
Sep 11 Wed 12 wks DEC 32358  
Sep 12 Thr 12 wks BBY 32359  
Sep 14 Sat 6 wks BBY 32688  
0900-1600

**MKTG 2205  
MARKETING OF SERVICES \$248**

This course focuses on the differences between developing strategies for services rather than products. Course content covers the complete marketing management process from setting objectives and developing a plan of action, to reviewing the effectiveness of the marketing plan. Prerequisite: MKTG 1102 or department permission.

Sep 12 Thr 12 wks BBY CRN 32376

**MKTG 2317  
SALES PROMOTION STRATEGIES \$248**

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 is for the student to be able to develop a basic sales promotion plan. Prerequisite: MKTG 2202 or permission from the department.

Sep 9 Mon 12 wks BBY CRN 37374

**MKTG 2319  
PROFESSIONAL SALES 2 \$248**

Lectures, films and class discussion will be used to cover the techniques and motivational skills of selling: sales interview process; buying motives; product knowledge; prospecting; approaches; selling more; closing; selling the idea; getting attention; organization; goals; arousing interest; talking benefits; desire; no is not the end; power phrases. The key element will be development of individual sales presentations by students, focusing on personal presentation skills. Prerequisite: MKTG 1219 or previous sales experience.

Sep 10 Tue 12 wks BBY CRN 32389

**MKTG 2341  
INTRODUCTION TO  
MARKETING RESEARCH \$248**

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.

Sep 10 Tue 12 wks DEC CRN 32410  
Sep 12 Thr 12 wks BBY 32411

**MKTG 2419  
CPSA SKILLS FOR SALES SUCCESS \$289**

This course is part of the Canadian Professional Sales Association (CPSA) Certification program. The course is required for those wishing to achieve CPSA sales certification. Students may take this course without having the other credentials required for certification but receive no official certification until all elements of the program are completed. Material covered in this course include tactical sales skills, prospecting, time management, goal setting and developing presentations. For further information on the CPSA Certification program call (604) 432-5382 or (604) 432-8572.

Sep 9 Mon 14 wks BBY CRN 37360

**Register Early and Win!**  
If you register before August 12  
you'll be eligible to win a  
free course!





# Business

## MKTG 2438 DIRECT MARKETING DYNAMICS \$248

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.

Sep 9 Mon 12 wks BBY CRN 33420

## MKTG 3218 INTRODUCTION TO MEDIA \$248

For advertising agency and media sales personnel and individuals considering career entry in the advertising industry.

Sep 9 Mon 12 wks DEC CRN 32378

## MKTG 3225 CONSUMER BEHAVIOR / MARKETING STRATEGY \$248

An introduction to the subject of consumers and why they buy. Examines segmentation, consumer needs, attitudes, learning, and lifestyle analysis. The focus will be on application of consumer behavior concepts to marketing planning decisions. Prerequisite: MKTG 1102 or department permission.

Sep 10 Tue 12 wks BBY CRN 32388

## MKTG 3321 PUBLIC RELATIONS \$248

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.

Sep 9 Mon 12 wks DEC CRN 32391  
Sep 9 Mon 12 wks BBY CRN 32392  
Sep 11 Wed 12 wks SRY CRN 37452

## MKTG 3322 PROMOTIONAL STRATEGIES \$248

A project based course that provides the opportunity to develop a complete communications plan from situation analysis to creative solutions. Reviews the role of strategic planning as it applies to media, creative, sales promotion and research. Prerequisite: MKTG 2202.

Sep 11 Wed 12 wks DEC CRN 32395  
Sep 12 Thr 12 wks BBY 32394

## MKTG 3332 KEY ACCOUNT SELLING \$248

This course is designed for sales persons who will be working with long sales cycles in large organizations. We will look at managing the sales process and examine the possible influences within corporations and government departments. Topics include: account strategy planning, partnership selling, application selling and managing activities for major accounts versus general accounts. Prerequisite: Previous sales training.

Sep 10 Tue 12 wks BBY CRN 32407

## MKTG 3337 CORPORATE COMMUNICATIONS \$248

A course 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 community relations.

Sep 10 Tue 12 wks DEC CRN 32408

## MKTG 4340 MARKETING PLANNING FUNDAMENTALS \$248

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 will be on developing a marketing plan. Prerequisite: MKTG 2202, 2341.

Sep 11 Wed 12 wks BBY CRN 32409

## MKTG 4501 STRATEGIC MARKETING MANAGEMENT SIMULATION \$248

Provides 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. This course demands that students draw heavily from marketing expertise gained in previous courses. Prerequisite: MKTG 2202, 4340.

Sep 10 Tue 12 wks DEC CRN 32415

## TOURISM

### TOUR 1250 TRAVEL AGENCY OPERATIONS — AN INTRODUCTION \$248

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.

Sep 12 Thr 12 wks DEC CRN 32416

### TOUR 1261 B.C. TOURISM ISSUES \$248

Examines the evolution, function and direction of tourism. Topics include historical influences, basic ingredients of community tourism, government, role and function, tourism industry conflicts and recreational influences, the psychology of travel and instructional influences, social costs of tourism development and development strategies.

Sep 11 Wed 12 wks DEC CRN 36206

## MEDIA TECHNIQUES FOR BUSINESS (604) 451-7032

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, totalling 27 credits and a minimum of 6 elective courses totalling 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

### 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 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 flyer 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 & MARKETING COMMUNICATIONS

A hands on program that is designed to combine the strategic approach of Marketing Communications with the techniques of multi-media technology. The program is skills based, focusing on specialized training in media techniques and the components of promotional marketing. This program is of value for 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 \$210

Teaches how to handle a 35mm Single Lens Reflex camera and accessories. Through lectures, videos, slides and a workshop, 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 and determine their potential. Students need a 35mm SLR with 50mm lens and have to supply their own film. A tripod is recommended.

Sep 11 Wed 4 wks BBY CRN 32304  
1900-2200

### MDIA 1010 PHOTOGRAPHY \$471

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 shoot outdoor portraits and carry out assignments with their own equipment. During two lab sessions students will get hands-on experience in processing and printing black & white film and learn to set up their own darkroom. All darkroom material is included! Students need a 35mm SLR camera with at least a 50mm lens and a tripod and will have to supply their own film. Prerequisite: MDIA 0199 or permission from the instructor.

Oct 9 Wed 8 wks BBY CRN 32305  
1900-2200

### MDIA 1040 GRAPHICS 1 \$291

Introduces layout, design, illustration, printing methods, camera-ready artwork and typography. Those with an interest, but no previous experience in graphic art, are encouraged to enrol in this exploratory course to foster that interest and determine their career potential. Please note: this course is not computer based.

Sep 9 Mon/Wed 6 wks BBY CRN 32306

### MDIA 1100 INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS \$291

Presents a core course with a dual focus. The first part explores the fundamental issues faced by anyone trying to create and implement a variety of visual and audiovisual communication projects. During the second part, group activities and class visits to production facilities provide 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 corporate, industrial, educational and marketing communication today. Upon completion students will have a good grasp of needs assessment, target audience identification, the basic principles of production planning, the evolving technology and a better understanding of the exciting world of media integration.

Sep 9 Mon 12 wks BBY CRN 32307  
1900-2200



**MDIA 1111  
DESKTOP SCANNING \$339**

This course teaches you how to make the most of your desktop scanner. Each student has access to a desktop scanner from their own computer terminal. The course begins by covering basic color theory. Different types of image capture devices are discussed including reflection or flatbed scanners, 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 color casts. Adobe Photoshop is used extensively in this course.

Oct 25 Fri 6 wks BBY CRN 37320  
0900-1200

**MDIA 2040  
GRAPHICS 2 \$291**

Continues from 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, preparing an advertising campaign using various production and print media, special printing techniques, commercial photography, imposition, estimating time and costs to produce graphic material, also includes tour of a large printing plant. Prerequisite: MDIA 1040.

Oct 21 Mon/Wed 6 wks BBY CRN 32308

**MDIA 2060  
EFFECTIVE PRESENTATION  
TECHNIQUES \$248**

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. Essential for those who prepare and present written and spoken material in today's corporate world.

Sep 12 Thr 12 wks BBY CRN 32309

**MDIA 2160  
ADVANCED PHOTOGRAPHY 1 \$290**

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 throughout the course. 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.

Sep 12 Thr 6 wks BBY CRN 32310  
1900-2200

**MDIA 2070  
VIDEO FOR BUSINESS \$300**

Teaches students to plan and organize a video production and to write a proposal, treatment, budget and script. Designed for those interested in using video to communicate with employees, customers, investors and other members of the public. Students will become acquainted with the technical resources (crew, equipment, etc.) necessary to mount a production.

Sep 10 Tue 12 wks BBY CRN 37116  
1845-2145

**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 and 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 Macintosh
  - MDIA 1180 and 2180 Adobe Photoshop for the PC

**DESKTOP PUBLISHING  
AND GRAPHICS FOR  
THE MACINTOSH  
(604) 451-7032**

**MDIA 1020  
DESIGNING BUSINESS FORMS \$250**

Every business needs its own special look. This course will introduce the topic of designing business cards and letterhead. Students also learn how to design forms that make sense and are legible for internal and external use. Prerequisite: MDIA 1050/1090 or MDIA 1150.

Sep 12 Thr 06 wks BBY CRN 37084  
0900-1200

**MDIA 1090  
PAGEMAKER MAC 1 \$339**

Introduces and 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 using a Mac Centris 650 for this hands-on course.

Sep 09 Mon 6 wks BBY CRN 32282

**MDIA 1140  
COLOR AND THEORY  
FOR PUBLISHERS \$425**

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). Students will be instructed to make a color wheel using components of the spectrum. Exercise will lead to an understanding of the terminologies relating to light and pigment such as contrast, hue, saturation, value, tint and shade. The second portion studies various color models used in computer graphics programs, through hands-on use of Adobe Illustrator on the Macintosh.

Sep 11 Wed 12 wks BBY CRN 37074  
0900-1200

**MDIA 1150  
QUARK XPRESS MAC 1 \$339**

Introduces the most powerful page layout program currently available. This course is designed to give a complete overview of the abilities of Quark XPress. Students will gain 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.

Sep 12 Thr 6 wks BBY CRN 32288

**MDIA 1160  
ADOBE ILLUSTRATOR MAC 1 \$379**

Adobe Illustrator is the leading illustration and page design program for the Macintosh. Learn how to use Adobe Illustrator's tools by examining the toolbox, view your artwork in different modes, make selections, select a segment, edit a segment, construct a drawing, use the rule guides, 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, convert points, use perimeters to create basic shapes. Learn how to add elements to template and add detail to an illustration. Learn how to work with type, change type attributes, add type to a path, import text and link up text blocks, wrap text around an object and more.

Sep 13 Fri 6 wks BBY CRN 37081

**MDIA 1180  
ADOBE PHOTOSHOP FOR MAC 1 \$379**

Teaches students how to create and produce color and black and white images right at their desktop, faster and easier than ever before. The course teaches how to create and work on a canvas, make simple selections, show and hide palettes, use paste commands, 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, make custom brushes, understand image size and resolution, create type, ghost back type on an image and airbrushing. Students will have their own workstation using a Mac Centris 650.

Sep 10 Tue 6 wks BBY CRN 32290  
Oct 27 Sun 6 wks BBY 32291  
1300-1600

**MDIA 2000  
TYPOGRAPHY \$425**

This course is designed to give 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 at Macintosh workstations. Using Quark Xpress, students will complete a variety of projects using knowledge gained in the theory portion. 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 to complete this course.

Sep 11 Wed 12 wks BBY CRN 37079

**MDIA 2090  
PAGEMAKER MAC 2 \$339**

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. Students 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.

Oct 28 Mon 6 wks BBY CRN 32293

**MDIA 2150  
QUARK XPRESS MAC 2 \$339**

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.

Oct 24 Thr 6 wks BBY CRN 32295

**MDIA 2180  
ADOBE PHOTOSHOP FOR MAC 2 \$379**

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 in a variety of ways. In this advanced course students learn how to look at color models, RGB, CMYK and measure RGB and CMYK color, adjust midtones, shadows and highlights and perform precise color corrections; use the information palette as a densitometer and adjust the color balance of an image. Students learn about resolution, scanning basics, determining correct scan resolution, learning to close crop images to drop out backgrounds, creating releases around images with paths, saving selections as paths and more. Prerequisite: MDIA 1180.

Oct 22 Tue 6 wks BBY CRN 32297

**MDIA 2260  
ADOBE ILLUSTRATOR MAC 2 \$379**

Builds on skills developed in MDIA 1160.  
Oct 25 Fri 6 wks BBY CRN 37083

**DESKTOP PUBLISHING  
AND GRAPHICS  
FOR THE PC  
(604) 451-7032**

**MDIA 1050  
PAGEMAKER PC 1 \$339**

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.

Sep 10 Tue 6 wks DEC CRN 32279  
Sep 14 Sat 6 wks DEC 32281  
0900-1200  
Sep 14 Sat 6 wks SEA 37073  
0900-1200  
Oct 24 Thr 6 wks DEC 32280

**MDIA 1130  
CORELDRAW 1 \$379**

Introduces students to CorelDraw. This course is designed for those with a fundamental operating knowledge of the Windows environment. Special attention will be paid to practical applications, with each class oriented toward the completion of a project. It is assumed that students will have a modicum of layout and design ability. Samples of student work will be produced in class for portfolio examples.

Sep 12 Thr 6 wks BBY CRN 32286  
Sep 14 Sat 6 wks BBY 32287  
0900-1200  
Sep 12 Thr 6 wks SEA 37075  
1100-1400

**MDIA 1170  
ADOBE PHOTOSHOP  
FOR WINDOWS 1 \$379**

Teaches students how to create and produce color and black and white images right at their desktop, faster and easier than ever before. Teaches students how to create and work on a canvas, make simple selections, show and hide palettes, use paste commands, 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, make custom brushes, understand image size and resolution, create type, ghost back type on an image and airbrushing. Students will have their own workstations.

Sep 11 Wed 6 wks SEA CRN 37077  
1800-2200  
Sep 14 Sat 6 wks BBY 32302  
1300-1600  
Oct 24 Thr 6 wks BBY 32301

**MDIA 2050  
PAGEMAKER PC 2 \$339**

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.

Oct 22 Tue 6 wks DEC CRN 32325

**MDIA 2130  
CORELDRAW 2 \$379**

Focuses on the inter-relationship between CorelDraw, CorelChart and PhotoPaint. A brief examination of each component will be conducted, with emphasis being placed on practical applications such as the creation of business graphics for slides and overheads and the editing of bitmaps for desktop publishing and presentation applications. Students will be expected to produce at least four complete pieces suitable for portfolio. Prerequisite: MDIA 1130 or permission from the instructor.

Oct 26 Sat 6 wks BBY CRN 32294  
0900-1200



## MDIA 2270 ADOBE PHOTOSHOP WINDOWS 2 \$379

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. In this advanced course students learn how to look at color models, RGB, CMYK and measure RGB and CMYK color, adjust midtones, shadows and highlights and 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.

Oct 26 Sat 6 wks BBY CRN 32303  
1300-1600

## MULTIMEDIA FOR THE MAC AND PC (604) 451-7032

## MDIA 0001 MULTIMEDIA & THE INFORMATION HIGHWAY \$409

Recommended 12 - 15 years of age. Integrate photography, video, sound and computer skills to produce a multimedia presentation using MacroMind Director and Photoshop. Learn Internet and jog the Information Highway! This two-week course includes lunch and some organized recreation.

Aug 12 M-F 2 wks BBY CRN 23047  
0900-1500

## MDIA 1300 MULTIMEDIA LITERACY \$339

Introduces multimedia concepts. Students learn the components that make up multimedia hardware/software configurations. Students develop a sound foundation on how current technology can be used easily for learning and training purposes. Emphasis will be placed on computer literacy as it relates to CD-ROM and interactive multimedia.

Sep 10 Tue 6 wks BBY CRN 32292

## MDIA 2300 MULTIMEDIA AUTHORIZING \$339

Builds on concepts learned in MDIA 1300. Students develop projects that apply to interactive multimedia software authoring tools in a practical environment. Students will be encouraged to develop applications relevant to their field of endeavour. Prerequisite: MDIA 1300.

Oct 22 Tue 6 wks BBY CRN 32300

## MDIA 3450 MULTIMEDIA INTENSIVE WORKSHOP \$945

Presents a four day, hands-on workshop emphasizing learning by doing. Under the instructor's guidance, participants will create a prototype for a real interactive multimedia project. Participants will learn about designing the program structure, interface design and screen layout, tools for working with video, graphics, animation and audio, putting the pieces together, programming the prototype and showing the prototype to sell the concept. (Techniques learned will be applicable to both Macintosh and DOS/Windows platforms.) This workshop is for anyone who wants to get up to speed in multimedia production for information kiosks, education, training applications or business presentations. Students will have their own workstation using a Macintosh Centris 650 using popular software from Macromedia and Adobe. The lab is equipped with a color scanner and printer. Each student will receive their own multimedia toolkit with detailed reference material. The course involves assignments and includes additional lab time on Sunday, if desired. A good working knowledge of mouse equipped MAC or PC and some experience with desktop publishing or digital media is required, or permission from the instructor.

Sep 13 Fri 4 wks BBY CRN 32296  
0900-1600

## INTERNET

### MDIA 0115 INTERNET IN A NIGHT \$104

Provides a comprehensive, "hands-on" overview of Internet evolution, terminology, access, e-mail, "netiquette," common problems and errors, hardware and software requirements and Internet Service Provider (ISP) selection.

Sep 9 Mon 1 wk BBY CRN 37087  
Oct 21 Mon 1 wk BBY 37089

### MDIA 0200 INTRODUCING THE INTERNET \$325

This course will introduce 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."

Sep 14 Sat 2 wks BBY CRN 36179  
0900-1630

Sep 16 Mon 4 wks BBY 37072  
Oct 19 Sat 2 wks BBY 36180  
0900-1630

### MDIA 1200 ADVANCED INTERNET \$375

Builds on the skills learned in MDIA 0200. Make Home Pages on the World Wide Web! The students learn how to use HTML in setting 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 0200, or equivalent Internet experience.

Oct 28 Mon 6 wks BBY CRN 37109  
Nov 16 Sat 3 wks BBY 37110  
0900-1600

### MDIA 1350 INTRO TO UNIX BASED WEB SERVING \$425

Have you ever wanted to find out what's behind Web Serving? During the first half of this course learn about Internet protocols, security concerns and different types of Web Servers. The second half of the course comprises the configuration and implementation of a Web Server based on Silicon Graphics Technology.

Sep 10 Tue 6 wks BBY CRN 37120  
Oct 22 Tue 6 wks BBY 37121

## 3D ANIMATION

### MDIA 2800 INTRODUCTION TO 3D ALIAS \$1500

This is a hands-on introductory course to the high end, interactive, three-dimensional animation, modeling and rendering effects of Alias PowerAnimator software. The first half of the course involves modeling, animation and software concepts. The second half is devoted to animation projects determined by the student.

Sep 09 Mon 12 wks BBY CRN 37117  
1845-2215

### MDIA 2400 SOFTIMAGE BASIC \$2500

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.

Sep 23 M-F 1 wk BBY CRN 36802  
Nov 18 M-F 1 wk BBY 36834

### MDIA 2900 ALIAS ANIMATION/PROJECTS \$1,000

Builds on those skills developed in MDIA 2800. The course is devoted to an animation project determined by the student.

Sep 11 Wed 10 wks CRN 37118

## MEDICAL OFFICE ASSISTANT (604) 451-7032

### OFFC 1000 ANATOMY AND PHYSIOLOGY \$312

Covers human anatomy and physiology.

Sep 9 Mon 12 wks BBY CRN 32271  
1815-2145

Sep 14 Sat 12 wks BBY 32272  
0900-1230

Note: OFFC 1005 has now been replaced by two six week courses, OFFC 1060 and 1070 — see descriptions below:

### OFFC 1010 TERMINOLOGY \$312

Enables students to use basic medical terms and know how to spell and pronounce them. Prerequisite: OFFC 1000.

Sep 10 Tue 12 wks BBY CRN 32273  
1815-2145

### OFFC 1020 TRANSCRIPTION \$293

Designed for persons who are employed as medical office assistants, or students taking the MOA program. Prerequisite: OFFC 1005 and keyboarding skills of 40 wpm.

Sep 14 Sat 6 wks BBY CRN 32269  
0900-1600

Oct 26 Sat 6 wks BBY 32270  
0900-1600

### OFFC 1030 OFFICE PRACTICE \$267

Introduces MOA administrative duties and professional conduct. Topics include appointment scheduling, reception, charts, pharmacology and medical billing.

Sep 12 Thr 11 wks BBY CRN 32275

### OFFC 1040 CLINICAL PROCEDURES \$262

Presents basic clinical procedures and tests commonly performed in a medical office setting. Students are taught relevant theory about procedures and tests and will develop a beginning competency in selected clinical skills. The clinical skills taught are based on the guidelines developed and approved by the Medical Office Assistants Association of B.C. The students will become familiar with common medical emergencies and will become certified in basic lifesaver CPR, renewable annually.

Sep 11 Wed 12 wks BBY CRN 32277

### OFFC 1060 MEDICAL DOCUMENTATION \$165

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.

Sep 9 Mon 6 wks BBY CRN 37069

### OFFC 1070 COMPUTERS IN HEALTH CARE \$165

Introduces the basic features of medical practice management systems using PSREGENT's Stradivarius and SmartSeries Medical software. Emphasizes computerized medical billing, the daysheet record, patient registration, Teleplan, reporting and computerized lab results. An introduction to Windows will be included. Prerequisite: OFFC 1060, COMP 0001, or completion of a recognized word processing course AND permission from the instructor.

Oct 28 Mon 6 wks BBY CRN 37070

### OFFC 2000 PRACTICUM \$248

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 (0136), OFFC 1005 (0134), OFFC 1010 (0137), OFFC 1020 (0135), OFFC 1030 (0138), OFFC 1040 (0139) or permission from the instructor.

Oct 17 Thr 6 wks BBY CRN 32278

## CAPIC

BCIT (604) 432-8991  
FAX (604) 432-8611 /  
CAPIC (604) 435-9530  
FAX (604) 435-8181

The Canadian Association for Production and Inventory Control (CAPIC) is a professional group of men and women who practice the art and science of production and inventory management.

BCIT, in cooperation with CAPIC, 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.

CAPIC's American parent - APICS - provides formal recognition by awarding a "Certified in Production and Inventory Management" (CPIM) designation for those practitioners who successfully pass the six exams (exams are taken separately on computer based testing) set by APICS. These exams are:

- Inventory Management
- Master Planning
- Material/Capacity Requirements Planning
- Production Activity Control
- Just-in-Time Production (JIT)
- Systems & Technologies

Courses with "certification review" in their title are intended to assist students in their preparation for the APICS exams, and will be offered in the Fall 1996 term.

### CPIC 1105 MASTER PLANNING CERTIFICATION REVIEW \$235

Provides a detailed knowledge of MRP II Master Planning. Topics include forecast source data, order entry, demand management, developing a production plan, master production scheduling, final assembly scheduling and management considerations. Students should have taken CPIC 1110 or have a good knowledge of MRP II. This course is primarily intended for those writing the APICS Master Planning Certification exam.

Sep 10 Tue 9 wks BBY CRN 32700

### CPIC 1110 PRINCIPLES OF INVENTORY CONTROL \$275

An introductory course that 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.

Sep 11 Wed 12 wks BBY CRN 32701

### CPIC 1350 MATERIAL/CAPACITY REQUIREMENTS PLANNING CERTIFICATION REVIEW \$235

Provides an understanding of material requirements planning and how capacity influences decision making. The course includes MRP logic and examines the detailed inputs-master planning, bills of material, inventory status, and lead times. Topics such as planned orders, rough cut, routing and work centre balance are explained.

Sep 9 Mon 9 wks BBY CRN 32702

### CPIC 1600 JUST-IN-TIME CERTIFICATION REVIEW \$235

Reviews JIT, the most important productivity enhancing management innovation developed in the last 50 years. JIT production systems combine the elements of total quality control, waste elimination and continuous improvement. Course topics include eliminating waste, housekeeping, reducing set up times, flow production, worker skill development, group problem solving, pull systems, uniform plant load, supplier involvement and implementation issues.

Sep 11 Wed 9 wks BBY CRN 33528



## OPERATIONS MANAGEMENT (604) 432-8991 (604) 432-8611

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.

## WINTER SEMINAR IN QUALITY

The BCIT Operations Management Technology is pleased to sponsor the following seminar:

### OPMT 0140 INTRODUCTION TO ISO 14000 QUALITY STANDARDS \$795

This non-credit two day seminar will introduce the participants to 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.

Sep 23 Mon/Tue 2 days DEC CRN 37366  
0830-1700

### OPMT 1143 ENVIRONMENTAL AUDITING \$1795

Provides, in a five-day course, comprehensive coverage of knowledge and skills required for assessing environmental compliance and for determining the effectiveness of an environmental management system. Topics include environmental audit standards and guidelines (ISO 14010, 14011, 14012) audit fundamentals, legislation and regulations, environmental management systems (EMAS, BS 7750, ISO 14000), types of environmental audits and auditor certification schemes. There is an exam on day five. Prerequisite: ISO 14000 or equivalent and auditor experience. This course is limited to 20 participants and will be submitted to CEAA or EARA for accreditation prior to September 1996. Course fee includes course material, continental breakfast, coffee and lunch.

Sep 30 Mon-Fri 1 wk DEC CRN 37710  
0830-1700

## MANAGEMENT CERTIFICATE IN INDUSTRIAL ENGINEERING

This program is designed for people who work, or wish to work, in the manufacturing/warehousing functions of an organization. It is suited to those who are or will be production forepersons, analysts or supervisors in inventory control, product cost estimating, standard setting, production planning and control, project administration and technical sales.

#### Required courses

- BUSA 1305 Supervisory Skills
- COMM 2204 Technical Reports
- FMGT 1152 Accounting for the Manager
- OPMT 1102 Basic Mathematics of Finance
- OPMT 1106 Quality Assurance 1
- 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, 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

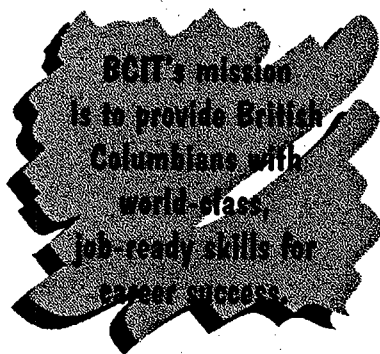
- BUSA 1305 Supervisory Skills; or
- BUSA 2005 Management
- COMM 2204 Technical Reports
- FMGT 1152 Accounting for the Manager
- HRMG 2805 Occupational Health and Safety
- OPMT 1102 Basic Mathematics of Finance
- OPMT 1106 Quality Assurance 1
- OPMT 1187 Project Planning and Scheduling
- OPMT 1188 Management 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 1
- OPMT 3306 ISO 9000 Standards for Quality Systems

## 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
- CPIC 1105 Master Planning Certification Review (CAPIC)
- CPIC 1110 Principles of Inventory Control or CPIC 1210 or OPMT 1192
- CPIC 1210 Inventory Management Certification Review (CAPIC)
- CPIC 1350 Material/Capacity Requirements Planning (CAPIC)
- CPIC 1510 Production Activity Control (CAPIC)
- CPIC 1600 Just-In-Time Certification Review (CAPIC)
- CPIC 1615 Systems and Technologies Certification Review (CAPIC)
- OPMT 1106 Quality Assurance 1 Manufacturing
- OPMT 1175 Warehouse Management
- OPMT 1191 Purchasing
- OPMT 1192 Inventory Planning and Control or CPIC 1110
- OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
- OPMT 2275 Warehouse Management 2
- OPMT 2298 Business Process Re-engineering (formerly Productivity Engineering 2)
- 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 3344 Total Quality Management (TQM)

## MANAGEMENT CERTIFICATE IN QUALITY MANAGEMENT

This program is designed primarily for people working in the field of quality control or quality management in the manufacturing and service industries or government. It will be particularly helpful to those who already have the basic industrial and technological training for their work, but are new to facing quality-related responsibilities. Under the influence of global markets and international competition, the quality of products has acquired a totally new level of significance as a business strategy for survival. Graduates of this program will be well prepared to implement a cost-effective quality management system with its technical, legal and human aspects, in any organization. The quality-related courses in this program will also assist students intending to write the Certification Examinations of the American Society for Quality 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 2206 Quality Assurance 2
- OPMT 2242 Intermediate Quality Control Methods
- OPMT 3306 ISO 9000 Standards for Quality Systems
- OPMT 3342 Statistical Design of Experiments for Industry
- OPMT 3344 Total Quality Management (TQM) in Manufacturing
- OPMT 3345 Quality Auditing
- OPMT 3346 Reliability Principles

#### Plus electives that total at least four units.

- 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
- 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

## COURSES OFFERED:

Start Date	Days	Duration	CRN	Number
Aug 12	Mon-Thr	2 wks	BBY CRN 24079	
			0900-1600	
Aug 19	Mon-Thr	2 wks	BBY 24080	
			0900-1600	
Sep 9	M/R	8 wks	BBY 32656	
Sep 10	T/R	8 wks	DEC 32657	
Sep 16	M/W	8 wks	SRY 32660	

# Business

## OPMT 1102 BASIC MATH OF FINANCE \$248

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.)

Sep 11	Wed	12 wks	BBY	CRN	32661
Sep 11	Wed	12 wks	DEC		32662
Sep 14	Sat	12 wks	BBY		33530
				0900-1200	
Sep 19	Thr	12 wks	SRY		32663

## OPMT 1106 QUALITY ASSURANCE 1 MANUFACTURING \$248

Introduces quality assurance for the manufacturing industries. The course presents a general overview of quality management topics: establishing the desired product quality and reliability and the conditions necessary to achieve them; quality planning; standards for quality management problems; economic factors; quality assurance and production; inspection and test operations; total quality control concepts. Class activities include films, video, group discussions and in-class group exercises. No prerequisites.

Sep 10	Tue	12 wks	BBY	CRN	32664
--------	-----	--------	-----	-----	-------

## OPMT 1107 QUALITY MANAGEMENT FOR SERVICE INDUSTRIES \$248

Introduces quality management for service industries and for administrative or service functions at manufacturing companies. Methods and techniques for service quality programs that 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.

Sep 11	Wed	12 wks	BBY	CRN	32665
--------	-----	--------	-----	-----	-------

## OPMT 1110 BUSINESS MATHEMATICS \$331

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.

Sep 13	Fri	12 wks	DEC	CRN	32650
				0830-1230	

## OPMT 1115 SOFTWARE QUALITY ASSURANCE \$248

Covers the application of Quality Assurance principles to the development of computer software. The course will appeal to those involved in the growing software development industry and want to meet modern requirements for design, verification and re-usability of software products.

Sep 11	Wed	12 wks	BBY	CRN	35879
--------	-----	--------	-----	-----	-------

## OPMT 1116 VENDOR QUALITY MANAGEMENT \$248

Provides an in-depth study of the relationship between a company (customer) and its vendors, centering on vendor performance and its financial impact on the company's operations (i.e. nonconformance costs). The complete theory and processes involved in the effective measurement of vendor performance is covered together with a process for arriving at an "end cost" for products and services (End Cost Analysis). Upon completion of this course, the student will be capable of designing, implementing and maintaining a highly effective vendor quality management process in any organization. (Note: The measurement process detailed in the text *Vendor Quality Management* has been adopted by all major Canadian telephone companies.)

Sep 10	Tue	12 wks	BBY	CRN	37409
--------	-----	--------	-----	-----	-------

## OPMT 1117 BASIC QUANTITATIVE TECHNIQUES IN ADMINISTRATION \$248

Presents a study of simplified "hands-on" techniques to assist the administrator in decision-making using business mathematics and statistics. This practical course will include some problem-solving, graphs, interest applications, business descriptive statistics, sampling and forecasting. The use of the preprogrammed business calculator will be emphasized and the ease of using many electronic spreadsheet business applications will be demonstrated.

Sep 10	Tue	12 wks	BBY	CRN	33762
--------	-----	--------	-----	-----	-------

## OPMT 1125 FACILITIES SPACE PLANNING \$380

Provides an understanding of the applications of facilities planning as it relates to facilities management and covers space management and forecasting. Simple computer-aided facilities management (using Archibus/FM) will be introduced to enable the user to gain more control over their space by having better inventory of existing space, as well as tools for forecasting, allocation, layout and more.

Sep 18	Wed	12 wks	BBY	CRN	32668
--------	-----	--------	-----	-----	-------

## OPMT 1142 INTRODUCTION TO QUALITY CONTROL METHODS \$248

Introduces QC methods. Begins with basic descriptive statistics and some standard graphical tools such as histograms, Pareto charts and scatter diagrams. The concept of process capability and the use of common control charts. Procedures for inspection sampling plans.

Sep 09	Mon	12 wks	BBY	CRN	32669
--------	-----	--------	-----	-----	-------

## OPMT 1175 WAREHOUSE MANAGEMENT \$248

Provides a basic understanding of the major factors in managing a warehouse. The key subjects are: receiving, stock location planning, order picking, shipping, time/space management, data processing and loss control. The course also introduces specific procedures such as inventory accuracy, cycle counts, inventory adjustments and inventory turnover.

Sep 10	Tue	12 wks	BBY	CRN	32670
--------	-----	--------	-----	-----	-------

## OPMT 1187 PROJECT PLANNING AND SCHEDULING \$248

Designed for those who require basic information about the critical path method (CPM) and its application to project management. The course introduces the fundamentals of CPM as used in planning, scheduling, resource allocation and project management. It includes an introduction to planning and scheduling techniques; Gantt charts, arrow diagrams; procedure diagrams, PERT; time/cost relationships; resource allocation; bid determination; project management and the role of the computer.

Sep 11	Wed	12 wks	BBY	CRN	32671
Sep 19	Thr	12 wks	SRY		32672

## OPMT 1191 PURCHASING \$248

Covers purchasing functions, objectives, relationships, organization, policies, procurement procedures, inventory control, sourcing, supplier evaluation, price, negotiation, make or buy and ethics.

Sep 11	Wed	12 wks	DEC	CRN	32676
Sep 12	Thr	12 wks	BBY		32677
Sep 18	Wed	12 wks	SRY		32675

## OPMT 1192 INVENTORY PLANNING AND CONTROL \$248

Covers objectives, records, forecasting, order point systems, MRP, make/buy analysis and departmental organization.

Sep 09	Mon	12 wks	BBY	CRN	32678
Sep 18	Wed	12 wks	SRY		32679

## OPMT 1197 STATISTICS FOR BUSINESS AND INDUSTRY \$373

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.)

Sep 09	Mon/Thr	9 wks	BBY	CRN	32680
Sep 10	Tue/Thr	9 wks	BBY		37157
Sep 10	Tue/Thr		DEC		32682
Sep 16	Mon/Thr	9 wks	SRY		32681

## OPMT 1198 INTRODUCTION TO OPERATIONS MANAGEMENT \$248

(formerly Productivity Engineering 1) 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.

Sep 09	Mon	12 wks	PMT	CRN	37362
			1700-2200		
Sep 11	Wed	12 wks	BBY		32683

## OPMT 2197 QUANTITATIVE METHODS FOR BUSINESS \$248

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 a personal computer. The CGA of B.C. allows exemption for Quantitative Methods 2 with a grade of 65 per cent or better in this course.

Sep 11	Wed	12 wks	BBY	CRN	33763
Sep 28	Sat	9 wks	BBY		36671
				0900-1300	

## OPMT 2206 QUALITY ASSURANCE 2 (MANUFACTURING) \$248

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.

Sep 09	Mon	12 wks	BBY	CRN	32689
--------	-----	--------	-----	-----	-------

## OPMT 2242 INTERMEDIATE QUALITY CONTROL METHODS \$248

Helps candidates prepare for the certification examinations of the ASQC. This course is 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.

Sep 11	Wed	12 wks	BBY	CRN	32690
--------	-----	--------	-----	-----	-------

## OPMT 2275 WAREHOUSE MANAGEMENT 2 \$248

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

Sep 12	Thr	12 wks	BBY	CRN	32691
--------	-----	--------	-----	-----	-------

## OPMT 2290 PERFORMANCE MEASUREMENT \$248

Provides an introductory applications course to work measurement. Using the principles of work study, methods study, motion study and time analysis techniques, the student is well equipped to solve work study problems. Time measurement techniques such as stop watch, M.T.M (Methods Time Measurement), M.O.S.T. (Maynard Operating Sequence Technique) will be discussed. This course will not license students as work study practitioners but will give them a basic understanding of the principles of work study, work methods and work measurement techniques. Prerequisite: OPMT 1198.

Sep 11	Wed	12 wks	BBY	CRN	32694
--------	-----	--------	-----	-----	-------

## OPMT 2298 BUSINESS PROCESS RE-ENGINEERING \$248

(Formerly Productivity Engineering 2.) 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.

Sep 10	Tue	12 wks	BBY	CRN	32695
--------	-----	--------	-----	-----	-------

## OPMT 3306 ISO 9000 QUALITY STANDARDS \$248

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.

Sep 10	Tue	12 wks	BBY	CRN	33437
--------	-----	--------	-----	-----	-------



### 1. By Mail

(Available to all registrants)

- Fill in the registration form on page 51 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.

### 2. By Fax

(Available to all registrants)

- Use the form located on page 51 and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).

### 3. In Person

(Available to all registrants)

- Register at the Burnaby, Downtown or Surrey campuses (see page 3). Pay by cash, cheque or credit card.

### 4. By Phone

(Available to all registrants)

- Charge to your Visa or MasterCard.
- Burnaby campus: (604) 434-1610
- Downtown: (604) 687-4666

Check out  
BCIT's Website  
[www.bcit.bc.ca](http://www.bcit.bc.ca)  
on the  
Internet!



# Business

## ADVANCED DIPLOMA

### OPMT 5011 QUALITY ASSURANCE \$334

Provides the student with the tools necessary to design and manage a quality program within a manufacturing environment. Topics include applying the principles of total quality management, classifying quality costs and their impact on business profits, applying teamwork skills to form teams to improve quality, and an overview of the ISO 9000 standards and registration process.

Sep 10 Tue 12 wks BBY CRN 37365  
1830-2130

### OPMT 5701 CALCULUS FOR MANAGEMENT \$340

Introduces calculus course to business students. Topics reviewed are integration, differentiation and applications of calculus to business problems. The students apply calculus through problem sets to gain skill in the various techniques.

Sep 09 Mon 14 wks BBY CRN 33737  
1800-2200

### OPMT 5740 INTEGRATED MANAGEMENT INFORMATION SYSTEMS \$340

Enables students to appreciate the types of data collected into functional databases, how the data are synthesized into management information and how this information can be integrated into the strategic decision-making process; understand current business practice for strategic information technologies, microcomputing, digital communication, image processing, relational database, artificial intelligence, graphics, voice processing, CASE, CAD/CAM, open systems, EDI, etc. You will be able to prepare and deliver effective oral and written presentations to management and work better within the project team to achieve common objectives.

Sep 11 Wed 14 wks BBY CRN 34428

### OPMT 6015 MANUFACTURING FACILITY LAYOUT AND ANALYSIS \$334

Students will design and analyse low and high volume manufacturing facilities. Topics include factors affecting layout, product and process focus, line-balancing and computerized layout packages such as ALDEP, PLANET and CRAFT.

Sep 11 WED 12 WKS BBY CRN 37364  
1830-2130

## OPERATIONS MANAGEMENT TECHNOLOGY "FAST TRACK"

One Year Certificate Program featuring program flexibility and workplace-based learning. A new, innovative program in which the student can 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 our program head to learn more about this exciting opportunity by attending one of our special information sessions.

Oct 29, Nov 26 — 1830-2000  
Location:  
Room SW1-1125 Burnaby Campus  
To pre-register, please phone Student Services at (604) 434-3304.

Learning Without Limits!

## TRANSPORTATION LOGISTICS (604) 432-8991 (604) 432-8611

## MANAGEMENT CERTIFICATE IN TRANSPORTATION LOGISTICS

This program is designed for those engaged in both the buying and selling of transportation and distribution of goods.

### Required courses:

BUSA 1305 Supervisory Skills  
OPMT 1102 Basic Mathematics of Finance  
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 (formerly Productivity Engineering 1)

TDMT 1101 Geography of Trading 1  
TDMT 1104 International Trade 1  
TDMT 1150 Distribution 1 (C.I.T.T.)  
TDMT 1409 Introduction to Canada Customs Procedures and NAFTA  
TDMT 2203 Transportation Economics  
TDMT 2204 International Trade 2  
TDMT 2250 Distribution 2 (C.I.T.T.)  
TDMT 4410 Logistics Management

Suggested electives may replace required courses with the approval of the program coordinator:

OPMT 1107 Quality Management for Service Industries  
OPMT 1175 Warehouse Management 1  
OPMT 2275 Advanced Warehouse Management  
TDMT 3413 Traffic and Transportation Management

## COURSES OFFERED

### TDMT 1101 GEOGRAPHY OF TRADING \$248

Covers in detail the role of transportation, major trading routes and ports, and other factors in the development of resources for the world and Canada. Emphasis is placed on Canada as a major resource producer, particularly in the emerging Pacific Rim.

Sep 10 Tue 12 wks DEC CRN 32651

### TDMT 1104 INTERNATIONAL TRADE 1 \$248

Examines how the operating environment affects trade and trading relationships. Covers topics related to the location of markets, the infrastructure necessary for a successful market, current trade patterns and future trends in trading. Emphasis is on explanations of how the operating environments affect production, transportation and marketing.

Sep 09 Mon 12 wks BBY CRN 36059

### TDMT 1150 DISTRIBUTION 1 (CITT) \$248

Covers transportation regulations; Canadian transportation modes including water, rail air and pipeline; intermediate transportation agencies; domestic and international transportation rates, tolls and tariffs.

Sep 11 Wed 12 wks PMT CRN 32652

### TDMT 1409 INTRODUCTION TO CANADA CUSTOMS AND NAFTA \$373

Introduces students to the harmonized system of exporting and importing and details many of the commonly encountered situations at Canada Customs. The USA, EEC and most OECD countries use the same documentation and valuation system for customs purposes. This course also familiarizes the students with basic NAFTA (North American Free Trade Agreement) details.

Sep 16 M/W 9 wks PMT CRN 32655

### TDMT 2203 TRANSPORTATION ECONOMICS \$248

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.

Sep 11 Wed 12 wks BBY CRN 32653

### TDMT 2250 DISTRIBUTION 2 (CITT) \$248

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.

Sep 12 Thr 12 wks PMT CRN 32654

# BCIT International

## BCIT INTERNATIONAL (604) 432-8232

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

The philosophy of BCIT International is to:

- provide quality programs that will prepare international students and new-landed immigrants for academic success;
- assist international students and new-landed immigrants with their integration to 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 3 per cent of BCIT's student population.

## SPECIAL PROGRAMS

### INTERIOR DESIGN PROGRAM (IDP)

This 12-month, four-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 program offers the second language student an opportunity to develop their English language skills to BCIT's standard while also earning credit in business courses. The length of the program is dependent on the students entry term and English improvement. An example of subjects include Management, Marketing, Accounting, Economics and Organizational Behaviour. 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 and a TOEFL score of 513 or equivalent.

### ACADEMIC BUSINESS PROGRAM (ABP)

An eight-month, two-term intensive program perfect 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 and a TOEFL score of 450. Direct entry to term 2, TOEFL 513 or equivalent.

## SPECIAL SERVICES FOR INTERNATIONAL STUDENTS

- Accommodation/Homestay\*
- Airport Reception\*
- Orientation
- Registration
- Academic Advising
- Social & 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 dates

- Sept 9, 1996
- Jan 6, 1997
- May 12, 1997

For further information on our Special Programs, please contact:

Tel. (604) 432-8232  
Fax (604) 430-9042  
e-mail: ietr0010@bcit.bc.ca

International Students registering for Part-time Studies courses advertised in this flyer will be assessed a differential fee of 2.2 times the published amount.

# Investment Opportunity.

Employers know the value of BCIT Part-time Studies — that's why close to 40 per cent of the students in our part-time programs are reimbursed by their employers for their tuition fees.

Your time investment, together with your company's dollar investment, can create a winning partnership.

Check with the management of your company about a joint investment with BCIT Part-time Studies.

## BCIT Industry Training Services.

Tel. (604) 451-7149 or (800) 333-7307  
e-mail: kchen@bcit.bc.ca





# Computer Systems

## BACHELOR OF TECHNOLOGY/ ADVANCED DIPLOMA IN SOFTWARE DEVELOPMENT

Computer Systems Technology offers a Bachelor of Technology and an Advanced Diploma in Software Development. Both programs are designed for

- a) graduates of two-year diploma programs in Computer Systems;
- b) computer professionals wishing to acquire advanced formal qualifications;
- c) degree holders in other disciplines engaging in a career change into the computer industry.

### COMP 7005 DATA COMMUNICATION PRINCIPLES \$370

Covers topics beyond those covered in COMP 3720. Applies theoretical material from COMP 3720 to the design and development of communication applications. Presents a broad range of topics needed to apply the principles of data communications. Prerequisite: COMP 3720 or permission of instructor and program head.

Sep 11 Wed 12 wks BBY CRN 37033  
1830-2200

### COMP 7011 COMPUTER GRAPHICS FUNDAMENTALS \$370

Provides a foundation in interactive graphics and graphical user interfaces, and the computer programming techniques involved. Includes computer graphics systems, graphical user interfaces, devices and graphics software/hardware, output primitives and attributes, 3D surface representation using polygon meshes, 2D/3D transformations, windowing, clipping and 3D viewing. Prerequisite: 4550 or permission of instructor and program head.

Sep 9 Mon 12 wks BBY CRN 37034  
1730-2100

### COMP 7036 APPLIED RESEARCH METHODS SOFTWARE DEVELOPMENT \$370

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 and knowledge engineering. Also covers decision theory: theories, paradigms and frameworks in software development; the role and importance of models, theories and conceptual frameworks (prescriptive and descriptive models; scientific tradition; inference; deductive, inductive and abductive reasoning); 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 the Bachelor of Technology program or permission of instructor and program head.

Sep 21 Sat 6 wks BBY CRN 37269  
0900-1700 Every Other Saturday

### COMP 7057 NEURAL NETWORK APPLICATIONS \$370

Explores neurobiological antecedents and motivations for connectionist models. Reviews various models of this technology and investigates its unfamiliar vocabulary. Focuses on building and training working programs which deal with practical applications using both student-written and commercially available programs. Prerequisite: Permission of instructor and program head.

Sep 12 Thr 12 wks BBY CRN 36238  
1730-2100

### COMP 7071 DATABASE DESIGN \$370

Focuses on two major aspects of database design: 1) Logical data modelling and 2) Relational database design and optimization. Prerequisite: Diploma of Technology in Computer Systems and COMP 3710 or permission of instructor and program head.

Sep 10 Tue 12 wks BBY CRN 37035  
1830-2200

### COMP 7081 TECHNICAL ISSUES IN SOFTWARE DEVELOPMENT \$370

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 program head.

Sep 10 Tue 12 wks BBY CRN 37036  
1830-2200

### COMP 8505 SELECTED TOPICS IN DATA COMMUNICATIONS \$370

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 permission of instructor and program head.

Sep 9 Mon 12 wks BBY CRN 37038  
1830-2200

### COMP 8571 SELECTED TOPICS IN DATABASE \$370

Discusses emerging object-oriented database technology, object-oriented design and development, database systems, data administration, data dictionary systems, data access standards for client/server and distributed database systems. Prerequisite: COMP 8071, or permission of instructor and program head.

Sep 12 Thr 12 wks BBY CRN 37039  
1830-2200

For registration, or for more information, please contact Robertta Pajunen: Tel. (604) 432-8459, Fax. (604) 432-9572.

## COMPUTER SYSTEMS (604) 451-6978 (24HRS)

NOTE: Most courses will require texts or supplies that should 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.

For a complete description of the Associate Certificate and Certificate Programs offered by Computer Systems Technology, Part-time Studies, please refer to the latest Part-time Studies Calendar, or visit our web site at <http://www.bcit.bc.ca>.

## COMPUTER BASICS

### COMP 0001 COMPUTING FOR THE TIMID \$109

Introduces the computer to those who have never used one and are afraid to. Prerequisite: None.

Sep 9 Mon 4 wks BBY CRN 32854  
Sep 14 Sat 2 wks BBY 32860  
0900-1600

Sep 15 Sun 2 wks DEC 32861  
0900-1600

Oct 7 Mon 4 wks BBY 32855  
Nov 18 Mon 4 wks BBY 32862

Correspondence:  
Tuition: \$109 (incl. texts) 12 weeks CRN 35932

### COMP 1001 UNDERSTANDING PC/MS DOS \$156

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.

Sep 9 Mon 6 wks BBY CRN 32759  
Sep 10 Tue 6 wks BBY 32763  
Oct 22 Tue 6 wks BBY 32764  
Oct 28 Mon 6 wks BBY 32760

### COMP 1006 UNDERSTANDING WINDOWS 1 \$254

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.

Sep 9 Mon 6 wks DEC CRN 35913  
Sep 10 Tue 6 wks PMT 36005  
Sep 12 Thr 6 wks BBY 35909  
Sep 28 Sat 3 wks BBY 35908  
0900-1600

Sep 29 Sun 3 wks DEC 35911  
0900-1600

Oct 22 Tue 6 wks PMT 36006  
Oct 24 Thr 6 wks BBY 35910  
Oct 28 Mon 6 wks DEC 35907

### COMP 1007 UNDERSTANDING WINDOWS 95 \$351

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 1006 or COMP 1212 or equivalent.

Sep 11 Wed 6 wks BBY CRN 35916  
Oct 23 Wed 6 wks BBY 35915

### COMP 1009 EXPLORING WINDOWS \$254

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 37166  
Tuition \$254; mailing fee \$4, text \$67.50 plus GST (subject to change).

### COMP 1010 WORD PROCESSING CONCEPTS \$109

Introduces the beginner-level student to the basic concepts of word processing using a microcomputer. Prerequisite: COMP 1001 or 1005 or 1006 or equivalent.

Sep 9 Mon 4 wks BBY CRN 32776  
Sep 10 Tue 4 wks BBY 32777  
Oct 19 Sat 2 wks BBY 32778  
0900-1600

Oct 20 Sun 2 wks DEC 32775  
0900-1600

### COMP 1015 SPREADSHEET CONCEPTS \$109

Introduces the beginner-level student to the basic concepts of spreadsheets by using a microcomputer. Prerequisite: COMP 1001 or 1005 or 1006 or equivalent.

Oct 7 Mon 4 wks BBY CRN 32779  
Oct 8 Tue 4 wks BBY 32782  
Nov 2 Sat 2 wks BBY 32780  
0900-1600

Nov 3 Sun 2 wks DEC 32781  
0900-1600

### COMP 1020 MICRO DATABASE CONCEPTS \$109

Introduces the beginner-level student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 1001 or 1005 or 1006 or equivalent.

Nov 5 Tue 4 wks BBY CRN 33424  
Nov 16 Sat 2 wks BBY 32784  
0900-1600

Nov 17 Sun 2 wks DEC 32785  
0900-1600

Nov 18 Mon 4 wks BBY 32786

### COMP 1104 INTRODUCTION TO COMPUTING \$390

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.

Sep 11 Wed 14 wks DEC CRN 32753  
0900-1215

Sep 11 Wed 14 wks DEC 32756  
1315-1630

## OFFICE APPLICATIONS

### COMP 0250 QUICK TOUR OF MICROSOFT OFFICE FOR WINDOWS \$131

Introduces the three Microsoft Windows applications: Word 6.0 for Windows, Excel 5.0 for Windows and Powerpoint 4.0 for Windows. Covers, by combining lecture and hands-on, the basics of creating, editing, enhancing and printing documents. Prerequisite: COMP 1006 or 1212 or equivalent.

Sep 11 Wed 2 wks VCR CRN 35928

### COMP 0260 QUICK TOUR OF EXCEL 5.0 FOR WINDOWS \$65

Introduces the basic features of Excel 5.0 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. Prerequisite: COMP 1006 or 1212 or equivalent.

Sep 25 Wed 1 night VCR CRN 35930

### COMP 0265 QUICK TOUR OF WORD 6.0 FOR WINDOWS \$65

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. Prerequisite: COMP 1006 or 1212 or equivalent.

Oct 2 Wed 1 night VCR CRN 35901

### COMP 0270 QUICK TOUR OF ACCESS 2.0 FOR WINDOWS \$65

Introduces the basic features of this popular database package. Covers, by combining lectures and hands-on, the basic tools needed to manage data, find specific information, sort data and create professionally formatted reports quickly and easily. Prerequisite: COMP 1006 or 1212 or equivalent.

Oct 9 Wed 1 night VCR CRN 35903

### COMP 0281 QUICK TOUR OF POWERPOINT 4.0 FOR WINDOWS \$65

Introduces the basic features of this bestselling presentation graphics software package which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers, by combining lectures and hands-on, the basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: COMP 1006 or 1212 or equivalent.

Oct 16 Wed 1 night VCR CRN 35905

### COMP 0285 DENTAL OFFICE SYSTEM/WINDOWS \$275

Gives hands-on experience using the Exan/Mercedes Dental System for Windows to cover front desk procedures performed 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.

Sep 10 Tue 10 wks BBY CRN 37159

### COMP 1218 LOTUS 1-2-3 FOR WINDOWS LVL 1 \$351

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.

Sep 11 Wed 6 wks BBY CRN 37369



# Computer Systems

**COMP 1219**  
**LOTUS 1-2-3 FOR WINDOWS LVL 2 \$351**  
 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.

Oct 23 Wed 6 wks BBY CRN 37370

**COMP 1230**  
**WORDPERFECT FOR WINDOWS \$312**  
 Covers the basic level of this current word processing package and many of its special features. Prerequisite: COMP 1006 or 1212.

Sep 12 Thr 12 wks BBY CRN 32824

**COMP 1245**  
**ACCPAC GENERAL LEDGER \$351**  
 Covers the general ledger system, including converting existing systems to Accpac, batch transaction, and printing reports. Prerequisite: COMP 1001 or 1005 and 1006 or 1212 and basic understanding of accounting principles.

Sep 9 Mon 6 wks VCR CRN 32827

**COMP 1246**  
**ACCPAC A/R AND A/P \$351**  
 Covers the entire cycles of Accounts Receivable and Payable, including the interface to the Accpac General Ledger. Prerequisite: COMP 1245.

Oct 28 Mon 6 wks VCR CRN 32831

**COMP 1255**  
**COMPUTERIZED ACCOUNTING \$312**  
 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 1212 and FMGT 1100.

Sep 12 Thr 12 wks BBY CRN 32832

**COMP 1261**  
**EXCEL LEVEL 1 \$351**  
 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 techniques, formatting styles, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. Prerequisite: COMP 1006 or 1212 or equivalent.

Sep 9 Mon 6 wks VCR CRN 32834  
 Sep 10 Tue 6 wks BBY 33718  
 Sep 12 Thr 6 wks PMT 36007

**COMP 1262**  
**EXCEL LEVEL 2 \$351**  
 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 1261 or equivalent.

Oct 22 Tue 6 wks BBY CRN 33717  
 Oct 24 Thr 6 wks PMT 36008  
 Oct 28 Mon 6 wks VCR 32835

**COMP 1263**  
**MS PROJECT/WINDOWS 4.0 LEVEL 1 \$351**  
 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. Prerequisite: COMP 1006 or 1212 or equivalent.

Sep 10 Tue 6 wks BBY CRN 35997

**COMP 1264**  
**MS PROJECT/WINDOWS 4.0 LEVEL 2 \$351**  
 Continues from COMP 1263 Level 1. Covers working with multiple projects, automating work, customizing Project, and sharing information between applications. Prerequisite: COMP 1263.

Oct 22 Tue 6 wks BBY CRN 35998

**COMP 1266**  
**WORD FOR WINDOWS LEVEL 1 \$351**  
 Provides comprehensive coverage of this state-of-the-art Windows word processing program. 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. Prerequisite: COMP 1006 or 1212 or equivalent.

Sep 10 Tue 6 wks VCR CRN 32856  
 Sep 11 Wed 6 wks PMT 36009  
 Sep 12 Thr 6 wks BBY 33720

**COMP 1267**  
**WORD FOR WINDOWS LEVEL 2 \$351**  
 Covers advanced techniques including creating and using templates, incorporating Tables and Pictures into documents, using Frames and Text Boxes, recording and running Macros, using Mail Merge to print form letters, mailing labels and envelopes; and customizing the Toolbar, Menu and keyboard. Prerequisite: COMP 1266.

Oct 22 Tue 6 wks VCR CRN 32857  
 Oct 23 Wed 6 wks PMT 36010  
 Oct 24 Thr 6 wks BBY 33719

**COMP 1270**  
**MICROSOFT ACCESS 1 \$351**  
 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. Prerequisite: COMP 1006 or 1212 or equivalent.

Sep 9 Mon 6 wks PMT CRN 36011  
 Sep 11 Wed 6 wks BBY 33722

**COMP 1271**  
**MICROSOFT ACCESS 2 \$351**  
 Continues from COMP 1270 and provides the skills to use advanced features of form and query creation including OLE to add graphs and pictures from other applications, and import and export from spreadsheets and other database application packages. Prerequisite: COMP 1270.

Oct 23 Wed 6 wks BBY CRN 33721  
 Oct 28 Mon 6 wks PMT 36012

**COMP 1281**  
**MICROSOFT POWERPOINT 1 \$351**  
 Provides an in-depth and comprehensive introduction to this best selling presentation graphics software package, which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers, by combining lectures and hands-on, the basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: COMP 1006 or 1212 or equivalent.

Sep 9 Mon 6 wks BBY CRN 33827

**COMP 1282**  
**MICROSOFT POWERPOINT 2 \$351**  
 Covers advanced topics in presentation design, using special features to add sophistication to presentations. Topics include 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. Prerequisite: COMP 1281.

Oct 28 Mon 6 wks BBY CRN 33828

For Desktop Publishing courses, please see section Business, MEDIA TECHNIQUES FOR BUSINESS

**REGISTER EARLY AND WIN!**  
 Register before August 12 and you'll be eligible to win a free course!

## PROGRAMMING LANGUAGES

**COMP 1401**  
**PROGRAMMING CONCEPTS/METHODS \$312**

Covers the principles and concepts of computer programming for those intending to become involved in the computer industry. Prerequisites: (COMP (1001 or 1006) and 1010 and 1015 and 1020) or equivalent.

Sep 9 Mon 12 wks BBY CRN 32792  
 Sep 10 Tue 12 wks BBY 32795  
 Sep 11 Wed 12 wks BBY 32796  
 Sep 12 Thr 12 wks BBY 32799  
 Sep 14 Sat 12 wks BBY 32794  
 0900-1200

**COMP 1405**  
**MAINFRAME ASSEMBLER PROGRAMMING LANGUAGE 1 \$312**

Presents the first-level course of programming in Assembler on the IBM Mainframe computer. Prerequisite: COMP 1401 (65 per cent or better) or equivalent data processing experience.

Sep 11 Wed 12 wks BBY CRN 32805

**COMP 1410**  
**MICROCOMPUTER PC ASSEMBLER PROGRAMMING LANGUAGE 1 \$312**

Presents a first-level course in programming using the Assembler Language on the IBM PC microcomputer. Prerequisite: COMP 1401.

Sep 13 Fri 12 wks BBY CRN 32811

**COMP 1420**  
**RPG PROGRAMMING LANGUAGE 1 \$312**

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.

Sep 10 Tue 12 wks BBY CRN 32807

**COMP 1430**  
**QUICK BASIC PROGRAMMING LANGUAGE 1 \$312**

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.

Sep 9 Mon 12 wks BBY CRN 32813

**COMP 1435**  
**DATABASE PROGRAMMING LANGUAGE 1 \$312**

Covers the elementary programming features of dBASE, FOXPRO and CLIPPER (all versions), including development of a menu-driven system. Software not provided for take home. Prerequisite: COMP 1401.

Sep 12 Thr 12 wks BBY CRN 32823

**COMP 1440**  
**COBOL PROGRAMMING LANGUAGE 1 \$248**

Introduces all language components required to write simple business report programs. Prerequisite: COMP 1401 or 1405 or 1510.

Sep 12 Thr 12 wks BBY CRN 32837

**COMP 1445**  
**PL/1 PROGRAMMING LANGUAGE 1 \$248**

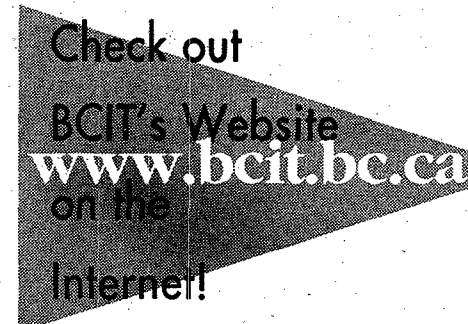
Provides a first-level course for students who have some programming background. Covers record and stream I/O, structures, arrays, and functions. Prerequisite: COMP 1401.

Sep 11 Wed 12 wks BBY CRN 32838

**COMP 1450**  
**PASCAL PROGRAMMING LANGUAGE \$312**

Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. Prerequisite: COMP 1401.

Sep 9 Mon 12 wks BBY CRN 32839  
 Sep 10 Tue 12 wks BBY 32840



**COMP 2425**  
**C PROGRAMMING LANGUAGE 1 \$312**

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.

Sep 9 Mon 12 wks BBY CRN 32809  
 Sep 12 Thr 12 wks BBY 32808  
 Sep 14 Sat 12 wks BBY 34593  
 0900-1200

**COMP 2455**  
**SMALLTALK AND OOPS \$312**

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.

Sep 10 Tue 12 wks BBY CRN 37032

**COMP 3425**  
**C PROGRAMMING LANGUAGE 2 \$312**

Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. Prerequisite: COMP 2425.

Sep 11 Wed 12 wks BBY CRN 32864  
 Sep 13 Fri 12 wks BBY 33850

**COMP 3475**  
**C++ FOR OBJECT-ORIENTED PROGRAMMING \$312**

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. Examples will be drawn from simulation, AI and graphics. Prerequisite: COMP 3425 and 3670.

Sep 9 Mon 12 wks BBY CRN 32865  
 Sep 12 Thr 12 wks BBY 32866

**COMP 3490**  
**CICS \$312**

Explains how to design and code on-line programs, including screen mapping on the IBM mainframe. Prerequisite: COMP 2440 or 2445 or equivalent experience.

Sep 9 Mon 12 wks BBY CRN 32853

**COMP 4409**  
**JAVA PROGRAMMING LANGUAGE LEVEL 1 \$312**

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.

Sep 9 Mon 12 wks BBY CRN 37271

**COMP 4425**  
**C PROGRAMMING LANGUAGE 3 \$312**

Designed for programmers who want to learn more about advanced C programming techniques, and to write carefully constructed, readable programs, high-quality, error-free software. Prerequisite: COMP 3425.

Sep 13 Fri 12 wks BBY CRN 32851



# Computer Systems

## WINDOWS PROGRAMMING

### COMP 1275 ACCESS DEVELOPMENT \$421

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.

Sep 12 Thr 12 wks BBY CRN 37167

### COMP 1403 WINDOWS PROGRAMMING CONCEPTS \$312

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 1212 or equivalent.

Sep 10 Tue 12 wks BBY CRN 33436

### COMP 1452 X WINDOWS PROGRAMMING 1 \$312

Covers ways to combine the facilities provided by Xlib, Xt and Motif to form working applications for those who want to understand how 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.

Sep 15 Sun 12 wks BBY CRN 37168  
0900-1200

### COMP 2473 DATABASE DEVELOPMENT WITH VISUAL BASIC 4 LEVEL 1 \$312

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, 1430 and Systems Design and at least one PC programming language and Excel and Word basics.

Sep 13 Fri 12 wks BBY CRN 35938

### COMP 2495 VISUAL BASIC PROGRAMMING LANGUAGE 1 \$312

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.

Sep 25 Wed 12 wks BBY CRN 35927  
Sep 28 Sat 6 wks BBY 37044  
0900-1600 \*Every other Saturday

## AS/400 COMPUTER

### COMP 1632 INTRODUCING THE IBM AS/400 \$312

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.

Sep 12 Thr 12 wks BBY CRN 32828

### COMP 1420 RPG PROGRAMMING LANGUAGE 1 \$312

See PROGRAMMING LANGUAGES Section

## SYSTEMS ANALYSIS/ DESIGN

### COMP 1615 COMPUTER SYSTEMS INTRODUCTION 1 \$248

Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 1401.

Sep 9 Mon 12 wks BBY CRN 32822  
Sep 10 Tue 12 wks DEC 32820  
Sep 11 Wed 12 wks BBY 32821

### COMP 2620 COMPUTER SYSTEMS DEVELOPMENT 1 \$312

Uses feasibility studies, fact finding and analysis to provide a working knowledge of systems analysis. Prerequisite: A Level 2 programming language.

Sep 9 Mon 12 wks BBY CRN 32844

### COMP 3635 CASE TECHNOLOGY \$312

Examines how CASE Technology facilitates planning and design of systems using CASE tools as a design workbench. Prerequisite: Knowledge of structured techniques.

Sep 10 Tue 12 wks BBY CRN 32868

### COMP 3710 RELATIONAL DATABASE SYSTEMS \$519

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 or 3620.

Sep 9 Mon/Wed 10 wks BBY CRN 32757

### COMP 4660 INTRODUCTION TO SQL \$160

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.

Sep 9 Mon 6 wks BBY CRN 37287

## NETWORKS/ CLIENT SERVER

### COMP 2630 NOVELL NETWORK \$312

Provides a complete overview of the Netware 4.1 operating system. Selection of equipment, Netware installation, and system administration responsibilities are discussed. Prerequisite: COMP 1001 and OPMT 1188.

Sep 11 Wed 12 wks BBY CRN 32848

### COMP 2665 LOCAL AREA NETWORK THEORY \$312

Develops skills to design and implement networks. Examines details of Ethernet, Arcnet, and Token Ring. This theory course also looks at file server selections, cable and media installation, performance issues and managing problems. Prerequisite: COMP 1001 and 2605.

Sep 10 Tue 12 wks BBY CRN 32845  
Sep 12 Thr 12 wks BBY 32846

### COMP 3665 ADVANCED NETWORK DESIGN \$312

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.

Sep 10 Tue 12 wks BBY CRN 35934

## DATA COMMUNICATION

### COMP 2605 DATA COMMUNICATIONS CONCEPTS 1 \$248

Familiarizes students with data communication applications and related concepts. Prerequisite: Programming or systems design experience.

Sep 9 Mon 12 wks BBY CRN 32842  
Sep 10 Tue 12 wks BBY 32841

### COMP 3605 DATA COMMUNICATIONS CONCEPTS 2 \$248

Continues from COMP 2605. Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 2605.

Sep 14 Sat 12 wks BBY CRN 32867  
0900-1200

## UNIX

### COMP 3645 UNIX WORKSHOP LEVEL 1 \$312

Introduces programming under UNIX, covering multi-user and multi-tasking capabilities. Topics include using C, Bourne and Korn shells, system administration, IPC facilities, utilities, file system and E-mail. Prerequisite: COMP 2425.

Sep 14 Sat 12 wks BBY CRN 32852  
0900-1200

See also Engineering Technology, COMPUTER AIDED DESIGN

## INTERNET

### COMP 0401 INTERNET: THE WHY AND THE HOW \$250

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.

Sep 14 Sat/Sun 1 wk BBY CRN 37160  
0900-1600

### COMP 0403 WEB SITE IMPLEMENTATION/ADMIN \$250

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 serverside applications. Hands-on involves configuring a typical Web site, monitoring and reporting some of the performance statistics available. Prerequisite: None.

Sep 21 Sat/Sun 1 wk BBY CRN 37161  
0900-1600

### COMP 0405 CREATE/PROGRAM WWW DATABASES \$250

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 will author an HTML document with database navigation and query, and implement a supporting script to interact on the server side with the relational database. Prerequisite: None.

Sep 28 Sat/Sun 1 wk BBY CRN 37162  
0900-1600

### COMP 0407 HTML AUTHORIZING \$250

Addresses the concepts underlying hypermedia content on the WWW, content design and preparation, and simple supporting scripts. Students will prepare a simple Web page using a text editor, embedding their own HTML tags; and then a more sophisticated frame-based page using Netscape Navigator Gold. Sample media content will be supplied. Prerequisite: None.

Oct 5 Sat/Sun 1 wk BBY CRN 37163  
0900-1600

### COMP 0409 JAVA PRIMER \$250

Introduces the student to 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 practise. Prerequisite: Object-Oriented Programming Concepts.

Oct 19 Sat/Sun 1 wk BBY CRN 37164  
0900-1600

### COMP 0411 MULTIMEDIA ON THE INTERNET \$250

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. The course does not deal with original content creation, but rather the steps needed to make such content useful over the Internet. Prerequisite: None.

Oct 26 Sat/Sun 1 wk BBY CRN 37165  
0900-1600

### COMP 1820 HTML AND THE WORLD-WIDE WEB \$254

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.

Sep 14 Sat 6 wks BBY CRN 37169  
1300-1600

### COMP 4409 JAVA PROGRAMMING LANGUAGE LEVEL 1 \$312

See PROGRAMMING LANGUAGES Section

## OTHER SPECIALTY

### COMP 1027 MAC ESSENTIALS \$312

Uses Microsoft and Aldus Software to present the MAC method of word processing, spreadsheets, database and desk top publishing. Designed for students to learn the basics quickly. Prerequisite: None.

Sep 11 Wed 12 wks BBY CRN 32833

### COMP 1601 COMPUTERS IN BUSINESS \$248

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.

Sep 9 Mon 12 wks BBY CRN 32758

### COMP 2030 MICRO TROUBLESHOOTING \$312

Explains the microcomputer key files and hardware component relationships for inexperienced users. Hands-on not provided. Prerequisite: COMP 1001 or equivalent and working knowledge of MS Windows 3.0 or later and access to a microcomputer.

Sep 10 Tue 12 wks BBY CRN 32836

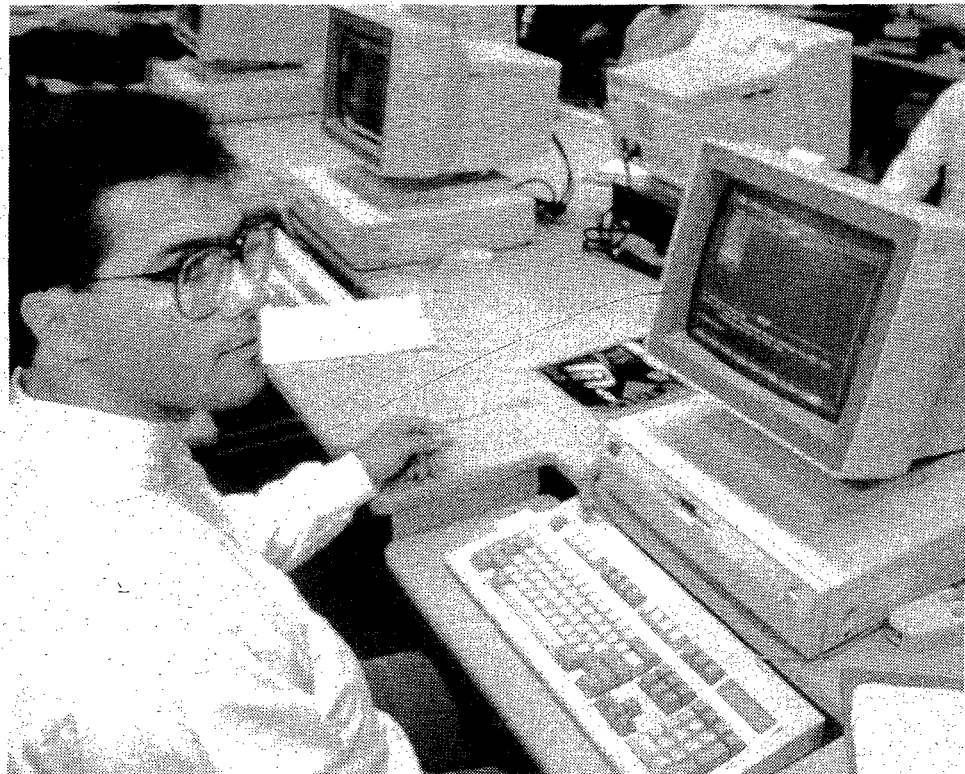
### COMP 3670 UNDERSTANDING OBJECTS \$248

Covers Object-Oriented concepts, fundamentals, essentials of the Object Model, and real-world problems using object-oriented analysis. Prerequisite: COMP 2615 or 3620 or equivalent.

Sep 11 Wed 12 wks BBY CRN 32849







For other computer courses, please see sections:

- Business: Media Techniques for Business
- Engineering Technology: Computer Aided Design

For Computer Electronics courses, please see section Electrical and Electronic Technology.

## 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

- COMP 0250 Quick Tour of MS Office for Windows
- COMP 0260 Quick Tour of Excel 5.0 for Windows
- COMP 0265 Quick Tour of Word 6.0 for Windows
- COMP 0270 Quick Tour of Access 2.0 for Windows
- COMP 0281 Quick Tour of Powerpoint 4.0 for Windows

## 4 Ways to Register

### 1. By Mail

(Available to all registrants)

- Fill in the registration form on page 51 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

### 2. By Fax

(Available to all registrants)

- Use the form located on page 51 and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).

### 3. In Person

(Available to all registrants)

- Register at the Burnaby, Downtown or Surrey campuses (see page 3). Pay by cash, cheque or credit card.

### 4. By Phone

(Available to all registrants)

- Charge to your Visa or MasterCard.
- Burnaby campus: (604) 434-1610
- Downtown: (604) 687-4666

### 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 4.0 Level 1
- COMP 1264 MS Project/Windows 4.0 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

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.

## 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 all of this course without charge!

### Conditions:

1. You must have passed the original course with at least 60 per cent.
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.

## ELECTRONIC ENGINEERING TECHNOLOGY

(604) 432-8253/  
(604) 432-8637

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

The Technology Program Co-ordinator for Part-time Studies will be available for program consultation and course information on Thursday, September 5 from 1830 to 2015 in the Student Services department, building SW1, second floor, room 2300. Please call for an appointment at (604) 434-3304.

### ELECTRICAL/ELECTRONIC TECHNOLOGY CAREERS no charge

Discuss electrical/electronic career opportunities, and electrical/electronic engineering technology courses available to those interested in an electrical/electronic career or hobby. A tour of lab facilities will follow this session. Call (604) 432-8999, leave your name and phone number.

Sep 4 Wed 1 day BBY  
1845-2145

### ELEX 0105 CIRCUI ANALYSIS 1: INTRODUCTION \$228

Introduces circuit analysis which parallels the first 12 weeks of ELEX 1105. Students who wish to continue in ELEX 1105 for credit may transfer to ELEX 1105. (ELEX 0105 fees will be applied to ELEX 1105 with continued registration).

Sep 10 Tue 12 wks BBY CRN 33179  
1845-2145

### ELEX 0205 PLC INTRODUCTION FOR ELECTRONICS TECHNOLOGY \$400

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.

Sep 12 Thr 10 wks BBY CRN 33176  
1845-2145

### ELEX 0215 MEASUREMENT AND CONTROL 1 \$272

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.

Oct 4 Fri/Sat 2 wks BBY CRN 33181  
0830-1630

### ELEX 0220 MEASUREMENT AND CONTROL 2 \$272

Continues on from ELEX 0215, discussing various types of flow and temperature measurement equipment. Calibrate and evaluate typical industrial transmitters to industrial processes. Integral and derivative control modes are developed and then control systems based on PI, PD and PID are commissioned and tuned by the student. Prerequisite: ELEX 0215.

Nov 15 Fri/Sat 2 wks BBY CRN 33183  
0830-1630

### ELEX 1105 CIRCUI ANALYSIS 1 (T) \$619

Teaches the principles and methods of analysis related to DC circuits. Topics include SI units and terminology, voltage, current, work, energy, power and resistance. Series, parallel, and series-parallel circuits are analysed and designed. Methods of analysis for more complex circuits include mesh, superposition, nodal, Thevenin and Norton. Transients in RC and RL circuits are analysed. Average and RMS values for sinewaves and rectangular waves are calculated. Labs are synchronised with lectures so that theory is studied and confirmed by application.

Sep 10 Tue 30 wks BBY CRN 33098  
1845-2145

### ELEX 2105 CIRCUI ANALYSIS 2 (T) \$619

Introduces the behavior of electrical circuits and networks when driven by a single-phase alternating current (AC) source. Prepares students for courses in electronics and power systems. Covers sinewave, (average and effective values); power and power factor; resistance, capacitance and inductance as elements in single-phase AC circuits; phasor diagrams, analysis of AC circuits with complex algebra; resonance and resonant circuits; highpass and lowpass filters; the application of circuit laws and theorems to single-phase AC circuits; and coupled circuits. Circuit theory is verified using multimeters, sinewave generators, and dual trace oscilloscopes. This course will be combined with ELEX 2135 if enrolment is low. Prerequisite: ELEX 1105, MATH 1431.

Sep 19 Thr 25 wks BBY CRN 33115  
1845-2145

### ELEX 2120 ELECTRONIC CIRCUITS 1 (T) \$619

Introduces electronics circuits and provides the foundation for subsequent electronics courses in all options. Explains how electronic circuits work, how to analyse, design, modify and combine them to perform complex functions. Lab work emphasizes logical circuit layout, wiring and the use of common test equipment to analyse and troubleshoot electronic circuits. Prerequisites: ELEX 2105 or 2135, MATH 1431.

Sep 10 Tue/Thr 15 wks BBY CRN 33120  
1845-2145

### ELEX 2125 C PROGRAMMING (T) \$514

Introduces DOS, C language programming and software development. The Intel based personal computer is used for interactive training. This course largely covers program development in C. Programming assignments are based on engineering applications and students will document and debug software using available software libraries.

Sep 12 Thr 22 wks BBY CRN 33121  
1845-2145

### ELEX 2135 CIRCUI ANALYSIS AC/DC (T) \$619

Enables persons with good math skills or previous technology level education to cover/review topics necessary to take more advanced courses in electronics. Students study the basics of how DC and single-phase AC circuits work, and how to analyse and design them for particular situations. If you are uncertain if you meet the prerequisites for this course you may attend the first session and then apply for written permission to continue. Counseling will be provided. Prerequisite: Recent Math 12 and Physics 11 both with minimum C+ or equivalent, or departmental approval.

Sep 19 Thr 30 wks BBY CRN 33157  
1845-2145

### ELEX 3305 MICROCONTROLLER SYSTEMS 1 (T) \$619

Applies the knowledge in ELEX 1115/2115 to perform a detailed study of a microcontroller system. Includes internal architecture, memory devices, machine/assembly/high level language programming of an operating system, software development tools, input and output ports, A to D and D to A converters, interrupts and serial peripheral interface. A single board microcontroller system is used to facilitate a detailed analysis of hardware and software involved. Prerequisite: ELEX 2125, or 2115, 3320 or 3515, or 3205 or equivalent.

Sep 9 Mon 30 wks BBY CRN 33123  
1845-2145

### ELEX 3405 ELECTRICAL EQUIPMENT 1 (T) \$509

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.

Sep 10 Tue 18 wks BBY CRN 33159  
1845-2145

# Electronic Technology

## ELEX 3505 TELECOM CIRCUITS & SYSTEMS 1 (T) \$694

Examines the most common circuits used in transmitting and receiving apparatus. Circuits used for amplitude, frequency and analog phase modulations and the make-up of an information signal will be discussed. The need for modulation and types of modulation and their advantages will be covered. Principles defined within will apply to most communications systems regardless of transmission medium. Prerequisite: ELEX 2105, or 2135, 2115, 3515\*, MATH 2431 (\* may be taken concurrently), or departmental approval.

Sep 11 Wed 30 wks BBY CRN 33131  
1845-2145

## ELEX 5510 INTRODUCTION TO RF CIRCUIT DESIGN FOR ENGINEERS & TECHNOLOGISTS (T) \$584

Introduces the RF circuit design, combined with theory and lab practice of HF and VHF circuit design. Topics include: 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 must have departmental approval.

Sep 10 Tue/Thu 8 wks BBY CRN 33168  
1845-2145

## ELEX 7505 INTRO TO DIGITAL SIGNAL PROCESSING (DSP) \$343

Explains the theory and introduces the mathematical models, computer tools and procedures used for data analysis and a broad array of digital filter designs. Prerequisite: Diploma of Technology or engineering degree in a related area or equivalent, or departmental approval.

Sep 11 Wed 12 wks BBY CRN 33171  
1845-2145

## ELECTRICAL TRADES UPGRADING (604) 432-8637/ (604) 432-8728

The following courses are designed for persons working in the Electrical Trade.

## TELC 0105 ELECTRICAL TRADE QUALIFICATION REFRESHER \$567

Designed for electricians preparing to write the Electrical Trade Qualification Exam. Tradespersons must have approved electrical work experience. It is recommended that approval be obtained from the Ministry of Education Skills and Training area office nearest you prior to registering. Prerequisite: Knowledge of wiring methods and terminology.

Sep 23 Mon/Wed 10 wks BBY CRN 33039  
Sep 23 Mon/Wed 10 wks LLY 33538  
Sep 24 Tue/Thu 10 wks BBY 33042  
1830-2130

## TELC 0106 ELECTRICAL CODE 1 \$477

Designed for electricians wanting to become eligible to write the Class C Contractors Exam. Students will be able to interpret the Canadian Electrical Code, with special emphasis on building demand, motor feeder and branch circuit calculations. This course is mandatory for first-time licence applicants and is ideal for current electrical contractors who are required to update their code knowledge for renewal of their licence. Taught by a certified code instructor approved by the Electrical Safety Branch. Prerequisite: Knowledge of wiring methods and terminology.

Sep 24 Tue/Thu 10 wks BBY CRN 33035  
1900-2200  
Oct 8 Tue/Thu 10 wks LLY 37348  
1830-2130  
Oct 8 Tue/Thu 10 wks MRC 37375  
1830-2130

## TELC 0107 ELECTRICAL CODE 2 \$477

Covers all aspects 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 specialising in commercial, industrial and high voltage installations to write the T.Q., licence or contractor exams. Taught by an instructor with previous electrical inspector experience. Prerequisite: Three-phase experience recommended.

Sep 23 Mon/Wed 10 wks BBY CRN 33037  
1800-2100

## TELC 0121 MATH FOR ELECTRICIANS 1 \$472

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.

Sep 23 Mon/Wed 10 wks BBY CRN 33044  
1830-2130

## TELC 0122 MATH FOR ELECTRICIANS 2 \$472

Provides the mathematical background needed to understand alternating current AC electricity.

Sep 23 Mon/Wed 10 wks BBY CRN 33046  
1830-2130

## TELC 0123 MATH FOR ELECTRICIANS 3 \$472

For those about to enter the third-year apprenticeship program in electrical trade, and for others interested in understanding three-phase circuits and equipment.

Sep 23 Mon/Wed 10 wks BBY CRN 33049  
1830-2130

## TELC 0124 SOLID STATE FOR ELECTRICIANS \$185

Designed for third-year electrical apprentices needing knowledge in fundamentals of electronic power control. A hands-on practical approach in the use of rectifiers, SCR's, triacs, computer number systems, and logic gates. Prerequisite: Second-year apprentice with AC theory.

Sept 25 Wed 6 wks BBY CRN 37290  
1830-2130

## TELC 0125 DC MOTORS \$131

Covers DC motor operation and construction, and operating characteristics of different types of DC motors.

Sep 23 Mon/Wed 2 wks BBY CRN 33048  
1900-2200

## TELC 0126 AC MOTORS \$131

Covers AC motor operation, construction, and operating characteristics of different types of single- and three-phase motors.

Oct 21 Mon/Wed 2 wks BBY CRN 33050  
1900-2200

Oct 29 Tue/Thu 2 wks LLY 37349  
1830-2130

## TELC 0127 AC SYSTEMS, TRANSFORMERS AND DISTRIBUTION \$131

Theorises construction and applications of single- and three-phase transformers and connections.

Oct 28 Mon/Wed 2 wks BBY CRN 33051  
1900-2200

## TELC 0131 LIGHTING \$131

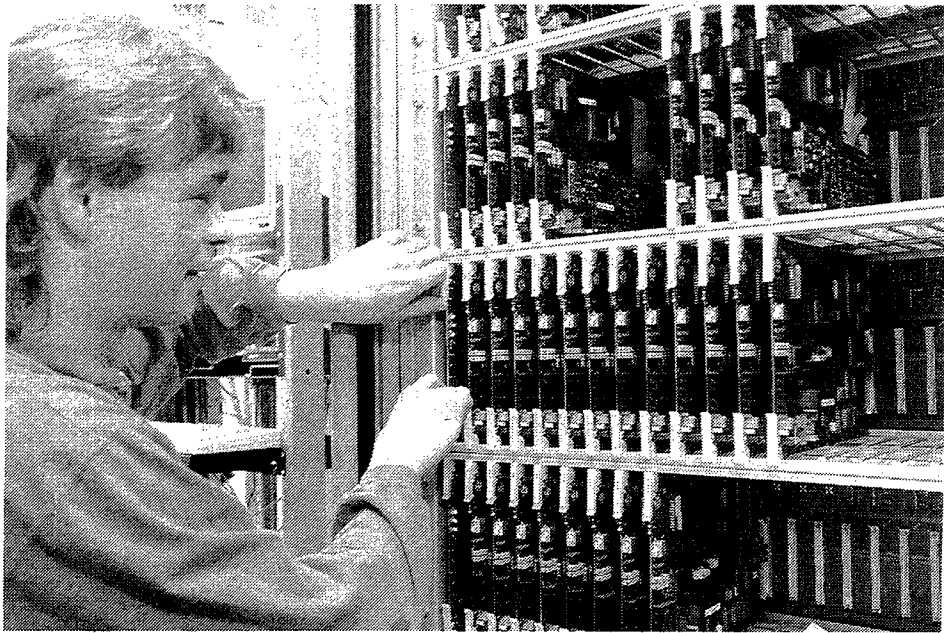
Concentrates on lighting principles, lighting units, incandescent, fluorescent, HID lamp types and their characteristics and operation.

Oct 26 Sat 2 wks BBY CRN 33541  
0900-1500

## TELC 0135 HEATING, VENTILATING, AIR CONDITIONING SYSTEMS \$131

Includes terminology, regulations for use, different types of systems for various occupancies, and associated air-handling units and control units.

Oct 19 Sat 2 wks BBY CRN 33540  
0900-1500



## TELC 0138 ELECTRICAL BLUEPRINT READING \$131

Provides an overview of architectural, mechanical and plumbing drawings leading to electrical blueprints and specifications.

Oct 26 Sat 2 wks BBY CRN 33064  
0900-1500

## TELC 0140 FIRE ALARM SYSTEMS \$131

Gives students an overview of the codes and regulations that govern fire alarm systems. Covers A & B class, supervised and unsupervised, single-stage and two-stage systems.

Sep 28 Sat 2 wks BBY CRN 33043  
Nov 16 Sat 2 wks LLY 37352  
0900-1500

## TELC 0141 SECURITY SYSTEMS \$391

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.

Oct 8 Tue/Thu 7 wks BBY CRN 33072  
1900-2200

Oct 28 Mon/Wed 7 wks LLY 37353  
1830-2130

## TELC 0161 HIGH VOLTAGE 1 \$277

Introduces basic high voltage theory leading to gradients, electric stress. High voltage cables, terminators, fuses, switches and CB's are covered.

Sep 21 Sat 5 wks BBY CRN 33070  
0900-1500

## TELC 0162 HIGH VOLTAGE 2 \$349

A continuation of TELC 0161. Covers control and protection, fuses, current and limiting, ground fault relaying, blocking relays, high potential testing, interlocking and safety practices. Prerequisite: TELC 0161.

Nov 2 Sat 5 wks BBY CRN 33071  
0900-1500

## ELECTRONICS TRADES

(604) 432-8637/  
(604) 432-8223

## TELX 0130 TELECOM DATA & VOICE CABLING \$561

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.

Sep 17 Tue/Thu 5 wks BBY CRN 33542  
1830-2130

## TELX 0134 T1 FUNDAMENTALS \$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.

Oct 8 Tue/Thu 5 wks BBY CRN 37095  
1830-2130

## TELX 0135 NEWBRIDGE 3600 \$800

Introduces the Newbridge Mainstreet 3600 Multiplex system. Covers installation, card configurations and cross connecting of circuits through software programming. Provides hands-on training to configure and test a mini network.

Nov 12 Tue/Thu 5 wks BBY CRN 37096  
1830-2130

## TELX 0145 UNDERSTANDING THE RS232 \$154

Introduces the various RS232 circuits, their functions and applications. Status and control signals will be covered in detail. Explains the DTE and DCE interface types, and how to use of a break out box. Labs include fabricating a null modem cable (yours to keep), setting up and using a serial printer on a PC, and serial file transfers between PCs.

Oct 21 Mon/Wed 2 wks BBY CRN 37092  
Nov 18 Mon/Wed 2 wks BBY 37093  
1830-2130

## TELX 0146 ELECTRONIC PRINTING \$427

Covers basic operations, features, capabilities and limitations of common types of computer printers. Analysis of impact matrix, ink jet, thermal and color printers. Parallel and serial interfaces of a PC and how to interface these to a PC printer will be discussed.

Sep 24 Tue/Thu 6 wks BBY CRN 37094  
1830-2130



# Electrical and Electronic Technology

## INTRODUCTION TO ELECTRONICS

This program consists of four courses designed for those with little or no previous knowledge of Electronics. This short-term program is intended for those who require a basic working knowledge of electronics for their jobs, or those who want to learn more about electronics. A Statement of Attendance in Electronics (Basics) is issued to students who successfully complete TELX 0175, 0176, 0177 and 0178.

### TELX 0175 ELECTRONICS: PASSIVE DEVICES \$549

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 prove the theory by making electrical measurements using standard test equipment such as multimeters and oscilloscopes. Prerequisite: Grade 10 math recommended but not required.

Sep 16 Mon/Wed 10 wks BBY CRN 33084  
Oct 8 Tue/Thr 10 wks LLY 37354  
1830-2130

### TELX 0176 ELECTRONICS: SOLID-STATE DEVICES \$592

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: Successful completion of TELX 0175.

Sep 17 Tue/Thr 10 wks BBY CRN 33082  
1830-2130

### TELX 0178 ELECTRONICS: MICROPROCESSORS \$702

Covers basic architecture, addressing modes, branching, computer arithmetic, stack operations, sub routines, I/O operations, interrupts, interfacing and simple programming in machine code based on the 6800 microprocessor. Prerequisite: Successful completion of TELX 0177.

Sep 16 Mon/Wed 10 wks BBY CRN 33089  
1830-2130

### TELX 0179 MICROCOMPUTER SYSTEMS MAINTENANCE \$604

Reviews analog/digital electronics, basic microcomputer architecture and troubleshooting methodology for sophisticated systems. Hands-on training in advanced uses of test instruments. Teaches maintenance skills with hands-on instruction in the repair of keyboards, disk drives, controllers and monitors of an IBM computer system series. Prerequisite: Previous electronics training.

Sep 17 Tue/Thr 10 wks BBY CRN 33025  
1830-2130

### TELX 2211 PRINCIPLES OF TELEPHONY (T) \$278

Provides basic understanding of the overall telephone system. Familiarizes students with industry terms and technology. Will enable you to visualise the operation of the telephone system.

Nov 5 Tue/Thr 5 wks BBY CRN 35745  
1830-2130

### TELX 3311 FIBRE OPTICS \$1085

Offers the theory of fibre optics with a practical hands-on approach. Theory topics covered are fibre transmission systems versus copper transmission systems, light, detectors, connectors, cables, splices, couplers, power budgets and test equipment. Hands-on experience in the areas of: 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.

Sep 16 Mon/Wed 10 wks BBY CRN 36120  
1830-2130

### TELX 4417 DIGITAL NETWORKS (T) \$278

Explores the evolving digital telecommunications network, with an overview of the total system. Intended to familiarize students with industry terms and technology to enable them to visualise the operation of this complex business. Topics include digital switching and routing, data networks including ISDN (Integrated Services Digital Networks), pulse code modulation, and digital radio. Some familiarity with electronics would be an asset, not a prerequisite.

Nov 4 Mon/Wed 5 wks BBY CRN 35746  
1830-2130

## INDUSTRIAL COMPUTING AND CONTROL

(604) 432-8637/  
(604) 432-8728

### TCMP 0101 INTRODUCTION TO COMPUTERS FOR ELECTRICIANS \$254

Introduces the personal microcomputer. Become familiar with the use of the microcomputer (IBM and compatible) and its MS-DOS operating system, including computer terminology, hardware, directories and the basic DOS commands to manage disks and files.

Sep 14 Sat 4 wks BBY CRN 33022  
0900-1500

### TELC 0128 DC VARIABLE SPEED DRIVES \$131

Covers an area of growing importance - service and maintenance. Concentrates on the most common types of electronic drive units and uses of solid-state components.

Oct 26 Sat 2 wks BBY CRN 33065  
0900-1500

### TELC 0129 AC VARIABLE FREQUENCY DRIVES \$131

Concentrates on the most common types of electronic drive units and the use of solid-state components in drives. Theory and circuitry of static drive systems and speed control are covered.

Nov 16 Sat 2 wks BBY CRN 33066  
0900-1500

### TELC 0130 MOTOR CONTROL \$258

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.

Oct 7 Mon/Wed 5 wks BBY 33060  
1900-2200

Oct 28 Mon/Wed 5 wks LLY 37350  
1830-2130

Oct 29 Tue/Thr 5 wks MCR 37351  
1830-2130

### TELX 0160 BASIC PROGRAMMABLE LOGIC CONTROLLERS FOR MECHANICAL TRADES \$167

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.

Nov 23 Sat 2 wks BBY CRN 33093  
0900-1500

### NEW TELX 0180 INTRO TO PLCs \$434

Introduces Programmable Logic Controllers (PLCs) using computer-based training software developed to meet the needs of BC's industrial workforce. Use process simulation to create a realistic programming environment. A demonstration of real PLC equipment is included. Prerequisite: Electrical trade knowledge and basic computer literacy.

Nov 5 Tue/Thr 5 wks LLY CRN 37355  
1830-2130

### TELX 0181 PROGRAMMABLE CONTROLLERS 1 \$434

Covers the basic knowledge required to operate a programmable logic controller (PLC). Overview and advantages of PLC's, installation, hardware requirements, peripheral devices, system operation and hands-on programming to relay replacement level using industry accepted software. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.

Sep 17 Tue/Thr 5 wks BBY CRN 33094  
1830-2130

Oct 29 Tue/Thr 5 wks BBY 33097  
1830-2130

### TELX 0182 PROGRAMMABLE CONTROLLERS 2 \$434

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 and a good working knowledge of DOS.

Nov 4 Mon/Wed 5 wks BBY CRN 33019  
1830-2130

### TELX 0183 PROGRAMMABLE CONTROLLERS 3 \$434

Continues to explore the power of the PLC by expanding on file and data manipulation routines including serial and parallel shift registers, logical comparison instructions and sequencing functions. Prerequisite: TELX 0182.

Nov 5 Tue/Thr 5 wks BBY CRN 33095  
1830-2130

## INSTRUMENTATION

(604) 432-8637/  
(604) 432-8728

### TELX 0122 INTRO TO COMPUTERISED PROCESS CONTROL \$457

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.

Sep 23 Mon 10 wks BBY CRN 33079  
1900-2200

### TELX 0123 COMPUTERISED INDUSTRIAL BOILER CONTROL \$457

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.

Sep 25 Wed 10 wks BBY CRN 33080  
1900-2200

## PAPERLESS OFFICE AUTOMATION TECHNOLOGY

(604) 432-8769/  
(604) 432-8637

### TCMP 0110 INTRO TO L.A.N. SYSTEMS \$427

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 would be an asset.

Sep 9 Mon 12 wks BBY CRN 33027  
1830-2130

### TCMP 0120 INTRO TO NOVELL NETWARE V3.1X \$427

Designed to familiarize the network installer and general user with Novell Netware V3.1X. Topics include system login, Netware menu systems (syscon, filer, pconsole), backup and restore procedures, network printing, netware security, running applications and some basic system administration. A hands-on practical course; space is limited.

Sep 11 Wed 12 wks BBY CRN 33028  
1830-2130

### TCMP 0121 ADVANCED NOVELL NETWARE V3.1X \$427

Builds on knowledge gained in TCMP 0120, by demonstrating and troubleshooting actual problems experienced by network administrators. Learn advanced network resource management, performance enhancement, network maintenance and multiple protocol support features, advanced printing set-up and troubleshooting in hands-on exercises.

Sep 14 Sat 6 wks BBY CRN 36058  
0900-1500

### TCMP 0124 INTRODUCTION TO NETWARE 4.X \$427

Expand networking knowledge gained in TCMP 0121. Introduces the new features of Netware 4.X and the difference between 3.1X and 4.X. Hands-on lab experience managing network directory services, installing and upgrading workstations, managing the Netware 4.X environment and fileserver installation and upgrades.

Nov 2 Sat 6 wks BBY CRN 37090  
0900-1500

### TCMP 0130 PC SYSTEMS & INTERCONNECTIONS \$427

Familiarizes the student with the internal hardware construction of a PC and various components that make up a multimedia PC platform. Concepts on building a platform and resolutions to any conflicts in both internal and external hardware will be discussed. Topics include: processors, BUS structures, floppy and hard drives, tape drives, CD ROM drives, scanners, sound cards, modems, printers, and PCMCIA devices. DOS would be an asset; no prerequisites are required.

Sep 9 Mon 12 wks BBY CRN 33547  
1830-2130

### TCMP 0135 VISUAL BASIC 3.X \$427

Introduces Visual Basic 3.0. Covers the importance of form/screen and application design in an interactive environment. The basics of this object-oriented and GUI programming will be covered. VB controls that cover building applications, event driven programming, displaying and printing information and data, also creating pop menus and dialogs, modules, subroutines and functions.

Sep 10 Tue 12 wks BBY CRN 37091  
1830-2130

Check out  
BCIT's Website  
[www.bcit.bc.ca](http://www.bcit.bc.ca)  
on the  
Internet!



# Engineering Technology

## 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 EDUCATION CENTRE (DEC) 1730-2030  
MAPLE RIDGE (MRC) See course descriptions  
MAPLE RIDGE (THC) See course descriptions

## STUDENT CONSULTATION NIGHT FOR ENGINEERING TECHNOLOGY

Program Coordinators from the School of Engineering Part-time Studies will be available for program consultation and course information on Thursday, September 5, 1996, from 1800 to 1945 in the Student Services department, building SW1, second floor, room 2300.

Please call Student Services, (604) 434-3304 for an appointment.

## 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. Some programs provide the opportunity to earn a degree offered by BCIT or in collaboration with the B.C. Open University.

Advanced Diploma and Degree Programs available in the School of Engineering Technology include:

	ADP	DEGREE
• Environmental Engineering Technology		✓
• Computer Systems — Software Development	✓	✓
• Geographic Information Systems	✓	
• Integrated Resource Management	✓	
• Mechanical Design and Manufacturing	✓	
• Technology 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.

## PROPOSED BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT (604) 451-6898

The program will be designed for practising Building Technologists, Professional Engineers, Architects and people with degrees in Economics, Math or Science who wish to expand their skills or formalize what they have learned on the job. With a focus on advancing skills in a technical specialty related to building construction, courses will cover Project Management, Construction Finance and Law Quality Assurance and Total Quality Management, Communication and Interpersonal Skills and Advanced Technical Writing. The first course in the Project Controls series is proposed for Fall 1996.

## BACHELOR OF TECHNOLOGY IN ENVIRONMENTAL ENGINEERING TECHNOLOGY (EET)

(604) 451-6906/  
(604) 432-8344

### PROGRAM OBJECTIVE

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

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

The program is intended to provide the additional skills and knowledge that Engineering Technology and Science graduates require to successfully work on environmental problems faced by the engineering and construction industries. It should also serve the professional development needs of practising 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 engineering or science discipline or a degree in engineering or science discipline
- two years work experience, subject to departmental approval

### ORIENTATION NIGHT—NO CHARGE

The Environmental Engineering department invites anyone interested in pursuing a Bachelor of Technology in Environmental Engineering to attend this orientation session. Program content and study modes will be discussed.

Date: Wednesday, August 21, 1996  
Time: 1830-2030  
Location: BCIT Burnaby campus, Building SW1, Room 1205

If you wish to attend, please call Monica McCormick at (604) 451-6906.

## COURSES OFFERED IN THE WINTER 1997 TERM

**EENG 7700 ENVIRONMENTAL CASE STUDIES \$167**  
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. Prerequisite: Diploma of Technology in Engineering or Science or departmental approval.

Sep 9 Mon 5 wks BBY CRN 37225  
1830-2130

**EENG 7710 GENERAL AND PHYSICAL CHEMISTRY 1 \$167**  
This course is the first of a two-course series. Major topics covered are the structure of atoms, compounds, stoichiometry, oxidation and reduction, and electrochemistry. Prerequisite: EENG 7700 or departmental approval.

Sep 10 Tue 6 wks BBY CRN 37229  
1400-1700

Sep 11 Wed 6 wks BBY 37235  
1830-2130

**EENG 7711 GENERAL AND PHYSICAL CHEMISTRY 2 \$167**

This 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.

Oct 28 Mon 6 wks BBY CRN 37251  
1400-1700

Oct 30 Wed 6 wks BBY 37252  
1830-2130

**EENG 7712 ORGANIC CHEMISTRY \$167**

Introduces the student to organic chemistry. The nomenclature, physical properties, and reactivities of the more common classes of organic compounds are discussed with special attention given to industrial chemicals and organics that are environmental hazards. Prerequisite: EENG 7711.

Oct 31 Thu 6 wks BBY CRN 37256  
1400-1700

**EENG 7713 ENVIRONMENTAL ANALYTICAL CHEMISTRY \$167**

Interpretation of results obtained from analytical laboratories is an integral part of waste management or environmental assessment. This course is intended to provide an overview of the environmental laboratory discipline. Topics will include: test parameter selection and sample collection concerns; analysis procedures, quality assurance and data management. It is important for engineering personnel to have a technical appreciation for how such labs operate. Prerequisite: EENG 7712.

Sep 10 Tue 5 wks BBY CRN 37227  
1830-2130

**EENG 7714 METHODS OF WASTEWATER ANALYSIS \$334**

This course will introduce some of the analytical methods used to determine common pollutants in water and wastewater. The theoretical aspects of each analysis as well as typical industrial pollution problems related to local industry are discussed during the lecture periods. Students practise the use of laboratory equipment in accordance with proper procedures in the laboratory periods. Prerequisite: EENG 7712.

Oct 30 Wed 12 wks BBY CRN 37246  
1830-2130

**EENG 7715 HYDRAULICS 1 FOR EET \$167**

An introduction to hydraulics (including hydrostatics, fundamental flow and volume relationships) and solving simple, steady, pipe flow problems. Prerequisite: EENG 7700 or departmental approval.

Sep 9 Mon 6 wks BBY CRN 37226  
1400-1700

Sep 11 Wed 6 wks BBY 37236  
1830-2130

**EENG 7716 SOIL MECHANICS AND GROUNDWATER FOR EET \$167**

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.

Sep 12 Thu 6 wks BBY CRN 37237  
1400-1700

Oct 30 Wed 6 wks BBY 37255  
1830-2130

**EENG 7717 HYDROLOGY FOR EET \$167**

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.

Oct 31 Thu 6 wks BBY CRN 37257  
1400-1700

**EENG 7718 HYDRAULICS 2 FOR EET \$167**

A continuation of Hydraulics 1 for EET, including pipe networks, pumps, uniform and non-uniform open channel flow and flow measurement. Prerequisite: EENG 7717.

Sep 10 Tue 6 wks BBY CRN 37230  
1830-2130

Oct 28 Mon 6 wks BBY 37247  
1400-1700

**EENG 7719 SURVEY TECHNIQUES FOR EET \$167**

An introduction of fundamental concepts of surveying with applications for applied waste management. Topics include an introduction to the survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations, including position determination using GPS satellite technology. Prerequisite: EENG 7700 or departmental approval.

Sep 14 Sat 6 wks BBY CRN 37245  
0900-1200

**EENG 7720 APPLIED MICROBIOLOGY \$167**

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

Sep 12 Thu 6 wks BBY CRN 37239  
1830-2130

Oct 28 Mon 6 wks BBY 37248  
1830-2130

**EENG 7721 APPLIED TOXICOLOGY \$167**

Introduces 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.

Oct 31 Thu 6 wks BBY CRN 37259  
1830-2130

**EENG 7740 PHYSICAL HYDROGEOLOGY \$167**

This course is the first of a three-course series in the Groundwater technical studies. It 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. Provides theoretical foundation for the study of groundwater contaminants in EENG 7741 — Contaminant Hydrogeology. Prerequisite: EENG 7718.

Sep 10 Tue 6 wks BBY CRN 37231  
1830-2130

**EENG 7741 CONTAMINANT HYDROGEOLOGY \$334**

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

Oct 29 Tue 12 wks BBY CRN 37253  
1830-2130

# Engineering Technology

## EENG 8750 MUNICIPAL WASTEWATER CHARACTERISTICS \$167

The first of two courses dealing with the treatment of municipal wastewater. It 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. Prerequisite: EENG 7714 and EENG 7721.

Sep 13 Fri 6 wks BBY CRN 37242  
1830-2130  
Oct 29 Tue 6 wks BBY 37243  
1400-1700

## EENG 8751 MUNICIPAL WASTEWATER TREATMENT \$167

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.

Nov 1 Fri 6 wks BBY CRN 37260  
1830-2130

## EENG 8752 INDUSTRIAL WASTEWATER TREATMENT 1 \$167

Addresses, as the first in a three-course series, liquid waste management. Course topics include the nature of industrial waste; the associated environmental significance; and identification of major pollutants. Prerequisites: EENG 7714, 7721 and 8751.

Sep 10 Tue 6 wks BBY CRN 37232  
1830-2130

## EENG 8753 INDUSTRIAL WASTEWATER TREATMENT 2 \$167

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. Discussion will encompass treatment principles, design criteria and practical considerations. Prerequisite: EENG 8752.

Oct 29 Tue 6 wks BBY CRN 37254  
1830-2130

## EENG 8761 RECYCLING AND REDUCTION TECHNIQUES \$167

This course is the second of a four-course series in the solid-waste technical studies. Topics include basis and impact of the 3 R's on the waste management systems; industry examples; recycling and recovery of paper, cardboard, metals, plastic, oil, glass, and other commodities; new uses of recycling and recovery; composing basics; types of systems; design of plants; and markets. Prerequisite: EENG 8760.

Sep 9 Mon 6 wks BBY CRN 37228  
1830-2130

## EENG 8768 ADVANCED RESIDUALS MANAGEMENT \$334

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

This course is designed at a level to be useful to a broad spectrum of professionals involved with various aspects of hazardous materials and wastes, including regulation, treatment, remediation, transport, waste minimization and research. Prerequisite: EENG 8760.

Sep 12 Thu 12 wks BBY CRN 37241  
1830-2130

## EENG 8771 CONTAMINATED SITE INVESTIGATION PROCESS \$167

This course is the second of a five-course series in the contaminated sites technical studies. It introduces 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. It also focuses on the role of the site investigator, and on a phased planning approach to obtaining proper data to characterize site contamination, evaluate remedial alternatives and assess risks. 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.

Oct 28 Mon 6 wks BBY CRN 37249  
1830-2130

## EENG 8780 ENVIRONMENTAL LAW 1 \$167

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

Sep 9 Mon 6 wks BBY CRN 37262  
1830-2130

## EENG 8781 RISK ASSESSMENT \$167

Examines risk-assessment methods and outcomes including definitions and discussions of the principles of hazard identification, 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.

Sep 12 Thu 6 wks BBY CRN 37238  
1830-2130

Oct 29 Tue 6 wks BBY 37240  
1830-2130

## EENG 8782 VALUE ANALYSIS AND ENVIRONMENTAL MANAGEMENT \$167

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. Provides 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 include Environmental Management Systems (EMS), life-cycle analysis; environmental risks and liabilities. Prerequisite: EENG 8781.

Sep 11 Wed 6 wks BBY CRN 37234  
1400-1700

## EENG 8783 RISK MANAGEMENT \$167

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.

Oct 29 Tue 6 wks BBY CRN 37258  
1830-2130

## EENG 8784 ENVIRONMENTAL LAW 2 \$167

Builds upon the student's 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. 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.

Oct 28 Mon 6 wks BBY CRN 37261  
18:30-21:30

## EENG 8790 AIR QUALITY MANAGEMENT \$334

Provides an overview of air pollution, focusing on atmospheric air quality issues. Discusses the sources of air pollution and their regulation. The student will be introduced to emission inventories, urban air pollution, and meteorology. An introduction to dispersion modeling as a method of linking emissions to air quality will also be presented. An outline of the causes and effects of global warming, including a Canadian perspective will be presented. Prerequisite: EENG 7712.

Sep 13 Fri 12 wks BBY CRN 37244  
1830-2130

## EENG 8810 PULP AND PAPER INDUSTRY FOR EET \$334

Covers details of the Kraft process, chemistry of the process, process parameters and environmental emissions. Other pulp and paper processes are also reviewed. The principal emissions (air, water, solids) are discussed in detail in terms of formation, chemistry, analytical detection techniques and engineering control methods. Potential process modification in the Pulp and Paper industry as a method of decreasing environmental emissions are also discussed. Prerequisite: EENG 7770 plus a two-year Science Diploma.

Sep 10 Tue 12 wks BBY CRN 37233  
1830-2130

## EENG 8900 PROJECT REPORTS \$167

Primarily intended for preparation of the final report for the Industry Sponsored Project, this course provides the basis and format for all technical reports required in the program. Emphasis will be 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.

Sep 12 Thu 6 wks BBY CRN 37357  
1830-2130

Oct 30 Wed 6 wks BBY 37356  
1400-1700

## EENG 8901 PROJECT PROPOSAL \$167

After selecting the research project, 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 proceeding 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. Prerequisite: EENG 8900.

Oct 28 Mon 6 wks BBY CRN 37250  
1830-2130

## EENG 8902 TECHNICAL PRESENTATIONS \$334

The ability to make an effective presentation is now more essential than ever for individuals wanting to advance their careers. This course allows participants to analyse the needs of an audience and integrate their objective to the content and audience. Video feedback will be used extensively to provide immediate and practical comments as students develop comfort and confidence in business presentations. Prerequisite: EENG 8901.

Sep 11 Wed 12 wks BBY CRN 37358  
1830-2130

Sep 13 Fri 12 wks BBY 37454  
1400-1700

## ADVANCED DIPLOMA IN GEOGRAPHIC INFORMATION SYSTEMS (604) 434-3304

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) 434-3304 if you wish to be sent detailed program information.

## ADVANCED STUDIES IN MECHANICAL TECHNOLOGY (604) 432-8330/(604) 432-8274 (604) 432-8521

Plans are underway to replace the current Advanced Diploma Program in Mechanical with a new Bachelor of Technology Degree in Manufacturing. 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 Diploma of Technology in an appropriate discipline (Manufacturing, Plastics or Robotics and Automation) plus two years of relevant work experience.

CHECK OUT BCIT'S  
NEW COURSE OFFERINGS!



# Engineering Technology

## COURSES OFFERED IN THE FALL 1996 TERM

**AICO 1010 SMARTCAM** \$435  
(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.

Sep 9 Mon 12 wks BBY CRN 33233

**MECH 7017 INSPECTION METHODS FOR QUALITY CONTROL** \$435  
Covers methods used to determine the quality of manufactured components. Topics include in-process gauging, non-destructive testing and coordinate measuring machines. Considerations such as measurement errors, tolerance stackup and measurement costs will be addressed. Students will design inspection plans for a variety of parts. Prerequisite: Diploma of Engineering Technology or equivalent.

Sep 11 Wed 12 wks BBY CRN 37427

**MECH 7040 INTRODUCTION TO THE FINITE ELEMENT METHOD** \$435  
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.

Sep 9 Mon 12 wks BBY CRN 33286

**MECH 7045 INDUSTRIAL DESIGN PROCESS** \$435  
Provides detailed investigation of the engineering design process. Students will learn methods to establish design criteria, generate design alternatives, and evaluate the alternatives against the design criteria. Topics include creativity, brainstorming, divergent thinking and consideration of function, ergonomics, serviceability and aesthetics in a design.

Sep 9 Mon 12 wks BBY CRN 37426

**MECH 7051 INTRODUCTION TO MACHINE VISION** \$435  
Introduces the use of Machine Vision systems using state of the art techniques and equipment. Emphasis is on use of hardware required for capturing, transmitting and storing images. The course also introduces image preprocessing and analysis using commercial software. Prerequisite: Diploma of Engineering Technology or equivalent and departmental approval.

Sep 12 Thr 12 wks BBY CRN 33284

**MECH 8012 ADVANCED CAM APPLICATIONS** \$435  
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 five-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.

Sep 11 Wed 12 wks BBY CRN 33297

The following are also offered:  
• OPMT 7011 Quality Assurance  
• OPMT 8015 Manufacturing Facility Layout and Analysis

For more information on the Mechanical Advanced Diploma Program or Mechanical Degree, contact:  
• George Dramowicz, Advanced Studies and Bachelor of Technology Degree program coordinator  
Tel. (604) 432-8330;  
• Cindy Miraftab, Program Assistant  
Tel. (604) 432-8274  
• Bette Bayley, Program Assistant  
Tel. (604) 432-8521

## POST DIPLOMA PROGRAM CAD PROGRAMMING

(604) 432-8521  
(604) 432-8488

Computer Aided Design (CAD) and Engineering (CAE) techniques are becoming common engineering tools in industry. The objective of the Post Diploma program in CAD Programming is to provide graduate technologists and engineers from all disciplines with the skills necessary to effectively utilize and manage this technology. The program is available as either a one year full-time program (starting each September) or as a part-time evening program (starting throughout the year).

Graduates of the program work in a diverse range of engineering including drafting/designing, CAD system management, software development, graphic information systems and manufacturing automation. Some graduates have started their own consulting and service companies or have moved into technical sales and training.

Contacts: Specific information on the program is available from the following people:  
• Paul Morrison, Program Head CAD Programming  
Tel. (604) 432-8488  
• Bette Bayley, Program Assistant  
Tel. (604) 432-8521

## ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

The School of Engineering Technology offers an ADVANCED DIPLOMA PROGRAM IN TECHNOLOGY MANAGEMENT. The ADP can lead to a Bachelor of Technology Degree in Technology Management, offered collaboratively with the Open Learning Agency of B.C.

The ADP Program is designed for:  
a) graduates of an Engineering Technology Diploma Program from BCIT or equivalent institution  
b) those who hold degrees in related disciplines

**TMGT 7101 ENGINEERING, TECHNOLOGY AND MANAGEMENT** \$167  
Examines the framework within which technologists and others move from a technical specialist role to responsibilities in management.

Sep 18 Wed 5 wks BBY CRN 37201  
1830-2130

**TMGT 7111 HIGH TECHNOLOGY MARKETING STRATEGIES** \$167  
Provides the basic skills needed to run a marketing program in a small or mid-size high technology business, emphasizing marketing concepts and application in actual work situations.

Sep 21 Sat 3 wks BBY CRN 35894  
0830-1530

**TMGT 7122 MANAGEMENT ACCOUNTING** \$167  
Provides an appreciation of how the accounting department supports a company's activities and shows how a non-accounting manager can effectively make use of these resources.

Oct 23 Wed 5 wks BBY CRN 33023  
1830-2130

**TMGT 7123 TECHNOLOGY INFORMATION SYSTEMS** \$167  
Provides an understanding of how Information Technology is used in technology-based organizations. Covers aspects of systems design, evaluation and acquisition and reviews data collection and how information can be used in decision making.

Oct 19 Sat 3 wks BBY CRN 33026  
0830-1530

**TMGT 7132 MANAGING TECH INNOVATION AND ENTREPRENEURSHIP** \$167  
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. Prerequisite: TMGT 7131.

Oct 1 Tue 5 wks BBY CRN 37202  
1830-2130

**TMGT 7133 LAW, SOCIETY AND THE ENVIRONMENT** \$167  
Examines the law as it relates to environment and technological aspects of our society. Focus is on the nature of the legal system and the relationship of law to modern Canadian business practice, especially in the field of ethics.

Oct 24 Thr 8 wks BBY CRN 33029  
1830-2030

**TMGT 7143 PROBLEM SOLVING AND DECISION MAKING** \$167  
A practical, hands-on course, using an analytical process-oriented approach with different tools and techniques used to better maximize the participant's problem-solving and decision-making skills.

Sep 14 Sat 3 wks BBY CRN 37203  
0830-1530

**TMGT 7152 ISSUES IN DATABASE MANAGEMENT** \$392  
Identifies the database management technologies available and their significance to organizations. Topics include database design; the relational model; data definition languages (SQL); data modeling and data resource management.

Oct 1 Tue 12 wks BBY CRN 35896  
1830-2130

**TMGT 7191 FUZZY LOGIC AND APPLICATIONS** \$473  
Provides the skills to work on research and development projects involving smart products associated with Fuzzy Logic. Emphasis is on applications. Class sessions are spent on lectures and demonstrations of Togai Fuzzy C Software. This course is designed for engineers, technologists and scientists, without prior knowledge in the subject. Prerequisite: Permission of the instructor.

Sep 11 Wed 12 wks BBY CRN 37331  
1845-2145

## BOEING SUPPLIERS SPECIALIZED TRAINING COURSES

BCIT Industry Services, in conjunction with the Boeing Commercial Airplane Group (BCAG) Material Division, Quality Assurance, is offering a series of courses designed to address the issue of continuous quality improvement for BCAG suppliers. This hands-on program will introduce employees to Boeing's quality improvement methods and materials, enabling them to apply statistical process tools to the manufacturing processes in their companies.

If you or your company are interested in this type of training, please contact Don Mallory at (604) 451-6775.



## BUILDING

(604) 432-8586

Early registration is advised for Building Technology courses. Space is limited.

**BLDG 0001 BUILDING YOUR OWN HOUSE** \$167  
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.

Sep 10 \*Tue/Sat 5 wks BBY CRN 37297

Note: BLDG 0001 (CRN 37297) also includes a field trip, Saturday, October 5, 1996. Time: 1030-1330.

Nov 13 \*Wed/Sat 5 wks BBY 37298

Note: BLDG 0001 (CRN 37298) also includes a field trip, Saturday, December 7, 1996. Time: 1030-1330.

**BLDG 1700 DRAFTING AND DESIGN 1: INTRODUCTION TO ARCHITECTURAL DRAFTING AND DESIGN** \$504  
Introduces basic architectural drafting techniques and skills. Graphical communication required for the preparation of building development permit drawings. A study of the various approving authorities and their influence over architectural design services.

Sep 10 Tue/Thr 12 wks BBY CRN 33138

**BLDG 1730 CONSTRUCTION 1** \$504  
Introduces the basic principles of building construction. Develops skills to produce a basic set of construction working drawings. Topics include site layout, foundation details, western wood frame detailing, preparation of a partial set of working drawings for a single family residence. A list of necessary drafting equipment will be issued on the first evening. Prerequisite: BLDG 1805.

Sep 9 Mon/Wed 12 wks BBY CRN 33139

**BLDG 1760 CONSTRUCTION ESTIMATING 1** \$248  
Introduces the student to reading construction drawings and specifications and the measurement of construction work. Specific study of particular methods of measurement techniques applicable to sitework, concrete and masonry. Prerequisite: BLDG 1970 or some knowledge of building construction.

Sep 12 Thr 12 wks BBY CRN 33150

**BLDG 1805 B.C. BUILDING CODE: SINGLE FAMILY DWELLINGS** \$248  
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.

Sep 11 Wed 12 wks BBY CRN 33146

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 the B.O.A.B.C. to determine your eligibility and to schedule an examination.

**BLDG 1815 B.C. BUILDING CODE: PART 3** \$368  
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 as well as fire prevention officers. Students must bring B.C. Building Code to the first class. Note: Some knowledge of the B.C. Building Code is advisable.

Nov 18 Mon-Sat 1 wk BBY CRN 37200  
0830-1630



# Engineering Technology

**BLDG 1820**  
**B.C. BUILDING CODE: GENERAL** \$373  
 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.

Sep 11 Wed 18 wks BBY CRN 33155

**BLDG 1825**  
**BC BUILDING CODE: MULTI-UNIT AND SMALL BUILDINGS** \$248  
 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.

Sep 12 Thr 12 wks BBY CRN 35856

**BLDG 1900**  
**CONSTRUCTION INDUSTRY PROCEDURES** \$248  
 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.

Sep 12 Thr 12 wks BBY CRN 33140

**BLDG 1910**  
**ARCHITECTURAL ILLUSTRATIONS** \$248  
 Introduces students to the fundamentals of perspective: perspective construction, photo perspective, shadows and reflections, perspective sketching and rendering in various media.

Sep 10 Tue 12 wks BBY CRN 33141

**BLDG 1950**  
**COMMUNICATION AND REPORT WRITING FOR HOUSE INSPECTION** \$281  
 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.

Sep 10 Tue 12 wks BBY CRN 35991

Note: BLDG 1950 is also available as a correspondence course. Please contact 432-8784 for more information.

**BLDG 1970**  
**CONSTRUCTION MATERIALS AND METHODS 1** \$248  
 Introduces the basic materials and methods used in construction. Acquaints the student with the physical and chemical properties, the manufacturing process of various materials and the way in which materials and methods are implemented in a construction project. Part 1 includes: earth works, concrete works including reinforcing steel, masonry and metals. Prerequisite for BLDG 1805 and BLDG 2970.

Sep 11 Wed 12 wks BBY CRN 33137

**BLDG 2825**  
**ARCHITECTURAL ACCESSIBILITY** \$248  
 Deals with Section 3.7 of the B.C. Building Code covering concepts in adaptable housing. Upon completion the student should have a good working knowledge of design considerations on access, kitchens and bathrooms specifically for visual, hearing and mobility impaired students. Prerequisite: Knowledge of building construction and design and familiarity with the B.C. Building Code.

Sep 12 Thr 12 wks BBY CRN 35883

**BLDG 2830**  
**ARCHITECTURAL CAD** \$435  
 Emphasizes the production of 2D/3D drawings for the architectural environment using the SoftDesk architectural products (AutoCAD third party software). The student will progress from basic drawings to the generation of more advanced projects using the customized SoftDesk template. Prerequisite: AICO 1000.

Sep 11 Wed 12 wks BBY CRN 33144

**BLDG 2835**  
**COMPUTER APPLICATIONS IN BUILDING TECHNOLOGY 1** \$310  
 Introduces computer basics with a focus on the fundamentals of spreadsheet design and applications in construction estimating, cost control and accounting. Final project customized to the individual needs of the participant. Course especially useful to small contractors, estimators and individuals concerned with construction costs. Prerequisite: An understanding of building construction estimating and costing.

Sep 9 Mon 12 wks BBY CRN 33152

**BLDG 2915**  
**HOUSE INSPECTION 1** \$448  
 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) in house inspection. A final grade of 70 per cent 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.

Sep 10 Tue 12 wks BBY CRN 33151

**BLDG 2925**  
**HOUSE INSPECTION 2** \$496  
 Demonstrates how to analyse the major components/systems in built houses, with special emphasis on identification of problems inherent in these systems. The course includes a Saturday 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) in house inspection. 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.

Sep 12 \*Thr/Sat 12 wks BBY CRN 35882

Note: \*BLDG 2925 also includes a field trip, Saturday, November 16, 1996. Time: 1030-1430.

**BLDG 2930**  
**INTRODUCTION TO HOUSE RENOVATIONS** \$248  
 Designed to give the student a working knowledge of the legal requirements, building science, inspection procedures and construction methods used in residential renovations. By producing a partial set of evaluation documents for a typical residential renovation project, the student will develop an understanding of the opportunities and limitations in undertaking a house renovation. Prerequisite: BLDG 1700.

Sep 9 Mon 12 wks BBY CRN 37289

**BLDG 3840**  
**COMPUTER CONSTRUCTION ESTIMATING** \$414  
 Covers measurement and pricing of construction work using TIMBERLINE Precision Estimating Software. This course will cover "take-off" procedures, building databases and designing simple work packages. Prerequisite: BLDG 1760 or construction estimating experience with departmental approval. Use of DOS is desirable.

Sep 9 Mon 12 wks BBY CRN 33154

**BLDG 3870**  
**INTRODUCTION TO BUILDING DEVELOPMENT** \$248  
 Introduces students to the considerations of the project process; the development of raw land from the recognition of the need for a building through feasibility studies, financing, budget control and design evolution. Prerequisite: Some knowledge of building construction.

Sep 12 Thr 12 wks BBY CRN 33148

**BLDG 4730**  
**BUILDING ENVELOPE PERFORMANCE** \$268  
 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: BLDG 2735 or a thorough knowledge of building science and building construction.

Sep 10 Tue 12 wks BBY CRN 37367

**BLDG 6765**  
**CONSTRUCTION COST PLANNING** \$334  
 Introduces concepts and methodology of preliminary and elemental estimating as practised by professional construction cost consulting firms. Covers the preparation and application of accurate data from known costs for use in preliminary and elemental pricing for a particular building or structure. Prerequisite: BLDG 1760, BLDG 2760, BLDG 3760 or extensive construction estimating experience.

Sep 11 Wed 12 wks BBY CRN 37300

NOTE: The Building Technology is developing a new program in CONSTRUCTION OPERATIONS. Please see the following:

- Program Outline
- Details of Information Session
- List of courses offered in Fall 1996.

## CONSTRUCTION OPERATIONS

(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 wishing 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.

**Program Requirements**

BLDT 1010	Applied Construction Mathematics
BLDT 1020	Blueprint Reading
BLDT 1030	Site Processes in Construction
BLDT 1040	Basic Estimating with Computer Applications
BLDT 1050	Technical Writing and Communication Skills
BLDT 1060	Basic Management Skills
BLDT 1070	Construction Ethics and Site Safety
BLDT 1080	Basic Environmental Considerations

## INFORMATION SESSION

Date: Tuesday, August 27, 1996  
 Time: 1830-2030  
 Location: BCIT Burnaby Campus, Building SW1 Room 1125

## COURSES OFFERED FALL 1996

**BLDT 1010**  
**APPLIED CONSTRUCTION MATHEMATICS** \$270  
 Application of basic mathematics, algebra, geometry and trigonometry to the construction and building industry. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program.

Sep 3 Tue 13 wks BBY CRN 37214

**BLDT 1020**  
**BLUEPRINT READING** \$145  
 Introduces the relationships between drawings and building construction. Emphasis is on practical application of learned skills in a lab environment. These skills are essentials for further studies in site processes, construction procedures and estimating. Prerequisite: Grade 10 English and Grade 10 Math, or preapproved program.

Sep 5 Thr 7 wks BBY CRN 37215

**BLDT 1030**  
**SITE PROCESSES IN CONSTRUCTION** \$186  
 Enables students to: identify and lay out the site general requirements; understand the basic contractual and organizational arrangements of a typical construction project; undertake in the planning for the efficient management of a construction site in the areas of material procurement, equipment selection, layout and scheduling. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program.

Oct 24 Thr 9 wks BBY CRN 37219

## CHEMICAL SCIENCES TECHNOLOGY

(604) 432-8258

**CHSC 1256**  
**METALLURGY/PHYSICAL TESTING** \$494  
 Includes casting and forming of metals, heat treatment, physical testing, nondestructive testing and metallurgy of welding. Laboratory work involving metallography, heat treatment and corrosion constitutes approximately half of the course.

9-Sep Mon 24 wks BBY CRN 32793

**CHSC 2267**  
**AIR POLLUTION** \$383  
 Examines the chemistry of the major air pollutants and their interactions in the atmosphere - the oxides of sulphur and nitrogen, carbon monoxide, carbon dioxide, hydrocarbons, particulates (including heavy metals), chlorocarbons and fluorocarbons; the effects of air pollutants on human health and samples of various methods - infra-red, gas chromatography and atomic absorption.

24 Sep Tue 12 wks BBY CRN 32802

**CHSC 3314**  
**MINERAL PROCESSING 1** \$459  
 Covers the essential operations of applied mineral processing: grinding, screening, gravity separation, cyclone classification, flotation, sedimentation, thickening, filtration. Emphasis on numerical solution of operating and design type problems.

10 Sep Tue 14 wks BBY CRN 32800

## CIVIL AND STRUCTURAL

(604) 451-6969  
 (604) 432-8521

**CIVL 1000**  
**STATICS** \$386  
 Examines the external and internal forces on statically determinate structures with an emphasis on the civil engineering field. Prerequisite: MATH 1011 recommended.

Sep 16 Mon/Thr 10 wks BBY CRN 33053

**CIVL 1001**  
**GRAPHICAL COMMUNICATION 1** \$213  
 Uses freehand sketching to introduce the student to civil engineering drawings and details. Architectural drawings are briefly covered also.

Sep 19 Thr 10 wks BBY CRN 33054

**CIVL 1080**  
**CONCRETE TECHNOLOGY** \$274  
 Introduces elementary theory and practice in the design, manufacture and quality control of concrete. Students will participate in laboratory work. Prerequisite: CIVL 1580 or departmental approval.

Sep 10 Tue 12 wks BBY CRN 33055

**CIVL 1100**  
**INTRODUCTION TO LOTUS 1-2-3 ENGINEERING APPLICATIONS** \$218  
 Presents hands-on engineering application using LOTUS 1-2-3. Processing data on a spreadsheet and analysing using graphs and other spreadsheet applications. Producing presentation quality reports.

Sep 16 Mon 6 wks BBY CRN 33052

# Engineering Technology

## CIVL 1500 PUBLIC WORKS INSPECTION \$372

Presents the fundamentals of public works inspection. Focuses on inspection techniques, interpretation of contract documents, inspection of materials, road construction and underground services.

Sep 11 Wed 12 wks BBY CRN 33067

## CIVL 1522 CIVIL CONSTRUCTION 1 \$213

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.

Sep 16 Mon 10 wks BBY CRN 35064

## CIVL 1540 HYDROLOGY 1 \$166

Introduces the terminology, concepts and fundamentals of hydrology as related to the engineering technologies.

Sep 17 Tue 8 wks BBY CRN 33103

## CIVL 1621 INTRODUCTION TO URBAN TRAFFIC ENGINEERING \$248

Introduces fundamentals of traffic engineering with particular reference to the urban scene.

Sep 11 Wed 12 wks BBY CRN 33106

## CIVL 2582 SOIL MECHANICS 1 \$248

Introduces soil mechanics emphasizing soil testing and classification, compaction, permeability. Prerequisite: CIVL 1580 or departmental approval.

Sep 11 Wed 12 wks BBY CRN 33104

## CIVL 2622 HIGHWAY DESIGN 2 \$213

Provides a working knowledge of highway design from conception to preliminary design drawing stage including alignment adjustment for earthwork balances. Prerequisite: CIVL 1622.

Sep 19 Thr 10 wks BBY CRN 33109

## CIVL 3010 AUTOCAD CADD APPLICATIONS FOR CIVIL ENGINEERING \$414

Presents a computer-aided design course for practicing civil technologists and engineers. Course is designed to show power of computer-aided design in civil and structural engineering. Sufficient CADD commands for civil engineering drawings are explored and examined. Prerequisite: civil engineering background, AICO 1000 or departmental approval.

Sep 19 Thr 12 wks BBY CRN 33111

## CIVL 3621 LAND USE PLANNING \$248

Provides an understanding of the basic relationship between the natural characteristics of raw land and the planning, engineering, economic considerations and existing regulations to produce orderly development.

Sep 9 Mon 12 wks BBY CRN 33110

## CIVL 4011 MICROSTATION FOR AUTOCAD USERS \$414

This professional development course rapidly introduces professional AutoCAD (R) users in the construction industry to the use of Microstation. Topics include: similarities to and differences from AutoCAD (R); basic commands set; setting up drawings; database issues; applications examples; plotting hardcopy; introduction to some third party software. Prerequisite: CIVL 3010 or BLDG 2830 or SURV 2325.

Sep 9 Mon 12 wks BBY CRN 37146

## CIVL 4123 STORMWATER MANAGEMENT 1 \$414

This professional development course introduces the concept of stormwater management planning and illustrates the procedure of designing stormwater management facilities. It consists of lectures and design tutorials. Students will apply a computer program to assess the impact of rezoning and new developments on an existing storm system and to develop a master plan for the upgrading and expansion of a storm drainage system. Prerequisite: CIVL 2540.

Sep 11 Wed 12 wks BBY CRN 37138

## CIVL 4160 STRUCTURAL DESIGN 1 \$413

Presents an elementary design course in timber and steel. Students are introduced to the CSA timber and steel codes. Prerequisite: CIVL 3500.

Sep 17 Tue/Thr 10 wks BBY CRN 33056

## CIVL 4171 COLD FORMED STEEL DESIGN \$414

This professional development course instructs designers, contractors and others who are using, designing or specifying cold formed steel, or who wish to do so. The course consists of lectures, practical hands-on assembly, design tutorials and spread sheet applications. Topics include: similarities to and differences from hot rolled steel; section properties; connection details; construction techniques; use of manufacturers' tables for member selection; hands-on fabrication. Emphasis will be on practical application of fundamental theory. Prerequisite: CIVL 4160.

Sep 10 Tue 12 wks BBY CRN 37139

## CIVL 4620 MUNICIPAL SERVICES 2 \$213

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 appurtenances are also discussed. Prerequisite: CIVL 2541, 3620.

Sep 12 Thr 10 wks BBY CRN 37071

## CIVL 4621 SUBDIVISION DESIGN USING AUTOCAD/EAGLEPOINT 1 \$414

Provides professional development training in subdivision design using AutoCAD and EAGLEPOINT. Trains students in the use of a major AutoCAD add on for subdivision design. Students will be instructed on facilities provided by the add on software and will perform hands-on design using examples from designs in the Lower Mainland of British Columbia. Prerequisite: CIVL 3010 and CIVL 4620 or currently involved in subdivision design using AutoCAD.

Sep 11 Wed 12 wks BBY CRN 37361

**NOTE — PROFESSIONAL DEVELOPMENT COURSES:** Four new courses specifically designed for professional development will be offered in Fall '96. Please see the listings for CIVL 4011, CIVL 4123, CIVL 4171 and CIVL 4621 for details.

**NOTE — PUBLIC WORKS OPERATIONS:** See section on Public Works Operations in this flyer for course details.

**NOTE — APPLIED ENVIRONMENTAL ENGINEERING:** Civil and Structural Technology has developed a Bachelor of Technology in Environmental Engineering. See section on advanced diplomas and degree programs in this flyer for further details.

**ARE YOU ABOUT TO COMPLETE A CERTIFICATE?**  
To receive your certificate, you must submit an application form upon completion of your last course. Forms are available at Student Services registration and Student Records, Building SW1.

## 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 Fall 1996

## 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:

- individuals who are working in a technical field who need to develop their CAD proficiency;
- individuals who require a formalization of their technical abilities in CAD;
- people with no previous CAD experience who are interested in obtaining employment in the architectural and engineering fields.

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 11 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** 1001 Understanding PC/MS DOS	1.5
MECH 1000 Drafting Fundamentals	3.0

\* AICO 4090 to be performed upon completion of all other credits.

\*\* AICO 1070 Introduction to UNIX or COMP 1212 Working with Windows can be substituted for COMP 1001.

Elective Courses:		
AICO 2000 AutoCAD 2		3.0
AICO* 2010 AutoCAD for Windows		1.5
OR		
AICO 2020 AutoCAD Customization 1		3.0
AICO 3000 AutoCAD 3		1.5
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 Engineering Presentation Graphics Using 3D Studio 1		1.5
AICO 4015 Engineering Presentation Graphics Using 3D Studio 2		1.5
AICO 4040 Mechanical Desktop 2: AutoSurf and Assembly Modeling		1.5
BLDG 2830 Architectural CAD (ASG)		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 engineering and manufacturing fields. As well, CAM is finding applications in other areas.

The Associate Certificate program is intended for:

- 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;
- people with no previous CAM experience who are interested in obtaining employment in the manufacturing field.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary school math, science and english or equivalent.

The program consists of two sections: core courses and elective courses as listed below. To be awarded an Associate Certificate, the student must complete the core courses and obtain a minimum of three 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
AICO 3040 Mechanical Desktop 1: Designer		1.5
AICO* 4000 Solid Modeling		1.5
COMP 1001 Understanding PC/MS DOS		1.5

\* AICO 4000 Solid Modeling is no longer offered but students who previously completed this course 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.

## COURSES OFFERED IN THE FALL 1996 TERM



Early registration is advised since space is limited in most courses. Many of the courses require manuals and diskettes which can be purchased at the first session.

### AICO 0002 AUTOCAD RELEASE 13 UPDATE \$108

Presents the many new features and enhancements of AutoCAD Release 13. This hands-on session concentrates on the changes that apply to 2D drawings. Topics include: new user interface, construction lines, object snap enhancements, object grouping, multiline, custom linetypes, multiline text, associative hatching and dimensioning styles. The session is applicable to DOS and Windows versions of AutoCAD Release 13. Prerequisite: AICO 1000.

Oct 19 Sat 1 day BBY CRN 35897 0830-1530

# Engineering Technology

## AICO 1000 AUTOCAD 1

**\$435**

Introduces the AutoCAD workstation including basic 2D drawing creation, editing, view manipulation, text, dimensioning, hatching and plotting. Prerequisite: Basic drafting knowledge and computer literacy recommended.

Sep 7	Sat	6 wks	BBY CRN	33194
		0830-1530		
Sep 7	Sat	6 wks	DEC	33195
		0900-1600		
Sep 9	Mon	12 wks	BBY	33196
Sep 9	Mon-Fri	1 wk	BBY	33205
		0830-1630		
Sep 10	Tue	12 wks	DEC	33198
		1730-2030		
Sep 10	Tue	12 wks	BBY	33199
Sep 11	Wed	12 wks	BBY	33201
Sep 12	Thr	12 wks	BBY	33202
Sep 16	Mon-Fri	2 wks	DEC	33197
		0900-1235		
Sep 23	Mon-Fri	1 wk	BBY	33203
		0830-1630		
Sep 30	Mon-Fri	1 wk	DEC	33204
		0900-1700		
Oct 7	*Mon-Fri	2 wks	BBY	33206
		0830-1230		
		<i>*No class Monday, October 14, '96</i>		
Oct 21	Mon-Fri	1 wk	DEC	33207
		0900-1700		
Oct 26	Sat	6 wks	BBY	33209
		0830-1530		
Oct 28	Mon-Fri	2 wks	DEC	33210
		0900-1235		
Nov 4	Mon-Fri	1 wk	BBY	33211
		0830-1630		
Nov 18	Mon-Fri	1 wk	BBY	33212
		0830-1630		

## AICO 1010 SMARTCAM

**\$435**

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.

Sep 9	Mon	12 wks	BBY CRN	33233
-------	-----	--------	---------	-------

## AICO 2000 AUTOCAD 2

**\$435**

Continues from AICO 1000. Focuses on the use of AutoCAD's advanced construction and editing tools. Topics include symbol libraries, external references, advanced dimensioning, file management, system variables, drawing layout tools, advanced plotting, use of TrueType and Postscript fonts, spline curves and digitizing. Prerequisite: AICO 1000.

Sep 7	Sat	6 wks	BBY CRN	33213
		0830-1530		
Sep 11	Wed	12 wks	BBY	33215
Sep 12	Thr	12 wks	DEC	33216
		1730-2030		
Sep 30	Mon-Fri	1 wk	BBY	33220
		0830-1630		
Oct 7	Mon-Fri	1 wk	DEC	33219
		0900-1700		
Oct 21	Mon-Fri	2 wks	BBY	33221
		0830-1205		
Oct 26	Sat	6 wks	DEC	33223
		0900-1600		
Oct 26	Sat	6 wks	BBY	33225
		0830-1530		
Nov 12	*Mon-Fri	2 wks	DEC	33227
		0900-1300		
		<i>*No class Monday, November 11, '96</i>		
Nov 25	Mon-Fri	1 wk	BBY	33231
		0830-1630		

## AICO 2020 AUTOCAD CUSTOMIZATION 1

**\$435**

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. Covers both DOS and Windows versions of AutoCAD. Prerequisite: AICO 2000.

Sep 11	Wed	12 wks	BBY CRN	36094
Dec 2	Mon-Fri	1 wk	BBY	36095
		0830-1630		

## AICO 3000 AUTOCAD 3

**\$290**

Introduces the 3D capabilities of AutoCAD. Covers the fundamentals of 3D wireframe construction regions, surface generation and rendering. Prerequisite: AICO 2000.

Sep 7	Sat	3 wks	BBY CRN	33235
		0830-1530		
Sep 10	Tue	6 wks	BBY	33238
Oct 16	Wed-Fri	3 days	DEC	37158
		0900-1600		
Oct 22	Tue	6 wks	BBY	33239
Nov 16	Sat	3 wks	BBY	33241
		0830-1530		

## AICO 3005 AUTOCAD CUSTOMIZATION 2

**\$435**

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 2000 (AICO 2020 recommended).

Sep 10	Tue	12 wks	BBY CRN	33244
--------	-----	--------	---------	-------

## AICO 3040 MECHANICAL DESKTOP 1: DESIGNER

**\$290**

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 2000 or equivalent (AICO 3000 recommended).

Sep 12	Thr	6 wks	BBY CRN	37368
--------	-----	-------	---------	-------

## AICO 3070 INTRODUCTION TO C PROGRAMMING

**\$435**

Introduces C programming with emphasis on algorithm development and structural programming techniques. Includes engineering applications and is a required prerequisite for AutoCAD users interested in the AutoCAD Development System (ADS).

Sep 10	Tue	12 wks	BBY CRN	33261
--------	-----	--------	---------	-------

## AICO 4010 ENGINEERING PRESENTATION GRAPHICS USING 3D STUDIO 1

**\$290**

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 AutoDesk's 3D Studio software. Applications using 3D rendering and animation include engineering and product design as well as architectural modeling. Prerequisite: AICO 3000.

Sep 7	Sat	6 wks	BBY CRN	33248
		0900-1200		

## AICO 4015 ENGINEERING PRESENTATION GRAPHICS USING 3D STUDIO 2

**\$290**

Continues from AICO 4010. 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 4010.

Oct 26	Sat	6 wks	BBY CRN	35899
		0900-1200		

## AICO 4040 MECHANICAL DESKTOP 2: AUTOSURF AND ASSEMBLY MODELING

**\$290**

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 3040.

Oct 24	Thr	6 wks	BBY CRN	37398
--------	-----	-------	---------	-------

## AICO 4070 DATA STRUCTURES IN C

**\$435**

Continues from AICO 3070. C software techniques with emphasis for CAD and GIS users. Examples and problems based on file translation, 2D and 3D graphics, windows and image processing using structured codes and libraries. Prerequisite: AICO 3070 or equivalent experience.

Sep 12	Thr	12 wks	BBY CRN	33299
--------	-----	--------	---------	-------

## AICO 4075 AUTOCAD CUSTOMIZATION 3

**\$435**

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 3005 or AICO 3075.

Sep 12	Thr	12 wks	BBY CRN	33289
--------	-----	--------	---------	-------

## MECH 7017 INSPECTION METHODS FOR QUALITY CONTROL

**\$435**

Covers methods used to determine the quality of manufactured components. Topics include in-process gauging, non-destructive testing and coordinate measuring machines. Considerations such as measurement errors, tolerance stackup and measurement costs will be addressed. Students will design inspection plans for a variety of parts. Prerequisite: Diploma of Engineering Technology or equivalent.

Sep 11	Wed	12 wks	BBY CRN	37427
--------	-----	--------	---------	-------

## MECH 7040 INTRODUCTION TO THE FINITE ELEMENT METHOD

**\$435**

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.

Sep 9	Mon	12 wks	BBY CRN	33286
-------	-----	--------	---------	-------

## MECH 7045 INDUSTRIAL DESIGN PROCESS

**\$435**

Provides detailed investigation of the engineering design process. Students will learn methods to establish design criteria, generate design alternatives, and evaluate the alternatives against the design criteria. Topics include creativity, brainstorming, divergent thinking and consideration of function, ergonomics, serviceability and aesthetics in a design.

Sep 9	Mon	12 wks	BBY CRN	37426
-------	-----	--------	---------	-------

## MECH 7051 INTRODUCTION TO MACHINE VISION

**\$435**

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. The course also introduces image preprocessing and analysis using commercial software. Prerequisite: Diploma of Engineering Technology or equivalent and departmental approval.

Sep 12	Thr	12 wks	BBY CRN	33284
--------	-----	--------	---------	-------

## MECH 8012 ADVANCED CAM APPLICATIONS

**\$435**

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 five-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.

Sep 11	Wed	12 wks	BBY CRN	33297
--------	-----	--------	---------	-------

## UNIX

### AICO 1070 INTRODUCTION TO UNIX

**\$290**

Includes elementary UNIX commands, files and directory structures, the VI editor, piping and shell script programming with Bourne or C shells. Taught on workstations using a hybrid system V/BSD UNIX. Prerequisite: Computer experience. Previous operating system a definite asset.

Sep 11	Wed	6 wks	BBY CRN	33262
Sep 16	Mon-Wed	2.5 days	BBY	33263
		Mon/Tue:	0830-1630	
		Wed:	0830-1200	
Sep 30	Mon-Wed	2.5 days	BBY	33264
		Mon/Tue:	0830-1630	
		Wed:	0830-1200	
Oct 21	Mon-Wed	2.5 days	BBY	33267
		Mon/Tue:	0830-1630	
		Wed:	0830-1200	
Oct 23	Wed	6 wks	BBY	33265
Nov 4	Mon-Wed	2.5 days	BBY	33266
		Mon/Tue:	0830-1630	
		Wed:	0830-1200	

### AICO 2070 INTRODUCTION TO UNIX SHELL SCRIPT PROGRAMMING

**\$290**

Covers basic shell script programming based on the Bourne and C shell. Includes control structures, shell variables and commands, as well as the user shell environment. The kernel and its relationship to the shell is introduced. Prerequisite: AICO 1070 or equivalent industry experience (minimum one year).

Sep 9	Mon	6 wks	BBY CRN	33268
Nov 18	Mon-Wed	2.5 days	BBY	33271
		Mon/Tue:	0830-1630	
		Wed:	0830-1200	

## MICROSTATION

### AICO 1009 MICROSTATION 1

**\$435**

Introduces Microstation including machine log-on procedures and creation of simple 2D drawings. Emphasis on orthographic projection, dimensioning and text. Prerequisite: Basic drafting knowledge and computer literacy recommended.

Sep 11	Wed	12 wks	BBY CRN	33301
--------	-----	--------	---------	-------

## FISH HARVESTING AND PROCESSING (604) 432-8948

This program operates according to the current requirements of the fishing industry. Courses and workshops are developed with the assistance of industry committees and scheduled as needed. Contact Sharon Cameron at (604) 432-8723 to be put on our mailing list for notification of this program's activities.

### Previous offerings included:

- QMP Inspection Workshop (FISH 0120)
- Double Seam Workshop (FISH 0140)
- Canned Salmon: Screening Line Theory and Operation (FISH 0141)
- Fundamentals of Thermal Processing Science (FISH 0142)
- Seafood Processing and Quality (FISH 1900)

Contact the coordinator, Denise DeLeebeck at (604) 432-8948 for more course information.

NOTE: See Food Technology listings for possible courses/workshops which may also be of interest.

### OH NO, YOU HAD TO CANCEL IT?

Sometimes great courses are cancelled if someone waits until the last minute to register. Minimum class numbers must be registered approximately one week before start dates, so register early to avoid disappointment!



# Engineering Technology

## FOOD TECHNOLOGY (604) 432-8561

### FOOD 0175 INGREDIENTS FOR FOOD PRODUCT DEVELOPMENT \$272

There are upwards of 32,000 different ingredients available to Canadian food processors, and in this workshop participants will be given tools for efficient ingredient selection. The significance of cross-functional teams, good supplier relationships and regulatory aspects will be discussed. Case studies will illustrate the process involved in ingredient selection for product development. Contact Sharon Cameron to register 432-8723.

Nov 5 Tue/Wed 2 days BBY CRN 37205  
0900-1630

### FOOD 0160 FOOD SAFETY: THE HACCP SYSTEM \$300

A 2 1/2-day (18 hours) workshop of benefit to employees whose job is to ensure the safety and quality of food, especially potential HACCP plant coordinators from areas such as QC, production, sanitation and management. The focus will be on demystifying HACCP and the role it plays with ISO 9000 and TQM. Speakers from Agriculture Canada will present information on FSEP. You will be taught skills necessary to implement a HACCP program to meet both your company's needs and government expectations. A Certificate of Completion will be issued to those who successfully complete an in-house assignment and exam with a 70 per cent pass grade. Prerequisite: Knowledge of the food processing industry and factors relating to food safety.

Oct 23 Wed/Thu/Fri 3 days BBY CRN 34799  
0830-1630 Wed/Thu  
0830-1230 Fri

## GEOGRAPHIC INFORMATION SYSTEMS (604) 432-8521

All BCIT GIS part-time courses assume that students are familiar with the basic concepts, terminology and use of computer systems.

### GIST 0127 MAPINFO 1 \$332

Introduces MAPINFO, a popular and user friendly desktop mapping product that runs within Microsoft Windows. Students learn how to query maps and databases to produce maps, charts and reports, and perform simple data import and GIS analysis. Students should be familiar with Windows 3.1 before taking this course.

Nov 13 Wed-Thu 2 days BBY CRN 33130  
0830-1730

### GIST 0128 ARCVIEW 2 FOR WINDOWS \$332

Presents a hands-on course that introduces ARCVIEW 2, a powerful desktop GIS software package. Teaches students how to use ARCVIEW 2 to perform spatial query and analysis, produce maps, charts and reports. Students should be familiar with Windows 3.1 before taking this course.

Oct 2 Wed-Thu 2 days BBY CRN 37104  
0830-1730

Dec 9 Mon-Tue 2 days BBY 35859  
0830-1730

### GIST 5100 FUNDAMENTALS OF GEOGRAPHIC INFORMATION SYSTEMS \$248

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.

Sep 10 Tue 12 wks BBY CRN 33057

### GIST 5109 MAPPING USING MICROSTATION \$473

Presents a hands-on course that introduces students to Microstation PC, a powerful and popular software for digital mapping. Topics include Microstation basics, 2D element constructions and manipulations, data entry, data editing, and data integrity.

Sep 7 Sat 12 wks BBY CRN 37224  
0900-1200

### GIST 5128 ARC/INFO GIS 1 \$423

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.

Sep 7 Sat 6 wks BBY CRN 33062  
0830-1530

Sep 12 Thu 12 wks BBY 33061

### GIST 6118 REMOTE SENSING \$473

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).

Sep 10 Tue 12 wks BBY CRN 33058

### GIST 6128 ARC/INFO GIS 2 \$473

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.

Oct 19 Sat 6 wks BBY CRN 33063  
0830-1530

### GIST 6132 GIS DATABASE SYSTEMS \$473

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 1222 (or CDCM 2372).

Sep 11 Wed 12 wks BBY CRN 33135

## MECHANICAL/ MECHANICAL SYSTEMS (604) 432-8521 (604) 432-8274

### CERTIFICATE PROGRAM: ASSOCIATE CERTIFICATE IN MECHANICAL SYSTEMS

The School of Engineering Technology through the Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs for the following options:

- Heating, Ventilating and Air Conditioning
- Plumbing
- Fire Protection

A selection of courses will be presented which can be completed through an evening study program.

Prerequisite: The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary school Math, Science or equivalent.

The program consists of three sections: mandatory courses, option courses and elective courses. To qualify for an Associate Certificate the student must complete:

- All mandatory courses;
- A minimum of two option courses from any given option ¾ one course from each level;
- Any approved elective courses to attain additional credits.

A minimum of 21 credits is required.

### Associate Certificates in other Mechanical Systems options may also be attained by completing:

- A minimum of two option courses from any other option ¾ one course from each level;
- Any other approved elective courses to attain additional credits;
- An approved practicum.

A minimum of 10 credits is required.

Course credit may be applied for, but in no case can the total applied credits exceed 10 credits.

All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments of the Mechanical Systems program.

Mandatory courses	credits
AICO 1000 AutoCAD 1	3.0
COMP 1104 Introduction to Computing	3.0
MECH 1000 Drafting Fundamentals	3.0
MSYS 1070 Building Construction for Mechanical	4.0
MSYS 4090 Practicum	3.0

### Option courses: HEATING, VENTILATING AND AIR CONDITIONING

Level 1			
MSYS 1082 Heating and Ventilating 1: Residential			3.0
MSYS 1084 Heating and Ventilating 2: Commercial			3.0
MSYS 3082 Air Conditioning 1			3.0

Level 2			
MSYS 2082 Heating and Ventilating 2			3.0
MSYS 4083 Air Conditioning 2			3.0

### PLUMBING

Level 1			
MSYS 1086 Potable Water Plumbing Design			2.0

Level 2			
MSYS 1087 Drainage Plumbing Design			2.0

### FIRE PROTECTION

Level 1			
MECH 4080 Automatic Sprinkler Systems Design 1			3.0

Level 2			
MECH 4082 Automatic Sprinkler Systems Design 2			3.0
MSYS 2080 Automatic Sprinkler and Standpipe Systems Testing			3.0

Elective courses			
BUSA 1105 Management 1			3.0
BUSA 1305 Supervisory Skills			3.0
COMM 1103 Introduction to Business and Technical Communication			3.0
COMP 1015 Spreadsheet Concepts			1.0
FMGT 1100 Accounting 1			4.0
MATH 1011 Technical Math 1: Trigonometry			3.0
MKTG 1102 Essentials of Marketing			3.0
MSYS 4060 Mechanical Estimating			3.0
OPMT 1192 Inventory Planning and Control			3.0
OPMT 2287 Project Cost Estimating			3.0

### COURSES OFFERED IN THE FALL 1996 TERM

#### MECH 1000 DRAFTING FUNDAMENTALS \$305

Teaches techniques and develops skills in manually producing and reading basic drawings. Emphasis will be orthographic projections and mechanical detail drawings. Recommended as a prerequisite to CAD graphics courses.

Sep 9 Mon 14 wks BBY CRN 33187  
Sep 11 Wed 14 wks BBY 36651

#### MECH 1010 MANUFACTURING PROCESSES 1 \$380

Presents a basic orientation course that provides students practise in metal removal and a study of related theory.

Sep 9 Mon 15 wks BBY CRN 33429

#### MECH 2240 STRENGTH OF MATERIALS \$494

Covers stress, strain and deflection. Tension, compression, shear, torsion, deflection and buckling of material under load. Examines beams, columns, shafts, thin and thick-walled cylinders, riveted and welded joints. Prerequisite: MECH 1140.

Sep 10 Tue/Thu 12 wks BBY CRN 33189

#### MECH 2245 DYNAMICS \$378

Presents kinematics: basic equation of motion; motion diagrams; trajectories. Kinetics: Newton's Laws; inertia; rectilinear and rotational kinetics; systems of bodies. Work, energy, power and efficiency. Introduction to mechanisms. Prerequisite: MECH 1140.

Sep 9 Mon/Wed 10 wks BBY CRN 33185

#### MECH 2350 FLUID POWER 1 \$305

Provides an understanding of pneumatic control systems. Fluid power components, their symbols, function and construction are examined and used in the design, construction and testing of simple and sequential control systems. Sizing calculations for system components are covered.

Sep 10 Tue 14 wks BBY CRN 33186

#### MECH 4080 AUTOMATIC SPRINKLER SYSTEMS DESIGN 1 \$248

Enables persons involved in engineering, design, supervision or inspection of commercial and industrial automatic sprinkler systems to gain an understanding of pipe schedule systems and water supply system analysis. Prerequisite: MECH 3325 or departmental approval.

Sep 12 Thu 12 wks BBY CRN 33188

#### MSYS 1082 HEATING AND VENTILATING 1: RESIDENTIAL \$248

Encompasses a study of warm air heating systems, components and design procedures with an overview of alternate energy sources. Prerequisite: MECH 1000 or equivalent (may be taken concurrently).

Sep 10 Tue 12 wks BBY CRN 33190

#### MSYS 1084 HEATING AND VENTILATING 1: COMMERCIAL \$248

Covers the principles and practices of building heat energy flow, occupant comfort, systems components and design procedures. Prerequisite: MECH 1000 or equivalent (may be taken concurrently).

Sep 12 Thu 12 wks BBY CRN 33191

#### MSYS 2080 AUTOMATIC SPRINKLER AND STANDPIPE TESTING \$331

Provides those who operate, test and maintain automatic sprinkler and standpipe fire protection systems with an understanding of system components and their operation. Procedures for completing commissioning tests, weekly, monthly, annual and other tests required by legislation, international standards and good practice. Testing of water supplies; interpreting test results, recommending changes for code compliance. Prerequisite: Industry experience or departmental approval.

Sep 10 Tue 12 wks BBY CRN 36722

#### MSYS 2086 SMOKE CONTROL AND HVAC SYSTEMS \$276

Provides those who inspect, test and maintain smoke control and HVAC systems with an understanding of components and their function; Building Code requirements for Smoke Control Systems; procedures for completing commissioning tests; testing and inspection requirements of the Fire Code. Prerequisite: Industry experience or departmental approval.

Sep 11 Wed 10 wks BBY CRN 36723

#### MSYS 3081 REFRIGERATION \$248

Includes basic thermodynamics energy cycles as they relate to refrigeration. The basic components of industrial and commercial HVAC and product refrigeration systems will be discussed. The student will be able to size and select refrigeration system components and piping in accordance with refrigeration codes and regulations. Prerequisite: field experience or departmental approval.

Sep 10 Tue 12 wks BBY CRN 37504

# Engineering Technology

## MSYS 4060

**MECHANICAL ESTIMATING \$248**  
Examines basic theories and principles for organizing facts, measurement, pricing of mechanical systems in buildings. Reviews construction contracts, bidding procedures, change orders and construction reports. Prerequisite: knowledge of plumbing and HVAC systems.

Sep 11 Wed 12 wks BBY CRN 37505

## NON-DESTRUCTIVE TESTING (604) 432-8946

### NDTE 1169

**NDT RADIOGRAPHY LEVEL 1 \$792**  
Nov 25 Mon-Fri 1 wk BBY CRN 32804  
0800-1700

### NDTE 1170

**NDT ULTRASONICS LEVEL 1 \$792**  
Dec 2 Mon-Fri 1 wk BBY CRN 32806  
0800-1700

### NDTE 1172

**NDT MAGNETIC PARTICLE & LIQUID PENETRANT \$792**  
Nov 18 Mon-Fri 1 wk BBY CRN 32810  
0800-1700

### NDTE 2270

**NDT ULTRASONICS LEVEL 2 \$792**  
Dec 9 Mon-Fri 1 wk BBY CRN 32812  
0800-1700

## PETROLEUM (604) 432-8661

### PETR 1153

**PETROLEUM PRODUCTION AND TRANSMISSION \$542**  
Provides an introduction to the exploration, drilling, production and transmission of petroleum products. Topics include exploration, testing/evaluation, production, pipeline design, specification control, maintenance, terminals/stations, drilling, completions, treatment, hydrate control, testing, compressors and measurement. A Certificate of Completion will be issued to students who successfully complete both PETR 1153 and PETR 1154. Prerequisite: None. Course offered every other year.

Sep 12 Thr 24 wks BBY CRN 37204

## PLASTICS (604) 432-8971 (604) 432-8350

## CERTIFICATE PROGRAM

A selection of courses will be presented that can be completed through an evening study program and will lead to an Associate Certificate in Plastics Technology.

### The courses are aimed at:

- upgrading existing plastics processing machine operators who have the general prerequisites;
- people with no previous plastics experience but who are interested in obtaining employment in the plastics industry;
- existing plastics industry employees who are not production operators but wish to improve their knowledge. These employees may be involved in quality assurance, scheduling, engineering planning, purchasing, sales, etc.

The Associate Certificate program courses are taught at a level that assumes students have completed secondary school Math, Science and English or equivalent.

### The program consists of three sections:

- mandatory courses
- mandatory optional courses
- elective courses as outlined

To be presented with an Associate Certificate, the student must complete all the mandatory courses, a minimum of one group of mandatory optional courses and such elective courses to achieve a total of 20 credits.

### Mandatory courses:

PLAS	Course	credits
1001	Introduction/Plastics Industry	1.0
1002	Properties of Materials	1.0
1003	Polymer Rheology	1.0
1004	Materials Laboratory	1.0
1011	Health/Safety/Environmental	1.0
1016	Overview of Plastics Processes	1.0
1070	Plastics SPC 1	1.0
1071	Plastics SPC 2	1.0
1072	Plastics SPC 3	1.0
1091	Industry Practicum (36 hours)	3.0

(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	Courses	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 FALL 1996 TERM

### PLAS 1001

**INTRODUCTION: PLASTICS INDUSTRY \$142**  
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.

Sep 9 Mon 4 wks BBY CRN 36022  
1900-2200

### PLAS 1002

**PROPERTIES OF MATERIALS \$142**  
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.

Oct 7 Mon 4 wks BBY CRN 36023  
1900-2200

### PLAS 1003

**POLYMER RHEOLOGY \$142**  
Covers the basic principles of polymer chemistry, molecular bonding, molecular weight, molecular weight distribution and the basic types of polymerization. Compares the effect on the properties of plastics. Also describes the principles of flow in plastics and its importance in the processing of materials and the design of dies, tooling and molds. Prerequisite: PLAS 1002.

Nov 18 Mon 4 wks BBY CRN 35987  
1900-2200

### PLAS 1020

**INJECTION MOLDING PROCESS \$142**  
Covers the basic elements of the Injection Molding Process including the molding cycle, plasticating systems, clamping units, backpressure and a general description of the mold elements. The reciprocating screw system is discussed along with a description of how polymer melting occurs. The course also covers machine specifications and their meaning. Prerequisite: PLAS 1002 or permission of the instructor for those students in the Injection Molding Industry or those with sufficient previous experience.

Sep 10 Tue 4 wks BBY CRN 37198  
1900-2200

### PLAS 1021

**INJECTION MOLDING EQUIPMENT \$142**  
Deals with the determination of the required clamping force on an injection molding machine including, rules of thumb, clamp force losses and determination of mold area. The course covers the determination of injection capacity, mold capacity and shot size for various materials. Discussions include injection force, spiral flow test molds, screws for injection molding, and material handling. In addition, the settings of parameters for start-up of an injection molding machine are discussed. Prerequisite: PLAS 1020.

Oct 15 Tue 4 wks BBY CRN 37199  
1900-2200

### PLAS 1022

**INJECTION MOLDING: MOLD DESIGN \$142**  
Introduces the selection of the optimum type of injection mold based on run size, type of material, complexity of molded part and dimensional tolerance requirements. Reviews the basic principles of injection mold part design to product design as well as the selection of mold materials. Covers product flaws and recommended remedial action in areas of mold design. Prerequisite: PLAS 1021.

Nov 19 Tue 4 wks BBY CRN 35988  
1900-2200



### PLAS 1031

**EXTRUSION: PIPE/PROFILE/CAST \$142**  
Concentrates on the principles of pipe extrusion, the process, equipment and materials generally used. In addition, the principles of profile extrusion and cast/sheet extrusion will also be discussed along with typical materials used in the process. Prerequisite: PLAS 1030.

Oct 16 Wed 4 wks BBY CRN 37179  
1900-2200

### PLAS 1040

**FRP COMPOSITES: MATERIALS \$142**  
Introduces the use of thermosetting resins in the production of FRP (Fiber Reinforced Plastic) parts. Various resins and their differences are covered. The purpose of promoters, accelerators and catalysts in the formation of plastic is discussed. The use of additives, air sealing coating, fillers, colorants and pigments are explained as well as the various reinforcing materials. General handling, storage and hazards of components are also reviewed. Prerequisite: PLAS 1002.

Sep 11 Wed 4 wks BBY CRN 35990  
1900-2200



### PLAS 1053

**FABRICATION/MACHINING/FINISH \$110**  
Consists of both lecture and practical work in the areas of Acrylic (Polymethylmethacrylate) heat forming, polishing and solvent bonding. Also included will be hot gas welding of PVC (Polyvinyl Chloride) in various configurations. Prerequisite: PLAS 1001.

Nov 20 Wed 2 wks BBY CRN 37178  
1900-2200

## PUBLIC WORKS OPERATIONS (604) 432-8344 (604) 432-8521

### PUBW 1001

**INTRODUCTION TO PUBLIC WORKS OPERATIONS \$203**  
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, water mains or roadworks training courses.

Sep 9 Mon 6 wks BBY CRN 33088  
1830-2130

Oct 29 Tue 6 wks BBY 33090  
1830-2130

### PUBW 1121

**ROADWORKS MAINTENANCE 1 \$213**  
Covers a wide range of activities from pavement repair to street cleaning operations. Includes identification of pavement failures and pavement repair techniques, asphalt mixes, crack sealing and a discussion of the types of equipment used. Maintenance management and pavement management systems will be reviewed and their integration with job costing. Other aspects of the course will involve street lighting systems, pavement marking and street signs, vegetation control, sweeping and shoulder maintenance. Prerequisite: PUBW 1001.

Sep 11 Wed 10 wks BBY CRN 33117  
1830-2130

### PUBW 1141

**MUNICIPAL PLAN READING \$213**  
Introduces the student to interpretation of engineering drawings used in public works construction. This will involve correlation between construction layout, specifications and standard drawings.

Sep 10 Tue 10 wks BBY CRN 33085  
1830-2130

### PUBW 1142

**CONSTRUCTION QUANTITIES 1 \$213**  
To be able to confidently predict the quantities of materials required for the construction and maintenance of public works facilities, individuals need to apply math and plan reading skills. This course will start with a review of basic math and then 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.

Sep 12 Thr 10 wks BBY CRN 35881  
1830-2130



### PUBW 1152

**SPREADSHEETS FOR PUBLIC WORKS \$260**  
There is a wide range of applications for computer spreadsheets in organizing and maintaining public works activities, costs and related budgets. This course will start by introducing spreadsheet functions and capabilities. Emphasis will then be on the hands-on application of these skills to the workplace.

Sep 12 Thr 10 wks BBY CRN 37363  
1830-2130

### PUBW 1201

**PUMPS: ELECTRICAL AND CONTROLS 1 \$393**  
Provides a general knowledge of the electrical and controls systems commonly used in pumping stations. Covers electrical supply, starters, switches and lock-out procedures. Hands-on sessions will be incorporated for motors, bearing and maintenance procedures. Various control devices will be demonstrated for level and flow control. Aspects of record keeping, public relations, safety and some design considerations will complete the course. Prerequisite: Grade 10 math and written approval from student's employer.

Sep 9 Mon 12 wks BBY CRN 33107  
1830-2130

### PUBW 2202

**PUMPS: WATER \$393**  
Covers both pumping stations and wells. Includes operation of control valves and identification, maintenance and trouble shooting of pumps. Demonstrations and hands-on maintenance of seals, packing, impellers, bearing and shaft alignment. Operational procedures for pumping, screening and treatment will be discussed together with preventive and predictive maintenance programs. Prerequisite: PUBW 1201.

Sep 11 Wed 12 wks BBY CRN 33116  
1830-2130

**NOTE — REVISED COURSES FOR SEWER AND WATER OPERATIONS:** At the time of flyer publication, BCIT and BCWWA were negotiating an arrangement to jointly present revised courses for sewer and water operators that would lead to operator certification. Please call (604) 432-8344 for an information sheet.

# Engineering Technology

## ROBOTICS AND AUTOMATION (604) 432-8521 (604) 432-8274

**ROBT 0010  
INTRODUCTION TO  
INDUSTRIAL ROBOTICS \$260**  
Investigates various types of robots and the coordinate systems in which they operate. Hands-on instruction will be given on BCIT's robotic systems.

Sep 14 Sat 5 wks BBY CRN 33193  
0900-1300

## GEOMATICS (SURVEYING AND MAPPING) (604) 432-8521 (604) 432-8992

**SURV 1103  
SURVEY INSTRUMENT  
OPERATIONS: LEVELS \$150**  
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.

Sep 14 Sat 3 wks BBY CRN 35981  
0900-1600

**SURV 1104  
SURVEY INSTRUMENT  
OPERATIONS: TRANSIT AND EDM \$248**  
Introduces theodolites, low end total stations and steel tapes. Horizontal and vertical angular 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.

Oct 5 Sat 5 wks BBY CRN 35982  
0900-1600

**SURV 1108  
ENGINEERING SURVEY 1 \$619**  
Covers the use of levels, theodolites and low end total stations with tape and electronic determination of distances. Computations include reductions for slope, traverses, benchmark leveling, tape and electronic distance measurement corrections. Upon completion, students can use a variety of survey instruments and office procedures to produce plans and carry out basic field methods for a variety of survey tasks: topographic plans, curve and building layout, etc.

Sep 14 Sat 15 wks BBY CRN 33160  
0900-1600 \*Course runs on alternate Saturdays

**SURV 1113  
PLANE SURVEYING  
COMPUTATIONS 1 \$348**  
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.

Sep 10 Tue 12 wks BBY CRN 37153

Note: Together, SURV 1113/1114 Plane Surveying Computations 1 and 2 are equivalent to SURV 1112 Computations 1.

**SURV 1117  
GPS FOR SURVEYORS \$408**  
Presents the fundamental concepts of GPS, currently available hardware and software, GPS field and processing procedures for C/A code, p-code, and carrier phase receivers, interpretation of printouts, coordinate transformations, network adjustments and results analysis, and design of static, semi-kinematic, kinematic and on-the-fly surveys.

Sep 17 Tue 12 wks BBY CRN 35884

**SURV 1118  
PROGRAMMING THE HP48G(X):  
SURVEYING APPLICATIONS \$266**  
Includes models HP48G and HP48GX. Manual operations with emphasis on the use of mathematical functions for solving surveying problems. Development of programs for survey applications including input/output (I/O) capabilities for transferring data.

Sep 18 Wed 8 wks BBY CRN 35885

**SURV 1190  
SURVEY CAD: RAPID TRANSIT \$266**  
Presents custom survey application software for coordinate geometry and CAD plans. Survey routines include traversing, inverting, areas, intersections, transformations, curve calculation, contouring and volumes.

Nov 2 Sat 6 wks BBY CRN 33163  
0900-1300

**SURV 1200  
SURVEYING WITH TOTAL STATIONS \$346**  
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.

Sep 14 Sat 5 wks BBY CRN 33164  
0900-1600

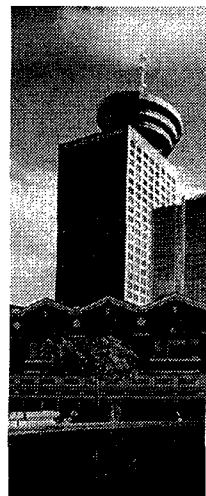
**REGISTER NOW!  
PHONE: (604) 434-1610  
FAX: (604) 430-1331**

## WOOD PRODUCTS MANUFACTURING (604) 432-8885

**WOOD 1030  
ENGINEERED WOOD PRODUCTS \$316**

An 8-week course (24 hours) for those directly or indirectly involved in the production of wood products. Participants will learn various aspects of plywood, veneer-based products and engineered wood products which are emerging as the "future" of the forest products industry. Plywood, laminated veneer lumber (LVL), particleboard, medium density fiberboard (MDF) and oriented strandboard (OSB) are products which will be covered. Also included will be discussions of products, manufacturing processes, properties and end uses. One session will be devoted to the processing of pulp chips from sawmill waste materials.

Sep 24 Tue 8 wks BBY CRN 36289  
1845-2145



## West Coast College of Massage Therapy



The West Coast College of Massage Therapy (WCCMT) maintains the highest standards of Massage Therapy education in North America. The College has integrated many forms of massage and manual therapy into a synthesis with health science and professional development.

### Why Choose WCCMT ?

- Diverse, highly qualified instructors
- Excellent instructor to student ratios
- World class clinic treatment facility
- Convenient location in downtown Vancouver directly above Simon Fraser University
- Graduation with the highest standard of health science and clinical education for Massage Therapy available in the world

### College Credentials

- Accredited by BC Ministry of Health since 1981
- Approved for student loan eligibility since 1983
- Eligible to accept foreign students under the Immigration Act since 1987
- Registered with the BC Private Post Secondary Education Commission

### A Career in Massage Therapy

- Offers a rewarding opportunity to be part of the health care professional community
- Massage Therapists in BC are licensed under the Health Professions Act
- Majority of graduates are self-employed in private practice
- Massage Therapy is covered by the BC Medical Services Plan

### Program Description

- Comprehensive program guides students through a curriculum that carefully balances theory and practice
- Anatomy, physiology, kinesiology and pathology form the basis of academic curriculum
- Clinical training covers a wide scope of technique within the modalities of hydrotherapy and therapeutic exercise
- Professional Development integrates academic and clinical training in the context of effective professional practice
- Internship includes practical experience in WCCMT'S Public Teaching Clinics and Community / Hospital Outreach programs



DEDICATED

TO PROVIDING

THE BEST IN

MASSAGE THERAPY

EDUCATION

For further information or to request  
a College Calendar, please call (604) 689-3854

6th Floor, Spencer Building, Harbour Centre, P.O. Box 12110,  
555 West Hastings St. Vancouver, B.C. V6B 4N6





# Engineering Technology

## DISTANCE EDUCATION

Some courses are offered as correspondence (distance education) courses. This serves 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 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  
Fax: (604) 436-6113  
Toll-free: 1-800-663-3606 or  
E-mail: MNSS3268@BCIT.BC.CA  
Engineering Distance Education Technology  
3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2.

## 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. This course can be taken using a number of texts. Please phone for further information. Topics include theory and application of trigonometric functions, right angle trigonometry, vectors, trigonometric graphs, identities and equations, compound and double angle formulae and inverse functions. ASTT accredited. Prerequisite: C+ or better in Math 12; or 65 per cent or higher in MATH 0001 or approved equivalent.

### MATH 1042

**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

**BASIC 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.

## DISTANCE EDUCATION

### 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.

## 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.

This course is offered in conjunction with the Building Officials' Association of B.C. Successful completion of the final exam (80 per cent+) meets the academic requirements for Level 1 Building Inspector certification. Please note you must also have two years suitable practical experience before certification. (Suitability of practical experience is at the discretion of the BOABC.)

## TRANSPORTATION SYSTEMS (HIGHWAYS)

The Engineering Distance Education Technology provides flexible home-study 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. Three program levels are offered; course selection for each program must be approved in advance.

## DISTANCE EDUCATION

The Intermediate Certificate of Technology is awarded 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 and the Diploma of Technology are accredited by the Canadian Technology Accreditation Board (CTAB) of the Canadian Council of Technicians and Technologists (CCTT).

Students are not required to be registered in a program to take advantage of the courses offered, but it is advisable to complete similar subject area courses in sequence. Registration in individual courses is based on a student's self-assessed capability, need and prerequisite knowledge.

### Courses are now available in:

- Technical Communications
- Mathematics
- Graphical Communications
- Strength of Materials
- Hydrology/Hydraulics
- Aggregates
- Traffic Technology
- 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 and Transportation Planning

## 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 (TSDA course series) are offered in either correspondence or seminar formats, or both. The courses available in correspondence or distance education format are offered on an on going open registration basis in a self-paced format. Seminar courses are essentially available on request, subject to demand and funding, at centres throughout the Province. Although general offerings of seminar courses may be made in some instances, seminar instruction is typically sponsored by employers or other agencies.

The program leads to two levels of certification for students who successfully complete a program of studies and attain the required credit levels.

## DISTANCE EDUCATION

### Courses are available in:

- Orientation to Development Approvals
- Land Use Planning
- Legal Surveys
- Acts and Regulations
- Interpretation of Topographic Maps and Drawings and Construction Drawings
- Surveying; Aerial Photography
- Road and Pavement Design
- Construction and Inspection
- Traffic and Intersection Analysis
- Parking
- Loading and Access Management
- Site Impact Analysis
- Geology and Soils Fundamentals
- Assessment of Natural Hazards
- Earth Slope Stability
- Rock Stability
- Avalanche Hazards
- Contaminated Sites
- Aquatic Habitat and Watershed Runoff
- Hydrology and Drainage
- Road Drainage
- Communication
- Effective Reporting
- Effective Leadership.

## FORESTRY ENGINEERING TECHNOLOGY PROGRAM

BCIT, in conjunction with the Timber Harvesting Branch of the B.C. Forestry Service, now offers a Forestry Engineering Technology program.

Courses are offered through a combination of distance education (correspondence) and seminar presentations. For information regarding transfer credit and course selection, please call Jim Rudolph at (604) 432-8941.

Courses include Communications, Soil Mechanics, Road Construction, Road Deactivation and many others.

## ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

The following courses are currently available in Distance Education format:

- TGMT 7101 Engineering Technology and Management
- TGMT 7102 Project Management
- TGMT 7143 Problem Solving and Decision Making
- TGMT 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
- Fax: (604) 436-6113 or
- Toll-free: 1-800-663-3606

## DISTANCE EDUCATION

## DISTANCE EDUCATION

## DISTANCE EDUCATION

## DISTANCE EDUCATION

# Health Sciences

## COURSE INFORMATION AND ASSISTANCE TOLL FREE 1-800-663-6542

(In Canada & the US.)

Call to receive our complete Course Offerings Booklet.

- **Health and Diagnostic Technologies Programs:** Medical Laboratory, Medical Radiography, Nuclear Medicine, Cytogenetics ..... (604) 432-8727
- **Environmental Health, Occupational Health & Safety, Environmental Management of Real Estate Assets** (604) 432-8429
- **Health Care Management, Biomedical Engineering, Prosthetics & Orthotics, Basic Health Sciences Advanced Level Courses** ..... (604) 451-7117
- **Diagnostic Medical Sonography, Electroneurophysiology, Cardiology/ Cardiovascular Technology, Cardiac Pathophysiology** ..... (604)451-7137
- **Specialty Nursing Programs:** Critical Care Nursing ..... (604) 451-7103
- **Emergency Nursing, Nephrology Nursing** ..... (604) 451-7094
- **Perinatal Nursing (Obstetrics), Neonatal/ Pediatrics, Pediatric Critical Care ..** (604) 432-8982
- **Perioperative Nursing (Operating Room), Neuroscience Nursing, Occupational Health Nursing** ..... (604) 451-7102
- **Full-time Nursing Program, Part-time Nursing Courses** ..... (604) 432-8884

## BASIC HEALTH SCIENCES ADVANCED LEVEL COURSES

**BHSC 5601 SECTIONAL ANATOMY OF THE ABDOMEN AND PELVIS \$248+text \$44**  
For technologists who require knowledge of cross sectional anatomy of the abdomen and pelvis. CAMRT AC credit 0.5.

Guided Learning CRN 32085  
Re-registration \$50 CRN 36896

**BHSC 5602 SECTIONAL ANATOMY OF THE THORAX \$248+text \$44**  
Explores the three-dimensional anatomy of the chest with emphasis on sectional appearance in all three fundamental body planes. CAMRT AC credit 0.5. Prerequisite: RT Certification.

Guided Learning CRN 36941  
Re-registration \$50 CRN 36942

**BHSC 5604 CROSS SECTIONAL ANATOMY OF THE MUSCULOSKELETAL SYSTEM \$248 + text \$70**  
For technologists who require a knowledge of cross sectional anatomy of the musculoskeletal system.

Guided Learning CRN 36925  
Re-registration \$50 CRN 36926

## CARDIOVASCULAR POST DIPLOMA COURSES

**BHSC 3302 CARDIAC PATHOPHYSIOLOGY \$411+text \$56**  
A comprehensive study of cardiovascular disorders emphasizing the concept of disease as a disturbance of normal structure and function.

Guided Learning CRN 32225  
Re-registration \$50 CRN 36908

**CARD 3330 ELECTROCARDIOGRAPHY AND PACEMAKERS \$411+text \$58**  
A comprehensive course study in electrocardiographic theory and principles. A detailed examination of cellular mechanisms, conduction pathology and the disease processes responsible for arrhythmia and cardiac muscle damage.

Guided Learning CRN 35944  
Re-registration \$50 CRN 36659

**CARD 3360 CARDIAC PHARMACOLOGY + text \$84 + \$51**  
Offers an in-depth evaluation of the specific types of pharmacological agents utilized in the cardiac catheterization lab and coronary care units with additional emphasis on drugs utilized in EPS, pacemakers and cardiac emergencies.

Guided Learning CRN 35945  
Re-registration \$50 CRN 36909

**CARD 3370 CARDIOVASCULAR PHYSICAL SCIENCES \$411**  
Explores the basic concepts of physics as they relate to the human body and the cardiovascular system. Study of biomedical engineering principles and application of knowledge in using cardiovascular technology instrumentation.

Guided Learning CRN 36625  
Re-registration \$50 CRN 37270

**CARD 4330 CARDIAC CATHETERIZATION: PRINCIPLES AND PRACTICE \$411+text \$84**  
Representative of the essentials necessary for a practising cardiovascular technologist. Includes concepts of diagnostic and interventional procedures, orientation to cardiac angiography, hemodynamics, calculations of cardiac indices and general lab practices.

Guided Learning CRN 36030  
Re-registration \$50 CRN 36910

**CARD 5330 CARDIOVASCULAR LAB 1 \$289**  
Provides hands-on experience and exposure to specific elements of hemodynamic monitoring, cardiac output determination, pacemaker analysis, contrast injectors and cine projectors. Prerequisites: BHSC 3302, CARD 3330, 3360, 3370 & 4330. Classroom format.

Sep 3 CRN 36938

**CARD 5360 CARDIOVASCULAR LAB 2 \$126**  
Focuses on techniques required to perform duties associated with assisting the cardiologist in performing diagnostic and interventional procedures. Prerequisites: BHSC 3302, CARD 3330, 3360, 3370 and 4330. Classroom format.

Sep 3 CRN 36939

**CARD 5370 CARDIOVASCULAR LAB 3 \$85**  
Emphasizes the patient care aspects necessary for personnel working in a cardiac catheterization lab. Prerequisites: BHSC 3302, CARD 3330, 3360, 3370, 4330.

Sep 3 CRN 36937

**CARD 6330 CARDIOVASCULAR CLINICAL \$750**  
A five-month clinical rotation performed in a Cardiovascular Laboratory. Prerequisites: BHSC 3302, CARD 3330, 3360, 3370, 4330 and all lab courses.

Sep 3 CRN 36945

## ENVIRONMENTAL HEALTH

**ENVH 2266 EPIDEMIOLOGY AND BIOSTATISTICS \$248+text \$48**  
The application of epidemiology principles to assess distribution and causes of disease in the population and the use of biostatistical methods to critically evaluate data and study conclusions.

Guided Learning CRN 35940

## ADVANCED LEVEL COURSES

**ENVH 5266 ADVANCED EPIDEMIOLOGY AND BIOSTATISTICS \$411+text \$199**

This application-oriented course focuses on critical appraisal skills in examining sources and uses of epidemiological data for health services planning, evaluation and administration. Must have computer access: DOS 3.31 or higher, 3 MB free on hard drive, VGA display adapter. Prerequisites: ENVH 2266 or equivalent; introductory microcomputer course or equivalent.

Guided Learning CRN 35941  
Re-registration \$50 CRN 36911

**ENVH 5601 HYDROGEOLOGY \$248+text \$97**  
Examines the nature and characteristics of ground water. Equivalent to ENVH 1220.

Guided Learning CRN 32089  
Re-registration \$50 CRN 32090

**ENVH 5605 BASIC SOILS SCIENCE \$248+text \$128**  
Provides an introduction to the soils course for P.H.I.'s, covering processes of development, properties (thermal, physical, biological and chemical), and methods of determining soil's capacity to treat and move liquid wastes/domestic sewage. Equivalent to ENVH 1210.

Guided Learning CRN 32091  
Re-registration \$50 CRN 32092

**ENVH 5606 INFORMATION SYSTEMS IN ENVIRONMENTAL HEALTH \$248+text \$94**  
Provides a detailed analysis of the use and administration of computerized information systems in environmental health organizations. Prerequisite: Introductory microcomputer course.

Guided Learning CRN 35942  
Re-registration \$50 CRN 36912

## ENVIRONMENTAL MANAGEMENT OF REAL ESTATE ASSETS — CERTIFICATE PROGRAM

- OCHS 5101 Environmental Management 1
- OCHS 5109 Emergency Preparedness/Response
- OCHS 5110 Future Trends
- OCHS 5111 Environmental Law 1
- OCHS 5112 Environmental Law 2
- OCHS 6103 Land Use Research
- OCHS 6104 Site Investigation and Remediation
- OCHS 6105 Assessment of Buildings and Facilities
- OCHS 7106 Environmental Finance
- OCHS 7107 Environmental Management 2
- OCHS 7108 Environmental Audits

## OCCUPATIONAL HEALTH AND SAFETY — CERTIFICATE PROGRAM

- OCHS 1142 OCHS Legislation
- OCHS 1161 Principles of Loss Management
- OCHS 1262 Hazardous Materials Management
- OCHS 1300 Ergonomics
- OCHS 1461 Fire Prevention 1
- OCHS 1462 Fire Prevention 2
- OCHS 3351 Noise and Vibration Theory
- OCHS 3352 Noise and Vibration Lab
- OCHS 3359 Risk Management
- OCHS 3451 Occupational Diseases

## HEALTH CARE MANAGEMENT LEVEL 1 CERTIFICATE PROGRAM

**HMG 4110 HEALTH CARE ORGANIZATIONAL BEHAVIOR 1 \$248+text \$73**

Examines components influencing individual behavior in an organizational setting. Text Robbins, Organizational Behavior. Two weekends. Register early to allow for mailing of pre-readings.

Sept 27 Fri BBY CRN 32235  
1845-2145

Sep 28/29 Sat/Sun BBY  
0830-1700

Oct 25 Fri BBY  
1845-2145

Oct 26,27 Sat/Sun BBY  
0830-1700

Re-registration only \$50 CRN 32096

**HMG 4130 HEALTH CARE OPERATIONS MANAGEMENT \$126**

Identifies practical skills necessary for systems analysis, method study and productivity improvement. One weekend. Register early to allow for mailing of pre-reading material.

Nov 1 Fri BBY CRN 32100  
1845-2145

Nov 2,3 Sat/Sun BBY  
0830-1700

**HMG 4150 HUMAN RESOURCE MANAGEMENT \$248**

Examines all staffing processes: job analysis and description, interviewing, training and performance appraisals. Two weekends.

Nov 22 Fri BBY CRN 32106  
1845-2145

Nov 23/24 Sat/Sun BBY  
0830-1700

Dec 6 Fri BBY  
1845-2145

Dec 7,8 Sat/Sun BBY  
0830-1700

Re-registration only \$50 CRN 32105

**HMG 4160 HEALTH LABOR RELATIONS 1 \$126**

Introduces the development of industrial relations in B.C.'s public sector and health care unions. One weekend.

Oct 18 Fri BBY CRN 32239  
1845-2145

Oct 19/20 Sat/Sun BBY  
0830-1700

**HMG 4180 HEALTH CARE SYSTEMS 1 \$126+text \$148**

Examines issues related to the development of health care systems in Canada. Six weeks.

Oct 22 Tues BBY CRN 32107  
1845-2145

Re-registration only \$50 CRN 32109

**HMG 5120 HEALTH CARE PRINCIPLES OF MANAGEMENT \$248+text \$112**

Reviews the roles and functions of management, identifying and practising skills required for planning, organization and control in health care agencies.

Guided Learning CRN 32097  
Re-registration only CRN 32098

Classroom available in Winter term.

\*Plus 9 Credits of Electives

**REGISTER EARLY AND WIN!**  
Register before August 12 and you'll be eligible to win a free course!

## CERTIFICATE PROGRAM LEVEL 2

### HMG 5130 INFORMATION SYSTEMS IN HEALTH CARE I \$126

Reviews manual and computer information systems and their terminology. One weekend. Register early to allow for mailing of pre-reading materials.

Dec 6-8 Fri BBY CRN 32116  
1845-2145  
Sat/Sun  
0830-1730

### HMG 5140 FINANCIAL ADMINISTRATION FOR HEALTH CARE MANAGERS

Not offered this term.

### HMG 5160 HEALTH LABOR RELATIONS \$126

In-depth examination of grievance handling and the arbitration process. Prerequisites HMG 4160 or equivalent.

Nov 15-17 Fri BBY CRN 32117  
1845-2145  
Sat/Sun  
0830-1700

### HMG 5170 HEALTH CARE LAW I

Not offered this term.

## MAGNETIC RESONANCE IMAGING CERTIFICATE PROGRAM

BHSC 5601	Sectional Anatomy of the Abdomen & Pelvis
BHSC 560	Sectional Anatomy of the Thorax
BHSC 5604	Sectional Anatomy of the Musculoskeletal System
CAMRT	Sectional Anatomy of the Brain and Spinal Cord
ADMI 6115	MRI 1 - Physical Principles and Instrumentation
ADMI 6116	MRI 2 - Image Production
ADMI 6120	Imaging Techniques Q.C. and Artefacts
ADMI 6118	Clinical Education

## NURSING SPECIALTY CERTIFICATE PROGRAMS

### CRITICAL CARE NURSING SPECIALTY

ANCC 5100	Pathophysiology for Critical Care Nursing
ANCC 5102	Experience of Illness
ANCC 5200	Critical Care Nursing Theory
ANCC 5300	Critical Care Nursing Clinical 1
ANCC 6200	Critical Care Theory 2
ANCC 6300	Critical Care Clinical 2

### EMERGENCY NURSING SPECIALTY

ANER 5100	Pathophysiology for Emergency Nursing
ANER 5200	Emergency Nursing Theory 1
ANER 5300	Emergency Nursing Clinical 1
ANER 6100	Emergency Nursing Theory 2
ANER 6200	Trauma Management for Nurses
ANER 6300	Emergency Nursing Clinical 2
ANER 7100	Emergency Preceptorship

## NEONATAL NURSING SPECIALTY

ANNE 5100	Neonatal Theory 1
ANNE 5200	Neonatal Clinical 1
ANNE 6100	Neonatal Theory 2
ANNE 6200	Neonatal Clinical 2
ANNE 7100	Neonatal Theory 3
ANNE 7200	Neonatal Clinical 3

## NEPHROLOGY NURSING SPECIALTY

ANNN 5101	Adult Physiology for Nursing Specialties
ANNN 5102	Experiences of Illness
ANNN 5103	Nephrology Nursing Theory
ANNN 5201	Clinical: Care of the Person on Hemodialysis
ANNN 5202	Clinical: Care of the Person with Peritoneal Dialysis and Kidney Transplantation
ANGE 5130	Family Nursing
ANNN 6300	Nursing in Chronic Illness
ANNN 5115	Client Education: Learning as Partnership
ANNN 6400	Specialty Nursing in the Community

## PERINATAL NURSING

ANOB 5100	Perinatal Nursing: Theory I
ANOB 5200	Clinical Preceptorship
ANOB 6100	Perinatal Nursing Theory II
ANOB 6200	Clinical Preceptorship II
ANOB 7100	Perinatal Nursing: Theory III
ANOB 7200	Perinatal Clinical Practicum

## OCCUPATIONAL HEALTH NURSING

ANOH 5100	Introduction to Occupational Health Nursing
HMG 5110	Organizational Behavior for OHN's
ANOH 5200	Fundamentals of Industrial Hygiene
ANOH 5300	Health Assessment for OHN's
ANOH 5400	Occupational Health Nursing: Clinical 1
ANOH 6100	Occupational Toxicology
ANOH 6200	Health Surveillance
ANOH 6300	Health Promotion in the Workplace
ANOH 6400	Advanced Concepts on OH Nursing
ANOH 6500	Occupational Health Nursing: Clinical 2
ANOH 6700	Occupational Health Nursing: Preceptorship
ADHS 5130	Ethics in Health Sciences

## PERIOPERATIVE NURSING

ANOR 5101	Perioperative Nursing: Theory 1
ANOR 5110	Perioperative Nursing: Theory 2
ANOR 5200	Perioperative Skills Laboratory
ANOR 6101	Perioperative Nursing: Theory 3
ANOR 6200	Perioperative Nursing: Clinical 1
ANOR 7101	Perioperative Nursing: Theory 4
ANOR 7200	Perioperative Nursing: Clinical 2
ANOR 7300	Perioperative Nursing: Independent Clinical Study

## PEDIATRIC NURSING

ANPE 5110	Introduction to Pediatric Nursing
ANPE 5220	Nursing Care of Children
ANPE 5330	Nursing Care of Children & Families with Complex Health Challenges
ANPE 5500	Pediatric Clinical 1
ANPE 6300	Pediatric Clinical 2
ADHS 5115	Client Education: Learning through Partnership
ADHS (ba)	Creative Leadership 1 (under development)

## CLASS TIMES

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

BURNABY (BBY)	1830-2130
SEA ISLAND (SEA)	1900-2200
PACIFIC MARINE TRAINING (PMT)	1800-2100
MAPLE RIDGE (THC)	1830-2130

## AUTO COLLISION REPAIR/REFINISHING (604) 432-8205

### ABOD 0100 AUTO COLLISION REPAIR CERTIFICATE OF QUALIFICATION REFRESHER \$446

Prepares tradespersons for the Auto Collision Repair Technician (Motor Vehicle Body Repairer) Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 10	Tue/Thr	10 wks	THC CRN	37294
				1830-2130
Oct 15	Tue/Thr	10 wks	BBY	37295
				1830-2130

### ABOD 0110 AUTO COLLISION REFINISHING CERTIFICATE OF QUALIFICATION REFRESHER \$225

Prepares tradespersons for the Automotive Painting and Refinishing Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of three years experience in the trade.

Sep 10	Tue/Thr	5 wks	BBY CRN	37061
				1830-2130
Nov 19	Tue/Thr	5 wks	THC CRN	36154
				1830-2130

## AUTOMOTIVE ELECTRONICS (604) 432-8205

Part-time entry into our full-time 17-week Automotive Electronics Technician program is now available. The entire program consists of 23 individual courses ranging from 12 to 36 hours in length. Call Shirley Butler at (604) 432-8205 for details. The complete 17-week program first establishes a basic grounding in electrical practices, then utilizes current electronic diagnostic equipment and late model vehicles to explore the theory and application of computer technology of today's automobile.

### AUTO 2200 INTRODUCTION TO ELECTRICAL TESTING \$360

Introduces electrical testing to professional technicians with limited experience in electrical and electronic testing. Topics include electrical theory, circuits, diagnosing, testing and maintenance. Safety glasses and footwear with steel toes required.

Sep 16	Mon/Wed	5 wks	BBY CRN	32705
				1830-2130

### AUTO 2209 AUTOMOTIVE TUNE-UP, DRIVEABILITY, AND EMISSION CONTROLS \$368

Progresses from basic electrical/electronic test procedures to advanced diagnosis of batteries, conventional and permanent magnet starters and circuits, ignition systems from conventional to DIS, fuel delivery systems including feedback carburetors, emission controls, four gas analysis, an introduction to "on-board" computers, and fuel injection. Course useful for those preparing to write the Automotive Electrical and Tune-up TQ Examination.

Sep 17	Tue/Thr	7 wks	BBY CRN	32708
				1900-2200

## AUTOMOTIVE MECHANIC (604) 432-8205

### AUTO 0100 AUTOMOTIVE MECHANICAL REPAIR CERTIFICATE OF QUALIFICATION REFRESHER \$446

Prepares tradespersons for the Automotive Service Technician Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 16	Mon/Wed	10 wks	BBY CRN	32709
				1900-2200
Sep 17	Tue/Thr	10 wks	BBY	32710
				1800-2100
Oct 8	Tue/Thr	10 wks	BBY	37293
				1830-2130

### AUTO 0105 AUTOMOTIVE AIR CONDITIONING \$446

Upgrades mechanics in the specialized skill of automotive air conditioning system service and repair. Prerequisite: Mechanical experience and AUTO 0145 or equivalent. Safety glasses and footwear with steel toes required.

Sep 24	Tue/Thr	7 wks	BBY CRN	32711
				1900-2200

### AUTO 0106 AIR CONDITIONING 134A RETROFIT \$246

Upgrades technicians in the conversion of motor vehicle air conditioning systems from ozone depleting R12 refrigerants to non-CFC 134a refrigerants. The course also covers issues of R12 disposal and R12 equipment discontinuation and return. Prerequisite: AUTO 0105 and AUTO 0145 or equivalent. Safety glasses and footwear with steel toes required.

Nov 12	Tue/Thr	4 wks	BBY CRN	37062
				1900-2200

### AUTO 0130 LPG FUEL SYSTEMS FOR VEHICLES (PROPANE) \$409

Prepares mechanics, with a minimum of third-year apprentice level, to install and service LPG conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required and recommended before you enrol. Contact the Gas Safety Branch at (604) 660-6233. Safety glasses and footwear with steel toes required.

Sep 17	Tue/Thr	5 wks	BBY CRN	37063
				1830-2130
Oct 26	Sat	5 wks	BBY	32714
				0830-1430

### AUTO 0135 NGV FUEL SYSTEMS FOR VEHICLES (NATURAL GAS) \$267

Prepares mechanics, with a minimum of third-year apprentice level, to install and service NGV conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required and recommended before you enrol. Contact the Gas Safety Branch at (604) 660-6233. Prerequisite: AUTO 0130 or equivalent. Safety glasses and footwear with steel toes required.

Oct 22	Tue/Thr	3 wks	BBY CRN	32713
				1830-2130

### AUTO 0140 AIRCARE THEORY AND OPERATIONS \$524

Prepares certified technicians to write the AirCare Repair Service Technician Examination. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic, Heavy Duty Mechanic with three years automotive experience, or Automotive Electric and Tune-up Apprenticeship Certificate.

Sep 17	Tue/Thr	7 wks	BBY CRN	36203
				1830-2130



# Trades Training

## AUTO 0141 AIRCARE PRACTICAL \$575

Provides certified technicians with first-hand experience in diagnosing and repairing emission control system failures. Complements the AirCare Theory and Operations certification course and is mandatory for AirCare technicians who are unsuccessful with the AirCare recertification examination. The course emphasizes the interpretation of emissions readings as a basis for diagnosis and repairs to vehicles failing the AirCare inspections. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic, Heavy Duty Mechanic with three years automotive experience, or Automotive Electric and Tune-up Apprenticeship Certificate. Safety glasses and footwear with steel toes required.

Sep 17 Tue/Thr 7 wks BBY CRN 32720  
1830-2130  
Nov 5 Tue/Thr 7 wks BBY 35792  
1830-2130

## AUTO 0145 CFC EMISSIONS IN AUTOMOTIVE \$114

Teaches environmental awareness on ozone depleting substances. This one-day course, based on Environment Canada's "Code of Practice for Reducing CFC Emissions in the Refrigeration and Air Conditioning Industry", 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.

Sep 21 Sat 1 day BBY CRN 32717  
0900-1700  
Nov 2 Sat 1 day BBY 37078  
0900-1700

## AVIATION

(604) 278-4538 OR  
(604) 278-4831

## AVIA 0150 BELL 206 ENDORSEMENT \$1800

Teaches participants to troubleshoot, inspect, perform and/or supervise the maintenance of the Bell 206 series helicopter. This is a 90-hour Transport Canada approved type endorsement course for the Bell 206 series helicopter. The course has been tailored to meet the needs of the industry and Aircraft Maintenance Engineers. Prerequisite: Must have graduated from an approved Aircraft Maintenance course and/or hold a valid A.M.E. licence.

Sep 17 \* Tue/Thr/Sat 10 wks SEA CRN 37141  
1900-2200 \*Every other Sat: 0900-1600

## AVIA 0165 AIRCRAFT SHEET METAL INTRODUCTION \$248

Combines theoretical and practical components to teach the fundamentals of aircraft sheet metal repair at an introductory level. Introduces aircraft structures, structural materials, layout and forming techniques, bend allowances, hand tools, fasteners and rivets. Hands-on instruction for the proper use of equipment, techniques and safe practices is provided.

Sep 16 Mon/Wed 5 wks SEA CRN 32883  
1900-2200

## AVIA 0166 AIRCRAFT SHEET METAL ADVANCED \$248

Continues from AVIA 0165. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0165 or equivalent.

Oct 28 Mon/Wed 5 wks SEA CRN 32884  
1900-2200

## AVIA 0180 HELICOPTER MAINTENANCE INTRODUCTION \$248

Presents a theoretical introduction to how the helicopter flies (achieves lift), how to steer (control direction), and basic maintenance. Practical work includes instruction in inspection techniques and practices by performing daily inspections as prescribed by a helicopter manufacturer. This course is designed to suit a novice interested in helicopters, a person on the full-time program waiting list, or the pilot who wants a mechanical introduction.

Sep 16 Mon/Wed 5 wks SEA CRN 32886  
1900-2200

## AVIA 0181 HELICOPTER MAINTENANCE ADVANCED \$248

Focuses on hands-on practical training for advanced helicopter maintenance. Labs include general inspection techniques, gas turbine engine and transmission inspection, and rotor blade balancing. Prerequisite: AVIA 0180 or equivalent.

Oct 26 Sat 5 wks SEA CRN 32887  
0900-1600

## AVIA 0195 AVIONICS \$248

Introduces the field of Aircraft Electronics-Avionics. Intended for persons 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.

Sep 16 Mon/Wed 5 wks SEA CRN 32888  
1900-2200

## AVIA 0220 AVIATION TRADE MATHEMATICS \$248

Explains math upgrading and refreshes aviation applications. Benefits those awaiting entry to the full-time day program and working in the aviation industry. Trigonometry for sheet metal layout, fuel consumption, aircraft weight and balance, compression ratios and much more are introduced.

Sep 17 Tue/Thr 5 wks SEA CRN 32890  
1900-2200

## AVIA 0240 INTRODUCTION TO GAS TURBINE ENGINES \$248

Presents a theoretical understanding of the gas turbine engine in technical language understood by all students. In-depth knowledge of engine development, operating principles, classification and terminology is gained through this course. Any individual who wishes to know how a gas turbine engine works will find this course rewarding. A field trip is incorporated in the curriculum.

Sep 16 Mon/Wed 5 wks SEA CRN 32891  
1900-2200

## AVIA 0285 AIRCRAFT MAINTENANCE FOR THE PILOT/OWNER \$248

Covers the maintenance that a pilot/owner can perform on their aircraft following the guidelines as set out by Transport Canada. Some students may wish to use their own aircraft for a training exercise. Due to the nature of the course, the supplies for the training exercise will be the owner's responsibility. Scheduling of the aircraft for the exercise will be subject to operating considerations of the Institute and the availability of space. Arrangements can be made by contacting the Sea Island campus, (604) 278-4831.

Sep 10 Tue/Thr 5 wks SEA CRN 32917  
1900-2200

## AVIA 0295 PRIVATE PILOT GROUND SCHOOL \$320

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.

Sep 17 Tue/Thr 8 wks SEA CRN 36123  
1900-2200

## CARPENTRY (604) 432-8556

## CARP 0100 CARPENTRY CERTIFICATE OF QUALIFICATION REFRESHER \$465

Prepares tradespersons for the Carpenter Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 10 Tue/Thr 10 wks BBY CRN 32895  
1830-2130

## CARP 0110 BLUEPRINT READING FOR CONSTRUCTION \$378

Teaches those working in the construction trades to read blueprints. Students should have related building trade experience, although it is not mandatory.

Sep 23 Mon/Wed 6 wks BBY CRN 32876  
1830-2130

## CARP 0115 CONSTRUCTION SUPERVISION AND PROJECT MANAGEMENT \$525

Introduces supervisory skills to those with competent trade skills in the construction industry. Includes scheduling, cost control and administration.

Sep 23 Mon/Wed 8 wks BBY CRN 32899  
1830-2130

## CARP 0120 CONSTRUCTION ESTIMATING - BASIC \$378

Prepares tradespersons to cost estimate and bid on residential and renovation construction projects.

Sep 24 Tue/Thr 6 wks BBY CRN 32900  
1830-2130

## CARP 0125 STAIR CONSTRUCTION \$504

Reviews mathematics, design, construction and related building codes for journeymen carpenters or those with a minimum of two years related trade experience. Students will build typical straight, split landing and circular stairs in accordance with the most recent B.C. Building Code requirements. CSA approved work boots with steel toes required.

Oct 19 Sat 7 wks BBY CRN 32898  
0830-1430

## CARP 0130 PLATFORM, FRAMING AND LAYOUT \$465

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.

Sep 21 Sat 8 wks BBY CRN 32903  
0800-1400

## CARP 0145 RESIDENTIAL BUILDING PROCEDURES \$399

Focuses on planning, estimating and construction of new single or multi-residential units.

Sep 23 Mon/Wed 6 wks BBY CRN 32906  
1830-2130

## CARP 0150 BUILDERS LEVEL \$198

Covers site procedures for excavation, formwork, pipe grades and design elevation. Designed for general construction carpenters and contractors. CSA approved work boots with steel toes required.

Sep 21 Sat 4 wks BBY CRN 32907  
0830-1230

## CARP 0151 TRANSIT-CONSTRUCTION LAYOUT \$259

Reviews hands-on training on how to use transit, chaining, note keeping and related on-site procedures. Includes a review of basic trigonometry for transit layout purposes. Beginner and advanced students will benefit from this intensive course. CSA approved work boots with steel toes required.

Oct 26 Sat 6 wks BBY CRN 32908  
0830-1230

## CARP 0157 CONTRACTING FOR RESIDENTIAL CONSTRUCTION \$525

Demonstrates how to build a project on time and budget. Teaches site and design selection, guidance through the 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 home builders.

Sep 16 Mon/Wed 8 wks THC CRN 37325  
1830-2130

## Get Credit Where Credit is Due.

BCIT recognizes the value of corporate training programs. That's why we have made agreements with companies to give BCIT credit for corporate training that is equivalent to courses in our certificate, diploma and degree programs.

This is added value for you, your company and BCIT.

Ask the training manager in your company to give us a call about a training credit partnership.

BCIT Industry Training Services.

Tel. (604) 451-7149 or (800) 333-7307  
e-mail: kchen@bcit.bc.ca



# Trades Training

## COMMERCIAL TRANSPORT MECHANIC (604) 432-8205

### CTMX 0100 COMMERCIAL TRANSPORT MECHANIC CERTIFICATE OF QUALIFICATION REFRESHER \$446

Prepares tradespersons for the Commercial Vehicle Mechanic (Truck and Transport Mechanic) Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 16 Mon/Thr 10 wks BBY CRN 32724  
1830-2130

### CTMX 0110 COMMERCIAL VEHICLE INSPECTOR \$226

Prepares students for the Provincial Commercial Vehicle Inspectors Licence examination. B.C. Ministry of Transportation and Highways curriculum is used. "Commercial Vehicle Inspection Manual" text is required for the first session and is available at any Motor Vehicle Branch. Prerequisite: B.C. TQ in Automotive Mechanic, Heavy Duty Mechanic, Commercial Transport Mechanic, or Commercial Transport Trailer Mechanic. Safety footwear with steel toes required.

Sep 23 Mon/Wed 2.5 wks BBY CRN 32725  
1830-2130 (last session 1800-2200)

Oct 19 Sat 3 wks BBY 32727  
0830-1430 (last session 0830-1230)

Nov 5 Tue/Thr 2.5 wks BBY 36795  
1830-2130 (last session 1800-2200)

Nov 30 Sat 3 wks BBY 35793  
0830-1430 (last session 0830-1230)

### CTMX 0115 FORKLIFT OPERATOR CERTIFICATION \$198

Provides forklift training to those with proven practical experience in the operation of forklifts and similar equipment. Includes six hours of theory, with the emphasis on safety and WCB regulations, and six hours of practical training. Upon successful completion, participants will receive Lift-truck Operation Certification recognized by Labour Canada as meeting the standards of Canada Material Handling Regulations. Prerequisite: Forklift operation experience. Safety footwear with steel toes required.

Sep 16 Mon/Thr 2 wks BBY CRN 37128  
1830-2130

Oct 21 Mon/Thr/Sat 1 wk BBY 37129  
Mon/Thr: 1830-2130,  
Sat: 0900-1500

Nov 23 Sat 2 wks BBY 37130  
0900-1500

### CTMX 0116 FORKLIFT OPERATOR TRAINING/CERTIFICATION \$290

Provides forklift training to those with no practical experience in the operation of forklifts and similar equipment. Includes six hours of theory, with the emphasis on safety and WCB regulations, and 12 hours of practical training. Upon successful completion, participants will receive Lift-truck Operation Certification recognized by Labour Canada as meeting the standards of Canada Material Handling Regulations. Prerequisite: Driving experience. Safety footwear with steel toes required.

Sep 30 Mon/Thr/Sat 3 wks BBY CRN 37131  
Mon/Thr (Sep 30, Oct 3, 7, 10): 1830-2130  
Sat (Oct 19): 0900-1500

Oct 28 Mon/Thr 3 wks BBY 37132  
1830-2130

(no class Mon, Nov 11; session held Tue, Nov 12)  
Dec 2 Mon/Thr 3 wks BBY 37133  
1830-2130

### CTMX 0200 COMMERCIAL TRANSPORT TRAILER MECHANIC CERTIFICATE OF QUALIFICATION REFRESHER \$355

Prepares tradespersons for the Commercial Trailer Mechanic Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of four and a half years experience in the trade.

Sep 23 Mon/Thr 7.5 wks BBY CRN 32729  
1830-2130

## COMPUTER TRAINING (604) 278-4538 OR 278-4831

Most computer courses listed require texts or supplies that should be purchased the first session of the course.

### ACMP 0001 PANIC TO POWER \$110

Introduces personal computers. It is designed for newcomers to the computing world and those who have rarely used a computer before. There are no prerequisites.

Sep 16 Mon 4 wks SEA CRN 37142  
1900-2200

### ACMP 0002 INTRODUCTION TO MS DOS \$156

Gives a hands-on, thorough knowledge of DOS (Disk Operating System) and is designed for those who know little about computers. Covers terminology, hardware and the most common DOS commands. Prerequisite: ACMP 0001 or equivalent.

Oct 14 Mon 6 wks SEA CRN 37143  
1900-2200

### ACMP 0007 WORD FOR WINDOWS 6.0 INTRODUCTION \$289

Teaches how to use the Word for Windows word processing program. Includes word processing basics where you'll learn to create, edit, save, format, manage your files, apply tabs and indents, use styles, create multi-column documents, insert headers and footers, spell-check, use search and replace, and work with multiple documents. Prerequisite: ACMP 0001 or equivalent.

Sep 17 Tue 6 wks SEA CRN 37144  
1900-2200

### ACMP 0008 WORD FOR WINDOWS 6.0 ADVANCED \$289

Covers creating and using tables and pictures in documents, recording and running macros, creating and using templates, using frames and text boxes, using mail merge to print form letters, mailing labels and envelopes, customizing toolbars, and techniques to simplify tasks. Prerequisite: ACMP 0007.

Oct 29 Tue 6 wks SEA CRN 37145  
1900-2200

### ACMP 0011 EXCEL INTRODUCTION \$289

Teaches spreadsheet fundamental principles and practical skills required to produce professional-looking worksheets. Covers opening, closing and saving workbooks, creating worksheets, manipulating worksheet data, using multiple worksheets and printing worksheets, using formulae, built in functions, editing, styles and formatting techniques, date formatting, password protection and using help. Prerequisite: ACMP 0001 or equivalent.

Sep 18 Wed 6 wks SEA CRN 37332  
1900-2200

### ACMP 0012 EXCEL ADVANCED \$289

Covers advanced topics in spreadsheet design. Covers creating and using templates, charts, database functions, outlines, macros, object linking and embedding multiple workbooks and worksheets, and techniques to simplify tasks. Prerequisite: ACMP 0011 or equivalent.

Oct 30 Wed 6 wks SEA CRN 37148  
1900-2200

### ACMP 0017 MICROSOFT ACCESS INTRODUCTION \$289

Teaches how to design, build and maintain a database and its related tables. Other activities include sorting data and using indexes, creating and maintaining a library of outline queries, designing, changing and printing reports and graphs. Look for level two and three in the near future. Prerequisite: ACMP 0001/0002 or equivalent.

Sep 19 Thr 6 wks SEA CRN 37149  
1900-2200

### ACMP 0024 SIMPLY ACCOUNTING FOR WINDOWS \$448

Teaches how to set up and operate a computerized accounting system using your own small business or an example of your choice. Includes Simply Accounting general ledger, accounts payable, accounts receivable, payroll, inventory and job costing. Learn how to maximize your income.

Sep 21 Sat 5 wks SEA CRN 37140  
0900-1600

## CONSTRUCTION (604) 432-8556

### CNST 0105 INDUSTRIAL RIGGING BASIC \$180

Introduces safe rigging practices and working loads, chokers, shackles, chains, hooks, rigging calculations, hand signals, WCB regulations, hoisting with mobile crane, knots and hitches, and handrigging. CSA approved work boots with steel toes required.

Sep 9 Mon/Wed 3 wks BBY CRN 37326  
1800-2030

## 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 (DDEC)

DELX 2103 Caterpillar Electronic Control

DELX 2104 Cummins Electronic Control (Celect)

Part-time entry into the individual full-time two-week courses is available. Call Shirley Butler at (604) 432-8205 for details. The complete 10-week program will train you to diagnose and repair electronic fuel systems for diesel engines, including DDEC, Celect and Caterpillar electronic control with the latest state-of-the-art training aids and equipment.

### DELX 2102 DETROIT DIESEL ELECTRONIC CONTROL \$400

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 Detroit Diesel engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Safety footwear with steel toes required.

Nov 14 Mon/Thr 5 wks BBY CRN 37135  
1830-2130



### DELX 2104 CUMMINS ELECTRONIC CONTROL \$400

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 Cummins diesel engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Safety footwear with steel toes required.

Sep 30 Mon/Thr 5 wks BBY CRN 37136  
1830-2130

## DRAFTING (604) 432-8556

### DRFT 0101 DRAFTING 1 \$366

Provides a foundation in basic drafting. Includes equipment and tools, line work, lettering, applied mathematics, plane geometry, dimensioning, and sections.

Sep 9 Mon/Wed 7 wks BBY CRN 32912  
1830-2130

Sep 10 Tue/Thr 7 wks BBY 32914  
1830-2130

Nov 4 Mon/Wed 7 wks BBY 32919  
1830-2130

Nov 5 Tue/Thr 7 wks BBY 32915  
1830-2130

### DRFT 0102 DRAFTING 2 \$366

Expands on the basic drafting course and allows students to progress into their drafting specialty. Prerequisite: DRFT 0101.

Nov 4 Mon/Wed 7 wks BBY CRN 32920  
1830-2130

Nov 5 Tue/Thr 7 wks BBY 32921  
1830-2130

### DRFT 0104 RESIDENTIAL DESIGN AND RENDERING \$745

Assists those already possessing basic drafting skills in the design and preparation of renderings of residential dwellings. Includes basic architectural layout, rendering and application of the Building Code.

Sep 14 Sat 23 wks BBY CRN 37053  
0830-1430

### DRFT 0106 COMPUTER ASSISTED DRAFTING 1 \$366

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.

Sep 10 Tue/Thr 7 wks BBY CRN 32926  
1830-2130



# Trades Training

**DRFT 0111**  
**DRAFTING SPECIALIZATION:**  
**PROCESS PIPING 1** \$366  
 Introduces fittings, pipes, valves and welding symbols, and basics of isometric drawings. Students will be responsible for producing shop drawings.

Sep 9 Mon/Wed 7 wks BBY CRN 32922  
 1830-2130

**DRFT 0113**  
**RESIDENTIAL DRAFTING 1** \$366  
 Introduces residential design and drafting using the building code and municipal regulations to produce working drawings for a building permit. Prerequisite: DRFT 0101.

Sep 9 Mon/Wed 7 wks BBY CRN 35789  
 1830-2130

**DRFT 0115**  
**STEEL FABRICATION 1** \$366  
 Acquaints students with the basic structural components in steel structures, and how to make fabrication drawings. Prerequisite: DRFT 0101 and knowledge of TRIG would be an asset.

Sep 10 Tue/Thu 7 wks BBY CRN 35787  
 1830-2130

## DRYWALL (604) 432-8556

**DRYW 0101**  
**WALL AND CEILING CERTIFICATE OF QUALIFICATION REFRESHER** \$416  
 Prepares tradespersons for the Wall and Ceiling Installer Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 14 Sat 6 wks BBY CRN 32950  
 0830-1330

**DRYW 0110**  
**RENOVATIONS: METAL STUD, DRYWALL** \$465  
 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.

Nov 23 Sat 5 wks BBY CRN 37013  
 0830-1430

## GLAZING (604) 432-8556

**GLAZ 0100**  
**GLAZING CERTIFICATE OF QUALIFICATION REFRESHER** \$465  
 Prepares tradespersons for the Glazier Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 10 Tue/Thu 10 wks BBY CRN 37022  
 1800-2100

**ARE YOU ABOUT TO COMPLETE A CERTIFICATE?**

To receive your certificate, you must submit an application form upon completion of your last course. Forms are available at Student Services registration and Student Records, Building SW1.

## EXPLORATION (604) 432-8233

**TEXP 0115**  
**TRADES EXPLORATION PROGRAM FOR MEN AND WOMEN** \$190  
 Helps people make an informed choice about entering a skilled trade as a career. This course will explore 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.

Sep 19 Thu 12 wks BBY CRN 32959  
 1830-2130

## 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 0100**  
**REFRIGERATION CERTIFICATE OF QUALIFICATION REFRESHER** \$453  
 Prepares tradespersons for the Refrigeration Mechanic Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Out-of-Province Refrigeration Trade Certification or 4th Year Apprenticeship.

Sep 16 Mon/Wed 11 wks BBY CRN 32746  
 1900-2200

**HVAC 0102**  
**BASIC HVAC SYSTEMS 1** \$412  
 Topics include: 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.

Sep 16 Mon/Wed 8 wks BBY CRN 32747  
 1900-2200

**HVAC 0104**  
**BASIC HVAC SYSTEMS 2** \$412  
 Continues from HVAC 0102. Topics include: basic electrical theory, alternating current fundamentals, single-phase motor theory, practical exercises in interpreting elementary electrical diagrams, demonstrations on use of electrical test instruments, electrical diagrams on computer simulators and hands-on shop projects. Prerequisite: HVAC 0102 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Sep 17 Tue/Thu 8 wks BBY CRN 32748  
 1900-2200

**HVAC 0106**  
**BASIC HVAC SYSTEMS 3** \$412  
 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.

Sep 17 Tue/Thu 8 wks BBY CRN 32749  
 1900-2200

**HVAC 0110**  
**ADVANCED HVAC SYSTEMS 1** \$191  
 Covers operating sequences of residential and light commercial heat pump systems. Topics include: application, installation control sequences and mechanical/electrical troubleshooting techniques. Prerequisite: Good working knowledge of the refrigeration trade and ability to read and interpret electrical diagrams or HVAC 0106 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Sep 16 Mon/Wed 4 wks BBY CRN 32751  
 1900-2200

**HVAC 0115**  
**AMMONIA SYSTEMS UPGRADE** \$125  
 Upgrades on ammonia refrigeration plant operation and maintenance relating to the duties of a refrigeration operator.

Oct 1 Tue/Thu 1.5 wks BBY CRN 37115  
 1900-2200

**HVAC 0145**  
**CFC EMISSIONS IN REFRIGERATION** \$114  
 Teaches environmental awareness on ozone depleting substances. This one-day course, based on Environment Canada's "Code of Practice for Reducing CFC Emissions in the Refrigeration and Air Conditioning Industry", 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.

Sep 14 Sat 1 day BBY CRN 30009  
 0830-1630

Oct 19 Sat 1 day BBY 37111  
 0830-1630

Nov 16 Sat 1 day BBY 36660  
 0830-1630

Dec 14 Sat 1 day BBY 37112  
 0830-1630

**HVAC 0146**  
**RESIDENTIAL LOAD CALCULATIONS** \$325  
 Shows how to properly calculate residential heat losses and heat gains, both manually and computer based. 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.

Nov 12 Tue/Thu 5 wks BBY CRN 37263  
 1900-2200

## HEAVY DUTY MECHANIC (604) 432-8205

**HDMX 0100**  
**HEAVY DUTY MECHANIC CERTIFICATE OF QUALIFICATION REFRESHER** \$446  
 Prepares tradespersons for the Heavy Duty Equipment Mechanic Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 23 Mon/Thu 10 wks BBY CRN 32722  
 1830-2130

**HDMX 0105**  
**MOBILE HYDRAULICS** \$446  
 Instructs heavy equipment mechanics/operators in preventive maintenance and the service and repair techniques used to achieve this. Safety footwear with steel toes required.

Sep 16 Mon/Thu 8 wks BBY CRN 32721  
 1830-2130

## IRONWORKING (604) 432-8556

**IWKR 0110**  
**IRONWORKER ARC WELDING BASIC (CWB)** \$432  
 Reviews basic arc welding safety and oxyfuel application. Includes an introduction to CWB procedure code W59 and W47.1. Practical to cover all four test positions; 1GF, 2GF, 3GF, and 4GF. Designed for ironworkers in the construction trade. Prerequisite: Working knowledge of ironworker trade. Students must supply their own 100 per cent cotton coveralls and CSA approved steel-toed work boots.

Oct 26 Sat 5 wks BBY CRN 37105  
 0700-1300

**IWKR 0115**  
**PRACTICAL REBAR PLACING** \$345  
 Introduces re-bar placing wall structures, columns and beams, concrete clearance and ties. Prerequisite: Experience in construction is helpful but not mandatory. CSA approved work boots with steel toes required.

Oct 5 Sat 6 wks BBY CRN 37106  
 0800-1300

## JOINERY (604) 432-8556

**JOIN 0200**  
**INTRODUCTION TO COMPUTING FOR WOOD PROCESSING** \$266  
 Explains basic computer terminology and skills required to function in CNC and CAD/CAM environments. Designed as a basic course for those with little or no computer experience.

Sep 9 Mon/Wed 3 wks BBY CRN 37023  
 1830-2130

Sep 16 Mon/Tue/Wed 1 wk BBY 37025  
 0730-1430

Oct 7 Mon/Wed 3 wks BBY 37024  
 1830-2130

Oct 15 Tue/Wed/Thu 1 wk BBY 37026  
 0730-1430

**JOIN 0201**  
**INTRODUCTION TO CNC/CAD/CAM FOR WOOD PROCESSING** \$190  
 Provides an overview of the application of CNC/CAD/CAM to wood processing. Designed as a primer for those considering a move into automated wood processing or seeking to expand their knowledge in this area. Focuses on understanding terminology, equipment and software options and the costs and benefits associated with this technology.

Sep 10 Tue/Thu 3 wks BBY CRN 37027  
 1830-2130

Sep 23 Mon/Tue/Wed 1 wk BBY 37029  
 0730-1430

Nov 4 Mon/Wed 3 wks BBY 37028  
 1830-2130

Nov 12 Tue/Wed/Thu 1 wk BBY 37030  
 0730-1430

**JOIN 0202**  
**CAD 2D FOR WOOD PROCESSING** \$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: JOIN 0200 or prior computer experience and basic drafting knowledge.

Oct 1 Tue/Thu 5 wks BBY CRN 37054  
 1830-2130

Oct 21 Mon-Fri 1 wk BBY 37055  
 0730-1430



# Trades Training



## JOIN 0211 MORBIDELLI MACHINE OPERATOR LEVEL 1 \$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: JOIN 0200 or prior computer experience.

Sep 3	Tue/Thr	5 wks	BBY CRN	37031
				1830-2130
Sep 30	Mon-Fri	1 wk	BBY	37040
				0730-1430
Oct 7	Tue/Thr	5 wks	BBY	37037
				1830-2130
Oct 28	Mon-Fri	1 wk	BBY	37041
				0730-1430



## JOIN 0212 MORBIDELLI MACHINE OPERATOR LEVEL 2 \$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

Nov 12	Tue/Thr	5 wks	BBY CRN	37042
				1830-2130
Nov 18	Mon-Fri	1 wk	BBY	37043
				0730-1430



## JOIN 0221 ABC CAM LEVEL 1 \$585

Gives the new user information and skills required to efficiently implement Virtual system's ABC Cam software. BCIT is the West Coast site for training in Virtual system's ABC Cam. Product operates within the AutoCAD environment to make the generation of programs for CNC machining centers and routers a more efficient, user friendly process. Use of this software can result in major gain in productivity for users of these machines. Prerequisite: A minimum of JOIN 0202 or AICO 1000.

Nov 4	Mon/Wed	5 wks	BBY CRN	37045
				1830-2130
Oct 7	Mon-Fri	1 wk	BBY	37046
				0730-1430
Nov 25	Mon-Fri	1 wk	BBY	37047
				0730-1430



## JOIN 0225 ASPAN CAD/CAM \$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.

Nov 2	Sat	5 wks	BBY CRN	37048
				0830-1430
Nov 4	Mon-Fri	1 wk	BBY	37049
				0730-1330

## MACHINIST (604) 432-8205

### MACH 0100 MACHINIST CERTIFICATE OF QUALIFICATION REFRESHER \$446

Prepares tradespersons for the Machinist Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 14	Sat	10 wks	BBY CRN	37113
				0830-1430

### MACH 0105 LATHE OPERATOR \$401

Provides a basic understanding and practical experience of engine lathe operations. Safety glasses and footwear with steel toes required.

Sep 16	Mon/Wed	6 wks	BBY CRN	32731
				1900-2200

### MACH 0110 MILLING MACHINE OPERATOR \$401

Provides a basic understanding and practical experience of milling machine operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and footwear with steel toes required.

Nov 4	Mon/Wed	6 wks	BBY CRN	32732
				1900-2200

### MACH 0120 INTRODUCTION TO COMPUTERS FOR MACHINISTS \$266

Introduces machinists to the use of computers. Designed for students wishing to continue on to the computer numerical control (CNC) courses.

Sep 16	Mon/Wed	3 wks	BBY CRN	32733
				1900-2200

### MACH 0125 INTRODUCTION TO CNC \$441

Introduces the concepts of computer numerical control (CNC) to those with little or no CNC experience. Prerequisite: MACH 0120 or equivalent.

Oct 15	Tue/Thr	8 wks	BBY CRN	32735
				1900-2200

## MATHEMATICS FOR TRADES (604) 432-8205

### TMAT 0105 INDUSTRIAL MATHEMATICS 1 \$256

Covers arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume.

Sep 23	Mon/Wed	5 wks	BBY CRN	37291
				1830-2130

## MILLWRIGHT (604) 432-8205

### MILL 0100 MILLWRIGHT CERTIFICATE OF QUALIFICATION REFRESHER \$446

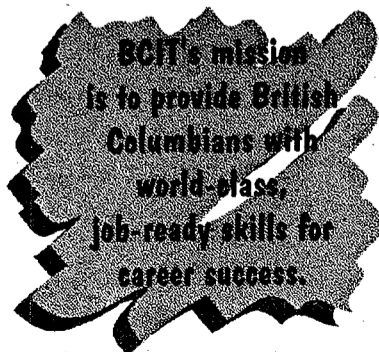
Prepares tradespersons for the Millwright Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. "Millwright Manual of Instruction" text and scientific calculator required first session. Prerequisite: Minimum of six years experience in the trade.

Sep 14	Sat	10 wks	BBY CRN	32737
				0830-1430

### MILL 0106 INDUSTRIAL HYDRAULIC TROUBLESHOOTING \$441

Assists maintenance personnel in designing, troubleshooting, and repairing hydraulic systems in industry. Reviews basic hydraulics with practical applications. Hydraulic circuits are designed and demonstrated on computer, then produced and tested in hydraulic lab. Practical troubleshooting techniques are explained and demonstrated. Both theoretical and hands-on training will be applied. Safety glasses and footwear with steel toes required.

Sep 17	Tue/Thr	7 wks	BBY CRN	37114
				1900-2200



## PACIFIC MARINE TRAINING (604) 985-0622

### SAMO 1043 SEABORNE CARGO & DANGEROUS GOODS \$225

Introduces principal seaborne cargoes, their properties, and identifies major exporting and importing countries and regions. Covers ship stowage, carriage and regulatory requirements, transportation logistics and IMDG code usage.

Sep 12	Thr	14 wks	PMT CRN	37542
				1800-2100

### SAMO 3011 GENERAL SHIP KNOWLEDGE \$225

Introduces various ship types, explains their function and identifies ship parts. Course covers: ship bridge and engine room systems; shear force and bending moments; basic ship stability calculations; required shipboard certificates and related surveys; crew organization charts and functions; basic fire fighting as it relates to ships; and shipboard survival equipment.

Sep 10	Tue	14 wks	PMT CRN	37544
				1800-2100

### SAMO 3013 BUSINESS OF SHIPPING \$225

Covers the business sectors of shipping with specific reference to vessel and cargo broking, and the economics of ship management and operation. Four principal groups of shipping services (tramp services, liner shipping, special shipping, and passenger shipping) are introduced with reference to management, chartering and carrier broking. Prerequisite: SAMO 3011 and SAMO 2038 INTERNATIONAL TRADE.

Sep 11	Wed	14 wks	PMT CRN	37543
				1800-2100

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  
Phone: (604) 985-0622  
Fax: (604) 985-2862

## PAINTING AND DECORATING (604) 432-8556

### PDEC 0100 PAINTING/DECORATING CERTIFICATE OF QUALIFICATION REFRESHER \$465

Prepares tradespersons for the Painter and Decorator Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of four and a half years experience in the trade.

Sep 17	Tue/Thr	10 wks	BBY CRN	32952
				1800-2100

### PDEC 0120 COMMERCIAL FAUX FINISHING \$378

Upgrades the professional painter in faux finishing. Hands-on course covering marbling, parchment, sponging and ragging. Full sized projects will be done in a realistic atmosphere. Prerequisite: General knowledge of painting coatings, tools and surface preparation of wood, metal and drywall.

Sep 14	Sat	8 wks	BBY CRN	37108
				0900-1400

## PIPING (604) 432-8556

### PPGS 0100 B.C. PLUMBING CODE REFRESHER \$465

Provides those working in the plumbing industry with a review of the B.C. Plumbing Code. Topics include drainage, venting, water service, and water distribution.

Sep 9	Mon/Wed	10 wks	BBY CRN	32992
				1830-2130
Sep 10	Tue/Thr	10 wks	BBY	32994
				1830-2130

### PPGS 0104 GAS CODE REFRESHER \$280

Provides a review of the current Natural Gas Installation Code and the Gas Safety Code to those in the gas industry. Prerequisites: Should have a working knowledge of gas fitting and be familiar with Gas Codes.

Sep 9	Mon/Wed	5 wks	BBY CRN	37107
				1830-2130

### PPGS 0105 CROSS CONNECTION CONTROL \$432

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.

Sep 9	Mon/Wed	7 wks	BBY CRN	32961
				1800-2100

### PPGS 0106 CROSS CONNECTION CONTROL PROGRAM MANAGER \$400

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.

Nov 5	Tue/Thr	5 wks	BBY CRN	37410
				1800-2100

### PPGS 0110 GAS FITTER B LICENCE \$565

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.

Sep 9	Mon/Wed	14 wks	BBY CRN	32965
				1830-2130
Sep 10	Tue/Thr	14 wks	BBY	32969
				1830-2130

### PPGS 0114 GAS A LICENCE: MATH AND SCIENCE \$250

Provides the math and science background necessary to prepare students to write the Gas Fitter A Licence examination.

Sep 10	Tue/Thr	4 wks	BBY CRN	37119
				1830-2130

# Trades Training

**PPGS 0115  
GAS FITTER A LICENCE \$730**  
Prepares students to write the examination to qualify for Gas Fitter A Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required and recommended before enrolling.  
Prerequisite: Students must have class B for two years. Provincial Class A Examination fee is additional.

Oct 7 Mon/Wed 22 wks BBY CRN 32976  
1830-2130  
Oct 8 Tue/Thr 22 wks BBY 32978  
1830-2130

**GAS FITTER A LICENCE:  
DISTANCE EDUCATION.**  
Effective September 1996, a new course delivery method option will be 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.

**PPGS 0116  
GAS FITTER ELECTRICAL  
ENDORSEMENT \$120**  
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.

Sep 10 Tue/Thr 2 wks BBY CRN 37122  
1830-2130  
Sep 24 Tue/Thr 2 wks BBY 37123  
1830-2130

**PPGS 0120  
CLASS C APPLIANCE SERVICE \$565**  
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.

Sep 9 Mon/Wed 14 wks BBY CRN 32984  
1830-2130  
Sep 10 Tue/Thr 14 wks BBY 32986  
1830-2130

**PPGS 0125  
PLUMBING: RESIDENTIAL \$300**  
Provides the homeowner with general knowledge and practical experience of repairs, renovations and new installations within the residential plumbing system. CSA approved work boots with steel toes are required for this course.

Sep 7 Sat 4 wks BBY CRN 32987  
0830-1430  
Oct 19 Sat 4 wks BBY 32988  
0830-1430  
Nov 23 Sat 4 wks BBY 32990  
0830-1430

**PPGS 0140  
HYDRONIC SYSTEMS  
DESIGN CERTIFICATION \$300**  
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.

Sep 9 Mon/Wed 6 wks BBY CRN 37124  
1830-2130  
Sep 10 Tue/Thr 6 wks BBY 37125  
1830-2130  
Oct 28 Mon/Wed 6 wks BBY 37126  
1830-2130  
Oct 29 Tue/Thr 6 wks BBY 37127  
1830-2130

## POWER ENGINEERING (604) 432-8390

**DISTANCE EDUCATION PROGRAMS**  
Provides persons 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 0110  
BOILER OPERATOR**  
Tutorial CRN 32156  
Correspondence 32155

**POWR 0113  
FOURTH CLASS PART A**  
Tutorial CRN 32160  
Correspondence 32159

**POWR 0114  
FOURTH CLASS PART B**  
Tutorial CRN 32162  
Correspondence 32161

**POWR 0115  
THIRD CLASS PART A PAPER 1**  
Tutorial CRN 32166  
Correspondence 32165

**POWR 0116  
THIRD CLASS PART A PAPER 2**  
Tutorial CRN 32168  
Correspondence 32167

**POWR 0117  
THIRD CLASS PART B PAPER 1**  
Tutorial CRN 32172  
Correspondence 32171

**POWR 0118  
THIRD CLASS PART B PAPER 2**  
Tutorial CRN 32174  
Correspondence 32173

**POWR 0119  
SECOND CLASS PART A PAPER 1**  
Tutorial CRN 32178  
Correspondence 32177

**POWR 0120  
SECOND CLASS PART A PAPER 2**  
Tutorial CRN 32185  
Correspondence 32184

**POWR 0121  
SECOND CLASS PART A PAPER 3**  
Tutorial CRN 32190  
Correspondence 32189

**POWR 0122  
SECOND CLASS PART B PAPER 1**  
Tutorial CRN 32194  
Correspondence 32193

**POWR 0123  
SECOND CLASS PART B PAPER 2**  
Tutorial CRN 32196  
Correspondence 32195

**POWR 0124  
SECOND CLASS PART B PAPER 3**  
Tutorial CRN 32200  
Correspondence 32199

## Company Training With a BCIT Brand.

Business and industry experts play a big part in designing BCIT training programs. That's why it is easy to fine tune many of the courses in this flyer to suit a specific company.

Your company gets the exact training it needs and you get BCIT credit for the training.

Ask the human resource manager in your company to give us a call about an industry training partnership.

BCIT Industry Training Services.

Tel. (604) 451-7149 or (800) 333-7307

e-mail: kchen@bcit.bc.ca



## SHEET METAL (604) 432-8556

**SMTL 0105  
SHEET METAL TRADE MATH \$240**  
Provides instruction, to those in the Sheet Metal Trade, in the following mathematical areas: calculator use, decimal and fraction conversions, equations, circles, triangles, trigonometry, round pipe layout, calculate cutting lists for HVAC fittings, and specialty items. Prerequisite: Sheet Metal Apprentice or Journeyman.

Sep 10 Tue/Thr 4 wks BBY CRN 37050  
1830-2130

## STEEL FABRICATION (604) 432-8556

**STEL 0110  
STEEL FABRICATION (BASIC) \$366**  
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.

Sep 17 Tue/Thr 5 wks BBY CRN 32947  
1900-2200

**STEL 0125  
STEEL FABRICATION: PLATE  
AND PIPE DEVELOPMENT (BASIC) \$366**  
Methods of plate and pipe development for steel fabrication. Fabricating and using templates to shear, bum, form and tack plates together (to make an elbow and concentric cone). Prerequisite: STEL 0110 or equivalent. CSA approved work boots with steel toes required.

Nov 2 Sat 6 wks BBY CRN 32948  
0830-1330

**POWR 0125  
FIRST CLASS PART A PAPER 1**  
Tutorial CRN 32202  
Correspondence 32201

**POWR 0126  
FIRST CLASS PART A PAPER 2**  
Tutorial CRN 32204  
Correspondence 32203

**POWR 0127  
FIRST CLASS PART A PAPER 3**  
Tutorial CRN 32208  
Correspondence 32207

**POWR 0128  
FIRST CLASS PART A PAPER 4**  
Tutorial CRN 32210  
Correspondence 32209

**POWR 0129  
FIRST CLASS PART B PAPER 1**  
Tutorial CRN 32214  
Correspondence 32213

**POWR 0130  
FIRST CLASS PART B PAPER 2**  
Tutorial CRN 32216  
Correspondence 32215

**POWR 0131  
FIRST CLASS PART B PAPER 3**  
Tutorial CRN 32220  
Correspondence 32219

**POWR 0132  
FIRST CLASS PART B PAPER 4**  
Tutorial CRN 32222  
Correspondence 32221

## POWER EQUIPMENT MECHANIC (604) 432-8205

**PEMX 0105  
SMALL ENGINE POWERED  
EQUIPMENT MAINTENANCE \$347**  
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.

Sep 17 Tue/Thr 8 wks BBY CRN 37134  
1900-2200

Check out  
BCIT's Website  
[www.bcit.bc.ca](http://www.bcit.bc.ca)  
on the  
Internet!



# Trades Training



## WELDING (604) 432-8556

**WELD 0103  
OXYACETYLENE/BRAZE WELDING \$366**  
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.

Sep 7	Sat	6 wks	BBY CRN	32928
				0830-1330
Nov 2	Sat	6 wks	BBY	32929
				0830-1330

**WELD 0104  
SHIELDED METAL  
ARC WELDING BASIC \$399**  
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.

Sep 7	Sat	6 wks	BBY CRN	32930
				0830-1330
Sep 10	Tue/Thr	5 wks	BBY	32931
				1900-2200
Oct 22	Tue/Thr	5 wks	BBY	32933
				1900-2200
Nov 2	Sat	6 wks	BBY	32932
				0830-1330

**WELD 0106  
GAS METAL  
ARC WELDING BASIC \$432**  
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.

Sep 10	Tue/Thr	5 wks	BBY CRN	32936
				1900-2200
Oct 22	Tue/Thr	5 wks	BBY	32937
				1900-2200

**WELD 0110  
GAS TUNGSTEN  
ARC WELDING BASIC \$432**  
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.

Sep 10	Tue/Thr	5 wks	BBY CRN	32934
				1900-2200
Oct 22	Tue/Thr	5 wks	BBY	32935
				1900-2200

**WELD 0115  
ALUMINUM WELDING \$432**  
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.

Sep 7	Sat	6 wks	BBY CRN	37099
				0830-1330

**WELD 0120  
WELDING FOR THE ARTISAN \$395**  
Teaches art work, furniture building, and minor repairs as a general interest course designed for the hobby enthusiast or cottage industries person. Focuses on using the new generation home welding (G.M.A.W.) readily available at most hardware outlets. Course includes two days on oxyacetylene related processes. CSA approved work boots with steel toes and 100 per cent cotton coveralls are required.

Sep 7	Sat	6 wks	BBY CRN	37051
				0830-1330
Sep 10	Tue/Thr	5 wks	BBY	37151
				1900-2200
Oct 22	Tue/Thr	5 wks	BBY	37152
				1900-2200
Nov 2	Sat	6 wks	BBY	37052
				0830-1330

## WELDING INSTITUTE OF CANADA - WELDING INSPECTION LEVEL 1 AND LEVEL 2 (CSA W178.2)

These diploma courses are 100 per cent classroom theory in their presentation and will require students to spend two to three hours of study time at home on each module. Students who successfully complete all modules will receive a Welding Institute of Canada diploma. Fees include learning materials and membership fees for the Welding Institute of Canada. Examination fees are paid separately.

**WELD 0121  
WELDING INSPECTION  
LEVEL 1 PART 1 \$386**

Modules will cover welding health and safety, basic joints, blueprint reading, preparation for welding, symbols for welding, welding processes and equipment, electrodes and consumables, and weld faults and causes.

Sep 7	Sat	6 wks	BBY CRN	37100
				0830-1330

**WELD 0122  
WELDING INSPECTION  
LEVEL 1 PART 2 \$386**

Modules will cover basic inspection technology, mechanical testing of welds, basic concepts of quality, functions of the inspector, techniques of visual inspection and surface inspection.

Nov 2	Sat	6 wks	BBY CRN	37101
				0830-1330

**WELD 0123  
WELDING INSPECTION  
LEVEL 2 PART 1 \$392**

Modules cover welding power sources, distortion and residual stress, basic metallurgy and material specification, codes and standards and ultrasonic inspection. Prerequisite: WELD 0121 and WELD 0122 or have completed (WIC) certification on fundamentals of welding technology and inspection or from a related engineering field.

Sep 7	Sat	6 wks	BBY CRN	36003
				0830-1330

**WELD 0124  
WELDING INSPECTION  
LEVEL 2 PART 2 \$392**

Modules cover basic welding metallurgy of structural steels, radiographic inspection and a review of module 10, codes - structural & A.S.M.E. and report writing format. Prerequisite: WELD 0123

Nov 2	Sat	6 wks	BBY CRN	36004
				0830-1330

Note: These combined courses meet the education requirements acceptable to the Canadian Welding Bureau as credits towards certification as a Level 2 Welding Inspector C.S.A. W178.2.

## LEVEL C WELDING PART-TIME

Introduces the student to the Level C program as a part-time student and makes the conversion into our full-time modular program at a P-4 level as a part program full-time student. Students will enter the full-time program at a P-4 level after completing the following Level C Welding part-time courses: WELD 1001 P-1 Introduction and Safety, WELD 1002 P-2 Oxyfuel Gas Cutting, and WELD 1003 P-3 Oxyacetylene Welding. After completing the part-time courses, students will enter the full-time Level C Welding course at module P-4. It takes approximately five months to complete the full-time course.

**WELD 1001  
P-1 INTRODUCTION AND SAFETY  
(LEVEL C WELDING) \$300**

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.

Sep 7	Sat	6 wks	BBY CRN	36217
				0830-1330

**WELD 1002  
P-2 OXYFUEL GAS CUTTING  
(LEVEL C WELDING) \$300**

Continues from WELD 1001. P-2 covers Oxyfuel Gas Cutting. Coveralls and CSA approved work boots with steel toes are required. Prerequisite: WELD 1001.

Nov 2	Sat	6 wks	BBY CRN	36219
				0830-1330

## WOMEN IN TRADES (604) 432-8233

**TEXP 0110  
TRADES EXPLORATORY  
PROGRAM FOR WOMEN \$190**

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

Sep 17	Tue	12 wks	BBY CRN	32954
				1830-2130

## TRADES FULL-TIME PROGRAMS INFORMATION SESSIONS: (604) 434-3304

These free sessions consist of an overview of Trades Training programs. Call (604) 434-3304 to register.

Sep 27	Fri	1 day	BBY
			0900-1200
Oct 25	Fri	1 day	BBY
			0900-1200
Nov 29	Fri	1 day	BBY
			0900-1200

Published by:	British Columbia Institute of Technology
Managing Editor:	Carol Dion Community Relations
Copy Editors:	Karen Medonald Sheila Rees Community Relations
Design & Prepress:	Crystal Sawyer Community Relations
Printer:	Vanpress Printing Ltd.
Cover Design:	Crystal Sawyer Community Relations



# PARTNERS

## IN EDUCATION

AT KWANTLEN  
WE TAKE YOUR SUCCESS **PERSONALLY**

**S**uccess can be elusive. Yes you can invest in highly specialized training designed to prepare you for a specific career. But what good is that training if you can't apply it in daily life?

Kwantlen University College is the largest school of its kind in BC. We focus our programs on meeting the everyday needs of our communities and our approach uniquely meets those needs by adding real value to your education experience.

And we don't stop adding value in the classroom either.

We offer services for students with disabilities, part-time study whenever possible and an innovative on-line Creative Writing course. We don't just keep up with changes in education, we're on the leading edge.

*"For writers whose creative juices and schedules work best with the freedom to work when they want, Online Creative Writing provides an ideal environment to experience a university-level writing course. Students interact via their computers — and creative writing is ideal to take online."*

*Jane Munro, Instructor  
Online Creative Writing*

Our courses are developed in consultation with local industry and as a result, we deliver programs that respond to the needs of today and anticipate those of tomorrow at costs that everyone can afford.

### UNIVERSITY STUDIES

Science  
Engineering  
Arts & Fine Arts  
Canadian Studies  
Computer Science  
Criminology  
Music

### APPLIED DESIGN

Interior Design  
Public Relations  
Graphics & Visual Design  
Fashion Design  
Journalism

### COMMUNITY & HEALTH STUDIES

Early Childhood Education  
Human Services Worker

### HORTICULTURE

Horticulture Technology  
Commercial Floristry

### PREPARATORY

Academic & Career Preparation  
Educational Access  
English as a Second Language

But that's not all. While a good education is essential to many of today's most rewarding careers, you may need to focus on more than one specialized skill.

Kwantlen responds to these needs. Our programs can always be augmented with courses that add basic skills, such as language or maths.

*"I'm a third year part-time Music student. As a mature student with a passion for music, coming to Kwantlen has taught me that far more is within my grasp than I thought possible. Both teachers and students accept differences in ability, age, experience and knowledge."*

*Dorothy Allen, Viola  
Music Program*

You can see how Kwantlen University College is developing the educational foresight, expertise, and programs that will help ensure our community's future success. Throughout higher education there is a movement to enhance basic abilities while adding the career-specific skills the marketplace needs. At Kwantlen we're doing that now.

See how our programs match up to your needs and interests. Compare costs and content and you'll find true value. At left is a partial list of our programs.

Find out more.

**Surrey • 599.2000**

**Richmond • 599.2512**

**Langley • 599.3215**

**Newton • 599.2906**

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



**KWANTLEN**  
University College

# Index

## A

24-hour Clock	5
3D Animation	21
Academic Studies	7
Accounting, Management Certificate	14
Administrative Management Part-time/ Day-time Courses	10
Advanced Diploma, Operations Management	24
Advanced Diploma and Degree Programs, Engineering Technology	31
Advanced Diploma in Geographic Information Systems	32
Advanced Diploma in Technology Management, Distance Education	40
Advanced Diploma in Technology Management	33
Advanced Studies in Business	9
Advanced Studies in Mechanical Technology	32
Air Conditioning	45
Alumni Association	6
Application Form	51
AS/400 Computer	27
Associate Certificate in CAD Programming	35
Associate Certificate in Computer Aided Manufacturing	35
Associate Certificate in Desktop Publishing	20
Associate Certificate in Mechanical Systems	37
Associate Certificates in Marketing Management	17
AutoCAD	35
Auto Collision Repair/Refinishing	42
Automotive Electronics	42
Automotive Mechanic	42
Aviation	43

## B

Bachelor of Technology	5
Bachelor of Technology in Environmental Engineering Technology (EET)	31
Bachelor of Technology/Advanced Diploma in Software Development	25
Basic Health Sciences Advanced Level Courses	41
BCIT International	24
Boeing Suppliers Specialized Training Courses	33
Book Returns	6
Bookstore	6
Broadcast Communications	13
Broadcast Communications, Management Certificate	13
Building, Distance Education	40
Building	33
Burnaby Campus	3
Business	9
Business and Industry Courses	8
Business Certificate in Media Techniques & Marketing Communications	19
Business Seminars and Workshops	9
Business Training Centre	9

## C

CAD Programming, Associate Certificate	35
Campus Cafe	6
Campus Locations/Office Hours	3
Campus Map	2
Campus Services	6
Canadian Association for Production and Inventory Control	21
CAPIC	21
Cardiovascular Post Diploma Courses	41
Career Search Workshop	5
Career Transitions Workshops	5
Carpentry	43
Certificate & Diploma Program Courses, Business	7
Certificate in Human Resource Management	10
Certificate in Management Systems	10
Certificate in Materials Management	22
Certificate Program in Plastics	38
Chemical Sciences Technology	34
Chemistry	7
Civil & Structural	34
Class Times/Locations	5
Classrooms	5
Commercial Transport Mechanic	44
Communication	7
Computer Aided Engineering	35
Computer Aided Manufacturing, Associate Certificate	35
Computer Basics	25
Computer Systems	25
Computer Training, Trades	44
Confirmation of Registration/Payment	3
Construction	44
Construction Operations	34
Contents	2
Correspondence/Guided Learning	5
Course Audit	3
Course Cancellation	3
Course Identification	4

## Course Information and Assistance

Toll Free, Health Sciences	41
Course Registration: Four Ways to Register	3
Course Transfer/Change \$15 Fee	4
Credit Courses to Professional Accounting Bodies	14
Critical Care Nursing Specialty	42

## D

Data Communications	27
Degree Completion (Business)	9
Desktop Publishing and Graphics for the Macintosh	20
Desktop Publishing and Graphics for the PC	20
Desktop Publishing, Associate Certificate	20
Development Approvals, Distance Education	40
Diesel Engine Electronics	44
Distance Education, Engineering Technology	40
Downtown Education Centre	3
Drafting	44
Drywall	45

## E

Early Registration	3
Educational Resource Centre for Students with Disabilities	5
Electrical and Electronic Technology	28
Electrical Trades Upgrading	29
Electronic Engineering Technology	28
Electronics Trades	29
Elephant on Campus	5
Emergency Nursing Specialty	42
Employment Services	5
Engineering Technology	31
Engineering Technology Entry (ETE) Program	8
Environmental Engineering Technology (EET), Bachelor of Technology	31
Environmental Health	41
Environmental Management of Real Estate Assets - Certificate Program	41
Exploration	45

## F

Facilities Management, Management Certificate	22
Fees	4
Finance, Management Certificate	14
Financial Aid	5
Financial Management	14
Financial Management Correspondence	14
Financial Planning, Management Certificate	14
Fish Harvesting and Processing	36
Food	6
Food Technology	37
Forestry Engineering Technology Program, Distance Education	40

## G

General Interest	8
Geographic Information Systems	37
Geomatics	39
GIS	37
Glazing	45
Guided Learning	5

## H

Health and Safety (Occupational)	41
Health Care Management Level I Certificate Program	41
Health Care Management Level II Certificate Program	42
Health Sciences	41
Heating, Ventilation, Air Conditioning and Refrigeration	45
Heavy Duty Mechanic	45
How to Read Your Flyer	5
How to Withdraw	4
Human Resource Management, Certificate	10
Human Resource Management Professional Development Currency Series	12

## I

Index	50
Industrial Computing and Control	30
Industrial Engineering, Management Certificate	22
Information Technology Centre	3
Instrumentation	30
Interior Design	16
Interior Design Level II	16
Internet	21, 27
Internet Address, BCIT	7, 8, 26, 30, 40, 47
Introduction to Electronics	30
Ironworking	45

## J

JobsLine	5
Joinery	45

## L

Langley Campus	3
Late-Breaking Course Information, Computer Systems	28
Level C Welding Part-time	48
Library	6
Lost and Found	7

## M

Machinist	46
Macintosh (Publishing and Graphics)	20
Magnetic Resonance Imaging Certificate Program	42
Management Certificate in Accounting	14
Management Certificate in Broadcast Communications	13
Management Certificate in Facilities Management	22
Management Certificate in Finance	14
Management Certificate in Financial Planning	14
Management Certificate in Industrial Engineering	22
Management Certificate in Management Engineering	22
Management Certificate in Marketing Communications	17
Management Certificate in Marketing Management	17
Management Certificate in Professional Sales	17
Management Certificate in Quality Management	22
Management Certificate in Tourism Marketing	17
Management Certificate in Transportation Logistics	24
Management Engineering, Management Certificate	22
Management Systems, Certificate	10
Map	2
Maple Ridge Campus (MRC)	3
Mapping and Surveying (Geomatics)	39
Marketing Communications, Management Certificate	17
Marketing Management	17
Marketing Management, Associate Certificate	17
Marketing Management, Seminars & Workshops	17
Materials Management, Certificate	22
Mathematics, Distance Education	40
Mathematics	8
Mathematics for Trades	46
Mechanical/Mechanical Systems	37
Mechanical Systems, Associate Certificate	37
Mechanical Technology, Advanced Studies	32
Media Techniques and Marketing Communications, Business Certificate	19
Media Techniques for Business	19
Medical Office Assistant	21
Microsoft Products	28
Microstation	36
Millwright	46
Miscellaneous Fees	4
Multimedia for the Mac and PC	21

## N

NDT (Non-Destructive Testing)	38
Neonatal Nursing Specialty	42
Nephrology Nursing Specialty	42
Networks/Client Server	27
Non-Destructive Testing	38
NOW Project, The	5
Nursing Specialty Certificate Programs	42

## O

Occupational Health and Safety — Certificate Program	41
Occupational Health Nursing	42
Office Applications	25
One-Year Interior Design Fast Track	16
Operations Management	22
Operations Management Technology "Fast Track"	24
Other Specialty, Computer Systems	27

## P

Pacific Marine Training	46
Painting and Decorating	46
Paperless Office Automation Technology	30
Parking	6
Parking Permits	4
PC (Publishing and Graphics)	20
Pediatric Nursing	42
Perinatal Nursing	42
Perioperative Nursing	42

Petroleum	38
Physics	8
Piping	46
Plastics, Certificate Program	38
Plaza of Nations	3
Post Diploma Program CAD Programming	33
Power Engineering	47
Power Equipment Mechanic	47
Pre-entry Courses	7
Professional Accounting Bodies	14
Professional Management Series	12
Professional Sales, Management Certificate	17
Program Advising	5
Programming Languages	26
Proposed Bachelor of Technology in Construction Management	31
Public Works Operations	38

## Q

Quality Management, Management Certificate	22
--	----

## R

Radio	13
Real Estate Assets (Environmental Management)	41
Recreation SAC Building	7
Refresher (Mathematics, Physics)	8
Refrigeration	45
Refunds	4
Registration Information	3
Repair/Refinishing	42
Roadrunner Cafe	6
Robotics and Automation	39

## S

Satellite Locations, Library	6
Satisfaction Guaranteed, Computer Systems	28
Sea Island Campus	3
Security	7
Seminars and Workshops, Marketing Management	17
Sheet Metal	47
Software Development, Bachelor of Technology/Advanced Diploma	25
Special Programs, BCIT International	24
Special Services for International Students	24
Steel Fabrication	47
Student Campus Patrol	7
Student Consultation Night for Engineering Technology	31
Student Services	5
Student Success	6
Surrey Campus	3
Surveying and Mapping (Geomatics)	39
Systems Analysis/Design	27

## T

Tax Receipts	4
Technology Management, Advanced Diploma	33
Technology Management, Advanced Diploma — Distance Education	40
Television	13
Tourism Marketing, Management Certificate	17
Tourism	19
Town Square Cafe	6
Trades Exploration	45
Trades Full-time Programs Information Sessions	48
Trades Training	42
Transportation Logistics, Management Certificate	24
Transportation Systems (Highways), Distance Education	40
Tuition Fees	4

## U

UNIX	27, 36
Used Text Books	6

## V

Vancouver Campus	3
Ventilation	45
Visa/MasterCard Declines	4

## W

Welding	48
Welding Institute of Canada — Welding Inspection Level 1 and Level 2	48
Windows Programming	27
Winter '97 Part-time Studies Registration	4
Winter Seminar in Quality	22
Women in Trades	48
Wood Products Manufacturing	39

# Application Form



## Part-time Studies Registration Form

BCIT Registration Department: 3700 Willingdon Avenue Burnaby, B.C. V5G 3H2  
Tel. (604) 434-1610, Fax. (604) 430-1331

### FOUR WAYS TO REGISTER

#### 4 Ways to Register

##### 1. By Mail (available to all registrants)

Fill in the registration form and send it with your cheque or credit card information to:

BCIT  
Part-time  
Registration  
3700 Willingdon  
Avenue  
Burnaby, B.C.  
V5G 3H2

Sorry, No  
Postdated  
Cheques.

##### 2. By Fax (Available to all registrants)

Fill out this form and fax to  
(604) 430-1331 or  
(604) 687-2488.

##### 3. In Person (Available to all registrants)

Register at the  
Burnaby,  
Downtown or  
Surrey Campuses.  
Pay by cash,  
cheque or credit  
card.

##### 4. By Phone (Only available to registrants who have previously registered at BCIT.)

Charge to your  
Visa or  
MasterCard.

Burnaby Campus:  
(604) 434-1610

Downtown:  
(604) 687-4666

Blocked area to be filled in by FIRST-TIME Registrants only!



#### BCIT STUDENT NUMBER

If you have previously been a BCIT student or have contacted BCIT for program information, a student number may already have been issued to you. You would find this number at the bottom of any correspondence from Student Services or the Registrar's Office.

If known, please enter that number here

If this number is not known, please check this box and a number will be assigned to you.

To avoid duplication of our records, please enter your sex and birthdate in the spaces provided below.

Birthdate: \_\_\_\_\_  
(day - month - year)

Sex:  male  female

SOCIAL INSURANCE NUMBER (For tax purposes only) \_\_\_\_\_

Last Name (Family Name) \_\_\_\_\_

Legal First Name \_\_\_\_\_

Preferred First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Previous Last Name (e.g. Maiden Name) \_\_\_\_\_

Street/Box No. \_\_\_\_\_

Town/City \_\_\_\_\_ Province \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

All official BCIT correspondence will be mailed to this address.  
Please notify the Admissions Department of any change.

Course Number	Course Ref. Number (CRN)	Course Title	Course Cost(s)		Start Date			Site
			Fee	Special Fee	DD	MM	YY	
Textbooks: <input type="checkbox"/> Yes <input type="checkbox"/> No			TOTAL FEES		+	=		

You can pay by cheque, money order, VISA or MasterCard. Cash is accepted in person only. A service charge for any NSF or returned cheque will be assessed.

Visa Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

MasterCard Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

full fees paid by you (not available for faxed registration)  full fees paid by employer (approval attached)  special arrangement (approval attached)

I declare that the information on this application is correct and complete. I acknowledge BCIT's right to cancel this application if the information contained in it has been misrepresented. If I am admitted to BCIT, I agree to abide by its policies and regulations. If granted an award, I authorize the Student Awards and Financial Aid Office to release pertinent information to the donor of the award and provincial funding bodies.

Your signature goes here \_\_\_\_\_ Dated: \_\_\_\_\_

Your citizenship status is:  Landed Immigrant/Permanent Resident  
 Canadian Citizen  Other (please specify): \_\_\_\_\_  
Country of Citizenship if not Canada: \_\_\_\_\_

Last Secondary School attended	From:	To:	Grade Completed	B.C. Exam Number (if known)
Post Secondary School(s) attended	From:	To:	Years Completed	Credential Earned

#### 1. BY MAIL

Complete the registration form on this page and include your signature at the bottom. Clip the form out of the flyer and mail it to the address indicated.

Part-time Studies  
BCIT Registration Department  
3700 Willingdon Avenue  
Burnaby, B.C. V5G 3H2

#### 2. BY FAX

NOTE: During peak periods, students may register for course(s) at the Downtown Education Centre.

(604) 687-2488 ... DOWNTOWN  
(604) 430-1331 ..... BURNABY

If registering by Fax, payment for the part-time course(s) must be made by credit card. Visa and MasterCard are the only method of credit card payment that is acceptable to BCIT. As well, your credit card number must be included on the faxed registration form in order for your registration to be processed.

#### 3. IN PERSON

Note: The following hours of registration are subject to change.

BURNABY CAMPUS  
3700 Willingdon Avenue

Office Hours (August 14 - April 27):  
Monday to Thursday 0830-1900  
Friday 0830-1630  
Saturday 0830-1230  
Closed Saturday on Holiday Weekends

Summer Hours (April 29 '96 - August 12 '96):  
Monday to Friday 0830-1630  
Saturday Closed

DOWNTOWN EDUCATION CENTRE  
549 Howe Street, Vancouver

Regular Office Hours:  
Monday to Thursday 0830-1800  
Friday 0830-1630  
Saturday Closed

SURREY CAMPUS — PRINCESS MARGARET  
SENIOR SECONDARY  
128 Street & 72nd Avenue, Surrey

Regular Office Hours:  
Monday to Thursday 0900-2030  
Friday 0900-1530  
Saturday Closed

#### 4. BY PHONE

This method is now available to all applicants!

If registering by phone, payment for the part-time course(s) must be made by credit card. Visa and MasterCard are the only method of credit card payment that is acceptable to BCIT. Please have your credit card number and expiry date available when you call to register.

NOTE: During peak periods you may experience lengthy delays. If this happens please contact the Downtown campus to register for your course(s).

Beat the rush and call between 0830 and 0900 or 1830 and 1900.

(604) 687-4666 ... DOWNTOWN  
(604) 434-1610 ..... BURNABY



If you register before August 12, you are eligible to win a free course.





## THERE'S SOMETHING UP DOWNTOWN...

We have outgrown our longtime Howe Street location in downtown Vancouver and we're opening a new home with expanded programs, services and facilities.

BCIT Downtown at the corner of Seymour and Dunsmuir streets will be a centre of opportunity for downtown businesses. It will be a place to tap into expertise in training and human resource development.

BCIT Downtown will have everything you've come to expect from B.C.'s top institute of technology and trades training:

- ◆ Expanded part-time studies offerings – geared to those working and doing business in the downtown core.
- ◆ A special focus on human and business performance through BCIT's new Performance Improvement Centre.
- ◆ Industry training partnerships tailored specifically to business needs.
- ◆ Video conferencing, media information systems and computer facilities.
- ◆ State-of-the-art classrooms, labs and meeting rooms.
- ◆ High-quality office space for lease.

Want to know more?  
Call us downtown at 687-4666 or  
e-mail [aglover@bcit.bc.ca](mailto:aglover@bcit.bc.ca).  
Or visit our Internet site at  
[www.bcit.bc.ca](http://www.bcit.bc.ca).

**555 SEYMOUR (at Dunsmuir)**



# BCIT

KNOWLEDGE

# DOWN

THAT WORKS

# TOWN

**NEW CAMPUS OPENING JANUARY 1997**

*BRITISH COLUMBIA  
INSTITUTE OF TECHNOLOGY*