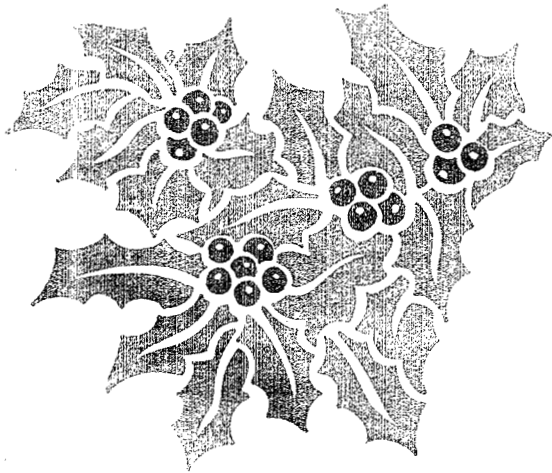


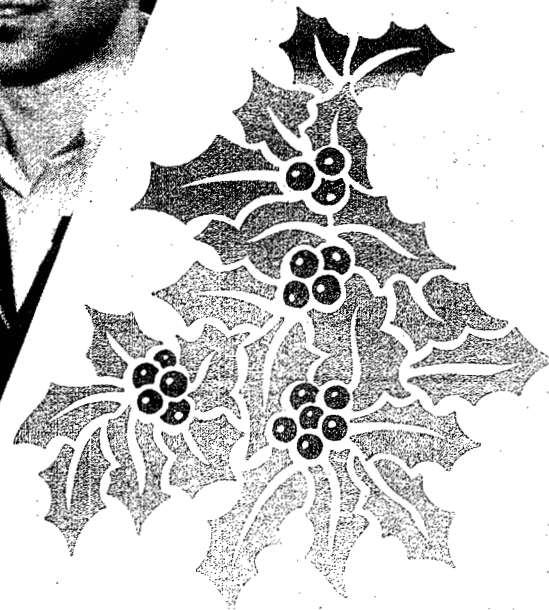


British Columbia  
Institute of Technology

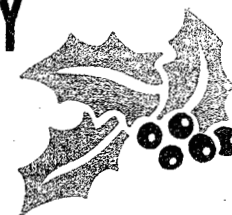


1991 PART-TIME STUDIES

WINTER



BUSINESS  
ENGINEERING TECHNOLOGY  
TRADES TRAINING



REGISTER NOW: 434-1610  
WINTER TERM STARTS JANUARY 14

# CONTENTS

Class locations .....	2
Campus map .....	2

## BUSINESS 4

Advanced Studies in Business .....	4
Venture Program .....	4
Business Client Studies .....	4
Administrative Management .....	5
Broadcast Communications .....	6
Business Communications/Media Techniques .....	6
ALDUS ATC .....	7
Canadian Institute of Travel Counsellors .....	7
Financial Management .....	7
Interior Design .....	8
Marketing Management .....	9
CAPIC .....	10
Operations Management .....	10
Transportation Logistics .....	10
Tourism .....	11
Direct Employment Training .....	11
Senior Certificate Program for Tradespersons .....	11

## ENGINEERING TECHNOLOGY 12

Engineering Technology Entry Program .....	12
Wood Products Manufacturing .....	13
Building .....	13
Chemical Sciences .....	13
Chemistry .....	14
Civil & Structural Technology .....	14
Communication .....	14
Technical Communication .....	14
Computer Aided Engineering .....	14
AutoCAD ATC .....	14
UNIX .....	15
INTERGRAPH .....	15
Computer Systems .....	15
Distance Education .....	16
Electronics Technology .....	17
Fish Harvesting and Processing .....	17
Geographic Information Systems (GIS) .....	17
Landscape .....	18
Leadership Training .....	18
Mathematics .....	18
Mechanical Technology .....	18
Mining .....	18
Petroleum .....	18
Physics .....	18
Renewable Resources .....	19
Robotics and Automation .....	19
Surveying and Mapping .....	19

## TRADES 19

Auto Collision Repair/Refinishing .....	20
Automotive Mechanic .....	20
Aviation .....	20
Carpentry .....	20
Construction .....	21
Drafting Design .....	21
Electrical .....	21
Electronics Technician .....	22
Glazing .....	22
Heavy Duty Mechanic .....	22
Industrial Computing and Control .....	22
Joinery .....	22
Machinist .....	22
Mathematics for Trades .....	22
Millwright .....	22
Motorcycle/Marine/Small Engine Mechanic .....	22
Painting and Decorating .....	22
Piping, Plumbing and Gas .....	22
Practical Horticulture .....	23
Refrigeration .....	23
Steel Fabrication .....	23
Welding .....	23

## INDEX 23

## HOW TO REGISTER 24

Registration Form .....	24
Certificate programs .....	24
Course Cancellation/Change .....	24
Refunds .....	24
How to Withdraw .....	24
Parking .....	24
Class Times .....	24

## BOOKSTORES

**Burnaby Campus**  
Get your books and school supplies at the BCIT Bookstore located on the S.E. corner of the library in building 2D. For the winter term the bookstore will be open:

January 7-10	0800-1900
January 11	0800-1600
January 14-31	
Monday-Thursday	0800-2000
Fridays	0800-1600
January 5, 19, 26, February 2	
Saturdays	0830-1230

**Downtown Education Centre**  
For the winter term the bookstore will be open:

January 5, Saturday	0830-1030
January 7-10	1230-1830
January 11	1230-1630
January 14-17	1230-1930
January 18	1230-1630
January 21-29, Monday-Thursday	1600-1930

**Surrey**  
January 14-17 1800-2000

## CLASS LOCATIONS

**BBY**  
Main Campus  
3700 Willingdon Avenue, Burnaby

**DEC**  
Downtown Education Centre  
549 Howe Street, Vancouver

**HOL**  
Kingston College  
2286 Holdom Avenue, Burnaby

**OC**  
Off Campus. TBA.

**RIC**  
#110-11100 Bridgeport Road, Richmond

**SEA**  
Sea Island  
5301 Airport Road South, Vancouver Airport

**SRY**  
Princess Margaret School  
128th Street and 72nd Avenue, Surrey

## CLASS TIMES

Classes at all sites run for 3 hours per night, 1 or 2 nights a week, Monday through Thursday, UNLESS OTHERWISE NOTED IN COURSE DESCRIPTION OR AT REGISTRATION.

BURNABY (BBY) TRADES	1900-2200
BURNABY (BBY) TECHNOLOGY	1845-2145
COQUITLAM (COQ)	1845-2145
DOWNTOWN EDUCATION CENTRE (DEC)	1730-2030
HOLDOM AVENUE (HOL)	1845-2145
RICHMOND (RIC)	1845-2145
SEA ISLAND (SEA)	1900-2200
SURREY (SRY)	1900-2200

## Changes to Curricula, Regulations and Services

Although it is proposed to adhere to the courses and programs of study as set forth in this advertising supplement, the Institute reserves the right to make, without prior notice, whatever changes are deemed necessary to the programs of study, services or regulations. The Institute reserves the right to cancel any course, program or service.

## FOOD SERVICES

Operated by Forster's Food Services Ltd.

The new hours of operation effective October 22, 1990 are as follows:

**Town Square Cafe**  
Monday to Friday 0700-1500

**Campus Cafe**  
Monday to Thursday 0700-2100  
Friday 0700-1500  
Saturday 0800-1400

**J.W. Inglis**  
Monday to Thursday 0630-2100  
Friday 0630-1500  
Saturday 0730-1430

**E.T.C.**  
Monday to Thursday 0630-2100  
Friday 0630-1500

**Roadrunner**  
Monday to Thursday 0730-2100  
Friday 0730-1400

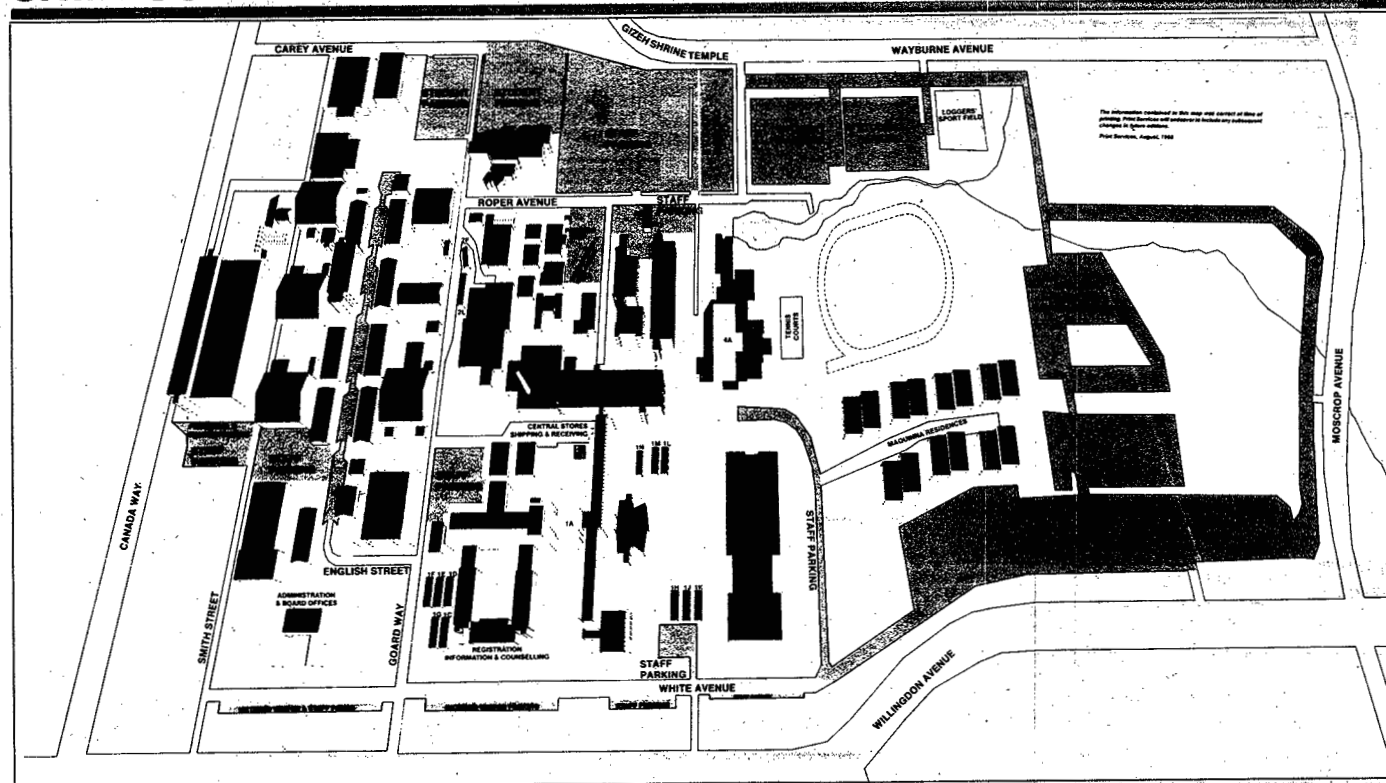
## LIBRARY

Part-time students can obtain a library card from Library Circulation. Assistance in using the library can be obtained at the reference desk.

Published by: The Schools of Business Engineering Technology and Trades Training.

Editor: Mary Bacon, Public Affairs & Marketing.

## CAMPUS MAP



# BCIT



# ABOUT BCIT

## BCIT IN THE SPOTLIGHT

BCIT was in the spotlight during October, playing host to provincial government ministers, Bruce Strachan during Science and Technology Week, Elwood Veitch, who gave us a sizeable planning grant to get the Technology Block underway and Carol Gran, who opened the BCIT Childcare Centre on October 26. Interest in BCIT was also expressed by the Consul General of the People's Republic of China who visited Sea Island and Burnaby campuses on October 30.

Some historical firsts also happened. A new kind of trade show was launched by the BCIT Technology Centre and the Hong Kong Canada Business Association; the first ever BCIT Childcare Centre was officially opened; a special public information session for women was held October 16, surprising everyone with the huge numbers of women in attendance and on a more frivolous note Quackathon was born... a wild, wet, let your hair down kind of fundraising event for the United Way campaign. The whole campus participated in that and lots of other United Way events staged by individuals and departments.



After all the speeches about BCIT's new Childcare Centre are over, Carol Gran, B.C.'s minister responsible for women's programs, gets down to the heart of the matter — cutting cake with the kids!

## NEW CHILDCARE CENTRE OPENS AT BCIT

Carol Gran officially opened the Centre on Friday, October 26.

The Childcare Centre is obviously an idea whose time has come, with a provincial minister totally committed to the ideal of affordable, accessible child care.

Special guests at the opening ceremonies included Svend Robinson, member of parliament for Burnaby/Kingsway, Childcare supervisor, Lou Schroeder and Student Association president, Duff Gardner. For more information on the Centre call 432-8919.

## TRANS/PLANTS: Technology Centre helps launch new trade show

At the request of President Watson, BCIT, together with the Hong Kong-Canada Business Association (HKCBA) jointly sponsored the first ever TRANS/PLANTS: New Canadian Entrepreneurs Trade and Cultural Exhibition on October 12 and 13.

The theme of the exhibition was to encourage new immigrants to come forward and show the people of B.C. that they were proud to come to Canada to establish their homes and businesses and to become an integral part of the economic infrastructure. These immigrant entrepreneurs feel they have a lot to offer Canada through the new enterprises they establish and the jobs they create.

The exhibition, which featured 45 booths displaying a wide variety of goods and services, attracted over 3,000 visitors. A variety of cultural events held during the exhibition added a special quality not usually experienced at traditional trade shows.



Opening ceremonies at the Transplants Exhibition featured a Chinese Lion Dance and comments from guest speakers (left to right) Danny Gaw, president, Hong Kong Canada Business Association (HKCBA), Lorne Seitz, deputy minister, Ministry of International Business and Immigration, Mayor Gordon Campbell, City of Vancouver, Brian Sung, vice chairman, BCIT Board of Governors and Brian Gillespie, vice president, Education, BCIT.

## SHINERAMA '90

The weather was perfect for Shinerama in September, helping students to raise almost \$19,000 in a one day shoe-shining blitz of the Greater Vancouver area.

In addition to shining shoes, students also washed cars, and provided engine shampoos and other services, raising money for the Canadian Cystic Fibrosis Foundation.

Proceeds from a dance and other monies may push the total over \$20,000.



Heavy Duty did a roaring trade in engine shampoos on SHINERAMA DAY. A class of 15 students working from 7 am to 1 pm performed between 40 to 60 shampoos, raising \$500 for Shinerama in the process. Over in Automotive, 12 customers turned up for wheel balancing, contributing \$100 to the pot and Electronics trades students raised \$45 by washing cars. BCIT students raised a total of \$19,571 for Shinerama 1990, with more still to come in from social events.

## BCIT \$8 MILLION EXPANSION RECEIVES PLANNING APPROVAL

Burnaby - The British Columbia Institute of Technology will receive \$480,000 to plan an \$8 million Technology Block at the Burnaby Campus. Planning approval was announced October 22 by the Honourable Elwood Veitch, Burnaby/Willington MLA, on behalf of the Advanced Education, Training and Technology Minister Bruce Strachan.

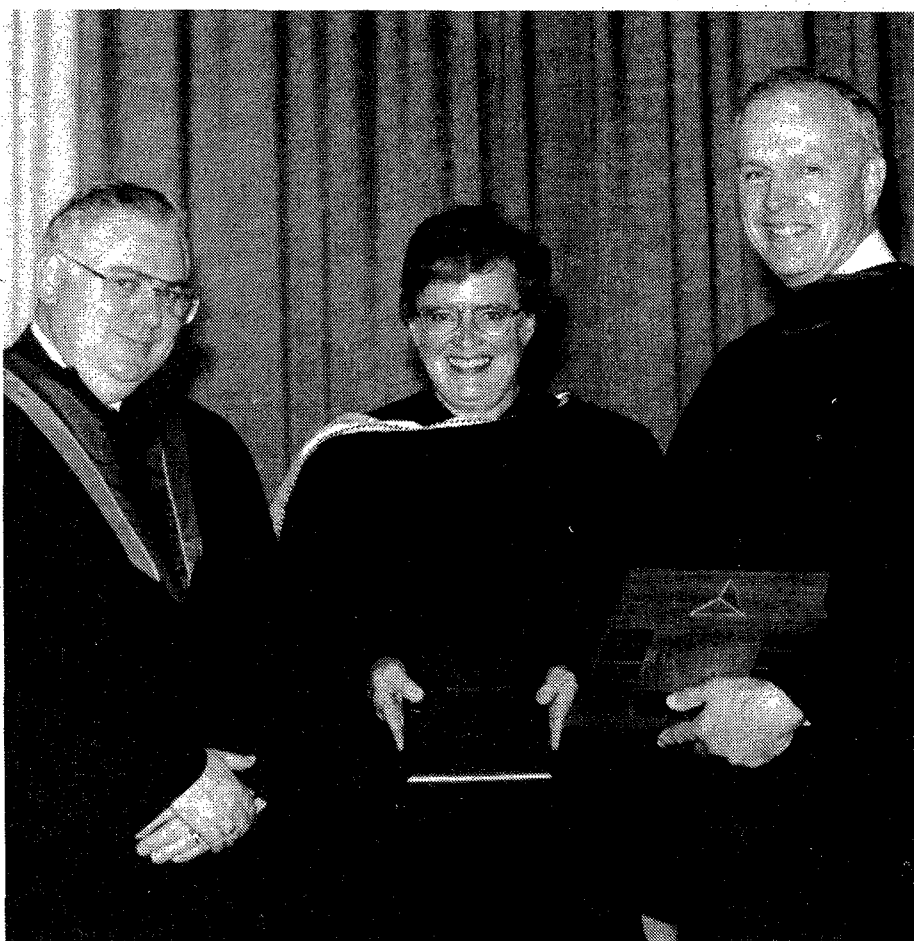
The Technology Block is phase one of a series of development projects involved in the realization of the Campus Master Plan, adopted in 1989.

The 4,500 square metre structure will contain lecture/classroom facilities, computer labs, faculty offices, a 300-seat lecture theatre, and an integrated media presentation facility. The Block will be wired for computer/communications networks. The design of the facility will include the capability to accommodate future expansion needs.

BCIT President John Watson was very pleased by the announcement of funding for the Block. "The Technology Block is a vital step in the continued development of the Institute, and in the progress towards BCIT's mandate to be British Columbia's advanced technology institute."

The Minister of Advanced Education, Training and Technology's funding of the Technology Block is part of the \$218 million that the Ministry has committed, for 1990/91, to capital works projects at the province's universities, colleges, institutes and agencies.

# BUSINESS



Michael Harrison, Dean, School of Business presents the 3rd "School of Business Excellence in Teaching Award" to Margaret Briscall of the Financial Management Technology at convocation.

Left to Right: Gordon Farrell, Associate Dean, Financial Management Technology, Margaret Briscall and Michael Harrison.

## ADVANCED STUDIES IN BUSINESS

The aim of this program is to provide BCIT's Business Diploma graduates with further education to meet the needs of B.C.'s business, government, industry and the professions: 1) for more highly trained specialists, through a program leading to an Advanced Diploma in Business; 2) for more highly trained management generalists through a program leading to a Bachelor's degree in Business.

There are thus two distinct interrelated parts to the Advanced Studies in Business program; the Advanced Diploma Track for the management generalist and the Degree Completion Track for the management specialist.

### ADVANCED DIPLOMA TRACK

While the degree completion track is designed for the business generalist who wishes to obtain a Bachelor's degree in Administrative Studies, BCIT recognizes that many of its Diploma Graduates already have a degree or, for other reasons, wish to increase their knowledge in their specialized field.

The Advanced Diploma in Business will consist of twelve advanced business courses selected from the "generalist" and "specialist" courses in four options: Management of Advanced Technology, International Business, Human Resource Management and Advanced Accounting.

#### Courses, Winter 1991

ADMIN 705	Intermediate Macroeconomics	\$210		
January 07	Monday	1800-2100	13 weeks	BBY
ADMIN 710	Business and Society	\$210		
January 09	Wednesday	1800-2100	13 weeks	BBY
ADMN 720	Organizational Behavior 2	\$210		
January 08	Tuesday	1800-2100	13 weeks	BBY
MKTG 710	International Business Methods	\$210		
January 09	Wednesday	1800-2100	13 weeks	BBY

#### B.C. Open University

BCOU POLI SCI 200	Political Science	\$210		
January 10	Thursday	1800-2100	13 weeks	BBY

Other courses in the program are available at BCIT during the day.

### DEGREE COMPLETION TRACK

The B.C. Open University grants BCIT Business Diploma graduates in Marketing, Financial and Administrative Management, block transfer of up to 84 credits towards a Bachelor of Arts in Administrative Studies. These BC graduates need to complete 36 additional credits at BCIT and other institutions to meet the B.C. Open University requirement of 120 credits for a degree. For additional information on credit transfer for these and old diploma programs please contact the office of the Dean of Business.

BCIT Business Diploma

B.C. Open University and BCIT Courses

Bachelor of Arts in Administrative Studies

up to 84 cred  
at least 36 cred  
120 cred

The 36 credits required may be earned through five arts and sciences elective courses approved by the B.C. Open University and taken through accredited universities and colleges, and the seven advanced business courses taken at BCIT.

## BUSINESS CLIENT STUDIES

### WORKS WITH YOUR ORGANIZATION TO:

- Increase productivity
- Build a highly skilled team
- Motivate employees
- Remain competitive in world markets

### WE PROVIDE

Specialized job-related flexible training tailored to meet your organization's needs. You can choose from hundreds of existing BCIT business courses or we will develop customized courses for you.

### WORKSHOPS FOR BUSINESS & INDUSTRY

- Computer Proficiency Updating
- Training Partnerships

### WIDE SELECTION OF PROGRAMS

- Business Management
- Financial Management
- Marketing
- Operations/Production Management
- Computer Proficiency

### AT YOUR CONVENIENCE

Our training is done at your convenience. We can work with you at BCIT's Burnaby or Downtown campuses or at your worksite, and yes, we'll travel throughout the province! Training times are flexible; daytime, evening or weekends, with programs starting and ending at times that suit you.

**Call us! 432-8255**

## VENTURE PROGRAM

### STARTING A PROMISING VENTURE? WANT TO IMPROVE YOUR ODDS?

BCIT has the program for you. The VENTURE PROGRAM is NOT about becoming an entrepreneur — you are already committed. Your 2 to 3 months with us will be spent developing the techniques which will greatly increase your likelihood of success — achieving maximum personal effectiveness, improving your marketing focus, tightening your strategic plan, attracting appropriate financing, overcoming risk and building your resource base and access to key contacts. Ultimately you will leave with a fully operational document — your business plan. Your final exam will be given by the marketplace.

TWO PROGRAMS ARE SCHEDULED FOR 1991-1992.

SPRING '91 - STARTS MONDAY, FEBRUARY 4

FALL '91 - STARTS MONDAY, SEPTEMBER 16

ENROLMENT ENQUIRIES ARE WELCOME NOW — AS PLACES ARE LIMITED.

#### FOR FURTHER INFORMATION:

Write to Lorne Fingerson  
THE VENTURE PROGRAM  
3700 Willingdon Avenue  
Burnaby, B.C. V5G 3H2  
Enquiries: 432-8774 or 432-8767

#### SPECIAL NOTE:

Find out more by visiting our Venture Program Centre at BCIT. Call the Centre at 432-8774 or 8767 for an appointment.

## BUSINESS, ENGINEERING TECHNOLOGY, AND HEALTH SCIENCES CAREERS!

Need more information about BCIT full-time technology programs?

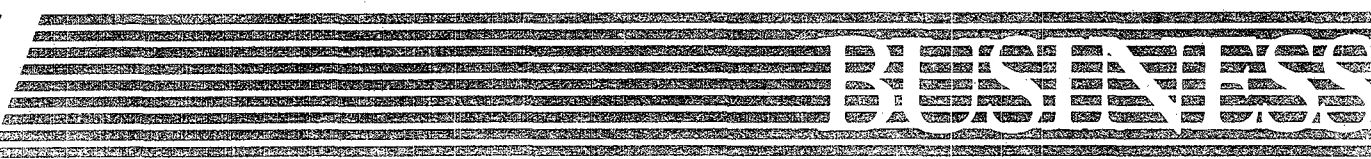
ATTEND EITHER A DAYTIME OR EVENING GROUP INFORMATION SESSION GIVEN BY A BCIT COUNSELLOR.

#### FIND OUT ABOUT:

Programs, Costs, Upgrading, Prerequisites, Application Process, Salaries, Job Opportunities and Career Development.

#### FOR INFORMATION ABOUT:

Times, Dates, Place  
Contact Student Services at 434-3304.





# ADMINISTRATIVE MANAGEMENT

## ADMN 100 Microeconomics \$171

Provides a basic understanding of microeconomic concepts. Deals with the functioning of the marketplace and behavior in different competitive environments.

Jan 14	Mon	12 wks	BBY	CRN 89570
			DEC	89564
Jan 15	Tues	12 wks	BBY	95509
			DEC	18765
			SRY	70290
Jan 16	Wed	12 wks	BBY	89553
			DEC	89535
			BBY	89541
Jan 17	Thurs	12 wks	BBY	02846

## ADMN 110 Management 1 \$171

A practical and theoretical introduction to the principal functions of modern management.

Jan 14	Mon	12 wks	BBY	CRN 75404
			DEC	11472
			SRY	75449
Jan 15	Tues	12 wks	BBY	89627
			DEC	11463
Jan 16	Wed	12 wks	BBY	75428
			BBY	89616
			DEC	11454
Jan 17	Thurs	12 wks	BBY	89597
			DEC	75432
			SRY	72491
Jan 18	Fri	5 wks	DEC	27210
	0900-1700			

Jan 19	Sat	12 wks	BBY	89588
	0900-1200			

## WEEKLONGS

Feb 18	Mon-Fri	1 wk	DEC	89638
	0900-1700			
Mar 11	Mon-Fri	1 wk	BBY	72504
	0900-1630			

## ADMN 124 Supervisory Skills \$171

Will increase your confidence and leadership abilities and establish a foundation for further training in supervision and management.

Jan 14	Mon	12 wks	BBY	CRN 95486
			SRY	02860
Jan 15	Tues	12 wks	BBY	89189
			DEC	89172
			SRY	72966
Jan 16	Wed	12 wks	BBY	89163
Jan 17	Thurs	12 wks	BBY	89154
			DEC	89147
Jan 18	Fri	5 wks	DEC	27228
	0900-1700			
Jan 19	Sat	12 wks	BBY	89136
	0900-1200			
Jan 21	Mon-Fri	1 wk	DEC	89120
	0900-1700			
Feb 18	Mon-Fri	1 wk	DEC	95381
	0900-1700			
Mar 11	Mon-Fri	1 wk	BBY	25328
	0900-1700			

## ADMN 127 Training Techniques \$171

Helpful to people with responsibility for training personnel in business, industry, government and other institutions.

Jan 14	Mon	12 wks	BBY	CRN 89045
Feb 11	Mon-Fri	1 wk	DEC	11117
	0900-1700			
Feb 22	Fri	5 wks	DEC	27232
	0900-1700			
Mar 11	Mon-Fri	1 wk	BBY	25332
	0900-1630			

## ADMN 200 Macroeconomics \$257

Provides a basic understanding of macroeconomic concepts and current issues. Gives students a good understanding of how and why the economy works as it does.

Jan 14	Mon	18 wks	BBY	CRN 95054
Jan 15	Tues	18 wks	BBY	89430
			DEC	79533
Jan 16	Wed	18 wks	BBY	89429
			DEC	11102
Jan 19	Sat	18 wks	BBY	89403
	0900-1200			

## ADMN 201 Counselling 1 \$171

Demonstrates that communication skills can be learned and that, through training, everyone can learn to become an effective communicator.

Jan 15	Tues	12 wks	DEC	CRN 89059
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## ADMN 204 Human Resource Management \$257

An introductory course recommended for all persons interested in management and/or supervision. The student develops an 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. Topics cover the major human resource management functions with some emphasis upon practical application of the techniques studied. Prerequisite: ADMN 110, 222.

Jan 14	Mon	18 wks	BBY	CRN 89118
Jan 15	Tues	18 wks	BBY	89090
			DEC	89105
Jan 16	Wed	18 wks	DEC	95477
Jan 17	Thurs	18 wks	BBY	95375
			DAYTIME	
Jan 18	Fri	7 wks	DEC	72979
	0900-1700			

## ADMN 205 Selection Interviewing \$171

For people who are called upon to interview applicants for employment. Prerequisite: ADMN 204 is recommended but not required.

Jan 14	Mon	12 wks	BBY	CRN 89086
			WEEKLONGS	
Feb 11	Mon-Fri	1 wk	DEC	12179
	0900-1700			
Mar 11	Mon-Fri	1 wk	DEC	89062
	0900-1700			

## ADMN 208 Municipal Law \$171

In addition to an overview of the B.C. Municipal Act and other provincial statutes governing local government activities, this course covers areas of administrative law, constitutional law and contract law which have an impact upon municipal administrative practice.

Jan 16	Wed	12 wks	DEC	CRN 02858
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## ADMN 211 Management 2 \$171

A continuation of the study of ADMN 110 management functions. Prerequisite: ADMN 110.

Jan 14	Mon	12 wks	BBY	CRN 70565
			DEC	75455
			SRY	70388
	Mon/Wed	6 wks	SRY	70736
Jan 15	Tues	12 wks	BBY	70603
			DEC	75621
Jan 16	Wed	12 wks	BBY	70474
			DEC	70580
			SRY	79496
Jan 17	Thurs	12 wks	BBY	70397
			DEC	75461
Feb 22	Fri	5 wks	DEC	27249

## WEEKLONGS

Mar 11	Mon-Fri	1 wk	DEC	17106
	0900-1630			
Mar 11	Mon-Fri	1 wk	BBY	70033
	0900-1630			

## ADMN 222 Organizational Behavior 1 \$171

Basic behavioral theories for those with no formal background in organizational behavior. Students should have completed ADMN 110.

Jan 14	Mon	12 wks	BBY	CRN 89522
	Mon/Wed	6 wks	SRY	72510
Jan 15	Tues	12 wks	BBY	89519
Jan 16	Wed	12 wks	BBY	89494
			DEC	89481
Jan 17	Thurs	12 wks	BBY	89475
			DEC	89467
Jan 18	Fri	5 wks	DEC	27255
	0900-1700			
Mar 11	Mon-Fri	1 wk	DEC	72528
	0900-1630			
Mar 18	Mon-Fri	1 wk	BBY	95072
	0900-1630			

## ADMN 302 Problem-Solving/Decision-Making \$171

Participants learn to apply various techniques to problem-solving and decision-making; emphasis is on problem analysis. Prerequisite: ADMN 110, 211.

Jan 16	Wed	12 wks	DEC	CRN 11096
			BBY	95782

## ADMN 304 Human Resource Planning \$171

For the human resource practitioner seeking an orientation to practical employment planning skills. Prerequisite: ADMN 204.

Jan 15	Tues	12 wks	DEC	CRN 11050
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## ADMN 305 Salary Administration \$171

Covers the "hows" and "whys" of salary administration.

Jan 14	Mon	12 wks	DEC	CRN 89191
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## ADMN 306 Economic Issues \$171

This is a general economics course. It discusses such topics as: "Are the world banks going to collapse?" "Is Canada for sale?" "What does free trade mean for Canada?" A technical issues course for the noneconomist. Topics will depend upon interest of students. Students in the Administrative Management Systems Certificate Program may wish to substitute the course for Micro or Macroeconomics.

Jan 15	Tues	12 wks	BBY	CRN 94090
Jan 16	Wed	12 wks	DEC	11073
			BBY	11084
Jan 17	Thurs	12 wks	BBY	11068
Jan 18	Fri	5 wks	DEC	27287
	0900-1700			

## ADMN 307 Counselling 2 \$171

This 2nd phase of interpersonal communications skill development offers the opportunity to practice communication skills in supervised training sessions. Focuses on the application, integration and refinement of the core dimensions, empathy, respect, genuineness, concreteness, self-disclosure and confrontation. Uses dyads and double dyads comprised of counsellor, client and peer-group observers combined with audio and video tapes, as ongoing feedback. Prerequisite: ADMN 201.

Jan 17	Thurs	12 wks	DEC	CRN 16036
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## ADMN 322 Organizational Behavior 2 \$171

Motivational theory and its application for those who have completed ADMN 222.

Jan 15	Tues	12 wks	BBY	CRN 89343
			DEC	89334
Jan 17	Thurs	12 wks	BBY	95063
			SRY	89326
Feb 22	Fri	5 wks	DEC	27293
	0900-1700			

## ADMN 324 Interpersonal Skills \$171

Helps the practitioner develop interpersonal skills through hands-on role playing and experiential learning exercises.

Jan 14	Mon	12 wks	BBY	CRN 02921
Jan 16	Wed	12 wks	BBY	94077
Mar 11	Mon-Fri	1 wk	DEC	94062
	0900-1630			

## ADMN 332 Labor Relations 1 \$171

Designed for people who will benefit from knowledge of the collective bargaining process and contract administration. Prerequisite: ADMN 110, 222.

Jan 15	Tues	12 wks	BBY	CRN 89380
Jan 16	Wed	12 wks	DEC	89378
Jan 18	Fri	5 wks	DEC	27307
	0900-1700			
Jan 19	Sat	12 wks	BBY	89365
	0900-1200			
Feb 11	Mon-Fri	1 wk	DEC	89399
	0900-1700			
Mar 11	Mon-Fri	1 wk	BBY	72957
	0900-1630			
Mar 11	Mon-Fri	1 wk	DEC	72944
	0900-1630			

## ADMN 385 Business Law \$257

(replaces ADMN 380/480)

A familiarization course which covers commercial law, contract law and organization of courts.

Jan 14	Mon	18 wks	BBY	CRN 25349
			DEC	25355
Jan 15	Tues	18 wks	BBY	25361
			DEC	11039
Jan 16	Wed	18 wks	BBY	11042
			DEC	25376

## DAYTIME

Jan 18	Fri	8 wks	DEC	25387
	0900-1700			

## ADMN 406 Economic Issues for Financial Planners \$171

See ADMN 306 for description.

Jan 15	Tues	12 wks	BBY	CRN 25310
Jan 16	Wed	12 wks	DEC	94086
			BBY	25304
Jan 17	Thurs	12 wks	BBY	25296

## ADMN 407 Advanced Problem-Solving/Decision-Making 2 \$171

A continuation of ADMN 302. Prerequisite: ADMN 302.

Jan 14	Mon	12 wks	BBY	CRN 12166
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## ADMN 432 Labor Relations 2 \$171

A thorough explanation of collective administration, agreements, wage issues, economic supplements, arbitration, mediation, preparation for collective bargaining and collective bargaining techniques. Prerequisite: ADMN 332.

Jan 14	Mon	12 wks	SRY	CRN 16880
			BBY	89317
Jan 16	Wed	12 wks	BBY	89302
Feb 22	Fri	5 wks	DEC	27315
	0900-1700			
Mar 11	Mon-Fri	1 wk	BBY	95961
	0900-1700			

## ADMN 444 Human Resource Information Systems \$171

The selection, development uses, installation and administration of human resource information systems.

Jan 18	Fri	5 wks	DEC	CRN 11021
	0900-1700			

## ADMN 480 Business Law 2 (last term offered) \$171

Assignments, lectures and case studies cover Canadian law. Prerequisite: ADMN 380.

Jan 15	Tues	12 wks	BBY	CRN 75476
Jan 16	Wed	12 wks	BBY	89225
Jan 17	Thurs	12 wks	DEC	89211

## ADMN 916 Career Search Workshop \$154

These four-session workshops are designed for adults who wish to examine their career paths.

Jan 12	Sat	2 wks	DEC	CRN 09479
	0900-1500			
Jan 15	Tues	4 wks	BBY	92328
Feb 07	Thurs	4 wks	BBY	72206
Feb 09	Sat	2 wks	DEC	09482
	0900-1500			
Mar 02	Sat	2 wks	DEC	TBA
	0900-1500			
Mar 05	Tues	4 wks	BBY	72199

## BUSINESS, ENGINEERING TECHNOLOGY, AND HEALTH SCIENCES CAREERS!

Need more information about BCIT full-time technology programs?

ATTEND EITHER A DAYTIME OR EVENING GROUP INFORMATION SESSION GIVEN BY A BCIT COUNSELLOR.

FIND OUT ABOUT:  
Programs, Costs, Upgrading, Prerequisites, Application Process, Salaries, Job Opportunities and Career Development.

FOR INFORMATION ABOUT:

Times, Dates, Place

Contact Student Services at 434-3304

# REGISTER NOW!

The Winter term begins  
January 14

Tel. 434-1610  
FAX 430-1331

# BUSINESS

# BCIT

# BROADCAST COMMUNICATIONS

## BCST 101

### Technical Introduction

\$171

Begins with a basic introduction to the principles of electricity, magnetism, light and sound, and moves into the technical operation of equipment used in the broadcast industry. Provides a sound understanding of the technical side of broadcasting.

Jan 16 Wed 12 wks BBY CRN 71358

## BCST 140

### Broadcast Industry Organization

\$171

**\*\*DIRECTED STUDY\*\*** Discusses regulatory bodies, associations, government agencies, audience measurement services, societal issues, music licensing, regulations, etc., which affect the day-to-day operations of broadcasting outlets. As a directed study course, the materials direct students to sources of information on all appropriate topics. **Class will meet on the FIRST NIGHT ONLY** — all other work is done at home.

Jan 15 Tues 12 wks BBY CRN 02950

## BCST 143

### Music Business

\$171

Includes the roles, responsibilities and operation of talent agencies and management; concert promotion and merchandising, song writing and publishing, copyright, record companies and manufacturing, recording studios, getting air-play on radio stations, contracts, etc.

Jan 14 Mon 12 wks BBY CRN 89761

## BCST 144

### Writing for the Media

\$171

A practical guide to freelance writing for radio and television, focusing on format, presentation, style, markets and methods. Equips you with the tools required to enter the freelance market.

Jan 17 Thurs 12 wks BBY CRN 89755

## BCST 145

### Copywriting for Radio and Television

\$233

**CREATIVE MADNESS!** Write commercials for television and radio. Learn professional techniques, tips, tricks and trade secrets of writing and producing commercials while maintaining your sanity and sense of humour. Career-oriented. Weekly practical application. No text required.

Jan 16 Wed 12 wks BBY CRN 89749

## BCST 146

### Promotions: The Media Mix and You

\$171

Techniques and strategies involved in the commercial and public broadcast promotion areas. Could also appeal to those interested in a marketing career.

Jan 17 Thurs 12 wks BBY CRN 11313

## BCST 148

### Interviewing for Radio and Television

\$171

**HOW TO FIND OUT WHAT YOU WANT TO KNOW!** Course covers focus, question-line design, types and styles of interviews, on-air techniques. Emphasis on developing students' interviewing skills through practical exercises.

Jan 14 Mon 12 wks BBY CRN 74617

## BCST 150

### Radio Broadcasting Introduction

\$200

The radio industry presents many exciting and challenging career opportunities. This course is for those interested in a radio career or in finding out more about "how radio works". Students are introduced to industry and station operations, equipment and procedures, and spend a great deal of time in simulated on-air operations, acting in a variety of positions as part of the on-air team.

Jan 14 Mon 12 wks BBY CRN 89732

Jan 17 Thurs 12 wks BBY 89728

## BCST 151

### Radio and Television Announcing

\$243

The announcer — disc jockey, newscaster, commercial voice — is a basic component of communication in today's world. This course introduces the basic skills required for effective "one-on-one" broadcast communication including breathing, voice control, interpretation, projection, emphasis and other essentials. A voice audition may be required.

Jan 16 Wed 12 wks BBY CRN 89710

## BCST 160

### Television Broadcasting Introduction

\$313

Television and video production of all kinds provide attractive and diverse career opportunities. This introductory course is designed for those seeking a career in television broadcasting and video production, those employed in non-production areas who wish to gain more understanding of video production, and those seeking more information about "how television works". Basic equipment operation and production procedures provide a foundation for practical work in the studio.

Jan 14 Mon 12 wks BBY CRN 89704

Jan 15 Tues 12 wks BBY 89695

Jan 16 Wed 12 wks BBY 71360

## BCST 161

### Film for Beginners

\$279

An introduction to cinematography which discusses equipment operation, scripting, filming techniques and basic editing. An excellent foundation for those considering work in film production.

Jan 15 Tues 12 wks BBY CRN 93335

Jan 16 Wed 12 wks BBY 89683

## BCST 162

### Dramatic Writing for Film and Television

\$171

Provides a solid base for people interested in opportunities in the expanding areas of film and television dramatic script writing. Addresses a variety of topics and skills including format, style, script development, timing, etc.

Jan 14 Mon 12 wks BBY CRN 89674

## BCST 165

### 30 Images a Second — Examining TV News

\$279

Pictures tell the story but do they tell the **WHOLE** story? This behind-the-screen course will show you how news is gathered, packaged and presented for viewers. Television doesn't simply mirror society, it reworks reality in a powerful way. Through practical exercises, documentaries and discussions, students will explore the strengths and weaknesses of TV news.

Jan 17 Thurs 12 wks BBY CRN 79916

## BCST 166

### Inside Television

\$200

For students considering a career in television performance or for those who want to better understand what goes on behind the TV show you enjoy. We will: analyze and conduct interviews, determine camera angles and set design, research show concepts, study live production vs. taped, design "mini-shows" from technical, creative and show content perspectives. No prerequisites but a good follow-up to BCST 160 or BCST 170.

Jan 14 Mon 12 wks BBY CRN 11561

## BCST 167

### Production Assistant for TV News

\$171

Learn the job of one of the many behind-the-scenes people who bring you TV news — the production assistant. You'll learn what goes on in the control room, how to time a show, and some of the preparation behind your nightly news.

Jan 15 Tues 12 wks BBY CRN 75487

## BCST 168

### The Role of the Television Producer

\$171

To be successful today, many people are combining job functions. We'll study: the fundamentals of effective writing for commercials and corporate video producing, from budget breakdown to crew selection and finally... directing... from blocking shots to talent direction.

Jan 14 Mon 12 wks BBY CRN 79927

## BCST 170

### Broadcast Journalism Introduction

\$233

Introduces all aspects of news operations in the broadcast industry including basic reporting, writing and presentation of radio and TV news, newsroom operations, methods and practices, editing, line-up and content of news stories.

Jan 15 Tues 12 wks BBY CRN 89669

Jan 16 Wed 12 wks BBY 93213

## BCST 172

### Investigative Reporting

\$171

Goes beyond basic broadcast journalism training into the world of investigative journalism studying research methods, story development, interviewing, reporting techniques, etc.

Jan 16 Wed 12 wks BBY CRN 89652

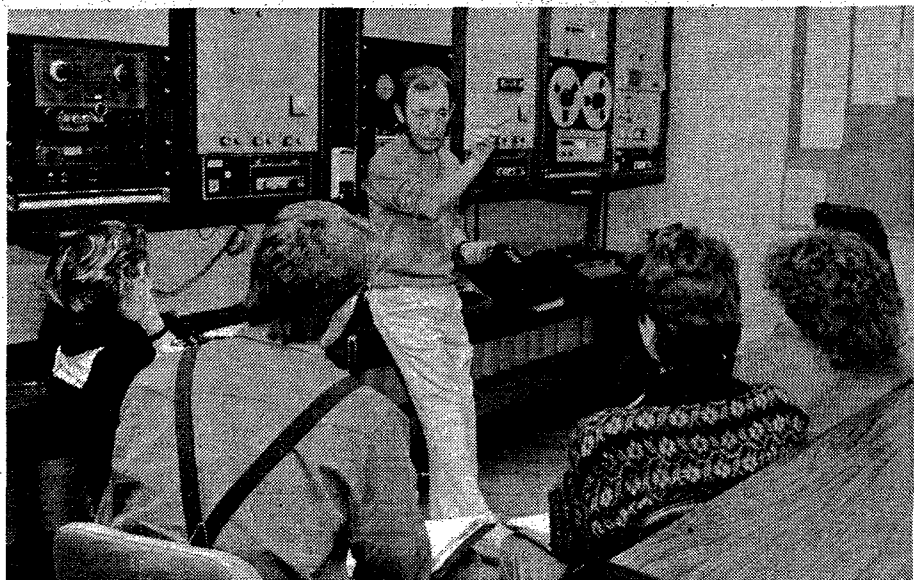
## BCST 223

### Television Production Planning

\$200

Outlines the techniques and methods for managing and organizing the details of pre-production, production and post-production activities in a studio location, television or video production, including budgeting, scheduling, modelling, crewing, etc. Prerequisite: BCST 160.

Jan 17 Thurs 12 wks BBY CRN 01585



## BCST 260

### Television Production Techniques

\$314

A practical course designed for students who have completed BCST 160 and 223, to apply those operational, production and planning techniques in a series of focused video productions of various types. Prerequisite: BCST 160 and 223.

Jan 17 Thurs 12 wks BBY CRN 70098

## BCST 263

### Television Technical Production

\$171

The technical production of television programs for remotes, studio and electronic field productions. Students will examine the planning necessary to technically produce these highly specialized programs and visit remote broadcast locations. Students will gain skills and knowledge of equipment terminology, techniques and crew positions used in the industry. Prerequisite: BCST 160.

Jan 17 Thurs 12 wks BBY CRN 02973

# BUSINESS COMMUNICATIONS/MEDIA TECHNIQUES

## MDIA 099

### Photography — Entry Level

\$127

Enables students to select and handle a 35 mm single lens reflex camera and accessories, and understand basic photographic concepts. Persons with an interest and no previous experience in photography are encouraged to enroll in this exploratory course to foster that interest and determine their potential. All students have to supply a 35 mm SLR camera with 50 mm lens.

Jan 16 Wed 4 wks BBY CRN 87463

## MDIA 101

### Photography

\$313

Enables students to select and work with a variety of 35 mm equipment and accessories including flash, choosing the right film, and the correct exposure for different light conditions. Students will get practical experience in taking a studio portrait using studio lighting equipment, plan and carry out assignments, process and print B/W film, and set up their own darkroom. Students have to supply a 35 mm SLR camera with at least a 50 mm lens. Prerequisite: MDIA 099 or permission of instructor.

Feb 13 Wed 8 wks BBY CRN 01653

## MDIA 103

### Multi-image Techniques Level 1

\$283

Designed for beginners with an interest in producing slide/tape multi-image shows. Students will receive hands-on training in the theory and elements required for multi-image shows.

Jan 14 Mon 12 wks BBY CRN 11324

## MDIA 104

### Graphics Level 1

\$171

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 enroll in this exploratory course to foster that interest and determine their career potential.

Jan 15 Tues/Thurs 6 wks BBY CRN 01664

## MDIA 110

### Introduction to Business Communications and Media Techniques

\$200

As the core of the BUSINESS COMMUNICATIONS/MEDIA TECHNIQUES Program, MDIA 110 introduces students to communication tools and audiovisual techniques. Students will become familiar with audiovisual production, speaker support, multi-image and video presentations, and will understand the steps necessary to complete these projects.

Jan 15 Tues 12 wks DEC CRN 02968

## MDIA 201

### Advanced Photography

\$354

Students develop the basic skills to plan and carry out a variety of assignments in a professional way: select and handle sophisticated camera and studio lighting equipment, set up a darkroom for advanced B/W printing, shoot product and portraits in studio and on location, set up and organize a small commercial studio, work from a layout to meet client's requirements and quality standards for offset printing, put together a portfolio and make a presentation. Prerequisite: MDIA 101 or permission of instructor.

Jan 15 Tues 12 wks BBY CRN 01670

## MDIA 202

### Advanced Darkroom Techniques

\$324

During the 3 classroom sessions and 9 darkroom sessions, students will develop the practical skills to create high quality B&W images by using a variety of techniques and materials. Practical assignments will show you how to determine your personal film exposure index and development time, assess negatives, printing quality, manipulate film and prints, make enlargements on Resin Coated as well as Fibre based paper, learn how to set up and organize a B&W darkroom, and get hands-on experience with spotting, toning and hand-colouring. All darkroom materials and chemicals are included. Students must have a 35 mm camera and supply their own film. Prerequisite: MDIA 101 or permission of instructor is required to register in this course.

Jan 14 Mon 12 wks BBY CRN 01688

## MDIA 204

### Graphics Level 2

\$171

A continuation of MDIA 104. Students develop their graphic art skills in layout, design and mechanical artwork for 4 color printing; paper selection, print production, commercial photography, costing and estimating. Includes a tour of a large printing plant. Prerequisite: MDIA 104.

Feb 26 Tues/Thurs 6 wks BBY CRN 01697

## MDIA 206

### Effective Presentation Techniques

\$171

Consists of two sections designed to prepare student to present material effectively. The first section concentrates on effective spoken techniques including breathing, emphasis, phrasing, etc. The second section deals with effective and proper use of grammar. The course is ideal for those who prepare and present written and spoken material in today's corporate world.

Jan 16 Wed 12 wks BBY CRN 02942

## MDIA 207

### Video for Business

\$210

For people interested in using video to communicate with employees, customers, investors and other members of the public. The student will learn how to plan and organize a video production and will write a proposal, treatment, budget and script. The student will also become acquainted with the technical resources (crew, equipment, etc.), necessary to mount a production.

Jan 16 Wed 12 wks DEC CRN 01700

continued over...

# BCIT

# BUSINESS



**MDIA 208**  
**Communications Management** \$171  
This course will examine trends in modern business communications and how those trends affect the types of jobs available in business and government. Students will learn about some of the basic tools: newsletters, magazines, videos, brochures, annual reports, etc., which are used in communication programs. Students will also be assisted in charting a personal career path in this exciting and demanding field.  
Jan 16 Wed 12 wks BBY CRN 22987

**MDIA 301**  
**Professional Photography** \$346  
Enables students to set up and manage a commercial studio; select and handle medium and large format camera equipment and accessories with studio lighting equipment for still life and commercial portraiture; understand how to market their services to prospective clients and create a working relationship with clients and suppliers; get practical experience in carrying out a variety of assignments; and work from a layout to meet a client's requirements as well as quality standards in the industry. Students will learn the techniques to develop a powerful personal portfolio. Prerequisite: MDIA 201 or permission of instructor.  
Jan 17 Thurs 12 wks BBY CRN 01711

**MDIA 304**  
**Computer Graphics** \$397  
The use of computers has altered the way business communicators develop print and slide graphics. Students receive a hands-on opportunity to learn the theory and development of computer graphics and their use in business presentations. Course is limited to 10 students. A passing knowledge of DOS is preferred.  
Jan 17 Thurs 12 wks DEC CRN 11418



AUTHORIZED

**RAINING PROGRAM**

**MDIA 910**  
**Aldus PageMaker MS-DOS** \$425  
A practical hands-on course teaching design, layout, and production of professional high impact publications, using the Aldus PageMaker Version 3.0 package for the IBM.  
Jan 15 Tues 10 wks DEC CRN 22303  
1730-2030  
Jan 19 Sat 5 wks DEC 22312  
0900-1600  
Mar 02 Sat 5 wks DEC 22329  
0900-1600

**MDIA 911**  
**Aldus PageMaker Macintosh** \$425  
BCTT's desktop publishing course will show you how to create numerous publishing projects such as brochures, advertisements, flyers, etc. PageMaker gives you everything you need to produce any document electronically.  
Jan 14 Mon 10 wks BBY CRN 22330  
1845-2145  
Jan 19 Sat 5 wks BBY 22348  
0900-1600  
Mar 02 Sat 5 wks BBY 22356  
0900-1600

**MDIA 912**  
**Aldus Freehand** \$550  
Aldus Freehand turns the Apple Macintosh into the ultimate drawing tool. Learn how to create any graphic imaginable, with more precision and control than ever before. For individuals in stage design, architectural studies, landscaping, fine arts product design or planning packaging, to name a few.  
Jan 15 Tues 10 wks BBY CRN 22367

**MDIA 914**  
**Persuasion - Macintosh** \$180  
This Persuasion course, run in a Mac environment, is the complete desktop presentation solution from the Aldus Corporation. From presentation to finished overheads, 35 mm slides and speaker notes, Persuasion streamlines the entire process. Persuasion provides professionally designed auto templates. You type your presentation into the outliner and Persuasion instantly formats your outline text into finished visuals.  
Jan 17 Thurs 4 wks BBY CRN 22375  
1845-2145  
Jan 18 Fri 2 wks BBY 22394  
0900-1600  
Feb 01 Fri 2 wks BBY 22408  
0900-1600  
Mar 01 Fri 2 wks BBY 22413  
0900-1600  
Mar 14 Thurs 4 wks BBY 22381  
1845-2145

## CERTIFICATE PROGRAM IN BUSINESS COMMUNICATIONS/MEDIA TECHNIQUES

This program is designed for people with an interest in sales, marketing, training, public relations, motivation, fundraising and internal corporate communications. Students will learn and develop the current skills and techniques used in corporate, industrial, and educational communication. Basic courses provide a pragmatic grounding; the skills will be applicable immediately.

The complete Certificate Program integrates BUSINESS COMMUNICATIONS/MEDIA TECHNIQUES courses with those from other disciplines. Students have a wide range of electives from which to choose, so they can develop a program that meets their specific needs and goals.

The BUSINESS COMMUNICATIONS/MEDIA TECHNIQUES Certificate Program requires the completion of the following 9 basic and 6 elective courses chosen from the offerings listed below.

**REQUIRED BASIC COURSES**

BCST 160	Intro to Television
BCST 161	Film for Beginners
COMM 160	Intro to Business and Technical Communication
MDIA 101	Professional Photography
MDIA 103	Multi-image Techniques Level 1
MDIA 104	Graphics Level 1
MDIA 110	Intro to Business Communications/Media Techniques
MDIA 206	Effective Presentation Techniques
MDIA 207	Preparing for Corporate Video

**ELECTIVE COURSES**

ADMN 124	Supervisory Skills
BCST 145	Copywriting for Radio & TV
BCST 148	Writing for the Media
BCST 252	Commercial Audio Production
COMM 171	Business Reports
COMM 175	Letters and Memos
COMM 183	Technical Reports
FMGT 109	Accounting for the Manager
MDIA 201	Advanced Photography
MDIA 202	Advanced Darkroom Techniques
MDIA 203	Multi-image Techniques Level 2
MDIA 204	Graphics Level 2
MDIA 301	Commercial Photography
MDIA 304	Computer Generated Graphics
MKTG 101	Marketing 1
MKTG 201	Marketing 2
MKTG 218	Introduction to Media
MKTG 219	Professional Sales and Marketing
MKTG 321	Public Relations
MKTG 322	Advertising 1
MKTG 324	Small Business Management
MKTG 348	Media Planning and Buying
MKTG 423	Public Speaking & Oral Communication
MKTG 427	Creative Advertising Design
TCMP 976	Desktop Publishing

Other elective courses are being developed. Check future flyers for additional choices. Not all courses are offered every term. Check current flyers under BUSINESS COMMUNICATIONS/MEDIA TECHNIQUES or other areas such as BROADCAST COMMUNICATIONS or MARKETING for current offerings and specific course descriptions.

FOR FURTHER INFORMATION, CALL:  
432-8255 or 432-8658.  
TO REGISTER IN A COURSE, CALL:  
434-1610. ENROL NOW!

## CANADIAN INSTITUTE OF TRAVEL COUNSELLORS

**CITC 200**

**Canadian Institute of Travel Counsellors Phase 1** \$170

All students must be employed full-time as travel agents at the time of taking this course.

Jan 15 Tues 12 wks DEC CRN 70675

## FINANCIAL MANAGEMENT

**FMGT 101**

**Accounting 1**

\$171

For individuals with little or no accounting background. Covers the full accounting cycle. (See FMGT 115 prior to registration in this course.)

Jan 15	Tues	12 wks	SRY	CRN 11270
Jan 16	Wed	12 wks	SRY	80183
Jan 17	Thurs	12 wks	BBY	76778
			DEC	80174

Jul 01 TBA 36 wks Correspondence (\$225) 91797  
TBA 36 wks Re-registration (\$34) 87489

**FMGT 104**

**Accounting Essentials for your Small Business**

\$171

Covers the minimum that the proprietor of a business should be familiar with. Topics include record-keeping, budgeting and cash flow, financial statements, funding mechanisms and legal requirements.

Jan 17	Thurs	12 wks	DEC	CRN 93319
			SRY	11264

**FMGT 106**

**Credit and Collections**

\$171

For persons with little or no experience of the field who contemplate employment in credit and collection.

Jan 17	Thurs	12 wks	BBY	CRN 88859
			DEC	88845

**FMGT 109**

**Accounting for the Manager**

\$171

The accounting function and the services it provides the manager. How to interpret statements, reports, budgets, etc., in managerial decision-making.

Jan 14	Mon	12 wks	DEC	CRN 88813
			SRY	11253

Jan 15	Tues	12 wks	BBY	88831
Jan 16	Wed	12 wks	DEC	02892
			SRY	73162

Jan 17	Thurs	12 wks	BBY	88824
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**FMGT 112**

**Managerial Finance**

\$171

Students develop a working understanding of business finance, cash flow management and financial planning for large and small businesses.

Jan 17	Thurs	12 wks	BBY	CRN 88808
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**FMGT 115**

**Accounting 1L**

\$257

Enables students to start the basic course in accounting in January and complete the next course prior to summer by registering in FMGT 215. It is the equivalent of FMGT 101 and the first six weeks of FMGT 201 for a total of 18 weeks of the 30-week presentation.

Jan 14	Mon	18 wks	BBY	CRN 72933
			DEC	11241

Jan 15	Tues	18 wks	BBY	11436
	1730-2030			

			BBY	73081
			DEC	73131
				73145

			SRY	11235
Jan 16	Wed	18 wks	BBY	73094
	1730-2030			

Jan 16	Wed	18 wks	BBY	73124
	1730-2030			

			SRY	80310
Jan 17	Thurs	18 wks	BBY	11447
	1730-2030			

			BBY	73108
			DEC	73159

Jan 19	Sat	18 wks	BBY	73113
	0900-1200			

Mar 19	Tues/Thurs	9 wks	BBY	25508
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**FMGT 116**

**Introduction to Financial Accounting**

\$427

For those students who wish to complete Accounting 1 and 2 in a single term. For course content, refer to FMGT 101 and 201. Students must have an accounting background and be prepared to work between 10 and 15 hours per week in addition to class time.

Jan 14	Mon/Wed	15 wks	BBY	CRN 92799
			DEC	92811

Jan 15	Tues/Thurs	15 wks	BBY	92844
			DEC	92800

**FMGT 118**

**Intermediate Managerial Finance**

\$171

Covers a broad range of corporate finance theories and teaches practical financial management skills as they apply to large and small business operations: Financial statement analysis, financial planning and cash flow forecasting, working capital management, short term and long term sources of financing, and capital budgeting. Prerequisite: FMGT 101 and 201 or equivalent.

Jan 16	Wed	12 wks	BBY	CRN 11222
Jan 17	Thurs	12 wks	DEC	11219

**FMGT 119**

**Personal Financial Planning 1**

\$171

Introduces a variety of savings and investment aspects to enable you to build a sound program to achieve long term financial goals. Lectures and discussions provide an interesting course for individuals of all ages. Topics include money management, insurance, investments and portfolio distribution, wills, estates, pension management, tax planning.

Jan 14	Mon	12 wks	DEC	CRN 93286
Jan 16	Wed	12 wks	BBY	11199

**FMGT 201**

**Accounting 2**

\$257

Follow up course to FMGT 101. Examines financial and management accounting techniques, detailed financial statements and management reports, and the requirements of professional accountants. Prerequisite: FMGT 101.

Jan 14	Mon	18 wks	BBY	CRN 73339
			DEC	73261

			SRY	76296
Jan 15	Tues	18 wks	BBY	73186
	1730-2030		BBY	73210

			DEC	73255
Jan 16	Wed	18 wks	BBY	73075
			DEC	73228

			SRY	11180
Jan 17	Thurs	18 wks	BBY	73190
			DEC	73232

Jan 19	Sat	18 wks	BBY	73204
	0900-1200			

			DEC	73249
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	0900-1200			
Mar 19	Tues/Thurs	9 wks	BBY	25513

Jul 01	TBA	36 wks	Correspondence (\$261)	02066
	TBA	36 wks	Re-registration (\$34)	02079

**FMGT 215**

**Accounting 2S**

\$171

Follow-up course to FMGT 115, enabling students to complete the last 12 weeks of the basic accounting course. Prerequisite: FMGT 115.

Jan 16	Wed	12 wks	BBY	CRN 79468
			DEC	11178

**FMGT 293**

**Working Capital Management**

\$171

Enables students to understand the relationships between current assets and current liabilities in different types of organizations, to appreciate the trade-offs inherent in a firm's working capital policy, and to carry out a basic analysis of a firm's working capital management in comparison to others.

Jan 17	Thurs	12 wks	BBY	CRN 13203
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**FMGT 308**

**Security Analysis 1**

\$171

Techniques and principles of security analysis; evaluation of securities; analysis of risks inherent in all types of security investments. Emphasizes the investment setting, the securities market, financial statement analysis, investment timing and portfolio analysis of both individual and institutional investors.

Jan 16	Wed	12 wks	BBY	CRN 80169
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**FMGT 314**

**Financial Accounting 1 & 2**

\$426

Equivalent to FMGT 302 and FMGT 402, this course offers both financial accounting courses in 15 weeks. Prerequisite: FMGT 201 or 215 or 116.

Jan 14	Mon/Wed	15 wks	BBY	CRN 73315
Jan 15	Tues/Thurs	15 wks	DEC	73321

**FMGT 315**

**Security Analysis**

\$171

Provides the student with an understanding of the function and operation of the stock market.

Jan 16	Wed	12 wks	BBY	CRN 88764
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**FMGT 316**

**Taxation 1**

\$171

Upon completion, students should have a good understanding of the general rules of taxation including determination of residency, income, application of CCA and the taxation of capital gains. Prerequisite: FMGT 201.

Jan 14	Mon	12 wks	BBY	CRN 73276
Jan 15	Tues	12 wks	BBY	73287
			DEC	02885

Jan 16	Wed	12 wks	BBY	73293
			DEC	73307

**FMGT 317**

**Taxation and Financial Planning**

\$171

The financial planner must have a good understanding of the general rules of taxation, including determination of residency, income, application of CCA and the taxation of capital gains. Prerequisite: FMGT 101 or 109.

Jan 16	Wed	12 wks	DEC	CRN 02907
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**BUSINESS**

**BCIT**

## FINANCIAL MANAGEMENT TECHNOLOGY cont.

### FMGT 319

**Cost and Managerial Accounting 1L \$257**  
Permits students to start Cost Accounting in January. This course is equivalent to FMGT 301 and the first 6 weeks of FMGT 401 for a total of 18 weeks of the 30-week presentation. Prerequisite: FMGT 215.

Jan 14	Mon/Wed	9 wks	SRY	CRN 11151
Jan 14	Mon	18 wks	BBY	88797
Jan 14	Mon	18 wks	DEC	11165

### FMGT 320

**Financial Accounting 1L \$257**  
Permits students to start Financial Accounting in January. It covers the equivalent of FMGT 302 and the first 6 weeks of FMGT 402 for a total of 18 weeks of the 30-week presentation. Prerequisite: FMGT 215.

Jan 14	Mon/Wed	9 wks	BBY	CRN 92590
Jan 15	Tues/Thurs	9 wks	SRY	11143
Jan 16	Wed	18 wks	DEC	88770
Jan 17	Thurs	18 wks	BBY	88788

### FMGT 322

**Micro Based Accounting \$257**  
Enables individuals with an introductory financial accounting background to utilize this knowledge in a computerized setting. Students progress through two microcomputerized accounting packages that provide the flexibility to adapt to many accounting packages currently available. Upgrades the ability to handle modern accounting software packages on the microcomputer.

Jan 17	Thurs	12 wks	BBY	CRN 93290
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### FMGT 325

**Investment and Risk Management \$171**  
An overview of Canada's capital markets including a review of securities, international funds, insurance aspects and other financial institutions. Emphasizes portfolio input from a financial planning perspective. Prerequisite: FMGT 119.

Jan 17	Thurs	12 wks	DEC	CRN 02915
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### FMGT 331

**Money and Banking \$171**  
The study of money and money substitutes, currency supply, creation of credit; uses of money; practices, policies, functions and services of commercial banks; central banking and monetary control; objectives and techniques of monetary policy and debt management; financial assets and financial markets; money and the international economy.

Jan 14	Mon	12 wks	BBY	CRN 11134
Jan 17	Thurs	12 wks	BBY	25524

### FMGT 339

**Finance 1L \$257**  
Topics include control and financial management of the business firm, profit planning, cash and capital budgeting and inventory control. Prerequisite: FMGT 201.

Jan 17	Thurs	18 wks	BBY	CRN 12464
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### FMGT 401

**Cost and Managerial Accounting 2 \$257**  
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 301.

Jan 14	Mon	18 wks	BBY	CRN 88753
			DEC	88735
Jan 16	Wed	18 wks	BBY	88741

### FMGT 402

**Financial Accounting 2 \$257**  
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, if continued studies are intended for professional designation. Prerequisite: FMGT 302.

Jan 14	Mon	18 wks	BBY	CRN 88722
Jan 15	Tues	18 wks	DEC	88706
Jan 16	Wed	18 wks	BBY	88719
			SRY	25531
Jan 17	Thurs	18 wks	DEC	76471

### FMGT 404

**Finance 2 \$257**  
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 307.

Jan 15	Tues	18 wks	BBY	CRN 88693
Jan 16	Wed	18 wks	DEC	88676
Jan 17	Thurs	18 wks	BBY	88687

### FMGT 406

**Auditing 2 \$257**  
Students study general auditing principles and specific audit procedures and learn to critically assess accounting procedures.

Jan 17	Thurs	18 wks	BBY	CRN 88661
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### FMGT 408

**Taxation 2 \$160**  
Expands the study of Canadian Income Tax begun in FMGT 316 and introduces some complexities and problem areas involving personal, corporate and trust taxation. Prerequisite: FMGT 316.

Jan 14	Mon	12 wks	BBY	CRN 72555
Jan 15	Tues	12 wks	BBY	72561
Jan 16	Wed	12 wks	BBY	11126
			DEC	72549

### FMGT 410

**Security Analysis 2 \$171**  
Techniques and principles of security analysis; valuation of securities; analysis of risks inherent in all types of fixed income investments. Emphasizes the investment setting, the securities market, investment timing and portfolio analysis of both individual and institutional investors. Prerequisite: FMGT 308.

Jan 14	Mon	12 wks	BBY	CRN 01976
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### FMGT 415

**Advanced Accounting \$257**  
For those students who have taken at least one semester of intermediate accounting. 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 2 subsidiaries. Accounting for foreign currency transactions, fund accounting and branch operations. Prerequisite: FMGT 302.

Jan 17	Thurs	18 wks	BBY	CRN 02082
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### FMGT 435

**Cost and Managerial Accounting 1 & 2 \$426**  
Combination of FMGT 301 and 401. Prerequisite: FMGT 201 or 215.

Jan 15	Tues/Thurs	15 wks	BBY	CRN 94821
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### FMGT 441

**Financing International Trade \$171**  
Covers the various financing methods in both import and export situations. Documentation requirements are thoroughly covered. Students become familiar with the operation of foreign exchange markets and methods of financing foreign investment. Prerequisite: FMGT 101 or 109.

Jan 17	Thurs	12 wks	BBY	CRN 93306
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### FMGT 444

**Personal Financial Planning \$171**  
An in-depth look at the topics commenced in FMGT 119. Prerequisite: FMGT 109, 119, 316 or 317, 325, ADMN 380 or 385, and ADMN 406.

Jan 15	Tues	12 wks	DEC	CRN 03060
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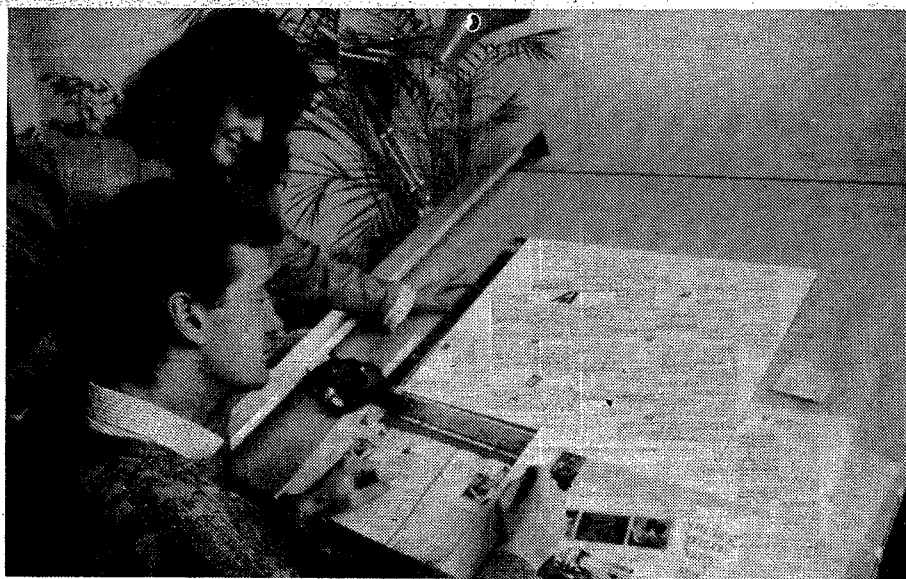
## ASSOCIATE CERTIFICATE FINANCIAL PLANNING

BCIT and the Pacific Chapter of the Canadian Association of Financial Planners are pleased to announce these courses leading to a BCIT Associate Certificate in Financial Planning. Each of the courses is offered at our Downtown Campus at 549 Howe Street, Vancouver. Class times are 1730-2030.

ADMN 406	Economic Issues in Financial Planning
ADMN 380	Commercial Law (or ADMN 385)
FMGT 109	Accounting for the Manager (or FMGT 101)
FMGT 119	Personal Financial Planning 1
FMGT 317	Taxation and Financial Planning
FMGT 325	Investment and Risk Management
FMGT 444	Personal Financial Planning 2

For individual course descriptions, see the listings under Financial Management and Administrative Management.

Program Information:  
Contact Gordon Farrell  
Associate Dean  
Financial Management Technology  
432-8898



## CREDIT COURSES TO PROFESSIONAL ACCOUNTING BODIES

The following courses are usually transferable for credit to the Institute of Chartered Accountants of B.C., The Certified General Accountants Association of B.C. and The Society of Management Accountants of B.C. The individual requirements of these groups are your responsibility. Please contact them directly or Gordon Farrell, Associate Dean, Financial Management, BCIT School of Business, (604) 432-8898.

### BCIT Courses Eligible for Credit

ADMN 100/200	FMGT 302/402
ADMN 222/322	FMGT 307/404
ADMN 380/480	FMGT 316/408
ADMN 385	FMGT 314
BCOM 104/204	FMGT 319/419
COMP 104	FMGT 320/420
COMP 120	OPMT 132
COMP 160/260	OPMT 186/188
FMGT 101/201	OPMT 197
FMGT 115/215	OPMT 296
FMGT 116	OPMT 315
FMGT 301/401	

FOR DETAILED INFORMATION ON THESE COURSES, SEE THE APPROPRIATE SECTIONS OF THIS FLYER.

## REGISTER NOW!

The Winter  
term begins  
January 14

Tel. 434-1610  
FAX 430-1331

## INTERIOR DESIGN

### INTD 100

**Interior Design Basic \$171**  
Introduces the field of Interior Design. Students will gain a good understanding of the interior design art form.

Jan 14	Mon	12 wks	BBY	CRN 88579
			DEC	88557
Jan 16	Wed/Fri	6 wks	DEC	25041
	0900-1200			
Jan 17	Thurs	12 wks	DEC	75505
Jan 19	Sat	12 wks	BBY	88566
	0900-1200			
Feb 04	Mon-Fri	1 wk	DEC	22955
	0900-1700			

### INTD 101

**History of Furniture \$171**  
The history of furniture from ancient Egypt to the present. Prerequisite: INTD 100.

Jan 15	Tues	12 wks	DEC	CRN 71773
Jan 16	Wed	12 wks	BBY	79484

### INTD 102

**Interior Design Drafting 1 \$370**  
Aspects of architectural drafting beginning with lettering, equipment awareness and technical vocabulary. Prerequisite: INTD 100.

Jan 14	Mon/Wed	12 wks	DEC	CRN 11489
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### INTD 200

**Color \$171**  
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 100.

Jan 15	Tues	12 wks	BBY	CRN 79421
Jan 16	Wed	12 wks	DEC	88544
Feb 27	Wed/Fri	6 wks	DEC	25053
	0900-1200			

### INTD 202

**Interior Design Drafting 2 \$370**  
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 102.

Jan 15	Tues/Thurs	12 wks	BBY	CRN 88533
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### INTD 301

**Graphic Presentation \$171**  
Students will be able to graphically present design plans, elevations and perspectives. Prerequisite: INTD 302.

Jan 17	Thurs	12 wks	DEC	CRN 95955
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### INTD 305

**Detailing and Materials \$171**  
Acquaints students with the properties, characteristic and uses of materials used for interior construction custom furnishing and decor. Introduces method and techniques for the preparation of working drawings for interior construction elements, building components, millwork, custom furniture and built-in cabinets. Prerequisite: INTD 302.

Jan 15	Tues	12 wks	DEC	CRN 88525
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### INTD 404

**Space Planning 2 \$171**  
Introduces factors in commercial space planning, and problem-solving using recognized factors. Topic include offices, restaurants and retail stores. Prerequisite: INTD 304.

Jan 16	Wed	12 wks	DEC	CRN 88511
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# MARKETING MANAGEMENT

## MKTG 101 Marketing 1 \$171

The first of a 2-part, in-depth look at the field of marketing. Provides an introduction to the marketing environment and includes a detailed study of basic marketing functions, target marketing, marketing research, segmentation, industrial and service marketing. Covers marketing of consumer goods with reference to industrial goods.

Jan 14 Mon	12 wks	BBY	CRN 71917
		BBY	89896
		DEC	71980
Jan 15 Tues	12 wks	BBY	89884
		BBY	76780
		DEC	71768
		SRY	70213
Jan 16 Wed	12 wks	BBY	71926
		DEC	71999
Jan 17 Thurs	12 wks	BBY	89873
		DEC	80138
Jan 19 Sat	12 wks	BBY	92903
	0900-1200		

## MKTG 107 Marketing Strategies for the Fashion Industry \$130

Investigates, develops and implements specific marketing strategies for the fashion industry. A practical look at the world of fashion.

Jan 16 Wed	9 wks	BBY	CRN 78490
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## MKTG 111 Retail Fashion Buying \$130

Develops a practical and comprehensive knowledge of merchandise buying functions. Coverage includes product research, developing assortments and buying techniques.

Jan 14 Mon	9 wks	DEC	CRN 12027
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## MKTG 112 Customer Relations \$171

For people involved in service industries, public relations and promotion, government agencies, and organizations who deal with the public. Students cover telephone techniques, customer relations and effective speaking.

Jan 15 Tues	12 wks	DEC	CRN 11331
Jan 19 Sat	6 wks	BBY	27124
	0900-1500		

## MKTG 118 Introduction to Sales Promotion \$171

Provides an overview of sales promotion techniques for marketing and advertising campaigns. Students develop realistic sales promotion campaigns through major project applications.

Jan 15 Tues	12 wks	DEC	CRN 92929
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## MKTG 201 Marketing 2 \$171

A continuation of MKTG 101, this course examines the marketing of consumer and industrial goods. Product planning, advertising, wholesaling, distribution and pricing are covered. Prerequisite: MKTG 101.

Jan 14 Mon	12 wks	BBY	CRN 89868
		BBY	89850
		DEC	72007
Jan 15 Tues	12 wks	BBY	02306
		BBY	89842
Jan 16 Wed	12 wks	BBY	16899
		DEC	80127
		SRY	70208
Jan 17 Thurs	12 wks	BBY	89839
		DEC	72015
Jan 19 Sat	12 wks	BBY	18022
	0900-1200		

## MKTG 205 Marketing of Services \$171

Covers the development of a marketing mix for companies in service industries. The course focuses on the difference between developing strategies for services rather than products. Prerequisite: MKTG 101.

Jan 14 Mon	12 wks	DEC	CRN 02277
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## MKTG 212 Principles of Customer Service \$171

An introductory course designed to provide an overview of what constitutes customer service. Will cover such things as corporate image, personal presentation, customer interaction, customer definition, service definition and industry trends.

Jan 16 Wed	12 wks	DEC	CRN 27177
Jan 17 Thurs	12 wks	BBY	27186

## MKTG 213 Creating a Service Edge \$171

Provides the basics to develop a system to analyze internal and external customer service. Material includes client/customer questionnaires, employee climate surveys, methods of improving service, recognizing and rewarding staff, and thriving on change.

Jan 16 Thurs	12 wks	DEC	CRN 27190
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## MKTG 218 Introduction to Media \$171

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

Jan 14 Mon	12 wks	DEC	CRN 92912
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## MKTG 219 Professional Sales 1 \$171

Students develop selling techniques through practical role playing and video tape recording for critique and analysis.

Jan 14 Mon	12 wks	BBY	CRN 75990
		DEC	73583
Jan 15 Tues	12 wks	BBY	73595
Jan 16 Wed	12 wks	BBY	73600
		DEC	79034
Jan 17 Thurs	12 wks	BBY	73611
Jan 14 Mon-Fri	1 wk	BBY	73625
	0900-1600		

## MKTG 220 Management of the Sales Force \$171

Examines the general principles of sales management. Emphasizes the selection, assimilation, training and supervision of sales staff, sales research, planning, organization and analysis, and computer applications in sales management.

Jan 14 Mon	12 wks	BBY	CRN 09568
Jan 15 Tues	12 wks	DEC	09573

## MKTG 318 Media Planning \$171

Development and execution of a media plan. Close contact is maintained with agency media buyers and others to ensure a practical direction to the course. Quantitative media planning techniques are evaluated in light of recent computer applications. The main objective of this course is to provide marketable skills in media planning and buying to qualify students for career entry consideration in advertising agencies.

Jan 16 Wed	12 wks	DEC	CRN 71236
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# INTERNATIONAL MARKETING CERTIFICATE

This program is designed to provide a selection of courses that will assist those who wish to gain an understanding of what is required to market a product or service as well as the specifics required to import or export. Of interest to those looking for entry level positions in existing organizations or for entrepreneurial people who wish to do it on their own.

### NON MARKETING COURSES

ADMN 110	Management 1
COMP 103	Data Processing Micro/Apple or
COMP 105	Micro/IBM PC
FMGT 101	Accounting 1
FMGT 441	Financing, International Marketing
TDMT 101	Geography of Trading 1

### MARKETING COURSES

MKTG 101	Marketing 1
MKTG 201	Marketing 2
MKTG 219	Professional Sales 1
MKTG 322	Advertising 1
MKTG 325	Exporting
MKTG 327	Importing
MKTG 341	Introduction to Research
MKTG 502	Strategic International Marketing

Plus two electives.

## MKTG 319 Professional Sales 2 \$171

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 of this course will be the development of individual sales presentations by students, focusing on personal presentation skills. Prerequisite: MKTG 219.

Jan 14 Mon	12 wks	DEC	CRN 89821
Jan 15 Tues	12 wks	BBY	02290

## MKTG 321 Public Relations \$171

The planning and execution of a public relations program. Communication techniques, principles of news writing and preparation of news photographs, press and community relations, external and internal communications, and meetings. Prerequisite: MKTG 101, 201.

Jan 14 Mon	12 wks	DEC	CRN 80064
Jan 15 Tues	12 wks	BBY	72050
Jan 16 Wed	12 wks	DEC	80088

## MKTG 322 Advertising 1 \$171

Covers the principles to consider when using and developing advertising; advertising philosophy, planning and creation; media buying, production, controls and evaluation. Prerequisite: MKTG 101.

Jan 14 Mon	12 wks	DEC	CRN 72068
Jan 15 Tues	12 wks	BBY	89815
Jan 17 Thurs	12 wks	BBY	89807

## MKTG 323 Public Speaking and Oral Communication 1 \$171

Emphasizes the development of public speaking skills and the principles of effective oral communication. Films, buzz groups and closed circuit TV are utilized. Each student is expected to prepare and deliver a weekly oral assignment.

Jan 14 Mon	12 wks	BBY	CRN 80152
		DEC	72096
Jan 15 Tues	12 wks	BBY	75518
Jan 16 Wed	12 wks	BBY	89793
Jan 17 Thurs	12 wks	DEC	72102
		SRY	75520

## MKTG 324 Small Business Development \$171

Examines the planning stages involved in starting a new business including market, financial and legal responsibility requirements.

Jan 15 Tues	12 wks	BBY	CRN 89787
Jan 16 Wed	12 wks	DEC	72117

## MKTG 325 Importing \$171

Provides students with complete knowledge of importing business basics. Discussions will cover methods of sourcing overseas suppliers, assessing market potential, payment mechanisms and foreign exchange. Students will learn how to set up their own import businesses.

Jan 17 Thurs	12 wks	BBY	CRN 80116
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## MKTG 327 Exporting \$171

Provides students with complete knowledge of export business basics. Discusses opportunities, research, planning distribution, promotion and customs practices. Students will learn how to set up their own export businesses.

Jan 14 Mon	12 wks	BBY	CRN 80101
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## MKTG 337 Corporate Communications \$171

Covers the spectrum of promoting and communicating a company's image. Examines advertising, public relations, media relations, investor relations, promotional print materials, trade shows, etc. The emphasis is on consistency of image and professionalism throughout all activities. The main objective of the course is to provide the student with a working knowledge of the corporate communications function within a business.

Jan 16 Wed	12 wks	DEC	CRN 11345
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## MKTG 340 Marketing Planning Fundamentals \$171

Using mostly the case study method, this course examines how to develop formal marketing plans. Situation analysis, markets, competitive conditions, research, objective setting and action scheduling are covered. Prerequisite: MKTG 201, 341.

Jan 14 Mon	12 wks	BBY	CRN 09596
Jan 16 Wed	12 wks	DEC	09602

## MKTG 341 Introduction to Marketing Research \$171

Examines the basic approaches to marketing 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.

Jan 15 Tues	12 wks	DEC	CRN 09584
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## MKTG 348 Media Planning and Buying \$171

The development and execution of the media plan. Close contact is maintained by students with agency media buyers and other industry factors to ensure a practical direction to the course. Quantitative media planning techniques are evaluated in light of most recent computer applications. The main objective of this course is to provide marketable skills in media planning and buying to qualify students for career entry consideration in advertising agencies. Prerequisite: MKTG 218.

Jan 17 Thurs	12 wks	DEC	CRN 27131
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## MKTG 414 International Marketing Management \$171

Examines marketing strategies for International Business. Includes economic environments, monetary frameworks and financial constraints, strategy alternatives and managing the program. Prerequisite: MKTG 201.

Jan 16 Wed	12 wks	BBY	CRN 27145
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## MKTG 422 Advertising 2 \$171

Studies aspects of measuring advertising effectiveness; differences between advertising and sales promotion; media planning and budgets; the make-up of advertising campaigns; how an advertising agency operates; implementing marketing plans and coordination, controls and measurement. Prerequisite: MKTG 322.

Jan 14 Mon	12 wks	DEC	CRN 89776
Jan 17 Thurs	12 wks	BBY	80097

## MKTG 427 Creative Advertising Design \$171

Explains the development of the creative strategy through the concept stage to the details of creative execution. Print and broadcast advertising techniques will be explored with the guidance of professionals who are currently working in creative advertising. The primary objective of the course is for each student to produce high quality creative projects to enhance their portfolios. Prerequisite: MKTG 322 or related experience.

Jan 17 Thurs	12 wks	BBY	CRN 92898
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## MKTG 433 Advanced Public Relations \$171

Emphasizes the behavioral science foundation of public relations and looks in depth at program planning and budget development, issues identification, analysis and management, crisis management, dealing with specialized publics and managing public relations. Prerequisite: MKTG 321.

Jan 16 Wed	12 wks	DEC	CRN 27159
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## MKTG 441 Applications of Marketing Research 2 \$171

A continuation of MKTG 309.

Jan 15 Tues	12 wks	BBY	CRN 09617
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## MKTG 501 Strategic Marketing Management Simulation \$171

Provides students with a multi-dimensional learning environment through lectures, reading, discussions, and simulation exercises. The role and importance of planning and information for marketing decision-making is the underlying precept. Simulations are used to apply knowledge and gain experience. This course demands that students draw heavily from marketing expertise gained in previous courses. MKTG 322, 441 are recommended. Prerequisite: MKTG 201, 340.

Jan 17 Thurs	12 wks	BBY	CRN 27162
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**REGISTER NOW!**  
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Classes start week of  
January 14

# MARKETING MANAGEMENT

## OFFERS BUSINESS CERTIFICATES IN:

- General Marketing
- Technical Sales
- Marketing Communications
- International Marketing
- Tourism

## OPERATIONS MANAGEMENT

### OPMT 099

#### Math for Business

\$228

Offers the basic arithmetic and algebraic skills necessary to commence studies in the School of Business at BCIT.

Jan 15 Tues 16 wks BBY CRN 80332  
Jan 17 Thurs 16 wks BBY 73012

### OPMT 102

#### Basic Mathematics of Finance

\$171

A study of interest and its effects upon business and industry. Common financial analysis with appropriate calculations will be covered. Students will be required to purchase a preprogrammed financial calculator. (Do not buy calculator until first class meeting.)

Jan 14 Mon 12 wks BBY CRN 76734  
Jan 16 Wed 12 wks BBY 76765  
DEC 72134  
Jan 19 Sat 12 wks BBY 79450  
0900-1200 72126

### OPMT 105

#### Engineering Economics

\$171

Emphasizes the importance of making sound economic decisions when faced with alternative methods of solving technical problems. Provides the basic skills and concepts required to analyze comparative costs and to understand the time value of money (interest), inflation, depreciation, running costs, salvage value and tax considerations.

Jan 14 Mon 12 wks BBY CRN 12182

### OPMT 151

#### Choosing and Using Microcomputers in Manufacturing

\$171

Introduces manufacturers to the uses of microcomputers. Topics include spreadsheets, database, micro MRP packages, CAD on microcomputers and cost estimating packages.

Jan 17 Thurs 12 wks BBY CRN 95121

### OPMT 175

#### Warehouse Management

\$171

Receiving, stock location planning, order picking, shipping, time/space management, data processing and loss control. Provides a basic understanding of warehouse management.

Jan 15 Tues 12 wks BBY CRN 78744

### OPMT 187

#### Project Scheduling and Cost Control 1

\$171

Introduces the fundamentals of the basic scheduling, estimating and control methods which are in current industry use to plan and keep track of time and money spent on any form of project. This course is most suitable for those who are familiar with technical details or administrative documentation but otherwise have little project background. The course is comprehensive at an elementary level with 2 computer labs. It also prepares students to take the second-year level course in project scheduling and cost control.

Jan 15 Tues 12 wks BBY CRN 72143

### OPMT 188

#### Management Information Systems

\$171

Students learn to use a managerial systems approach to the management information area: review, assess and evaluate information processing hardware and software; evaluate management needs for information and integrate those needs into the management system; design and implement a simple management information system. The course is not intended to produce highly skilled MIS practitioners, but to provide an understanding of basic MIS concepts. Students learn how to relate to MIS specialists and managers in large organizations and how to approach a MIS problem in a small organization that would not normally have MIS specialists on staff.

Jan 17 Thurs 12 wks BBY CRN 72151

### OPMT 189

#### Operations Management

\$257

The nature, purpose and processes associated with operations management; the relevance of systems design, resource allocation, operations planning and control to the individual firm. How to identify and solve operational problems using quantitative methods.

Jan 17 Thurs 18 wks BBY CRN 73029

### OPMT 191

#### Purchasing

\$171

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

Jan 14 Mon 12 wks SRY CRN 70629  
Jan 16 Wed 12 wks DEC 72178  
Jan 17 Thurs 12 wks BBY 72165

### OPMT 192

#### Inventory Planning and Control

\$171

Objectives, records, forecasting, order point systems, MRP make/buy analysis, departmental organization.

Jan 14 Mon 12 wks BBY CRN 72180  
Jan 15 Tues 12 wks SRY 73030

### OPMT 197

#### Statistics for Business and Industry

\$257

A comprehensive study of elementary statistical methods as applied to objective decision-making in business and industry. Students will be required to purchase a textbook and a preprogrammed statistical calculator. (Do not buy until first class meeting.)

Jan 14 Mon 18 wks BBY CRN 70823  
Mon/Wed 9 wks DEC 73056  
Jan 15 Tues 18 wks BBY 73003  
70858

Jan 16 Wed 18 wks SRY 70612  
Jan 17 Thurs 18 wks BBY 73048

### OPMT 198

#### Productivity Engineering 1

\$171

A fundamental course in productivity improvement based on a systematic, scientific approach to problem-solving methods/improvements. Includes economic feasibility, recording techniques, assembly and analysis of data, critical examination, the development and selection of alternative solutions. Case materials will explore applications to manufacturing, warehouse, office, materials management and general management engineering.

Jan 16 Wed 12 wks BBY CRN 75607

### OPMT 203

#### Quality Control Methods 2

\$171

Provides students with the opportunity to learn and apply the principles of Acceptance Sampling.

Jan 14 Mon 12 wks BBY CRN 95091

### OPMT 206

#### Quality Assurance 2 (Manufacturing)

\$171

Continues from OPMT 106. Examines basic principles of modern quality assurance which students can relate to situations encountered in their own work, and apply techniques for resolving quality problems.

Jan 15 Tues 12 wks BBY CRN 95107

### OPMT 275

#### Advanced Warehouse Management

\$171

Students who have completed OPMT 175 will benefit from this course. Topics covered include what is materials management? warehouse management? introduction to production and inventory control, introduction to work study, analytical techniques of work sampling, statistics, economic appraisal and analysis of alternatives, flow process charting and plant layout, financial planning and budgeting, management planning, order processing, communications, purchasing. Prerequisite: OPMT 175.

Jan 17 Thurs 12 wks BBY CRN 11288

### OPMT 287

#### Project Scheduling and Cost Control 2

\$171

Prepares students to draw up schedules and estimates and to control progress and project costs. Lectures, case examples, a simulated project and a computer lab session develop skills for use on projects of normal complexity. Prerequisite: OPMT 187 or equivalent.

Jan 17 Thurs 12 wks BBY CRN 11297

### OPMT 298

#### Productivity Engineering 2

\$171

For students with OPMT 198. Allows them to complete a more detailed, complex study to final report and presentation in the areas of manufacturing, warehousing and storage. Expands upon productivity improvement through systematic, scientific problem-solving. Prerequisite: OPMT 198.

Jan 16 Wed 12 wks BBY CRN 79260



## CANADIAN ASSOCIATION FOR PRODUCTION AND INVENTORY CONTROL

### CPIC 110

#### Principles of Inventory Control

\$238

An introductory course for those who have little or no experience in inventory management. Includes basic control concepts, physical control, replenishment, distribution, forecasting, MRP, purchasing and JIT.

Jan 16 Wed 12 wks BBY CRN 03058

### CPIC 310

#### Material Requirements Planning

\$180

Reviews the subject areas that lead to an understanding of material requirement planning (MRP). The course starts with a session on background and basis of MRP logic, and proceeds through detailed reviews of each of the inputs into the systems; bills of material, inventory status, lead times, master schedule, etc. Topics such as planned orders, order action and planning, managing the MRP system, system implementation and installation are explained.

Jan 15 Tues 9 wks BBY CRN 27204

### CPIC 410

#### Capacity Management

\$180

Provides an understanding of capacity management. Master planning, inventory management, MRP, rough cut capacity planning, routing, work centre balance, scheduling input/output control are among the topics explained.

Jan 14 Mon 9 wks BBY CRN 27261

### CPIC 510

#### Production Activity Control

\$180

Students will learn the principle approaches and techniques used by managers to plan, schedule, control and evaluate the effectiveness of shop production operations. Topics of capacity, scheduling options, data base, requirement load measurements, dispatching and control are covered.

Jan 16 Wed 9 wks BBY CRN 27276

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FOR INFORMATION ABOUT:

Times, Dates, Place

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## TRANSPORTATION LOGISTICS

### TDMT 101

#### Geography of Trading 1

\$171

Studies in detail the role of transportation, major trading routes and ports, and other factors in the development of resources for the world and Canada. Emphasizes Canada as a major resource producer, particularly in the Pacific Rim.

Jan 14 Mon 12 wks BBY CRN 95115

### TDMT 150

#### Distribution 1 (CITT)

\$171

Covers transportation regulations: Canadian transportation modes — including water, rail, air and pipeline; intermediate transportation agencies; domestic and international transportation rates, tolls and tariffs.

Jan 16 Wed 12 wks BBY CRN 07799

### TDMT 202

#### Transportation Regulations

\$171

Offers a working knowledge of the rules and regulations of surface and air transportation.

Jan 15 Tues 12 wks BBY CRN 06946

### TDMT 203

#### Transportation Economics

\$171

Covers a variety of transportation services and their cost factors including carrying capacity, load factors, fuel cost, etc., concluding with profit oriented rate making. Costing methods relating to various modes of transportation are discussed considering distance, flow of goods and backhaul.

Jan 16 Wed 12 wks BBY CRN 11308

### TDMT 250

#### Distribution 2

\$171

Deals with contracts and bills of lading; marine cargo insurance; warehousing; Canadian Customs; dangerous goods transportation; damage prevention and claims; materials handling; unitization devices; physical distribution; computer applications to transportation.

Jan 16 Wed 12 wks BBY CRN 08784

### TDMT 304

#### Introduction to International Trading

\$171

Provides a global overview of international business and trading strategies. The student will understand the interdependence of nations and diversity between free, controlled, and third world countries' trading patterns. Examines the importer/manufacturer's evolution to exporting. Protectionism, tariff and non-tariff barriers, subsidies, etc., will be covered focusing on Canada's competitive position. Emphasis is given to costing for export/import to maximize profit.

Jan 17 Thurs 12 wks DEC CRN 12038

### TDMT 409

#### Harmonized Systems F.T.A.

\$257

Presents the complexities of international trade and the concepts of exporting/importing in the Canadian environment, for people in industry. Prerequisite: TDMT 305.

Jan 16 Wed 18 wks BBY CRN 73067

### TDMT 413

#### Traffic and Transportation Management

\$257

Details the complexities of the industrial traffic and operation departments of a transportation company.

Jan 17 Thurs 18 wks BBY CRN 73350

# BUSINESS



## TOURISM

### TOUR 161 Tourism Fundamentals \$171

For persons who are newly involved or anticipate employment in this field.

Jan 15 Tues 12 wks BBY CRN 06960  
Jan 16 Wed 12 wks DEC 06958

### TOUR 212 Basic Japanese \$171

Designed to assist management and front-line employees involved in the hotel, restaurant, travel agent, retail, transportation, and recreational industries to communicate in basic Japanese with the average Japanese tourist.

Jan 14 Mon 12 wks DEC CRN 93224

### TOUR 214 Basic Spanish \$171

Designed to assist management and front-line employees involved in the hotel, restaurant, travel agent, retail, transportation, and recreational industries to communicate in basic Spanish with the average Spanish speaking tourist.

Jan 15 Tues 12 wks DEC CRN 02286

### TOUR 241 Tourism: Europe \$87

Discusses historical and practical tourist related aspects of Continental Europe and Great Britain including practical hints for the travel counsellor and traveller, and tourism conditions.

Jan 17 Thurs 6 wks BBY CRN 93231

### TOUR 261 Tourism Issues \$257

Examines the evolution, function and direction of tourism. Topics include economic and historic 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.

Jan 15 Tues 18 wks BBY CRN 11359

### TOUR 313 Communication in French 2 \$171

A continuation of Basic Communication in French, designed to provide students with additional skills in conversational French.

Jan 16 Wed 12 wks BBY CRN 12016

### TOUR 350 Domestic Air \$231

Familiarizes students with the terminology and fundamentals of itinerary planning, domestic fare construction and tariff applications. \$60 rental fee for Air Tariff Books will be charged when registering. \$30 will be refunded upon return of books.

Jan 14 Mon 12 wks BBY CRN 93262

### TOUR 351 International Air 1 \$231

Familiarizes students with the terminology and fundamentals of transatlantic and transpacific fare construction. \$60 rental fee for Air Tariff Books will be charged when registering. \$30 will be refunded upon return of books. Prerequisite: TOUR 350.

Jan 17 Thurs 12 wks DEC CRN 93208

### TOUR 365 Japanese for Business Professionals \$171

Open for beginners and those wishing to review their basic Japanese language skills. The course should appeal to those interested in establishing business relations with the Japanese. No prerequisites.

Jan 17 Thurs 12 wks DEC CRN 27321

### TOUR 953 Automated Reservations \$525

Students learn how to activate a reservations computer terminal and perform all functions relative to booking airline reservations, tours, hotels, and car rentals. Prerequisite: TOUR 350. NO REFUND.

Jan 28 Mon/Wed 5 wks \*\* CRN 22993  
1800-2100

\*\*AIR CANADA BUILDING  
1177 W. Hastings St., Vancouver, 3rd floor.

### TOUR 955 Automated Ticketing \$325

Students learn how to activate a ticket printer linked to a reservations computer terminal and to perform all functions needed to produce a computer generated ticket. Prerequisite: TOUR 953. NO REFUND.

Jan 19 Sat/Sun 1 wkend \*\* CRN 22961  
0900-1700

\*\*AIR CANADA BUILDING  
1177 W. Hastings St., Vancouver, 3rd floor.

## DIRECT EMPLOYMENT TRAINING

### CORT 932 Legal Steno/Typist Part 1 \$171

For those seeking advancement into a clerical specialty. Part 1 is an orientation which will enable students to decide if they wish to pursue this career.

Jan 30 Wed 10 wks BBY CRN 80195  
1900-2200

### CORT 933 Legal Steno/Typist Part 2 \$338

Includes theoretical and practical legal paperwork, documentation, correspondence for law in the fields of civil and criminal litigation, divorce, labor, wills and estates, corporate and conveyancing.

Jan 14 Mon 18 wks BBY CRN 80207  
1900-2200

### OFFC 925 Cashier Training \$171

Provides practical training in the operation of various types of electronic cash registers.

Jan 15 Tues/Thurs 3 wks BBY CRN 80239  
Feb 05 Tues/Thurs 3 wks BBY 80242

### MEDICAL OFFICE ASSISTANT — A FIVE COURSE CERTIFICATE PROGRAM.

#### OFFC 934 Medical Office Assistant: Medical Office Computer Literacy \$210

Introduces the principles and concepts of micro-computer use in medical offices to those with little or no computer experience, who need a better understanding of basic application programs such as word processing and straightforward database processing systems. Students will be introduced to the general concepts programs that interface with the provincial plan.

Jan 15 Tues 12 wks BBY CRN 22976

#### OFFC 935 Medical Office Assistant: Medical Transcription \$210

Designed for persons who are employed as medical office assistants, or students taking the Medical Office Assistant Program. Prerequisite: OFFC 936 or 937.

Jan 19 Sat 7 wks BBY CRN 92310

#### OFFC 936 Medical Office Assistant: Anatomy and Physiology \$200

Human anatomy and physiology.

Jan 15 Tues 12 wks BBY CRN 80273  
1815-2145

#### OFFC 937 Medical Office Assistant: Medical Terminology \$214

Enables students to use basic medical terms and to spell and pronounce them. This course should be one of the initial courses taken by students wishing to enter the Medical Office Assistant Program. Prerequisite: OFFC 936.

Jan 16 Wed 12 wks BBY CRN 80268  
1800-2145

#### OFFC 938 Medical Office Assistant: Office Practice \$114

How to perform clerical duties associated with a medical office's medical forms, private and insurance billing, etc.

Jan 14 Mon 8 wks BBY CRN 93341

#### OFFC 939 Medical Office Assistant: Clinical Procedures \$142

How to use medical equipment, how to perform laboratory tests and assist physicians with specific examinations. Course includes basic CPR certification.

Jan 31 Thurs 12 wks BBY CRN 74954

## OPERATIONS MANAGEMENT SENIOR CERTIFICATE PROGRAM FOR TRADESPERSONS



Are you . . . bright? motivated? a skilled tradesperson with TQ or equivalent? a leader who needs management training?

Have you got what it takes? If you can answer yes to all of these questions *then* we have the training program for you.

### The Program

BCIT Operations Management's new Senior Certificate Program for Trades offers all the expertise for which BCIT is famous. It has been designed specifically for the experienced, qualified tradesperson who wants to move into management/administration of a trades-based business.

It offers state-of-the-art training in production planning, inventory control, project planning and scheduling, maintenance planning, computers for business and engineering, and general business management.

### The Schedule

This is a nine-month full-time program beginning September 1991.

### Career Opportunities

Graduates from this program will be qualified for exciting careers as:

- Project managers
- Maintenance superintendents
- Operations managers
- Buyers
- Materials administrators
- Production planners
- Inventory control administrators
- Technical salespersons

### Sponsorship

This program may qualify for sponsorship by the Workers' Compensation Board Rehabilitation program and the Unemployment Insurance Retraining Program. For more information contact your local Canada Employment Centre or the WCB.

### Employers

This is your opportunity to realize your employees' potential by taking advantage of this accelerated training program.

### Certificate, Diploma, Degree

Graduates from this program will earn credit-toward a National Diploma of Technology program at BCIT. Diploma graduates may continue their education towards a Bachelor's Degree through the B.C. Open Learning Institute.

### Information

All qualified applicants will be interviewed. For more information and an appointment please contact the Operations Management Department at 432-8385 or Student Services at 434-3304. Out-of-town enquiries, please use our HOTLINE: 1-800-242-0676.



**REGISTER  
NOW!  
434-1610**

Classes start week of  
January 14

## STUDENT PROJECTS WORTH BIG DOLLARS TO INDUSTRY

The machine vision system designed by students Matt Bruckbauer and Brian Gaensbauer, and 15 other projects have now been singled out for cash awards for their student designers, ranging from \$500 to \$1500.

The Student Project Award program, offered for the first time this year, is funded by the Science and Technology division of the B.C. Ministry of Advanced Education, Technology and Training. It recognizes the value of technology transfer performed by students as part of their final term training at BCIT.

Some 120 student projects were eligible for this awards program, many of them sponsored by B.C. industry and government. Others were developed by BCIT faculty as demonstration projects using "real-world" requirements and specifications. More than 40 of the projects were recommended to industry representatives for evaluation, and 16 were selected for cash awards.

Projects ranged from an oceanside marina residence from students in the Building Technology program, to new CAD/CAM software programs, to development of a robotic controller system. Two students in Plastics Technology designed and created a workable audio cassette display rack for industry sponsor Q-Music Ltd. Two others in Renewable Resources Technology developed a manual to help reduce the impact of oil spills near Pacific Rim National Park. Portable stage lighting, a radio control package for remotely controlled log skidders, a talking "neural net" in Computer Systems Technology . . . the list of student contributions to development or refinement of new technologies is impressive.

Industry sponsors estimated that the median dollar cost to replicate these projects themselves would have been in the neighbourhood of \$7,000 each.

New projects will be undertaken by students for January and June, 1991 graduation requirements.

### ANNOUNCING . . .

## THE ENGINEERING TECHNOLOGY ENTRY PROGRAM (ETE)

This is a 15-week day school program to provide academic upgrading to students wishing to enroll in an Engineering Technology Program at BCIT.

The Engineering Technology Entry Program, ETE, will provide courses in chemistry, communication, mathematics and physics, which will meet the School of Engineering Technology prerequisites for entry into an Engineering Technology program.

The program also includes an introductory course in computer applications.

#### Who should take this program?

- Anyone who is missing 2 or more prerequisites for a BCIT Engineering Technology program.
- Anyone who wants a solid academic preparation, plus an introduction to computer applications, before entering an Engineering Technology program.
- Anyone who would like to be provisionally accepted into an Engineering Technology program while obtaining the required entry qualifications.

#### What exactly does the ETE program include?

The complete ETE program consists of the following 5 courses:

- Introductory Applied Chemistry (6 hours/week)
- Introductory Communication and Learning Skills (6 hours/week)
- Introductory Technical Mathematics (7 hours/week)
- Introductory Applied Physics (7 hours/week)
- Computer Literacy (2 hours/week)

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 enroll.

#### How do I get accepted into an Engineering Technology program?

Indicate your choice of Engineering Technology program at the same time you apply to the ETE program. In most cases, applicants will be provisionally accepted into their preferred Engineering Technology program. Upon successful completion of the ETE program, applicants will be fully accepted into their preferred Engineering Technology program.

In some cases applicants may be asked to make a second program choice, if there are no available seats in their first program choice.

#### What do I need to enroll in this program?

To be eligible for the ETE program, you require:

- English 11, and
- either Algebra 11 or Mathematics 11.

#### When does the ETE program start?

The ETE program runs three sessions per year, with intakes in September, January and May.

#### Where can I find more details about the ETE program?

For further information, call Student Services at (604) 434-3304. Toll free: 1-800-242-0676.

# ENGINEERING



## STUDENTS WORK ON A NEW WAY OF SEEING

When Matthias Bruckbauer and Brian Gaensbauer took on their final term project in Robotics and Automation Technology, they weren't trying to solve a specific problem in industry. They were looking at how machines could be used to inspect what human eyes were being employed to do — commonly called machine vision systems.

When Comptec International, a manufacturer of plastic components for telecommunications and computer equipment based in Burnaby, knew that BCIT was exploring machine vision, the match was made.

Comptec, which manufactures among other things various types of telephone keypads, has been working with the two students and faculty member Dave Lewis throughout the spring. They wanted to see if a machine vision system could be designed to see that the telephone keypads coming out of their plant were complete and accurate, with all the components in the right order. Delighted to have a "real life" problem, Bruckbauer and Gaensbauer set to work.

"It always makes it more interesting for students to have a real application for their work, rather than a lab exercise that no one else will ever look at," says Lewis, program head of Robotics and Automation. "It also gives students an opportunity to work with people outside the school and see what kind of jobs are out there."

Over the four months of the project, the two students put together the computer hardware needed for their vision system, designed the recognition and inspection software, and pieced together the conveyor system. The result is a machine vision system which ensures that the keypads are 100 per cent correct, which will save Comptec workers the tedium and strain of checking the keypads visually.

## BCIT OFFERS ONE STOP SHOPPING FOR ELECTRONICS TRAINING

The best place to take electronics training is at BCIT. Nowhere else will you find the huge array of program options, opportunities for further education and industry recognition.

For instance, did you know that BCIT offers over eleven Electronics TECHNICIAN and Electronics TECHNOLOGIST programs of varying lengths?

Electronics TECHNICIAN training programs concentrate on the installation, maintenance and repair of electronic hardware, run an average of 35 weeks and provide students with a grounding in electronics theory plus the choice of a specialty area of training.

Electronics TECHNOLOGY programs are two years in length, provide students with a common first year of basic electronics and a second year of specialization. All technology programs offer the Cooperative Education component, which allows students to actually earn money as paid employees while they train. Electronics Technology programs emphasize the design, technical support and application of electronic systems.

Whichever Electronics program you choose, you can be sure of a warm welcome from industry when you graduate. Because the programs are all developed in accordance with industry needs, there is always a wide variety of jobs available.

Electronics students at BCIT are also able to further



their education through bridging programs and university transfer programs.

#### Technologist Programs

- Computer Control Electronics
- Power (Electrical)
- Process Automation and Instrumentation
- Telecommunications
- Microelectronics. Not available now. Watch for future offerings.

#### Technician Programs

- Electronics Technician
- Automated Business Equipment Technician
- Marine Electronics
- Avionics
- Advanced Industrial Computing
- Industrial Electronics

For more information on any of these programs please call the 24-hour ELECTRONICS HOTLINE answering service at 432-8999. Leave your name and we will have an expert contact you.

# BCIT

# ENGINEERING



# TECHNOLOGY

## BCIT ANNOUNCES ADVANCED DIPLOMAS IN ENGINEERING TECHNOLOGY

As part of BCIT's new mandate to lead in advanced technology training, work is underway to introduce new programs that will be the first of their kind in Canada designed for technologists in various disciplines.

These Advanced Diploma programs will help practicing technologists to:

- upgrade their skills
- provide "bridging" to university degree programs, with opportunities for further professional development
- learn while maintaining a full-time job.

Currently, Advanced Diploma programs are offered in:

- Computer Systems Software Development
- CAD Programming
- Geographic Information Systems
- Quality Assurance
- Advanced Manufacturing
- Natural Resource Management
- Machine Vision.

More programs will be added by September 1991 in:

- Engineering Technology Management
- Industrial Design & Engineering Analysis
- Advanced Telecommunications
- Environmental Science.

BCIT offers Advanced Diploma programs in a variety of formats and locations.

For more details about Advanced Diploma programs in Engineering Technology, contact:

Robertta Pajunen  
School of Engineering Technology  
B.C. Institute of Technology  
3700 Willingdon Avenue  
Burnaby, B.C. V5G 3H2  
Tel: (604) 432-8459 FAX: (604) 432-9572

## SCHOOL OF ENGINEERING TECHNOLOGY EVENING INFORMATION SESSIONS

### PART-TIME STUDIES

Thursday, January 10, 1991  
6:30 pm to 8:30 pm  
in the Student Services Department  
2nd Floor, Building 1A

Program coordinators from the School of Engineering Technology Part-time Studies will be available for consultation and program information.

For an APPOINTMENT please call 432-8459. For INFORMATION please call 432-8467 or 432-8459.

### FULL-TIME STUDIES

These information sessions on full-time Engineering Technology programs will take place in the Boardroom on the Burnaby campus of BCIT on the following dates:

December 10, 1990: Computers and Electronics  
January 14, 1991: Natural Resources and the Environment

February 11, 1991: Building and Construction  
The sessions are open from 6:30 to 8:30 pm. Representatives from BCIT faculty will be in attendance to answer your questions.

## WOOD 901 1991 Wood Products Technology Institute

The first annual 1991 BCIT Wood products Technology Institute is a 5-day conference designed to improve the knowledge of people involved with the lumber and panelboard industries. The program will include speakers from industry who will discuss topics related to the manufacture and distribution of wood products and the application of management skills.

Emphasis will be given to subjects such as principles and economics of manufacturing sawn lumber and structural wood composites, raw material value, storage and process technology, primary and secondary lumber manufacturing processes including kiln drying and finishing technology. Other features of the technical program include: applied technology in cutting, machining and process control, specialty remanufacture and custom processing, technology and science of wood treatment, managing recovery to increase profitability, plant safety and industrial hygiene technology, environmental protection technology.

FOR REGISTRATION AND ENQUIRIES CALL HERB KETTNER AT 988-7723.

Feb 4-8 Mon-Fri 1 wk BBY

## WE'VE UNLOCKED THE DOOR

to your career as an engineering technologist. If you don't have the necessary prerequisites you can gain them now by taking our new ENGINEERING TECHNOLOGY ENTRY program. Upon successful completion, your place in an engineering technology program at BCIT is guaranteed. (Some seat guarantees are subject to availability, depending on program chosen.) Applications are being accepted now for the January, 1991 intake. Call Student Services for information: (604) 434-3304 or toll free 1-800-242-0676.

## BUILDING

### BLDG 154

**Construction Industry Procedures \$171**  
The basics of building development; bidding and contracting construction contracts, specifications and estimating.

Jan 15 Tues 12 wks BBY CRN 05714

### BLDG 159

**Architectural and Industrial Illustration \$171**  
Introduces illustration, elements of rendering form and space, entourage techniques, perspective and photographic techniques.

Jan 15 Tues 12 wks BBY CRN 98684

### BLDG 251

**Drafting and Design 2: Architectural Presentation \$340**  
A continuation of BLDG 151. Includes descriptive geometry and its use in design presentation, description of building elements through isometric and axonometric projection, one and two-point perspectives; application of regulations and other restrictions in design drafting and presentation; design and drafting services, drawing applications. Prerequisite: BLDG 151 or department approval.

Jan 15 Tues/Thurs 12 wks BBY CRN 72418

### BLDG 252

**Construction 2 \$506**  
A continuation of BLDG 152. Includes western frame and modified post and beam construction; details for fireplaces, stairs, doors and windows; further development of working drawings to include these elements. Prerequisite: BLDG 152 or departmental approval.

Jan 14 Mon/Wed 18 wks BBY CRN 72313

### BLDG 253

**B.C. Building Code: Housing \$171**  
Gives students a working knowledge of Part 9 of the 1987 Building Code for housing. Gives a basic understanding of plan checking, building inspection and acceptable materials, systems and methods used in housing construction.

Jan 16 Wed 12 wks BBY CRN 87042

### BLDG 353

**B.C. Building Code: General \$171**  
Examines the purpose, scope and contents of the B.C. Building Code, Parts 1 to 8, with specific study of Part 3: Use and Occupancy. Based on the changes effective July 1, 1987, this course will be of special interest to persons in design, drafting, construction, inspection and financing of buildings.

Jan 16 Wed 12 wks BBY CRN 87039

### BLDG 354

**Construction Law in Project Management \$171**

Designed to provide construction professionals with an understanding of the basic principles of law as applied to building construction projects, including contract formation and interpretation; negligence law; bonding and insurance; labor law and industrial relations; builders' liens; delay and acceleration claims; sale of goods legislation. Prerequisite: BLDG 254 or departmental approval.

Jan 16 Wed 12 wks BBY CRN 72436

### BLDG 356

**Construction Estimating 2 \$171**  
A continuation of BLDG 256. Detailed study and application of measurement and pricing of work for specific trades, with emphasis on wood framing, concrete work and masonry construction. Detailed examination of CIQS methods for measurement of construction work. Tendering procedures and budget estimating. Preparation for CIQS EXAM 203. Prerequisite: BLDG 256 or departmental approval.

Jan 17 Thurs 12 wks BBY CRN 72420

## CHEMICAL SCIENCES

### CHSC 169

**NDT Radiography Level 1 \$544**  
Meets the requirements for classroom training as stipulated in CGSB Standard 48-GP-4M, condition (b).

Feb 04 Mon-Fri 1 wk BBY CRN 93066

### CHSC 170

**NDT Ultrasonics Level 1 \$544**  
Meets the requirements of CGSB Standard 49-GP-7M, condition (b) for classroom training. (Maximum capacity 10.)

Jan 16 Wed 13 wks BBY CRN 72447

### CHSC 171

**NDT Eddy Current Level 1 \$544**  
Meets classroom training requirements as stipulated in CGSB Standard 48-GP-13M for Levels 1 and 2.

\*Jan 17 3 wks BBY CRN 64290

### CHSC 268

**Water Pollution: Chemistry and Sampling Techniques \$256**

Discusses the processes that take place in water systems when pollutants are present, and the techniques for detection and control of these pollutants.

Jan 15 Tues 18 wks BBY CRN 79271

### CHSC 269

**NDT Radiography Level 2 \$544**  
Meets the requirements of CGSB Standard 48-GP-4M, condition (b) for classroom training. Prerequisite: CHSC 169 or be a certified Level 1 operator.

Feb 11 Mon-Fri 1 wk BBY CRN 74267

\*Jan 07 3 wks BBY 61460

### CHSC 270

**NDT Ultrasonics Level 2 \$544**  
Meets the requirements of CGSB Standard 48-GP-7M, condition (b) for classroom training. (Maximum capacity 10.) Prerequisite: CHSC 170 or be a certified Level 1 operator.

Jan 15 Tues 13 wks BBY CRN 87769

### CHSC 306

**Precious Metal Analysis \$352**  
Topics include the structure of the industry, characteristics of various types of laboratory sampling and sample preparation procedures, and analytical methods of precious metal analysis.

Jan 30 Wed 15 wks BBY CRN 98703

### CHSC 414

**Mineral Processing \$405**

A continuation of CHSC 314. Deals specifically with mineral processing as applied to the B.C. mining industry. Covers the essential operations of applied mineral processing: gravity separation, cyclone classification, flotation, sedimentation, thickening, filtration. Emphasizes numerical solution of operating and design problems.

Jan 15 Tues 18 wks BBY CRN 05771

\*These course offerings are part of the concentrated 18 week full-time format of the Intermediate Certificate of Technology in Nondestructive Testing. If you would like further information or to enrol in these specific courses please phone Bob Pike 434-5734, local 5769 or Wayne Irvine 432-8326.

### CHSC 561

**\$590**

## Source Testing for Particulates

This course covers the B.C. Ministry of Environment Source Testing Code for particulates, and E.P.A. Method 5 for total particulates and includes some discussion of gas sampling techniques. The course is intended for engineers, technologists and others who are engaged in industrial emission measurements for government and private agencies.

Dec 10 Mon-Fri 1 wk BBY CRN 67697

## CHEMISTRY

### CHEM 001

**Pre-entry Chemistry 1** \$265  
An upgrading or refresher course for those whose background in chemistry is weak. Meets Chemistry 11 entrance requirement for BCIT programs.  
Jan 14 Mon/Wed 12 wks BBY CRN 72219  
1845-2145

### CHEM 317

**Gas and Liquid Chromatography** \$283  
Introduces the uses of gas chromatography (GC) and high performance liquid chromatography (HPLC) in solving organic analysis problems relating to the energy, chemical, food and forest industries; clinical and environmental laboratories. Class is limited to ten students so enrol now!  
Jan 15 Tues/Thurs 6 wks BBY CRN 97212  
1845-2145

## CIVIL AND STRUCTURAL TECHNOLOGY

### CIVL 100

**Intro to Lotus 1-2-3 Engineering Application** \$113  
Hands-on engineering application using LOTUS 1-2-3 software.  
Jan 19 Sat 2 wks BBY CRN 76751

### CIVL 102

**Public Works Inspection** \$315  
Presents the fundamentals of public works inspection.  
Jan 16 Wed 15 wks BBY CRN 92304

### CIVL 110

**Asphalt Technology** \$175  
How to select suitable materials for asphaltic concrete design using the Marshall method. Prerequisite: CIVL 104.  
Jan 15 Tues 12 wks BBY CRN 70155

### CIVL 201

**Construction Documents and Cost Control** \$147  
An introduction to construction contract documents and cost control on the jobsite for those involved in building and heavy construction.  
Jan 14 Mon 10 wks BBY CRN 98615

### CIVL 250

**Stress Analysis 1** \$147  
An introduction to the stress-strain relationships in three common construction materials: timber, steel and concrete. Prerequisite: CIVL 101.  
Jan 14 Mon 10 wks BBY CRN 98673

### CIVL 270

**Soil Mechanics 2** \$171  
Basics of permeability, flow nets, retaining wall and foundation design. Prerequisite: CIVL 169.  
Jan 14 Mon 12 wks BBY CRN 72463

### CIVL 314

**Urban Street Design** \$171  
Using the R.T.A.C. classification system as a guide, students will design a major road and intersection. Vertical and horizontal alignment, drainage and design control techniques will be emphasized. Prerequisite: CIVL 175, 208.  
Jan 16 Wed 12 wks BBY CRN 98650

### CIVL 315

**Subdivision Planning** \$171  
Provides students with the planning concepts and restraints for subdivision development using the Municipal Act and local bylaws. Includes subdivision procedures and rezoning applications. Prerequisite: CIVL 175, 208.  
Jan 15 Tues 12 wks BBY CRN 98642

### CIVL 373

**Hydraulics 2** \$171  
Completes the topic of pipe flow introduced in CIVL 273. Includes simple networks, pump selection, flow measurement, application of Hardy Cross method and computer programs. Prerequisite: CIVL 273.  
Jan 16 Wed 12 wks BBY CRN 98668

### CIVL 378

**Municipal Services 2** \$147  
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 273, 278.  
Jan 17 Thurs 10 wks BBY CRN 25654

### CIVL 393

**AutoCAD (CADD) Applications for Civil Engineering** \$285  
Computer Aided Design course for practicing civil technologists and engineers. Course is project oriented and is designed to show power of computer aided design in structural layout, municipal design and data digitizing of contours topography. Sufficient CADD commands for civil engineering drawings are explored and examined. Prerequisite: Civil engineering background, AICO 213 or departmental approval.  
Jan 17 Thurs 12 wks BBY CRN 22216

### CIVL 509

**Geotechnical Design: Rock Stability** \$158  
Introduces the basic mechanics of rock slope failures and principles needed to analyze planar failures, methods of rock slope stabilization, rockfall protection and detection, calculation and design application. Prerequisite: CIVL 431 or departmental approval.  
Jan 14 Mon 10 wks BBY CRN 05964

### CIVL 510

**Transportation Planning 1: Network Planning Principles** \$147  
Examines the relationship between land use development and urban transportation networks, including capacities and operating characteristics of transportation modes, principles of network planning and preparation of municipal and neighbourhood road plans. Prerequisite: CIVL 180.  
Jan 17 Thurs 8 wks BBY CRN 10845

## COMMUNICATION

### COMM 001

**Effective Writing** \$94  
Develop the basic skills needed for business and technical writing at BCIT. Course concentrates on paragraph development, organization and effective sentences in memo and letter writing.  
Jan 14 Mon/Wed 4 wks BBY CRN 06045  
1845-2145

### COMM 003

**Comprehensive Reading, Writing and Learning Skills** \$290  
Emphasizes reading, writing and study skills needed for BCIT full-time programs. Covers topics in COMM 001 and 002, including speed reading and comprehension, library research skills and short report writing. Prerequisite: Applicants will write an English Proficiency Test to determine their eligibility for enrollment.  
Jan 14 Mon/Wed 10 wks BBY CRN 06059  
1800-2200  
Jan 15 Tues/Thurs 10 wks BBY 70259  
1800-2200

### COMM 004

**Technical English for Second Language Students** \$290  
If your first language is not English, or you have studied English but need a refresher to meet BCIT's English requirements, this level of English is for you. Reading efficiency, vocabulary expansion, sentence and paragraph development emphasized. Prerequisite: Applicants will write an English Proficiency Test to determine their eligibility for enrollment.  
Jan 14 Mon/Wed 10 wks BBY CRN 92332  
1800-2200  
Jan 15 Tues/Thurs 10 wks BBY 06062  
1800-2200

### COMM 160

**Intro to Business and Technical Communication** \$171  
Practical techniques for planning, organizing, selecting and presenting information for a business or industry environment. Routine memos, instructions, procedures, summaries and oral presentations.  
Jan 14 Mon/Wed 6 wks BBY CRN 06077  
1845-2145  
Jan 15 Tues 12 wks DEC 70245  
1730-2030

### COMM 171

**Business Reports** \$171  
Emphasizes the persuasive skills needed to sell ideas, methods and products. Comparison and recommendation reports, proposals, feasibility studies, executive summaries, formal report format, presentations, use of graphics.  
Jan 16 Wed 12 wks BBY CRN 70286  
1845-2145

### COMM 175

**Business and Technical Correspondence** \$171  
Improve your writing capabilities at work. Covers several types of memos and letters commonly used in the office including requests, complaints, sales and job applications; also, preparation and revision of resumes using different formats.  
Jan 21 Mon/Wed 6 wks BBY CRN 88439  
1845-2145

### COMM 183

**Technical Reports** \$171  
Emphasizes written skills needed when solving engineering problems. Comparison and feasibility reports, technical proposals, journal reviews, executive summaries, graphics, formal report format.  
Feb 28 Thurs 12 wks DEC CRN 70277  
1845-2145

### COMM 190

**Writing for Results** \$88  
Overview of techniques used to make writing clearer, better organized and more effective in getting the job done in the workplace.  
Jan 16 Wed 6 wks BBY CRN 72235  
1845-2145

### COMM 196

**Writing Manuals for the Computer Industry** \$125  
For anyone who writes user manuals. Planning, researching, organizing, formatting and writing a manual; testing and packaging the finished product; translating technical material for the non-technical reader.  
Jan 15 Tues 6 wks BBY CRN 72241  
1845-2145  
Feb 23 Sat 4 wks BBY 06147  
0900-1330

### COMM 900

**English Fundamentals** \$171  
Sentence structure, word choice, common grammatical problems, techniques for listing, paragraph structure and simple presentation strategies for students whose first language is English.  
Jan 14 Tues/Thurs 6 wks BBY CRN 72222  
1845-2145

### COMM 910

**Telephone Techniques** \$53  
Brush up your telephone manners! Learn techniques for making positive first impressions with customers, and to handle those angry callers who want to complain. Record calls efficiently. Discussion, sample calls (on video) and role playing are used.  
Jan 26 Sat 1 day BBY CRN 06145  
0900-1600

## TECHNICAL COMMUNICATION

### TCOM 114

**Technical Writing for Electronics** \$301  
Learn to organize technical information; illustrate documents; define and describe technical objects and processes; write routine letters, memos and instructions; summarize technical articles; write a resume and application letter.  
Jan 14 Mon/Wed 9 wks BBY CRN 93747  
0900-1430

### TCOM 214

**Technical Writing for Electronics** \$301  
Learn to prepare a professional job search package; practice interview skills; write informal reports; learn techniques and formats for writing documentation. Prerequisite: TCOM 114 or equivalent.  
Jan 19 Sat 10 wks BBY CRN 93736  
0900-1430



## COMPUTER AIDED ENGINEERING



### AUTOCAD TRAINING CENTER\*

Computer Aided Engineering is an Autodesk Authorized Training Centre.

NOTE: (DOS) or (UNIX) under course date indicates course will be scheduled in a DOS or UNIX lab environment.

### AICO 213

**AutoCAD 1** \$285  
Microcomputer-based CAD using the latest release of AutoCAD software. An introduction to the AutoCAD workstation including basic drawing creation and manipulation. Prerequisite: Basic engineering graphics.

Jan 05 Sat	6 wks	BBY	CRN 05679
(UNIX)			
Jan 05 Sat	6 wks	DEC	05698
(DOS)			
Jan 07 Mon-Fri	1 wk	DEC	78899
(DOS)			
Jan 14 Mon	12 wks	BBY	06403
(UNIX)			
Jan 14 Mon-Fri	1 wk	DEC	78904
(DOS)			
Jan 15 Tues	12 wks	BBY	78910
(UNIX)			
Jan 17 Thurs	12 wks	DEC	78928
(DOS)			
Jan 16 Wed	12 wks	BBY	78932
(DOS)			
Jan 17 Thurs	12 wks	BBY	78949
(DOS)			
Jan 21 Mon-Fri	1 wk	DEC	78955
(DOS)			
Feb 04 Mon-Fri	1 wk	BBY	93079
(UNIX)			
Feb 04 Mon-Fri	1 wk	DEC	22047
(DOS)			
Feb 11 Mon-Fri	1 wk	BBY	22020
(UNIX)			
Feb 11 Mon-Fri	1 wk	DEC	22036
(DOS)			
Feb 16 Sat	6 wks	BBY	93082
(DOS)			
Mar 04 Mon-Fri	1 wk	DEC	22054
(DOS)			
Mar 11 Mon-Fri	1 wk	DEC	22063
(DOS)			

### AICO 214

**AutoCAD 2** \$285  
A continuation of AICO 213 with the focus on increasing production by customizing the system. Class assignments may be tailored to discipline areas depending on student background. Prerequisite: AICO 213 or equivalent.

Jan 05 Sat	6 wks	BBY	CRN 20032
(DOS)			
Jan 15 Tues	12 wks	BBY	01910
(DOS)			
Jan 17 Thurs	12 wks	BBY	09822
(UNIX)			
Jan 28 Mon-Fri	1 wk	DEC	09920
(DOS)			
Feb 16 Sat	6 wks	BBY	78865
(UNIX)			
Feb 16 Sat	6 wks	DEC	78878
(DOS)			
Feb 18 Mon-Fri	1 wk	BBY	78880
(UNIX)			
Feb 25 Mon-Fri	1 wk	DEC	22072
(DOS)			
Mar 18 Mon-Fri	1 wk	DEC	22089
(DOS)			

### AICO 218

**AutoCAD AEC (Architectural)** \$285  
Emphasizes the production of 2D/3D drawings for the architectural environment. Using AutoCAD AEC software, the student will progress from basic drawings to the generation of more advanced projects using customized AEC templates. Prerequisite: AICO 213.

Jan 16 Wed	12 wks	BBY	CRN 01928
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### AICO 220

**SmartCAM** \$285  
Automatic tool path takeoff from a CAD model. Exposure to production model CNC milling machines and lathes. Software tools will be SmartCAM and may also include AutoCAD and Computervision in the production of the CAD model.

Jan 14 Mon	12 wks	BBY	CRN 09936
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### AICO 225

**AutoCAD 3** \$150  
An introduction to the 3D capabilities of AutoCAD. Covers the fundamentals of 3D construction, surface generation and shading using AutoSHADE. Prerequisite: AICO 214.

Jan 15 Tues	6 wks	BBY	CRN 12157
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### AICO 312 CAD Customization Using AutoLISP \$285

An introduction to AutoLISP programming. In addition to the concepts of AutoLISP programming the student will be required to develop applications in parameterizing drawings, user defined commands and interfaces with the drawing file database. Prerequisite: AICO 214.

Jan 14 Mon	12 wks	BBY	CRN 22091
Jan 15 Tues	12 wks	BBY	25743

### AICO 314 Advanced AutoLISP \$285

An advanced course in AutoLISP programming. Topics will include database manipulations, DXF and DXB file creation and an introduction to C interfaces with AutoCAD. Prerequisite: AICO 312.

Jan 17 Thurs	12 wks	BBY	CRN 22107
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### AICO 522 Introduction to C Programming \$285

Emphasis is on structured programming techniques in a UNIX environment. Especially of interest to AutoCAD users as AutoCAD Release 11 will include ADS: the AutoCAD Development System. ADS allows users to write powerful applications in the "C" programming language and use them inside the AutoCAD drawing editor.

Jan 05 Sat	6 wks	BBY	CRN 25734
Jan 16 Wed	12 wks	BBY	10442

### AICO 523 Data Structures in "C" \$285

A continuation of AICO 522. "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 code and libraries. Prerequisite: AICO 522 or equivalent experience.

Jan 17 Thurs	10 wks	BBY	CRN 10473
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## UNIX

### AICO 530 Introduction to UNIX \$150

Topics include elementary UNIX commands, files and directory structures, the VI editor, piping and shell script programming with Bourne or C shells. Students will use UNIX SYSTEM V or Sun OS, a hybrid system V/BSD UNIX.

Jan 14 Mon	6 wks	BBY	CRN 22115
Jan 15 Tues	6 wks	BBY	22121
Jan 21 Mon-Wed	1 wk	BBY	22139
Jan 23 Wed-Fri	1 wk	BBY	22142
Mar 04 Mon-Wed	1 wk	BBY	22150
Mar 06 Wed-Fri	1 wk	BBY	22168

### AICO 531 UNIX Shell Script Programming \$285

A continuation of AICO 530. Topics include shell script programming using the Bourne, Korn and C shell. Prerequisite: AICO 530.

Jan 16 Wed	12 wks	BBY	CRN 22173
Jan 28 Mon-Fri	1 wk	BBY	22184

### AICO 535 UNIX System Management \$285

Reviews UNIX operating system commands and provides an introduction to system management. Topics include account management, system backup, startup and shutdown procedures, system accounting and system security. Taught on Sun OS, a hybrid system V/BSD UNIX. Prerequisite: AICO 530 and 531 or equivalent industry experience.

Mar 11 Mon-Fri	1 wk	BBY	CRN 22196
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## INTERGRAPH

### CDCM 215 Micro-Station Intergraph 1 \$285

Rudiments of computer aided design. Machine log-on procedures, simple 2D drawings. Stress on orthographic projections, dimensioning and text. Prerequisite: MECH 140 or other appropriate graphics experience.

Jan 14 Mon	12 wks	BBY	CRN 03085
Feb 04 Mon-Fri	1 wk	BBY	22201

### CDCM 216 Micro-Station Intergraph 2 \$285

A continuation of CDCM 215. Customizing a CAD system using cell libraries and tablet menus. Prerequisite: CDCM 215.

Jan 15 Tues	12 wks	BBY	CRN 05758
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## COMPUTER SYSTEMS

NOTE: Course fees do not normally include texts or supplies.

### COMP 901 Computing for the Timid \$75

A 4-week course for those who have never used a computer and are afraid to.

Jan 14 Mon	4 wks	BBY	CRN 04831
Feb 11 Mon	4 wks	BBY	04859
Mar 11 Mon	4 wks	BBY	87561
Jan 19 Sat	2 wks	BBY	04877
Jan 20 Sun	2 wks	DEC	10916

### GENERAL AND CERTIFICATE COURSES

### COMP 104 Computers in Business \$171

For those not specializing in computers to familiarize them with terminology and concepts used in the computer industry. Prerequisite: COMP 126.

Jan 14 Mon	12 wks	BBY	CRN 89031
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### COMP 107 Understanding PC/MS DOS \$107

Gives an in-depth knowledge of the PC/MS Disk Operating System (DOS) to those who feel they know nothing about a PC. Prerequisite: COMP 901 or equivalent.

Jan 14 Mon	6 wks	DEC	CRN 04890
Jan 15 Tues	6 wks	BBY	04916
Jan 16 Wed	6 wks	BBY	04938
Jan 17 Thurs	6 wks	BBY	04952
Feb 25 Mon	6 wks	DEC	04901
Feb 26 Tues	6 wks	BBY	04927
Feb 27 Wed	6 wks	BBY	04940
Feb 28 Thurs	6 wks	BBY	10877
Feb 02 Sat	3 wks	BBY	10886
Feb 03 Sun	3 wks	DEC	10890

### COMP 114 Word Processing Concepts \$75

Using a microcomputer, this course introduces the beginning student to the basic concepts of word processing. Prerequisite: COMP 107.

Jan 14 Mon	4 wks	BBY	CRN 04974
Jan 15 Tues	4 wks	BBY	04995
Jan 17 Thurs	4 wks	BBY	05012
Feb 23 Sat	2 wks	BBY	05029
Feb 24 Sun	2 wks	DEC	10927

### COMP 115 Spreadsheet Concepts \$75

Using a microcomputer, this course introduces the beginning student to the basic concepts of spreadsheets. Prerequisite: COMP 107.

Feb 11 Mon	4 wks	BBY	CRN 05048
Feb 12 Tues	4 wks	BBY	05067
Feb 14 Thurs	4 wks	BBY	05094
Mar 09 Sat	2 wks	BBY	05108
Mar 10 Sun	2 wks	DEC	10938

### COMP 116 Microcomputer Database Concepts \$75

Introduces the beginning student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 107.

Mar 11 Mon	4 wks	BBY	CRN 05124
Mar 12 Tues	4 wks	BBY	05131
Mar 14 Thurs	4 wks	BBY	05162
Mar 23 Sat	2 wks	BBY	05177
Mar 24 Sun	2 wks	DEC	10940

### COMP 126 Programming Concepts and Methodology \$214

Covers the principles and concepts of computer programming for those intending to become involved in the computer industry. Prerequisite: COMP 107, 114, 115, 116.

Jan 15 Tues	12 wks	BBY	CRN 05190
Jan 16 Wed	12 wks	BBY	05204
Jan 17 Thurs	12 wks	BBY	05210

### COMP 130 Assembler Programming Language Level 1 \$214

The 1st-level course of programming in Assembler on the IBM Mainframe computer. Prerequisite: COMP 126.

Jan 15 Tues	12 wks	BBY	CRN 89008
Jan 16 Wed	12 wks	BBY	89013

### COMP 135 RPG II Programming Language Level 1 \$171

Students will obtain a working knowledge of RPG II and will be able to apply it to the coding of a program of medium complexity. Prerequisite: COMP 126.

Jan 15 Tues	12 wks	BBY	CRN 88995
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### COMP 137 C Programming Language Level 1 \$214

A 1st-level course of programming in C language including data types, control constructs and syntax. Prerequisite: COMP130/236.

Jan 14 Mon	12 wks	BBY	CRN 04788
Jan 17 Thurs	12 wks	BBY	80070

### COMP 145 BASIC Microcomputer Programming Language (IBM PC) Level 1 \$214

A 1st-level course which provides an understanding of MS QUICK BASIC as used on the IBM PC micro-computer. Prerequisite: COMP 126.

Jan 16 Wed	12 wks	BBY	CRN 88983
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### COMP 160 Computer Systems Introduction Level 1 \$171

Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 126.

Jan 15 Tues	12 wks	BBY	CRN 88974
Jan 16 Wed	12 wks	DEC	88969

### COMP 162 Microcomputer Using dBASE Level 1 \$214

Covers the elementary programming features of dBASE IV, including development of a menu-driven system. Prerequisite: COMP 126.

Jan 17 Thurs	12 wks	BBY	CRN 07702
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### COMP 164 Microsoft Word \$107

A 6-week course using IBM PC's covering the basics of this word processing package which can be used on IBM PCs and Apple Macintoshes.

Jan 15 Tues	6 wks	BBY	CRN 95757
Feb 26 Tues	6 wks	BBY	95766

### COMP 167 Wordperfect \$214

Covers the basic level of this current word processing package and many special features. Prerequisite: COMP 107.

Jan 17 Thurs	12 wks	BBY	CRN 10862
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### COMP 168 FRAMEWORK III Level 1 \$214

Menu selections are explained and practiced.

Jan 15 Tues	12 wks	BBY	CRN 87623
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### COMP 169 LOTUS 1-2-3 Level 1 \$214

All basic principles of this spreadsheet package are explained and practiced.

Jan 16 Wed	12 wks	BBY	CRN 87614
		DEC	10901

### COMP 187 Computerized Accounting \$214

Teaches the "Bedford Integrated Accounting" package to those with some knowledge of computing and accounting. Prerequisite: COMP 107, FMGT 101.

Jan 17 Thurs	12 wks	BBY	CRN 78766
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### COMP 190 Meet the Mac \$214

Uses "hands-on" experience to learn to use the Macintosh computer and some software packages. Common terminology is explained.

Jan 16 Wed	12 wks	BBY	CRN 21599
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### COMP 191 3-D Computer Animation Applications Level 1 \$1200

Theory of Computer Graphics, an overview of Cartesian coordinate system, Unix operating system and animation/workstation configuration are explored. Professional demo videos are viewed and discussed. Students create 3-D geometrical objects.

Jan 14 Mon/Wed	12 wks	BBY	CRN 25273
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### COMP 233 COBOL Programming Language Level 1 \$171

A 1st-level course, which includes all language components required to write simple business report programs. Prerequisite: COMP 126.

Jan 15 Tues	12 wks	BBY	CRN 88940
Jan 17 Thurs	12 wks	BBY	88952

### COMP 234 PL/1 Programming Language Level 1 \$171

A 1st-level course for students who have some programming background. Covers record and stream I/O, structures, arrays, and functions. Prerequisite: COMP 126.

Jan 16 Wed	12 wks	BBY	CRN 87609
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### COMP 236 PASCAL Programming Language \$214

Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in PASCAL. Prerequisite: COMP 126.

Jan 14 Mon	12 wks	BBY	CRN 88938
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### COMP 237 C Programming Language Level 2 \$214

Covers development and use of program libraries and software tools in the C environment — a continuation of COMP 137. Prerequisite: COMP 137.

Jan 16 Wed	12 wks	BBY	CRN 21603
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### COMP 241 Data Communications Concepts Level 1 \$171

Students become conversant with data communication applications and related concepts. Prerequisite: Programming or Systems Design experience.

Jan 14 Mon	12 wks	BBY	CRN 73368
Jan 15 Tues	12 wks	BBY	79845

### COMP 242 Microcomputers: Exploring Technical Aspects \$214

Covers the theory of microcomputer hardware standards, operating systems, semiconductor technology, peripheral devices. Prerequisite: COMP 126.

Jan 15 Tues	12 wks	BBY	CRN 88927
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### COMP 244 Assembler Micro Programming Language: IBM PC Level 2 \$214

Continuation of COMP 144. Programming in ASSEMBLER Language on the IBM PC. Prerequisite: COMP 144.

Jan 17 Thurs	12 wks	BBY	CRN 87593
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### COMP 248 PROLOG Programming Language \$214

This powerful, widely-used, logic-based language is especially practical for developing knowledge systems. Includes pattern matching and automatic backtracking. Explores Prolog and AI programming techniques. Prerequisite: One Level 1 programming language.

Jan 15 Tues	12 wks	BBY	CRN 72982
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### COMP 249 POWERHOUSE Programming Language Level 1 \$214

Provides a solid base in programming with this fourth generation language by using all the modules of the language. Prerequisite: Programming experience and one Level 1 programming language.

Jan 15 Tues	12 wks	BBY	CRN 80140
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### COMP 260 Computer Systems Introduction Level 2 \$171

Continuation of COMP 160. Develops analytical skills and basic computer systems design techniques. Prerequisite: COMP 160.

Jan 14 Mon	12 wks	BBY	CRN 88916
Jan 15 Tues	12 wks	DEC	88890
Jan 16 Wed	12 wks	BBY	88901

continued over

# STATEMENT OF COMPLETION IN OFFICE COMPUTER SKILLS COURSES

## COMP 109

### Exploring DOS

\$241

Examines the PC/MS Disk Operating System (DOS) in depth for those who feel they know just a little about a PC. Prerequisite: COMP 901 or equivalent.

Jan 14	Mon	6 wks	HOL	CRN 09954
Jan 16	Wed	6 wks	RIC	09963
Feb 25	Mon	6 wks	HOL	09989
Feb 27	Wed	6 wks	RIC	09991

## COMP 117

### Wordperfect 5 Level 1

\$161

Covers the concepts of word processing using Wordperfect 5.1, creating, modifying and printing a document. Prerequisite: COMP 109.

Jan 15	Tues	4 wks	HOL	CRN 10002
Jan 16	Wed	4 wks	RIC	10017
Feb 14	Thurs	4 wks	RIC	10026

## COMP 118

### Wordperfect 5 Level 2

\$161

Continuation from COMP 117, covering spell checking, parallel columns and macros. Prerequisite: COMP 117.

Feb 12	Tues	4 wks	HOL	CRN 10051
Feb 13	Wed	4 wks	RIC	10065
Mar 14	Thurs	4 wks	RIC	10078

## COMP 119

### Wordperfect 5 Level 3

\$161

Continuation from COMP 118, covering line drawing, graphic work, calculations, outlining, sort/merge and writing macros. Prerequisite: COMP 118.

Mar 12	Tues	4 wks	HOL	CRN 10080
Mar 13	Wed	4 wks	RIC	10099

## COMP 138

### Ventura Desktop Publishing

\$161

Covers producing "typeset-quality" documents without using a print shop. Includes creating textual materials, pictures with texts, and style sheets. Prerequisite: COMP 117.

Jan 14	Mon	4 wks	RIC	CRN 21629
Mar 11	Mon	4 wks	RIC	21630

## COMP 147

### LOTUS 1-2-3 Level 1

\$161

Covers the concepts of a spreadsheet using LOTUS 1-2-3, basic functions, appearance and entering data. Prerequisite: COMP 109.

Jan 16	Wed	4 wks	HOL	CRN 10112
Jan 17	Thurs	4 wks	RIC	10129
Feb 12	Tues	4 wks	RIC	10130

## COMP 148

### LOTUS 1-2-3 Level 2

\$161

Continuation from COMP 147, covering graphs and managing databases. Prerequisite: COMP 147.

Feb 13	Wed	4 wks	HOL	CRN 10181
Feb 14	Thurs	4 wks	RIC	10194
Mar 12	Tues	4 wks	RIC	10209

## COMP 149

### LOTUS 1-2-3 Level 3

\$161

Continuation from COMP 148, covering macros, automating tasks, and menus. Prerequisite: COMP 148.

Mar 13	Wed	4 wks	HOL	CRN 10214
Mar 14	Thurs	4 wks	RIC	21565

## COMP 157

### dbASE IV Level 1

\$161

Covers the concepts of a microcomputer database using dbASE IV, including creating, data entry, manipulation of data and inquiry. Prerequisite: COMP 109.

Jan 15	Tues	4 wks	RIC	CRN 10223
Jan 17	Thurs	4 wks	HOL	10237
Feb 11	Mon	4 wks	RIC	21578

## COMP 158

### dbASE IV Level 2

\$161

Continuation from COMP 157, covering linking multiple tables and the application generator. Prerequisite: COMP 157.

Feb 12	Tues	4 wks	RIC	CRN 10246
Feb 14	Thurs	4 wks	HOL	10258

## COMP 159

### dbASE IV Level 3

\$161

Continuation from COMP 158, covering major statements used in Command File programming. Prerequisite: COMP 158.

Mar 12	Tues	4 wks	RIC	CRN 10260
Mar 14	Thurs	4 wks	HOL	21580

## COMP 175

### ACCPAC General Ledger

\$161

Covers the general ledger system, including converting existing systems to Accpac, batch transactions, and printing reports. Prerequisite: COMP 109 and basic understanding of accounting principles.

Jan 14	Mon	4 wks	RIC	CRN 10148
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## COMP 176

### ACCPAC Accounts Receivable

\$161

Covers the entire accounts receivable cycle from setup to report writing, and the interface to the general ledger. Prerequisite: COMP 175.

Feb 11	Mon	4 wks	RIC	CRN 21648
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## COMP 177

### ACCPAC Accounts Payable

\$161

Covers the entire accounts payable cycle from setup to report writing, and the interface to the general ledger. Prerequisite: COMP 175.

Mar 11	Mon	4 wks	RIC	CRN 21656
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## COMPUTER SYSTEMS cont.

### COMP 266

#### Microcomputers: Business Applications and Lotus 1-2-3 Macros

\$214

Uses LOTUS 1-2-3 to construct business models in areas such as budgeting, etc. Prerequisite: COMP 169.

Jan 14	Mon	12 wks	BBY	CRN 09853
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### COMP 267

#### Microcomputers: Package Implementation

\$214

Using lectures, hands-on experience and data, students will be guided through all phases of the installation of a comprehensive business package. Prerequisite: COMP 107.

Jan 14	Mon	12 wks	BBY	CRN 72998
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### COMP 285

#### SPSS

\$214

Introduces programming techniques using the statistical package SPSS to generate such things as descriptive statistics and graphs. Prerequisite: OPMT 197.

Jan 16	Wed	12 wks	BBY	CRN 04808
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### COMP 286

#### Novell Network 286

\$107

Provides a complete overview of the Netware 286 operating system. Selection of equipment, Netware installation, and system administration responsibilities are discussed. Prerequisite: COMP 107, OPMT 188.

Jan 16	Wed	6 wks	BBY	CRN 21667
Feb 27	Wed	6 wks	BBY	21675

### COMP 288

#### Actor, Oops and MS Windows

\$214

Uses Actor to explore powerful object-oriented programming techniques in Microsoft Windows, the industry standard for DOS-based graphical interface software and multitasking. Prerequisite: IBM Micro experience and a Level 1 programming language.

Jan 16	Wed	12 wks	BBY	CRN 21612
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### COMP 291

#### 3-D Computer Animation Applications

\$1200

Continuation of COMP 191. Looks at modeling of complex forms and application of colors, textures, lighting, and movement. Technical arrangement and hardware connectivity of animation installations are covered.

Jan 15	Tues/Thurs	12 wks	BBY	CRN 25284
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### COMP 333

#### COBOL Programming Language Level 2

\$171

Continuation of COMP 233. Includes tape and disk file organization, utility programs and libraries, and table look-ups. Prerequisite: COMP 233.

Jan 14	Mon	12 wks	BBY	CRN 88877
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### COMP 346

#### FOCUS

\$214

How to create, update, and report from FOCUS data bases using FOCUS commands, TABLETALK and FILETALK. Prerequisite: COMP 162 and a high-level programming language.

Jan 17	Thurs	12 wks	BBY	CRN 70176
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### COMP 358

#### Expert Systems Technology 1

\$356

Introduces the foundation of expert systems. Studies LISP with emphasis towards expert systems applications. Prerequisite: Programming maturity or permission of the instructor.

Jan 15	Tues/Fri	12 wks	BBY	CRN 25647
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### COMP 360

#### Computer Systems Testing

\$214

Introduces students to the discipline of software testing. Discusses various levels of testing and focuses on the testing effort within the framework of the life cycle of a development project. Prerequisite: COMP 260/361.

Jan 14	Mon	12 wks	BBY	CRN 99220
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### COMP 361

#### Computer Systems Development Level 2

\$214

Expands on material covered in COMP 261. Provides a working knowledge of systems analysis. Prerequisite: COMP 261.

Jan 14	Mon	12 wks	BBY	CRN 88862
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### COMP 370

#### Relational Database Systems

\$356

Covers relational database technology, relational algebra and calculus, entity-relationship charts, data analysis and design. Prerequisite: COMP 260/270/361.

Jan 14	Mon/Wed	10 wks	BBY	CRN 25070
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Computer Systems Technology offers an

## ADVANCED DIPLOMA PROGRAM IN SOFTWARE DEVELOPMENT

The intention is to extend the ADP into a degree-bridging program at the Bachelor's level at some point in the future.

The ADP program is designed for:

1. graduates of 2-year diploma programs in Computer Systems;
2. computer professionals wishing to acquire recognized formal qualifications;
3. people who hold degrees in other related disciplines.

This program may be taken on a full-time, part-time or even course-by-course basis, to cater to working people.

The following courses are scheduled for January, 1991:

### COMP 237

#### C Programming Language Level 2

\$214

Covers development and use of program libraries and software tools in the C environment — a continuation of COMP 137. Prerequisite: COMP 137.

Jan 16	Wed	12 wks	BBY	CRN 21603
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### COMP 248

#### PROLOG Programming Language

\$214

This powerful, widely-used, logic-based language is especially practical for developing knowledge systems. Includes pattern matching and automatic backtracking. Explores Prolog and AI programming techniques. Prerequisite: One level 1 programming language.

Jan 15	Tues	12 wks	BBY	CRN 72982
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### COMP 288

#### Actor, Oops and MS Windows

\$214

Uses Actor to explore powerful object-oriented programming techniques in Microsoft Windows, the industry standard for DOS-based graphical interface software and multitasking. Prerequisite: IBM Micro experience and a Level 1 programming language.

Jan 16	Wed	12 wks	BBY	CRN 21612
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### COMP 358

#### Expert Systems Technology 1

\$356

Introduces the foundation of expert systems. Studies LISP with emphasis towards expert systems applications. Prerequisite: Programming maturity or permission of the instructor.

Jan 15	Tues/Fri	12 wks	BBY	CRN 25647
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### COMP 370

#### Relational Database Systems

\$356

Covers relational database technology, relational algebra and calculus, entity-relationship charts, data analysis and design. Prerequisite: COMP 260/270/361.

Jan 14	Mon/Wed	10 wks	BBY	CRN 25070
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### COMP 384

#### Decision Support Systems 2: Resource Allocation

\$214

Covers methodology of deterministic models and techniques for solving management problems, using linear, dynamic and mathematical programming, and heuristic methods. Prerequisite: COMP 284.

Jan 17	Thurs	12 wks	BBY	CRN 04813
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### COMP 384

#### Decision Support Systems 2: Resource Allocation

\$214

Covers methodology of deterministic models and techniques for solving management problems, using linear, dynamic and mathematical programming, and heuristic methods. Prerequisite: COMP 284.

Jan 17	Thurs	12 wks	BBY	CRN 04813
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### COMP 440

#### CICS

\$214

How to design and code on-line programs including screen mapping, on the IBM Mainframe. Prerequisite: COMP 334.

Jan 14	Mon	12 wks	BBY	CRN 71040
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## DISTANCE EDUCATION

Some part-time math and physics 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 (perhaps the course is not offered when it is needed). Whatever the reason, distance education courses may be the answer, for they can be started any time throughout the year, and completed from any location off-campus. All course fees include text.

### COMP 700

#### Technical Issues in Software Development

\$356

Covers the various techniques and methodologies in developing software. Emphasis is on technical (rather than management) issues. Prerequisite: Knowledge in programming, systems analysis and design, database principles.

Jan 14	Mon/Wed	12 wks	BBY	CRN 25605
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### COMP 702

#### Applied Research Methods in Computer Systems

\$216

Introduces the various research methods that are appropriate in applied research projects on Computer Systems. Formal-statistical as well as empirical approaches are covered.





### MATH 221

**Calculus: Part 1** \$182  
Equivalent to first part of MATH 203. Differential calculus with instantaneous rates of change; Delta-process; the derivative; implicit differentiation; curve sketching; differentiation rules for algebraic functions; applied maxima/minima. ASTT accredited if taken with MATH 222. Prerequisite: MATH 122, 123, 124 or equivalent.

### MATH 222

**Calculus: Part 2** \$182  
Equivalent to second part of MATH 203. 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 221. Prerequisite: MATH 221 or equivalent.

### MATH 227

**Calculus: Part 3** \$182  
Differentiation and integration of trigonometric, logarithmic and exponential functions; expansion of functions (Maclaurin, Taylor and Fourier series); solution of differential equations. Prerequisite: MATH 222 or equivalent.

### PHYS 136

**Physics 1** \$308  
Equivalent to PHYS 131/132 theory only. Principles of physics as they apply to: measurement and data analysis, mechanics, elasticity and strength of materials, fluid mechanics, thermal energy. Prerequisite: Basic mathematics, plane trigonometry and algebra. Must seek approval to register in course.

### PHYS 236

**Physics 2** \$308  
Equivalent to PHYS 231/232 theory only. Wave motion; sound and light sources; propagation and reflection of light; refraction and dispersion; interface and diffraction; illumination and color; electrostatics; direct and alternating current; magnetism; atomic and nuclear physics. Prerequisite: PHYS 136 or equivalent and a working knowledge of algebra, trigonometry and calculus. Must seek approval to register in course.

## ELECTRONICS TECHNOLOGY

**NOTE:** Various courses in this schedule are continued from the Fall Term. Registration is encouraged in these ongoing courses for part-time students who attended in previous years but had to withdraw. These students may rejoin a course this term on a partial fee basis. Department permission is required. Full and part-time students who are required to repeat a course may join ongoing courses with department permission. Phone Ernie Hancock at 432-8253 for more information.

### ELEX 100

**Circuit Analysis 1** \$TBA  
(For Engineering Technology.) Lectures and Labs. The essential foundation course for most electronics technology studies. Those with previous training and math beyond Algebra 12 may wish to consider Elex 208. Elex 100 teaches theory and lab practice in the principles and methods of analysis related to DC circuits and transients in R-L and R-C circuits. Prerequisite: Math 12, Physics 11 or departmental approval.

CONTINUES: SEE NOTE  
Jan 17 Thurs 30 wks BBY CRN 11380

### ELEX 101

**Electronic Manufacturing Processes** \$TBA  
Shop-experience intensive. Through the design and manufacture of specific electronic projects, students learn the skills required to do basic soldering, printed circuit repair and re-work, high reliability soldering, design and fabrication of single and double-sided printed circuit boards. For those with approved shop experience in all but printed circuit board design, see ELEX 163.

CONTINUES: SEE NOTE  
Jan 15 Tues 28 wks BBY CRN 11399

### ELEX 102

**Digital Techniques 1** \$TBA  
(For Engineering Technology.) Lectures and 14 labs. Foundation course for computer electronics studies. Theory is reinforced with 14 laboratory sessions. Digital logic circuits are designed, truth tables developed, Boolean output equations generated, circuits built and then tested in the lab.

CONTINUES: SEE NOTE  
Jan 17 Thurs 28 wks BBY CRN 39534

### ELEX 112

**Digital Techniques 1 Upgrade** \$170  
(For Engineering Technology.) Lectures and labs. Upgrades those with previous digital techniques training, i.e., the old ELEC 202, to the new ELEX 102 level. This is the second half of the ongoing ELEX 102. Prerequisite: ELEC 202 or departmental approval.

Jan 17 Thurs 14 wks BBY CRN 02057

### ELEX 163

**Printed Circuit Board Design** \$199  
(Printed Circuit Board Lab and lectures.) Bring your electronic project ideas and use our printed circuit board facility as your course project. Trains students in the design and manufacture of single and double-sided printed circuit boards. Also ELEX 101 upgrade.

Jan 15 Tues 10 wks BBY CRN 25691

### ELEX 203

**Electronic Circuits 1** \$TBA  
(For Engineering Technology.) Lectures and labs. Explains how electronic circuits work: how to analyze, design, modify and combine them to perform complex functions. Topics include bipolar and field-effect transistor curves; V & I amplifier circuits, biasing, load line analysis, transistor switches, feedback oscillators, DC power supplies, etc. Prerequisite: MATH 143 or 114/115. PHYS 106, ELEX 200\* (\*may be taken concurrently), or departmental approval.

CONTINUES: SEE NOTE  
Jan 16 Wed 35 wks BBY CRN 39543

### ELEX 208

**Circuit Analysis AC/DC** \$TBA  
(For Engineering Technology.) Lectures and labs. An accelerated circuits course for persons with recent Math 12 or better prerequisite plus electrical trades training, or other post-secondary training with a strong background. A test at week 4 will determine those who will continue and those who will be advised to transfer to ELEX 100. Prerequisite: Recent Math 12 and Physics 11 both with minimum C+, or equivalents, plus additional higher level Math course(s) recommended.

CONTINUES: SEE NOTE  
Jan 16 Wed 30 wks BBY CRN 50369

### ELEX 302

**Digital Systems** \$TBA  
(For Engineering Technology.) Lectures and labs. A detailed study of a microcomputer system with intensive laboratory assignments. Includes data bussing, addressing schemes, memory devices, internal architecture, interrupt handling, machine/assembly language programming, an operating system and its software development tools. Prerequisite: ELEX 200, 201, 202, 203\*, or 333\* or 341 (\*may be taken concurrently), or departmental approval.

CONTINUES: SEE NOTE  
Jan 17 Thurs 30 wks BBY CRN 40709

### ELEX 307

**Pulse Techniques** \$TBA  
Introduces pulse signal circuits such as clippers and clamps, transistor switches, astable and monostable multivibrators, Schmitt triggers, ramp generators, DC to DC converters and phase lock loops. Prerequisite: ELEX 200, 202, 203, MATH 243 or 116/117 or departmental approval.

CONTINUES: SEE NOTE  
Jan 14 Mon 30 wks BBY CRN 40698

### ELEX 504

**8086/8088 Microprocessor Design** \$208  
**Programming and Interfacing**  
Learn ASSEMBLY language programming and interfacing on Intel MCS8086 development boards and 8088 PCs. Prerequisite: ELEX 202 or equivalent or departmental approval.

Jan 16 Wed 12 wks BBY CRN 18458

### ELEX 512

**Introduction to Single Chip Microcomputers 8HC11** \$224  
Using the powerful new Motorola 68HC11 single chip microcomputer, students learn the application of data acquisition and communication. IBM type MS-DOS based computers will be used for machine language program development and a 68HC11 emulator board for interfacing and programming. Prerequisite: Previous digital hardware and assembly language programming experience is essential.

Feb 06 Wed 10 wks BBY CRN 95779

### ELEX 513

**Single Chip Microcomputers 2 68HC11** \$250

Application of single chip microcontrollers. Covers the development of an MC68HC11 based project from concept to working prototype. Each student will be supplied with a PC board but will be responsible for the purchase of the microcontroller chip and other related hardware. For more information call Ernie Hancock, 432-8253.

Feb 07 Thurs 10 wks BBY CRN 25702

### ELEX 515

**Real Time Multitask Microcontrollers: Part 2** \$224  
Resource sharing; re-entrance, exclusion and semaphores; server tasks. Prerequisite: ELEX 514.

Jan 15 Tues 10 wks BBY CRN 22227

### ELEX 551

**Using PAL's: Programmable Logic Arrays** \$252

Programmable array logic devices (PALs) are replacing conventional logic devices (7400 TTL, 4000 CMOS, 10k and 100k ECL) for digital logic designs at an expanding rate. This course covers the basics of designing PALs for combinatorial (gate) logic circuits and sequential (flip-flop) logic circuits. Students will learn how to design PAL circuits with the aid of IBM PC compatible software (AMD PLPL). Prerequisite: For people working in the digital/electronics industry with previous digital training or experience.

Jan 15 Tues 6 wks BBY CRN 26796

### ELEX 900

**Microcomputer Experimentation on IBM PC** \$195  
Introduces hardware and software concepts necessary for information input/output using assembly computer language on IBM PC's with 8088/8086 microprocessors. Of interest to engineering technologists and hobbyists in electronics or computer systems.

Jan 14 Mon 8 wks BBY CRN 05666

### ELEX 905

**PLC Introduction for Electronics Technology** \$250  
Examines the use of the programmable logic controller (PLC) in industrial automation. Students will design and document solutions to control problems which can be tested on the PLC.

Feb 07 Thurs 10 wks BBY CRN 09678

### ELEX 906

**GE Series 6 and Series 90 Programmable Logic Controllers** \$422  
High level systems. Hands-on training on GE Series 6, and/or the new Series 90 (Genius I/O) systems. Prerequisite: ELEX 905 or equivalent experience or departmental approval.

Feb 04 Mon 10 wks BBY CRN 22238

### ELEX 940

**Process Control Systems 1** \$187  
Introduction to the basics of instrumentation and control in today's industrial environment. The feedback control strategy will be examined with proportional, integral and derivative modes applied to basic temperature, level and flow processes.

Feb 05 Tues 10 wks BBY CRN 11007

### ELEX 941

**Process Control Systems 2** \$208  
A continuation of Process Control systems 1. This course expands upon the basic feedback control system to include strategies of cascade, ratio and feedforward control. Prerequisite: ELEX 940 or department approval.

Feb 05 Tues 10 wks BBY CRN 17170

### ELEX 945

**Process Transducers 1** \$187  
Introduction to basic industrial measurement systems. Students will learn the fundamentals for the most common measurements in the process industries including temperature, pressure, level and flow.

Feb 07 Thurs 10 wks BBY CRN 10995

### ELEX 946

**Process Transducers 2** \$208  
A continuation of ELEX 945. Topics include measurement and signal conditioning techniques applied to industrial process measurements of temperature, pressure level and flow. Prerequisite: ELEX 945 or department approval.

Feb 07 Thurs 10 wks BBY CRN 17188

### ELEX 948

**Distributed Computer and Control Systems Intro for Instrumentation** \$395  
Participants will investigate the concepts of distributed control systems, including common functions and features as applied to typical process control.

Feb 04 Mon 10 wks BBY CRN 11593

## FISH HARVESTING AND PROCESSING

### FISH 910

**Seafood Retailing and Distribution** \$294  
Enables students to identify fishery products, understand and evaluate seafood quality, minimize quality loss during transport, receiving, storage and display; promote seafood. Provides hands-on experience and the opportunity to learn from industry experts. For those now working at a seafood counter or specialty store or those seeking employment in this area. Course includes a Saturday field trip.

For further information please contact Denise Nordin at 432-8269

Mar 20 Wed 12 wks BBY CRN 19543

## GEOGRAPHIC INFORMATION SYSTEMS

### GIST 524

**Forest Management Systems (GIS)** \$295  
An overview for forest resource managers of the capabilities of GIS. Stress on economical applications using case demonstrations.

Jan 15 Tues 12 wks BBY CRN 21789  
Mar 11 Mon-Fri 1 wk BBY 21791

### GIST 525

**Introduction to GIS (PAMAP)** \$325  
Introduction to operational aspects of GIS using the PAMAP GIS in a microcomputer environment. Topics include data entry, editing and map design in GIS operations in MAPPER, and fundamental GIS operations in ANALYZER. Working problems drawn from resource management.

Jan 14 Mon 12 wks BBY CRN 21809

### GIST 526

**Introduction to GIS (TERRASOFT)** \$325  
Introduction to operational aspects of TERRASOFT GIS software in a microcomputer environment. Topics include data entry, editing and map design in TERRASOFT CAD environment, and fundamental GIS operations. Working problems drawn from resource management and urban applications.

Jan 16 Wed 12 wks BBY CRN 21814  
Feb 18 Mon-Fri 1 wk BBY 21837  
Feb 23 Sat 5 wks BBY 21823

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# TECHNOLOGY

# BCIT

## GEOGRAPHIC INFO SYSTEMS cont.

### GIST 527 Land Related Information Systems (LRIS) \$295

Provides an overview of the capabilities of GIS for planners, engineers, surveyors and municipal managers, and examines such issues as data accuracy, base mapping, and successful implementation and use of GIS in a municipal setting.

Jan 16 Wed 12 wks BBY CRN 21846  
Mar 11 Mon-Fri 1 wk BBY 21858

### GIST 528 Introduction to GIS (ARC/INFO) \$325

Introduction to operational aspects of GIS software using ARC/INFO GIS in a workstation environment. Topics include data entry and editing in ARCEDIT, map design in ARCPLOT, and fundamental GIS operations. Working problems drawn from resource management and urban applications.

Jan 12 Sat 6 wks BBY CRN 21871  
Jan 17 Thurs 12 wks BBY 21860

### GIST 626 Advanced GIS Software (TERRASOFT) \$325

A continuation of GIST 526 covering database linkage, use of database software, coordinate geometry, digital terrain modelling, analytical GIS functions and importing and exporting of data. Prerequisite: GIST 526.

Jan 17 Thurs 12 wks BBY CRN 21885  
Mar 18 Mon-Fri 1 wk BBY 21892

### GIST 628 Advanced GIS Software (ARC/INFO) \$325

A continuation of GIST 528, covering use of Arc Macro language programming, database software, coordinate geometry, digital terrain modelling, analytical GIS functions and importing and exporting of data. Prerequisite: GIST 528.

Feb 23 Sat 5 wks BBY CRN 21907  
Mar 18 Mon-Fri 1 wk BBY 21915

### GIST 901 GIS Workshop for Natural Resource Management \$150

A two-day workshop introducing concepts and terminology of geographic information systems, hardware and software technology, issues in data conversion, data management, acquisition and implementation strategies.

Feb 25 Mon/Tues 1 wk BBY CRN 21921

### GIST 902 GIS Workshop for Local Government \$150

A two-day workshop introducing concepts and terminology of geographic information systems, hardware and software technology, applications of GIS in local government, issues in base mapping, data conversion, accuracy, data management, acquisition and implementation strategies.

Feb 27 Wed/Thurs 1 wk BBY CRN 21939

## LANDSCAPE

### LAND 104 Horticulture \$256

This introductory course encompasses botany, plant propagation and the scientific principles of the art of horticulture. Practical aspects such as annual flower production, hanging baskets, chrysanthemum culture and related projects will be carried out in the greenhouse.

Jan 15 Tues 18 wks BBY CRN 72386

### LAND 106 Pesticides for Retailers and Landscape Applicators \$96

For persons engaged in retailing, commercial landscape maintenance or nursery crop production.

Jan 14 Mon/Wed 3 wks BBY CRN 05625  
Feb 11 Mon/Wed 3 wks BBY 05644

### LAND 203 Residential Landscape Design \$256

Examines site inventory, client requirements, functional analysis and the aesthetics of both hard and soft landscaping to produce functional and pleasant landscape concept plans and planting plans for single family residences. MECH 140 recommended but not required.

Jan 16 Wed 18 wks BBY CRN 95523

### LAND 207 Landscape Irrigation \$171

Provides technical information and basic training for persons associated with or interested in turf and landscape irrigation.

Jan 17 Thurs 12 wks BBY CRN 22459

### LAND 208 Sports Turfgrass Management \$171

An introductory course in turfgrass management for persons associated with maintenance of golf courses, municipal parks and outdoor recreational facilities.

Jan 14 Mon 12 wks BBY CRN 70950

## LEADERSHIP TRAINING

### MTCE 102 Supervision/Effective Leadership \$245

The focus of this two-day seminar will be on the functions and processes of leadership and the vital role played by first-line supervisors and managers in their organizations. Participants can expect to enhance their ability to improve worker performance through the use of improved LEADERSHIP and BASIC MANAGEMENT skills.

Feb 11 Mon/Tues 2 days VAN CRN 22274  
Mar 18 Mon/Tues 2 days VAN 22283

### MTCE 205 Instructional Skills \$545

This five-day workshop focuses on the planning, management, evaluation of learning, and the development of skills and confidence when instructing group or one-on-one training sessions. To allow for maximum participation, seating is limited to 12.

Jan 28 Mon-Fri 1 wk DEC CRN 20444  
May 14 Mon-Fri 1 wk DEC 54827

For more information or to register by phone, please call Janice Pontes at (604) 432-8539 or a Program Advisor at 1-800-242-0676.

VISA, MasterCard and company purchase order accepted.

## MATHEMATICS

### MATH 001 Technical Mathematics: Introduction \$295

Meets the Math 12 entrance requirement for BCIT programs. Prerequisite: C or better in Math 11, or equivalent.

Jan 07 Mon/Wed 15 wks BBY CRN 72253  
1845-2145

76460

### MATH 004 Refresher Mathematics \$102

For those who have met the math prerequisite for their BCIT program, but who have not used basic math techniques for several years. THIS COURSE IS NOT A SUBSTITUTE FOR MATH 001. Covers common algebraic methods for solving equations, simplifying expressions, manipulating formulas, basic trigonometry, graphing properties of common geometric figures, techniques for solving problems. Prerequisite: Math 12 or equivalent.

Mar 19 Tues 10 wks BBY CRN 25250  
1845-2145

### MATH 101 Technical Math 1: Trigonometry \$171

Right angle trigonometry; radian measure; vector and triangle problems; trigonometric identities, equations, graphing and inverse functions; polar coordinates; compound and double angle formulas. Prerequisite: C+ or better in Math 12; or a minimum 65% in MATH 001.

Jan 14 Mon 12 wks BBY CRN 72264  
1845-2145

### MATH 102 Technical Math 2: Logarithms and Analytic Geometry \$171

Plotting; interpretation and uses of logarithmic/semilogarithmic graphs; geometrical and practical properties of conic sections; polar/rectangular transformations. Prerequisite: C+ or better in Math 12; or a minimum 65% in MATH 001.

Jan 15 Tues 12 wks BBY CRN 72270  
1845-2145

### MATH 115 Mathematics for Electronics: Part B \$300

The 2nd of two parts on logarithms, trigonometric functions, identities, complex numbers, linear equations, graphs, the derivative, differentiation rules, applied maxima/minima, etc. Emphasis on application to electronics technology. Prerequisite: MATH 114 or equivalent.

Jan 14 Mon 21 wks BBY CRN 09665  
1845-2145

### MATH 116 Calculus for Electronics: Part A \$256

The 1st of two parts which includes implicit differentiation; related rates and approximations of differentials used in electronic technology; anti-differentiation; the indefinite/definite integral including evaluation of areas, average and RMS value of a periodic waveform, etc. Prerequisite: MATH 115, MATH 143 or equivalent. All students enrolled in MATH 116 must also register for MATH 117.

Jan 14 Mon/Thurs 9 wks BBY CRN 26358  
1845-2145

### MATH 117 Calculus for Electronics: Part B \$256

The second of two parts, a continuation of MATH 116. Prerequisite: MATH 116 or equivalent.

Mar 18 Tues/Thurs 9 wks BBY CRN 22240  
1845-2145

### MATH 125 BASIC 1: Intro to Micros (IBM PCs) \$215

For students with no experience in microcomputers or BASIC programming. Computer terminology; hardware; disk operating system; commands; BASIC language concepts.

Jan 15 Tues 12 wks BBY CRN 70401  
1845-2145

### MATH 204 Technical Mathematics 4: Calculus \$341

A continuation of MATH 203. Integration, partial differentiation, an overview of Maclaurin, Taylor and Fourier series, and the solution of differential equations with special consideration given to the use of Laplace transforms. Prerequisite: MATH 203.

Jan 15 Tues/Thurs 12 wks BBY CRN 02984  
1845-2145

## MECHANICAL

### MECH 106 Manufacturing Processes 1 \$261

A basic orientation course which provides practice in metal removal and a study of related theory.

Jan 14 Mon 15 wks BBY CRN 25586

### MECH 107 Introduction to Thermal Processes \$171

Introduction to heat and fluid processes. Liquids, gases and mixtures. First law of thermodynamics, basic steam and refrigeration cycles. Perfect gas laws.

Jan 17 Thurs 12 wks BBY CRN 03023

### MECH 140 Drafting Fundamentals \$210

An introductory course for persons with little or no experience in graphics.

Jan 14 Mon 14 wks BBY CRN 11362  
Jan 16 Wed 14 wks BBY 73177

### MECH 200 Mechanical Drafting 2 \$284

Introduces descriptive geometry, auxiliary, pictorial, developments and single line piping drawings. Review of mechanical components: gears, motors, couplings, fasteners and welding including a drawing assignment. Prerequisite: MECH 100 or 140.

Jan 16 Wed 20 wks BBY CRN 01880

### MECH 208 Dynamics \$284

Kinematics: basic equation of motion, motion diagrams, trajectories. Kinetics: Newton's Laws, inertia, rectilinear and rotational kinetics, systems of bodies. Prerequisite: MECH 104.

Feb 26 Tues 20 wks BBY CRN 01899

### MECH 250 Pulp and Paper Processing Piping 1 \$246

Introduces drafting techniques, symbols and dimensioning practices for welded, threaded and flanged piping. The student learns to draw scale piping layouts using single and double line drafting techniques; isometric piping drawing with dimensions and call outs. Prerequisite: MECH 200.

Jan 15 Tues 14 wks BBY CRN 10974

### MECH 303 Fluid Mechanics \$261

Basic principles of fluid properties, energy losses, Reynold's number, Moody diagram, flow measuring devices, dynamics of flow lift and drag. Fluid statics. Prerequisite: MECH 208.

Jan 16 Wed 18 wks BBY CRN 25590

### MECH 350 Pulp and Paper Processing Piping 2 \$421

Students develop a piping arrangement drawing from preliminary layout to detailed design, including procedures for designing economical piping systems, layout of main process lines, critical lines and specialized piping. Prerequisite: MECH 250.

Jan 19 Sat 12 wks BBY CRN 10983

### MECH 420 Fluid Power 2 \$261

Provides an understanding of hydraulic control systems and an introduction to fluid control systems and control logic. Prerequisite: MECH 320.

Jan 15 Tues 18 wks BBY CRN 70483

### MECH 436 Automatic Sprinkler System Design 2 \$171

Advanced detailed instruction for persons involved in fire service, engineering design, supervision or inspection of automatic sprinkler systems in commercial and industrial buildings. Prerequisite: MECH 432.

Jan 17 Thurs 12 wks BBY CRN 05709

### MECH 444 Metrology \$284

Measurement of surface texture and flatness; optical and electrical comparators; metrology of screw threads; precision measuring instruments; fundamentals of inspection and mass production gauging. Prerequisite: MECH 240.

Jan 17 Thurs 18 wks BBY CRN 06873

### MSYS 221 Heating and Ventilating 1: Commercial \$171

Topics include heat energy flow, building psychrometrics, occupant comfort, and a study of air heat systems components control and design procedures for heating and ventilating of commercial buildings. These will be applied to preparation of heat loss estimates; heating and ventilating calculations, working drawings. Prerequisite: MECH 140 or equivalent (may be taken concurrently).

Jan 17 Thurs 12 wks BBY CRN 25064

### MSYS 430 Air Conditioning Controls and Systems \$284

This course enables students to understand where and when the following systems apply: VAV, constant volume, heat pumps, etc. Students also design air conditioning projects using latest software on IBM ATs. Prerequisite: MSYS 420 or departmental approval.

Jan 17 Thurs 20 wks BBY CRN 04336

## MINING

### MINE 151 General Interest Geology \$200

Designed for people interested in embarking on a career in service contracting to the Natural Resource Industry.

Jan 14 Mon 14 wks BBY CRN 05953

### MINE 154 The Mining Industry \$171

Provides a background for those unfamiliar with the mining industry.

Jan 16 Wed 12 wks BBY CRN 05657

## PETROLEUM

### PETR 151 \$171

### Fundamentals of Reservoir Fluids

Deals with some of the fundamental concepts on which petroleum engineering is based. Provides an understanding first of the theoretical meaning of some of the chemical and physical properties of petroleum and then develops the physical meaning of each of these properties and their interrelationships. Emphasis is on the way property characteristics relate to petroleum reservoir engineering.

Jan 15 Tues 12 wks BBY CRN 25492

## PHYSICS

### PHYS 004 Refresher Physics \$102

For those who have met the Physics 11 prerequisite for their BCIT programs, but who have not applied the concepts for more than one year and need to brush up their skills. THIS COURSE IS NOT A SUBSTITUTE FOR PHYS 009. Covers kinematics, dynamics, mechanical energy, electricity and optics, with emphasis on problem-solving. Prerequisite: Physics 11 or equivalent.

Mar 21 Thurs 10 wks BBY CRN 25268  
1845-2145

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## ROBOTICS AND AUTOMATION

**PHYS 009**  
**Pre-entry Physics** \$295  
Meets Physics 11 entrance requirement for BCIT programs. Prerequisite: You are advised to complete any necessary mathematics upgrading courses before taking PHYS 009.  
Jan 15 Tues/Thurs 16 wks BBY CRN 72288  
1845-2145

**PHYS 106**  
**Physics for Electronics Technology** \$397  
Translational and rotational motion (i.e., force, mechanical energy, power); atomic physics; band theory of solids and its application to semi-conductor devices. Prerequisite: MATH 12.  
Jan 29 Tues/Thurs 14 wks BBY CRN 06191  
1845-2145

**PHYS 131**  
**Physics 1: Part 1** \$171  
Includes kinematics, statics, linear and rotational dynamics. Prerequisite: MATH 001 or equivalent. Physics 11 is also recommended.  
Jan 14 Mon/Wed 6 wks BBY CRN 09835  
1845-2145

**PHYS 132**  
**Physics 1: Part 2** \$171  
Properties of matter, heat and thermodynamics. Prerequisite: PHYS 131 or equivalent.  
Feb 25 Mon/Wed 6 wks BBY CRN 09841  
1845-2145

**PHYS 206**  
**Physics for Electronics Technology** \$397  
Continuation of PHYS 106. Magnetism, induced electromotive force, thermal energy, vibrations and waves with particular reference to sound waves, electromagnetic waves, physical optics and nuclear physics. The labs emphasize measurement, data analysis and experimental techniques as they relate to the lecture concepts. Technological applications are presented throughout the course. Prerequisite: PHYS 106 or equivalent, algebra, trigonometry and some calculus.  
Jan 28 Mon/Wed 14 wks BBY CRN 26133

**PHYS 231**  
**Physics 2: Part 2** \$171  
Formerly PHYS 133. First part of sound, light and optics, basic electricity and magnetism, basic semiconductor theory, atomic and nuclear phenomena. Prerequisite: PHYS 132 or equivalent.  
Jan 14 Mon/Wed 6 wks BBY CRN 22431  
1845-2145

**PHYS 232**  
**Physics 2: Part 2** \$171  
Formerly PHYS 134. This is a continuation of PHYS 231. Prerequisite: PHYS 231 or equivalent.  
Feb 25 Mon/Wed 6 wks BBY CRN 22445  
1845-2145

**PHYS 465**  
**Electro-Optics** \$201  
Radiometry, geometrical and physical optics, solid state properties of matter, sources, lasers, detectors, solar cells, modulators and fiber optics. Prerequisite: Grade 11 Mathematics and Physics. A BCIT Electronics Technology Diploma or equivalent is recommended.  
Jan 15 Tues 14 wks BBY CRN 76799  
1845-2145

## RENEWABLE RESOURCES

**FSTR 158**  
**Metric Log Scaling** \$TBA  
Prepares candidates for the BC Forest Service Licensed Scalers examination (Coastal). Students learn the skills involved in accurate measurement, volume estimations and grading of coastal logs for value through classroom sessions and practical scaling in various locations along the north arm of the Fraser River.  
Feb 02 Sat/Sun 13 wks BBY CRN 06200

**FSTR 202**  
**Forest Soils Introduction** \$256  
Introduces soil formation, soil as foundation and as a medium for plant growth. Covers the properties of soil; texture, structure and organic matter content; water retention.  
Jan 17 Thurs 18 wks BBY CRN 72405

**ROBT 303**  
**Microprocessors and Interfacing** \$426  
Microprocessor architecture, assembly language programming, input/output operations, interrupt handling and peripheral chips. Prerequisite: Departmental approval.  
Jan 14 Mon/Wed 15 wks BBY CRN 03037

**ROBT 900**  
**Introduction to Industrial Robotics** \$182  
Investigates various types of industrial robots and the coordinate systems in which they operate. Hands-on instruction will be given on BCIT's robotic systems.  
Jan 19 Sat 5 wks BBY CRN 03046

## SURVEYING AND MAPPING

**SURV 105**  
**Basic Construction Surveying Techniques** \$210  
Appeals to builders, carpenters and construction crews who need to use the level and transit to carry out site surveys. The principles of differential levelling, determination of elevations/setting out elevations. Setting up of transit methods of angle measurements, setting out survey points, control of verticality of highrise construction. Prolonging lines. Field tests of surveying instruments.  
Jan 19 Sat 7 wks BBY CRN 26346

**SURV 190**  
**Survey CAD: Rapid Transit** \$184  
Uses custom survey software (Rapid Transit) for coordinate geometry and CAD applications.  
Jan 14 Mon 8 wks BBY CRN 26198

**SURV 310**  
**Highway Design and Layout for Surveyors** \$262  
A concentrated 9-week course dealing with the survey aspects of modern highway design and layout. Topics include: geometry of circular curves (simple, compound and reverse), clothoid spirals and vertical curves. Calculations concerning profiles, cross sections, slope staking and volumes. Modern field techniques. Reading highway computer printouts and plans. Prerequisite: SURV 108 or departmental approval.  
Jan 19 Sat 9 wks BBY CRN 16910

**SURV 312**  
**Survey Computations 2** \$261  
Topics include coordinate systems, transformation of coordinates, missing parts, complex problems in partitioning land. Curves: circular, compound and reverse, transition, vertical. Resection and intersection, eccentric stations, consistency checks, trigonometric levelling, computation of volumes. Prerequisite: SURV 112.  
Jan 15 Tues 18 wks BBY CRN 26323

**SURV 325**  
**Survey CAD 1** \$285  
Topics include sequential files, string manipulation, microcomputer graphics, role of CAD in surveying, basic programming for plotters and digitizers, data collector transfers, reduction of field data and coordinate geometry programs. Prerequisite: AICO 213 or departmental approval.  
Jan 15 Tues 12 wks BBY CRN 05737

## REGISTER NOW!

The Winter term begins  
January 14

Tel. 434-1610  
FAX 430-1331

## BCIT OFFERS ONE STOP SHOPPING FOR ELECTRONICS TRAINING

The best place to take electronics training is at BCIT. Nowhere else will you find the huge array of program options, opportunities for further education and industry recognition.

For instance, did you know that BCIT offers over eleven Electronics TECHNICIAN and Electronics TECHNOLOGIST programs of varying lengths?

Electronics TECHNICIAN training programs concentrate on the installation, maintenance and repair of electronic hardware, run an average of 35 weeks and provide students with a grounding in electronics theory plus the choice of a specialty area of training.

Electronics TECHNOLOGY programs are two years in length, provide students with a common first year of basic electronics and a second year of specialization. All technology programs offer the Cooperative Education component, which allows students to actually earn money as paid employees while they train. Electronics Technology programs emphasize the design, technical support and application of electronic systems.

Whichever Electronics program you choose, you can be sure of a warm welcome from industry when you graduate. Because the programs are all developed in accordance with industry needs, there is always a wide variety of jobs available.

## FAST-TRACKING EDUCATION

BCIT has accepted sponsorship of a race subject. They will be sponsoring — in a non-financial way — the operation of a stock Camaro to be driven in competitions sponsored by the National Association for Stock Car Racing (NASCAR).

The Camaro has already been made available to ten different areas of the Trades Training group, with coordination provided by Don Eklof.

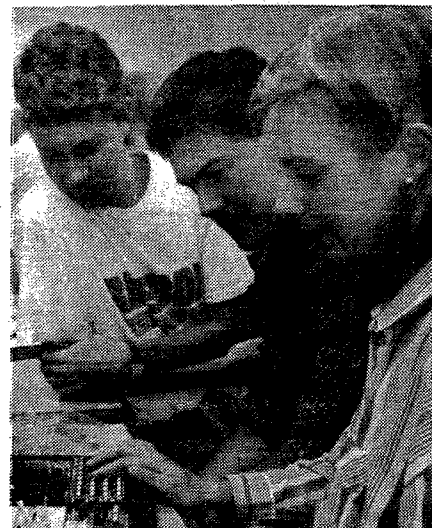
The school is providing a variety of support services to the Camaro's crew in exchange for advertising on the car including calibration of engine ignition, work on drive train components, welding and body panels, painting, electrical, piping replacements, and repairs to field compressors and generators.

Tom Berrow, owner/driver of the Camaro, and Tom Mackay, team manager and their pit crew have been working together as a team since 1975 and have built this car from scratch.

The technical support, advice, and assistance of BCIT's Trades Training group have helped to keep the Camaro in competition. Although the team is able to budget approximately \$8,000 per year, some of their competitors spend up to \$150,000. Despite that income gap they have been very successful, finishing in the top ten in five out of six races this year. That result is largely due to the expertise and hard work of BCIT's instructors and students.

While the Camaro's team provides all of the basic funds for parts and materials. Trades Training provides the expertise and manpower from instructors and students. Work on the car is worked into regular schedules, providing students and instructors with a new focus. As Ewen Sheard, Instructor for Heavy Duty Mechanics, remarks, "I'm able to take my truck mechanic expertise and translate it into car racing technology."

Electronics students at BCIT are also able to further their education through bridging programs and university transfer programs.



### Technician Programs

- Electronics Technician
- Automated Business Equipment Technician
- Marine Electronics
- Avionics
- Advanced Industrial Computing
- Industrial Electronics

For more information on any of these programs please call the 24-hour ELECTRONICS HOTLINE answering service at 432-8999. Leave your name and we will have an expert contact you.



BCIT trades students pose with Camaro stock car they helped put back on track.

## HIGH SCHOOL TRADES CHALLENGE

The first annual High School Trades Challenge hosted by BCIT's School of Trades Training proved to be an exciting and successful event. Seven trades areas were involved in the competition with 21 schools participating, ten from outside the Lower Mainland. More than 80 students participated in the competition which was held during BCIT's Open House '90.

We will be completing a review of our first attempt and making minor changes in years to come. After the 1991 competition, we plan to pursue the possibility of an interprovincial competition with the winners of the 1992 high school competition held at the Southern Alberta Institute of Technology in Calgary.

## AUTO COLLISION REPAIR AND REFINISHING

### ABOD 952

#### Professional Sign Painting

\$779

This full-time, 2-month, intensive course is designed for students wishing to learn sign painting to professional standards.

Jan 28 Mon-Fri 8 wks BBY CRN 22252

## AUTOMOTIVE MECHANIC

### AUTO 900

#### Automotive Mechanical Repair TQ Refresher

\$306

For tradespersons preparing for the Provincial Automotive Mechanical Repair Trade Qualification Examination or for those wishing to refresh their theoretical knowledge of the Automobile Trade.

Jan 14 Mon/Wed 10 wks BBY CRN 87685

### AUTO 905

#### Fundamentals of Electronic Testing

\$142

Introduces the professional technician to electrical and electronic testing.

Jan 15 Tues/Thurs 3 wks BBY CRN 04632

### AUTO 907

#### \*Automotive Tune-up and Electrical

\$253

This highly-developed training course will allow students with limited experience to perform automotive tune-ups and electrical testing.

Jan 15 Tues/Thurs 7 wks BBY CRN 99016

### AUTO 909

#### \*Electronic Engine Controls/Fuel Injection

\$306

An advanced course for experienced automotive mechanics specializing in servicing late model, microprocessor-controlled engine and fuel injection systems.

Mar 05 Tues/Thurs 5 wks BBY CRN 93364

### AUTO 911

#### \*GM Computer Control Systems

\$306

This advanced course covers all facets of General Motors computerized systems.

Jan 21 Mon/Wed 5 wks BBY CRN 04557

### AUTO 914

#### \*Ford Computer Control Systems

\$306

This advanced course covers all facets of Ford computerized systems.

Mar 04 Mon/Wed 5 wks BBY CRN 04566

### AUTO 918

#### \*Import Computer Control Systems

\$306

An advanced course that covers all facets of the major Japanese and European computerized systems.

Jan 15 Tues/Thurs 5 wks BBY CRN 04579

### AUTO 920

#### \*Automotive Air Conditioning

\$306

For mechanics who wish to increase their job opportunities by adding specialized knowledge about automotive air conditioning systems to their skills.

Jan 14 Mon/Wed 7 wks BBY CRN 87646

### AUTO 927

#### \*Electronic Suspension Controls and Steering

\$122

For professional technicians who want to be qualified to diagnose and repair computerized active suspension and electronic steering systems.

Mar 19 Tues/Thurs 2 wks BBY CRN 04628

### AUTO 929

#### \*Automotive Automatic Transmission Computer Controls

\$122

An advanced course for students who wish to qualify to diagnose and repair automatic transmission-related electronics systems in domestic and imported cars.

Mar 05 Tues/Thurs 2 wks BBY CRN 05232

### AUTO 950

#### \*NGV (Natural Gas) Fuel Systems for Vehicles

\$184

Installing and servicing NGV conversions. Prepares students to write the Provincial Gas Safety Branch Licensing Exam\*\*\*

Feb 18 Mon/Wed 3 wks BBY CRN 25717  
Feb 23 Sat 3 wks BBY 04610

\* Indicates prerequisite.

\*\* T.Q. Examinations are conducted by the Ministry of Advanced Education and Job Training. Contact the area office nearest your residence to determine your eligibility and schedule an examination.

### AUTO 957

#### \*LPG (Propane) Fuel Systems for Vehicles

\$306

Installing and servicing LPG conversions. Prepares students to write the Provincial Gas Safety Branch Licensing Exam\*\*\*

Jan 12 Sat 5 wks BBY CRN 04604  
Jan 14 Mon/Wed 5 wks BBY 25726

\*\*\* 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 enroll.

## AVIATION

### AVIA 901

#### Troubleshooting Aircraft Electrical Snags and Systems

\$171

Troubleshooting techniques for electrical problems are the main focus of the course. The proper tools — how, when and where to use them, are covered. The fundamentals of how electricity works are reviewed when analyzing problems and interpreting wiring diagrams.

Jan 15 Tues/Thurs 5 wks SEA CRN 05249

### AVIA 902

#### Aviation Transportation of Dangerous Goods

\$187

Rules and regulations for the transportation of dangerous goods are taught. Anyone in the business of transporting goods will find this course beneficial.

Jan 14 Mon/Wed 5 wks SEA CRN 11386

### AVIA 904

#### Aviation In-house Training

\$202

Recurrent training is now becoming a Transport Canada requirement for maintenance organizations. Learn how to train and how to evaluate training requirements, courses, and programs. The Airline Technical Instructors course uses the systematic competency-based approach to training. A 3" binder and a blank video tape are required. This course has been developed by an industry specialist catering specifically to aviation training. Keeping current and proper training are important to a growing organization. Any Aircraft Maintenance Engineer who works/has worked with an apprentice will find this course beneficial.

Jan 14 Mon/Wed 5 wks SEA CRN 11390

### AVIA 905

#### Air Regulations

\$171

An in-depth study of the Air Regulations required knowledge for Aircraft Maintenance Engineers. Presents the new Airworthiness Manual changes as well as the old Engineering and Inspection Manual. Mechanics wanting to write the Department of Transport exam and engineers wanting to learn about the new Air Regulation changes will find this course helpful.

Jan 14 Mon/Wed 5 wks SEA CRN 10318

### AVIA 909

#### Aircraft Pressurization

\$171

Assists Aircraft Maintenance Engineers and Mechanics to write the Transport Canada exam for Pressurization endorsement. Any aircraft owner or pilot wanting to know how environmental systems work will find this course beneficial.

Jan 14 Mon/Wed 5 wks SEA CRN 10285

### AVIA 917

#### Aircraft Sheet Metal Introduction

\$171

Combines both theoretical and practical components to instruct in the fundamentals of aircraft sheet metal repair. Students are introduced to aircraft structures, structural materials, lay-out 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. This course has been designed to complement AVIA 920 Aircraft Sheet Metal Advanced. May be used as a primer to the full-time day program.

Jan 15 Tues/Thurs 5 wks SEA CRN 78834

### AVIA 920

#### Aircraft Sheet Metal Advanced

\$160

A continuation of AVIA 917. Emphasizes increased shop time and more complex practical tasks.

Jan 14 Mon/Wed 5 wks SEA CRN 11576

### AVIA 922

#### Aviation Storesperson

\$187

Persons currently involved with aviation parts and equipment receive advanced instruction about the operation of a stores department and the handling of sophisticated aerospace equipment. Manual and computerized inventory control systems will also be covered.

Jan 15 Tues/Thurs 5 wks SEA CRN 04407

### AVIA 923

#### Helicopter Maintenance Introduction

\$171

Presents a theoretical introduction to how the helicopter flies (achieves lift), how to steer (control direction) and basic maintenance. The theory component introduces acceptable maintenance practices by performing a Daily Inspection as prescribed by a helicopter manufacturer. Designed to suit novices interested in helicopters, persons on the full-time program waiting list, or pilots who want a mechanical introduction.

Jan 14 Mon/Wed 5 wks SEA CRN 78843

### AVIA 924

#### Helicopter Maintenance Advanced

\$171

Helicopter maintenance introduction (AVIA 923) presents theoretical principles about the helicopter and maintenance practices. However, this advanced level focuses on "hands-on" practical training. Labs include general inspection techniques, gas turbine engine and transmission inspection, rotor blade balancing and composite blade repairs. Prerequisite: AVIA 923 or equivalent work experience.

Jan 19 Sat 5 wks SEA CRN 26810

### AVIA 925

#### Avionics

\$171

An introductory course designed for persons considering a career in Avionics as well as persons who have completed an electronics course and are considering a career change. No prerequisites other than a desire to learn. This course complements AVIA 900, AVIA 901 and AVIA 903.

Jan 14 Mon/Wed 5 wks SEA CRN 04415

### AVIA 927

#### Aircraft Composite Repair

\$256

An introduction to wet lay-up repairs for aircraft composite components. The course stresses safety requirements during the handling of aircraft parts, chemicals and precision portioning of resins and hardeners. Interim and time-limited repairs are carried out on aircraft-like structures using the methods required by the Boeing Aircraft Company. Due to the critically time-sensitive practical assignments, it is imperative that students be punctual. Protective clothing, gloves, eye and ear protection are supplied by the Institute. Students must wear solid leather footwear (sneakers are not permitted). Persons allergic to solvents and resins should not attempt this course.

Jan 19 Sat 7 wks SEA CRN 04439

### AVIA 930

#### Aircraft Drafting and Blueprint Reading

\$171

Designed as a hands-on drafting course. Enables students to read blueprints using practical assignments. Terminology, standards, views, lettering, scales and techniques are introduced.

Jan 19 Sat 7 wks SEA CRN 11405

### AVIA 933

#### Aviation Trade Math

\$171

Math upgrading/refresher and aviation applications are easily understood in this course. Persons awaiting entry to full-time day programs and working in the aviation industry will find this course beneficial. Trigonometry for sheet metal layout, fuel consumption, aircraft weight and balance, compression ratios and much more, are introduced.

Jan 15 Tues/Thurs 5 wks SEA CRN 10320

### AVIA 934

#### Survival Techniques and First Aid

\$171

The aviation industry strives for an accident free shop. However, accidents can happen. Whether you're working in isolated northern regions or in a local hangar, don't be caught unprepared. Knowledge of Survival First Aid and bush survival techniques can be a matter of life and death. This course is 2 nights a week for four weeks, but the last week includes an all-day Saturday practicum from 0900 to 1600.

Jan 15 Tues/Thurs 5 wks BBY CRN 26828

### AVIA 936

#### Aircraft Maintenance Management Introduction

\$256

Provides individuals with the opportunity to develop the managerial, organizational and communication skills needed to manage maintenance functions effectively. Topics include: Creating an effective maintenance organization; using basic management concepts; recognizing and applying the elements of motivation; applying the techniques and methods of time management; legal responsibilities/AME and Foreman.

The introduction focuses on fundamental working knowledge and skills, while the second advanced half focuses on the team approach using the techniques covered in the introduction. This is an intensive course. Students should be prepared to spend a minimum of 20 hours weekly devoted to class time and homework.

Jan 15 Tues/Thurs 5 wks BBY CRN 04442

### AVIA 940

#### Gas Turbine Engines

\$171

The theory of the gas turbine engine is presented in technical language understood by all students. In-depth knowledge of engine development, operating principles, classification and terminology is gained. Individuals who wish to know how gas turbine engines work will find this course rewarding. A tour is incorporated in the curriculum.

Jan 14 Mon/Wed 5 wks SEA CRN 04450

### AVIA 950

#### Introduction to Aviation

\$68

Find out about the Aviation Industry. Anyone considering the industry as a career can find out about training costs and availability, what fields are available and those that are in particular demand. A tour is incorporated in the curriculum.

Jan 21 M/W/Sat 1 wk SEA CRN 04473

### AVIA 960

#### Aircraft Painting

\$171

Aircraft painting, refinishing, corrosion control and prevention are the major topic areas discussed in lectures. Topics include paint types, strippers, equipment, purposes and metal preparation. The course will be useful to anyone interested in aircraft painting. Potential students may have prior industrial painting experience or no painting background at all.

Jan 15 Tues/Thurs 5 wks SEA CRN 10305

### AVIA 970

#### Aircraft Maintenance for the Pilot/Owner

\$85

Uses the Ministry of Transport Guidelines to the maintenance a pilot/owner can perform on his/her aircraft. From these guidelines, this short course provides hands-on instruction for the tasks set out by the Ministry. Students may wish to use their own aircraft for a training exercise. Due to the nature of the course, supplies for the training exercise will be the responsibility of the owner. Scheduling of aircraft for the exercise will be subject to the operating considerations of the Institute and space availability. Arrangements can be made by contacting the Sea Island Campus and asking for Sharyl Brown (278-4831).

Jan 21 Mon/Wed 2 wks SEA CRN 98962

### AVIA 975

#### Nondestructive Testing for Aircraft Introduction

\$202

Nondestructive testing techniques are introduced and practised. Whether you are working with aging fleets or brand new aircraft, these new and old inspection techniques are critical to your work.

Jan 15 Tues/Thurs 5 wks SEA CRN 07215

## CARPENTRY

### CARP 905

#### Blueprint Reading for Construction

\$216

Designed for persons working in the construction trades who wish to read blueprints. Students should have related building trade experience although it is not mandatory.

Jan 22 Tues/Thurs 5 wks BBY CRN 04347  
Jan 26 Sat 8 wks BBY 98589

### CARP 906

#### Custom Cabinet Construction and Installation

\$259

Designed for carpenters and kitchen cabinet installers who must build on-site and install to specifications. Students must have experience in the use of carpentry hand and power tools, and a working knowledge of framing methods.

Jan 26 Sat 6 wks BBY CRN 98591

### CARP 907

#### Residential Renovations

\$268

Designed for homeowners, realtors, carpenters and contractors who wish to learn professional renovation skills.

Jan 29 Tues/Thurs 7 wks BBY CRN 10808

### CARP 909

#### Carpentry TQ Refresher

\$277

Provides students with the necessary instruction to enable them to write the Provincial Carpentry Trade Qualification Examination.

Jan 19 Sat 15 wks BBY CRN 98607

### CARP 911

#### Stair Construction

\$202

Designed for journeymen carpenters or those with a minimum of 2 years related trade experience. The course will review mathematics, design, construction and related building codes.

Jan 26 Sat 5 wks BBY CRN 98767

continued over...







### CARP 913 Concrete Formwork Design \$190

For carpenters, contractors, those who work with concrete sales delivery, form rentals, re-bar installation and construction laborers.

Feb 05 Tues/Thurs 5 wks BBY CRN 98775

### CARP 914 Homebuilder: Computer Systems \$262

A computer-based course designed for small scale construction builders. Ideal for managing multi-residential building using Timberline software.

Feb 02 Sat 7 wks BBY CRN 13171

### CARP 915 Construction Supervision and Project Management \$241

For persons with competent trade skills in the construction industry who wish to acquire management skills.

Jan 21 Mon/Wed 8 wks BBY CRN 98781

### CARP 917 Construction Estimating Basic \$214

Designed for tradespersons involved with cost estimating and bidding on multi-residential, light commercial and renovation construction projects.

Jan 28 Mon/Wed 6 wks BBY CRN 98794

### CARP 918 Project Estimating and Control \$307

A computer-based course designed for large construction projects. Students will learn hands-on skills enabling them to monitor and control project scheduling, administration and budgets.

Feb 05 Tues/Thurs 6 wks BBY CRN 13185

### CARP 921 Framing, Roofing and Layout \$323

A basic course for learning 2x4 construction methods covering typical wood frame techniques. Includes forms, floors, walls and trusses.

Jan 12 Sat 8 wks BBY CRN 04354  
Mar 09 Sat 8 wks BBY 19612

### CARP 922 Basic Roof Framing \$202

A detailed course covering roof framing. Follow up to CARP 921.

Feb 23 Sat 5 wks BBY CRN 21681

### CARP 927 Interior Finishing Carpentry \$216

Enables carpenters to complete interior residential finishing to professional standards. Recommended for students who are carpenters or for those who have worked in the trade for more than 3 years.

Jan 26 Sat 5 wks BBY CRN 98816

### CARP 935 Residential Building Procedures \$250

Focuses on the planning, estimating and construction of new single or multi-residential units.

an 21 Mon/Wed 5 wks BBY CRN 04363  
Feb 05 Tues/Thurs 5 wks BBY 98827

### CARP 937 Builders Level \$110

Designed for general construction, carpenters, site procedures for excavation, formwork, pipe grades and design elevation.

an 26 Sat 4 wks BBY CRN 98838

### CARP 939 Transit for Construction Layout \$167

Includes a review of basic trigonometry for transit layout purposes. Students will review hands-on ranging using transit, chaining, note keeping and related on-site procedures. Beginning and advanced students will benefit from this intensive course.

Feb 23 Sat 4 wks BBY CRN 98840

### CARP 947 Steel Stud Construction \$227

Covers steel stud and drywall boarding to professional standards.

Feb 02 Sat 5 wks BBY CRN 98852

## CONSTRUCTION

### CNST 934 Drywall Taping and Finishing \$277

A basic course covering drywall taping to professional standards.

Mar 09 Sat 5 wks BBY CRN 76882

### CNST 955 Traffic Control Training \$64

A short, comprehensive course covering all the skills necessary to meet minimum provincial standards, for persons seeking employment as flagging personnel at highway construction projects.

Jan 26 Sat 1 day BBY CRN 98869  
Mar 02 Sat 1 day BBY 98874

## DRAFTING

### DRFT 901 Drafting: Basic \$228

Provides a foundation in basic drafting including equipment and tools, line work, lettering, applied mathematics, plane geometry, dimensioning, sections, charts and graphs. Please note that courses run from 1730 to 2030.

Jan 14 Mon/Wed 7 wks BBY CRN 12453  
Jan 15 Tues/Thurs 7 wks BBY 05922  
Mar 04 Mon/Wed 7 wks BBY 79579  
18778

### DRFT 903 \*Drafting: Advanced \$228

Expands on the basic drafting course and allows students to progress into their drafting specialty. Please note that courses run from 1730 to 2030.

Mar 04 Mon/Wed 7 wks BBY CRN 06896

### DRFT 910 \*Drafting Specialization Electrical 1 \$260

Includes distribution systems, single-line diagrams, motor lists and data, grounding and bonding, lighting, and the inter-relationship with other plans.

Jan 14 Mon/Wed 8 wks BBY CRN 09905

### DRFT 911 \*Drafting Specialization: Electrical 2 \$227

Includes power and branch circuit layout, conduit and raceway schedules, instrumentation heat tracing.

Mar 12 Tues/Thurs 5 wks BBY CRN 09918

### DRFT 915 \*Drafting Specialization: Process Piping 1 \$228

Introduces fittings, pipes, valves and welding symbols and will include the basics of isometric drawings. Students will be responsible for producing shop drawings.

Jan 15 Tues/Thurs 7 wks BBY CRN 10741

### DRFT 916 \*Drafting Specialization: Process Piping 2 \$228

Involves work in process piping, flow diagrams, heat exchangers, instrumentation, compressors and pumps. The student will be responsible for producing working drawings using advanced drafting techniques.

Mar 05 Tues/Thurs 7 wks BBY CRN 05941

## ELECTRICAL

The following courses are designed for those persons who are working in the Electrical Trade and/or Industry.

### TELC 905 Electrical Code 1 \$328

Prepares students to write either the Class C or Class B Certificate Exam by giving a good working knowledge of the Canadian Electrical Code (except for high voltage). (See \*\*Electrical Contractors Examination.)

Jan 15 Tues/Thurs 10 wks BBY CRN 76811

### TELC 907 Electrical Code 2 \$328

All sections of the current Electrical Code, with particular emphasis on high voltage requirements, prepares students for writing the Class A Certificate Exam. (See \*\*Electrical Contractors Examination.)

Jan 15 Tues/Thurs 10 wks BBY CRN 76825

### TELC 913 Electrical Trade Qualification 1 \$213

The 1st of a 2-part program for tradespersons preparing for the Electrical Trade Qualification Exam, and those wanting a current review. (\*See Electrical Trade Qualification Certificate Examinations.)

Jan 15 Tues/Thurs 5 wks BBY CRN 05872

### TELC 915 Electrical Trade Qualification 2 \$213

A continuation of TELC 913, this course completes the refresher program for the electrical trade. (\*See Electrical Trade Qualification Certificate Examinations.)

Feb 19 Tues/Thurs 5 wks BBY CRN 05889

### TELC 917 Fire Alarm Systems \$90

Designed to give 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. Initiating devices, smoke and heat detectors, alarm devices, annunciators and typical panels. Discussions will take place on various types of common alarm systems.

Feb 16 Sat 2 wks BBY CRN 25929

### TELC 920 Lighting \$90

Includes lighting principles, lighting units, incandescent, fluorescent, HID lamp types and their characteristics and operation. Recent developments in lighting energy efficient ballasts, lighting controls and Canadian Electrical Code.

Feb 02 Sat 2 wks BBY CRN 26016

### TELC 921 \*Math for Electricians 1 \$354

A mathematics upgrade course to strengthen students' understanding of basic electrical concepts: fundamental electrical laws and mathematical expression, algebra refresher, DC electricity and resistive circuit analysis. (\*See Electrical Trade Qualification Certificate Examinations.)

Jan 14 Mon/Wed 10 wks BBY CRN 11671  
76833

### TELC 923 \*Math for Electricians 2 \$354

Provides students with the mathematical background they need to understand alternating current (AC) electricity. (\*See Electrical Trade Qualification Certificate Examinations.)

Jan 14 Mon/Wed 10 wks BBY CRN 11685  
Jan 15 Tues/Thurs 10 wks BBY 76844

### TELC 924 DC Motors \$90

Covers the principles of DC motor operation, construction and operating characteristics of different types of DC motors.

Feb 11 Mon/Wed 2 wks BBY CRN 26027

### TELC 925 Math for Electricians 3 \$354

For those about to enter 3rd year apprenticeship program in electrical trade, and for others interested in understanding 3-phase circuits and equipment. (\*See Electrical Trade Qualification Certificate Examinations.)

Jan 14 Mon/Wed 10 wks BBY CRN 76857

### TELC 926 AC Motors \$90

Covers the principles of AC motor operation, construction and operating characteristics of the different types of single-phase and three-phase motors.

Feb 25 Mon/Wed 2 wks BBY CRN 26038

### TELC 937 Heating, Ventilating, Air Conditioning Systems for Electricians \$90

Covers terminology, regulations of use, different types of systems for various occupancies, and associated air handling units and control units. Also covered are: controlling mixed air, supply air, humidification, heating, cooling, individual space control and zone valves.

Mar 16 Sat 2 wks BBY CRN 25912

### TELC 938 AC Systems, Transformers and Distribution \$90

Covers theory, construction and applications of single-phase and three-phase transformers and connections. Secondary distribution discussions will include: vaults, switchboards, unit substations and other types of distribution systems. Single-phase and three-phase loads will be covered.

Mar 11 Mon/Wed 2 wks BBY CRN 25866

### TELC 939 Blueprint Reading for Electricians \$90

Designed to give the student an overview of architectural, mechanical and plumbing drawings leading to electrical blueprints and specifications. Includes shop, plan, elevation, sectional and detail drawings. Blueprints of several projects will be analyzed.

Mar 02 Sat 2 wks BBY CRN 26144

### TELC 960 \*\*High Voltage 1 \$190

Introduces basic high voltage theory leading to gradients, electric stress. High voltage cables, terminators, fuses, switches and CB's are also covered. (\*See Electrical Contractors Examination 1.)

Jan 19 Sat 5 wks BBY CRN 25944

### TELC 961 \*\*High Voltage 2 \$240

A continuation of TELC 960, examines practical application for concentric neutral cables, wrapped cone terminators and capacitive grading principles. (\*See Electrical Contractors Examination.)

Feb 23 Sat 5 wks BBY CRN 26001

### TELC 966 Security Alarms 1 \$130

An upgrade course for those wishing to write TQ exam for Security Alarm Installer. Covers Attorney General's regulations, alarm input/output devices, alarm control panels including programming. Security license required for this course.

Feb 05 Tues/Thurs 3 wks BBY CRN 25975

### TELC 967 Security Alarm 2 \$150

A follow-up course to TELC 966. Includes U.L.C. regulations, central station monitoring equipment and operation, and documentation regarding monitoring. Security license required to take this course.

Feb 26 Tues/Thurs 3 wks BBY CRN 25981

### \*Electrical Trade Qualification Certificate Examinations:

To become eligible to write a TQ examination, approval from the Ministry of Advanced Education and Job Training is required. It is strongly recommended by the Ministry that the tradespersons contact the Ministry before registering at BCIT.

### \*\*Electrical Contractors Examination:

To become eligible to write the Class B or C Electrical Contractors Examination, you must be a Journeyman Electrician and have the necessary approved work experience. To become eligible to write the Class A Electrical Contractors Examination you must have the necessary approved work experience, including work in high voltage. (The equivalent of high voltage work experience can be obtained by completing TELC 913 and TELC 915). Details can be obtained from the B.C. Ministry of Municipal Affairs, Electrical Safety Branch, and it is recommended that eligibility approval be obtained before enrolling at BCIT.

**REGISTER  
BY FAX  
430-1331**

**Classes start week of  
January 14**

**TRAINING**

**BCIT**

## ELECTRONICS TECHNICIAN

### TELX 949

#### Introduction to Electronics - DC \$213

For those with little or no understanding of electricity, this course introduces the concepts of voltage, resistance, current, power, capacitance and inductance.

Jan 07 Mon/Wed 6 wks BBY CRN 25844  
Jan 08 Tues/Thurs 6 wks BBY 25857  
Feb 18 Mon/Wed 6 wks BBY 26773  
Feb 19 Tues/Thurs 6 wks BBY 26784

### TELX 950

#### Introduction to Electronics - AC \$213

Explores the effects of AC on resistive, capacitive and inductive circuits. Impedance, reactance, resonance and bandwidth are also covered. Prerequisite: TELX 949.

Feb 18 Mon/Wed 6 wks BBY CRN 06909  
Feb 19 Tues/Thurs 6 wks BBY 87752

### TELX 951

#### Solid State Devices \$227

Focuses on semiconductor theory, diodes, LED's, Zeners and bipolar transistors. Rectification and basic power supplies are also covered.

Jan 07 Mon/Wed 6 wks BBY CRN 25833  
Feb 18 Tues/Thurs 6 wks BBY 06914

### TELX 952

#### Digital Fundamentals \$227

Introduces number systems and codes, Boolean algebra, truth tables, logic gates, combinational logic and flip-flops.

Jan 07 Mon/Wed 6 wks BBY CRN 25825

### TELX 953

#### Advanced Digital \$227

Continuing from TELC 952, this course introduces registers, counters, arithmetic circuits, data conversions, memory devices and displays.

Jan 08 Tues/Thurs 6 wks BBY CRN 06937  
Feb 19 Tues/Thurs 6 wks BBY 87727

### TELX 954

#### Electronics 4 \$275

Based on the 6800 microprocessor, the course covers microcomputer basics, architecture, addressing modes, branching, computer arithmetic and simple programming in machine language.

Feb 19 Tues/Thurs 6 wks BBY CRN 26917

### TELX 965

#### Solid State Devices and Applications \$227

Includes common amplifier circuits using bi-polar or FET devices, regulators and transistor switching. Amplifier parameters such as input/output impedance, phasing, bandwidth and gain are also covered. Prerequisite: TELX 951.

Feb 18 Mon/Wed 6 wks BBY CRN 25882

### TCMP 911

#### Microcomputer Maintenance 1 \$255

Reviews analog/digital electronics, basic microcomputer architecture, troubleshooting methodology for sophisticated systems. Gives hands-on training in advanced uses of test instruments.

Feb 19 Tues/Thurs 6 wks BBY CRN 79770

## GLAZING

### GLAZ 901

#### Blueprint Reading for Glaziers \$137

Designed to assist glaziers who wish to improve their understanding of blueprints as applied specifically to the glazing trade. Intensive use of architectural and shop drawings will give glaziers more confidence and a complete understanding of blueprint reading. Not an estimating course.

Feb 11 Mon/Wed 3 wks BBY CRN 98883

## HEAVY DUTY MECHANIC

### HDMX 905

#### Heavy Duty Mechanic TQ Refresher \$306

For tradespersons preparing for the Provincial Heavy Duty Mechanic Trade Qualification Examination, and those wanting a current review.\*\*

Jan 14 Mon/Thurs 10 wks BBY CRN 04770

### HDMX 925

#### Air Brakes for Mechanics \$230

For mechanics with limited experience servicing air brakes, and for owner/operators of trucks/fleets.

Jan 19 Sat 5 wks BBY CRN 05228

### HDMX 930

#### Commercial Transport Mechanic TQ Refresher \$306

For tradespeople preparing for the Provincial Commercial Transport Mechanic Trade Qualification Examination, and those wanting a current review.\*\*

Jan 14 Mon/Thurs 10 wks BBY CRN 04655

### HDMX 950

#### \*Commercial Vehicle Inspector \$230

Prepares students to write the Provincial Inspectors License Examination. B.C. Ministry of Transportation and Highways curriculum is used.

Jan 08 Tues/Thurs 5 wks BBY CRN 98986  
Feb 25 Mon/Wed 5 wks BBY 98977

## INDUSTRIAL COMPUTING AND CONTROL

The following courses are taken from our Advanced Industrial Computing Program (A.I.C.). A.I.C. is a 20-week full-time day program, designed to meet technological changes.

### TCMP 903

#### Introduction to Computers for Electricians \$175

Introduction to the personal microcomputer. Allows the student to become familiar with the use of the microcomputer (IBM and compatible) and its MS-DOS operating system, including basic DOS commands to manage disks and files.

Jan 14 Mon/Wed 4 wks BBY CRN 25898

### TELC 927

#### Motor Control 1 \$177

A practical, hands-on course covering the basic principles of conventional motor control for those working in industrial settings.

Jan 14 Mon/Wed 5 wks BBY CRN 76866  
Feb 18 Mon/Wed 5 wks BBY 26060

### TELC 946

#### DC Variable Speed Drives \$90

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.

Feb 16 Sat 2 wks BBY CRN 25930

### TELC 947

#### AC Variable Frequency Drives \$90

This course 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.

Mar 02 Sat 2 wks BBY CRN 25948

### TELX 903

#### Digital Electronics for Trades \$190

A practical hands-on course designed to instruct the tradesman responsible for maintenance of electronic control equipment. Involves a review of discrete devices with extensive instruction on digital devices at the chip level.

Jan 14 Mon/Wed 5 wks BBY CRN 26182

### TELX 904

#### Introduction to Microprocessors for Trades \$190

Hands-on training involving 8 bit and 16 bit microprocessors. Designed for tradesman who intend to continue in the industrial computing environment.

Feb 18 Mon/Wed 5 wks BBY CRN 26179

### TELX 926

#### Fiber Optics 1 \$125

Covers theory of optics, light sources, detectors and systems. LED transmitters and receivers will be demonstrated and tested. Fiber optics splicing techniques will be introduced.

Feb 23 Sat 2 wks BBY CRN 25903

### TELX 981

#### Programmable Controllers 1 \$250

Covers the basic knowledge required to operate a programmable controller. Includes overview and advantages of PLC's, installation, hardware requirements, peripheral devices, system operation, and hands-on programming to relay replacement level, using dedicated programming terminals. Students should have industrial wiring experience and familiarity with motor control schematics.

Jan 14 Mon/Wed 5 wks BBY CRN 87716

Feb 19 Tues/Thurs 5 wks BBY 94640

### TELX 982

#### Programmable Controllers 2 \$250

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 981.

Jan 14 Mon/Wed 5 wks BBY CRN 87701

Feb 18 Mon/Wed 5 wks BBY 94638

### TELX 983

#### Programmable Controllers 3 \$250

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 982.

Feb 19 Tues/Thurs 5 wks BBY CRN 87692

## JOINERY

### JOIN 901

#### Woodwork Basic \$237

For those who wish to increase their job opportunities by learning new skills. Will appeal to hobbyists familiar with hand and power tools.

Jan 29 Tues/Thurs 7 wks BBY CRN 98895

## MACHINIST

### MACH 900

#### \*Machinist TQ Refresher \$306

For tradespersons preparing for the Provincial Machinist Trade Qualification Exam, and those wanting a current review.\*\*

Jan 19 Sat 10 wks BBY CRN 99095

### MACH 905

#### Lathe Operator \$276

Provides a general understanding of engine lathe operations.

Jan 14 Mon/Wed 6 wks BBY CRN 04687

### MACH 906

#### \*Milling Machine Operator \$276

Provides practical experience in milling machine operations.

Feb 25 Mon/Wed 6 wks BBY CRN 04693

### MACH 907

#### \*Lathe and Milling Operations \$276

A continuation of MACH 905 and 906. Designed to allow the student to gain more experience on machine tools.

Jan 19 Sat 6 wks BBY CRN 04661

### MACH 909

#### Introduction to Computers for Machinists 1 \$183

For the tradesperson who wishes to gain some basic knowledge of microcomputers.

Feb 25 Mon/Wed 3 wks BBY CRN 12567

### MACH 910

#### \*Introduction to Computer Numerical Control \$346

An entry level hands-on course that introduces the concepts of CNC to those with little or no prior CNC experience.

Jan 15 Tues/Thurs 8 wks BBY CRN 04706

### MACH 911

#### \*CNC Milling Operations \$304

Emphasizes basic programming, editing and setting up of a CNC OKK vertical machining centre.

Mar 02 Sat 7 wks BBY CRN 99133

### MACH 914

#### \*CNC Lathe Operations \$304

Emphasizes basic programming, editing and setting up of a CNC lathe.

Jan 19 Sat 7 wks BBY CRN 04719

## MATHEMATICS FOR TRADES

### TMAT 935

#### \*Industrial Mathematics 1 \$176

Arithmetic operations, fractions, decimals, metric systems, ratio and proportion, percentages, area and volume are covered.

Jan 15 Tues/Thurs 5 wks BBY CRN 04735

### TMAT 936

#### \*Industrial Mathematics 2 \$140

Algebra operations, equations and formulas, exponents and logarithms, graphs, trigonometry and trade applications are covered.

Feb 19 Tues/Thurs 4 wks BBY CRN 04753

\* Indicates prerequisite.

\*\* T.Q. Examinations are conducted by the Ministry of Advanced Education and Job Training. Contact the area office nearest your residence to determine your eligibility and schedule and examination.

## MILLWRIGHT

### MILL 900

#### \*Millwright TQ Refresher \$306

For tradespersons preparing for the Provincial Millwright Trade Qualification Exam, and for those wanting a current review.\*\*

Jan 14 Mon/Wed 10 wks BBY CRN 99144

### MILL 902

#### \*Industrial Hydraulics Stationary \$246

Assists maintenance personnel at industrial sites in the testing, repair, examination and troubleshooting of basic fluid power circuits and component parts.

Jan 15 Tues/Thurs 7 wks BBY CRN 99157

### MILL 910

#### \*Machine and Coupling Alignment \$246

Theory and practice of coupling alignment using state-of-the-art devices, including laser optical devices.

Jan 14 Mon/Wed 7 wks BBY CRN 04722

## MOTORCYCLE/MARINE/SMALL ENGINE MECHANIC

### SENG 900

#### Small Engine Powered Equipment Maintenance \$259

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.

Jan 14 Mon/Wed 8 wks BBY CRN 99166

## PAINTING AND DECORATING

### PDEC 923

#### Furniture Finishing and Refinishing \$178

For students with little or no experience of furniture finishing.

Feb 09 Sat 5 wks BBY CRN 04764

### PDEC 933

#### Painting and Decorating TQ Refresher \$306

Provides experienced students with the theoretical instruction to enable them to write the provincial painting exam. Students should have a working knowledge of painting skills.\*\*

Jan 29 Tues/Thurs 10 wks BBY CRN 13192

## PIPING/PLUMBING/GAS

### PPGS 905

#### Cross Connection Control \$254

Designed for persons involved in the installation and maintenance of back flow prevention devices for pollution of domestic water supply.

Jan 28 Mon/Wed 7 wks BBY CRN 98945

### PPGS 909

#### Gas Fitter B License \$353

This course is a requirement of the Ministry of Labour Gas and Safety Branch for students wishing to write the examination to qualify as Gas Fitter B License.

Jan 14 Mon/Wed 14 wks BBY CRN 79582

Jan 22 Tues/Thurs 14 wks BBY 79598

Jan 29 Tues/Thurs 14 wks BBY 93128

### PPGS 914

#### Class C Appliance Service \$318

Holder may service gas appliances for residential or light commercial up to 400,000 BTU.

Jan 15 Tues/Thurs 13 wks BBY CRN 10824

### PPGS 917

#### Plumbing: Residential \$177

This general interest course will appeal to home-owners with do-it-yourself aptitude and will provide sufficient skills for students to feel confident about the quality of their workmanship.

Jan 26 Sat 4 wks BBY CRN 79604

continued over

# TRADES



**PPGS 918**  
**Gas Venting License** \$93  
 Designed for persons who must install B-Vents to Gas Branch standards. Includes license exam.  
 Jan 28 Mon/Wed 3 wks BBY CRN 24962

**PPGS 919**  
**Plumbing TQ Refresher** \$280  
 Provides students with the instruction necessary to write the Provincial Plumbing examination.\*\*  
 Jan 22 Tues/Thurs 10 wks BBY CRN 79610  
 Feb 05 Tues/Thurs 10 wks BBY 98924

## PRACTICAL HORTICULTURE

**RTC 903**  
**Introductory Professional Floristry** \$507  
 Introduces basic floristry techniques and design elements, an overview of the floristry industry, employee and customer expectations, and general information as preparation for working in the trade. Hands-on practical experience with silk, dried and fresh floral materials used in a variety of design presentations; discusses and prepares floral applications common to the floristry business. Fee includes floral materials. Course held off campus.  
 Jan 05 Tues/Wed 8 wks VCR CRN 21694

**RTC 912**  
**Plant Propagation** \$153  
 Of value to nursery workers and home gardening enthusiasts alike. Topics include stem, leaf and root cuttings; divisions and layering; planting procedures for seeds; environmental factors; propagation houses, grafting and budding; bulb planting.  
 Jan 11 Mon/Wed 3 wks BBY CRN 78367

**RTC 918**  
**Practical Gardening for the Homeowner** \$185  
 Basic theory and landscape techniques; pests and diseases; plant association of trees, shrubs and perennials; small garden design; lawn establishment and care; pruning techniques; soil management and use; plant propagation; organic gardening techniques; inter-flowering shrubs; greenhouses and coldframes; herbs; difficult and rare plants.  
 Jan 02 Sat 5 wks BBY CRN 06985

**RTC 919**  
**Pruning Basics** \$110  
 Techniques for pruning shrubs, fruit trees, soft fruit, climbing and wall plants, trees, hedges and roses.  
 Jan 05 Tues/Thurs 3 wks BBY CRN 06992  
 Jan 05 Tues/Thurs 3 wks BBY 19474

**RTC 920**  
**Indoor Plant Maintenance** \$185  
 Learn a skill which could lead to a new career — techniques for maintaining healthy tropical plants inside the home or office. Includes plant identification, soils, nutrition (fertilizers), pests and diseases, environmental factors, watering principles and public relations.  
 Jan 11 Mon/Wed 4 wks BBY CRN 07006

**RTC 921**  
**Design for the Town Garden 1** \$157  
 Learn to design and maintain yards and gardens successfully. Includes general layout; estimating and cost management; grading and drainage; structural utilities and materials; soil improvement; plant materials; lawn maintenance; theory and principles design; history of landscape design.  
 Jan 11 Mon/Wed 4 wks BBY CRN 07019

**RTC 922**  
**Design for the Town Garden 2** \$157  
 Learn the necessary skills to prepare a landscape plan for a town garden. Emphasis on landscape drafting, includes use of drafting instruments; basic surveying; preparation of plan views; cross sections and elevations; landscape symbols; lettering techniques; preparation of a plant list. Prerequisite: HRTC 921 or equivalent.  
 Jan 18 Mon/Wed 4 wks BBY CRN 07022

**RTC 931**  
**Plant Identification 1** \$157  
 Basics of nomenclature and plant identification. Includes botanical, common and family names; plant culture, hardiness, landscape placement and propagation.  
 Jan 29 Tues/Thurs 4 wks BBY CRN 07035

**RTC 932**  
**Plant Identification 2** \$157  
 Continuation of HRTC 931 with the use of plant keys and field trips included.  
 Jan 26 Tues/Thurs 4 wks BBY CRN 07041  
 T.Q. Examinations are conducted by the Ministry of Advanced Education and Job Training. Contact the nearest office to determine your eligibility and schedule an examination.

**HRTC 958**  
**Ikebana Workshop** \$61  
 The Japanese art of flower arranging. Fee includes all materials and supplies.  
 Jan 26 Sat 1 wk BBY CRN 07174

**HRTC 959**  
**Flower Arranging Workshop** \$94  
 Learn to make a table centerpiece and arrangements of fresh flowers to take home. Fee includes all materials and supplies for three arrangements.  
 Feb 23 Sat 1 wk BBY CRN 07195

## REFRIGERATION

**TREF 915**  
**\*Commercial Air Conditioning 2** \$283  
 The second of a four-part program enables students to identify and explain the components of a domestic gas furnace and its function, basic electrical wiring diagram symbols, and circuit component functions.  
 Jan 15 Tues/Thurs 8 wks BBY CRN 78757

**TREF 917**  
**Refrigeration TQ Refresher** \$312  
 For tradespeople preparing for the Provincial Refrigeration Trade Qualification Exam, and for those wanting a current review.\*\*  
 Jan 14 Mon/Wed 11 wks BBY CRN 95139

**TREF 921**  
**\*Commercial Air Conditioning - Shop 1** \$369  
 Students troubleshoot air conditioning systems for malfunctions and carry out preventive maintenance.  
 Jan 19 Sat 6 wks BBY CRN 79525

**TREF 922**  
**Basic Refrigeration System Design** \$276  
 Familiarizes the journeyman with the proper design techniques while ensuring federal and provincial codes are adhered to.  
 Jan 15 Tues/Thurs 6 wks BBY CRN 22269

## STEEL FABRICATION

**STEL 909**  
**Steel Fabrication** \$283  
 Focuses on mathematics, pattern development, blueprint reading, welding and the proper use of industrial machines. Students follow a typical steel fabrication project from initial design to shop production.  
 Jan 28 Mon/Wed 10 wks BBY CRN 99179

## WELDING

**WELD 903**  
**Oxyacetylene Welding: Braze Welding** \$292  
 A basic fuel gas welding course for beginners. Includes safety, shop practice, procedures and operation of related equipment.  
 Jan 26 Sat 7 wks BBY CRN 99027

**WELD 915**  
**Shielded Metal Arc Welding Basic** \$395  
 A basic arc welding course for the individual who wishes to learn S.M.A.W. to trade standards.  
 Jan 26 Sat 8 wks BBY CRN 99038  
 Jan 28 Mon/Wed 7 wks BBY 99040  
 Jan 29 Tues/Thurs 7 wks BBY 99052

**WELD 941**  
**Gas Tungsten Arc Welding Basic** \$292  
 Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of G.T.A.W.  
 Jan 26 Sat 6 wks BBY CRN 99069

**WELD 953**  
**Submerged Arc Welding** \$173  
 Shop-related welding using the Submerged Arc Welding process.  
 Jan 28 Mon/Wed 3 wks BBY CRN 99083

**WELD 957**  
**Gas Metal Arc Welding Basic** \$270  
 This process is used by most metal fabricators in the province. The course will cover basic weld joints in the flat, horizontal and vertical positions. Successful completion of this course may meet credit transferability to the G.M.A.W. Section of P6 Module, Level C.  
 Jan 26 Sat 6 wks BBY CRN 04372

\* Indicates prerequisite.

# INDEX

Accounting	7	Ikebana	23
ACCPAC	16	Import Computer Systems (Auto)	20
Actor	16	Industrial Computing	22
Administrative Management	5	Industrial Math	22
Advertising	9	Intergraph	15
Air Conditioning	18	Interior Design	8
Air Regulations	20	International Air	11
Aircraft Composite Repair	20	Interviewing, Job	5
Aircraft Drafting and Blueprint Reading	20	Interviewing, Radio/TV	6
Aircraft Maintenance	20	Investment	8
Aircraft NDT	20		
Aircraft Painting	20	Japanese	11
Aircraft Pressurization	20	Journalism, Broadcast	6
Aircraft Sheet Metal	20		
ALDUS	7	Labor Relations	5
Analytic Geometry	16	Land Systems	17
Announcing, Radio/TV	6	Landscape	18
Asphalt	14	Law, Business	5
Assembler	15	Leadership Training	18
Auditing, Financial	8	Legal Steno/Typist	11
AutoCAD	14, 19	Letters/Memos	14
AutoLISP	15	Log Scaling	19
Auto Electronics	20	Logarithms	16
Auto TQ	20	LOTUS 1,2,3	15
Auto Tune-Up	20	LPG	20
Automatic Transmissions	20		
Automotive Trade	20	MAC	15
Aviation Trade	20	Machinist Trade	22
Avionics	20	Management	5
		Manufacturing	18
Banking	8	Mapping	19
BASIC	15	Marketing Management	9
Broadcast Communications	6	Math, Business	10
Broadcast Journalism	6	Math, Technical	18
Broadcasting, Radio	6	Mathematics	18
Broadcasting, TV	6	Mechanical Technology	18
Builder's Level	21	Media	6, 9
Building Technology	13	Medical Office Assistant	11
Business Communications/MediaTechniques	6	Microcomputers	15
Business Math	10	Microprocessors	19, 22
Business Reports	14	Microsoft WORD	15
Business, School of	4	Millwright Trade	22
		Mining	18
C Programming	15	MS Windows	16
Calculators, Programmable	22	Music Business	6
Calculus	17		
Campus Locations	2	NGV	20
CAPIC	10	Novell Netware	16
Career Search Workshop	5		
Carpentry Trade	20	Operations Management	10
Cashier Training	11	Organizational Behavior	5
Chemical Sciences	13		
Chemistry	14	Painting/Decorating Trade	22
CIGS	16	PAMAP (GIS)	17
Circuits, Electronic	17	Parking	24
CITC	7	PASCAL	15
Civil & Structural Technology	14	PC/MS DOS	15
Class Locations	2	Pesticides Retailers/Landscape	18
Class Times	2	Photography	6
CNC (Machinist)	22	Physics	18
COBOL	15	Piping/Plumbing/Gas Trades	22
Communication	14	PL/I	15
Computer Aided Engineering	14	Plants	23
Computer Animation	15	Plumbing Trade	22
Computer Graphics	7	POWERHOUSE	15
Computer Programming	15	Practical Horticulture Trade	23
Computer Systems	15	Program Advising	24
Computing, Industrial Trade	22	Programming, Computer	15
Construction Trades	21	PROLOG	15
Drywall	21	Pruning	23
Traffic Control Training	21	Public Relations	9
Copywriting	6	Public Speaking	9
Counselling	5		
Course Information	24	Radio	6
Cancellation, Transfer/Change, Withdrawal	9	Refrigeration Trade	23
Customer Relations	9	Refunds	24
		Registration	24
Darkroom Techniques	6	Renewable Resources	19
Database	15	Reporting, Investigative	6
Data Communications	16	Robotics and Automation	19
Desktop Publishing	7	RPG II	15
Distance Education	16		
Domestic Air	11	Sales Promotion	9
DOS	15	Sign Painting	20
Drafting Trade	21	Small Engines Trade	22
		Software Development	16
Economics	5	Software (GIS)	17
Electrical Code	21	Spanish	11
Electrical Trade	21	Spreadsheet	15
Electronics Technician	21	SPSS	16
Electronics Technology	17	Statistics	10
Engineering Technology, School of	12	Steel Fabrication Trade	23
English, Technical	14	Surveying and Mapping	19
Europe, Tourism	11		
Exporting/Importing	9	Taxation	7
		Technical Communication	18
Fashion Marketing	9	Telephone Techniques	14
Fiber Optics	22	TERRASOFT (GIS)	17
Film	6	Ticketing, Automated	11
Financial Management	7	Tourism	11
Floristry	23	Town Garden	23
FOCUS	16	Trades Math	22
Ford Computer Systems	20	Trades Training, School of	19
Forest Management (GIS)	17	Transportation, Logistics	10
Forestry	19	Trigonometry	16
FRAMEWORK III	15	Turfgrass	18
French	11	TV	6
GM Computer Systems	20	UNIX	15
Gardening, Practical	23		
Geographic Information Systems	17	Ventura Desktop	16
Geology	18	Videos	6
Geometry	16		
Glazing Trade	22	Welding Trade	23
		Withdrawal	24
Heavy Duty Mechanic Trade	22	Wordperfect	15
Helicopter Maintenance	20	Word Processing	15
Horticulture Trade	23	Writing, Dramatic	6
Human Resources	5	Writing, Media	14
		Writing, Technical	14

# REGISTER BY FAX

Applicants who have access to FAX, and will pay by Visa or MasterCard, may register by completing the PART-TIME STUDIES REGISTRATION FORM below (all sections) and forwarding it via FAX to 430-1331.

Your receipt will follow by mail, however, you should confirm your registration and deadlines before classes start.

## REGISTER IN PERSON

At the Burnaby Campus,  
3700 Willingdon Avenue.

### REGULAR HOURS OF OPERATION:

Monday to Thursday 0830 to 1900  
Friday 0830 to 1630  
Saturday 0830 to 1230  
CLOSED SATURDAY ON HOLIDAY WEEKENDS.

### EXCEPTIONS TO REGULAR HOURS OF OPERATION:

December 01 to December 29, 1990

Monday to Thursday 0830 to 1730  
Friday 0830 to 1630  
Saturday CLOSED  
CLOSED DECEMBER 24, 25, 26, 31 AND JANUARY 1.

January 02 to February 02, 1991

Monday to Thursday 0830 to 2030  
Friday 0830 to 1630  
Saturday 0830 to 1230

March 18 to April 26, 1991

Monday to Thursday 0830 to 2030  
Friday 0830 to 1630  
Saturday 0830 to 1230

At the Downtown Campus,  
549 Howe Street, Vancouver.

Monday to Thursday 0830 to 1800  
Friday 0830 to 1630  
Saturday CLOSED

Registration in person at the Surrey site for courses held in Surrey,

Princess Margaret School,  
128 Street & 72 Avenue, Surrey.

Monday to Thursday 0900 - 2030  
Friday 0900 - 1530

\* Closed December 21 to January 7

\* Closed March 28 to April 5

**HOURS OF REGISTRATION ARE SUBJECT TO CHANGE.**

# HOW TO

# REGISTER

## REGISTER BY PHONE

Students who have enrolled in courses since July 1984 can register by phone using MasterCard or Visa. Phone the Burnaby Campus at: 434-1610. Phone the Downtown Campus at: 687-4666.

### Certificate Programs

Part-time Studies courses lead to certificate programs in most areas. Refer to the Part-time Studies Calendar for more information.

### Program Advising

Engineering students may wish to meet with the Part-time Studies program advisor prior to course registration. Business students, however, usually complete one or two courses prior to meeting with a Program Advisor to discuss a certificate program. For certificate program approval, you can make an appointment with the appropriate program advisor by calling 434-3304. Evening and Saturday interviews are available.

### 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. We truly regret any inconvenience this may cause.

### Course Transfer/Change — \$15 Fee

A \$15 fee is now 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.

\* Course transfer/change must be made by the refund deadline dates listed.

### Refunds

Full refund, less \$25, if within the following guidelines:

Course Duration	*Deadline Dates
Over 4 weeks	1 day prior to the 2nd night of class.
4 weeks and under	1 week prior to the class start date.
Distance Education	Before material has been sent.

Refund requests must be in writing to the Institute by the refund deadline date. Fees for some specific courses are non-refundable and others have different refund requirements and deadlines. Please check refund requirements and deadline dates at the time of registration.

Please note that there will be a charge of \$25 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.

### Miscellaneous Fees

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

### How to Withdraw

Students who wish to withdraw from a course after the refund deadline, must do so officially, in writing. 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 the deadline, the transcript will show "F" for a dropped course. Neglecting to withdraw officially (course abandonment) will result in an "OF" on the transcript. The standard refund policy applies to all withdrawals.

### Parking (Subject to change)

The parking fee for the Winter term, 1991 is \$10. Vehicles parking on the Burnaby campus, day night, must display a valid Institute parking permit. Paid parking is in effect 24 hours a day year round. Part-time students may purchase parking permits from the main TNT store (2 breezeway) and the #2 TNT store (1A lobby).

### Open Hours - Parking

January 07 to May 17  
Monday to Friday 0730 to 19:  
Saturday 0900 to 16:

Note: Refunds are available at point of purchase only. Hours may be extended if necessary.

Vehicles not displaying a valid parking permit are subject to impoundment. Vehicles should be locked at all times. BCIT does not accept liability for theft or damage to vehicles parked on campus.

### Class Times

Classes at all sites run for 3 hours per night, 1 or 2 nights a week, Monday through Thursday, UNLESS OTHERWISE NOTED IN COURSE DESCRIPTION (AT REGISTRATION).

BURNABY (BBY) TRADES	1900-22:
BURNABY (BBY) TECHNOLOGY	1845-21:
COQUITLAM (COQ)	1845-21:
DOWNTOWN EDUCATION CENTRE (DEC)	1730-20:
KINGSTON COLLEGE (HOL)	1845-21:
RICHMOND (RIC)	1845-21:
SEA ISLAND (SEA)	1900-22:
SURREY (SRY)	1900-22:

**Classes start week of  
January 14**

## BCIT PART TIME STUDIES REGISTRATION

### PERSONAL DATA

Social Insurance Number			Student Name (Last Name, First Name)		
Month	Day	Year	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	Country of Citizenship <input type="checkbox"/> Canada <input type="checkbox"/> Other:
Mailing Address (Number and Street)					R.N. Number (If Applicable)
City/Town			Prov.	Country	Postal Code
Home Phone Number		Company Name		Company Phone Number	

### EDUCATIONAL RECORD

	NAME AND LOCATION	YEARS COMPLETED	PROGRAM/DEGREE	CUMULATIVE CREDITS/GPA	PERIOD OF ATTENDANCE	FULL-TIME/PART-TIME
LAST HIGH SCHOOL						
COLLEGES AND/OR INSTITUTES						
UNIVERSITIES						

### PROVINCIAL EXAM NUMBER:

### COURSE REGISTRATION

Course Number	Course Ref. Number (CRN)	Course Title	Course Cost(s)		Start Date			Site
			Fee	Special Fee	Month	Day	Year	
TOTAL FEES			+	=				
Payment of Fees: <input type="checkbox"/> Full Fees Paid by You <input type="checkbox"/> Full Fees Paid by Employer (Approval Attached) <input type="checkbox"/> Special Arrangement (Approval Attached)								
FOR "MAIL IN" APPLICATIONS Paid By: <input type="checkbox"/> Cheque/Money Order (Enclosed) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Card No.: _____ Issue Date: _____ Expiry Date: _____ Signature: _____								
TOTAL AMOUNT PAID								\$

### CONSENT AND ACKNOWLEDGEMENT

I hereby consent to be bound by and observe all applicable rules, regulations, policies and procedures of BCIT and any amendments made thereto from time to time. I am aware that a copy of all such rules, regulations and procedures is available for review at the office of the Registrar for BCIT and I acknowledge that it is my responsibility to review the same.

Applicant Signature (Unsigned registration forms may be returned unprocessed.)

Date

Please complete and return to BCIT Registration, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2 FAX: (604) 430-1331