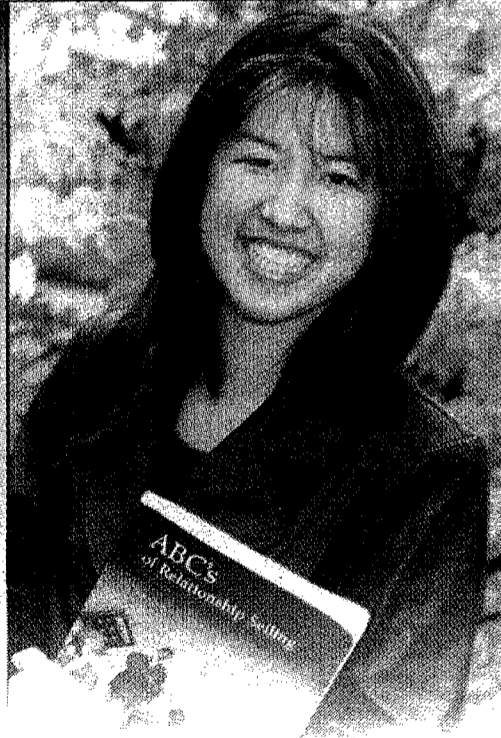
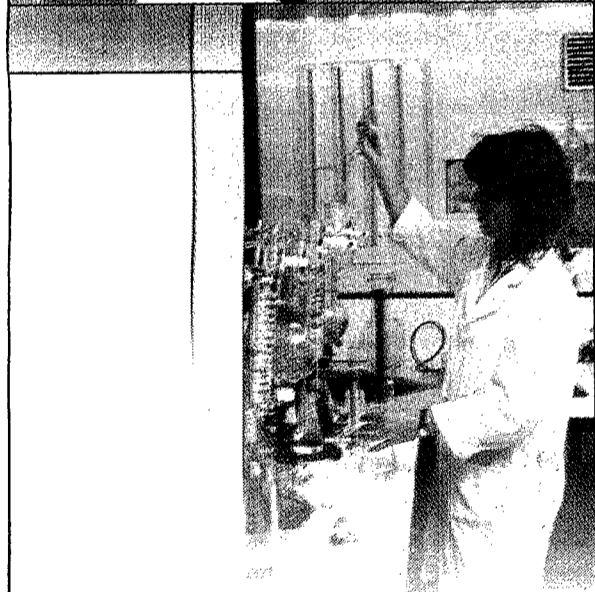




**TERM STARTS
APRIL 9, 2001**



PART-TIME SPRING 2001



REGISTER NOW!

www.bcit.ca

(604) 434-1610



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY



REGISTRATION & SERVICES

Campus Locations/Office Hours

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

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

Burnaby/BBY (604) 434-1610

3700 Willingdon Avenue,
Burnaby, B.C. V5G 3H2 Fax (604) 430-1331

Office Hours May 7-Aug. 11

Mon-Fri 0830-1730

Closed on weekends and statutory holidays.

Regular Office Hours from Aug. 14

Mon-Thr 0830-1900 Sat 0830-1230

Fri 0830-1600 Closed on Holiday Weekends

Downtown Campus/DTC (604) 434-1610

555 Seymour Street,
Vancouver, B.C. V6B 3H6 Fax (604) 687-2488

Office Hours May 7-Aug. 11

Mon-Thr 0830-1730

Fri 0830-1630

Closed on weekends and statutory holidays.

Regular office hours from Aug 14.

Pacific Marine Training (604) 453-4100

Campus/PMT

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

Registration Line (604) 453-4111

Office Hours

Mon-Fri 0830-1530

Aerospace & Technology (604) 419-3777/3704

Campus/ATC

Vancouver Airport (South Terminal)
Unit 200-5301 Airport Road South,
Richmond, B.C. V7B 1B5 Fax: (604) 278-5363

Office Hours

Mon-Fri 0730-1600

Surrey/SRY, Registration (604) 594-2000

Princess Margaret Secondary
12870-72nd Avenue, Surrey, B.C. V3W 2M9

Office Hours

Mon-Thr 0900-2030 Saturday Closed

Fri 0830-1200 Closed during July and August.

Registration and courses held at Princess Margaret Senior Secondary.

Please call (604) 434-1610 to register for courses

at the following locations:

B.C. Hydro Building

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

Howe Street campus/HOW

549 Howe Street, Vancouver, B.C. V6C 2C2

JIBC (Justice Institute of British Columbia)

715 McBride Blvd., New Westminster, B.C. V3L 5T4

Kwantlen University College/KUC

Langley Campus, 20901 Langley Bypass,
Langley, B.C. V3A 8G9

Langley Secondary School/LSS

21405-56th Avenue, Langley, B.C. V3A 4R3

Maple Ridge Secondary School/MRC

21911-122nd Avenue, Maple Ridge, B.C. V2X 3X2

Royal Centre

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

Vancouver Maple Leaf Language College (VLC)

815 West Hastings Street, Suite 250,
Vancouver, B.C. V6C 1B4

Class Times

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

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

Classroom Locations

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

- NE1, JW Inglis Building, 2nd floor, South Entrance
- SW1, Building, 1st floor, Registration and Information Office
- SW1, 1st floor outside Student Employment Office
- SE2, Bookstore
- SE12, Breezeway outside Campus Cafe
- SE6, 2nd floor

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

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

Methods of Payment

There are six ways to pay for courses: (1) Cash or Interac, in person only, (2) Visa, Mastercard, American Express, (3) Cheques and money orders, (4) Letter of authorization from employer to be invoiced by BCIT (5) Web online registration and payments: students who have a BCIT student number may register and pay by credit card through www.bcit.ca, (6) Phone payments: (604) 432-8732.

Confirmation of Registration/Payment

Your Student Schedule and Fee Receipt will be mailed to your mailing address. Due to the volume, your receipt may be delayed so you should attend the first scheduled night of class unless otherwise notified. Please check the flyer for start dates or with Registration & Information. For up-to-date classroom information, visit www.bcit.ca/rooms.

Credit Card Declines

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

Course Cancellations

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

Course Audit

A student may audit a course with permission from the instructor. A written request to the instructor must be submitted by the second night of class. Auditing students are not formally evaluated and do not write examinations; however, students are expected to take part in classroom discussions and laboratory exercises, maintain satisfactory attendance and pay the full course fee. Auditing students do not receive credit for the course, but receive a statement of marks with AUD indicated. Once a student has declared audit status for a particular course, they may not change their status back to credit status at any point during the course for the term in which the student registered.

Refunds

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

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

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

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

Refund requests must be submitted to part-time Registration, Burnaby or DTC campus, by the refund deadline date.

Special fees for some courses are non-refundable and different refund requirements and deadlines may apply. International students, please refer to page 9 for refund policy information.

If you have withdrawn from a course and have not yet received your refund cheque, please call (604) 432-8212.

Tax Receipts (T2202A-2000)

An official tax receipt (T2202A) for the calendar year 2000 will be mailed by Financial Services on or before February 25. To allow for normal mail delivery, please wait until March 19 before contacting Financial Services if you did not receive your tax receipt. To request a duplicate T2202A, please call 432-8836. Due to the volume of calls, you may have to hold or leave a message so we apologize for any inconvenience. A \$10 charge will be levied for a duplicate receipt. To ensure that the receipt is mailed to the correct address, notify the Student Records Office immediately of any change of address.

How to Withdraw from a Course

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

To withdraw from a part-time course prior to the refund deadline date, contact Registration and Information (604) 434-1610 or (604) 412-7777.

After the refund deadline date: Student Records: (604) 451-6959.

Fees

The total cost of the course includes the tuition and other mandatory fees such as:

Part-time Student Activity Fee:

- \$3 per course at Burnaby and the Aerospace & Technology Campuses
- \$1.30 per course at locations other than Burnaby and the Aerospace & Technology Campuses.
- \$1 per course for distance education courses.
- \$2.15 per week for industry services at Burnaby and the Aerospace & Technology Campus.
- \$0.90 per week for industry services courses at other locations.

Building Fee:

- \$5 per course for courses that are less than 3 credits to a maximum of \$20 per term.
- \$10 per course for courses that are 3 or more credits to a maximum of \$20 per term.

OneCard Fee:

- \$2.50 per term to a maximum of \$5 annually. It combines an identification card with on-campus debit privileges and access to retail discounts. For more information contact the BCIT OneCard office at 451-6890.

Miscellaneous Fees

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

Duplicate T2202A \$10 (See credit card declines)

Transfer/Change Fee

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

International students should refer to page 9 for information about part-time tuition fees.

Tuition does not include textbooks or material requirements unless indicated.

Changes to Curricula, Regulations and Services

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

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

Language of Instruction

The language of instruction at BCIT is English. Students who wish to take BCIT courses through Part-time Studies should be aware that success in the course will depend on the student's English language abilities. BCIT recommends that the level of English language proficiency should be at the BC Secondary School Grade 12 English level. BCIT has several upgrading courses for students who wish to improve their English language skills, including ESL training. For more information, contact Registration and Information at 434-1610 and ask to speak to a program advisor.



How To Read Your Flyer

Course Identification

The Course Identifier consists of a subject code, number and title. Please refer to the BCIT Part-time Flyer online at www.bcit.ca for a complete explanation.

| | | | |
|------------------|----------------------|---|---------------------------|
| Subject Course # | Course Title | Course Description | Tuition Fee |
| COMM 0040 | MAKING MEETINGS WORK | Teaches what to do before, during, and after a meeting. Learn how to plan the meeting, control discussion, motivate meeting members, resolve conflict, and unite the group. | BBY \$187 |
| Apr 10 Wed | 1845-2145 | 6 wks | BBY CRN 32999 |
| Start Date | Course time | Duration | Location Course Reference |

Win prizes.

Register online!

Registering for BCIT Part-time Studies is safe and secure, and it can even be fun! We want to make Internet registration your preferred choice. To encourage you to use the system, we'll randomly select names and award prizes to those who register online for their Spring classes.

You are automatically entered into the prize draw when you register online at www.bcit.ca

Course Registration: Five ways to Register

1. ONLINE - EASY, SAFE, QUICK!

From the BCIT homepage, www.bcit.ca, follow the Part-time link under the Prospective or current student heading.



2. By Fax - Easy, direct, fast!

If registering by fax, payment for the part-time course(s) must be made by Visa, MasterCard or American Express. Your credit card number and expiry date must be included on the faxed registration form in order for your registration to be processed.

Burnaby (604) 430-1331 Downtown (604) 687-2488

3. By Mail - Simple and direct!

Complete the registration form and include your signature at the bottom. Clip the form out and mail to:

Part-time Studies OR BCIT Downtown
BCIT Registration Campus
and Information 555 Seymour Street,
3700 Willingdon Avenue, Vancouver, B.C.
Burnaby, B.C. V5G 3H2 V6B 3H6 3700

4. In Person

Note: The following hours of Registration are subject to change. Please refer to page 2.

Burnaby Campus,

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

Mon-Thr 0830-1900 Fri 0830-1630
Sat 0830-1230 Closed on
Holiday Weekends

Downtown Campus,

555 Seymour Street, Vancouver
Mon-Thr 0830-1800 Fri 0830-1630
Saturday Closed

Princess Margaret Senior Secondary,

128th St. & 72nd Ave., Surrey
Mon-Thr 0900-2030 Fri 0900-1200
Saturday Closed Closed July and August.

5. By Phone - Be patient, your call will be answered!

Registration by phone is available!

If registering by phone, payment for the part-time course(s) must be made by Visa, MasterCard or American Express.

Note: During peak periods you may experience lengthy delays. To register call: (604) 434-1610

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| Bachelor of Technology | 10 | Process, Energy & | |
| Business | 16 | Natural Resources | 50 |
| Computing & Information | | Transportation | 53 |
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If you are having trouble finding your course, check the Index on page 55.
All part-time courses can be found on the Web. Register online: www.bcit.ca



Part-time Studies Registration Form

BCIT Registration and Information Department: 3700 Willingdon Avenue Burnaby, B.C. V5G 3H2
Tel. (604) 434-1610, Fax (604) 430-1331

BCIT STUDENT NUMBER

If you have previously been a BCIT student or have contacted BCIT for program information, a student number may have been issued to you. You would find this number at the bottom of any correspondence from the Registration and Information Dept. or the Registrar's Office.

If known, please enter that number here

If this number is not known, please check this box and a number will be assigned to you.

To avoid duplication of our records, please enter your sex and birthdate in the spaces provided below.

Birthdate: _____ Sex: male female
(day month year)

SOCIAL INSURANCE NUMBER (for tax purposes only)

Last Name (family name) _____

Legal First Name _____

Middle Name _____

Previous Last Name (e.g. Maiden Name) _____

MAILING ADDRESS AND CONTACT INFORMATION

Street/Box No. _____

Town/City _____ Province _____ Postal Code _____ Country _____

Home Phone _____ Work Phone _____

e-mail (home) _____ e-mail (work) _____

Emergency Contact _____ Relationship to student _____

All official BCIT correspondence will be mailed to the above address. Please notify the Registration Dept. of any changes. In order for us to ship the materials needed for your course, you need to provide us with a DAYTIME address where someone can sign for materials when they are delivered.

SHIPPING ADDRESS INFORMATION

My shipping address is my address above or as follows Shipping Phone _____

Street/Box No. _____

Town/City _____ Province _____

Country _____ Postal Code _____ Apt. Buzzer# _____

| Course # | (CRN) | Course Title | Course Fees | Other Material Details | Other Material Fee | Courier Fee | DD | MM | YY | Site |
|----------|-------|--------------|-------------|------------------------|--------------------|-------------|----|----|----|------|
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Textbooks YES NO (For Distance Education use only) TOTAL FEES + + + =

You can pay by cash, cheque, money order, VISA, MasterCard or American Express. A service charge for any NSF or returned cheque will be assessed.

Card Number Expiry Date _____

VISA MasterCard American Express

Full fees paid by you full fees paid by employer (approval attached) special arrangement (approval attached)

Your citizenship status is: Canadian Citizen Landed Immigrant/Permanent Resident
 Student Authorization Other (please specify)

Country of Citizenship if not Canada: _____

I declare that the information on this application is correct and complete. I acknowledge BCIT's right to cancel this application if the information contained in it has been misrepresented. If I am admitted to BCIT, I agree to abide by its policies and regulations. If granted an award, I authorize the Student Awards and Financial Aid Office to release pertinent information to the donor of the award and provincial funding bodies. I authorize BCIT to use my name and/or photo image, municipality of residence, BCIT program, and the name/criteria of any award won in marketing materials for the purpose of publicizing BCIT students/graduates and their achievements.

Signature _____ Dated _____

BCIT OneCard

The OneCard is required for part-time students enrolled in courses of 30 hours or more on BCIT's four main campuses. It consolidates all previous campus cards. Use it in the cafeterias, the gym, and more!

Benefits of the BCIT OneCard include:

- personal identification
- for improved campus security, access to exam rooms, campus events, and more
- privilege access to campus services including recreation services and library
- cash-less purchases at all Burnaby cafeterias, T'n'T stores, photocopying, computer lab printing and campus vending (add campus 'money' to your OneCard at machines in library, copy centre, NE1 foyer);
- off campus discounts when you show your BCIT OneCard;

Cards are valid for one year from date of issue. The student fee is \$2.50 per term to a maximum of \$5 annually. There is a \$10 charge for replacement cards. Distance education, industry services and courses shorter than 30 hours are excluded from the program.

OneCards are issued at Burnaby campus in SW1 1191 – across from Registration, at the Downtown campus in the copy centre, and at the North Vancouver and Richmond campuses in reception. Please bring your student number and government issued photo ID (drivers license, passport, BCID).

For more info, visit www.onecard.bcit.ca or call (604) 451-6890.

Guided Self-learning

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

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

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

Please call:

| | |
|-------------------------|----------------|
| Academic Studies | (604) 432-8784 |
| Business Administration | (604) 451-7134 |
| Engineering Technology | (604) 432-8784 |
| Financial Management | (604) 412-7417 |
| Health Sciences | (604) 451-7089 |
| Industry Services | (604) 432-8234 |
| Internet | (604) 451-6733 |
| Power Engineering | (604) 432-8390 |



Aboriginal Programs & Services

Tel: (604) 432-8474
E-mail: firstnations@bcit.ca

The Aboriginal Programs & Services department provides culturally appropriate services and programs for students of Aboriginal ancestry including status, non-status, Métis and Inuit people.

Whether you are a current BCIT student or you are considering enrolment at BCIT you are encouraged to contact the Aboriginal Programs & Services staff for information on the programs and services right for you.

BCIT Bookstore

Campus Centre/SE2 and our on-line store
www.bookstore.bcit.ca

BOOK-mark-it!

- Burnaby Book-rush hours are listed at www.bookstore.bcit.ca or call 432-8379.
- The Bookstore accepts Visa, MasterCard, American Express and Interac (credit cards with the magnetic stripe must be presented – account numbers alone will not be accepted.)
- Student accounts can be set up by companies or government agencies if billing/invoicing details are faxed to (604) 432-7923 prior to first class. Please allow a suitable time for processing.

Satellite Locations

Downtown Campus

- The Downtown campus operates a Bookroom on 2nd floor (tel. 412-7799) for courses running at that campus. Books are not always duplicated in Burnaby. Please call the Downtown campus for hours.

Other satellite locations

- It is best to come in to the Burnaby campus before your class for best selection, and to take advantage of Bookstore promotions and special value packages.
- BCIT Bookstore offers a satellite student delivery service. A week's notice is appreciated to avoid disappointment or delivery glitches.
- You have several options to reach BCIT Bookstore.

1. www.bookstore.bcit.ca BOOK-mark it! To access information and book titles click 'Online store.' The site is easy to navigate – just follow the links.
2. Call 432-8379 during store hours to ask a question.
3. Fax Bookstore at 432-7923
4. Call 412-7402 voice-mail box to leave a phone number for a call back.
5. E-mail bookstore@bcit.ca

The Three Rs of Returns

1. Mandatory Course books only have returns protection, but require a Registration drop slip (proof of cancellation or withdrawal) within 14 days of book purchase. ASK FOR IT even if withdrawing via telephone or fax. No returns on reference books or general merchandise/supplies or BCIT lab manuals, course notes, or any opened 3-hole punched materials.

Plus

2. Cash register receipt – 14-day window – from date of purchase to return date. Remember – 14 days from the date of purchase.

Plus

3. Mint condition. Book must be unmarked and shrink-wrap intact if applicable. No exceptions – if you write in it or mark it, you must keep it.

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

Used Books to Purchase

Limited quantities of selected titles may be available at term start-up. Personal shopping only. Check the www.bookstore.bcit.ca Web site used book link for information and buyback dates.

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

Correspondence/ Counselling Services

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

Counselling Services are available to students registered for Part-time Studies. Please refer to page 8 of the flyer for more information.

Career, Educational & Personal Development Courses

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

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

Courses offered by Counselling Services include:

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

Please refer to page 8 of this flyer under Access Courses or call BCIT Counselling Services at (604) 432-8608 for more information about these exciting courses.

Disability Resource Centre

Voice (604) 451-6963 TTY (604) 432-8954
Fax (604) 431-0724 Judy_Phipps@bcit.ca
Building SW-1, Room 2300

We offer a range of support services for students with disabilities. See page 8 under Access courses for a selection of courses available.

Financial Aid and Awards

(604) 432-8555 www.finaid.bcit.ca
Building SW1-2300 Office Hours: Mon-Fri 0830-1600

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

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

The BCIT Part-time Assistance Application form and a BCIT Part-time Assistance Information sheet are available from the office, by fax at (604) 432-8555 or from the Download Forms page of the Financial Aid and Awards Web site at www.finaid.bcit.ca.

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

Alumni Association

(604) 432-8847 alumni@bcit.ca
Building SW1 Room 1024

The BCIT Alumni Association is a very exclusive membership. This association only requires that you be a BCIT graduate. You become a member of the Alumni Association upon applying and receiving a national Diploma of Technology from the British Columbia Institute of Technology, or upon completion of a program or official scholastic certification of not less than 21 credits from BCIT.

Stay connected to fellow alumni and the BCIT community. Graduates assist in fundraising and volunteer activities, and take part in giving back their experience to those who will one day do the same. Graduates are informed through the Alumni Ambassador newsletter, as well as through special events and reunions. To enjoy these opportunities and many more, keep us up-to-date with any address changes. After you graduate, stay in touch!

Program Approval

Courses taken through Part-time Studies may or may not lead to certification. You may decide to take individual courses that are of interest to you, or to follow a pre-determined series of courses that lead to certification.

If you are working towards completion of a particular program, you would follow the list of required courses when making your course selections. Once you have completed one to three of your required courses you should complete an Application for Program Approval which is available from the Registration and Information department. You may also apply for course credit on the Application for Program Approval Form. Once complete, the application should be returned to the Student Records department with all relevant documentation, e.g. official transcripts and course outlines. The completed application will be reviewed and a letter with your approved program of study sent to you. Applications for program approval and transfer credit take 8 to 10 weeks to process.

Are you ready to Graduate?

Students who are completing a Part-time Studies certificate program or are completing a Bachelor of Technology Degree through Part-time Studies are required to apply to graduate. Please obtain an "Application for Certification" form from Student Records. This form must be completed and submitted to the Student Records department, Burnaby campus (SW1-1585). Please allow 6-8 weeks for processing.

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

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

Medical Services

(604) 432-8608

Some part-time students require immunization or other services, which are available at BCIT through Medical Services. Doctors and nurses available. No appointment required. Confidential services include medical assessment and treatment, vaccinations, health advice, and physiotherapy.

Can't wait?

Your registration is confirmed immediately when you register online at www.bcit.ca



Program Advising for Part-time Studies

(604) 434-1610 www.bcit.ca/stuserv/advising
Online enquiries: www.bcit.ca/askadvisor

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

If you are beginning your studies in Engineering Technology you should confer with a Part-time Studies program advisor before you begin. We recommend that proposed programs be submitted to a program advisor for approval. If you are beginning your studies in the Business or Computing Technology, you may register for your first courses without program approval.

Contacting Program Advising -

www.bcit.ca/~stuserv/advising
Program advisors are available to answer questions for prospective students by phone, appointment or online.
Phone: call (604) 434-1610 to leave your name and number

Appointment: call (604) 434-1610 to book an appointment
Online: www.bcit.ca/askadvisor

Parking and Security

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

All vehicles parking on the Burnaby campus, day or night, must display a valid Institute parking permit or a ticket from a dispenser. Night school parking permits are available from the cashier's office adjacent to the registration area, and are valid after 1630 in any staff, student or visitor parking lot, Monday to Friday and all day on week-ends and holidays. All parking enforcement is managed by Impark. Please direct your inquiries, i.e. tickets, tows, etc., to Impark (604) 681-7311.

Visitor parking, 0600-1630, has a one-hour maximum limit, except the visitor lot in front of SE14, which has a \$6 all-day rate. Vehicles not displaying a valid parking permit are subject to impoundment. Vehicles should be kept locked at all times. BCIT does not accept liability for theft or damage to vehicles parked on campus. For general inquiries, please call (604) 432-8719.

Fees are subject to change

Night school term: \$16.00

Student

Daily rate: \$1.50 Monthly: \$15.00
Jan-May term: \$75.00 Sep-Dec term \$60.00

Students with disabilities: \$15 monthly
Motorcycles: \$7 monthly

Parking rates at the Downtown campus are \$2 hour, \$9 per day and \$3 per evening. To benefit our students, evening parking rates begin at 1700 hours.

Cashiers' Hours-Subject to change

Mon to Thur 0830-1900 Sat 0830-1230 Fri 0830-1630
Closed on holiday weekends

Income Assistance Education Access Centre

(604) 451-6983 nowproject@bcit.ca

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

IA Education Access Centre supports and services include:

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

Hours of Operation:

Appointments can be booked at the IA Centre or call (604) 451-6983 Mon-Fri 0830-1630

Drop-In Hours

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

Safety and Security Office

Open 24-hours a day.

(604) 451-6856 Building SW1-1001

Lost and Found

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

Student Campus Patrol

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

Recreation SAC

(Student Athletic Centre) (604) 451-6859
BCIT offers indoor and outdoor recreational facilities at the Burnaby campus. These include four racquetball/handball courts and two squash courts, an excellent gymnasium which accommodates eight badminton, two basketball and three volleyball courts and is used for many other sports and recreational activities. Our newly expanded weight room is equipped with a strength training super circuit, free weight and excellent cardio equipment and exercise area. Other facilities include tennis courts, sports field, a fitness trail and a 396-metre track offering excellent outdoor recreation. Complete shower facilities, change and locker rooms for both men and women are available.

Student Employment Services

FIND WORK! If you're looking for full-time or part-time work on or off campus drop by Student Employment Services. We average more than 250 new jobs per month! Register early for Ejobs, BCIT's online job posting system. Register on-line, it's free for eight months for part-time studies students. You can have new jobs in your program area e-mailed directly to you and post your resume online. Apply for jobs from the comfort of your own home or from our office - we have two computers for students to access. Our resume review service is popular, we'll help you build a resume that will get noticed and get results, combine this with our tips on interview techniques and you'll be sure to get short-listed for more jobs. Drop by and see us for all your employment needs.

BCIT Student Employment Services, SW1-1022

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

Food

Chartwells, a member of Compass Group Canada, operate the following food outlets on the Burnaby campus. For office and catering information, call (604) 432-8642.

Please note that hours of operation may vary at different times of the year.

| | |
|---|--|
| Pacific Wok at Town Square Café (SE2) Mon - Thur 0630-1900 Fri 0630-1500 Sat Closed | Pronto Gusto at J.W. Inglis (NE1) Mon - Thur 0600-2100 Fri 0600-1500 Sat 0800-1400 |
|---|--|

| | |
|--|--|
| Electrical Training Centre (SE1) Mon - Fri 0630-1400 Sat Closed | Express Stop at the Gym (SE 16) Mon - Thur 0700-1700 Fri 0700-1600 Sat Closed except during special events |
|--|--|

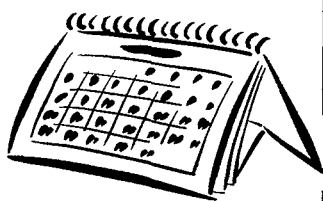
| | |
|---|--|
| Elephant on Campus Mon - Thur 1100-Midnight Fri 1100-0100 Sat 1200-1800 Sun Closed | Starbucks at The Rix (SE 2) Mon - Thur 0700-2100 Fri 0700-1600 Sat 0800-1400 |
|---|--|

| | |
|---|--|
| Road Runner Snackery (SW1, Room 2322) Mon - Thur 0730-2100 Fri 0730-1500 | Mr. Sub at Campus Café (SE12) Mon - Thur 0700-2100 Fri 0700-1500 Sat 0800-1400 |
|---|--|

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

Register now to avoid disappointment.

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



Library

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

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

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

The Burnaby Campus Library has a wide variety of books, periodicals, technical reports, videos, and maps. There are specialized collections of legal materials, standards, Statistics Canada and government publications. The Library's computerized Reference network offers access to a variety of specialized indexes (some offering full text), the Internet, and our online catalogue.

The Library Microcomputer Centre on the Lower Floor has undergone extensive renovations. Students have access to more computer workstations, personal notebook connections, both colour and regular laser printers, a scanning station, and a workroom area for photocopying. As well, groups have available for booking two presentations rooms with a large screen monitor and LCD projector in addition to nine project rooms for using VCRs. The PMTC Library collection specializes in nautical, marine engineering, marine emergency, radar simulator, and ship operations materials.

The ATC Library collection specializes in aircraft maintenance and repair, and avionics materials. The Library has the latest in computerized information including an online Library Catalogue System (accessed from the above Library Web site), Internet, and in-house CD-ROM access. The libraries are also wheelchair accessible and have special needs facilities such as a print-to-voice machine for the visually challenged.

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

Library hours (604) 432-8557

Burnaby Campus Library (SE-14)
September to May (Changes will be posted)
Mon to Thur 0730-2230 Sat and Sun 0900-1700
Fri 0730-1700

Circulation Desk (604) 432-8370

Reference Desk service (604) 432-8371

Microcomputer Centre (604) 432-8835

Mon to Thur 0800-2200 Sat and Sun 0900-1630
Fri 0800-1630

PMTC Library (604) 453-4107

Mon, Wed and Fri 0800-1600 Closed 1300-1400

Tue and Thur 1000-1800

ATC Library (604) 419-3708

Mon to Thur 0730-1800 Closed 1215-1245

Fri 0730-1500

Student Association Services

(604) 432-8600 bcitsa@bcit.ca
www.sa.bcit.ca

Mission Statement

To be an advocate for students and provide businesses and services which are student-centered, responsive and proactive in supporting and enhancing the quality of campus life.

The Student Association operates, leases and/or supports:

- Campus Crimestoppers
- Campus Travel
- Car Pooling
- Child Care Centre
- Eco-Fair
- Legal Aid
- Video Arcade
- Take Pride
- Peer Tutoring Program
- Shinerama Fundraising (Cystic Fibrosis Research)
- Student Assistance
- Fundraising Initiative
- Enviro Education
- Open House of BCIT

(representing the Gay, Lesbian and Bisexual community)

Student Association Phone Numbers (all area code 604)

| | |
|-------------------------|--------------------|
| Main Office/Reception | 432-8600 |
| Campus Travel | 451-7042 |
| Car Pooling | 451-7060 |
| Child Care | 432-8919 |
| Copy Centre | 451-7039 |
| Campus Crimestoppers | 669-TIPS |
| Elephant on Campus | 434-4448 |
| Environmental Education | 451-7060 |
| Legal Aid | 432-8600 |
| Link Newspaper | 432-8974 |
| Open House | 451-6855 |
| Orientation Handbook | 432-8974 |
| Sooky's | 433-2079 |
| Take Pride | 451-6922 |
| TNT Convenience Store | 451-7040 |
| Toastmasters | 432-8765 |
| Tutoring | 451-6915 |
| Vending Operations | 432-8600 |
| Video Store | 453-4001 |
| Work Study | 432-8549 |

Who's Who

Chemistry

Kevin Soulsbury(604) 432-8551
 Laurie McGee, Program Assistant,
 Part-Time Studies Chemistry(604) 451-6802
 Jackie Saponaro, Program Assistant,
 Online Chemistry(604) 412-7506

Pre-Entry Communication

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

Continuing Education Communication Includes:

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

Clark Cook(604) 451-7065
 Laurie McGee, Program Assistant,
 Continuing Education(604) 451-6802
 Jackie Saponaro, Program Assistant,
 Online Continuing Education Communications ... (604) 412-7506

Engineering Technology Program

Nargis Abraham(604) 451-6893

Forensic Science Technology

Edwin Chan(604) 451-7178
 Nancy Bishay, Program Assistant(604) 412-7436
 Laurie McGee, Program Assistant(604) 451-6802

Mathematics

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

Physics

Donna MacDuff(604) 412-7446
 Laurie McGee, Program Assistant(604) 451-6802

Credit Communication Courses

(604) 451-7065

Clark_Cook@bcit.ca

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

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

Students registering for COMM 1103 in Spring/Summer 2001, take note: During the first class, you will write a diagnostic assessment, the results of which will enable your instructor to advise you on whether your level of writing skills is appropriate for this Credit course. Depending on results, you may be strongly advised to take a more basic course to assist you in meeting the standards of COMM 1103.

COMM 1103 is not a course in improving your basic English writing skills. If you decide to withdraw from COMM 1103, you will have to meet BCIT deadlines to get a refund of fees. See page 2 of this flyer.

Students who have failed a dayschool COMM 1100-series course since September 1999, or who have failed COMM 1103 in the last six months, must arrange for an interview with the Communication department program head for Continuing Education, Clark Cook, (604) 451-7065, Clark_Cook@bcit.ca, before their Spring/Summer registration in COMM 1103 can be finalized.

To enrol in COMM 1103, you must show evidence of one of the following:

- achieving a final mark of C+ in B.C. English 12
- an equivalent final mark in an equivalent English course from outside B.C., approved by a program head in the BCIT Communication department
- current registration in a BCIT technology program, with indication that you have met BCIT English entrance requirements
- written permission of the program head, Continuing Education Program, Communications department.

You may receive a waiver of COMM 1103 on direct entry to second year of a BCIT technology program. Such waivers are usually provided by the technology, in consultation with the Communication department.

COMM 0060 BBY \$255.50 UPGRADING ENGLISH LANGUAGE SKILLS TO CREDIT LEVEL

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

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|--------|---------|-----------|---------|---------|-------|
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 29842 |
| Jul 9 | Mon/Wed | 1845-2145 | 6 weeks | BBY | 29843 |

COMM 1103 ONLINE \$341 BBY \$260.50 DTC \$258.80 INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION

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

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|--------|---------|-----------|--------|---------|-------|
| Apr 9 | Mon/Wed | 1845-2145 | 6 wks | BBY CRN | 26251 |
| Apr 10 | Tue/Thr | 1845-2145 | 6 wks | BBY | 26775 |
| Apr 10 | Online | | 12 wks | | 29032 |
| Jun 25 | Mon/Wed | 1845-2145 | 6 wks | BBY | 20643 |
| Jun 26 | Tue/Thr | 1730-2030 | 6 wks | DTC | 20645 |
| Jun 26 | Tue/Thr | 1845-2145 | 6 wks | BBY | 29382 |

COMM 1106 BBY \$228.50

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

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

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|--------|----------|-----------|--------|---------|-------|
| Apr 10 | Tue | 1800-2200 | 12 wks | BBY CRN | 29845 |
| Jun 12 | *Tue/Thr | 1800-2200 | 9 wks | BBY | 29846 |

*Note: Class will run Tuesday/Thursday June 12 to June 28, then Tuesday only July 3 to Aug. 7.

COMM 2099 BBY \$260.50

COMM PREP FOR DIRECT ENTRY STUDENTS

Prepares Marketing, Financial Management and Computer Systems direct-entry students with the necessary communication skills required to enter straight into the second year of the BCIT program. Enrolment is limited to those individuals who are required and approved by the Admissions department to enrol in this course. (3 credits)

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|--------|---------|-----------|------|---------|-------|
| Aug 20 | Mon-Fri | 0830-1630 | 1 wk | BBY CRN | 25449 |
|--------|---------|-----------|------|---------|-------|

COMM 2202 BBY \$260.50

BUSINESS AND TECHNICAL CORRESPONDENCE

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

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|--------|---------|-----------|--------|---------|-------|
| Apr 9 | Mon/Wed | 1845-2145 | 6 wks | BBY CRN | 26256 |
| Apr 10 | Online | | 12 wks | | 29697 |
| Jun 25 | Mon/Wed | 1845-2145 | 6 wks | BBY | 20651 |

COMM 2203 BBY \$260.50

BUSINESS AND TECHNICAL REPORTS

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

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|--------|---------|-----------|--------|---------|-------|
| Apr 10 | Tue/Thr | 1845-2145 | 6 wks | BBY CRN | 26255 |
| Apr 10 | Online | | 12 wks | | 29698 |
| Jun 26 | Tue/Thr | 1845-2145 | 6 wks | BBY | 25496 |

COMM 2205 BBY \$187

WRITING MANUALS FOR THE COMPUTER INDUSTRY

Teaches techniques for planning, researching, organizing, formatting, and writing a manual. The course also covers testing and packaging the finished product, and translating technical material for the non-technical reader. Students in a BCIT Diploma program must complete COMM 1103 before taking this course. Student interest in COMM 2205 is always extremely high. Register EARLY to reserve a seat. This course is often fully booked weeks in advance of first class. Prerequisite: English 12 or equivalent. (1.5 credits)

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|-------|-----|-----------|-------|---------|-------|
| Apr 9 | Mon | 1845-2145 | 6 wks | BBY CRN | 20678 |
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COMM 2215 BBY \$497.50

COMM 2 FOR COMPUTER SYSTEMS PTS

Continues from COMM 1114 (dayschool). Open to Computer Systems Technology students only. This course teaches strategies for writing a variety of information and analytical reports, getting a job, interviewing clients, holding productive meetings, and making persuasive oral presentations. The term includes a 15-hr block of writing effective and readable manuals for the end users of computer systems and programs. The major assignment for the term involves an oral and written presentation to clients for a new system. Assignments have been adjusted to reflect the shorter, more intensive summer term. (5.5 credits)

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|--------|---------|-----------|--------|---------|-------|
| Apr 21 | Sat | 0900-1600 | 11 wks | BBY CRN | 29236 |
| Jun 6 | Wed/Fri | 1300-1600 | 11 wks | BBY | 29237 |

Business and Industry Communication Courses

(604) 451-7065

Clark_Cook@bcit.ca

COMM 0035 BBY \$187

INTER-CULTURAL COMMUNICATION

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

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|-------|-----|-----------|-------|---------|-------|
| May 5 | Sat | 0900-1600 | 3 wks | BBY CRN | 20640 |
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COMM 0037 BBY \$187

SUCCESSFUL MEMOS AND LETTERS

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

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| Apr 10 | Tue | 1845-2145 | 6 wks | BBY CRN | 20655 |
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COMM 0038 BBY \$187

PROPOSALS- PERSUASIVE SELLING

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

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| Apr 11 | Wed | 1845-2145 | 6 wks | BBY CRN | 20656 |
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COMM 0039 BBY \$187

DYNAMIC BUSINESS AND TECHNICAL PRESENTATIONS

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

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|--------|-----|-----------|-------|---------|-------|
| May 22 | Tue | 1845-2145 | 6 wks | BBY CRN | 20657 |
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COMM 0040 BBY \$187

MAKING MEETINGS PRODUCTIVE

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

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| May 23 | Wed | 1845-2145 | 6 wks | BBY CRN | 20658 |
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COMM 0041 BBY \$81

TELEPHONE TECHNIQUES

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

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|--------|-----|-----------|------|---------|-------|
| Apr 14 | Sat | 0900-1600 | 1 wk | BBY CRN | 20659 |
|--------|-----|-----------|------|---------|-------|

COMM 0043 BBY \$187

COPYWRITING THE RIGHT COPY

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

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| May 22 | Tue | 1845-2145 | 6 wks | BBY CRN | 23802 |
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COMM 0056 BBY \$85

LANGUAGE SKILLS DEVELOPMENT

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

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|--------|-----|-----------|-------|---------|-------|
| Apr 11 | Wed | 1130-1430 | 4 wks | BBY CRN | 27277 |
|--------|-----|-----------|-------|---------|-------|

General Interest Communication Courses

(604) 451-7065

Clark_Cook@bcit.ca

COMM 0020 BBY \$226

INDEPENDENT LEARNING SKILLS

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

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|-------|-----|-----------|-------|---------|-------|
| Jul 5 | Thr | 1845-2145 | 8 wks | BBY CRN | 20612 |
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COMM 0021 BBY \$226

EFFECTIVE WRITING

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

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|-------|-----|-----------|-------|---------|-------|
| Jul 4 | Wed | 1845-2145 | 8 wks | BBY CRN | 20611 |
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COMM 0022 BBY \$255.50

ENGLISH FUNDAMENTALS

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

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|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 20686 |
|--------|-----|-----------|--------|---------|-------|

Chemistry

(604) 432-8551

Kevin_Soulsbury@bcit.ca

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

CHEM 3319 BBY \$328

HIGH PERFORMANCE LIQUID CHROMATOGRAPHY

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

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|--------|-----|-----------|-------|---------|-------|
| Apr 18 | Wed | 1845-2145 | 8 wks | BBY CRN | 29723 |
|--------|-----|-----------|-------|---------|-------|

Forensic Science Technology

(604) 451-7178

Edwin_Chan@bcit.ca

FSCT 0008 DTC \$356.30

ENVIRONMENTAL INVEST. WORKSHOP

The course examines the legal process to present environmental prosecutions, gathering of evidence, investigation, and the court challenge associated with environmental crimes.

| | | | | | |
|--------|---------|-----------|------|---------|-------|
| Apr 23 | Mon-Wed | 0830-1630 | 1 wk | DTC CRN | 50014 |
|--------|---------|-----------|------|---------|-------|

FSCT 5002 DTC \$383.80

FORENSIC APPLICATIONS OF CRIMINAL LAW 2: LEGAL EVIDENCE

Forensic evidence is subject to all the general rules related to the admissibility of evidence in the criminal trial process and is also subject to certain unique rules of scrutiny. This course will examine the fundamental laws of evidence within the adversarial process and provide a context for the expert in their role as witness. Prerequisite: FSCT 5001 an asset. Relevant work experience and permission of instructor and program head. (2 credits)

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|--------|-----|-----------|--------|---------|-------|
| Apr 21 | Sat | 0900-1200 | 10 wks | DTC CRN | 27302 |
|--------|-----|-----------|--------|---------|-------|

FSCT 6008 **BBY \$460.50**

TACTICAL ANALYSIS: LEVEL 1

The course presents the 7-step analytical process used by law enforcement analysts to analyze the behaviour of organized crime groups. Definitions of analysis, the organizational role of analysts, and trends in analysis are discussed. There is an emphasis on the analytical process of planning, collection, evaluation, collation, analysis, report preparation and dissemination. Students are exposed to common methods of analysis as well as analytical tools that facilitate tactical analysis of organized crime. Upon completion, students will work through the 7-steps and be able to respond to requests for tactical analysis of organized crime. Prerequisite: FSCT 5001/FSCT 5002 or equivalent. Relevant work experience and permission of program head. (2.5 credits)

Apr 10 Tue 1820-2130 12 wks BBY CRN 50026

FSCT 6010 **BBY \$485.50**
CASE MANAGEMENT: MAJOR CRIMES INVESTIGATION

The focus of this course is to train investigators in Case Management methods to enable them to understand the need for managerial skills in criminal investigations. The purpose is to provide an applied knowledge in analyzing elements of an investigation and then determining an organized method to correlate evidence and the best course of action. Prerequisite: FSCT 5001, FSCT 5002, FSCT 6007 or equivalent. Law Enforcement Officers only. Approval of instructor or program head required. (2.5 credits)

Jun 4 Mon-Fri 0830-1630 1 wk BBY CRN 28643

FSCT 6102 **BBY \$460.50**
ESSENTIALS OF FORENSIC SCIENCE: CHEMICAL EVIDENCE

This course is designed to provide an overview of the principles of forensic chemistry, toxicology and drug abuse. Scientific and legal aspects of current concepts will be examined. Prerequisite: FSCT 5001 and 5002 or equivalent. Post secondary chemical science course or relevant work experience and permission of instructor and program head. (2.5 credits)

Apr 10 Tue 1820-2130 12 wks BBY CRN 50027

FSCT 6204 **DTC \$406.30**
INTRODUCTION TO FORENSIC ODONTOLOGY

This course will demonstrate the ways in which forensic odontology may assist in the resolution of criminal cases involving dental evidence. It will provide an opportunity for the technologists to learn the principles of handling dental evidence and the physical comparison and analysis of dental exhibits. A combination of a lecture and laboratory format will be used to demonstrate the various aspects of forensic dental science and to allow the participant to gain experience in using various materials to collect the physical, biological and photographic evidence used by the forensic odontologist. Prerequisite: FSCT 5001 and FSCT 5002 or equivalent. Post secondary biological science course or relevant work experience and permission of instructor and program head. (1.5 credits)

Apr 27 Fri-Sun 0830-1630 1 wk DTC CRN 50028

FSCT 6205 **BBY \$485.50**
FORENSIC ENTOMOLOGY

Forensic entomology is the study of insects associated with a human corpse, usually a homicide victim, to determine elapsed time since death. It can also be used to determine whether the body has been moved, disturbed after death, used drugs prior to death, etc. Its use is increasing in Canadian and U.S. courts and it is the most accurate and frequently the only method of determining elapsed time since death after 72 hours. It can give a time of death up to a year or more after death. Any death investigator who handles homicide cases older than 24 hours should be familiar with the use of insects and their collection. At the end of the course, the student should have a good overall understanding of entomology and its applications to criminal investigations, should be comfortable with collecting insect evidence at a crime scene in a manner defensible in court, and will understand the value of insect evidence and the results which can be expected from an entomologist. Prerequisite: FSCT 5001, FSCT 5002 or equivalent. Post secondary biological science course or relevant work experience and permission of instructor and program head. (2.5 credits)

Apr 11 Wed 1820-2130 12 wks BBY CRN 27294

FSCT 6207 **BBY \$615.50**
FORENSIC ANTHROPOLOGY FOR LAW ENFORCEMENT PERSONNEL (RURAL)

This course demonstrates principles of forensic anthropology, showing how these principles are used in the positive identification of human beings. The theories and methodologies employed in the examination of human skeletal remains to determine such identifying traits as racial affinity, sexual morphology, stature, chronological age at time of death, elapsed time since death, socio-economic status, etc., are examined both during lectures and in the lab. In the field component of the course, working groups are required to process a crime scene from start to finish, including: initial scene analysis; gridding; measuring; recording; screening; excavation, and, recovery of the remains, concluding with a de-briefing session. Prerequisite: FSCT 5001, FSCT 5002 or equivalent. Post secondary biological science course or relevant work experience and permission of instructor and program head. (3 credits)

Jun 25 Mon-Fri 0800-1700 1 wk BBY CRN 27301

FSCT 6209 **JIBC \$611.30**
URBAN CRIME SCENE SEARCH FOR LAW ENFORCEMENT PERSONNEL

This five-day course has been newly designed to fill the needs of crime scene examiners working in primarily urban settings. This course will cover a variety of types of scenes encountered by urban investigators and will include a considerable emphasis on examining a variety of fire scenes for physical evidence. Candidates on this course will become part of small "crime scene teams" and will work with others on several "problem based" scenarios. This course has a heavy emphasis on "hands on" and most of the class time will be spent in the field. Prerequisite: FSCT 5001, 5002, 6207, 6401 or equivalent. Relevant work experience and permission of instructor and program head. (3 credits)

Aug 27 Mon-Fri 0800-1700 1 wk JIBC CRN 27297

FSCT 6210 **BBY \$590.50**

FORENSIC BIOLOGY: ADVANCED MOLECULAR TECHNIQUES (LABORATORY EXERCISES)

With the advent of new molecular techniques, DNA is the method of choice for forensic analysis of biological evidence. This course combines a series of didactic lectures on the fundamentals of biological and forensic DNA analysis with hands on laboratory exercises. This course introduces concepts and exercises in a manner designed to give the students a feel for working on an actual case. The students will be given biological "evidence" to perform a DNA extraction, quantification and analysis. The course will introduce RFLP (restriction fragment length polymorphism) as well as PCR (polymerase chain reaction) methods and fluorescent STR (short tandem repeat) detection using the latest genetic analyzer. Prerequisite: FSCT 6203 or equivalent. Post secondary biology or molecular biology course. Relevant work experience and permission of instructor and program head. (3 credits)

Jul 16 Mon-Sat 0800-1600 1 wk BBY CRN 27296

FSCT 6304 **BBY \$485.50**
DRUG RECOGNITION EXPERT COURSE 1

This course covers Standardized Field Sobriety Testing and pre-Drug Recognition Expert Training. The course enables the student to detect "The Drug Impaired Subject" whether that impairment is by alcohol, drugs or the combined effects, based on the "Standardized Field Sobriety Test" and prepares the student for Drug Recognition Expert Course Part II. The emphasis will be on "Detecting the Drug Impaired Driver". Each student who successfully completes the course will receive a certificate from the US Government National Highway Traffic Safety Administration. Prerequisite: FSCT 5001 and FSCT 5002 or equivalent. Relevant work experience and permission of instructor and program head. (2.5 credits)

Apr 11 Wed 1820-2130 12 wks BBY CRN 50032

FSCT 6404 **BBY \$490.50**
FINGERPRINT IDENTIFICATION

The goal of this course is to provide instruction in the areas of fingerprint individualization. Topics will include the history of fingerprints as it relates to individualization; friction skin development; how to obtain a proper set of known fingerprint impressions; the Henry Classification System and the Auto-Class Classification System; fingerprint individualization with emphasis on Ridgeology; palm print individualization including the use of palmar flexion creases; procedures utilized in crime scene examination and recovery of fingerprints; chemical techniques for fingerprint detection; the Identification of Criminals Act; and the expert witness in the Canadian Court System. Prerequisite: FSCT 5001 and 5002 or equivalent. Post secondary science courses or relevant work experience. Permission of instructor and program head. (3 credits)

Apr 12 Thr 1800-2145 12 wks BBY CRN 50033

FSCT 6406 **DTC \$508.80**
FORENSIC VIDEO TECHNOLOGIES

This course provides students with an in-depth analysis of the uses and evidentiary value of videotape. Through site surveys, students will discover contemporary video surveillance technologies and techniques. Students will interpret recent Supreme Court decisions. Investigators will be challenged to look for video at every crime scene; learn how to use it and how to apply proper rules of evidence in order to protect it for court. The course will analyze the proliferation of video cameras in today's society and demonstrate to investigators how they can take advantage of this accurate and powerful source of evidence. Prerequisite: FSCT 5001 and FSCT 5002 or equivalent. Relevant work experience and permission of instructor and program head. (2.5 credits)

May 7 Mon-Fri 0900-1600 1 wk DTC CRN 27299

FSCT 6407 **BBY \$485.50**
FORENSIC PHOTOGRAPHY

The multi-faceted field of Forensic Photography is used in diverse disciplines as Forensic Odontology, Dactyloscopy, Document Examination, Forensic pathology and Forensic Tool Mark Examination. Forensic photography's role as well as its limitations are emphasized in this course. Students will be thoroughly immersed in the theory of photography, providing them with an understanding of the techniques that will be used in the practical exercise. Topics include crime scene photography, alternate light source photography, ultraviolet and infrared photography, photomicrography, macro photography, theory of light and photographic evidence in the courtroom. Prerequisite: FSCT 5001, FSCT 5002 or equivalent. FSCT 6401 an asset. Post secondary physical and chemical science courses or relevant work experience. Permission of instructor and program head. (2.5 credits)

Apr 10 Tue 1820-2130 12 wks BBY CRN 50037

FSCT 6409 **DTC \$558.80**
CRIME SCENE VIDEOGRAPHY

This course will build on the foundation of FSCT 6406. It will examine more advanced analog and digital video technologies and the skills needed to videotape, process, document, and prepare evidence of a crime scene for court presentation. The course will prepare individuals to develop videography as an investigative tool. Students are required to bring camcorders and videotape to two mock crime scenes. Prerequisite: FSCT 6406 or equivalent. Relevant work experience and permission of instructor and program head. (2.5 credits)

May 28 Mon-Fri 0830-1630 1 wk DTC CRN 50038

FSCT 6504 **\$501**
INTERNET FOR INVESTIGATIONS

The Internet consists of about 800 million pages of information, yet many investigators make only superficial use of this amazing resource. This online course was designed for investigators-those who need to search more aggressively and use information more carefully than the general public. It covers search strategies and tactics, security issues, Internet utilities, commercial databases, analytical tools and techniques, and includes hundreds of links to the best sites on the Web for investigators. Prerequisite: FSCT 5001, FSCT 5002, FSCT 6104 and FSCT 6502 or equivalent. Relevant work experience and permission of instructor and program head. (2.5 credits) Note: Register through Edwin Chan at (604) 451-7178

Apr 9 Online 12 wks CRN 28674

FSCT 6506 **BBY \$565.50**

COMPUTER SECURITY & NETWORKS LEVEL 2

This course will build on the foundations of LAN security and forensic techniques established in FSCT 6503. More advanced TCP/IP topics will be covered in a practical hands-on environment. The platforms used will be Win32 and Linux. The use of proxy servers within a LAN will be analyzed. Network security issues: PAM, NIS, tcp_wrappers. Firewalling with ipchains, xinetd. Students will be familiarized with network monitoring and security tools. The course will prepare people to take a leadership role in incident handling within their organizations. Emphasis will be placed on hacker exploits, hacker tools, system vulnerabilities and how to block them. Prerequisite: FSCT 6503 or equivalent. Relevant work experience and permission of instructor and program head. (3 credits)

Jul 3 Tue-Sat 0800-1700 1 wk BBY CRN 50044

FSCT 6602 **DTC \$483.80**
FORENSIC ACCOUNTING 1

Those interested in forensic accounting from a business perspective will develop some tools to use in the workplace to be able to help control the growth or opportunity of fraud. This course also provides a foundation for those wishing to pursue a career in forensic accounting. Students are invited to provide input on fraud issues they have become familiar with through personal experience, and discuss how those situations could be addressed. Course emphasis is forensic accounting related to fraud and theft related offences. Prerequisite: FSCT 5001, FSCT 5002, FSCT 5004, accounting course or relevant work experience. Permission of instructor and program head. (2 credits)

Apr 18 Wed 1820-2130 12 wks DTC CRN 28644

FSCT 6608 **DTC \$433.80**
INSURANCE INVESTIGATIONS: 2

This course provides students with an in-depth look at how investigations are used to combat fraud in the Insurance Industry. Students will learn how the policy of insurance responds to those insured and those whom the policy covers under liability. We cover first and third party investigations as well as those involving internal or fidelity issues. A comprehensive look at selection and use of experts in the role of investigations and litigation. Workshops will be conducted to exercise interview, statement analysis and negotiation skills. A review of the Charter of Rights and litigation cases including the "Quida" case will be reviewed. Fire investigation overview. Prerequisite: FSCT 6608 or equivalent. (2.5 credits)

Apr 12 Mon-Fri 0830-1630 1 wk DTC CRN 50046

FSCT 6609 **DTC \$433.80**
LOSS PREVENTION AND RISK ASSESSMENT

This course provides students with an understanding of the importance of loss prevention as a tool to improve risk selection and loss experience. It will also introduce the role of loss prevention and risk management into the corporate strategy. (2.5 credits)

Jun 25 Mon-Fri 0830-1630 1 wk DTC CRN 28646

Mathematics

(604) 451-6709

Colin_Lawrence@bcit.ca

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

MATH 3431 **BBY \$255.50**
TRANSFORM CALCULUS FOR ELECTRONICS

Step and impulse functions. Laplace transforms of functions and mathematical operations. Partial fractions. Inverse Laplace transforms. Solutions of differential equations. Systems and stability. Solutions of applied problems appropriate to the electronics technology. Prerequisite: MATH 2431 or MATH 2434/2435 (2 credits)

May 28 Mon/Wed 1845-2145 6 wks BBY CRN 24844

Physics

(604) 412-7446

Donna_MacDuff@bcit.ca

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

PHYS 1301 **BBY \$590.50**
GENERAL PHYSICS 1

Topics covered include translational and rotational kinematics and dynamics, Newton's laws, equilibrium, work, energy, power, properties of solids and fluids. This course is equivalent to general level first term Physics courses at BCIT. Prerequisite: Physics 11 and Math 12 or Applied Math 12 or equivalent. (6 credits)

Jun 4 Mon-Fri 0900-1200 6 wks BBY CRN 23753

PHYS 2301 **BBY \$590.50**
GENERAL PHYSICS 2

Topics covered include heat, wave phenomena, electrostatics, electric circuits, magnetism and electromagnetic induction. This course is equivalent to general level second term Physics courses at BCIT. Prerequisite: PHYS 1301 or equivalent. (6 credits)

Jul 16 Mon-Fri 0900-1200 6 wks BBY CRN 23754

Part-time tip.
Know thyself. It's your responsibility to ensure you have all prerequisites for each course in which you register.



ACCESS COURSES

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

Learning for Success

DISABILITY RESOURCE CENTRE

Voice (604) 451-6963 TTY (604) 432-8954
 Fax (604) 433-1184
 e-mail: disabilityresourcecentre@bcit.ca Building SW1, Room 2300

We offer a range of support services for students with disabilities. We also offer the Learning for Success program, which provides instruction in learning strategies that can be applied in any environment where structured learning is required. The program features formal classroom instruction and access to the Learning Centre for individual assistance. For further information contact the instructor at 432-8247 or DRC reception at 451-6963. Modified strands are available with approval of the instructor.

Summer Institute (August)

Classes in all four strands will be held Monday to Friday 0900-1500, from Aug 20 to Aug 31 at the Burnaby Campus.

BCIT 0141 SUMMER CRN 26765 \$100
LEARNING FOR SUCCESS: STRAND 1

Instruction in academic reading strategies.

BCIT 0142 SUMMER CRN 26766 \$100
LEARNING FOR SUCCESS: STRAND 2

Instruction in memory strategies and critical thinking.

BCIT 0143 SUMMER CRN 26767 \$100
LEARNING FOR SUCCESS: STRAND 3

Instruction in concentration, listening, note taking, and time management.

BCIT 0144 SUMMER CRN 26768 \$100
LEARNING FOR SUCCESS: STRAND 4

Instruction in study strategies, test taking strategies, and enhancing academic confidence.

Career, Educational and Personal Development

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

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

CEPD 0100 DTC \$ 33.30 BBY \$35
INTRODUCTION TO CAREER PLANNING

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

| | | | | |
|--------|-----|-----------|---------|-------|
| Apr 27 | Fri | 1000-1200 | BBY CRN | 24759 |
| Jun 1 | Fri | 1000-1200 | BBY | 25116 |
| Aug 17 | Thr | 1800-2000 | BBY | 25117 |

CEPD 0101 BBY \$ 185 DTC \$ 186.30
CAREER TESTING

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

| | | | | |
|-----------|-----|-----------|---------|-------|
| Apr 21/28 | Sat | 0900-1300 | BBY CRN | 25118 |
| Aug 18/25 | Sat | 0900-1300 | DTC | 25119 |

CEPD 0103 CAREER TRANSITIONS
 Designed for groups of workers or companies experiencing restructuring or downsizing. For more information, call Counselling Services: (604) 432-8608.

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

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

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 5 | Thr | 1800-2100 | 4 wks | DTC CRN | 21129 |
| May 26 | Sat | 0900-1300 | 4 wks | BBY | 23645 |

CEPD 0200 BBY \$35
BCIT PREPARATION: EARLY ORIENTATION

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

| | | | | |
|--------|-----|-----------|---------|-------|
| Aug 24 | Fri | 1000-1200 | BBY CRN | 26257 |
|--------|-----|-----------|---------|-------|

Go the Distance.

Courses offered through Distance Education are listed on pages 41-42.



Chemistry

(604) 432-8551 Kevin_Soulsbury@bcit.ca

CHEM 0001 ONLINE \$481

PRE-ENTRY CHEMISTRY

A combined online and face-to-face course that provides upgrading for those whose background in chemistry is weak, and serves as a refresher course for those who have not studied chemistry for several years. Meets the Chemistry 11 entrance requirement for BCIT programs. This course is equivalent to CHEM 0010, offered with the TE day school program. CHEM 0010 accepts part-time studies enrolment, space permitting. Students will complete the course lecture material online and will complete the laboratory component of the course in a two-week time period in one or two scheduled time periods (in June or December).

| | | | | |
|-------|--------|--------|-----|-------|
| Apr 9 | Online | 12 wks | CRN | 29699 |
|-------|--------|--------|-----|-------|

Pre-Entry Communication

(604) 412-7506 Nargis_Abraham@bcit.ca

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

COMM 0009 BBY \$531.50 DTC \$529.80

COMMUNICATION PLACEMENT

Before you can be enrolled in a Pre-Entry Communication course (COMM 0003, COMM 0004, COMM 0005, COMM 0008, or COMM 0071), we first need to assess your English skills so you will be placed in the appropriate course for your level of English. All students, including students who have passed COMM 0003 or COMM 0004, need to enrol in COMM 0009 COMMUNICATION PLACEMENT test and write a two-hour assessment to determine their eligibility for registration in a Pre-Entry Communication course. The \$531.50 or \$529.80 fee covers the cost of the COMM 0009 exam and one Pre-Entry Communication course.

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

| | | | | | |
|--------|-----|-----------|-----------|---------|-------|
| Apr 3 | Tue | 1800-2200 | 1 session | BBY CRN | 26741 |
| May 15 | Tue | 0830-1230 | 1 session | DTC | 27289 |
| Jul 3 | Tue | 0930-1330 | 1 session | BBY | 27290 |

BBY (Burnaby) fee is \$531.50 and DTC (Downtown Center) and PMT (Pacific Marine Training Centre) fee is \$529.80.

Note: Students should bring photo ID (driver's license or passport) and fee receipt to the COMM 0009 Communication Placement Test.

Pre-Entry Communication Courses

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

*Following is the schedule of classes for COMM 0003, COMM 0004, COMM 0005/COMM 0008 and COMM 0071:

| | | | | |
|-------|---------|-----------|-------|-----|
| Apr 6 | Fri/Sat | 1730-2130 | 6 wks | DTC |
| | Sun | 1300-1700 | | |
| | Sun | 0830-1530 | | |

| | | | | |
|-------|---------|-----------|--------|-----|
| Apr 7 | Sat/Sun | 0830-1630 | 6 wks | DTC |
| Apr 7 | Sat | 0830-1530 | 11 wks | BBY |
| | + 3 Sun | | | |

Note: There will be 3 Sunday sessions. Dates to be determined.

| | | | | |
|--------|---------|-----------|--------|-----|
| Apr 9 | Mon/Wed | 1800-2200 | 11 wks | BBY |
| Apr 9 | Mon-Thr | 1630-2030 | 6 wks | PMT |
| Apr 10 | Tue/Thr | 1800-2200 | 11 wks | BBY |
| May 18 | Fri/Sat | 1730-2130 | 6 wks | DTC |
| | Sun | 1300-1700 | | |
| | Sun | 0830-1530 | | |

| | | | | |
|--------|---------|-----------|-------|-----|
| May 19 | Sat/Sun | 0830-1630 | 6 wks | DTC |
| May 22 | Mon-Thr | 1630-2030 | 6 wks | PMT |
| July 6 | Fri/Sat | 1730-2130 | 6 wks | DTC |
| | Sat | 1300-1700 | | |
| | Sun | 0830-1530 | | |

| | | | | |
|-------|---------|-----------|-------|-----|
| Jul 7 | Sat/Sun | 0830-1630 | 6 wks | DTC |
| Jul 9 | Mon-Thr | 1630-2030 | 6 wks | PMT |
| Jul 9 | Mon-Thr | 0830-1230 | 6 wks | BBY |
| Jul 9 | Mon-Thr | 1300-1700 | 6 wks | BBY |
| Jul 9 | Mon-Thr | 1800-2200 | 6 wks | BBY |

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

COMM 0003

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

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

COMM 0004

TECHNICAL COMMUNICATION SKILLS FOR SECOND LANGUAGE STUDENTS

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

COMM 0005

TECHNICAL ENGLISH AND LEARNING SKILLS FOR SECOND LANGUAGE STUDENTS

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

COMM 0008

TECHNICAL ENGLISH AND LEARNING SKILLS

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

COMM 0071

FOUNDATIONS OF TECHNICAL AND BUSINESS ENGLISH FOR ESL SPEAKERS

This introductory course is for students who intend to study technology and trades at the college level. It provides students with a foundation of English language skills, including reading, writing, speaking and listening, and prepares them for future communication courses at BCIT. The course will emphasize developing accurate writing, in particular, the application of grammar rules and appropriate phrasing. Each week students will be introduced to topics based on themes found in business, technology, and trades.

COMM 0011

EFFECTIVE PRESENTATION SKILLS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE)

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

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 10 | Mon | 1730-2030 | 8 wks | DTC CRN | 24830 |
|--------|-----|-----------|-------|---------|-------|

COMM 0012

ENGLISH FOR PROFESSIONALS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE)

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

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 10 | Tue | 1730-2030 | 8 wks | DTC CRN | 24831 |
|--------|-----|-----------|-------|---------|-------|

Mathematics

(604) 451-6709

Colin_Lawrence@bcit.ca

MATH 0001 BBY \$475.50

TECHNICAL MATHEMATICS INTRODUCTION

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

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 9 | Mon/Wed | 1815-2145 | 15 wks | BBY CRN | 20687 |
| May 28 | Mon-Fri | 0900-1200 | 6 wks | BBY | 20688 |
| Jun 25 | Mon-Fri | 1300-1600 | 6 wks | BBY | 20689 |

MATH 0004 BBY \$155.50

REFRESHER MATHEMATICS

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

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Aug 20 | Mon-Fri | 1300-1600 | 2 wks | BBY CRN | 25033 |
|--------|---------|-----------|-------|---------|-------|

MATH 0011 BBY \$241.50

TECHNICAL MATHEMATICS INTRODUCTION PART 1

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

| | | | | | |
|-------|---------|-----------|-------|---------|-------|
| Apr 9 | Mon/Wed | 1815-2145 | 8 wks | BBY CRN | 23769 |
|-------|---------|-----------|-------|---------|-------|

MATH 0012 BBY \$241.50

TECHNICAL MATHEMATICS INTRODUCTION PART 2

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

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| May 30 | Mon/Wed | 1845-2145 | 8 wks | BBY CRN | 23770 |
|--------|---------|-----------|-------|---------|-------|

Physics

(604) 412-7446

Donna_MacDuff@bcit.ca

PHYS 0304

BBY \$155.50

REFRESHER PHYSICS

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

Aug 20 Mon-Fri 0900-1200 2 wks BBY CRN 23055

PHYS 0309

BBY \$531.50

PRE-ENTRY PHYSICS

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

Jul 9 Mon-Fri 0900-1200 7 wks BBY CRN 24797

Technology Entry (TE) Upgrading Program

(604) 451-6893

Nargis_Abraham@bcit.ca

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

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

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

The TE program now includes additional hours of English Language Training (TEWELT) in order to provide more students with the opportunity to succeed in their studies at BCIT.

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

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

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

Program Length

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

Prerequisites

- English 11 or the equivalent with a P or better, completed within eight years of the application date. Students who have successfully completed COMM 0004 at BCIT are eligible for the TE program.
- Principles of Mathematics or Applications of Mathematics 11 or the equivalent with a C or better, completed within eight years of the application date.

TE is eligible for assistance funding.

BCIT INTERNATIONAL

Programs & Services

Tel: (604) 432-8816

Ask an Advisor at www.international.bcit.ca or e-mail: infoBCIT@bcit.ca

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

The philosophy of BCIT International is to:

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

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

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

No TOEFL? Need English?

BCIT offers expanded Technical English classes to students who have not done TOEFL. Start with Technical English classes and add academic courses in the discipline of your choice, once your English levels reach levels set by BCIT. For more information, discuss your academic plans with our customer service representative. For an appointment, call (604) 432-8816.

International Programs

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

Academic Business Program (ABP)

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

Start: Jan. 3, 2001, May 2, 2001 and Sept. 5, 2001

Fees: \$500 Deposit. \$3,502 Term 1, \$3,900 Term 2

Associate Certificate in Business Management Studies (BMS)

An eight-month, two term program. Students who complete (BMS) and meet necessary language requirements can apply to BCIT business diploma programs or to other Canadian or U.S. institutions and transfer credits when accepted.

Prerequisite: high school graduation and TOEFL score of 513 or equivalent.

Start: Jan. 3, 2001, May 2, 2001 and Sept. 5, 2001

Fees: \$200 Application Fee. \$3,900 per term

Certificate in Interior Design Program (IDP)

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

Start: Jan. 3, 2001 and Sept. 6, 2001

Fees: \$200 Application Fee. \$3,900 per term

Add Content Courses to Language Training

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

International Student Tuition Fees

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

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

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

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

All tuition fees are subject to change.

Spanish Communications

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

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

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

INTL 0501 BBY \$309.50 DTC \$307.80

PRACTICAL SPANISH COMMUNICATION I

Develops the phonetic foundation for the language. Students will be able to understand the main points of simple texts. For example, in the workplace, the student will be able to state simple requirements and pass on simple messages. Introduces and develops basic Spanish language skills for listening comprehension, reading, writing and speaking. Concentrates on present tense. Provides gradual thematically-oriented vocabulary acquisition of 500 words.

Apr 16 Mon/Wed 1730-1930 12 wks DTC CRN 27421

Apr 17 Tue/Thr 1730-1930 12 wks .DTC 26430

INTL 0502 DTC \$307.80

PRACTICAL SPANISH COMMUNICATION II

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

Apr 16 Mon/Wed 1730-1930 12 wks DTC CRN 26431

INTL 0503 DTC \$307.80

PRACTICAL SPANISH COMMUNICATION III

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

Apr 17 Tue/Thr 1730-1930 12 wks DTC CRN 27422

INTL 0504 DTC \$307.80

PRACTICAL SPANISH COMMUNICATION IV

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

Apr 16 Mon/Wed 1730-1930 12 wks DTC CRN 29992

INTL 0505 BBY \$309.50

PRACTICAL SPANISH COMMUNICATION V

After completing this level, students will be able to structure language with ease and fluency, produce business correspondence with varying degree of formality and be able to participate effectively in meetings and seminars or follow a course of academic study in Spanish. They will also be able to present and justify their opinions in seminars or tutorials in Spanish. The course immerses students in intensive reading, writing and conversation. Prerequisites: INTL 0504 or instructor's approval.

Apr 21 Sat 0900-1300 12 wks BBY CRN 29993

Can't wait?

Your registration is confirmed immediately when you register online at www.bcit.ca



**smart
flexible** **unique**

BCIT Bachelor of Technology
A higher degree of opportunity.

Some degrees are smarter than others. The BCIT Bachelor of Technology is applied, innovative and industry-based. Degree programs include today's most dynamic fields:

- ACCOUNTING
- COMPUTER SYSTEMS
- CONSTRUCTION MANAGEMENT
- ELECTRONICS
- ENVIRONMENTAL ENGINEERING
- ENVIRONMENTAL HEALTH
- GEOMATICS
- MANAGEMENT
- MANUFACTURING
- MEDICAL IMAGING
- NURSING
- SPECIALTY NURSING
- TECHNOLOGY MANAGEMENT

For information visit www.bcit.ca or call **604.434.1610**

BCIT
BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

A Higher Degree of Opportunity

"BCIT is a national leader delivering a full range of polytechnic education, including Bachelor of Technology degree programs. These programs are designed to assist diploma graduates and degree holders to gain valuable additional career-enhancing skills that earn a well-recognized credential. BCIT is committed to lifelong learning to support the economic well-being of British Columbia and Canada."

*Dr. Tony Knowles
President
British Columbia Institute of Technology*

We live – and work – in a fast-paced world with exciting opportunities to advance in our careers and participate in our communities.

Lifelong learning is the key to thriving in our changing, global environments. That is why the BCIT bachelor's degree is so relevant in today's world – it is truly a career credential, a practical degree that builds on earlier training and work experience.

Employers told us what they want in a bachelor's degree. We listened. Our Bachelor of Technology degree combines traditional academic components with the advanced practical training employers demand. This is a bachelor's degree that has real value in the real world.

BCIT's Bachelor of Technology is built on the Institute's time-tested foundation: specialized training to give you the edge in an increasingly competitive workplace.

We designed our bachelor's degree to fit your world. Accelerated scheduling, day-time and evening classes, online learning, distance education or some full-time offerings – our degree programs are versatile and accessible. Most of our degree programs let you study part-time on your schedule, not someone else's.

The BCIT Bachelor of Technology degree. Smart. Unique. Flexible.

Degree Offerings
BCIT currently offers Bachelor of Technology degrees in Accounting (p. 10), Biotechnology, Computer Systems (p. 10), Construction Management (p. 11), Electronics (p. 12), Environmental Engineering (p. 12), Environmental Health, Management (p. 14), Management – Health Specialty (p. 15), Manufacturing (p. 15), Medical Imaging (p. 15), Nursing, Specialty Nursing (p. 15), and Technology Management (p. 15). Other degrees under development include Forensic Studies, Forest Engineering Technology, and Process and Systems Integration.

Bachelor of Technology programs are typically offered on a part-time basis and in some instances through distance education. Admission requirements include a relevant BCIT diploma, or equivalent, English 12, and two years of relevant work experience.

The Bachelor of Technology in Environmental Health is offered as a four-year degree through full-time studies. Admission is based on a number of criteria including specific high school courses. The Bachelor of Technology in Biotechnology is a joint program with UBC and is available through Full-time Studies. The Bachelor of Technology in Nursing is also a program in Full-time Studies.

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

Liberal Education

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

LIBS 7001 CRITICAL READING AND WRITING **BBY \$452.50**

Develops advanced skills in critical analysis, close reading, and composition through analyzing and evaluating written materials from a variety of disciplines, composing documents, and discussing principles of critical analysis. Documents might be selected from technical and business journals, correspondence, and reports; newspapers and magazines; non-fiction prose; and literature, film, video, and the Internet. The course format includes lecture, discussion and both individual and group activities. Prerequisites: Equivalent of 3 credits of university/college composition or 6 credits of BCIT Communication. (3 Credits)

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|--------|-----|-----------|--------|-----|-----|-------|
| Apr 24 | Tue | 1830-2130 | 15 wks | BBY | CRN | 28529 |
| Apr 26 | Thu | 1830-2130 | 15 wks | BBY | | 28531 |

LIBS 7001 CRITICAL READING AND WRITING ONLINE VERSION **\$450**

Develops advanced skills in critical analysis, close reading, and composition through analyzing and evaluating written materials from a variety of disciplines, composing documents, and discussing principles of critical analysis. Documents might be selected from technical and business journals, correspondence, and reports; newspapers and magazines; non-fiction prose; and literature, film, video, and the Internet. The course format includes lecture, discussion and both individual and group activities. Prerequisites: Equivalent of 3 credits of university/college composition or 6 credits of BCIT Communication. (3 Credits)

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

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| Apr 24 | Internet Delivery | 15 wks | CRN | 29695 |
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LIBS 7002 APPLIED ETHICS **BBY \$452.50**

The aim of this course is to foster the abilities and values required for ethical conduct in the world of work. Such conduct requires skills in logical analysis, a working knowledge of moral principles and theories, and the ability to diagnose and resolve moral disagreements of the sort commonly found at work. In order to achieve these aims we will examine historically famous cases in accounting, management, engineering, health care, and computing, and we will apply moral principles and models of ethical conduct to them. Students will learn how to identify premises and conclusions in moral reasoning; how to judge the validity and soundness of moral arguments; how to test the suitability of moral principles in a given case; and how to deal with differences of opinion in a respectful, yet persuasive manner. Prerequisite: Equivalent of 3 credits of university/college composition or 6 credits of BCIT Communication. (3 Credits)

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|--------|-----|-----------|--------|-----|-----|-------|
| Apr 25 | Wed | 1830-2130 | 15 wks | BBY | CRN | 28680 |
| May 1 | Tue | 1830-2130 | 15 wks | | | 29292 |

LIBS 7002 APPLIED ETHICS ONLINE VERSION **\$450**

The aim of this course is to foster the abilities and values required for ethical conduct in the world of work. Such conduct requires skills in logical analysis, a working knowledge of moral principles and theories, and the ability to diagnose and resolve moral disagreements of the sort commonly found at work. In order to achieve these aims we will examine historically famous cases in accounting, management, engineering, health care, and computing, and we will apply moral principles and models of ethical conduct to them. Students will learn how to identify premises and conclusions in moral reasoning; how to judge the validity and soundness of moral arguments; how to test the suitability of moral principles in a given case; and how to deal with differences of opinion in a respectful, yet persuasive manner. Prerequisite: Equivalent of 3 credits of university/college composition or 6 credits of BCIT Communication. (3 Credits)

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

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|--------|-------------------|--------|-----|-------|
| Apr 24 | Internet Delivery | 15 wks | CRN | 29696 |
|--------|-------------------|--------|-----|-------|

Can't wait?
Your registration is confirmed immediately when you register online at www.bcit.ca



Bachelor of Technology in Accounting

(604) 412-7486

Maria_Antidormi@bcit.ca

The financial Management department offers a Bachelor of Technology in Accounting degree. This is a degree completion program for those who already have a two-year diploma in Financial Management (or equivalent). Courses will be offered on a part-time basis.

Entrance Requirements:

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

To enrol in degree courses, you must be accepted into the degree program or have the permission of the program head – call (604) 432-8786. Degree courses being offered this term are listed below.

For more information, see the contact number and e-mail address above.

FMGT 7121 ADVANCED ACCOUNTING **BBY \$465.50**

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

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|-------|-----|-----------|--------|-----|-----|-------|
| May 3 | Thu | 1800-2200 | 13 wks | BBY | CRN | 29864 |
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FMGT 7210 ADVANCED MANAGEMENT ACCOUNTING **DTC \$463.80**

Examine in-depth, topical areas from the discipline of management accounting with reference to and synthesis of applicable case material. Include constraints, budgets, cost-benefit analysis, goal congruence, management control systems, transfer pricing, performance measurement, total quality management, linear programming, regression analysis and ethical decision-making. Prerequisite: FMGT 4210 or 4290.

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|--------|-----|-----------|-------|-----|-----|-------|
| Apr 28 | Sat | 0830-1530 | 8 wks | DTC | CRN | 28816 |
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FMGT 8120 ACCOUNTING THEORY **BBY \$465.50 DTC \$463.80**

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

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|-------|-----|-----------|--------|-----|-----|-------|
| May 1 | Tue | 1800-2130 | 13 wks | BBY | CRN | 28817 |
| May 2 | Wed | 1800-2130 | 13 wks | DTC | | 29080 |

FMGT 8910 INTEGRATIVE BUSINESS MANAGEMENT PRACTICE **DTC \$688.80**

Designed to fulfill the role of a "capstone" to the degree program. Its overall objective is to enhance the students' skills by supplementing their knowledge of accounting with a thorough understanding of the management techniques and practices required of accountants as members of the senior executive team. Includes a major project related to the student's own work situation. Prerequisite: Seven of the following courses: FMGT 7910, 7121, 7210, 7310, 7410, 7510, 7710, 8120.

Class dates are as follows: May 12, June 2, 9, 16, July 14, 21, 28. There is a significant amount of pre-reading required for this course. Please register at least two weeks before the class start date (by April 27) and contact the program assistant at 412-7486 to obtain reading materials.

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|--------|-----|----------|-------|-----|-----|-------|
| May 12 | Sat | 830-1530 | 7 wks | DTC | CRN | 28988 |
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Bachelor of Technology in Computer Systems

(604) 432-8459

INTRODUCTION

The Bachelor of Technology in Computer Systems is a career-enhancement degree designed to increase the depth of knowledge and practical skills of computer technologists, and to assist them in widening their career opportunities or advancing in their career paths. Graduates are awarded a credential that will be highly valued by industry.

There are two components to the degree program. The first is a Technical component, which comprises of coursework in the Computer Systems and Management areas. The second is the liberal or general education component comprised of 12 credits of liberal education.

The Bachelor of Technology in Computer Systems is offered in a flexible delivery format to serve the needs of working professionals. Candidates can take course loads ranging from a minimum of three courses per year to an equivalent of a full-time program of studies. Most courses are offered in the evening or on weekends. Some will be offered in the day. Applicants who have fulfilled the entrance requirements can apply to the program anytime throughout the year.

Computer Systems Technology offers a Bachelor of Technology in Computer Systems. The program is designed for:

- a) Graduates of two-year diploma programs in Computer Systems (CST) or equivalent.
- b) Computer professionals wishing to acquire advanced formal qualifications.
- c) Degree holders in other disciplines, making a career change into the computer industry.

For more information, please visit our Web site at <http://cstbtech.bcit.ca> or contact Robertta Pajunen, rpajunen@bcit.ca
Tel. (604) 432-8459 Fax (604) 432-9572



COMP 2653 BBY \$1212.50

COMP SYS TECH FOUNDATION 1

An intensive course for applicants to the Bachelor of Technology degree program in Computer Systems needing COMP 2425 (C Programming Language 1), COMP 2605 (Data Computer Communication Concepts), COMP 2720 (Computer Organization/Architecture), and COMP 1615 (Computer Systems Introduction 1) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments is used to cover the material. Please note that the three foundation courses are extremely intensive and designed primarily as a pre-entry for the Bachelor of Technology Program, you should not attempt to take these courses concurrent with any others as the work load is the same as taking four courses at once. You are required to have prerequisites for each of the component courses, including COMP 1401. Prerequisite: COMP 1450 or COMP 1457 or permission of program head or instructor. (12 credits)

Apr 9 Mon 1845-2145 12 wks BBY CRN 24894

COMP 3653 BBY \$912.50

COMP SYS TECH FOUNDATION 2

An intensive course for applicants to the Bachelor of Technology degree program in Computer Systems needing COMP 3425 (C Programming Language 2), COMP 3720 (Intro to Data Communication) and COMP 3640 (Operating Systems Concepts) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments is used to cover the material. Prerequisite: COMP 2653 or permission of program head or instructor. You must have a complete understanding of the components of COMP 2653 before taking this intensive, advanced course. (9 credits)

Apr 11 Wed 1845-2145 12 wks BBY CRN 25995

COMP 3663 BBY \$1312.50

COMP SYS TECH FOUNDATION 3

An intensive course for applicants to the Bachelor of Technology degree program in Computer Systems needing COMP 3475 (C++ for Object-Oriented Programming), COMP 2615 (Computer Systems Introduction 2), COMP 3615 (Computer Systems Introduction 3), COMP 3635 (CASE Technology), and COMP 3710 (Relational Database Systems) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments is used to cover the material. Prerequisite: COMP 2653 or permission of program head or instructor. (16 credits)

Apr 11 Wed 1845-2145 12 wks BBY CRN 27589

COMP 7021 BBY \$465.50

GRAPHICS IN USER INTERFACE DESIGN

An in depth study of canonical issues in UID. Participants (through lectures and illustrated presentation) gain a historical understanding of GUI practice. This course is an investigation into current GUI trends and recent prototyping tools. Exploring the factors that (through recent technological advances) influenced GUI design provides necessary prudence for the future direction of UID. This course also examines the prospects of a new slew of GUI design tools and their differences with conventional UI tool-kits. The course provides support in the use of recent prototyping tools as well as (industry standard) graphic design tools. Prerequisite: Acceptance into Bachelor of Tech. in Computer Systems, or permission of program head or instructor. (3 credits)

Apr 10 Tue ** 1400-1745 12 wks BBY CRN 29914
** First class in classroom only - Web based

Note: Except for the first session, the Internet version of this course is conducted entirely on the Internet. The Distance Education format requires that all students have advanced English communication skills. If you do not have communication skills equivalent of TOEFL 600 or a "B" in B.C. high school Grade 12 English, you are advised not to register in this course.

COMP 7036 BBY \$382.50

APPLIED RESEARCH METHODS IN SOFTWARE DEVELOPMENT

Introduces principles and procedures of standard research methodologies in the context of software development and includes: the relationship between software development and fields such as MIS, computing science, systems analysis and design, data processing, knowledge engineering, and decision theory; theories, paradigms and frameworks in software development; the role and importance of models, theories and conceptual frameworks; traditional empirical research methods: survey, experiment, case study and implementation (generate and test); measurement and evaluation, reliability, validity; literature exploration and criticism. "For Saturday sessions, attendance at all 6 sessions is required to receive a passing grade." Prerequisite: Admission to Bachelor of Technology program, or permission of instructor and program head. (3 credits)

Apr 23 Mon ** 1400-1745 12 wks BBY CRN 29912

** First class in classroom only - Web-based
Note: Except for the first session, the Internet version of this course is conducted entirely on the Internet. The Distance Education format requires that all students have advanced English communication skills. If you do not have communication skills equivalent of TOEFL 600 or a "B" in B.C. high school Grade 12 English, you are advised not to register in this course.

COMP 7071 BBY \$382.50

DATABASE DESIGN

Focuses on two major aspects of database design: logical data modeling; and relational database design and optimization. Prerequisite: COMP 3710 and admission to the Bachelor of Technology program or permission of the program head. (3 credits)

Apr 10 Tue 1830-2215 12 wks BBY CRN 26035

COMP 7081 BBY \$382.50

TECHNICAL ISSUES IN SOFTWARE DEVELOPMENT

Presents an overview of technical issues in software development. Addresses major activities and techniques in developing software and the resulting documentation and outputs produced. Presents only selected approaches with emphasis on overall understanding of software development and uses a case study. Prerequisite: Admission to the Bachelor of Technology program or permission of the program head. (3 credits)

Apr 10 Tue ** 1400-1745 12 wks BBY CRN 27590
** First class in classroom only - Web-based

Apr 12 Thr 1830-2215 12 wks BBY 24897

Note: Except for the first session, the Internet version of this course is conducted entirely on the Internet. The Distance Education format requires that all students have advanced English communication skills. If you do not have communication skills equivalent of TOEFL 600 or a "B" in B.C. high school Grade 12 English, you are advised not to register in this course.

COMP 7401 BBY \$382.50

ADVANCED TOPICS IN PROGRAMMING METHODOLOGY

This introductory course in XML (eXtensible Markup Language) focuses on learning syntax; familiarizes students with XSL (XMK Style Sheet), developing and deploying web/helpdesk applications using XLink and XPointer. The commercial benefits and competitive advantages of XML are discussed. Provides an overview of DOM (Document Object Model) and a wide variety of available XML toolkits, editor parsers and browsers are compared. Prerequisite: Acceptance into the Bachelor of Technology in Computer Systems, or permission of program head or instructor. (3 credits)

Apr 11 Wed 1830-2215 12 wks BBY CRN 28747

COMP 7615 BBY \$382.50

TOPIC A - DATA WAREHOUSING

This course focuses on selected topics in developing computer systems. Emphasis is on the development of practical application of computer systems. This course focuses on data warehousing using Oracle tools. Students will learn how to perform data analysis, data mining, and construction of data warehouse for information retrieval and analysis. Prerequisite: Acceptance into the Bachelor of Technology program or permission of the program head. (3 credits)

Apr 12 Thr 1830-2215 12 wks BBY CRN 27592

TOPIC B-WIRELESS AND PERSONAL COMMUNICATION SYSTEMS

This course will provide the student with an overview of wireless networks and applications. Topics include the fundamentals of radio communications, digital modulation techniques, link analysis, internetworking in wireless systems and the applications of CDMA. Also Covered will be topics in mobile IP. Prerequisite: COMP 7005 and acceptance into the Bachelor of Technology program or permission of the program head. (3 credits)

Apr 10 Tue 1730-2115 12 wks BBY CRN 29894

COMP 8061 BBY \$382.50

DISTRIBUTED SYSTEMS APPLICATIONS

Focuses on Client-Server based systems and Distributed Systems that include database servers. Students develop in-depth knowledge and understanding of principles, architectures, issues and future directions of Client-Server based database systems. Various paradigms that include E-SQL, JDBC, ODBC, and Microsoft's DB-ADO will be analyzed and evaluated. Applications involving multiple database servers, the role of database Gateways as well as transaction Processors/Monitors. Emphasis is hands on experience through lab exercises and using servers such as Oracle, SQL Server, Informix and Gemstone. Prerequisite: COMP 7061 and admission to the Bachelor of Technology program or permission of the program head. (3 credits)

Apr 11 Wed 1830-2215 12 wks BBY CRN 27604

COMP 8081 BBY \$382.50

MANAGEMENT ISSUES IN SOFTWARE ENGINEERING

Presents topics important to managing software development projects. Concentrates on understanding and applying state-of-the-art management techniques to improve software productivity. Emphasizes management issues: project leadership, communication, critical thinking and problem solving skills. Prerequisite: COMP 7081 or permission of instructor and program head. (3 credits)

Apr 12 Thr ** 1400-1745 12 wks BBY CRN 27596
** First class in classroom only - Web based

Apr 20 Fri 1830-2215 12 wks BBY 25996

Note: Except for the first session, the Internet version of this course is conducted entirely on the Internet. The Distance Education format requires that all students have advanced English communication skills. If you do not have communication skills equivalent of TOEFL 600 or a "B" in B.C. high school Grade 12 English, you are advised not to register in this course.

COMP 8505 BBY \$382.50

SELECTED TOPICS IN DATA COMMUNICATIONS

Conducts an in-depth study of specific and highly specialized areas in Data Communications. Develops a substantial project in the selected area, and produces an application or project report or both upon completion. Prerequisite: COMP 8005, or permission of instructor and program head. (3 credits)

Apr 9 Mon 1730-2115 12 wks BBY CRN 25997

COMP 8506 BBY \$465.50

SPECIAL TOPICS IN NETWORK DESIGN AND IMPLEMENTATION

Students will use the skill sets acquired in the previous two courses to design a complete Local Area Network. Students will Conduct an in-depth study of specific and highly specialized areas in networking and carry out a substantial project in the selected area. Students will be required to design and implement a complete LAN design or project report or both upon completion. Prerequisite: COMP 8006 or Permission of instructor and program head. (3 credits)

Apr 11 Wed 1730-2115 12 wks BBY CRN 29891

COMP 8561 BBY \$382.50

ADVANCED TOPICS IN DISTRIBUTED SYSTEMS

Focuses on advanced topics in Client/Server systems, Distributed Systems and Network Computing. Examines strategies and algorithms to achieve design goals such as performance, reliability, scalability, consistency and security in a distributed system. Topics include Parallel Processing & Scheduling; Performance Modeling; Concurrency Control, Recovery in multi-user and distributed data servers; Security and Fault Tolerance; Embedded & Real Time distributed systems; multimedia storage & transmission. Prerequisite: COMP 8061 and admission into Bachelor of Technology or permission of the program head. (3 credits)

Apr 9 Mon 1830-2215 12 wks BBY CRN 28748

COMP 8571 BBY \$382.50

SELECTED TOPICS IN DATABASE

Discusses emerging object-oriented database technology, object-oriented design and development, database systems, data administration, data dictionary systems, data access standards for client/server and distributed database systems. Prerequisite: COMP 3710 or permission of instructor and program head. (3 credits)

Apr 20 Fri 1730-2115 12 wks BBY CRN 25998

Bachelor of Technology in Construction Management

(604) 412-7469
(604) 432-8344

(604) 432-8351
Mary_Sadowski@bcit.ca

Program Information sessions - FREE OF CHARGE

Attendance at one of these sessions is mandatory before the formal interview. See the first page of the Construction section in this flyer.

The Program

Developed with the guidance of senior industry representatives, the curriculum has been divided into the following sections; Construction Controls and Techniques, Construction Management, Stakeholder Management, an industry-based Project and liberal education courses. Presented by industry based practitioners, the topics will be both challenging and practical. Graduates of the program will be able to methodically and rationally select or develop suitable construction procedures, schedule, manage, utilize human resources and equipment within the complex environment of labour relations and business decision-making.

Offered, at this time, only through Part-time Studies this program is presented in a flexible format of short modular courses. The evening format allows you to continue your studies while maintaining your employment. These courses may also be of interest to current professionals who may wish to participate on a professional development basis.

Entrance Requirements

To be formally accepted into the program, you must have:

- a recognized Diploma of Technology in a related engineering or science discipline,
- or a degree in Engineering, Architecture, Applied Science or related field,
- 2 years work experience, subject to departmental approval,
- English 12 or equivalent

Subject to approval by the program head, individuals may register in some courses while completing the balance of the required work experience. All participants will be required to meet with the program head to review the initial application for acceptance.

Program Brochure

For detailed information on the entire program, including descriptions of all courses being offered, entrance requirements and the application process, then please phone either of the numbers listed above or contact us directly by e-mail at Mary_Sadowski@bcit.ca. We would be pleased to mail an information package to you.

Courses offered this term

BLDD 6100 BBY \$358

BUSINESS EXCELLENCE DESIGN

This one-day course will demonstrate the design of a Business Excellence System. Derived from a combination of North American quality models and ISO 9001/9004-2000 standards, you will be presented with the major elements and techniques using commonly understood language. Includes an interactive design session for your business model. (1 credit)

Note: This course is for professional development only. Credits cannot be used toward the Bachelor of Technology in Construction Management.

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|--------|-----|-----------|-------|---------|-------|
| Apr 24 | Tue | 0800-1700 | 1 day | BBY CRN | 50063 |
| Jun 5 | Tue | 0800-1700 | 1 day | BBY | 50064 |
| Jul 10 | Tue | 0800-1700 | 1 day | BBY | 50066 |
| Aug 7 | Tue | 0800-1700 | 1 day | BBY | 50068 |

BLDD 6150 BBY \$703

ACHIEVING BUSINESS EXCELLENCE

During this 2-day course you will receive instruction in a project-oriented, practical and process-oriented approach to the implementation (or enhancement) of a new Business Excellence System. The presentations will include strategic quality planning, all 6 phases of the implementation process, document structure and a comprehensive interactive workshop. (2 credits)

Note: This course is for professional development only. Credits cannot be used toward the Bachelor of Technology in Construction Management.

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|--------|---------|-----------|--------|---------|-------|
| Apr 25 | Wed/Thr | 0800-1700 | 2 days | BBY CRN | 50069 |
| Jun 6 | Wed/Thr | 0800-1700 | 2 days | BBY | 50070 |
| Jul 11 | Wed/Thr | 0800-1700 | 2 days | BBY | 50073 |
| Aug 8 | Wed/Thr | 0800-1700 | 2 days | BBY | 50074 |

CMGT 7120 BBY \$172

CONSTRUCTION PROJECT CONTROLS 3

In this third and final part of this series on Project Controls, participants will be shown how to use schedules for claim preparation. More advanced techniques such as expert systems will be reviewed and discussed. The use of software such as Primavera will be used in a lab setting to develop and simulate these skills. Prerequisite: CMGT 7110. (1 credit)

*Note: Please bring two formatted floppy disks to first class

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| Apr 17 | Tue | 1830-2130 | 6 wks | BBY CRN | 27466 |
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CMGT 7155 BBY \$218

STATISTICS FOR CONSTRUCTION MANAGEMENT 2

In this follow-up course on construction statistics, participants will be shown the relevance of sampling and estimating, linear regression and correlation with particular emphasis on the interpretation of construction test results. The application of these methods and techniques to business forecasting and quality management will complete this course. Prerequisite: CMGT 7145. (1.5 credits)

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|--------|-----|-----------|-------|---------|-------|
| Apr 19 | Thr | 1830-2130 | 6 wks | BBY CRN | 29839 |
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*Note: CMGT 7155 includes two Saturday labs, April 28 & May 12 from 0930-1200.

continued next page

CMGT 7220 **BBY \$172**
HEALTH AND SAFETY IN CONSTRUCTION
 Presents the role of key stakeholders involved in health and safety issues in construction. Sessions will include: Role of Workers Compensation Board; accident prevention on the construction site; protection of the public; health hazards and the cost of accidents in construction. Prerequisite: Acceptance into the Construction Management degree program or by departmental approval. (1 credit)
 Apr 18 Wed 1830-2130 6 wks BBY CRN 27469

CMGT 7320 **BBY \$172**
CONSTRUCTION FINANCE 3
 Concluding this series, this course will present methods for monitoring and controlling costs of construction projects, while emphasizing the importance of a proactive approach to corrective actions. The relationship of cost control systems to the financial accounting of the organization as a whole will then be illustrated. Prerequisite: CMGT 7310. (1 credit)
 Apr 9 Mon 1830-2130 6 wks BBY CRN 27470

CMGT 7610 **BBY \$172**
INDUSTRIAL RELATIONS IN BUILDING CONSTRUCTION 2
 The construction manager will become involved in the management of industrial relations in the modern workforce. This second course will discuss the relationship of labour relations associations and their involvement in the collective bargaining process. It will also relate the management of construction trades and professionals to the evolving construction environment. There will also be a review and discussion of current B.C. labour legislation, both contemplated and existing. Prerequisite: CMGT 7600. (1 credit)
 Apr 19 Thr 1830-2130 6 wks BBY CRN 27472

CMGT 7800 **BBY \$338.50**
PROJECT REPORTS
 Primarily intended for the preparation of the final report for the industry sponsored project, this course will provide the basis and format for all technical reports required in the program. Emphasis will be on the overall structure, organization of information and the logical progression of concepts. This course should be completed at an early stage in the program. Prerequisite: CMGT 7100. (2 credits)
 Apr 18 Wed 1830-2130 12 wks BBY CRN 28514
 *Note: Pre-reading required - Text "Writing For the Technical Professions" Part 1 Basic Tools

CMGT 8020 **BBY \$200**
PROJECT DELIVERY METHODS
 Designed for managers, developers and building owners, this course will contrast stipulated sum, construction management, and design-build methods for the construction of new projects. Presentations will also outline the funding and design decisions for viable projects. Participants should have at least two years of related building project experience. Prerequisite: Related Diploma of Technology (or degree) plus two years work. (1 credit)
 Apr 9 Mon 1830-2130 6 wks BBY CRN 29840

CMGT 8030 **BBY \$200**
INITIATING AND DEFINING PROJECTS
 Covers the process from the initial decision to evaluate an identified need or opportunity, through project planning and evaluation, to the decision either to proceed or to defer the project. Includes business/funding decisions, leading and organising the development team and establishing the objective and obligations for the long term. Risk strategies for safe, functional, aesthetic, durable and financially viable buildings will also be discussed. Prerequisite: CMGT 8020. (1 credit)
 Jun 4 Mon 1830-2130 6 wks BBY CRN 29841

CMGT 8220 **BBY \$172**
SPECIAL TECHNIQUES FOR LARGE CONSTRUCTION PROJECTS 3
 In this final section on special techniques, emphasis will be placed on the selection and management of temporary structural support systems for buildings and steel framed structures. Scaffolding systems, formwork operations, special formwork and falsework techniques will be discussed. The course will conclude with a detailed review of steel frame and roof truss erection procedures. Prerequisite: CMGT 8210. (1 credit)
 Apr 19 Thr 1830-2130 6 wks BBY CRN 28515

CMGT 8440 **BBY \$172**
MANAGEMENT OF CONSTRUCTION ENTERPRISE 2
 Participants will be introduced to elements of management of a construction enterprise with respect to estimating, bidding and contractual obligations. With contract management as a critical function of every construction company, emphasis will be given to managing projects under the terms of a stipulated price contract. Prerequisite: CMGT 8430. (1 credit)
 Apr 3 Tue 1830-2130 6 wks BBY CRN 27474

CMGT 8450 **BBY \$172**
INTERNATIONAL CONSTRUCTION MANAGEMENT
 Participants will be introduced to special considerations in the management of an international construction project, including logistical and cultural implications. Guest lecturers will present topics based on their own experience and illustrated with case studies. Prerequisite: CMGT 8440. (1 credit)
 May 29 Tue 1830-2130 6 wks BBY CRN 28516

It's easy to register online at www.bcit.ca and click on Registration

Bachelor of Technology in Electronics

(604) 432-8637 einfo@bcit.ca

The Bachelor of Technology in electronics is an engineering level program designed to provide graduates with the knowledge and skills to work with and design complex electrical, computer, automation and communications systems. The program develops strong mathematics, physics and analytical foundations and broadens this skill-set to include business management and liberal education elements. The technical courses develop a thorough understanding of relevant topics including wired and wireless communications systems, feedback control systems, computer networking and electromagnetism. This degree enhances career advancement opportunities for graduates, while supplying the high technology sector with highly educated technology professionals with strong practical skills.

This Part-time Studies program is scheduled to serve the needs of working professionals. Classes are held in the evenings, weekends, or in intensive six to eight week full-time sessions. The program provides students with a strong background in fundamental engineering subjects - mathematics, physics, signal analysis, and control, as well as specialized knowledge in telecommunication areas and process control and automation areas.

Web Page
 Please refer to BCIT's new Web page on the Bachelor of Technology in Electronics. Visit www.bcit.ca and click on Part-time programs, then Program Finder.

Entrance Requirements
 1. An ASTTBC accredited Diploma of Technology in an electronics, robotics or automation related technology with a minimum course average of 65% or the equivalent level of formal training/education at the post-secondary level. (Where there are more applicants than there are available seats, BCIT reserves the right to select those applicants deemed to have the best chance for success in the program.) Applicants without an ASTTBC accredited diploma of technology must obtain ASTTBC accreditation as a technologist before being admitted in to the program.

2. At least two years of appropriate work experience.
Registration Procedure
 The applicant may request an interview with the program head prior to sending in the application. Contact the program administrative assistant at (604) 432-8369 or the program head at (604) 432-8660 for more information.

Candidates may select and register for courses after reviewing each term's course offerings in the BCIT Part-time Studies flyer.

Program Length
 As a Part-time Studies program, a period of three to five years may be required to complete the program.

Prior to acceptance into the program, candidates must accumulate credits as follows:

- A maximum of 6 credits of Technical Studies/Management course work,
- A maximum of 12 credits of Liberal Education Component course work, and
- A maximum of 6 credits of Mathematics.

Program Structure
 The general requirement for a Bachelor of Technology in Electronics program is a minimum of 67 credits from five components.

| Components | Credits |
|--|---------|
| 1. Degree Core | 29.0 |
| 2. Specialization Electives | 12.0 |
| 3. Management Component | 9.0 |
| 4. Liberal Education Section | 12.0 |
| 5. Industry Project | 5.0 |
| 1. Degree Core (29 credits/ all courses must be completed) | |

| Course | Credits |
|--|---------|
| ELEX 7010 Engineering Statistics | 2.0 |
| ELEX 7020 Multivariable Calculus and Dynamic Systems | 3.0 |
| ELEX 7030 Thermodynamics | 3.0 |
| ELEX 7040 Engineering Materials | 3.0 |
| ELEX 7110 Linear Physical Systems | 3.0 |
| ELEX 7120 Linear Algebra and Vector Calculus | 3.0 |
| COMP 7081 Technical Issues in Software Design | 3.0 |
| ELEX 7210 Signal Theory and Processing | 3.0 |
| ELEX 7220 Feedback Control | 3.0 |
| ELEX 7230 Electromagnetism | 3.0 |

| 2. Specialization Electives (12 credits required): | |
|--|-----|
| ELEX 8010 Data Communications | 3.0 |
| ELEX 8020 Computer Architecture | 3.0 |
| ELEX 8110 Telecommunications System Design3 | 3.0 |
| ELEX 8130 Computer Networks | 3.0 |
| ELEX 8140 Mobile Communications | 3.0 |
| ELEX 8150 Microwave and Fibre Optic Engineering | 3.0 |
| ELEX 8160 Electric Machines | 3.0 |
| ELEX 8170 Industrial System Electric Design | 3.0 |
| ELEX 8180 Advanced Process Control | 3.0 |
| ELEX 8190 Fluid Power Control | 3.0 |
| ELEX 8210 Motion Control Systems | 3.0 |
| ELEX 8220 Industrial Processes | 3.0 |
| ELEX 8260 Advanced Electric Machines | 3.0 |
| ELEX 8270 Power System Analysis | 3.0 |
| ELEX 8275 RF Design Engineering | 3.0 |

| 3. Management Component (9 credits required) | |
|---|-----|
| BUSA 7250 Management Skills and Applications (required) | 3.0 |
| ELEX 8290 Entrepreneurship and Engineering Economics (required) | 3.0 |

Please contact the Electronics department at BCIT to select the three remaining business management credits.

| 4. Liberal Education Studies Section (12 credits) | |
|--|--|
| Students must complete 12 credits of Liberal Education. For further information please contact the Registrar's Office at (604) 432-8230. | |
| LIBS 7001 Critical Reading and Writing (required) | |
| LIBS 7002 Applied Ethics (required) | |

5. Industry Project (5 credits)
 Each degree program student, after completing the prescribed course work, will have to complete an industry sponsored project in their selected area.

| | |
|---|-----|
| ELEX 8300 Industry Project | 5.0 |
| Degree Courses Offered* This Term | |
| BUSA 7250 Management Skills and Applications | |
| COMP 7081 Technical Issues in Software Design | |
| LIBS 7001 Critical Reading and Writing | |
| LIBS 7002 Applied Ethics | |

*See the appropriate section of the Part-time Studies flyer to confirm course offering, as well as for the course description and information.

ELEX 7010 **BBY \$345.50**
ENGINEERING STATISTICS
 Probability theory, discrete, continuous random variables, probability distributions (binomial, geometric, hypergeometric, Poisson, uniform, exponential, normal, and erlang-k), sampling and sampling distributions, confidence interval estimates, testing of hypotheses, simple and multiple linear regression, experimental design, analysis of variance, quality control. (2 credits)
 April 18 Mon/Wed 1830-2000 11 wks BBY CRN 28650

ELEX 7020 **BBY \$525.50**
MULTIVARIABLE CALC & DYNAMIC SYSTEMS
 A review of advanced calculus concepts. Partial derivative and multiple integrals are introduced and motivated by applications followed by ordinary differential equation. First, second and higher order linear differential equations are covered with emphasis on modelling of engineering systems. Computer simulations of real systems form part of the assignments. (3 credits)
 Apr 2 Mon/Wed 1830-2030 13 wks BBY CRN 29994
 *Special Info: ELEX 7020 or 5020 is a prerequisite for ELEX 7110, 7120, 7210 and 7220

ELEX 7040 **BBY \$525.50**
ENGINEERING MATERIALS
 Overview of materials used in engineering - metals, ceramics, plastics, semiconductors and wood. Examines microstructure of materials and macroscopic properties such as modulus of elasticity and tensile and shear strengths. Topics such as phase diagrams, solid state transformations, fracture, corrosion and sizing are included. Some laboratory demonstrations. (3 credits)
 Mar 27 Tue/Thr* 1830-2130 8 wks BBY CRN 27645
 *The above Thr times are for labs.

ELEX 7230 **BBY \$523**
ELECTROMAGNETISM
 Covers the theory of electromagnetism, including field concepts, Maxwell's equations, free space and guided wave propagation, transmission lines and radiation from simple structures. Application examples in high-speed circuit board design, ionosphere modelling, and antenna theory are included. Computer simulations of laboratory exercises are used to help visualize concepts. Prerequisite: ELEX 7120.
 Apr 17 Tue/Fri 1830-2030 12 wks BBY CRN 29995
 ELEX 7230 is a prerequisite for ELEX 8140 Mobile Communications.
 *Special Info: There will be four or more hour lab sessions scheduled on Saturday mornings.

Fall 2001 (Tentative)

| | |
|--|--|
| ELEX 7030 Thermodynamics | |
| ELEX 7120 Linear Algebra and Vector Calculus | |
| ELEX 7220 Feedback Control | |
| ELEX 8110 Telecommunications System Design | |
| ELEX 8130 Computer Networks | |
| ELEX 8140 Mobile Communications | |

Bachelor of Technology in Environmental Engineering Technology

(604) 451-6906 Cathie_Aspden@bcit.ca
 (604) 432-8344 Lorne_Sampson@bcit.ca

Visit Our Home Page At: www.eng.bcit.ca/enviro/home
Program Objective

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

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

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

Entry Requirement:
 • A recognized Diploma of Technology in an engineering or science discipline or a degree in an engineering or science discipline.
 • Two years work experience, subject to departmental approval.

Common Core
 (All courses required, exceptions based on eligible transfer credits)

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

B. Management Required:

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

Electives (2 credits required):

| | |
|--|---|
| EENG 8760 | Solid Waste Management |
| EENG 8761 | Recycling & Reduction Techniques |
| EENG 8768 | Advanced Residuals Management |
| EENG 8784 | Environmental Law 2 |
| EENG 8785 | Decision-making in Environmental Management |
| TMGT 7103, 7111, 7112, 7121-24, 7131, 7134 | |

C. Major Elective Studies

(19 credits from 4 topic areas)

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

D. Graduating Project

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

E. Liberal Education

(12 credits required)

Check room locations and schedule updates on the Web at: www.bcit.ca/admissions_home.htm

EENG 7712 ORGANIC CHEMISTRY FOR EET BBY \$172

This course will introduce the student to organic chemistry. The nomenclature, physical properties, and reactivities of the more common classes of organic compounds are discussed with special attention given to industrial chemicals and organics that are environmental hazards. Prerequisite: EENG 7711. (1 credit)

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|--------|-----|-----------|-------|---------|-------|
| Apr 18 | Wed | 1830-2130 | 6 wks | BBY CRN | 24813 |
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EENG 7717 HYDROLOGY FOR EET BBY \$172

An introduction to hydrology, including precipitation, drainage basins, rational formula, SCS method, frequency analysis of extreme flows, regional analysis, low flow analysis and measurement of hydrologic parameters. Prerequisite: EENG 7716. (1 credit)

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|--------|-----|-----------|-------|---------|-------|
| Apr 17 | Tue | 1830-2130 | 6 wks | BBY CRN | 24812 |
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EENG 7719 SURVEY TECHNIQUES FOR EET BBY \$172

Introduces fundamental concepts of surveying with applications for applied waste management. Topics include an introduction to survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations, including position determination using GPS satellite technology. Prerequisite: EENG 7700 or departmental approval. (1 credit)

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|--------|-----|-----------|-------|---------|-------|
| Apr 21 | Sat | 0900-1200 | 6 wks | BBY CRN | 24804 |
|--------|-----|-----------|-------|---------|-------|

EENG 7720 APPLIED MICROBIOLOGY BBY \$172

This course examines the types and functions of microorganisms as applicable to the engineering field. Topics include the basic characteristics of bacteria, nutrient cycles, oxidation and reduction, waste treatment, pollution and bioremediation. Case studies of applied microbiological projects will be reviewed including constructed wetlands, drinking-water distribution systems and pollution monitoring. Prerequisite: EENG 7710, EENG 7711 & EENG 7712 or departmental approval. (1 credit)

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| Apr 19 | Thr | 1830-2130 | 6 wks | BBY CRN | 29855 |
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EENG 7721 APPLIED TOXICOLOGY BBY \$172

This course provides an introduction to the principles of toxicology, as applied to environmental engineering. Course topics include a review of biological, organic and inorganic substances and their properties and behaviour in the environment; the biological responses of cells and animals to toxic substances; and the application of toxicology to risk assessment and the development of water-quality guidelines. Prerequisite: EENG 7710 and 7711. (1 credit)

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|--------|-----|-----------|-------|---------|-------|
| Apr 17 | Tue | 1830-2130 | 6 wks | BBY CRN | 25042 |
|--------|-----|-----------|-------|---------|-------|

EENG 7742 GROUNDWATER MODELLING: NUMERICAL METHODS BBY \$ 338.50

This course introduces students to the basics of two major modeling tools used in industry: finite difference and finite element. The course explores the mathematical basis of these two methods and allows students to experiment with simple models of each type, using computers. Prerequisite: EENG 7741 (may be taken concurrently). (2 credits)

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|--------|-----|-----------|--------|---------|-------|
| Apr 17 | Tue | 1830-2130 | 12 wks | BBY CRN | 25039 |
| Apr 19 | Thr | 1830-2130 | 12 wks | BBY | 25975 |

EENG 8752 MUNICIPAL WASTEWATER TREATMENT 3 BBY \$172

This is the third and last course in the municipal wastewater treatment series and covers advanced treatment involving biological nutrient removal, effluent disinfection and sludge processing. Practical and operational aspects would be emphasized. Prerequisites: EENG 8751 (1 credit)

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| Apr 9 | Mon | 1830-2130 | 6 wks | BBY CRN | 27188 |
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EENG 8753 INDUSTRIAL WASTEWATER TREATMENT 1 BBY \$172

This course is the first of a two-course series on industrial wastewater treatment. Course topics include characteristics of industrial wastewater, industrial wastewater survey, waste minimization, quality equalization, neutralization and oil-water separation. Practical and operational aspects would be emphasized. Prerequisite: EENG 7714, EENG 7721 and EENG 8750. (1 credit)

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|--------|-----|-----------|-------|---------|-------|
| Apr 17 | Tue | 1830-2130 | 6 wks | BBY | 29730 |
| Apr 18 | Wed | 1400-1700 | 6 wks | BBY CRN | 25971 |

EENG 8754 INDUSTRIAL WASTEWATER TREATMENT 2 BBY \$172

This is the last course in the industrial wastewater treatment series. It examines additional physical/chemical unit processes including chemical coagulation, chemical precipitation of heavy metals, chemical phosphorus removal, adsorption, ion exchange, membrane separation, chemical oxidation, and gas transfer. Practical and operational aspects would be emphasized. Prerequisite: EENG 8753. (1 credit)

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|-------|-----|-----------|-------|---------|-------|
| Jun 5 | Tue | 1830-2130 | 6 wks | BBY CRN | 24805 |
| Jun 6 | Wed | 1400-1700 | 6 wks | BBY | 25980 |

EENG 8755 DRINKING WATER TREATMENT BBY \$172

This course will cover drinking water quality and associated public health concerns. Particular emphasis will be placed on the multiple-barrier concept for the inactivation of Giardia and Cryptosporidium, as well as the control of disinfection by-products. A substantial portion of the course will deal with practical design of commonly used treatment processes for the production of potable water. Prerequisite: EENG 7712. (1 credit)

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|--------|-----|-----------|-------|---------|-------|
| Apr 18 | Wed | 1830-2130 | 6 wks | BBY CRN | 25970 |
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EENG 8762 LANDFILL DESIGN AND OPERATION BBY \$172

This course will examine landfill site selection, landfill capacity analysis, landfill construction and operations, environment systems overview of leachate generation and landfill gas. Prerequisite: EENG 8761 & EENG 7741 (1 credit).

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| Apr 9 | Mon | 1830-2130 | 6 wks | BBY CRN | 24810 |
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EENG 8763 ENVIRONMENTAL CONTROLS FOR LANDFILLS BBY \$172

This course examines state-of-the-art environmental control systems that are being used in B.C. and in the USA to meet new government regulations. The course includes; environmental issues, leachate composition, predicting leachate qualities within the EPA HELP model, landfill closure, leachate containment, leachate treatment, landfill gas collection and environmental monitoring. Prerequisite: EENG 8762. (1 credit)

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|-------|-----|-----------|-------|---------|-------|
| Jun 4 | Mon | 1830-2130 | 6 wks | BBY CRN | 25043 |
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EENG 8768 ADVANCED RESIDUALS MANAGEMENT BBY \$ 338.50

This course is designed to help students learn about the various aspects of hazardous material and waste management. Major emphasis will be on Acts and Regulations governing hazardous material and waste as well as determination, classification, handling and storage of hazardous waste. Additional topics include pollution prevention and waste minimization. Prerequisite: EENG 8760. (2 credits)

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|--------|-----|-----------|--------|---------|-------|
| Apr 18 | Wed | 1830-2130 | 12 wks | BBY CRN | 24806 |
|--------|-----|-----------|--------|---------|-------|

EENG 8772 SITE REMEDIATION & RISK ASSESSMENT PROCESS BBY \$172

This course introduces students to site remediation and risk assessment. Focusing on the role of the site investigator, the course promotes a scientific approach for evaluating and selecting options to manage site contamination including treatment, removal or containment. This course covers toxicological principles of risk assessment, and evaluation and design processes for site remediation. Prerequisite: EENG 8771. (1 credit)

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|--------|-----|-----------|-------|---------|-------|
| Apr 9 | Mon | 1400-1700 | 6 wks | BBY CRN | 24832 |
| Apr 19 | Thr | 1830-2130 | 6 wks | BBY | 29731 |

EENG 8774 SITE REMEDIATION TECHNOLOGIES BBY \$172

This course focuses on the range of remedial technologies that are available and provides students with the skills to apply appropriate technologies in given situations. Techniques to monitor and evaluate performance of the selected remedial options will be discussed. Since this is the final course in the series, this course also focuses on integrating the material from the first four courses. Prerequisite: EENG 8773. (1 credit)

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|-------|-----|-----------|-------|---------|-------|
| Jun 6 | Wed | 1830-2130 | 6 wks | BBY CRN | 24811 |
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EENG 8781 RISK ASSESSMENT BBY \$172

This course will examine risk-assessment methods and outcomes including definitions and discussions of the principles of hazard identifications, dose response, exposure assessment and risk characterization. Specific risk-assessment techniques will be presented including checklists, preliminary hazard analysis, what-if analysis, fault-tree analysis, event-tree analysis, hazard and operability studies and EPA risk assessment procedures. Prerequisite: EENG 7712 and 7721. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 18 | Wed | 1830-2130 | 6 wks | BBY CRN | 29735 |
|--------|-----|-----------|-------|---------|-------|

EENG 8783 RISK MANAGEMENT BBY \$172

This course covers factors affecting management decisions; regulatory requirements, corporate standards, employee politics, public and media, financial limitations and risk communication. Other risk management options including prevention planning, emergency response, containment, on-site treatment, off-site treatment, landfill and other storage means will be examined. Prerequisite: EENG 8781. (1 credit)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jun 5 | Tue | 1400-1700 | 6 wks | BBY CRN | 25036 |
|-------|-----|-----------|-------|---------|-------|

EENG 8785 DECISION MAKING IN ENVIRONMENTAL MANAGEMENT BBY \$ 338.50

This course examines decision making and decision planning models as they relate to environmental management. Topics include the historical roots of environmental management; rational decision-making processes; the institutional structure and methods of decision making in environmental management; and the relationship between current decision-making models and sustainable development. Prerequisite: A working knowledge of environmental legislation and management practices is recommended. (2 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 19 | Thr | 1400-1700 | 12 wks | BBY CRN | 28446 |
|--------|-----|-----------|--------|---------|-------|

EENG 8801 TERRAIN MAPPING & EROSION PROCESSES BBY \$172

This course covers terrain and interpretive maps, with emphasis on utilization. Topics will include: delineation of polygons (air photo interpretation and ground truthing); mapping conventions and development of polygon labels (ELUC, 1988, 1997); determination of mass wasting, erosion and sediment delivery hazards. Surface erosion and sedimentation processes will also be covered. A field trip is arranged when and if suitable sites are available. (1 credit)

| | | | | | |
|-------|---------|-----------|------|---------|-------|
| Apr 6 | Fri/Sat | 0830-1730 | 1 wk | BBY CRN | 26443 |
|-------|---------|-----------|------|---------|-------|

EENG 8802 FOREST ROAD DESIGN & CONSTRUCTION BBY \$172

This course covers the applicable sections of the Forest Practices Code Act, Forest Road Regulation. Engineering Guidelines will be discussed. Other topics will include preliminary road location surveys and terrain stability assessments with emphasis on minimization of environmental risks. Various construction techniques will be presented along with the basic elements of drainage design. A field trip is arranged when and if suitable sites are available. (1 credit)

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|--------|---------|-----------|------|---------|-------|
| Apr 27 | Fri/Sat | 0830-1730 | 1 wk | BBY CRN | 26444 |
|--------|---------|-----------|------|---------|-------|

EENG 8803 FOREST ROAD REHABILITATION BBY \$172

This course will cover the applicable sections of the Forest Practices Code Act, Forest Road Regulation. Road maintenance and upgrade during harvesting operations will be discussed, as well as deactivation after harvesting operations and silvicultural commitments have expired. Other topics include: field assessment procedures, mapping and the development of appropriate prescriptions. A field trip is arranged when and if suitable sites are available. (1 credit)

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|--------|---------|-----------|------|---------|-------|
| May 25 | Fri/Sat | 0830-1730 | 1 wk | BBY CRN | 26445 |
|--------|---------|-----------|------|---------|-------|

EENG 8804 HYDROLOGICAL MAPPING & HYDROMETRICS BBY \$172

This course covers the procedures involved in the creation of hydrological maps, with emphasis on utilization. Topics will include delineation of slope drainage networks (air photo interpretation and ground truthing), and mapping conventions, the measurement of streamflow, snowpack and water quality. The use of hydrometric instruments is demonstrated. A field trip is arranged when and if suitable sites are available. Prerequisite: EENG 7715, EENG 7717, and EENG 7718. (1 credit)

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|--------|---------|-----------|------|---------|-------|
| Jun 15 | Fri/Sat | 0830-1730 | 1 wk | BBY CRN | 26446 |
|--------|---------|-----------|------|---------|-------|

EENG 8805 STREAM CHANNEL ASSESSMENT BBY \$172

This course covers the applicable sections of the Forest Practices Code Act, with particular emphasis on Interior and Coastal Watershed Assessment Procedures. The collection and interpretation of data down a stream channel will be outlined. Other topics will include; USDA Forest Service methodology, MOELP Channel Assessment Procedures, the effects of timber harvesting on stream channel morphology and channel restoration strategies. A field trip will be arranged when and if suitable sites are available. (1 credit)

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|-------|---------|-----------|------|---------|-------|
| Jul 6 | Fri/Sat | 0830-1730 | 1 wk | BBY CRN | 27037 |
|-------|---------|-----------|------|---------|-------|

EENG 8823 ANALYTICAL ATOMIC SPECTROSCOPY 2 BBY \$172

This course is a continuation of Analytical Atomic Spectroscopy 1. Major topics include: optimization of plasma operating conditions, other emission sources DCP, FAPES, flow discharge, arc, spark; sample induction pneumatic and ultrasonic nebulizers; ICP-MS mass selectors; separation and preconcentration strategies; sample preparation. Prerequisite: EENG 8822 or departmental approval. (1 credit)

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|--------|-----|-----------|-------|---------|-------|
| Apr 19 | Thr | 1830-2130 | 6 wks | BBY CRN | 29736 |
|--------|-----|-----------|-------|---------|-------|

EENG 8900 PROJECT REPORTS BBY \$338.50

Primarily intended for preparation of the final report for the Industry Sponsored Project, this course will provide the basis and format for all technical reports required in the program. Emphasis will be placed on the overall structure, organization of information and the logical progression of concepts. This course should be completed during the Common Core portion of the program. Prerequisite: EENG 7700 or departmental approval. (2 credits)

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|--------|-----|-----------|--------|---------|-------|
| Apr 18 | Wed | 1830-2130 | 12 wks | BBY CRN | 27239 |
|--------|-----|-----------|--------|---------|-------|

EENG 8901 PROJECT PROPOSAL BBY \$172

After selecting the research project topic, this course helps the student conduct a literature review to clearly define the problem and to prepare an effective proposal for the project. If by this time the student has selected an industry sponsor the proposal can be submitted to the department for approval. Prerequisite: EENG 8900. (1 credit)

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|--------|-----|-----------|-------|---------|-------|
| Apr 28 | Sat | 0900-1200 | 6 wks | BBY CRN | 24809 |
|--------|-----|-----------|-------|---------|-------|

EENG 8903 APPLIED RESEARCH PROJECT BBY \$500

In conjunction with an industry sponsor, the student solves a technical problem relating to the environment. The research project must contain elements that are innovative, experimental, or exploratory in nature. A department committee will supervise the progress of the project, provide guidance and direction where appropriate, and evaluate the final report and its presentation. Prerequisite: Completion of Major Elective Studies and departmental approval. (8 credits)

BUSA 7250 MANAGEMENT SKILLS AND APPLICATIONS \$350

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

Bachelor of Technology in Geomatics

(604) 451-7001

Stephanie_Hristovsky@bcit.ca
Program Assistant

Program

With rapid changes in spatial data capture and management, BCIT's Bachelor of Technology in Geomatics/GIS provides excellent opportunities for career enhancement and professional growth. There are two program options to choose from: Surveying/Mapping and GIS. The first will appeal to graduate Surveying and Mapping technologists who wish to pursue Professional Accreditation as a B.C. Land Surveyor. The second option will appeal to graduates from many areas – for example Surveying and Mapping, Forestry, Civil, Environmental, and Mining – who wish to learn how to integrate GIS technology in their profession. The program comprises five components: 12 credits of common technical core studies, 13 credits from either the GIS or Surveying and Mapping options, 9 credits of management courses, 2 credits of technical electives, 12 credits of liberal education and an industry project worth 12 credits.

Offered, at this time only through Part-time Studies, this program allows you to continue your studies while maintaining your employment. These courses may also be of interest to current professionals who wish to participate on a professional development basis.

Entrance Requirements

The minimum entrance requirement is:

- a recognized Diploma of Technology or equivalent in a related engineering or science discipline or related field,
- or a degree in Engineering, Science, Applied Science or related field,
- 2 years relevant work experience
- English 12 or equivalent
- Students whose native language is not English and who have completed their degree/diploma at a post-secondary institution where English was not the language of instruction are required to satisfactorily complete a BCIT Communications department English Language Competency Test.

Subject to approval by the program head, individuals may register in some courses while completing the balance of the required work experience. All participants will be required to meet with the program head to review the initial application for acceptance. Supplemental courses may be required in order to fulfill the educational background required for practice in the geomatics and GIS industry.

Program Brochure

For detailed information on the entire program, including descriptions of all courses being offered and the application process, please e-mail or phone us at the address or number listed above.

Courses offered this term

GEOM 7105 BBY \$497.50 INTRODUCTION TO AUTOCAD LAND DEVELOPMENT DESKTOP

Provides an introduction to the creation and management of projects and associated drawings using Land Development Desktop software. Topics include point object basics, labeling, description keys, point groups, horizontal alignment, parcel definition and terrain modelling. Prerequisite: AICO 1000 or SURV 4465 or department approval. (2 credits)

Jun 4 Mon-Fri 0830-1600 5 days BBY CRN 28806

GEOM 7115 BBY \$295 AUTODESK SURVEY

Teaches you how to efficiently collect and process survey field data through the establishment of data collection and processing standards using Autodesk Survey. This course includes a short field project but mainly focuses on the implementation of data collection standards, downloading/importing of data, and the adjustment/analysis of field measurements. Prerequisite: GEOM 7105 or Department approval. (1 credit)

Apr 17 Tue 1845-2145 6 wks BBY CRN 29972

GEOM 7125 BBY \$295 AUTODESK CIVIL DESIGN

Equips candidates with the skills to proficiently use Autodesk Civil Design software to design various engineering services for a land development site. Candidates will design horizontal and vertical roadway alignments, use templates to create finished grade surfaces from the roadway alignments, use grading tools to calculate cut and fill material volumes and assemble the roadway and site design information to create a complete drawing of the development site. Prerequisite: GEOM 7105 or Department approval. (1 credit)

Jun 4 Mon-Tue 0830-1730 2 days BBY CRN 29433

GEOM 7205 BBY \$752.50 GPS FOR RESOURCE SURVEYS

Provides a comprehensive conceptual and practical introduction to GPS technology as used in resource surveys in British Columbia. It covers GPS techniques for accuracy requirements greater than 1-2 metres. Participants will learn fundamental concepts of GPS positioning, how to use GPS equipment and software, and how to minimize GPS errors and correctly integrate GPS data with data from other sources. Upon successful completion of this course, students will receive a RIC (Resource Inventory Committee) training certificate which will qualify them to perform GPS resource surveys within the Province of British Columbia. Prerequisite: SURV 5108 or department approval. (2 credits)

May 28 Mon-Fri 0830-1600 5 days BBY CRN 28809

GEOM 7305 BBY \$485.50 HIGH ACCURACY SATELLITE POSITIONING

Introduces the concepts and procedures for using satellite systems to perform high accuracy positioning. It provides an overview of static, kinematic and real time surveying techniques. Topics include: signal structure; code and phase observables; phase ambiguities; accuracy; modes of operation; project planning; hands-on operation; data downloading, conversion, exporting and processing with an emphasis on network adjustment. Prerequisite: SURV 5208 or Department approval. (2 credits)

Jun 11 Mon-Fri 0830-1630 5 days BBY CRN 28811

GEOM 7330 BBY \$485.50 CADASTRAL SURVEYS AND LAND REGISTRATION SYSTEMS

Students are introduced to concepts of land use and land ownership under English common law and are practically engaged in researching and interpreting legislation and case law. Also explores the role of the land surveyor and the contribution of the surveying profession to land development. Students must have Internet access and e-mail. Prerequisite: Basic understanding of Land Surveying. (2 credits)

May 4-5 Fri-Sat/ 0830-1730 2 days BBY CRN 29984
Jul 2 Mon 0830-1730 1 day

*Note: The class meets for session 1 on Friday – Saturday, May 4-5. Session 2 will be delivered via the internet (date TBA). Class meets for session 3 on Monday, July 2, 2001.

GEOM 8320 BBY \$225 SATELLITE SURVEYING PROJECT MANAGEMENT

Helps you design a satellite surveying plan based on accuracy and area of interest specifications. Topics include: consideration of GPS performance; observation methods, error sources, site selection, observation strategy, cost estimation, and refinement of observation strategy in response to accuracies achieved. Prerequisite: GEOM 7305 or department approval. (1 credit)

Jun 8 Fri-Sat 0830-1730 2 days BBY CRN 28810

GEOM 8342 BBY \$438.50 ADVANCED TOPICS IN ADJUSTMENTS AND STATISTICAL TESTING

Helps you understand network adjustment software used for processing GPS and conventional survey networks. Topics include parametric and conditional least squares models, outlier detection, data snooping, reliability measures, and network organization. Practical exercises include the evaluation of GPS network data using program GEOLAB. Prerequisite: A basic understanding of parametric and conditional least squares models. (2 credits)

May 28 Mon-Sat 0900-1500 6 days BBY CRN 28808

GIST 7100 BBY \$260.50 FUNDAMENTALS OF GIS

(Previously GIST 5100) Provides an overview of Geographic Information Systems technology, covering fundamental concepts, terminology, and technologies associated with GIS, applications of GIS, the role of GIS in spatial data management, data modelling, concepts of file and database systems, raster and vector spatial data models, architecture of GIS software (geo-relational, object-oriented), methods of data collection and input, manipulation and analysis features of GIS, general management issues, trends in GIS. (2 credits)

Apr 10 Tue 1845-2145 12 wks BBY CRN 29904

GIST 7202 BBY \$337 GIS COMPONENT PROGRAMMING

Introduces students to component programming for GIS; its role and importance, comparison to object technology, and current models (OLE/COM, OMG, CORBA). Students will also learn about current commercial products and their features and gain practical experience using ESRI MapObjects in a visual basic environment. Prerequisite: Previous Arc/Info and Visual Basic programming experience is required (GIST 5128, GIST 5002). (1 credit)

Apr 12 Thr 1845-2145 6 wks BBY CRN 29905

GIS Distance Education Course Via the Internet GIST 7159 COURSE FEE \$395 TEXTBOOK \$55 MAPPING USING SOFTWARE (IF REQUIRED) \$340 MICROSTATION

Using the Internet, a printed workbook, and MicroStation software, this course introduces students to MicroStation 95/i, a powerful CAD program used worldwide for mapping and GIS. Topics include design plane setup, element placement and symbology, text placement, precision input, and element manipulation. Examples are based on mapping and GIS. For more information: at: www.gis.bcit.ca/outlines/7159info.htm.

To register for the Internet course GIST 7159 only, please e-mail Shari_Monsma@bcit.ca. For course information, contact Stephanie_Hristovsky@bcit.ca.

Bachelor of Technology in Management

BCIT is proud to offer Canada's first competency-based management degree at the baccalaureate level. The Bachelor of Technology in Management is a self-paced and self-directed program. The program applies degree level skills and knowledge directly to the workplace. The learner builds management capabilities by focusing strategically on areas needing development, while refining areas of strength. This method is efficient, effective and results oriented. This program is delivered in a distance education format. Students use e-mail, telephone, and online chats to communicate with the degree coach (a BCIT faculty member) and student groups. Students do not attend BCIT campus for lecture style classes.

Prospective Students

The program is designed for working adults who want to develop and enhance their generic management knowledge and skills. The course requirements (e.g., readings, assignments and projects) are designed to improve on-the-job performance. Skills in information gathering, analysis, problem-solving, strategic thinking and decision-making are developed and applied in the work situation. The student's experience in an organization and an industry enhances the capacity to deepen knowledge and to demonstrate skills.

The program combines academic studies (reading, report writing, student discussions etc.) with practical action steps (taking responsibility for mistakes, running effective meetings, etc.). This combination of learning and application is a highly effective means for career-oriented learners to gain competency. Competency implies not only having the knowledge and skills, but actually demonstrating the skills in the workplace.

Program Structure

Students attain their learning goals working closely with the BCIT coach and with support and encouragement from the workplace advisor. Prior to application, each student identifies a workplace advisor. The advisor may help the student by making resources and opportunities available (e.g., by allowing the student to take on additional duties to complete the required assignments).

Each student begins the program in the Self Assessment and Self-Management module (MGMT 8010). Students assess themselves and are assessed by employers, peers, and direct reports. The result of this assessment is a snapshot of the individual's current level of competency in each key area. This snapshot is critical in planning development activities.

Using Technology and the Internet

The program uses DevelopMentor software and course Web site, so learners must have a working knowledge of computer skills. The software package provides students with important information of how to make the behaviour changes required. Web-based research is required in many modules of work. Suggested Internet sites to visit are provided. Many resources are available through the program's Web site.

The system requirements are:

- 486 PC with 8 megabytes of RAM
- Microsoft Windows 95 (or better)
- Netscape 3.0

Entrance Requirements:

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

- BCIT Diploma or equivalent
- Current employment in a management or supervisory position (title is not as important as duties performed on the job)
- Two years of relevant, full-time work experience (preference will be given to those in supervisory/managerial roles)
- Diploma-level Accounting course: FMGT 1100 or FMGT 1152 or equivalent are required prior to taking MGMT 8420
- English 12 or equivalent
- Computer literacy: working knowledge of MS Word, MS Excel, e-mail and Internet
- Strong communication skills: assessed through written letters and interview
- Letter explaining the relationship between the degree program and the applicant's personal goals (please describe current position);
- Letter of support from the applicant's employer which includes identification of workplace advisor for the employee
- Two letters of support from colleagues, supervisors, educators, clients or customers commenting on the applicant's ability to complete the degree.
- Resume
- An interview with the program head. The interview will not be granted until all other entrance requirements have been met.

Program Length

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

Grading

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

Program Content and Fees

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

| | Credits | Cost |
|---|---------------|-------------|
| 1. Advanced Technical Component-Management Competency | 48.0 | |
| 2. Liberal Education | 12.0 | |
| Total | 60.0 | |
| a) All students begin by taking: | Credit | Cost |
| MGMT 8110 Communicate Effectively | 3.0 | \$450.00 |
| MGMT 8125 Build Effective Working Relationships | 3.0 | \$450.00 |
| MGMT 8010 Self Awareness and Self Management | 3.0 | \$450.00 |
| DevelopMentor Software and Self-Assessment fees (one time only) | | \$500.00 |

b) Students must complete all of the following 45 credits. The order in which courses undertaken will be determined by student:

| | Credit | Cost |
|--|-------------|------------------|
| MGMT 8110 Communicate Effectively | 3.0 | \$450.00 |
| MGMT 8125 Build Effective Working Relationships | 3.0 | \$450.00 |
| MGMT 8215 Develop Leadership Roles | 3.0 | \$450.00 |
| MGMT 8220 Foster Teamwork | 2.0 | \$300.00 |
| MGMT 8230 Lead Effectively | 2.0 | \$300.00 |
| MGMT 8315 Prepare for Change | 2.0 | \$300.00 |
| MGMT 8320 Plan Quality Change | 2.0 | \$300.00 |
| MGMT 8330 Manage Change | 2 | \$300.00 |
| MGMT 8410 Manage a Work Unit's Human Resources | 4.0 | \$600.00 |
| MGMT 8420 Manage Financial Resources | 6.0 | \$900.00 |
| MGMT 8435 Manage Operational Performance | 4.0 | \$600.00 |
| MGMT 8510 Know the Global Issues Affecting your Industry | 1.0 | \$150.00 |
| MGMT 8520 Determine Implications of Law and Organizational Regulations | 3.0 | \$450.00 |
| MGMT 8530 Organizational and Personal Ethics | 2.0 | \$300.00 |
| MGMT 8615 Think Strategically | 2.0 | \$300.00 |
| MGMT 8620 Formulate Strategies | 2.0 | \$300.00 |
| MGMT 8630 Implement Strategies | 2.0 | \$300.00 |
| Total | 45.0 | \$7700.00 |

Liberal Education

Course fees will vary

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

For an application package that includes course descriptions please contact:

Management Degree, Business Programs
British Columbia Institute of Technology
SE6 - Room 222, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2
(604) 432-8658, Fax: (604) 436-0810, Rajwant_Brar@bcit.ca

Bachelor of Technology in Management Health Specialty

Courses

a) All students begin by taking:

| | Credits | Cost |
|---|---------|----------|
| MGMT 8010 Self Awareness and Self Management | 3.0 | \$450.00 |
| DevelopMentor Software and Self-Assessment fees (one time only) | | \$500.00 |

b) Students must complete all of the following 45 credits.
The order in which courses are undertaken will be determined by the student:

| | | |
|---|-----|------------------|
| MGMT 8110 Communicate Effectively | 3.0 | \$450.00 |
| MGMT 8125 Build Effective Working Relationships | 3.0 | \$450.00 |
| MGMT 8130 Information Systems in Health Care | 3.0 | \$450.00 |
| MGMT 8160 Health Labour Relations | 2.0 | \$300.00 |
| MGMT 8170 Health Care Law | 3.0 | \$450.00 |
| MGMT 8180 Health Care Systems | 2.0 | \$300.00 |
| MGMT 8215 Develop Leadership Roles | 3.0 | \$450.00 |
| MGMT 8220 Foster Teamwork | 2.0 | \$300.00 |
| MGMT 8230 Lead Effectively | 2.0 | \$300.00 |
| MGMT 8315 Prepare for Change | 2.0 | \$300.00 |
| MGMT 8320 Plan Quality Change | 2.0 | \$300.00 |
| MGMT 8330 Manage Change | 2.0 | \$300.00 |
| MGMT 8410 Manage a Work Unit's Human Resources | 4.0 | \$600.00 |
| MGMT 8420 Manage Financial Resources | 6.0 | \$900.00 |
| MGMT 8435 Manage Operational Performance | 4.0 | \$600.00 |
| MGMT 8530 Organizational and Personal Ethics | 2.0 | \$300.00 |
| Total | | \$7700.00 |

Liberal Education 12.0
Course fees will vary
Students must complete 12 credits of Liberal Education. For further information contact the Registrar's Office at (604) 432-8230.
For an application package that includes course descriptions please contact:
Management Degree Program Office
Management Degree, Business Programs
British Columbia Institute of Technology
SE6 - Room 222, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2
(604) 432-8658, Fax: (604) 436-0810, e-mail: mgmtdegr@bcit.ca
Toll Free: 1-877-428-8181.

Bachelor of Technology in Manufacturing

(604) 432-8274 mechtech@bcit.ca
(604) 432-8521

The Bachelor of Technology in Manufacturing program is accepting applications. The goal of the degree is to prepare students to assume a lead role in a manufacturing environment. The program will provide an avenue for graduate technologists and engineers to enhance their technical and management skills through part-time, evening courses in the following areas:

Automation and Control

- Introduction to Machine Vision
- Applications in Machine Vision
- Manufacturing Control Systems
- Manufacturing Automation Systems

Manufacturing Processes

- Advanced CAM Applications
- Computer Aided Process Planning
- Inspection Methods for Quality Control
- Fixture and Tool Design
- Plastics Processes and Materials
- Manufacturing Processes for Wood Products

Product Design

- Parametric Solid Modeling
- Introduction to Finite Element Methods
- Plastic Product Design
- Industrial Design
- Design for Manufacture and Assembly

Materials

- Advanced Engineering Materials

As a finale to the program, each degree candidate must complete an industry-sponsored project in an area of interest.

Program Prerequisite

Minimum prerequisite for the program will be a Technology Diploma in an appropriate discipline (Mechanical Engineering Technology, Plastics or Robotics and Automation) plus two years of relevant work experience.

Courses offered this term

Note: All MTEC courses include a combined Saturday, June 2, 2001 session. Time: 0900-1500

MTEC 7000 BBY \$447.50

PARAMETRIC MODELING

Explores the use of parametrics and solid modelling in the design and production phase of manufacturing. Topics include advantages/disadvantages of solid modelling and parametrics, dimensional and positional constraints, model construction, extracting working drawings, exchanging data with other applications, and determining mass properties. Prerequisite: MTEC 7045 and AICO 2000 or equivalent. (3 credits)

Apr 10 Tue 1830-2145 12 wks BBY CRN 27539

MTEC 7040 BBY \$447.50

INTRODUCTION TO FINITE ELEMENT METHOD

Students will learn the tools necessary to analyze machine components and structures using finite element analysis (FEA). Students will analyze simple mechanical objects under static loading using both manual methods and commercial FEA software. Emphasis will be placed on modelling techniques and interpreting and verifying results.

Prerequisite: MTEC 7045, MATH 2491 or MATH 2342. (3 credits)
Apr 9 Mon 1830-2145 10 wks BBY CRN 29908
Sat (Jun 16)0900-1530

MTEC 7045 BBY \$447.50

INDUSTRIAL DESIGN PROCESS

Provides a detailed investigation of the engineering design process. Students will learn methods to establish design criteria, generate alternatives, and evaluate the alternatives against the criteria. Topics include creativity, brainstorming, divergent thinking, and consideration of function, ergonomics, serviceability and aesthetics in design. The course will include a study of the bidding process and the preparation and evaluation of bid documents. Project documentation, patents and copyrights will also be discussed. Prerequisite: Previous knowledge/experience in Computer Aided Design. (3 credits)

Apr 12 Thr 1830-2145 12 wks BBY CRN 29909

MTEC 8015 BBY \$447.50

FIXTURE AND TOOL DESIGN

Further knowledge of tooling methods used to increase manufacturing productivity. Covers modern methods of prototype manufacture and the use of currently available techniques to reduce manufacturing cycle times. Prerequisite: MTEC 7045, MTEC 8012. (3 credits)

Apr 11 Wed 1830-2145 12 wks BBY CRN 28504

Please see other sections of the flyer for Operations Management, Financial Management, Business Administration and Technology Management listings of other courses in this program. The course schedule and/or course offerings may vary from the above. For more information contact: Cindy Mirafab, Program Assistant, Tel. (604) 432-8274

Bachelor of Technology in Medical Imaging

Medical Imaging

This is Canada's first bachelor degree completion program specifically in Medical Imaging. It is offered by distance education and the Internet to registered technologists across Canada and around the world. For complete program requirements and course descriptions, request the Health Technologies course offerings booklet: (604) 432-8727, toll-free (1-800) 663-6542 x 8727 or Victoria_Banham@bcit.ca.



(3 credits)

MIMG 7008 RESEARCH PROJECT

FEE \$450

CRN 29607

Bachelor of Technology in Specialty Nursing

Specialty Nursing

This is the only degree program in British Columbia that prepares registered nurses for employment in specialty nursing practice. Graduates enter the work force skilled in professionalism, communication, collaboration, growth, reflective critical thinking and systematic enquiry. For complete program requirements and course descriptions, request the Nursing and Specialty Nursing course offerings booklet: (604) 451-7094, toll-free (1-800) 663-6542 x 7094 or Maya_Heskia@bcit.ca.

"The flexibility of the Distance Education Specialty Nursing program at BCIT has allowed me to continue along my career pathway. With no disruption in my work schedule, I have been able to earn both my Pediatric and Pediatric Critical Care Certificates, and apply these to my Bachelor of Technology in Specialty Nursing. Each course in the program is designed to meet specific objectives, but is intended to be individualized to focus on areas of clinical practice that are of most interest to the learner. I have found this method of learning so relevant and valuable to my professional growth."

Jacqueline Kopp, RN, Pediatric ICU, B.C. Children's Hospital

New elective course; contact Leighanne MacKenzie, program head, at (604) 451-7078, Leighanne_Mackenzie@bcit.ca for more information.



(3 credits)

NSER 7700 CRITICALLY ILL CLIENTS IN EMERGENCY SETTINGS

FEE \$450 + TEXT TBA + S&H \$10

Explore emergency nursing care for critically ill patients.

CRN 50116

Bachelor of Technology in Technology Management

(604) 432-8459

Robertta_Pajunen@bcit.ca

Engineering Technology offers a Bachelor of Technology degree program in technology management. The program can also lead to a Bachelor of Technology degree through the Open Learning Agency of B.C.

The Bachelor of Technology program is designed for:

- graduates of a diploma program from BCIT or equivalent institution
- those who hold degrees in related disciplines

TMGT 7103 BBY \$172

RESEARCH AND DEVELOPMENT MANAGEMENT

This course provides the candidate with the skills necessary to successfully manage a small corporate research and development department. Emphasis is on identifying the unique characteristics of an R&D department in terms of its funding, its personnel, and mandate to be creative and productive. (1 credit)

Apr 19 Thr 1830-2130 5 wks BBY CRN 24849

TMGT 7114 BBY \$172

PRODUCT PLANNING AND MARKETING IMPLEMENTATION

This course enables candidates to develop a product marketing plan which will enable them to manage the delivery of a commercially viable product to market. To accomplish this, the course examines a proven methodology of developing a product from conception to full commercial development. Completion of TMGT 7111 is recommended. (1 credit)

Apr 11 Wed 1830-2130 5 wks BBY CRN 25989

TMGT 7121 BBY \$172

PRINCIPLES OF FINANCE

This course equips candidates with an in-depth understanding of financing business undertakings, exploring sources of money, the role of business plans, equity capital, the role of debt financing, R&D funding, taxation issues, and the role and responsibilities of directors and officers. Prerequisite: TMGT 7122. (1 credit)

May 22 Tue 1830-2130 5 wks BBY CRN 23593

TMGT 7122 BBY \$172

ACCOUNTING FOR TECHNOLOGISTS

This course involves the candidate with aspects of accounting that impact on their roles as employees/managers within a technical organization. The course involves the student in accounting principles, concepts and the practical application of these. (1 credit)

Apr 10 Tue 1830-2130 5 wks BBY CRN 27557

TMGT 7141 BBY \$172

MANAGING IN A TECHNICAL ENVIRONMENT

This course emphasizes the skills necessary to manage effectively in a technology-based organization. Emphasis is placed on the issues of leadership and the skills required to do an effective job, which includes improving performance by constructive feedback, giving and receiving effective information, handling disruptive behaviour, and providing positive recognition. (1 credit)

May 24 Thr 1830-2130 5 wks BBY CRN 27560

TMGT 7142 BBY \$172

TECHNOLOGY MANAGEMENT COMMUNICATION

This course examines the specific communication process necessary to convey messages effectively in both written and oral formats. It is designed to give candidates "hands-on: practice and feedback using the specialized techniques in the communication process. (1 credit)

May 16 Wed 1830-2130 6 wks BBY CRN 23595

TMGT 7151 BBY \$404.50

IMPLEMENTATION ISSUES IN TELECOMMUNICATIONS

This course identifies the various communications technologies and their importance to today's organizations. It focuses on the analysis, planning and implementation of networks, including the integration of voice and data. It emphasizes the major networking options, evaluates their effectiveness, and identifies implementation strategies. (3 credits)

Apr 2 Mon 1830-2145 11 wks BBY CRN 29752

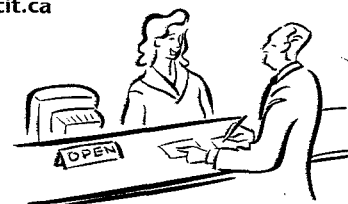
Five ways to register



online
www.bcit.ca



by fax
Burnaby: (604) 430-1331
Downtown: (604) 687-2488



in person
(see page 3)



by phone
434-1610



by mail
(see page 3)

Who's Who

Broadcast and Media Communications

Mary Kay Thurston, Part-time Studies Coordinator
Marykay_Thurston@bcit.ca(604) 432-8668
Vicki Forbes, Program Assistant
Vicki_Forbes@bcit.ca(604) 432-8611

Facilities Rental Information

Janet_Wadsworth@bcit.ca(604) 432-8863

Business Administration

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Marketing Management

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Wendy Lee, Program Assistant for Distance Education, Internet, and
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- Marketing Management
- Marketing Communications
- Professional Sales
- Tourism
- Customer Service
- Event Marketing
- Small Business
- Call Centre Marketing
- Fundraising
- Public Relations
- Sales Skills

Media Techniques for Business

Coordinator(604) 453-4032

Terri Carde, Program Assistant

Terri_Carde@bcit.ca(604) 451-7032

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

Medical Office Assistant

Terri Carde, Program Assistant

Terri_Carde@bcit.ca(604) 451-7032

Operations Management

Frank Gruen, Part-time Studies Coordinator

Frank_Gruen@bcit.ca(604) 451-6743

Vicki Forbes, Program Assistant

Vicki_Forbes@bcit.ca(604) 432-8611

- Management Engineering
- Industrial Engineering*
- Business Quantitative Courses
- Facilities Management
- Materials Management
- Quality Management
- Business Computing
- International Trade & Transportation

- APICS - The Educational Society for Resource Management

Program Advising

.....(604) 434-1610

What's New in Business!

Business Administration

- 19 courses on the Internet, 6 by correspondence.
- E-commerce - on the Web.
- New course offerings: BUSA 2905 Managing Conflict in the Workplace; BUSA 2815 Relational Practice and Organizational Change; ORGB 2105 Organizational Behaviour, ORGB 2615 Managing Organizational Change and Development; and BLAW 3205 Internet Law.
- Internet delivery is offered for the following courses: BLAW 3100 Business Law; BLAW 3205 Internet Law; BLAW 3425 International Law; BUSA 1305 Supervisory Skills; BUSA 3455 Introduction to Electronic Commerce; BUSA 3465 Electronic Commerce Systems; BUSA 3475 Case Studies in Electronic Commerce; BUSA 3485 Online Business Management; BUSA 7250 Management Skills & Applications; HRMG 3315 Human Resource Measurement; HRMG 4605 Human Resource Planning; BUSA 1005 Introduction to Business; BUSA 2005 Management; ECON 1150 Economic Issues; HRMG 3105 Human Resource Management; ORGB 2105 Organizational Behaviour; ORGB 2305 Organizational Behaviour 2 (last offering April 2001); and; ORGB 2605 Organizational Change 1.
- Correspondence Courses: BUSA 1305 Supervisory Skills. BUSA 2005 Management; BUSA 7250 Management Skills and Applications; BLAW 3100 Business Law; ORGB 2105 Organizational Behaviour; and ORGB 2305 Organizational Behaviour 2 (last offering April 2001).
- Specialized workshops for industry. See Professional Management Series!

Financial Management

- Bachelor of Technology Degree in Accounting. Entry requirements and degree course offerings are in the Financial Management section.
- The Financial Planners Standards Council of Canada (FPSC) has confirmed that graduates of BCIT's Associate Certificate in Financial Planning program have achieved the educational prerequisites necessary to write the CFP comprehensive examination administered by the FPSC and so attain the CFP designation.

Marketing Management

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

New courses offered this term include:

CLCR 2103 Call Centre Enhanced Sales and Service
CLCR 2205 Call Centre Communications and Customer Service
FUND 0010 Face to Face Solicitations
FUND 0015 Planned Giving Workshop
FUND 3315 Campaign Planning & Operations
MKTG 0113 Internet Marketing Workshop
MKTG 0413 Data Based Marketing Workshop
MKTG 1312 Writing Creative Copy
MKTG 1360 Internet Marketing
MKTG 2213 Internet Customer Service
MKTG 2325 Marketing Globally

Distance Education (Internet) Two new online courses, MKTG 1102 & MKTG 3321, contact Wendy Lee, Program Assistant - 451-7134

For detailed information on distance education/Internet course details, please refer to the Business Administration, Internet Delivery section, page 19.

Multimedia

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

Operations Management

- New associate certificates in all Operations Management disciplines are being developed for September 2001 term.
- Quality Management for Service Industries (OPMT 1107) has been totally revised.
- Management Information Systems (OPMT 1188) 25% of the course is Web-based.
- Facility Planning and Design (OPMT 1193).
- Computer Applications 1 (OPMT 1600), "Get a step up on your basic computing skills."
- Computer Applications 2, Spreadsheets (OPMT 2650).
- Computer Applications 3, Databases (OPMT 2660).
- FITTSkills - earn an internationally recognized diploma of International Trade and meet the educational requirements to become a Certified International Trade Professional (CITP). Presented jointly with the British Columbia Institute for Studies in International Trade (BCISIT).

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

APIC 1171 Basics of Supply/Chain Management

APIC 1172 Master Planning of Resources

APIC 1173 Detailed Scheduling and Planning

New fundamental course in Manufacturing Planning for students with limited academic backgrounds in these areas (APIC 1050). An Associate Certificate in Supply Chain Management is being developed.

Business Certificate Programs

BCIT offers many certificates that lead to rewarding careers in business. It is always advisable for students to apply for program approval - please contact Program Advising at 434-1610 for more information. The following certificates are listed by category:

Broadcast and Media Communications

- Radio
- Television
- Broadcast Journalism
- Broadcast Management

Business Administration

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

Associate Certificates

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

Career Programs

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

Associate Certificates

- Medical Office Assistant
- Desktop Publishing

Financial Management

- Management Certificate in Accounting
- Management Certificate in Finance

Associate Certificate

- Financial Planning

Marketing Management

- Marketing Management
- Professional Sales
- Marketing Communications
- Tourism

Associate Certificates

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

Operations Management

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

Associate Certificates

- Facilities Management
- Quality Management
- Supply Chain Management (under development)
- Transportation Logistics
- International Trade

Industry Services and Training

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

Broadcast and Media Communications:

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

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

Business Administration:

Custom courses are designed to meet specific organizational needs or standard credit courses delivered at an employer's training facility or at a BCIT campus. We train corporate management and staff. Call Chris Gadsby at (604) 451-6784 for custom training information. Individual courses for industry training include:

- Time Management and Productivity Skills
- Training Skills for Trainers
- Achieving Career Success
- Motivating Your Staff - A Challenge for Leaders
- Leadership Skills for New Supervisors/Managers
- Coaching Skills for Managers
- Performance Management To Create a Thriving Workplace
- Managing in the Unionized Environment
- Presentation Skills for Managers
- Electronic Commerce for Managers

Financial Management:

Financial Management assists employers by designing and delivering custom courses to meet specific organizational needs or delivering standard credit courses at an employer's training facility or a BCIT campus classroom. Contact the Part-time Studies/Industry Training Coordinator at (604) 412-7453 for details.

Marketing Management:

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

- Press Media Relations
- Marketing Planning
- Customer Services
- Internet Marketing
- Database Marketing
- Sales & Sales Management

Broadcast and Media Communications

(604) 432-8668

(604) 432-8611

Marykay_Thurston@bcit.ca

Vicki_Forbes@bcit.ca

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

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

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

Broadcast and Media Communications

CERTIFICATE PROGRAMS

The courses required to obtain a Certificate in Broadcast and Media Communications are listed here. Students intending to pursue this certificate must choose a specific program (Radio, Television, Broadcast Journalism or Broadcast Management). Each program requires 15 specific courses.

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

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

RADIO

BCST 1101 Technical Introduction
BCST 1140 Broadcast Industry Operations
BCST 1143 The Music Business and the Broadcast Industry
BCST 1144 Writing for the Media
BCST 1145 Copywriting for Radio and TV
BCST 1148 Interviewing for Radio/TV
BCST 1150 Radio Broadcasting Introduction
BCST 1151 Radio and TV Announcing
BCST 1170 Broadcast Journalism Introduction
BCST 2251 Advanced Vocal Development
MDIA 1100 Introduction to Media Techniques for Business
COMM 1103 Introduction to Business Communications
COMM 2203 Business Reports
BLAW 3100 Business Law
BCST 1104 Computer Basic for Broadcasting

TELEVISION

| | |
|-----------|--|
| BCST 1101 | Technical Introduction |
| BCST 1140 | Broadcast Industry Operations |
| BCST 1145 | Copywriting for Radio and TV |
| BCST 1160 | Television Broadcasting and Video Production |
| BCST 1161 | Film for Beginners |
| BCST 1165 | Video Editing Workshop |
| BCST 1180 | Introduction to Non linear Video Editing |
| BCST 2222 | Theory of Colour TV Systems |
| BCST 2223 | Television Production Planning |
| COMM 1103 | Introduction to Business Communications |
| COMM 2203 | Business Reports |
| ECON 1150 | Economic Issues |
| ORGB 2505 | Interpersonal Skills |
| BLAW 3100 | Business Law |
| BCST 1104 | Computer Basics for Broadcasting |

BROADCAST JOURNALISM

| | |
|-----------|---|
| BCST 1140 | Broadcast Industry Operations |
| BCST 1144 | Writing for the Media |
| BCST 1148 | Interviewing for Radio and TV |
| BCST 1150 | Radio Broadcasting Introduction |
| BCST 1151 | Radio and TV Announcing |
| BCST 1160 | TV Broadcasting and Video Introduction |
| BCST 1165 | Video Editing Workshop |
| BCST 1170 | Broadcast Journalism Introduction |
| BCST 1172 | Investigate Reporting |
| MDIA 1100 | Introduction to Media Techniques |
| COMM 1103 | Introduction to Business Communications |
| COMM 2203 | Business Reports |
| ECON 1150 | Economic Issues |
| BLAW 3100 | Business Law |
| BCST 1104 | Computer Basics for Broadcasting |

BROADCAST MANAGEMENT

| | |
|-----------|--|
| COMM 1103 | Introduction to Business and Technical Communication |
| COMM 0040 | Making Meetings Work |
| BUSA 1305 | Supervisory Skills |
| BUSA 2005 | Management 1 |
| BUSA 2205 | Management 2 |
| BUSA 3405 | Problem Solving/Decision-making |
| HRMG 3105 | Human Resources Management |
| HRMG 3305 | Selection Interviewing |
| HRMG 3705 | Counselling 1 |
| ORGB 2505 | Interpersonal Skills |
| FMGT 1152 | Accounting for the Manager |
| MKTG 1102 | Essentials of Marketing |
| MKTG 1112 | Customer Relations |
| MKTG 1219 | Professional Sales 1 |
| MKTG 2202 | Introduction to Marketing Communications |
| MKTG 2341 | Introduction to Marketing Research |

Check Every Flyer for New Course Offerings!

BCST 1101 **TECHNICAL INTRODUCTION** **BBY \$260.50**

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 22835 |
|--------|-----|-----------|--------|---------|-------|

BCST 1104 **COMPUTER BASICS FOR BROADCAST** **BBY \$272.50**

Students learn computer terminology, hardware and software operations, the Disk Operating System (DOS), a word-processing package and spreadsheet package, and through lectures and practical exercises relate their applications to Broadcasting. This course is specifically designed for students who are preparing to meet the "compute literacy" requirement for entry into full-time Broadcast day school programs. (3 credits)

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| May 12 | Sat | 0900-1600 | 5 wks | BBY CRN | 23811 |
| Aug 13 | Mon-Fri | 0900-1600 | 1 wk | BBY | 24477 |
| Aug 20 | Mon-Fri | 0900-1600 | 1 wk | BBY | 28325 |

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

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

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|--------|-----|-----------|--------|---------|-------|
| Apr 17 | Tue | 1845-2145 | 12 wks | BBY CRN | 20373 |
|--------|-----|-----------|--------|---------|-------|

BCST 1142 **INTRODUCTION TO BROADCAST AND MEDIA** **BBY \$312.50**

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

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| Apr 12 | Thr | 1845-2145 | 12 wks | BBY CRN | 29185 |
|--------|-----|-----------|--------|---------|-------|

BCST 1143 **THE MUSIC BUSINESS AND THE BROADCAST INDUSTRY** **BBY \$260.50**

One of the most important decisions a radio station makes is selecting the proper format and music to program. These decisions are made by exploring the business of broadcasting from a creative, corporate, regulatory, copyright, publishing, and songwriting perspective. BCST 1143 is designed to examine an entertainment-based product from a competitive viewpoint in the marketplace. Special attention will also be given to the historical roots of popular music. Creditable to the day school Radio program. (3 credits)

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|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 20375 |
|--------|-----|-----------|--------|---------|-------|

BCST 1144 **WRITING FOR THE MEDIA** **BBY \$260.50**

Presents a practical guide to freelance writing of various genres for radio and television, focusing on proper industry formats, presentation, style, market opportunities and methods. Instructors Allison Brodell and Mark Forsythe equip students with the tools required to enter the freelance market. (3 credits)

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|--------|-----|-----------|--------|---------|-------|
| Apr 12 | Thr | 1830-2130 | 12 wks | BBY CRN | 20376 |
|--------|-----|-----------|--------|---------|-------|

BCST 1146 **ART OF PROMOTIONS AND PUBLICITY** **DTC \$347.50**

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

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|-------|-----|-----------|--------|---------|-------|
| Apr 9 | Mon | 1730-2030 | 12 wks | DTC CRN | 25157 |
|-------|-----|-----------|--------|---------|-------|

BCST 1150 **RADIO BROADCASTING INTRODUCTION** **BBY \$287.50**

Learn radio station and broadcast industry operations, equipment, procedures, on-air operations, commercial production, and other basic elements of radio station life. Students simulate on-air operations, acting in a variety of positions as part of the on-air team. This is a "hands-on", activity-oriented course designed for those interested in a career in radio or in finding out more about how radio works. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 9 | Mon | 1845-2145 | 12 wks | BBY CRN | 20378 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 20379 |

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

Teaches students effective verbal communication, an essential ingredient for successful business communication and self-confidence. This is a fun, fast-paced class where students learn all of the elements necessary to achieve strong vocal skills for radio and television announcing. Students learn about the respiratory and vocal anatomy, articulation and vocal exercises and corrective speech therapies. Much practical work is involved. No prior knowledge is required but students should be willing to take risks and perform outside their normal comfort zones. Successful completion of both BCST 1151 & 2251 are accepted as credit for BCST 1111 in day school Radio program. (3 credits)

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|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 20380 |
|--------|-----|-----------|--------|---------|-------|

BCST 1153 **MUSIC RECORDING TECHNIQUES** **BBY \$377.50**

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

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|--------|-----|-----------|--------|---------|-------|
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY CRN | 23807 |
|--------|-----|-----------|--------|---------|-------|

BCST 1156 **RADIO/TV ANNOUNCING WORKSHOP** **BBY \$160**

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

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| Apr 14/15 | Sat/Sun | 0900-1600 | 1 wk | BBY CRN | 27515 |
|-----------|---------|-----------|------|---------|-------|

BCST 1160 **TV BROADCASTING AND VIDEO INTRODUCTION** **BBY \$387.50**

Teaches basic television and video equipment operation and production techniques and how to apply these through regular practical work in television studios and control rooms. Designed to introduce students seeking a career in television broadcasting and video production to the attractive and diverse career opportunities available, and to provide a solid practical basis for further study. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 9 | Mon | 1845-2145 | 12 wks | BBY CRN | 20383 |
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY | 20382 |

BCST 1165 **VIDEO EDITING WORKSHOP** **BBY \$360**

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

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|--------|---------|-----------|-------|---------|-------|
| Apr 21 | Sat/Sun | 0900-1600 | 2 wks | BBY CRN | 24867 |
|--------|---------|-----------|-------|---------|-------|

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

How do you come across to other people? Michael Berry has developed a unique on-camera personal evaluation program that will allow you to see your public image as others do. Master the skills for a good first impression, and with proven communication techniques define your public presence. At that next job interview, when making a public speech or appearing on television, you will know that you're at your best. Past participants in Michael Berry's workshops include a former premier of B.C., radio and television personalities, civic and provincial politicians, corporate executives. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 22 | Sun | 1000-1700 | 2 wks | BBY CRN | 27522 |
|--------|-----|-----------|-------|---------|-------|

BCST 1170 **BROADCAST JOURNALISM INTRODUCTION** **DTC \$310.80**

Covers all aspects of news operations in the broadcast industry, including basic reporting techniques, writing and presentation of radio and television news, newsroom operations, methods and practices, editing, line-up and content of news stories. Much practical work in simulated radio and television news is involved. (3 credits)

| | | | | | |
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| Apr 11 | Wed | 1730-2030 | 12 wks | DTC CRN | 20388 |
|--------|-----|-----------|--------|---------|-------|

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

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

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|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 20389 |
|--------|-----|-----------|--------|---------|-------|

BCST 1180 **INTRODUCTION TO NONLINEAR VIDEO EDITING** **BBY \$477.50**

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

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Apr 28 | Sat/Sun | 0900-1600 | 2 wks | BBY CRN | 25160 |
|--------|---------|-----------|-------|---------|-------|

BCST 2223 **TELEVISION PRODUCTION PLANNING** **BBY \$279.50**

Covers the techniques and methods used in managing and organizing the details of pre-production, production and post-production activities in a studio or location television or video production. Students acquire skills in budgeting, production, scheduling, crewing and other elements of successful productions. Prerequisite: BCST 1160. This course is creditable to day school TV program. (3 credits)

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|--------|-----|-----------|--------|---------|-------|
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY CRN | 20374 |
|--------|-----|-----------|--------|---------|-------|

BCST 2251 **ADVANCED VOCAL DEVELOPMENT** **DTC \$258.80**

This hands-on course covers personal exploration of voice which will benefit media performers, actors, or anyone using their voice in a professional or creative environment. You will leave this class with a much better understanding of your voice and its potential. The instructor has used Kristin Linklater's method of "Freeing the Natural Voice" for many years, each week working through several chapters and performing unusual but fascinating discovery exercises together in class. Prerequisite: BCST 1151 or special permission of the instructor (employment in media or action experience will be considered). Kevin Ribble (604) 432-8707. Successful completion of both BCST 1151 & 2251 are accepted as credit for BCST 1111 in day school Radio program. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 09 | Mon | 1730-2030 | 12 wks | DTC CRN | 27520 |
|--------|-----|-----------|--------|---------|-------|

BCST 2255 **COMMERCIAL AND ANIMATION VOICEOVER** **BBY \$ 255**

Discover the commercial and animation voiceover industry and where you fit in. During this intense yet fun course, you will explore all aspects of voiceover work in studio. Learn how to prepare for a demo, where to find opportunities, and how to market yourself in the expanding fields of voicing for Internet, new media, commercial, animation and more traditional projects. Students are required to speak with instructor prior to Registration. Please call Dennis O'Neill at 432-8414. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 28 | Sat | 1200-1600 | 4 wks | BBY CRN | 28778 |
|--------|-----|-----------|-------|---------|-------|

BCST 2265 **ADVANCED EDITING/PRODUCTION** **BBY \$ 203**

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

| | | | | | |
|-------|---------|-----------|------|---------|-------|
| Jun 9 | Sat/Sun | 0900-1600 | 1 wk | BBY CRN | 27521 |
|-------|---------|-----------|------|---------|-------|

Film

FILM 1001 **FILM INDUSTRY ORIENTATION COURSE** **BBY \$150**

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

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 28 | Sat/Sun | 0900-1700 | 2 days | BBY CRN | 28739 |
| May 26 | Sat/Sun | 0900-1700 | 2 days | BBY CRN | 28740 |

FILM 1101 **FILM FOR BEGINNERS** **BBY \$362.50**

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 28743 |
|--------|-----|-----------|--------|---------|-------|

Part-time tip.
Know thyself. It's your responsibility to ensure you have all prerequisites for each course in which you register.



Business Administration

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

All seminars and workshops will be held at BCIT's Downtown campus at 555 Seymour Street in Vancouver, unless otherwise noted. Workshops can be customized and delivered on site if desired. Prices include GST. For more information, contact:

Registration/Information: (604) 434-1610
Chris Gadsby, Coordinator, Part-time Studies and Industry Training
e-mail Chris_Gadsby@bcit.ca (604) 451-6784
Jean Covell, Program Assistant, Part-time Studies
e-mail Jean_Covell@bcit.ca (604) 432-8860

BTCW 0102 LEADERSHIP SKILLS FOR NEW SUPERVISORS/MANAGERS DTC \$316.30

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

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

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

May 31 Thr/Fri 0830-1630 2 days DTC CRN 23689

BTCW 0106 TIME MANAGEMENT AND PRODUCTIVITY SKILLS DTC \$316.30

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

May 7 Mon/Tue 0830-1630 2 days DTC CRN 23687
July 16 Mon/Tue 0830-1630 2 days DTC 29865

BTCW 0117 TRAINING SKILLS FOR TRAINERS DTC \$316.30

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

June 5 Tues/Wed 0830-1630 2 days DTC CRN 23686

BTCW 0125 ACHIEVING CAREER SUCCESS DTC \$199.30

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

May 26 Sat 0900-1700 2 days DTC CRN 25953

BTCW 0127 COACHING SKILLS FOR MANAGERS DTC \$316.30

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

Apr 21 Sat 0830-1630 2 days DTC CRN 28677

BTCW 0130 PERFORMANCE MANAGEMENT TO CREATE A THRIVING WORKPLACE DTC \$316.30

Learn how to set goals and objectives that balance financial and good management techniques to improve organizational productivity. Learn a framework to improve employee communications and commitment to the workplace. Discover how to conduct effective performance appraisal interviews that will help in handling difficult people and bring positive change in employee attitude and behaviours. Using resources of the participant and workshop leader, action plans are developed to solve and improve your organizational or human resources problems and take advantage of opportunities.

May 9 Wed/Thr 0830-1630 2 days DTC CRN 28678

BTCW 0131 MANAGING IN THE UNIONIZED ENVIRONMENT DTC \$316.30

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

May 30 Wed/Thr 0830-1630 2 days DTC CRN 28679

BUSA 0102 MOTIVATING YOUR STAFF - A CHALLENGE FOR LEADERS DTC \$150

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

May 11 Fri 0900-1700 1 day DTC CRN 26295

Success Skills for the Knowledge Economy

(604) 432-8860 Jean_Covell@bcit.ca
(604) 451-6784 Chris_Gadsby@bcit.ca

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

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

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

All instructors are experienced professionals and experts in their fields. Register early. BCIT's cancellation policy will provide five business days' notice of a course being cancelled. Please register early to try to avoid cancellation of courses.

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

Associate Certificate Programs

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

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

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

Students should have experience with Web browsers, word processors, presentation software and spreadsheets

This program can now be completed online.

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

Complete the following: (Recommended sequence as listed)

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

Complete one of the following:

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

Complete one of the following:

Students must select and complete a computer-related course or courses involving lab time with a value of three credits. Refer to list under certificate.

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

This new associate certificate program is designed to provide students with the skill areas necessary to function as managers in the global economy. Specific course areas include international law, economics, intercultural communication and negotiations. (All courses in this program may be used as credits for certificate programs in Business Administration.)

Complete the following: (sequence recommended)

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

Choose two of the following:

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

LEADERSHIP (A.C.L.)

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

Complete the following: (Sequence recommended)

ORGB 2105 Organizational Behaviour (T)
HRMG 3105 Human Resource Management (T)
BUSA 3105 Leadership 1
BUSA 3155 Leadership 2
ORGB 2605 Managing Organizational Change 1
BUSA 3165 Leadership 2000

Choose two of the following:

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

MEDIATION (A.C.M.)

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

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

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

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

Complete the following: (sequence recommended as listed)

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

Complete two of the following:

BUSA 2685 Communication Skills for Individuals and Groups
BUSA 2705 Teamwork Skills
ORGB 2465 Organizational Leadership
HRMG 3315 Human Resource Measurement
HRMG 4145 Human Resource Management Systems

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

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

THIS PROGRAM IS NOW ONLINE.

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

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

B. Complete one of the following

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

C. Complete four of the following

MKTG 0113 Internet Marketing Workshop
MKTG 1102 Essentials of Marketing
MKTG 3421 Strategic Communications
MDIA 1205 Weaving the Web
OPMT 3125 Facility Management Using the Internet
ORGB 2605 Managing Organizational Change
BUSA 3005 Strategic Business Planning
BUSA 6800 Strategic Management

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

Get connected.
Register online at
www.bcit.ca



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

A. Complete the following

| | |
|-----------|----------------------------|
| BLAW 3100 | Business Law |
| BUSA 1005 | Introduction to Business |
| BUSA 2005 | Management |
| FMGT 1152 | Accounting for the Manager |
| ORGB 2105 | Organizational Behaviour |

B. Complete one of the following

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

C. Complete four of the following

| | |
|-----------|-------------------------------------|
| BLAW 3205 | Internet Law |
| BUSA 2705 | Teamwork Skills |
| BUSA 3455 | Introduction to Electronic Commerce |
| BUSA 6800 | Strategic Management |
| HRMG 3105 | Human Resource Management |
| HRMG 3205 | Labour Relations 1 |
| HRMG 3255 | Labour Relations 2 |
| MKTG 1102 | Essentials of Marketing |
| ORGB 2505 | Interpersonal Skills |
| BUSA 3005 | Strategic Business Planning |
| BUSA 3405 | Problem Solving and Decision-making |

D. Complete one of the following

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

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

Course selection should reflect the student's career objectives.

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

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

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

A. Complete the following

| | |
|-----------|----------------------------|
| BLAW 3100 | Business Law |
| BUSA 1005 | Introduction to Business |
| BUSA 2005 | Management |
| FMGT 1152 | Accounting for the Manager |
| HRMG 3105 | Human Resource Management |
| ORGB 2105 | Organizational Behaviour |

B. Complete one of the following

| | |
|-----------|-----------------|
| ECON 1150 | Economic Issues |
| ECON 2100 | Microeconomics |
| ECON 2200 | Macroeconomics |

C. Complete three of the following

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

D. Complete one of the following

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

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

Course selection should reflect the student's career objectives.

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

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

| | |
|-----------|---|
| BLAW 3205 | Internet Law |
| BLAW 3425 | International Law 1 |
| BLAW 3525 | International Law 2 |
| BLAW 3555 | Real Estate Law |
| BLAW 3705 | Small Business Law |
| BLAW 3805 | Human Rights and the Law |
| BUSA 1305 | Supervisory Skills |
| BUSA 2205 | Entrepreneurial Management |
| BUSA 2605 | Decision Support |
| BUSA 2685 | Communication Skills |
| BUSA 2705 | Teamwork Skills |
| BUSA 2815 | Relational Practice & Organizational Change |
| BUSA 2905 | Managing Conflict |
| BUSA 3005 | Strategic Business Planning |
| BUSA 3015 | Negotiation Skills |
| BUSA 3105 | Leadership 1 |
| BUSA 3155 | Leadership 2 |
| BUSA 3165 | Leadership 2000 |
| BUSA 3205 | Business Ethics |
| BUSA 3300 | Mediation Skills |
| BUSA 3355 | Arbitration Skills |
| BUSA 3405 | Problem Solving and Decision-making |
| BUSA 3455 | Introduction to Electronic Commerce |
| BUSA 3465 | Electronic Commerce Systems |
| BUSA 3485 | Online Business Management |
| ECON 3305 | International Economics |
| HRMG 2805 | Occupational Health and Safety |
| HRMG 3105 | Human Resource Management |
| HRMG 3155 | Enhancing People Skills |
| HRMG 3170 | Human Resource Dynamics Workshop |
| HRMG 3205 | Labour Relations 1 |
| HRMG 3215 | Managing Your Career |
| HRMG 3255 | Labour Relations 2 |
| HRMG 3270 | Developing Effective Organizations |
| HRMG 3305 | Selection Interviewing |
| HRMG 3315 | Human Resource Measurement |
| HRMG 3505 | Training Techniques |
| HRMG 3705 | Counselling |
| HRMG 3765 | International Management 1 |

| | |
|-----------|---|
| HRMG 3775 | International Management 2 |
| HRMG 4145 | Human Resource Management Systems |
| HRMG 4415 | Strategic Performance Management |
| HRMG 4605 | Human Resource Planning |
| MKTG 1102 | Essentials of Marketing |
| MKTG 1324 | Small Business Development |
| OPMT 1117 | Basic Quantitative Techniques in Administration |
| OPMT 1197 | Statistics for Business and Industry |
| ORGB 2105 | Organizational Behaviour |
| ORGB 2505 | Interpersonal Skills |
| ORGB 2605 | Managing Organization Change |

Note: See Advanced Studies section for additional electives.

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

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

Credit Transferability:

Graduates of the Management Skills for Supervisors or Leadership programs at Vancouver Community College may apply for advance credit towards a certificate, diploma or degree track program at BCIT. For details, please contact Program Advising 432-1610

Business Administration and Human Resources

Post Diploma Programs

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

Post Diploma in Business Administration

Bill Hooker, program head
Bill.Hooker@bcit.ca451-6783
Program length: one academic year with Degree or Diploma

Post Diploma in Human Resource Management

Eileen Stewart, program head
Eileen_Stewart@bcit.ca432-8492
Program length: pre-entry courses plus one academic year after Degree or Diploma

Direct Entry to Second Year

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

For more information please contact:

Iris Waterston, department secretary
Iris.Waterston@bcit.caPhone: 451-7019 Fax: 439-6700

Internet Delivery

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

Registration deadline April 6, 2001

More Information About BUSA Internet & Correspondence Courses Refunds

For 100% Refund

Before course materials have been sent OR course materials received BUT still shrink wrapped (Unopened)

For 85% Refund

Before the end of the second week of the course

Textbooks

Text books are refunded IF unmarked/unopened, in new condition

Internet Access

For ALL Business Administration Internet Courses access is available on the Course Start Date. At time of registration, e-mail address must be supplied by student.

Internet/Correspondence

Re-registration into courses, is into the immediately following term of original registration. NOTE: some exceptions, Contact the program assistant at 451-7134.

Shipping of Course Materials

At time of registration, students must supply a shipping address that will allow materials drop off DURING WEEK DAY WORK HOURS.

Note: this address may be different than the students home address.

For more information on Distance Education and Internet courses please visit our Web site at: <http://online.bcit.ca> or contact Wendy Lee by e-mail at Wendy_Lee@bcit.ca or phone 451-7134.

Internet Courses:

| | |
|-----------|---|
| BLAW 3100 | Business Law |
| BLAW 3205 | Internet Law |
| BLAW 3425 | International Law |
| BUSA 1005 | Introduction to Business |
| BUSA 1305 | Supervisory Skills |
| BUSA 2005 | Management |
| BUSA 3455 | Introduction to Electronic Commerce |
| BUSA 3465 | Electronic Commerce Systems |
| BUSA 3475 | Case Studies in Electronic Commerce |
| BUSA 3485 | Online Business Management |
| BUSA 7250 | Management Skills & Applications |
| ECON 1150 | Economic Issues |
| HRMG 3105 | Human Resource Management |
| HRMG 3315 | Human Resource Measurement |
| HRMG 4605 | Human Resource Planning |
| ORGB 2105 | Organizational Behaviour |
| ORGB 2305 | Organizational Behaviour 2 (last offering April 2001) |
| ORGB 2605 | Organizational Change 1 |

Internet Course Information:

Electronic courses may allow you to complete all your course activities online. These can include assignments, quizzes, exams, cases, team discussions and projects, class discussions and presentations. Help is provided to learn how to complete these activities. You need to be able to connect to the Internet to take these courses. You do not need to have any special computer skills or experience, beginners have been quite successful. Hardware/Software: Web enable computer with a java enabled browser, preferably Netscape 4.0 or better. A windows '95 Pentium with a minimum 28.8 K modem is recommended.

Correspondence:

| | |
|-----------|---|
| BLAW 3100 | Business Law |
| BUSA 1305 | Supervisory Skills |
| BUSA 2005 | Management |
| BUSA 7250 | Management Skills and Applications |
| ORGB 2105 | Organizational Behaviour |
| ORGB 2305 | Organizational Behaviour 2 (last offering April 2001) |



BLAW 3100 BUSINESS LAW (T)

BBY \$385.50 SRY \$381.30
DTC \$83.80 RREG \$50

Correspondence & Internet Delivery \$488

(Text & shipping incl.)

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

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Apr 30 | Mon/Wed | 1830-2200 | 8 wks | BBY CRN | 21177 |
| May 2 | Mon/Wed | 1730-2100 | 8 wks | DTC | 21178 |
| Apr 30 | Mon/Wed | 1830-2200 | 8 wks | SRY | 24855 |
| May 1 | Tue/Thu | 1830-2200 | 8 wks | BBY | 21179 |
| May 1 | Tue/Thu | 1730-2100 | 8 wks | DTC | 21180 |
| May 5 | Sat | 0900-1700 | 8 wks | DTC | 25944 |
| June 1 | Fri | 0900-1700 | 8 wks | BBY | 25945 |
| June 5 | Tue/Thu | 0900-1230 | 8 wks | BBY | 21182 |
| June 4 | Mon/Wed | 1330-1700 | 8 wks | BBY | 21183 |
| June 4 | Mon/Wed | 1330-1700 | 8 wks | DTC | 24544 |
| Apr 9 | Correspondence | | 13 wks | | 25946 |
| Apr 9 | Internet Delivery | | 13 wks | | 27456 |
| Apr 9 | Rereg | | | | 27457 |



BLAW 3205 INTERNET LAW

DTC \$258.80
RREG \$50

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

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

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Apr 24 | Tue | 1730-2030 | 12 wks | DTC CRN | 28682 |
| Apr 24 | Internet Delivery | | 13 wks | | 28615 |
| Apr 24 | Rereg | | | | 29826 |



BLAW 3425 INTERNATIONAL LAW 1

INTERNET DELIVERY \$246

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

| | | | | | |
|--------|-------------------|--|--------|--|-------|
| Apr 24 | Internet Delivery | | 13 wks | | 28616 |
|--------|-------------------|--|--------|--|-------|

BLAW 3805 HUMAN RIGHTS AND THE LAW

BBY \$260.50

Designed to provide students with an in-depth study and analysis of the B.C. Human Rights Code and the Regulations. This is a hands-on course for those who have an interest in exploring the different aspects of our provincial Human Rights legislation in a practical and policy oriented manner. Taught by lawyers, this course offers students the opportunity to explore real life human rights cases of discrimination on the basis of race, colour, ancestry, place of origin, religion, marital and family status, physical or mental disability, sex, including sexual harassment, sexual orientation and age. Although this course addresses all of the areas covered by the legislation, its focus is on the labour and employment context. Therefore, this course will appeal to human resources, management, union representatives, and employees in the different industries. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 25951 |
|--------|-----|-----------|--------|---------|-------|



BUSA 1005 INTRODUCTION TO BUSINESS (T)

BBY \$260.50 DTC \$258.80
SRY \$256.30
RREG \$50

Internet Delivery \$414 (Textbook & shipping incl.)

Introduces the external forces in the environment and the resulting implications for organizations. Examines the place of business in the Province of B.C. and Canada. Focus is on issues arising from government policies, economics, ethics, social environment, the forms of businesses and the basic components of business operations. (3 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Apr 9 | Mon | 1845-2145 | 12 wks | BBY CRN | 23442 |
| Apr 10 | Tue | 1730-2030 | 12 wks | DTC | 23443 |
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC | 23444 |
| Apr 12 | Thu | 1900-2200 | 12 wks | SRY | 23445 |
| May 5 | Sat | 0900-1700 | 5 wks | DTC | 29786 |
| May 28 | Mon-Fri | 0900-1700 | 1 wk | DTC | 23446 |
| Apr 9 | Internet Delivery | | 12 wks | | 25983 |
| Apr 9 | Rereg | | | | 50183 |



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

RREG \$50

Correspondence & Internet Delivery \$326.00

(Includes text & shipping)

Designed for new supervisors or aspirants for leadership responsibilities. Increase your confidence and abilities to lead and establish a foundation for further training in supervision and management. The functions of management are explored through interactive case and group exercises. (3 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 21107 |
| Apr 11 | Wed | 1900-2200 | 12 wks | SRY | 21109 |
| Apr 23 | Mon-Fri | 0900-1700 | 1 wk | DTC | 26366 |
| Apr 9 | Correspondence | | 12 wks | | 29787 |
| Apr 9 | Internet Delivery | | 12 wks | | 29788 |
| Apr 9 | Rereg | | | | 29789 |

continued next page



BUSA 2005 **BBY \$323.50 DTC \$321.80**
MANAGEMENT (T)
Correspondence & Internet Delivery \$418
(text & shipping incl.) Rereg \$50

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

| | | | | | |
|---------|-------------------|-----------|--------|---------|-------|
| Apr 11 | Wed | 1730-2100 | 13 wks | DTC CRN | 23448 |
| Apr 12 | Th | 1830-2130 | 15 wks | BBY | 23449 |
| May 5 | Sat | 0900-1700 | 6 wks | BBY | 23451 |
| May 14 | Mon-Fri | 0900-1700 | 1 wk | DTC | 23453 |
| June 11 | Mon-Fri | 0900-1700 | 1 wk | DTC | 23452 |
| Apr 9 | Correspondence | | 13 wks | | 25984 |
| Apr 9 | Internet Delivery | | 13 wks | | 26294 |
| Apr 9 | Rereg | | 13 wks | | 27063 |

BUSA 2685 **DTC \$258.80**
COMMUNICATION SKILLS

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC CRN | 29793 |
|--------|-----|-----------|--------|---------|-------|

BUSA 2705 **BBY \$260.50 DTC \$258.80**
TEAMWORK SKILLS

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 24862 |
| Apr 12 | Th | 1730-2030 | 12 wks | DTC | 29873 |
| Apr 28 | Sat | 0900-1700 | 5 wks | DTC | 26476 |

BUSA 2815 **DTC \$258.80**
RELATIONAL PRACTICE & ORGANIZATIONAL CHANGE

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

| | | | | | |
|---------|---------|-----------|------|---------|-------|
| June 11 | Mon-Fri | 0900-1700 | 1 wk | DTC CRN | 29800 |
|---------|---------|-----------|------|---------|-------|

BUSA 2905 **DTC \$258.80**
MANAGING CONFLICT IN THE WORKPLACE

This highly interactive course is designed to identify and manage conflict in the workplace. Case studies, role playing and student experiences will contribute to the development of a specific body of knowledge for contemporary managers. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1730-2030 | 12 wks | DTC CRN | 26367 |
|--------|-----|-----------|--------|---------|-------|

BUSA 3005 **BBY \$260.50**
STRATEGIC BUSINESS PLANNING

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

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|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 23454 |
|--------|-----|-----------|--------|---------|-------|

BUSA 3015 **DTC \$258.80**
NEGOTIATION SKILLS

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

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Apr 9 | Mon | 1730-2030 | 12wks | DTC CRN | 28685 |
|-------|-----|-----------|-------|---------|-------|

*Complete 2 Leadership courses in 10 weeks! Join us on Saturday's this spring.

BUSA 3105 **BBY \$260.50 DTC \$258.80**
LEADERSHIP 1

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 25432 |
| Apr 7 | Sat | 0900-1700 | 5 wks | DTC | 26149 |

BUSA 3155 **DTC \$258.80 BBY \$260.30**
LEADERSHIP 2

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

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|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 26150 |
| May 26 | Sat | 0900-1700 | 5 wks | DTC | 27339 |

BUSA 3165 **DTC \$258.80**
LEADERSHIP 2000

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

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|--------|----|-----------|--------|---------|-------|
| Apr 12 | Th | 1730-2030 | 12 wks | DTC CRN | 26152 |
|--------|----|-----------|--------|---------|-------|

BUSA 3300 **DTC \$258.80**
MEDIATION SKILLS

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

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|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC CRN | 27340 |
|--------|-----|-----------|--------|---------|-------|

BUSA 3405 **DTC \$258.80**
PROBLEM SOLVING/DECISION-MAKING

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

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|--------|----|-----------|--------|---------|-------|
| Apr 12 | Th | 1730-2030 | 12 wks | DTC CRN | 21125 |
|--------|----|-----------|--------|---------|-------|



BUSA 3455 **DTC \$258.80 BBY \$260.50**
INTRODUCTION TO ELECTRONIC COMMERCE
REREG \$50

Internet Delivery \$300 (includes text & shipping)

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

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|--------|-------------------|-----------|--------|---------|-------|
| Apr 10 | Tue | 1730-2030 | 12 wks | DTC CRN | 26155 |
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY | 28691 |
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC | 29808 |
| Apr 12 | Th | 1845-2145 | 12 wks | BBY | 29259 |
| Apr 9 | Internet Delivery | | 13 wks | | 28619 |
| Apr 9 | Internet Delivery | | 13 wks | | 28618 |
| Apr 9 | Rereg | | | | 29807 |



BUSA 3465 **DTC \$258.80 BBY \$260.50**
ELECTRONIC COMMERCE SYSTEMS
REREG \$50

Internet Delivery \$309 (includes text & shipping)

Designed to provide a management overview of

Electronic Data Interchange (EDI). Topics include the history of EDI, Implementing EDI systems, EDI on the Internet, Contemporary Issues in EDI, Future of EDI, EDI data communications structure. Combines a series of lectures, individual, and team-based research projects and provides you with the skills necessary to function in an EDI environment. (3 credits)

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|--------|-------------------|-----------|--------|---------|-------|
| Apr 12 | Th | 1730-2030 | 12 wks | DTC CRN | 26154 |
| Apr 12 | Th | 1845-2145 | 12 wks | BBY | 28695 |
| Apr 9 | Internet Delivery | | 13 wks | | 28621 |
| Apr 9 | Rereg | | | | 29809 |



BUSA 3475 **DTC \$258.80**
CASE STUDIES IN ELECTRONIC COMMERCE
REREG \$50

Internet Delivery \$246

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

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|-------|-------------------|-----------|--------|---------|-------|
| Apr 9 | Mon | 1730-2030 | 12 wks | DTC CRN | 28189 |
| Apr 9 | Mon | 1845-2145 | 12 wks | BBY | 29811 |
| Apr 9 | Internet Delivery | | 13 wks | | 28622 |
| Apr 9 | Rereg | | | | 29810 |



BUSA 3485 **DTC \$258.80**
ONLINE BUSINESS MANAGEMENT
REREG \$50

Internet Delivery \$246

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

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|--------|-------------------|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 29814 |
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC | 28697 |
| Apr 9 | Internet Delivery | | 13 wks | | 28623 |
| Apr 9 | Rereg | | | | 29813 |

BUSA 3705 **BBY \$260.50**
SPREADSHEET MODELS FOR BUSINESS

Focus on the development of a sound methodology to build "what if" spreadsheet models. The course begins with detailed instruction on basic commands and functions and proceeds to an examination of common business cases in which the design of the spreadsheet is of paramount importance. In addition to model building the course will cover the basics of EXCEL Charts, Names, Pivot Tables, Filters, Goal Seek and Scenarios. Designed for direct entry and post diploma students there is no course prerequisite but a basic understanding of the Windows operating environment is assumed.

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|--------|--------|-----------|-------|---------|-------|
| June 5 | Tue/Th | 1800-2100 | 6 wks | BBY CRN | 28676 |
|--------|--------|-----------|-------|---------|-------|

It's easy
to register online at
www.bcit.ca
and click
on Registration



NOW ON THE INTERNET



ECON 1150 **BBY \$260.50 DTC/SRY/MRC \$258.80**
ECONOMIC ISSUES (T)
Internet Delivery \$328 (Text & shipping included)

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

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|--------|-------------------|-----------|--------|---------|-------|
| Apr 10 | Tue/Th | 1730-2030 | 6 wks | DTC CRN | 21201 |
| Apr 11 | Wed | 1830-2130 | 12 wks | BBY | 21199 |
| Apr 11 | Wed | 1900-2200 | 12 wks | SRY | 24857 |
| Apr 9 | Internet Delivery | | 12 wks | | 25985 |
| Apr 9 | Rereg | | | | 29819 |

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

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

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|--------|--------|-----------|--------|---------|-------|
| May 1 | Tue | 1730-2030 | 15 wks | DTC CRN | 21203 |
| May 2 | Wed | 1830-2130 | 15 wks | BBY | 21204 |
| May 3 | Th | 1830-2130 | 15 wks | BBY | 28880 |
| July 3 | Tue/Th | 0900-1200 | 8 wks | BBY | 21209 |

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

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

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|--------|---------|-----------|-------|---------|-------|
| Apr 30 | Mon/Wed | 1830-2200 | 8 wks | BBY CRN | 21212 |
| May 28 | Mon/Wed | 1830-2200 | 8 wks | BBY | 21214 |
| May 1 | Tue/Th | 1730-2130 | 8 wks | DTC | 24861 |
| July 4 | Mon/Wed | 0900-1230 | 8 wks | BBY | 28211 |
| July 3 | Tue/Th | 1830-2200 | 8 wks | DTC | 28212 |

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

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

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|--------|-----|-----------|-------|---------|-------|
| Apr 5 | Th | 1800-2100 | 4 wks | DTC CRN | 21129 |
| May 26 | Sat | 0900-1300 | 4 wks | BBY | 23645 |



HRMG 3105 **BBY \$325.50 DTC \$323.80**
HUMAN RESOURCE MANAGEMENT (T) **REREG \$50**
Internet Delivery \$413. (Includes text & shipping)

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

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| May 1 | Tue/Th | 1730-2030 | 8 wks | DTC CRN | 21139 |
| May 5 | Sat | 0900-1700 | 6 wks | DTC | 21143 |
| Jun 5 | Tue/Th | 0900-1200 | 8 wks | BBY | 21141 |
| July 3 | Tue/Th | 1830-2200 | 8 wks | BBY | 21138 |
| Apr 9 | Internet Delivery | | 12 wks | | 27458 |
| Apr 9 | Rereg | | | | 29821 |

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

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

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|--------|---------|-----------|------|---------|-------|
| May 14 | Mon-Fri | 0900-1700 | 1 wk | DTC CRN | 26156 |
|--------|---------|-----------|------|---------|-------|

COMPLETE BOTH LABOUR RELATIONS COURSES IN TWO WEEKS THIS SPRING!

HRMG 3205 **BBY \$260.50 DTC \$258.80**
LABOUR RELATIONS 1

A necessary skill set in today's world-designed for those involved in, or associated with, labour relations as management or union. Covers the collective bargaining process and day-to-day contract administration. Related laws, typical contract clauses, grievance procedures, responsibilities of the supervisor and the shop steward, and current activities in the labour relations field. Students will learn to approach their responsibilities for matters covered by collective agreements with more confidence and expertise. Prerequisite: ORGB 2105. (3 credits)

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|---------|---------|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 21142 |
| June 11 | Mon-Fri | 0900-1700 | 1 wk | DTC | 21146 |

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

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

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|---------|---------|-----------|--------|---------|-------|
| Apr 9 | Mon | 1845-2145 | 12 wks | BBY CRN | 21150 |
| June 18 | Mon-Fri | 0900-1700 | 1 wk | DTC | 21151 |

HRMG 3305 **BBY \$258 DTC \$256.30**
RECRUITMENT AND SELECTION

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

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 28713 |
| Apr 12 | Thr | 1730-2030 | 12 wks | DTC | 21158 |
| Apr 23 | Mon-Fri | 0900-1700 | 1 wk | DTC | 21157 |



HRMG 3315 **\$314**
HUMAN RESOURCE MEASUREMENT **REREG \$50**
Internet Delivery (includes text and shipping)

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

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|-------|-------------------|--------|-----|-------|
| Apr 9 | Internet Delivery | 12 wks | CRN | 28862 |
| | Rereg | | | 29822 |

HRMG 3505 **BBY \$260.50 DTC \$258.80**
TRAINING TECHNIQUES

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

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|--------|---------|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 21159 |
| Apr 23 | Mon-Fri | 0900-1700 | 1 wk | DTC | 21160 |

HRMG 4145 **DTC \$258.80**
HUMAN RESOURCE MANAGEMENT SYSTEMS

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

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|--------|-----|-----------|-------|---------|-------|
| Apr 20 | Fri | 0900-1700 | 5 wks | DTC CRN | 26299 |
|--------|-----|-----------|-------|---------|-------|



HRMG 4605 **DTC \$258.80**
HUMAN RESOURCE PLANNING **REREG \$50**
Internet Delivery \$311 (includes text & shipping)

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

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|--------|-------------------|-----------|--------|---------|-------|
| Apr 12 | Thr | 1730-2030 | 12 wks | DTC CRN | 21163 |
| Apr 9 | Internet Delivery | 12 wks | | 28669 | |
| Apr 9 | Rereg | | | | 29823 |



ORGB 2105 **BBY \$323.50 DTC \$321.80**
ORGANIZATIONAL BEHAVIOUR (T) **SRV \$319.30**
Correspondence and Internet Delivery \$464.00 (includes text & shipping)

This course focuses on the understanding and management of people in modern organizations. Topics include motivation and reward, team dynamics, communication, leadership and organizational change. Through interactive learning, participants will gain understanding of the dynamics and processes of, as well as skills in teamwork, decision-making, power and politics and conflict resolution. Prerequisite: BUSA 1005 and BUSA 2005. (4 Credits)

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|--------|-------------------|-----------|--------|---------|-------|
| Apr 24 | Tue | 1730-2030 | 15 wks | DTC CRN | 50104 |
| Apr 25 | Wed | 1730-2030 | 15 wks | DTC | 50108 |
| Apr 26 | Thr | 1845-2145 | 15 wks | BBY | 50109 |
| Apr 28 | Sat | 0900-1700 | 7 wks | BBY | 50111 |
| Apr 24 | Tue/Thr | 1900-2200 | 7 wks | SRV | 50112 |
| Apr 9 | Internet Delivery | 13 wks | | 50106 | |
| Apr 9 | Correspondence | 13 wks | | 50105 | |
| Apr 9 | Rereg | 13 wks | | | 50110 |



ORGB 2305 **BBY \$323.50 DTC \$321.80**
ORGANIZATIONAL BEHAVIOUR 2 (T) **SRV \$319.30**
Correspondence & Internet Delivery \$339.

(Incl. text & shipping) Rereg \$50
 Continues from Organizational Behaviour 1 (ORGB 2205). Focuses on the skills required to effectively work with others in today's organization. Through interactive learning, participants will gain understanding of the dynamics and processes of, as well as skills in, teamwork, decision-making, leadership, managing change, power and politics and conflict resolution. Prerequisite: ORGB 2205. (3 credits)

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|-------|-------------------|--------|-----|-------|
| Apr 9 | Correspondence | 12 wks | CRN | 28671 |
| Apr 9 | Internet Delivery | 12 wks | | 28672 |
| Apr 9 | Rereg | 12 wks | | 28673 |

ORGB 2505 **BBY \$260.50 DTC \$258.80**
INTERPERSONAL SKILLS

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

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|---------|---------|-----------|--------|---------|-------|
| Apr 10 | Tue | 1730-2030 | 12 wks | DTC CRN | 21175 |
| Apr 9 | Mon | 1845-2145 | 12 wks | BBY | 21173 |
| June 11 | Mon-Fri | 0900-1700 | 1 wk | DTC | 28716 |



ORGB 2605 **INTERNET DELIVERY \$256**
MANAGING ORGANIZATION CHANGE 1

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

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|-------|-------------------|--------|-----|-------|
| Apr 9 | Internet Delivery | 12 wks | CRN | 29825 |
|-------|-------------------|--------|-----|-------|

ORGB 2615 **DTC \$258.80**
MANAGING ORGANIZATION CHANGE 2

This second level course offers participants an important opportunity to understand and develop their own skills as change consultants. This course revolves around the concept of using six different lenses or ways of visioning an organization and its need for change. This "tool kit" will be invaluable to understanding how organizations can cope with and manage change processes. (3 credits)

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|--------|-----|-----------|--------|---------|-------|
| Apr 12 | Thr | 1730-2030 | 12 wks | DTC CRN | 27377 |
|--------|-----|-----------|--------|---------|-------|

DEGREE COMPLETION

All students enrolled in any of the Bachelor of Technology programs are required to enrol in the Advanced Management course listed below. Offered in a correspondence format and on the internet. Enrolment is limited, register today!



BUSA 7250 **\$350**
MANAGEMENT SKILLS **REREG \$50**
AND APPLICATIONS *(shipping included)*

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

13 weeks to complete (two re-registrations allowed).

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|-------|-------------------|--------|-----|-------|
| Apr 9 | Correspondence | 13 wks | CRN | 25223 |
| Apr 9 | Correspondence | 13 wks | | 26478 |
| Apr 9 | Internet Delivery | 13 wks | | 28625 |
| Apr 9 | Rereg | 13 wks | | 25483 |
| Apr 9 | Rereg | 13 wks | | 27455 |

Advanced Studies in Business Degree Completion

(604) 451-6839

Provides BCIT Business Diploma graduates with additional educational opportunities to meet the needs of B.C. business, government and industry: Advanced Studies courses may be taken as part of a Bachelor's Degree in Business Administration or as electives in either of our Certificate Programs. For specific information, please call Kevin Wainwright, program head at (604) 451-6839.

DEGREE COMPLETION

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

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

BCIT admission and registration procedures for the Bachelor of Business Administration degree offered in collaboration with the Open University.

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

1. Apply to the Open University

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

2. Apply to BCIT

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

- academic performance in the student's BCIT Diploma program;
- a 500-word statement indicating reasons for choosing the program;
- evidence of computer fluency since graduation, e.g., familiarity with microcomputers and software.

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

Applications for part-time enrolment in the Degree Completion Program for Diploma Graduates may be made at any time, but acceptance into the September 2001 term depends upon space availability. The Open University requires at least six weeks to process applications.

3. Course Registration

Once your admission is confirmed, you can register for Advanced Studies in Business Degree Completion courses offered at the Burnaby campus. Check the current Part-time Studies flyer to determine which courses are available. Courses are normally offered each term.

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

BUSA 4800 **BBY \$352.50**
MANAGEMENT POLICY

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

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| May 14 | Mon/Wed | 1800-2100 | 9 wks | BBY CRN | 21419 |
|--------|---------|-----------|-------|---------|-------|

Bachelor of Technology in Accounting

(604) 412-7486

Maria_Antidormi@bcit.ca

For more information on the Bachelor of Technology in Accounting see page 10.

Financial Management

(604) 432-8609

Candace_Schaap@bcit.ca

(604) 412-7453

Tim_Edwards@bcit.ca

Management Certificate in Accounting

1) Required courses

| | |
|-----------|--|
| FMGT 1100 | Accounting 1 |
| FMGT 2100 | Accounting 2 |
| FMGT 3110 | Financial Accounting 1 |
| FMGT 3210 | Cost and Managerial Accounting 1 |
| FMGT 3410 | Taxation 1 (or FMGT 3420 Income Tax 1) |
| FMGT 4110 | Financial Accounting 2 |
| FMGT 4210 | Cost and Managerial Accounting 2 |
| FMGT 4410 | Taxation 2 (or FMGT 4420 Income Tax 2) |
| OPMT 1102 | Basic Mathematics of Finance |

2) Must complete

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

3) Must complete

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

4) Electives

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

Management Certificate in Finance

1) Required courses

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

2) Must complete

| | |
|-----------|--|
| FMGT 3210 | Cost and Managerial Accounting 1 and |
| FMGT 4210 | Cost and Managerial Accounting 2; or |
| FMGT 3410 | Taxation 1 (or FMGT 3420 Income Tax 1) and |
| FMGT 4410 | Taxation 2 (or FMGT 4420 Income Tax 2); or |
| ECON 2100 | Microeconomics and |
| ECON 2200 | Macroeconomics |

3) Must complete

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

4) Electives

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

Correspondence Courses

(604) 412-7417

Ruth_Mackay@bcit.ca

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

Correspondence Course Information

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

For individual course descriptions, see listings in the following section.

Financial Planning

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

Rick_McCallum@bcit.ca
Candace_Schaap@bcit.ca

Associate Certificate in Financial Planning

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

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

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

CFP Examination Preparation Session

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

FMGT 0810

CFP EXAM PREPARATION SESSION

BCIT GRADUATES \$263 OTHER PARTICIPANTS \$313

| | | | | | | |
|-----------|-----|-----------|-------|---------|-------|-------|
| May 10/12 | R/S | 0900-1630 | 2 day | DTC CRN | 27642 | GRAD |
| | | | | | 27646 | OTHER |
| Jun 1/2 | F/S | 0900-1630 | 2 day | BBY | 27643 | GRAD |
| | | | | | 27648 | OTHER |

Credit Courses to Professional Accounting Bodies

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

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

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

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

FMGT 1100 BBY \$260.50 DTC \$258.80 SRY \$256.30

ACCOUNTING 1

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

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 7 | Sat | 0900-1200 | 12 wks | BBY CRN | 27511 |
| Apr 7 | Sat | 0900-1700 | 5 wks | BBY | 28795 |
| Apr 9 | Mon | 1845-2145 | 12 wks | BBY | 27510 |
| Apr 9 | Mon/Thr | 1845-2145 | 6 wks | BBY | 20401 |
| Apr 10 | Tues | 1845-2145 | 12 wks | BBY | 20404 |
| Apr 11 | Wed | 1900-2200 | 12 wks | SRY | 27627 |
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC | 20403 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 29851 |
| Apr 12 | Thr | 1730-2030 | 12 wks | DTC | 20405 |
| Apr 20 | Fri | 0900-1700 | 5 wks | DTC | 20394 |
| Jun 4 | MTWRF | 1300-1600 | 3 wks | BBY | 20397 |
| Jul 5 | Thr/Mon | 1845-2145 | 6 wks | BBY | 20400 |

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

| | | |
|------------------------------------|-------------------|-------|
| Text fee \$131 (subject to change) | 36 wks | 21034 |
| Re-registration \$50 | (36-wk extension) | 21035 |

FMGT 1152 BBY \$260.50 DTC \$258.80 SRY \$256.30

ACCOUNTING FOR THE MANAGER

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 7 | Sat | 0900-1700 | 5 wks | BBY CRN | 20425 |
| Apr 9 | Mon | 1730-2030 | 12 wks | DTC | 20428 |
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY | 27512 |
| Apr 11 | Wed | 1900-2200 | 12 wks | SRY | 25491 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 20429 |
| May 26 | Sat | 0900-1700 | 5 wks | BBY | 25572 |

FMGT 1810 BBY \$260.50 DTC \$258.80

PERSONAL FINANCIAL PLANNING 1

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1730-2030 | 12 wks | DTC CRN | 26757 |
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY | 25482 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 20433 |

FMGT 2100 BBY \$385.50 DTC \$383.80

ACCOUNTING 2

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

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 7 | Sat | 0900-1300 | 13 wks | BBY CRN | 26162 |
| Apr 7 | Sat | 0900-1300 | 13 wks | DTC | 26163 |
| Apr 9 | Mon/Thr | 1845-2145 | 9 wks | BBY | 20412 |
| Apr 10 | Tue | 1730-2130 | 13 wks | DTC | 20407 |
| Apr 10 | Tue | 1800-2200 | 13 wks | BBY | 26161 |
| Apr 11 | Wed | 1800-2200 | 13 wks | BBY | 20409 |
| Apr 12 | Thr | 1800-2200 | 13 wks | BBY | 22636 |
| May 12 | Sat | 0900-1700 | 7 wks | BBY | 28796 |
| Jun 4 | MTWRF | 0800-1200 | 4 wks | BBY | 20410 |
| Jul 5 | Thr/Mon | 1800-2230 | 6 wks | BBY | 26160 |

Correspondence: Tuition \$373 and \$10 courier fee.

| | | |
|----------------------|-------------------|-------|
| Text not included. | 36 wks | 21037 |
| Re-registration \$50 | (36-wk extension) | 21038 |

FMGT 2710 BBY \$260.50

COMPUTERIZED ACCOUNTING

Presents a practical specialized course for Financial Management students with an introductory financial accounting background. This subject completes a series of exercises which employ a basic debit/credit software package. The work done includes conversion from manual to computer accounting, general ledger, accounts receivable, accounts payable, payroll and system modules. One major integrating assignment will be completed using the software. Prerequisite: FMGT 1100

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Apr 7 | Sat | 0900-1200 | 12 wks | BBY CRN | 29907 |
|-------|-----|-----------|--------|---------|-------|

FMGT 2820 BBY \$260.50 DTC \$258.80

INVESTMENT AND RISK MANAGEMENT

Provides an overview of Canada's capital markets. Includes a review of securities, international funds, insurance aspects and other financial institutions. Emphasizes portfolio input from a financial planning perspective. Students are expected to have a working knowledge of accounting. Students who have completed the CSC may be exempted from this course. Please contact the program head at 451-6754.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 23045 |
| Apr 12 | Thr | 1730-2030 | 12 wks | DTC | 20439 |

FMGT 3110 BBY \$260.50 DTC \$258.80

FINANCIAL ACCOUNTING 1

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

| | | | | | |
|--------|-------|-----------|--------|---------|-------|
| Apr 7 | Sat | 0900-1200 | 12 wks | BBY CRN | 26165 |
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY | 20421 |
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC | 20424 |
| Jun 4 | MTWRF | 0900-1200 | 3 wks | BBY | 21391 |

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

| | | |
|-------------------------------------|-------------------|-------|
| Text fee \$175 (subject to change). | 36 wks | 21042 |
| Re-registration \$50 | (36-wk extension) | 21043 |

FMGT 3210 BBY \$260.50 DTC \$258.80

COST/MANAGERIAL ACCOUNTING 1

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 20418 |
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC | 20419 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 20420 |

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

| | | |
|-------------------------------------|-------------------|-------|
| Text fee \$127 (subject to change). | 36 wks | 21039 |
| Re-registration \$50 | (36-wk extension) | 21040 |

FMGT 3310 BBY \$260.50

AUDITING 1

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 28797 |
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY | 29856 |

FMGT 3410 BBY \$260.50 DTC \$258.80

TAXATION 1

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1730-2030 | 12 wks | DTC CRN | 29859 |
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY | 29860 |

FMGT 3430 BBY \$260.50

TAXATION AND FINANCIAL PLANNING

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY CRN | 26167 |
|--------|-----|-----------|--------|---------|-------|

FMGT 3510 BBY \$260.50 DTC \$258.80

FINANCE 1

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1730-2030 | 12 wks | DTC CRN | 21385 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 22637 |

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

| | | |
|------------------------------------|-------------------|-------|
| Text fee \$88 (subject to change). | 36 wks | 21044 |
| Re-registration \$50 | (36-wk extension) | 21045 |

FMGT 4110 BBY \$385.50

FINANCIAL ACCOUNTING 2

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

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 11 | Wed | 1800-2200 | 13 wks | BBY | 23139 |
| Apr 12 | Thr/Mon | 1700-2145 | 9 wks | BBY CRN | 21380 |
| Jun 25 | MTWRF | 0900-1200 | 4 wks | BBY | 23167 |

Correspondence: Tuition \$373 and \$10 courier fee.

| | | |
|----------------------|-------------------|-------|
| Text not included. | 36 wks | 21048 |
| Re-registration \$50 | (36-wk extension) | 21049 |

FMGT 4210 BBY \$385.50

COST AND MANAGERIAL ACCOUNTING 2

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1800-2200 | 13 wks | BBY CRN | 22639 |
|--------|-----|-----------|--------|---------|-------|

Correspondence: Tuition \$373 and \$10 courier fee.

| | | |
|----------------------|-------------------|-------|
| Text not included. | 36 wks | 21046 |
| Re-registration \$50 | (36-wk extension) | 21047 |

FMGT 4310 DTC \$383.80

AUDITING 2

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1730-2130 | 13 wks | DTC CRN | 28798 |
|--------|-----|-----------|--------|---------|-------|

FMGT 4410 BBY \$385.50 DTC \$383.80

TAXATION 2

Covers computation of tax for individuals, corporations and trusts; examination of corporate surplus accounts, international income and administration. Prerequisite: FMGT 3410 or 3430.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 7 | Sat | 0900-1300 | 13 wks | BBY CRN | 29863 |
| Apr 10 | Tue | 1800-2200 | 13 wks | BBY | 29861 |
| Apr 11 | Wed | 1730-2130 | 13 wks | DTC | 29862 |

FMGT 4510 BBY \$385.50

FINANCE 2

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

| | | | | | |
|-------|---------|-----------|-------|---------|-------|
| Apr 9 | Mon/Thr | 1845-2145 | 9 wks | BBY CRN | 21384 |
|-------|---------|-----------|-------|---------|-------|

Correspondence: Tuition \$373 and \$10 courier fee.

| | | |
|----------------------|-------------------|-------|
| Text not included. | 36 wks | 21050 |
| Re-registration \$50 | (36-wk extension) | 21052 |

FMGT 4810 BBY \$260.50 DTC \$258.80

PERSONAL FINANCIAL PLANNING 2

This is the concluding course in the Associate Certificate program in Financial Planning. It covers advanced topics and also draws on subjects learned in the six prerequisite courses. Prerequisites: FMGT 1152, 1810, 3410, 3420 or 3430, 2820, BLAW 3100 and ECON 1150.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1730-2030 | 12 wks | DTC CRN | 24884 |
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY | 20448 |

Interior Design Programs

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

Dixie_Hudson@bcit.ca
INTD@bcit.ca

INTERIOR DESIGN CERTIFICATE

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

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

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

INTD 0010 HOW \$256.30

FREEHAND DRAWING

Introduces students to drawing as a means of visual communication. The focus is on developing freehand drawing skills to assist students in design presentation drawing. This course is a prerequisite for INTD 3110 Graphic Presentation II. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 0900-1200 | 12 wks | HOW CRN | 50102 |
|--------|-----|-----------|--------|---------|-------|

INTD 1000 BBY \$256.50 HOW \$256.30

INTERIOR DESIGN BASIC

Introduces the field of interior design. Students will gain a good understanding of the interior design art form. This is the prerequisite for all other courses in the certificate program but may be taken concurrently with INTD 1010, 1020, INTD 2000 or INTD 3070 only. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 9 | Mon | 1730-2030 | 12 wks | HOW CRN | 20963 |
| Apr 9 | Mon | 1845-2145 | 12 wks | BBY | 20964 |
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY | 20967 |
| Apr 11 | Wed | 0900-1600 | 6 wks | HOW | 21296 |
| Apr 21 | Sat | 0900-1200 | 12 wks | HOW | |

INTD 1020 BBY \$589.50 HOW \$585.30

INTERIOR DESIGN DRAFTING 1

Presents aspects of architectural drafting beginning with lettering, equipment awareness and technical vocabulary. Enables students to present plans, elevations, sections with correct architectural symbols in presentation. Prerequisite: INTD 1000. May be taken concurrently with INTD 1000, 1010, 2000 or 3070 only. (6 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 10 | Tue/Thr | 0900-1200 | 12 wks | HOW CRN | 26307 |
| Apr 10 | Tue/Thr | 1845-2145 | 12 wks | BBY | 22816 |
| Apr 21 | Sat | 0900-1600 | 12 wks | HOW | 28637 |

INTD 2000 BBY \$281.50 HOW \$277.30

COLOUR AND LIGHTING

Provides students with theory concentrating on colour boards and characteristics of lamps. Prerequisite: INTD 1000. May be taken concurrently with INTD 1000, 1010, 1020 or 3070 only. (3 credits)

| | | | | | |
|--------|------|-----------|--------|---------|-------|
| Apr 10 | T/Th | 0900-1200 | 6 wks | HOW CRN | 28903 |
| Apr 10 | Tue | 1730-2030 | 6 wks | HOW | 20970 |
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY | 20971 |
| May 30 | Wed | 0900-1600 | 6 wks | HOW | 21297 |

INTD 2020 BBY \$589.50 HOW \$585.30

INTERIOR DESIGN DRAFTING 2

Presents isometric views, shadow and light and construction dimensioning. Focuses on the presentation of one- and two-point perspective. Prerequisite: 65% in INTD1020. Students must bring transcript for INTD 1020 to first class. (6 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 21 | Sat | 0900-1600 | 12 wks | BBY CRN | 20972 |
| Apr 11 | Wed | 0900-1600 | 12 wks | HOW | 28783 |
| Apr 10 | Tue/Thr | 1300-1600 | 12 wks | HOW | 28904 |
| Apr 9 | Mon/Wed | 1730-2030 | 12 wks | HOW | 50059 |

INTD 2030 BBY \$173 HOW \$171.30

BUSINESS PRACTICES FOR INTERIOR DESIGN

Presents information on basic business and marketing practices. Topics include portfolios, resumes, contracts, presentations and interviews relating to interior design. Prerequisite: INTD 1000. (1.5 credits)

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 6 wks | BBY CRN | 20980 |
| Apr 11 | Wed | 0900-1200 | 6 wks | HOW | 50054 |
| Jul 2 | Mon/Wed | 0900-1200 | 3 wks | HOW | 24095 |
| Jul 3 | Tue/Thr | 0900-1200 | 3 wks | HOW | 26082 |

INTD 3010 HOW \$256.30

GRAPHIC PRESENTATION

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

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 10 | Tue | 0900-1200 | 12 wks | HOW CRN | 23579 |
| Apr 12 | Thr | 1730-2030 | 12 wks | HOW | 20973 |
| Apr 12 | Thr | 0900-1200 | 12 wks | HOW | 23121 |
| Jul 2 | Mon/Thr | 0900-1200 | 12 wks | HOW | 29443 |

INTD 3040 HOW \$301.30

SPACE PLANNING 1

Introduces student to the factors and methodology used by Interior Designers to plan residential space. Student will analyze existing plans, learn furniture placement, plan a kitchen layout and develop an apartment or house plan. Prerequisite: INTD 1000 and 65 % in INTD 1020. Student must bring INTD 1020 transcript to first class. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 9 | Mon | 1730-2030 | 12 wks | HOW CRN | 24907 |
| Apr 11 | Wed | 1730-2030 | 12 wks | HOW | 24909 |
| Apr 13 | Fri | 0900-1200 | 12 wks | HOW | 27504 |
| Apr 9 | Mon | 1845-2145 | 12 wks | BBY | 50055 |

INTD 3050 HOW \$256.30 DTC \$ 260.50

DETAILING/CONSTRUCTION MATERIALS

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

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 9 | Mon | 1300-1600 | 12 wks | HOW CRN | 28804 |
| Apr 12 | Thr | 1730-2030 | 12 wks | HOW | 24908 |
| Apr 13 | Fri | 0900-1200 | 12 wks | HOW | 23588 |
| Jul 3 | Tue/Thr | 0900-1200 | 6 wks | DTC | 24617 |

AICO 1000 HOW \$445.80

AUTOCAD 1

Formerly INTD 3060. Introduces the AutoCad workstation on the PC including basic 2D drawing creation, editing, view manipulation, text, dimensioning, introduction to blocks, hatching and plotting. Interior Design students should ensure they are registering into one of the following CRNs. Prerequisite: INTD 1020, INTD 2020 and familiarity with Windows '95 and Office 97. *Note: Please bring transcripts for INTD 1020 and 2020 to the first night of class. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 2 | Mon | 0900-1600 | 6 wks | DTC CRN | 26776 |
| Apr 11 | Wed | 1300-1600 | 12 wks | DTC | 26774 |
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC | 26773 |
| Apr 2 | Mon | 1300-1615 | 11 wks | DTC | 28916 |

INTD 3070 BBY \$260.50 HOW \$256.30

MATERIALS 1

Covers interior finishing specifications and materials for floors, walls, ceilings and windows and the characteristics of fabrics. Prerequisite: INTD 1000. May be taken concurrently with INTD 1000, 1010, 1020 or 2000. Student may NOT miss the first night of class. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 9 | Mon | 0900-1200 | 12 wks | HOW CRN | 27498 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 20978 |

INTD 4000 HOW \$251.30

DIRECTED STUDIES PROJECT

Allows students to incorporate all material from previous courses in a major project. Prerequisite: All other Interior Design certificate program with a 65% minimum. This course must be completed prior to registration into the senior certificate program. Student must bring transcripts to first class(1.5 credits)

| | | | | | |
|--------|---------|-----------|---------|---------|-------|
| May 22 | Tue | 1300-1600 | 6 wks | HOW CRN | 50056 |
| May 24 | Thr | 1730-2030 | 6 wks | HOW | 20979 |
| Jul 24 | Tue/Thr | 0900-1200 | 3.5 wks | HOW | 24093 |
| Jul 24 | Tue/Thr | 1300-1600 | 3.5 wks | HOW | 27126 |

INTD 4040 HOW \$301.30

SPACE PLANNING 2

Using the skills acquired in Space Planning 1, student will research and develop layouts and concepts for three types of commercial applications - retail, hospitality and corporate. Student must bring INTD 3040 transcript to first class. Prerequisite: INTD 1000 and 65% in INTD 3040. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 9 | Mon | 0900-1200 | 12 wks | HOW CRN | 28905 |
| Apr 10 | Tue | 1730-2030 | 12 wks | HOW | 20981 |
| Apr 13 | Fri | 0900-1200 | 12 wks | HOW | 25049 |
| Jul 3 | Tue/Fri | 1300-1600 | 6 wks | HOW | 27505 |

INTD 4060 HOW \$445.80

AUTOCAD 2 FOR INTERIOR DESIGN

Use of AutoCAD to produce 2D architectural drawings using the current release for the PC. Emphasis is on practising the commands learned in AutoCAD 1 and applying them to a set of architectural drawings. Introduction of external references, paper space/model space, and attributes. Prerequisites: 65% in AICO 1000 (formerly INTD 3060). Students must bring AICO 1000 transcripts to first class. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| May 28 | Mon | 0900-1600 | 6 wks | DTC CRN | 28802 |
| Apr 11 | Wed | 0900-1200 | 12 wks | DTC | 28803 |
| Apr 11 | Wed | 1300-1600 | 12 wks | DTC | 23586 |
| Apr 13 | Fri | 0900-1200 | 12 wks | DTC | 23582 |
| July 4 | Wed | 0900-1600 | 6 wks | DTC | 27506 |

Interior Design Senior Certificate

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

Any of these courses may be done part-time or in a Fast Track schedule allowing completion in one year. They are shown broken into four terms for the Fast Track Schedule.

| | |
|-----------|--|
| INTD 2070 | Lighting 2* |
| INTD 2180 | Design Theory* |
| INTD 3110 | Graphic Presentation 2* |
| INTD 3160 | AutoCAD 3* |
| INTD 2010 | Contemporary Furniture, Architecture & Design* |
| INTD 2080 | Color 2* |
| INTD 3120 | Human and Environmental Factors |
| INTD 3170 | Millwork Drawings |
| INTD 4140 | Space Planning 3 |
| INTD 2101 | Barrier-free Design and Building Code |
| INTD 3130 | Visual Merchandising & Display* |
| INTD 3150 | Interior Construction & Renovation |
| INTD 3190 | Design Project |
| INTD 4160 | Archibus |
| INTD 4170 | Materials 2 |
| INTD 3140 | Marketing and Work Week |
| INTD 4100 | Project Management |
| INTD 4400 | Furniture Design |
| INTD 4500 | Directed Studies |

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

INTD 2101 HOW \$193.30

BARRIER-FREE DESIGN AND BUILDING CODES

Students will study residential and commercial barrier free planning as it pertains to interior design. After successful completion of the course, students will have a basic understanding of how to use the National Building Code. Prerequisite: 65 percent in INTD 4000. Students must bring INTD 4000 transcript to first class. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| May 23 | Wed | 1300-1600 | 6 wks | HOW CRN | 25140 |
|--------|-----|-----------|-------|---------|-------|

INTD 2010 HOW \$256.30

CONTEMPORARY FURNITURE, ARCHITECTURE AND DESIGN

In this course students will study the history of furniture architecture and design from the industrial revolution to present day. Examples of 20th century designers and architects work will be covered as a part of the course. Prerequisite: INTD 1010. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 12 | Thr | 1730-2030 | 12 wks | HOW CRN | 25141 |
|--------|-----|-----------|--------|---------|-------|

INTD 2080 HOW \$171.30

COLOUR 2

Course of study will concentrate on colour as it pertains to residential and commercial spaces such as offices and restaurants, health care facilities and schools. *Prerequisites: INTD 1000, 1010 and 2000. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 11 | Wed | 1730-2030 | 6 wks | HOW CRN | 27503 |
|--------|-----|-----------|-------|---------|-------|

INTD 3110 HOW \$256.30

GRAPHIC PRESENTATION 2

Explores freehand sketching with an emphasis on 3D creative visualization to develop the student's ability to use perspective sketching as a communication medium in design. The course includes quick sketches and study assignments in monochromatic rendering techniques. Prerequisite: INTD 3010, INTD 0010 (3 credits)

| | | | | | |
|--------|------|-----------|--------|---------|-------|
| Apr 10 | Tues | 1730-2030 | 12 wks | HOW CRN | 27634 |
|--------|------|-----------|--------|---------|-------|

INTD 3120 HOW \$256.30

HUMAN/ENVIRONMENTAL FACTORS

Studies will include the history and evolution of office systems furniture from mid 20th century to present day. Future trends and issues, anthropometrics, and technology as it applies to the built environment will be examined. Prerequisites: All level 1 courses and INTD 2180. (3 credits)

| | | | | | |
|--------|------|-----------|--------|---------|-------|
| Apr 10 | Tues | 1730-2030 | 12 wks | HOW CRN | 28801 |
|--------|------|-----------|--------|---------|-------|

INTD 3130 HOW \$193.30

VISUAL MERCHANDISING AND DISPLAY

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

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 11 | Wed | 1300-1600 | 6 wks | HOW CRN | 25142 |
|--------|-----|-----------|-------|---------|-------|

INTD 3140 HOW \$171.30

MARKETING AND WORKWEEK

Students research the current job market and focus on an area of interest. Different types of marketing strategies, such as using the Internet and networking will be discussed. Placement in a design firm or related work experience is also included in this course.

Prerequisites: 75% in INTD 3190 and completion of all courses in the first three terms of the second level with a 75%. Students must bring transcripts to first class. (1.5 credits)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jul 4 | Wed | 0900-1200 | 3 wks | HOW CRN | 26173 |
|-------|-----|-----------|-------|---------|-------|

INTD 3150 HOW \$251.30

INTERIOR CONSTRUCTION AND RENOVATION-RESIDENTIAL

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

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Apr 9 | Mon | 1300-1600 | 12 wks | HOW CRN | 26084 |
|-------|-----|-----------|--------|---------|-------|

INTD 3160 DTC \$445.80

AUTOCAD 3 FOR INTERIOR DESIGN

Further advancement in AutoCAD training on the current release for the PC. Upon completion, students will be able to do 3D projection and interior construction drawings. Prerequisites: 65 percent in INTD 4060. Student must bring transcript to first class. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC CRN | 28800 |
| Apr 12 | Thr | 1300-1600 | 12 wks | DTC | 28799 |

INTD 3170 HOW \$171.30

MILLWORK DRAWINGS

Focus will be on designing and detailing built-in furniture with emphasis on commercial spaces. Students can expect to have some interaction with professional cabinetmakers. Prerequisites: All level 1 courses and INTD 2180 (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 13 | Fri | 1300-1600 | 6 wks | HOW CRN | 27499 |
|--------|-----|-----------|-------|---------|-------|

INTD 3190 HOW \$251.30

DESIGN PROJECT

Working through one comprehensive project, students will learn how to take the basic design concept and develop it to completion. The project will encompass space planning, material and finish selection, full interior construction drawings, furniture selection, millwork details, and a 3-D model. Prerequisites: INTD 2080, 2070, 2180, 3110, 3160, 3170 and 4140. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 12 | Thr | 1300-1600 | 12 wks | HOW CRN | 26085 |
|--------|-----|-----------|--------|---------|-------|

INTD 4100 HOW \$256.30

PROJECT MANAGEMENT

Follows through timeline of the job criteria which includes keeping track of all areas of scheduling, bids etc. Prerequisite: INTD 3190. (3 credits)

| | | | | | |
|-------|---------|-----------|-------|---------|-------|
| Jul 3 | Tue/Thr | 1300-1600 | 6 wks | HOW CRN | 26172 |
|-------|---------|-----------|-------|---------|-------|

INTD 4140 HOW \$301.30

SPACE PLANNING 3

The emphasis of the course will be on creating distinct design concepts. Detailed space planning projects will be explored such as offices and retail spaces. System furniture will be implemented. Prerequisites All Level 1 courses and INTD 2180, 2070 and 3160. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Apr 9 | Mon | 1730-2030 | 12 wks | HOW CRN | 27502 |
|-------|-----|-----------|--------|---------|-------|

INTD 4160 DTC \$447.50

ARCHIBUS FOR INTERIOR DESIGN

A PC program used in many large design firms for filing & scheduling furniture. Prerequisites: INTD 4060 (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 20 | Fri | 1300-1600 | 12 wks | DTC CRN | 26086 |
|--------|-----|-----------|--------|---------|-------|

INTD 4170 HOW \$171.30

MATERIALS 2

Covers estimating the practical application of materials and commercial materials, standards and specifications. Prerequisite: INTD 3070. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 10 | Tue | 0900-1200 | 6 wks | HOW CRN | 26171 |
|--------|-----|-----------|-------|---------|-------|

INTD 4400 HOW \$171.30

FURNITURE DESIGN

A continuation of millwork drawings and detailing. Prerequisites: INTD 3170. (1.5 credits)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jul 2 | Mon | 0900-1200 | 6 wks | HOW CRN | 26175 |
|-------|-----|-----------|-------|---------|-------|

INTD 4500 DTC \$251.30

DIRECTED STUDIES 2

Marketing Management

(604) 432-8611
(604) 432-8572

Vicki_Forbes@bcit.ca
Morie_Shacker@bcit.ca

MARKETING MANAGEMENT CERTIFICATE PROGRAMS

(All Certificate Programs require a minimum of 15 three credit courses)

MANAGEMENT CERTIFICATE IN MARKETING MANAGEMENT

For those who work in the retail, wholesale, manufacturing and service industries, this program offers an assortment of courses designed to provide you with an understanding of all the elements of Marketing Management. Studies will include marketing planning, promotion, research, customer service and sales. In this program, students may tailor their program to focus on areas that are more relative to their area of work or personal interest. Listed below are the courses required to obtain your certificate.

Required

| | |
|-----------|---|
| MKTG 1102 | Essentials of Marketing |
| MKTG 1112 | Customer Relations |
| MKTG 1219 | Professional Sales 1 |
| MKTG 2202 | Introduction to Marketing Communications |
| MKTG 2205 | Marketing of Services |
| MKTG 2341 | Introduction to Marketing Research |
| MKTG 3322 | Promotional Strategies |
| MKTG 4340 | Marketing Planning Fundamentals |
| MKTG 4501 | Strategic Marketing Management Simulation |

As well, complete four from the following:

(or other Marketing courses not listed)

| | |
|-----------|---------------------------------|
| MKTG 1323 | Effective Public Speaking |
| MKTG 1324 | Small Business Development |
| MKTG 1342 | Trade/Consumer Show Marketing |
| MKTG 2212 | Strategies in Customer Service |
| MKTG 2325 | Marketing Globally |
| MKTG 2438 | Direct Marketing Dynamics |
| MKTG 3321 | Public Relations |
| MKTG 3406 | New Product/Service Development |

And Two Electives

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

MANAGEMENT CERTIFICATE IN MARKETING COMMUNICATIONS

This program is designed to give you specialized training in the components of promotional strategy. The curriculum equips the students to be functional in developing promotional strategies and campaigns, incorporating specific tactics such as event marketing, trade shows and corporate communications, as well as the traditional advertising, sales promotion and data base marketing. Listed below are the courses required to obtain your certificate.

Required

| | |
|-----------|--|
| MKTG 1102 | Essentials of Marketing |
| MKTG 1219 | Professional Sales 1 |
| MKTG 2202 | Introduction to Marketing Communications |
| MKTG 2317 | Sales Promotion Techniques |
| MKTG 2341 | Introduction to Marketing Research |
| MKTG 2438 | Direct Marketing Dynamics |
| MKTG 3218 | Introduction to Media |
| MKTG 3321 | Public Relations |
| MKTG 3322 | Promotional Strategies |

As well, complete four courses from the following:

| | |
|-----------|-------------------------------|
| MKTG 1019 | Media Relations |
| MKTG 1112 | Customer Relations |
| MKTG 1119 | Sports Marketing |
| MKTG 1120 | Special Event Marketing |
| MKTG 1312 | Writing Creative Copy |
| MKTG 1323 | Effective Public Speaking |
| MKTG 1342 | Trade/Consumer Show Marketing |
| MKTG 3418 | Advertising Design Production |
| MKTG 3421 | Strategic Communications |
| MKTG 4318 | Media Planning |

And Two Electives

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

MANAGEMENT CERTIFICATE IN PROFESSIONAL SALES

Enhance your ability to sell products or services to consumers, the commercial market and professional buyers. Analyze buyer needs, plan detailed and effective presentations and utilize professional oral and written skills. The program also covers other relevant information such as managing the sales force, utilizing other methods of sales such as trade shows, and segmenting business markets. Listed below are the courses required to obtain your certificate.

Required

| | |
|-----------|--|
| MKTG 1102 | Essentials of Marketing |
| MKTG 1219 | Professional Sales 1 |
| MKTG 1323 | Effective Public Speaking |
| MKTG 1342 | Trade/Consumer Show Marketing |
| MKTG 2202 | Introduction to Marketing Communications |
| MKTG 2220 | Skills for Sales Management |
| MKTG 2319 | Professional Sales 2/CPSA Skills for Sales Success |
| MKTG 3332 | Key Account Selling |
| MKTG 3342 | Negotiating Skills |

As well, complete four courses from the following:

| | |
|-----------|------------------------------------|
| MKTG 1112 | Customer Relations |
| MKTG 1218 | Inside Sales |
| MKTG 2325 | Marketing Globally |
| MKTG 2212 | Strategies in Customer Service |
| MKTG 2341 | Introduction to Marketing Research |
| MKTG 2438 | Direct Marketing Dynamics |
| MKTG 3406 | New Product/Service Development |
| MKTG 4340 | Marketing Planning Fundamentals |

And Two Electives

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

ASSOCIATE CERTIFICATES IN MARKETING MANAGEMENT

(All Associate Certificates require a minimum of 8 three credit courses)

For students who do not wish or require a complete certificate, or desire a fast track for developing specific skills, we offer eight course Associate Certificate packages in: (Within each program, students may substitute for the courses identified with an asterisk. *)

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

Customer Service

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

Event Marketing

| | |
|------------|--|
| FUND 1215 | Introduction to Fund Raising |
| MKTG 1019 | Media Relations |
| MKTG 1102 | Essentials of Marketing |
| *MKTG 1119 | Sports Marketing |
| MKTG 1120 | Special Event Marketing |
| MKTG 2202 | Introduction to Marketing Communications |
| MKTG 1342 | Trade/Consumer Show Marketing |
| *TOUR 2304 | Conventions/Meetings/Incentive Travel |

Marketing Communications

| | |
|------------|--|
| MKTG 1019 | Media Relations |
| MKTG 1102 | Essentials of Marketing |
| *MKTG 1120 | Special Event Marketing |
| MKTG 2202 | Introduction to Marketing Communications |
| *MKTG 2317 | Sales Promotion Techniques |
| MKTG 3218 | Introduction to Media |
| MKTG 3321 | Public Relations |
| MKTG 3322 | Promotional Strategies |

Public Relations

| | |
|-----------|--|
| BCST 1144 | Writing for the Media or MKTG 1312 - Writing Creative Copy |
| FUND 1215 | Introduction to Fund Raising |
| MKTG 1019 | Media Relations |
| MKTG 1102 | Essentials of Marketing |
| MKTG 2202 | Introduction to Marketing Communications |
| MKTG 1323 | Effective Public Speaking |
| MKTG 3321 | Public Relations |
| MKTG 3421 | Strategic Communications |

Sales Skills

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

Small Business

| | |
|-----------|----------------------------|
| MKTG 1102 | Essentials of Marketing |
| MKTG 1112 | Customer Relations |
| MKTG 1219 | Professional Sales 1 |
| MKTG 1324 | Small Business Development |
| BUSA 2005 | Management |
| BUSA 2205 | Entrepreneurial Management |
| COMP 1223 | MS Office 2000 |
| FMGT 1152 | Accounting for the Manager |

Non-Credit Workshops

MKTG 0113 INTERNET MARKETING WORKSHOP DTC \$332.30

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

| | | | | | |
|---------|---------|-----------|------|---------|-------|
| May 3/4 | Thr/Fri | 0900-1700 | 1 wk | DTC CRN | 26387 |
|---------|---------|-----------|------|---------|-------|

MKTG 0413 DATABASED MARKETING WORKSHOP DTC \$326.50

A two day workshop on how to apply the concept of customer relationship marketing through the use of data base marketing. Focuses on planning, designing, application and building and managing a data base.

| | | | | | |
|-----------|---------|-----------|--------|---------|-------|
| May 10/11 | Thr/Fri | 0900-1500 | 2 days | DTC CRN | 29758 |
|-----------|---------|-----------|--------|---------|-------|

Credit Courses

MKTG 1019 MEDIA RELATIONS DTC \$258.80

Provides a definition of the media: basic media process; developing media strategy; news room realities; packaging your message; the media as messenger, interview techniques and critiques; and crisis communications. In today's communications environment, business is front page news. At any given moment, a company, large or small, can become the focus of intense media scrutiny. The "media" is a business like any other. Its product is controversy. By knowing the rules of the game, astute managers can make the media work for them. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 10 | Tue | 1730-2030 | 12 wks | DTC CRN | 27487 |
| Jun 4 | Mon-Fri | 0900-1600 | 1 wk | DTC | 27488 |



MKTG 1102 ESSENTIALS OF MARKETING BBY \$260.50 DTC \$258.80

Internet Delivery \$325.00 (Text & delivery included)

Designed to provide the student with an overview of the marketing concept and how it can be applied to any type of organization or service. Includes the controllable and uncontrollable elements of marketing, strategic planning, market characteristics, marketing research techniques, market segmentation and target market selection. (3 credits)

| | | | | | |
|--------|----------|-----------|--------|-----|-------|
| Apr 9 | Internet | | | CRN | 50107 |
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY | 20345 |
| | | 1730-2030 | 12 wks | DTC | 20358 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 20360 |
| | | 1730-2030 | 12 wks | DTC | 20359 |
| Apr 21 | Sat | 0900-1600 | 6 wks | BBY | 20362 |
| Jun 4 | Mon-Fri | 0900-1700 | 1 wk | DTC | 20363 |
| Jul 9 | Mon-Fri | 0900-1700 | 1 wk | DTC | 20355 |
| Aug 13 | Mon-Fri | 0900-1600 | 1 wk | BBY | 23048 |

MKTG 1112 CUSTOMER RELATIONS BBY \$260.50 DTC \$258.80

Covers the importance of customer service. In today's service oriented economy, excellent service is more than a competitive edge, it is a survival skill. Customer relations is designed to have broad application for people at all levels in business and industry who will deal directly with customers, both internal and external. Students will benefit from the strategies and practical "hands-on" approach of this course.

Covers defining quality service; developing excellent customer relations skills; effective communication techniques; problem-solving; listening/questioning skills; developing "excellent" people skills. (3 credits)

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Apr 28 | Sat | 0900-1600 | 6 wks | DTC CRN | 20320 |
| Jun 11 | Mon-Fri | 0900-1600 | 1 wk | BBY | 25219 |

MKTG 1119 SPORTS MARKETING DTC \$258.80

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC CRN | 28598 |
|--------|-----|-----------|--------|---------|-------|

MKTG 1120 SPECIAL EVENT MARKETING BBY \$260.50 DTC \$258.80

Teaches students how to plan, market, sell, produce and manage any type of special event from company social functions to major conventions. This projects based course will focus on the principle components of planning and executing special events. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC CRN | 25220 |
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY | 20322 |
| Jun 18 | Mon-Fri | 0900-1600 | 1wk | DTC | 27312 |

MKTG 1219 PROFESSIONAL SALES 1 BBY \$260.50 DTC \$258.80

Provides basic training for the sales aspirant or person with no formal sales training. Develop selling techniques through practical applications and role playing. Ideal for people in sales who require or desire to "brush up" on their sales skills. To be successful in this course, students must be able to communicate well in English. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 22626 |
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC | 20327 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 20329 |
| Jun 11 | Mon-Fri | 0900-1700 | 1 wk | DTC | 20328 |
| Aug 20 | Mon-Fri | 0900-1700 | 1 wk | BBY | 23049 |

MKTG 1312 WRITING CREATIVE COPY DTC \$258.80

Whether your field is advertising, marketing, PR, or corporate communications, the best writing is seductive, surprising, and speaks directly to your audience. In this hands-on workshop, you'll practise the craft of writing creatively under pressure, learn the tricks of client management, and hone your application of brand identity, concepts and 'big ideas'. Each term, our work and focus reflect identified student needs and goals. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1730-2030 | 12 wks | DTC CRN | 28601 |
|--------|-----|-----------|--------|---------|-------|

MKTG 1323 EFFECTIVE PUBLIC SPEAKING BBY \$260.50 DTC \$258.80

Emphasizes the development of public speaking skills and the principles of effective oral communication. Films, buzz groups and closed circuit TV are utilized. Each student is expected to prepare and deliver a weekly oral assignment. To be successful in this course, students must be able to communicate well in English. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY CRN | 20336 |
| Apr 28 | Sat | 0900-1600 | 6 wks | DTC | 20335 |
| Jun 4 | Mon-Fri | 0900-1700 | 1 wk | DTC | 20333 |
| Aug 13 | Mon-Fri | 0900-1700 | 1 wk | BBY | 23050 |

MKTG 1324 SMALL BUSINESS DEVELOPMENT BBY \$260.50

Examines the planning stages involved in starting a new business including market, financial and legal responsibility requirements. Major emphasis is on the preparation of a business plan. This course will be helpful for anyone wishing to start their own business. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 20337 |
|--------|-----|-----------|--------|---------|-------|

MKTG 1342 TRADE/CONSUMER SHOW MARKETING DTC \$258.80

Examines how a trade/consumer show is an effective marketing opportunity for businesses of all sizes. Focuses on the application of marketing principles through the medium of trade or consumer shows. Also covers how to position a trade or consumer show as an active marketing tool within a business overall marketing strategy. A key component of this course will be the development of a major project involving a strategic plan for a trade/consumer show. Prerequisite: MKTG 1102 or department permission. (3 credits)

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| May 7 | Mon-Fri | 0900-1700 | 1 wk | DTC CRN | 22851 |
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NEW **MKTG 1350** **BBY \$298 DTC \$296.50**
INTERNET MARKETING 1
 This Internet Marketing course will discuss many different e-business concepts and e-marketing applications. We will explore the most exciting and cost-effective Internet Marketing techniques based on the traditional marketing theories and frameworks. Students are required to complete an Individual Project and a Group Project during the course. There will be a hands-on computer lab component and lots of group discussions in each class.

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| Apr 11 | Wed | 1730-2030 | 6 wks | DTC CRN | 29837 |
| May 5 | Sat | 0900-1600 | 3 wks | BBY | 50060 |

NEW **MKTG 1351** **DTC \$296.50**
INTERNET MARKETING 2
 This Internet Marketing course will study how different environmental factors (e.g., legal regulation, economic changes, and social behaviour) can affect your e-business strategies. We will examine the current e-marketing practices and investigate new Internet Marketing solutions for the global market. Students are required to complete an Individual Project and a Group Project during the course. There will be a hands-on computer lab component and lots of group discussions in each class. Prerequisite: MKTG 1350

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| May 23 | Wed | 1730-2030 | 6 wks | DTC CRN | 29838 |
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MKTG 2202 **BBY \$260.50 DTC \$258.80**
INTRODUCTION TO MARKETING COMMUNICATIONS
 Presents an overview of promotional strategies; advertising, sales promotion, direct marketing, event marketing, publicity, trade shows and public relations. Intended for those pursuing a concentrated marketing program. Examines those areas of promotion on the basis of where each fits in the promotional mix and when you should best use them. Prerequisite: MKTG 1102. (4 credits)

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| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 26402 |
| | | 1730-2030 | 12 wks | DTC | 20364 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 20366 |
| | | 1730-2030 | 12 wks | DTC | 26406 |
| Apr 28 | Sat | 0900-1600 | 6 wks | DTC | 20365 |
| Jun 18 | Mon-Fri | 0900-1700 | 1 wk | DTC | 28879 |
| Aug 20 | Mon-Fri | 0900-1700 | 1 wk | BBY | 23051 |

MKTG 2205 **DTC \$258.80**
MARKETING OF SERVICES
 Focuses on the differences between developing strategies for services rather than products. Covers the complete marketing management process from setting objectives, developing a plan of action, to reviewing the effectiveness of the marketing plan. Prerequisite: MKTG 1102 or department permission. (3 credits)

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| Apr 9 | Mon | 1730-2030 | 12 wks | DTC CRN | 25932 |
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MKTG 2317 **DTC \$258.80**
SALES PROMOTION TECHNIQUES
 Focuses on the practical application of sales promotions techniques, both trade and consumer. Covers couponing, contests, sweepstakes, bonus packs, premiums, package promotions and price offs. A major objective of the course is for the student to be able to develop a basic sales promotion plan. Prerequisite: MKTG 2202 or permission from the department. (3 credits)

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| Apr 11 | Wed | 1730-2030 | 12 wks | DTC CRN | 26408 |
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MKTG 2319 **BBY \$301.50**
PROFESSIONAL SALES 2/CPSA SKILLS FOR SALES SUCCESS
 Uses lectures, films and class discussion to cover the techniques and motivational skills of selling: sales interview process; buying motives; product knowledge; prospecting; approaches; selling more; closing; selling the idea; getting attention; organization; goals; arousing interest; talking benefits; desire; no is not the end; power phrases. The key element of this course will be the development of individual sales presentations by students, focusing on personal presentation skills. Prerequisite: MKTG 1219 or previous sales experience. (3 credits)

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| Apr 11 | Wed/Mon | 1845-2145 | 7 wks | BBY CRN | 26419 |
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MKTG 2341 **BBY \$260.50**
INTRODUCTION TO MARKETING RESEARCH
 Examines the basic approaches to market research. Discusses research techniques and tools and relates these tools to the decision-making process. Special applications of marketing research to simulated real-life situations are examined. Prerequisite: MKTG 2202. (3 credits)

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| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 23793 |
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MKTG 2438 **DTC \$258.80**
DIRECT MARKETING DYNAMICS
 Examines the concept of direct marketing, and studies the growing popularity of direct marketing as an advertising medium. As a growing function in organizations that is often not well understood or well managed, this course will look at both management and implementation of direct marketing. Direct marketing will be studied through lectures, videos, case studies, workshops, guest lecturers, group discussions, and industry-related projects. Prerequisite: MKTG 1102 or department permission.

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| Apr 12 | Thr | 1730-2030 | 12 wks | DTC CRN | 28611 |
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MKTG 3218 **DTC \$258.80**
INTRODUCTION TO MEDIA
 Designed for advertising agency and media sales personnel and individuals considering career entry in the advertising industry. Covers media/industry terminology, strength and limitations of media vehicles. Industry related research and the roles of those involved in planning buying and selling media time and space. (3 credits)

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| Apr 9 | Mon | 1730-2030 | 12 wks | DTC CRN | 28612 |
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MKTG 3321 **BBY \$260.50 DTC \$258.80**
PUBLIC RELATIONS
(Internet Text & delivery included \$335)
 Designed for anyone in business, government, associations and organizations, responsible for internal and external communication. Learn to fulfill your information and communication assignments with increased confidence and competence. Topics include planning and executing a public relations program; communication techniques, principles of news writing and preparation of news photographs; utilizing the media; press and community relations; external/internal communications and meetings. Prerequisite: MKTG 2202 or department permission. (3 credits)

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| Apr 9 | Internet Delivery | | | CRN | 29820 |
| Apr 9 | Mon | 1730-2030 | 12 wks | DTC | 20331 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 26420 |
| May 28 | Mon-Fri | 0900-1700 | 1 wk | DTC | 27315 |

MKTG 3322 **BBY \$260.50**
PROMOTIONAL STRATEGIES
 Provides the opportunity to develop a complete communications plan from the situation analysis to creative solutions. Reviews the role of strategic planning as it applies to media, creative, sales promotion and research. Prerequisite: MKTG 2202. (3 credits)

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| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 27518 |
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MKTG 3342 **BBY \$260.50**
NEGOTIATING SKILLS
 Designed to cover the key elements that take place within the marketing or sales negotiation context. Students will explore negotiating styles, strategies and tactics. You will also prepare for, conduct, then evaluate an actual negotiating situation. The impact of ethics, power and culture are also examined through case studies, role play simulations, lectures and discussions. (3 credits)

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| Jun 4 | Mon-Fri | 0900-1600 | 1 wk | BBY CRN | 27519 |
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MKTG 3406 **BBY \$260.50**
NEW PRODUCT/SERVICE DEVELOPMENT
 Studies effective processes for generating product ideas, design planning, performance evaluation and market testing. Commercialization of highly innovative products is emphasized. Prerequisite: MKTG 1102. (3 credits)

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| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 24872 |
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MKTG 3418 **DTC \$412.80**
ADVERTISING DESIGN PRODUCTION
 A practical "how-to" course that starts with design principles and finishes with inside marketing techniques for print, broadcast and Internet advertising. Examines typography, colour, layout, artwork, copywriting and production for newspaper, magazine, broadcast, Internet and POP advertising. Develop your own marketing materials with QuarkXpress 4.0 (the industry standard). For those in marketing, advertising, media and graphic/printing sales as well as graphic designers. Limited enrolment. (3 credits)

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| Apr 10 | Tue | 1730-2030 | 12 wks | DTC CRN | 28019 |
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MKTG 3421 **DTC \$258.80**
STRATEGIC COMMUNICATIONS
 Examines how communicating a corporate strategy is critical to an organization's success at all levels. Covers the importance of market research in developing a communications strategy, how to set communication objectives that reflect the business plan, how to communicate strategically with internal and external audiences, and the importance of investor relations for both public and private corporations. Analyzes case studies extensively. Prerequisite: MKTG 3321. (3 credits)

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| Jun 18 | Mon-Fri | 0900-1600 | 1 wk | DTC CRN | 27609 |
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MKTG 4501 **DTC \$258.80**
STRATEGIC MARKETING MANAGEMENT SIMULATION
 Provides students with a multi-dimensional learning environment through lectures, reading, discussions and simulation exercises. The role and importance of planning and information for marketing decision-making is the underlying precept. Simulations are intended for application of knowledge and practical experience. This course demands that students draw heavily from marketing expertise gained in previous courses. Prerequisite: MKTG 2202, 4340. (3 credits)

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| Apr 12 | Thr | 1730-2030 | 12 wks | DTC CRN | 28608 |
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Associate Certificate in Fundraising

Fundraising is an essential skill in today's non-profit organization, whether one works as a volunteer, Board member, or staff. This new program, endorsed by NSFRE, teaches the necessary skills to succeed in fundraising in an increasingly competitive environment. It is a growing field with many opportunities for careers, and fascinating learning opportunities for the volunteer. This is one of the few post-secondary certificate programs available in Canada. The core courses in this program are:

- FUND 1215 Introduction to Fundraising
- FUND 2215 Marketing for Fundraising
- FUND 2216 Management and Finance for Fundraising
- FUND 2316 Grant & Proposal Writing
- FUND 2317 Planned Giving
- FUND 3315 Campaign Planning and Operations
- FUND 4415 Fundraising Practicum

Electives: Two additional courses are required and can be selected from an approved list of courses.

FUND 2215 **DTC \$258.80**
MARKETING FOR FUNDRAISING
 Understanding marketing principles as the foundation for organizational relationships. Build skills in constituency analysis and the use of demographics and socio-graphics. Generational patterns in philanthropy are explored. The marketing plan, writing and printing of publications, media relations, special constituency relations and the use of direct mail, telemarketing, and other broadly based techniques and technologies for reaching contributors are covered. (3 credits)

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| Apr 11 | Wed | 1730-2030 | 12 wks | DTC CRN | 27317 |
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FUND 2316 **DTC \$145.30**
GRANT AND PROPOSAL WRITING
 A practical introduction to the elements of proposal and grant writing: the purpose and responsibility, research, mechanics of preparation, outline of a formal proposal/grant, presentation, follow-up, accepting the answer graciously and post-grant reporting. Gain skills in hands-on practice developing the case statement and grant writing. (Prerequisite: FUND 1215 or Dept. permissions). (1.5 credits)

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| Apr 12 | Thr | 1730-2030 | 6 wks | DTC CRN | 28597 |
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Check the flyer each term (fall, winter, spring) for new course offerings.

Tourism

Management Certificate in Tourism Marketing
 A program for those who work in the field of Tourism and are seeking formal and recognized qualifications to support their work experience. This combination should help if you wish to improve your present position or wish to seek new tourism employment opportunities. This program will also appeal to those wishing to enter the field of Tourism but have no previous experience and require some credibility. Employers who are looking for courses to upgrade employees marketing skills will also find value in this program. Listed below are the courses required to obtain your certificate.

- Required**
- MKTG 1102 Essentials of Marketing
 - MKTG 1112 Customer Relations
 - MKTG 1219 Professional Sales 1
 - MKTG 1342 Trade/Consumer Show Marketing
 - MKTG 2202 Introduction to Marketing Communications
 - TOUR 1261 B.C. Tourism Issues
 - TOUR 1301 Group Travel and Tours
 - TOUR 2304 Conventions/Meetings/Incentive Travel
 - TOUR 2324 Tourism Marketing Planning or
 - MKTG 4340 Marketing Planning Fundamentals

As well, choose four of the following:

- MKTG 1120 Special Event Marketing
- MKTG 1324 Small Business Development
- MKTG 2212 Strategies in Customer Service
- MKTG 3321 Public Relations
- TOUR 1250 Introduction to Travel Agency Operations,
- TOUR 2307 Resort/Hotel Marketing
- TOUR 2330 Community Tourism Development

And Two Electives

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

- Associate Certificate in Tourism**
- TOUR 1250 Introduction to Travel Agency Operations
 - TOUR 1261 B.C. Tourism Issues
 - TOUR 1301 Group Travel and Tours
 - TOUR 2304 Conventions/Meetings/Incentive Travel
 - TOUR 2307 Resort/Hotel Marketing
 - MKTG 1102 Essentials of Marketing
 - MKTG 1120 Special Event Marketing
 - MKTG 1219 Professional Sales 1

* Programs currently under review

TOUR 1250 **DTC \$258.80**

TRAVEL AGENCY OPERATIONS - AN INTRODUCTION

Provides a framework for students considering a career in travel retailing and operating fields. Topics include the travel counsellor's responsibilities, airlines and their fare structures, rail transportation and car rental, travel industry automation, basic tour company operations, an introduction to the cruise market, hotel terminology and selection, creating an independent vacation itinerary, and selling and communication in the travel industry.

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| Apr 10 | Tue | 1730-2030 | 12 wks | DTC CRN | 29760 |
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TOUR 1261 **BBY \$260.50**

B.C. TOURISM ISSUES

Examines the evolution, function and direction of tourism. Topics will include historical influences, basic ingredients of community tourism, government, role and function, tourism industry conflicts and recreational influences, the psychology of travel and instructional influences, social costs of tourism development, and development strategies. (3 credits)

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| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 20370 |
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TOUR 2307 **BBY \$260.50**

RESORT/HOTEL MARKETING

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

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| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 28588 |
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The Call Centre of Excellence Citation Program

A one month program developed to meet the specific skill requirements of the growing call centre industry in B.C. These skills, in addition to foundation skills in business, communication and computers and a strong aptitude for customer service, are the essential qualifiers for employment in call centres and careers in this expanding industry.

CLCR 1101 **DTC \$352.50**

CALL CENTRE OPERATIONS

Students gain a basic understanding of the call centre industry, the technologies used in call centres, performance measurements, team performance, and how they are applied to achieve significant improvements in customer service and business results. Skills for using these technologies are developed and practised in a call centre training lab using advanced applications in computer-telephony integration. Prerequisites: Introductory college-level courses in written and verbal communications, business or relevant business experience, Microsoft Windows Applications, Windows 95 or 98, and Business. Attendance at an orientation session, a telephone interview, a personal interview, satisfactory results in a core competency skill assessment for call centre agents.

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| Apr 30 | Mon-Fri | 0900-1700 | 1 wk | DTC CRN | 28584 |
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CLCR 2205 DTC \$352.50
CALL CENTRE COMMUNICATIONS AND CUSTOMER SERVICE
 Develops the essential skills for serving customers through a call centre. These skills include eliciting customer needs, using problem-solving and creative techniques to find solutions, handling difficult customers, team work and achieving professional success and personal satisfaction from working in a call centre environment. Skills are developed and practised in a state-of-the-art call centre training lab with examples that are typical of call centres and help desks in the financial service, telecommunications health care and transportation industries. Prerequisites: CLCR 1101 - Call Centre Operations. (3 credits)
 May 7 Mon-Fri 0900-1700 1 wk DTC CRN 28586

CLCR 2103 DTC \$352.50
CALL CENTRE ENHANCED SALES AND SERVICE
 By understanding the importance of the professional sales process, students develop the essential skills necessary for sales applications in inbound and outbound call centres. These skills include pre-call planning, building rapport, identifying needs and buying signals, up-selling and cross-selling techniques, overcoming objections and achieving closure. The program places special emphasis on business ethics and value for the customer. Skills are developed and practised in a call centre training lab with examples that are typical of call centres in the financial, telecommunications, retail trade and tourism industries. Prerequisites: CLCR 1101, CLCR 2205.
 May 14 Mon-Fri 0900-1700 1 wk DTC CRN 28585

CLCR 3000 DTC \$258.80
CALL CENTRE WORK EXPERIENCE
 Students participate in a 24 hour job shadow with various employers who work closely with BCIT. Employment preparation is included. Successful completion of this course depends upon participation in three - eight hour job shadows, completion of student and employer assessments, and journals. Prerequisites: CLCR 1102, 2103, 2205. (3 credits)
 May 22 Fri-Mon 0900-1700 1 wk DTC CRN 28587
 For information on the Call Centre Associate Certificate Program call (604) 622-7838 or (604) 432-8611.

Training for Today's Call Centres

AGENT WORKSHOP SERIES
 (604) 622-7838 www.callcentraining.com

CLCR 1040 DTC \$295
CUSTOMER SERVICE SKILLS (1 CREDIT)
 A two-day course highlighting:
 • How to elicit customer needs
 • Using problem solving & creative thinking techniques to find solutions
 • How to handle difficult customers
 • How to evaluate your own customer service strengths and areas for improvement.
 May 30/31 Wed/Thu 0900-1600 2 days DTC CRN 27680

CLCR 1050 DTC \$295
PROFESSIONAL TELEPHONE SALES (1 CREDIT)
 A two-day course highlighting:
 • How to handle objections
 • How to implement a proven and effective sales process
 • Up-selling and cross-selling techniques
 • How to evaluate your own telephone selling strengths and areas for improvement.
 Jun 5/6 Tues/Wed 0900-1600 2 days DTC CRN 27681

CLCR 1060 DTC \$175
TEAM DYNAMICS AND STRESS MANAGEMENT (.5 CREDIT)
 A one-day course highlighting:
 • How to build an effective team
 • How to manage and resolve team conflict
 • Problem-solving and decision-making methods
 • Strategies to prevent and reduce stress in a call Centre environment
 • Creative stress management techniques
 Apr 3 Tue 0900-1600 1 day DTC CRN 29594
 For information on the Call Centre Associate Certificate Program, call (604) 622 7838 or (604) 432 8611.

MANAGEMENT TRAINING WORKSHOPS
CLCR 2001 DTC \$395
COACHING SKILLS FOR CALL CENTRE SUPERVISORS (1 CREDIT)
 A two-day course highlighting:
 • The purpose and benefits of coaching
 • How to identify when and whom to coach
 • How to successfully coach employees at all developmental levels
 • How to assess your own coaching strengths and areas for improvement
 Jun 26/27 Tue/Wed 0900-1600 2 days DTC CRN 27684

CLCR 2003 DTC \$195
MOTIVATING YOUR CALL CENTRE AGENTS (.5 CREDIT)
 A one-day course highlighting:
 • Why motivation programs are effective in a Call Centre
 • Effective motivational techniques for call Centres
 • How to develop a motivational tool kit
 • How to evaluate motivational strategies
 Jun 28 Thr 0900-1600 1 day DTC CRN 27686

It's easy to register online at www.bcit.ca and click on Registration



Media Techniques for Business

(604) 451-7032 Terri_Carde@bcit.ca
 (604) 453-4032 Laura_Davie@bcit.ca

The complete certificate program integrates Media Techniques for Business courses with those from other disciplines. Students have a wide range of electives to choose from and can therefore develop a program to meet their specific needs and goals. The Media Techniques for Business Certificate program requires the completion of the following 10 basic courses, totalling 27 credits and a minimum of 6 elective courses totalling 18 credits from the offerings listed.

Required Courses:
 BCST 1160 Introduction to Television
 BCST 1161 Film for Beginners
 COMM 1103 Introduction to Business and Technical Communication
 MDIA 1010 Photography
 MDIA 1040 Graphics 1
 MDIA 1100 Introduction to Media Techniques For Business
 MDIA 2040 Graphics 2
 MDIA 2060 Effective Presentation Techniques

Two of the following:
 MDIA 1050 PageMaker PC 1
 MDIA 1090 PageMaker Mac 1
 MDIA 1150 QuarkXpress Mac 1
 MDIA 1160 Illustrator Mac 1
 MDIA 1260 Illustrator PC 1
 MDIA 1170 Photoshop PC 1
 MDIA 1180 Photoshop Mac 1
 MDIA 2050 PageMaker PC 2
 MDIA 2090 PageMaker Mac 2
 MDIA 2150 QuarkXpress Mac 2
 MDIA 2260 Illustrator Mac 2
 MDIA 2261 Illustrator PC 2
 MDIA 2170 Photoshop PC 2
 MDIA 2180 Photoshop Mac 2

Elective courses:
 BCST 1145 Copywriting for Radio and TV
 BCST 1148 Writing for the Media
 BCST 2252 Commercial Audio Production
 BUSA 1305 Supervisory Skills
 COMM 2202 Letters and Memos
 COMM 2204 Technical Reports
 FMGT 1152 Accounting for the Manager
 MDIA 1020 Designing Business Forms
 MDIA 1050 PageMaker PC 1
 MDIA 1090 PageMaker Mac 1
 MDIA 1130 CorelDraw 1
 MDIA 1140 Colour Theory for Publishers
 MDIA 1150 QuarkXpress Mac 1
 MDIA 1155 QuarkXpress PC 1
 MDIA 1180 Adobe Photoshop Mac 1
 MDIA 1300 Multimedia Literacy
 MDIA 2000 Typography
 MDIA 2050 PageMaker PC 2
 MDIA 2090 PageMaker Mac 2
 MDIA 2130 CorelDraw 2
 MDIA 2150 QuarkXpress Mac 2
 MDIA 2160 Advanced Photography 1
 MDIA 2170 Advanced Photography 2
 MDIA 2300 Multimedia Authoring
 MDIA 3010 Commercial Photography
 MKTG 1102 Essentials of Marketing
 MKTG 2202 Introduction to Marketing Communications

Other elective courses are being developed. Check future flyers for additional choices. Not all courses are offered every term. Check current flyers under Media Techniques for Business or other areas such as Broadcast and Media Communications or Marketing for current offerings and specific course descriptions.

BUSINESS CERTIFICATE IN MEDIA TECHNIQUES AND MARKETING COMMUNICATIONS
 A hands-on program designed to combine the strategic approach of Marketing Communications with the techniques of multimedia technology. The program is skills-based, focusing on specialized training in media techniques and the components of promotional marketing. It is a value to anyone who wishes to pursue a career in the communications area of any business, from home-based business to major corporations.

Required basic courses:
 MKTG 1102 Essentials of Marketing
 MKTG 2202 Introduction to Marketing Communications
 MKTG 3321 Public Relations
 MKTG 3322 Promotional Strategies
 MKTG 3421 Strategic Communications
 MDIA 1100 Intro to Media Techniques for Business
 MDIA 2060 Effective Presentation Techniques
 MDIA 1040 Graphic 1
 MDIA 2040 Graphic 2

In addition, select from the following list of electives for the equivalent of 18 credits:
 MDIA 1050 PageMaker 1 for the PC
 MDIA 2050 PageMaker 2 for the PC
 MDIA 1090 PageMaker 1 for the MAC
 MDIA 2090 PageMaker 2 for the MAC
 MDIA 1150 Quark X Press for the MAC
 MDIA 2150 Quark X Press for the MAC
 MDIA 1170 Adobe PhotoShop for the PC 1
 MDIA 2270 Adobe PhotoShop for the PC 2
 MDIA 1180 Adobe PhotoShop for the MAC 1
 MDIA 2180 Adobe PhotoShop for the MAC 2
 MDIA 1160 Illustrator for the MAC 1
 MDIA 2260 Illustrator for the MAC 2
 MDIA 1260 Illustrator for the PC 1
 MDIA 2261 Illustrator for the PC 2
 MDIA 1130 CorelDraw 1
 MDIA 2130 CorelDraw 2
 MKTG 1019 Media Relations
 MKTG 2317 Sales Promotion Techniques
 MKTG 1120 Special Event Marketing
 MKTG 2438 Direct Marketing Dynamics
 MKTG 3218 Introduction to Media (Advertising Media)

MDIA 0199 BBY \$148
PHOTOGRAPHY ENTRY LEVEL
 Learn to handle a 35mm Single Lens Reflex camera and accessories. Learn basic photographic concepts. Students with an interest, but no previous experience in photography, are encouraged to enrol in this exploratory course. Students need 35mm SLR with 50mm lens and must supply their own film. A tripod is recommended.
 Apr 11 Wed 1900-2200 4 wks BBY CRN 20999

MDIA 1010 BBY \$293
PHOTOGRAPHY
 Improves knowledge of handling 35mm equipment/accessories. Topics include composition, selecting film and lighting. Students carry out assignments using their own equipment, get hands-on experience in processing and printing black and white film and learn to set up their own darkroom. Prerequisite: MDIA 0199 or permission from the instructor. (3 credits)
 May 9 Wed 1900-2200 8 wks BBY CRN 21000

MDIA 1040 BBY \$303.50
GRAPHICS 1
 Introduces the many facets of graphics. Topics include: lettering/typography; layout/design; drawing/illustration techniques; logo design; colour process; producing artwork using traditional and digital methods. No previous experience in graphic art is required to attend this exploratory course. Note: This course is NOT computer-based. (3 credits)
 Apr 9 Mon/Wed 1845-2145 6 wks BBY CRN 21001

MDIA 1100 BBY \$303.50
INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS
 Explore fundamental issues in creating and implementing a variety of visual/audio-visual communication projects. Study a practical perspective on pre-press production/printing, desktop publishing, commercial applications of photography and photographic imaging, video production, and communication tools used today. You will cover needs assessment, target audience identification and have an understanding of media integration. (3 credits)
 Apr 9 Mon 1900-2200 12 wks BBY CRN 29783

MDIA 2040 BBY \$303.50
GRAPHICS 2
 Covers detailed areas of graphics and print production. Include paper choice/selection, four colour process printing and mechanical requirements, imposition, commercial photography, special printing techniques, stitching/binding, magazine production, designing advertisements, preparing an advertising campaign using various production and print media. Preparing a portfolio, future education and employment opportunities are discussed. Prerequisite: MDIA 1040. (3 credits)
 May 23 Mon/Wed 1845-2145 6 wks BBY CRN 21004

MDIA 2060 BBY \$260.50
EFFECTIVE PRESENTATION TECHNIQUES
 Prepares students to effectively present material, both written and spoken. Covers what to say and how to say it, using the right words and proper grammar. Builds written communication skills that allow students to write confidently and make certain they are understood. Teaches speaking skills using proper pronunciation, phrasing and emphasis. (3 credits)
 Apr 9 Mon 1845-2145 12 wks BBY CRN 21005

MDIA 2160 BBY \$218
ADVANCED PHOTOGRAPHY 1
 Combines classroom sessions and workshops in the studio (including a make-up demonstration) so students can develop skills to plan and carry out assignments in editorial and people photography. Students learn to recognize the potential of lighting, and how to work from a layout to meet a client's requirements. Prerequisite: MDIA 1010 or permission from the instructor. (1.5 credits)
 Apr 12 Thr 1900-2200 6 wks BBY CRN 26467

Associate Certificate Desktop Publishing

The Desktop publishing Associate Certificate program requires the completion of the following 6 basic courses, totalling 15 credits, and a minimum of 3 elective courses totalling 9 credits for a total of 24, from the list below:

Required basic courses:
 MDIA 1040 Graphics 1
 MDIA 1140 Colour Theory for Publishers
 MDIA 1111 Scanning
 MDIA 2000 Typography
 MDIA 2095 Portfolio Production
 MDIA 2060 Effective Presentation Techniques

In addition, choice of:
 I. Choice of: (Levels 1 and 2 required)
 MDIA 1050 and 2050 PageMaker for the PC (Levels 1 and 2)
 MDIA 1090 and 2090 PageMaker for the Macintosh (Levels 1 and 2)
 MDIA 1150 and 2150 QuarkXpress (Levels 1 and 2)
 MDIA 1155 AND 2155 QuarkXpress for PC (Levels 1 and 2)
 MDIA 1049 and 2049 Adobe In-Design (Levels 1 and 2)
 II. Choice of: (Levels 1 and 2 required)
 MDIA 1130 and 2130 CorelDraw (Levels 1 and 2)
 MDIA 1160 and 2160 Adobe Illustrator for the Macintosh (Levels 1 and 2)
 MDIA 1260 AND 2261 Adobe Illustrator for the PC (Levels 1 and 2)
 III. Choice of: (Levels 1 and 2 required)
 MDIA 1170 and 2270 Adobe PhotoShop for the PC (Levels 1 and 2)
 MDIA 1180 and 2180 Adobe PhotoShop for the Macintosh (Levels 1 and 2).

Desktop Publishing and Graphics for the Macintosh

(604) 451-7032
(604) 453-4032

Terri_Carde@bcit.ca
Laura_Davie@bcit.ca

MDIA 1008 DTC \$456.30

APPLE FINAL CUT PRO MAC 1

This Digital Video creation course focuses on how to create videos with fast, interactive editing tools with direct proxy-free compositing views along with special effects techniques. The course covers Real-time DV editing, effects and compositing solutions in order to create high-impact materials, such as video brochures, instructional guides and presentations. (1.5 credits)

Apr 21 Sat 0900-1240 5 wks DTC CRN 29996

MDIA 1111 BBY \$384 DTC \$382.30
DESKTOP SCANNING

Learn to use your desktop scanner. Work with a desktop scanner from your own computer terminals. Covers basic colour theory, reflection/flatbed scanners, and transmission such as slide scanners and digital cameras. Issues affecting quality/accuracy of scanned images are discussed; resolution, dynamic range and the removing of unwanted colourcasts. PhotoShop is used extensively in this course. (1.5 credits)

Apr 11 Wed 1845-2145 6 wks BBY CRN 24948
Apr 22 Sun 0900-1600 3 wks DTC 24947

MDIA 1049 DTC \$342.30
ADOBE INDESIGN - LEVEL 1

This sophisticated page layout and design program is designed for the future of professional publishing. Delivers unparalleled creative freedom, productivity and precision for designing superb pages. InDesign works seamlessly with PhotoShop and Illustrator providing a single integrated design environment that does not interrupt your creative process. Covers: the InDesign toolbox, Master multiple pages, guides and grids, text placing and handling, integrating elements into your pages, links, text and graphic frames, gradient fills and strokes, multiple views, document wide layers, typographical composition techniques, scaling and shearing of text and graphics, navigator control and applying colours. (1.5 credits)

Apr 21 Sat 1220-1600 5 wks DTC CRN 28831

MDIA 1140 BBY \$435
COLOUR AND THEORY FOR PUBLISHERS

Introduces the principles of colour in relation to physics, physiology and communication. Explores the additive primaries red, green and blue (light) and the subtractive primaries cyan, magenta and yellow (pigment). Exercises will lead to an understanding of the terminology relating to light and pigment such as contrast, hue, saturation, value, tint and shade. Also covers colour models used in computer graphics programs, through hands-on use of Adobe Illustrator on the Macintosh. (3 credits)

Apr 12 Thr 1845-2145 12 wks BBY CRN 23567

MDIA 1150 DTC \$342.30
QUARKXPRESS MAC 1

Introduces the most powerful page layout program currently available. Gives a complete overview of the abilities of QuarkXpress, providing a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation. Prerequisite: A solid working knowledge of the Macintosh. (1.5 credits)

Apr 16 Mon 1730-2110 5 wks DTC CRN 24940
Jul 5 Thr 1730-2030 6 wks DTC 21301

MDIA 1160 BBY \$384 DTC \$ 382.30
ADOBE ILLUSTRATOR MAC 1

Learn tools by examining the toolbox, view artwork in different modes, edit, use rule guides, learn about layers, painting objects, applying custom colour and gradient fills and using the pen tool. Draw straight lines and curves, convert points, and use perimitives to create basic shapes. Work with type, change type attributes, import text and link text blocks, wrap text around an object and more. (1.5 credits)

Apr 20 Fri 1730-2110 5 wks DTC CRN 23577
Apr 21 Sat 0900-1240 5 wks BBY 24941
Jul 5 Thr 1845-2145 6 wks BBY 28826

MDIA 1180 BBY \$384 DTC \$382.30
ADOBE PHOTOSHOP FOR MAC 1

Produce colour and black and white images right at the desktop. Students work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and options, understand image size and resolution, create type, ghost back type on an image and airbrushing. Individual work stations. (1.5 credits)

Apr 10 Tue 1845-2145 6 wks BBY CRN 21025
May 20 Sun 0900-1600 3 wks DTC 24942
May 27 Sun 1300-1600 6 wks BBY 21026
Jul 3 Tue 1845-2145 6 wks BBY 21303

MDIA 1188 DTC \$382.30
ADOBE PREMIER

Premier makes it easier to create digital movies and videotapes. Covers editing to make changes easily, learning the Premier graphical interface, trimming and playing back windows motion control and recording to disk. Graphics and titles will be imported from Adobe Illustrator. Students have their own workstation and user guide. (1.5 credits)

Apr 9 Mon 1800-2140 5 wks BBY CRN 24951

MDIA 2000 DTC \$435.80
TYPOGRAPHY

Gives students an understanding of typesetting rules and techniques. Covers type history, development and usage. The following nine evenings will be spent using QuarkXpress to complete a variety of projects. Emphasis will be a quality rather than quantity. Prerequisites: MDIA 1150 and MDIA 2150 or MDIA 1090 and MDIA 2090. (3 credits)

Apr 12 Thr 1730-2030 12 wks DTC CRN 23578

MDIA 2049 DTC \$344.30

ADOBE INDESIGN - LEVEL 2

Builds on the strengths learned in the Level 1 course. Additional topics will consist of: automatic layout adjustment, precision control techniques, pen tool paths, layer modes, scissor tools, rotation from the transform palette, tracking and kerning techniques, Bezier paths, making special gradients, step and repeat options, nested text and graphic frames, colour separations, RGB, CMYK and lab mode colours, trapping issues, full Adobe Acrobat PDF support and more. Prerequisite: MDIA 1040 level 1 or permission from instructor. (1.5 credits)

May 26 Sat 1300-1600 6 wks DTC CRN 28832

MDIA 2095 BBY \$260.50
PORTFOLIO PRODUCTION

Participants consolidate their experience, learning, and talent by compiling a portfolio that focuses on individual interest and strength, and showcasing their work. Prepare an effective medium to assist in furthering their careers, as well as identify professional development needs and set future goals. Recommended last course in Certificate. (3 credits)

Apr 10 Tue 1845-2145 12 wks BBY CRN 27562

MDIA 2111 BBY \$384 DTC \$382.30
DESKTOP SCANNING 2

Continues on from Desktop Scanning 1. Adobe PhotoShop is used extensively. Prerequisite: MDIA 1111. (1.5 credits)

May 23 Wed 1845-2145 6 wks BBY CRN 28836
Jun 10 Sun 0900-1600 3 wks DTC 24949

MDIA 2150 DTC \$342.30
QUARKXPRESS MAC 2

Teaches advanced publishing techniques using QuarkXpress including integration with work processing and graphics software and the use of spot and process colours. Students will have their own workstation. Prerequisite: MDIA 1150 or permission from the instructor. (1.5 credits)

May 28 Mon 1730-2030 6 wks DTC CRN 24944

MDIA 2180 BBY \$384 DTC \$382.30
ADOBE PHOTOSHOP FOR MAC 2

Manipulate scanned photolithographs, slides and original artwork. Learn how to look at colour models, adjust midtones, shadows and highlights, use the information palette as a densitometer and adjust the colour balance of an image. Teaches resolution, determining correct scan resolution, crating releases around images with paths and more. Prerequisite: MDIA 1180. (1.5 credits)

May 22 Tue 1845-2145 6 wks BBY CRN 21027
Jul 8 Fri 0900-1600 3 wks DTC 24945

MDIA 2189 DTC \$435.80
ADOBE AFTER EFFECTS

Provides a working knowledge of some of the software used for video production. Create portfolio quality Quick Time movies that can be integrated into multimedia projects digital nonlinear video editing and Adobe After Effects for compositing, animation and effects. Topics include video production process, compression for animation. (3 credits)

Apr 11 Wed 1730-2030 12 wks DTC CRN 27555

MDIA 2260 BBY \$384 DTC \$382.30
ADOBE ILLUSTRATOR MAC 2

This course is a continuation of MDIA 1160. (1.5 credits)

May 25 Fri 1730-2030 6 wks DTC CRN 28837
May 26 Sat 0900-1200 6 wks BBY 23584

Desktop Publishing and Graphics for the PC

(604) 451-7032
(604) 432-8614

Terri_Carde@bcit.ca
Laura_Davie@bcit.ca

MDIA 1050 DTC \$342.30
PAGEMAKER PC 1

Teaches design, layout and production of professional publications, using the Adobe PageMaker assembly software program. Students will learn to create numerous publishing projects including advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation. (1.5 credits)

Apr 10 Tue 1730-2030 6 wks DTC CRN 21009
Apr 21 Sat 0900-1240 5 wks DTC 21010

MDIA 1130 BBY \$384
CORELDRAW 1

Covers principles of vector art used in CorelDraw. Learn to transform, modify and organize objects, use layers and styles, create multiple page layouts and prepare work for printing at a service bureau. Designed for those with a fundamental operating knowledge of the Window 95 environment. (1.5 credits)

Apr 21 Sat 0900-1240 5 wks BBY CRN 21016

MDIA 1170 BBY \$384
ADOBE PHOTOSHOP FOR WINDOWS 1

Create and produce colour and black and white images right at the desktop. Students create and work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and paint options, understand image size and resolution, ghost back type on an image. Individual workstations. (1.5 credits)

Apr 21 Sat 1300-1640 5 wks BBY CRN 21030
Apr 12 Thr 1845-2145 6 wks BBY 28834

MDIA 1260 BBY \$384
ILLUSTRATOR PC 1

View artwork in different modes, edit a segment, construct a drawing, and learn about layers, group/ungroup objects. Learn painting objects, creating process colours, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves, and use perimitives to create basic shapes. Work with type, change attributes, import text and more. (1.5 credits)

Apr 22 Sun 900-1240 5 wks BBY CRN 25164

MDIA 2050 DTC \$342.30

PAGEMAKER PC 2

Learn how to create documents in readiness for sending files to a service bureau thereby reducing pre-press costs. Students will learn how to create colour separation files. Prerequisite: MDIA 1050 or permission from the instructor. (1.5 credits)

May 22 Tue 1730-2030 6 wks DTC CRN 21019
May 26 Sat 0900-1200 6 wks DTC 24943

MDIA 2130 BBY \$384
CORELDRAW 2

Focuses on the inter-relationship between CorelDraw, CorelChart and PhotoPaint. Students will be expected to produce at least four complete pieces suitable for portfolio. Prerequisite: MDIA 1130 or permission from the instructor. (1.5 credits)

May 26 Sat 0900-1200 6 wks BBY CRN 21022

MDIA 2261 BBY \$384
ADOBE ILLUSTRATOR PC 2

Builds on skills learned MDIA 1260. This course enables you to work with advanced techniques such as multiple masks, airbrush effects, multiple layers and paths, custom views and special type effects. (1.5 credits)

May 27 Sun 900-1200 6 wks BBY CRN 28839

MDIA 2270 BBY \$384
ADOBE PHOTOSHOP WINDOWS 2

Create and produce digital images. Manipulate scanned photolithographs, slides and original artwork in a variety of ways. Learn colour models and perform precise colour corrections, use the information palette as a densitometer, adjust the colour balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor. (1.5 credits)

May 24 Thr 1845-2145 6 wks BBY CRN 28838
May 26 Sat 1300-1600 6 wks BBY 21903

Internet

(604) 451-7032
(604) 453-4032

Terri_Carde@bcit.ca
Laura_Davie@bcit.ca

MDIA 1195 BBY \$380
INTRODUCING THE INTERNET

Covers user skills in search engines, downloading software, e-mail ISP's and Newscast Push technology. Emphasis will be placed on supercharging your search engines and finding relevant information on the WEB. Emphasis will be placed on the most popular browsers Netscape, Internet Explorer and the areas of e-mail and Push Technology. (1.5 credits)

Apr 10 Tue 1845-2145 6 wks BBY CRN 24878
Apr 12 Thr 1845-2145 6 wks BBY 28835
Apr 21 Sat 0900-1600 3 wks BBY 24938

MDIA 1200 BBY \$380
ADVANCED INTERNET

Create eye-catching pages on the Web. Learn to set up Web Pages using HTML Editors such as FrontPage and Netscape Composer. Templates, wizards, tables, frames, forms and Plug-ins such as Java Applets will be discussed and used. Prerequisite: MDIA 1195 or equivalent Internet experience. (1.5 credits)

May 22 Tue 1845-2145 6 wks BBY CRN 23566
May 12 Sat 0900-1600 3 wks BBY 23640

MDIA 1201 DTC \$613.80
INTERNET SKILLS

Combines MDIA 1195 & MDIA 1200, first 2 1/2 days cover skills in search engines, downloading software, e-mail, ISP's and Newscast Push technology. Emphasis on the most popular browsers and the areas of e-mail and Push Technology. Second half focuses on creating Web pages using HTML. Templates, wizards, tables, frames, forms and more will be discussed and used. (3 credits)

Apr 23 Mon-Fri 0900-1600 1 wk DTC CRN 29784

ASSOCIATE CERTIFICATE WEB TECHNOLOGIES

The associate certificate in web technologies requires completion of all eight courses listed below:

MDIA 1205 Weaving the Web: Publishing on the Internet 1
MDIA 2205 Weaving the Web: Publishing on the Internet 2
MDIA 3205 Imaging Technologies for Web Publishing
MDIA 3206 Audio and Video Technologies for Web Publishing
MDIA 3207 Using Scripting Language on the Web
MDIA 3208 Using New Media on the Web
MDIA 4205 Web site and Network Management
MDIA 4206 Major Project
MDIA 1205 \$367

WEAVING THE WEB: PUBLISHING ON THE INTERNET (LEVEL 1)

A basic course in Web authoring offered entirely on the Internet. Students must have access to the Internet, a personal e-mail account, and a PC Pentium or Macintosh PPC with 32-64 Megs of RAM. Software required: Netscape Communicator. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm> (3 credits)

Apr 9 Internet 12 wks CRN 26447

MDIA 2205 \$551
WEAVING THE WEB: PUBLISHING ON THE INTERNET (LEVEL 2)

Topics include manual HTML coding of forms, frames, and cascading style sheets (CSS). The course will be offered entirely on the Internet. See MDIA 1205 for technical requirements. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm> Prerequisite: MDIA 1205 or demonstrated competence. (2 credits)

Apr 9 Internet 12 wks CRN 27807

MDIA 3205 \$367
IMAGING TECHNOLOGIES FOR WEB PUBLISHING

Topics include image file formats, browser-safe colours, transparency, tiling, typography, scanning, animations, image mapping, and graphic layout. The course will be offered entirely on the Internet. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm>. Software required: a graphics application (such as Adobe ImageReady, Photoshop, or Macromedia Fireworks). Prerequisite: MDIA 1205 and 2205 or demonstrated competence. (2 credits)

May 24 Internet 6 wks CRN 27808

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MDIA 3206 **AUDIO AND VIDEO TECHNOLOGIES FOR WEB PUBLISHING** **\$367**

Topics include: audio file formats, audio sample rates, audio resolution, audio compression, video file formats, and video compression. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm>. Students must have access to hardware capable of digitizing sound as well as an audio digitizing software package such as SoundEdit 16, SoundForge, BAIS Peak, or similar. Assignments will not require the digitization of video. Prerequisite: MDIA 1205, 2205 and 3205 or demonstrated competence. (2 credits)

May 21 Mon Internet 6 wks CRN 28828



MDIA 3207 **USING SCRIPTING LANGUAGE ON THE WEB** **\$551**

Concentrates on using and modifying commercial and/or freeware JavaScript routines to enhance the content of Web pages. To fully understand how JavaScript work and how they may be modified, students will be asked to create short JavaScript routines using manual coding. Other topics will include Java Applets (no coding required), Dynamic HTML (DHTML), and embedded fonts. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm>. (3 credits)

Apr 9 Internet 12 wks CRN 28829



MDIA 3208 **USING NEW MEDIA ON THE WEB** **\$551**

Concentrates on using new media to enhance Web pages. While utilizing Shockwave/Flash will form the basis of this course, students will be encouraged to employ other new media, as it becomes available. The use of Macromedia Director to create dynamic Web pages will be discussed and students who have access to this software will be encouraged to use it. Prerequisites: MDIA 1205, 2205, 3205, 3206 and 3207 or demonstrated competence. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm>. (3 credits)

Apr 9 Internet 12 wks CRN 28830



MDIA 4205 **INTERNET \$551**
WEB SITE MANAGEMENT AND ECOMMERCE

Topics include: locating clients, consultation, market research, advertising considerations, using print media, search service submissions, banner advertising/banner exchanges, trade links, Internet malls and cross-linking, targeting your populations, maintaining site, services and fees, online shopping, enhancing your business with the Internet and the virtual store front. The content of this course will articulate closely with MDIA 4206 and the two may be taken concurrently. To browse the course outline, link to URL: <http://online.bcit.ca/de/Multimed.htm>. Prerequisites: MDIA 1205, 2205, 3205, 3206, 3207 and 3208 or demonstrated competence. (3 credits)

Apr 9 Internet 12 wks CRN 29812



MDIA 4206 **INTERNET \$551**
MAJOR PROJECT

This course is the culmination of the certificate program and will concentrate on the development of a comprehensive Web site for a real client. Students will be encouraged to locate a volunteer organization desiring a Web site or use some organization or business with which they are closely associated. In addition to locating the client, other tasks will include designing and storyboarding the site in consultation with the client, articulating the content of the site as dictated by the client, creating a domain name, mounting the site using a commercial ISP, registering the site with search services, cross linking the site with other similar organizations and maintaining and testing the site for a period of 6 weeks. The tutor will be constantly available for consultation during this process. The course may be taken concurrently with MDIA 4205. Prerequisites: MDIA 1205, 2205, 3205, 3206, 3207, 3208 or demonstrated competence. (3 credits)

Apr 9 Internet 12 wks CRN 29583



MDIA 4210 **INTERNET \$551**
AN INTRODUCTION TO ECOMMERCE

Discover how to set up a small company, develop a business plan, design and credit-card transactions on the Net, understand the basics of security issues on the Internet, develop a marketing plan, and set up a maintenance schedule for the site. This course is a prerequisite for all other courses in the series. Credit for this course will be given to students who have successfully completed MDIA 4205. Prerequisites: MDIA 1205, 2205, 3205, 3206, 3207 and 3208, or demonstrated competence. (3 credits)

Apr 9 Internet 12 wks CRN 29815



MDIA 4215 **INTERNET \$551**
CREATING STORES ON THE WEB

This course will expand upon many of the topics discussed briefly in MDIA 4210. In this course, examine Web store business models, discuss pertinent issues related to launching an online store, consider storefront design in greater detail, learn how to locate customers online, develop methods of promoting the online store, examine online payments methods in greater detail, learn how to identify and prevent crime, examine shipping considerations, learn how to build a loyal customers base and consider legal issues related to online selling. TEXT: Creating Stores on the Web, Second Edition Prerequisites: MDIA 1205, 2205, 3205, 3206, 3207 and 3208, 4205, 4206 or demonstrated competence. (3 credits)

Apr 9 Internet 12 wks CRN 29816

Multimedia

(604) 451-7032 Terri_Carde@bcit.ca
(604) 432-8614 Laura_Davie@bcit.ca

MDIA 1450 **DTC \$382.30**
MACROMEDIA DIRECTOR 1

Guides you through the practical aspects of working with Macromedia Director. The focus will be on screen and interface design as well as incorporation video, audio, graphics and animation. You will create a real interactive multimedia project with techniques that will apply to both MAC and PC platforms.

Apr 10 Tue 1730-2030 6 wks DTC CRN 25168
Jul 10 Tue 1730-2030 6 wks DTC 28827

MDIA 1455 **BBY \$384**
MACROMEDIA DIRECTOR PC 1

This course provides an introduction to Macromedia Director. It is also an introduction to some of the concepts of interactive multimedia production for CD-ROM and the Web. Covered are the basics of the software, how to create animations and how to create simple interfaces that use navigation and user feedback. As multimedia productions created in Director rely heavily on imported content from other software, the basic technical specifications of content formats is covered as well. (1.5 credits)

Apr 9 Mon 1845-2145 6 wks BBY CRN 29790

MDIA 1461 **BBY \$384**
MACROMEDIA DREAMWEAVER PC 1

DreamWeaver is a roundtrip WYSIWYG HTML editor. DreamWeaver allows you to design your web page visually while keeping the source code available to be tweaked manually. The course introduces students to the basics of web page design focusing on site design and content management. Students to learn how to create simple web pages containing text and graphics. Prerequisite: A basic understanding of HTML would be helpful but not necessary. (1.5 credits)

Apr 10 Tue 1845-2145 6 wks BBY CRN 29791

MDIA 1465 **BBY \$384**
MACROMEDIA FLASH PC 1

Flash is a web-based animation program. Flash level one will introduce students to Flash as well as team how to prepare: animations for the web. The course will show how to produce content in Flash as well as how to work with other applications. Simple animations will be made to interact with web pages. (1.5 credits)

Apr 11 Wed 1845-2145 6 wks BBY CRN 29792
Apr 20 Fri 1845-2145 6 wks BBY 29794
Jul 9 Mon 1845-2145 6 wks BBY 29795

MDIA 1466 **DTC \$382.30**
MACROMEDIA FLASH MAC 1

Flash is a web-based animation program. Flash level one will introduce students to Flash as well as learn how to prepare animations for the web. The course will show how to produce content in Flash as well as how to work with other applications. Sample applications will be made to interact with Web pages. (1.5 credits)

Apr 11 Wed 1730-2030 6 wks DTC CRN 29796

MDIA 1470 **DTC \$382.30**
MACROMEDIA DREAMWEAVER MAC 1

Dreamweaver is a roundtrip WYSIWYG HTML editor. Dreamweaver allows you to design your Web page visually while keeping the source code available to be tweaked manually. The course introduces the basics of Web page design focusing on site design and content management. You will create simple Web pages containing text and graphics. Prerequisite: A basic understanding of HTML would be helpful but not necessary.

Apr 10 Tue 1730-2030 6 wks DTC CRN 29797

MDIA 1910 **DTC \$382.30**
ADOBE GOLIVE MAC 1

Adobe GoLive offers the unique tools needed to ensure the success of creating an interactive Web site. The program has a comprehensive set of tools, which will allow you to create a flawlessly designed Web site with the familiar Adobe interface. GoLive is tightly integrated with PhotoShop, Illustrator, InDesign and LiveMotion. The course covers: Inspector palette, layout and grids, point and shoot, size and optimize PhotoShop images, QuickTime Movies, Java applets, Smartlinks, cascading style sheets and web site design. (1.5 credits)

Apr 9 Mon 1720-2100 5 wks DTC CRN 29798

MDIA 1208 **DTC \$456.30**
APPLE FINAL CUT PRO LEVEL 2

FCP Level 2 continues with the skills learned in Level 1 by creating a video from the beginning. Students work in teams to write and shoot a short video. Individuals can then create their own edit from the material. Basic editing to superimposition and special effects are reinforced through practical application.

May 26 Sat 0900-1200 6 wks DTC CRN 29785

MDIA 2010 **DTC \$382.30**
ADOBE GOLIVE MAC 2

This advanced course covers: Linking issues, Hypertext links, actions, rollovers, previewing links, creating actions, adding content to frames, floating boxes, animating multiple floating boxes, developing a site map, creating dynamic links for incorporating database and e-commerce capabilities, multiple panes for viewing live and conceptualized site pages, links and content, editing steaming media and site management issues. (1.5 credits)

May 28 Mon 1730-2030 6 wks DTC CRN 29799

MDIA 2455 **BBY \$384 NEW**
MACROMEDIA DIRECTOR PC 2

This course is a continuation of Director Level 1 and focuses mainly on the Lingo programming language that is the core of Macromedia Director. Covered is a reorganizing data through lists, reading and writing data to the hard drive, accessing content on the web and movies in a window. Also covered is a more sophisticated technique for dealing with content such as digital video and audio. This course will involve the students in a project of their own design that will incorporate all of the aspects learned in the course. (1.5 credits)

May 28 Mon 1845-2145 6 wks BBY CRN 29801

MDIA 2461 **BBY \$384**
MACROMEDIA DREAMWEAVER PC 2

This Level 2 course builds upon the skills learned in Level 1. Students will learn some of the more advanced features of DreamWeaver including working with templates and libraries, cascading style sheets, dynamic HTML and JavaScript. The course will also cover working with forms and plug-ins. Prerequisite: DreamWeaver level 1 or equivalent. (1.5 credits)

May 22 Tue 1845-2145 6 wks BBY CRN 29802

MDIA 2465 **BBY \$384**
MACROMEDIA FLASH PC 2

Flash Level 2 builds on the skills learned in Level 1 with focus placed on developing a larger project in Flash. Students will take advantage of Flash's symbols. Flash level two will introduce students to action Scripts which allow developers to create sophisticated interactive projects. The course also examines how to create content for Flash Generator. Prerequisites: MDIA 1465. (1.5 credits)

May 23 Wed 1845-2145 6 wks BBY CRN 29804
May 25 Fri 1845-2145 6 wks BBY 29803

MDIA 2466 **DTC \$382.30**
MACROMEDIA FLASH MAC 2

This course is a continuation of Director Level 1 and focuses mainly on the Lingo programming language. Lingo is a very powerful and robust programming language that is the core of Macromedia Director. Topics covered include organizing data through lists, reading and writing data to the hard drive, accessing content on the Web and movies in a window, techniques for dealing with content such as digital video and audio. This course will involve the students in a project of their own design that will incorporate all of the aspects learned in the course. (1.5 credits)

May 23 Wed 1730-2030 6 wks DTC CRN 29805

MDIA 2470 **DTC \$382.30**
MACROMEDIA DREAMWEAVER MAC 2

This Level 2 course builds upon the skills learned in Level 1. You will use some of the more advanced features of Dreamweaver including working with templates and libraries, cascading style sheets, dynamic HTML and JavaScript. The course will also cover working with forms and plug-ins. Prerequisite: Dreamweaver level 1 or equivalent. (1.5 credits)

May 22 Tue 1730-2030 6 wks DTC CRN 29806

MDIA 2450 **DTC \$382.30**
MACROMEDIA DIRECTOR 2

Builds on skills learned in Macromedia 1. Prerequisite: MDIA 1450. (1.5 credits)

May 29 Tue 1730-2030 6 wks DTC CRN 26586

3D Animation

(604) 451-7032 Terri_Carde@bcit.ca
(604) 432-8614 Laura_Davie@bcit.ca

MDIA 2400 **DTC \$713.80**
BASIC SOFTIMAGE 1

Supplies a solid overview of classic computer animation techniques including modeling, motion, property editing, and rendering. Inverse Kinematics and motion capture also give students skills needed in today's competitive market. (3 credits)

Apr 9 Mon/Fri 1800-2100 6 wks DTC CRN 24066

MDIA 2600 **BBY \$384**
MAYA 1

This is a hands-on introductory course to 3D computer graphics using Maya PowerAnimator software. The focus of this foundation course will be software concepts, modeling and rendering. (1.5 credits)

Apr 21 Sat 1230-1610 5 wks BBY CRN 24911
Jul 14 Sat 1300-1600 6 wks BBY 50158

MDIA 2700 **BBY \$384**
MAYA 2

This course is hands-on and builds upon the modeling and rendering experience gained in MDIA 2600 as well as providing an introduction to animation techniques such as key framing, motion path and motion dynamics. Prerequisite: MDIA 2600 or permission of instructor. (1.5 credits)

May 26 Sat 1300-1600 6 wks BBY CRN 24913

MDIA 3400 **DTC \$713.80**
SOFTIMAGE 2

A continuation of skills learned in MDIA 2400. (3 credits)

May 25 Mon/Fri 1800-2100 6 wks DTC CRN 26587

Medical Office Assistant

(604) 451-7032 Terri_Carde@bcit.ca

OFFC 1001 **BBY \$278.50**
ANATOMY AND TERMINOLOGY 1

Combines both medical and terminology and basic human anatomy and physiology. The medical systems of the body are explored using the format of anatomical and physiological terminology, combining forms, pathological terminology, laboratory tests and abbreviations. Disease processes are explored as they relate to each body system. An emphasis is placed on correct spelling, pronunciation and meaning of the language of medicine. Note: Anatomy and Terminology 1 and II replace our previous courses: Anatomy and Physiology (OFFC 1000) and Medical Terminology (OFFC 1010). (3 credits)

Apr 10 Tue 1845-2145 12 wks BBY CRN 26073

OFFC 1002 **BBY \$278.50**
ANATOMY AND TERMINOLOGY 2

This course is a continuation of Anatomy and Terminology 1. Prerequisite: OFFC 1000. (3 credits)

Apr 9 Mon 1800-2145 12 wks BBY CRN 26074

OFFC 1003 **BBY \$325.50**
OFFICE PRACTICE

Introduces MOA administration duties and professional conduct. Topics include appointment scheduling, pharmacology, reception, charts and filing. The last six weeks of this course introduce the basic features of medical practice management systems using PSREGENT'S Smart Series billing software. This course emphasizes computerized medical billing, the day sheet record, patient registration, Teleplan, reporting and computerized lab results. Note: this course replaces OFFC 1030 and OFFC 1070. Prerequisite: basic computer and keyboarding skills. (3.5 credits)

Apr 11 Wed 1815-2145 12 wks BBY CRN 26076

OFFC 1020 **BBY \$305.50**
TRANSCRIPTION

Introduces the student to the sounds and words of medical practice through a dictate/transcribe machine. Medical words previously studied will synchronize with those being heard on tape. This course is also appropriate for medical office personnel who want to upgrade their transcription skills. Prerequisite: OFFC 1001, 1002, 1060 and typing speed of 40 wpm is recommended. (3 credits)

May 19 Sat 0900-1600 6 wks BBY CRN 22652

OFFC 1040 **BBY \$274.50**
CLINICAL PROCEDURES
 Presents basic clinical procedures and tests commonly performed in medical office setting. Students are taught relevant theory about procedures and tests and will develop a beginning competency in selected clinical skills. The clinical skills taught are based on the guidelines developed and approved by the Medical Office Assistants Association of B.C. Students will familiarize themselves with common medical emergencies and will become certified in basic lifesaver CPR, renewable annually. (3 credits)
 Apr 12 Thr 1845-2145 12 wks BBY CRN 22656

OFFC 1060 **BBY \$170**
MEDICAL DOCUMENTATION
 Introduces the basic features of Word for Windows through the production of medical documents. Emphasis will be on letter format, speed and accuracy in preparation for medical transcription. Prerequisite: computer literacy and keyboarding skills. This is the prerequisite course for OFFC 1020. (1.5 credits)
 Apr 11 Wed 1845-2145 6 wks BBY CRN 23574

OFFC 2000 **BBY \$260.50**
PRACTICUM
 Provides work experience for students that have successfully completed all of the MOA courses. Includes classroom instruction on the first and last class, plus one sixty-hour practicum placement in a physician's office, hospital department and/or related field. Prerequisites: completion of all OFFC courses as listed above, all OFFC courses required prior to program changes in January 1998, or in special circumstances, with permission of the program coordinator. (4 credits)
 May 28 Mon 1845-2145 6 wks BBY CRN 22658

International Trade Training Program

(604) 412-7686 Dale_Harvey@bcit.ca
 www.fitt.ca



British Columbia Institute for Studies in International Trade

FITTSkills is a hands-on, comprehensive, eight-course training program focusing on the practical aspects of international business. The program includes logistics, trade finance, marketing, legal issues, market-entry strategies and sound international management techniques. Graduates of this Diploma program meet the educational requirements to become a Certified International Trade Professional (C.I.T.P.), the only professional designation in Canada for International trade practitioners. The 26 country International Association of Trade Organization (IATTO) recognizes the FITTSkills Diploma.

In foreign markets there is no room for error. You need to hit the ground running. That's why the Forum for International Trade Training (FITT) developed the FITTSkills program with the assistance of the federal government. The program is delivered across Canada. Take the entire program, or take one or more of the modules to suit your needs.

Courses in the program include:

- FITT 0100 Global Entrepreneurship
- FITT 0105 International Trade Research
- FITT 0110 International Trade Finance
- FITT 0115 International Trade Logistics
- FITT 0120 Market Entry & Distribution
- FITT 0125 International Marketing
- FITT 0130 Legal Aspects of International Trade
- FITT 0135 International Trade Management

Each course module is 35 classroom hours over four weeks. Classes are held two evenings per week plus one Saturday. Courses may be taken in any order however it is recommended that students have completed at least five other courses in the program before enrolling in the International Trade Management module (FITT 0135).

COURSES OFFERED THIS TERM:

Note: Course fees include all course materials.

FITT 0130 **HYDRO \$575**
LEGAL ASPECTS OF INTERNATIONAL TRADE
 Issues surrounding such things as trade agreements and the enforcement of rules and regulations in areas such as technical standards, health and safety, and environmental protections can directly affect success in international trade. Presents a management perspective of these and other vital issues and creates an awareness of the international legal implications of expansion into the global marketplace.
 Apr 23 Mon/Wed 1730-2100 4 wks Hydro CRN 28418
 May 5 Sat 0900-1700

FITT 0105 **DTC \$575**
INTERNATIONAL TRADE RESEARCH
 Develop an in-depth understanding of target markets, including planning and developing the research process, evaluation opportunities, sources of information and applying the results. Participants will use these skills to research a product or service of their choice and develop their own research plan.
 Apr 24 Tue/Thr 1730-2100 4 wks DTC CRN 28419
 May 12 Sat 0900-1700

FITT 0135 **HYDRO \$575**
INTERNATIONAL TRADE MANAGEMENT
 Learn what today's most successful international corporations know about forging alliances, business planning, risk management, and using information technologies strategically. Covers how to operate an export office and manage human resources internationally. Learn how to manage international trade activities more effectively with an eye to competitive advantage.
 May 28 Mon/Wed 1730-2100 4 wks Hydro CRN 28421
 Jun 16 Sat 0900-1700

FITT 0110 **DTC \$575**
INTERNATIONAL TRADE FINANCE
 Emphasizes the importance of international finance through a range of topics that can be adapted to actual business environments. Covers risk analysis, forms of financing, export costing, export credit insurance, cash flow planning, factoring, sources of trade finance and more.
 May 29 Tue/Thr 1730-2100 4 wks DTC CRN 28420
 Jun 16 Sat 0900-1700

Operations Management

(604) 432-8611 Vicki_Forbes@bcit.ca
 (604) 451-6743 Frank_Gruen@bcit.ca

The Educational Society for Resource Management is a not-for-profit international educational organization respected throughout the world for its education and professional certification programs. With more than 70,000 individual and corporate members in 20,000 companies worldwide, APICS is dedicated to using education to improve the business bottom line. APICS is recognized globally as the source of knowledge and expertise for manufacturing and service industries across the entire supply chain- in such areas as materials management, information services, purchasing and quality. In B.C. there are two APICS Chapters, one in Vancouver and the other in Kelowna, with a combined membership of over 300 people.

BCIT, in cooperation with APICS, offers a series of courses that assist individuals in becoming certified in two internationally recognized certification programs: Certified in Production and Inventory Management (CPIM), and Certified in Integrated Resource Management (CIRM). See below for details. For specific information on becoming a member of APICS, please contact the local APICS office, phone: (604) 435-9530 or the web site <http://www.apics8.org>.



About CPIM

The Certified in Production and Inventory Management (CPIM) program was introduced in 1973 by APICS. APICS designed the CPIM program in response to the increasing complexities and technological advances that mandate a continual increase in the skills and knowledge of workers in the manufacturing and service sectors.

CPIM offers the manufacturing professional in-depth knowledge within specialized functional areas in the production and inventory management (P&IM) environment. Increased technical knowledge and expertise gained from the course of study enhances the ability of the CPIM professional to predict outcomes accurately and apply actions that achieve results.

Benefits of CPIM Certification

Certification enables you to gain the technical and functional know-how, plus the confidence, to enhance your job performance and your strategic advantage. Join the more than 55,000 professionals who have earned the prestigious CPIM designation, and enjoy the benefits they have derived from their achievements, including increased technical and functional knowledge, widespread recognition of professional competence, enhanced credibility with both employers and customers, demonstrated levels of professional expertise and skill, and evident commitment to professional growth and development. New skills and abilities that you acquire during the certification process will improve your on-the-job performance. You will be able to understand how to increase profitability by optimizing your inventory investment, satisfy your customers by delivering products and services just-in-time, streamline operations by accurately forecasting to meet your master plan, increase productivity by using material requirements planning and capacity planning to consistently meet your long-, medium-, and short-range goals, improve customer service by understanding and managing all aspects of the supply chain, and gain a competitive advantage by maximizing your systems and technologies.

Reconfiguration Information Outline

- Basics of Supply Chain Management
- Master Planning of Resources
- Detailed Scheduling and Planning
- Execution and Control of Operations
- Strategic Management of Resources

In order to achieve CPIM status, a individual must successfully pass all five of the above courses. This is accomplished through Computer Based Testing (CBT). Testing will transition from the previous seven modules to the reconfigured CPIM material. However, all exams taken from the previous program will continue to count towards certification. The cost of the CBT is separate from the courses and there is a test site located in Vancouver. For further information on CBT including cost, registration, and location, please access Web site: www.apics.org and click on the icon for Certification on the left side. This Web site is updated frequently and individuals are encouraged to visit it often.

In April we are offering a introductory course in the Fundamentals of Manufacturing Planning for students with limited academic backgrounds in this area. For further information please call the local APICS office at (604) 435-9530.



APIC 1050 **BBY \$377.50**
FUNDAMENTALS OF MANUFACTURING PLANNING

This course sets the stage for all enterprise planning activities by introducing participants to the basic principles of planning that apply to any organization and deals with each aspect of planning at the strategic, tactical, and execution level, with a practical emphasis on why planning is important, the key aspects of effective planning, and how to become a better organizational planner. Course fee includes CPIM participant workbook. (3 credits)
 Apr 11 Wed 1845-2145 12 wks BBY CRN 29754



APIC 1171 **BBY \$377.50**
BASICS OF SUPPLY CHAIN MANAGEMENT

This is an introductory course for production and inventory management personnel and CPIM candidates. This course provides basic definitions and concepts for planning and controlling the flow of materials into, through, and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. In addition, the course addresses types of manufacturing systems, forecasting, master planning, material requirements planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and Just-in-Time manufacturing. Course fee includes CPIM participant workbook. (3 credits)
 Apr 11 Wed 1845-2145 12 wks BBY CRN 25964



APIC 1172 **BBY \$377.50**
MASTER PLANNING OF RESOURCES

In this course, students explore processes used to: develop sales and operations plans; identify and assess internal and external demand and forecasting requirements; and effect an achievable master schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to environment, and developing and validating the master schedule. In addition, the course encompasses concepts for transforming sales, marketing, and business requirements into a feasible and economic operations plan in various business environments. It also addresses concepts and methodologies for managing projected and actual demands from distribution networks and external customers. Finally, the course presents methods for integrating sales and operations plans, demand forecasts, and customer demand into a specific master schedule. Course fee includes CPIM participant workbook. Prerequisite: APIC 1171. (3 credits)
 Apr 10 Tue 1845-2145 12 wks BBY CRN 29755



APIC 1173 **BBY \$377.50**
DETAILED SCHEDULING AND PLANNING

This course focuses on material and capacity scheduling and planning. It includes a detailed explanation of material requirements planning (MRP), a technique suitable for use in job shops. The course also introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments. The course explains capacity requirements planning in detail and introduces other capacity-planning techniques, including processor-dominated scheduling. Course fee includes CPIM participant workbook. Prerequisite: APIC 1171. (3 credits)
 Apr 10 Tue 1845-2145 12 wks BBY CRN 29756

13th Annual Materials Management and Business Process Improvement Workshops Sponsored by BCIT OPERATIONS MANAGEMENT TECHNOLOGY

Bringing people and technology together to improve business performance



The Educational Society For Resource Management

All workshops will be held at Burnaby BCIT campus

To Register please call Ken Takeuchi 453-4002 or 432-8761
 Group Discounts are available

Let's face it-running an organization is a challenge. People must juggle demands on resources, re-adjust priorities and make tough decisions to insure short-term profitability and long-term survival.

These workshops have been offered for the last ten years. Hundreds of satisfied participants have been able to implement cost-effective solutions to their operational problems. Manufacturers, distributors, retailers, as well as service organizations will benefit by enrolling two or more of their employees to enhance implementation efforts.

The workshop format is highly instructive, combining lectures, group discussions, case studies and "hands-on" activities. All workshop participants receive a workbook containing workshop proceedings, worksheets, and a bibliography of useful articles and books.

APIC 0170 **BBY \$395**
INVENTORY MANAGEMENT

Does your company hold a large inventory investment with inventory controls that are weak, unreliable, and with little or no accountability? Inventory is a major asset for manufacturers, distributors, and retailers. How you manage this asset will have a significant impact on profits. What items should you stock? How many should you buy at one time? How do you control slow-moving or dead stock? These are but a few of the questions that will be answered during this workshop. Potential savings can be significant if the right changes are implemented.

The workshop focuses on the practical aspects of managing inventory. You'll gain new insight into managing the total supply chain. Topics include managing for results, financial impact of inventory, formal systems, inventory classification systems, when to order, how much to order, safety stock, aggregate planning, material requirements planning, and measuring inventory performance.
 Jun 4/5 Mon/Tues 0830-1600 2 days BBY CRN 26423

APIC 0172 **BBY \$395**
MANUFACTURING PLANNING AND SCHEDULING

Manufacturing planning and scheduling is a very complex task. Management must ensure that it has all of the hundreds of parts needed for the product plus all the required labour skills, equipment and time available. How do you manage this?

Fortunately, the last few years have seen the development of inexpensive, user-friendly computer software that makes the task easier. MRP II and ERP are information systems that include production planning, materials planning, production scheduling, and shop floor control. Companies that have implemented these systems have experienced reduced inventory, improved customer service, improved on-time delivery, fewer material shortages, less expediting and better use of labour and equipment.

If your company is considering an MRP II or ERP manufacturing information system, or is in the process of installing one, this workshop is a must for you. Topics include production planning, forecasting production requirements, master scheduling, rough-cut-capacity, bills of material, the logic of MRP, lot sizing, MRP output, scheduling, data collection, and justification/implementation.
 Jun 7/8 Thr/Fri 0830-1600 2 days BBY CRN 26424

continued next page

APIC 0174
HIGH PERFORMANCE MANUFACTURING

This workshop covers foundation concepts common to JIT, World Class Manufacturing, Time Based Manufacturing, Agile Manufacturing, and Lean Thinking. High Performance Manufacturing is a practical strategy for achieving significant improvements in lead times, inventory, floor space requirements, and manufacturing costs including labour and material. It has application in repetitive manufacturing as well as low-volume job shops.

If your concerns include high work in process, high overhead, long lead times, quality problems, production schedule difficulties, and poor equipment utilization, you must attend this workshop. This workshop will provide practical information and methods used by companies to achieve dramatic improvements in performance and customer satisfaction. Topics include elimination of waste, pull systems (Kanban), lead-time reduction, set-up reduction, housekeeping, work cells, supplier relations and performance measures.

Jun 11/12 Mon/Tue 0830-1600 2 days BBY CRN 26425

APIC 0175
PROCESS MAPPING

Process Mapping is a vehicle for expressing and releasing the knowledge, creativity and energy that lies within every group, regardless of its position or level within an organization. This workshop provides essential tools and techniques to place your process on a path of constant improvement. You will map your present process and develop an action plan to close the gap to higher levels of performance. Team activities are used to select the best process to work on, define the process boundaries, map the process and reduce cycle time and cost of the process. Maximum benefit is derived when participants are sent in teams of three or more so they can work on real problems in class, but anyone can learn from this workshop and apply it when they return to the workplace. This workshop is valuable for a wide variety of industries, including manufacturing, health-care, government, high-tech, service and nonprofit.

Jun 18/19 Mon/Tue 0830-1600 2 days BBY CRN 27525

APIC 0176
PROJECT MANAGEMENT

More and more, as companies and government agencies attempt to do more with less and carry out enterprise-wide, cross-functional endeavours, team-based techniques are being used to plan and control company projects. In a recent survey performed by the IIE, 95% of respondents said they were part of a project management team. This gives evidence to the overwhelming widespread use of a team based approach to project management.

This workshop provides you with an easy-to-use roadmap for managing all types of projects using a team-based approach. Whether your organization is planning the construction of a new facility, installing a new ERP software package, or implementing ISO 9000, it will help you avoid typical problems and pitfalls associated with project work.

The workshop covers a broad range of valuable topics, from project concept to completion, that are consistent with industry standard approaches such as the PMI's Project Management Body of Knowledge. Participation and empowerment, individual accountability, and bottom line project results are emphasized in the training. It is designed for new and experienced project leaders, team members and sponsors, and anyone who works on a project from start-to-finish.

Jun 21/22 Thr/Fri 0830-1600 2 days BBY CRN 27526

APIC 0177
TEAMWORK

This workshop is designed to provide participants with the tools necessary to participate effectively in an empowered work environment. It covers several key ingredients for team success and gives insights, guidelines and practical examples to help teams get focused and productive. Participants will learn how to set team rules and communication guidelines that lead to action. The workshop delivers invaluable insights into how to run a meeting and how to make decisions in a team environment. Topics include setting team goals, team ground rules, decision-making, team roles, running effective meetings, and beneficial team behaviours.

Jun 14 Thr 0830-1600 1 day BBY CRN 26426

APIC 0178
CONTINUOUS IMPROVEMENT

This workshop covers the continuous improvement tools and techniques used by many of the world's top companies to achieve better performance. HP, Kodak, Toyota, and AT&T are all companies that have used these tools in their manufacturing plants and office procedures. The workshop will help your team to design and build quality processes, products, and services. It covers a structured approach for leading improvement activities and developing innovative solutions. Participants will gain experience with the basic tools of continuous improvement by using them in a simulated problem situation. Topics include: a structured continuous improvement approach, creating effective problem statements, flow-charting, cause and effect analysis, Pareto analysis, check sheets, brainstorming, evaluating solution alternatives and action planning.

Jun 15 Fri 0830-1600 1 day BBY CRN 26433

APIC 0179
5 S'S OF GOOD HOUSEKEEPING

Knowledge of 5S will help you create a workplace where performance standards are easy to see, less supervision is needed, job training time is reduced, and less productive time is wasted.

Jun 13 Fri 0830-1600 1 day BBY CRN 28987

DIRECT ENTRY TO SECOND YEAR OPERATIONS MANAGEMENT DIPLOMA PROGRAM

If you have a diploma or a university degree, and you meet the pre-entry program requirements, you will be eligible to enter the second year of the Operations Management Diploma program.

In nine months, you could have a widely recognized and coveted diploma that serves as an entrée to a rewarding career in the operations side of any kind of manufacturing or service enterprise. Operations Management graduates enjoy the best average starting salaries and the highest placement rates of the Business Programs at BCIT. For more information, attend an information session that is held the first Wednesday of every month from February to May from 1800-1900 at the Burnaby Campus in one of the Town Square meeting rooms. To register for the information sessions, call (604) 434-1610.

To speak directly to someone about this direct entry option, contact the appropriate program head: For Operations Management contact Steve Dudra at 451-6746 or e-mail Steve_Dudra@bcit.ca or for International Trade and Transportation, Gordon Boleen at 451-6772 or e-mail Gordon_Boleen@bcit.ca

Operations Management

(604) 432-8611 Vicki_Forbes@bcit.ca
(604) 451-6743 Frank_Gruen@bcit.ca

Operations Management puts you in the position to help business meet its productivity improvement goals while enhancing your quality of work life. Operations Management offers several options, each oriented to specific operating sectors, each bringing its own rewards and advancements. The programs will assist entrepreneurs, divisional managers, line supervisors and first level employees to attain both their personal and corporate goals. These programs are very result-oriented so that course content can be used immediately for productivity improvement at the student's place of employment.

All Operations Management programs are currently under review and Associate Speciality Certificates are being developed for the September 2001 term.

MANAGEMENT CERTIFICATE IN INDUSTRIAL ENGINEERING

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

Required courses

BUSA 1305 Supervisory Skills
COMM 2203 Business and Technical Reports
FMGT 1152 Accounting for the Manager
OPMT 1102 Basic Mathematics of Finance
OPMT 1106 Quality Assurance 1 Manufacturing
OPMT 1187 Project Planning and Scheduling
OPMT 1188 Management Information Systems
OPMT 1191 Purchasing
OPMT 1192 Inventory Planning and Control
OPMT 1197 Statistics for Business and Industry
OPMT 1198 Introduction to Operations Management
OPMT 2290 Performance Measurement
OPMT 2298 Business Process Re-engineering

Plus any two electives

OPMT 1142 Introduction to Quality Control Methods
OPMT 1175 Warehouse Management
OPMT 1193 Facility Planning and Design
OPMT 2206 Quality Assurance 2 Manufacturing
OPMT 2242 Intermediate Quality Control Methods
OPMT 2287 Project Cost Estimating
OPMT 3306 ISO 9000 Standards for Quality Systems

MANAGEMENT CERTIFICATE IN MANAGEMENT ENGINEERING

This program is designed for people who work in the private and public sectors of service industries, health care, education, justice services. Special attention is paid to ways in which management engineering tools may be applied to organizations whose results are not quantifiable.

Required courses

BUSA 1305 Supervisory Skills; OR
BUSA 2005 Management
COMM 2203 Business and Technical Reports
FMGT 1152 Accounting for the Manager
HRMG 2805 Occupational Health and Safety
OPMT 1102 Basic Mathematics of Finance
OPMT 1106 Quality Assurance 1 Manufacturing
OPMT 1187 Project Planning and Scheduling
OPMT 1188 Management Information Systems
OPMT 1191 Purchasing
OPMT 1197 Statistics for Business and Industry
OPMT 1198 Introduction to Operations Management
OPMT 2290 Performance Measurement
OPMT 2298 Business Process Re-engineering

Plus two electives

OPMT 1105 Engineering Economics
OPMT 1107 Quality Management for Service Industries
OPMT 1116 Vendor Quality Management
OPMT 1193 Facility Planning and Design
ORGB 2205 Organizational Behaviour 1
OPMT 3306 ISO 9000 Standards for Quality Systems

MANAGEMENT CERTIFICATE IN MATERIALS MANAGEMENT

This program provides working adults with the training and education necessary to pursue a career in materials management. The program is of interest to anyone involved in materials management, buying, or related professions. Others benefiting from this program include: production and inventory control professionals who want to increase their knowledge of the field; newcomers to the profession who want to acquire a solid foundation on which to build a career; and those choosing careers in purchasing, accounting, production supervision, traffic or warehousing. This certificate includes some of the APICS Production and Inventory Control certificate courses.

Required courses

BUSA 1305 Supervisory Skills
COMM 2203 Business and Technical Reports
APIC 1171 Basics of Supply/Chain Management or OPMT1192
APIC 1172 Master Planning of Resources
APIC 1173 Detailed Scheduling and Planning
APIC 1174 Execution and Control of Operations
OPMT 1106 Quality Assurance 1 Manufacturing
OPMT 1175 Warehouse Management
OPMT 1191 Purchasing
OPMT 1192 Inventory Planning and Control or APIC 1171
OPMT 1193 Facility Planning and Design
OPMT 1198 Introduction to Operations Management
OPMT 2275 Warehouse Management 2
OPMT 2298 Business Process Re-engineering
TDMT 1409 Introduction to Canada Customs Procedures & NAFTA

Plus one elective

OPMT 1105 Engineering Economics
OPMT 1117 Basic Quantitative Techniques in Administration
OPMT 1116 Vendor Quality Management
OPMT 1344 Total Quality Management (TQM)
APIC 1050 Fundamentals of Manufacturing Planning
APIC 1051 Fundamentals of Manufacturing Control
APIC 1175 Strategic Management of Resources

MANAGEMENT CERTIFICATE IN QUALITY MANAGEMENT

This program is designed primarily for people working in the field of quality control or quality management in the manufacturing and service industries or government. It will be particularly helpful to those who already have the basic industrial and technological training for their work, but are new to facing quality-related responsibilities. Under the influence of global markets and international competition, the quality of products has acquired a totally new level of significance as a business strategy for survival. Graduates of this program will be well prepared to implement a cost-effective quality management system with its technical, legal and human aspects, in any organization. The quality-related courses in this program will also assist students intending to write the Certification Examinations of the American Society for Quality (ASQ).

Required courses

COMM 2203 Business and Technical Reports
OPMT 1106 Quality Assurance 1 Manufacturing
OPMT 1107 Quality Management for Service Industries
OPMT 1142 Introduction to Quality Control Methods
OPMT 2206 Quality Assurance 2
OPMT 2242 Intermediate Quality Control Methods
OPMT 3306 ISO 9000 Standards for Quality Systems
OPMT 3342 Statistical Design of Experiments for Industry
OPMT 3344 Total Quality Management (TQM) in Manufacturing
OPMT 3345 Quality Auditing
OPMT 3346 Reliability Principles

Plus electives that total at least 12 credits

FMGT 1152 Accounting
OPMT 1102 Basic Mathematics of Finance
OPMT 1115 Software Quality Assurance
OPMT 1116 Vendor Quality Management
OPMT 1188 Management Information Systems
OPMT 1192 Inventory Planning and Control
OPMT 1193 Facility Planning and Design
OPMT 1197 Statistics for Business and Industry
OPMT 1198 Introduction to Operations Management
ORGB 4306 Using ISO 9000 for Continuous Improvement
ORGB 2505 Interpersonal Skills

Note: OPMT 1197 (or equivalent) is a Prerequisite for OPMT 2242.

MANAGEMENT CERTIFICATE IN FACILITIES MANAGEMENT

Facilities Management involves the management and development of the workplace to integrate people and their work in the operation to achieve the objectives of the organization. The certificate in Facilities Management represents a collection of course offerings from Business, Engineering and Health Sciences specifically developed to appeal to those wishing to enter the field of Facilities Management or those currently in the field who want to upgrade or formalize their knowledge. This program has been developed in conjunction with the International Facilities Management Association (IFMA) B.C. Chapter.

Required courses

BLDT 2011 Construction Documents and Contracts
BUSA 1305 Supervisory Skills; or BUSA 2005
BUSA 2005 Management or BUSA 1305
BUSA 3405 Problem Solving and Decision Making
COMM 2203 Business and Technical Reports
FMGT 1152 Accounting for the Manager
HRMG 2805 Occupational Health and Safety
OPMT 1117 Basic Quantitative Techniques in Administration
OPMT 1193 Facility Planning and Design
OPMT 1187 Project Planning and Scheduling
OPMT 1198 Introduction to Operations Management
OPMT 2125 Advanced Computer Aided Facility Management Using Archibus Software AND/OR
OPMT 3135 Advanced Computer Integrated Facilities Management

Plus electives (45 credits required in total for Certificate)

AICO 1000 Auto CAD 1 and
AICO 2000 Auto CAD 2
BLDG 2830 Architectural CADD (AUTO ARCH)
OPMT 1107 Quality Management for Service Industries
OPMT 1135 ArchiCAD 6.5 Level 1
OPMT 2286 Planning and Scheduling with MS Project
OPMT 2287 Project Cost Estimating
OPMT 2289 Project Management Using the Internet
OPMT 3125 Facility Management Using the Internet
OPMT 3306 ISO 9000 Standards for Quality Systems

OPMT 0199 BBY \$338.50
MATH FOR BUSINESS

Upgrades and refreshes the mathematical skills of students who intend to enter the Business Programs at BCIT. A suitable prerequisite for the mathematics courses in the Business Programs as it meets the Math 11 entrance requirement. Includes arithmetic, elementary algebra, graphical techniques, ratios, percentages and the elementary business applications of these concepts.

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|--------|---------|-----------|--------|---------|-------|
| Apr 10 | Tue/Thr | 1845-2145 | 8 wks | BBY CRN | 20465 |
| Apr 14 | Sat | 0830-1300 | 11 wks | BBY | 20466 |
| Apr 30 | Mon/Wed | 1845-2145 | 8 wks | BBY | 20467 |
| Jul 3 | Tue/Thr | 1800-2100 | 8 wks | BBY | 20463 |
| Jul 23 | Mon-Thr | 1800-2100 | 4 wks | BBY | 23052 |
| Aug 7 | Mon-Thr | 0900-1600 | 2 wks | BBY | 24079 |
| Aug 13 | Mon-Thr | 0900-1600 | 2 wks | BBY | 24080 |

OPMT 1102 BBY \$260.50 DTC \$258.80
BASIC MATH OF FINANCE

Discusses interest and its effects upon business and industry. Learn to discriminate between common situations, apply necessary analysis and perform appropriate calculations. Topics include simple and compound interest, present values and discounts, annuities, evaluation methods and basic replacement analysis. Prerequisite: Basic algebraic skills to at least Grade 11 level. Others should consider OPMT 0199. A minimum grade of 65% is required for course credit in OPMT 1110. (Do not buy a calculator until first class meeting). (3 credits)

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|-------|---------|-----------|-------|---------|-------|
| Apr 9 | Mon/Wed | 1845-2145 | 6 wks | BBY CRN | 20470 |
| Apr 9 | Mon/Wed | 1730-2030 | 6 wks | DTC | 20471 |

OPMT 1106 **BBY \$260.50**
QUALITY ASSURANCE 1 MANUFACTURING
 Introduces quality assurance for the manufacturing industries. Presents a general overview of quality management topics: establishing the desired product quality and reliability and the conditions necessary to achieve them; quality planning; standards for quality management problems; economic factors; quality assurance and production; inspection and test operations; total quality control concepts. Class activities include films, video, group discussions and in-class group exercises. No prerequisites. (3 credits)
 Apr 9 Mon/Wed 1845-2145 6 wks BBY CRN 22839

NEW **OPMT 1107** **BBY \$260.50**
QUALITY MANAGEMENT FOR SERVICE INDUSTRIES
 Presents methods, techniques, programs and strategies to implement and maintain quality in the service sector. The students will learn to identify customer expectations and design unique characteristics for service delivery systems that achieve customer satisfaction and overall improvement of processes. Video presentations, case studies and mini-projects will help students develop solutions to service quality problems. Recommended for individuals who want to advance in their careers or are currently working in banking, health care services, the hospitality industry, public utilities, personal services, government, food services, retail trade, etc. No prerequisites. (3 credits)
 Apr 10 Tue/Thr 1845-2145 12 wks BBY CRN 50050

OPMT 1110 **BBY \$343.50**
BUSINESS MATHEMATICS
 Reviews basic mathematics applicable to business and industry. Topics include consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, leases, depreciation methods, capitalized costs, cash flow analysis, NPV and IRR. Emphasis is on maximum use of pre-programmed calculator and practical applications from the field of Financial Management. (4 credits)
 May 31 Tue/Thr 1800-2200 7 wks BBY CRN 21421

OPMT 1142 **BBY \$260.50**
INTRODUCTION TO QUALITY CONTROL METHODS
 Introduces QC methods. The course will begin with basic descriptive statistics and some standard graphical tools such as histograms, Pareto charts and scatter diagrams. The concept of process capability and the use of common control charts. Procedures for inspection sampling plans. (3 credits)
 Apr 10 Tue/Thr 1830-2130 6 wks BBY CRN 50051

OPMT 1187 **DTC \$258.80**
PROJECT PLANNING AND SCHEDULING
 Designed for those who require basic information about the critical path method (CPM) and its application to project management. Introduces the fundamentals of CPM as used in planning, scheduling, resource allocation and project management. It includes an introduction to planning and scheduling techniques; Gantt charts, arrow diagrams; procedure diagrams, PERT; time/cost relationships; resource allocation; bid determination; project management and the role of the computer. (3 credits)
 Apr 10 Tue 1730-2030 12 wks DTC CRN 27530

NEW **OPMT 1188** **BBY \$260.50**
MANAGEMENT INFORMATION SYSTEMS
 An introduction to business information systems for business operations and management decision making. Management information requirements will be discussed along with how an information system can fulfil these requirements. Through the discussion and demonstration of current trends such as ERP, the Internet and data warehousing, the student will understand how information systems can be used to gain strategic advantage beyond the year 2000. This course will have an online component in that three of the twelve scheduled classes will be web-based. (3 credits)
 Apr 11 Wed 1845-2145 12 wks BBY CRN 22838

OPMT 1191 **BBY \$260.50**
PURCHASING
 Covers purchasing functions, objectives, relationships, organization, policies, procurement procedures, inventory control, sourcing, supplier evaluation, price, negotiation, make or buy and ethics.
 Jun 18 Mon-Fri 0830-1630 1 wk BBY CRN 20476

OPMT 1193 **BBY \$260.50**
FACILITY PLANNING AND DESIGN
 Introduces the basic principles and techniques used to plan and design industrial facilities. Students will learn how to work with architects and engineers to develop effective new facilities. The process from functional concept to building plan is examined using real-world examples. Topics include systematic layout planning, workstation design, materials handling, building systems, governing codes, and regulation and project management. (3 credits)
 Apr 9 Mon 1845-2145 12 wks BBY CRN 27527

OPMT 1197 **BBY \$385.50**
STATISTICS FOR BUSINESS AND INDUSTRY
 Presents a comprehensive study of elementary statistical methods as applied to objective decision-making in business and industry. Students will be required to purchase a textbook and a pre-programmed statistical calculator. (Do not buy until first class meeting). (4.5 credits)
 Apr 9 Mon/Wed 1845-2145 9 wks BBY CRN 20481
 Jun 6 M/W/F 0830-1230 5 wks BBY 20479
 Jun 6 M/W 1800-2200 5 wks BBY 20480
 Sat 0830-1230

OPMT 1198 **BBY \$260.50**
INTRODUCTION TO OPERATIONS MANAGEMENT
 Presents the fundamentals in productivity improvement based on a systematic, scientific approach to problem solving methods/improvements. Includes economic feasibility, recording techniques, assembly and analysis of data, critical examination, the development and selection of alternative solutions. Case materials will explore applications to manufacturing, warehouse, office, materials management and general management engineering. (3 credits)
 Apr 9 Mon/Wed 1845-2145 6 wks BBY CRN 20482

NEW **OPMT 1600** **BBY \$322.50**
COMPUTER APPLICATIONS 1
 Get a step up on your basic computing skills. Begins the process of teaching the business student to appreciate the microcomputer as an aid to management. Provides an introduction to basic business software, which may include one or more of the following: MS Windows, MS Word, MS Excel, MS Access, the Internet and the World Wide Web. (3 credits)
 Apr 12 Thr 1830-2130 12 wks BBY CRN 28745

OPMT 2197 **BBY \$260.50**
QUANTITATIVE METHODS FOR BUSINESS
 Continues from OPMT 1197 by introducing computer software to perform basic descriptive statistics, inferential statistics and includes additional quantitative models such as decision-trees, multiple regression and the fundamentals of linear programming. Prerequisite: OPMT 1197 with a minimum grade of 65 per cent or an equivalent college-level business statistics course (with minimum C+ grade), accessibility to and basic knowledge of personal computer. The CGA of B.C. allows exemption for Quantitative Methods 2 with a grade of 65% or better in this course. (3 credits)
 Apr 9 Mon/Wed 1845-2145 6 wks BBY CRN 24065
 Jun 12 Tue/Thr 1830-2200 6 wks BBY 23635

OPMT 2242 **BBY \$260.50**
INTERMEDIATE QUALITY CONTROL METHODS
 Helps candidates prepare for the certification examinations of the ASQ. This course is intended for people who have previous knowledge of statistics. Topics will include the use of distributions and tests to QC applications. The development of control charts and applications for standard industrial sampling schemes, reliability concepts and calculations for basic models.
 Apr 9 Mon/Wed 1845-2145 6 wks BBY CRN 50052

OPMT 2298 **BBY \$260.50**
BUSINESS PROCESS RE-ENGINEERING
 Examines why organizations should consider re-engineering initiatives, current practices and the challenges of re-engineering projects. Through lecture, discussion and case studies, students will develop an understanding of business redesign and the methods required to meet this challenge. Learn how to become an agent of change within the process of business renewal. Prerequisite: OPMT 1198 Introduction to Operations Management, or permission of the coordinator. (3 credits)
 Apr 10 Tue 1845-2145 12 wks BBY CRN 20483

NEW **OPMT 2650** **BBY \$260.50**
COMPUTER APPLICATIONS 2 (SPREADSHEETS)
 Begins with a brief review of introductory Windows and Excel concepts covered in introductory computer application courses. From there the course moves onto more advanced Excel commands and applications (larger and more professional worksheets). Topics include "if-then modelling", built-in functions, charting, transferring data to and across applications and/or macros. Prerequisite: OPMT 1600 equivalent or permission of the instructor. (2 credits)
 Apr 10 Tue 1830-2130 12 wks BBY CRN 28751

NEW **OPMT 2660** **BBY \$260.50**
COMPUTER APPLICATIONS 3 (DATABASE MANAGEMENT)
 Builds on OPMT 2650. Topics will include an introduction to database management with an emphasis on MS Access and other software applications specific to the Business programs. Prerequisite: OPMT 2650
 Jul 3 Tue/Thr 1830-2130 6 wks BBY CRN 28765

International Trade and Transportation Logistics

(604) 432-8611 Vicki_Forbes@bcit.ca
 (604) 451-6743 Frank_Gruen@bcit.ca

MANAGEMENT CERTIFICATE IN INTERNATIONAL TRADE AND TRANSPORTATION LOGISTICS

International business depends on successful market analysis and effective entry strategies, knowledge of transportation alternatives and sound logistics planning. This program is designed for those engaged in both the buying and selling of goods and their movement. With the increased dependency on global trade, the demand for international trade and transportation services has increased dramatically.

The International Trade and Transportation Certificate Program provides graduates with the technical skills and flexibility to participate in the global marketplace. The technical skills gained from the program allow graduates to continue onto additional industry certifications. This program is currently under review and an Associate Certificate is being developed for the September 2001 term.

Required Courses totalling 33 Credit Hours:
 OPMT 1102 Basic Mathematics of Finance
 OPMT 1197 Statistics for Business and Industry
 TDMT 1104 International Trade 1
 TDMT 1150 Distribution 1 (CITT); OR
 TDMT 1204 Freight Forwarding 1 (CIFFA);
 TDMT 1409 Intro to Canada Customs NAFTA
 TDMT 2203 Transportation Economics
 TDMT 2204 International Trade 2
 TDMT 2250 Distribution 2 (CITT) OR
 TDMT 1205 Freight Forwarding II (CIFFA)
 TDMT 4410 Logistics Management

Plus any of the following electives for a certificate total of at least 45 credit hours:

FMGT 1152 Accounting for the Manager
 FMGT 1151 Accounting Essentials for Small Business
 ECON 1150 Economic Issues
 BUSA 1350 Supervisory Skills; OR
 OPMT 1188 Management Information Systems
 OPMT 1191 Purchasing
 OPMT 1198 Intro to Operations Management
 OPMT 1175 Warehouse Management 1
 MKTG 1102 Essentials of Marketing
 MKTG 1212 Principles of Customer Service

COURSES OFFERED

TDMT 1150 **BBY \$260.50 + \$171.20**
DISTRIBUTION 1 (CITT)
 Covers transportation regulations; Canadian transportation modes including water, rail air and pipeline; intermediate transportation agencies; domestic and international transportation rates, tolls and tariffs. A CITT fee of \$160 plus GST (\$171.20) is included to cover the cost of the text materials and the CITT exam. (3 credits)
 Apr 11 Wed 1845-2145 12 wks BBY CRN 24864

TDMT 2204 **BBY \$260.50**
INTERNATIONAL TRADE 2
 Focuses on the importance of the customer. As a continuation of International Trade 1 (TDMT 1104) the student will be exposed to the comprehensive planning necessary for international markets. Topics include ownership, marketing, transportation, technology transfer and inter-company linkage strategies. Prerequisite: TDMT 1104. (3 credits)
 Apr 10 Tue/Thr 1845-2145 6 wks BBY CRN 23776

TDMT 4410 **BBY \$385.50**
LOGISTICS MANAGEMENT
 An overview of the total distribution concept. The course examines distribution facility location analysis, information systems, control systems and distribution economics and profitability. With heavy emphasis on customer services and profitability, the course prepares the student to conduct transportation, customer service and complete distribution audits.
 Apr 10 Tue/Thr 1845-2145 9 wks BBY CRN 23773

International Freight Forwarding

(604) 432-8611 Vicki_Forbes@bcit.ca
 (604) 451-6743 Frank_Gruen@bcit.ca

CERTIFICATE IN INTERNATIONAL FREIGHT FORWARDING
 Offered by The Canadian International Freight Forwarding Association and BCIT.

The BCIT/Canadian International Freight Forwarding Association (CIFFA) professional training program is created for staff members of international freight forwarders who wish to acquire a general knowledge of the theory and mechanics of handling international freight cargo movement. A joint certificate from BCIT/CIFFA in International Freight Forwarding is awarded upon the successful completion of the courses Freight Forwarding I and Freight Forwarding II. Check Web site <http://www.ciffa.com/>

Registration and Information: Call Craig McKay at Adanac International Forwarders Association Ltd. at (604) 273-8611 (e-mail: cmckay@adanac.ca) Please note that the following courses are offered in sequence in the September and January terms.

TDMT 1204
FREIGHT FORWARDING I
 Introduces students to the fundamentals of international freight forwarding. Topics include ocean, air, and land transportation systems; commercial documentation; international payment schemes; and intercoms.

TDMT 1205
FREIGHT FORWARDING II
 Covers the topics: Consolidation in airfreight and ocean freight, marine insurance, packaging and warehousing; international transportation law; cost estimating; quotation preparation; customer invoicing; and marketing logistics and supply chain management. Prerequisite: TDMT 1204.

The Venture Program

A full-time three-month program to help you launch your business

(604) 412-7651 VENT 1000

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

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

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

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

Enrolment inquiries are welcome now, as spaces are limited.

Program start dates are as follows:

Fall 2001 - starts September 10, 2001

Spring 2002 - starts February 4, 2002

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

The Venture Program

7th Floor - 555 Seymour Street
 Vancouver, B.C. V6B 3H6

Tel.: (604) 412-7651

E-mail: Lynne_Larsson@bcit.ca

www.bcitventure.com

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



COMP 0665 UNDERSTANDING NETWORKS **BBY \$180**
 Intensive one-day seminar. Goes through the basics of network installation. The seminar is intended to give participants an understanding of how a network is installed and configured. Provides an understanding of different types of networks, the equipment and administration. Hands-on installation training not provided. Prerequisite: None. (non credit)
 May 12 Sat 0900-1700 1 day BBY CRN 26026

Office Computer Applications

(604) 432-8465
COMP 1200 MS OFFICE 2000 APPLICATIONS **DTC \$593.80**
 This comprehensive course introduces the participant to the application of Microsoft Office 2000 - Word, Excel, PowerPoint, Access and Outlook. It emphasizes a "hands-on" approach, combined with lecture to provide the participant with basic to intermediate skills needed to be productive immediately. Students learn how to create and work with documents, spreadsheets, presentations, database and e-mail messages. Prerequisite: COMP 1007 or equivalent experience. (3 credits)
 Apr 10 Tue 1800-2100 12 wks DTC CRN 29931
 Apr 11 Wed 1800-2100 12 wks DTC 29932

COMP 1228 MICROSOFT OUTLOOK **BBY \$356**
 Introduces Outlook 2000; covering the basic and beyond basic tasks of sending, receiving, managing messages, file attachments, creating signatures, creating one time and recurring appointments, events and tasks, planning meetings, tracking activities, using categories; using Outlook with other Microsoft Office applications. Prerequisite: COMP 1007 or 1022 or equivalent. (1.5 credits)
 Apr 11 Wed 1845-2145 6 wks BBY CRN 50148
 May 23 Wed 1845-2145 6 wks BBY 27567

COMP 1245 ACCPAC GENERAL LEDGER **DTC \$354.30**
 Covers the general ledger system, including converting existing systems to AACPAC, batch transaction and printing reports. This course is based on ACCPAC for Windows Prerequisite: COMP 1001 and 1007 and basic understanding of accounting principles. (1.5 credits)
 Apr 9 Mon 1800-2100 6 wks DTC CRN 20281
 Apr 20 Fri 1800-2100 6 wks DTC 29228

COMP 1246 ACCPAC A/R AND A/P **DTC \$354.30**
 Covers the entire cycle of Accounts Receivable and Payable, including the interface to the ACCPAC General Ledger. This course is based on ACCPAC for Windows. Prerequisite: COMP 1245. (1.5 credits)
 Jun 4 Mon 1800-2100 6 wks DTC CRN 20284
 Jun 8 Fri 1800-2100 6 wks DTC 29872

COMP 1250 CRYSTAL REPORTS LEVEL 1 **BBY \$356**
 Provides skills for this report generator included with Visual Basic. Covers extracting focused sets of data from database and spreadsheet sources to produce reports. Topics include: report design, organization and formatting, grouping, selecting and sorting records, creating formulas, producing cross-tab reports, pictures, graphs and logos, working with databases, and exporting reports to Excel, Word, e-mail and the Web. Prerequisite: COMP 1007 or COMP 1022. (1.5 credits)
 Apr 10 Tue 1845-2145 6 wks BBY CRN 26338

COMP 1251 CRYSTAL REPORTS LEVEL 2 **BBY \$356**
 This course covers intermediate level functionality to create professional-looking reports using the popular report generator, Crystal Reports. Topics include exporting reports to Excel, Word, e-mail, and the Web. Conditional Formatting, Sub-reports, advanced formulas (shared variables, ranges, group and record selection formulas), Document Import Tool, SQL Designer Tool, Crystal Dictionaries, and MetaCube Reports. Prerequisite: COMP 1007 or COMP 1022 and COMP 1250. (1.5 credits)
 May 22 Tue 1845-2145 6 wks BBY CRN 29922

COMP 1255 COMPUTERIZED ACCOUNTING **BBY \$324.50**
 Teaches the Simply Accounting for Windows integrated package to those with some knowledge of computing and accounting. Covers setting up a complete set of books including G/L, accounts receivable, accounts payable, inventory and payroll. Prerequisite: COMP 1001 or 1007 and FMGT 1100. (3 credits)
 Apr 12 Thr 1845-2145 12 wks BBY CRN 22764

COMP 1261 EXCEL LEVEL 1 **BBY \$356 DTC \$354.30**
 Provides comprehensive coverage of this Windows spreadsheet program, including fundamental principles and practical skills required to produce professional-looking worksheets. Includes workbook and worksheet basics, formulae and built-in functions, editing and formatting, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. (Version 2000) Prerequisite: COMP 1007 or equivalent. (1.5 credits)
 Apr 10 Tue 1845-2145 6 wks BBY CRN 22708
 Apr 12 Thr 1800-2100 6 wks DTC 23534
 Apr 12 Thr 1845-2145 6 wks BBY 29874

COMP 1262 EXCEL LEVEL 2 **BBY \$356 DTC \$354.30**
 Covers advanced topics in spreadsheet design. Includes creating and using Templates, Charts, Database Lists and Filters, Subtotals, Outlines, Macros, 3D Formulae, and linking and consolidating multiple workbooks and worksheets. (Version 2000) Prerequisite: COMP 1261 or equivalent. (1.5 credits)
 May 22 Tue 1845-2145 6 wks BBY CRN 22709
 May 24 Thr 1800-2100 6 wks DTC 23535
 May 24 Thr 1845-2145 6 wks BBY 29875

COMP 1263 MS PROJECT/WINDOWS LEVEL 1 **BBY \$356**
 Reviews features, including the extensive online Help facility and Cue Cards of Microsoft Project, a powerful full-featured project management tool. Topics include: creating and organizing a schedule and task lists, assigning resources and costs, working with views, printing view and reports. (Version 2000) Prerequisite: COMP 1007 or equivalent. (1.5 credits)
 Apr 10 Tue 1845-2145 6 wks BBY CRN 23537

COMP 1264 MS PROJECT/WINDOWS LEVEL 2 **BBY \$356**
 Continues from COMP 1263 Level 1. Covers working with multiple projects, automating work, customizing Project, and sharing information between applications. (Version 2000) Prerequisite: COMP 1263. (1.5 credits)
 May 22 Tue 1845-2145 6 wks BBY CRN 23538

COMP 1266 WORD FOR WINDOWS LEVEL 1 **BBY \$356**
 Includes word processing basics, formatting, styles, setting tabs and indents, multi-column documents, headers and footers, spell checker, search and replace and working with multiple documents. (Version 2000) Prerequisite: COMP 1006 or 1007 or equivalent. (1.5 credits)
 Apr 12 Thr 1845-2145 6 wks BBY CRN 22710

COMP 1267 WORD FOR WINDOWS LEVEL 2 **BBY \$356**
 Covers advanced techniques including creating Templates, using Tables and Pictures, using Frames and Text Boxes, recording and running Macros, using Mail Merge and customizing the Toolbar, Menus and keyboard. (Version 2000) Prerequisite: COMP 1266. (1.5 credits)
 Apr 10 Tue 1845-2145 6 wks BBY CRN 29876
 May 24 Thr 1845-2145 6 wks BBY 22719

COMP 1270 MICROSOFT ACCESS 1 **BBY \$356 DTC \$354.30**
 Begins with an overview of Access and its object-oriented approach to relational database management. Provides the experience and skills necessary to create a database with multiple tables, create forms, reports and queries. (Version 2000) Prerequisite: COMP 1007 or equivalent. (1.5 credits)
 Apr 9 Mon 1800-2100 6 wks DTC CRN 23543
 Apr 11 Wed 1845-2145 6 wks BBY 22711
 Apr 12 Thr 1845-2145 6 wks BBY 29877

COMP 1271 MICROSOFT ACCESS 2 **BBY \$356 DTC \$354.30**
 Continues from COMP 1270 and provides the skills to use advanced features of form and query creation. Includes use of OLE to add graphs and pictures from other applications, and import and export from spreadsheets and other database application packages. (Version 2000) Prerequisite: COMP 1270. (1.5 credits)
 May 23 Wed 1845-2145 6 wks BBY CRN 22712
 May 24 Thr 1845-2145 6 wks BBY 29878
 Jun 4 Mon 1800-2100 6 wks DTC 23544

COMP 1281 MICROSOFT POWERPOINT 1 **BBY \$356**
 Provides a comprehensive introduction to this presentation graphics software package, which has innovative tools and an easy approach to help make professional presentations quickly and easily. Covers the basic tools needed to produce slides, overheads and on-screen presentations. (Version 2000) Prerequisite: COMP 1007 or equivalent. (1.5 credits)
 Apr 9 Mon 1845-2145 6 wks BBY CRN 22720

COMP 1282 MICROSOFT POWERPOINT 2 **BBY \$356**
 Covers advanced topics in presentation design. Includes creating and adding graphs, Clip Art, Tables and organization charts, linking information from other products such as Microsoft Word and Microsoft Excel. Uses the Build feature to create topic effects, adding transitions for special effects, setting slide timings and creating a drill-down document. (Version 2000) Prerequisite: COMP 1281. (1.5 credits)
 Jun 4 Mon 1845-2145 6 wks BBY CRN 22721

Self-Guided Learning

(604) 432-8465
 The following 12 courses are held on Tuesday mornings at the Downtown Campus in the same room, at the same time. No lectures are given, but an instructor is available in the classroom. Students work at their own pace, either in our classroom or at a place of their own choosing. Registration for any of these courses will be accepted until April 17, 2001 and all of these courses must be completed by June 26th, 2001.

COMP 1008 INSIDE WINDOWS **DTC \$198.30**
 Guided self-learning and pacing. Examines Windows 2000 and is useful to those who already know Windows. Covers basic operations such as the Start Menu, Task Bar, the Windows Graphical User Interfaces (GUI), My Computer and Explorer. As well as how to create, copy, move, rename and delete files. Explores running multiple programs and customizing the Windows 2000 environment. Prerequisite: COMP 0001. (1.5 credits)
 Apr 10 Tue 0900-1200 12 wks DTC CRN 26229

COMP 1256 ACCESS DEVELOPMENT ON THE WEB **DTC \$248.30**
 Guided self-learning and pacing. This course covers the principals of developing an interactive web-enabled database with Access 2000. The student will learn e-Commerce database and data drive Web sites. No prior HTML and programming skills are required. Prerequisite: COMP 1276 and 1277 or equivalent. (1.5 credits)
 Apr 10 Tue 0900-1200 12 wks DTC CRN 50065

COMP 1257 ACCESS DEVELOPMENT LEVEL 1 **DTC \$248.30**
 Guided self-learning and pacing. Covers the process of designing applications using MS Access 2000. Explores the built-in data design features such as event properties, custom menus, macros and an introduction to VBA programming. The course also covers advanced topics using reports, subreports, subforms, tab control, list boxes, combo boxes and built-in functions. Prerequisite: COMP 1276 and COMP 1277 or equivalent. (1.5 credits)
 Apr 10 Tue 0900-1200 12 wks DTC CRN 50067

COMP 1258 EXCEL LEVEL 1 **DTC \$248.30**
 Guided self-learning and pacing. Covers introductory topics to Word such as file handling, creating, saving, retrieving, and editing a document. Topics include toolbars, setting tabs and indents, formatting text, creating headers and footers, working with sections and columns, paragraph and character styles, search and replace, and the spelling checker. (Version 2000). Prerequisite: COMP 1008. (1.5 credits)
 Apr 10 Tue 0900-1200 12 wks DTC CRN 26230

COMP 1259 EXCEL LEVEL 2 **DTC \$248.30**
 Guided self-learning and pacing. Covers advanced topics of Excel multiple windows and workbooks, 3D formulas, and other multiple worksheet topics. Explores charts, creating Worksheet outlines automatically and manually, database features, filtering lists, setting criteria, searching, sorting data, recording and running macros, Visual Basic for Applications, using VLOOKUP, and the IF function. (Version 2000). Prerequisite: COMP 1258 or COMP 1261. (1.5 credits)
 Apr 10 Tue 0900-1200 12 wks DTC CRN 26231

COMP 1268 MICROSOFT WORD LEVEL 1 **DTC \$248.30**
 Guided self-learning and pacing. Covers introductory topics to Word such as how to handle files, creating, saving, retrieving, and editing a documents. Topics include toolbars, setting tabs and indents, formatting text, creating headers and footers, working with sections and columns, paragraph and character styles, search and replace, and the spell checker. (Version 2000) Prerequisite: COMP 1008. (1.5 credits)
 Apr 10 Tue 0900-1200 12 wks DTC CRN 26233

COMP 1269 MICROSOFT WORD LEVEL 2 **DTC \$248.30**
 Guided self-learning and pacing. Covers advanced topics of Word. Includes Mail Merge, Tables, creating Templates, drop down lists, checkboxes, text boxes, customizing toolbars, and working with the Forms toolbar. Examines using built-in templates and Wizards, pictures, frames, and creating and using macros. (Version 2000) Prerequisite: COMP 1268 or COMP 1266. (1.5 credits)
 Apr 10 Tue 0900-1200 12 wks DTC CRN 26234

COMP 1276 ACCESS LEVEL 1 **DTC \$248.30**
 Guided self-learning and pacing. Covers introductory topics to Access such as the basic database operations of creating tables, queries, forms and reports. Further topics include designing and planning a database, defining relationships between tables, using various wizards, setting field properties, creating select queries, using criteria, creating calculated fields, working with formats in tables and reports. (Version 2000) Prerequisite: COMP 1008. (1.5 credits)
 Apr 10 Tue 0900-1200 12 wks DTC CRN 26235

COMP 1277 ACCESS LEVEL 2 **DTC \$248.30**
 Guided self-learning and pacing. Covers advanced topics of using Access, including setting control properties, form design, labels, textboxes, option groups, list boxes, combo boxes, and default editing modes. Explores subforms, expressions within forms, pictures and graphs, embedding vs. linking, bound vs. unbound objects, importing, exporting, attaching, macros, creation of macros and attaching macros to events. (Version 2000) Prerequisite: COMP 1270 or COMP 1276. (1.5 credits)
 Apr 10 Tue 0900-1200 12 wks DTC CRN 26236

COMP 1278 MICROSOFT POWERPOINT 1 **DTC \$248.30**
 Guided self-learning and pacing. Covers the introduction to this presentation graphics software package, which has an easy approach to help make professional presentations quickly and easily. Covers the basic tools needed to produce slides, over-heads and on-screen presentations. Prerequisite: COMP 1007 or equivalent. (1.5 credits)
 Apr 10 Tue 0900-1200 12 wks DTC CRN 50062

COMP 1279 MICROSOFT POWERPOINT 2 **DTC \$248.30**
 Guided self-learning and placing. Covers advanced topics in presentation design. Includes creating and adding graphics, clipart, table and organization charts, linking information from other products such as Microsoft Word and Microsoft Excel. Uses the build feature to create topic effects, adding transitions for special effects, setting slide timings and creating a drill-down documents (Version 2000) Prerequisite: COMP 1281 or COMP 1278. (1.5 credits)
 Apr 10 Tue 0900-1200 12 wks DTC CRN 29889

COMP 2058 INSIDE WINDOWS LEVEL 2 **DTC \$198.30**
 Expands on COMP 1008 to provide more in-depth Windows knowledge. Covers searching for files and data, working with MS Paint, Object Linking and Embedding, Media player, understanding the Clipboard, managing the printer, Plug and Play, Fonts, Network Neighbourhood, and Disk maintenance. Prerequisite: COMP 1007 or 1008. (1.5 credits)
 Apr 10 Tue 0900-1200 12 wks DTC CRN 26325

Weekend Technology Seminar Series

(604) 432-8465

COMP 0215 **BBY \$318**
UNDERSTANDING MICROSOFT EXCHANGE SERVER
 Seminar. Overviews basic tasks and installation for Microsoft Exchange Server. Examines architecture and core service components. Explores the Administrator program and the need for connectors and connecting two different sites. Examines adding mailboxes, distribution lists, custom recipients and how to install and configure Public Folders. Prerequisite: COMP 1022, 1023 and knowledge of Windows NT trust relationship. (non credit)
 Apr 21 Sat/Sun 0900-1700 1 wknd BBY CRN 28721

COMP 0430 **BBY \$400**
TCP/IP PROTOCOL
 Seminar. Covers how to install and configure any TCP/IP stacks using examples of implementation for Windows, to trouble shoot protocol problems. Topics include exploring the TCP/IP stack, comparing the four layer protocol to the OSI model, the first level of the TCP/IP stack "network interface", what network interfaces are available, network interface frame format, Internet layer, application layer. Prerequisite: COMP 1007. (non credit)
 Jun 9 Sat/Sun 0900-1700 1 wknd BBY CRN 26038

COMP 0435 **BBY \$400**
WINDOWS NT WORKSHOP
 Seminar. Provides technical users with an aptitude and understanding of Windows NT 4.0 server including administrative tools and techniques. Explains deploying, installing and configuring the NT 4.0 server, setting up RAID systems, file backup, NT 4.0 server registry, network protocols, configuring Windows clients for networking, connecting other PC clients to and administrating a secure network, optimizing network server performance and troubleshooting. Prerequisite: COMP 3665. (non credit)
 May 5 Sat/Sun 0900-1700 1 wknd BBY CRN 26039

Programming and Languages

(604) 432-8465

Please note that all of our programming courses are based on students having an understanding of COMP 1401, if you do not know the basics of flow charts, decision tables and programming logic concepts, you should NOT start in any higher level programming course. COMP 1401 is the foundation for CST/PTS programming courses.

COMP 1401 **BBY \$324.50 DTC \$322.80**
PROGRAMMING CONCEPTS/METHODS
 Introduces the principles and concepts of computer programming. Covers standard problem analysis tools: flow charting, Nassi-Schneiderman, decision tables, systems analysis, flow charts, structure charts, and Database Management. Lectures and hands-on exercises are used to present the principles of programming. This course is a prerequisite for Part-Time Studies systems and programming courses. Students should not be registered in any advanced systems or programming courses before they have taken this course. Prerequisite: COMP (1001 or 1006) and 1010 and 1015 and 1020 or equivalent. (3 credits)

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|---------------------|---------|-----------|--------|---------|-------|
| Apr 10 | Tue ** | 0600-0900 | 12 wks | DTC CRN | 27610 |
| **Early Bird 6 a.m. | | | | | |
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY | 20256 |
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY | 20254 |
| Apr 12 | Thur | 1845-2145 | 12 wks | BBY | 27577 |
| Apr 20 | Fri | 1845-2145 | 12 wks | BBY | 28728 |
| Apr 21 | Sat | 0900-1200 | 12 wks | BBY | 24887 |
| Jul 10 | Tue/Thr | 1800-2100 | 6 wks | BBY | 20252 |

COMP 1410 **BBY \$324.50**
MICROCOMPUTER PC ASSEMBLER PROGRAMMING LANGUAGE 1
 Presents a first-level course in programming using the Assembler Language on the IBM PC microcomputer. This course will be retired in September. Prerequisite: COMP 1401. (3 credits)
 Apr 20 Fri 1845-2145 12 wks BBY CRN 20262

COMP 1435 **BBY \$324.50**
DATABASE PROGRAMMING LANGUAGE 1
 Covers the elementary programming features of dBASE, FOXPRO and CLIPPER (all versions), including development of a menu-driven system. Software not provided for take home. Prerequisite: COMP 1401. (3 credits)
 Apr 12 Thr 1845-2145 12 wks BBY CRN 20277

COMP 1450 **BBY \$324.50**
PASCAL PROGRAMMING LANGUAGE
 Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. It is important that you take this course before moving on to C programming. Pascal was designed as a teaching language and it prepares you to move on to the C language. Prerequisite: COMP 1401. (3 credits)

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|--------|---------|-----------|--------|---------|-------|
| Apr 9 | Mon | 1845-2145 | 12 wks | BBY CRN | 20291 |
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY | 20292 |
| Apr 22 | Sun | 0900-1200 | 12 wks | BBY | 27788 |
| Jul 10 | Tue/Thr | 1800-2100 | 6 wks | BBY | 20290 |
| Jul 23 | Mon/Wed | 1800-2100 | 6 wks | BBY | 25485 |

COMP 1457 **BBY \$324.50**
DELPHI PROGRAMMING LANGUAGE
 Presents modern principles of programming and programming methodologies using the advanced modern visual language, Delphi. Students write programs that are readable, reusable and easy to maintain. You must understand how to program in PASCAL in order to start this course. Prerequisite: COMP 1401 and COMP 1450. (3 credits)
 Apr 12 Thr 1845-2145 12 wks BBY CRN 27584

COMP 1525 **BBY \$491.50**
INTRO TO OBJECT-ORIENTED PROGRAMMING WITH JAVA
 Students learn to develop applications with the Java language using Object Oriented Paradigm. Focus is on problem solving, proper Object Oriented Programming techniques and clear coding style. The three fundamentals of OOP are covered: data abstraction and encapsulation, inheritance, and polymorphism. Basic Java is explored including interfaces, exception handling and user interfaces. Several Java packages are examined including java.io, java.awt and others. Students will become familiar with many classes and learn to search for useful classes. Prerequisite: Familiarity with a programming language. Recommended language - PASCAL. Students should feel comfortable working with condition statements, nesting and be familiar with data types and variables. (4 credits)

May 5 Sat 1300-1600 16 wks BBY CRN 28731

COMP 2425 **BBY \$324.50**
C PROGRAMMING LANGUAGE 1
 Introduces Level 1 programming in C language including data types, control constructs and syntax. Also discusses the language's evolution into C++. Compiler not provided. This course is based on the student having a prior programming background, specifically a functional understanding of Pascal. Prerequisite: COMP 1401, COMP 1450 Pascal. (3 credits)

Apr 9 Mon 1845-2145 12 wks BBY CRN 20261
 Apr 12 Thr 1845-2145 12 wks BBY 20260
 Jul 10 Tue/Thr 1800-2100 6 wks BBY 20259

COMP 2440 **BBY \$260.50**
COBOL PROGRAMMING LANGUAGE 2
 Continues from COMP 1440 COBOL Programming Language 1. Includes tape and disk file organization, utility programs and libraries, and table look-ups. Prerequisite: COMP 1440 or previous programming experience in COBOL. This is the last term this course will be offered. (3 credits)

Apr 9 Mon 1845-2145 12 wks BBY CRN 20302

COMP 3425 **BBY \$324.50**
C PROGRAMMING LANGUAGE 2
 Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. This is a higher level programming course and requires the student to have a prior knowledge and ability to program in C. Prerequisite: COMP 2425. (3 credits)

Apr 11 Wed 1845-2145 12 wks BBY CRN 20311
 Apr 20 Fri 1845-2145 12 wks BBY 21515
 Jul 11 Wed/Fri 1800-2100 6 wks BBY 21516

COMP 3670 **BBY \$260.50**
UNDERSTANDING OBJECTS
 Covers Object-Oriented concepts, fundamentals, essentials of the Object Model, and real-world problems using object-oriented analysis. You must take this course before starting C++ and or JAVA 1. Prerequisite: COMP 2615 or equivalent. (3 credits)

Apr 12 Thr 1845-2145 12 wks BBY CRN 20319

COMP 3475 **BBY \$324.50**
C++ FOR C PROGRAMMERS
 Emphasizes the Object-Oriented (OO) features of C++, abstract data types, and C++ use in implementing OO designs. OO technology has emerged as a leading trend in software development, and C++ (the successor to C) as the dominant language for its realization. You must understand objects and be an experienced C programmer, understand how to write code and compile programs in C before you start this course. Prerequisite: COMP 3425 C Programming and 3670 Understanding Objects. (3 credits)

Apr 10 Tue 1845-2145 12 wks BBY CRN 20310
 Apr 12 Thr 1845-2145 12 wks BBY 20309
 Jul 10 Tue/Thr 1800-2100 6 wks BBY 24895

COMP 4425 **BBY \$324.50**
C PROGRAMMING LANGUAGE 3
 Designed for programmers who want to learn more about advanced C programming techniques, and to write carefully constructed, readable programs, high-quality, error-free software. Prerequisite: COMP 3425. (3 credits)

Apr 20 Fri 1845-2145 12 wks BBY CRN 20303

MS Visual Basic

Before starting on the Visual Basic programming stream, all students must have a good understanding of programming concepts and methods. We have reorganized our VB course levels, COMP 1495, Introduction to VB has been retired, COMP 2495 VB Level one has been upgraded to COMP 2499, VB Level 2. It is expected that you take COMP 1401 before proceeding to COMP 1499, VB Level 1, please understand that you must understand and know how to program in Visual Basic before taking COMP 2499, VB Level 2. COMP 3495 is advanced programming and has been changed to VB Level 3.

COMP 1401 **BBY \$324.50 DTC \$322.80**
PROGRAMMING CONCEPTS/METHODS
 Introduces the principles and concepts of computer programming. Covers standard problem analysis tools: flow charting, Nassi-Schneiderman, decision tables, systems analysis, flow charts, structure charts, and Database Management. Lectures and hands-on exercises are used to present the principles of programming. This course is a prerequisite for Part-time Studies systems and programming courses. Students should not be registered in any advanced systems or programming courses before they have taken this course. Prerequisite: COMP (1001 or 1006) and 1010 and 1015 and 1020 or equivalent. (3 credits) See programming section or this page for course dates for COMP 1401.

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www.bcit.ca



COMP 1499 **BBY \$465.50**
VISUAL BASIC LEVEL 1 (INTRODUCTORY PROGRAMMING)

This course is designed for students with no previous programming experience and builds on what they have learned in COMP 1401. Using a task-driven approach, students will learn how to use the VB Integrated Development Environment in order to design VB screens and write functional VB code. Topics include: data types, variables and constants, arrays, programming structures, subs and functions, GUI design using VB intrinsic controls, implementing event procedures, tracing and debugging. Prerequisite: COMP 1007 or equivalent knowledge and COMP 1401. Note: This course is replacing COMP 1495. (3 credits)

Apr 21 Sat 0900-1200 12 wks BBY CRN 29895
 Apr 21 Sat 1300-1600 12 wks BBY 29897



COMP 2499 **BBY \$465.50**
VISUAL BASIC LEVEL 2 (INTERMEDIATE PROGRAMMING)

Continues from Visual Basic - Level 1. This course builds on the code writing skills developed in COMP 1499. The emphasis is on realistic applications; students will learn how to create applications using complex GUI and object oriented programming. Topics include: GUI advanced controls (Tab and Grid), collections and user defined types, working with sequential and random access files, error handling and logging, OLE, understanding the OOP concepts, creating COM components, presenting different types of system architecture, working with classes, objects, interfaces, creating and raising custom events, introduction to Windows API. Prerequisite: COMP 1499 or COMP 1495. Note: This course is replacing COMP 2495. (3 credits)

Apr 21 Sat 0900-1200 12 wks BBY CRN 29896
 Apr 21 Sat 1300-1600 12 wks BBY 29898

COMP 3495 **BBY \$324.50**
VISUAL BASIC LEVEL 3 (ADVANCED PROGRAMMING)

Expands on the knowledge obtained in COMP 2495. Covers designing and building applications, interface design, objects and instances, handling run-time errors, arrays and collections, random-access files, object-oriented programming with classes and objects, accessing databases with the Data Control and SQL language, reports and online help, OLE (Object Linking and Embedding), introduces Windows API, creating ActiveX controls. Prerequisite: COMP 2495. (3 credits)

Apr 11 Wed 1845-2145 12 wks BBY CRN 28734
 Jul 3 Tue/Thr 1800-2100 6 wks BBY 28735

MS Access Programming

(604) 432-8465

Please note that you must be proficient as an end user of MS Access at a second level in order to be able to understand the development courses. A Level 3 Access Development course is being planned for September 2001.

COMP 1292 **BBY \$433.50**
ACCESS DEVELOPMENT - LEVEL 1

Covers the process of designing applications using MS Access 2000. Explores the built-in data design features such as event properties, custom menus, macros and an introduction to VBA programming. The course also covers advanced topics using reports, subreports, subforms, tab control, list boxes, combo boxes and built-in functions. Prerequisite: COMP 1270 and COMP 1271 or equivalent. (3 credits)

Apr 20 Fri 1845-2145 12 wks BBY CRN 28727

COMP 2292 **BBY \$433.50**
ACCESS DEVELOPMENT - LEVEL 2

Builds on the topics covered in Access Development Level 1. The course explores and works with VBA (MS Access programming language), Data Access Objects (DAO), and the process of handling user input. Events, Modules, Procedures and Structures will also be discussed. Error handling, advanced report programming, and looping through recordsets will be discussed. Prerequisite: COMP 1292, 1401 and 1403 or equivalent experience. (3 credits)

Apr 12 Thr 1845-2145 12 wks BBY CRN 28732

Systems Analysis and Design

(604) 432-8465

COMP 1615 **BBY \$260.50**
COMPUTER SYSTEMS INTRODUCTION 1

Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 1401. (3 credits)

May 26 Sat 0900-1600 6 wks BBY CRN 20275

COMP 2615 **BBY \$260.50**
COMPUTER SYSTEMS INTRODUCTION 2

Continues from COMP 1615. Develops analytical skills and basic computer systems design techniques. Prerequisite: COMP 1615. (3 credits)

Jul 7 Sat 0900-1600 6 wks BBY CRN 20297

COMP 3615 **BBY \$324.50**
COMPUTER SYSTEMS INTRODUCTION 3

Focuses on commonly used Systems Projects techniques. Presents case study projects using Analysis and Design skills. Emphasizes full Systems Life Cycles including Project Management, Feasibility Analysis, Systems Analysis, Process and Data Modeling. Examines Systems Design, User Interface, Systems Planning, Implementation and ongoing Support. Explores JAD, ER Diagrams, Object Modeling, RAD and Prototyping techniques. Prerequisite: COMP 2615. (3 credits)

Apr 10 Tue 1845-2145 12 wks BBY CRN 26177

COMP 3635 CASE TECHNOLOGY **BBY \$324.50**
This course shows experienced programmers how CASE tools facilitate the development of software projects in an object oriented environment such as C++ or JAVA. Students are introduced to common methodologies, techniques and practices of Computer Aided Software Engineering plus the tool sets that support the application of these concepts. Programmers will receive hands-on experience of software analysis and design using UML & Rational Rose. Prerequisites: COMP 3615, COMP 3710, COMP 3475. (3 credits)
Apr 10 Tue 1845-2145 12 wks BBY CRN 21371

COMP 3710 RELATIONAL DATABASE SYSTEMS **BBY \$637.50**
Covers relational database model, database design techniques, normalization, functional dependency, relational algebra, Entity-Relationship (ER) modeling, distributed database systems, database administration, implementation of relationship database using SQL. Prerequisite: COMP 2615 or 2710. (4 credits)
Apr 9 Mon/Wed 1730-1930 12 wks BBY CRN 20217
Apr 9 Mon/Wed 2000-2200 12 wks BBY 29884
Jun 2 Sat 0900-1500 10 wks BBY 22461

COMP 4663 INTRODUCTION TO MS SQL SERVER **BBY \$324.50**
Covers application development and administration using MS SQL Server as the database engine. Topics include SQL Server Installation, System Architecture, Database Devices, Managing Databases, Transact-SQL, Using Indexes, Views, Stored Procedures, Triggers and Backup/Restore. Prerequisite: COMP3710 or equivalent experience. (3 credits)
Apr 10 Tue 1845-2145 12 wks BBY CRN 27587

Networks and Client Server

(604) 432-8465
COMP 2630 NOVELL NETWARE **BBY \$324.50**
Provides a complete overview of the NetWare 5 operating system. Selection of equipment, Netware installation, and system administration responsibilities are discussed. Prerequisite: COMP 1001 and COMP 1007 and OPMT 1188. (3 credits)
Apr 11 Wed 1845-2145 12 wks BBY CRN 20299
Apr 20 Fri 1845-2145 12 wks BBY 29880

COMP 2665 LOCAL AREA NETWORK THEORY **BBY \$324.50**
Develops skills to design and implement networks. Examines details of Ethernet, and Token Ring. This theory course also looks at file server selections, cable and media installation, performance issues and managing problems. Prerequisite: COMP 1001 and 2605. (3 credits)
Apr 12 Thr 1845-2145 12 wks BBY CRN 20298

COMP 3665 ADVANCED NETWORK DESIGN **BBY \$324.50 DTC \$322.80**
Covers theory and market implementation of higher speed network protocols (100BaseT, FDDI, ATM) and how advanced network devices provide options for network growth and expansion. No hands-on. Prerequisite: COMP 1001 or 1006 and 2665. (3 credits)
Apr 11 Wed 1845-2145 12 wks BBY CRN 29883

COMP 4666 LAN INTERNETWORKING **DTC \$322.80**
Explores issues and software related to the internetworking of Novell NetWare, Windows NT 4.0 Server, NT 4.0 Workstation, LINUX (Unix) and Windows operating system platforms. Provides hands-on experience interconnecting these platforms with TCP/IP and IPX protocols. Prerequisite: COMP 2665 and 2630 or experience with Novell Netware, and COMP 1007 or equivalent. (3 credits)
Apr 10 Tue 1800-2100 12 wks DTC CRN 29885
Apr 12 Thr 1800-2100 12 wks DTC 25093

COMP 4840 CLIENT SERVER COMPUTING **DTC \$322.80**
Covers client/server computing technologies based on the Internet and Java networking. Provides hands on experience in building client/server applications using RMI, JDK1.2, Java Sockets, Java's net classes and URL-related classes. Presents case studies of several companies migrating to Three-tier client/server applications. Prerequisite: COMP 3475, or 3425 and 3670. (3 credits)
Apr 11 Wed 1800-2100 12 wks DTC CRN 26332

Data Communication

(604) 432-8465
COMP 2705 TELECOMMUNICATION CONCEPTS **BBY \$465.50**
This course enables students to learn data communication terminology and understand the technology to address business-networking requirements using TCP/IP and the Internet. The course goals are to: Understand the basic concepts and terminology related to data communications and TCP/IP and internetworking. Discuss and compare various application designs using the TCP/IP stack. Understand the applications of data communications systems and technology concepts. Identify the hardware and software needed for data communications and networking. Prerequisite: Programming or systems design experience. This course replaces COMP 2605. (3 credits)
Apr 9 Mon 1845-2145 12 wks BBY CRN 29900
Apr 21 Sat 0900-1200 12 wks BBY 29899

COMP 3605 DATA COMMUNICATIONS CONCEPTS 2 **BBY \$260.50**
Continues from COMP 2605, Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. This is the last time this course will be offered.
Apr 21 Sat 1300-1600 12 wks BBY CRN 28746

COMP 3720 INTRODUCTION TO DATA COMMUNICATION AND NETWORKING **BBY \$491.50**
Covers the basic concepts and terminology related to Data Communications and Computer Networking. Discuss the International Standards Organization (ISO) layered model with emphasis on the first three layers which embody the communications functions. The principles of protocols at Physical, Data link, and Network layers, the use and characteristics of Transmission media, Digital Transmission, Transmission and Switching. Introduction to Multiple Access protocols, LANs, WANs, routing and congestion control issues. Prerequisite: COMP 2720 or equivalent. (3 credits)
Apr 21 Sat 0900-1200 16 wks BBY CRN 50061

Unix

(604) 432-8465
COMP 1030 WORKING WITH LINUX - BASICS **DTC \$371.30**
Provides a working knowledge of LINUX to persons who have a basic knowledge of personal computers and have some command line (DOS) experience. Overviews and addresses installation and configuration of LINUX. Uses LINUX command line utilities and the Shell. Understanding the File and Directory System, managing files and directories. Discusses basic LINUX topics for end users in a non-technical manner. Note: Software and manual to be purchased at the first session. Note: Uses latest version of LINUX Red Hat. Prerequisite: COMP1001 or equivalent. (1.5 credits)
Apr 21 Sat 1800-2100 6 wks DTC CRN 28761
Jun 9 Sat 1800-2100 6 wks DTC 29867

COMP 1032 WORKING WITH LINUX - INTERMEDIATE **DTC \$371.30**
This course discusses advanced LINUX topics including custom installation, and TCP/IP network file sharing. Topics are for more technical users, providing a working knowledge of LINUX account management, system administration and security concepts. Prerequisites include workstation installation, use of the bash shell, and KDE and GNOME window managers, covered in COMP 1030 - Working with LINUX Basics. Note: Software and manual to be purchased at the first session. Note: Uses latest version of LINUX Red Hat. Prerequisite: COMP 1030 or equivalent. (1.5 credits)
Apr 10 Tue 1800-2100 6 wks DTC CRN 29868
May 29 Tue 1800-2100 6 wks DTC 28762

COMP 1626 INTRO TO SCO UNIX SYSTEM V **DTC \$503.30**
Provides an insight to the SCO UNIX system V to system administrators who are new to the UNIX operating system, and to end users who work with SCO Unix Systems. Covers several computer basics in the UNIX environment. Prerequisite: COMP 1001 or equivalent. (2 credits)
Apr 21 Sat 1400-1700 8 wks DTC CRN 24888

COMP 3645 UNIX WORKSHOP LEVEL 1 **DTC \$322.80**
Introduces programming under UNIX, covering multi-user and multi-tasking capabilities. Topics include using C, Bourne and Korn shells, system administration, IPC facilities, utilities, file system and e-mail. Prerequisite: COMP 2425. (3 credits)
Apr 21 Sat 1000-1300 12 wks DTC CRN 29890

COMP 4645 ADVANCED UNIX SYSTEMS PROGRAMMING **DTC \$430.80**
Continues from COMP 3645. A continuation of technical details of Interprocess Communication (IPC) facilities and a comparative performance of the various facilities. Emphasizes implementation of client-server solutions using C, including connection-based servers and connectionless servers. Prerequisite: COMP 3645. Completion of an advanced C programming course is strongly recommended. (4 credits)
Apr 21 Sat 1400-1700 12 wks DTC CRN 22783

Internet

(604) 432-8465
COMP 0403 WEB SITE IMPLEMENTATION/ADMIN **BBY \$255**
Beginner seminar for webmasters responsible for implementation/operation of Web site. Includes: network needs, platform/technology options, control mechanisms, security, deployment strategy, host system monitoring, management, content creation, structure, hyperlinks, server features. Hands-on, a text Web site will be set up. Prerequisite: Web browsing ability, navigating files, folders, editing text in a Windows environment. (non credit)
Apr 28 Sat/Sun 0900-1600 1 wknd BBY CRN 23846

COMP 0407 HTML AUTHORIZING **BBY \$255**
Seminar. Addresses the concepts underlying hypermedia content on the WWW, content design and preparation, and simple supporting scripts. Students prepare a simple Web page using a text editor, embedding their own HTML tags; and then a more sophisticated frame-based page using Netscape Navigator Gold. Sample media content will be supplied. Prerequisite: None. (non credit)
May 12 Sat/Sun 0900-1600 1 wknd BBY CRN 23848

COMP 0837 DREAMWEAVER LEVEL 1 & 2 **DTC \$500.30**
This 2-day course provides you with the necessary skills to create an eye-catching, dynamic Web site. In addition to basic topics such as text, formatting, colours and images, you will learn tables, links and forms, and how to add mouseovers using behaviours. Prerequisite: HTML knowledge. (non credit)
Apr 28 Sat/Sun 0900-1630 1 wknd DTC CRN 29888

COMP 1820 HTML AND THE WORLD-WIDE WEB **BBY \$259**
Introduces HTML, the "Hyper-Text Markup Language" used on the WWW by creating HTML documents. General text editors and specialized HTML editors are used, and students may load their documents onto a live web server for viewing on the Internet. Includes coverage of UNIX basics required to upload completed HTML documents to the server. Prerequisite: COMP 1267 or equivalent, and WWW user experience. (1.5 credits)
Apr 14 Sat 0900-1200 6 wks BBY CRN 23756

COMP 1831 FRONTPAGE 2000 WEB SITE CREATION **DTC \$397**
Teaches web design using object-oriented authoring tool FrontPage 2000, including the use of built in advanced features such as FrontPage 2000 extensions. Students create and upload to the Internet a personal web page using HTML, DHTML, Java Script, tables, frames and cascading sheets in FrontPage 2000. This is an end-user introductory course. Prerequisite: None. (1.5 credits)
Apr 20 Fri 1800-2100 6 wks DTC CRN 29934

COMP 1832 INTRODUCTION TO WEB-HOSTING **DTC \$397**
Continues from COMP 1831. This introductory course teaches concepts of web hosting, using tools such as IIS 5.0 on Windows 2000. Students learn domain name registration, FTP concepts, and the basics of loading and maintaining of a Web site. Some advanced web authoring tools are introduced to help enhance their personal webs. Some key topics include web server infrastructure, Internet security, web databases, and Apache web server. This is not an advanced technical course. Prerequisite: COMP 1831. (1.5 credits)
Jun 1 Fri 1800-2100 6 wks DTC CRN 29892

Multimedia Weekend Seminars

(604) 412-7618
COMP 0409 JAVA PRIMER **DTC \$253.30**
Seminar. Introduces the Java paradigm, and then programming of Java applets and applications. Promotes an appreciation of where Java is appropriate to deploy in the organization by using examples and hands-on practice. Prerequisite: Knowledge of object-oriented programming concepts. (non credit)
May 26 Sat/Sun 0900-1600 1 wknd DTC CRN 23849

MMSD 0410 XML PRIMER **DTC \$250.30**
Provides an introduction to the extensible markup language (XML). Topics include the document object model (DOM), XML, DTD's, XSL, creating XML, storing XML, manipulating XML, and presenting XML. Prerequisite: A good understanding of object technology. (non credit)
May 5 Sat/Sun 0900-1600 1 wknd DTC CRN 28769

COMP 0411 MULTIMEDIA ON THE INTERNET **DTC \$253.30**
Seminar. Introduces effective multimedia content design, preparation and delivery over the Internet. Includes preparing images, audio and video data; for both immediate and delayed delivery using a suitable WWW browser. Does not deal with original content creation, but rather the steps needed to make such content useful over the Internet. Prerequisite: None. (non credit)
Jun 2 Sat/Sun 0900-1600 1 wknd DTC CRN 23850

MMSD 0420 JAVA-POWERED SERVERS **DTC \$250.30**
Provides a survey of server-side technologies that are Java-based. Topics include JAVA servers, web servers, app servers, presentation servers, XML, and JSP. Prerequisite: A good understanding of object technology and O-O programming. (non credit)
Jul 14 Sat/Sun 0900-1600 1 wknd DTC CRN 28772

MMSD 0422 ELECTRONIC COMMERCE PRIMER **DTC \$250.30**
Provides a survey of server-side technologies that are needed to "dot com" a business. Topics include web servers, connected to app servers, connected to database servers, credit transaction servers and fulfillment servers. Prerequisite: An understanding of subject matter. (non credit)
Jun 9 Sat/Sun 0900-1600 1 wknd DTC CRN 28773

MMSD 0430 MP3 PRIMER **DTC \$250.30**
Provides a survey of MP3, the digital audio standard. Topics include: introduction to MP3 and digital sound, creating MP3 files, manipulating and managing MP3 files and serving MP3 files. Prerequisite: An understanding of subject matter. (non credit)
Jun 16 Sat/Sun 0900-1600 1 wknd DTC CRN 28774

MMSD 0432 MPEG PRIMER **DTC \$250.30**
Provides a survey of MPEG, the digital video standard. Topics include: introduction to MPEG and digital video, creating MPEG files, manipulating and managing MP3 files and serving MP3 files. Prerequisite: An understanding of subject matter. (non credit)
Jun 23 Sat/Sun 0900-1600 1 wknd DTC CRN 28775

continued next page

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Your registration is confirmed immediately when you register online at www.bcit.ca



TECHNOLOGY SUPPORT PROFESSIONAL PROGRAM (TSP)

\$9,500*

The Technology Support Professional program is a 24-week full-time program designed to prepare learners for the rapidly expanding high-tech computer industry. The program content has recently been revised in response to emerging industry demand for User Support Specialists. Upon graduation, students will be well-equipped to enter the IT industry with skills in networking and hardware, applications, programming basics, e-Commerce and Web site design, project management, and help desk administration.

This program has two components: 16 weeks of highly intensive formal classroom instruction and hands-on lab work, followed by 8 weeks of work practicum. This program is especially designed for individuals entering into the IT industry, who do not have previous education or background work experience in this area. It is also ideal for individuals who need to re-train or upgrade their present computer skills. Students will be required to complete two vendor specific exams; upon successful completion of these exams, they will be granted the A+ Hardware Technician Certification.

Classes are held on Mondays to Fridays from 08:30 to 1600. There will be no extended breaks except for statutory holidays. Classes are held at the BCIT Downtown campus (555 Seymour Street, Vancouver, B.C.).

Next scheduled intakes: May 8, 2001 and Sept. 4, 2001

* New price - effective for Sept. 4, 2001 intake and all future intakes.

Admission Requirements:

- High school graduation or its equivalent;
- English 12 (C+ or better) or its equivalent;
- Aptitude for working with computers;
- Working knowledge of a Windows environment;
- A selection interview with the program coordinator.

Visit the High-Tech Professional Programs'
Web site: www.htp.bcit.ca

INFORMATION TECHNOLOGY PROFESSIONAL PROGRAM (ITP)

\$21,500

The Information Technology Professional program is a full-time, twelve-month interactive learning experience that includes a three-month work term. ITP is designed for post-secondary graduates, from any field of study, who are interested in pursuing rewarding careers within the rapidly expanding information technology sector. Delivering a fast-paced, current and relevant curriculum, ITP focuses on the networking and computer application side of IT, with further focus on business applications, and business development skills. During the entire 12 months of the program, students run a simulated business, "The Millennium Corporation", and utilize their business and interpersonal skills learned during their time at ITP.

ITP prides itself on the dynamic array of curriculum that is presented to students. Business, interpersonal, communication, technical and vendor certified courses are always changing, thus; so is our curriculum. Some ITP courses include: MCSE Curriculum, Citrix, Novell, HTML, MS Office, MS Project, Linux, Dreamweaver, Project Management, Business Improvement, Presentation Skills, Writing Skills, Marketing, Finance, Personal Development among others.

Classes are held Mondays to Fridays from 0830 to 1630 at the BCIT Downtown Campus (555 Seymour Street, Vancouver, B.C.).

Next scheduled intakes: April 10, 2001 and Oct. 2, 2001

Admission Requirements:

- English 12 (C+ or better) or its equivalent;
- Post-secondary graduate (either a two-year college diploma or a four-year university degree from a recognized institution) from any discipline;
- Successful applicants will be required to undergo a selection interview process with the program head, prior to acceptance into the program.
- Applicants who have attained their diploma or degree outside of Canada are required to have their diploma or degree assessed by ICES (International Credential Evaluation Service) as part of the application process. Results of the assessment must be submitted as part of their application package.

PROFESSIONAL WEB DEVELOPER PROGRAM (PWD) \$21,500

The Professional Web Developer Program is a full-time, twelve-month interactive learning experience that includes a three-month work term. PWD is designed for post-secondary graduates, from any field of study, who are interested in pursuing rewarding careers within the rapidly expanding information technology sector. Delivering a fast-paced, current and relevant curriculum, PWD focuses on the Web development and programming side of IT, with further focus on business applications, and business development skills. During the entire 12 months of the program, students run a simulated business, "Dynamic Biz", and utilize their business and interpersonal skills learned during their time at PWD.

PWD prides itself on the dynamic array of curriculum that is presented to students. Business, interpersonal, communication, and programming courses are always changing, thus, so is our curriculum. Some PWD courses include: Visual Basic, HTML, DHTML, C++, XML, ASP, MS Office, MS Project, Project Management, Business Improvement, Presentation Skills, Writing Skills, Marketing, Finance, Personal Development among others.

Classes are held Mondays to Fridays from 0830 to 1630 at the BCIT Downtown Campus (555 Seymour Street, Vancouver, B.C.).

Next scheduled intake: July 9, 2001

Admission Requirements:

- English 12 (C+ or better) or its equivalent;
- Post-secondary graduate (either a two-year college diploma or a four-year university degree from a recognized institution) from any discipline;
- Successful applicants will be required to undergo a selection interview process with the program head, prior to acceptance into the program.
- Applicants who have attained their diploma or degree outside of Canada are required to have their diploma or degree assessed by ICES (International Credential Evaluation Service) as part of the application process. Results of the assessment must be submitted as part of their application package.

CONSTRUCTION

FREE INFORMATION SESSIONS

General Information Session

If you are interested in exploring a career, or wanting to attend a full-time trades or technology program, then please come and join us at this free information session.

Representatives from all of our program areas will be available to answer any of your questions. Whether you are considering upgrading your current skills and competencies or starting afresh, come and explore the range of choices you have.

Date: March 28, 2001
Location: BCIT Burnaby Campus, Building SE2
Town Square A&B
Time: 1800-2000

If you wish to attend, please call (604) 451-6735 (or inforeg@bcit.bc.ca) to reserve a seat.

Construction Trades Programs

(604) 430-8854 Wayne_Stevens@bcit.ca
BCIT offers a variety of construction trades programs. You are invited to attend one of the following Information Sessions that will provide you with a better understanding of the following construction programs: Boilermaking, Carpentry, Drafting, Ironworking, Joinery, Painting & Decorating, Drywall, Plumbing, Sheet Metal Working, Steamfitting, Steel Fabricating, and Welding. Topics covered will include content and scope of programs, entrance requirements, career options and information on the Provincial Apprenticeship program. A question and answer period will follow.

Dates: April 2, June 4, 2001
Location: BCIT Burnaby Campus
Building NW5, Construction Industry
Seminar Room,
Time: 1800-2000

If you wish to attend, please contact Wayne Stevens at (604) 430-8854 to reserve a seat.

Construction Operations and Supervision Programs

432-8586 Beverly_McQuarrie@bcit.ca
You are invited to attend one of the following Information Sessions so that you may better understand the content and scope of the program, entrance requirements and scheduling of courses. A question and answer session will follow. Attendance at one of these sessions is recommended before the formal interview.

Dates: April 4, Aug. 27, 2001
Location: BCIT Burnaby Campus, Building NE1, Room 317
Time: 1800-1915

If you wish to attend, please contact Beverly McQuarrie at (604) 432-8586 to reserve a seat.

Associate Certificates/Certificate Programs

Architectural & Building Engineering Technology
432-8586 Beverly_McQuarrie@bcit.ca
Information Sessions to present details on the following programs:

- Associate Certificate in Building Design and Architectural CADD,
- Associate Certificate in Building Construction Technology, and
- Certificate in Architectural & Building Engineering Technology

Program representatives will be available on the following occasions to discuss entrance requirements and course scheduling.

Dates: To be announced
Location: BCIT Burnaby Campus,
(Check the Fall Flyer, available this Summer)
Building NE1, Room 317

If you wish to attend, please contact Beverly McQuarrie at (604) 432-8586 to reserve a seat.

Bachelor of Technology in Construction Management

(604) 412-7469 Mary_Sadowski@bcit.ca
The Construction Management department invites you to attend one of the following Information Sessions so that you may better understand the content and scope of the program, entrance requirements and scheduling of courses. A question and answer session will follow. Attendance at one of these sessions is mandatory before the formal interview for acceptance into the program.

Dates: April 9, June 11, Aug. 20, 2001
Location: BCIT Burnaby Campus, Building NE1, Room 317
Times: 1930-2100

If you wish to attend, please contact Mary Sadowski at (604) 412-7469 to reserve a seat.

Bachelor of Technology in Environmental Engineering

(604) 451-6906 Cathie_Aspden@bcit.ca
(604) 432-8344
The Environmental Engineering department invites anyone interested in pursuing a Bachelor of Technology in Environmental Engineering to attend one of our Information Sessions. Program content and study modes will be discussed.

Dates: April 11, May 16, June 13, Aug. 15, 2001
Location: BCIT Burnaby Campus, Building SW2, Room 166
Times: 1830-2030

If you wish to attend, please contact Cathie Aspden at (604) 451-6906 to reserve a seat.

Carpentry

(604) 432-8678

John_Eliassen@bcit.ca

CARP 0100

BBY \$472.50

CARPENTRY C OF Q REFRESHER

Prepares participants for the Carpenter Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the carpentry trade

Apr 3 Tue/Thr 1830-2130 10 wks BBY CRN 20699

CARP 0110

BBY \$249.50

BLUEPRINT READING FOR CARPENTRY

Introduces students to development of drawings, visualization and gradual understanding of orthographic and isometric drawings as applied to the construction industry. Architectural, structural and mechanical drawing will be covered with a focus on cross-referencing and understanding the application of specification language.

Apr 17 Tue/Thr 1830-2130 6 wks BBY CRN 28462

Safety Trades

(604) 412-7564

Paula_Rossetti@bcit.ca

CNST 0105

BBY \$129

INDUSTRIAL RIGGING BASIC

Introduces safe rigging practices and working loads, chokers, shackles, chains, hooks, rigging calculations, hand signals, WCB regulations, hoisting with mobile crane, knots and hitches and handrigging. CSA approved steel toed work boots required.

Apr 28 Sat 0800-1300 3 wks BBY CRN 25046

CNST 0121

BBY \$62

FALL PROTECTION

Reviews all aspects of fall protection as it applies to the construction industry and in accordance with the recent changes in the WCB Regulations (1998). Students learn pre-planning and proper application of fall protection systems, restraining systems, fall arrest systems and various personal fall protection systems. CSA approved steel-toed safety boots and safety glasses required.

May 26 Sat 0900-1500 1 day BBY CRN 28464

CNST 0125

BBY \$62

CONFINED SPACE ENTRY

Covers the mandatory requirements of the WCB Occupational Health and Safety Regulations (1998). Includes approved lockout procedures, work permit systems and use of personal protective equipment. Suitable for all related construction trades. Prerequisite: Minimum one year construction or trade related experience. CSA approved steel-toed work boots required.

May 12 Sat 0900-1500 1 day BBY CRN 28465

CNST 0126

BBY \$78

TRAFFIC CONTROL TRAINING

Traffic control training is a requirement in many public works jurisdictions including road maintenance, construction and the movie production industry. Course covers theory and testing. Fee includes text and examination.

May 12 Sat 0900-1600 1 day BBY CRN 28466

CNST 0127

BBY \$185

SCAFFOLDING CONSTRUCTION AND ERECTION

Learn to interpret regulations and safe working procedures in accordance with WCB Health and Safety Regulations (1998). Participants will apply assembly procedures for three of the basic scaffold component families, end frame and cross-brace, tube and clamp, and system scaffolds. Note: CSA approved steel-toed safety boots and safety glasses are required.

Apr 28 Sat 0900-1530 3 wks BBY CRN 28469

MSc Construction Management

(by distance learning)

This master degree (developed by the University of Bath, UK) is now available in Canada through BCIT. Offered through distance learning across Canada, this program features high level industry experts to provide a North American context to this international credential. Information can be obtained at any one of the Information Sessions for the Bachelor of Technology in Construction Management program, or directly by contacting:

Phil Cunningham, P.Eng. (604) 451-6871
Phil_Cunnington@bcit.ca

Construction Safety Coordinator

(604) 433-4060 Wayne_Stevens@bcit.ca
CNST 1100 BBY \$782.50
CONSTRUCTION SAFETY COORDINATOR
 Upon successful completion students will be eligible to apply for ASTT certification (Applied Science Technologists and Technicians). Prerequisite for ASTT certification: Minimum of one year experience on a construction job site; good written and verbal knowledge of the English language; pass a medical exam; and, be a minimum of 19 years of age. (6 credits)
 Apr 30 Mon-Sat 0800-1500 2 wks BBY CRN 29937

Drafting

(604) 432-8626 Gary_Cullen@bcit.ca
DRFT 0102 BBY \$373.50
DRAFTING 2
 Expands on the basic drafting course and allows students to progress into their drafting specialty. Prerequisite: DRFT 1010.
 Apr 2 Mon/Wed 1830-2130 7 wks BBY CRN 20820

DRFT 0115 BBY \$373.50
STEEL FAB DRAFTING
 Acquaints students with the basic structural components in steel structures and how to make fabrication drawings. Prerequisite: DRFT 1010 and knowledge of TRIG would be an asset
 Apr 3 Tue/Thr 1830-2130 7 wks BBY CRN 29933

DRFT 1010 BBY \$398.50
INTRODUCTORY DRAFTING
 Provides a foundation in basic drafting in orthographic and isometric projections, imperial/metric scales, plane geometry, lettering/line work, dimensioning, section and auxiliary view and equipment use. This course is required towards a certificate in any of four full-time drafting courses (Architectural, Civil, Structural, and Mechanical). 3 credits.
 Apr 2 Mon/Wed 1830-2130 7.5 wks BBY CRN 27569
 Apr 3 Tue/Thr 1830-2130 7.5 wks BBY CRN 27626

DRFT 1110 BBY \$398.50
CAD 1

Introduces the use of the computer as a tool in drafting using AutoCAD Ver. 2000. Includes the basic operations, commands, layout techniques and plating processes used in a drafting office. (3 credits)
 Apr 3 Tue/Thr 1830-2130 7.5 wks BBY CRN 28471

DRFT 1041 BBY \$395.50
BASIC DRAFTING FOR HYDRONIC TECHNICIANS
 Provides instruction in the production and interpretation of orthographic and isometric drawings as they apply to the hydronic system, and flow diagrams and general assembly drawings. Formal drafting techniques including board skills will be covered. Related terms, symbols and call-out bubbles will be discussed. An introduction to AutoCAD will be included. (3 credits)
 Apr 10 Tue/Thr 1800-2100 6 wks BBY CRN 50113

Glazing

(604) 432-8694 Stuart_Browning@bcit.ca
GLAZ 0105 BBY \$225
BLUEPRINT READING FOR GLAZIERS
 Will assist glaziers wishing to improve their understanding of blueprints as applied specifically to the glazing trade. Intensive use of architectural drawings and shop drawings will give individual glaziers more confidence and a more complete understanding of blueprint reading.
 Apr 17 Tue/Thr 1800-2100 3 wks BBY CRN 28463

Joinery

(604) 432-8989 Dave_Stimson@bcit.ca
JOIN 0102 BBY \$327.50
BASIC CABINETMAKING
 A basic cabinetmaking course covering how to use hand tools, power tools, routers and templates; layout; basic joints used in wood construction, construction methods, assembling with glue and preparations for finishing. Students will also work on a small project of their own choice. CSA approved work boots with steel toes are required.
 Apr 21 Sat 0830-1430 5 wks BBY CRN 27447

JOIN 0225 BBY \$587.50
ASPAN CAD/CAM
 Focuses on the Morbidelli "Aspan" CAD/CAM software. Part drawing and program generation using Aspan is for those who wish to make full use of this manufacturer's package. Prerequisite: JOIN 0219, JOIN 0220, or Morbidelli experience recommended. Prior CAD experience would be an asset.
 Apr 23 Mon-Fri 0730-1530 1 wk BBY CRN 27708

Painting and Decorating

(604) 432-8694 Stuart_Browning@bcit.ca
PDEC 0100 BBY \$472.50
PAINTING & DECORATING CERTIFICATE OF QUALIFICATION REFRESHER
 Prepares participants for the Painter and Decorator Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half year's experience in the trade.
 Apr 17 Tue/Thr 1800-2100 10 wks BBY CRN 20713

Piping

(604) 432-8420 David_Bowles@bcit.ca
 Most piping courses require textbooks available at the BCIT Bookstore.
PPGS 0120 BBY \$572.50
GASFITTER C PROGRAM
 Prepares students to write the exam to qualify for Gas Fitter C License and is a requirement of the Ministry of Municipal Affairs, Gas Safety Branch. Provincial Class C examination fee is additional.
 Apr 18 Mon/Wed 1800-2100 14 wks BBY CRN 27451

PPGS 1150 BBY \$572.50
DOMESTIC/COMMERCIAL GASFITTER B LICENSE
 Prepares students to write the examination for a Gas Fitter B License and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. Provincial Class B examination fee is additional. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required and recommended before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration (7 credits)
 Apr 18 Mon/Wed 1800-2100 14 wks BBY CRN 29844



Associate Certificate in Hydronic Technician Program

BCIT and the Residential Hot Water Heating Association of B.C. have together developed a new training program to address the dynamic development of technologies in the field of Hydronic Heating. Upon successful completion of the eight listed courses (28.5 credits) students will receive an Associate Certificate in the Hydronic Technician Program.

The Associate Certificate Program is intended for:
 Those working in the construction industry who require technical knowledge and installation skills required to install and service complete Hydronic Systems

Apprenticed Plumbers, Pipefitters, Gasfitters, and Air Conditioning/Refrigeration Mechanics seeking specialized skills and technical knowledge required to work in the Hydronic field.

For more detailed program information contact Dave Bowles at 432-8420, David_Bowles@bcit.ca or Nancy Naylor at 432-8556, Nancy_Naylor@bcit.ca.

| Course | Credits |
|---|---------|
| PPGS 0140 Hydronic System Design | 3.0 |
| DRFT 1041 Basic Drafting for Hydronic Technicians | 3.0 |
| TELX 1142 Basic Electrical for Hydronic Technicians | 3.0 |
| PPGS 1143 Installation Practices for Hydronic Technicians | 3.0 |
| PPGS 1144 Controls for Hydronic Technician | 3.0 |
| PPGS 1145 Servicing & Troubleshooting Hydronic Systems | 3.0 |
| PPGS 1150 Gas Fitter B licence | 7.0 |
| PPGS 1155 Cross Connection Control | 3.5 |

Substitution of course credit will require department approval.
DRFT 1041 BBY \$395.50
BASIC DRAFTING FOR HYDRONIC TECHNICIANS
 Provides instruction in the production and interpretation of orthographic and isometric drawings as they apply to the hydronic system, and flow diagrams and general assembly drawings. Formal drafting techniques including board skills will be covered. Related terms, symbols and call-out bubbles will be discussed. An introduction to AutoCAD will be included. (3 credits)
 Apr 10 Tue/Thr 1800-2100 6 wks BBY CRN 50113

Distance Education Programs

PPGS 0200
INDUSTRIAL GASFITTER A LICENSE
 Prepares students to write the examination for a Gas Fitter A License and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Provincial Class A examination fee is additional. Prerequisite: Students must have Class B for two years.
 April CRN 25087
 May 25088
 June 25089
 July 25090
 August 25091

PPGS 0250
DOMESTIC/COMMERCIAL GASFITTER B LICENSE
 Prepares students to write the examination for a Gas Fitter B License and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration.
 April CRN 26341
 May 26347
 June 26348
 July 26349
 Aug 26350

Internet Delivery



CROSS CONNECTION TESTER PROGRAM - INTERNET DELIVERY

Please visit our Web page, www.bcit.ca/~piping/index.html for information on the NEW Cross Connection Tester Course - Internet Delivery. This course is designed for tester certification which demand the mastery of both practical testing and troubleshooting of backflow assemblies. The BCIT cross connection CD-ROM is a highly interactive tool designed to help students prepare for these exams. It is based on the University of Southern California (USC) test procedures, using three-valve and five-valve differential pressure. Please contact the Department for further information.

PPGS 0305 \$300
CROSS CONNECTION TESTER PROGRAM
 A training program designed to familiarize students with the CSA or BCWWA Cross Connection Control manual and develop mastery in both practical testing and troubleshooting of backflow assemblies. Students will work with the BCIT Cross Connection CD-Rom interactive simulator based on the University of Southern California (USC) test procedures using 3-valve and 5-valve differential pressure gauges.
 April CRN 29923
 May 29925
 June 29926
 July 29928
 August 29929

Sheet Metal

(604) 432-8242 Ted_Kondo@bcit.ca
SMTL 0111 BBY \$239
LAYOUT AND FABRICATION
 Provides instruction for layout and fabrication of round and rectangular ventilation fittings using a blend of conventional and short cut methods. Prerequisite: Sheet Metal Journey person or Apprentice.
 Apr 17 Tue/Thr 1830-2130 4 wks BBY CRN 23609

SMTL 0121 BBY \$315
STAINLESS STEEL FABRICATION AND FINISHING BASIC
 Introduces fabricating and finishing stainless projects. Basic hands-on course will follow a shop project from start to finish. Prerequisite: Sheet Metal Journey person or Apprentice.
 Apr 17 Tue/Thr 1830-2130 4 wks BBY CRN 24933

SMTL 0125 BBY \$165
QUALITY FIRST
 Instructs how to produce a system for residential heating using forced air guidelines. Topics covered include heat loss calculations, select proper appliances, and duct sizing for residential heating. Prerequisite: Sheet Metal Journey person or Apprentice.
 May 15 Tue/Thr 1830-2130 2.5 wks BBY CRN 24935

SMTL 0129 BBY \$264
GAS VENTING
 This course is a requirement of the Ministry of Municipal Affairs Gas Safety Branch for those wishing to write the examination for the gas venting license. Course reviews the necessary requirements for sizing and installing as vent. Prerequisite: Must be the holder of a sheet Metal Trades Qualification.
 Jun 5 Tue/Thr 1830-2130 4 wks BBY CRN 26838

Steel Fabrication

(604) 451-6833 Kevin_Neustaedter@bcit.ca
STEL 0100 BBY \$278.50
STEEL FABRICATION CQ REFRESHER
 Prepares students for the Steel Fabrication Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an exam. Prerequisite: Minimum of six years experience in the trade.
 Apr 21 Sat 0800-1300 8 wks BBY CRN 27461

STEL 0110 BBY \$256.50
STEEL FABRICATION (BASIC)
 Focuses on math, pattern development, blueprint reading, welding and proper use of industrial machines. Typical steel fabrication project is followed from initial design to shop production. CSA approved steel-toed work boots required.
 Apr 21 Sat 0800-1300 6 wks BBY CRN 20785

STEL 0115 BBY \$210.50
BLUEPRINT READING FOR WELDERS AND STEEL FABRICATORS
 Covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of steel fabrication. CSA approved steel-toed work boots required.
 Apr 21 Sat 0800-1300 6 wks BBY CRN 20787

STEL 0180 BBY \$620.50
INTRODUCTION TO CNC THERMAL MACHINING
 Learn to operate a CNC burning machine. Topics include adjusting oxy-fuel flame, plasma cutter, and loading shapes into CNC burning machines.
 Apr 21 Sat 0800-1300 6 wks BBY CRN 28028

Welding

(604) 412-7407 or (604) 412-7564 Brian_Finnie@bcit.ca
WELD 0103 BBY \$334.50
OXYACETYLENE/BRAZE/WELD/CUT
 Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.
 Apr 21 Sat 0830-1330 6 wks BBY CRN 28451

WELD 0104 BBY \$329.50
SHIELDED METAL ARC WELDING BASIC
 Stick welding for those who have previous knowledge of the basics and wish to work towards CWB or ASME structural or pressure procedures. Covers all position groove welding practices. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.
 Apr 24 Tue/Thr 1900-2200 5 wks BBY CRN 27476

WELD 0106 BBY \$356.50
GAS METAL ARC WELDING BASIC
 MIG welding. Different gases and transfers for specific needs; i.e. sheet metal, open root passes, production spray transfer. Includes heavy deposition welding with self-shielding and dual shield wire, set-up of equipment and use of related gases. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.
 Apr 21 Sat 0830-1330 6 wks BBY CRN 20791

WELD 0110 **BBY \$356.50**
GAS TUNGSTEN ARC WELDING BASIC
 Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of GTAW on mild steel, stainless steel and aluminum. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.
 Apr 24 Tue/Thr 1900-2200 5 wks BBY CRN 28452

WELD 0120 **BBY \$334.50**
WELDING FOR THE ARTISAN
 Presents a general interest course for those interested in artwork, furniture building and minor repair jobs around the home and shop. Particularly designed for the hobby enthusiast or cottage industries person. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.
 Apr 21 Sat 0830-1330 6 wks BBY CRN 25100

WELD 0121 **BBY**
WELDING INSPECTION LEVEL 1
 Preparation for Welding Inspector Level 1.
 *For more information contact Brian Finnie 412-7407
 CRN 29938

WELD 0126 **BBY \$356.50**
MICROWIRE WELDING AND FLAME CUTTING
 Welding for the person who owns or plans to purchase a small wire-feed welder. Learn before you buy or increase your skills. Oxy-cutting will also be covered. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.
 Apr 21 Sat 0830-1330 6 wks BBY CRN 28454

WELD 0128 **BBY \$329.50**
STICK WELDING AND CUTTING
 For the home welder that owns or plans to purchase basic arc welding and oxy-cutting equipment. Learn before you buy or increase your skills. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.
 Apr 24 Tue/Thr 1900-2200 5 wks BBY CRN 28457

Architectural & Building Engineering Technology

(604) 412-7477 Maureen_Connelly@bcit.ca
 (604) 432-8586 Beverly_Mcquarrie@bcit.ca

PROGRAMS OF STUDY

- Statement of Completion in Construction Operations
- Associate Certificate in Construction Supervision
- Associate Certificate in Building Design and Architectural CAD
- Associate Certificate in Building Construction Technology
- Certificate in Architectural and Building Engineering Technology
- Certified Property Inspection courses - ASTTBC certification
- Courses for professional development
- Non Credit - interest courses

Associate Certificate in Building Design and Architectural CAD
 This Associate Certificate program is designed to provide students with a competency skill level for working in the field of housing design and presentation graphics. Recommended to individuals who want to advance in their careers or are currently working in home design offices, material suppliers, retail, and real estate marketing and municipal offices. All credits earned may be applied to the Certificate in Architectural and Building Engineering Technology.

| Requirements | Credits |
|------------------------------------|-------------|
| BLDC 1000 Architectural Graphics | 3.0 |
| BLDC 1200 Construction 1A | 3.0 |
| BLDC 2000 Architectural Planning 1 | 3.0 |
| BLDC 2005 Architectural Planning 2 | 3.0 |
| BLDC 2400 Architectural CAD 1 | 3.0 |
| BLDC 2405 Architectural CAD 2 | 3.0 |
| Electives | 3.0 |
| Total Credits Required | 21.0 |

Associate Certificate in Building Construction Technology
 This Associate Certificate program is designed to provide students with a competency skill level for working in the field of housing and small building design and construction. Recommended to individuals, who want to advance in their careers or are currently working in design/build offices, working with construction documents, material suppliers and installers, estimating, and municipal offices. All credits earned may be applied to the Certificate in Architectural and Building Engineering Technology.

| Requirements | Credits |
|---------------------------------------|-------------|
| BLDC 1050 Material and Methods 1 | 3.0 |
| BLDC 1200 Construction 1A | 3.0 |
| BLDC 1205 Construction 1B | 3.0 |
| BLDC 1300 Estimating 1 | 3.0 |
| BLDC 1500 Building Code: Part 9 (SFD) | 3.0 |
| BLDC 2050 Material and Methods 2 | 3.0 |
| Electives | 3.0 |
| Total Credits Required | 21.0 |

Certificate in Architectural & Building Engineering Technology
 The requirements for the Certificate in Architectural and Building Engineering Technology have been revised starting September 1999 to meet the industry's continual growth and changing technology. If you are currently enrolled in an approved program of studies your credits may be applied to the new certificate programs. Recommended to individuals who want to advance in their careers or are currently working in design/build offices for homes and small commercial projects, material suppliers and installers, estimating, and real estate marketing, property management and municipal offices. Part-time Studies courses listed as BLDC have been developed to align content with first year courses in the daytime Diploma Program in Architectural and Building Engineering Technology. Course credits may now be granted to students on an individual basis transferring to the two-year full-time diploma program.

| Requirements | Credits |
|--|-------------|
| BLDC 1000 Architectural Graphics | 3.0 |
| BLDC 2000 Architectural Planning 1 | 3.0 |
| BLDC 2005 Architectural Planning 2 | 3.0 |
| BLDC 1500 Building Code: Part 9 (SFD) | 3.0 |
| BLDC 1200 Construction 1A | 3.0 |
| BLDC 1205 Construction 1B | 3.0 |
| BLDC 2200 Construction 2A | 4.5 |
| BLDC 2205 Construction 2B | 4.5 |
| BLDC 2400 Architectural CAD 1 | 3.0 |
| BLDC 2405 Architectural CAD 2 | 3.0 |
| BLDC 1300 Estimating 1 | 3.0 |
| BLDC 2300 Estimating 2 | 3.0 |
| BLDC 1050 Materials and Methods 1 | 3.0 |
| BLDC 2050 Materials and Methods 2 | 3.0 |
| BLDC 3050 Building Envelope Performance | 3.0 |
| BLDT 2011 Construction Documents and Contracts | 3.0 |
| COMM 1103 Intro to Business and Technical Communications | 3.0 |
| MATH 1011 Trigonometry | 3.0 |
| MATH 1012 Analytical Geometry and Logarithms | 3.0 |
| CIVL 1000 Statics | 6.0 |
| Electives | 9.0 |
| Total Credits Required | 75.0 |

| Recommended Electives: | Credits |
|---|---------|
| BLDG 1008 Residential Landscape Design | 1.5 |
| BLDG 1820 BC Building Code: Part 3 | 4.5 |
| BLDG 1825 BC Building Code: Part 9 Multi Unit | 3.0 |
| BLDG 2860 VectorWorks 1 | 1.5 |
| BLDG 2865 VectorWorks 2 | 1.5 |
| BLDG 3840 Computer Construction Estimating | 3.0 |
| OPMT 1135 ArchiCAD 6.5 Level 1 | 3.0 |

BLDC 1205 **BBY \$287.50**
CONSTRUCTION 1B
 Continues from BLDC 1200. Introduces basic principles of building construction. Develops skills to produce a basic set of construction working drawings. Topics include site layout, foundation details, western wood frame detailing, and preparation of a partial set of working drawings for a single family residence. Prerequisite: BLDC 1200. (3 credits)
 Apr 10 Tue 1845-2145 12 wks BBY CRN 44444

BLDC 1500 **BBY \$287.50**
BC BUILDING CODE: PART 9 (SFD)
 Provides a working knowledge of Part 9 of the 1998 B.C. Building Code as it applies to single family dwellings. Prepares students to check plans, inspect buildings and deal with questions relating to Part 9. Covers acceptable materials, systems and methods used in housing construction. Students must bring B.C. Building Code to the first class. (3 credits)
 Apr 11 Wed 1845-2145 12 wks BBY CRN 28712

BLDC 2005 **BBY \$287.50**
ARCHITECTURAL PLANNING 2
 Introduces municipal policies and regulations which govern property development. Emphasis is placed on zoning and parking by-laws and their impact on types of uses and building size. Presents the development permit application process. Prerequisite: BLDC 2000. (3 credits)
 Apr 12 Thr 1845-2145 12 wks BBY CRN 28702

BLDC 2050 **BBY \$287.50**
MATERIALS AND METHODS 2
 Continues from BLDC 1050 acquainting students with the manufacturing process of various materials and emphasizing the methods in which they are implemented in a construction project. Div 7 to 16 of Masterformat. (3 credits)
 Apr 10 Tue 1845-2145 12 wks BBY CRN 28703

BLDC 2400 **BBY \$447.50**
ARCHITECTURAL CAD 1
 Introduces CAD for Architects, building designers and builders. Designed to familiarize the student with the operation of AutoCAD in the architectural environment utilizing the most recent release of the software. Prerequisite: BLDC 1000 or drafting skills and familiarity with Windows. (3 credits)
 Apr 11 Wed 1845-2145 12 wks BBY CRN 28704

BLDC 2405 **BBY \$447.50**
ARCHITECTURAL CAD 2
 Continues from BLDC 2400 utilizing the most recent release of the software. Emphasis is on application of software in production of drawings for presentation, development and building permits, and working drawings. Some 3-D techniques presented. Prerequisite: BLDC 2400 (3 credits)
 Apr 11 Wed 1845-2145 12 wks BBY CRN 28709

BLDC 3050 **BBY \$287.50**
BUILDING ENVELOPE PERFORMANCE
 Overview of design and construction considerations for a durable building enclosure. Covers evaluation of assemblies, cladding and windows for thermal, moisture and wind resistance; correct application of air, moisture and vapour barriers for pressure equalized rainscreens and face-sealed systems. (3 credits)
 Apr 9 *Wed+1M 1845-2145 12 wks BBY CRN 28710

**Course will begin on Monday, April 9 and Wednesday, April 11 (first week). Second week Wednesday, April 18. No class week of April 23. Remainder of course on Wednesdays, May 2 through June 27, 2001.

BLDG 0001 **BBY \$172**
BUILDING YOUR OWN HOUSE
 Demonstrates how to build your house within a budget. Beginning with site and design selection, the participant is guided through the permit, budget and construction process. Also covers various contracting alternatives and selection of trade contractors. This course will be of interest to property owners and first time house builders. (Non-credit)
 May 31 Thr +1 1845-2145 5 wks BBY CRN 26856
 **Course includes a field trip to be announced in class.

BLDG 1008 **BBY \$175**
RESIDENTIAL LANDSCAPE DESIGN
 Presents an overview of the landscape and construction process with an emphasis on student initiated projects. This course is of interest to homeowners and gardeners who wish to expand their design fluency and to landscape contractors wishing to expand their range of services. (1.5 credits)
 Apr 30 Mon 1845-2145 6 wks BBY CRN 29771

BLDG 1825 **BBY \$287.50**
BC BUILDING CODE: MULTI UNIT AND SMALL BUILDINGS
 Examines Part 9 of the 1998 B.C. Building Code with specific study of acceptable materials, systems and methods of construction applicable to multi-unit and small commercial and industrial buildings. Covers plan checking and inspection techniques. Prepares students to deal with issues relating to Part 9 of the B.C. Building Code. Some duplication of material covered in BLDG 1805. Students must bring the B.C. Building Code to the first class. Prerequisite: knowledge of building construction. (3.0 credits)
 Apr 10 Tue 1845-2145 12 wks BBY CRN 29772

AST BCIT, in cooperation with the Applied Science Technologists and Technicians of B.C. (ASTTBC), offers a series of courses in the inspection field. BCIT offers the following courses that meet the academic requirements of ASTTBC for Certification. Courses must be taken in order and a final grade of 70% in each course is required by ASTTBC. For specific information on requirements for certification, please contact ASTTBC, Tel: (604) 585-2788, or e-mail techinfo@asttbc.org.
 BLDG 2915 House Inspection 1
 BLDG 2925 House Inspection 2
 BLDG 2935 House Inspection 3: Report Writing
 BLDG 2945 House Inspection 4: Field Inspection

BLDG 2915 **BBY \$460.50**
HOUSE INSPECTION 1
 Provides practical and theoretical information required to inspect existing houses for visible defects. It is the first of a series of courses that meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for their certification. Prerequisite: An understanding and general knowledge of house construction. (3 credits)
 Apr 10 Tue 1845-2145 12 wks BBY CRN 20935

BLDG 2925 **BBY \$508.50**
HOUSE INSPECTION 2
 Demonstrates how to analyze the major components/systems in existing houses, with special emphasis on identification of problems inherent in these systems. Prerequisite: BLDG 2915 and knowledge of components/systems in houses and Part 9 of the B.C. Building Code. (3 credits)
 Apr 10 Tue 1845-2145 12 wks BBY CRN 26469
 *The course includes a field trip to be announced in class.

BLDG 2935 **BBY \$293.50**
HOUSE INSPECTION 3: REPORT WRITING
 Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures, and house inspection reports. Prerequisite: English 12 or equivalent. (3 credits)
 Apr 10 Tue 1845-2145 12 wks BBY CRN 27261

BLDG 2945 **BBY \$612.50**
HOUSE INSPECTION 4: FIELD INSPECTION
 Provides students with practical experience in conducting house inspections. Includes five field trips to conduct inspections, each followed by a classroom session to review inspections. Prerequisite: BLDG 2915, BLDG 2925 and BLDG 2935 (BLDG 2936) with a final grade of 70% in each course. (3 credits)
 Apr 19 Thu 1845-2145 10 wks BBY CRN 26862
 *Dates and times of field trips will be announced in class

BLDG 3840 **BBY \$426.50**
COMPUTER CONSTRUCTION ESTIMATING
 Covers measurement and pricing of construction work using TIMBERLINE Precision Estimating Software. This course will cover "take-off" procedures, building databases and designing simple work packages. Prerequisite: BLDG 1300 or construction estimating experience with departmental approval. (3 credits)
 Apr 10 Tue 1845-2145 12 wks BBY CRN 20939

Construction Operations and Supervision

(604) 453-4009 Herb_Maretz@bcit.ca
 (604) 432-8586 Beverly_Mcquarrie@bcit.ca
 Attendance at an Information Session is required.
 (See schedule at beginning of section or visit www.bcit.ca)

Construction Operations - Statement of Completion
 BCIT and the Vancouver Regional Construction Association (VRCA) have teamed up to offer a multi-level, Part time Studies training program for people who wish to enter the construction industry and those already in the industry who wish to enhance their career potential. The Construction Operations program is open to anyone, subject to minimum entrance requirements (Grade 10) and is specifically designed to accommodate individuals with a trade background.

| Requirements | Credits |
|---|-------------|
| BLDT 1011 Applied Construction Mathematics | 3.0 |
| BLDT 1021 Construction Drawings | 1.5 |
| BLDT 1031 Site Processes in Construction | 3.0 |
| BLDT 1041 Basic Estimating with Computer Applications | 3.0 |
| BLDT 1051 Technical Writing and Communication Skills | 3.0 |
| BLDT 1061 Basic Management & Ethics | 3.0 |
| Total Credits Required | 16.5 |

continued next page

Construction Supervision – Associate Certificate
The Construction Supervision Program is open to individuals who have completed the Construction Operations program and to individuals who receive departmental approval for direct entry. Registration in the program requires an interview and departmental approval.

| Requirements | Credits |
|--|-------------|
| BLDT 2011 Construction Documents and Contracts | 3.0 |
| BLDT 2021 Basic Project Management Skills | 3.0 |
| BLDT 2031 Technical Writing/Interpersonal Skills | 3.0 |
| BLDT 2041 Basic Construction Design Principles 1 | 3.0 |
| BLDT 2042 Basic Construction Design Principles 2 | 3.0 |
| BLDT 2051 Construction Materials and Assemblies | 3.0 |
| BLDT 2061 Computer Applications in Construction | 3.0 |
| BLDT 2071 Safety Legislation | 1.5 |
| BLDT 2081 Environmental Legislation | 1.5 |
| Total Credits Required | 24.0 |

BLDT 1011 APPLIED CONSTRUCTION MATHEMATICS
Application of basic mathematics, algebra, geometry and trigonometry to the construction and building industry. Prerequisite: Grade 10 English and Math or Departmental approval. (3 credits)
Apr 10 Tue 1845-2145 12 wks BBY CRN 29762

BLDT 1021 CONSTRUCTION DRAWINGS BBY \$150
Provides an introduction to the relationships between drawings and building construction. Emphasis is on practical application of learned skills in a lab environment. These skills are essential for further studies in site processes, construction procedures and estimating. Prerequisite: Grade 10 English and Grade 10 math, or pre-approved program. (1.5 credits)
Apr 19 Thr 1845-2145 6 wks BBY CRN 29763

BLDT 1041 BASIC ESTIMATING WITH COMPUTER APPLICATIONS BBY \$287.50
Covers basic components and requirements for sound estimating procedure emphasizing method and accuracy and applying material and labour prices. Prerequisite: Comp 0261 or computer experience particularly Windows and Excel. (3 credits)
Apr 10 Tue 1845-2145 12 wks BBY CRN 29764

BLDT 1061 BASIC MANAGEMENT AND ETHICS BBY \$287.50
Covers effective construction site supervision and management. Topics include conflict resolution, teamwork, leadership, and issues of ethics in the workplace. Basic ethical principles and rights are discussed relative to case studies. Students are prompted to evaluate ethics at their place of work, and to develop their own code of ethics. (3 credits)
Apr 11 Wed 1845-2145 12 wks BBY CRN 29765

BLDT 2031 TECHNICAL WRITING AND INTERPERSONAL SKILLS BBY \$287.50
Continues from BLDT 1051. Further development of writing skills required in the construction industry as well as basic instruction in interpersonal skills and human relations. (3 credits) Prerequisite: BLDT 1051. Successful completion of Construction Operations program or departmental approval. (3 credits)
Apr 12 Thr 1845-2145 12 wks BBY CRN 29766

BLDT 2042 BASIC CONSTRUCTION DESIGN PRINCIPLES 2 BBY \$287.50
Continues from BLDT 2041. Instructs students in basic design principles of statics. These principles will then be applied to different modes of construction, earthworks, formwork and concrete. Prerequisite: Successful completion of Construction Operations program or department approval and BLDT 2041. (3 credits)
Apr 11 Wed 1845-2145 12 wks BBY CRN 28696

BLDT 2071 SAFETY LEGISLATION BBY \$150
Defines the contractor's and owner's role in construction as it pertains to site safety and accident prevention. Prerequisite: Successful completion of Construction Operations program or departmental approval. (1.5 credits)
Apr 10 Tue 1845-2145 6 wks BBY CRN 29767

BLDT 2081 ENVIRONMENTAL LEGISLATION BBY \$150
Defines the contractor and owner's role in construction as it pertains to site environment accountability. Prerequisite: Successful completion of Construction Operations program or department approval. (1.5 credits)
May 22 Tue 1845-2145 6 wks BBY CRN 29768

Civil and Structural Engineering Technology

(604) 451-6969 David_Wong@bcit.ca
(604) 432-8521 Bette_Bayley@bcit.ca

CIVL 1040 HYDROLOGY BBY \$384.50
Presents the basic concepts and techniques needed for watershed analysis and drainage facility design. The course is delivered through assigned reading, lectures, and problem-solving sessions. Basic observation and estimation skills are developed through field assignments or a small field project. Fundamental concepts include rainfall intensity, runoff, catchment area, streamflow, infiltration, mass balance, snowmelt, flood frequency, and the hydrologic cycle. The stream flow estimation procedures presented are the rational method, the unit hydrograph and flood frequency analysis. (3 credits)
Apr 10 Tue 1845-2145 12 wks BBY CRN 29954

CIVL 1580 CONSTRUCTION MATERIALS TESTING FUNDAMENTALS BBY \$237.50
Familiarizes students with lab and testing procedures for testing construction materials. Topics include sieve analysis, relative density, compaction tests, Atterberg limits, and soil classification. Prerequisite to CIVL 1590, 2224, 2582. (2.5 credits)
Apr 18 Wed 1845-2145 10 wks BBY CRN 20736

CIVL 1621 INTRODUCTION TO URBAN TRAFFIC ENGINEERING BBY \$260.50
Introduces fundamentals of traffic engineering with particular reference to the urban scene. (3 credits)
Apr 11 Wed 1845-2145 12 wks BBY CRN 29957

CIVL 2002 MECHANICS OF MATERIALS BBY \$527.50
Presents a thorough introduction to the relationship between applied loads and the resulting stresses and deformations produced in common structural elements. The course is delivered through lectures and problem-solving sessions. Topics include concepts of stress and strain, mechanical behaviour of construction materials, elementary design using allowable stresses and factors of safety, analysis of statically determinate and indeterminate axially loaded bars, thermal stresses, bending and shear stresses in beams, shear flow in built-up members, beam deflections, combined stresses, and column buckling. Prerequisite: CIVL 1000. (4 credits)
Apr 9 Mon/Thr 1845-2145 10 wks BBY CRN 28522

CIVL 2540 HYDROLOGY 2 BBY \$171
Introduces statistical basis for frequency and probability calculation. Analysis of data to determine peak and flood flows. Stream flow and flood flow analysis, and snow melt factors are introduced. Prerequisite: CIVL 1540. (2 credits)
May 8 Tue 1845-2145 8 wks BBY CRN 29968
*Note: Only those students who have already completed CIVL 1540 Hydrology 1 may register for CIVL 2540 Hydrology 2.

CIVL 3500 STRESS ANALYSIS 2 BBY \$225.50
Includes shear stresses in beams, deflection and rotation, restrained and continuous beams, eccentric loading and combined stresses, Mohr's circle analysis and column theory. Testing in the materials lab illustrates theoretical principles. Prerequisite: CIVL 2500. (3 credits)
May 17 Mon/Thr 1845-2145 5 wks BBY CRN 27994

*Note: Only those students who have already completed CIVL 2500 Stress Analysis 1 may register for CIVL 3500 Stress Analysis 2.

CIVL 4124 WATER AND SEWER WORKS BBY \$426
Covers the design and construction of pump systems, storage, water distribution and sewage collection systems to serve new and existing developments. Topics include hydraulic principles, municipal servicing standards, design procedure, construction specifications, system upgrading requirements for re-development. Students will prepare water and sewer plans and profiles conforming to industry standards. Prerequisite: CIVL 2545 or CIVL 2540. (3 credits)
Apr 10 Tue 1845-2145 8 wks BBY CRN 29835

CIVL 4169 STEEL BUILDING STRUCTURE BBY \$565
Demonstrates elementary structural design concepts for steel structures, and the use of design aids for preliminary sizing of members. Topics include fundamental material properties of steel, steel structural systems, and lateral force-resisting systems for wind and seismic forces. Prerequisite: CIVL 2201 or CIVL 4110. (3 credits)
Apr 25 Wed 1845-2145 7 wks BBY CRN 29832

Public Works Operations

(604) 451-6969 David_Wong@bcit.ca
(604) 432-8521 Bette_Bayley@bcit.ca

PUBW 1001 INTRODUCTION TO PUBLIC WORKS OPERATIONS BBY \$208
Identifies and explains many of the activities related to the construction, operation and maintenance of municipal roads and utilities. On completion, students will be eligible to continue with a more in-depth program in sewers, watermains or roadworks training courses. (1 credit)
Apr 10 Tue 1830-2130 6 wks BBY CRN 28523

PUBW 1121 ROADWORKS MAINTENANCE 1 BBY \$240.50
Covers the topics of pavement failures and pavement repair techniques, asphalt mixes, crack sealing and the types of equipment used, street lighting systems, pavement marking and street signs, vegetation control, sweeping and shoulder maintenance. Maintenance management and pavement management systems and their integration with job costing are reviewed. Prerequisite: PUBW 1001. (2.5 credits)
Apr 9 Mon 1830-2130 10 wks BBY CRN 28524

PUBW 1161 CONSTRUCTION RECORDS BBY \$208
Students learn proper record keeping practice and the significance of construction and operations records as it applies to public works construction, operation and maintenance. Various examples of records are discussed to improve understanding of the use of such records and the ability to present the information in a logical and concise manner. (1 credit)
Apr 9 Mon 1830-2130 6 wks BBY CRN 27232

PUBW 2102 STORM SEWERS 1 BBY \$220.50
Covers the detailed operation and maintenance of all storm drainage aspects, including inlet/outlet structures, detention facilities, catch basins and culverts. Emphasis is placed on safety, record keeping, responding to public complaints and public relations. Prerequisite or co-requisite: PUBW 1001. (2.5 credits)
Apr 19 Thr 1830-2130 10 wks BBY CRN 27236

PUBW 2105 WASTE WATER OPERATOR 2 BBY \$437.50
Covers a combination of design theory and practical application of waste water collection systems. System maintenance and safety aspects are included. Prepares students for the Environmental Operator's Certification Program (EOCP) Level 2 exam. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 2103 or PUBW 1105. (3 credits)
Apr 10 Tue 1830-2130 12 wks BBY CRN 29969

PUBW 2114 WATER OPERATOR 2 BBY \$437.50
Provides an advanced knowledge of water distribution practices and focuses on the practical aspects of construction, operation, and maintenance of water distribution systems. Prepares students for the Environmental Operator's Certification Program (EOCP) Level 2 exam. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 1113 or PUBW 1114. (3 credits)
Apr 11 Wed 1830-2130 12 wks BBY CRN 29970

PUBW 2206 PUMP OPERATION AND MAINTENANCE BBY \$568.50
Introduces the types of pumps used in water, wastewater, and drainage systems. Pumps will be dismantled to clearly demonstrate the mechanical components. Routine and annual maintenance of pumping systems as well as pump parts such as seals, packing, impellers, bearing and shaft alignment will be discussed. Course topics also include operational aspects of suction and discharge lines, water reservoir and well pumping stations, dry well and wet well of wastewater pumping facilities, O&M of flood boxes, stilling wells, flap gates, box culverts, ditches and canals in drainage systems. Prerequisite: Any one of the following: PUBW 1113, 1114, 2103, 2104 or 1201. (3 credits)
Apr 10 Tue 1830-2130 12 wks BBY CRN 29971

PUBW 2207 VALVE OPERATION AND MAINTENANCE BBY \$568.50
Covers the operation and maintenance of various types of valves in potable water and sewage systems including pressure relief, altitude, shut-off, surge and flow limiting valves. A butterfly valve will be dismantled in class to demonstrate the different parts of a valve. Consideration for sizing and selection of valves and actuators and operating principles of remote control valves will be discussed. Prerequisite: PUBW 1114 or PUBW 1113. (3 credits)
Apr 12 Thr 1830-2130 12 wks BBY CRN 29836

Bachelor of Technology in Construction Management

(604) 412-7469 (604) 432-8351
(604) 432-8344 Mary_Sadowski@bcit.ca

For more information for the Bachelor of Technology in Construction Management, please see page 11.

Bachelor of Technology in Environmental Engineering Technology

(604) 451-6906 Cathie_Aspden@bcit.ca
(604) 432-8344 Lorne_Sampson@bcit.ca

Visit our home page at: www.eng.bcit.ca/enviro/home

For more information for the Bachelor of Technology in Environmental Engineering Technology, please see page 12.

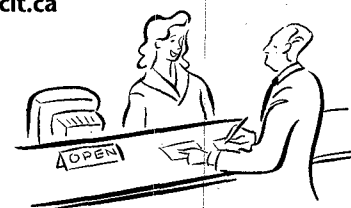
Five ways to register



online
www.bcit.ca



by fax
Burnaby: (604) 430-1331
Downtown: (604) 687-2488



in person
(see page 3)



by phone
434-1610



by mail
(see page 3)



Engineering Technology Distance Education

Many courses are offered as correspondence (distance education) courses. These serve students who may need a course for upgrading, general information or as an equivalency, and who find it inconvenient or impossible to take a regularly scheduled course. Distance Education courses can be started any time throughout the year and completed from any location off-campus. All course fees include text unless otherwise indicated, if course fees are not listed, please check with the department. The student generally has up to one year to complete any course.

For registration information on any of the courses detailed below, please contact:

Shari Monsma:(604) 432-8784
 Pam Dade:(604) 451-6984
 Toll-free:1-800-663-3606
 Fax:(604) 436-6113 or
 e-mail:Shari_Monsma@bcit.ca
 Engineering Technology Distance Education (ETDE) Dept.
 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2
 Web site:www.eng.bcit.bc.ca/etdisted

Civil Technology Transportation Systems (Highways) Technology

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

- those who wish to obtain a BCIT credential but cannot commit to night school or a full-time program.
- those who need to gain or refresh knowledge/expertise in a specific area and need only related courses.
- ASTTBC members working toward reclassification.

Four program levels are offered; course selection for each program must be approved in advance.

The Associate Certificate is awarded upon completion of 25 credits in a specific subject area; the Intermediate Certificate of Technology upon completion of 35 credits; the Certificate of Technology upon completion of 77 credits; and the Diploma of Technology upon completion of 150 credits. The Transportation Systems (Highways) Certificate of Technology is accredited by the Canadian Technology Accreditation Board (CTAB) of the Canadian Council of Technicians and Technologists (CCTT).

Students are not required to be registered in a program to take advantage of the courses offered, but it is advisable to complete similar subject area courses in sequence. Registration in individual courses is based on a student's self-assessed capability, need and prerequisite knowledge.

Courses are now available in:

- Technical Communications
- Graphical Communications
- Hydrology/Hydraulics
- Aggregates
- Soils Technology
- Contract Administration
- Engineering Surveying
- Highway Construction
- Highway Design
- Geotechnical Design
- Traffic Technology and Transportation Planning
- Mathematics
- Strength of Materials
- Concrete Technology
- Asphalt Technology
- Estimating
- Engineering Economics
- Pavement Construction
- Pavement Design
- Subdivision Planning/Design
- Bridge Inspection

Current course information is available on BCIT's Transportation Systems Web site at: www.eng.bcit.ca/etdisted/tsyh/

Forest Engineering Technology Program

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

- Associate Certificate of Forest Engineering Technology (25 credits)
- Intermediate Certificate of Forest Engineering Technology (45 credits)
- Certificate of Forest Engineering Technology (75 credits)

Courses in the program generally have values of 2 - 3 credits. One BCIT credit is normally awarded for the equivalent of 12 - 15 hours of classroom instruction.

Students taking these courses should be prepared to complete practical, field based assignments. Typically these assignments require the individual to prepare short technical reports based on their personal observations in the field, supported with appropriate sketches and photographs of the scenario.

Courses are now available in the following areas:

- Technology Fundamentals
- Surveying and Mapping
- Road Construction and Maintenance
- Fundamentals
- Road Deactivation
- Harvest Planning
- Contracts/Administration/Economics
- Forest Soils
- Forest Hydrology
- Bridge/Culvert Maintenance
- Cost Estimating

Current course information is available on BCIT's Forest Engineering Web site at: www.eng.bcit.bc.ca/etdisted/forest

Development Approvals

The Development Approvals program provides training for individuals or organizations involved in creating or evaluating proposals and applications for land subdivision, zoning alterations, servicing and utilities, access to public roads, and other issues related to the development and improvement of land. Such positions are typically found within the Ministry of Transportation and Highways, Municipalities, Regional Districts, and other regulatory agencies affected by land development referrals, as well as utilities, consulting firms and private developers. The program was developed in conjunction with the Ministry of Transportation and Highways, and will be of interest to employees of the Ministry, other agencies at various levels of government and those in business and industry who are involved or interested in the development approvals process.

Courses in the Development Approvals program are offered primarily by correspondence, although seminars can be arranged. The courses available in correspondence or distance education format are offered on an open registration basis in a self-paced format. Seminar courses are available on request, subject to demand and funding, at centres throughout the Province. Although general offerings of seminar courses may be made in some instances, seminar instruction is typically sponsored by employers or other agencies.

The program leads to an Associate Certificate for students who successfully complete a program of studies and attain the required credit level.

Current course information is available on BCIT's Development Approvals Web site at: www.eng.bcit.ca/etdisted/Approvals/

Parks Management Safety and Security (PMSS)

This is a general program that will be of interest to those involved in the safe operation of public and private recreation facilities. Several courses are now available including Law and its Administration, WHMIS and CPTED (Crime Prevention Through Environmental Design), etc. Program courses under development include: Safety Program Compliance, Managing Safety Compliance, Transportation of Dangerous Goods (TDG) and Risk Management. Please contact the ETDE department for further information on this Associate Certificate program.

Current course information is available on BCIT's Parks Web site at: www.eng.bcit.ca/etdisted/parks/

Park Facility Maintenance and Inspection (FMFI)

Nine courses in this eleven course (25 credit) Associate Certificate program are now available via distance education. The courses are based on the B.C. Parks Facility Inventory System but the concepts, methods and techniques are widely applicable to federal, provincial, regional, local and private sector recreational facility operations. The program has a foundation course in Facility Maintenance Management (PRKS 3600) followed by 10 'inspection' courses covering the major components of a park system. The intent of the courses is to give practical guidance in the inspection, reporting and planning of maintenance for parks' facilities.

Current course information is available on BCIT's Parks Web site at: www.eng.bcit.ca/etdisted/parks/

Building

TSDA 1810 **\$375**
1998 B.C. BUILDING CODE: HOUSING (CODEBOOK 5125)

Gives students a working knowledge of the 1998 Building Code for housing. It will be of interest to building officials or those who are contemplating entering the field. Persons engaged in the housing construction business and those working with inspectors and plan checkers will find the course useful.

The course relates specifically to Part 9 of the B.C. Building Code which applies to housing of the following types: buildings which contain one dwelling only (houses); and buildings which contain two or more side-by-side dwelling units whose total area does not exceed 600 square metres.

This course is offered in conjunction with the Building Officials' Association of B.C. Successful completion of the final exam (80%+) meets the academic requirements for Level 1 Building Inspector certification. Please note you must also have two years suitable practical experience before certification. Suitability of practical experience is at the discretion of the BOABC.

BLDG 2936 **\$223 (NO TEXT)**

HOUSE INSPECTIONS 3 - REPORT WRITING
 Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures and house inspection reports.

Sprinkler Design

Two distance education courses covering the basics of Automatic Sprinkler Design have been developed. They are equivalent to night school courses MECH 4080 and MECH 4082.

MECH 4081 **\$248 + TEXT FEE**
AUTOMATIC SPRINKLER DESIGN PART 1

MECH 4083 **\$248 + TEXT FEE**
AUTOMATIC SPRINKLER DESIGN PART 2

Food Technology

FOOD 1021 **\$223 + VIDEO \$15**
INTRODUCTION TO FOOD MICROBIOLOGY

Contains indispensable information for anyone in the food industry who handles or processes food. Tiny living organisms such as bacteria, mold and yeast can be used to preserve food by fermentation, but can also cause food safety concerns. This introductory distance education course will assist you in understanding how microorganisms can spoil food and cause food borne disease. Techniques for measurement and control of bacteria, and food safety problems relating to foods such as meat, milk and vegetables will be presented. Principles relating to microbial growth and control will help you understand how to control food borne microorganisms.

To register, contact Shari Monsma at (604) 432-8784 or e-mail Sari_Monsma@bcit.ca

Mathematics

MATH 0002 **\$381**

TECHNICAL MATH: INTRODUCTION

Equivalent to MATH 0001. Meets Math 12 entrance requirement for BCIT. (For students who have difficulty with math or who have been away from school for more than three years, take the classroom course MATH 0001.) Prerequisite: Pass or better in Math 11 or approved equivalent.

MATH 1041 **\$171**

TRIGONOMETRY

Equivalent to MATH 1011. Textbook not included. This course can be taken using a number of texts. Please phone for further information. Topics include theory and application of trigonometric functions, right angle trigonometry, vectors, trigonometric graphs, identities and equations, compound and double angle formulae and inverse functions. ASTT accredited. Prerequisite: C+ or better in Math 12; or 65 % or higher in MATH 0001 or approved equivalent.

MATH 1042 **\$196**

LOGARITHMS

Equivalent to "logarithms" portion of MATH 1012. Covers theory and applications of common and natural logarithms, including plotting of logarithmic and semi-logarithmic graphs and their interpretation. ASTT accredited if taken with MATH 1043. Prerequisite: MATH 0001 or approved equivalent.

MATH 1043 **\$196**

ANALYTIC GEOMETRY

Equivalent to "analytic geometry" portion of MATH 1012. Geometric and practical properties of conic sections, including polar coordinates and transformations. ASTT accredited if taken with MATH 1042. Prerequisite: C+ or better in Math 12 or 65 per cent or higher in MATH 0001 or approved equivalent.

MATH 1491 **\$396**

BASIC TECHNICAL MATHEMATICS FOR MECHANICAL

Introduces differential and integral calculus of polynomial functions including appropriate support topics from algebra, analytical geometry, plane geometry, solid geometry, trigonometry and the theory of logarithms and exponential functions. There will be strong emphasis on illustrating the mathematics with applications from technology, engineering and the physical sciences. Prerequisite: Recent Math 12 or equivalent, with a "C+" or better or 65% or higher in MATH 0001.

MATH 2041 **\$234**

CALCULUS: 1A

Equivalent to first part of MATH 2011. Covers differential calculus with instantaneous rates of change, Delta-process, the derivative, implicit differentiation, curve sketching, differentiation rules for algebraic functions and applied maxima/minima. ASTT accredited if taken with MATH 2042. Prerequisite: MATH 1042, 1041 and 1043 or approved equivalent.

MATH 2042 **\$234**

CALCULUS: 1B

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

MATH 2043 **\$234**

CALCULUS: 1C

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

MATH 2491 **\$396**

CALCULUS FOR MECHANICAL

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

MATH 3490 **\$396**

NUMERICAL METHODS MECHANICAL

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

For an information package, course outlines, fee and registration details on ANY of the above correspondence programs, write to:

Engineering Distance Education Technology
 BCIT, 3700 Willingdon Avenue
 Burnaby, B.C. V5G 3H2

or phone:

Shari Monsma:Tel. (604) 432-8784 or
 Pam Dade:Tel. (604) 451-6984 or
 Toll-free:1-800-663-3606 or
 Fax:(604) 436-6113
 e-mail:Shari_Monsma@bcit.ca
 Web site:www.eng.bcit.bc.ca/etdisted/

Advanced Diploma in Technology Management

The following courses are currently available in Distance Education format:

| | |
|-----------|---|
| TMGT 7102 | Project Management |
| TMGT 7111 | High Tech Marketing Strategies |
| TMGT 7112 | Market Research |
| TMGT 7113 | Marketing Programs and Plans |
| TMGT 7114 | Product Planning and Marketing Implementation |
| TMGT 7121 | Principles of Finance |
| TMGT 7123 | Technology Information Systems |
| TMGT 7122 | Accounting for Technologists |
| TMGT 7124 | Technology and International Finance |
| TMGT 7133 | Law, Society and the Environment |
| TMGT 7134 | Technology and International Trade and Competition |
| TMGT 7141 | Managing in a Technical Environment |
| TMGT 7142 | Technology Management Communication |
| TMGT 7143 | Problem Solving and Decision Making |
| TMGT 7144 | Human Resource Planning |
| TMGT 7151 | Implementation Issues in Telecommunications |
| TMGT 7153 | Tactical and Strategic Business Use of the Internet |
| TMGT 7155 | Information Technology Management Issues |
| TMGT 8102 | Applied Research Methods |
| TMGT 8103 | Technology Assessment |

For more information on the Advanced Diploma Program/Bachelor of Technology in Technology Management consult the BCIT Web site at: www.tmgt.bcit.ca/

Power Engineering Distance Education

(604) 432-8390 Barbara_Cowen@bcit.ca

Five complete programs (21 courses) are available specifically for those currently employed in industrial plants that wish to upgrade. Programs provide the knowledge to sit for the Interprovincial Power Engineering Certification Examinations in Canada. Registration is ongoing, with students registered from across Canada.

Provides those currently employed in industrial plants with the knowledge to take the interprovincial power engineering certification examinations. Study can be done at home (correspondence) or in class (tutorial) using telephone or drop-in help from experienced instructors.

In order to write the Interprovincial examinations, candidates must have specified practical and qualifying experience as outlined in the B.C. Power Engineer's and Boiler and Pressure Vessel Safety Act.

Applicants must have good writing skills. First, second and third class applicants must possess the next lower certificate, unless exempted by the Boiler Branch. Classroom attendance is flexible to accommodate shift schedules. Classroom hours are from 0800 to 1500 Monday to Friday. From mid-October to mid-May, evening instruction is available Tuesday through Thursday until 1930.

Participants use self-study learning materials to complete written assignments. Direct instructor assistance is provided when necessary. A reference library and instructional videotapes are available to supplement course materials. Registration in fourth, third, second and first class programs is in groups of two as indicated. One year from date of registration is allowed to complete a group. Visit our Web site at www.bcit.bc.ca/~sott/programs/industrial/powereng/index.htm

**POWR 1210 BOILER OPERATOR
(FIFTH CLASS BOILER ENDORSEMENT)**
Tutorial CRN 24971 Correspondence CRN 24970

POWR 1213 FOURTH CLASS PART A
Tutorial CRN 24966 Correspondence CRN 24965

POWR 1214 FOURTH CLASS PART B
Tutorial CRN 24975 Correspondence CRN 24974

POWR 1215 THIRD CLASS PART A PAPER 1
Tutorial CRN 24981 Correspondence CRN 24980

POWR 1216 THIRD CLASS PART A PAPER 2
Tutorial CRN 24983 Correspondence CRN 24982

POWR 1217 THIRD CLASS PART B PAPER 1
Tutorial CRN 24987 Correspondence CRN 24986

POWR 1218 THIRD CLASS PART B PAPER 2
Tutorial CRN 24989 Correspondence CRN 24988

POWR 1219 SECOND CLASS PART A PAPER 1
Tutorial CRN 24993 Correspondence CRN 24992

POWR 1220 SECOND CLASS PART A PAPER 2
Tutorial CRN 24995 Correspondence CRN 24994

POWR 1221 SECOND CLASS PART A PAPER 3
Tutorial CRN 24997 Correspondence CRN 24996

POWR 1222 SECOND CLASS PART B PAPER 1
Tutorial CRN 25001 Correspondence CRN 25000

POWR 1223 SECOND CLASS PART B PAPER 2
Tutorial CRN 25003 Correspondence CRN 25002

POWR 1224 SECOND CLASS PART B PAPER 3
Tutorial CRN 25005 Correspondence CRN 25004

POWR 1225 FIRST CLASS PART A PAPER 1
Tutorial CRN 25009 Correspondence CRN 25008

POWR 1226 FIRST CLASS PART A PAPER 2
Tutorial CRN 25011 Correspondence CRN 25010

POWR 1227 FIRST CLASS PART A PAPER 3
Tutorial CRN 25015 Correspondence CRN 25014

POWR 1228 FIRST CLASS PART A PAPER 4
Tutorial CRN 25017 Correspondence CRN 25016

POWR 1229 FIRST CLASS PART B PAPER 1
Tutorial CRN 25021 Correspondence CRN 25020

POWR 1230 FIRST CLASS PART B PAPER 2
Tutorial CRN 25023 Correspondence CRN 25022

POWR 1231 FIRST CLASS PART B PAPER 3
Tutorial CRN 25027 Correspondence CRN 25026

POWR 1232 FIRST CLASS PART B PAPER 4
Tutorial CRN 25029 Correspondence CRN 25028

Process, Energy and Natural Resources

GIS Distance Education Course via the Internet

**GIST 7159 COURSE FEE \$395 TEXTBOOK \$55
MAPPING USING MICROSTATION SOFTWARE
(IF REQUIRED) \$340**

Using the Internet, a printed workbook, and MicroStation software, this course introduces students to MicroStation 95/J, a powerful CAD program used worldwide for mapping and GIS. Topics include design plane setup, element placement and symbology, text placement, precision input, and element manipulation. Examples are based on mapping and GIS. For more information at: www.gis.bcit.ca/outlines/7159info.htm.

To register for the Internet course GIST 7159 only, please contact Sharj_Monsma@bcit.ca

For course information, contact Stephanie_Hristovskiy@bcit.ca

Health Sciences

Distance Education provides flexible and accessible alternatives to innovative learning options, at or in the workplace, to:

- benefit those who wish to upgrade or update their knowledge and credentials
- businesses and industries interested in group or industry training or retraining contracts

BCIT School of Health Sciences offers over 200 courses leading to certificates, diplomas, advanced specialty certificates and degrees. For descriptions and details of a selection of these courses, please turn to the School of Health Sciences section on page 45.

Construction

**PPGS 0200
INDUSTRIAL GASFITTER A LICENSE**

Prepares students to write the examination for a Gas Fitter A License and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Provincial Class A examination fee is additional. Prerequisite: Students must have Class B for two years.

| | |
|--------|-----------|
| April | CRN 25087 |
| May | 25088 |
| June | 25089 |
| July | 25090 |
| August | 25091 |

**PPGS 0250
DOMESTIC/COMMERCIAL GASFITTER B LICENSE**
Prepares students to write the examination for a Gas Fitter B License and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration.

| | |
|-------|-----------|
| April | CRN 26341 |
| May | 26347 |
| June | 26348 |
| July | 26349 |
| Aug | 26350 |

Business

For course descriptions and details, please turn to the Business section on page 19.

Bachelor of Technology in Management

- Bachelor of Technology in Management
- Bachelor of Technology in Management, Health Care Specialty

Call today for an information package:

Lower Mainland: 432-8658

Toll free: 1-877-428-8181

or e-mail: mgmtdegr@bcit.ca

Web site: <http://online.bcit.ca/de/MGMT/BTech.html>

<http://online.bcit.ca/de/Mgmt/HlthSpecialty.html>

Business Administration

- Introduction to Business
- Business Law
- Internet Law
- Management
- Economic Issues
- Management Skills and Applications
- Managing Your Career
- Supervisory Skills
- Electronic Commerce Systems
- Organizational Behaviour
- Human Resource Measurement
- Human Resource Management
- Human Resource Planning

Call Wendy Lee at (604) 451-7134 or e-mail Wendy_Lee@bcit.ca
Web site: <http://online.bcit.ca/de/Busadmin.htm>

Electronic Commerce

- Introduction to Electronic Commerce
- Electronic Commerce Systems
- Electronic Data Interchange
- Case Studies in Electronic Commerce
- Online Business Management

Call Wendy Lee at (604) 451-7134 or e-mail Wendy_Lee@bcit.ca
Web site: <http://online.bcit.ca/de/Ecomm.htm>

Financial Management

- Accounting 1
- Accounting 2
- Financial Accounting 1
- Financial Accounting 2
- Cost and Managerial Accounting 1
- Cost and Managerial Accounting 2
- Finance 1
- Finance 2

Call Ruth MacKay at (604) 412-7417 or e-mail Ruth_MacKay@bcit.ca
Web site: <http://online.bcit.ca/de/Finance.htm>

Multimedia

- Weaving The Web - Publishing on the Internet (Level 1)
- Weaving The Web - Publishing on the Internet (Level 2)
- Imaging Technologies for Web Publishing
- Audio and Video Technologies for Web Publishing
- Using Scripting Languages on the Web
- Using New Media on the Web
- Website Management and E-commerce
- Major Project

Call Terri Carde at (604) 451-7032 or e-mail Terri_Carde@bcit.ca
Web site: <http://online.bcit.ca/de/Multimed.htm>

Computing & Information Technologies

Correspondence Course Information

1. You must have the prerequisites required.
2. You may start the course anytime.
3. You may proceed in the course at your own speed, within the number of weeks allowed.
4. Regular assignments are to be submitted for marking and will be returned to you with comments.
5. Examination dates are flexible.
6. Courses completed by correspondence may be included in part-time program.
7. The cost of textbook and materials are included in the course fee.
8. BCIT refund policy permits a refund less 15 per cent for correspondence courses prior to mailing course materials.

CST/PTS currently has two paper based correspondence courses.

For more information about correspondence courses, please see the appropriate section in this flyer or to register for a correspondence courses please call (604) 451-6733.

COMP 1009 \$331

EXPLORING WINDOWS

(Text & Shipping fee included)

Provides understanding of the Windows environment and its relationship with DOS. Using self pacing, the student works through lessons on manipulating Windows, using File Manager, creating Write documents, building batch files and macros, and using the Windows Terminal Accessory to connect to an Internet site and send electronic mail. Prerequisite: None. COMP 0001 recommended. (1.5 credits)

See Correspondence Section for details

| | | | | |
|-------|----------|--------|-----|-----------|
| Apr 9 | Distance | 18 wks | DIS | CRN 23524 |
|-------|----------|--------|-----|-----------|

COMP 1402 \$416

PROGRAMMING CONCEPTS AND METHODS

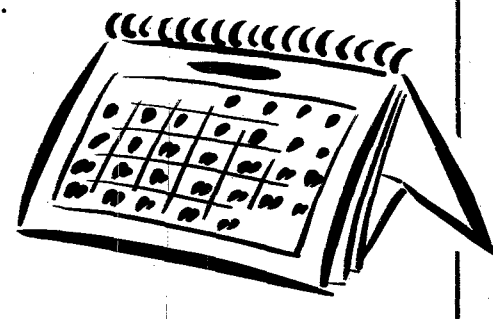
(Text & Shipping fee included)

Covers the principles and concepts of computer programming theory in Distance Education format for those intending to become involved in computer systems and/or programming. Learning outcome and credits are the same as COMP 1401. Prerequisite: COMP (1001 or 1006 or 1009) and 1010 and 1015 and 1020 or Equivalent knowledge. (3 credits) See Correspondence Section for details

| | | | | |
|-------|----------|--------|-----|-----------|
| Apr 9 | Distance | 24 wks | DIS | CRN 27578 |
|-------|----------|--------|-----|-----------|

Register now to avoid disappointment.

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



Electrical and Electronic Trades and Technology

(604) 432-8637

eeinfo@bcit.ca

Class Times and Locations

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

BCIT offers Intermediate Certificates of Technology in its Part-time Studies program. These are designed to award credentials after a certain number of courses have been completed. They are also stepping stones towards completion of a BCIT Diploma of Technology. Please contact the Part-time Studies Coordinator at (604) 432-8785, or e-mail Andrew_Dunop@bcit.ca

Burnaby (BBY) Trades Technical 1830-2130
Burnaby (BBY) Technology 1845-2145

CITX Courses-Computing and Information Technology
ELEX Courses-Electronics Engineering
TELC Courses-Electrical Trades
TELX Courses-Technician

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

SYMBOL: ●

Entry level course for people wishing to participate at an introductory level for personal interest or to enhance career opportunities.

SYMBOL: ■

Course is of interest to those looking to enhance professional development and career opportunities. Participants are generally working in a related field. Some groupings of these courses are packaged into certificate programs.

SYMBOL: ◆

Advanced level courses for continued professional development. Course covers technically complex material

Network Administrator Associate Certificate Program

(604) 432-8637

eeinfo@bcit.ca

The Network Administrator Associate Certificate Program has been developed to meet the growing demand within industry for individuals with comprehensive networking expertise.

This accelerated two-year Part-time Studies program is designed for students familiar with computer systems in the work environment. It will have a practical hands-on approach intended to provide students with the fundamental knowledge needed to design, configure and implement local and wide area networks.

This program will provide hands-on knowledge of major network operating systems, the underlying communication protocols and the supporting network hardware. Students are required to take all of the core courses and then choose one of four operating systems to successfully complete the program.

Required Core Courses

| | |
|------------|--|
| CITX 1140 | LAN Hands-On Level 1* |
| CITX 1141 | LAN Hands-On Level 2* |
| CITX 1150 | Structured Cabling for Computer Networks |
| CITX 1151 | Understanding TCP/IP |
| CITX 1152 | Router Essentials |
| *CITX 1145 | Can be substituted for CITX 1140 and CITX 1141 |

Choose one of the following options

Microsoft Option

| | |
|-----------|--|
| CITX 2160 | Microsoft Windows 2000 Professional |
| CITX 2161 | Microsoft Windows 2000 Server |
| CITX 2162 | Microsoft Windows 2000 Network Infrastructure |
| CITX 2163 | Microsoft Windows 2000 Directory Services Infrastructure |

Novell Option

| | |
|-----------|--|
| CITX 2170 | Novell Netware 5 Administration |
| CITX 2171 | Novell Netware 5 Advanced Administration |
| CITX 2172 | Novell NDS Design and Implementation |
| CITX 2173 | Novell Service and Support |

Linux Option

| | |
|-----------|--------------------------------------|
| CITX 2180 | Linux Installation and Configuration |
| CITX 2181 | Linux System Administration |
| CITX 2182 | Linux Networking |
| CITX 2183 | Linux Security, Ethics and Privacy |

Unix Option

| | |
|-----------|------------------------------|
| CITX 2190 | Unix Fundamentals |
| CITX 2191 | Unix System Administration 1 |
| CITX 2192 | Unix System Administration 2 |
| CITX 2193 | Unix Network Administration |

Networking Essentials

(604) 432-8637

eeinfo@bcit.ca

■ CITX 1140

BBY \$351.50

LOCAL AREA NETWORK-HANDS-ON LEVEL 1

Learn how to set up and configure computer networks. This hands-on, entry-level course introduces the fundamental network concepts required to setup, and configure a network. Training covers both peer to peer and client server applications, as well as network operating systems. Includes server selection, cable and media installation, and performance/system management issues. (3 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Apr 9 | Mon | 1830-2130 | 12 wks | BBY CRN 29305 |
| Apr 10 | Tue | 1830-2130 | 12 wks | BBY 29336 |
| Apr 21 | Sat | 0900-1600 | 6 wks | BBY 50009 |

■ CITX 1141

BBY \$351.50

LOCAL AREA NETWORK-HANDS-ON LEVEL 2

Builds on the topics covered in level 1. Students will expand their knowledge of LANs by examining wide area networking topologies and transmission methods and introduce the most popular network operating systems: Windows NT, Novell Netware and Unix. It will address network security topics and how to troubleshoot and maintain networks. Network design, implementation, planning and management factors will also be discussed. Prerequisite: LAN 1. (3 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Apr 11 | Wed | 1830-2130 | 12 wks | BBY CRN 50011 |
| Apr 12 | Thr | 1830-2130 | 12 wks | BBY 50010 |

■ CITX 1150

BBY \$349

STRUCTURED CABLING FOR COMPUTER NETWORKS

Provides the student with the proper installation and testing procedures used for components of a structured cabling connectivity solution. A thorough explanation of the installation procedures for modular outlets, patch panels, cross connects, fibre optic connectors and splices is included. A hands-on approach is used to familiarize the student with both the products and the approved test equipment. (2 credits)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Apr 11 | Wed | 1830-2130 | 8 wks | BBY CRN 50012 |
|--------|-----|-----------|-------|---------------|

■ CITX 1151

BBY \$349

UNDERSTANDING TCP/IP

This course will provide the student with a thorough understanding of the TCP/IP protocol suite. Key topics include Internetworking, Internet Protocol, Subnetworking the Internet layer, Routing protocols, TCP and UDP, and Application layer protocols. (2 credits)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Apr 24 | Tue | 1830-2130 | 8 wks | BBY CRN 50015 |
|--------|-----|-----------|-------|---------------|

■ CITX 1152

BBY \$351.50 DTC \$349.80

ROUTER ESSENTIALS

This comprehensive course will provide students with the knowledge and skills needed to understand, configure and manage data network routers. The course will provide students with the critical principles required to manage an efficient and stable network infrastructure. Prerequisite: A comprehensive understanding of TCP/IP is required. (3 credits)

| | | | | |
|--------|-----|-----------|-------|---------------|
| May 5 | Sat | 0900-1600 | 6 wks | DTC CRN 50017 |
| Apr 28 | Sat | 0900-1600 | 6 wks | BBY 50016 |

Network+ Technician

(604) 432-8637

eeinfo@bcit.ca

■ CITX 1145

BBY \$ 782.50

NETWORK+ TECHNICIAN

Provides a comprehensive overview of networking technologies and prepares students to write Comp TIA's Network+ certification exam. Covers LAN, Wan, protocols, topologies, transmission media, security and TCP/IP. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues, making it a practical preparation for the real world. Prerequisite: a comprehensive understanding of the PC in a work environment. (6 credits)

| | | | | |
|--------|---------|-----------|--------|---------------|
| Apr 10 | Tue/Thr | 1830-2130 | 12 wks | BBY CRN 50029 |
| Apr 21 | Sat | 0900-1600 | 12 wks | BBY 50030 |

Computer Hardware and Software

(604) 432-8637

eeinfo@bcit.ca

■ CITX 0120

BBY \$551.50

COMPUTER HARDWARE

SETUP CONFIGURATION AND MAINTENANCE

This hands-on course will familiarize the student with the internal hardware construction of a PC. The course covers the various components that make up a multimedia PC platform, troubleshooting and the resolution of configuration issues.

| | | | | |
|--------|---------|-----------|-------|---------------|
| Apr 23 | Mon/Wed | 1830-2130 | 6 wks | BBY CRN 28687 |
|--------|---------|-----------|-------|---------------|

■ ELEX 3314

BBY \$567.50

PC HARDWARE WITH C PROGRAMMING

Designed as a PC based hardware/software course, it consists of programming in the C language into a ready made interface to activate digital and analog I/O. The course includes: Text Screen set up, Bit Manipulation Techniques, Construction of Code that will carry on a dialog with the user, operation of external I/O interfaces, the structure of Personal Computer, interfacing devices to PC buses, Pointers, Command Line Arguments and File Operations. (3 credits)

| | | | | |
|--------|----------|-----------|-------|---------------|
| June 4 | Mon/Tue/ | 0900-1500 | 2 wks | BBY CRN 28663 |
| | Thr/Fri | | | |

■ ELEX 2865

BBY \$445.50

INTRO TO COMPUTER HARDWARE (T)

Assembler and C programming are used for interfacing digital and analogue I/O. Explores ports, buffers, latches, decoding, memory, 8254 timer chip, 8259 programmable interrupt controller, 8250 UART. Prerequisite: COMP 2510, 2720. (4 credits)

| | | | | |
|--------|---------|-----------|-------|---------------|
| June 4 | Mon/Wed | 0830-1230 | 5 wks | BBY CRN 21274 |
| | & Fri | | | |

■ ELEX 2125

BBY \$526.50

C PROGRAMMING (T)

Introduces DOS, and the "C" programming language. Programming assignments are based on engineering applications. Students will document and debug software using available software libraries. (4.5 credits)

| | | | | |
|--------|---------|-----------|-------|---------------|
| May 28 | Mon/Tue | 0830-1230 | 4 wks | BBY CRN 29394 |
| | Thr/Fri | | | |

A+ Technician

(604) 432-8637

eeinfo@bcit.ca

■ CITX 0110

BBY \$777.50

A+ TECHNICIAN

A+ certified technicians possess the knowledge and skills essential for becoming successful computer service technicians. This program covers the hardware and software technologies required in today's workplace and the material examined in the A+ certification exam, including Windows 95, DOS and Networking. Recommend access to a PC with Internet connection.

| | | | | |
|--------|---------|-----------|--------|---------------|
| Apr 9 | Mon/Wed | 1830-2130 | 12 wks | BBY CRN 50007 |
| Apr 21 | Sat | 0900-1600 | 12 wks | BBY 50008 |

Operating Systems

(604) 432-8637

eeinfo@bcit.ca

■ CITX 2160

BBY \$351.50

MICROSOFT WINDOWS 2000 PROFESSIONAL

This hands-on course will teach you all the critical skills necessary to support Windows 2000 Professional and help you manage your network more effectively. You will be able to install, configure, and implement Windows 2000 Professional as your mission critical operating system. (3 credits)

| | | | | |
|-------|-----|-----------|--------|---------------|
| Apr 9 | Mon | 1830-2130 | 12 wks | BBY CRN 50023 |
|-------|-----|-----------|--------|---------------|

■ CITX 2161

BBY \$351.50

MICROSOFT WINDOWS 2000 SERVER

This hands-on class covers all the critical skills necessary to install, configure and implement Windows 2000 Server and help you manage your network more effectively. Students will learn to configure Remote Access Services, integrate legacy software, and troubleshoot and tune Windows 2000 for optimal efficiency. (3 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Apr 11 | Wed | 1830-2130 | 12 wks | BBY CRN 50024 |
|--------|-----|-----------|--------|---------------|

CISCO Certified Network Associate (CCNA™)

(604) 432-8637

eeinfo@bcit.ca

Get connected by learning networking skills that enable communications around the world!

The Cisco Certified Networking Academy Program is a complete, four-semester program providing instruction that will enable you to design, build and maintain small-to medium-sized networks in regional, national and global organizations.

The program features hands-on, project-driven training that covers a broad range of topics, from basic networking skills such as pulling cable to more complex concepts such as applying advanced troubleshooting tools.

Upon successful completion of Levels 1-4 of the program, you are eligible to earn Cisco Certified Network Associate (CCNA™) certification. Once earned, you will be ready for a career in current and emerging technologies where there is a high-demand for qualified applicants.

■ CITX 1160

BBY \$1,150 DTC \$1,148.30

CISCO NETWORKING - LEVEL 1

Designed to provide students with experience in current and emerging networking technology. Students will learn invaluable Network problem solving techniques and concepts. Instruction will cover LANs, WANs, routers, router programming, networking, network standards, network terminology and protocols, the OSI model, cabling, cabling tools, star topology and IP addressing. Prerequisite: A strong interest and aptitude for computer applications and networks. Must have access to a multimedia capable PC.

| | | | | |
|--------|---------|-----------|--------|---------------|
| Apr 10 | Tue/Thr | 1730-2030 | 12 wks | DTC CRN 50018 |
| Apr 21 | Sat | 0900-1600 | 12 wks | BBY 50019 |

■ CITX 2060

BBY \$1,150 DTC \$1,148.30

CISCO NETWORKING - LEVEL 2

Covers topics from Level 1 in greater depth and includes additional instruction in dynamic routing, routing and the network administrator's role and function, Ethernet, Token Ring, routing type encounters and TCP/IP Addressing Protocol. Additional areas of coverage are Cisco ISO software commands, connection and connectionless network service, management of configuration files, ICMP, backup and upgrade of Cisco Software image, RIP routing and IGRP routing. Prerequisite: Cisco Networking Level 1.

| | | | | |
|-------|---------|-----------|--------|---------------|
| Apr 9 | Mon/Wed | 1830-2130 | 12 wks | BBY CRN 50020 |
| Apr 9 | Mon/Wed | 1730-2030 | 12 wks | DTC 50021 |



■ CITX 2061

\$1,150

CISCO NETWORKING - LEVEL 3

Instruction extends the students' knowledge and practical experience with switches, LANs, WANs and Virtual Local Area Networks (VLANs) design, configuration and maintenance. Students develop practical experience in skills related to Internetwork Packet Exchange (IPX) routing and Interior Gateway Routing Protocol (IGRP) protocols, configuring LANs, WANs, and Novell networks and network troubleshooting. Prerequisite: Cisco Networking Level 2.

| | | | | |
|--------|---------|-----------|--------|---------------|
| Apr 10 | Tue/Thr | 1830-2130 | 12 wks | BBY CRN 50022 |
|--------|---------|-----------|--------|---------------|



■ CITX 2062

\$1,150

CISCO NETWORKING - LEVEL 4

Introduces and extends the students' knowledge and practical experience with Wide Area Networks (WANs), LAMP, Integrated Services Data Networks (ISDN) protocols, reference points and channels, Point-to-Point Protocol (PPP) operations, Frame Relay design and configuration and network Troubleshooting. Upon completion, student is prepared for Certified Cisco Network Associate (CCNA) designation. Prerequisite: Cisco Networking Level 3. Level 4 offered in subsequent semesters.

Nortel Networks Netknowledge

(604) 432-8637

eeinfo@bcit.ca

Get real-world post-secondary training for the networked economy.

In only four semesters, this program will help you comprehend and become competent in the basic components of Internetworking including routing, switching, integrated networks and emerging technologies. Each course addresses student outcomes of five areas: technical knowledge, product competencies, problem solving, communication, human relationship skills, and employment skills. NetKnowledge also provides real business case studies in which students solve networking problems in true-life situations.

After completion of this four semester program students receive a NetKnowledge Certificate.

Come take this technologically up-to-date and futuristic program and learn about emerging technologies and the future of networking.

For full program details please call 432-8769 or visit www.bcit.ca/~ee



ELECTRICAL & ELECTRONICS

New Program in Computer and Digital Systems Design

(604) 432-8637

eeinfo@bcit.ca

The proposed Computer and Digital Systems Design program has been developed for learners who have strong problem-solving skills and an above average work ethic. This program would be of particular interest to persons currently employed in the high-tech sector. The condensed time frame would be well suited to people wishing to enhance career opportunities.

After successful completion of this accelerated program, students will be awarded an Associate Certificate in Computer and Digital Systems Design pending final program approval.

Along with the six core courses the certificate requires successful completion of 17 credits in Mathematics, English and Physics. This new format makes it possible for a motivated learner to complete the program in as little as one year. Each of the core courses are 3 credits with a passing grade of 60%.

Academic prerequisites are: Math 12, English 12, Physics 11 with a C+ minimum and a B average. Entry to the program will be contingent upon successful completion of an entrance exam. Contact Part-time Studies Coordinator for details at Andrew_Dunlop@bcit.ca

The Courses:

Six courses make up the computer/digital portion of the program. Three were offered in January 2001, the next three will come on-stream in September 2001.

Core Courses

| | |
|-----------|---|
| ELEX 1150 | DC/AC Circuits and Switch Logic |
| ELEX 1151 | Computer Architecture |
| ELEX 1152 | CADD and PCB Design |
| ELEX 2153 | Digital Signals and Processing |
| ELEX 2154 | Signal Transmission and Data Communications |
| ELEX 2155 | Systems Design Project |

In addition, the following Three courses are required.

| | |
|-----------|-------------------------------------|
| MATH 1431 | Technical Math for Electronics |
| PHYS 1143 | Physics for Electronics 1 |
| COMM1143 | Technical Writing 1 for Electronics |

Contact Program Head for scheduling of these three courses. E-mail Andrew_Dunlop@bcit.ca or call 432-8785

Note: FINAL APPROVAL OF THIS PROGRAM IS PENDING. Please contact Andrew_Dunlop@bcit.ca, or call 432-8785 for updated information.

Electrical and Electronics General

(604) 432-8637

eeinfo@bcit.ca

ELEX 2120 (T)

BBY \$631.50

ELECTRONIC CIRCUITS 1 (T)

Introduction to semi-conductor circuits. Topics include bipolar and field-effect transistor devices and circuits for use in various current and voltage amplifier configurations. Students will also study oscillators; power amplifiers; power supplies and switching devices. Prerequisites: MATH 1431, ELEX 1105. (7 credits)

| | | | |
|--------|--------------------|-------|---------------|
| June 4 | Mon/Tues/0900-1600 | 4 wks | BBY CRN 50004 |
| Th/Fr | | | |

TELX 0157

BBY \$397.50

INTRODUCTION TO PHOTOVOLTAICS

Course is designed for anyone interested in the practical application of photovoltaic technology and will introduce all the components used in photovoltaic systems. Prerequisite: Basic knowledge of electricity is necessary.

| | | | | |
|--------|---------|-----------|-------|---------------|
| Apr 10 | Tue/Thr | 1830-2130 | 6 wks | BBY CRN 50006 |
|--------|---------|-----------|-------|---------------|

Introduction to Electronics

(604) 432-8637

eeinfo@bcit.ca

TELX 0175, 0176, 0177 AND 0178

This short-term program is intended for those who require a basic working knowledge of electronics for their jobs, or those who want to learn more about electronics. A Statement of Completion in Electronics (Basics) will be issued to students who successfully complete the following four courses: TELX 0176, 0177 & 0178 will be offered in consecutive terms.

TELX 0175

BBY \$556.50

ELECTRONICS: PASSIVE DEVICES

Focuses on the basic elements of electronics covering DC and AC circuits, introducing the concepts of voltage, current, resistance, series and parallel circuits, Ohm's Law, power, frequency, resonance, impedance and phase shift. Apply theory to construct circuits and prove the theory by making electrical measurements using standard test equipment.

| | | | | |
|--------|---------|-----------|--------|---------------|
| Apr 10 | Tue/Thr | 1830-2130 | 10 wks | BBY CRN 20920 |
|--------|---------|-----------|--------|---------------|

Electrical Upgrading and Code

(604) 432-8637

eeinfo@bcit.ca

The following courses are designed for persons working in the electrical trade.

TELX 0105

BBY \$574.50

ELECTRICAL I.P./T.Q. EXAM REFRESHER

Designed for electricians preparing to write I.P./T.Q. Exam. Students must have approved electrical work experience. Approval must be obtained from the ITAC area office nearest to you before registering. Prerequisite: Knowledge of wiring methods and terminology. Textbook is the current edition of the Canadian Electrical Code Part I.

| | | | | |
|-------|---------|-----------|--------|---------------|
| Apr 9 | Mon/Wed | 1830-2130 | 10 wks | BBY CRN 20836 |
|-------|---------|-----------|--------|---------------|

TELX 0107

BBY \$402.50

ELECTRICAL CODE

Wanting to become a Registered Rep. or write the Accredited Rep. Exam? This course covers all sections of the Canadian Electrical Code including the latest Bulletins and B.C. Amendments as well as the Electrical Safety Regulation. It is ideal for electricians specializing in commercial, industrial and high voltage installations. The course and instructor are recognized by the Electrical Safety Program.

| | | | | |
|--------|---------|-----------|--------|---------------|
| Apr 9 | Mon/Wed | 1830-2100 | 10 wks | BBY CRN 20834 |
| Apr 10 | Tue/Thr | 1830-2100 | 10 wks | BBY 24848 |

TELX 0113

BBY \$352.50

ENTERTAINMENT INDUSTRY CODE (LE/FE)

Designed for those persons doing Electrical work in the entertainment industry. This course follows the Electrical Safety Branch guidelines and prepares the student to write the LE or FE code exam. Prerequisite: experience with three phase electrical systems. A current edition of the Canadian Electrical Code is required.

| | | | | |
|--------|-----|-----------|-------|---------------|
| Apr 21 | Sat | 0900-1500 | 5 wks | BBY CRN 27579 |
|--------|-----|-----------|-------|---------------|

TELX 0119

BBY \$327.50

MATH FOR ELECTRICIANS

This upgrading course is designed for Electrical Apprentice students requiring additional math study. This tutorial course will cover the math required in years one, two and three of the Electrical Apprenticeship Program. Students will spend approximately 60 hours in class.

| | | | | |
|--------|---------|-----------|--------|---------------|
| Apr 24 | Tue/Thr | 1830-2130 | 10 wks | BBY CRN 50005 |
|--------|---------|-----------|--------|---------------|

Data Cabling and Wiring

(604) 432-8637

eeinfo@bcit.ca

TELX 0130

BBY \$568.50

TELECOM STRUCTURED CABLING SYSTEMS

Hands-on installation, testing of data and voice circuits using unshielded twisted pair cable (U.T.P.), RJ-11, RJ-12, and RJ-45 connection as well as BIX, R-66 and 110 type terminal blocks, level three, four and five data circuits will also be installed. Testing using state-of-the-art FLUKE equipment.

| | | | | |
|--------|---------|-----------|------|---------------|
| Apr 10 | Tue/Thr | 1830-2130 | 5wks | BBY CRN 21420 |
|--------|---------|-----------|------|---------------|

TELX 3311

BBY \$1097.50

FIBER OPTICS (T)

Will be offered in the Fall term of 2001.

Telecommunications

(604) 432-8637

eeinfo@bcit.ca

ELEX 3525 (T)

BBY \$601.50

DATA COMMUNICATIONS

History and Overview of Datacom; Protocols; Terminal and Communications Equipment; Messages, Codes and Transmission Channels; Asynchronous Modems, Synchronous Transmission, modulation, PC Communications and Programming, DSL, Cable Modems. Prerequisites: ELEX 2125 or C programming knowledge, ELEX 2115, ELEX 2120. (5.5 credits)

| | | | | |
|-------|----------|-----------|-------|---------------|
| Jun 4 | Mon/Tue/ | 0900-1500 | 4 wks | BBY CRN 28614 |
| | | | | Thr/Fri |

TELX 0130

BBY \$568.50

TELECOM STRUCTURED CABLING SYSTEMS

Provides hands-on installation and testing of data and voice circuits using unshielded twisted pair cable (U.T.P.), RJ-11, RJ-12, and RJ-45 connection as well as BIX, R-66 and 110 type terminal blocks. Level three, four and five data circuits will also be installed. Extensive testing using state-of-the-art FLUKE equipment.

| | | | | |
|--------|---------|-----------|------|---------------|
| Apr 10 | Tue/Thr | 1830-2130 | 5wks | BBY CRN 21420 |
|--------|---------|-----------|------|---------------|

TELX 0116

BBY \$350

STRUCTURED CABLING SYSTEMS

This course is designed to provide basic training in structured cabling systems for contractors installing structured cabling systems in the Province of British Columbia.

| | | | | |
|--------|---------|-----------|--------|---------------|
| May 12 | Sat/Sun | 0800-1800 | 2 days | BBY CRN 50141 |
| Jun 9 | Sat/Sun | 0800-1800 | 2 days | BBY 50002 |
| Jun 16 | Sat/Sun | 0800-1800 | 2 days | BBY 50003 |

Industrial Networking Seminars

(604) 432-8637

eeinfo@bcit.ca

BCIT proudly presents two seminars in conjunction with Artemis Industrial Networking, prior to the IEEE's Advanced Process Control Applications 2001 workshop. Delivered by Eric Byres, an experienced, award-winning professional engineer, the seminars will provide a broad perspective on industrial networking and fieldbus technologies. The sessions are practical, comprehensive and interactive, ideally suited for E/I supervisors, superintendents, engineers or anyone in charge of industrial networks.

*For more promotional information please call (604) 432-8769 or check our Web site www.bcit.ca/~ee

CITX 0111

EXECUTIVE INN RICHMOND \$350

BASICS OF INDUSTRIAL ETHERNET

\$350 if registering for one day prior to April 16, 2001

| | | | | |
|--------|-----|-----------|-------|--------------------------|
| Apr 30 | Mon | 0830-1630 | 1 day | RCH Register at 432-8769 |
|--------|-----|-----------|-------|--------------------------|

CITX 0112

EXECUTIVE INN RICHMOND \$350

CHOOSING THE RIGHT BUS

\$350 if registering for one day prior April 16, 2001

| | | | | |
|-------|-----|-----------|-------|--------------------------|
| May 1 | Tue | 0830-1630 | 1 day | RCH Register at 432-8769 |
|-------|-----|-----------|-------|--------------------------|

CITX 0111

EXECUTIVE INN RICHMOND \$300

BASICS OF INDUSTRIAL ETHERNET

\$300 if registering for two days prior to April 16, 2001

| | | | | |
|--------|-----|-----------|--------|--------------------------|
| Apr 30 | Mon | 0830-1630 | 1 days | RCH Register at 432-8769 |
|--------|-----|-----------|--------|--------------------------|

CITX 0112

EXECUTIVE INN RICHMOND \$300

CHOOSING THE RIGHT BUS

\$300 if registering for two days prior April 16, 2001

| | | | | |
|-------|-----|-----------|--------|--------------------------|
| May 1 | Tue | 0830-1630 | 1 days | RCH Register at 432-8769 |
|-------|-----|-----------|--------|--------------------------|

CITX 0111

EXECUTIVE INN RICHMOND \$375

BASICS OF INDUSTRIAL ETHERNET

\$375 if registering for one day after April 16, 2001

| | | | | |
|--------|-----|-----------|--------|--------------------------|
| Apr 30 | Mon | 0830-1630 | 1 days | RCH Register at 432-8769 |
|--------|-----|-----------|--------|--------------------------|

CITX 0112

EXECUTIVE INN RICHMOND \$375

CHOOSING THE RIGHT BUS

\$375 if registering for one day after April 16, 2001

| | | | | |
|-------|-----|-----------|--------|--------------------------|
| May 1 | Tue | 0830-1630 | 1 days | RCH Register at 432-8769 |
|-------|-----|-----------|--------|--------------------------|

CITX 0111

EXECUTIVE INN RICHMOND \$350

BASICS OF INDUSTRIAL ETHERNET

\$350 if registering for two days seminars after April 16, 2001

| | | | | |
|--------|-----|-----------|--------|--------------------------|
| Apr 30 | Mon | 0830-1630 | 1 days | RCH Register at 432-8769 |
|--------|-----|-----------|--------|--------------------------|

CITX 0112

EXECUTIVE INN RICHMOND \$350

CHOOSING THE RIGHT BUS

\$350 if registering for two days after April 16, 2001

| | | | | |
|-------|-----|-----------|--------|--------------------------|
| May 1 | Tue | 0830-1630 | 1 days | RCH Register at 432-8769 |
|-------|-----|-----------|--------|--------------------------|

Programmable Logic Controllers and Industrial Control

(604) 432-8637

eeinfo@bcit.ca

TELX 0186

BBY \$529.50

PROGRAMMABLE LOGIC CONTROLLERS 1

Covers the basic knowledge required to operate a programmable logic controller (PLC). Overview and advantages of PLC's, installation, hardware requirements, peripheral devices, system operation and hands-on programming to relay replacement level using industry accepted software. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.

| | | | | |
|--------|---------|-----------|-------|---------------|
| Apr 10 | Tue/Thr | 1830-2130 | 6 wks | BBY CRN 27574 |
|--------|---------|-----------|-------|---------------|

TELX 0182

BBY \$441.50

PROGRAMMABLE CONTROLLERS 2

Provides hands-on training in the use of dedicated programming software. Explores the power of the PLC, data manipulation, math routines and data comparison instructions. Prerequisite: TELX 0186 and a good working knowledge of DOS.

| | | | | |
|--------|---------|-----------|-------|---------------|
| May 22 | Tue/Thr | 1830-2130 | 5 wks | BBY CRN 20823 |
|--------|---------|-----------|-------|---------------|

Microprocessors

(604) 432-8637

eeinfo@bcit.ca

ELEX 3305

BBY \$631.50

MICROCONTROLLER SYSTEMS 1 (T)

Applies the knowledge in ELEX 1115/2115 to perform a detailed study of a microcontroller system. Includes internal architecture, memory devices, machine/assembly/high level language programming of an operating system, software development tools, input and output ports. Prerequisite: ELEX 2125, or 2115, 3320 or 3515, or 3205 or equivalent.

| | | | | |
|-------|----------|-----------|-------|---------------|
| Jun 4 | Mon/Tue/ | 0900-1500 | 4 wks | BBY CRN 28609 |
| | | | | Thr/Fri |

Diploma Transfer Courses

(604) 432-8637

eeinfo@bcit.ca

ELEX 2120

(7 CREDITS)

ELECTRONIC CIRCUITS (T)

(4.5 CREDITS)

ELEX 2125

(4.5 CREDITS)

C PROGRAMMING (T)

(4 CREDITS)

ELEX 2865

(4 CREDITS)

INTRO TO COMPUTER HARDWARE (T)

(7 CREDITS)

ELEX 3305

(7 CREDITS)

MICROCONTROLLER SYSTEMS 1

(3 CREDITS)

ELEX 3314

(3 CREDITS)

PC HARDWARE WITH C PROGRAMMING

(5 CREDITS)

ELEX 3525)

(5 CREDITS)

DATA COMMUNICATIONS (T)

Industry Services

In addition to the part-time courses offered in Electrical and Electronic Technology, we also offer a broad range of courses for industry through our Industry Services department. For more information on how we can help you achieve your training goals, please contact:

Sandy Shaw, Manager-Business Development
Electrical and Electronic Programs
(604) 432-8728

Bachelor of Technology in Electronics

(604) 432-8637

eeinfo@bcit.ca

For more information on the Bachelor of Technology in Electronics, please see page 12.

School of Health Sciences

www.health.bcit.ca
Health Sciences courses begin April 2. Register now!
Programs and Contacts

BCIT School of Health Sciences provides access to lifelong learning through a diversity of part-time, distance and online programs at certificate, diploma, advanced certificate, and bachelor (see page 15) degree levels.

Health Care Management
For complete program requirements and course descriptions of the following programs, request the Health Care Management course offerings booklet by calling (604) 451-7117 or (1-800) 663-6542 x7117 or visit our Web site at www.health.bcit.ca to download a PDF version of the booklet.

Health Care Management
Clinical Research - On-line, Part-time (Advanced Specialty Certificate)(604) 451-7112
Bubby_Grewal@bcit.ca

Health Care Management (Certificate)(604) 451-7117
Jennifer_Perry@bcit.ca

Health Care Quality Management (Advanced Specialty Certificate)(604) 451-7117
Jennifer_Perry@bcit.ca

Health Information Systems Technology - Online (Advanced Specialty Certificate) (604) 451-7112
Bubby_Grewal@bcit.ca

Health Technology Management - Online (Advanced Specialty Certificate) (604) 451-7112
Bubby_Grewal@bcit.ca

Bachelor of Technology in Management Health Specialty(604) 432-8658

Health Technologies
For complete program requirements and course descriptions of the following programs, request the Health Technologies course offerings booklet by calling (604) 432-8727 or (1-800) 663-6542 x 8727 or visit our Web site at www.health.bcit.ca to download a PDF version of the booklet.

Adult Echocardiography (Post-diploma Advanced Certificate)(604) 451-7117
Jennifer_Perry@bcit.ca

Basic Health Sciences(604) 432-8727
Victoria_Banham@bcit.ca

Cardiology (Diploma)(604) 451-7137
Teana_Wong@bcit.ca

Cardiovascular (Post-diploma Diploma)(604) 451-7137
Teana_Wong@bcit.ca

Medical Imaging - (Post-diploma Advanced Certificate and Degree)(604) 432-8727
Victoria_Banham@bcit.ca
Computed Tomography
Magnetic Resonance Imaging
Breast Imaging

Nuclear Medicine (Post-diploma Continuing Education)(604) 432-8727
Victoria_Banham@bcit.ca

Occupational Health and Safety (Certificate, Diploma)(604) 432-8429
Diane_Pollock@bcit.ca

Specialty Nursing
For complete program requirements and course descriptions of the following programs, request the Nursing and Specialty Nursing course offerings booklet by calling (604) 451-7094 or (1-800) 663-6542 x 7094 or visit our Web site at www.health.bcit.ca to download a PDF version of the booklet.

Bachelor of Technology in Specialty Nursing(604) 451-7078
Leighanne_MacKenzie@bcit.ca

Critical Care(604) 451-7103
Joan_Nielsen@bcit.ca

Emergency, Nephrology(604) 451-7094
Maya_Heskia@bcit.ca

Neonatal, Pediatric, Pediatric Critical Care, Perinatal(604) 432-8982
Sheila_Torgerson@bcit.ca

Occupational Health Nursing, Perioperative, Registered Nurse First Assistant ..(604) 451-7102
Michelle_Vetter@bcit.ca

For information or to request brochures detailing courses offered in School of Health Sciences Part-time Studies programs not listed above e-mail: health@bcit.ca or call toll-free 1-800-663-6542. Register by calling (604) 451-6733, by visiting the BCIT registration Web site at www.bcit.ca/admissions_home.htm, or by visiting the Registration office at the Burnaby campus.

Note that the School of Health Sciences has a large number of diverse courses and programs and space limitations do not allow for full descriptions of all courses. For detailed program information, please visit our Web sites at www.bcit.ca and www.health.bcit.ca. For full course details and descriptions, please refer to the BCIT Web site at http://courses.bcit.ca and search by keyword. Enter the course prefix (e.g. BHSC) and number (e.g., 0100) separated by a space in the "keyword" field.

All tuition and text fees are subject to change without prior notice. Tuition fees for distance courses include a student activity fee. A classroom fee is levied for courses on campus. A shipping and handling fee of \$10 is charged in some fees for ordering, maintaining inventory, handling and shipping course materials.

All courses begin the week of April 2, 2001 and run for 12 weeks unless otherwise noted. Please check your Course Material and Contact Information receipt for tutor information for distance education courses.

Course Delivery Options
Health Sciences courses are delivered in a number of formats to provide you with ease of access and flexibility to suit your schedule. For further information on the following options, contact the appropriate program area above.

- Challenge
 - Compressed Timeframe Program (Specialty Nursing and Medical Imaging)
- Classroom
(weekend or evenings)

Clinical
- Guided Learning

Online

Basic Health Sciences

Offers you a variety of core courses in health-related human biology and behavioural science. For students enrolled in BCIT's dayschool or Part-time Studies programs. Specific courses may also be program requirements for specific technologies. Each course is designed to support the competencies required in the technology, and is tailored to the learning needs and backgrounds of those students.

BHSC 0100 HUMAN BIOLOGY **FEE \$262.50 + TEXT \$85**
The BCIT Nursing program accepts this course as satisfying their Biology 12 requirement. BHSC 0100 carries no laboratory component. Non-credit.
Apr 9 Mon 1845-2145 BBY CRN 29672

BHSC 1117 ANATOMY AND PHYSIOLOGY 1: CARDIOLOGY **FEE \$246**
(3 credits) CRN 26574

BHSC 2217 ESSENTIALS OF ANATOMY AND PHYSIOLOGY **FEE \$246 + TEXT \$90 + S&H \$10**
This course is required in BCIT's Cardiology programs.
Prerequisite: BHSC 1117. (3 credits) CRN 27362

BHSC 3202 PATHOPHYSIOLOGY FOR CARDIOLOGY **FEE \$328 + TEXT \$76 + S&H \$10**
Prerequisites: BHSC 1117, CARD 1101. (4 credits) CRN26491

BHSC 3302 CARDIAC PATHOPHYSIOLOGY **FEE \$410 + TEXT \$61 + S&H \$10**
Prerequisites: BHSC 1102, BHSC 2202 (5 credits) CRN 22741

BHSC 7601 SECTIONAL ANATOMY OF THE ABDOMEN AND PELVIS **FEE \$450 + TEXT \$72 + S&H \$10**
(3 credits) CRN 25954

BHSC 7602 SECTIONAL ANATOMY OF THE THORAX **FEE \$450 + TEXTS \$72 + \$30+ S&H \$10**
Designed for all Medical Imaging technologists. (3 credits) CRN 25956

BHSC 7603 SECTIONAL ANATOMY OF THE HEAD AND NECK **FEE \$450 + TEXT \$72 + S&H \$10**
(3 credits) CRN 27435

BHSC 7604 SECTIONAL ANATOMY OF THE MUSCULOSKELETAL SYSTEM **FEE \$450 + TEXT \$50 + \$32 + S&H \$10**
For MR and CT technologists. (3 credits) CRN 25958

Biomedical Engineering Technology

For information on dates, locations and fees for the following workshop courses offered on demand, please contact program head Anthony Chan at (604) 432-8994, Anthony.Chan@bcit.ca, or check the Biomedical Engineering Web site at www.health.bcit.ca/biomed/ for up-to-date course and program announcements.

ON-DEMAND COURSES
BMET 0905 DIGITAL IMAGE ACQUISITION AND PROCESSING **FEE \$246 + TEXT \$75 + S&H \$10**
Two-day workshop. (non-credit)

BMET 0906 MEDICAL LASERS: FUNDAMENTALS, SAFETY AND SERVICE (non-credit)

BMET 0908 INTRODUCTION TO SERVICING MEDICAL RADIOGRAPHIC EQUIPMENT
Three-day hands-on workshop. (non-credit)

BMET 0909 PRACTICAL ASPECTS OF MEDICAL X-RAY FLUOROSCOPY
Two-day workshop. (non-credit)

REGULARLY SCHEDULED COURSES
BMET 1107 BASIC CARDIAC INSTRUMENTATION AND ELECTRICITY **FEE \$164 + TEXT \$TBA**
(2 credits) CRN 26492

BMET 7101 MEDICAL TECHNOLOGY MANAGEMENT PRACTICE **FEE \$450**
Analyze and evaluate the needs and processes in the management of medical technology in different phases of the technology life cycle. (3 credits) CRN 29827

Cardiology/Cardiovascular Technology

Cardiology Technology is designed to fulfill the need for trained technologists skilled in a variety of non-invasive diagnostic cardiology procedures. Cardiovascular Technology offers the working technologist or nurse an opportunity to advance their educational awareness in the highly specialized field of invasive cardiovascular technology. These programs are designed to provide for course-by-course registration for those wishing to acquire specific skills and knowledge.

BHSC 1117 ANATOMY AND PHYSIOLOGY 1: CARDIOLOGY
See Basic Health Sciences CRN 26574

BHSC 2217 ANATOMY AND PHYSIOLOGY
See Basic Health Sciences CRN 27362

BHSC 3202 PATHOPHYSIOLOGY FOR CARDIOLOGY
See Basic Health Sciences CRN 26491

BHSC 3302 CARDIAC PATHOPHYSIOLOGY
See Basic Health Sciences CRN 22741

BMET 1107 BASIC CARDIAC INSTRUMENTATION AND ELECTRICITY
See Biomedical Engineering CRN 26492

CARD 1101 INTRODUCTION TO CARDIOLOGY **FEE \$328 + TEXT \$47 + S&H \$10**
Review of normal cardiac anatomy and physiology.
Prerequisites: BHSC 1117 (4 credits) CRN 26494

CARD 1103 MEDICAL TERMINOLOGY **FEE \$82 + CD-ROM & COURSE BOOK \$68 + S&H \$10**
Supported by a course guide, printed manual and CD-ROM courseware. (1 credit) CRN 27369

CARD 1285 COMMUNICATION FOR ALLIED HEALTH PROFESSIONALS **FEE \$246**
Prerequisite: English 12. (3 credits) CRN 27378

CARD 2201 ECG INTERPRETATION **FEE \$246 + TEXTS \$75 + \$62 + S&H \$10**
Prerequisites: BHSC 1117 and BMET 1107 and CARD 1101 (3 credits) CRN 27380

CARD 2202 CARDIOLOGY DIAGNOSTIC TESTING METHODOLOGY **FEE \$246**
Prerequisites: BMET 1107 and CARD 1101 and CARD 2201 (3 credits) CRN 27384

CARD 3205 INTRODUCTION TO HEALTH INFORMATICS **FEE \$246 + TEXT \$112 + S&H \$10**
(3 credits) CRN 27388

CARD 3280 INTRODUCTION TO CARDIAC REHABILITATION **FEE \$246 + TEXT \$105 + S&H \$10**
(3 credits) CRN 27390

CARD 3360 CARDIAC PHARMACOLOGY **FEE \$246 + TEXTS \$71 + \$85 + S&H \$10**
Prerequisites: BHSC 3202 or BHSC 3302 (3 credits) CRN 23408

CARD 4202 CONCEPTS IN EXERCISE TOLERANCE TESTING **FEE \$164 + TEXT \$87 + S&H \$10**
Prerequisites: CARD 2201, CARD 2202, CARD 3330, CARD 3360. (2 credits) CRN 29668

CARD 4330 CARDIAC CATHETERIZATION: PRINCIPLES AND PRACTICE **FEE \$410 + TEXT \$89 + S&H \$10**
Prerequisites: CARD 3330 and BHSC 3302 (5 credits) CRN 23411

NMED 1117 BASIC VENIPUNCTURE FOR ALLIED HEALTH PROFESSIONS **FEE \$82 + CD-ROM \$45 + MANUAL \$10 + S&H \$10**
For students of allied health training programs or allied health practitioners who have not yet received training in venipuncture. Lab component included. (1 credit) CRN 26224

Occupational Health & Safety (OH&S)

The Occupational Health & Safety certificate program will appeal to people who work in, or have an interest in this field. Core courses may be credited towards the BCIT full-time diploma program.

NEW **OCHS 3451 OCCUPATIONAL DISEASES** **FEE \$246 + TEXT \$101.65**
(3 credits) First term offered in a distance education format. CRN 29644

NEW **OCHS 5120 DISABILITY MANAGEMENT** **FEE \$246 + TEXT TBA + S&H \$10**
(3 credits) First term offered in a distance education format. For advocates of return to work opportunities for injured workers. CRN 29645

REGULARLY SCHEDULED COURSES
OCHS 1144 OH&S LEGISLATION **FEE \$328**
(4 credits) CRN 28556

OCHS 1161 PRINCIPLES OF LOSS MANAGEMENT **FEE \$410 + TEXT \$117 + S&H \$10**
(5 credits) CRN 20393

OCHS 1262 HAZARDOUS MATERIALS MANAGEMENT **FEE \$328 + TEXT \$89 + S&H \$10**
(4 credits) CRN 22678

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| | OCHS 1300 ERGONOMICS (3 credits) | FEE \$246 + TEXT \$169 + S&H \$10 | CRN 28557 |
| | OCHS 1410 FIRE EXTINGUISHER SERVICE TECHNICIAN Meets City of Vancouver bylaw requiring certification of fire extinguisher technicians. ASTT certification upon successful completion. (1.5 credits) | FEE \$215 + LAB FEE \$84 | CRN 27637 |
| | OCHS 1461 FIRE PREVENTION 1 (3 credits) | FEE \$246 | CRN 28558 |
| | OCHS 1462 FIRE PREVENTION 2 Prerequisite: OCHS 1461-Fire Protection 1. (3 credits) | FEE \$246 | CRN 28559 |
| | OCHS 1463 FIRE PROTECTION 3 (SECURITY SYSTEMS) (1.5 credits) | FEE \$123 | CRN 28560 |
| | OCHS 1500 TDG: TRAIN THE TRAINER, TRANSPORTATION OF DANGEROUS GOODS Three-level instructor certificate program providing skills needed to develop and deliver an in-house TDG training program. (3 credits) | FEE \$1010.50 | CRN 28109 |
| | OCHS 3359 RISK MANAGEMENT (3 credits) | FEE \$246 | CRN 28561 |
| | OCHS 3372 SAFETY IN THE WORKPLACE (3 credits) | FEE \$246 | CRN 28887 |
| | OCHS 5109 EMERGENCY PREPAREDNESS/ + \$50 VIDEO + S&H \$10 EMERGENCY RESPONSE (3 credits) | FEE \$246 + TEXTS: \$39 | CRN 20798 |
| | OCHS 5120 DISABILITY MANAGEMENT (3 credits) | FEE \$260.50 | CRN 29173 |

WorkSafe Courses

Each of these eight-hour courses was designed by the Workers' Compensation Board of B.C., and is worth 0.5 credit applicable towards the elective component of the Occupational Health and Safety Certificate. WorkSafe courses are offered at the BCIT campus, but can also be delivered at your place of work.

Now available! Visit www.health.bcit.ca/ochs/worksafe.htm.

| | | | | |
|--|--|--|----------|-----------|
| | | OCHS 1001 WORKSAFE JOHS COMMITTEE/REPRESENTATIVE Open Registration. WCB legislation, roles and functions of JOHS committees and worker representatives. This course has open registration and allows one year for completion. The 8 modules can be completed individually or with a group. A WorkSafe Certificate is provided on successful completion. (1 credit) | FEE \$80 | CRN 29753 |
|--|--|--|----------|-----------|

All WorkSafe courses listed below are offered on demand.

Further info: (604) 432-8429 or (1-800) 663-6542 x8429.

For courses conducted at the employer's premises, the fee is \$1,100 for a maximum of 18 participants.

| | | |
|--|--|----------|
| | OCHS 1001 OCCUPATIONAL HEALTH AND SAFETY COMMITTEE TRAINING | FEE \$88 |
| | OCHS 1002 OCCUPATIONAL HEALTH AND SAFETY IN SMALL BUSINESS | FEE \$88 |
| | OCHS 1003 HAZARD RECOGNITION AND CONTROL | FEE \$88 |
| | OCHS 1004 PREVENTING VIOLENCE IN THE WORKPLACE | FEE \$88 |
| | OCHS 1005 SUPERVISOR SAFETY MANAGEMENT | FEE \$88 |
| | OCHS 1006 INVESTIGATING & CONTROLLING STRAINS AND SPRAINS | FEE \$88 |
| | OCHS 1007 INCIDENT INVESTIGATION & SAFETY INSPECTION WORKSHOP | FEE \$88 |

Nuclear Medicine Technology

| | | | |
|--|--|---|-----------|
| | NMED 1117 BASIC VENIPUNCTURE FOR ALLIED HEALTH PROFESSIONS For students of allied health training programs or allied health practitioners who have not yet received training in venipuncture. Lab component included. (1 credit) | FEE \$82 + CD-ROM \$45 + MANUAL \$10 + S&H \$10 | CRN 26224 |
|--|--|---|-----------|

Advanced Specialty Certificate Programs

BCIT offers many individual courses available from the following certificate programs; please check the BCIT Program Finder at <http://programs.bcit.ca/> for program and course details.

Adult Echocardiography

Courses are designed for sonographers and other health professionals who are interested in learning about this dynamic imaging modality.

"The distance education courses at BCIT made it convenient to work around my family and work schedules and the tutors were helpful and encouraging." Jane Linden, graduate

Breast Imaging

This post-diploma distance education certificate program consists of two theory courses in Physics and Instrumentation, and Clinical Applications together with a three-month clinical practicum.

Computed Tomography (CT)

This is a post-diploma distance education certificate program consisting of five theory courses in Physics and Instrumentation, Clinical Applications, and Sectional Anatomy, and a three-month clinical practicum based on the MRI clinical practicum model.

Magnetic Resonance Imaging (MRI)

This post-diploma distance education certificate program consists of seven theory courses in Physics and Instrumentation, Clinical Applications, and a three-month clinical practicum. The program has established affiliation agreements with MRI sites in Canada and outside North America, for providing clinical training for students.

"I completed a certificate in MRI from BCIT - without ever leaving Toronto! I couldn't have asked for a more thorough and flexible program" Lynn Maynard, RTR, RTMR

Specialty Nursing

Certificates are offered in the following areas: Critical Care, Emergency, Nephrology, Neonatal, Occupational Health Nursing, Pediatric/Pediatric Critical Care, Perinatal, and Perioperative Nursing. If you are currently enrolled or have completed this certificate, you have the option of bridging into the degree curriculum.

Health Care Management (HMGT)

Health Care Management offers a number of courses that can be taken individually, in a 2-level Certificate program. This program is a leading provider of up-to-date management knowledge and skills for current and potential health care managers. Managers will be able to demonstrate the competencies required of a health care executive: leadership, communication, lifelong learning, consumer/ community responsiveness and public relations, political and health environment awareness, conceptual skills, results management, resources management, and compliance to standards in the industry.

| | | | |
|--|---|---|--------------------------------------|
| | HMGT 4110 HEALTH CARE ORGANIZATIONAL BEHAVIOUR 1 (3 credits) | FEE \$246 AND TEXT \$101 + S&H \$10 | CRN 20877 |
| | HMGT 4150 HUMAN RESOURCE MANAGEMENT (3 credits) | FEE \$246 | CRN 21334 |
| | HMGT 4180 HEALTH CARE SYSTEM 1 (1.5 credits) | FEE \$123 + TEXTS \$101 & \$60 + S&H \$10 | 6 wks CRN 20874 |
| | HMGT 5120 HEALTH CARE PRINCIPLES OF MANAGEMENT (3 credits) | FEE \$246 + TEXTS \$99 & \$15 + S&H \$10 | CRN 20879 |
| | HMGT 5160 HEALTH LABOUR RELATIONS 2 Prerequisite: HMGT 4160 or equivalent. (1.5 credits) | FEE \$131 | May 11-13 1 wknd DTC CRN 25076 |
| | HMGT 5180 CANADIAN HEALTH SYSTEM (3 credits) | FEE \$246 + TEXTS \$101 & \$63 + S&H \$10 | CRN 24085 |
| | HMGT 5500 PROJECT MANAGEMENT IN HEALTH CARE Prerequisites: certificate, diploma, or degree in the health care field. Students in the CRP, HINS, HTM and HMGT programs may register for this course. (3 credits) | FEE \$450 + TEXT \$85 + S&H \$10 | CRN 29647 |

Scheduled for April 2001. Contact program head Lorna Romilly at (604) 451-6848 or Lorna_Romilly@bcit.ca.

| | | | | |
|--|--|---|---------------------------------|-----------|
| | | HMGT 5640 BC HEALTH CARE FINANCIAL PLANNING MANAGEMENT | FEE \$450 + TEXT TBA + S&H \$10 | CRN 29817 |
|--|--|---|---------------------------------|-----------|

This new online course replaces HMGT 4140 and 5140. (3 credits)

Online Advanced Specialty Certificate Programs

Resources required for online programs:

- Computer access to the Internet.
- Clinical Research (CRP)

The Clinical Research program prepares health care professionals to manage and conduct clinical research trials for sponsoring pharmaceutical, medical device, and biotechnology companies as well as grant funded clinical research. Graduates find employment in clinical research sites as clinical research coordinators, and as site, project and data managers; in academic medical institutions as clinical research assistants; in pharmaceutical companies as clinical research associates; and in medical device and biotech companies as regulatory managers.

Online learning combines the flexibility of correspondence education with the sense of community you get in a classroom environment. "Chatting" with my online classmates helps to keep me motivated and focused on my coursework." Roberta Franchini, NR

| | | | |
|--|--|-----------|-----------|
| | CRPT 5001 CLINICAL TRIALS BY DESIGN | FEE \$450 | CRN 28917 |
|--|--|-----------|-----------|

Explore issues and policies behind the development of new medical products and procedures in Canada and US. (3 credits)

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|--|--|-----------|-----------|
| | CRPT 5002 ETHICAL AND LEGAL ISSUES OF CLINICAL TRIALS | FEE \$450 | CRN 29650 |
|--|--|-----------|-----------|

Explores ethical dilemmas, prepare and review ethics applications, examine a clinical trials agreement, consider conflicts of interest and recognize liability issues. (3 credits)

| | | | |
|--|---|----------------------------------|-----------|
| | CRPT 5004 CLINICAL TRIALS; LABORATORY ISSUES | FEE \$450 + TEXT \$85 + S&H \$10 | CRN 29652 |
|--|---|----------------------------------|-----------|

CD-ROM format plus on-line delivery introduces basic theory and procedure for performing simple venipuncture and transporting infectious materials. Review laboratory results to determine normal and abnormal levels. (3 credits)

| | | | |
|--|---|-----------|-----------|
| | CRPT 5006 MARKETING FOR SUCCESSFUL CLINICAL TRIALS | FEE \$450 | CRN 29654 |
|--|---|-----------|-----------|

Explore the strengths of such promotional methods as print, radio, and web-based marketing. Create a marketing plan that fits any budget and enables you to efficiently locate your target audience, whether study subjects or industry sponsors. (3 credits)

| | | | |
|--|---|---|-----------|
| | CRPT 5008 PHARMACOLOGY FOR CLINICAL TRIALS | FEE \$450 + TEXTS (2) \$135 + \$62 + S&H \$10 | CRN 28920 |
|--|---|---|-----------|

Important concepts and principles underlying use of drugs in clinical settings. (3 credits)

| | | | |
|--|---|----------------------------------|-----------|
| | HMGT 5500 PROJECT MANAGEMENT IN HEALTH CARE (3 credits) | FEE \$450 + TEXT \$85 + S&H \$10 | CRN 29647 |
|--|---|----------------------------------|-----------|

Health Care Quality Management

The advanced Specialty Certificate in Health Care Quality Management prepares managers and health care professionals to move health organizations forward into total quality management. The courses in this program fall under the Health Care Management umbrella. They are designed at a degree level to encourage ladderling with the Bachelor of Technology in Management - Health Specialty, the Health Management Certificates and other programs.



Total Quality Health Management

Announcing a new on-line course developed for the Health Quality Management Certificate being piloted in the April 2001 term.

Health Information Systems Technology (HIST)

The BCIT HIST post-diploma Advanced Specialty Certificate Program focuses on the need for health care professionals to effectively function with health informatics and health information systems in a dynamic health care system. The HIST program provides students with a knowledge base of relevant health information systems theory and implementation issues.

| | | | |
|--|---|--|-----------|
| | HINS 5100 INTRODUCTION TO COMPUTER SYSTEMS AND TELECOMMUNICATIONS IN HEALTH (3 credits) | FEE \$450 + TEXTS \$70 + \$70 + S&H \$10 | CRN 29657 |
|--|---|--|-----------|

| | | | |
|--|---|-----------------------------------|-----------|
| | HINS 5205 INTRODUCTION TO HEALTH INFORMATICS | FEE \$450 + TEXT \$112 + S&H \$10 | CRN 29174 |
|--|---|-----------------------------------|-----------|

Examines information processing and information and communication technology necessary to support information technology users. (3 credits)

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|--|--|---|----------------------------------|-----------|
| | | HMGT 5500 PROJECT MANAGEMENT IN HEALTH CARE (3 credits) | FEE \$450 + TEXT \$85 + S&H \$10 | CRN 29647 |
|--|--|---|----------------------------------|-----------|

| | | | |
|--|--|----------------------------------|-----------|
| | HINS 5400 TELEHEALTH CONCEPTS | FEE \$450 + TEXT \$70 + S&H \$10 | CRN 29656 |
|--|--|----------------------------------|-----------|

Introduces the emerging field of telehealth. A history and state-of-the-art review are provided. Benefits and barriers to implementation are considered; an introduction to telehealth evaluation and e-health are provided. (3 credits)

For more information, visit our Web site at www.health.bcit.ca/HIST/ or contact Lorraine Woolsey, program head, at (604) 453-4011, (1-800) 663-6542 x4011 or e-mail Lorraine_Woolsey@bcit.ca

Health Technology Management (HTM)

The BCIT Health Technology Management (HTM) Advanced Specialty Certificate program is designed to provide the health care professional with the fundamental knowledge and skills of technology management in the health care setting. This profile of knowledge and skills has been developed in accordance with the curriculum suggested by the World Health Organization (WHO).

| | | | |
|--|---|-----------|-----------|
| | HTMT 5100 HEALTH TECHNOLOGY MANAGEMENT AND THE HEALTH CARE ENVIRONMENT | FEE \$450 | CRN 28929 |
|--|---|-----------|-----------|

Explores foundational concepts of HTM. (3 credits)

| | | | |
|--|---|---|-----------|
| | HTMT 5500 ORGANIZING TEAMS FOR INNOVATION AND ORGANIZATIONAL FLEXIBILITY | FEE \$450 + READING PACKAGE \$40 + S&H \$10 | CRN 29642 |
|--|---|---|-----------|

Examines relationship between structure and function in health care organizations. (3 credits)

| | | | |
|--|---|----------------------------------|-----------|
| | HMGT 5500 PROJECT MANAGEMENT IN HEALTH CARE (3 credits) | FEE \$450 + TEXT \$85 + S&H \$10 | CRN 29647 |
|--|---|----------------------------------|-----------|

| | | | |
|--|---|-----------|-----------|
| | BMET 7101 MEDICAL TECHNOLOGY MANAGEMENT PRACTICE | FEE \$450 | CRN 29827 |
|--|---|-----------|-----------|

See course description under Biomedical Engineering Technology. (3 credits)

Bachelor of Technology Degree Programs

For more information on Medical Imaging or Specialty Nursing Bachelor of Technology degree programs, please see page 15.



Who's Who

| Manufacturing and Industrial Mechanical | |
|---|------------------|
| Bachelor of Technology in Manufacturing | mechtech@bcit.ca |
| Mick Andic | (604) 432-8330 |
| Cindy Miraftab | (604) 432-8274 |
| Computer Aided Engineering | |
| AutoCAD Courses/AutoCAD/GIS Training | |
| AutoCAD Training Centre | (604) 432-8828 |
| Bette Bayley, Program Assistant | (604) 432-8521 |
| Mechanical/Mechanical Systems | |
| Vivian Husbands | mechtech@bcit.ca |
| Bette Bayley, Program Assistant | (604) 451-6868 |
| Nondestructive Testing | |
| Bob Pike | (604) 432-8946 |
| Sharon Cameron, Program Assistant | (604) 432-8723 |
| Plastics | |
| Bill Shaw | (604) 432-8971 |
| Bette Bayley, Program Assistant | (604) 432-8521 |
| Robotics and Automation | |
| Vivian Husbands | (604) 451-6868 |
| Bette Bayley, Program Assistant | (604) 432-8521 |
| Heating Ventilation, Air Conditioning and Refrigeration | |
| Ron Verch | (604) 451-6861 |
| Dina Patterson, Program Assistant, | |
| Part-time Studies | (604) 432-8539 |
| Machinist | |
| Ian Marshall | (604) 432-8214 |
| Dina Patterson, Program Assistant, | |
| Part-time Studies | (604) 432-8539 |
| Mathematics for Trades | |
| Ian Marshall | (604) 432-8214 |
| Dina Patterson, Program Assistant, | |
| Part-time Studies | (604) 432-8539 |
| Millwright | |
| Ian Marshall | (604) 432-8214 |
| Dina Patterson, Program Assistant, | |
| Part-time Studies | (604) 432-8539 |
| Power Engineering | |
| Garry White | (604) 432-8558 |
| Dina Patterson, Program Assistant, | |
| Part-time Studies | (604) 432-8539 |
| Wood Products Manufacturing | |
| Eric Worthy | (604) 432-8885 |
| Sharon Cameron, Program Assistant | (604) 432-8723 |

Bachelor of Technology in Manufacturing

(604) 432-8274 mechtech@bcit.ca
(604) 432-8521

For more information on the Bachelor of Technology in Manufacturing, please see page 15.

Computer Aided Engineering

(604) 432-8828 atc@bcit.ca
(604) 432-8521 www.atc.bcit.ca

Please see the following in the Computer Aided Engineering section:

- Associate Certificate in Computer Aided Design Technology
- Associate Certificate in Computer Aided Manufacturing Technology
- Schedule of courses offered this term

Associate Certificate in Computer Aided Design Technology

A selection of part-time studies courses will be offered that will lead to an Associate Certificate in Computer Aided Design Technology. Computer Aided Design (CAD) tools are being increasingly used in engineering and architectural fields. As well, CAD has relevant applications in other areas such as facilities management, geomatics and interior design.

The Associate Certificate program is intended for:

- draftspersons, technicians or individuals who are skilled in a technical field who need to develop their CAD proficiency
- individuals who require a formalization of their technical abilities in CAD

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary school math, science and English or equivalent.

The program consists of two sections; core courses and elective courses as listed below. To be awarded an Associate Certificate, the student must complete the core courses and obtain a minimum of 10.5 credits from the list of elective courses to achieve a total of 21 credits.

Program Requirements:
Associate Certificate in Computer Aided Design

| Core Courses (10.5 credits) | Credits |
|--|---------|
| MECH 1000 Drafting Fundamentals | 3.0 |
| AICO 1000 AutoCAD 1 | 3.0 |
| AICO 4090* Practicum | 3.0 |
| COMP 1007** Understanding Windows 95 | 1.5 |
| AICO 4090* to be performed upon completion of all other credits. | |
| COMP 1001** Understanding PC/MS DOS or COMP 1006 | |
| Understanding Windows 1 can be substituted for COMP 1007. | |

| Elective Courses | Credits |
|---|---------|
| ACGS 2000 AutoCAD Map 1 | 1.5 |
| ACGS 3000 AutoCAD Map 2 | 1.5 |
| AICO 2000 AutoCAD 2 | 3.0 |
| AICO 2020 AutoCAD Customization 1 | 3.0 |
| AICO 3001 AutoCAD 3D | 3.0 |
| AICO 3005 AutoCAD Customization 2 | 3.0 |
| AICO 3020 AutoCAD Programming | 3.0 |
| AICO 3042 Architectural Desktop 1 | 1.5 |
| AICO 3050 CAD System Management | 1.5 |
| AICO 4010 3D Studio Max for Engineering 1 | 1.5 |
| AICO 4015 3D Studio Max for Engineering 2 | 1.5 |
| AICO 4020 3D Studio VIZ 1 | 1.5 |
| AICO 4025 3D Studio VIZ 2 | 1.5 |
| AICO 4041 Mechanical Desktop | 3.0 |
| AICO 4042 Architectural Desktop 2 | 1.5 |
| AICO 4044 Autodesk Inventor | 3.0 |
| AICO 4045 Pro/ENGINEER | 3.0 |
| AICO 4048 Solidworks | 3.0 |
| AICO 4050 VBA Programming for AutoCAD | 3.0 |
| BLDC 2400 Architectural CAD 1 | 3.0 |
| BLDC 2405 Architectural CAD 2 | 3.0 |

Course credit may be applied for, but in no case can the total of applied credits exceed 10 credits. Substitution of credits can be made with departmental approval.

All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments in computer aided engineering.

Associate Certificate in Computer Aided Manufacturing

A selection of part-time studies courses will be offered that will lead to an Associate Certificate in Computer Aided Manufacturing Technology. Computer Aided Manufacturing (CAM) tools are being increasingly used in manufacturing fields.

The Associate Certificate program is intended for:

- machinists, technicians or individuals experienced in the operation of machine tools
- individuals who are working in the manufacturing field who need to develop their CAM proficiency
- individuals who require a formalization of their technical abilities in manufacturing

For program details, please contact Program Advising, 434-1610.

Courses offered this term
autodesk Please see our Web page:
authorized training center www.atc.bcit.ca

(604) 432-8828 (604) 432-8521

AutoCAD and Related Courses
AICO 1000 BBY \$447.50 DTC \$445.80
AUTOCAD 1

The first step in CAD training requires a thorough knowledge of commands and features of the CAD software. This intensive, hands-on course prepares the student with the knowledge and skills necessary for creating a basic 2D drawing. Other areas of study include editing, view manipulation, text, dimensioning, hatching and plotting techniques. Prerequisite: AICO 0050 or familiarity with Microsoft Windows and basic drafting knowledge. (3 credits)

| | | | | | |
|--------|----------|-----------|--------|---------|-------|
| Apr 2 | Mon-Fri | 0830-1630 | 1 wk | BBY CRN | 21231 |
| Apr 7 | Sat | 0830-1630 | 5 wks | BBY | 21230 |
| Apr 9 | Mon-Thr/ | 0830-1300 | 2 wks | BBY | 26080 |
| | Tue-Fri | 0830-1300 | | | |
| Apr 9 | Mon/Wed | 1845-2200 | 6 wks | BBY | 21243 |
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY | 21225 |
| Apr 12 | Thr | 1730-2030 | 12 wks | DTC | 21226 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 21228 |
| Apr 20 | Fri/ | 1730-2030 | 2 wks | DTC | 21229 |
| | Sat/Sun | 0900-1700 | | | |
| Apr 30 | Mon-Fri | 0900-1700 | 1 wk | DTC | 21242 |
| May 7 | Mon-Fri | 0830-1630 | 1 wk | BBY | 21244 |
| May 26 | Sat | 0830-1630 | 5 wks | BBY | 21241 |
| May 28 | Mon-Fri | 0900-1700 | 1 wk | DTC | 21237 |
| Jun 4 | Mon-Fri | 0830-1630 | 1 wk | BBY | 21245 |
| Jul 3 | Tue-Sat | 0830-1630 | 1 wk | BBY | 21223 |
| Jul 9 | Mon-Fri | 0900-1700 | 1 wk | DTC | 21224 |

AICO 2000 BBY \$447.50 DTC \$445.80
AUTOCAD 2

To develop the required skills for preparation of working drawings, this advanced level course is required. It introduces the most efficient commands for various tasks to enhance CAD productivity. The course continues with advanced techniques for drawing, editing, annotating, external references, symbol libraries, working with attributes and plotting. Prerequisite: AICO 0050 or familiarity with Microsoft Windows and AICO 1000. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 7 | Sat | 0830-1630 | 5 wks | BBY CRN | 21249 |
| Apr 10 | Tue | 1730-2030 | 12 wks | DTC | 21248 |
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY | 21246 |
| Apr 23 | Mon-Fri | 0830-1630 | 1 wk | BBY | 21255 |
| May 7 | Mon-Fri | 0900-1700 | 1 wk | DTC | 28493 |
| May 23 | Mon/Wed | 1845-2200 | 6 wks | BBY | 21252 |
| May 25 | Fri/ | 1730-2030 | 2 wks | DTC | 21254 |
| | Sat/Sun | 0900-1700 | | | |
| May 26 | Sat | 0830-1630 | 5 wks | BBY | 21253 |
| Jun 4 | Mon-Fri | 0900-1700 | 1 wk | DTC | 21257 |
| Jun 11 | Mon-Fri | 0830-1630 | 1 wk | BBY | 21251 |
| Jul 16 | Mon-Fri | 0900-1700 | 1 wk | DTC | 25801 |

Study Spanish at BCIT



Call 432-8816 or
see page 9 for more details.

AICO 2020 BBY \$447.50 DTC \$445.80
AUTOCAD CUSTOMIZATION 1
Designed for experienced AutoCAD users who would like to take advantage of AutoCAD's customization features to increase productivity and ease of use. Topics include configuration, modifying the ACAD.PGP file, accelerator keys, menu customization, command macros, sources of AutoCAD utilities, script files, slide libraries, custom linetypes and basic DIESEL. Prerequisite: AICO 0050 or familiarity with Microsoft Windows and AICO 2000. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 23464 |
| Jun 11 | Mon-Fri | 0900-1700 | 1 wk | DTC | 23466 |

AICO 3001 BBY \$447.50 DTC \$445.80
AUTOCAD 3D

Introduces AutoCAD's 3D modelling and visualization capabilities. With AutoCAD three dimensional wireframe, surface and ACIS solid models can be created and viewed. The rendering of 3D surface and solid models is an effective way to visualize and communicate designs. Prerequisite: AICO 0050 or familiarity with Microsoft Windows and AICO 2000. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 7 | Sat | 0830-1630 | 5 wks | BBY CRN | 26111 |
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY | 26112 |
| May 26 | Sat | 0830-1630 | 5 wks | BBY | 26113 |
| Jun 18 | Mon-Fri | 0830-1630 | 1 wk | BBY | 26114 |
| Jul 23 | Mon-Fri | 0900-1700 | 1 wk | DTC | 28494 |

AICO 3042 BBY \$315
ARCHITECTURAL DESKTOP 1

Describes how to use the features of AutoCAD Architectural Desktop software in a typical architectural design project. File and project management, 2D drawing layout and annotations are covered. Course emphasis is on the new features relating to the object-based architectural elements of the software. Prerequisite: AICO 2000 or equivalent. (1.5 credits)

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|--------|-----|-----------|-------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 6 wks | BBY CRN | 29945 |
|--------|-----|-----------|-------|---------|-------|

AICO 3050 BBY \$295
CAD SYSTEM MANAGEMENT

Covers issues related to the acquisition, implementation and management of computer systems for CAD applications. Hardware acquisition and upgrades, drawing files management, data management, software selection, networking, security, and maintenance will be discussed. This course prepares the individual to assume significant system management responsibilities in a CAD office. Prerequisite: AICO 2000 or equivalent. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 23 | Mon | 1845-2145 | 6 wks | BBY CRN | 26315 |
|--------|-----|-----------|-------|---------|-------|

AICO 4020 BBY \$315
3D STUDIO VIZ 1

Introduces computer aided modelling and visualization techniques. Prepares students to generate photo realistic images for architectural and engineering applications. Explores the user interface, some related AutoCAD features and essential VIZ concepts. Hands-on practice and step by step procedures for creating and animating 3D scenes. Prerequisite: AICO 3001 or AICO 3042 or equivalent. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 12 | Thr | 1845-2145 | 6 wks | BBY CRN | 28495 |
|--------|-----|-----------|-------|---------|-------|

AICO 4025 BBY \$315
3D STUDIO VIZ 2

Provides advanced learning, additional skills and insights for using 3D Studio VIZ more productively. Topics such as AutoCAD Linking, the Materials Editor and advanced modelling techniques are covered extensively. Presents the knowledge and techniques for generating professional models, scenes and animations. Prerequisite: AICO 4020. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| May 24 | Thr | 1845-2145 | 6 wks | BBY CRN | 28496 |
|--------|-----|-----------|-------|---------|-------|

AICO 4041 BBY \$592.50 DTC \$590.80
MECHANICAL DESKTOP

Presents a combination of mechanical design and surface modelling techniques. Tools for part modelling, assembly modelling and surface modelling in one integrated package are utilized. Mechanical Desktop lets the user work in intuitive ways to quickly design mechanical products with standard features like holes and fillets as well as complex surfaces. New productivity tools include the Feature Browser, parametric booleans, and Table-driven parts. (AICO 4041 replaces AICO 3040 and AICO 4040). Prerequisite: AICO 2000 or equivalent (AICO 3001 recommended). (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 27537 |
| Jun 8 | Fri/ | 1730-2030 | 2 wks | DTC | 27538 |
| | Sat/Sun | 0900-1700 | | | |

AICO 4042 BBY \$315
ARCHITECTURAL DESKTOP 2

Software capabilities relating to the design development cycle including conceptual design, working drawings, and modelling are covered. Customization techniques for optimum productivity in the context of architectural design are discussed. Prerequisite: AICO 3042. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| May 22 | Tue | 1845-2145 | 6 wks | BBY CRN | 28497 |
|--------|-----|-----------|-------|---------|-------|

AICO 4043 BBY \$295 DTC \$293.30
MECHANICAL DESKTOP POWER PACK

Power Pack extends the functionality of Mechanical Desktop. It includes a large library of industry standard features and components for machinery and power transmission design. Power Pack also contains part generators and engineering calculators. This course will be of interest to people upgrading from Mechanical Desktop 3.0 as well as MDT 4.0 users. Prerequisite: AICO 4041 or equivalent. (1.5 credits)

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| May 7 | Mon | 1845-2145 | 6 wks | BBY CRN | 28498 |
| Jun 22 | Fri/ | 1730-2030 | 1 wk | DTC | 28500 |
| | Sat/Sun | 0900-1700 | | | |

AICO 4044 BBY \$592.50
AUTODESK INVENTOR

Covers sketching, part modelling, assemblies and design documentation. Autodesk Inventor uses adaptive technology to speed and simplify the mechanical design process. As a dedicated 3D mechanical computer aided design package it is ideally suited for conceptual design. Prerequisite: MCAD experience and familiarity with Microsoft Windows. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 28501 |
|--------|-----|-----------|--------|---------|-------|

continued next page

AutoCAD Skills Enhancement Courses

AICO 0004 BBY \$195 DTC \$193.30

AUTOCAD RELEASE 2000 UPDATE

For users of AutoCAD R14, this update will provide insights to the new features of AutoCAD 2000. These features include: design environment, improved access and usability, streamlined output, expanded reach, customization and extensibility and Express tools. Prerequisite: Working knowledge of AutoCAD R14.

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 5 | Thr-Fri | 0900-1700 | 2 days | DTC CRN | 28491 |
| May 24 | Thr-Fri | 0830-1630 | 2 days | BBY | 28492 |

AICO 0050 BBY \$113 DTC \$111.30

WINDOWS FUNDAMENTALS FOR AUTOCAD

With the latest release of AutoCAD, it is essential that AutoCAD users be familiar with the Microsoft Windows graphical user interface. This course explores the fundamentals of running applications, managing files, navigating local and network directories, and customizing the desktop layout as related to AutoCAD 2000 and the Windows 95/98/2000/NT interface. Individuals with working knowledge of Windows 95/NT need not take this course.

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 3 | Tue/Thr | 1845-2145 | 2 eves | BBY CRN | 26117 |
| Apr 4 | Wed | 0900-1600 | 1 day | DTC | 26120 |
| May 12 | Sat | 0900-1600 | 1 day | DTC | 26122 |

AutoCAD/GIS Training

ACGS 2000

BBY \$445

AUTOCAD MAP 1

Covers the basic technical skills required in spatial data collection and management. AutoCAD Map fundamentals with an emphasis on CAD issues, the Workflow model, and map spatial data tools are discussed. Prerequisite: AICO 1000. (1.5 credits)

| | | | | | |
|--------|---------|-----------|----------|---------|-------|
| Jun 11 | Mon/Tue | 0830-1700 | 2.5 days | BBY CRN | 27533 |
| | Wed | 0830-1130 | | | |

ACGS 3000

BBY \$445

AUTOCAD MAP 2

Explores the advanced issues of AutoCAD map and utilizes complex tool sets. The emphasis is on GIS definitions, Topology (spatial relationships), advanced Queries and Property Alteration and Spatial Analysis. Prerequisite: ACGS 2000. (1.5 credits)

| | | | | | |
|--------|---------|-----------|----------|---------|-------|
| Jun 13 | Wed | 1400-1700 | 2.5 days | BBY CRN | 27534 |
| | Thr/Fri | 0830-1700 | | | |

Related AutoCAD Courses

For courses that utilize the AutoCAD Land Development Desktop, please refer to the Bachelor of Technology in Geomatics section of this flyer for descriptions of the following:

GEOM 7105 INTRODUCTION TO AUTOCAD LAND DEVELOPMENT DESKTOP
GEOM 7115 AUTODESK SURVEY
GEOM 7125 AUTODESK CIVIL DESIGN

Other Courses

AICO 1009

BBY \$447.50

MICROSTATION 1

Introduces Microstation including machine log-on procedures and creation of simple 2D drawings. Emphasis on orthographic projection, dimensioning and text. Prerequisite: AICO 0050 or familiarity with Microsoft Windows and basic drafting knowledge. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 27536 |
|--------|-----|-----------|--------|---------|-------|

AICO 1010

BBY \$447.50

CAM APPLICATIONS - MASTERCAM

Presents the use of CAM software for automatically generating toolpaths such as 2D contouring, pocketing and drilling operations. Some programs may be proved out on BCIT's machine tools. A brief introduction to G-code programming will be included. Prerequisite: AICO 0050 or familiarity with Microsoft Windows. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 21258 |
|--------|-----|-----------|--------|---------|-------|

AICO 3072

BBY \$447.50

C++ PROGRAMMING 1

Emphasizes the development of computer programs to solve technical problems in CAD, GIS and related technologies. The programming language will be C++ with emphasis on object oriented design. Relevant components of the C++ language will be introduced along with techniques for solving technical problems. A visual development tool for Windows programming will be used. Prerequisite: AICO 0050 or familiarity with Microsoft Windows. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 26079 |
|--------|-----|-----------|--------|---------|-------|

AICO 4048

BBY \$592.50

SOLIDWORKS

Covers part modelling, detailing, assembly design, and rendering. SolidWorks is a feature based parametric solid modeler used for mechanical design and manufacturing. This course covers the basic functions needed to use SolidWorks to create parts, assemblies and production drawings. Prerequisite: MCAD experience and familiarity with Microsoft Windows. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 19 | Thr | 1830-2206 | 10 wks | BBY CRN | 29950 |
|--------|-----|-----------|--------|---------|-------|

Part-time tip.

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



Mechanical

(604) 451-6868 mechtech@bcit.ca
 (604) 432-8521

MECH 1000 BBY \$317.50

DRAFTING FUNDAMENTALS

Covers techniques required to communicate technical information in a graphic form. Includes sketching, orthographics, pictorials, sections, mechanical connections, auxiliary drawings and developments to provide the basics for developing CAD working drawings. Emphasis will be placed on understanding rather than draftsmanship. Example drawings will be analyzed. Recommended as a prerequisite to CAD graphics courses. (3 credits)

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Apr 10 | Tue/Thr | 1845-2145 | 7 wks | BBY CRN | 20953 |
|--------|---------|-----------|-------|---------|-------|

MECH 2245 BBY \$390.50

DYNAMICS

Presents kinematics: basic equation of motion, motion diagrams, trajectories. Kinetics: Newton's Laws, inertia, rectilinear and rotational kinetics, systems of bodies. Work, energy, power and efficiency. Introduction to mechanisms. Prerequisite: MECH 1140. (5.5 credits)

| | | | | | |
|-------|---------|-----------|--------|---------|-------|
| Apr 9 | Mon/Wed | 1845-2145 | 10 wks | BBY CRN | 25421 |
|-------|---------|-----------|--------|---------|-------|

MECH 4080 BBY \$260.50

AUTOMATIC SPRINKLER SYSTEMS DESIGN 1

Enables persons involved in engineering, design, supervision or inspection of commercial and industrial automatic sprinkler systems to gain an understanding of pipe schedule systems and water supply system analysis. Prerequisite: MECH 3325 or departmental approval. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 12 | Thr | 1845-2145 | 12 wks | BBY CRN | 28519 |
|--------|-----|-----------|--------|---------|-------|

Mechanical Systems

(604) 451-6868 mechtech@bcit.ca
 (604) 432-8521

Please see the following in the Mechanical Systems section:

- Associate Certificate in Mechanical Systems
- Associate Certificate in Fire Protection Inspection and Testing
- Schedule of courses offered this term

Associate Certificate Program in Mechanical Systems

Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs in the following options: Heating Systems, Plumbing Systems and Air Conditioning Systems.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary Math, Science and English or equivalent.

To qualify for an Associate Certificate the student must complete a minimum of 21 credits as follows:

- All mandatory courses
- A minimum of a first level and a second level course in a given option
- Approved elective courses to fulfill credit requirements

Courses are subject to change, reflecting the continuing development of the program.

| Mandatory courses | | Credits |
|-------------------|--------------------------------------|---------|
| AICO 1000 | AutoCAD 1 | 3.0 |
| MECH 1000 | Drafting Fundamentals | 3.0 |
| MSYS 1070 | Building Construction for Mechanical | 4.0 |
| *MSYS 4090 | Practicum | 3.0 |

*MSYS 4090 to be performed upon completion of all other credits

Options

Heating Systems

| | | |
|-----------|---------------------|-----|
| Level 1 | | |
| MSYS 2079 | HVAC Load Analysis | 3.5 |
| MSYS 3079 | Air Heating Systems | 3.5 |

| | | |
|-----------|--------------------------|-----|
| Level 2 | | |
| MSYS 3179 | Hydronic Heating Systems | 3.5 |

| | | |
|------------------|-------------------------------|-----|
| Plumbing Systems | | |
| Level 1 | | |
| MSYS 1086 | Potable Water Plumbing Design | 2.0 |

| | | |
|-----------|--------------------------|-----|
| Level 2 | | |
| MSYS 1087 | Drainage Plumbing Design | 2.0 |

| | | |
|--------------------------|--|--|
| Air Conditioning Systems | | |
| Level 1 | | |

| | | |
|-----------|--------------------|-----|
| MSYS 2079 | HVAC Load Analysis | 3.5 |
|-----------|--------------------|-----|

| | | |
|-----------|----------------------|-----|
| MSYS 3050 | HVAC Control Systems | 2.5 |
| MSYS 3079 | Air Heating Systems | 3.5 |
| MSYS 4079 | Air Handling Systems | 3.5 |

| | | |
|-----------|----------------------------|-----|
| Level 2 | | |
| MSYS 4179 | Computer-Aided HVAC Design | 1.5 |

Elective courses
 MSYS 4470 Project Management and MSYS 4486 Energy Management may be used as electives for all options.

Other approved elective courses may be chosen from a variety of programs including Business Administration, Marketing, Operations Management or Engineering.

Associate Certificate in Fire Protection Inspection and Testing

(604) 451-6868 mechtech@bcit.ca
 (604) 432-8521

The Mechanical Design and Manufacturing Technologies offers an Associate Certificate Program in Fire Protection Inspection and Testing. A selection of courses will be presented which can be completed through an evening Part-time Studies Program. Many of the courses meet part of the basic academic competencies required for Certification by The Applied Science Technologists and Technicians of BC, (ASTTBC) as a Fire Protection Technician in appropriate disciplines.

The Associate Certificate program courses are taught at a level that assumes students have completed Senior Secondary School English, Math, Science or equivalent.

To qualify for an Associate Certificate the student must complete a minimum of 23 credits including all mandatory courses, a minimum of 10.0 credits from Option Courses and any approved Option or Elective Courses to attain additional credits.

All courses are subject to change. Additions and deletions to the listed courses reflect continuing developments. Students must have two years of relevant industry experience to be awarded the Associate Certificate.

| Mandatory Courses | | Credits |
|-------------------|--------------------------------------|---------|
| OCHS 1461 | Fire Protection 1 | 3.0 |
| MSYS 1070 | Building Construction for Mechanical | 4.0 |
| MSYS 1075 | B.C. Fire Code | 1.5 |

Option Courses

| | | |
|-----------|---|-----|
| BLDG 1820 | B.C. Building Code: Part 3 | 4.5 |
| MSYS 1077 | Emergency Lighting Systems | 1.5 |
| MSYS 2080 | Automatic Sprinkler and Standpipe Testing | 3.0 |
| MSYS 2084 | Fire Alarm Systems Inspection and Testing | 3.0 |
| MSYS 2088 | Special Fire Suppression Systems | 3.0 |
| MSYS 2086 | Smoke Control and HVAC Systems | 2.5 |
| MSYS 2072 | Commercial Kitchen Exhaust Cleaning | 1.0 |
| MSYS 2074 | Commercial Kitchen Exhaust Inspection | 1.0 |
| OCHS 1410 | Fire Extinguisher Service Technician | 1.5 |

Elective Courses

| | | |
|-----------|--|-----|
| COMM1103 | Introduction to Business and Technical Communication | 3.0 |
| MECH 4080 | Automatic Sprinkler Design 1 | 3.0 |
| MECH 4082 | Automatic Sprinkler Design 2 | 3.0 |
| OCHS 1462 | Fire Protection 2 | 3.0 |

We recommend that proposed programs be submitted to a Part-time Studies Program Advisor for approval before you begin your studies.

At the Burnaby Campus, Program Advisors are available by appointment, with evening appointments available during fall and winter terms. To make an appointment, please call Program Advising at (604) 434-1610.

Courses offered this term

MSYS 1075 BBY \$199

B.C. FIRE CODE

Emphasizes Parts 2, 6 and 7 of the B.C. Fire Code Regulation 1998 with some of the requirements of the Vancouver Fire By-law. Gives the student an overall view of the fire safety requirements in and around buildings as well as highlights the inspection, testing and maintenance requirements for fire protection systems in buildings. Students must bring the B.C. Fire Code to the first class. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 12 | Thr | 1845-2145 | 6 wks | BBY CRN | 26181 |
|--------|-----|-----------|-------|---------|-------|

MSYS 1077 BBY \$254

EMERGENCY LIGHTING SYSTEMS

Provides an overview of the inspection and testing requirements for unit equipment for emergency lighting systems. Students will work with various types of batteries, chargers and testers, and perform applicable electronic calculations. Students must bring a digital meter (20 amp scale) to the first class. Prerequisite: TELC 0139 or general knowledge of basic electricity and basic electronics. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 6 wks | BBY CRN | 26077 |
|--------|-----|-----------|-------|---------|-------|

MSYS 2080 BBY \$343.50

AUTOMATIC SPRINKLER AND STANDPIPE TESTING

Provides those who operate, test and inspect these systems with an understanding of components and their operation; procedures for completing commissioning tests, weekly, monthly, annual and other tests required. Testing of water supplies; interpreting test results, recommending changes for code compliance. Prerequisite: Industry experience or departmental approval. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Apr 11 | Wed | 1845-2145 | 12 wks | BBY CRN | 20954 |
|--------|-----|-----------|--------|---------|-------|

MSYS 2084 BBY \$343.50

FIRE ALARM SYSTEMS: INSPECTION AND TESTING

Reviews the components, functions and operational principles of fire alarm systems. Covers the requirements for the inspection and testing of fire alarm systems in accordance with applicable codes, standards and regulations. Completion of inspection and test reports will be covered. This course will include field trips. Prerequisite: TELC 0139 or general knowledge of fire alarm wiring, basic electricity and basic electronics. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Apr 10 | Tue | 1845-2145 | 12 wks | BBY CRN | 26075 |
| Jun 4 | Mon-Fri | 0830-1630 | 1 wk | BBY | 28784 |

MSYS 4079 BBY \$317.50

AIR HANDLING SYSTEMS

Design and size air distribution systems including equal friction and static regain methods; air distribution requirements and air terminals selection. Use and selection of fans using fan laws. Design and selection of various air handling systems and energy analysis for dual duct, multizone, CAV with reheat, VAV and VVT systems. Noise and vibration analysis in air handling systems are also included. Prerequisite: MSYS 2079 and MSYS 3079 or Departmental approval. (3.5 credits)

| | | | | | |
|-------|---------|-----------|-------|---------|-------|
| Apr 9 | Mon/Wed | 1845-2145 | 8 wks | BBY CRN | 29942 |
|-------|---------|-----------|-------|---------|-------|

Nondestructive Testing

For course information: (604) 432-8946 Bob_Pike@bcit.ca
 For registration: (604) 432-8723 Sharon_Cameron@bcit.ca
 Courses are scheduled as a direct result of industry's demand for training. They generally run as week-long workshops, Monday-Friday (except NDTE 1151), from 8 a.m. - 5 p.m. To find out the current schedule, or to be put on the waitlist for future courses, please call Sharon Cameron at (604) 432-8723. Visit the CGSB Web site for information about certification requirements: ndt.nrcan.gc.ca.

| Course offerings: | Cost |
|--|--------|
| NDTE 1151 Materials and Processes (24 hrs) | \$450 |
| NDTE 1169 Radiography Level 1 (40 hrs) | \$802 |
| NDTE 1170 Ultrasonics Level 1 (40 hrs) | \$802 |
| NDTE 1176 Eddy Current Level 1 (40 hrs) | \$802 |
| NDTE 2177 Liquid Penetrant Inspection Levels 1 & 2 (40 hrs) | \$802 |
| NDTE 2178 Magnetic Particle Inspection Levels 1 & 2 (40 hrs) | \$802 |
| NDTE 2269 Radiography Level 2 (40 hrs) | \$802 |
| NDTE 2271 Ultrasonics Level 2 (64 hrs) | \$1150 |
| NDTE 2276 Eddy Currents Level 2 (40 hrs) | \$802 |

NDTE 2177 BBY \$802
LIQUID PENETRANT INSPECTION LEVELS 1 & 2
 May 28 Mon-Fri 0800-1700 1 wk BBY CRN 26352

NDTE 2178 BBY \$802
MAGNETIC PARTICLE INSPECTION LEVELS 1 & 2
 Jun 4 Mon-Fri 0800-1700 1 wk BBY CRN 26354

NDTE 1170 BBY \$802
ULTRASONICS LEVEL 1
 Jun 11 Mon-Fri 0800-1700 1 wk BBY CRN 20451

Plastics

(604) 432-8971 (604) 432-8350

PLASTICS ASSOCIATE CERTIFICATE PROGRAM
 A selection of courses will be presented which can be completed through an evening study program and which will lead to an Associate Certificate in Plastics Technology.

The courses are aimed at:

- upgrading existing plastics processing machine operators who have the general prerequisites
- people with no previous plastics experience but who are interested in obtaining employment in the plastics industry
- existing plastics industry employees who are not production operators but wish to improve their knowledge. These employees may be involved in quality assurance, scheduling, engineering, planning, purchasing, sales, etc.

The Associate Certificate program courses are taught at a level that assumes students have completed secondary school Math, Science and English or equivalent.

The program consists of three sections

Mandatory courses, mandatory option courses and elective courses as outlined below. To be presented with an Associate Certificate, the student must complete all the mandatory courses, a minimum of one group of mandatory option courses and such elective courses to achieve a total of 20 credits.

| Mandatory courses: | Credits |
|--|---------|
| PLAS 1001 Introduction/Plastics Industry | 1.0 |
| PLAS 1002 Properties of Materials | 1.0 |
| PLAS 1003 Polymer Rheology | 1.0 |
| PLAS 1004 Materials Laboratory | 1.0 |
| PLAS 1011 Health/Safety/Environmental | 1.0 |
| PLAS 1016 Overview of Plastics Processes | 1.0 |
| PLAS 1070 Plastics SPC 1 | 1.0 |
| PLAS 1071 Plastics SPC 2 | 1.0 |
| PLAS 1072 Plastics SPC 3 | 1.0 |
| PLAS 1091 Industry Practicum (36 hours) | 3.0 |

(PLAS 1091 to be performed after completion of all other credits required for the Associate Certificate)

Mandatory Options

At least one group of the following must be taken. More than one group can be taken to complete the certificate requirements or other courses from an Elective Group can be used if approved by the Plastics Technology Department.

| | |
|---|-----|
| Group 1 Injection Molding (4 courses) | 4.0 |
| Group 2 Extrusion Process (4 courses) | 4.0 |
| Group 3 Composites (3 courses) | 3.0 |
| Group 4 Rotational and Compression Molding, Thermoforming and Fabrication (4 courses) | 2.0 |
| Group 5 Blow Molding (4 courses) | 4.0 |

Elective Courses

Approved courses may be chosen from a variety of programs including: Business Administration, Marketing, Operations Management or Engineering.

Courses offered this term

PLAS 1030 BBY \$147

EXTRUSION: PROCESS

Begins a four-course series on extrusion including fundamentals of the extrusion process, the main components of an extruder, types and function of various extruder screws, and an introduction to variable speed drives, gear reducers and thrust bearings. Prerequisite: PLAS 1001 or permission of instructor for those students with sufficient previous experience. (1 credit)

Apr 23 Mon 1845-2145 4 wks BBY CRN 29901

PLAS 1032 BBY \$147

EXTRUSION: BLOWN FILM PROCESS

Discusses the equipment required for the tubular blown film process from the most simple operation to multi-process in-line operations. Polyethylene film properties are discussed in relation to bubble froth line height, blow-up ratio and draw down ratio. Also included is a review of film additives and the effect on polyethylene films. The calculations for determining weights of bags and sheets are demonstrated and an abbreviated trouble shooting guide is also included. Prerequisite: PLAS 1030 or Departmental approval. (1 credit)

May 28 Mon 1845-2145 4 wks BBY CRN 29902

PLAS 1071 BBY \$147

PLASTICS SPC 2

Continues from PLAS 1070. Covers frequency curves, numerical methods of describing data with required statistical calculations, measures of variability, and the development of control charts. Discussions are held on the detection of out-of-control data and the handling of such data. Prerequisite: PLAS1070 (1 credit)

Apr 24 Tue 1845-2145 4 wks BBY CRN 24822

PLAS 1072 BBY \$199

PLASTICS SPC 3

Presents a hands-on course using a typical statistical process control software program in a computer laboratory setting. The student becomes familiar with a typical SPC software program while developing skills in handling variables data, charting variables data, creating histograms, charting cause and effect data, and charting Pareto data all on the computer. Prerequisite: PLAS1071 (1 credit)

May 29 Tue 1845-2145 4 wks BBY CRN 29903

Robotics and Automation

(604) 451-6868

(604) 432-8521

ROBT 0010 BBY \$265

INTRODUCTION TO INDUSTRIAL ROBOTICS

Presents an introductory course investigating automation systems found in modern manufacturing facilities. Basic operations, programming and applications of robotic workcells will be analyzed. Interfacing and programming of Programmable Logic Controllers (PLCs) will be studied. Hands-on instruction will be given on BCIT's robotics systems and PLCs.

Apr 21 Sat 0900-1300 5 wks BBY CRN 29952

Wood Products Manufacturing

(604) 432-8885

Eric_Worthy@bcit.ca

We have only one course scheduled this term. If you are interested in other courses we offer (see list below), please contact us so we can respond to your demand, rather than guess at possible relevant training. Contact Sharon Cameron by phone (604/432-8723) or e-mail (Sharon_Cameron@bcit.ca) to be added to our customer list.

Wood Products Manufacturing part-time courses:

- WOOD 1001 Lumber Dry Kiln Operation
- WOOD 1010 Sawmilling Fundamentals
- WOOD 1020 Lumber Finishing and Saw Technology
- WOOD 1030 Engineered Wood Products
- WOOD 1040 Basic Wood Products Technology
- WOOD 1050 Lumber Sales in North America
- WOOD 1060 Wood Science
- WOOD 1421 Domestic Wood Products Sales and Distribution
- WOOD 1422 Export Wood Products Sales and Distribution
- WOOD 2010 Wood Gluing
- WOOD 2050 Wood Products Design
- WOOD 2060 Wood Products Equipment Maintenance
- WOOD 2070 Tooling for Advanced Wood Machining
- WOOD 2090 Practicum
- WOOD 2312 CAD/CAM for Wood Processing

WOOD 1001 BBY \$1,004

LUMBER DRY KILN OPERATION

Basic knowledge required by all kiln personnel - operators, supervisors, kiln servicing employees (e.g. lift-truck drivers), covering the critical elements required for successful wood drying, regardless of the type of kiln or kiln controller. The course covers the fundamentals involved in optimizing drying time while minimizing degrade. Participants are also given information on the use of more advanced tools and techniques that can be applied to their own specific kiln operations. There is a combination of hands-on exercises, classroom training and a field trip. Although the information presented is applicable to the drying of all species, interior and coastal variants will also be covered. No prior kiln operation experience or training is required. A statement of completion is issued to participants who successfully complete the course. The certificate holder is entitled to appropriate BCIT and COFI Master Lumberman credits.

Jun 11-15 Mon-Fri 0830-1700 1 wk BBY CRN 27620

WOOD 1020 BBY \$321

LUMBER FINISHING AND SAW TECHNOLOGY

Learn about the technology associated with finishing rough lumber and saw technology. Topics include kiln dry (8 hrs), lumber surfacing (6 hrs), machine stress rating (2 hrs), secondary wood products (2 hrs) and saw technology (6 hrs). This is one of three courses in a series on the production of lumber.

*Note: Two parallel sessions are run so participants can choose the session most compatible with their current work schedule, however, shiftworkers should initially register in the day session.

Apr 18 Wed 1130-1430 8 wks BBY CRN 50160

Apr 18 Wed 1845-2145 8 wks BBY 50161

Heating, Ventilation Air Conditioning and Refrigeration

(604) 432-8539

Dina_Patterson@bcit.ca

Upon successful completion of the following five courses, a BCIT Statement of Completion in Refrigeration Systems will be issued.

| |
|--|
| HVAC 0102 Basic Refrigeration Systems 1 |
| HVAC 0104 Basic Refrigeration Systems 2 |
| HVAC 0106 Basic Refrigeration Systems 3 |
| HVAC 0110 Advanced Refrigeration Systems 1 |
| HVAC 0112 Advanced Refrigeration Systems 2 |

HVAC 0102 BBY \$419.50

BASIC REFRIGERATION SYSTEMS 1

Covers fundamentals of the refrigeration cycle and identification; operation and function of basic system components; use and application of refrigerant types; proper use of refrigerant recovery/recycling equipment; and proper charging and system evacuation to meet industry requirements and existing provincial regulations. Prerequisite: HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 9 Mon/Wed 1900-2200 8 wks BBY CRN 21093

HVAC 0104 BBY \$419.50

BASIC REFRIGERATION SYSTEMS 2

Continues from HVAC 0102. Topics include basic electrical theory, alternating current fundamentals, single-phase motor theory, practical exercises in interpreting elementary electrical diagrams, demonstrations on use of electrical test instruments, electrical diagrams on computer simulators and hands-on shop projects. Prerequisite: HVAC 0102 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 9 Mon/Wed 1900-2200 8 wks BBY CRN 21097

HVAC 0106 BBY \$419.50

BASIC REFRIGERATION SYSTEMS 3

This is the third in a five-part program covering heating, ventilation and air conditioning systems. This module covers: types of systems, the psychrometric chart for studying air properties, proper HVAC installation procedures, troubleshooting, and tune-ups. Preventive maintenance is discussed and basic troubleshooting skills are performed on computer simulators/window air conditioning units in shop.

Apr 10 Tu/Th 1900-2200 8 wks BBY CRN 23438

HVAC 0110 BBY \$196

ADVANCED REFRIGERATION SYSTEMS 1

This is the fourth in a five-part series of heating, ventilation and air conditioning systems courses. This module covers in-depth the operating sequences of residential and light commercial heat pump systems. Topics include: application, installation control sequences and mechanical/electrical troubleshooting techniques.

Jun 9 Sat 0830-1630 3 wks BBY CRN 23439

HVAC 0112 BBY \$196

ADVANCED REFRIGERATION SYSTEMS 2

This is the fifth in a five-part series of HVAC systems courses. This course will allow working industry tradespeople to sharpen their troubleshooting techniques on air conditioning systems and commercial refrigeration equipment. This course is designed and based upon the use of computer simulations to accomplish a vast array of equipment malfunctions commonly found in operational equipment today. No previous computer skills are required for this course.

Apr 21 Sat 0830-1630 3 wks BBY CRN 50045

HVAC 0145 BBY \$119

CFC EMISSIONS IN REFRIGERATION

Teaches environmental awareness on ozone depleting substances. Covers environmentally correct equipment design and proper handling of ozone depleting substances. Upon successful completion, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls, and a certificate number for refrigerant handling as required under current B.C. regulations.

Apr 14 Sat 0830-1630 1 day BBY CRN 21098

May 26 Sat 0830-1630 1 day BBY 21099

Jun 23 Sat 0830-1630 1 day BBY 21100

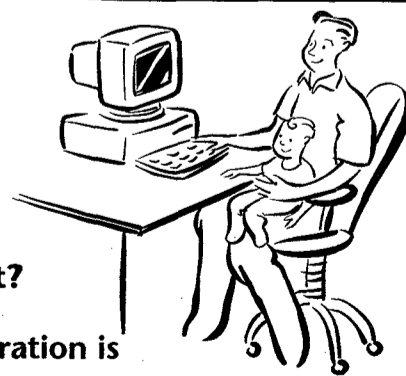
Jul 21 Sat 0830-1630 1 day BBY 23440

HVAC 0200 BBY \$135

REFRIGERATION ELECTRICAL

Prepares trade qualified refrigeration mechanics for the electrical R.E. examination. Canadian electrical code topics include: branch protection, conductor sizing, Class 2 control circuits, and multi-circuit load calculation for hermetic motors and compressors. Prerequisite: B.C. TQ or IP in Refrigeration.

May 12 Sat 0830-1630 2 wks BBY CRN 28477



Can't wait?

Your registration is confirmed immediately when you register online at www.bcit.ca

Machinist

(604) 432-8539 Dina_Patterson@bcit.ca

MACH 0105 **BBY \$408.50**
LATHE OPERATOR

Provides a basic understanding and practical experience of engine lathe operations. Safety glasses and footwear with steel toes required.
Apr 17 Tue/Thu 1900-2200 6 wks BBY CRN 24924

MACH 0110 **BBY \$408.50**
MILLING MACHINE OPERATOR

Provides a basic understanding and practical experience of milling machine operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and footwear with steel toes required.
Jun 5 Tue/Thu 1900-2200 6 wks BBY CRN 26044

MACH 0120 **BBY \$271**
INTRODUCTION TO COMPUTERS FOR MACHINISTS

Introduces machinists to the use of computers. Designed for students wishing to continue on to the computer numerical control (CNC) courses.
Apr 7 Sat 0830-1630 3 wks BBY CRN 22631

MACH 3100 **BBY \$556.50**
MASTERCAM FOR MACHINISTS 1

Focuses on the creation of 2D geometry for preparing of machining operations featured in Mastercam version 8.1. The course explores the techniques and methods that can be used to design 2D drawing. (5 credits)
Apr 9 Mon-Thu 1900-2200 4 wks BBY CRN 28473

MACH 3102 **BBY \$556.50**
MASTERCAM FOR MACHINISTS 2

Focuses on the creation of 2D tool paths using Mastercam version 8.1. The 2D tool paths include drilling, contour, pocket, threading, etc. in milling and turning operations. The course explores the technique and methods that can be used to generate NC program for 2D drawing. The course also introduces post processor in Mastercam. (5 credits)
May 14 Mon-Thu 1800-2200 4 wks BBY CRN 27481

MACH 3103 **BBY \$556.50**
MASTERCAM FOR MACHINISTS 3

Focuses on the creation of 3D surface and 3D tool paths using Mastercam version 8.1. Topics include creation of complex geometry, surface and surface models. (5 credits)
Jun 18 Mon-Thu 1800-2200 4 wks BBY CRN 27484

Computer Numerical Control (CNC) Operator

(604) 432-8419

This program trains students to operate CNC machines. Training is designed for machinists and other tradespersons who wish to upgrade their skills in the operation, IG coding and conventional programming of CNC equipment.

Entrance Requirements: High school graduation. English 12 or Communications 12, any Math course at the grade 11 level. BCIT pretest is acceptable for English and Math. Applicants must have completed third year Machinist apprentice level or undergo department review.

This is a full-time course, but is delivered on a part-time basis. Applicants must enrol by filling out a Full-time Application Form and apply through the Admissions department.

Mar 26- Mon-Thu 1800-2200 15 wks BBY
Jul 5

Millwright

(604) 432-8539 Dina_Patterson@bcit.ca

MILL 0101 **BBY \$601.50**
MILLWRIGHT CQ REFRESHER

Intended to assist tradespersons in refreshing their theoretical knowledge of the millwright trade prior to writing the Millwright Certificate of Qualification with an Inter Provincial IP (red seal) endorsement examination. Topics include general fitting practices, hydraulics, pneumatics and lubrication, material handling, machine components and machine installation. Prerequisite: Minimum 6 years experience in the trade.
May 1 Tue/Thu 1800-2100 12 wks BBY CRN 27602

MILL 0115 **BBY \$448.50**
INTRO TO VIBRATION ANALYSIS

Assists maintenance personnel in the measurement, collection and analysis of machine vibration and machine balancing. Explains and identifies vibration measurement and analysis principles and practices. Students are taught the uses of various vibration pickups and monitoring techniques. Methods of data acquisition are presented and explained. Interpretation of many types of vibration spectra are demonstrated and explained including unbalance, misalignment, eccentricity, bearing failures, looseness, power drive and electrical faults, aerodynamic and hydraulic faults among others. Types of unbalance, single and two plane balancing and balancing machines are explained and demonstrated. Fifteen hours of shop and hands-on activity are included in this course.
Apr 23 Mon/Wed 1830-2130 7 wks BBY CRN 29751

Power Engineering

(604) 432-8539 Dina_Patterson@bcit.ca

POWR 0107 **BBY \$105**
BOILER SAFETY AWARENESS

Raises safety awareness of individuals who are required to watch over boilers during times when operating personal are not in attendance. This certificate allows the holder to initiate safety shut down procedures on the equipment named on the safety awareness certificate. This course prepares candidates to write the Boiler and Pressure Vessel Safety Program examinations for certification.
May 15 Tue/Thu 1830-2130 1 wk BBY CRN 28476

POWR 0108 **BBY \$130**
REFRIGERATION SAFETY AWARENESS

Provides individuals working in refrigeration facilities, including large air conditioning systems, with sufficient safety awareness to shut down the refrigeration equipment named on the safety awareness certificate in the event of an emergency. This is not an operating certificate but is required when operating personnel are not in attendance. This course prepares candidates to write the Boiler and Pressure Vessel Safety Program examinations for certification.
Apr 17 Tue/Thu 1830-2130 3 wks BBY CRN 26151

PROCESS, ENERGY & NATURAL RESOURCES

Who's Who

Advanced Diploma in Technology Management

Luis Curran (604) 432-8942
Robertta Pajunen, Program Assistant (604) 432-8459

Bachelor of Technology in Geomatics GIS Option

Ross Miller (604) 432-8737
Survey/Mapping Option

Ken Schuurman (604) 432-8490
Biotechnology

Paul Barran (604) 432-8324
Sharon Cameron, Program Assistant (604) 432-8723
Chemical Sciences Technology

Elaine Woo (604) 432-8393
Sharon Cameron, Program Assistant (604) 432-8723
Engineering Technology Distance Education

Mike Boyle (604) 432-8279
Shari Monsma, Program Assistant (604) 432-8784
Clerical Assistant (604) 451-6984
Fish Harvesting and Processing Technology

Denise DeLeebeeck (604) 432-8948
Sharon Cameron, Program Assistant (604) 432-8723
Food Technology

Cliff Dunlop (604) 432-8320
Sharon Cameron, Program Assistant (604) 432-8723
Forest Engineering Technology Distance Education

Jim Rudolph (604) 432-8941
Geographic Information Systems

Jonathan Candy (604) 432-8378
Bette Bayley, Program Assistant (604) 432-8521
Geomatics

Dave Rutherford (604) 432-8627
Bette Bayley, Program Assistant (604) 432-8521
Mining

Rob Stevens (604) 432-8323
Sharon Cameron, Program Assistant (604) 432-8723
Petroleum

Keith Errington (604) 432-8887
Sharon Cameron, Program Assistant (604) 432-8723
Renewable Resources Technology

Judith Hall (604) 451-6911
Dina Patterson, Program Assistant (604) 432-8539
Forest Resources Technician Program

Wayne Horvath (604) 432-8506
Dina Patterson, Program Assistant (604) 432-8539
Urban and Community Forestry Program

Judith Hall (604) 451-6911
Dina Patterson, Program Assistant (604) 432-8539

Mini-Technology Summer Camps

(604) 432-8393 Elaine_Woo@bcit.ca
(604) 432-8723 Sharon_Cameron@bcit.ca
www.eng.bcit.ca/minicamp/

Once again we are offering two mini-technology summer camps of fun-filled exploration and fascinating learning! We provide a chance for young people to see, hear and feel how their everyday world relates to science, engineering & technology, in interesting, easy-to-understand terms that make sense to ages 11-15. We get them involved in safe, hands-on experiments - all under the supervision of BCIT instructors and volunteers at our Burnaby campus.

Seats are very limited so please register early (we always have disappointed parents). REGISTRATION STARTS APRIL 9. To register, contact Sharon Cameron at (604) 432-8723. For more information on summer camp activities, contact Elaine Woo at (604) 432-8393.

MINI-TECHNOLOGY SUMMER CAMP: BOYS & GIRLS \$138
Five days of fun for boys and girls aged 11-14. July 9 -13, 0830-1530, Monday to Friday.

MINI-TECHNOLOGY SUMMER CAMP: GIRLS ONLY \$138
Five days of more fun for girls only aged 11-15. July 16-20, 0830-1530, Monday to Friday.

Advanced Diploma in Geographic Information Systems

(604) 434-1610

BCIT offers an Advanced Diploma program (ADP) in Geographic Information Systems. The program can be completed through part-time studies or one year of full-time study. The entrance requirement is a degree or diploma of technology in a related discipline.

Please call Program Advising at (604) 434-1610 and ask to be mailed the GIS Advanced Diploma Program booklet. The booklet will explain how you can become a full-time or part-time GIS Advanced Diploma student and which courses you should take.

You do not have to become a GIS Advanced Diploma student if you want to take a selection of our part-time GIS courses to help your career advancement. You can just register for any part-time GIS course, though you should make sure you meet any course prerequisites. For course availability, please see the Geographic Information Systems section of this flyer.

Check the GIS home page for any last minute part-time course offerings or to read more about the part-time GIS Advanced Diploma Program. You can access the GIS home page from the BCIT Web site GIS program pages (www.gis.bcit.ca).

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces.

Bachelor of Technology in Geomatics

(604) 451-7001 Stephanie_Hristovsky@bcit.ca
Program Assistant

For more information on the Bachelor of Technology in Geomatics, please see page 14.

Bachelor of Technology in Technology Management

(604) 432-8459 Robertta_Pajunen@bcit.ca

For more information for Bachelor of Technology Degree in Technology Management, please see page 15.

Biotechnology

(604) 432-8324 Paul_Barran@bcit.ca

The Biotechnology Program currently offers two workshops designed to meet the rising demand for current information and training in this field. For more information regarding these workshops, please contact the program head, Paul Barran at (604) 432-8324.

BIOT 1131 AN INTRODUCTION TO THE SCIENCE OF BIOTECHNOLOGY

(16 hours) A two-day workshop specifically geared to non-scientific audiences to provide a comprehensive overview of biotechnology, its components and applications. The workshop surveys the technologies that make up biotechnology and their application in science and industry. Technologies covered include genetic engineering, cell culture and fermentation. Applications covered include human health, forestry, agriculture and waste management. The course is offered in partnership with the B.C. Biotechnology Alliance (BCBA). For information on the latest course schedule for BIOT 1131, contact the BCBA at (604) 221-3026 or e-mail www.biotech.bc.ca.

BIOT 5320 **BBY \$1,100**
MOLECULAR GENETICS TECHNOLOGY

A workshop (80 hours) which provides a comprehensive overview of the theory and practice of modern molecular genetics. Students receive practical hands-on training in the basic techniques of molecular genetics (Southern/Northern/Western Blot, PCR, DNA/RNA preparation, DNA sequencing, and cloning), as well as theoretical training in genetic analysis. Topics include genetic analysis, recombinant DNA technology, and the application of this technology to the analysis of genes and their products. To register contact Sharon Cameron at (604)432-8723. Prerequisite: lab experience is highly recommended.
Jun 11 M-F 0830-1730 2 wks BBY CRN 29911

Chemical Sciences Technology

(604) 432-8393 Elaine_Woo@bcit.ca
(604) 432-8723 Sharon_Cameron@bcit.ca

There are no part-time courses scheduled at this time. If you wish to be kept informed of any upcoming courses, call Sharon Cameron at (604) 432-8723 or e-mail Sharon_Cameron@bcit.ca to be put on our mail list.

Assayer Certification Training

Comprehensive assayer training is now available through Chemical Sciences Technology in a "directed studies" format (using internet, fax, phone, CD, mail and labs). It can be taken by anyone, no matter where they may live or work. The training was developed to meet the mining industry's growing demands for skilled and competent assayers in B.C., and with this advanced training in applied analytical chemistry, it prepares successful students to become eligible to write the exam for provincial certification given by the B.C. Ministry of Energy and Mines.

The complete training involves approximately two years of "tutored" correspondence courses and lab practicums. Lab practicums are considered an essential component of this training in order to gain maximum benefit from the courses, and to help develop speed and accuracy in analytical work. Enrollment in each course is limited to 12 students. Note: You can opt to take only part of the training program, for the purpose of job upgrading, information or as a "refresher".

Assayer Certification Training covers:

- Introduction to assaying.
- Fire assaying, mineral identification and introduction to geology.
- Classical wet assaying and qualitative analysis.
- Acid rock drainage.
- Selectivity and specificity of analytical procedures.
- Analytical instrumentation - theory and practical.
- Sampling theory and methods.
- Statistical analysis.
- Laboratory safety.
- Laboratory quality assurance and quality control.
- Reference standards.
- Laboratory practicums.

Contact Elaine Woo (instructor/coordinator) for more information: phone (604) 432-8393 or e-mail Elaine_Woo@bcit.ca

Fish Harvesting and Processing Technology

Course information: (604) 432-8948 Denise_DeLeebeek@bcit.ca
 Registration: (604) 432-8723 Sharon_Cameron@bcit.ca
 www.fishtech.bcit.ca

This program operates according to the current requirements of the fishing industry. Courses and workshops are developed with the assistance of industry committees and scheduled, as needed. Contact Denise DeLeebeek at (604) 432-8948 to be put on our mailing list for notification of upcoming activities.

For upcoming workshop schedule, contact Sharon Cameron at (604) 432-8723 if you are interested.

FISH 0145 CANNED FOODS: THERMAL PROCESSING AND CONTAINER EVALUATION

For canning line staff, retort operators, supervisors, government inspectors and others involved in the thermal processing of low-acid foods and the evaluation of double seams on metal cans and closures on glass containers for canning. Topics: microbiology of canning; thermal processing principles; government regulations; product preparation & container handling; basic retort operation; thermal processing systems (incl. still & agitating); records for product safety; cooling water treatment; closure evaluation on metal & glass containers. *Course fees not yet set due to possible funding assistance.*

May 8-11 Tue-Fri 0830-1630 4 days Prince Rupert CRN 29309
 May 28-31 Mon-Thu 0830-1630 4 days Burnaby 29939

FISH 0143 METAL CAN DEFECT IDENTIFICATION AND CLASSIFICATION

Based on training given to field inspectors of the CFIA. Suitable for: canned food inspectors in processing plants (QA and production personnel), can screening warehouses, government and private testing labs, import facilities, inspectors in can manufacturing plants. Use of the Metal Can Defect Identification and Classification Manual and visual identification of defects which originate in metal can manufacturing, double seam formation, other manufacturing and handling will be covered. Prerequisite: familiarity with the terminology used to describe metal can and double seam components. *Course fees not yet set due to possible funding assistance.*

May 14-15 Mon/Tue 0830-1630 2 days Prince Rupert CRN 29940
 Jun 13-14 Wed/Thu 0830-1630 2 days Burnaby CRN 29429

Workshops we offer:

- Introduction to HACCP (FISH 0122)
- Revised QMP Plan (FISH 0123)
- Self-Verification of Your QMP Plan (FISH 0125)
- Orientation to Sanitation & Hygiene (FISH 0131)
- Factory Clean-Up (FISH 0132)
- Facilities & Equipment Sanitation & Hygiene (FISH 0133)
- Can Screening Line Theory and Operation (FISH 0141)
- Metal Can Defect I.D. & Classification (FISH 0143)
- Canned Foods: Thermal Processing & Container Evaluation (FISH 0145)
- First Line Supervisor (FISH 0150)
- Chargehand (FISH 0151)
- New Product Business Development (FISH 0160)
- Food Microbiological Control (FISH 0200)
- Seafood Processing and Quality (FISH 1900)

CD-ROM Training Tutorials on Metal Can Defects

The following CD-ROMs are now available as part of Fish Harvesting and Processing Technology program:

- "Origins of Metal Can Manufacturing Defects"
- "Origins of Double Seam Defects"
- "Identification of Metal Can Defects"

These tutorials are based on material from the Canadian Food Inspection Agency (CFIA) manual, "Metal Can Defects - Identification and Classification". They include a total of 84 defects with over 400 photo images and Self-Tests on subsections, sections and the whole tutorials. These tutorials have been extensively validated by a committee of B.C. salmon cannery, a can manufacturer, Canadian Food Inspection Agency and Health Canada.

The target audience is canned food inspectors in processing plants, can screening warehouses, government and private testing laboratories and import facilities as well as inspectors in can manufacturing plants.

To order the CDs, contact Distance Education, Engineering Technology, by phone: (604) 432-8784 or fax: (604) 436-6113. For more information on content, design and computer system requirements, contact Denise DeLeebeek by phone (604) 432-8948, fax (604) 434-6986, e-mail Denise_DeLeebeek@bcit.ca.

Food Technology

Course information: (604) 432-8320 Cliff_Dunlop@bcit.ca
 Registration: (604) 432-8723 Sharon_Cameron@bcit.ca
 www.foodtech.bcit.ca

FOOD 1022 INTRODUCTION TO FOOD MICROBIOLOGY: LAB 1 - (30 HOURS)

An overview of the laboratory techniques used in the detection and enumeration of important food-related micro-organisms. Topics include basic microbiological safety procedures, aseptic techniques, sample collection techniques, and proper plating methods. Students are expected to supply their own lab coats. Prerequisite: FOOD 1021 (see below*).

Apr 3 Tue/Thu 1830-2130 5 weeks BBY CRN 29726

FOOD 1501 MANAGEMENT UNIFORM SANITATION TRAINING (MUST) - (9 HOURS)

Developed by the Canadian Council of Grocery Distributors (CCGD) and approved by the BC Ministry of Health for training food handlers. Contents: food handling practices, and the causes and prevention of food-borne illnesses. Recognized by major grocers in western Canada; anyone considering employment in the food retail industry will benefit. Applicable to BCIT's proposed Associate Certificate in Food Safety Management.

Apr 10 Tue 1815-2115 3 weeks BBY CRN 29974

* FOOD 1021 INTRODUCTION TO FOOD MICROBIOLOGY (CORRESPONDENCE)

Designed to help persons handle and process food safely. Tiny living organisms such as bacteria, mold and yeasts can be used to preserve food by fermentation but can also cause food safety concerns. This introductory distance education course explains how micro-organisms can spoil food and cause food borne disease. Techniques for measurement and control of bacteria in food; safety problems relating to foods such as meat, milk and vegetables; and principles of microbial growth and control help the learner understand how to control food borne micro-organisms. To register, contact Shara Monsma at (604) 432-8784 or e-mail Shari_Monsma@bcit.ca

Proposed Associate Certificate in Food Safety Management

BCIT's Food Technology Program is planning to offer an Associate Certificate in Food Safety Management intended for:

- Employees in the food industry with no formal food science background wishing to upgrade their knowledge - production supervisors, food plant managers, technicians, technical sales, marketing, dietitians, nutritionists, government and public health inspectors, food industry entrepreneurs.
- Individuals wishing to gain a better understanding of food safety issues in food processing.

Students must have English 12 (or equivalent) and Chemistry 11 for acceptance into this certificate program. Credit (max. 9 credits) may be granted for other equivalents or suitable courses taken outside of BCIT.

The Associate Certificate in Food Safety Management is not currently available. If you are interested in receiving information when this program becomes approved for registration, please contact Sharon Cameron (program assistant) by:

Phone: (604) 432-8723
 Fax: (604) 433-7879
 E-mail: Sharon_Cameron@bcit.ca

Geographic Information Systems

(604) 432-8521

You may take any or all of our part-time GIS courses to help your career advancement. You may also complete a part-time GIS Advanced Diploma for job-ready skills. For more information, call Program Advising at (604) 434-1610 and ask to be mailed the GIS program booklet. If you are a GIS business owner or government agency, your employees may take courses tailored to your business needs at our campuses or at the work place. Check the GIS home page at www.gis.bcit.ca for future online courses, any last minute part-time course offerings or to read more about the GIS program.

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces.

GIST 5001 GIS PROGRAMMING 1 BBY \$255

Prepares students for GIS macro programming, GIS utility programming, GIS database programming and other GIS courses. Students use logical steps and QBasic to manipulate GIS spatial and attribute data values. This course is for students with no programming experience, but must be able to manage computer files and directories. (1 credit)

Apr 11 Wed 1845-2145 6 wks BBY CRN 27229

GIST 5002 GIS PROGRAMMING 2: VISUAL BASIC BBY \$255

Builds on the course content of GIST 5001 GIS Programming 1. The course will introduce Visual Basic and will cover such additional topics as sub-programs and functions, arrays, file output and introduction to computer graphics. As in GIST 5001, the examples will be based on GIS and related topics. Prerequisite: GIST 5001. (1 credit)

May 23 Wed 1845-2145 6 wks BBY CRN 27230

GIST 5028 ARCVIEW DTC \$425.30

Presents a hands-on course which introduces ARCVIEW, a powerful desktop GIS software package. Teaches students how to use ARCVIEW to perform spatial query and analysis, produce maps, charts and reports. The course fee includes a 675 page colour manual and a CD-ROM with a demonstration copy of ArcView GIS software. (1 credit)

May 28 Mon-Tue 0830-1630 2 days DTC CRN 24820
 May 30 Wed-Thu 0830-1630 2 days DTC 26053

GIST 5128 AR/INFO GIS 1 BBY \$435.50

Introduces GIS software using AR/INFO Version 8. Topics include Arc Workstation, ArcCatalog, ArcMap, data set creation and editing, data analysis and map production. (3 credits)

Apr 21 Sat 0830-1530 6 wks BBY CRN 20733

*No class Saturday, May 19, 2001.

Jun 4 Mon-Fri 0830-1630 1 wk BBY 23229

GIST 6138 AR/INFO GIS 3 BBY \$485.50

Covers customization of ArcInfo V8 Workstation and ArcToolbox using ODE and Visual Basic, and customization of ArcMap and ArcCatalog using ArcObjects and VBA. The course also examines GIS spatial modelling including a vector model using ArcInfo Workstation NETWORK and raster models using ArcInfo Workstation GRID. Prerequisite: GIST 6128. Previous object oriented programming experience is required (for example, AICO 3072). (3 credits)

Apr 10 Tue 1845-2145 12 wks BBY CRN 26052

GIST 7100 FUNDAMENTALS OF GIS BBY \$260.50

(Previously GIST 5100.) Provides an overview of Geographic Information Systems technology, covering fundamental concepts, terminology, and technologies associated with GIS, applications of GIS, the role of GIS in spatial data management, data modelling, concepts of file and database systems, raster and vector spatial data models, architecture of GIS software (geo-relational, object-oriented), methods of data collection and input, manipulation and analysis features of GIS, general management issues, trends in GIS. (2 credits)

Apr 10 Tue 1845-2145 12 wks BBY CRN 29904

GIST 7202 GIS COMPONENT PROGRAMMING BBY \$337

Introduces students to component programming for GIS; its role and importance, comparison to object technology, and current models (OLE/COM, OMC,CORBA). Students will also learn about current commercial products and their features and gain practical experience using ESRI MapObjects in a visual basic environment. Prerequisite: Previous Arc/Info and Visual Basic programming experience is required (GIST 5128, GIST 5002). (1 credit)

Apr 12 Thu 1845-2145 6 wks BBY CRN 29905

AutoCAD/GIS Training

ACGS 2000 AUTOCAD MAP 1 BBY \$445

Covers the basic technical skills required in spatial data collection and management. AutoCAD Map fundamentals with an emphasis on CAD issues, the Workflow model, and map spatial data tools are discussed. Prerequisite: AICO 1000. (1.5 credits)

Jun 11 Mon/Tue/ 0830-1700 2.5 days BBY CRN 27533
 Wed 0830-1130

ACGS 3000 AUTOCAD MAP 2 BBY \$445

Explores the advanced issues of AutoCAD map and utilizes complex tool sets. The emphasis is on GIS definitions, Topology (spatial relationships), advanced Queries and Property Alteration and Spatial Analysis. Prerequisite: ACGS 2000. (1.5 credits)

Jun 13 Wed/ 1400-1700 2.5 days BBY CRN 27534
 Thu/Fri 0830-1700

GIS Distance Education Course via the Internet

see page 42.

Geomatics

(604) 432-8627
 (604) 432-8521

David_Rutherford@bcit.ca

SURV 1100 SURVEY FUNDAMENTALS FOR INSPECTORS BBY \$189

Covers identification and significance of survey monuments; interpretation of legal and engineering plans; slope and horizontal distance measurements with determination of offsets. Introduces terminology associated with levelling, levelling field procedures, notekeeping and reductions. (1.5 credits)

Apr 10 Tue/ 1845-2145 4 wks BBY CRN 21404
 Sat 0900-1600

*Note: SURV 1100 runs Tuesdays, April 10-May 1, 2001 and the last six hours of the course are held Saturday, May 5, 2001. The last class is a practical session in the use of basic surveying equipment.

SURV 1101 SURVEY INSTRUMENT OPERATIONS: LEVELS BBY \$255.50

Introduces the principles of differential levelling using the automatic level through practical levelling projects such as sewer-line layout, grade and invert calculations, cut and fill and "as-built" surveys using bench mark and detail levelling procedures, industry prescribed booking formats and note reductions. Field-oriented to simulate actual engineering projects. Ideal for those in the municipal engineering and construction industry. (2.5 credits)

Apr 21 Sat 0900-1600 5 wks BBY CRN 27238

SURV 1104 BASIC SURVEYING WITH TOTAL STATIONS BBY \$255.50

Presents the basics of instrument setup, calibration and use of a variety of total stations including reflectorless technology. Course covers angle and distance measurement procedures, elevation determinations, traversing and topographic/detail surveys, basic data collection and data processing on projects typically found in industry. Of particular interest to those in the Municipal Engineering and Construction Industry. (2.5 credits)

May 12 Sat 0900-1600 5 wks BBY CRN 23477

SURV 1113 PLANE SURVEYING COMPUTATIONS 1 BBY \$360.50

Reviews plane trigonometry fundamentals, solutions of triangles. Open and closed traverse computations, inverse, the location of blunders and adjustment procedures. Omitted parts in closed traverses, area computations, subdividing lots with straight property lines. Circular curve calculations and layout procedures, building layout data calculations. (3 credits)

Apr 10 Tue 1845-2145 12 wks BBY CRN 28487

continued next page

SURV 1114 **BBY \$360.50**
PLANE SURVEYING COMPUTATIONS 2
 Includes the reduction of measured distances to the horizontal and to sea level. Three types of intersection problems will be covered. The elements, laying out procedures and special problems involving horizontal curves and vertical curves. Areas of cross-section; volumes for roadwork and borrow pit excavations. Introduces coordinate transformations. Prerequisite: SURV 1113. (3 credits)
 Apr 11 Wed 1845-2145 12 wks BBY CRN 26056

SURV 1117 **BBY \$420.50**
INTRODUCTION TO GPS DATA COLLECTION AND PROCESSING
 Teaches basic GPS concepts and the appropriate hardware, software, and field methods for specific applications. Covers typical GPS surveying problems and their solutions. The field portion of the course teaches GPS mission planning and hands-on code and carrier phase data collection projects. The post processing component includes explanations of output files, network adjustment and transformations. (3 credits)
 Apr 10 Tue 1845-2145 12 wks BBY CRN 28488

SURV 1118 **BBY \$271**
PROGRAMMING THE HP48G(X): SURVEYING APPLICATIONS
 Includes models HP48G and HP48GX. Manual operations with emphasis on the use of mathematical functions for solving surveying problems. Development of programs for survey applications including input/output capabilities for transferring data. (2 credits)
 Apr 11 Wed 1845-2145 8 wks BBY CRN 25032

SURV 2001 **BBY \$260**
LEICA GPS REAL TIME
 Ideally suited for engineers, surveyors, utility company and mining personnel and others involved in the mapping industry, this course introduces the fundamental concepts and theory of GPS; Leica hardware and software using Leica GPS receivers, GPS specifications and accuracy, project planning and cost. Covers GPS Real Time operations practical field exercises, an overview of applications and the export of Real Time data in a variety of formats. (1 credit)
 Jun 6 Wed-Thr 0830-1630 2 days BBY CRN 27551

SURV 5108 **BBY \$172**
FUNDAMENTALS OF SURVEYING
 Introduces fundamental concepts of surveying and will demonstrate various surveying procedures. Topics include an introduction to the survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations. This course is a requirement for students of the GIS Advanced Diploma program. (1.5 credits)
 Apr 21 Sat 0900-1200 6 wks BBY CRN 26351

SURV 5208 **BBY \$200**
FUNDAMENTALS OF GLOBAL POSITIONING SYSTEM
 Introduces the fundamental concepts of Global Positioning System (GPS). Covers coordinate systems, datums, map projections, and accuracy and reliability of spatial data. Explores GPS resources available on the Internet. This course will be of interest to all outdoor enthusiasts who use GPS for navigation. Prerequisite: SURV 5108. (1.5 credits)
 Jun 9 Sat 0900-1600 3 wks BBY CRN 26312

Geomatics Direct Entry Program
 For qualified candidates, the BCIT Geomatics department offers an opportunity for direct entry into the second year of a two year diploma program in Geomatics. Qualified candidates may include those who have completed a Bachelor of Science or Diploma in Science from a recognized post secondary institution. For qualification details contact Deborah Crawford in the Direct Entry and Re-admissions Office at (604) 432-8230.

Mining

(604) 432-8323 Robert_Stevens@bcit.ca
 The Mining Technology Program is proposing to offer a part-time Studies course in *Exploration and Prospecting Methods* in partnership with the BC/Yukon Chamber of Mines in September, 2001. For more information or schedule updates, please contact the program head Rob Stevens at (604)432-8323 or email Robert_Stevens@bcit.ca.

Petroleum

(604) 432-8887 Keith_Errington@bcit.ca
 There are no part-time courses scheduled at this time. For an update on the schedule or general enquiries, contact the Program Head Keith Errington at (604)432-8887.

Renewable Resource Technology Forestry and Fish; Wildlife & Recreation

(604) 451-6911 Judith_Hall@bcit.ca
 (604) 432-8539 Dina_Patterson@bcit.ca
 www.renewres.bcit.bc.ca
 BCIT'S RENEWABLE RESOURCES TECHNOLOGY is offering a selection of Part-time Studies courses commencing in the Spring term. There are limited seats so we recommend that you register early. Contact me directly, Dina Patterson at (604) 432-8539, Dina_Patterson@bcit.ca to receive additional information or to register for the courses. Visit our Web site at http://www.renewres.bcit.bc.ca for further program information.

Can't wait?

Your registration is confirmed immediately when you register online at **www.bcit.ca**



NEW RNR 0320 WILDERNESS FIRST AID FOR THE RESOURCE INDUSTRY BBY \$65

The Wilderness First Aid for the resource industry course will augment your first aid knowledge to give you the confidence to make decisions on planning, treatment and evacuation, and help you learn to improvise with what is available in wilderness settings. This course is intended to complement your Occupational First Aid (OFA) Level 1 and Transportation Endorsement certifications. Expect lots of hands on. Bring a small pack containing whatever you would take with you on a day trip outdoors. There is no certificate for this course, however your new skills will be invaluable. Prerequisite: OFA1, St. John Standard, or equivalent.
 May 18 Fri 0830-1630 1 Day BBY CRN 29828

RNR 0521 **BBY \$225**
LOG SCALING (COASTAL) REVIEW
 A 10-day practical review prior to the provincial coast log scaling examination. This is an opportunity for a limited number of registrants to join the second year forestry students in their examination preparations. Scale sticks and life vests are supplied. Students must supply caulk boots. Prerequisite: Approval by Don Campbell at (604) 432-8891 or Don_Campbell@bcit.ca.
 May 7-18 Mon-Fri 0830-1630 2 wks BBY CRN 29605

NEW RNR 0530 S-100 BASIC FIRE SUPPRESSION AND SAFETY CERTIFICATION BBY \$135

The S-100 'Basic Fire Suppression and Safety' certification course is designed to train those persons working or operating in a forest environment in the basic knowledge and skills required to control small fires. The course includes knowledge and skills in basic fire behaviour, fireline safety, safe use of fire equipment and control techniques and the use of pumps and water delivery systems. This course meets the requirements set out in the Forest Fire Prevention and Suppression Regulation and the Occupational Health and Safety Regulation. On successful completion of this course the candidate will be eligible for a wildland fireline certificate as an emergency fire fighter. There are no prerequisites for this course. For further information contact Robin Lihou at (604) 453-4023 or Robin_Lihou@bcit.ca
 May 26 Sat 0830-1630 2 days BCIT Woodlot CRN 29748 & Jun 2

NEW RNR 0531 S-100 'BASIC FIRE SUPPRESSION AND SAFETY' (Recurrency Certification) BBY \$65

The S-100 'Basic Fire Suppression and Safety' recurrency certification course is designed to train those persons working or operating in a forest environment in the basic knowledge and skills required to control small fires. The course includes knowledge and skills in basic fire behaviour, fireline safety, safe use of fire equipment and control techniques and the use of pumps and water delivery systems. This course meets the requirements set out in the Forest Fire Prevention and Suppression Regulation and the Occupational Health and Safety Regulation. On successful completion of this course the candidate will be eligible for a wildland fireline certificate as an emergency fire fighter. This class is for individuals who possess previously expired S-100 certificates and need to be re-certified. For further information contact Robin Lihou at 453-4023 or rlihou@bcit.ca
 Apr 21 One Saturday 0830-1630 BCIT Woodlot CRN 29830
 May 12 One Saturday 0830-1630 BCIT Woodlot 29833

Note: the S-100 'Basic Fire Suppression and Safety' courses can be delivered at sites off-campus. Please contact Dina Patterson at (604) 432-8539 or Dina_Patterson@bcit.ca for further information.

NEW RNR 1145 CHAINSAW SAFETY AND USE BBY \$145.00

Basic training in the use and operation of power saws. Includes theory, safety and proper usage of chainsaws for simple functions in various work environments. Students are responsible for own safety boots.
 May 12 Sat 0830-1600 1 day BBY CRN 29742

NEW RNR 1146 FALLING AND BUCKING BBY \$495

WCB recommended training standard for falling and bucking procedures. The goal is to develop the knowledge, skills and attitude to operate chainsaws in a safe and productive manner in the work environment. Prerequisite: Survival First Aid. Student is responsible for own safety boots. All other equipment is supplied.
 Apr 24 Tue/Thr 1830-2200 2 wks BBY CRN 29744
 May 5 Sat 0830-1600
 May 7-10 Mon-Thr 0830-1600 4 days BBY 29743

NEW RNR 1155 INTRODUCTION TO GPS BBY \$655

The course will provide a general overview of the theory and structure of the Global Positioning System (GPS) and its application in resource management when used with Geographic Information Systems (GIS). The course will include classroom instruction and practical experience. Students will be instructed in the use GPS to gather information in the field and in the process for the transfer of GPS data to a GIS database. The ESRI ArcView course will be the GIS program used in this course.
 May 11-14 Fri/Sat 0900-1600 4 days BBY CRN 29824
 Sun/Mon

RNR 2510 **BBY \$440.50**
LOG RESIDUE AND WASTE SURVEY CERTIFICATION
 A course on B.C. coastal log waste and residue surveying. The course will be a combination of class and field studies and will prepare participants for provincial certification examinations. Actual certification will be dependent on individual skills and abilities.
 May 14-18 Mon-Fri 0830-1630 1 wk BCIT Woodlot CRN 23058

NEW RRET 3278 COMPUTER APPLICATIONS IN FOREST ROAD DESIGN BBY 395

This 3-day course focuses on the key elements of forest road design including: route surveys, design parameters, horizontal and vertical alignment, earthwork volumes, mass haul diagram, construction survey and design presentation. This is a "hands-on" course that will provide participants with an opportunity to use RoadEng (version 3.1) as a "tool" to incorporate all of the key elements into a finished road design that meets acceptable industry standards.
 May 15, Tues/Wed 0830-1630 3 days BBY CRN 29745
 16 & 17 & Thr

RNR 5019 BBY \$230

FOREST INDUSTRY
 The course provides an overview of: the evolution of B.C.'s forest industry and interrelated forest policy since European contact; the current structural profile of the industry; its place in the global arena and as B.C.'s dominant economic and cultural force; the evolution of labour unions in the industry; major current factors affecting industry operation and survival including industry business objectives and forest practices, price and cost structures, markets, tariffs and the United States, the regulatory environment, domestic and foreign 'players', the 'social contract to log'; and the outlook for potential changes in forest policy and industry models in the future. This will provide the student with the basic understanding and specialized vocabulary to allow competent and realistic discussion of forest policy and industry issues upon graduation as well as provide some context and conceptual integration for other management-oriented courses in the program. (1 credit)
 April 19 Thr/Fri 0830-1630 2 days BBY CRN 29740 & 20

NEW RNR 5781 BBY \$290

VISUAL LANDSCAPE MANAGEMENT
 A two-day workshop introducing the principles of visual landscape design of forested landscapes. Students will learn how visual landscape design is incorporated into planning processes and how it impacts forest values. Students will learn the requirements for completing Visual Landscape Inventories and Visual Impact Assessments in British Columbia. (1 credit)
 April 5-6 Thr/Fri 0830-1630 2 days BBY CRN 29604

Urban and Community Forestry Program Statement of Completion

(604) 451-6911 Judith_Hall@bcit.ca
 (604) 432-8539 Dina_Patterson@bcit.ca

An increased demand of programs that tackle environmental issues in urban and rural settings is evident. A new Part-time Studies program in Urban and Community Forestry is expected to fill an increasing need in the lower mainland for habitat restoration and sustainable plant and animal management. This non-technical program will be of interest to community stewardship groups and volunteers, gardeners, environmental groups and interested private landowners. The objective of this program would be to provide both theory and "hands on" experience leading to a Statement of Completion in Urban and Community Forestry. Each half credit Urban and Community Forestry (RRUF) course is a total of eight (8) hours in length. The courses are scheduled on a Wednesday evening from 1830-2130 (3 hrs) and on a Saturday from 1000-1530 (5 hrs). Courses are open to anyone and may be taken in any sequence, as stand-alone courses, or as part of a program resulting in a Statement of Completion in Urban and Community Forestry for those who successfully complete the required courses. There are no prerequisites and it takes 10 credits or 160 hours to complete the program.

Visit the Urban and Community Forestry Web site at www.renewres.bcit.bc.ca/urban. Contact Dina Patterson at (604) 432-8539 or e-mail: Dina_Patterson@bcit.ca for further information.

RRUF 1101 BBY \$65

TREE IDENTIFICATION
 Examines the major coniferous and deciduous tree species of British Columbia, especially the lower mainland. Emphasis is on native tree species. Prerequisite: none.
 Apr 18 & 21 Wed 1830-2130 BBY CRN 29737
 & Sat 1000-1530

RRUF 1102 BBY \$65

INTRODUCTION TO FOREST SOILS
 Describes the fundamentals of the physical, chemical and biological properties of soil, with an introduction to soil classification. There will be an opportunity to make formal soil descriptions in the field, take soil samples and interpret soil survey maps and reports. Special emphasis will be placed on the physical and chemical fertility of soils, soil suitability for various tree and plant species, and potential soil problems. Prerequisite: none
 May 2 & 5 Wed 1830-2130 BBY CRN 29738
 & Sat 1000-1530

RRUF 1104 BBY \$65

SOIL CONSERVATION
 This course will introduce the participant to some of the issues surrounding the conservation of the soil resource in the forest setting. These include soil erosion and compaction associated with trail construction and urbanization, soil pollution, and the effects of altered soil hydrology on the forest system. In addition, strategies regarding the conservation of soil resource will be introduced. Prerequisite: none.
 May 30 Wed 1830-2130 BBY CRN 28989
 & Jun 2 & Sat 1000-1530

RRUF 1202 BBY \$65

FOREST INSECTS AND DISEASE
 Describes a selection of important insects and diseases likely to be encountered in an urban forest setting. Emphasis will be placed on basic biology of the organism including methods of spread, reasons for infection, potential for increase or spread, and role(s) of these organisms in forest ecosystems. An outdoor session will emphasize recognition of these organisms and the symptoms they produce. Prerequisite: none.
 April 4 & 7 Wed 1830-2130 BBY CRN 29739
 & Sat 1000-1530

RRUF 1204 BBY \$65

URBAN/RURAL FOREST FIRE INTERFACE
 Introduces residents of rural / urban interface areas to methods of protecting ones property from fire. Includes methods of making a property safe from fire, basic instruction in fire fighting methods, use of common equipment, personal safety and jurisdiction and responsibility. This course is appropriate for residents of forest/urban interface areas and rural or cottages property owners. Prerequisite: none.
 April 25 & 28 Wed 1830-2130 BBY CRN 28787
 & Sat 1000-1530



Forest Resource Technician Program Certificate of Technology

(604) 432-8506 Wayne_Horvath@bcit.ca
(604) 432-8539 Dina_Patterson@bcit.ca

This one-year Forestry certificate program is offered full-time (September to May) at our Burnaby campus, with field labs conducted in various locations throughout North Vancouver and Maple Ridge. The program is designed to provide students with the field skills necessary to work in the forest industry. This program requires a minimum of Grade 10 Math and English (or PLAR - Prior Learning Assessment and Recognition) and is a great starting point for persons interested in working in the field of forestry. Upon completion of the program, the student will be awarded a certificate of technology in Forestry and may be granted partial credit toward the two-year Forestry diploma program at BCIT if desired.

For information on the Prior Learning Assessment and Recognition (PLAR) definition and process visit www.bcit.ca/~plar/default.htm

Renewable Resource Management Advanced Diploma Program

(604) 451-6911 Judith_Hall@bcit.ca
(604) 432-8539 Dina_Patterson@bcit.ca

The Renewable Resource Management Advanced Diploma program will appeal to technologists and others who are seeking to improve their skills in integrated resource planning and management. The program also develops skills and abilities focussing on building teamwork and interpersonal skills, and problem solving and decision-making abilities in the resource sector. The aim of the program is to provide technologists and others with the knowledge, and skills for their future roles as project leaders, field supervisors or information co-ordinators.

The course credit requirement for an advanced diploma in Renewable Resource Management is 30 academic credits plus 30 work term credits, a total of 60 credits.

Entrance Requirements: A Diploma of Technology or University/College degree in a related field. Students must possess

English 12 or equivalent, good communication and technical problem-solving skills, a good disposition toward teamwork, and fundamental computer literacy. A resume and list of references must accompany the application, which may be followed by an interview with a department representative.

Students may choose to enrol in the full term of academic courses as a full-time student, or complete individual academic credits course-by-course through Part-time Studies. All student applicants (full-time or part-time) will be required to apply for, and be selected into, the program.

Graduates who possess a Diploma of Technology or University/College degree in a related field and have completed related industry work experience may apply to have the work term credits granted through the Prior Learning Assessment and Recognition (PLAR) process. For information on the Prior Learning Assessment and Recognition (PLAR) definition and process visit www.bcit.ca/~plar/default.htm.

Contact Judith Hall, Renewable Resources Technology Part-time Studies coordinator, at (604) 451-6911, Judith_Hall@bcit.ca or visit the Renewable Resource Management Advanced Diploma Web site at www.renewres.bcit.bc.ca/rrm.htm.

TRANSPORTATION

AVIATION

The Aviation Division offers a variety of full-time, part-time, and customized training programs in the following:

- Aviation Regulations
- Composite Fundamentals
- Jet Engines
- Helicopter Maintenance
- Sheet Metal Intro and Advanced

The following part-time courses are scheduled during the Spring term at BCIT's Aerospace and Technology Campus located at 5301 Airport Road South, Richmond, B.C. Contact Laurie Mitchell, coordinator of Part-time Studies, to answer any of your queries at phone (604) 419-3704, fax (604) 278-5363 or e-mail Laurie_Mitchell@bcit.ca.

AVIA 0122 AIR REGULATIONS FOR MECHANICS ATC \$380.50

Provides an in-depth review of the Canadian Aviation Regulations (CARs) that apply to the maintenance of aeronautical products and air-worthiness of aircraft. Learn first hand your responsibilities as aviation technicians, aircraft owners and operators of private or commercial aircraft. Find out about the regulatory organization and how it affects you. Students will become familiar with airworthiness standards, ministerial orders, operating rules and indictable offenses. Those studying for the Transport Canada examinations relating to aircraft maintenance, apprentices, aircraft owners, A.M.E.s, aircraft maintenance managers, technicians, pilots, and anyone exposed to aviation maintenance will benefit from this course.

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|--------|---------|-----------|-------|---------|-------|
| Apr 21 | Sat/Sun | 0800-1700 | 2 wks | ATC CRN | 50079 |
| Jun 2 | Sat/Sun | 0800-1700 | 2 wks | ATC | 50081 |
| Jul 21 | Sat/Sun | 0800-1700 | 2 wks | ATC | 50082 |

AVIA 0168 BASIC SHEET METAL FOR AIRCRAFT ATC \$380.50

Combines theoretical and practical components to teach the fundamentals of aircraft sheet metal repair at an introductory level. Introduces aircraft structures, structural materials, layout and forming techniques, bend allowances, hand tools, fasteners and rivets. Hands-on instruction for the proper use of equipment, techniques and safe practices is provided.

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Apr 21 | Sat/Sun | 0800-1700 | 2 wks | ATC CRN | 50083 |
| May 5 | Sat/Sun | 0800-1700 | 2 wks | ATC | 50084 |
| Jun 16 | Sat/Sun | 0800-1700 | 2 wks | ATC | 50085 |

AVIA 0169 ADVANCED SHEET METAL FOR AIRCRAFT ATC \$380.50

Continues from Basic Sheet Metal for Aircraft. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0168.

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| May 26 | Sat/Sun | 0800-1700 | 2 wks | ATC CRN | 50086 |
| Jul 14 | Sat/Sun | 0800-1700 | 2 wks | ATC | 50087 |

AVIA 0182 PRACTICAL APPROACH TO HELICOPTER MAINTENANCE ATC \$539

Presents a theoretical and practical hands-on introduction to how the helicopter achieves lift, controls direction, and basic maintenance. Instruction incorporates assessment techniques and practices by performing inspections as prescribed by a helicopter manufacturer. Labs includes general inspection techniques, gas turbine engine, transmission inspection, and rotor blade balancing in the hangar. This course is designed to suit a novice interested in helicopters, a person on the full-time program waiting list, support staff in the business of helicopters, or the pilot who wants an introduction to mechanical reasoning, inspection, and basic shop practices.

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|--------|------------------------------------|-------|---------|-------|
| Apr 17 | Tue/Thr/Sat | 7 wks | ATC CRN | 50088 |
| | Tue/Thr (Apr 17-May 10): 1900-2200 | | | |
| | Sat (May 19, 26, Jun 2): 0800-1600 | | | |

AVIA 0241 INTRODUCTION TO JET ENGINES ATC \$380.50

Presents a theoretical understanding of the gas turbine engine in technical language understood by all students. In-depth knowledge of engine development, operating principles, classification and terminology is gained through this course. Any individual who wishes to know how a gas turbine engine works will find this course rewarding.

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Apr 17 | Tue/Thr | 1900-2200 | 5 wks | ATC CRN | 50071 |
| Jun 5 | Tue/Thr | 1900-2200 | 5 wks | ATC | 50072 |

Composite Courses

(604) 419-3704 Laurie_Mitchell@bcit.ca

The following Composite courses are endorsed by the Canadian Aviation Maintenance Council and are presently being considered for Transport Canada approval. Strong job growth is being experienced within the composite field. Enrollment within the Composite Introduction, Intermediate and Advanced will help you gain marketable skills within the auto-, boat- and aircraft-related fields.

AVIA 0253 COMPOSITE INTRODUCTION & INTERMEDIATE ATC \$1198

Upgrades students who have little or no experience in the application of composites. In theoretical and instructor led work shops, students will conduct a gel plate test, make a mould, create a laminate and repair a composite panel. Mastering these techniques will ensure the student success in boat, auto and home built aircraft repairs. This course will be the prerequisite for a Transport Canada approved credit course currently in development.

| | | | | |
|--------|--|-------|---------|-----------|
| Apr 18 | Wed/Fri/Sat/Sun | 4 wks | ATC CRN | 28528 |
| | Wed/Fri (Apr 18, 20, 27, May 2, 4, 11) | | | 1900-2200 |
| | Sat/Sun (Apr 21, 22, 28, 29, May 5, 6, 12, 13) | | | 0800-1600 |

AVIA 0265 COMPOSITE ADVANCED \$498

Great for boat, home, automotive and aviation enthusiasts! Facilitates repairs to previously manufactured panels. Through instructor-led shop and practical applications, the student will accomplish a Tapersand Wet Layup, Nomex honeycomb core replacement and a preimpregnated graphite unidirectional repair. All repairs use the Advanced Composite Hot Bond Vacuum Bag Method. Upon completion, student will receive a certificate with the Canadian Aviation Maintenance Council endorsement. Prerequisite: AVIA 0253.

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|--------|---------------------------------------|-------|---------|-------|
| May 30 | Wed/Fri/Sat/Sun | 2 wks | ATC CRN | 28886 |
| | Wed/Fri (May 30, Jun 1, 8): 1900-2200 | | | |
| | Sat/Sun (Jun 2, 3, 9, 10): 0800-1600 | | | |

MARINE

The Marine Division offers a variety of full-time, part-time, and customized training programs in the following:

- Electronic Navigation
- Marine Engineering
- Maritime Logistics and Port Operations
- Safety and Seamanship
- Nautical

The following part-time courses are scheduled during the Spring at BCIT's Pacific Marine Training Campus located at 265 West Esplanade, North Vancouver, B.C. Fax: (604) 985-2862.

Maritime Logistics and Port Operations

(604) 453-4111 **MLPO 2034 MARINE INSURANCE** PMT \$325.80

Introduces the principles of marine insurance: utmost good faith, insurable interest and indemnity. The course includes insurance markets, P&I Clubs, marine insurance policies, Institute Cargo Clauses, risk analysis and cargo claims procedures. The course will include marine insurance case studies.

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|-------|---------------------------------------|-----------|-------|---------|-------|
| Apr 2 | Mon/Wed | 1800-2100 | 6 wks | PMT CRN | 50013 |
| | Sat (Apr 7, Apr 28, May 5): 0900-1600 | | | | |

Nautical

(604) 453-4111 **NAUT 0475 MASTER LIMITED, 60GRT, AREA 1** PMT \$440.50

Prepares participants for Transport Canada examinations (040, 061, oral exam) leading to the Master Limited certificate which will qualify the holder to operate a small passenger vessel up to 60 GRT within Area 1 waters. Course also covers material for candidates preparing for the 'First Mate Limited Coastal' certificate.

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|--------|---------------|-----------|-------|---------|-------|
| Apr 17 | Tue/Thr | 1800-2100 | 5 wks | PMT CRN | 29770 |
| | Sat 0900-1600 | | | | |

MOTIVE POWER

The Motive Power Division offers a variety of full-time, part-time and customized training programs in the following:

- Auto Collision Repair
- Automotive Electronics
- Commercial Transport Mechanic
- Diesel Mechanic
- Marine Mechanic
- Motorcycle Mechanic
- Auto Refinishing
- Automotive Service Technician
- Diesel Electronics
- Heavy Duty Mechanic
- Mobile Equipment Operator
- Power Equipment Technician

The following part-time courses are scheduled this Spring at BCIT's Burnaby campus. Fax (604) 439-0426.

ITAC Funding



ITAC (Industry Training and Apprenticeship Commission) will provide 50% tuition funding for technicians enrolled in the following courses scheduled at BCIT during the Spring 2001 term. Contact Shirley Butler at (604) 432-8205 for more information.

| | |
|-----------|--|
| AUTO 0106 | Air Conditioning 134A Retrofit |
| AUTO 2211 | Lab Scope Operation and Diagnostics |
| AUTO 2214 | Electronic Engine Control/Fuel Injection |
| CTMX 0105 | Air Brakes for Mechanics |

In addition to the above-mentioned courses, technicians who are eligible to challenge the Certification of Qualification (CQ) examination may qualify for technician upgrade funding. Contact your local ITAC office to enquire about funding applicable to BCIT's Motive Power CQ refresher courses.

| | |
|-----------|--|
| AUTO 0100 | Auto Collision Repair Refresher |
| ABOD 0110 | Auto Collision Refinishing Refresher |
| AUTO 0100 | Automotive Mechanical Repair Refresher |
| CTMX 0100 | Commercial Transport Mechanic CQ Refresher |
| CTMX 0200 | Commercial Transport Trailer Mechanic CQ Refresher |
| HDMX 0100 | Heavy Duty Mechanic CQ Refresher |

Auto Collision

(604) 432-8205 Shirley_Butler@bcit.ca

ABOD 0100 AUTO COLLISION REPAIR REFRESHER BBY \$453.50

Refreshes theoretical knowledge of the trade in preparation for the Certificate of Qualification examination. Prerequisite: Experience in the automotive collision trade. See this page for more information on ITAC funding.

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|-------|-----|-----------|--------|---------|-------|
| Apr 7 | Sat | 0830-1430 | 10 wks | BBY CRN | 29847 |
|-------|-----|-----------|--------|---------|-------|

ABOD 0110 AUTO COLLISION REFINISHING REFRESHER BBY \$232.50

Refreshes theoretical knowledge of the trade in preparation for the Certificate of Qualification examination. Prerequisite: Experience in the automotive refinishing trade. See this page for more information on ITAC funding.

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|-------|---------|-----------|-------|---------|-------|
| Jun 5 | Tue/Thr | 1830-2130 | 5 wks | BBY CRN | 29848 |
|-------|---------|-----------|-------|---------|-------|

Automotive Mechanic

(604) 432-8205 Shirley_Butler@bcit.ca

AUTO 0100 AUTOMOTIVE MECHANICAL REPAIR REFRESHER BBY \$453.50

Refreshes theoretical knowledge of the trade in preparation for the Certificate of Qualification examination. Prerequisite: Experience in the automotive trade. See this page for more information on ITAC funding.

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|-------|---------|-----------|--------|---------|-------|
| Apr 9 | Mon/Wed | 1830-2130 | 10 wks | BBY CRN | 26043 |
|-------|---------|-----------|--------|---------|-------|

AUTO 0105 AUTOMOTIVE AIR CONDITIONING BBY \$453.50

Introduces the principles of air conditioning systems, including refrigerant theory, system construction and operation, inspection and service, refrigerant recovery, recycling, and charging. Shop exercises involve performance testing and inspections including refrigerant identification, over and undercharging effects, and leak detection. Prerequisite: AUTO 0145 or equivalent. Safety glasses and steel-toed footwear required.

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|--------|---------|-----------|-------|---------|-------|
| Apr 10 | Tue/Thr | 1830-2130 | 7 wks | BBY CRN | 26040 |
|--------|---------|-----------|-------|---------|-------|

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AUTO 0106 BBY \$296 \$147.50

AIR CONDITIONING 134A RETROFIT

Upgrades automotive technicians in the conversion of motor vehicle air conditioning systems from ozone depleting refrigerants to non-ODS 134A refrigerants. Covers issues of R12 equipment and disposal. Theory and hands-on training will be applied. Successful participants will receive Air Conditioning Retrofit certification. Prerequisite: Automotive air conditioning experience, and AUTO 0145 or equivalent. Safety glasses and steel-toed footwear required.

Jun 5 Tue/Thr 1830-2130 3 wks BBY CRN 23618

AUTO 0107 BBY \$107

134A RETROFIT REGULATIONS

Upgrades automotive technicians, service advisors and shop administrators in the procedures and regulations of air conditioning 134A retrofit. This theory awareness course provides current information on the impact of the Ozone Depleting Substances and Other Halocarbons Regulation on customer vehicles. Successful participants will receive Air Conditioning Retrofit certification.

May 30 Wed 1800-2200 1 day BBY CRN 25540

AUTO 0131 BBY \$360

PROPANE FUEL SYSTEMS FOR VEHICLES

Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training includes identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. Prerequisite: Minimum Third Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel-toed footwear required.

Apr 10 Tue/Thr 1830-2130 4 wks BBY CRN 27638

AUTO 0134 BBY \$360

NATURAL GAS FUEL SYSTEMS FOR VEHICLES

Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training includes identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. Prerequisite: Minimum Third Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel-toed footwear required.

May 15 Tue/Thr 1830-2130 4 wks BBY CRN 27639

AUTO 0140 BBY \$531.50

AIRCARE THEORY AND OPERATIONS

Prepares certified technicians, who have not previously been AirCare Certified, to write the AirCare Repair Service Technician Examination. The AirCare Certification examination is administered on the last night. Prerequisite: B.C. TQ in Automotive, Commercial Transport or Heavy Duty Mechanic with three years automotive experience.

Apr 10 Tue/Thr 1830-2130 7 wks BBY CRN 20570

AUTO 0141 BBY \$582.50

AIRCARE PRACTICAL (RECERTIFICATION)

Updates certified technicians in the diagnosis and repair of emission control system failures presented in a hands-on format. Mandatory for AirCare technicians who have failed the AirCare recertification exam. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive, Commercial Transport or Heavy Duty Mechanic with three years automotive experience. Safety glasses and steel-toed footwear required.

Apr 10 Tue/Thr 1830-2130 7 wks BBY CRN 21514

AUTO 0145 BBY \$119

CFC EMISSIONS IN AUTOMOTIVE

Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. Successful participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HFC/HFC Controls and a certificate number for refrigerant handling as required under current B.C. regulations. Required for technicians who service automotive air conditioning systems or perform 134A retrofits.

Apr 7 Sat 0900-1700 1 day BBY CRN 20573

Jun 4 Sat 0900-1700 1 day BBY CRN 28499

AUTO 2211 BBY \$250 \$125

LAB SCOPE OPERATION & DIAGNOSTICS

Provides the basic skills necessary to test various electrical components and interpret the signals generated by those components with a Lab Scope. Lab Scopes allow the technician to see the quality of the signal generated which gives an advantage over DVOMs and scan tools. Provides information on how the various systems work, which signals to watch, and what to expect from the signals. With practice and experimentation, students will be prepared when the time comes to look for possible defects in many systems on today's vehicles. Prerequisite: Minimum 3rd Year Apprentice or TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. A basic understanding of engine management systems is recommended. Safety glasses and steel-toed footwear required.

Apr 23 Mon/Wed 1830-2130 3 wks BBY CRN 29853

Jun 4 Mon/Wed 1830-2130 3 wks BBY CRN 29854

AUTO 2214 BBY \$463.50 \$226.75

ELECTRONIC ENGINE CONTROL/FUEL INJECTION

Provides specialized instruction in diagnosing and servicing PCM controlled engine, emission and fuel injection systems. Topics include domestic TBI and EFI, Bosch "K", "L" and "CH", data stream interpretation, scan tool and lab scope use, OBDII and the new Ford EECV.

Apr 10 Tue/Thr 1900-2200 5 wks BBY CRN 20545

CTMX 0110 BBY \$231

COMMERCIAL VEHICLE INSPECTOR

Prepares students for the Commercial Vehicle Inspector Authorization examination. This Authorization permits the inspection of commercial and private vehicles including out-of-province. Up-to-date information on recent and upcoming changes to the inspection program will also be covered. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel-toed footwear required.

Apr 24 Tue/Thr 1830-2130 3 wks BBY CRN 20580

Jun 2 Sat 0830-1430 3 wks BBY CRN 20585

Commercial Transport Mechanic

(604) 432-8205 Shirley_Butler@bcit.ca

CTMX 0100 BBY \$453.50

COMMERCIAL TRANSPORT MECHANIC CQ REFRESHER

Prepares participants for the Commercial Transport Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade. See page 53 for more information on ITAC funding.

Apr 9 Mon/Wed 1830-2130 10 wks BBY CRN 20577

NEW CTMX 0103 BBY \$425.50

TRANSPORT REFRIGERATION ADVANCED TROUBLESHOOTING

Builds on the intermediate concepts of reefer operation and troubleshooting techniques. This course is ideal for individuals who have mastered basic and intermediate troubleshooting skills and are willing to operate at a professional troubleshooting level. Prerequisite: CTMX 0102 Transport Refrigeration Intermediate Troubleshooting; or equivalent transport refrigeration trade experience. Safety glasses and steel-toed footwear required.

May 7 Mon/Wed 1830-2130 6 wks BBY CRN 29852

CTMX 0105 BBY \$367.50 \$183.75

AIR BRAKES FOR MECHANICS

Prepares mechanics, with limited experience, to service air brakes. Upon successful completion, students will receive credit for the pre-trip for 30 days toward the Motor Vehicle Air Endorsement examination. Prerequisite: Basic mechanical knowledge and ability. Steel-toed footwear required.

May 1 Tue/Thr 1830-2130 6 wks BBY CRN 29849

CTMX 0110 BBY \$231

COMMERCIAL VEHICLE INSPECTOR

Prepares students for the Commercial Vehicle Inspector Authorization examination. This Authorization permits the inspection of commercial and private vehicles including out-of-province. Up-to-date information on recent and upcoming changes to the inspection program will also be covered. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel-toed footwear required.

Apr 24 Tue/Thr 1830-2130 3 wks BBY CRN 20580

Jun 2 Sat 0830-1430 3 wks BBY CRN 20585

CTMX 0111 BBY \$60

COMMERCIAL VEHICLE INSPECTOR UPDATE

Updates commercial vehicle inspectors with changes that have occurred in the commercial vehicle inspection program over the last few years. Covers vitally important updates essential to the ongoing effectiveness of performing and recording accurate vehicle inspections. Material covered will be the most recent and upcoming changes implemented since 1996. Prerequisite: Commercial Vehicle Inspector Certification.

Apr 21 Sat 0900-1300 1 day BBY CRN 27492

Jun 26 Tue 1800-2200 1 day BBY CRN 27493

CTMX 0200 BBY \$342.50

COMMERCIAL TRANSPORT TRAILER MECHANIC CQ REFRESHER

Prepares participants for the Commercial Transport Trailer Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half years work experience in the trade. See page 53 for more information on ITAC funding.

Apr 24 Tue/Thr 1830-2130 7.5 wks BBY CRN 29850

Diesel Electronics

(604) 432-8205 Shirley_Butler@bcit.ca

Upon successful completion of the following courses, a BCIT Certificate of Trades Training in Diesel Electronics will be issued.

DELX 2100 Electrical Advanced 1
 DELX 2101 Electrical Advanced 2
 DELX 2102 Detroit Diesel Electronic Control
 DELX 2103 Caterpillar Electronic Control
 DELX 2104 Cummins Electronic Control

DELX 2104 BBY \$412.50

CUMMINS ELECTRONIC CONTROL

Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals for Cummins diesel engines. Enables students to become competent in the repair, troubleshooting and diagnosis of electronic fuel systems for Cummins engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Steel-toed footwear required.

May 8 Tue/Thr 1830-2130 5 wks BBY CRN 24922

First Aid

(604) 432-8205 Shirley_Butler@bcit.ca

CTMX 0201 BBY \$88

OCCUPATIONAL FIRST AID - LEVEL 1

Covers basic first aid with rescuer C.P.R. Personal identification must be produced to the instructor.

May 1 Tue/Thr 1830-2200 1 wk BBY CRN 28512

Jun 23 Sat 0800-1600 1 day BBY CRN 28513

Heavy Duty Mechanic

(604) 432-8205 Shirley_Butler@bcit.ca

HDMX 0100 BBY \$453.50

HEAVY DUTY MECHANIC CQ REFRESHER

Prepares participants for the Heavy Duty Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade. See page 53 for more information on ITAC funding.

Apr 9 Mon/Wed 1830-2130 10 wks BBY CRN 20575

Mobile Equipment Operator

(604) 432-8205 Shirley_Butler@bcit.ca

CTMX 0115 BBY \$203

FORKLIFT OPERATOR CERTIFICATION

Provides both theory and practical training to those with proven experience in the operation of forklifts. Successful participants will receive SD/CB Lift-truck Operator Certification valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Workbook included. Prerequisite: Forklift operation experience. Steel-toed footwear required.

Apr 2 Mon/Wed 1830-2130 2 wks BBY CRN 23620

May 1 Tue/Thr 1830-2130 2 wks BBY CRN 23621

May 28 Mon/Wed 1830-2130 2 wks BBY CRN 29157

CTMX 0116 BBY \$295

FORKLIFT OPERATOR TRAINING/CERTIFICATION

Provides both theory and practical training to those with no experience in the operation of forklifts. Successful participants will receive SD/CB Lift-truck Operator Certification valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Workbook included. Prerequisite: Driving experience. Steel-toed footwear required.

Apr 10 Tue/Thr 1830-2130 3 wks BBY CRN 23622

Apr 24 Tue/Thr 0730-1415 3 days BBY CRN 23623

May 15 Tue/Thr 1830-2130 3 wks BBY CRN 28984

May 15 Tue/Thr 0730-1415 3 days BBY CRN 28985

May 26 Sat 0830-1430 3 wks BBY CRN 29307

Jun 5 Tue/Thr 1830-2130 3 wks BBY CRN 29342

Jun 19 Tue/Thr 0730-1415 3 days BBY CRN 29418

CTMX 0117 BBY \$125

FORKLIFT OPERATOR RECERTIFICATION

Provides review, testing, and recertification to individuals who have previously obtained Forklift Operator Certification. Successful participants will receive SD/CB Lift-truck Operator Certification valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Steel-toed footwear required.

Apr 21 Sat 0830-1430 1 day BBY CRN 28175

Jun 6 Wed 0730-1415 1 day BBY CRN 29448

CTMX 0119 BBY \$231

AERIAL BOOM LIFT OPERATOR

Provides both theory and practical training in the operation of aerial boom lifts. Successful participants will receive Aerial Boom Lift Operator Certification. This program meets current WCB guidelines and CSA Standards for aerial boom lift operators. Workbook included. Prerequisite: Driving experience. Steel-toed footwear required.

May 5 Sat 0830-1430 1 day BBY CRN 28508

CTMX 0120 BBY \$205

SCISSOR LIFT OPERATOR

Provides training in the operation of scissor lifts. Includes both theory and practical training. Successful participants will receive Scissor Lift Operator Certification. This program meets current WCB guidelines and CSA Standards for scissor lift operators. Workbook included. Prerequisite: Driving experience. Steel-toed footwear required.

May 12 Sat 0830-1430 1 day BBY CRN 28510

CTMX 0121 BBY \$395

ROUGH TERRAIN FORKLIFT OPERATOR

Provides rough terrain forklift training to those with previous experience in the operation of forklifts. Includes both theory and practical training. Successful participants will receive Rough Terrain Forklift Operator Certification valid for two years. This program meets current WCB guidelines and CSA Standards for rough terrain forklift operators. Workbook included. Prerequisite: Valid forklift operator certificate. Steel-toed footwear required.

Jun 9 Sat 0830-1430 2 wks BBY CRN 28521

Motorcycle Mechanic

(604) 432-8205 Shirley_Butler@bcit.ca

MCMX 0115 BBY \$214

MOTORCYCLE MAINTENANCE

Covers all aspects of general maintenance of the modern motorcycle. Combines lectures, demonstrations and hands-on practical training to present material. Steel-toed footwear required.

Apr 23 Mon/Wed/Sat 3 wks BBY CRN 25081

Mon/Wed (Apr 23,25,30,May 2) 1830-2130

Sat (May 12) 0830-1430

Power Equipment Mechanic

(604) 432-8205 Shirley_Butler@bcit.ca

PEMX 0105 BBY \$354.50

SMALL ENGINE POWERED EQUIPMENT MAINTENANCE

Covers maintenance and general engine repairs on lawn mowers, chainsaws, generator units and other utilities powered by air-cooled two- and four-stroke engines. Steel-toed footwear required.

Apr 10 Tue/Thr 1830-2130 8 wks BBY CRN 23437

Starting your own business?

The BCIT Venture Program can help

Venture Program

A FULL-TIME THREE-MONTH PROGRAM

If you have decided that becoming an entrepreneur is right for you, then taking the Venture Program is the best investment you can make to successfully launch your own business.

This comprehensive, practical training program helps you minimize the risks in the start-up of your business.

What does the program offer you?

- Instruction from successful entrepreneurs
- A fully equipped high-tech office facility in a downtown setting
- Hands-on business plan development

- Networking with current and past entrepreneurs in the program
- Mentorship and advice from experts in the field
- Computer simulation of your business finances
- On-going support after you complete the program

Since 1989, BCIT's Venture Program has helped entrepreneurs to successfully develop and launch their own businesses. We can help you too!

Program start dates: September 10, 2001, and February 4, 2002



"While taking the program I made some incredible contacts and connections. All of the pieces started to fall into place. The support of the program advisors was crucial to the launch of my business and they are still there for me if I need help or advice."

— Andy Koberwitz, West Coast Log Homes

Exploring Self-Employment

A HALF-DAY WORKSHOP (TCTR0249)

If you are undecided about going into business for yourself, this workshop will help you evaluate and explore your entrepreneurial options.

After completing the half-day workshop, you will be better able to answer the question, "Is self-employment right for me?" If you decide that it is, then the next step in becoming a successful entrepreneur is the comprehensive three-month Venture Program. To register call 434-1610.

Time: 9:30 am – 12:30 pm

Dates: May 12, June 16 and August 11, 2001

Celebrating over 10 years
of entrepreneurial
training and support

Venture Program information: (604) 412-7651

E-mail: Lynne_Larsson@bcit.ca

www.bcitventure.com



The Venture Development Centre
BCIT Downtown Campus, 7th Floor
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