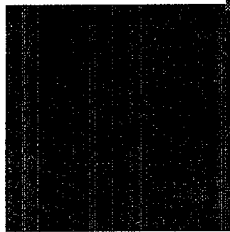
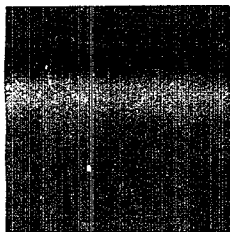


BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY



CAREER TRAINING
for a
CHANGING WORLD

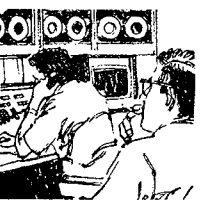
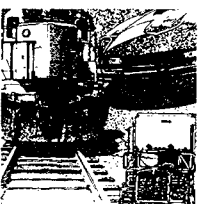
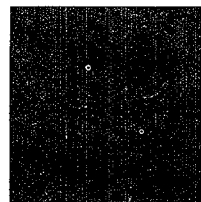


WINTER
1988



School of Business
School of Engineering Technologies
and Trades
Educational Services Division
Information & Registration 434-1610





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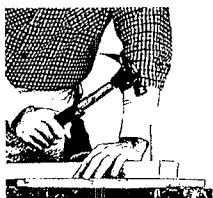
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ENROL NOW!

CLASSES START WEEK OF
JANUARY 11

PHONE
434-1610



Office, Automated	4	Reporting, Investigative	6	Trades, Electrical/Electronic	17
Office, Integrated	4	Reports	21	Trades, Heavy Duty Mechanics	18
Office Systems	4	Reservations	8	Trades, Horticulture	18
Operations Management Technology	10	Restaurants	8	Trades, Mechanical	19
Organizational Behavior	5	Rigging, Industrial	16, 20	Trades, Piping/Plumbing	19
Outdoor Recreation	20	Robotics Automation Technology	20	Trades, Refrigeration	20
Oxyacetylene Welding	20	Roofing	16	Trades, Steel	20
Pacific Rim	8	Salary Administration	4	Trades, Welding	20
Paint	14	Sales	9	Trading, Geography	11
Painting	16	Sandwiches	8	Traffic and Transportation	11
Parks and Recreation	18	Scenic Construction	5	Traffic Control	17
Patés	8	Script Writing	6	Traffic & Transportation	11
PC MS DOS	15	Secretarial Training	14	Training Techniques	4
Performance Measurement	10	Security Analysis	6	Transit and Level	16
Personnel Management	4	Security Officer	11	Transportation/Distribution	11
Pesticides	18	Sheet Metal	20	Travel Agencies	8
Photography	12	Sign Painting	17	Travel and Tourism	8
Physics	22	Single Chip Micros	17	Trigonometry	22
Pilot Ground School, Private	13	Small Business	4, 6, 10	Turfgrass	18
Pilot Ground School, Commercial	13	Soil	20	TV Auditioning	5
Pipes, Plastic	19	Soil Mechanics	14	TV Broadcasting	5
Piping Trades	19	Solid State	17	TV Interviewing	5
Piping, Process	19	South Pacific	8	TV News	5
Plant Identification	18	Space Planning	9	TV Production	6
Plant Propagation	18	Spanish	8	TV Repair	17
Plumbing	19	Sportscasting	6	Urban Street Design	14
Plumbing Trades	19	Sprinkler Systems	19	Ventilating	19
PMAC	11	Stained Glass	16	Videos	12
Pre-entry Courses	22	Statistics	10	Vinyl Siding	17
- Chemistry	22	Steel	14	Vocational Instructor	11
- Math	22	Steel Fabrication	20	Wall Covering	17
- Physics	22	Steel Stud Construction	17	Wang WP	12
Probability	22	Steel Trades	20	Warehouse Management	10
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Productivity	10	Subdivision Planning	14	Welding Trades	20
Production Assistant TV	5	Sugar Art	8	Wildland Recreation	20
Programmable Logic Controllers	18	Supervisory Skills	3	Wines	8
Project Planning	10	Survey CAD	21	Wiring, Residential	17
Propane Tank Filler	19	Survey Drafting	21	Word Perfect Word Processing	4
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Public Relations	9	Taxation	7	Writing, Dramatic	5
Public Speaking	9	Team Writing	22		
Public Works Inspection	14	Technical English	21		
Publicity	22	Technical Math	22		
Purchasing	10	Technical Writing	21		
Quality Assurance	10	Telecommunications	4		
Quality Control	10, 13	Telephone Techniques	22		
Radio Interviewing	5	Ticketing Automated	8		
R-2000	17	Tool and Die	19		
Radio Broadcasting	5	Tools, Explosive	16		
Radio Operations	6	Town Garden	18		
Radio/TV Announcing	5	Tour Managing	8		
Records Management	4	Trade, International	7		
Recreation Facilities Management	20	Trades, Automotive	13		
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Refunds/Registration	Back page	Trades, Computer	16		
Reinforced Concrete	14	Trades, Construction	16		
Renewable Resources Technology	20	Trades, Drafting	17		

Business

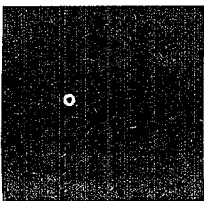
ADMINISTRATIVE MANAGEMENT TECHNOLOGY

ADMN 100				
Microeconomics				\$139
Provides a basic understanding of microeconomic concepts, deals with the functioning of the marketplace and behavior in different competitive environments.				
Jan 11	Mon	12 wks	DEC	CRN 45431
			BBY	45424
Jan 12	Tues	12 wks	BBY	83935
Jan 13	Wed	12 wks	BBY	45445
			BBY	45459
			DEC	45462
Jan 18	Mon	12 wks	SRY	53544

*indicates prerequisite

ADMN 110				
Management 1				\$139
A practical and theoretical introduction to the principal functions of modern management.				
Jan 11	Mon	12 wks	BBY	CRN 45356
			DEC	45367
			BBY	55879
Jan 12	Tues	12 wks	BBY	45375
			BBY	83941
			DEC	55882
Jan 13	Wed	12 wks	BBY	45381
			BBY	55898
			DEC	45394
Jan 14	Thurs	12 wks	BBY	45408
			DEC	55903
Jan 16	Sat	12 wks	BBY	45413
	0900-1200			
Jan 18	Mon	12 wks	SRY	55912
Jan 21	Thurs	12 wks	SRY	47550
Mar 14	Mon-Fri	Wk long	BBY	47573
	0900-1630			

ADMN 122		Managerial Skills for Administrative Assistants		\$139	
For office workers who wish to prepare for increased responsibilities as administrative assistant or executive secretary.					
Jan 12	Tues	12 wks	DEC	CRN 45802	
Jan 13	Wed	12 wks	BBY	45817	
ADMN 124		Supervisory Skills		\$139	
Will increase your confidence and leadership abilities and establish a foundation for further training in supervision and management.					
Jan 11	Mon	12 wks	BBY	CRN 83953	
			ICBC(NV)	84114	
Jan 12	Tues	12 wks	BBY	45834	
			DEC	45843	
Jan 13	Wed	12 wks	BBY	45851	
Jan 14	Thurs	12 wks	BBY	45865	
			DEC	45878	
Jan 16	Sat	12 wks	BBY	45880	
	0900-1200				
Jan 19	Tues	12 wks	SRY	48197	
Mar 7	Mon-Fri	Wk long	DEC	45899	
	0900-1630				



ADMN 127
Training Techniques \$139
Helpful to people with responsibility for training personnel in business, industry, government and other institutions.
Jan 11 Mon 12 wks BBY CRN 46015
Mar 14 Mon-Fri Wk long BBY 46021
0900-1630

ADMN 129
Records and Information Management 1 \$139
This course focuses on the systems approach to managing records information activities. Course instruction provides comprehensive treatment of various types of record systems including paper, image, and digital-based records, and the treatment of these categories in management, storage, and retrieval activities. Latest technology in records management, storage and retrieval is emphasized. The student will apply decision-making, judgement, and other skills to case studies. Basic application of filing classification skills and the preparation of records management manuals will also be taught.
Jan 11 Mon 12 wks BBY CRN 58266

ADMN 131
Introduction to Office Systems \$139
This course examines office systems at a comprehensive, introductory level: comprehensive as it provides an in-depth coverage of individual technologies comprising automated offices; introductory as it includes broad concepts enabling the student to put various office technologies into proper perspective. Current trends and practices in the information processing field relating to the office environment are discussed. The evolution of information processing and the office in transition are emphasized.
Jan 14 Thurs 12 wks DEC CRN 81721

ADMN 132
Introduction to Telecommunications \$139
Explains the fundamental principles of data, voice and image communications in a clear, understandable manner for non-technical people. Basic concepts are presented without excess detail or overly technical discussions. It provides a background of knowledge which will enable the student to proceed more easily in other related courses. Students will gain an understanding of telecommunications fundamentals, hardware, software, and networks, which will make them more employable in the contemporary automated office.
Jan 14 Thurs 12 wks DEC CRN 81715

ADMN 135
Automated Office Systems Management \$139
The focus of this course are the key elements of integration, analysis, and management of the fast changing office environment. Study is made of the microcomputer and software packages that enable the personal computer to accomplish varied office tasks. Local area networks and other telecommunication devices are discussed as a means of integrating office systems. Students will have a better understanding of technological concepts and terminology upon completion of the course and will be more effective in dealing with vendors and suppliers of automated equipment and services.
Jan 14 Thurs 12 wks DEC CRN 81707

ADMN 194
Multimate Word Processing \$224
This self-paced, hands-on course in Multimate word processing will cover all levels of word processing. The main emphasis will be based on creating documents (after basic instruction and practice creating documents with given formats), complex editing, spell check, statistical typing, print parameters, merge printing, key procedure, library creation, and special applications.
Jan 16 Sat 8 wks DEC CRN 81662
0900-1500

ADMN 195
Word Perfect Word Processing \$224
A self-paced, hands-on course that will cover all aspects of Word Perfect Word Processing. Students should have some keyboard skills to receive maximum benefit.
Jan 16 Sat 8 wks DEC
0900-1500

ADMN 200
Macroeconomics 2 \$208
Gives students a good understanding of how and why the economy works as it does.
Jan 11 Mon 18 wks BBY CRN 84444
DEC 45558
Jan 12 Tues 18 wks BBY 45560
DEC 75530
Jan 13 Wed 18 wks BBY 45571
51885
Jan 14 Thurs 18 wks BBY 45585
Jan 16 Sat 18 wks BBY 45592
0900-1200
Jan 20 Wed 18 wks SRY 53579

ADMN 201
Counselling 1 \$139
Demonstrates that communication skills can be learned and that, through training, everyone can learn to become a more effective communicator.
Jan 12 Tues 12 wks DEC CRN 45993

ADMN 204
Personnel Management \$139
For those wishing to enter the personnel field, and those who are new to industrial relations.
Jan 11 Mon 12 wks BBY CRN 45928
DEC 45932
Jan 12 Tues 12 wks BBY 45949
Jan 13 Wed 12 wks DEC 83964
Jan 14 Thurs 12 wks BBY 84123
Mar 14 Mon-Fri Wk long BBY 48202
0900-1630

ADMN 205
Selection Interviewing \$139
For people who are called upon to interview applicants for employment.
Jan 11 Mon 12 wks BBY CRN 45955
Jan 12 Tues 12 wks DEC 45961
Mar 07 Mon-Fri Wk long DEC 45976
0900-1630

ADMN 209
Small Business Management \$139
Designed for the small business person. Focuses on financial management techniques, market development, managing people effectively and inventory control.
Jan 11 Mon 12 wks BBY CRN 85621

ADMN 211
***Management 2** \$139
A continuation of the study of management functions begun in Part 1.
Jan 11 Mon 12 wks BBY CRN 52817
BBY 55929
Jan 12 Tues 12 wks BBY 52843
57228
Jan 13 Wed 12 wks DEC 52851
BBY 52865
Jan 14 Thurs 12 wks BBY 52878
DEC 55930
Jan 16 Sat 12 wks BBY 52880
0900-1200
Jan 18 Mon 12 wks SRY 52834
Mon/Wed 6 wks SRY 53112
Jan 20 Wed 12 wks SRY 75263
Mar 14 Mon-Fri Wk long BBY 52899
0900-1630

ADMN 222
Organizational Behavior 1 \$139
Basic behavioral theories for those with no formal background in organizational behavior.
Jan 11 Mon 12 wks BBY CRN 45477
Jan 12 Tues 12 wks BBY 45486
DEC 45490
Jan 13 Wed 12 wks BBY 45509
DEC 45514
Jan 14 Thurs 12 wks BBY 45523
DEC 45537
Jan 16 Sat 12 wks BBY 45546
0900-1200
Jan 18 Mon 12 wks SRY 47584
Feb 22 Mon-Fri Wk long DEC 84425
Mar 07 Mon-Fri Wk long DEC 47602
0900-1630

ADMN 241
***Business Data Communications 1** \$139
This course provides an understanding of the technical aspects of data communications for office administrators who desire to know more about the decision-making environment involving telecommunications equipment for the automated office.
Jan 14 Thurs 12 wks DEC CRN 81686

ADMN 245
Designing the Integrated Office \$139
Develops a solid basis for understanding contemporary state of the art office automation technology. This course examines many management concerns and decisions related to the person/machine interface. Explanations are given of an information processing system and its different parts: input, processing, replication and distribution.
Jan 14 Thurs 12 wks DEC CRN 81677

ADMN 301
Managerial Styles \$139
A practical course for the supervisor, manager or student wishing to learn more about the "people aspect" and psychology of management, with emphasis on how and why people interact as they do.
Jan 13 Wed 12 wks BBY CRN 45904

ADMN 302
***Problem Solving and Decision Making** \$139
Participants learn to apply various techniques to problem solving and decision making; emphasis is on problem analysis.
Jan 11 Mon 12 wks BBY CRN 87172
Jan 14 Thurs 12 wks BBY 45910

ADMN 303
***Counselling 3** \$193
This second phase of interpersonal communications skill development gives an opportunity to practice communication skills in supervised training sessions.
Jan 14 Thurs 12 wks DEC CRN 46050

ADMN 305
***Salary Administration** \$139
Covers the "hows" and "whys" of salary administration.
Jan 11 Mon 12 wks BBY CRN 45826

ADMN 306
Economic Issues \$139
This course is for those students who are interested in general economics and will discuss interesting topics such as: "Are the world banks going to collapse?" "Is Canada for sale?" "What does free trade, mean for Canada?" A technical issues course for the noneconomist. (Topics will depend partially upon the interest of the students.)
Jan 11 Mon 12 wks BBY CRN 85639

*indicates prerequisite



ADMN 322
***Organizational Behavior 2** \$139
Motivational theory and its application for those who have completed Organizational Behavior 1.

Jan 11	Mon	12 wks	BBY	CRN 45641
			DEC	64322
Jan 12	Tues	12 wks	BBY	45653
			DEC	45664
Jan 13	Wed	12 wks	BBY	45670
Jan 14	Thurs	12 wks	BBY	84433
Jan 20	Wed	12 wks	SRY	47634

ADMN 324
Interpersonal Skills \$139
Helps the practitioner develop interpersonal skills through hands-on role playing and experiential learning exercises.

Jan 13	Wed	12 wks	BBY	CRN 85668
Jan 18	Mon	12 wks	SRY	85673
Mar 14	Mon-Fri	Wk long	BBY	85684

ADMN 332
Labor Relations 1 \$139
Designed for people who will benefit from knowledge of the collective bargaining process and contract administration.

Jan 11	Mon	12 wks	DEC	CRN 45606
Jan 12	Tues	12 wks	BBY	45619
Jan 13	Wed	12 wks	DEC	45622
Jan 16	Sat	12 wks	BBY	45635
			0900-1200	
Jan 18	Mon	12 wks	SRY	53661
Mar 14	Mon-Fri	Wk long	DEC	48170
			0900-1630	

ADMN 380
Business Law 1 \$139
A familiarization course which covers commercial law, contract law and organization of courts.

Jan 11	Mon	12 wks	DEC	CRN 45725
Jan 13	Wed	12 wks	BBY	45733
			DEC	45744
Jan 14	Thurs	12 wks	BBY	45757
Jan 20	Wed	12 wks	SRY	70141

ADMN 406
Economic Issues for Financial Planners \$139
Similar to ADMN 300, tailored for financial planner. Topics include free trade, marketing boards, inflation, and government's role in economy.

Jan 12	Tues	12 wks	DEC	CRN 85642
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ADMN 432
***Labor Relations 2** \$139
A thorough explanation of collective administration, agreements, wage issues, economic supplements, arbitration, mediation, preparation for collective bargaining and bargaining techniques.

Jan 11	Mon	12 wks	BBY	CRN 45688
Jan 13	Wed	12 wks	BBY	45697
			DEC	45700
Jan 14	Thurs	12 wks	BBY	45711
Mar 21	Mon-Fri	Wk long	DEC	87588

ADMN 480
***Business Law 2** \$139
Assignments, lectures and case studies cover Canadian mercantile law, criminal, marriage and constitutional law.

Jan 11	Mon	12 wks	DEC	CRN 45766
Jan 12	Tues	12 wks	BBY	55948
Jan 13	Wed	12 wks	BBY	45779
Jan 14	Thurs	12 wks	BBY	45782
Jan 16	Sat	12 wks	BBY	45798
			0900-1200	
Jan 19	Tues	12 wks	SRY	84411

ADMN 916
Career Search Workshop \$115
These four-session workshops are designed for adults who wish to examine their career paths.

Jan 21	Thurs	4 wks	BBY	CRN 47093
Feb 17	Wed	4 wks	BBY	47109
Mar 15	Tues	4 wks	BBY	79490

BROADCAST COMMUNICATIONS TECHNOLOGY

BCST 101
Technical Introduction \$139

Introduces the principles of electricity, magnetism, light and sound, and explains the technical aspects of equipment used in the broadcast plant and industry in general.

Jan 13	Wed	12 wks	BBY	CRN 50267
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BCST 142
History and Development of Contemporary Music \$139

The music we listen to today has evolved through many channels, including rhythm, blues, jazz, country, rock-a-billy and pop. This course examines changes in music over the past few decades, with particular emphasis on "Rock and Roll" and "Rock".

Jan 14	Thurs	12 wks	BBY	CRN 45173
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BCST 143
The Music Business and the Broadcast Industry \$139

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

Jan 11	Mon	12 wks	BBY	CRN 45184
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BCST 144
Writing for the Media \$139

A practical guide to freelance writing for radio and television.

Jan 14	Thurs	12 wks	BBY	CRN 45196
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BCST 145
Copywriting for Radio and Television \$139
How to write radio and TV commercials. Includes considerable practice in writing ads, and their evaluation.

Jan 13	Wed	12 wks	BBY	CRN 45201
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BCST 146
Broadcast Advertising and Promotion \$139
Techniques and strategies involved in the commercial and public broadcast promotion areas.

Jan 14	Thurs	12 wks	BBY	CRN 45216
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BCST 148
Interviewing for Radio and TV \$139

Students will be exposed to various industry examples of interview styles and techniques, and will be encouraged to analyze them thoroughly. The class will also be required to conduct their own interviews, which will be critiqued in the classroom. The course will conclude with each student presenting a produced interview of broadcast quality to the class.

Jan 11	Mon	12 wks	BBY	CRN 67987
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BCST 149
Film Reviewing \$139

Provides the student with increased appreciation for the techniques of modern film making and the necessary skills for professional reviewing for radio, TV and print media.

Jan 12	Tues	12 wks	BBY	CRN 81608
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BCST 150
Radio Broadcasting Introduction \$156

For people interested in radio broadcasting as a career. Introduces broadcast radio equipment, station operations and procedures.

Jan 11	Mon	12 wks	BBY	CRN 45227
Jan 14	Thurs	12 wks	BBY	45238

BCST 151
Radio and Television Announcing \$139
Provides introductory instruction and practice in radio and TV announcing. A voice audition may be required.

Jan 13	Wed	12 wks	BBY	CRN 45240
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BCST 160
Television Broadcasting Introduction \$224

Designed for persons interested in television broadcasting as a career and those working in non-production areas.

Jan 11	Mon	12 wks	BBY	CRN 45252
Jan 13	Wed	12 wks	BBY	50275
Jan 14	Thurs	12 wks	BBY	45269

BCST 161
Film for Beginners \$197

Introduces the student to cinematography. Topics include scripting, equipment operation and filming techniques.

Jan 12	Tues	12 wks	BBY	CRN 81594
Jan 13	Wed	12 wks	BBY	45274

BCST 162
Dramatic Writing for Film and Television \$139

Provides a solid base for people interested in pursuing opportunities in the expanding areas of film and television dramatic script writing.

Jan 11	Mon	12 wks	BBY	CRN 45283
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BCST 163
Auditioning for Television \$224

Studies the working of TV as it affects the actor. Students become better equipped to audition for professional productions.

Jan 11	Mon	12 wks	BBY	CRN 45295
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BCST 164
Scenic Construction for Film and Television \$224

Provides an understanding of basic staging terms, how to construct basic scenic elements, and read studio and scenery design plans. Some knowledge of tool use is required.

Jan 12	Tues	12 wks	BBY	CRN 63522
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BCST 165
Film and Tape Techniques and Procedures \$197

This course will broaden the scope of application and professionalism of anyone pursuing a career in the film industry.

Jan 14	Thurs	12 wks	BBY	CRN 63535
Jan 16	Sat	12 wks	BBY	81613
			0900-1200	

BCST 167
Production Assistant for TV News \$139

Students learn the skills and production assistant techniques used in film and television.

Jan 12	Tues	12 wks	BBY	CRN 55956
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BCST 168
The Role of a Line Producer \$139

Provides the student with the tools to operate as an assistant producer or an independent producer setting up a small company.

Jan 12	Tues	12 wks	BBY	CRN 63541
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BCST 169
Feature Film Analysis \$147

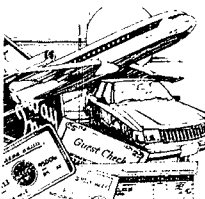
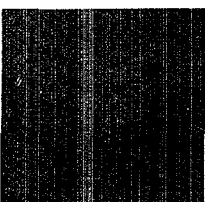
The directorial styles of major film directors will be analyzed.

Jan 11	Mon	12 wks	BBY	CRN 63553
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BCST 170
Broadcast Journalism Introduction \$139

An introduction to news operation in the broadcast industry. Basic reporting, writing and presentation of radio and TV news; newsroom operations, methods and practices; editing, line-up and content of news stories.

Jan 12	Tues	12 wks	BBY	CRN 45303
Jan 13	Wed	12 wks	BBY	81902



*indicates prerequisite

BCST 172
Investigative Reporting \$139
 Course content is detailed enough to be useful to anyone contemplating a reporting career, with the addition of a broader journalism course.
 Jan 13 Wed 12 wks BBY CRN 45312

BCST 173
Sportscasting \$139
 For those contemplating a career in radio or TV sports broadcasting.
 Jan 11 Mon 12 wks BBY CRN 45329

BCST 175
Intro to Current Affairs \$139
 A course for those individuals thinking of going into current affairs as a career. Topics include researching, writing, formatting; how to put a program on the air, using audio tape recordings, and producing and directing radio programs in studio.
 Jan 12 Tues 12 wks BBY CRN 81581

BCST 188
Props for Film and Television \$224
 This course is designed for those individuals who have an interest in the field of props design and procurement for motion picture and television production. Topics will include script breakdown, what questions to ask about props, how to build props, deciding whether it is cheaper to buy or build props, and making props.
 Jan 14 Thurs 12 wks BBY CRN 81567

BCST 189
Music Scoring for Film \$197
 For those individuals who have a background in music and an interest in music scoring for film and television. Student will study the aesthetics and techniques of producing music for this specialized medium, and will follow the scoring process through a step by step basis.
 Jan 13 Wed 12 wks BBY CRN 81575

BCST 223
***Television Production Planning** \$159
 Outlines the management techniques for organizing the details of pre-production, production and post-production activities in a studio or location television production.
 Jan 12 Tues 12 wks BBY CRN 67142

BCST 252
***Radio: Commercial and Audio Production** \$139
 Learn how to produce radio commercials and other audio features using modern radio commercial production, recording theories and techniques.
 Jan 12 Tues 12 wks BBY CRN 45330

BCST 253
***Radio: Operations Laboratory** \$139
 Provides advanced practice in simulated operations. Group and individual critiques are made after simulation sessions to evaluate performance.
 Jan 13 Wed 12 wks BBY CRN 45348

BCST 260
***Television Production Techniques** \$224
 Offers practical application opportunities for students who have completed BCST 160.
 Jan 12 Tues 12 wks BBY CRN 52670

BCST 262
***Writing Scripts that Sell** \$250
 This course is taught by top professionals in the field of television scriptwriting and production. Of interest to those individuals who wish to pursue scriptwriting as a career.
 Jan 14 Thurs 12 wks BBY CRN 70135

**indicates prerequisite*

BUILDING MAINTENANCE

BSMT 910
Building Service Worker Level 1 \$125
 Persons interested in seeking employment as building service workers or needing to understand the complexities of industrial cleaning will find this course useful.
 Jan 16 Sat 5 wks BBY CRN 64483
 0900-1500
 Mar 12 Sat 5 wks BBY 64502
 0900-1500

BSMT 911
***Building Service Worker Level 2** \$125
 Designed for maintenance managers, maintenance crew supervisors, executive housekeepers in hospitals and institutions, hotels, cleaning contractors, and other managerial positions within the building service worker industry
 Jan 12 Tues/Thurs 4 wks BBY CRN 64517
 Feb 20 Sat 4 wks BBY 64495
 0900-1500

CANADIAN INSTITUTE OF TRAVEL COUNSELLORS

CITC 200
Canadian Institute of Travel Counsellors
Phase 2 \$139
 Students must be employed full-time as travel agents at the time of taking this course.
 Jan 12 Tues 12 wks DEC CRN 52766

FINANCIAL MANAGEMENT TECHNOLOGY

FMGT 101
Accounting 1 \$139
 For individuals with little or no accounting background. Covers the full accounting cycle.
 Jan 14 Thurs 12 wks BBY CRN 60773
 DEC 63992
 Jan 20 Wed 12 wks SRY 64000

FMGT 104
Accounting Essentials for your Small Business \$139
 Covers the minimum that a proprietor of a business should be familiar with. Topics include record-keeping, budgeting and cash flow, financial statements, funding mechanisms and legal requirements.
 Jan 14 Thurs 12 wks DEC CRN 81624

FMGT 106
Credit and Collections \$139
 For persons with little or no experience of the field who contemplate employment in credit and collection.
 Jan 14 Thurs 12 wks BBY CRN 46454
 DEC 46463

FMGT 109
Accounting for the Manager \$139
 The accounting function and the services it provides the manager. How to interpret statements, reports, budgets, etc., in managerial decision making.
 Jan 11 Mon 12 wks DEC CRN 46491
 Jan 12 Tues 12 wks BBY 46472
 Jan 20 Wed 12 wks SRY 48461
 Jan 14 Thurs 12 wks BBY 46489

FMGT 112
Managerial Finance \$208
 The student develops a working understanding of business finance, cash flow management and financial planning for large and small businesses.
 Jan 11 Mon 12 wks BBY CRN 46532

FMGT 115
Accounting 1L \$208
 Enables students to start the basic course in accounting in January. It is the equivalent of FMGT 101 and the first six weeks of FMGT 201 for a total of 18 weeks of the 30 week presentation.
 Jan 11 Mon 18 wks BBY CRN 48164
 Jan 12 Tues 18 wks BBY 48382
 DEC 48432
 DEC 48449
 Jan 13 Wed 18 wks BBY 48398
 1730-2030 48428
 Jan 14 Thurs 18 wks BBY 48404
 DEC 48455
 Jan 16 Sat 18 wks BBY 48410
 0900-1200
 Jan 20 Wed 18 wks SRY 64290

FMGT 116
Introduction to Financial Accounting \$346
 For students who wish to complete Accounting 1 and Accounting 2 in a single term. For course content, refer to FMGT 101 and FMGT 201.
 Jan 11 Mon/Wed 15 wks BBY CRN 82812
 Jan 12 Tues/Thurs 15 wks DEC 82803
 Jan 18 Mon/Wed 15 wks SRY 87821

FMGT 119
Personal Financial Planning \$139
 Introduces a variety of savings and investment aspects for building a sound program to achieve long term financial goals. A mixture of lectures and discussions will provide an interesting course for individuals of all ages. Topics include money management, insurance, investments and portfolio distribution, wills, estates, pension management and tax planning.
 Jan 11 Mon 12 wks DEC CRN 81659

FMGT 201
***Accounting 2** \$208
 Examines financial and management accounting techniques, detailed financial statements and management reports, and the requirements of professional accountants.
 Jan 11 Mon 18 wks BBY CRN 48650
 DEC 48572
 SRY 59716
 Jan 12 Tues 12 wks BBY 48493
 DEC 48563
 1730-2030 BBY 48520
 Jan 13 Wed 18 wks BBY 48366
 DEC 48536
 Jan 14 Thurs 18 wks BBY 48505
 DEC 48547
 Jan 16 Sat 18 wks BBY 48518
 0900-1200 DEC 48554

FMGT 215
***Accounting 2S** \$139
 Follow-up course to FMGT 115 Accounting 1L enabling students to complete the last 12 wks of the basic accounting course.
 Jan 13 Wed 12 wks BBY CRN 75144

FMGT 307
***Finance 1** \$139
 Topics include control and financial management of the business firm, profit planning, cash and capital budgeting and inventory control.
 Jan 13 Wed 12 wks BBY CRN 82752

FMGT 308
Security Analysis 1 \$139
 Techniques and principles of security analysis; valuation of securities; analysis of risks inherent in all types of security investments. Emphasizes the investment setting, the securities market, financial statement analysis, investment timing and portfolio analysis of both individual and institutional investors.
 Jan 13 Wed 12 wks BBY CRN 63971

FMGT 314
***Financial Accounting 1 and 2**
(Accelerated) **\$346**
 Equivalent to FMGT 302/402, this course offers both financial accounting courses in 15 weeks.
 Jan 11 Mon/Wed 15 wks BBY CRN 48621
 Jan 12 Tues/Thurs 15 wks DEC 48639

FMGT 315
Security Analysis **\$139**
 Provides the student with an understanding of the function and operation of the stock market.
 Jan 13 Wed 12 wks DEC CRN 46576

FMGT 316
***Taxation 1** **\$139**
 Upon completion, students should have a good understanding of the rules covering the computation of income from four possible sources: employment, investment, business profits and capital gains.
 Jan 11 Mon 12 wks BBY CRN 48589
 Jan 12 Tues 12 wks BBY 48591
 Jan 13 Wed 12 wks BBY 48607
 DEC 48615

FMGT 319
***Cost and Managerial Accounting 1L** **\$208**
 Designed to permit students to start Cost Accounting in January. This is equivalent to FMGT 301 and the first 6 weeks of FMGT 401 for a total of 18 weeks of the 30 week presentation.
 Jan 11 Mon 18 wks BBY CRN 46549

FMGT 320
***Financial Accounting 1L** **\$208**
 Permits students to start financial Accounting in January. It covers the equivalent of FMGT 302 and the first 6 weeks of FMGT 402 for a total of 18 weeks of the 30 week presentation.
 Jan 13 Wed 18 wks DEC CRN 46561
 Jan 14 Thurs 18 wks BBY 46555

FMGT 322
***Micro Based Accounting** **\$200**
 Enables individuals with an introductory financial accounting background to utilize this knowledge in a computerized setting. Students progress through two microcomputerized accounting packages that will provide the flexibility to adapt to many accounting packages that are currently available in the market place. The emphasis of this course is to upgrade the ability to handle modern accounting software packages on the micro-computer.
 Jan 14 Thurs 12 wks BBY CRN 81645

FMGT 327
***Business Finance 1 and 2** **\$346**
 Refer to Financial Management 307/404.
 Jan 12 Tues/Thurs 15 wks BBY CRN 82774

FMGT 401
***Cost and Managerial Accounting 2** **\$208**
 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.
 Jan 11 Mon 18 wks BBY CRN 46587
 DEC 46609
 Jan 13 Wed 18 wks BBY 46593

FMGT 402
***Financial Accounting 2** **\$208**
 Students develop sufficient accounting knowledge for an intermediate level financial accounting position, and exemption (subject to achieving a prescribed mark) from the equivalent course offered by certain professional accounting bodies, if continued studies are intended for professional designation.
 Jan 11 Mon 18 wks BBY CRN 46614
 Jan 12 Tues 18 wks DEC 46637
 Jan 13 Wed 18 wks BBY 46623
 Jan 14 Thurs 18 wks DEC 60038

FMGT 404
***Finance 2** **\$208**
 Instructs students in 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.
 Jan 12 Tues 18 wks BBY CRN 46646
 Jan 13 Wed 18 wks DEC 46660
 Jan 14 Thurs 18 wks BBY 46658

FMGT 405
***Security Analysis 2** **\$208**
 Techniques and principles of security analysis; valuation of securities; analysis of risks inherent in all types of fixed income investments. Emphasizes the investment setting, the securities market, investment timing and portfolio analysis of both individual and institutional investors.
 Jan 11 Mon 18 wks BBY CRN 74310

FMGT 406
***Auditing 2** **\$208**
 The student studies general auditing principles and specific audit procedures and learns to critically assess accounting procedures.
 Jan 14 Thurs 18 wks BBY CRN 46671

FMGT 408
***Taxation 2** **\$139**
 Expands the study of Canadian Income Tax begun in FMGT 316 and the complexities and problem areas involved in tax planning.
 Jan 11 Mon 18 wks BBY CRN 47665
 Jan 12 Tues 18 wks BBY 47678
 Jan 13 Wed 18 wks DEC 47651

FMGT 415
***Advanced Accounting** **\$208**
 This course is intended for those students who have taken at least one semester of intermediate accounting. The student will review GAAP and objectives of financial reporting. A closer examination of corporate combinations will be undertaken including consolidations for wholly owned subsidiaries, non-wholly owned subsidiaries (both in the year of acquisition and subsequent years), and pooling of interests. Consolidations will be examined for up to two subsidiaries. Accounting for foreign currency transactions will also be studied along with fund accounting and branch operations. Prerequisite: FMGT 302.
 Jan 14 Thurs 18 wks BBY CRN 64370

FMGT 431
***Money and Banking 2** **\$139**
 Refer to Financial Management 430.
 Jan 11 Mon 12 wks BBY CRN 83847

FMGT 435
***Cost and Managerial Accounting 1 and 2** **\$346**
 Combination of Financial Management 301 and 401.
 Jan 12 Tues/Thurs 15 wks BBY CRN 84806

FMGT 441
Financing International Trade **\$139**
 Covers the various financing methods in both import and export situations. Documentation requirements are thoroughly covered. Students become familiar with the operation of foreign exchange markets and methods of financing foreign investment.
 Jan 14 Thurs 12 wks BBY CRN 81631

*indicates prerequisite

HOSPITALITY AND TOURISM TECHNOLOGY

HOSP 112
Customer Relations and Communication Skills **\$139**
 For travel clerks, ticket agents, restaurant staff, desk clerks and others serving, or anticipating serving, the travelling public.
 Jan 12 Tues 12 wks DEC CRN 46692
 Jan 14 Thurs 12 wks BBY 46685

HOSP 132
Career Exploration for the Hospitality Industry **\$70**
 Discusses career opportunities in hotels, motels, food service operations, resorts and related industries.
 Jan 13 Wed 6 wks DEC CRN 46701
 Jan 20 Wed 6 wks SRY 53566

HOSP 203
Introduction to Food and Beverage Management **\$139**
 This course is directed to the student training for management and the individual entering the food and beverage field for the first time.
 Jan 11 Mon 12 wks DEC CRN 46716

HOSP 205
Front Office Procedures **\$139**
 Provides theoretical and simulated practical training in the main aspects of the job of front desk clerk.
 Jan 12 Tues 12 wks BBY CRN 46727
 Jan 20 Wed 12 wks SRY 55981

HOSP 207
***Front Office Equipment Practicum** **\$100**
 Enables students to operate a variety of machines and systems used in hotels, to develop guest accounts and balance daily night audits.
 Jan 15 Fri/Sat/Sun 2 wkends BBY CRN 48668
 Mar 04 Fri/Sat/Sun 2 wkends BBY 55975

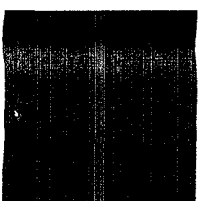
HOSP 210
Bartending Practices **\$195**
 A competency-based practicum for home entertaining or for entry level employment in lounges, pubs and restaurant bars.
 Jan 11 Mon/Sat 6 wks BBY CRN 77938
 Jan 12 Tues/Thurs 6 wks BBY 77886
 Feb 24 Wed/Sat 6 wks BBY 77940
 Feb 27 Sat/Sun 6 wks DEC 77877

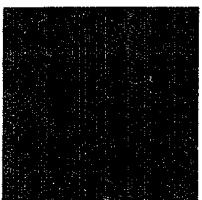
HOSP 211
Orientation and Techniques for the Executive Housekeeper **\$139**
 An introduction to opportunities in industrial, institutional and hotel housekeeping.
 Jan 14 Thurs 12 wks DEC CRN 55994

HOSP 216
Housekeeping Department Budgeting, Purchasing and Equipment **\$139**
 Includes setting up a housekeeping department in a large operation.
 Jan 11 Mon 12 wks DEC CRN 46856

HOSP 303
Dining Room Service **\$151**
 Introduces persons with limited experience in restaurants to fundamental techniques and prerequisites for successful operation of a quality dining room. Focus is on the supervisory role.
 Jan 16 Sat 9 wks BBY CRN 46738

HOSP 306
Bar Management Lounges and Pubs **\$139**
 Familiarizes the student with the day-to-day operations of a bar manager. For bar managers, owners or bartenders wishing to develop their management skills.
 Jan 13 Wed 12 wks BBY CRN 46740
 Jan 19 Tues 12 wks SRY 53582





HOSP 307
Understanding Wines 1 \$139
 The major aspects of wine growing, manufacture, marketing, storing, serving, for persons employed in the restaurant industry; also of interest to the general student.
 Jan 16 Sat 9 wks DEC CRN 46752
 1000-1400

HOSP 313
Food and Beverage and Labour Cost Controls \$139
 The basic organization of a food enterprise or department.
 Jan 12 Tues 12 wks BBY CRN 83922

HOSP 357
Marketing and Sales: Accommodation and Food Service \$139
 An introduction to techniques and principles of basic marketing and sales, emphasizing the Hospitality Industry.
 Jan 13 Wed 12 wks BBY CRN 46769

HOSP 409
How to Start a Restaurant \$139
 Topics covered include site selection, construction and lease considerations, marketing, financial plans and franchising.
 Jan 12 Tues 12 wks BBY CRN 70092
 Jan 18 Mon 12 wks SRY 70106

HOSP 412
***Hospitality Management Accounting** \$139
 Students study hotel and restaurant departmental income statements and balance sheets enabling them to interpret and analyze the results.
 Jan 14 Thurs 12 wks DEC CRN 46774

TOUR 212
Basic Communication in Japanese \$139
 English speaking persons will develop basic Japanese conversational skills.
 Jan 11 Mon 12 wks DEC CRN 81893

TOUR 213
Basic Communication in French \$139
 English speaking persons will develop basic French conversational skills.
 Jan 11 Mon 12 wks DEC CRN 81832

TOUR 214
Basic Communication in Spanish \$139
 English speaking persons will develop basic Spanish conversational skills.
 Jan 12 Tues 12 wks DEC CRN 81804

TOUR 215
Basic Communication in German \$139
 English speaking persons will develop basic German conversational skills.
 Jan 14 Thurs 12 wks DEC CRN 81876

TOUR 230
Travel and Tourism Introduction \$139
 For persons who are newly involved in or anticipate employment in this field.
 Jan 12 Tues 12 wks BBY CRN 81750
 Jan 13 Wed 12 wks DEC 81887
 Jan 14 Thurs 12 wks BBY 81739

TOUR 240
Tourism Geography \$139
 Tourist attractions, travel transportation, regulations, climate, culture, currency, natural and man-made tourist resources.
 Jan 11 Mon 12 wk DEC CRN 81828

TOUR 241
Tourism Europe \$70
 Discusses historical and practical tourist related aspects of Continental Europe and Great Britain including practical hints for the travel counsellor and traveller, and tourism conditions.
 Jan 14 Thurs 6 wks DEC CRN 81861

TOUR 243
Tourism: Pacific Rim \$70
 Acquaints students with historical and practical aspects of Pacific Rim countries as seen through the eyes of a tourist.
 Jan 14 Thurs 6 wks DEC CRN 81855

TOUR 244
Tourism: South Pacific \$70
 Examines the distinctive qualities of countries as destinations for vacation and business travel.
 Jan 14 Thurs 6 wks DEC CRN 81849

TOUR 250
Travel Agency and Tour Operations, an Introduction \$208
 Provides a framework for students considering jobs in the travel counselling and tour arranging fields.
 Jan 12 Tues/Thurs 9 wks DEC CRN 81796

TOUR 251
Tour Managing, Escorting and Guiding \$70
 Students will be aware of and conversant with the role, duties and responsibilities of a tour manager/escort/local guide.
 Jan 12 Tues 6 wks BBY CRN 81742

TOUR 313
Communications in French 2 \$139
 Students will learn to enhance their knowledge of the French language.
 Jan 13 Wed 12 wks DEC CRN 87704

TOUR 350
Domestic Air \$199
 Familiarizes students with the terminology and fundamentals of itinerary planning, domestic fare construction and tariff applications. \$60 rental fee for Air Tariff Books will be charged when registering. \$30 will be refunded upon return of books.
 Jan 11 Mon 12 wks BBY CRN 81773
 Jan 12 Tues 12 wks DEC 81784

TOUR 351
***International Air 1** \$199
 Familiarizes students with the terminology and fundamentals of transatlantic and transpacific fare construction. \$60 rental fee for Air Tariff Books will be charged when registering. \$30 will be refunded upon return of books.
 Jan 11 Mon 12 wks BBY CRN 81768
 Jan 14 Thurs 12 wks DEC 81926

TOUR 353
***Automated Reservations** \$286
 Students will be able to activate a reservations computer terminal, perform all functions relative to booking airline reservations, tours, hotels and car rentals.
 Jan 25 Mon/Wed 5 wks ** CRN 81810
 1800-2100
 **AIR CANADA BUILDING
 1177 W. Hastings St., 3rd Floor

TOUR 355
***Automated Ticketing** \$162
 Students learn to activate a ticket printer linked to a reservations computer terminal and to perform all functions relative to producing a computer generated ticket.
 Mar 12 Sat/Sun 1 wk ** CRN 81917
 0900-1700
 **AIR CANADA BUILDING
 1177 W. Hastings St., 3rd Floor

NON CREDIT FOOD, HOSPITALITY AND TOURISM COURSES

HOSP 901
Fancy Sandwiches \$67
 All variations of sandwiches; open-faced, finger type, pin wheel, rolled, sandwich fillings, garnishes. Presentation, individual and for parties.
 Jan 14 Thurs 4 wks BBY CRN 65759

HOSP 902
Hors d'Oeuvres and Canapes \$67
 A complete unit of practical instruction on how to prepare hot and cold hors d'oeuvres. Color combination, eye appeal, garnish, glazing, presentation.
 Jan 14 Thurs 4 wks BBY CRN 74577

HOSP 903
Cooking Tradesman Qualification Refresher \$125
 An in-depth theory course for people who are serious about writing the Trades Qualification Examination for becoming a professional cook. All areas of the profession are taught in theory only including food costing and kitchen management.
 Jan 12 Tues 10 wks BBY CRN 65762

HOSP 905
Tallow Sculpture \$67
 From the construction of the base right to the final finishing touches you will be surprised with the outcome of your Tallow Sculpture. A must if you want to know how to enhance your buffet table.
 Jan 13 Wed 4 wks BBY CRN 65777

HOSP 906
Buffet Presentation \$101
 For every cook, chef or person who likes to entertain and wants to learn about the setting of buffets, hot or cold hors d'oeuvres, salads, main course items hot or cold, ice carvings, flower arrangements and dessert tables. Garnishes and decorating of show pieces.
 Jan 12 Tues 6 wks BBY CRN 65936
 Feb 23 Thurs 6 wks BBY 67091

HOSP 907
Patés, Terrines and Galantines \$67
 The selection of meats for farces (paté fillings), paté design, preparation, garnish selection, paté spice, forcemeat preparation, filling paté, baking, filling with aspic, terrines and galantine garnishing and presentation.
 Jan 11 Mon 4 wks BBY CRN 65841

HOSP 908
Sugar Art Work \$67
 Introduction to sugars (refining) and characteristics. Sugar boiling. Caramel stages. Caramel for casting, clear caramel molding, pulled sugar, blown sugar. Technique for warming and free-hand molding. Techniques for assembling caramel pieces. Introduction to flowers — roses, tulips, stylized flowers. Blowing sugars free hand and into prepared molds. Preserving caramel show pieces.
 Jan 13 Wed 4 wks BBY CRN 67139

HOSP 909
Chocolate and Marzipan Art Work \$141
 Introduction to chocolate from the cocoa bean to finished product. Handling cocoa butter. Chocolate variations. Compounds. The effect of heat on chocolate. Temporary techniques. Chocolate castings. Chocolate plastic and its many uses. Chocolate carving — introduction to tools. Chocolate lace work (piped and cut outs). Cocoa painting. Preserving chocolate show pieces.
 Jan 11 Mon 8 wks BBY CRN 65864

*indicates prerequisite

HOSP 912
French Pastries and Petits Fours \$135
 Demonstrations by instructor and practical work by students on how to prepare pastry bases, the making of puff pastry, choux paste. Working with fondants and petits fours. The course will cover the preparation and presentation of French pastries and petits fours.

Jan 12 Tues 8 wks BBY CRN 65888

HOSP 914
Cake Decorating \$169
 Introduction to decor icings and buttercreams, icing round and slab cakes, decor designs, decor techniques, border techniques, writing, flowers, special occasion decor, wedding cake decor and icings, borders, flowers, etc.

Jan 14 Thurs 10 wks BBY CRN 65918

SPECIALIZED BUSINESS SERVICE

INTD 100
Interior Design Basic \$139
 Introduces the student to the field of Interior Design. Students will have a good understanding of the interior design art form.

Jan 11 Mon 12 wks BBY CRN 46783
 DEC 46803
 Jan 12 Tues 12 wks DEC 56038
 Jan 16 Sat 12 wks BBY 46795
 0900-1200

INTD 101
***History of Furniture** \$139
 The history of furniture from ancient Egypt to the present.

Jan 12 Tues 12 wks BBY CRN 49804
 Jan 13 Wed 12 wks BBY 75236

INTD 200
***Color** \$139
 Provides students with the necessary knowledge of color and lighting to enable them to carry out the duties of assistant in an interior design business.

Jan 12 Tues 12 wks DEC CRN 74586
 Jan 13 Wed 12 wks BBY 46812

INTD 202
***Interior Design Drafting 2** \$277
 Presents isometric views, shadow and light. Provides training in the presentation of sections through walls, windows, doors and other architectural components. Focuses on the presentation of one and two point perspective.

Jan 12 Tues/Thurs 12 wks BBY CRN 46829

INTD 301
***Graphic Presentation** \$139
 Students will be able to graphically present design plans, elevations and perspectives.

Jan 13 Wed 12 wks DEC CRN 87597

INTD 305
***Detailing and Materials** \$139
 Acquaints students with the properties, characteristics and uses of materials used for interior construction, custom furnishing and decor. Introduces the methods and techniques involved in the preparation of working drawings for interior construction elements, building components, millwork, custom furniture and built-in cabinets.

Jan 14 Thurs 12 wks DEC CRN 46830

INTD 404
***Space Planning 2** \$139
 Introduces factors in commercial space planning and problem solving using recognized factors. Topics include offices, restaurants and retail stores.

Jan 13 Wed 12 wks DEC CRN 46848

MARKETING MANAGEMENT TECHNOLOGY

MKTG 101
Marketing 1 \$139

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

Jan 11 Mon 12 wks BBY CRN 44971
 46867
 DEC 46881

Jan 12 Tues 12 wks BBY 44985
 60796
 DEC 49810
 SRY 53604

Jan 13 Wed 12 wks BBY 46875
 DEC 46894

Jan 14 Thurs 12 wks BBY 44992
 DEC 63946

Mar 14 Mon-Fri Wk long BBY 82555
 0900-1700

Jan 16 Sat 12 wks BBY 82549
 0900-1200

MKTG 102
Introduction to Marketing \$139

This compact course is ideal for non-marketing students. It examines the elements found in MKTG 101 and MKTG 201 in less detail. Students are given a working knowledge of how marketing is applied in business.

Jan 11 Mon 12 wks BBY CRN 46900

MKTG 107
Marketing Strategies in the Fashion Industry \$90

A course designed to investigate, develop and implement specific marketing strategies as they relate to the field of fashion. A hands-on look at the world of fashion.

Jan 20 Wed 9 wks DEC CRN 70085

MKTG 118
Introduction to Sales Production \$139

A practical course designed to provide an overview of sales promotion techniques in marketing and advertising campaigns. The course will have a hands on approach with students developing realistic sales promotion campaigns through manual project applications.

Jan 12 Tues 12 wks BBY CRN 82510

MKTG 201
***Marketing 2** \$139

A continuation of MKTG 101, this course further examines the marketing of consumer and industrial goods. Topics such as product planning, advertising, wholesaling, distribution and pricing are covered.

Jan 11 Mon 12 wks BBY CRN 45005
 45018

Jan 12 Tues 12 wks DEC 46911
 BBY 45020

Jan 13 Wed 12 wks DEC 63937
 Jan 14 Thurs 12 wks BBY 45036
 DEC 46925

Jan 20 Wed 12 wks SRY 53628

MKTG 203
***Sales Management** \$139

General principles of sales management are examined. Emphasizes the selection, assimilation, training and supervision of sales staff. Sales research, planning, organization and analysis, along with computer applications in sales management are also covered.

Jan 11 Mon 12 wks DEC CRN 46933
 Jan 12 Tues 12 wks BBY 64526

MKTG 218
***Introduction to Media** \$139

Through lectures and guest speakers, students will learn about media/industry terminology; strengths and limitations of each medium; industry-related research tools; the role of sales representatives; the role of the computer in the media planning and buying process; the role of the planner/buyer; tips, pitfalls and exceptions within the planning and buying process, and the application of various creative elements within the media mix. This course will appeal to advertising agency and media sales personnel, and individuals considering career entry in the advertising industry.

Jan 11 Mon 12 wks DEC CRN 82532

MKTG 219
Professional Sales 1 \$139

Students develop selling skills through practical role playing and video tape recordings for critique and analysis.

Jan 11 Mon 12 wks BBY CRN 58279
 DEC 50507

Jan 12 Tues 12 wks BBY 50515
 Jan 13 Wed 12 wks BBY 50521
 DEC 72601

Jan 14 Thurs 12 wks BBY 50539
 Jan 18 Mon 12 wks SRY 68126

Mar 14 Mon-Fri Wk long BBY 50542

MKTG 309
***Marketing Research 1** \$139

Examines the basic approaches to market research. Discusses research techniques and tools and relates them to the decision making process. Special applications of marketing research to simulated situations are examined.

Jan 12 Tues 12 wks BBY CRN 48696

MKTG 319
***Professional Sales 2** \$139

Develops salesmanship and motivational techniques to the professional level.

Jan 11 Mon 12 wks DEC CRN 45063
 Jan 13 Wed 12 wks BBY 87839

MKTG 321
Public Relations \$139

Topics include planning and executing a public relations program, communication techniques, principles of news writing and preparation of news photography, utilizing the media, press and community relations, external and internal communications and meetings.

Jan 11 Mon 12 wks DEC CRN 63842
 Jan 12 Tues 12 wks BBY 46944
 Jan 13 Wed 12 wks DEC 63850

MKTG 322
Advertising 1 \$139

How to use and develop advertising, advertising philosophy, planning and creating; media buying, planning, production, controls and evaluation.

Jan 11 Mon 12 wks DEC CRN 46957
 Jan 12 Tues 12 wks BBY 45072
 Jan 14 Thurs 12 wks BBY 45089

MKTG 323
Public Speaking and Oral Communication 1 \$139

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 an oral assignment weekly.

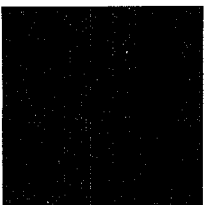
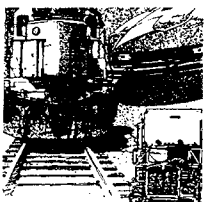
Jan 11 Mon 12 wks BBY CRN 63958
 DEC 46966

Jan 12 Tues 12 wks BBY 56040
 Jan 13 Wed 12 wks BBY 45091

Jan 14 Thurs 12 wks DEC 46979
 Jan 16 Sat 12 wks BBY 56027

0900-1200
 Jan 21 Thurs 12 wks SRY 56052
 Mar 14 Mon-Fri Wk long BBY 45107

*indicates prerequisite



MKTG 324
Small Business Development \$139
Examines the planning stages involved in starting a new business including market, financial and legal responsibility requirements.

Jan 12 Tues 12 wks BBY CRN 45115
Jan 13 Wed 12 wks DEC 46982

MKTG 325
Importing \$139
Provides students with importing business basics. Discussion covers methods of sourcing overseas suppliers, assessing market potential, payment mechanisms and foreign exchange. Students will learn how to set up their own import businesses.

Jan 12 Tues 12 wks BBY CRN 63923

MKTG 327
Exporting \$139
Provides students with complete information on export business basics. Discusses opportunities, research, planning distribution, promotion and customs practices. Students will learn how to set up their own export businesses.

Jan 12 Tues 12 wks DEC CRN 63914

MKTG 328
Principles of Property \$139
Presents the basic theories and techniques of long range and day-to-day investment in real estate management.

Jan 11 Mon 12 wks BBY CRN 46998

MKTG 401
***Marketing Planning** \$139
Using mostly the case study method, this course examines how to develop formal marketing plans; situation analysis, markets, competitive conditions, research, objective setting and action scheduling.

Jan 11 Mon 12 wks BBY CRN 70642
Jan 13 Wed 12 wks DEC 63821

MKTG 422
***Advertising 2** \$139
How to measure advertising effectiveness; differences between advertising and sales promotion; media planning and budgets; the make-up of advertising campaigns; how an advertising agency operates; implementing marketing plans; coordination, controls and measurement.

Jan 12 Tues 12 wks DEC CRN 45139
Jan 14 Thurs 12 wks BBY 63868

MKTG 427
Creative Advertising Design \$139
The development of the creative strategy through the concept stage to the details execution. Both print and broadcast advertising techniques will be explored with the guidance of professionals who are currently working in a variety of creative advertising areas. The primary objective of the course is to have each student produce high quality creative projects to enhance his/her portfolio.

Jan 14 Thurs 12 wks BBY CRN 82576

MKTG 437
Principles to Direct Marketing \$139
Provides information on how to use direct marketing as an effective medium. The course will cover planning direct marketing campaigns and the use of telemarketing as a prime tool in direct marketing strategy.

Jan 14 Thurs 9 wks DEC CRN 82561

MKTG 501
***Strategic Marketing Management Simulation** \$139
Focuses on around the computer simulation game "Compete". Students working in teams will utilize skills gained from previous marketing, financial, and planning courses to develop overall marketing strategies built around the marketing mix.

Jan 14 Thurs 12 wks DEC CRN 82528

OPERATIONS MANAGEMENT TECHNOLOGY

OPMT 099
Math for Business \$140
Offers the basic arithmetical and algebraic skills necessary to commence studies in the School of Business at BCIT. Non credit.

Jan 12 Tues 16 wks BBY CRN 64401
Jan 14 Thurs 16 wks BBY 48265

OPMT 102
Basic Mathematics of Finance \$139
How to perform common financial analyses and calculations.

Jan 11 Mon 12 wks BBY CRN 60645
Jan 13 Wed 12 wks BBY 60768
DEC 47010
Jan 16 Sat 12 wks BBY 47004
BBY 75125

OPMT 151
Microcomputers for Small Manufacturers \$139
Introduces small manufacturers to the uses of microcomputers. Topics include spreadsheets, database, micro MRP packages, CAD on micro-computers and cost estimating packages.

Jan 14 Thurs 12 wks BBY CRN 84374

OPMT 175
Warehouse Management \$139
The key subjects covered are: receiving, stock location planning, order picking, shipping, time space management, data processing and loss control. Provides a basic understanding of warehouse management.

Jan 12 Tues 12 wks BBY CRN 70639

OPMT 187
Project Planning and Scheduling \$139
Introduces the fundamentals of the Critical Path Technique in planning, scheduling, resource allocation and project management.

Jan 12 Tues 12 wks BBY CRN 47028

OPMT 188
Management Information Systems \$139
Offers an overall managerial systems approach to the management information area.

Jan 14 Thurs 12 wks BBY CRN 47032

OPMT 189
Operations Management \$208
Students study the nature, purpose and processes associated with operations management; the relevance of systems design, resource allocation, operations planning and control to the individual firm and how to identify and solve operational problems using quantitative methods.

Jan 11 Mon 18 wks BBY CRN 48280

OPMT 191
Purchasing \$139
Purchasing functions, objectives, relationships, organization, policies, procurement procedures, inventory control, sourcing, supplier evaluation, price, negotiation, make/buy, ethics.

Jan 13 Wed 12 wks DEC CRN 47055
Jan 14 Thurs 12 wks BBY 47049
Jan 18 Mon 12 wks SRY 53649

OPMT 192
Inventory Planning and Control \$139
Objectives, records, forecasting, order point systems, MRP make/buy analysis, departmental organization.

Jan 11 Mon 12 wks BBY CRN 47061
Jan 20 Wed 12 wks SRY 48299

OPMT 195
***Advanced Purchasing** \$139
The course examines importing goods, federal and provincial sales, excise taxes, negotiating contracts, and law as it pertains to the purchasing function.

Jan 12 Tues 12 wks BBY CRN 47076

OPMT 197
Statistics for Business and Industry \$208
The application of statistical methods to problem solving in business and industry.

Jan 11 Mon 18 wks BBY CRN 52757
Mon/Wed 9 wks DEC 48311
Jan 12 Tues 18 wks BBY 52688
48251
Jan 14 Thurs 18 wks BBY 48300
Jan 20 Wed 18 wks SRY 53655

OPMT 198
Productivity Engineering 1 \$139
A fundamental course in productivity improvement based on a systematic, scientific approach to problem solving methods/improvement. Study areas include: economic feasibility, recording techniques, assembly and analysis of data, critical examination and the development and selection of alternative solutions. Case materials will explore applications to manufacturing, warehouse, office, materials management and general management engineering.

Jan 13 Wed 12 wks BBY CRN 57204

OPMT 203
Quality Control Methods 2 \$139
Provides students with the opportunity to learn and apply the principles of Acceptance Sampling.

Jan 12 Tues 12 wks BBY CRN 84400

OPMT 206
Quality Assurance 2 \$139
This course continues from OPMT 106. It examines basic principles of modern quality assurance which students can relate to situations encountered in their own work, and apply the techniques for resolving quality problems.

Jan 13 Wed 12 wks BBY CRN 84395

OPMT 287
Project Cost Estimating \$139
A basic course in the principles and methodology of cost estimating and the procedures for estimating project costs. The basic elements of estimates will be defined, and the sources of information identified. Each student will develop his own model estimate progressively during the course. The uses, accuracy and methods of evaluating risk and uncertainty of estimates will be examined.

Jan 14 Thurs 12 wks BBY CRN 85650

OPMT 290
***Performance Measurement** \$139
Familiarizes students with systems for recording time and establishing standard times for work, discusses historical times, work sampling techniques, predetermined time systems and the development of standard times from these techniques.

Jan 13 Wed 12 wks BBY CRN 48325

OPMT 294
***Physical Material Handling and Inventory Space** \$139

Introduces the concepts and techniques required to design and analyze physical space requirements for the storage and handling of products in warehouses, retail and manufacturing facilities.

Jan 14 Thurs 12 wks BBY CRN 47542

*indicates prerequisite



OPMT 296
***Mathematics for Management** \$208
Students learn the fundamentals of common quantitative methods used in business and industry by recognizing where these methods are appropriate and formulating solutions to elementary problems.

Jan 11	Mon	18 wks	BBY	CRN 48333
Jan 14	Thurs	18 wks	BBY	48344

OPMT 298
***Productivity Engineering 2** \$139
For students with the basics of OPMT 198. Allows the student to complete a more detailed, complex study to final report and presentation in the areas of manufacturing, warehousing and storage. Expands upon productivity improvement through systematic scientific problem solving.

Jan 13	Wed	15 wks	BBY	CRN 73875
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TRANSPORTATION AND DISTRIBUTION TECHNOLOGY

TDMT 101
Geography of Trading 1 \$139
Transportation is the basis of all economic systems including agricultural production, industrial location, settlement patterns, marketing systems and consumer shopping. This course studies in detail the role of transportation, major trading routes and ports and other factors in the development of resources for the world and Canada. Emphasis is placed on Canada as a major resource producer, particularly in the emerging Pacific Rim.

Jan 11	Mon	12 wks	BBY	CRN 84383
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TDMT 409
***Exporting and Importing** \$208
Presents the complexities of international trade and the concepts of exporting/importing in the Canadian environment, for people in industry.

Jan 13	Wed	18 wks	BBY	CRN 48357
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TDMT 410
Logistics \$208
Designed for the business student. Provides an introduction to the function of Physical Distribution.

Jan 12	Tues	18 wks	BBY	CRN 48379
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TDMT 413
***Traffic and Transportation Management** \$208
Details the complexities of the industrial traffic and operation departments of a transportation company.

Jan 14	Thurs	18 wks	BBY	CRN 48703
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PURCHASING MANAGEMENT ASSOCIATION OF CANADA

PMAC 100
Principles of Buying \$275
A standard comprehensive introduction to the basics of purchasing.

Jan 11	Mon	20 wks	BBY	CRN 67107
Jan 14	Thurs	20 wks	BBY	47087

PMAC 200
Principles of Traffic and Transportation \$250
Designed for buyers, inventory control clerks and people with little or no exposure to the field.

Jan 14	Thurs	15 wks	BBY	CRN 67115
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**indicates prerequisite*

PMAC 300
Principles of Inventory and Operations Control \$250
Covers applications in a wide range of organizations including public and non-profit services, distributors, end-users, processors and manufacturers.

Jan 13	Wed	15 wks	BBY	CRN 67121
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CANADIAN ASSOCIATION FOR PRODUCTION AND INVENTORY CONTROL

CPIC 300
Material Requirements Planning \$210
Students will learn how to develop and use a bill of material, obtain and interpret MRP inputs, develop a material requirement planning system and execute a material requirements plan.

Jan 12	Tues	12 wks	BBY	CRN 82966
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CPIC 400
Capacity Management \$120
Students will learn how to calculate capacity, obtain and interpret inputs for capacity requirements planning, compute the capacity requirements planning (CRP) process, analyze results, resolve potential problems and monitor capacity.

Jan 11	Mon	6 wks	BBY	CRN 82979
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CPIC 500
Production Activity Control \$120
Students will learn how to control production in both push and pull production environments, focusing on production activity control in job shop, repetitive and process manufacturing environments.

Feb 10	Wed	6 wks	BBY	CRN 82998
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CPIC 600
Principles of Inventory Control \$200
An introductory course that covers basic practice in inventory planning and control applicable to a wide range of industries, including the service industry. Covers physical control and custody, forecasting, replenishment quantities and timing, material requirements planning, distribution, purchasing and inventory control and integrated systems. A student work book is supplied.

Jan 14	Thurs	12 wks	BBY	CRN 82982
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DIRECT EMPLOYMENT TRAINING

CORT 932
Legal Steno/Typist Certificate Program Part 1 \$125
For those seeking advancement into a clerical specialty. Part 1 is an orientation to legal stenography which will enable students to decide if they wish to pursue this career.

Jan 27	Wed	10 wks	BBY	CRN 64011
1900-2200				

CORT 933
Legal Steno/Typist Certificate Program Part 2 \$175
Includes theoretical and practical legal paperwork, documentation, correspondence for law in the fields of civil and criminal litigation, divorce, labor, wills and estates, corporate and conveyancing.

Jan 11	Mon	16 wks	BBY	CRN 64025
1900-2200				

CORT 935
Court Reporting Year 1 (Term 1) \$175
This program is three years in length consisting of three semesters of three months per year. Curriculum includes English, legal and medical terminology, stenographic shorthand, transcription, operation of the stenographic machine, and how the judicial system works. This is the first part of the program.

Jan 12	Tues/Thurs	12 wks	BBY	CRN 64033
1900-2130				

CORT 936
Court Reporting Year 2 (Term 1) \$175
The first semester of the second year of the three year Court Reporting Certificate Program.

Jan 12	Tues/Thurs	12 wks	BBY	CRN 64044
1900-2130				

CORT 937
Court Reporting Year 3 (Term 1) \$175
The first semester of the third year of the three year Court Reporting Certificate program.

Jan 12	Tues/Thurs	12 wks	BBY	CRN 64057
1900-2130				

OFFC 900
Secretarial Training Basic \$115
Introduces the duties and responsibilities of the secretarial profession emphasizing typing, filing, mail handling, telephone techniques and general office procedures.

Jan 16	Sat	5 wks	BBY	CRN 64213
0900-1530				

OFFC 914
Vocational Instructor Training \$115
Of benefit to potential instructors who want to teach technical, vocational and commercial subjects.

Jan 16	Sat	6 wks	BBY	CRN 69501
0900-1300				

OFFC 919
Security Officer Training \$130
For persons 19 years of age or older seeking employment as security officers.

Jan 12	Tues/Thurs	6 wks	BBY	CRN 64132
1900-2200				
Feb 23	Tues/Thurs	6 wks	BBY	64149
1900-2200				

OFFC 920
Bookkeeping Basic \$101
This introductory course is oriented towards owners, managers and bookkeepers of small businesses.

Jan 11	Mon	10 wks	BBY	CRN 64224
1900-2200				

OFFC 925
Cashier Training \$139
Provides practical training in the operation of various types of electronic cash registers.

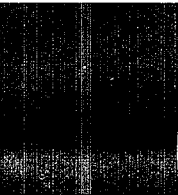
Jan 12	Tues/Thurs	3 wks	BBY	CRN 64155
1900-2200				
Feb 09	Tues/Thurs	3 wks	BBY	64161
1900-2200				
Mar 08	Tues/Thurs	3 wks	BBY	64176
1900-2200				

OFFC 935
Medical Office Assistant: Medical Transcription \$125
Designed for persons who are employed as medical office assistants, or students taking the MOA program.

Mar 05	Sat	6 wks	BBY	CRN 79509
0930-1530				

OFFC 936
Medical Office Assistant: Anatomy and Physiology \$135
Successful graduates of this course will understand human anatomy and physiology. This course forms part of a five-course certificate program.

Jan 12	Tues	14 wks	BBY	CRN 64231
1900-2200				



OFFC 937
Medical Office Assistant Terminology \$135
 Enables students to use basic medical terms and know how to spell and pronounce them. This course is part of a five-course program.
 Jan 14 Thurs 15 wks BBY CRN 64208
 1900-2200

OFFC 938
Medical Office Assistant: Office Practice \$125
 Students will learn to perform clerical duties associated with a medical office; medical forms, private and insurance billing, etc. This course is part of a five-course program.
 Jan 12 Tues 12 wks BBY CRN 81556
 1845-2145

OFFC 939
Medical Office Assistant: Clinical Procedures \$125
 Teaches the use of medical equipment, how to perform laboratory tests and assist physicians with specific examinations. This is one of the five courses needed for the Medical Office Assistant Certificate.
 Jan 14 Thurs 12 wks BBY CRN 69516
 1900-2200

OFFC 945
Word Processing Level 1: Wang \$250
 Students with a minimum typing speed of 45 wpm can learn the basics of word processing in this hands-on course.
 Jan 12 Tues/Thurs 5 wks DEC CRN 64098
 Jan 16 Sat 5 wks DEC 64082
 0900-1530
 Feb 23 Tues/Thurs 5 wks DEC 64128
 Feb 27 Sat 5 wks DEC 64110
 0900-1530

OFFC 946
Word Processing Level 2: Wang \$230
 The second of a three-part word processing certificate program offers instruction in complex editing, sorting, setting up and using glossaries and batch work.
 Jan 11 Mon 10 wks DEC CRN 64079

OFFC 947
Word Processing Level 3: Wang \$230
 The third of a three-part word processing certificate program offers instruction in math pack.
 Jan 13 Wed 10 wks DEC CRN 64066

OFFC 950
Dental Office Coordinator \$138
 For persons with basic office skills who wish to specialize in dental office practice.
 Jan 12 Tues/Thurs 6 wks BBY CRN 64193

MEDIA COMMUNICATIONS

MDIA 099
Photography (Entry Level) \$101
 Enables students to select and handle a 35 mm single lens reflex camera and accessories and understand basic photographic concepts. Persons with an interest and no previous experience in photography are encouraged to enroll in this exploratory course to foster that interest and determine their potential.
 Jan 14 Thurs 4 wks BBY CRN 77890
 1900-2200

MDIA 900
Photography Level 1 \$147
 Enables students to select and handle a wide variety of 35 mm equipment and film types. Students will know how to take a studio portrait and handle studio lighting equipment; how to process, plan and carry out assignments; set up a darkroom, and print black and white film. Note: The core of this level is practical assignment.
 Feb 11 Thurs 8 wks BBY CRN 67928
 1900-2200

MDIA 901
Photography Level 2 \$224
 Enables students to plan and carry out a variety of assignments in a professional way; take a professional portrait; select and handle medium format camera equipment and studio lighting; set up a darkroom for advanced black and white printing; set up and organize a small studio; work from a lay-out to meet a client's requirements; put together a portfolio and how to make a presentation.
 Jan 13 Wed 15 wks BBY CRN 65947
 1900-2200

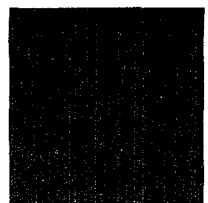
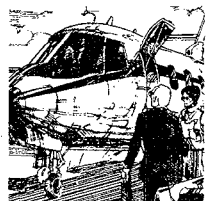
MDIA 902
Photography Level 3 \$249
 Enables students to set up and manage a commercial studio; select and handle large format cameras and accessories and studio lighting equipment; have a basic understanding of how to market services to prospects and create a working relationship with clients; do a variety of assignments, and work from layout. Students will be familiar with professional techniques for developing a powerful personal portfolio.
 Jan 12 Tues 15 wks BBY CRN 77901
 1900-2200

MDIA 930
Graphics Level 1 \$117
 Persons with an interest, but no previous experience in graphic art, are encouraged to enroll in this exploratory course to foster that interest and determine their career potential. Introduces layout, design, illustration, printing methods, camera-ready artwork and typography.
 Jan 12 Tues/Thurs 5 wks BBY CRN 65731
 1900-2200

MDIA 931
Graphics Level 2 \$117
 A continuation of Graphics Level 1. Enables students to develop their graphic skills. Includes layout, design and mechanical artwork for four color printing; paper selection, print production, commercial photography, costing and estimating; and a tour of a large printing plant.
 Feb 23 Tues/Thurs 5 wks BBY CRN 65724
 1900-2200

MDIA 940
Producing Industrial and Educational Videos \$101
 Enables students to understand the principles of small format video production, have a working knowledge of camera handling, operations and controls, lighting, audio, scripting, pre-production, graphics and editing; and to design and implement an educational and industrial video.
 Jan 21 Thurs 10 wks BBY CRN 67932
 1900-2200

MDIA 943
The Video Entrepreneur \$35
 This informative workshop will discuss profitable video markets, format choices and equipment, and equipment purchase/rental.
 Feb 27 Sat 1 day BBY CRN 67949
 0900-1700



Engineering Technologies and Trades

APPLIED INDUSTRIAL COMPUTING/COMPUTER AIDED DESIGN TECHNOLOGY

AICO 210
Computer Aided Design 1 (AUTOCAD) \$600
 Microcomputer based CADD using the latest update of software on the IBM ATs.
 Jan 11 Mon-Fri 1 week PRG CRN 82253
 Feb 15 Mon-Fri 1 week KEL 82241

AICO 213
***Autocad 1** \$250
 Microcomputer based CADD using the latest update of Autocad software on IBM ATs.
 Jan 09 Sat 6 wks BBY CRN 82313
 Jan 11 Mon 12 wks BBY 72031
 Jan 13 Wed 12 wks BBY 72024
 Jan 25 Mon-Fri 1 week BBY 72059
 Feb 01 Mon-Fri 1 week BBY 72086
 Feb 20 Sat 5 wks BBY 82324
 Feb 29 Mon-Fri 1 week BBY 72062
 Mar 07 Mon-Fri 1 week BBY 72077

AICO 214
***Autocad 2** \$250
 A continuation of Autocad 1. Class assignments may be tailored to discipline areas depending on student background.
 Jan 12 Tues 12 wks BBY CRN 71989
 Mar 14 Mon-Fri 1 week BBY 72013

AICO 501
Graphics Programming in FORTRAN \$350
 Introduction to FORTRAN programming. Emphasis will be on the solution of engineering problems and theory of CAD systems using structured programming techniques.
 Jan 12 Tues 24 wks BBY CRN 82264

*indicates prerequisite



AICO 504
Data Structures in "C" **\$300**
Emphasis will be on the solution of problems solvable in a microcomputer environment; software package design and implementation; programming techniques.
Jan 12 Tues 24 wks BBY CRN 82270

AICO 613
Quality Control **\$139**
Provides the student with a concentrated applications-focussed overview of the fundamentals of statistical process control.
Jan 12 Tues 12 wks BBY CRN 82288

APPLIANCE REPAIR

TAPR 901
Appliance Repair Part 1 **\$150**
Appliance Repair Part 1 covers the fundamentals of electricity as they apply to household appliances.
Jan 18 Mon/Wed 5 wks BBY CRN 77260

TAPR 903
Appliance Repair Part 2 **\$150**
Training centres upon the construction and function of electronic circuits in modern appliances.
Feb 22 Mon/Wed 5 wks BBY CRN 61562

TAPR 905
Appliance Repair Part 3 **\$150**
Applies the circuit knowledge gained in TAPR 901/903 to the servicing procedures used on most modern appliances; also includes mechanical systems servicing.
Jan 19 Tues/Thurs 5 wks BBY CRN 61577

TAPR 907
Appliance Repair Part 4 **\$150**
Applies the circuit knowledge gained in TAPR 901/903 to the servicing procedures for microwave ovens.
Feb 23 Tues/Thurs 5 wks BBY CRN 61586

AUTOMOTIVE TRADES

AUTO 900
Auto TQ Refresher **\$230**
Provides students with the necessary theoretical instruction to enable them to write the Provincial Automotive Mechanics' Examination.
Jan 18 Mon/Wed 10 wks BBY CRN 77372

AUTO 902
Introduction to Auto Mechanics **\$230**
Designed for persons with no formal training in auto mechanics who wish to learn theory and practical skills to enter other related areas.
Jan 18 Mon/Wed 10 wks BBY CRN 77415

AUTO 904
Auto Tune-up Basic **\$200**
This highly developed auto tune-up training course will allow novices or do-it-yourselfers to perform automotive tune-ups.
Jan 18 Mon/Wed 7 wks BBY CRN 77389

AUTO 906
High Performance Auto **\$150**
For those who wish to learn to modify engine carburetion and achieve high speed performance from a stock engine.
Jan 23 Sat 6 wks BBY CRN 77468

AUTO 908
Auto Electronic and Computer Control **\$200**
This advanced course gives experienced automotive mechanics specialized instruction in carburetion and advanced tune-up techniques.
Jan 19 Tues/Thurs 7 wks BBY CRN 77421

AUTO 909
Electronic Engine Control and Fuel Injection **\$150**
For experienced mechanics. Gives specialized instruction in servicing late model microprocessor controlled engine and fuel injection systems.
Mar 15 Tues/Thurs 4 wks BBY CRN 81530

AUTO 912
Engine Rebuilding **\$300**
Students with some automotive background and skill in the use of hand tools will work with a partner to overhaul an engine they have supplied. (One engine for two students.)
Jan 23 Sat 10 wks BBY CRN 77473

AUTO 920
Auto Air Conditioning **\$230**
Mechanics who wish to increase their job opportunities by adding specialized knowledge about automotive air conditioning systems to their skills will find this course valuable.
Jan 18 Mon/Wed 8 wks BBY CRN 77439

AUTO 922
Automobile Brake Servicing **\$150**
For mechanics who require upgrading in brake servicing and for do-it-yourself mechanics wishing to maintain their own brakes.
Jan 18 Mon/Wed 5 wks BBY CRN 77391

AUTO 924
Automotive Front End Alignment **\$230**
This course takes you through basic angles to the latest rear wheel and 4x4 alignment techniques. Other topics include power steering boxes, plus electronic rack and pinion and four wheel steering.
Jan 19 Tues/Thurs 8 wks BBY CRN 77442

AUTO 928
Automatic Transmissions **\$230**
An ideal refresher for automotive mechanics who require upgrading in automatic transmissions.
Jan 18 Mon/Wed 8 wks BBY CRN 77407

AUTO 951
Alternate Fuel Systems for Vehicles (LPG/NGV) **\$480**
Designed to prepare persons with a minimum of 3rd year apprentice mechanics level to install and service LPG/NGV conversions and provides the necessary theoretical instruction to enable them to write the Provincial Gas Safety Branch licensing exam.
Jan 19 Tues/Thurs 10 wks BBY CRN 82039

AVIATION TRADES

AVIA 900
Aircraft Electrics Basic **\$139**
Of assistance to potential or working aircraft maintenance engineers who work on light aircraft.
Jan 18 Mon/Wed 5 wks SEA CRN 71819

AVIA 905
Air Regulations **\$139**
Designed for aircraft maintenance engineers or potential engineers who wish to learn the correct procedures for certifying aircraft products and repairs.
Jan 19 Tues/Thurs 5 wks SEA CRN 71822

**indicates prerequisite*

AVIA 907
Private Pilot Ground School **\$139**
Instructs students in the fundamental Ground School requirements for attaining a Private Pilot's License.
Jan 18 Mon/Wed 5 wks SEA CRN 71835

AVIA 910
Private Pilot Advanced **\$139**
A continuation of AVIA 907. Provides final instruction for obtaining a Private Pilots licence. Also provides preparatory training for the Ground School for Commercial Pilot License Course.
Jan 19 Tues/Thurs 5 wks SEA CRN 71841

AVIA 915
AME "B" License Course **\$139**
Aircraft maintenance engineers who intend to write the Ministry of Transport examination for a category B endorsement will receive detailed theoretical instruction.
Jan 18 Mon/Thurs 5 wks SEA CRN 71864

AVIA 917
Aircraft Sheet Metal Basic **\$139**
Examines the application of sheet metal to aircraft through hands-on training.
Jan 18 Mon/Wed 5 wks SEA CRN 71870

AVIA 920
Aircraft Sheet Metal Level 2 **\$139**
A continuation of AVIA 917.
Jan 19 Tues/Thurs 5 wks SEA CRN 71888

AVIA 923
Helicopter Maintenance Introduction **\$139**
Presents theoretical background of associated systems found in helicopters and teaches acceptable maintenance practices.
Jan 18 Mon/Wed 5 wks SEA CRN 71897

AVIA 925
Avionics Basic **\$139**
Provides a good working knowledge of avionics equipment.
Jan 19 Tues/Thurs 5 wks SEA CRN 71905

AVIA 930
Aircraft Blueprints and Drafting Level 1 **\$149**
Includes aircraft drafting terminology, drafting skills, linework and use of instruments.
Jan 23 Sat 8 wks SEA CRN 71920

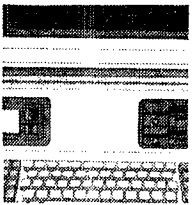
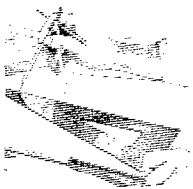
AVIA 935
Aircraft Maintenance Introduction **\$139**
Theoretical background of associated systems and knowledge of accepted aircraft maintenance practices are covered.
Jan 18 Mon/Wed 5 wks SEA CRN 71954

AVIA 938
Aircraft Maintenance Level 2 **\$139**
A continuation of AVIA 935. A suitable prerequisite for the Institute's full-time maintenance program.
Jan 19 Tues/Thurs 6 wks SEA CRN 71936

AVIA 940
Gas Turbines Basic **\$139**
Anyone who wants to know how a gas turbine engine works will find this course informative. A field trip to a gas turbine engine overhaul facility may be arranged.
Jan 18 Mon/Wed 5 wks SEA CRN 77258

AVIA 945
Commercial Pilot Ground School **\$149**
Prepares students to write the Ministry of Transport examination for a commercial pilot's license.
Jan 23 Sat 8 wks SEA CRN 71947

AVIA 960
Aircraft Painting **\$139**
Preparation and application of aircraft finishing products. Course includes traditional and two-part epoxy.
Jan 19 Tues/Thurs 5 wks SEA CRN 82134





BUILDING TECHNOLOGY

BLDG 155
Construction Contracts 1 \$139
Standard forms of construction contracts used in Canada and elsewhere. Appropriate documentation and related issues.
Jan 12 Tues 12 wks BBY CRN 77764

BLDG 159
Architectural and Industrial Illustration \$139
Introduces illustration, elements of rendering form and space, entourage techniques, perspective and photographic techniques.
Jan 12 Tues 12 wks BBY

BLDG 251
Drafting and Design 2 — Architectural Presentation \$278
A continuation of BLDG 151. Topics include descriptive geometry and its use in design presentation.
Jan 12 Tues/Thurs 12 wks BBY CRN 47383

BLDG 252
Construction 2 \$415
A continuation of BLDG 152. Topics include western frames and modified post and beam construction, details for fireplaces, stairs, doors and windows.
Jan 11 Mon/Wed 18 wks BBY CRN 47256

BLDG 253
B.C.1 Building Code — Housing \$139
Gives students a working knowledge of Part 9 of the 1985 B.C. Building Code for housing. Successful completion fulfills the technical requirements for the Building Inspectors Association of B.C. Certificate Level 1 (housing) Inspector.
Jan 13 Wed 12 wks BBY CRN 78574

BLDG 353
B.C. Building Code — Use and Occupancy \$139
A history of the development of the code, with specific study of Part 3: Use and Occupancy; and Part 9: Housing and Small Buildings.
Jan 13 Wed 12 wks BBY CRN 78583

BLDG 354
Construction Law in Project Management \$139
Examines controlling the project management process, types of contracts and the project manager's role.
Jan 12 Tues 12 wks BBY CRN 47411

BLDG 355
Construction Specifications \$208
Organization and presentation of information in construction contract documentation. Study of construction materials and methods.
Jan 12 Tues 18 wks BBY CRN 62952

BLDG 356
Construction Estimating 2 \$139
A continuation of BLDG 256. More detailed study and application of measurement and pricing of work for specific trades, with emphasis on wood framing concrete work and masonry construction.
Jan 14 Thurs 12 wks BBY CRN 47395

CHEMICAL SCIENCES TECHNOLOGY

CHSC 165
Paint Technology — Modern Coat \$70
To complement CHSC 163, students study the production and end use of contemporary surface coating resins.
Feb 04 Thurs 6 wks BBY CRN 47433

*indicates prerequisite

CHSC 169
NDT Radiography Level 1 \$480
Meets the requirements of CGSB Standard 48-GP-4M, condition (b) for classroom training. (Maximum capacity 10.)
Jan 18 Mon-Fri 1 week BBY CRN 82331

CHSC 170
NDT: Ultrasonics Level 1 \$480
Meets the requirements of CGSB Standard 49-GP-7M, condition (a) for classroom training. (Maximum capacity 10.)
Jan 13 Wed 13 wks BBY CRN 47425

CHSC 268
Water Pollution: Chemistry and Sampling Techniques \$208
Discusses the processes that take place in water systems when pollutants are present, and the various techniques used for detection and control of these pollutants.
Jan 12 Tues 18 wks BBY CRN 73944

CHSC 269
NDT Radiography Level 2 \$480
Meets the requirements of CGSB Standard 48-GP-4M, condition (b) for classroom training.
Jan 25 Mon-Fri 1 week BBY CRN 66816

CHSC 270
NDT: Ultrasonics Level 2 \$480
Meets the requirements of CGSB Standard 49-GP-7M, condition (b) for classroom training. (Maximum capacity 10.)
Jan 12 Tues 13 wks BBY CRN 77246

CIVIL AND STRUCTURAL TECHNOLOGY

CIVL 100
Intro to Lotus 1, 2, 3 Engineering Applications \$100
A short course on the use of Lotus 1, 2, 3 to solve engineering problems.
Jan 16 Sat 2 wks BBY CRN 60715

CIVL 102
Public Works Inspection \$278
Designed by the Public Works Inspection Committee, a joint committee of the industry with BCIT, to provide training for those in public works inspection.
Jan 13 Wed 12 wks BBY CRN 79514

CIVL 110
Asphalt Technology \$155
After successfully completing this introductory course, students will have the knowledge to select suitable materials for asphaltic concrete design using the Marshall method.
Jan 12 Tues 12 wks BBY CRN 53391

CIVL 167
Structural Design in Steel \$139
Provides a sound knowledge of the principles of steel design and enables the student to perform elementary steel design.
Jan 12 Tues 12 wks BBY CRN 47498

CIVL 263
Strength of Materials \$278
Examines simple stresses; stress, strain, elasticity; compound bars and columns; temperature stress; elastic limit; limit of proportionality; yield, ultimates; factor of safety.
Jan 14 Thurs 24 wks BBY CRN 47479

CIVL 268
Structural Design in Reinforced Concrete \$208
Provides a good basic knowledge of structural design in reinforced concrete for individuals working in the design field.
Jan 13 Wed 18 wks BBY CRN 47482

CIVL 270
Soil Mechanics 2 \$139
Basic soil mechanics theory is completed through lectures and laboratory work and applied to geotechnical design problems.
Jan 11 Mon 12 wks BBY CRN 74766

CIVL 272
Hydraulics 2 \$208
Introduces fundamental, practical concepts of hydraulics. Examples from civil and municipal engineering are applied to plant or process hydraulics.
Jan 14 Thurs 18 wks BBY CRN 53389

CIVL 274
Estimates and Contracts Heavy Construction 2 \$139
Allow students to gain further experience in the preparation of estimates, and to consider problems which arise in the administration of contracts for heavy construction jobs.
Jan 11 Mon 12 wks BBY CRN 47444

CIVL 277
Municipal Services \$208
Provides an introduction to various community utilities.
Jan 13 Wed 18 wks BBY CRN 47457

CIVL 280
Subdivision Planning \$139
Provides students with the planning concepts and restraints for subdivision development using the Municipal Act and local bylaws. Subdivision procedures and rezoning application are also included.
Jan 12 Tues 12 wks BBY

CIVL 281
Urban Street Design \$139
Using the R.T.A.C. classification system as a guide, students will design a major road and intersection. Vertical and horizontal alignment, drainage and design control techniques will be emphasized.
Jan 14 Thurs 12 wks BBY

CIVL 282
Land Use Planning \$139
Provides an understanding of the basic relationship between the natural characteristics of raw land and the planning, engineering economic considerations and existing regulations to produce orderly development.
Jan 12 Tues 18 wks BBY

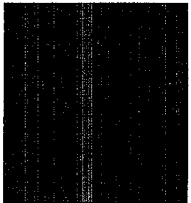
CIVL 383
CADD for Civil and Structural \$225
Basic CADD commands for controlling elements, views, drawings and files using Autocad to produce Civil/Structural drawings.
Jan 13 Wed 12 wks BBY CRN 81503

CIVL 384
Civil Engineering Computer Applications \$200
Designed as an introduction to Computer Applications in Civil Technology using existing software to solve engineering problems.
Jan 14 Thurs 12 wks BBY CRN 81497

CIVL 385
Computer Applications Highway Technology \$225
Computer design applications using existing computer software.
Jan 30 Sat 6 wks BBY CRN 75917

CIVL 501
Reinforced Masonry Design \$160
A course on the structural design, specification and inspection of reinforced load bearing masonry.
Jan 11 Mon 12 wks BBY CRN 59447

COMPUTER SYSTEMS TECHNOLOGY



COMP 901
Computing for the Timid \$65
A four-week course for those who have never used a computer and are afraid to.

Jan 11	Mon	4 wks	BBY	CRN 77719
Feb 08	Mon	4 wks	BBY	77722
Mar 07	Mon	4 wks	BBY	77735

COMP 701
Understanding PC/MS DOS \$85
Gives an in-depth knowledge of the PC/MS Disk Operating System (DOS) to those who feel they know nothing about a PC.

Jan 11	Mon	6 wks	BBY	CRN 61833
Jan 12	Tues	6 wks	COQ	61844
Feb 22	Mon	6 wks	BBY	61857
Feb 23	Tues	6 wks	COQ	61866

COMP 101
***Data Processing Introduction — HP** \$139
Uses the HP 3000 and IBM PC to introduce the principles and concepts of business data processing to people with little computer experience.

Jan 11	Mon	12 wks	BBY	CRN 46084
				77628
Jan 12	Tues	12 wks	BBY	77632
				77649
Jan 13	Wed	12 wks	BBY	77655
				77661
Jan 14	Thurs	12 wks	BBY	46143
				46151
Jan 16	Sat	6 wks	BBY	46165
Jan 17	Sun	6 wks	BBY	61590
Feb 27	Sat	6 wks	BBY	61605

COMP 102
***Data Processing Introduction** \$139
A one-week intensive course using the H.P. 3000 and IBM PC to introduce the principles and concepts of business data processing to people with little or almost no computer experience.

Mar 07	Mon-Fri	1 week	BBY	CRN 48226
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COMP 103
***Data Processing Introduction: APPLE** \$167
Uses the APPLE II to introduce the principles and concepts of business data processing to people with little or no computer experience.

Jan 12	Tues	12 wks	DEC	CRN 46178
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COMP 104
***Computers in Business** \$139
For those not specializing in computers to familiarize them with terminology and concepts used in the computer industry.

Jan 11	Mon	12 wks	BBY	CRN 46180
Jan 12	Tues	12 wks	BBY	46199

COMP 105
***Data Processing Introduction: Micro IBM PC** \$167
Uses the IBM PC to introduce the principles and concepts of business data processing to people with little or no computer experience.

Jan 11	Mon	12 wks	COQ	CRN 59405
Jan 13	Wed	12 wks	COQ	59418
Jan 16	Sat	6 wks	BBY	46206
			DEC	74559
Feb 27	Sat	6 wks	BBY	49567
			DEC	74562

COMP 130
***Assembler Programming Language Level 1** \$167
Programming in Assembler on the IBM Mainframe computer.

Jan 12	Tues	12 wks	BBY	CRN 46219
Jan 14	Thurs	12 wks	BBY	46235

COMP 131
***BASIC Interactive Programming Level 1** \$139
Programming in BASIC which will enable students to write simple business programs.

Jan 11	Mon	12 wks	BBY	CRN 46241
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COMP 132
***FORTRAN IV Programming Language Level 1** \$139
Programming in FORTRAN IV which will enable students to write simple business programs.

Jan 14	Thurs	12 wks	BBY	CRN 46253
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COMP 135
***RPG II Programming Language Level 1** \$139
Students will obtain a working knowledge of R.P.G. II and will be able to apply it to the coding of a program of medium complexity.

Jan 12	Tues	12 wks	BBY	CRN 46264
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COMP 137
***C Programming Language Level 1** \$167
Programming in C language including data types, control constructs and syntax.

Jan 13	Wed	12 wks	BBY	CRN 61800
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COMP 145
***Microcomputer Programming BASIC IBM PC** \$167
Provides an understanding of MS BASIC and some PC/MS DOS as used on an IBM PC micro-computer.

Jan 14	Thurs	12 wks	BBY	CRN 46270
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COMP 160
***Computer Systems Introduction 1** \$139
Introduces the basic skills and techniques required in systems analysis and design.

Jan 12	Tues	12 wks	BBY	CRN 46288
Jan 13	Wed	12 wks	DEC	46297

COMP 162
***Microcomputers using dBASE** \$167
Covers the basic principles of dBASE III Plus, including some programming.

Jan 14	Thurs	12 wks	BBY	CRN 64341
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COMP 164
Microsoft Word \$95
A six-week course using IBM PC's, covering the basics of this word processing package which can be used on both IBM PC's and Apple MacIntoshes.

Jan 12	Tues	6 wks	BBY	CRN 87334
Feb 23	Tues	6 wks	BBY	87343

COMP 168
***Framework II Level 1** \$185
All menu selections are explained and practiced.

Jan 12	Tues	12 wks	BBY	CRN 77676
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COMP 169
***LOTUS 1-2-3 Level 1** \$185
The basic principles are explained and practiced.

Jan 14	Thurs	12 wks	BBY	CRN 77687
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COMP 187
***Computerized Accounting** \$185
Teaches the "Bedford Integrated Accounting" package to those with some knowledge of computing and accounting.

Jan 12	Tues	12 wks	DEC	CRN 70673
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COMP 230
***Assembler Programming Language Level 2** \$167
Programming in Assembler on the IBM Mainframe computer. A continuation of COMP 130.

Jan 14	Thurs	12 wks	BBY	CRN 46308
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COMP 233
***Cobol Programming Language Level 1** \$139
Includes the language components required to write simple business report programs.

Jan 12	Tues	12 wks	BBY	CRN 46324
Jan 14	Thurs	12 wks	BBY	46331

*indicates prerequisite

COMP 234
***PL/I Programming Language Level 1** \$139
Includes typical business programming techniques and coding of programs of a relatively complex nature.

Jan 13	Wed	12 wks	BBY	CRN 77693
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COMP 236
***PASCAL Programming Language** \$167
Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in PASCAL.

Jan 11	Mon	12 wks	BBY	CRN 46345
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COMP 241
***Data Communications Concepts Level 1** \$139
Students become conversant with data communication applications and related concepts.

Jan 11	Mon	12 wks	BBY	CRN 48729
Jan 12	Tues	12 wks	BBY	62927

COMP 242
***Microcomputers: Exploring Technical Aspects** \$167
The theory and concepts of microcomputer logic design and technology.

Jan 12	Tues	12 wks	BBY	CRN 46359
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COMP 244
***Assembler Micro Programming Language IBM PC Level 2** \$185
Programming in the Assembler Language on the IBM PC. A continuation of COMP 144.

Jan 14	Thurs	12 wks	DEC	CRN 77706
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COMP 248
***PROLOG Programming Language 1** \$167
All aspects of the language are covered. Shows how to do things in PROLOG which are impossible or impractical in other languages.

Jan 12	Tues	12 wks	BBY	CRN 48234
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COMP 249
***POWERHOUSE Programming Language Level 1** \$167
Provides a solid base in programming with this fourth generation language.

Jan 12	Tues	12 wks	BBY	CRN 61825
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COMP 260
***Computer Systems Introduction 2** \$139
Continuation of COMP 160. Develops analytical skills and basic computer systems design techniques.

Jan 11	Mon	12 wks	BBY	CRN 46362
Jan 12	Tues	12 wks	DEC	46390
Jan 13	Wed	12 wks	BBY	46377

COMP 262
***Data Base Concepts Level 1** \$139
Introduces the principles in evaluation, selection and implementation of data base management systems.

Jan 13	Wed	12 wks	BBY	CRN 46405
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COMP 267
***Microcomputers: Package Implementation** \$167
Using lectures, hands-on experience and data, students will be guided through all phases of the installation of a comprehensive business package.

Jan 11	Mon	12 wks	BBY	CRN 48243
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COMP 333
***Cobol Programming Language Level 2** \$139
Continuation of COMP 233. Includes tape and disk file organization, utility programs and libraries, and table look-ups.

Jan 11	Mon	12 wks	BBY	CRN 46418
Jan 13	Wed	12 wks	BBY	46420

COMP 346
***FOCUS** \$167
How to create, update, and report from FOCUS data bases using FOCUS commands, TABLETALK and FILETALK.

Jan 16	Sat	12 wks	BBY	CRN 54563
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COMP 361
***Computer Systems Development Level 2** \$167
 Expands on material covered in COMP 261. Provides a working knowledge of systems analysis.
 Jan 11 Mon 12 wks BBY CRN 46447

COMP 440
***CICS** \$167
 How to design and code on-line programs, including screen mapping on the IBM Mainframe.
 Jan 11 Mon 12 wks BBY CRN 55022

COMP 761
***Developing Computer Aided Instruction** \$167
 How to design and implement CAI material for use by students.
 Jan 11 Mon 12 wks BBY CRN 64355

(*) INDICATES PREREQUISITE
 (See 87/88 Part-time calendar)

COMPUTER TRADES

TCMP 911
Microcomputer Systems Maintenance 1 \$165
 Reviews analog/digital electronics. Provides basic instruction in microcomputer architecture. Presents troubleshooting methodology for sophisticated systems and offers hands-on training in advanced uses of test instruments.
 Jan 19 Tues/Thurs 5 wks BBY CRN 62788

TCMP 912
Introduction to Electronics for Microcomputers \$299
 This course covers basic DC and AC circuit theory, electrical test equipment and the principles of operation of solid state electronic components in DC and AC circuits.
 Jan 11 Mon-Fri 3 wks BBY CRN 85014

TCMP 913
Microcomputer Systems Maintenance 2 \$175
 A continuation of TCMP 911 in which the knowledge and skill developed in Part 1 are applied to repair of the Apple 2 computer systems series. Students receive hands-on instruction in keyboards, disk drives, controllers and monitors.
 Feb 23 Tues/Thurs 5 wks BBY CRN 62787

TCMP 915
Microcomputer Systems Operating Principles 1 \$399
 Part 1 of a 12-week course, covers electrical principles and basic electronics.
 Feb 01 Mon-Fri 4 wks BBY CRN 62808

TCMP 917
Microcomputer Systems Operating Principles 2 \$399
 Part 2 of a 12-week course, covers digital electronics with an introduction to microprocessors.
 Feb 29 Mon-Fri 4 wks BBY CRN 62813

TCMP 919
Microcomputer Systems Operating Principles 3 \$399
 Part 3 of a 12-week course, examines the operation, troubleshooting, repair and maintenance of the IBM PC microcomputer and peripherals. Microcomputer software topics include learning MS-DOS.
 Mar 28 Mon-Fri 4 wks BBY CRN 75133

*indicates prerequisite

CONSTRUCTION TRADES

CNST 904
Explosive Actuated Tools \$86
 Upon completion of this course, students will know all major explosive actuated tools.
 Jan 26 Tues/Thurs 3 wks BBY CRN 62484

CNST 905
Blueprint Reading Construction \$167
 Designed for persons working in the construction trades who wish to read blueprints. Students should have some related building trade experience, although it is not mandatory.
 Jan 23 Sat 10 wks BBY CRN 61811

CNST 906
General and Electric Blasting \$240
 This specialized training will enable persons interested in carrying out commercial or private blasting operations to perform them safely and efficiently.
 Jan 25 Mon-Fri 1 week BBY CRN 79274

CNST 907
Cabinet Making — Basic \$194
 Of benefit to those who wish to increase their job opportunities by learning new skills. It will also appeal to hobbyists familiar with hand and power tools who are interested in cabinet making.
 Jan 26 Tues/Thurs 7 wks BBY CRN 61879

CNST 909
Carpentry TQ Refresher \$227
 Will provide students with the necessary instruction to enable them to write the provincial carpentry trade qualification examination.
 Jan 23 Sat 14 wks BBY CRN 61636

CNST 913
Concrete Formwork Design \$147
 For carpenters, contractors, those who work with concrete sales delivery, form rentals, re-bar installation and construction laborers.
 Feb 02 Tues/Thurs 4 wks BBY CRN 61898

CNST 915
Construction Supervision Project Management \$197
 For persons with competent trade skills in the construction industry who wish to acquire management skills.
 Jan 25 Mon/Wed 8 wks BBY CRN 61903

CNST 917
Construction Estimating Basic \$167
 This course is for anyone who does construction quotations.
 Jan 19 Tues/Thurs 6 wks BBY CRN 61912

CNST 919
Floor Covering \$187
 Examines the latest installation techniques for a variety of sheet floor covering products.
 Jan 30 Sat 12 wks BBY CRN 61654

CNST 920
Carpet Installation Basic \$212
 An introductory, comprehensive course on carpet laying for those seeking employment in the industry.
 Feb 06 Sat 6 wks BBY CRN 61663

CNST 921
Framing, Roofing and Layout \$198
 Westcoast framing and layout is covered in this course which is designed for students with little or no practical experience as carpenters.
 Jan 30 Sat 8 wks BBY CRN 61929

CNST 923
Furniture Finishing and Refinishing \$127
 This general interest course will appeal to students with little or no experience in furniture finishing.
 Feb 06 Sat 4 wks BBY CRN 61672

CNST 925
Introduction to Glazing \$147
 For individuals who wish to learn glass cutting and basic glazing skills.
 Feb 01 Mon/Wed 4 wks BBY CRN 61689

CNST 926
Introduction to Stained Glass \$138
 This course is offered as a general interest opportunity for persons to construct stained glass projects.
 Feb 06 Sat 4 wks BBY CRN 61691

CNST 927
Interior Finishing Carpentry \$178
 This course will enable carpenters to complete interior residential finishing to professional standards. Recommended for students who are carpenters or for those who have worked in the trade for more than three years.
 Jan 30 Sat 8 wks BBY CRN 61930

CNST 929
Painting and Decorating Basic \$197
 Persons with little or no practical experience will learn fundamental skills applicable to industrial painting.
 Jan 30 Sat 8 wks BBY CRN 61948

CNST 931
Painting Estimating Commercial \$127
 For experienced painters who wish to become competent in residential and light commercial painting estimating.
 Jan 25 Mon/Wed 4 wks BBY CRN 61956

CNST 933
Painting TQ \$298
 Provides experienced students with the theoretical instruction to enable them to write the provincial painting examination.
 Jan 18 Mon/Wed 10 wks BBY CRN 61967

CNST 934
Drywall Installation and Finishing \$227
 This course covers the basic drywalling skills required by the construction industry.
 Jan 30 Sat 8 wks BBY CRN 61702

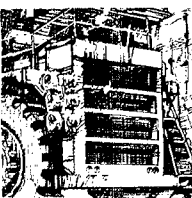
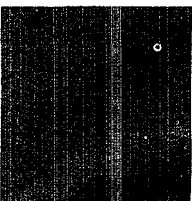
CNST 935
Residential Building Procedures \$172
 Focuses on the planning, estimating and construction of new single or multi residential units.
 Feb 09 Tues/Thurs 5 wks BBY CRN 61975

CNST 937
Transit and Level Basic \$147
 Offers introductory instruction in the operation of level and transit as applied to construction layout, pipe layout and note keeping.
 Jan 30 Sat 6 wks BBY CRN 61981

CNST 939
Transit and Level Upgrade \$147
 Transit and level students will find advancement possible from the knowledge and practice gained in this course.
 Jan 30 Sat 6 wks BBY CRN 61717

CNST 941
Industrial Rigging and Safety \$104
 Designed for participants with limited or no rigging and signalling experience.
 Jan 30 Sat 6 wks BBY CRN 61726

CNST 943
Complete Auto Spray \$298
 For students who understand painting theory and have some practical experience of painting automobiles. Surface prep, priming and topcoating with acrylic enamels is covered. Students are to supply their own projects.
 Feb 06 Sat 10 wks BBY CRN 61734



CNST 945
Wall Covering Application \$148
Designed to introduce experienced painting students to professional wall covering techniques.
Jan 30 Sat 4 wks BBY CRN 61994

CNST 947
Steel Stud Construction \$127
This course covers steel stud construction techniques, layout and assembly to building code. For persons with a minimum of two years experience in building construction.
Jan 30 Sat 4 wks BBY CRN 61743

CNST 948
Masonry and Bricklaying Basic \$210
This introductory, hands-on training is designed for students who wish to learn basic masonry and bricklaying skills.
Jan 30 Sat 6 wks BBY CRN 61751

CNST 949
Residential Roofing Application \$167
This short course covers roofing applications for asphalt shingles, cedar shakes and fabricated aluminum.
Jan 30 Sat 4 wks BBY CRN 61765

CNST 950
Cedar Shake Roofing \$142
Individuals interested in learning how to apply cedar shake roofing will learn the skills necessary to do the job properly in this short, specialized course.
Feb 06 Sat 4 wks BBY CRN 61778

CNST 953
Fiberglass Fabrication and Repair \$128
Persons involved with the fabricating of fiberglass for marine repair, product production or any related application will find this course invaluable.
Feb 02 Tues/Thurs 3 wks BBY CRN 61780

CNST 954
Vinyl Siding Application \$187
Designed for manually skilled individuals interested in learning how to apply siding for the purpose of increasing carpentry skills or earning a supplementary income, and homeowners and do-it-your-selves.
Jan 30 Sat 4 wks BBY CRN 62002

CNST 955
Traffic Control Training \$47
A short, comprehensive course covering all the skills necessary to meet minimum provincial standards for persons seeking employment as flagging personnel at highway construction projects.
Jan 23 Sat 1 day BBY CRN 62017
Feb 20 Sat 1 day BBY 62026

CNST 957
Sign Painting Basic \$237
Ideal for painting and decorating apprentices and pre-apprentices who wish to brush up on the various aspects of sign painting.
Jan 23 Sat 12 wks BBY CRN 62034

CNST 959
Sign Painting Upgrade \$180
Persons employed in the sign painting industry for at least a year or recent students completing Sign Painting Basic should enrol in this course.
Jan 23 Sat 9 wks BBY CRN 62043

CNST 991
R-2000 Builder Update Course \$57
A one-day seminar to update builders on the R-2000 program.
Mar 26 Sat 1 day BBY CRN 75454

*indicates prerequisite

DRAFTING TRADES

DRFT 901
Drafting Basic \$186
Provides a foundation in basic drafting including equipment and tools, line work, lettering, applied mathematics, plane geometry, dimensioning, sections, charts and graphs.
Jan 25 Mon/Wed 7 wks BBY CRN 62051
1730-2030

DRFT 903
Drafting Advanced \$186
Expands on the basic drafting course and allows students to progress into their desired drafting specialty.
Jan 25 Mon/Wed 7 wks BBY CRN 62065
1730-2030

DRFT 905
Industrial Rendering and Drawing \$119
This course provides an opportunity for practising interior designers, drafters and those in related fields, to study interior design from a graphic viewpoint.
Jan 26 Tues/Thurs 4 wks BBY CRN 62078

ELECTRONICS TECHNOLOGY

ELEC 512
Introduction to Single Chip Microcomputers \$119
Students will be instructed in the use of the Motorola 68GC11 single chip microcomputer.
Feb 18 Thurs 6 wks BBY CRN 87302

ELECTRICAL TRADES

TELC 905
Electrical Code 1 \$288
Upon successful completion, students will be prepared to write either Class C or Class B contractors license examination.
Jan 19 Tues/Thurs 10 wks BBY CRN 61242

TELC 907
Electrical Code 2 \$288
Instruction is designed to prepare students for writing the Class A contractors licence examination.
Jan 19 Tues/Thurs 10 wks BBY CRN 61250

TELC 909
Electrical Estimating 1 \$68
An ideal course for electricians who wish to become familiar with the procedures for estimating electrical work.
Jan 16 Sat 3 wks BBY CRN 61268

TELC 911
Electrical Estimating 2 \$106
A continuation of TELC 909 which teaches the fundamentals of commercial and industrial estimating.
Feb 06 Sat 5 wks BBY CRN 61273

TELC 913
Electrical TQ 1 \$173
Electrical TQ is the first of a two-part program designed as a review/refresher of the electrical trade.
Jan 19 Tues/Thurs 6 wks BBY CRN 61284

TELC 915
Electrical TQ 2 \$173
A continuation of TELC 913 which rounds out the review/refresher of the electrical trade.
Mar 01 Tues/Thurs 6 wks BBY CRN 61296

TELC 921
Math for Electricians 1 \$288
This course is a mathematics upgrade which also strengthens understanding of basic electrical concepts.
Jan 18 Mon/Wed 10 wks BBY CRN 61328

TELC 923
Math for Electricians 2 \$288
Provides students with the mathematical background they need to understand alternating current (AC) electricity.
Jan 18 Mon/Wed 10 wks BBY CRN 61332

TELC 925
Math for Electricians 3 \$288
Designed especially for students about to enter their third year of apprenticeship in the electrical trade.
Jan 18 Mon/Wed 10 wks BBY CRN 61349

TELC 927
Motor Control 1 \$144
A practical, hands-on course covering basic principles of conventional motor control for those working in industrial settings.
Jan 18 Mon/Wed 5 wks BBY CRN 61355

TELC 928
Motor Control 2 \$155
A continuation of Motor Control 1.
Feb 22 Mon/Wed 5 wks BBY CRN 61361

TELC 929
Residential Wiring 1 \$173
Anyone interested in installing residential wiring or altering existing electrical wiring will find this course extremely helpful.
Jan 18 Mon/Wed 6 wks BBY CRN 61376

TELC 930
Residential Wiring 2 \$173
A continuation of TELC 929 which gives students further lab practice and the opportunity to work on complex electrical circuits.
Feb 29 Mon/Wed 6 wks BBY CRN 61387

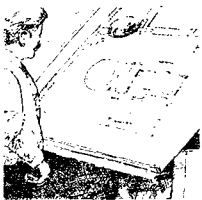
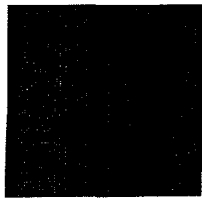
ELECTRONIC TRADES

TELX 921
TV Repair 2 \$216
A continuation of TELX 919. Applies the circuit knowledge learned to service work.
Jan 18 Mon/Wed 7.5 wks BBY CRN 77604

TELX 950
Introduction to Electronics \$173
A preparatory course for those who have little or no understanding of electric terms and conventions.
Jan 18 Mon/Wed 6 wks BBY CRN 77271

TELX 951
Electronics 1 Solid State Devices \$183
The first of a nine-part series of "hands-on" courses in electronics.
Feb 29 Mon/Wed 6 wks BBY CRN 77285

TELX 952
Electronics 2 Digital Techniques 1 \$183
Covers number systems and codes, logic gates, truth tables, Boolean algebra, flip-flops, counters, shift registers and I.C. timers.
Jan 19 Tues/Thurs 6 wks BBY CRN 77292



TELX 953
Electronics 3 Digital Techniques 2 \$183
This course covers logic parameters, comparison to types of TTL logic, CMOS, tri-state logic, binary and BDC arithmetic, memory chips and circuits.
Mar 01 Tues/Thurs 6 wks BBY CRN 77305

TELX 954
Electronics 4 Microprocessors 1 \$223
This course is based on the 6800 microprocessor.
Jan 18 Mon/Wed 6 wks BBY CRN 77318

TELX 955
Electronics 5 Microprocessors 2 \$173
A continuation of Electronics 4.
Feb 29 Mon/Wed 6 wks BBY CRN 78569

TELX 956
Electronics 6 Microprocessor Interfacing 1 \$183
Peripheral Interface Adaptor, I/O operations using PIA, handshaking, D/A and A/D converters, serial standard conversion techniques.
Jan 18 Mon/Wed 6 wks BBY CRN 85615

TELX 970
Operational Amplifiers \$183
Basic linear amplifier circuits, nonlinear voltage and current circuits, wave form generators, and active filters, etc.
Jan 19 Tues/Thurs 6 wks BBY CRN 80364

TELX 981
Programmable Logic Controllers 1 \$209
Covers the basic knowledge required to operate a logic controller
Jan 19 Tues/Thurs 6 wks BBY CRN 77336
Feb 29 Mon/Wed 6 wks BBY 77347

TELX 982
Programmable Logic Controllers 2 \$209
A continuation of the TELX 981. Provides hands-on training in programming and system operation.
Mar 01 Tues/Thurs 6 wks BBY CRN 77347
Jan 18 Mon/Wed 6 wks BBY 85009

TELX 983
Programmable Logic Controllers 3 \$209
Concentrates on the effective use of PLC's and how to write effective programs for industrial applications.
Jan 16 Sat 6 wks BBY CRN 77354

TELX 984
Programmable Controllers 4 \$209
Provides a knowledge of local area networks as they pertain to PLC's. Also introduces intelligent moduals, i.e., analog and ASCII.
Feb 27 Sat 6 wks BBY CRN 82165

TELX 988
Programmable Controllers 1S \$475
Covers the basic knowledge required to operate a programmable logic controller.
Feb 15 Mon-Fri 1 week BBY CRN 82165

TELX 989
Programmable Controllers 2S \$475
A continuation of TELX 988. Provides hands-on training in programming and system operation.
Feb 22 Mon-Fri 1 week BBY CRN 82151

TELX 990
Programmable Controllers 3S \$475
Concentrates on the effective use of PLC's and how to write effective programs for industrial applications.
Feb 29 Mon-Fri 1 week BBY CRN 82143

**indicates prerequisite*

HEAVY DUTY MECHANICS

HDMX 901
Heavy Equipment Preventative Maintenance for the Owner/Operator \$170
Designed to familiarize heavy equipment owners and operators with preventative maintenance, servicing and repair of heavy duty mobile equipment.
Jan 18 Mon/Wed 6 wks BBY CRN 77533

HDMX 902
Mobile Hydraulics \$210
For heavy equipment mechanics or operators who wish to upgrade their knowledge of hydraulics as applied to forklifts, front-end loaders and stationary equipment.
Jan 19 Tues/Thurs 8 wks BBY CRN 77544

HDMX 905
Heavy Duty Mechanical TQ Refresher \$230
Provides students with the instruction necessary to write the Provincial Heavy Duty Mechanics examination.
Jan 19 Tues/Thurs 10 wks BBY CRN 77557

HDMX 906
Heavy Duty Diesel Engines \$210
Theory of operation, construction and design of diesel engines and their fuel systems.
Jan 19 Tues/Thurs 8 wks BBY CRN 77566

HDMX 910
Heavy Duty Electrical Troubleshooting \$210
For heavy duty truck and equipment owners/operators; of interest to those experienced with hydraulic equipment.
Jan 18 Mon/Wed 8 wks BBY CRN 77579
Jan 23 Sat 8 wks BBY 81488

HDMX 915
Heavy Duty Transmission and Differentials \$210
A refresher for experienced heavy duty mechanics who require upgrading, or for apprentices who seek further information on clutches, torque converters, transmissions and differentials.
Jan 19 Tues/Thurs 8 wks BBY CRN 77582

HDMX 925
Air Brakes for Mechanics \$75
An ideal refresher for mechanics who have had limited experience servicing air brakes, and for owners and operators of trucks/fleets who wish to be more informed on vehicles braking systems.
Jan 23 Sat 3 wks BBY CRN 77610

HDMX 930
Commercial Transport Mechanics TQ Refresher \$230
TQ refresher for mechanics who work on highway trucks and buses.
Jan 18 Mon/Wed 10 wks BBY CRN 77598

HORTICULTURE TRADES

HRTC 106
Pesticide Control \$102
For persons engaged in retailing, commercial landscape maintenance or nursery crop production.
Feb 01 Mon/Wed 4 wks BBY CRN 74967

HRTC 901
Professional Floristry Design \$247
For persons interested in professional floristry design.
Feb 02 Tues/Wed 8 wks BBY CRN 62442

HRTC 907
Design for the Town Garden \$247
Those who successfully complete the course will know how to design landscape, prepare and read a site plan, identify uses of space and material functions.
Feb 01 Mon/Wed 8 wks BBY CRN 62450

HRTC 911
Plant Identification \$127
This general interest course is suitable for professional landscapers or others whose occupation requires a knowledge of plants common to the area.
Feb 04 Thurs/Sat 4 wks BBY CRN 62468

HRTC 912
Plant Propagation \$127
Nursery workers or those in similar occupations will find the knowledge gained in this specialty course essential to their careers; of value to home gardening enthusiasts.
Mar 10 Thurs/Sat 3 wks BBY CRN 69854

HRTC 915
Lawn Maintenance for the Homeowner \$147
This course is designed for persons who are interested in professional lawn maintenance.
Mar 07 Mon/Wed 4 wks BBY CRN 69785

HRCT 917
General Horticulture for Gardening \$139
Of interest to home gardening enthusiasts.
Jan 25 Mon/Wed 5 wks BBY CRN 69889

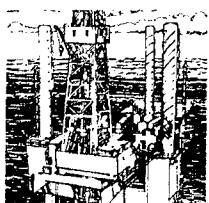
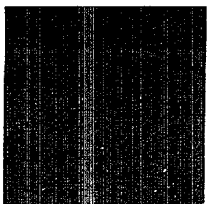
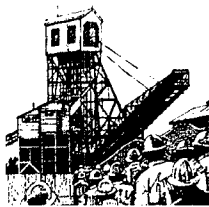
LANDSCAPE TECHNOLOGY

LAND 104
Basic Horticulture \$208
The second part of the horticulture section of the Landscape Technology program, this introductory course in horticulture and plant protection for landscape use provides a working knowledge of plants and their value in landscape developments.
Jan 12 Tues 18 wks BBY CRN 47340

LAND 203
Planting Plan \$208
Allows persons with knowledge of horticulture, soil and plants and experience in technical drafting, to further study plant material for landscape projects and detailed planting area layouts.
Jan 13 Wed 13 wks BBY CRN 82836

LAND 207
Landscape Irrigation \$139
Provides technical information and basic training for persons associated with or interested in turf and landscape irrigation.
Jan 12 Tues 12 wks BBY CRN 53372

LAND 208
Sports Turfgrass Management \$139
An introductory course in turfgrass management for persons associated with maintenance of golf course, municipal parks and outdoor recreational facilities.
Jan 11 Mon 12 wks BBY CRN 53693



MATH TRADES

TMAT 935
Industrial Math 1 \$150
Arithmetic operations, fractions, decimals, metric systems, ratio and proportion, percentages, areas and volumes.

Jan 19 Tues/Thurs 6 wks BBY CRN 77500

TMAT 936
Industrial Math 2 \$150
Algebra operations, equations and formulas, exponents and logarithms, graphs, trigonometry, trade applications.

Mar 01 Tues/Thurs 6 wks BBY CRN 77511

TMAT 938
Industrial Math 3 \$300
For trades upgrading programs. Systems of equations, phasor algebra, analytical geometry, trigonometric identities, introduction to calculus, and trade applications.

Jan 18 Mon/Wed 12 wks BBY CRN 77525

MECHANICAL TECHNOLOGY

MECH 115
Applied Mechanics 2 \$139
Topics include two-dimensional force systems; three-dimensional force systems; three-dimensional moment systems. Prerequisite: MECH 114.

Jan 12 Tues 10 wks BBY CRN 47327

MECH 140
Drafting Fundamentals \$155
An introductory course for persons with little or no experience in graphics.

Jan 12 Tues 12 wks BBY CRN 48487

MECH 150
Descriptive Geometry \$139
Topics include true length lines, true size of plane, dihedral angle, intersection of plane and polyhedron, intersection of surfaces and development of surfaces.

Jan 14 Thurs 12 wks BBY CRN 47316

MECH 215
Mechanical Drafting 2 \$139
Covers more advanced topics and technical applications that may be expected of a Mechanical Technician.

Jan 13 Wed 12 wks BBY CRN 47267

MECH 216
Drafting: Civil/Survey \$139
A general insight into graphical aspects of Civil problems for managers, construction workers, foreman, planners and estimators.

Jan 12 Tues 12 wks BBY CRN 62974

MECH 217
Applied Mechanics 3 \$139
Topics include linear kinematics; linear dynamics; kinematics of rotation; linear and rotational dynamics combined.

Mar 22 Tues 12 wks BBY CRN 85607

MECH 219
Mechanics of Materials 2 \$139
Enables students to deal with more complex problems of members under static loading than were covered in MECH 218.

Jan 12 Tues 12 wks BBY CRN 78552

MECH 313
Heating, Ventilating and Air Conditioning 3 \$139
Examines hot water space heating equipment, air handling equipment and warm air systems.

Jan 14 Thurs 12 wks BBY CRN 84989

MECH 406
Fluid Systems \$208
Covers dimensionless parameters, pump characteristics, operation and maintenance; cavitation; air movement and supply, fan performance and characteristics; duct sizing and networks.

Jan 13 Wed 18 wks BBY CRN 62983

MECH 420
Fluid Power 2 \$208
Provides an understanding of hydraulic control systems and an introduction to fluidic control systems and control logic.

Jan 12 Tues 18 wks BBY CRN 53439

MECH 436
Automatic Sprinkler Systems Design 2 \$139
Advanced detailed instruction for persons involved in fire service, engineering design, supervision or inspection of automatic sprinkler systems in commercial and industrial buildings.

Jan 14 Thurs 12 wks BBY CRN 53706

NAVL 152
Naval Architecture Fundamentals \$278
This course includes calculation for a vessel's displacement, stability, weight and strength of connections.

Jan 14 Thurs 24 wks BBY CRN 53442

MECHANICAL TRADES

TMEC 921
Industrial Hydraulics Stationary \$200
Designed to assist the maintenance personnel of industrial sites in the testing, repair, examination and troubleshooting of basic fluid power circuits and component parts.

Jan 19 Tues/Thurs 7 wks BBY CRN 61152

TMEC 923
Machine Shop Operator \$170
Provides a general understanding and practical experience in the machine shop operation as well as instruction in the safe operation of a machine shop.

Jan 18 Mon/Wed 6 wks BBY CRN 61174

TMEC 925
Millwright TQ Refresher \$230
Provides students with the instruction necessary to write the Provincial Millwright examination.

Jan 18 Mon/Wed 10 wks BBY CRN 61221

TMEC 926
Principles of Numerical Control 1 \$250
Allows those interested in machine shop operation to keep up to date with state-of-the-art equipment, by learning on the latest computerized equipment.

Jan 18 Mon/Wed 8 wks BBY CRN 61195

TMEC 927
Tool and Die Maker Basic \$210
This exploratory course introduces students to the theory and skills of a tool and die maker, using present day production methods.

Jan 23 Sat 8 wks BBY CRN 61471

TMEC 928
Principles of Numerical Control 2 \$200
Offers higher level instruction for experienced persons performing machining by CNC. Students wishing to enrol should have completed TMEC 926.

Jan 23 Sat 7 wks BBY CRN 61207

TMEC 929
Diesel Engines Automotive \$150
Designed to upgrade automotive mechanics to service diesel fuel injection systems.

Jan 19 Tues/Thurs 5 wks BBY CRN 61485

TMEC 930
Machinist TQ Refresher \$230
Provides students with the instruction necessary to write the Provincial Machinist examination.

Jan 23 Sat 12 wks BBY CRN 61215

PIPING, PLUMBING AND GAS TRADES

PPGS 904
Water Pipe Sizing (Eng Method) \$73
Jan 26 Tues/Thurs 3 wks BBY CRN 67670
Mar 22 Tues/Thurs 3 wks BBY 82102

PPGS 905
Cross Connection Control \$127
Designed for persons involved with the installation and maintenance of back flow prevention devices for pollution of domestic water supply.

Jan 25 Mon/Wed 5 wks BBY CRN 62112

PPGS 907
Domestic Gas Appliance Service \$167
For persons involved with the installation or maintenance of domestic appliance equipment. Topics include atmospheric gas burners, orifice sizing, domestic ranges, dryers, refrigerators, and the regulations governing these appliances.

Jan 26 Tues/Thurs 5 wks BBY CRN 62129

PPGS 909
Gas Fitter — B License \$289
This course is a requirement of the Ministry of Labour Gas and Safety Branch for students wishing to write the examination to qualify as Gas Fitter B License.

Feb 02 Tues/Thurs 16 wks BBY CRN 62148
Feb 02 Tues/Thurs 16 wks BBY 82126
Feb 15 Mon/Wed 16 wks BBY 62130

PPGS 917
Plumbing Residential \$97
This general interest course will appeal to homeowners with do-it-yourself aptitude. Provides sufficient skills for students to feel confident about the quality of their workmanship.

Jan 23 Sat 3 wks BBY CRN 62194

PPGS 919
Plumbing TQ Refresher \$217
Provides students with the instruction necessary to write the Provincial Plumbing examination.

Jan 26 Tues/Thurs 10 wks BBY CRN 62214

PPGS 920
1985 B.C. Plumbing Code — Upgrading Course \$97

Feb 02 Tues/Thurs 4 wks BBY CRN 82073
Mar 01 Tues/Thurs 4 wks BBY 82084
Mar 29 Tues/Thurs 4 wks BBY 82096

PPGS 921
Plumbing Estimating \$157
For plumbing or supervisory administrators who wish to be proficient in cost estimating. Students should have a basic knowledge of plumbing theory.

Feb 16 Tues/Thurs 5 wks BBY CRN 62223

PPGS 925
Propane Tank Filler (Certificate) \$57
This course covers the physical properties of propane, sources and users, equipment, filling procedures for motor fuel tanks and cylinders, and cylinder re-examination.

Feb 20 Sat 1 week BBY CRN 62246

**indicates prerequisite*

REFRIGERATION TRADES

TREF 905 Domestic Refrigeration Basic \$210

This course covers elementary refrigeration theory and basic electricity as it applies to refrigeration service, magnetism, resistive circuits, inductance, capacitance, split phase inductance motors, temperature measuring scales, pressure and gas laws.

Jan 18 Mon/Wed 8 wks BBY CRN 61492

TREF 907 Domestic Refrigeration Intermediate \$230

Extensive hands-on training provides students with the practical skills needed for service work. By building working refrigerator, students learn the use of refrigeration tools such as compound gauges and vacuum pumps.

Mar 14 Mon/Wed 8 wks BBY CRN 72257

TREF 908 Domestic Refrigeration — Advanced \$230

Extensive hands-on training covers the repair and custom installation of room air conditions units.

Jan 19 Tues/Thurs 8 wks BBY CRN 83228

TREF 913 Commercial Air Conditioning 1 \$170

This course covers the fundamental principles of commercial refrigeration theory. The function and operating principles of system components are covered and instruction is designed to enhance troubleshooting skills.

Jan 18 Mon/Wed 6 wks BBY CRN 61524

TREF 915 Commercial Air Conditioning 2 \$170

This course covers the fundamental principles of commercial heating systems, electrical distribution systems, electric drive motors and controls.

Mar 07 Mon/Wed 6 wks BBY CRN 70650

TREF 916 Commercial Air Conditioning 3 \$170

This course provides advanced training to assist the service technician to diagnose system and equipment problems using engineering information.

Jan 19 Tues/Thurs 6 wks BBY CRN 74618

TREF 921 Commercial Air Conditioning — Shop \$300

This course will provide the essential hands-on skills required to maintain and repair A/C equipment and controls up to 5 ton capacity.

Jan 23 Sat 6 wks BBY CRN 75291

RENEWABLE RESOURCES TECHNOLOGY

FSTR 155 Wildland Recreation \$139

Examines the importance of recreation and wildland recreation management to the proper planning and administration of Canada's wildlands.

Jan 12 Tues 12 wks BBY CRN 47352

FSTR 157 Log Scaling \$675

Prepares the candidate for the B.C. metric scaling exam (Coastal). This is an intense 28-day course held on weekends and prepares the students for the scaling examination to be held in May, 1988.

Feb 06 Sat/Sun 12 wks BBY CRN 53103
84093
84087

FSTR 202 Forest Soils Introduction \$208

Introduces students to soil formation, soil as foundation and soil as medium for plant growth.

Jan 14 Thurs 18 wks BBY CRN 47369

FSTR 250 Ecology \$208

Introduces students to the basic concepts and terminology of ecology.

Jan 11 Mon 18 wks BBY CRN 47507

FSTR 426 Forest Administration \$139

This course is designed for people interested in embarking on a career in service contracting to the natural resource industry.

Jan 11 Mon 12 wks BBY CRN 70621

FSTR 940 Packaging Outdoor Recreation \$75

This course is oriented towards entrepreneurs interested in the tourism field as it relates to outdoor recreation.

Mar 26 Sat 1 day BBY CRN 70251

RECREATION FACILITIES MANAGEMENT

The Part-time Studies Certificate Program in Recreation Facilities Management was transferred to Vancouver Community College Langara Campus effective September, 1987.

For information regarding programs, courses and schedules, please contact the VCC Continuing Education Langara Campus at 324-5214.

VCC and BCIT will cooperate to assist students in the completion of certificate programs commenced at BCIT. Students with approved programs from BCIT can contact the program advisor at 4532-8467 for confirmation of program and course transferability.

ROBOTICS AND AUTOMATION TECHNOLOGY

ELEC 315 Robot Fundamentals \$600

Discusses the types of robots and the coordination systems under which they operate.

Jan 12 Tues/Thurs 18 wks BBY CRN 78737

ELEC 900 Introduction to Industrial Robotics \$160

Investigates available industrial robots and the coordinate systems in which they operate.

Jan 16 Sat 5 wks BBY CRN 78758

STEEL AND WELDING TRADES

STWD 901 Blueprint Reading for Welding and Steel Fabrication \$147

Training covers all aspects of blueprint reading as it applies to fabrication.

Jan 26 Tues/Thurs 5 wks BBY CRN 62271

STWD 903 Oxyacetylene Welding Braze Welding \$237

Students in this course will learn sufficient welding skills to weld with oxyacetylene equipment.

Jan 30 Sat 6 wks BBY CRN 62292

STWD 904 Oxyfuel Cutting — Flame Cutting \$197

A flame cutting program for students who require this process in the work place.

Jan 30 Sat 6 wks BBY CRN 33417

STWD 905 Plate and Piping Development for Steel Fabrication \$156

Of benefit to tradespersons who wish to upgrade their skills for advanced projects and design.

Jan 26 Tues/Thurs 5 wks BBY CRN 62305

STWD 907 Sheet Metal — Basic \$187

An introductory course in sheet metal fabrication and shop work for employees of sheet metal shops or those seeking employment in this field.

Jan 25 Mon/Wed 6 wks BBY CRN 62318

STWD 909 Steel Fabrication Basic \$227

Reviews the theory and practical requirements of steel fabrication.

Feb 01 Mon/Wed 10 wks BBY CRN 62320

STWD 911 Steel Fabrication Estimating \$157

Offers those with a practical background in steel fabrication a basic understanding of steel fabrication estimating.

Jan 26 Tues/Thurs 6 wks BBY CRN 62347

STWD 915 Shielded Metal Arc Welding Basic \$297

A basic arc welding course for the individual who wishes to learn SMAW to trade standards.

Jan 25 Mon/Wed 7 wks BBY CRN 74471
Feb 02 Tues/Thurs 7 wks BBY 62363
Jan 30 Sat 8 wks BBY 62372

STWD 916 Steel Fabrication TQ \$247

Prepares the individual to write the provincial exam for the Trades Qualification Certificate. Must have 5 years in the trade and approval from the Ministry of Advanced Education and Job Training.

Jan 25 Mon/Wed 10 wks BBY CRN 62389

STWD 923 General Rigging for the Trades \$98

For individuals with limited rigging and signalling experience.

Jan 30 Sat 6 wks BBY CRN 62439

STWD 941 Gas Tungsten Arc Welding — Basic \$237

An introductory course covering shielding gases, electrodes, procedures and practical application in the flat, horizontal and vertical positions of GTAW.

Jan 30 Sat 6 wks BBY CRN 83396

STWD 942 Gas Tungsten Arc Welding — Intermediate \$267

An intermediate GTAW course covering welding, aluminum and stainless steel in the flat, horizontal and vertical positions; the use of flux and inert gas for back purging is also covered.

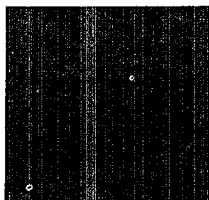
Mar 12 Sat 7 wks BBY CRN 83384

STWD 944 Welder Inter-Provincial Red Seal Refresher \$167

A theory course designed to prepare the individual to write the Welder Registration Examination or Welder Inter-Provincial Red Seal Examination.

Feb 20 Sat 5 wks BBY CRN 83373

*indicates prerequisite



SURVEY TECHNOLOGY

SURV 118 **Programmable Calculators (H.P.'s)** \$139

Covers two aspects of the programmable calculator: manual use and programming.

Jan 14 Thurs 12 wks BBY CRN 47515

SURV 365 **Drafting and Survey CAD** \$225

Topics covered include sequential files, string manipulation, microcomputer graphics, role of CAD in surveying.

Jan 11 Mon 12 wks BBY CRN 70234

SURV 410 **Survey Computations 3** \$139

Covers vertical and transition curves in engineering surveying and computations for local control surveys.

Jan 12 Tues 12 wks BBY CRN 53719

SURV 426 **Astronomy 1 and 2** \$346

An introduction to astronomy as used by surveyors. Of particular interest to persons intending to write the Professional Land Surveyor examinations.

Jan 11 Mon/Wed 15 wks BBY CRN 49715

SURV 463 **Mathematical Cartography** \$230

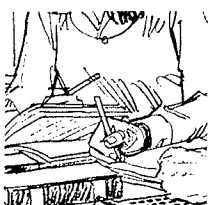
Theory of map projections and distortions, classification of projections, conic, cylindric and azimuthal systems.

Jan 14 Thurs 20 wks BBY CRN 63008

SURV 465 **Survey CAD 2** \$375

Continuation of SURV 365.

Jan 11 Mon 18 wks BBY CRN 53473



Educational Services Division

COMMUNICATION

COMM 001 **Effective Writing** \$75

Develops basic skills needed for business and technical writing at BCIT. Concentrates on words, sentences and paragraphs.

May 31/88 Tues/Thurs 4 wks BBY

1845-2145

Jun 28/88 Tues/Thurs 4 wks BBY

0830-1130

Jun 28/88 Tues/Thurs 4 wks BBY

1230-1530

Jun 28/88 Tues/Thurs 4 wks BBY

1845-2145

Jul 26/88 Tues/Thurs 4 wks BBY

0830-1130

Jul 26/88 Tues/Thurs 4 wks BBY

1230-1530

Jul 26/88 Tues/Thurs 4 wks BBY

1845-2145

COMM 002 **Independent Learning Skills** \$75

Learn how to read efficiently, cope with assignments, study on your own and manage your learning.

Mar 01/88 Tues/Thurs 4 wks BBY CRN 53336

1845-2145

May 31/88 Tues/Thurs 4 wks BBY

1845-2145

Jun 28/88 Tues/Thurs 4 wks BBY

0830-1130

Jun 28/88 Tues/Thurs 4 wks BBY

1230-1530

Jun 28/88 Tues/Thurs 4 wks BBY

1845-2145

Jul 26/88 Tues/Thurs 4 wks BBY

0830-1130

Jul 26/88 Tues/Thurs 4 wks BBY

1230-1530

Jul 26/88 Tues/Thurs 4 wks BBY

1845-2145

COMM 003 **Comprehensive Reading, Writing and Learning Skills** \$195

Get a head start on BCIT workloads — covers reading, writing and study skills.

Jan 12/88 Tues 20 wks BBY CRN 53347

1800-2200

Jul 25/88 Mon-Fri 4 wks BBY

0830-1230

COMM 004 **Technical English as a Second Language** \$195

Covers topics in COMM 003 but emphasizes language skills required for technical studies at BCIT, for students whose first language is not English.

Jan 12/88 Tues 20 wks BBY CRN 79823

1800-2200

Jul 25/88 Mon-Fri 4 wks BBY

0830-1230

TCOM 114 **Technical Writing for Electrical/Electronics** \$174

Emphasizes clear, correct and concise technical writing in the Electrical/Electronics field. Prerequisite: B.C. English 12 or equivalent.

Jan 11/88 Mon 17 wks BBY CRN 86458

Apr 11/88 Mon/Wed 8.5 wks BBY (\$197)

TCOM 214 **Technical Writing for Electrical/Electronics** \$174

A continuation of TCOM 104. Prerequisite: TCOM 104.

Jan 11/88 Mon 17 wks BBY CRN 86460

COMM 160 **Introduction to Business and Technical Communication** \$139

An introduction to the basics of written and oral communication.

Jan 11/88 Mon 12 wks BBY CRN 53260

Apr 13/88 Wed 12 wks BBY

COMM 171 **Business Reports** \$139

Covers recommendation, evaluation, problem-solving reports and proposals.

Jan 13/88 Wed 12 wks BBY CRN 53292

Apr 11/88 Mon 12 wks BBY

COMM 175 **Letters and Memos** \$139

Requests, replies, sales and collection letters, routine memos and job applications.

Jan 11/88 Mon 12 wks BBY CRN 76322

Apr 11/88 Mon 12 wks BBY

COMM 183 **Technical Reports** \$139

Technical report writing with an emphasis on recommendation, investigation and problem-solving reports and proposals.

Jan 14/88 Thurs 12 wks BBY CRN 53318

Apr 12/88 Tues 12 wks BBY

COMM 189 **Writing Effective Letters** \$70

Covers the principles of letter style and organization and applies them to sales, collection, inquiries, claim, adjustment and application letters.

Mar 11/88 3 Fridays DEC CRN 76335

0900-1600

COMM 190 **Writing for Results** \$70

Learn simple techniques to write more effectively. Gives an overview of memos, letters, reports and other major forms of written communication.

Feb 05/88 3 Fridays DEC CRN 47158

0900-1600

Apr 22/88 3 Fridays DEC

0900-1600

COMM 192 **Short Reports** \$70

Covers selecting and organizing information, using effective formats, layout and analyzing audience needs.

Apr 01/88 3 Fridays DEC

0900-1600

COMM 196 **Writing for the Computer Industry** \$100

An intensive overview on writing manuals. Includes a 60 page course manual. Emphasizes translating technical material for the non-technical reader.

Feb 05/88 3 Fridays DEC CRN 47160

0900-1600

Apr 01/88 3 Fridays DEC

0900-1600

COMM 900 **English Fundamentals** \$139

A practical, refresher course focusing on writing clearly. Sentence structure, word choice, common grammatical problems and simple presentation strategies will be covered.

Jan 27/88 Wed 12 wks BBY CRN 47146

Apr 28/88 Thurs 12 wks BBY

COMM 902 **Teamwork in the Office** \$47

Communication techniques for effective delegation and feedback.

Feb 26/88 Fri 1 day DEC CRN 59829

0900-1700

COMM 903 **Proposals: Writing, Selling and Following Through** \$70

Techniques for writing effective sales and technical proposals. Includes workshops, presentation and follow-up strategies.

Feb 26/88 3 Fridays DEC CRN 59812

0900-1600

COMM 908 **Making Meetings Work** \$47

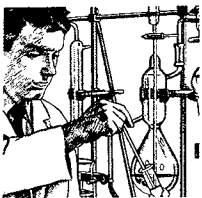
How to make your business meetings more effective.

Apr 27/88 1 Wed BBY

0900-1700

*indicates prerequisite





COMM 910
Telephone Techniques \$47
Learn how to make a positive first impression with customers and to handle calls efficiently through classroom discussion, pre-recorded sample calls and role playing.
Apr 12/88 1 Tuesday DEC
0900-1700

COMM 911
Managing Team Writing \$70
For managers who supervise a writing team. Techniques for plotting a critical path, building a project team, designing report segments, making revisions and packaging the finished product.
Feb 19/88 3 Fridays DEC CRN 70607
0900-1600

COMM 913
Publicity for your Organization \$70
Shows you how to formulate and carry out a plan to attract media attention and get free publicity for your organization.
Jan 13/88 Wed 6 wks BBY CRN 76341

CHEMISTRY

CHEM 001
Pre-entry Chemistry \$195
An upgrading and refresher course in Chemistry. Meets the Chemistry 11 entrance requirement for BCIT programs.
Jan 11/88 Mon/Wed 12 wks BBY CRN 47123
Apr 26/88 Tues/Thurs 12 wks BBY

CHEM 201
Applied Chemical Principles 2 \$417
A continuation of CHEM 101 which includes analysis theory, electrochemistry, theory of solids, liquids and gases leading to fractional distillation and colligative properties. Attention is given to industrial and everyday applications. Prerequisite: CHEM 101.
Jan 12/88 Tues/Thurs 18 wks BBY CRN 60876

MATHEMATICS

MATH 001
Technical Mathematics: Introduction \$195
Meets the Algebra 12 entrance requirement for BCIT Engineering and Health Technologies. Prerequisite: Algebra 11 or equivalent.
Jan 12/88 Tues/Thurs 15 wks BBY CRN 47171
May 03 Tues/Thurs 15 wks BBY
May 24/88 Mon-Fri 6 wks BBY
0900-1200
Jun 20/88 Mon-Fri 6 wks BBY
0900-1200

MATH 101
Technical Mathematics 1: Trigonometry \$139
Application and theory of trigonometric functions. Prerequisite: C+ or better in Algebra 12 or 65% or higher in Math 001.
Jan 11/88 Mon 12 wks BBY CRN 47185
Apr 13/88 Wed 12 wks BBY

MATH 102
Technical Mathematics 2: Logarithms/Analytical Geometry \$139
Theory and application of logarithms and an introduction to analytic geometry. Prerequisite: C+ or better in Algebra 12 or 65% or higher in Math 001.
Jan 12/88 Tues 12 wks BBY CRN 47192
Apr 11/88 Mon 12 wks BBY

MATH 125
BASIC 1: Intro to Micros IBM PC \$175
Become familiar with computer terminology and write BASIC programs.
Jan 13/88 Wed 12 wks BBY CRN 53484
Apr 13/88 Wed 12 wks BBY

MATH 126
BASIC 2: Micros IBM PC \$175
A continuation of MATH 125. Prerequisite: MATH 125.
Jan 12/88 Tues 12 wks BBY CRN 53258
Apr 14/88 Thurs 12 wks BBY

MATH 203
Technical Math 3: Calculus \$278
Introductory course in calculus and its technical applications. Prerequisite: MATH 102.
Jan 11/88 Mon/Wed 12 wks BBY CRN 80580

MATH 320
Matrix Algebra \$139
A course in Matrix algebra applications. Students are expected to have some computer programming experience.
Jan 14/88 Thurs 12 wks BBY CRN 53246

MATH 343
Transform Calculus for Electrical \$232
A continuation of MATH 243. Prerequisite: MATH 243.
Jan 12/88 Tues 20 wks BBY CRN 79606

MATH 495
Introduction to the FORTH Programming Language \$139
Provides an introduction to the FORTH language used in programming applications.
Jan 11/88 Mon 12 wks BBY

MATH 496
FORTH Internals \$139
A continuation of MATH 495, concentrating on the "internal" construction and operation of the FORTH programming environment.
Jan 14/88 Thurs 12 wks BBY

PHYSICS

PHYS 009
Pre-entry Physics \$195
This course offers an introduction to the basic principles and common applications of Physics. Meets the Physics 11 entrance requirement for BCIT programs. Completion of Algebra 12 is desirable.
Jan 12/88 Tues/Thurs 15.5 wks BBY CRN 47203
Jul 04/88 Mon-Fri 6.5 wks BBY
(1300-1600)

PHYS 465
Electro-Optics \$163
Covers radiometry, geometrical and physical optics, solid state properties of matter, lasers, detectors and fiber optics. Prerequisite: Grade 11 mathematics and physics. A BCIT Electrical Technology Diploma or equivalent is recommended.
Jan 12/88 Tues 14 wks BBY CRN 60810

DISTANCE EDUCATION

MATH 002
Technical Mathematics: Introduction \$195
Satisfies the Algebra 12 entrance requirement for BCIT full-time Engineering and Health programs. Students who require Algebra 12 with C+ or better must achieve a final grade of 65% or better in this course.

MATH 122
Logarithms \$110
A study of theory and applications of common and natural logarithms including plotting of logarithmic and semi-logarithmic graphs and their interpretation.

MATH 123
Trigonometry \$167
Outlines the application and theory of trigonometric functions including functions of angles, vectors, oblique triangles, graphs of functions, identities, compound and double angle formulas, trigonometric equations and inverse functions.

MATH 124
Analytic Geometry \$115
An introductory course emphasizing geometrical and practical properties of conic sections and the use of polar coordinates.

MATH 221
Calculus Module 1 \$145
An introductory course in calculus and its technical application, involving the differentiation of algebraic functions.

MATH 222
Calculus Module 2 \$145
Topics include the indefinite and definite integral, area under a curve, trapezoidal rule, areas and volumes by integration, and centroids.

MATH 227
Calculus Module 3 \$145
This calculus course covers differentiation and integration of trigonometric, logarithmic, and exponential functions.

MATH 228
Calculus Module 4 \$145
The last in the series of calculus modules. Topics include expansion of functions in series (Maclaurin, Taylor and Fourier), solution of differential equations, separation of variables.

PHYS 136
Physics 1 \$260
This correspondence course, together with PHYS 236, provides the background knowledge required in various engineering related technologies. Topics include measurement and data analysis, systems of forces, transition and rotational equilibrium, translational motion, force and motion, energy and power. A laboratory component of this course can be arranged.

PHYS 236
Physics 2 \$260
This correspondence course is a sequel to PHYS 136. Topics include wave motion, sound and light sources, propagation and reflection of light, refraction and dispersion, interference and diffraction, illumination and color, electrostatics, direct current, magnetism, alternating current, atomic and nuclear physics. A laboratory component of this course can be arranged.

BRIDGING PROGRAM

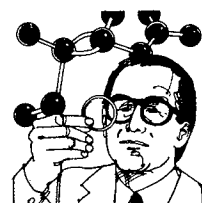
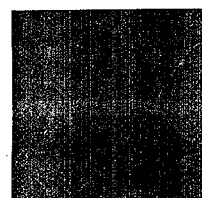
The Division of Educational Services offers a Bridging Program that gives trades and vocational students, graduates and workers the opportunity to enter a BCIT Technology Program.

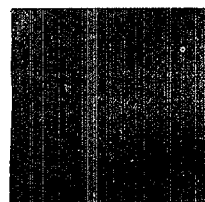
Bridging is designed to help people upgrade their academic skills to a level where they are ready to enter a technology program.

Students will take between two and five courses in Chemistry, Communication, Math and Physics, depending on their current level of skill/education, and the prerequisites for the program they wish to enter.

The Bridging Program may start in January 1988, for entry into a full-time program in September, 1988 or January, 1989.

For more information, please call 432-8458.





THE INTEGRATED INFORMATION SYSTEMS MANAGEMENT PROGRAM

This program is designed for students who desire to expand their competence to work effectively in a contemporary automated office environment, and to enhance their career potential.

The number of courses required to obtain the Business Certificate in Integrated Information Systems Management must generate a minimum of 50 credits.

Select either A or B below, and then continue with a selection of courses from C to E, to make up the required 50 credits.

	Credit		Credit
A. Complete the following (or select B):		FMGT 109 Accounting for the Manager	3.0
ADMN 131 Introduction to Office Systems	1.5	MKTG 102 Introduction to Marketing	3.0
ADMN 132 Introduction to Telecommunications	2.0	OPMT 102 Basic Mathematics of Finance	3.0
ADMN 235 Managing the Integrated Office — 18 sessions	6.0		
B. Complete the following (or select A):		D. Complete at least 5 of the following:	
ADMN 135 Automated Office Systems Management	3.0	ADMN 100 Economics 1, or ADMN 101 Economic Issues	4.0
ADMN 213 *Canadian Business — 18 sessions	6.0	ADMN 129 Records & Information Management 1	3.0
*Substitutions: ADMN 212 Management, or ADMN 110 and 211 Management 1 and 2, may be substituted for ADMN 213.		ADMN 130 Records & Information Management 2	3.0
C. Complete the following:		ADMN 194 Word Processing — Multimate or 195 Word Processing — Word Perfect	2.0
ADMN 240 Voice Communications Systems 1	3.0	ADMN 204 Personnel Management 1	4.0
ADMN 241 Business Data Communications 1	3.0	ADMN 332 Labor Relations 1	4.0
ADMN 245 Designing the Integrated Office	3.0	ADMN 380 Business Law 1	3.0
COMP 101 Data Processing Introduction or 105 Data Processing Micro/IBM PC	3.0	E. Balance of 50 credits, if necessary, to be electives.	

BCIT and the Pacific Chapter of the Canadian Association of Financial Planners ANNOUNCES A NEW ASSOCIATE CERTIFICATE CAREER PROGRAM

The program includes a series of seven courses which lead to a joint BCIT and Associate Certificate.
STARTING JANUARY, 1988 the following courses are offered:

FMGT 119	Personal Finance Planning	\$139
January 11	Monday DEC	CRN 81659
ADMN 406	Economic Issues for Financial Planners	\$139
January 12	Tuesday DEC	CRN 85642

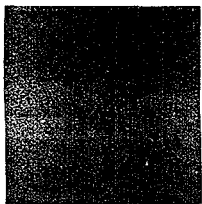
Additional courses will be available in the April, 1988 term.

Provisions are being made for establishing appropriate credit courses completed with the Canadian Institute of Financial Planning. Program information can be obtained from Mr. Gordon Farrell, Associate Dean, Financial Management 434-5734, local 5235.

ENROL NOW!

CLASSES START WEEK OF JANUARY 11

PHONE 434-1610



Registration Information



IN PERSON

At the **Burnaby Campus**, 3700 Willingdon Avenue.

Effective December 5, 1987 to January 3, 1988:

0830 to 1730 Monday to Thursday
0830 to 1630 Friday
CLOSED Saturday.

Effective January 4, 1988 extended hours are as follows:

0830 to 2030 Monday to Thursday
0830 to 1630 Friday
0830 to 1230 Saturday.

At the **Downtown Education Centre**, 549 Howe Street.

0830 to 1830 Monday to Thursday
0830 to 1630 Friday.

At the **Surrey site, Princess Margaret School**, 128 Street & 72 Avenue, Surrey.

0830 to 1500 Monday to Friday.

BY PHONE

For students who have enrolled in courses since July 1984, you can register by phone using MasterCard or Visa.

Phone the Burnaby Campus at: 434-1610.

Phone the Downtown Campus at: 687-4666.

COURSE CANCELLATIONS

A full refund of tuition fees or a letter of credit will be issued for courses cancelled by the Institute. The Institute reserves the right to cancel courses if enrolments are insufficient. We truly regret any inconvenience this may cause.

REFUNDS

Refund requests must be in writing to the Institute by the refund deadline date. Fees for some special courses are non-refundable and others have different refund requirements and deadlines. Please check refund requirements and deadline dates at the time of registration.

Please note that there will be a charge of \$25.00 per course deducted for refund processing when students withdraw from a course. A Letter of Credit may be issued after the deadline based on medical reasons only.

Class Times

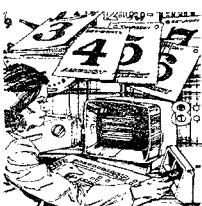
Classes at all sites run for 3 hours per night, 1 or 2 nights a week, Monday through Thursday, **UNLESS OTHERWISE NOTED IN COURSE DESCRIPTION OR AT REGISTRATION.**

BURNABY (BBY)	1845-2145
COQUITLAM (COQ)	1845-2145
DOWNTOWN EDUCATION CENTRE (DEC)	1730-2030
KELOWNA (KEL)	
PRINCE GEORGE (PRG)	
SURREY (SRY)	1900-2200
SEA ISLAND (SEA)	1900-2200

ENROL NOW!

CLASSES START WEEK OF
JANUARY 11

PHONE
434-1610



PART-TIME AND CONTINUING EDUCATION REGISTRATION

PERSONAL DATA										
Student Name: Last Name, First Name										
Social Insurance Number		Date of Birth Month Day Year		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Country of Citizenship				
Mailing Address: Number and Street										
City/Town				Prov.		Country		Postal Code		
Company Name						Company Phone Number				
What program are you working toward?						Home Phone Number				
COURSE REGISTRATION										
Course Number		Course Ref. Number (CRN)		Course Title		Course Cost(s) Fee Special Fee		Start Date Month Day Year		Site
TOTAL FEES						+		=		
FOR "MAIL IN" APPLICATIONS										
Payment of Fees: <input type="checkbox"/> Full Fees Paid by You <input type="checkbox"/> Full Fees Paid by Employer (Approval Attached) <input type="checkbox"/> Special Arrangement (Approval Attached)										
Paid By: <input type="checkbox"/> Cheque/Money Order (Enclosed) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard										
Card No.:							TOTAL AMOUNT PAID			
Signature:				Expiry Date:			\$			

ASR-1A (86:02)

Please complete and return to BCIT, Part-time Studies, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2