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Part-time

**The world
is learning.**

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**Spring • Summer
Term starts April 13**

Register now

604.434.1610

604.412.7777

www.bcit.bc.ca

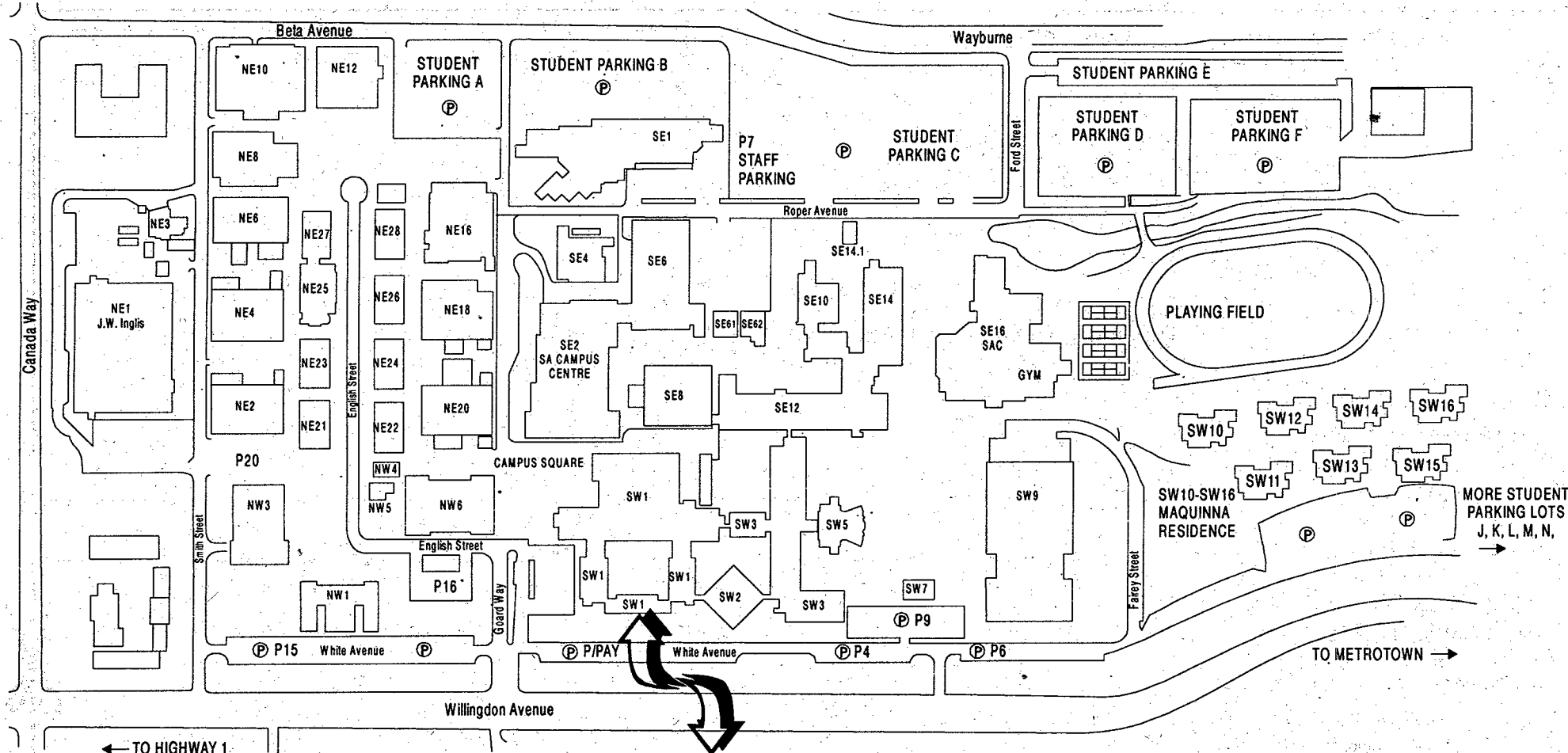
BCIT Open House '98

**Gateway
to
Opportunities**

April 3rd & 4th

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Campus Map



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Registration

CAMPUS LOCATIONS/ OFFICE HOURS

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

1. BURNABY/BBY (604) 434-1610 (Registration)
Part-time course registration.
3700 Willingdon Avenue, Burnaby,
B.C. V5G 3H2 Fax: (604) 430-1331

**To withdraw from a part-time course
prior to the refund deadline date.**

Registration and Information (604) 434-1610
or (604) 412-7777

After the refund deadline date.

Student Records: (604) 432-8498
Refunds: (604) 432-8212

Cheque inquiries only.

Payments: (604) 432-8732

OFFICE HOURS

Registration/General Inquiries:
(Subject to Change)

Monday to Thursday 0830 - 1900
Friday 0830 - 1630
Saturday 0830 - 1230
Closed on Holiday Weekends

2. DOWNTOWN CAMPUS/DTC (604) 412-7777
Part-time technology courses only.
555 Seymour Street, Vancouver, B.C.
V6B 3H6 Fax: (604) 687-2488

OFFICE HOURS

When classes are in session:
Monday to Thursday 0830 - 1800
Friday 0830 - 1630
Otherwise:
Monday to Thursday 0830 - 1730

3. SURREY/SRY, Registration (604) 594-2000
Part-time Business courses only.
Campus location:
Tamanawis Senior Secondary School
12600, 66th Avenue, Surrey, B.C. V3W 2A8

OFFICE HOURS

Monday to Thursday 0900-2030
Friday 0830-1200
Saturday Closed

Note: Closed during July and August.

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

Part-time Aviation and computer courses only.
Vancouver International Airport
Unit 200 - 5301 Airport Road South,
Richmond, B.C. V7B 1B5 Fax: (604) 278-5363

OFFICE HOURS

Monday to Friday 0730-1530

5. PACIFIC MARINE TRAINING

CAMPUS/PMT (604) 985-0622
265 West Esplanade, North Vancouver, B.C.
V7M 1A5 Fax: (604) 985-2862

OFFICE HOURS

Monday to Friday 0830-1530

6. VANCOUVER/VCR/ANO*

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

7. UCFV/ABBOTSFORD*

Main Campus 33844 King Road or
Annex 34194 Marshall Road.
(604) 853-7441 ext: 4201 (Leslie)

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

METHODS OF PAYMENT

Cheque, Money Order, Visa, MasterCard, American
Express, letter of authorization from employer to
have BCIT invoice. Cash in person only. Debit card
available at all campuses except the Surrey campus.

CONFIRMATION OF REGISTRATION/PAYMENT

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

COURSE AUDIT

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

COURSE CANCELLATIONS

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

COURSE IDENTIFICATION

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

FEES

COURSE TRANSFER/ CHANGE \$15 FEE

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

International students should refer to page 39 for
information about part-time tuition fees.

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

MISCELLANEOUS FEES

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

VISA, MASTERCARD AND AMERICAN EXPRESS DECLINES

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

Services

ALUMNI ASSOCIATION (604) 432-8847

The BCIT Alumni Association. A very exclusive membership, this much sought after association has one requirement — you must be a graduate of BCIT! No fees, no pedigree — all you have to do is complete your diploma or certificate program. All BCIT, PVI and PMTC graduates who have completed programs of at least six months duration are members of the Alumni Association. The Alumni Association provides graduates the opportunity to stay connected to their fellow alumni and the BCIT community.

Graduates assist in fundraising activities for student aid, help out at student activities, and take part in giving their wealth of experience back to those who will one day do the same — you the student. Graduates are informed through the distribution of the Alumni Ambassador, as well as through special events and reunions. To enjoy these opportunities and many more, we need you to keep us posted with any address changes. So remember us when you graduate and keep in touch!

An elected Board of Directors comprised of volunteer alumni sets organizational goals, and a staff member manages the association office located in the Campus Centre (SE2), Room 304.

E-mail alumni@bcit.bc.ca or Web site www.bcit.bc.ca/services/alumni_services.htm.

BOOKSTORE (604) 432-8379 Fax (604) 432-7923 e-mail: bookstore@bcit.bc.ca CAMPUS CENTRE/SE2

BURNABY HOURS — April / May 1998

March 30/31 Year-end inventory stockcount — Bookstore is Closed

April 1	0800-1600	17	0800-1600
2	0800-1600	18	0800-1200
3	0800-1600	20	0800-2000
4	0800-1200	21	0800-2000
6	0800-1600	22	0900-2000
7	0800-1600	23	0800-2000
8	0900-1600	24	0800-1600
9	0800-1600	25	0800-1200
10	GOOD FRIDAY - CLOSED	27	0800-1900
11	CLOSED	28	0800-1900
12	CLOSED	29	0900-1900
13	EASTER MON — CLOSED	30	0800-1900
14	0800-2000	May 1	0800-1600
15	0900-2000	2	0800-1100
16	0800-2000		

BURNABY HOURS

- Burnaby April hours are listed above. Please call the Bookstore Information Line at (604) 432-8379/option #1 for late-breaking ad hoc hours for May, June, July and August. Closed Fridays in June, July and August. The hours are also on the bookstore's Web site — Check Student Services then Bookstore. Downtown Book Room hours are handled by the Downtown campus staff.
- The Bookstore accepts Visa, MasterCard, American Express and InterAc Direct (Credit cards with the magnetic stripe must be presented — account numbers alone will not be accepted.)
- Student accounts can be set up by companies or government agencies if billing/invoicing details are faxed to: (604) 432-7923 prior to first class. Please allow a suitable time for processing.

SATELLITE LOCATIONS

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

BOOK RETURNS

- Books in a technical school can be expensive and are specialized materials. Purchase only if you're positive you need the material. It's best to go to your first class before purchasing — but you can check the booklists in the bookstore to verify information.
- The Bookstore does not sell books for browsing or for reviewing purposes — if you're not sure, please don't buy.

THE THREE R'S OF RETURNS

- 1) **Mandatory Course books only have returns protection**, but require a Registration drop slip (proof of cancellation or withdrawal) within 14 days of book purchase. ASK FOR IT even if withdrawing via telephone or fax. No returns on reference books or general merchandise/supplies or BCIT lab manuals, course notes, or any opened 3-hole punched materials. **Plus**
- 2) Cash register receipt — 14 day window — from date of purchase to return date. Remember — **14 days from the date of purchase. Plus**
- 3) Mint condition. Book must be unmarked and shrink-wrap intact if applicable. **No exceptions** — if you write in it or mark it, you must keep it.

USED BOOKS

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

There is no guarantee that a book will have a used book buyback value: new editions and course text changes determine the value. The buyback is conducted by a used book wholesaler with access to a database of more than 60,000 titles — the bookstore staff does not have the answers about used book value.

CLASS TIMES/LOCATIONS

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

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

CLASSROOMS

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

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

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

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

CORRESPONDENCE/GUIDED LEARNING

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

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

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

Please call:

Academic Studies	(604) 432-8784
Business Administration	(604) 432-8860
Engineering Technology	(604) 432-8784
Financial Management	(604) 412-7417
Health Sciences	(604) 451-7089
Industry Services	(604) 432-8234
Internet	(604) 451-7032
Power Engineering	(604) 432-8390
Transportation Systems	(604) 432-8784

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

COUNSELLING SERVICES (604) 434-1610 SW1-2300 RECEPTION SW1-1300 Web site - www.bcit.bc.ca/services_home.htm

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

CAREER, EDUCATIONAL AND PERSONAL DEVELOPMENT COURSES

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

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

Courses offered by Counselling Services include:

- CEPD 0100: Introduction to Career Planning
- CEPD 0101: Career Testing
- HRMG 0315: Career Search Workshop
- CEPD 0103: Career Transitions

Call BCIT Counselling Services at (604) 434-1610 for more information about these exciting career courses.

EDUCATIONAL RESOURCE CENTRE FOR STUDENTS WITH DISABILITIES

VOICE (604) 451-6963
TTY (604) 432-8954 Fax (604) 433-1184
e-mail kharvey@bcit.bc.ca

We offer a range of support services for students with disabilities. For more information contact Student Services at (604) 451-6963, Building SW1, Room 2300.

EMPLOYMENT SERVICES

Tel (604) 432-8666
Fax (604) 435-3122
e-mail bciteps@bcit.bc.ca

Location: SW1 Room 1100
Office Hours: 0830-1600 Monday to Friday

Closed from 1300-1400 daily

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

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

Visit our Web site: www.bcit.bc.ca/~stuserv/EPS/eps_home.htm for more information on our services, job search tips and the courses offered.

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

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

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

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

FOOD (604) 432-8642

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

Town Square Café (SE2)

Monday to Thursday	0630-2100
Friday	0630-1500
Saturday	Closed

Campus Café (SE12)

Monday to Thursday	0700-2100
Friday	0700-1530
Saturday	0800-1400

JW Inglis (NE1)

Monday to Thursday	0600-2100
Friday	0600-1500
Saturday	0800-1400

Electrical Training Centre (SE1)

Monday to Friday	0700-1430
Saturday	Closed

Roadrunner (SW1, Room 2322)

Monday to Thursday	0730-2100
Friday	0730-1430

Elephant on Campus

Monday to Thursday	1100-Midnight
Friday	1100-0100
Saturday	1200-1800
Sunday	Closed

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

Services

LIBRARY (604) 432-8370

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

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

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

The PMTC Library collection specializes in nautical, marine engineering, marine emergency, radar simulator, and ship operations materials.

The Sea Island Campus Library collection specializes in aircraft maintenance and repair, and avionics materials. The Library has the latest in computerized information including Internet and in-house CD-ROM access. The Microcomputer Centre on the Lower Floor is for student use in preparing reports, spreadsheets, etc.

The libraries are also wheelchair accessible and have special needs facilities such as print-to-voice machine for the visually challenged. These are your libraries. Use them for your information needs.

LIBRARY HOURS

Burnaby Campus Library	(604) 432-8557
May to September (subject to change)	
Monday to Thursday	0730-2230
Friday	0730-1700
Saturday and Sunday	0900-1700
Circulation Desk	(604) 432-8370
Reference Desk service	(604) 432-8371
PMTC Library	(604) 985-0622 ext. 343
Monday to Friday	0800-1600
Closed Tuesday and Thursday	1330-1400
Sea Island Campus Library	(604) 278-3519
Monday to Friday	1800-1600
Closed daily	1230-1330

INTERNET ACCESS

The Library's homepage is available at www.lib.bcit.bc.ca. Be sure to visit this site for more detailed information about BCIT Libraries and services as well as the many resources and links that we have to offer.

THE NOW PROJECT (604) 451-6983 e-mail nowproje@bcit.bc.ca

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

- information on welfare changes related to training
- assessments for upgrading or tutoring
- assistance in navigating your way through the system
- student support groups
- use of computing facilities and resource centre
- one-on-one support
- tutoring and workshops
- referrals and assistance to access BCIT and community services

Drop-in hours for registration are 1230 to 1600, Monday to Friday, in Building SW1, Room 2105. After hours appointments can be available. Please call for your initial appointment or for more information, (604) 451-6983.

PARKING (604) 432-8719

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

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

All parking enforcement is managed by IMPARK. Please direct your inquiries, i.e. tickets, tows, etc., to Impark (604) 681-7311.

Visitor parking, 0600-1630, has a one-hour maximum limit, except the visitor lot in front of SE14, which has a \$6 all-day rate.

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

Fees are subject to change:

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

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

CASHIERS' HOURS - SUBJECT TO CHANGE

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

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

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

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

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

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

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

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

HOURS OF OPERATION

May - September:	
Mon - Thr	0700-2300
Fri	0700-2100
Sat and Sun	0900-1700
Jun-Aug To be announced	

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

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

SECURITY

STUDENT CAMPUS PATROL

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

LOST AND FOUND

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

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

STUDENT ASSOCIATION SERVICES (604) 432-8600

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

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

STUDENT ASSOCIATION PHONE NUMBERS

Main office/Reception	432-8600
Brown Bag Restaurant	434-5734 (local 5082)
Campus Travel	451-7042
Car Pooling	451-7060
Child Care	432-8919
Copy Centres	432-8757/451-7039
Campus Crimestoppers	669-TIPS
Desktop Publishing	432-8368
Duke's Cappuccino	435-8757
Elephant on Campus	434-4448
Environmental Education	451-7060
Fundraising	432-8600
Legal Aid	432-8600
Link Newspaper	432-8974
Open House	451-6855
Orientation Handbook	432-8974
Recreation and Athletics	432-8287
Scholastic Insurance	432-8413
Sooky's	433-2079
Take Pride	451-6922
TNT Convenience Store	451-7040
TNT Store	432-8889
Toastmasters	432-8765
Tutoring	451-6915
Vending Operations	432-8600
Video Arcade	432-8601
Work Study	432-8549
(For out-of-town customers please dial area code 604)	


Are you ready to graduate?

Students who are completing a part-time studies certificate program or are completing a Bachelor of Technology Degree through part-time studies are required to apply to graduate. Please obtain an "Application for Certification" form from Student Services or Student Records. This form must be completed and submitted to the Student Records department, Burnaby campus (SW1-1545).

If you are completing a Bachelor of Technology Degree program or a part-time studies Certificate program that is 45 credits or higher you are also eligible to attend the next available Convocation ceremony.

Note: You must submit your "Application for Certification" form to Student Records by the following deadline in order to attend.

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



From computers to chemistry and engineering to animation, our summer programs put the 'cool' — and the learning — into summer.

BCIT is offering one- and two-week camps specially for kids aged 10 to 17 years old:

PC Power User
Looks at basics behind computer programming and explores the hardware and software that make computers hum.

Computer Games and the Internet
Uncovers the secrets of computer games on the Internet and tricks game developers use to put their creations together.

3D Animation
Learn the latest techniques with SGI workstations that the pros use to build the hottest movie effects.

Girls in Engineering, Technology and Sciences
A hands-on camp specially for girls to explore these exciting fields.

Young Engineering Scientists
Discover chemistry, mining, metallurgy, petroleum engineering, materials science, geology, pulp and paper and more.

More camps are on the way
Camps will be held in July and August at BCIT's Burnaby campus.

BCIT's best kept secrets

CLICK@BCIT THE DIGITAL CLASSROOM

Business & Computer Courses
Tel. (604) 412-7621
Web. click-at-bcit.com
e-mail. click@bcit.bc.ca

Click@BCIT presents a novel way to learn. Using a computer-based training system it combines text, sound, graphics and full-motion video to teach you Harvard Business Skills and Microsoft Office '95. With self-paced learning you can plan your training around your own schedule and work at your own convenience. Click@BCIT courses are available at the BCIT Downtown campus. Open Monday - Thursday: 8:30 a.m. - 8:00 p.m., Friday: 8:30 a.m. - 4:00 p.m.

COMPUTER COURSES

CLIK 0001	Windows '95 Basic
CLIK 0002	Windows '95 Intermediate
CLIK 0003	Word 7.0 Basic
CLIK 0004	Word 7.0 Intermediate
CLIK 0005	Excel 7.0 Basic
CLIK 0006	Excel 7.0 Intermediate
CLIK 0007	Access 7.0 Basic
CLIK 0008	Access 7.0 Intermediate
CLIK 0010	PowerPoint 7.0 Basic
CLIK 0023	Introducing Netscape 3.0

Fee for each of the above courses is \$220. Course workbook is included.
Multiple course discounts apply; please ask.

BUSINESS COURSES

CLIK 0020	High Performance Management
CLIK 0021	Managing Across Difference
CLIK 0022	Teams That Work

Fee for each of the above courses is \$398. Course material is included.
Multiple course discounts apply; please ask.

Register at Click@BCIT,

Room 200, BCIT Downtown campus, 555 Seymour Street, Vancouver. Start anytime.

CALL CENTRE AGENT TRAINING SESSIONS

SPRING: Full-time day and Part-time evenings

Get in on this career opportunity now. BCIT's new industry-recognized training for call centre agents can help you start a career in one of Canada's most dynamic industries.

BCIT's new Call Centre Agent Training features two weeks at the BCIT/BC TEL Call Centre of Excellence with a 24-hour internship/practicum.

- team dynamics
- stress management
- telephone sales skills
- call centre systems/technology
- performance standards
- communication skills
- customer service techniques

This program is designed for people who are proficient in spoken English and familiar with microcomputers.



Full-time day option:

Courses run 9 a.m.-4 p.m.
Monday to Friday for
two weeks plus 24-hour
internship/practicum

Register for start dates:

Apr. 20 - CRN 26462
May. 25 - CRN 26463

\$775 + building fee and text

Part-time evening option:

Courses run 5:30-8:30 p.m.
for ten weeks plus 24-hour
internship/practicum

Register for start dates:

Apr. 21 Tu/Th - CRN 26464

\$775 + building fee and text

CALL CENTRE OF EXCELLENCE®

BCIT DOWNTOWN CAMPUS: 555 SEYMOUR ST., 7th Floor



INFORMATION: (604) 622-7838

TO REGISTER: (604) 412-7777

taking. Web. presentations. further

BCIT and Kodak have teamed up to produce the Imaging Series of Workshops, bringing digital imaging into communications, presentations and the World Wide Web.

One-day workshops in:

Basic Web Creation and Design

All the basics of developing and setting up a dynamic Web site that will keep visitors coming back.

Planning Corporate Web Presence

How to take your company's Web site to the next level: storyboarding, sourcing expertise, managing production, copyright and promotion.

Internet Sales and Marketing Strategies

Techniques to successfully bring your sales and marketing strategy to the World Wide Web.

Workshops are being held throughout April, May, June and July at BCIT's Downtown campus.
Cost is \$399 each.

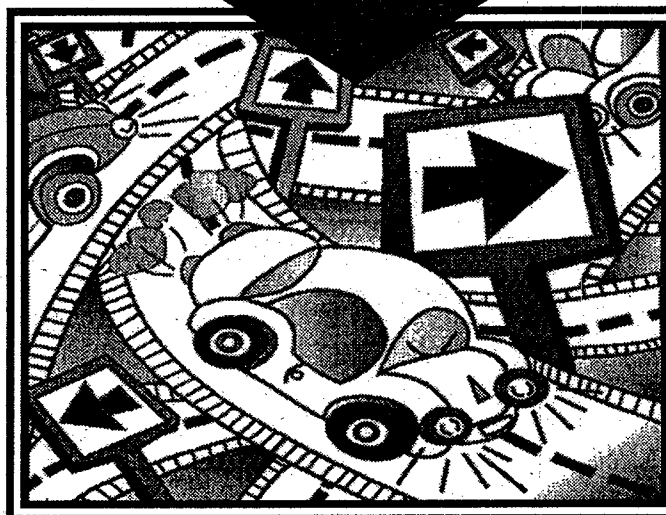


For information or registration
Tel. (604) 451-7198
E-mail. ldavie@bcit.bc.ca
www.bcit.bc.ca



Starting your own business?

THE VENTURE PROGRAM
IS YOUR ROAD MAP
TO SUCCESS



The three-month-long Venture Program can help you develop and launch your own business. Being an entrepreneur can be risky and this program will reduce the risk.

Next Program starts Sept. 14, 1998



The Venture Program

BCIT Downtown Campus, 7th Floor
555 Seymour St., Vancouver, B.C. V6V 3H6
Tel: (604) 412-7651 E-mail: llarsson@bcit.bc.ca

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Academic Studies

CHEMISTRY (604) 432-8551

The Chemistry division of Academic Studies offers a Pre-Entry Chemistry course for those who require an upgrade in Chemistry. For information about this course please see page 44 of this flyer.

COMMUNICATION

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

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

PRE-ENTRY COURSES (604) 451-6893

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

For a complete listing of Pre-Entry courses offered through Part-time Studies at BCIT, please refer to the Preparatory Programs section of this flyer on page 43.

CERTIFICATE AND DIPLOMA COMMUNICATION COURSES (604) 451-7153

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

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

Apr 20	Mon/Wed	1845-2145	6 wks	BBY	CRN	26251
Jun 29	Mon/Wed	1845-2145	6 wks	BBY		20643
Jun 30	Tue/Thr	1730-2030	6 wks	DTC		20645

COMM 2099 BBY \$258 COMM PREP FOR DIRECT ENTRY STUDENTS

Prepares Marketing, Financial Management and Computer Systems direct entry students with the necessary communication skills required to enter straight into the second year of the BCIT program. Enrolment is limited to those individuals who are required to complete this course.

Aug 24	Mon-Fri	0830-1630	1 wk	BBY	CRN	25449
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COMM 2202 BBY \$258 BUSINESS AND TECHNICAL CORRESPONDENCE

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

Apr 20	Mon/Wed	1845-2145	6 wks	BBY	CRN	26256
Jun 29	Mon/Wed	1845-2145	6 wks	BBY		20651

COMM 2203 BUSINESS REPORTS BBY \$258

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

Apr 21	Tue/Thr	1845-2145	6 wks	BBY	CRN	26255
Jun 30	Tue/Thr	1845-2145	6 wks	BBY		25496

COMM 2204 TECHNICAL REPORTS BBY \$258

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

Apr 21	Tue/Thr	1845-2145	6 wks	BBY	CRN	26254
Jun 30	Tue/Thr	1845-2145	6 wks	BBY		20672

COMM 2205 BBY \$187 WRITING MANUALS FOR THE COMPUTER INDUSTRY

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

Apr 14	Tue	1845-2145	6 wks	BBY	CRN	20678
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BUSINESS AND INDUSTRY COURSES (604) 451-7153

COMM 0035 DTC \$185.30 INTER-CULTURAL COMMUNICATION

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

May 2	Sat	0900-1600	3 wks	DTC	CRN	20640
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COMM 0037 DTC \$185.30 SUCCESSFUL MEMOS AND LETTERS

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

Apr 14	Tue	1730-2030	6 wks	DTC	CRN	20655
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COMM 0038 DTC \$185.30 PROPOSALS-SELLING IDEAS

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

Apr 15	Wed	1730-2030	6 wks	DTC	CRN	20656
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COMM 0039 DTC \$185.30 EXCITING PRESENTATIONS

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

May 26	Tue	1730-2030	6 wks	DTC	CRN	20657
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COMM 0040 DTC \$185.30 MAKING MEETINGS WORK

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

May 27	Wed	1730-2030	6 wks	DTC	CRN	20658
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COMM 0041 TELEPHONE TECHNIQUES DTC \$79.30

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

Apr 18	Sat	0900-1600	1 wk	DTC	CRN	20659
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COMM 0042 DTC \$185.30 WRITE TO SELL! BROCHURE DESIGN

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

Apr 14	Tue	1730-2030	6 wks	DTC	CRN	23801
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COMM 0043 DTC \$185.30 COPYWRITING THE RIGHT COPY

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

May 26	Tue	1730-2030	6 wks	DTC	CRN	23802
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GENERAL INTEREST (604) 451-7153

COMM 0020 BBY \$226 INDEPENDENT LEARNING SKILLS

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

Jul 2	Thr	1845-2145	8 wks	BBY	CRN	20612
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COMM 0021 EFFECTIVE WRITING BBY \$226

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

Jul 8	Wed	1845-2145	8 wks	BBY	CRN	20611
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COMM 0022 ENGLISH FUNDAMENTALS BBY \$253

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

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20686
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COMM 0024 BBY \$253 IMPROVE YOUR READING COMPREHENSION

Begins the first part of a 2-part reading course for adults who have completed Grade 8 or higher. Teaches or reviews word attack skills, dictionary usage, literal and inferential meaning, use of language and critical reading skills. The course is taught as individualized reading so students can work at their own level; however, it is not designed for those who have a learning disability or use English as a second language. The mark of pass/fail depends on your attendance and work accomplished.

Apr 15	Wed	1845-2145	12 wks	BBY	CRN	22641
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COMM 0100 WE WROTE THE BOOK ON THAT BBY \$255

Budding young authors create and publish an original children's storybook complete with illustrations.

Jul 20	Mon-Fri	0900-1500	1 wk	BBY	CRN	25677
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COMM 0101 KIDZ KAMP KRONICLE BBY \$255

Join the staff of BCIT's Kidz Kamp newspaper and publish all the news that's fit to print about BCIT's summer programs.

Jul 20	Mon-Fri	0900-1600	1 wk	BBY	CRN	25678
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ENGINEERING TECHNOLOGY ENTRY (ETE) PROGRAM

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

For more information about ETE, please refer to the Preparatory Programs section on pages 43-44 of this flyer.

TECHNOLOGY ENTRY WITH ENGLISH LANGUAGE TRAINING PROGRAM (TEWELT)

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

For more information about TEWELT, please refer to the Preparatory Programs sections on pages 43-44 of this flyer.

FORENSIC SCIENCE TECHNOLOGY (604) 451-7178

FSCT 5002 CRIMINAL LAW 2:EVIDENCE DTC \$303.30

Forensic evidence is subject to all the general rules related to the admissibility of evidence in the criminal trial process and is also subject to certain unique rules of scrutiny. This course will examine the fundamental laws of evidence within the adversarial process and provide a context for the expert in their role as witness. Prerequisite: Criminal Law 1 an asset.

Apr 11	Sat	0900-1200	8 wks	DTC	CRN	26258
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FSCT 6008 TACTICAL ANALYSIS BBY \$410

The course introduces students to the 7-step analytical process used by law enforcement analysts to analyse the behavior of organized crime groups. Definitions of analysis, the organizational role of analysts, and trends in analysis will be discussed. There will be an emphasis on the analytical process of planning, collection, evaluation, collation, analysis, report preparation, and dissemination. Students will be exposed to common methods of analysis as well as analytical tools that facilitate tactical analysis of organized crime. Upon completion, students will work through the 7-steps and be able to respond to requests for tactical analysis of organized crime. Prerequisite: FSCT 5001, 5002 or work experience an asset.

Apr 14	Tue	1830-2130	12 wks	BBY	CRN	26270
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FSCT 6103 BBY \$410 ESSENTIALS OF FORENSIC SCIENCE: PHYSICAL ASPECTS

This course is designed to provide a survey of forensic physical sciences. Topics include: fingerprints; firearms and toolmarks examination; document examination; blood spatter evidence; demonstrative evidence (photographic and video techniques); voice recognition; detection of speeding; accident reconstruction; the operation and function of a forensic science laboratory and other related topics. Prerequisite: FSCT 5001, 5002, post secondary physical science course or work experience an asset.

Apr 21	Tue	1830-2200	11 wks	BBY	CRN	26259
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FSCT 6205 FORENSIC ENTOMOLOGY BBY \$410

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

Apr 16	Thr*	1830-2130	9 wks	BBY	CRN	26260
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*Also includes a field trip Sat Jun 6: 0800-1700



Academic Studies

FSCT 6207 MPR* \$561.30 FORENSIC ANTHROPOLOGY FOR LAW ENFORCEMENT PERSONNEL

This course introduces principles of forensic anthropology, demonstrating primarily how these principles are used in the positive identification of human beings. The theories and methodologies employed in the examination of human skeletal remains to determine such identifying traits as racial affinity, sexual morphology, stature, chronological age at time of death, elapsed time since death, socioeconomic status, etc., will be examined both during lectures and in the lab. This and other information given in the lectures will then be applied to a comprehensive field component. In the field component of the course, working groups will be required to process a crime scene from start to finish, including: initial scene analysis; gridding; measuring; recording; screening; excavation, and; recovery of the remains, concluding with a de-briefing session. Available only to law-enforcement personnel.

Jun 1 Mon-Fri 0800-1700 1 wk MPR CRN 26271
*Classes held at Maple Ridge Forestry Woodlot

FSCT 6209 JIBC* \$561.30 URBAN CRIME SCENE SEARCH FOR LAW ENFORCEMENT PERSONNEL

This 5-day course has been newly designed to fill the needs of crime scene examiners working in primarily urban settings. This course will cover a variety of types of scenes encountered by urban investigators and will include a considerable emphasis on examining a variety of fire scenes for physical evidence. Candidates on this course will become part of small "crime scene teams" and will work with others on several "problem based" scenarios. This course has a heavy emphasis on "hands on" and most of the class time will be spent in the field. Prerequisite: FSCT 5001 + 5002, or work experience an asset.

Aug 22 Sat-Wed 0800-1700 1 wk JIBC* CRN 26272
*Classes held at the Justice Institute of British Columbia

FSCT 6406 BBY \$410 FORENSIC VIDEO TECHNOLOGIES

The exponential growth in forensic video applications in law enforcement is staggering. Crime scene and security videos form a frequent component of serious criminal investigations. This course provides students with an in-depth analysis of the uses and evidentiary value of videotape. Through site surveys, students will discover contemporary video surveillance technologies and techniques. Students will interpret recent Supreme Court decisions, which have recognized that videotape

does not lie. Investigators will be challenged to look for video at every crime scene; once it is found, they will learn how to use it, and how to apply proper rules of evidence in order to protect it for court. The course will analyse the proliferation of video cameras in today's society and demonstrate to investigators how they can take advantage of this accurate and powerful source of evidence. Prerequisite: FSCT 5001 + 5002 as asset.

Apr 18 Sat 1330-1700 11 wks JIBC* CRN 26263
*Classes held at the Justice Institute of British Columbia

FSCT 6602 DTC \$356.30 INTRODUCTION TO FORENSIC ACCOUNTING

This course provides an introduction to forensic accounting and emphasizes a workshop approach to encourage collegial exchange. The first of four main sections of the course provides an overview of what forensic accounting is, as well as how it is applied. The second section addresses accounting principles, financial records, accounting systems and financial statements from a forensic accounting perspective. The third and longest section focuses on forensic accounting approaches to investigating a variety of frauds. The fourth and concluding section looks at forensic accounting evidence, reporting and expert witness testimony. Though other applications of forensic accounting will be discussed, the emphasis of the course will be on forensic accounting related to fraud and theft related offenses. Prerequisite: FSCT 5001, 5002, 5003, 5004, accounting course, or equivalent work experience an asset.

May 7 Thr 1830-2130 8 wks DTC CRN 26436

MATHEMATICS (604) 451-6709

The Mathematics division of Academic Studies offers Pre-Entry and refresher Mathematics courses for those who require an upgrade in Mathematics. For more information about these courses, please see page 44 of this flyer.

MATH 1011 BBY \$258 TECHNICAL MATHEMATICS 1: TRIGONOMETRY

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

Apr 14 Tue 1845-2145 12 wks BBY CRN 20690

MATH 1012 BBY \$258 TECHNICAL MATHEMATICS 2: LOGARITHMS AND ANALYTIC GEOMETRY

Theory and application of common and natural logarithms and an introduction to analytic geometry. Emphasis on the plotting, interpretation and uses of logarithmic/semilogarithmic graphs; geometric and practical properties of conic sections; polar/rectangular transformations. Quadratic surfaces are briefly discussed. Prerequisite: Recent Math 12 or MATH 0001 or equivalent, with a "C+" or better.

Apr 16 Thr 1845-2145 12 wks BBY CRN 20691

MATH 3431 BBY \$253 TRANSFORM CALCULUS FOR ELECTRONICS

First and second order differential equations. The Laplace transform as an integral function. Transform pairs for functions and operations, inverse transforms from tables; techniques of partial fraction expansion for inverse transformation. Poles, zeroes, s-plot, s-domain circuit diagram and applications. Transients in multimesh circuits, transfer functions and frequency response to sinusoidal inputs. Fourier series, trigonometric fourier coefficients and frequency spectrum. Prerequisite: MATH 2431 or MATH 2434/2435.

Jun 1 Mon/Wed 1845-2145 6 wks BBY CRN 24844

PHYSICS (604) 412-7446

The Physics division of Academic Studies offers Pre-Entry and refresher Physics courses for those who require an upgrade in Physics. For more information about these course please see page 44 of this flyer.

PHYS 1301 GENERAL PHYSICS 1 BBY \$588

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

Jun 1 Mon-Fri 0900-1200 6 wks BBY CRN 23753

PHYS 2301 GENERAL PHYSICS 2 BBY \$588

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

Jul 13 Mon-Fri 0900-1200 6 wks BBY CRN 23754

Bachelor of Technology Degree Studies

BACHELOR OF TECHNOLOGY DEGREE STUDIES

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

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

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

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

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

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

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

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

TO APPLY

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

BACHELOR OF TECHNOLOGY IN ACCOUNTING

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

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

Entrance requirements:

- Financial Management Diploma or equivalent with an average of at least 70 per cent.
- Two years of relevant work experience or approved experience.

BACHELOR OF TECHNOLOGY IN COMPUTER SYSTEMS

(604) 432-8459 rpajunen@bcit.bc.ca

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

- graduates of two-year diploma programs in Computer Systems;
- computer professionals wishing to acquire advanced formal qualifications;
- degree holders in other disciplines engaging in a career change into the computer industry.

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

COMP 2653 COMP SYSTECH FOUNDATION 1 BBY \$1210

This intensive course is intended for applicants to the Bachelor of Technology degree program in Computer Systems who need COMP 2425 (C Programming Language 1), COMP 2605 (Data Communications Concepts 1), COMP 2610 (Exploring Technical Aspects), and COMP 1615 (Computer Systems Introduction 1) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments are used to cover the material. Prerequisite: COMP 1450 or COMP 1457 or permission of program head or instructor.

Apr 20 Mon 1845-2145 12 wks BBY CRN 24894

COMP 3653 COMP SYSTECH FOUNDATION 2 BBY \$910

This intensive course is intended for applicants to the Bachelor of Technology degree program in Computer Systems who need COMP 3425 (C Programming Language 2), COMP 3605 (Data Communications Concepts 2) and COMP 3640 (Operating Systems Concepts) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments are used to cover the material. Prerequisite: COMP 2653 or permission of program head or instructor.

Apr 15 Wed 1845-2145 12 wks BBY CRN 25995

COMP 7005 DTC \$378.30 DATA COMMUNICATION PRINCIPLES

Covers topics beyond those in COMP 3720. Applies theoretical material from COMP 3720 to the design and development of communication applications. Presents a broad range of topics needed to apply the principles of data communications. Prerequisite: COMP 3720, or COMP 2605 and COMP 3605, or permission of instructor and program head.

Apr 20 Mon 1800-2130 12 wks DTC CRN 26034

COMP 7071 DATABASE DESIGN DTC \$378.30

Focuses on two major aspects of database design: 1) Logical data modelling and 2) Relational database design and optimization. Prerequisite: COMP 3710, or permission of instructor and program head.

Apr 16 Thr 1800-2130 12 wks DTC CRN 26035

COMP 7081 DTC \$378.30 TECHNICAL ISSUES IN SOFTWARE DEVELOPMENT

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

Apr 20 Mon 1830-2200 12 wks DTC CRN 24897

COMP 7401 BBY \$380 ADVANCED TOPICS IN PROGRAMMING METHODOLOGY

Focuses on software engineering techniques using the language Ada. Presents the features unique to Ada and how they are used in software development. Prerequisite: COMP 7081 and acceptance into the Bachelor of Technology in Computer Systems, or permission of program head or instructor.

Apr 14 Tue 1830-2200 12 wks BBY CRN 26036

Bachelor of Technology Degree Studies

COMP 7615 BBY \$380

SELECTED TOPICS IN COMPUTER SYSTEMS

Focuses on software development issues for multimedia applications. Uses Visual C++, MFC and DirectX to create multimedia applications. Prerequisite: COMP 7081 and acceptance into the Bachelor of Technology in Computer Systems, or permission of program head or instructor.

Apr 15 Wed 1845-2145 12 wks BBY CRN 26037

COMP 8081 BBY \$380

MANAGEMENT ISSUES IN SOFTWARE ENGINEERING

Presents topics important to managing software development projects. Concentrates on understanding and applying state-of-the-art management techniques to improve software productivity. Emphasizes management issues: project leadership, communication, critical thinking and problem-solving skills. Prerequisite: COMP 7081 (or COMP 7655) or permission of instructor and program head.

Apr 15 Wed 1830-2200 12 wks BBY CRN 25996

COMP 8505 BBY \$380

SELECTED TOPICS IN DATA COMMUNICATIONS

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

Apr 16 Thr 1730-2100 12 wks BBY CRN 25997

COMP 8511 BBY \$380

SELECTED TOPICS COMPUTER GRAPHICS

Explains image processing (sizing, contrast stretching, filtering, transforming), then the use of JAVA in computer animation. Student projects include the topics Morphing, Computer Animation (with VERTIGO), Fractals, Stereograms, Particle Systems, Wavelets, Ray Tracing, Radiosity Models, etc. Prerequisite: COMP 8011 (or COMP 7840), or permission of instructor and program head.

Apr 20 Mon 1730-2100 12 wks BBY CRN 24900

COMP 8557 BBY \$380

SELECTED TOPICS IN APPLIED ARTIFICIAL INTELLIGENCE

Emphasizes creating applications using techniques from COMP 8057. Varies in detailed contents and pacing of the course material from year to year, according to interests and needs of the students, and according to developments in the field. Prerequisite: COMP 8057 (or COMP 7495), or permission of instructor and program head.

Apr 16 Thr 1730-2100 12 wks BBY CRN 24901

COMP 8571 BBY \$380

Discusses emerging object-oriented database technology, object-oriented design and development, database systems, data administration, data dictionary systems, data access standards for client/server and distributed database systems. Prerequisite: COMP 8071 (or COMP 7660), or permission of instructor and program head.

Apr 14 Tue 1730-2100 12 wks BBY CRN 25998

BACHELOR OF TECHNOLOGY IN ENVIRONMENTAL ENGINEERING TECHNOLOGY (604) 451-6906

(604) 432-8344 mmccormi@bcit.bc.ca

VISIT OUR HOME PAGE AT:

www.bcit.bc.ca/Programs/Adp/Post/Degrees/eeng_adp_programs.htm

ORIENTATION NIGHT - NO CHARGE

The Environmental Engineering department invites anyone interested in pursuing a Bachelor of Technology in Environmental Engineering to attend our orientation session. Program content and study modes will be discussed.

Date: Wednesday, May 13, 1998
Time: 18:30-20:30
Location: BCIT Burnaby Campus, Building SW1, Room 1205

If you wish to attend, please contact Monica McCormick at (604) 451-6906 to reserve a seat.

Program Objective

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

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

The program is intended to provide the additional skills and knowledge that Engineering Technology and Science graduates require to successfully work on environmental problems faced by the engineering and construction industries. It should also serve the professional development needs of practicing technologists and engineers working in the environmental areas.

The program is structured to accommodate the requirements of applicants from a wide range of science or engineering backgrounds.

Entry Requirement

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

A. Common Core

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

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

B. Management—Required:

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

Electives (2 credits required):

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

C. Major Elective Studies (19 credits from 4 topic areas)

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

D. Graduating Project

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

E. Liberal Education

(12 credits required)

CHECK ROOM LOCATIONS & SCHEDULE UPDATES ON THE WEB AT: www.bcit.bc.ca/admissions_home.htm

EENG 7700 ENVIRONMENTAL CASE STUDIES BBY \$172

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

Apr 21 Tue 1830-2130 6 wks BBY CRN 25972

EENG 7712 ORGANIC CHEMISTRY BBY \$172

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

Apr 23 Thr 1830-2130 6 wks BBY CRN 24813

EENG 7714 BBY \$339

METHODS OF WASTEWATER ANALYSIS

This course will introduce the student to some of the analytical methods used to determine common pollutants in water and wastewater. The theoretical aspects of each analysis as well as typical industrial pollution problems related to local industry are discussed during the lecture periods. Students practice the use of laboratory equipment in accordance with proper procedures in the laboratory periods. Prerequisite: EENG 7712. (2 credits)

Apr 22 Wed 1830-2130 12 wks BBY CRN 25973

EENG 7717 HYDROLOGY FOR EET BBY \$172

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

Apr 21 Tue 1830-2130 6 wks BBY CRN 24812

EENG 7719 SURVEY TECHNIQUES FOR EET BBY \$172

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

Apr 25 Sat 0900-1200 6 wks BBY CRN 24804

EENG 7720 APPLIED MICROBIOLOGY BBY \$172

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

Jun 10 Wed 1830-2130 6 wks BBY CRN 25037

EENG 7721 APPLIED TOXICOLOGY BBY \$172

This course provides an introduction to the principles of toxicology, as applied to environmental engineering. Course topics include a review of biological, organic and inorganic substances and their properties and behaviour in the environment; the biological responses of cells and animals to toxic substances; and the application of toxicology to risk assessment and the development of water-quality guidelines. Prerequisite: EENG 7720. (1 credit)

Apr 20 Mon 1830-2130 6 wks BBY CRN 25042

EENG 7741 CONTAMINANT HYDROGEOLOGY BBY \$339

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

Apr 20 Mon 1830-2130 12 wks BBY CRN 24815

EENG 7742 GROUNDWATER MODELLING BBY \$339

This course is the third of a three-course series in the Groundwater technical studies. It introduces students to the basics of two major modelling tools used in industry: finite difference and finite element. The course explores mathematical basis of the two methods and allows students to experiment with simple models of each type, using computers. Prerequisite: EENG 7741 (may be taken concurrently). (2 credits)

Apr 21 Tue 1830-2130 12 wks BBY CRN 25039
Apr 23 Thr 1830-2130 12 wks BBY CRN 25975

EENG 8751 BBY \$172

MUNICIPAL WASTEWATER TREATMENT 2

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

Apr 23 Thr 1830-2130 6 wks BBY CRN 25977

EENG 8753 BBY \$172

INDUSTRIAL WASTEWATER TREATMENT 2

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

Apr 20 Mon 1400-1700 6 wks BBY CRN 25971

EENG 8754 BBY \$172

INDUSTRIAL WASTEWATER TREATMENT 3

This course is a continuation of EENG 8753 and covers additional treatment methods for industrial liquid wastes. The unit processes discussed are primarily physical-chemical processes including chemical coagulation and precipitation, adsorption, ion exchange, membrane separation, chemical oxidation and gas transfer. The course will conclude with a discussion on residual management. Prerequisite: EENG 8753. (1 credit)

Apr 22 Wed 1830-2130 6 wks BBY CRN 24805
Jun 9 Tue 1400-1700 6 wks BBY CRN 25980

EENG 8755 DRINKING WATER TREATMENT BBY \$172

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

Apr 20 Mon 1830-2130 6 wks BBY CRN 25970

EENG 8762 LANDFILL DESIGN & OPERATION BBY \$172

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

Apr 22 Wed 1830-2130 6 wks BBY CRN 24810

Bachelor of Technology Degree Studies

EENG 8763 ENVIRONMENTAL CONTROLS FOR LANDFILLS BBY \$172

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

Jun 10 Wed 1830-2130 6 wks BBY CRN 25043

EENG 8768 ADVANCED RESIDUALS MANAGEMENT BBY \$339

Hazardous material and waste management is a subject that touches all lives. Every day we encounter hazardous material or hazardous waste in our homes, schools and place of work. How one manages those encounters is the topic of this course. This course is designed to help students learn on all aspects of hazardous material and waste management. Major emphasis will be on Acts and Regulations governing hazardous material and waste as well as determination, classification, handling and storage of hazardous waste. Other topics such as pollution prevention and waste minimization will be covered in this course. This course is designed at a level to be useful to a broad spectrum of professionals involved with various aspects of hazardous materials and wastes, including regulation, treatment, remediation, transport, waste minimization and research. Prerequisite: EENG 8760. (2 credits)

Apr 20 Mon 1830-2130 12 wks BBY CRN 24806

EENG 8771 CONTAMINATED SITE INVESTIGATION PROCESS BBY \$172

This course is the second of a five-course series in the contaminated sites technical studies. It introduces students to the second major process in contaminated site management: site investigation. The course highlights the importance of site characterization in terms of soil, water and sediment, as an essential and integral part of the overall management of contaminated sites. It also focuses on the role of the site investigator, and on a phased planning approach to obtaining proper data to characterize site contamination, evaluate remedial alternatives and assess risks. Students are shown how to use their professional judgement in applying the scientific (and iterative) process of formulating a hypothesis, or conceptual model, which is subsequently tested and revised as necessary based on sampling results. Prerequisites: EENG 7741 and 8770. (1 credit)

Apr 23 Thr 1830-2130 6 wks BBY CRN 25976

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

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

Apr 23 Thr 1400-1700 6 wks BBY CRN 24832

EENG 8774 SITE REMEDIATION TECHNOLOGIES BBY \$172

This course is the last of a five-course series in the contaminated sites technical studies. It focuses specifically on the range of remedial technologies that are available and provides students with the skills to apply appropriate technologies in given situations. Discussion on the techniques to monitor and evaluate performance of the selected remedial options are also included. Since this is the final course in the series, this course also focuses on integrating the material from the first four courses. Prerequisite: EENG 8773. (1 credit)

Apr 20 Mon 1830-2130 6 wks BBY CRN 24814
Jun 11 Thr 1400-1700 6 wks BBY CRN 24811

EENG 8780 ENVIRONMENTAL LAW 1 BBY \$172

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

Jun 11 Thr 1830-2130 6 wks BBY CRN 25040

EENG 8782 VALUE ANALYSIS AND ENVIRONMENTAL MANAGEMENT BBY \$172

This course provides an overview of the context, process, framework, methods and case studies for valuing and managing environmental aspects of projects on a global, regional and local scale. The course will provide the student with: the knowledge and tools needed to apply cost benefit analysis method for appraisal of environmental projects including putting value on environmental effects. The student will also learn to apply the guiding principles of sustainability; and consider the

laws, policies and regulations related to environmental management. Other topics that will be discussed include Environmental Management Systems (EMS), life-cycle analysis; environmental risks and liabilities. Prerequisite: EENG 8781. (1 credit)

Apr 20 Mon 1830-2130 6 wks BBY CRN 25044

EENG 8783 RISK MANAGEMENT BBY \$172

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

Jun 11 Thr 1830-2130 6 wks BBY CRN 25036

EENG 8784 ENVIRONMENTAL LAW 2 BBY \$172

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

Jun 8 Mon 1830-2130 6 wks BBY CRN 25979

EENG 8801 TERRAIN MAPPING & EROSION PROCESS BBY \$172

Apr 17 Fri-Sun 0900-1600 3 days BBY CRN 26443

EENG 8802 FOREST ROAD DESIGN & CONSTRUCTION BBY \$172

Apr 24 Fri-Sun 0900-1600 3 days BBY CRN 26444

EENG 8803 FOREST ROAD REHABILITATION BBY \$172

May 8 Fri-Sun 0900-1600 3 days BBY CRN 26445

EENG 8804 HYDROLOGICAL MAPPING & HYDROMETRICS BBY \$172

May 22 Fri-Sun 0900-1600 3 days BBY CRN 26446

EENG 8823 ANALYTICAL ATOMIC SPECTROSCOPY 2 BBY \$172

This course is a continuation of Analytical Atomic Spectroscopy 1. Major topics include: optimization of plasma operating conditions, other emission sources — DCP, FAPES, flow discharge, arc, spark; sample induction — pneumatic and ultrasonic nebulizers; ICP-MS — mass selectors; separation and preconcentration strategies; sample preparation. Laboratory exercises include: SIMPLEX optimization; effects of interference and matrix effects on detection limits, analysis of water, plants and sediments; use of organic solvents in the ICP. Prerequisite: EENG 8822 or Departmental Approval. (1 credit)

Apr 23 Thr 1830-2130 6 wks BBY CRN 26137

EENG 8824 GAS CHROMATOGRAPHY AND MASS SPECTROMETRY BBY \$339

Most samples occur as mixtures. Even if effective steps are taken to isolate the compounds of interest, a mixture is usually still left to be analysed. The importance of gas chromatography is explained by its ability to separate components in a mixture. In mass spectrometry, the mass spectrum is as unique to a compound as fingerprints are to people. When gas chromatography is combined with mass spectrometry (GC/MS), a technique is created with which the components of a mixture can be separated and identified. It is the purpose of this course to discuss the techniques of modern GC/MS as applied to the separation and identification of agricultural and environmental compounds. Prerequisite: 2 yr Science Diploma and EENG 8822 or equivalent. (2 credits)

Apr 20 Mon 1830-2130 12 wks BBY CRN 25978

EENG 8900 PROJECT REPORTS BBY \$172

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

Jun 9 Tue 1830-2130 6 wks BBY CRN 25981

EENG 8901 PROJECT PROPOSAL BBY \$172

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

Apr 25 Sat 0900-1200 2 wks BBY CRN 24809

EENG 8902 TECHNICAL PRESENTATIONS BBY \$339

The ability to make an effective presentation is now more essential than ever for individuals wanting to advance their careers. This course will allow participants to analyse the needs of your audience and then integrate your objective to the content and audience. Video feedback will be used extensively to provide immediate and practical comments as you develop comfort and confidence in business presentations. Prerequisite: EENG 7700. (2 credits)

Apr 22 Wed 1830-2130 12 wks BBY CRN 25034

EENG 8903 APPLIED RESEARCH PROJECT BBY \$500

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

Ongoing registrations Contact Monica McCormick at (604) 451-6906 for registration information.

BUSA 7250 MANAGEMENT SKILLS AND APPLICATIONS BBY \$340

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

Apr 14 BBY CRN 25223

BACHELOR OF TECHNOLOGY DEGREE IN MEDICAL IMAGING

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

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

BACHELOR OF TECHNOLOGY DEGREE IN TECHNOLOGY MANAGEMENT

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

Please see page 45 for more details on the Advanced Diploma in Technology Management.

BACHELOR OF TECHNOLOGY DEGREE IN SPECIALTY NURSING

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

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

Information Sessions are available Tuesday, June 2 from 1100-1300 and Wednesday June 3 from 1800-2000 in SE12 Room 122 at the Burnaby campus, 3700 Willingdon Avenue, Burnaby, B.C.

Business

WHO'S WHO

Broadcast Communications

Mary-Kay Thurston, Part-time Studies Coordinator	(604) 432-8668
Vicki Forbes, Program Assistant	(604) 432-8611
Facilities Rental Information	(604) 432-8863

Business Administration

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

Financial Management

Allan Cobbett, Program Head, Part-time Studies/Industry Training	(604) 451-6793
Tim Edwards, Part-time Studies Coordinator	(604) 412-7453
Jean Covell, Program Assistant	(604) 432-8609
Ruth MacKay, Distance Education Assistant	(604) 412-7417

The Imaging Series (BCIT-Kodak)

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

Interior Design

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

Marketing Management

Morie Shacker, Part-time Studies Coordinator	(604) 432-8572
Vicki Forbes, Program Assistant	(604) 432-8611
Marketing Research	Small Business Development
Real Estate Development	Professional Sales
Tourism	

Media Techniques for Business

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

Medical Office Assistant

Laura Davie, Part-time Studies Coordinator	(604) 432-8614
Brenda Mason, Program Assistant	(604) 451-7032

Operations Management - Industry Training

Brenda Mason, Program Assistant	(604) 451-7134
ISO 9000 Workshops	Business Improvement Workshops

Operations Management

Ron Wlock, Part-time Studies Coordinator	(604) 432-8991
Vicki Forbes, Program Assistant	(604) 432-8611
APICS - The Educational Society for Resource Management	
Management Engineering	Materials Management
Quality Management	Facilities Management
Business Math	

Program Advising

Chris Lloyd, Program Advisor, Business	
Part-time Studies	(604) 432-8829
Sandra Zanatta, Program Advisor, Business	(604) 432-8455

WHAT'S NEW IN BUSINESS!

Business Administration

- Now offering three new associate certificates in Leadership, Electronic Commerce and Mediation
- Internet delivery offered for the following courses: BUSA 1005 Introduction to Business; BUSA 2005 Management (Summer 1998); ECON 1150 Economic Issues.
- New courses offered are: BLAW 3805 Human Rights and the Law; and, BUSA 3405 Problem-solving and Decision-making (fully revised).
- Currently developing International Management Certificate and associate certificates in Organizational Change and Development and Public Sector (not for profit) Management. Complete details will be available in our Fall 1998 Flyer.

Financial Management

- Bachelor of Technology Degree in Accounting.
- The Financial Planners Standards Council of Canada (FPSCC) has confirmed that graduates of BCIT's Associate Certificate in Financial Planning program have achieved the educational prerequisite necessary to write the CFP comprehensive examination administered by the FPSCC and so attain the CFP designation.

Multimedia

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

Operations Management Part-time Studies

- Introduction to ISO 14000 Environmental Standards (OPMT 1144).
- Using ISO 9000 for continuous improvement (OPMT 4306).
- Basics of supply chain management (APIC 1171).

Operations Management-Industry Training and Business Improvement Workshops

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

BUSINESS CERTIFICATE PROGRAMS

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

Broadcast Communications:

Radio	Broadcast Journalism
Television	Broadcast Management

Business Administration:

Management Systems	Human Resource Management
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Associate Certificates:

Electronic Commerce (A.C.E.C.)	Leadership (A.C.L.)
Mediation (A.C.M.)	

Career Programs:

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

Associate Certificates:

Medical Office Assistant	Desktop Publishing
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Financial Management:

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

Marketing Management:

Marketing Management	Marketing Communications
Professional Sales	Tourism Marketing

Associate Certificates:

Customer Service	Sales Skills
Tourism	Marketing Communications

Operations Management:

Industrial Engineering	Management Engineering
Materials Management	Quality Management
Facilities Management	Transportation Logistics

INDUSTRY SERVICES AND TRAINING

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

Broadcast Communications:

Broadcast Communications offers an extensive list of equipment, facilities and competencies for rent. This list includes:

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

Business Administration:

Employers are assisted by designing and delivering custom courses to meet specific organizational needs or delivering standard credit courses at an employer's training facility or at a BCIT campus. Individual courses for industry training include:

- Time Management and Productivity Skills
- Training Skills for Trainers
- How to Develop and Sustain Your Firm's Competitive Advantage
- Value Creation - The New Wealth Generation/Decision-Making Tool for Today's Business
- Motivating Your Staff - A Challenge for Leaders
- Teamwork - The New Performance Enhancer
- Gender Differences in Communication
- Achieving Career Success

Contact the Business Administration Coordinator (604) 451-6784 for details.

Financial Management:

Financial Management assists employers by designing and delivering custom courses to meet specific organizational needs or delivering standard credit courses at an employer's training facility or a BCIT campus classroom. Contact the Financial Management program head (604) 451-6793 for details.

Marketing Management:

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

Operations Management:

- ISO 9000 Workshops
- Business Improvement Workshops
- Marine Emergency Response

BROADCAST COMMUNICATIONS

(604) 432-8668 mthurston@bcit.bc.ca
(604) 432-8611 vforbes@bcit.bc.ca

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

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

Most prospective applicants are advised to enrol in one of our "introductory" courses as a first step. These are BCST 1150 - RADIO Introduction, BCST 1160 - TELEVISION AND VIDEO Introduction and BCST 1170 - BROADCAST JOURNALISM Introduction. Students receive a solid grounding in each field and practical experience with broadcast equipment and procedures.

First Level Courses

BCST	1101	Technical Introduction
BCST	1104	Computer Basics for Broadcast
BCST	1130	Introduction to News Reporting
BCST	1140	Broadcast Industry Operations
BCST	1141	Broadcast Sales and Management
BCST	1143	The Music Business and the Broadcast Industry
BCST	1144	Writing for the Media
BCST	1145	Copywriting for Radio and TV
BCST	1146	Broadcast Advertising and Promotion
BCST	1148	Interviewing for Radio and TV
BCST	1149	Information Technology and Broadcasting
BCST	1150	Radio Broadcasting Introduction
BCST	1151	Radio and TV Announcing
BCST	1152	Radio Music and Programming
BCST	1153	Music Recording Techniques
BCST	1154	Introduction to Radio News
BCST	1160	TV and Video Introduction
BCST	1161	Film for Beginners
BCST	1162	Dramatic Writing for Film and TV
BCST	1163	Script Supervisor for Film
BCST	1164	The Heartbeat of Film Production
BCST	1165	Video Editing Workshop
BCST	1166	Visual Fundamentals
BCST	1167	Production Assistant for TV News
BCST	1168	The Writer/Producer/Director for TV
BCST	1169	TV Variety, Talk and Entertainment Production
BCST	1170	Broadcast Journalism Introduction
BCST	1171	Broadcast News Writing
BCST	1172	Investigative Reporting
BCST	1173	Sportscasting
BCST	1174	Video Journalism
BCST	1175	Talk Radio: The Producer's Toolbox
BCST	1176	Introduction to Media Relations
BCST	1178	Public Affairs Broadcasting
BCST	1180	Introduction to Non-Linear Video Editing
BCST	1181	Television and Video Post Production

Second Level Courses (requiring one or more prerequisites)

BCST	2222	Theory of Color Television Systems
BCST	2223	TV Production Planning
BCST	2245	Advanced Radio Copywriting
BCST	2250	Digital Audio Production
BCST	2252	Radio Commercial and Audio Production
BCST	2253	Radio Operations Lab
BCST	2254	Advanced Digital Recording Concepts

MANAGEMENT CERTIFICATE IN BROADCAST COMMUNICATIONS

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

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

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

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Business

Radio

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

Television

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

Broadcast Journalism

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

Broadcast Management

COMM	1103	Intro to Business and Tech Communication
COMM	0040	Making Meetings Work
BUSA	1305	Supervisory Skills
BUSA	2005	Management 1
BUSA	2205	Management 2
BUSA	3405	Problem-Solving/Decision-Making
HRMG	3105	Human Resources Management
HRMG	3305	Selection Interviewing
HRMG	3705	Counselling 4
ORGB	2505	Interpersonal Skills
FMGT	1152	Accounting for the Manager
MKTG	1102	Essentials of Marketing
MKTG	1112	Customer Relations
MKTG	2202	Introduction to Marketing Communications
MKTG	2341	Introduction to Marketing Research

COURSES OFFERED THIS TERM:

BCST 1101 TECHNICAL INTRODUCTION BBY \$258

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

Apr 15 Wed 1845-2145 12 wks BBY CRN 22835

BCST 1104 COMPUTER BASICS FOR BROADCAST BBY \$270

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

May 9 Sat 0900-1600 5 wks BBY CRN 23811
May 10 Sun 0900-1600 5 wks BBY 24081
Aug 10 Mon-Fri 0900-1600 1 wk BBY 24477

BCST 1140 BROADCAST INDUSTRY OPERATIONS BBY \$277

DIRECTED STUDY. Students learn about regulatory bodies, government agencies and acts, audience measurement services, societal issues, music licensing, radio and television regulations, unions, educational broadcasting, broadcast policies, etc. and how they affect the day-to-day operations of broadcast outlets. As a directed study course, the material directs students to sources of information on all topics. Class meets on the first night only—all other work is done at home. **Note: Creditable to the day school radio, television and broadcast journalism programs.**

Apr 14 Tue 1845-2145 12 wks BBY CRN 20373

BCST 1143

THE MUSIC BUSINESS AND THE BROADCAST INDUSTRY

Students learn the roles, responsibilities and operations of talent agencies and music management companies, concert promotion and merchandising, song writing and publishing, copyright, record company operations and manufacturing, recording studios, contract administration, etc., and how to "get air-play" on radio stations. **Note: Creditable to the day school Radio program.**

Apr 13 Mon 1845-2145 12 wks BBY CRN 20375

BCST 1144 WRITING FOR THE MEDIA

Students learn to write in broadcast-style with an emphasis on how to become freelance writers. You will learn the basics of how writing for radio and television differs from writing for print media. And you will discover how to develop and write freelance pieces while learning what sells and how to sell it. As well as learning standard journalistic style, there will also be an emphasis on developing your own personal broadcasting style.

Apr 16 Thr 1845-2145 12 wks BBY CRN 20376

BCST 1145

COPYWRITING FOR RADIO AND TELEVISION

CREATIVE MADNESS!! Students learn professional techniques for writing commercials for radio and television. Tips, tricks and trade secrets for writing and producing commercials while maintaining your own sanity and sense of humour are combined with critiques of student produced work. Weekly practical application with a career orientation!

Apr 15 Wed 1845-2145 12 wks BBY CRN 20377

BCST 1148

INTERVIEWING FOR RADIO AND TELEVISION

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

Apr 13 Mon 1845-2145 12 wks BBY CRN 21376

BCST 1150

RADIO BROADCASTING INTRODUCTION

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

Apr 13 Mon 1845-2145 12 wks BBY CRN 20378
Apr 16 Thr 1845-2145 12 wks BBY 20379

BCST 1151 RADIO AND TV ANNOUNCING

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

Apr 14 Tue 1845-2145 12 wks BBY CRN 20380

BCST 1153 MUSIC RECORDING TECHNIQUES

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

Apr 16 Thr 1845-2145 12 wks BBY CRN 23807

BCST 1154 INTRODUCTION TO RADIO NEWS

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

Apr 14 Distance Ed Tue BBY CRN 24869

BCST 1160

TELEVISION AND VIDEO INTRODUCTION

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

Apr 13 Mon 1845-2145 12 wks BBY CRN 20383
Apr 14 Tue 1845-2145 12 wks BBY 20382

BCST 1161 FILM FOR BEGINNERS

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

Apr 15 Wed 1845-2145 12 wks BBY CRN 20384

BBY \$258

BCST 1164 HEARTBEAT OF FILM PRODUCTION BBY \$258

Students learn about film production from the point where the pulse begins to beat! This course studies "how it all comes together" from start to finish in the production office. Students examine the vital role that the production office plays in creating feature films, TV movies and episodic television, from producers to writers to the camera department and editing. There is no prerequisite, but this is an excellent follow-up course to BCST 1161.

Apr 13 Mon 1845-2145 12 wks BBY CRN 24934

BCST 1165

VIDEO EDITING WORKSHOP (FORMERLY BCST 1102)

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

Apr 4 Sat/Sun 0900-1600 2 wks BBY CRN 24867
May 30 Sat/Sun 0900-1600 2 wks BBY 25158

BCST 1170

BROADCAST JOURNALISM INTRODUCTION

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

Apr 14 Tue 1845-2145 12 wks BBY CRN 26302
Apr 15 Wed 1845-2145 12 wks BBY 20388

BCST 1180

INTRODUCTION TO NON-LINEAR VIDEO EDITING

Students learn techniques and procedures for editing video productions on non-linear (computer) video editing systems. Similar systems are in use in television and video production operations around the world. This introduction provides a solid grounding in the management and operation of off-line and on-line non-linear editing platforms.

Apr 19 Sun/Wed/Thr 2 wks BBY CRN 25160
Wed/Thr 1800-2230 Sun 1000-1600

BCST 1188

DOING BUSINESS WITH THE FILM BUSINESS

Does your business provide goods or services in any of the following areas?...Antiques, air travel, accommodation, building supplies, aircraft rental, boat charters...or any of the 1001 other things required by film production industry. It offers techniques for finding out **what** is doing in B.C.'s half billion dollar (and growing) film industry, **who** makes purchasing decisions and **how** to contact them. A must for all, from the small business person to marketing executives.

Mar 28 Sat 1000-1600 1 day BBY CRN 40618
Apr 25 Sat 1000-1600 1 day BBY 26475

BCST 2222

THEORY OF COLOR TELEVISION SYSTEMS

Students are introduced to the relationship between the biology of the human eye, the physics of light, the psychology of the human brain and the invention of the color television system. This understanding is then applied to an explanation and study of the color television signal path from cameras and lens, through recording formats and methods, measuring and testing equipment, production equipment through to final display. Students acquire a firm understanding on how a television signal is created, saved, manipulated, distributed, limitations of the system and the latest developments. Prerequisite: BCST 1101. **Note: Creditable to the day school television program.**

Apr 16 Thr 1845-2145 12 wks BBY CRN 25162

BCST 2223 TELEVISION PRODUCTION PLANNING BBY \$277

Students learn the techniques and methods used in managing and organizing the details of pre-production, production and post-production activities in a studio or location television or video production. Students acquire skills in budgeting, production, scheduling, crewing and other elements of successful productions. Prerequisite: BCST 1160. **Note: Creditable to the day school television program.**

Apr 16 Thr 1845-2145 12 wks BBY CRN 20374

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

These non-credit seminars and workshops provide participants with management and leadership skills development training, in one-and-two-day formats. All sessions focus on employee development. Employers are encouraged to sponsor their staff in attending workshops. Your company can be invoiced for fees simply by sending a letter on company letterhead along with your registration form, stating that the company is to be invoiced for the fees. All workshops are presented by professionals in the respective fields and provide a high quality learning experience.

All seminars and workshops will be held at BCIT's Downtown campus, 555 Seymour Street, Vancouver, unless otherwise noted. Prices include GST. The refund deadline for all sessions is one week prior to course date. For more information contact:

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



BTCW 0106 DTC \$316.30

TIME MANAGEMENT AND PRODUCTIVITY SKILLS

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

May 5 Tue/Wed 0830-1630 DTC CRN 23687

BTCW 0117 TRAINING SKILLS FOR TRAINERS DTC \$316.30

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

Jun 9 Tue/Wed 0830-1630 DTC CRN 23686

BUSA 0101 DTC \$150 (INCL. LUNCH)

HOW TO DEVELOP AND SUSTAIN YOUR FIRM'S COMPETITIVE ADVANTAGE

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

May 9 Sat 0900-1700 1 day DTC CRN 23817

BUSA 0100 DTC \$150 (INCL. LUNCH)

VALUE CREATION - THE NEW WEALTH GENERATION/DECISION-MAKING TOOL FOR TODAY'S BUSINESS

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

Jun 6 Sat 0900-1700 1 day DTC CRN 23779

BUSA 0102 DTC \$150 (INCL. LUNCH)

MOTIVATING YOUR STAFF - A CHALLENGE FOR LEADERS

Designed for managers and supervisors who want to become more effective leaders at fostering an environment to increase employee motivation and commitment. Through group discussion, videos and case studies, participants will: review different forms of employee involvement that inspire employee motivation; understand how to empower and involve employees to improve organizational decision-making; learn a model to identify optimal levels of employee involvement; learn strategies to overcome potential problems with group decision-making; understand the role of leader and of manager in an organization; and determine what changes are required in their management approach to increase employee motivation and commitment.

May 23 Sat 0900-1700 1 day DTC CRN 26295

HRMG 0100 DTC \$150 (INCL. LUNCH)

TEAMWORK - THE NEW PERFORMANCE ENHANCER

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

Jun 13 Sat 0900-1700 1 day DTC CRN 23780

PERSONAL SUCCESS SERIES

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

BTCW 0123 DTC \$99 (INCL. LUNCH)

GENDER DIFFERENCES IN COMMUNICATION

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

May 16 Sat 0900-1700 1 day DTC CRN 25952

BTCW 0125 DTC \$199.30 (INCL. LUNCH)

ACHIEVING CAREER SUCCESS

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

May 30 Sat 0900-1700 2 days DTC CRN 25953

BUSINESS ADMINISTRATION

PART-TIME COURSES

(604) 432-8860 pdermott@bcit.bc.ca

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

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

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

ASSOCIATE CERTIFICATE PROGRAMS

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

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

This new associate certificate program examines the emerging impact of Electronic Commerce. The significance of this rapidly expanding area will be revealed through the study of its technology and business opportunities. The certificate's eight courses are designed to provide students with the knowledge, context and analytical creativity that will open them to the burgeoning reality of commerce on the Internet.

Complete the following:

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

Complete one of the following:

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

Complete one of the following:

Students must select and complete a computer-related course or courses involving lab time with a value of three credits. The following guidelines are recommended for selecting an appropriate computer course. As a minimum, students should be familiar with microcomputer operating systems and applications. These include Windows, word processing, presentation graphics and spreadsheets.

The next step in the study of business computing usually requires familiarization with database tools such as MS Access, decision-making using advanced spreadsheet techniques, or accounting software such as Simply Accounting or AccPac.

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

LEADERSHIP (A.C.L.)

In today's business environment success is dependent on the leadership skills at all levels within the organization. Leadership today must be able to bring people together to accomplish the extraordinary. Leaders are not necessarily found in the formal structure of an organization, but may emerge from within the group or from outside the group. It is essential for today's leader to understand their role and scope of influence both formally and informally in their organization. Excellent leaders foster high performance in their staff teams with the intent of realizing mutual goals while pursuing continuous improvement and development. Core courses incorporate learning materials from Zenger Miller, a global training organization.

Eight courses are required to complete the Associate Certificate in Leadership:

Complete the following:

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

Choose two of the following:

BUSA 1305 Supervisory Skills
BUSA 2005 Management
BUSA 2205 Organizational Behavior 2
BUSA 2805 Mentoring - Fostering Your Organizations Most Important Relationships
BUSA 3205 Business Ethics for the Global Manager
BUSA 3405 Problem-Solving/Decision Making
HRMG 3205 Labor Relations 1

MEDIATION (A.C.M.)

Business Administration now offers a contemporary Associate Certificate program in Mediation. The emphasis on alternate dispute resolution will develop key skills required to manage various types of disputes in the business workplace. The Associate Certificate consists of eight courses, which are offered on a rotating basis in each term.

BUSA 3300 Fundamental Mediating Skills
BUSA 3305 Introduction to Conflict Management
BUSA 3355 Fundamental Arbitrating Skills
BUSA 3360 Assessment Skills for Mediators and Arbitrators
BUSA 3365 Investigating and Fact Finding Skills for Mediators and Arbitrators
BUSA 3370 Legal Skills for Mediators and Arbitrators
BUSA 3375 Ethics of Mediation and Arbitration
BUSA 3380 Designing Conflict Management for your Organization
BUSA 3385 Practicum

CERTIFICATE IN MANAGEMENT SYSTEMS (C.M.S.)

A. Complete the following

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

B. Complete at least one of the following

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

C. Complete three of the following

HRMG 3105 Human Resource Management
HRMG 3205 Labor Relations 1
HRMG 3255 Labor Relations 2
MKTG 1102 Essentials of Marketing
ORGB 2505 Interpersonal Skills
BUSA 3005 Strategic Business Planning
BUSA 3405 Problem-Solving and Decision-Making

D. Complete one of the following

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

E. Three courses to be selected from the list of electives listed below. Course selection should reflect the student's career objectives.

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

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (C.H.R.M.)

A. Complete the following

BLAW 3100 Business Law
BUSA 1005 Introduction to Business
BUSA 2005 Management
FMGT 1152 Accounting for the Manager
HRMG 3105 Human Resource Management
ORGB 2205 Organizational Behavior 1
ORGB 3205 Organizational Behavior 2

B. Complete at least one of the following

ECON 1150 Economic Issues
ECON 2100 Microeconomics
ECON 2200 Macroeconomics

C. Complete at least three of the following

BLAW 3805 Human Rights and the Law
BUSA 3005 Strategic Business Planning
HRMG 2805 Occupational Health and Safety
HRMG 3205 Labor Relations 1
HRMG 3255 Labor Relations 2
HRMG 3305 Selection Interviewing
HRMG 3315 Human Resource Measurement
HRMG 3505 Training Techniques
HRMG 4145 Human Resource Information Systems
HRMG 4405 Salary Administration
HRMG 4415 Strategic Performance Management
HRMG 4605 Human Resource Planning
ORGB 2505 Interpersonal Skills

See Professional Development Currency Series for additional HRMG course options.

D. Complete one of the following

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

E. Three courses to be selected from the list of electives listed below. Course selection should reflect the student's career objectives.

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

Business

Suggested electives (for both Management Systems and Human Resource Management):
Electives should be chosen to complement career goals. The following electives are suggested as a guide for a standard path of studies. Variations must be approved by a program advisor or the Part-time Studies coordinator.

BLAW	3425	International Law
BLAW	3555	Real Estate Law
BLAW	3705	Small Business Law
BLAW	3805	Human Rights and the Law
BUSA	1305	Supervisory Skills
BUSA	2605	Decision Support
BUSA	2705	Teamwork Skills
BUSA	2905	Managing Conflict
BUSA	3005	Strategic Business Planning
BUSA	3015	Negotiation
BUSA	3105	Front Line Leadership - Part I
BUSA	3155	Front Line Leadership - Part II
BUSA	3165	Leadership 2000
BUSA	3205	Business Ethics
BUSA	3360	Assessment Skills for Mediators and Arbitrators
BUSA	3365	Investigating and Fact Finding Skills for Mediators and Arbitrators
BUSA	3370	Legal Skills for Mediators and Arbitrators
BUSA	3375	Ethical Issues in Conflict Resolution
BUSA	3380	Designing Conflict Management for Your Organization
BUSA	3405	Problem-Solving and Decision Making
BUSA	3455	Introduction to Electronic Commerce
BUSA	3465	Electronic Data Interchange
BUSA	3485	Online Business Management
ECON	3305	International Economics
HRMG	2805	Occupational Health and Safety
HRMG	3105	Human Resource Management
HRMG	3155	Enhancing People Skills
HRMG	3205	Labor Relations 1
HRMG	3255	Labor Relations 2
HRMG	3305	Selection Interviewing
HRMG	3315	Human Resource Measurement
HRMG	3505	Training Techniques
HRMG	3705	Counseling 1
HRMG	4145	Human Resource Information Systems
HRMG	4415	Strategic Performance Management
HRMG	4605	Human Resource Planning
HRMG	4705	Counseling 2
MKTG	1102	Essentials of Marketing
MKTG	1323	Effective Public Speaking
MKTG	1324	Small Business Development
OPMT	1117	Basic Quantitative Techniques in Administration
OPMT	1197	Statistics for Business and Industry
ORGB	2205	Organizational Behavior 1
ORGB	2305	Organizational Behavior 2
ORGB	2505	Interpersonal Skills
ORGB	2605	Managing Organization Change and Development I

Note: See Advanced Studies section for additional electives. See Professional Development/Currency Series for additional HRMG course options. (T) indicates course directly transferable to diploma program credits.

An Associate Certificate requires eight courses (24 credits), a Certificate requires fifteen courses (45 credits). A Senior Certificate in each of Management Systems or Human Resource Management can be achieved upon earning 100 credits. Diplomas in each of the same areas require 150 credits.

DISTANCE EDUCATION

Three courses will be offered by Correspondence and three courses delivered using the Internet.

Internet Courses:		
BUSA	1005	Introduction to Business
BUSA	2005	Management
ECON	1150	Economic Issues

INTERNET COURSE INFORMATION

These electronic courses normally allow you to complete all your course activities on-line. This can include assignments, quizzes, exams, cases, team discussions and projects, class discussions, and presentations. Help is provided to learn how to complete these activities.

You need to be able to connect to the Internet to take these courses. You do not need to have any special computer skills or experience, beginners have been quite successful.

Register for these electronic courses as you would for any other course. (The textbook is included in the course fee and it will be sent to you by courier.) The instructor will contact you to explain how the course works, to tell you how to sign on to the course, and to provide your user name and password so that you provide your current address, telephone number(s), and e-mail address when you register so that the instructor can contact you.

You can get additional information in specific courses by contacting Phillipa Dermott at (604) 432-8860, e-mail pdermott@bcit.bc.ca. She will put you in contact with the course instructor.

CORRESPONDENCE

BLAW	3100	Business Law
BUSA	2005	Management
BUSA	7250	Management Skills and Applications

CORRESPONDENCE COURSE INFORMATION

1. You may start your course at times specified by the instructor.
2. You may proceed in the course at your own speed, within the three-month limit.
3. You must have the prerequisites required.
4. Regular assignments are to be submitted for marking and will be returned to you with comments.
5. Examination dates are flexible.
6. Courses completed by correspondence are transferable for course credit to full-time and part-time programs.
7. The textbook is in addition to the course fee.
8. BCIT refund policy permits a refund less 15 per cent for correspondence courses prior to mailing of course materials.

BLAW 3100 BBY \$383 SRY DTC \$381.30 CORRESPONDENCE \$466.95 (TEXTBOOK INCLUDED) BUSINESS LAW (T)

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

May 4	Mon/Wed	1830-2200	8 wks	BBY	CRN	21177
May 4	Mon/Wed	1730-2100	8 wks	DTC		21178
May 5	Tue/Thr	1830-2200	8 wks	BBY		21179
May 5	Tue/Thr	1730-2100	8 wks	DTC		21180
Jun 9	Tue/Thr	0900-1230	8 wks	BBY		21182
Jun 8	Mon/Wed	1330-1700	8 wks	BBY		21183
Jun 8	Mon/Wed	1330-1700	8 wks	DTC		24544
May 4	Mon/Wed	1830-2200	8 wks	SRY		24855
May 9	Sat	0900-1700	8 wks	DTC		25944
Jun 6	Sat	0900-1700	8 wks	BBY		25945
May 4		Correspondence				25946

Registration cut-off is April 28/98, for Correspondence course only, to allow time for delivery of materials and textbook.

BLAW 3425 BBY \$258 DTC \$256.30 INTERNATIONAL TRADE LAW AND PRACTICE (T)

Presents a dynamic new survey course for import-export traders, service contractors and business students, offering a wide range of subjects including Incoterms, quotas, customs duties, international sale of goods, negotiable instruments and letters of credit, cargo insurance, litigation and arbitration, performance guarantees and the roles of bankers, carriers, forwarders and customs brokers. Taught by lawyers, this course provides the broad practical understanding necessary for successful action in the exciting and rewarding world of international trade. No prerequisite. May be combined with BLAW 3100. (3 credits)

Apr 22	Wed	1830-2130	12 wks	BBY	CRN	23488
Apr 23	Thr	1730-2030	12 wks	DTC		23489

BLAW 3555 BBY \$258 DTC \$256.30 REAL ESTATE LAW (T)

Provides an applied and functional consideration into the legal environment of current real estate transactions in B.C., including legal aspects of condominiums, mortgages, land titles procedure, registration, tort liability, commercial and residential tenancies, and land-use planning. Opens opportunities in real estate sales, land development, government employment and personal transactions. No prerequisite. Equivalent to BLAW 3500 if combined with BLAW 3100. (3 credits)

Apr 20	Mon	1830-2130	12 wks	BBY	CRN	23490
May 14	Tue	1730-2030	12 wks	DTC		23491

BLAW 3705 BBY \$321 DTC \$319.30 SMALL BUSINESS LAW

Presents a hands-on, no nonsense course that teaches the essentials of starting up and running a small business in B.C., including methods to register a partnership and corporation, partnership and share-holder agreements, buying an ongoing business, rolling over assets, tax alternatives, insurance and tort liability, dealing with the bank, and employee relations. Taught by lawyers who deal with your actual problems. No prerequisite. (3.5 credits)

May 5	Tue	1830-2130	15 wks	BBY	CRN	23461
May 6	Wed	1730-2030	15 wks	DTC		23462

BLAW 3805 BBY \$258 DTC \$256.30 HUMAN RIGHTS AND THE LAW

Designed to provide students with an in-depth study and analysis of the British Columbia Human Rights Code and the Regulations. This is a hands-on course for those who have an interest in exploring the different aspects of our provincial Human Rights legislation in a practical and policy oriented manner. Taught by lawyers, this course offers students the opportunity to explore real life human rights cases of discrimination on the basis of race, color, ancestry, place of origin, religion, marital and family status, physical or mental disability, sex, including sexual harassment, sexual orientation and age. Although this course will address all of the areas covered by the legislation, its focus will be mainly on the labor and employment context. Therefore, this course will appeal to human resources, management, union representatives, and employees in the different industries. (3 credits)

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	25951
Apr 18	Sat	0900-1200	12 wks	DTC		26293

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

BUSA 1005 BBY \$258 INT \$248 DTC PMT SRY \$256.30 INTERNET VERSION \$332.85 (TEXTBOOK INCL.) INTRODUCTION TO BUSINESS (T)

Introduces the external forces in the environment and the resulting implications for organizations. Examines the place of business in the Province of B.C. and Canada. Focus is on issues arising from government policies, economics, ethics, social environment, the forms of businesses and the basic components of business operations. (3 credits)

Apr 15	Wed	1845-2145	12 wks	PMT	CRN	26297
Apr 20	Mon	1845-2145	12 wks	BBY		23442
Apr 14	Tue	1730-2030	12 wks	DTC		23443
Apr 15	Wed	1730-2030	12 wks	DTC		23444
Apr 16	Thr	1900-2200	12 wks	SRY		23445
Jun 1	Mon/Fri	0900-1700	1 wk	DTC		23446
Apr 14		*Internet Delivery				25983

*Registration cut-off is April 7/98, for Internet course only, to allow for textbook delivery.

BUSA 1305 BBY \$258 DTC SRY \$256.30 SUPERVISORY SKILLS

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

Apr 14	Tue	1730-2030	12 wks	DTC	CRN	21107
Apr 15	Wed	1900-2200	12 wks	SRY		21109
Apr 15	Wed	1845-2145	12 wks	BBY		21110
Apr 17	Fri	0900-1700	5 wks	DTC		21111
May 11	Mon/Fri	0900-1700	1 wk	DTC		21113
Jul 6	Mon/Fri	0900-1700	1 wk	DTC		21114
Jun 22	Mon/Fri	0900-1700	1 wk	DTC		25216
Apr 27	Mon/Fri	0900-1700	1 wk	DTC		26366(P)
May 25	Mon/Fri	0900-1700	1 wk	DTC		26365(P)

*Note: (P) indicates section led by Police Officer, seating is limited to the general public.

BUSA 2005 BBY \$321 DTC PMT SRY \$319.30 CORRESPONDENCE AND INTERNET MANAGEMENT (T) DELIVERY \$400.95 (TEXTBOOK INCL.)

Investigates the primary functions of management and managerial roles in teams, projects, departments and the organization as a whole. Strategic planning, operational planning, leading, organizing and controlling for performance will be addressed. Through actual business scenarios, cases and exercises, participants will gain experience and be able to apply the skills and knowledge in work situations. (4 credits)

May 5	Tue	1845-2145	15 wks	PMT	CRN	26298
May 7	Thr	1900-2230	15 wks	SRY		23447
May 6	Wed	1730-2100	15 wks	DTC		23448
May 7	Thr	1845-2145	15 wks	BBY		23449
May 9	Sat	0900-1700	7 wks	BBY		23451
Jun 15	Mon/Fri	0900-1700	1 wk	DTC		23452
May 18	Mon/Fri	0900-1700	1 wk	BBY		23453
May 4		Correspondence				25984
May 4		Internet Delivery				26294

Registration Cut-off for Correspondence and Internet Delivery is April 28/98 to allow time for delivery of materials and textbook.

BUSA 2605 DECISION SUPPORT 2 BBY \$383

This course develops Decision Support tools using spreadsheet analysis. The techniques introduced have a broad problem-solving application to a variety of business areas. (3 credits)

Apr 20	Mon/Wed	1845-2145	10 wks	BBY	CRN	25064
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BUSA 2705 TEAMWORK SKILLS DTC \$256.30

Provides an in-depth review of the skills required for a high performing team. This hands-on course allows students to participate in each of the stages of team development. Specific application of teamwork skills includes decision-making and conflict resolution, with real life application to a variety of organizations for performance improvement. (3 credits)

Apr 14	Tue	1730-2030	12 wks	DTC	CRN	24862
Apr 17	Sat	0900-1700	5 wks	BBY		26476

BUSA 2905 BBY \$258 DTC \$256.30 MANAGING CONFLICT

This course will provide participants with a solid understanding of factors influencing conflict in the workplace. In addition to building a set of conflict handling styles, the student will develop a "tool bag" of interpersonal and team-oriented techniques for managing the troublesome aspects of conflict. The focus is on managing change into positive outcomes and learning to handle the difficult situations. (3 credits)

Apr 15	Wed	1845-2145	12 wks	BBY	CRN	26367
Apr 18	Sat	0900-1700	5 wks	DTC		26368

BUSA 3005 STRATEGIC BUSINESS PLANNING DTC \$256.30

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

Apr 15	Wed	1730-2030	12 wks	DTC	CRN	23454
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Business

BUSA 3015 NEGOTIATION

BBY \$258

Designed to provide participants with a conceptual framework for preparing and conducting negotiations and to give them hands-on experience in using this framework. After analyzing the negotiation concepts, the major focus of the course will be on negotiation exercises designed to highlight a range of important issues about the negotiation process. This course will be relevant to entrepreneurs, managers, lawyers, human and labor relations practitioners and individuals in government. Excellent supplement to either Certificate program. (3 credits)

Apr 20 Mon 1830-2200 12 wks BBY CRN 25431

BUSA 3105 FRONT LINE LEADERSHIP-PART 1

BBY \$258 DTC \$256.30

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

Apr 20 Mon 1845-2145 12 wks BBY CRN 25432
Apr 14 Tue 1730-2030 12 wks DTC 26149

BUSA 3155 FRONT LINE LEADERSHIP-PART 2

DTC \$256.30

Focuses on the leadership role of supervisors and managers at the front-line of organizational performance and on developing team performance, collaborating effectively with others, problem-solving, managing change and fostering innovation. Front-line Leadership is a Zenger-Miller program widely recognized by Industry and now being offered through BCIT. Prerequisite: BUSA 3105. (3 credits)

Apr 15 Wed 1730-2030 12 wks DTC CRN 26150

BUSA 3165 LEADERSHIP 2000

DTC \$256.30

Provides the skills required in organizations that are fostering a collaborative environment where decision-making is shared by employees and managers and where every person needs to take initiative. This course gives managers, supervisors, team leaders and individual contributors the skills they need to successfully interact with others and assist their organization in realizing their organizational goals while pursuing continuous improvement and development. (A Zenger-Miller program widely recognized and accepted in industry and business.) (3 credits)

Apr 16 Thr 1730-2030 12 wks DTC CRN 26152

BUSA 3205 BUSINESS ETHICS FOR THE GLOBAL MANAGER

BBY \$258

Emphasizes the moral, ethical aspects of businesses interacting in society to acquaint the student with matters of personal and corporate decision-making while incorporating ethical outcomes that will better serve all stockholder groups. The global economy demands knowledge of business ethics for the 21st Century Manager. (3 credits)

Apr 15 Wed 1845-2145 12 wks BBY CRN 23457

BUSA 3305 INTRODUCTION TO CONFLICT MANAGEMENT

BBY \$258 DTC \$256.30

Introduces the field of conflict management and its applications in industry. Students become familiar with the Associate Certificate in Mediation/Arbitration offered at BCIT and how they may use the Certificate designation on a fee-for-service basis. Explores competing theories of conflict management and their respective applications, including principled negotiation and the Harvard model. This introduction, taught by lawyers and mediators in private practice, is a concentrated study in general and, in particular, gives the student an up-to-date view on current practice in B.C., including standards and regulation of practice.

Apr 14 Tue 1845-2145 12 wks BBY CRN 26287
May 18 Mon/Fri 0900-1700 1 wk DTC 26153

BUSA 3375 ETHICAL ISSUES IN CONFLICT RESOLUTION

DTC \$256.30

Students will be presented with a series of ethical dilemmas that face mediators and arbitrators in daily practice. Students will review ethical Codes of Conduct and Standards of Practice useful to the practitioner. Upon completion of this course students will be expected to have a sensitivity and in-depth knowledge of ethical issues and problems in this field. Students will be presented with problems on a case-by-case basis in such areas presented by gender difference, power imbalance, cultural diversity and expected to resolve them.

Apr 20 Mon/Fri 0900-1700 1 wk DTC CRN 26370

BUSA 3380 DESIGNING CONFLICT MANAGEMENT FOR YOUR ORGANIZATION

DTC \$256.30

Provides the student with the principles and theory of conflict management and ties these ideas to application within industry. This course builds on basic principles of both organizational behavior and mediation theory and applies these notions to hands-on case scenarios in which students are invited to develop responsive problem-solving strategies. At the completion of this course students will not only be able to assess problems within organizations but also and more importantly have the knowledge to design, test, and adjust responsive conflict management systems appropriate to any given organization.

May 18 Mon/Fri 0900-1700 1 wk DTC CRN 26371

BUSA 3405

PROBLEM-SOLVING/DECISION-MAKING

DTC \$256.30

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

Apr 14 Tue 1730-2030 12 wks DTC CRN 21125

BUSA 3455 INTRODUCTION TO ELECTRONIC COMMERCE

DTC \$256.30

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

Apr 14 Tue 1730-2030 12 wks DTC CRN 26155

BUSA 3465 ELECTRONIC DATA INTERCHANGE

DTC \$256.30

Nearly 90 percent of all information systems involve the use of a database. This course covers database design and usage, structured transaction sets, and data communication. Issues such as data normalization, data mining, and data transformation will also be discussed.

Apr 16 Thr 1730-2030 12 wks DTC CRN 26154

ECON 1150 INTERNET DELIVERY

BBY \$258 DTC SRY \$256.30

ECONOMIC ISSUES (T)

Presents the influential concepts of both micro and macroeconomics and, in a student-based learning environment, assists you in applying these notions to your career. A professional economist will work with you in discovering the laws of supply and demand, consumer decision making, producer profit maximization, competition and monopoly regulation in microeconomics. Use of fiscal, monetary and exchange rate policy to influence unemployment, inflation and economic growth is also covered. (3 credits)

Apr 15 Wed 1830-2130 12 wks BBY CRN 21199
Apr 16 Thr 1830-2130 12 wks BBY 21200
Apr 14 Tue/Thr 1730-2030 6 wks DTC 21201
Apr 15 Wed 1900-2200 12 wks SRY 24857
Apr 14 *Internet Delivery 25985

*Registration cut-off April 7/98, for Internet course only, to allow time for textbook delivery.

ECON 2100 MICROECONOMICS (T)

BBY \$321 DTC SRY \$319.30

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

May 5 Tue 1730-2030 15 wks DTC CRN 21203
May 6 Wed 1830-2130 15 wks BBY 21204
May 7 Thr 1830-2130 15 wks BBY 21206
Jun 1 Mon/Wed 0900-1200 8 wks BBY 21208
Jul 2 Tue/Thr 0900-1200 8 wks BBY 21209
May 6 Wed 1900-2200 15 wks SRY 24858

ECON 2200 MACROECONOMICS (T)

BBY \$383 DTC \$381.30

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

May 4 Mon 1830-2200 15 wks BBY CRN 21212
Jun 29 Mon/Wed 1830-2200 8 wks BBY 21213
Jun 1 Mon/Wed 1830-2200 8 wks BBY 21214
May 2 Sat 0900-1700 8 wks BBY 24859
May 5 Tue/Thr 1730-2130 8 wks DTC 24861

ECON 3305 INTERNATIONAL ECONOMICS

BBY \$321

Explores the exciting world of international trade and finance, including the balance of trade, exchange rate determination, balance of payments, international monetary and fiscal policy, tariff and trade policy, NAFTA and the FTA, and the integration of small business in this environment. This course will prepare students to deal more comfortably with the world of international transactions. No prerequisite (3.5 credits)

May 5 Tue 1830-2130 15 wks BBY CRN 23458

HRMG 0315 CAREER SEARCH WORKSHOP

BBY \$238 DTC \$236.30

If you want to explore and research career options by writing tests, accessing current information and resources and learning how to specify goals to make a career change, this course covers interest, aptitude and values clarification and testing, career and educational opportunities, decision making, and goal setting. This course is taught by a professional counsellor.

May 20 Wed 1845-2145 4 wks BBY CRN 21129
Aug 13 Thr 1730-2030 4 wks DTC 23645

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

HRMG 3105

BBY \$323 DTC \$321.30

HUMAN RESOURCE MANAGEMENT (T)

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

Jul 2 Tue/Thr 1830-2200 8 wks BBY CRN 21138
May 5 Tue/Thr 1730-2030 8 wks DTC 21139
May 4 Mon/Thr 1730-2130 8 wks DTC 21140
Jun 9 Tue/Thr 0900-1200 8 wks BBY 21141
May 8 Fri 0900-1700 7 wks DTC 21143

HRMG 3155 ENHANCING PEOPLE SKILLS/THE MYERS-BRIGGS APPROACH

DTC \$256.30

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

May 8 Fri 0900-1700 5 wks DTC CRN 26156

HRMG 3205 LABOR RELATIONS 1

BBY \$258 DTC SRY \$256.30

A necessary skill set in today's world - designed for those involved in, or associated with, labor relations as management or union. Covers the collective bargaining process and day-to-day contract administration. Related laws, typical contract clauses, grievance procedures, responsibilities of the supervisor and the shop steward, and current activities in the labor relations field. Students will learn to approach their responsibilities for matters covered by collective agreements with more confidence and expertise. Prerequisite: ORGB 2205. (3 credits)

Apr 14 Tue 1845-2145 12 wks BBY CRN 21142
Jun 15 Mon-Fri 0900-1700 1 wks DTC 21146
Apr 15 Wed 1900-2200 12 wks SRY 25205
Apr 20 Mon 1730-2030 12 wks DTC 25961

HRMG 3255 LABOR RELATIONS 2 (T)

BBY \$258 DTC \$256.30

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

Apr 27 Mon 1845-2145 12 wks BBY CRN 21150
Jun 22 Mon/Fri 0900-1700 1 wk DTC 21151
Apr 14 Tue 1730-2030 12 wks DTC 25962

HRMG 3305 SELECTION INTERVIEWING

BBY \$258 DTC \$256.30

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

Apr 14 Tue 1730-2030 12 wks DTC CRN 21158
Apr 27 Mon/Fri 0900-1700 1 wk DTC 21157
Jun 15 Mon-Fri 0900-1700 1 wk BBY 22832

HRMG 3315 HUMAN RESOURCE MEASUREMENT

DTC \$256.30

A dynamic course which examines applications and issues associated with human resources measurement, survey and feedback systems. Employment and career progression testing, employee surveys and training assessments are examples of systems and procedures, measurement issues and the legal and ethical considerations associated with the subject area. Proficiency with statistical methodologies is not required. Prerequisite HRMG 3105 or permission from the instructor. (3 credits)

Apr 14 Tue 1730-2030 12 wks DTC CRN 21196

HRMG 3505 TRAINING TECHNIQUES

BBY \$258 DTC \$256.30

A first line management course for people responsible for personnel training; members of personnel departments contemplating a training program, or who are involved with on-the-job training will be particularly interested. Develops a good grounding in current training methodology, techniques and aids. Topics include learning theory, determining training needs, writing objectives, designing training programs using outside resources and evaluation. (3 credits)

Apr 14 Tue 1845-2145 12 wks BBY CRN 21159
Apr 16 Thr 1730-2030 12 wks DTC 26300
May 4 Mon/Fri 0900-1700 1 wk DTC 21160
Jun 15 Mon/Fri 0900-1700 1 wk DTC 25065
May 18 Mon/Fri 0900-1700 1 wk DTC 25401
Jun 8 Mon/Fri 0900-1700 1 wk DTC 26372(P)
Jul 13 Mon/Fri 0900-1700 1 wk DTC 26373(P)

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



HRMG 4145 HUMAN RESOURCE INFORMATION SYSTEMS DTC \$256.30

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

Apr 17 Fri 0900-1700 5 wks DTC CRN 26299

HRMG 4405 SALARY ADMINISTRATION BBY \$258

Teaches students the 'whys' and 'hows' of salary administration and develops a basic knowledge of techniques in this field. Topics include alternative methods of job evaluation; job description; establishing and maintaining salary schedules; administering a salary plan; general and specific adjustments for promotions and demotions; how to set up a simple plan. Prerequisite: HRMG 3105. (4 credits)

Apr 14 Tue 1845-2145 12 wks BBY CRN 21162

HRMG 4605 HUMAN RESOURCE PLANNING (T) BBY \$258

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

Jun 8 Mon/Fri 0900-1700 1 wk BBY CRN 21163

ORGB 2205 ORGANIZATIONAL BEHAVIOR 1(T) BBY \$258 DTC SRY \$256.30

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

Apr 20	Mon/Thr	1900-2200	6 wks	SRY	CRN	21164
Apr 14	Tue	1845-2145	12 wks	BBY		21166
Apr 15	Wed	1730-2030	12 wks	DTC		21167
Apr 17	Fri	0900-1700	5 wks	DTC		21168
Jun 8	Mon/Fri	0900-1700	1 wk	BBY		21169

ORGB 2305 ORGANIZATIONAL BEHAVIOR 2 (T) BBY \$258 DTC SRY \$256.30

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

Apr 16	Thr	1845-2145	12 wks	BBY	CRN	21131
Apr 15	Wed	1900-2200	12 wks	SRY		21132
May 22	Fri	0900-1700	5 wks	DTC		21133
May 19	Tue/Thr	1730-2030	6 wk	DTC		21135
Jun 15	Mon/Fri	0900-1700	1 wk	BBY		21171

ORGB 2505 INTERPERSONAL SKILLS BBY \$258 DTC \$256.30

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

Apr 20	Mon	1845-2145	12 wks	BBY	CRN	21173
Jun 15	Mon/Fri	0900-1700	12 wks	DTC		21175
Apr 14	Tue	1730-2130	12 wks	DTC		21176

ORGB 2605 MANAGING ORGANIZATIONAL CHANGE AND DEVELOPMENT I DTC \$256.30

The introductory course develops a framework around understanding natural versus planned change, models for managing change and the development of specific skills to manage "rightsizing", the human side of change, and the transition process. Understanding the dynamics of organizational change is a critical skill for contemporary managers. (3 credits)

Apr 16 Thr 1730-2030 12 wks DTC CRN 25963

DEGREE COMPLETION

All students enrolled in any of the **Bachelor of Technology** programs are required to enrol in the Advanced Management course listed below. This course is offered in a correspondence format:

BUSA 7250 MANAGEMENT SKILLS AND APPLICATIONS \$340

Provides an overview of the basic skills of a manager and applies these skills through a series of projects and case studies. The course examines the evolution of management and the organizational culture and environment. It also teaches the skills of decision making and the skills involved in planning, organizing, leading and controlling, including planning and facilitating change, teamwork, applying motivational techniques and effective communication: (3 credits) 13 weeks to complete (two re-registrations allowed).

Apr 14	start	Correspondence	CRN	25223
Apr 14	start			26478

Registration cut-off is April 7/98 to allow time for materials and textbook to be couriered

ADVANCED STUDIES IN BUSINESS - DEGREE COMPLETION (604) 432-8921 nstromgrem@bcit.bc.ca

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

DEGREE COMPLETION

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

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

BCIT Admission and Registration procedures for the Bachelor of Business Administration Degree offered in collaboration with the Open University

These procedures apply to BCIT Business Diploma graduates who wish to embark on the Open University's Business Administration Degree Completion program, granted by the Open University in collaboration with BCIT. OU admission information can be obtained from OU's Student Services at (604) 431-3300.

1. Apply to the Open University

The Open University is responsible for reviewing the student's academic record from BCIT and any other post-secondary institution the student has attended, to determine the amount of credit that will be awarded toward the degree. This critical first step tells the student what courses they require to earn the degree. Contact OU's Student Services at (604) 431-3300 for a complete information package containing application instructions. Allow at least 6-weeks for processing. An OU approval program plan will be sent to you if you are eligible.

2. Apply to BCIT

Submit a Full-time Application for Admission together with a copy of the Open University approved Program Plan as soon as possible. Students are not required to submit transcripts from other post-secondary institutions with their application. Admission is based on the following:

- academic performance in the student's BCIT diploma program;
- a 500-word statement indicating reasons for choosing the program;
- evidence of computer fluency since graduation, e.g., familiarity with microcomputers and software.

Students will receive confirmation from BCIT by letter that their application for admission has been approved.

Applications for Part-time enrolment in the Degree Completion Program for diploma graduates may be made at any time, but acceptance into the September 1998 term depends upon space availability. The Open University requires at least six weeks to process applications.

3. Course Registration

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

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

BUSA 4800 MANAGEMENT POLICY BBY \$350

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

Apr 27 Mon/Wed 1800-2100 7 wks BBY CRN 21419

BACHELOR OF TECHNOLOGY IN ACCOUNTING

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

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

FINANCIAL MANAGEMENT

(604) 432-8609 jcovell@bcit.bc.ca
(604) 412-7453 tewards@bcit.bc.ca

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

MANAGEMENT CERTIFICATE IN ACCOUNTING

1) Required courses

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

2) Must complete

ECON	2200	Macroeconomics or
ORGB	2205	Organizational Behavior 1 or
OPMT	1197	Statistics for Business and Industry

3) Must complete

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

4) Electives

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

MANAGEMENT CERTIFICATE IN FINANCE

1) Required courses

FMGT	1100	Accounting 1
FMGT	2100	Accounting 2
FMGT	3110	Financial Accounting 1
FMGT	3510	Finance 1
FMGT	4110	Financial Accounting 2
FMGT	4510	Finance 2
OPMT	1102	Basic Mathematics of Finance
OPMT	1197	Statistics for Business and Industry

2) Must complete

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

3) Must complete

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

4) Electives

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

ASSOCIATE CERTIFICATE IN FINANCIAL PLANNING

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

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

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

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



Business

CREDIT COURSES TO PROFESSIONAL ACCOUNTING BODIES

The majority of Financial Management courses, and several courses offered by Administrative Management, Operations Management and Computer Systems, are transferable to the **Chartered Accountants**, the **Certified General Accountants**, and the **Certified Management Accountants** educational programs.

Financial Management courses are also recognized by the following additional professional organizations:

- British Columbia Association of Financial Planners
- Canadian Institute of Bookkeeping
- Credit Institute of Canada
- Credit Union Institute of Canada
- Financial Planners Standards Council of Canada
- Institute of Chartered Secretaries and Administrators
- Trust Companies Institute of Canada

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

FINANCIAL MANAGEMENT CORRESPONDENCE COURSES (604) 412-7417 rmackay@bcit.bc.ca

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

CORRESPONDENCE COURSE INFORMATION

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

FMGT 1100 ACCOUNTING 1 (T) BBY \$258 DTC \$256.30
Covers the full accounting cycle for individuals with little or no accounting background. Topics include accounting as an information system; introduction to accounting theory; income measurement; traditional record keeping procedures; the accounting cycle; special journals; cash; investments and receivables.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20404
Apr 15	Wed	1845-2145	12 wks	BBY		20402
	Wed	1730-2030	12 wks	DTC		20403
Apr 16	Thr	1730-2030	12 wks	DTC		20405
	Thr/Mon	1845-2145	6 wks	BBY		20401
Apr 17	Fri	0900-1700	5 wks	DTC		20394
May 22	Fri	0900-1700	5 wks	DTC		20395
Jun 1	Mon-Thr	1300-1600	3 wks	BBY		20397
Jul 2	Thr/Mon	1845-2145	6 wks	BBY		20400

Correspondence

Tuition \$248, \$4 mailing fee.
Text fee \$78 (subject to change). 36 wks CRN 21034
Re-registration \$50 (36-wk extension) 21035

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

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

Apr 14	Tue	1730-2030	12 wks	DTC	CRN	20428
Apr 15	Wed	1845-2145	12 wks	BBY		20429
Apr 16	Thr	1900-2200	12 wks	SRY		25491
Apr 17	Fri	0900-1700	5 wks	DTC		20425
May 22	Fri	0900-1700	5 wks	DTC		25572

FMGT 1810 BBY \$258 DTC \$256.30 PERSONAL FINANCIAL PLANNING 1

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

Apr 14	Tue	1730-2030	12 wks	DTC	CRN	20432
	Tue	1845-2145	12 wks	BBY		25482
Apr 15	Wed	1900-2200	12 wks	SRY		25498
Apr 16	Thr	1845-2145	12 wks	BBY		20433

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

Examines financial and management accounting techniques, detailed financial statements, management reports and the requirements of professional accountants. Prerequisite: FMGT 1100. (Note: Students intending to proceed into Financial Management's full-time day program must achieve a mark of at least 70 per cent in this course.)

Apr 14	Tue	1730-2130	13 wks	DTC	CRN	20407
	Tue	1800-2200	13 wks	BBY		26161
Apr 15	Wed	1800-2200	13 wks	BBY		20409
Apr 16	Thr	1715-2115	13 wks	BBY		22636
	Thr	1800-2200	13 wks	DTC		26164
	Thr/Mon	1845-2145	9 wks	BBY		20412
Apr 18	Sat	0900-1300	13 wks	BBY		26162
	Sat	0900-1300	13 wks	DTC		26163
Jun 1	Mon-Thr	0800-1200	4 wks	BBY		20410
Jul 2	Thr/Mon	1800-2230	6 wks	BBY		26160

Correspondence

Tuition \$373 and \$4 Mailing Fee.
Text not included. 36 wks CRN 21037
Re-registration \$50 (36-wk extension) 21038

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

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

Apr 15	Wed	1845-2145	12 wks	BBY	CRN	23045
Apr 16	Thr	1730-2030	12 wks	DTC		20439

FMGT 3110 BBY \$258 DTC \$256.30 FINANCIAL ACCOUNTING 1 (T)

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

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20421
Apr 15	Wed	1730-2030	12 wks	DTC		20424
Apr 16	Thr	1845-2145	12 wks	BBY		23194
Apr 18	Sat	0900-1200	12 wks	BBY		26165
Jun 1	Mon-Fri	0900-1200	3 wks	BBY		21391

Correspondence

Tuition \$248, \$4 mailing fee.
Text fee \$89 (subject to change). 36 wks CRN 21042
Re-registration \$50 (36-wk extension) 21043

FMGT 3210 BBY \$258 DTC \$256.30 COST AND MANAGERIAL ACCOUNTING 1 (T)

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

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20418
Apr 15	Wed	1730-2030	12 wks	DTC		20419
Apr 16	Thr	1845-2145	12 wks	BBY		20420

Correspondence

Tuition \$248, \$4 mailing fee.
Text fee \$108 (subject to change). 36 wks CRN 21039
Re-registration \$50 (36-wk extension) 21040

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

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

Apr 14	Tue	1730-2030	12 wks	DTC	CRN	20436
Apr 15	Wed	1845-2145	12 wks	BBY		26166
Apr 16	Thr	1845-2145	12 wks	BBY		20437

FMGT 3430 BBY \$258 DTC \$256.30 TAXATION AND FINANCIAL PLANNING (T)

Provides the financial planner with a good understanding of the general rules of taxation. Topics include determination of residency, income, application of CCA and the taxation of capital gains. Prerequisite: FMGT 1152 or 2100 or 2190.

Apr 14	Tue	1730-2030	12 wks	DTC	CRN	20438
Apr 16	Thr	1845-2145	12 wks	BBY		26167

FMGT 3510 FINANCE 1 (T) BBY \$258 DTC \$256.30

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

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	22637
Apr 16	Thr	1730-2030	12 wks	DTC		21385

Correspondence

Tuition \$248, \$4 mailing fee.
Text fee \$79 (subject to change). 36 wks CRN 21044
Re-registration \$50 (36-wk extension) 21045

FMGT 4110 BBY \$383 DTC \$381.30 FINANCIAL ACCOUNTING 2 (T)

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

Apr 14	Tue	1845-2145	15 wks	BBY	CRN	23139
Apr 16	Thr/Mon	1845-2145	9 wks	BBY		21380
Apr 16	Thr/Mon	1730-2030	9 wks	DTC		21381
Jun 22	Mon-Fri	0900-1200	4 wks	BBY		23167

Correspondence

Tuition \$373 and \$4 mailing fee.
Text not included. 36 wks CRN 21048
Re-registration \$50 (36-wk extension) 21049

FMGT 4210 BBY \$383 COST AND MANAGERIAL ACCOUNTING 2 (T)

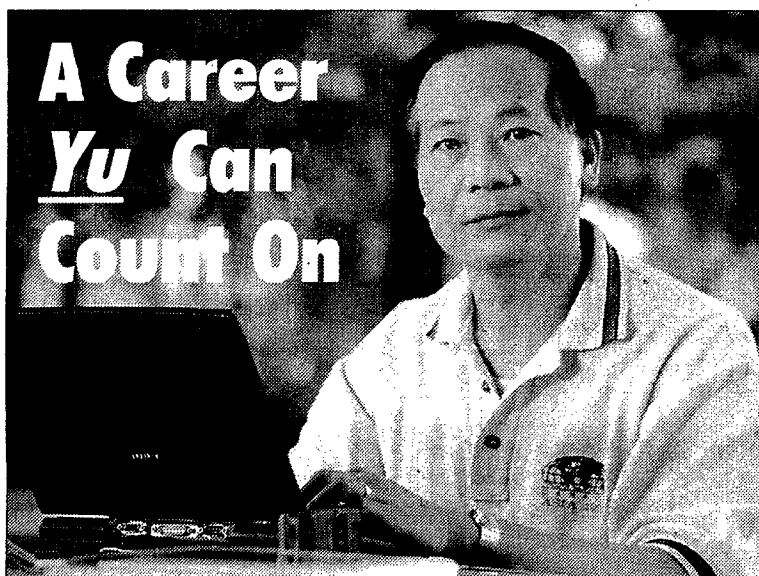
Emphasizes direct costing, relevant costs, cost allocation, capital budgeting, inventory planning and valuation, joint and by-product costs, process costing, payroll, factory ledgers and decentralization and transfer pricing. Prerequisite: FMGT 3210.

Apr 16	Thr/Mon	1845-2145	9 wks	BBY	CRN	22639
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Correspondence

Tuition \$373 and \$4 mailing fee.
Text not included. 36 wks CRN 21046
Re-registration \$50 (36-wk extension) 21047

A Career You Can Count On



John Yu's CGA designation and his vision of technology have made him a driving force on the information superhighway. He's just one of 27,000 Certified General Accountants who are managing the future. Whether they work in industry, government or serve small- and medium-sized businesses, CGAs are changing the way Canada does business.

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Association of British Columbia**
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Telephone: 604-732-1211 or 1-800-565-1211 Fax: 604-732-1252
E-mail: info@cga-bc.org Website: www.cga-bc.org

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FMGT 4420 INCOME TAX 2 (T) BBY \$258 DTC \$256.30

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

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20442
Apr 15	Wed	1730-2030	12 wks	DTC		20440
Apr 16	Thr	1845-2145	12 wks	BBY		20443
Apr 18	Sat	0900-1200	12 wks	BBY		24883

FMGT 4510 FINANCE 2 (T) BBY \$383

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

Apr 16	Thr/Mon	1845-2145	9 wks	BBY	CRN	21384
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Correspondence

Tuition \$373 and \$4 mailing fee.

Text not included.	36 wks	CRN	21050
Re-registration \$50	(36-wk extension)		21052

FMGT 4810 BBY \$258 ABB DTC \$256.30 PERSONAL FINANCIAL PLANNING 2

This is the concluding course in the Associate Certificate program in personal financial planning. It covers advanced topics and also draws on subjects learned in the six prerequisite courses. Prerequisites: FMGT 1152, 1810, 3430, 2820, BLAW 3100 and ECON 1150.

Apr 14	Tue	1730-2030	12 wks	DTC	CRN	24884
Apr 8	Wed	1900-2200	12 wks	UCFV*		26331
Apr 16	Thr	1845-2145	12 wks	BBY		20448

* Main Abbotsford Campus - Room A310

FMGT 7120 ACCOUNTING ADVANCED (T) BBY \$383

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

May 21	Thr/Mon	1845-2145	9 wks	BBY	CRN	22638
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THE IMAGING SERIES
(604) 451-7032
tcarde@bcit.bc.ca

IMAG 2640 DIGITAL IMAGING AND THE WWW DTC \$399

This course delivers a thorough overview of the techniques used to construct and maintain a web site. Each student will create their own web page building an Internet site with graphics text and animation.

Apr 14	Tue	0900-1600	1 day	DTC	CRN	26458
May 4	Mon	0900-1600	1 day	DTC		26459
May 26	Tue	0900-1600	1 day	DTC		26460
Jun 14	Sun	0900-1600	1 day	DTC		26461

IMAG 2650 DTC \$399 PLANNING A CORPORATE WEB PRESENCE

This workshop will explore the major extraordinary issues in creating and maintaining a Web site. Topics include copyright issues, selecting content, customer response techniques, and promoting corporate sites.

May 5	Tue	0900-1600	1 day	DTC	CRN	26455
May 25	Mon	0900-1600	1 day	DTC		26456
Jun 22	Mon	0900-1600	1 day	DTC		26457

IMAG 2660 DTC \$399 INTERNET SALES AND MARKETING STRATEGIES

Who is making money on the Web and how? Learn how to leverage increased sales for your business. Participants will explore some of the myths hype and create real opportunities to help you make corporate decisions for your Web site.

May 3	Sun	0900-1600	1 day	DTC	CRN	26451
Jun 2	Tue	0900-1600	1 day	DTC		26452
Jun 23	Tue	0900-1600	1 day	DTC		26453
Jul 10	Fri	0900-1600	1 day	DTC		26454

IMAG 2900 DIGITAL IMAGING ESSENTIALS \$450

In this hands-on one-day course you will get an overview of the different tools and techniques used in digital imaging today. The course will cover the basics of different software packages enabling you to make your own decisions about what you should be using. You will work on both the Mac and PC learning about input and output technologies. Participants will get demonstrations on multimedia and video as well as work with the newest in digital camera technology. This course will prepare you for all the courses in the Kodak series and should give you the information necessary to make purchasing decisions etc. A good course for managers and sales people needing an overview of digital imaging and where it fits. Prerequisite: Good basic computer knowledge.

Apr 20	Mon	0900-1600	1 day	DTC	CRN	26378
May 19	Tue	0900-1600	1 day	DTC		26379
Jun 16	Tue	0900-1600	1 day	DTC		26381

IMAG 3610 DTC \$1200

INTEGRATING IMAGING INTO YOUR BUSINESS DOCUMENTS

Creating documents with just plain text? Finding it difficult to grab the attention of your colleagues? During this 3 day workshop we will focus on the integration of images into your documents. We will take the image through the imaging chain which consists of Capture, Store, Manage, and Print. Using the latest technologies you will learn how to capture and digitize your images; crop and enhance them, and finally prepare them for inclusion into basic word files, internal/external e-mail, small publications, desktop presentations, and your Web site. You will learn how to optimally output them in color, black and white, overhead, up to and including the Internet. File formats, Photo CD, digital cameras, printing technologies, resolution and calibration issues will be covered. Excellent workshop for managers, home office, small business, real estate, etc. Prerequisite: Good working knowledge of the computer.

Apr 26,27,28	Sun/Mon/Tue	0900-1600	1 wk	DTC	CRN	25174
May 10,11,12	Sun/Mon/Tue	0900-1600	1 wk	DTC		25175
Jun 7, 8, 9	Sun/Mon/Tue	0900-1600	1 wk	DTC		25715
Jul 7, 8, 9	Tue/Wed/Thr	0900-1600	1 wk	DTC		26382

IMAG 3630 \$1200 INTERACTIVE MULTIMEDIA PRESENTATIONS

This course covers the role and implementation of computer multimedia in corporate communications. Participants learn techniques for building complete multimedia presentations, including developing a creative concept, scanning and manipulating images, creating original artwork, and incorporating sound, video, animation, and 3D images to create vibrant, highly effective presentations. The instructor shows a variety of professional work to demonstrate techniques and possibilities.

Apr 19,20,21	Sun/Mon/Tue	1 wk	DTC	CRN	26376
May 31, 1, 2	Sun/Mon/Tue	1 wk	DTC		25177
Jun 28,29,30	Sun/Mon/Tue	1 wk	DTC		26377

INTERIOR DESIGN PROGRAMS (604) 451-7134 bmason@bcit.bc.ca

INTERIOR DESIGN CERTIFICATE

This program is designed for those seeking employment in the Interior Design field. The courses required to obtain the Management Certificate in Interior Design are:

INTD	1000	Interior Design Basic
INTD	1010	History of Furniture
INTD	1020	Interior Design Drafting 1
INTD	2000	Color and Lighting
INTD	2020	Interior Design Drafting 2
INTD	2030	Business Practices for Interior Design
INTD	3010	Graphic Presentation
INTD	3040	Space Planning 1
INTD	3050	Detailing and Construction Materials
INTD	3060	AutoCAD 1 for Interior Designers
INTD	3070	Materials
INTD	4000	Directed Study Project
INTD	4040	Space Planning 2
INTD	4060	AutoCAD 2 for Interior Designers

COURSES OFFERED THIS TERM:

INTD 1000 BBY \$258 DTC \$256.30 INTERIOR DESIGN BASIC

Introduces the field of Interior Design. Students will gain a good understanding of the interior design art form. This is the prerequisite for all other courses in the certificate program but may be taken concurrently with INTD 1010, 1020, INTD 2000 or INTD 3070 only.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20967
Apr 15	Wed	0900-1600	6 wks	DTC		21296
Apr 18	Sat	0900-1200	12 wks	BBY		20965
Apr 20	Mon	1730-2030	12 wks	DTC		20963
Apr 20	Mon	1845-2145	12 wks	BBY		20964
May 25	Mon-Fri	0900-1700	1 wk	DTC		20966
Jul 20	Mon-Fri	0900-1700	1 wk	DTC		20962

INTD 1010 HISTORY OF FURNITURE BBY \$258 DTC \$256.30

Covers the history of furniture from ancient Egypt to the present.

Prerequisite: INTD 1000.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20968
Apr 15	Wed	1730-2030	12 wks	DTC		20969

INTD 1020 BBY \$587 DTC \$585.30 INTERIOR DESIGN DRAFTING 1

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

Apr 15	Wed	0900-1600	12 wks	DTC	CRN	22816
Apr 16	Tue/Thr	1845-2145	12 wks	BBY		26307

INTD 2000 COLOR & LIGHTING BBY \$279 DTC \$277.30

Provides students with theory concentrating on color boards and characteristics of lamps. Prerequisite: INTD 1000.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20971
Apr 15	Wed	1730-2030	12 wks	DTC		20970
May 27	Wed	0900-1600	6 wks	DTC		21297

INTD 2020 INTERIOR DESIGN DRAFTING 2 DTC \$585.30

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

Apr 15	Mon/Wed	1730-2030	12 wks	DTC	CRN	20972
Apr 18	Sat	0900-1600	12 wks	DTC		24084

INTD 2030 BBY \$173 DTC \$171.30 BUSINESS PRACTICES FOR INTERIOR DESIGN

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

Apr 14	Tue	1845-2145	6 wks	BBY	CRN	20980
Jul 6	Mon/Wed	0900-1200	3 wks	DTC		24095
Jul 7	Tue/Thr	0900-1200	3 wks	DTC		26082

INTD 3010 GRAPHIC PRESENTATION DTC \$256.30

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

Apr 14	Tue	0900-1200	12 wks	DTC	CRN	23579
Apr 14	Tue	1730-2030	12 wks	DTC		24906
Apr 16	Thr	1730-2030	12 wks	DTC		20973

INTD 3040 SPACE PLANNING 1 DTC \$301.30

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

Apr 15	Wed	1730-2030	12 wks	DTC	CRN	24909
Apr 20	Mon	1730-2030	12 wks	DTC		24907

INTD 3050 DTC \$256.30 DETAILING/CONSTRUCTION MATERIALS

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. Prerequisite: INTD 2020.

Apr 15	Wed	0900-1200	12 wks	DTC	CRN	23581
Apr 16	Thr	1730-2030	12 wks	DTC		24908

INTD 3060 DTC \$443.30 AUTOCAD 1 FOR INTERIOR DESIGN

Introduces the AutoCad workstation including basic 2D drawing creation, editing view manipulation, text and dimensioning. Prerequisite: INTD 1020 and 2020 and computer literacy recommended.

Apr 15	Wed	1730-2030	12 wks	DTC	CRN	22642
Apr 20	Mon	0900-1600	6 wks	DTC		22644

INTD 3070 MATERIALS 1 BBY \$258

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

Apr 16	Thr	1845-2145	12 wks	BBY	CRN	20978
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INTD 4000 DIRECTED STUDIES PROJECT DTC \$251.30

Allows students to incorporate all material from previous courses in a major project. Prerequisite: all other courses in the Interior Design certificate program with a 65 per cent minimum. This course must be completed prior to registration into the senior certificate program.

Apr 15	Thr	1730-2030	6 wks	DTC	CRN	20979
Jul 28	Tue/Thr	0900-1200	3 wks	DTC		24093

INTD 4040 SPACE PLANNING 2 DTC \$301.30

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

Apr 14	Tue	1730-2030	12 wks	DTC	CRN	20981
Apr 17	Fri	0900-1200	12 wks	DTC		25049
Apr 20	Mon	0900-1200	12 wks	DTC		23571

INTD 4060 DTC \$443.30 AUTOCAD 2 FOR INTERIOR DESIGN

Use of AutoCad to produce 2D architectural drawings. Emphasis is on practising the commands learned in AutoCad 1 and applying them to a set of architectural drawings. Introduction of external references, paper space/model space, and attributes.

Apr 17	Fri	0900-1200	12 wks	DTC	CRN	23582
Jun 1	Mon	0900-1600	6 wks	DTC		23580

INTERIOR DESIGN CERTIFICATE FAST TRACK

The Fast Track program is designed to allow students to complete the certificate program in one year. See above for course descriptions and prerequisites. The first term starts in September of each year. Third term courses are:

INTD 2030 DTC \$171.30 BUSINESS PRACTICES FOR INTERIOR DESIGN

Jul 7	Tue/Thr	0900-1200	3 wks	DTC	CRN	26082
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INTD 3010 GRAPHIC PRESENTATION DTC \$256.30

Apr 14	Thr	0900-1200	12 wks	DTC	CRN	23579
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INTD 3050 DTC \$256.30 DETAILING AND CONSTRUCTION MATERIALS

Apr 15	Wed	0900-1200	12 wks	DTC	CRN	23581
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INTD 4000 DIRECTED STUDIES PROJECT DTC \$251.30

Jul 28 Tue/Thr 0900-1200 3 wks DTC CRN 24093

INTD 4060 AUTOCAD 2 FOR INTERIOR DESIGN DTC \$443.30

A continuation of AUTOCAD 1.

Apr 17 Fri 0900-1200 12 wks DTC CRN 23582

INTERIOR DESIGN SENIOR CERTIFICATE

The senior certificate program is designed for students who have completed the Interior Design Certificate program and wish to obtain a higher level of certification. Certain courses have been selected to complement the certificate program and may not require completion of INTD 4000 Directed Studies. Students are advised to ensure prerequisites have been met prior to registration. Students who do not meet the prerequisite requirements will not be permitted to continue in the course. Required courses in the Senior Certificate program are:

Term 1

INTD 2070 Lighting 2*
INTD 2180 Design Theory*
INTD 3110 Graphic Presentation 2*
INTD 3160 AutoCad 3*

Term 2

INTD 2010 Contemporary Furniture, Architecture and Design*
INTD 2080 Color 2*
INTD 3120 Human and Environmental Factors
INTD 3170 Millwork Drawings
INTD 4140 Space Planning 3

Term 3

INTD 2101 Barrier-free Design and Building Code
INTD 3130 Visual Merchandising and Display*
INTD 3150 Interior Construction and Renovation
INTD 3190 Design Project
INTD 4160 Archibus
INTD 4170 Materials 2

Term 4

INTD 3140 Marketing and Work Week
INTD 4100 Project Management
INTD 4400 Field Study
INTD 4500 Directed Studies

* these courses may be taken prior to completion of the certificate program but may have prerequisites.

COURSES OFFERED THIS TERM:

INTD 2010 CONTEMPORARY FURNITURE, ARCHITECTURE AND DESIGN DTC \$256.30

In this course students will study the history of furniture architecture and design from the industrial revolution to present day. Examples of 20th century designers and architects work will be covered as part of the course. Prerequisite: INTD 4000.

Apr 16 Thr 1730-2030 12 wks DTC CRN 25141

INTD 2070 LIGHTING 2 DTC \$277.30

Teaches creative and detailed solutions for residential and commercial spaces. The emphasis will be on lighting specifications, practical application and manipulating space with light. Prerequisites: INTD 1000, 1020 and 2000.

Apr 14 Tue 1730-2030 12 wks DTC CRN 26083

INTD 2101 BARRIER-FREE DESIGN AND BUILDING CODES DTC \$193.30

Students will study residential and commercial barrier free planning as it pertains to interior design. After successful completion of the course, students will have a basic understanding of how to use the National Building Code. Prerequisite: INTD 4000.

May 27 Wed 1300-1600 6 wks DTC CRN 25140

INTD 2180 DESIGN THEORY DTC \$256.30

Students will study the theory of design as it applies to the built environment. Upon completion of this course students will have an understanding of the process of creating design concepts. This is a prerequisite for all senior certificate courses with the exception of INTD 2010, 2070, 2080, 2101 and 3130.

Apr 20 Mon 1730-2030 12 wks DTC CRN 26303

INTD 3130 VISUAL MERCHANDISING AND DISPLAY DTC \$193.30

Students will examine display areas, the elements used in arranging objects and artwork and learn how to use color, shape, scale, texture and finish to create vignettes. Prerequisite: INTD 1000, 1020 and 2000.

Apr 15 Wed 1300-1600 6 wks DTC CRN 25142

INTD 3150 INTERIOR CONSTRUCTION AND RENOVATION - RESIDENTIAL DTC \$251.30

Wood-frame construction and other construction methods will be studied. A small residential project will incorporate manual drafting, budgets and finishes as it pertains to a renovation. Prerequisites: INTD 4000.

Apr 20 Mon 1300-1600 12 wks DTC CRN 26084

INTD 3190 DESIGN PROJECT DTC \$251.30

Working through one comprehensive project, either commercial or residential, students will learn how to take the basic design concept and develop it to completion. The project will encompass space planning, material and finish selection, full interior construction drawings, furniture selection, millwork details, and a 3-D model. Prerequisites: INTD 4000, 2080, 2170, 2180, 3110, 3150 and 3170.

Apr 16 Thr 1300-1600 12 wks DTC CRN 26085

INTD 4160 ARCHIBUS FOR INTERIOR DESIGN DTC \$443.30

Apr 14 Tue 1300-1600 12 wks BBY CRN 26086

INTD 4170 MATERIALS 2 DTC \$171.30

This course will cover estimating the practical application of materials and commercial materials, standards and specifications. Prerequisite: INTD 4000.

Apr 14 Tue 0900-1200 6 wks DTC CRN 26171

MARKETING MANAGEMENT (604) 432-8611 vforbes@bcit.bc.ca (604) 432-8572 mshacker@bcit.bc.ca

CUSTOMIZED TRAINING

The Marketing Management program offers a number of industry specific workshops, courses or seminars in the following areas:

Sales and Sales Management
Customer Service
Press/Media Relations
Internet Marketing
Developing Seminars and Meeting Planning

All courses or programs are designed specifically to the needs of the organization and can be offered in any time frame or location suitable to the client. For more information call (604) 432-8572 or (604) 432-8611

MANAGEMENT CERTIFICATE IN MARKETING MANAGEMENT

For those who work in the retail, wholesale, manufacturing and high tech and service industries, this program offers an assortment of courses designed to provide you with an understanding of all the elements of Marketing Management. Studies will include marketing planning, promotion, product development, customer service, research, demand development and sales. The courses required to obtain your certificate are listed below.

Required

MKTG 1102 Essentials of Marketing
MKTG 1212 Principles of Customer Service
MKTG 1219 Professional Sales 1
MKTG 2202 Introduction to Marketing Communications
MKTG 2205 Marketing of Services
MKTG 2341 Introduction to Marketing Research
MKTG 3322 Promotional Strategies
MKTG 4340 Marketing Planning Fundamentals
MKTG 4501 Strategic Marketing Management Simulation

Complete four from the following: (or other Marketing courses not listed)

MKTG 1112 Customer Relations
MKTG 1323 Effective Public Speaking
MKTG 1324 Small Business Development
MKTG 1325 Importing
MKTG 1327 Exporting
MKTG 1342 Trade/Consumer Show Marketing
MKTG 3225 Consumer Behavior / Marketing Strategy
MKTG 3321 Public Relations
MKTG 3406 Product Development

Two electives

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

MANAGEMENT CERTIFICATE IN MARKETING COMMUNICATIONS

This program is designed to give you specialized training in the components of promotional strategy. The curriculum equips the students to be functional in developing promotional strategies and campaigns, incorporating specific tactics such as event marketing, trade shows and corporate communications, as well as the traditional advertising, sales promotion and data base marketing.

Listed below are the courses required to obtain your certificate. The balance of courses may be selected from the suggested electives.

Required

MKTG 1102 Essentials of Marketing
MKTG 1219 Professional Sales 1
MKTG 2202 Introduction to Marketing Communications
MKTG 2317 Sales Promotion Strategies
MKTG 2341 Introduction to Marketing Research
MKTG 2438 Direct Marketing Dynamics
MKTG 3218 Introduction to Media
MKTG 3321 Public Relations
MKTG 3322 Promotional Strategies

Complete the equivalent of four complete courses from the following:

MKTG 1018 Press/Media Relations
MKTG 1112 Customer Relations
MKTG 1119 Sports Marketing
MKTG 1120 Special Event Marketing
MKTG 1217 Effective Telemarketing Skills
MKTG 1323 Effective Public Speaking
MKTG 1342 Trade/Consumer Show Marketing
MKTG 3225 Consumer Behavior/Marketing Strategy
MKTG 3337 Corporate Communications
MKTG 4318 Media Planning

Two Electives

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

MANAGEMENT CERTIFICATE IN PROFESSIONAL SALES

Enhance your ability to sell products or services to consumers, the commercial market and professional buyers. Analyze buyer needs, plan detailed and effective presentations and utilize professional oral and written skills. The program also covers other relevant information such as managing the sales force, utilizing other methods of sales such as trade shows, and segmenting business markets. Courses required to obtain your certificate are listed below.

Required

MKTG 1102 Essentials of Marketing
MKTG 1219 Professional Sales 1
MKTG 1323 Effective Public Speaking
MKTG 1342 Trade/Consumer Show Marketing
MKTG 2202 Introduction to Marketing Communications
MKTG 2220 Managing the Sales Force
MKTG 2319 Professional Sales 2
MKTG 3307 Business Marketing
MKTG 3332 Key Account Selling

Complete the equivalent of four complete courses from the following:

MKTG 1112 Customer Relations
MKTG 1212 Principles of Customer Service
MKTG 1217 Effective Telemarketing Skills
MKTG 1325 Importing
MKTG 1327 Exporting
MKTG 2341 Introduction to Marketing Research
MKTG 2419 CPSA Sales Skills
MKTG 3406 Product Development
MKTG 4340 Marketing Planning Fundamentals

Two electives

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

MANAGEMENT CERTIFICATE IN TOURISM MARKETING

A program for those who work in the field of Tourism and are seeking formal and recognized qualifications to support their work experience. This combination should help if you wish to improve your present position or wish to seek new tourism employment opportunities. This program will also appeal to those wishing to enter the field of Tourism but have no previous experience and require some credibility. Employers who are looking for courses to upgrade employees marketing skills will also find value in this program.

Required

MKTG 1102 Essentials of Marketing
MKTG 1212 Principles of Customer Service
MKTG 1219 Professional Sales 1
MKTG 1342 Trade/Consumer Show Marketing
MKTG 2202 Introduction to Marketing Communications
TOUR 1261 B.C. Tourism Issues
TOUR 1301 Group Travel and Tours
TOUR 2303 Conventions/Meetings/Incentive Travel
TOUR 2325 Tourism Product Development

Choose four of the following:

MKTG 1112 Customer Relations
MKTG 1120 Special Event Marketing
MKTG 1324 Small Business Development
MKTG 3321 Public Relations
TOUR 1250 Travel Agency Operations, Introduction to
TOUR 2307 Resort/Hotel Marketing
TOUR 2330 Community Tourism Development

Two electives

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

"NEW" ASSOCIATE CERTIFICATES

For students who do not wish or require a complete certificate, or desire a fast track for developing specific skills, we offer 8-course Associate Certificate packages in:

Customer Service
Marketing Communications
Sales Skills

Customer Service

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

Marketing Communications

MKTG 1018	Press/Media Relations
MKTG 1102	Essentials of Marketing
MKTG 1120	Special Event Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 2317	Sales Promotion Strategies
MKTG 3218	Introduction to Media
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies

Sales Skills

MKTG 1217	Effective Telemarketing Skills
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2220	Managing the Sales Force
MKTG 2319	Professional Sales 2
MKTG 2438	Direct Marketing Dynamics
MKTG 3332	Key Account Selling

COURSES OFFERED THIS TERM:

MKTG 0113 MARKETING THROUGH THE INTERNET DTC \$302.30

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

Apr 15	Wed	1730-2030	4 wks	DTC	CRN	26387
May 23/24	Sat/Sun	0900-1600	1 wk	DTC		26428
Jun 27/28	Sat/Sun	0900-1600	1 wk	DTC		26429

MKTG 1018 PRESS/MEDIA RELATIONS DTC \$182.30

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

Apr 14	Tue	1730-2030	8 wks	DTC	CRN	24868
Jun 15	Mon/Fri	0900-1600	1 wk	DTC		26410

MKTG 1102 ESSENTIALS OF MARKETING BBY \$258 DTC \$256.30

An introductory course designed to provide the student with an overview of the marketing concept and how it can be applied to any type of organization or service. Includes the controllable and uncontrollable elements of marketing, strategic planning, market characteristics, marketing research techniques, market segmentation and target market selection.

Apr 13	Mon	1730-2030	12 wks	DTC	CRN	20358
Apr 14	Tue	1845-2145	12 wks	BBY		20345
Apr 15	Wed	1730-2030	12 wks	DTC		23174
Apr 16	Thr	1845-2145	12 wks	BBY		20360
Apr 16	Thr	1730-2030	12 wks	DTC		20359
Apr 16	Thr	1900-2200	12 wks	SRY		26390
Apr 18	Sat	0900-1600	6 wks	DTC		23784
Apr 18	Sat	0900-1600	6 wks	BBY		20362
May 11	Mon-Fri	0900-1700	1 wk	DTC		26395
Jun 8	Mon-Fri	0900-1700	1 wk	BBY		20363
Jul 6	Mon-Fri	0900-1700	1 wks	DTC		20355
Aug 10	Mon-Fri	0900-1700	1 wk	BBY		23048

MKTG 1112 CUSTOMER RELATIONS BBY \$258 DTC \$256.30

In today's service oriented economy, excellent service is more than a competitive edge, it is a survival skill. Customer relations is designed to have broad application for people at all levels in business and industry. Students involved with customers, both internally and externally will benefit from the strategies and practical "hands-on" approach of this course. Course will cover defining quality service; developing excellent customer relations skills; effective communication techniques; problem-solving; listening/questioning skills; developing "excellent" people skills.

Apr 18	Sat	0900-1600	6 wks	DTC	CRN	20320
Jun 8	Mon/Fri	0900-1600	1 wk	BBY		25219

MKTG 1119 SPORTS MARKETING DTC \$256.30

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

Apr 15	Wed	1730-2030	12 wks	DTC	CRN	23795
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MKTG 1120 SPECIAL EVENT MARKETING BBY \$258 DTC \$256.30

Teaches students how to plan, market, sell, produce and manage any type of special event from company social functions to major conventions. This is a projects based course that will focus on the principle components of planning and executing special events.

Apr 14	Tue	1730-2030	12 wks	DTC	CRN	25220
Apr 15	Wed	1845-2145	12 wks	BBY		20322

MKTG 1212 PRINCIPLES OF CUSTOMER SERVICE BBY \$258 DTC \$256.30

An introductory course designed to provide an overview of what constitutes the area of customer service. Will cover such things as corporate image, personal presentations, customer interaction, customer definition, service definition and industry trends. The course will also focus on the importance of selecting, training, and empowering employees to work on behalf of the customer.

Apr 13	Mon	1845-2145	12 wks	BBY	CRN	20324
May 11	Mon/Fri	0900-1700	1 wk	DTC		23786

MKTG 1219 PROFESSIONAL SALES 1 BBY \$258 DTC \$256.30

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

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	22626
Apr 15	Wed	1730-2030	12 wks	DTC		20327
Apr 15	Wed	1900-2200	12 wks	SRY		26477
Apr 16	Thr	1845-2145	12 wks	BBY		20329
Apr 18	Sat	0900-1600	6 wks	BBY		26396
Jun 8	Mon/Fri	0900-1700	1 wk	DTC		20328
Aug 10	Mon/Fri	0900-1700	1 wk	BBY		23049

MKTG 1323 EFFECTIVE PUBLIC SPEAKING BBY \$258 DTC \$256.30

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

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20335
Apr 18	Sat	0900-1600	6 wks	DTC		20336
Apr 18	Sat	0900-1600	6 wks	BBY		26398
Jun 1	Mon/Fri	0900-1700	1 wk	DTC		20333
Aug 10	Mon/Fri	0900-1700	1 wk	BBY		23050

MKTG 1324 SMALL BUSINESS DEVELOPMENT BBY \$258 DTC \$256.30

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

Apr 15	Wed	1845-2145	12 wks	BBY	CRN	20337
Jun 8	Mon/Fri	0900-1700	1 wk	BBY		23788

MKTG 1325 INTRODUCTION TO IMPORTING BBY \$258

Provides students with complete basics of the importing business. Discussions will cover methods of sourcing overseas suppliers, assessing market potential, payment mechanisms and foreign exchange. A beneficial course for those considering entering the importing field.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	26401
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MKTG 1342 TRADE/CONSUMER SHOW MARKETING DTC \$256.30

Examines how a trade/consumer show is an effective marketing opportunity for businesses of all sizes. The course will focus on the application of marketing principles through the medium of trade or consumer shows. Also covered will be how to position a trade or consumer show as an active marketing tool within a business overall marketing strategy. A key component of this course will be the development of a major project involving a strategic plan for a trade/consumer show.

Apr 27	Mon/Fri	0900-1700	1 wk	DTC	CRN	22851
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MKTG 2202 INTRODUCTION TO MARKETING COMMUNICATIONS BBY \$258 DTC \$256.30

Presents an overview of promotional strategies; advertising, sales promotion, direct marketing, event marketing, publicity, trade shows and public relations. It is intended for those students pursuing the concentrated marketing program. Examines those areas of promotion on the basis of where each fits in the promotional mix and when you should best use them. Prerequisite: MKTG 1102.

Apr 13	Mon	1845-2145	12 wks	BBY	CRN	26402
Apr 14	Tue	1730-2030	12 wks	DTC		20364
Apr 15	Wed	1845-2145	12 wks	BBY		20366
Apr 15	Wed	1900-2200	12 wks	SRY		26403
Apr 16	Thr	1730-2030	12 wks	DTC		26406
Apr 18	Sat	0900-1600	6 wks	BBY		20365
Aug 10	Mon/Fri	0900-1700	1 wk	BBY		23051

MKTG 2205 MARKETING OF SERVICES DTC \$256.30

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

Apr 13	Mon	1730-2030	12 wks	DTC	CRN	25932
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MKTG 2220 MANAGING THE SALES FORCE DTC \$256.30

The role of the sales manager in planning, directing and controlling will be the focus of this course including the selection of sales representatives as well as training, supervision, motivation and leadership. Prerequisite: MKTG 1102.

Apr 16	Thr	1730-2030	12 wks	DTC	CRN	25935
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MKTG 2317 SALES PROMOTION TECHNIQUES DTC \$256.30

The focus of this course is on the practical application of sales promotions techniques, both trade and consumer. The material covered will include couponing, contests, sweepstakes, bonus packs, premiums, package promotions and price offs. A major objective of the course is for the student to be able to develop a basic sales promotion plan. Prerequisite: MKTG 2202 or permission from the department.

Apr 13	Mon	1730-2030	12 wks	DTC	CRN	26408
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MKTG 2319 PROFESSIONAL SALES 2/CPSA SKILLS FOR SALES SUCCESS BBY \$299

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

Apr 13	Mon/Wed	1845-2145	7 wks	BBY	CRN	26419
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MKTG 2341 INTRODUCTION TO MARKETING RESEARCH BBY \$258

Examines the basic approaches to market research. Discusses research techniques and tools and relates these tools to the decision-making process. Special applications of marketing research to simulated real-life situations are examined. Prerequisite: MKTG 2202.

Apr 16	Thr	1845-2145	12 wks	BBY	CRN	23793
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MKTG 2323 ADVANCED PUBLIC SPEAKING BBY \$209

This course is for those who wish to improve and enhance their public speaking skills to a higher level. The focus will be on the principles of effective speech making and developing creativity in preparing and delivering speeches. Class size will be limited to allow each student sufficient preparation and delivery time to present enough presentations for effective and meaningful evaluations. Prerequisite: A previous public speaking course and a good command of the English language.

Apr 15	Wed	1845-2145	9 wks	BBY	CRN	25930
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MKTG 3321 PUBLIC RELATIONS BBY \$258 DTC \$256.30

For anyone in business, government, associations and organizations responsible for internal and external communication. Students learn to fulfill their information and communication assignments with increased confidence and competence. Topics include planning and executing a public relations program; communication techniques, principles of news writing and preparation of news photographs; utilizing the media; press and community relations; external/internal communications and meetings. Prerequisite: MKTG 2202 or department permission.

Apr 14	Tue	1730-2030	12 wks	DTC	CRN	20331
Apr 16	Thr	1845-2145	12 wks	BBY		26420

MKTG 3322 PROMOTIONAL STRATEGIES DTC \$256.30

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

Apr 15	Wed	1730-2030	12 wks	DTC	CRN	26421
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MKTG 3332 KEY ACCOUNT SELLING DTC \$256.30

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

Apr 13	Mon	1730-2030	12 wks	DTC	CRN	26421
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Business

MKTG 3337 CORPORATE COMMUNICATIONS DTC \$256.30

A course designed to provide the student with a working knowledge of the corporate communications function within a business and its influence on corporate culture. Emphasis is on the consistency of image and professionalism throughout all activities. Topics include strategic corporate communications planning, managing your corporate image, issues and crisis communication management, utilizing employee communications and involvement to gain a competitive edge, persuasive techniques, media, investor, and community relations.

Apr 16 Thr 1730-2030 12 wks DTC CRN 20340

MKTG 3406 BBY \$258

NEW PRODUCT/SERVICE DEVELOPMENT

Studies effective processes for generating product ideas, design planning, performance evaluation and market testing. Commercialization of highly innovative products is emphasized. Prerequisite: MKTG 1102

Apr 14 Tue 1845-2145 12 wks BBY CRN 24872

MKTG 4318 MEDIA PLANNING DTC \$256.30

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

Apr 13 Mon 1730-2030 12 wks DTC CRN 23797

MKTG 4340 BBY \$258

MARKETING PLANNING FUNDAMENTALS

A decision-making course. Students will be expected to apply the concepts of marketing and planning to real-world situations. Cover identifying markets, buying behavior, product planning, pricing, distribution and communication strategies. The focus will be on developing a marketing plan. Prerequisite: MKTG 2202, 2341.

Apr 16 Thr 1845-2145 12 wks BBY CRN 25221

TOURISM

TOUR 1250 TRAVEL AGENCY OPERATIONS BBY \$258

A framework for students considering a career in travel retailing and operating fields. Topics include the travel counselor's responsibilities, airlines and their fare structures, rail transportation and car rental, travel industry automation, basic tour company operations, an introduction to the cruise market, hotel terminology and selection, creating an independent vacation itinerary, and selling and communication in the travel industry.

Apr 13 Mon 1845-2145 12 wks BBY CRN 25139

TOUR 1261 B.C. TOURISM ISSUES BBY \$258

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

Apr 14 Tue 1845-2145 12 wks BBY CRN 20370

TOUR 1301 GROUP TRAVEL AND TOURS DTC \$256.30

Covers the development, research and marketing of tour packages and charters. Practical exercises are given in tour planning, organizing, managing, guiding and marketing of tour/charter products. Terminology used by tour operators, wholesalers and destination management companies (D.M.C.'s) is applied in the costing, documentation and reservation systems used by firms in this growth sector of tourism.

Apr 15 Wed 1730-2030 12 wks DTC CRN 23791

MEDIA TECHNIQUES FOR BUSINESS

(604) 451-7032 tcarde@bcit.bc.ca

The complete Certificate program integrates Media Techniques for Business courses with those from other disciplines. Students have a wide range of electives to choose from and can therefore develop a program to meet their specific needs and goals.

The Media Techniques for Business Certificate program requires the completion of the following nine basic courses, totaling 27 credits and a minimum of six elective courses totaling 18 credits from the offerings listed.

Required courses

BCST	1160	Introduction to Television
BCST	1161	Film for Beginners
COMM	1103	Introduction to Business and Technical Communication
MDIA	1010	Photography
MDIA	1040	Graphics 1
MDIA	1100	Introduction to Media Techniques for Business
MDIA	2040	Graphics 2
MDIA	2060	Effective Presentation Techniques
MDIA	2200	The Law and New Media

Two of the following

MDIA	1050	PageMaker PC 1
MDIA	1090	PageMaker Mac 1
MDIA	1110	FreeHand Mac 1
MDIA	1120	FreeHand PC 1
MDIA	1150	QuarkXPress Mac 1
MDIA	1170	Photoshop PC 1
MDIA	1180	Photoshop Mac 1
MDIA	2050	PageMaker PC 2

MDIA	2090	PageMaker Mac 2
MDIA	2110	FreeHand Mac 2
MDIA	2150	QuarkXPress Mac 2
MDIA	2170	Photoshop PC 1
MDIA	2180	Photoshop Mac 2

Elective courses

BCST	1145	Copywriting for Radio and TV
BCST	1148	Writing for the Media
BCST	2252	Commercial Audio Production
BUSA	1305	Supervisory Skills
COMM	2202	Letters and Memos
COMM	2204	Technical Reports
COMP	1815	Introduction to Multimedia
FMGT	1152	Accounting for the Manager
MDIA	1020	Designing Business Forms
MDIA	1050	PageMaker PC 1
MDIA	1090	PageMaker Mac 1
MDIA	1130	CorelDraw 1
MDIA	1140	Color Theory for Publishers
MDIA	1150	QuarkXPress Mac 1
MDIA	1180	Adobe Photoshop Mac 1
MDIA	1188	Adobe Premiere
MDIA	1300	Multimedia Literacy
MDIA	2000	Typography
MDIA	2050	PageMaker PC 2
MDIA	2090	PageMaker Mac 2
MDIA	2110	FreeHand Mac 2
MDIA	2130	CorelDraw 2
MDIA	2150	QuarkXPress Mac 2
MDIA	2160	Advanced Photography 1
MDIA	2170	Advanced Photography 2
MDIA	2200	The Law and New Media
MDIA	2300	Multimedia Authoring
MDIA	3010	Commercial Photography
MKTG	1102	Essentials of Marketing
MKTG	2202	Principles of Promotional Marketing

Other elective courses are being developed. Check future flyers for additional choices. Not all courses are offered every term. Check current flyers under **Media Techniques for Business** or other areas such as **Broadcast Communications** or **Marketing** for current offerings and specific course descriptions.

BUSINESS CERTIFICATE IN MEDIA TECHNIQUES AND MARKETING COMMUNICATIONS

(604) 451-7032 tcarde@bcit.bc.ca

A hands-on program designed to combine the strategic approach of Marketing Communications with the techniques of multimedia technology. The program is skills based, focusing on specialized training in media techniques and the components of promotional marketing. It is of value to anyone who wishes to pursue a career in the communications area of any business, from home-based-business to major corporations.

Required basic courses

MKTG	1102	Essentials of Marketing
MKTG	2202	Introduction to Marketing Communications
MKTG	3321	Public Relations
MKTG	3322	Promotional Strategies
MKTG	3337	Corporate Communications
MDIA	1100	Intro to Media Techniques for Business
MDIA	2060	Effective Presentation Techniques
MDIA	1040	Graphics 1
MDIA	2040	Graphics 2

In addition, select from the following list of electives for the equivalent of 18 credits:

MDIA	1050	PageMaker 1 for the PC
MDIA	2050	PageMaker 2 for the PC
MDIA	1090	PageMaker 1 for the MAC
MDIA	2090	PageMaker 2 for the MAC
MDIA	1150	QuarkX Press for the MAC
MDIA	2150	QuarkX Press for the MAC
MDIA	1170	Adobe Photoshop for the PC 1
MDIA	2270	Adobe Photoshop for the PC 2
MDIA	1180	Adobe Photoshop for the MAC 1
MDIA	2180	Adobe Photoshop for the MAC 2
MDIA	1160	Illustrator for the MAC 1
MDIA	2260	Illustrator for the MAC 2
MDIA	1120	Freehand for the MAC 1
MDIA	2120	Freehand for the MAC 2
MDIA	1110	Freehand for the PC 1
MDIA	2110	Freehand for the PC 2
MDIA	1130	CorelDraw 1
MDIA	2130	CorelDraw 2
MKTG	1018	Press/Media Relations
MKTG	2317	Sales Promotion Strategies
MKTG	1120	Special Event Marketing
MKTG	2438	Direct Marketing Dynamics
MKTG	3218	Introduction to Media (Advertising Media)

MDIA 0199 PHOTOGRAPHY: ENTRY LEVEL BBY \$215

Teaches students how to handle a 35mm single lens reflex camera and accessories. Students learn basic photographic concepts including depth of field, aperture/shutter relation, exposure control, night photography and more. Students with an interest, but no previous experience in photography, are encouraged to enrol in this exploratory course to foster that interest. Students need a 35mm SLR with 50mm lens and must supply their own film. A tripod is recommended.

Apr 15 Wed 1900-2200 4 wks BBY CRN 20999

MDIA 1010 PHOTOGRAPHY BBY \$481

Improves student's knowledge of handling 35mm equipment and accessories (including flash). Topics include composition, choosing the right film, getting the most out of available light and determining correct exposure for any light condition. Students learn to carry out assignments with their own equipment, get hands-on experience in processing and printing black and white film and learn to set up their own darkroom. Students need a 35mm SLR camera with at least a 50mm lens and a tripod and must supply their own film. Prerequisite: MDIA 0199 or permission from the instructor.

May 13 Wed 1900-2200 8 wks BBY CRN 21000

MDIA 1015 PEOPLE PHOTOGRAPHY BBY \$384

During classroom session, studio practice and two location workshops students will develop the basic skills to complete assignments in people's photography. Lighting and composition will be emphasized. Students will gain hands on knowledge photographing people in the areas of advertising editorial and consumer portraiture. Equipment, lighting and communication projects provide critical information. This course is highly interactive. Students who want to specialize and those seeking higher career pursuits will benefit by taking this course. Students can expect to spend 1 hour/week on assignments and homework. Prerequisite: MDIA 1010 or permission from instructor.

Apr 16 Thr 1900-2200 6 wks BBY CRN 26087

MDIA 1020 DESIGNING BUSINESS FORMS BBY \$255

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

Apr 18 Sat 1300-1600 6 wks BBY CRN 23560

MDIA 1040 GRAPHICS 1 BBY \$301

Introduces students to the many facets of graphics. Topics include lettering and typography; layout and design; drawing and illustration techniques; logo design; the PMS color system; the 4-color process color system; producing comprehensives for client presentation; producing artwork using traditional and digital methods; the four major printing methods. Those with an interest but no previous experience in graphic art are encouraged to attend this exploratory course to foster that interest and determine their career potential. Note: This course is NOT computer-based.

Apr 20 Mon/Wed 1845-2145 6 wks BBY CRN 21001

MDIA 1100 BBY \$301

INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS

The first part of the course explores the fundamental issues faced by anyone trying to create and implement a variety of visual and audio-visual communication projects. The second part, provides a practical perspective on pre-press production and printing, desktop publishing, commercial applications of photography and photographic imaging, audiovisual techniques, video production, interactive video, photo-CD technology applications and other communication tools used in communication today. Upon completion students will have a good grasp of needs assessment, target audience identification, principles of production planning, evolving technology and an understanding of media integration.

Apr 20 Mon 1800-2100 12 wks BBY CRN 21002

MDIA 2040 GRAPHICS 2 BBY \$301

A continuation of MDIA 1040. Students are instructed in the more detailed areas of graphics and print production. Topics include paper choice and selection; 4 color process printing and mechanical requirements; imposition; commercial photography; special printing techniques; stitching and binding; magazine production; designing advertisements; preparing an advertising campaign using various production and print media; estimating time and costs to produce graphics material. Preparing a portfolio and future education and employment opportunities are discussed. Prerequisite: MDIA 1040.

Jun 1 Mon/Wed 1845-2145 6wks BBY CRN 21004

MDIA 2060 BBY \$258

EFFECTIVE PRESENTATION TECHNIQUES

Prepares students to effectively present material, both written and spoken. Teaches students what to say and how to say it, using the right words and proper grammar. Builds written communication skills that allow students to write confidently and make certain they are understood. Teaches speaking skills using proper pronunciation, phrasing and emphasis.

Apr 16 Thr 1845-2145 12 wks BBY CRN 21005

MDIA 2160 ADVANCED PHOTOGRAPHY 1 BBY \$295

Combines classroom sessions and workshops in the studio (including a make-up demonstration) so that students can develop the basic skills to plan and carry out a variety of assignments in the areas of editorial and people photography. Students learn to recognize the potential of lighting in the studio and on location and how to work from a layout to meet a client's requirements as well as quality standards in the industry. Good technique and composition are stressed throughout the course. Students need a 35mm SLR, with at least a standard lens, a flash, a tripod and will have to supply their own film. Prerequisite: MDIA 1010 or permission from the instructor.

Apr 16 Thr 1900-2200 6 wks BBY CRN 26467

Business

MDIA 2200 THE LAW AND NEW MEDIA DTC \$213.50

This course focuses on the legal and economic constraints associated with structuring a business in the field of media and/or arts. Topics examined include the most appropriate business entity given specific legal and tax considerations, improving negotiation skills, establishing a binding media/publishing contract, protecting intellectual property licensing and distributing your creative work and how to apply a "hands-on" approach to problem-solving, negotiating, and the drafting of contracts with special emphasis on in-class participation.

Apr 27 Mon 1730-2030 10 wks DTC CRN 25163

ASSOCIATE CERTIFICATE, DESKTOP PUBLISHING

The Desktop Publishing Associate Certificate program requires the completion of the following six basic courses, totaling 15 credits, and a minimum of three elective courses totaling nine credits for a total of 24, from the list below:

Required basic courses

MDIA 1040 Graphics I
MDIA 1140 Color Theory for Publishers
MDIA 1111 Scanning
MDIA 2000 Typography
MDIA 1020 Designing Business Forms
MDIA 2060 Effective Presentation Techniques

In addition, choice of

- I. Choice of: (Levels 1 and 2 required)
MDIA 1050 and 2050 PageMaker for the PC (Levels 1 and 2)
MDIA 1090 and 2090 PageMaker for the Macintosh (Levels 1 and 2)
MDIA 1150 and 2150 QuarkXpress (Levels 1 and 2)
- II. Choice of: (Levels 1 and 2 required)
MDIA 1120 and 2120 Adobe Freehand for the PC (Levels 1 and 2)
MDIA 1110 and 2110 Adobe Freehand for the Macintosh (Levels 1 and 2)
MDIA 1130 and 2130 CorelDraw (Levels 1 and 2)
MDIA 1160 and 2160 Adobe Illustrator for the Macintosh (Levels 1 and 2)
Choice of: (Levels 1 and 2 required)
MDIA 1170 and 2270 Adobe Photoshop for the PC
MDIA 1180 and 2180 Adobe Photoshop for the MACINTOSH

DESKTOP PUBLISHING AND GRAPHICS FOR THE MACINTOSH (604) 451-7032 tcarde@bcit.bc.ca

MDIA 1025 ACROBAT DTC \$382.30

Publish on the Web, Intranet, CD-ROM, or e-mail without losing the unique look, feel, and formatting of your original documents by converting them into PDF's (Portable Document Format). This course gives Adobe Acrobat users the skills they need to work efficiently with Adobe Acrobat Exchange, PDF Writer, and Distiller software and provides a solid foundation for applying Acrobat features to real-world situations. Topics include using Acrobat in mixed-platform environments, creating and using PDF documents, using Acrobat features to tailor a document to its audience using Acrobat as a presentation tool. This course is designed for anyone using Adobe Acrobat products for electronic document distribution. Prerequisites: Basic computer literacy including keyboarding skills and using a mouse. You should also have experience with PC's running Windows or MAC computers.

May 30 Sat 1300-1600 6 wks DTC CRN 26090

MDIA 1090 PAGEMAKER MAC 1 BBY \$344

Introduces and teaches design, layout and production of professional publications, using the Adobe PageMaker assembly software program. Students will learn to create projects, advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation using a Mac Centris 650 for this hands-on course.

Apr 20 Mon 1845-2145 6 wks BBY CRN 21011

MDIA 1111 DESKTOP SCANNING DTC \$342.30

This course teaches you how to make the most of your desktop scanner. Each student has access to a desktop scanner from their own computer terminal. Covers basic color theory, different types of image capture devices including reflection or flatbed scanners, and transmission such as slide scanners and digital cameras. Issues affecting the quality and accuracy of scanned images are discussed including scanner resolution, dynamic range and the removing of unwanted color casts. Adobe Photoshop is used extensively in this course.

Apr 17 Fri 0900-1600 3 wks DTC CRN 24947
May 29 Fri 1730-2030 6 wks DTC 24948

MDIA 1150 BBY \$344 DTC \$342.30 QUARK XPRESS MAC 1

Introduces the most powerful page layout program currently available. Gives a complete overview of the abilities of Quark Xpress, providing a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation, using a Macintosh Centris 650. Prerequisite: A solid working knowledge of the Macintosh.

Apr 20 Mon 1730-2030 6 wks DTC CRN 24940
Apr 16 Thr 1845-2145 6 wks BBY 21017
Jul 9 Thr 1845-2145 6 wks BBY 21301

MDIA 1160 ADOBE ILLUSTRATOR MAC DTC \$382.30

Learn how to use Adobe Illustrator's tools by examining the toolbox, view your artwork in different modes, make selections, edit a segment, use the rule guides, learn about layers, group and ungroup objects. Learn about painting objects, applying a custom color, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves, convert points, use primitives to create basic shapes. Learn how to work with type, change type attributes, import text and link up text blocks, wrap text around an object and more.

Apr 17 Fri 1730-2030 6 wks DTC CRN 23577
Apr 18 Sat 0900-1200 6wks DTC 24941

教授全面使用 Adobe Illustrator 的所有工具和如何將作品在不同的層面及方式上表現出來。學習利用直線、弧線、組合、分割、遮色片、複合圖形、調色板、漸變及方向改變等去完成所創作或需要之圖案。學習文字運用，在特定的軌道上或圖形內加插文字。透過導師講解，學員會懂得如何將完成的圖形運用於其它的電腦程式上，如 QuarkXpress 等。學員需準備練習課本 (\$63.95+稅) 於第二堂開始使用，導師會於第一堂時說明於何處購買。本課程將以廣東話、國語，輔以英語授課。

Apr 14 Tue 1730-2030 6 wks DTC CRN 26088

MDIA 1180 BBY \$384 DTC \$382.30 ADOBE PHOTOSHOP FOR MAC 1

Teaches how to produce color and black and white images right at the desktop, faster and easier than ever before. Teaches how to work on a canvas, show and hide palettes, restore parts of images, select areas of similar colors, create gradient blends, use foreground and background colors, use painting tools, change brush size and options, understand image size and resolution, create type, ghost back type on an image and airbrushing. Students will have their own Mac Centris 650 workstation.

Apr 14 Tue 1845-2145 6 wks BBY CRN 21025
Apr 16 Thr 0900-1600 3 wks DTC 24942
May 31 Sun 1300-1600 6 wks BBY 21026
Jun 30 Tue 1845-2145 6 wks BBY 21303

MDIA 1188 ADOBE PREMIER DTC \$382.30

Adobe Premier makes it easier to create high-quality digital movies and videotapes. Covers editing to make changes easily, learning the Premier graphical interface, trimming and playing back windows, motion control and recording to disk. Graphics and titles will be imported from Adobe Illustrator. Each student has their own workstation and user guide.

Apr 15 Wed 1730-2030 6 wks DTC CRN 24951
May 27 Wed 1730-2030 6 wks DTC 24952

MDIA 1450 MACROMEDIA DIRECTOR DTC \$382.30

Provides a hands-on workshop to guide you through the practical aspects of working with Macromedia Director. The focus will be on screen and interface design as well as incorporating video, audio, graphics and animation. You will create a real interactive multimedia project with techniques that will apply to both MAC and PC platforms.

Apr 16 Thr 1730-2030 12 wks DTC CRN 25168
May 28 Thr 0900-1600 6 wks DTC 25169

MDIA 2000 TYPOGRAPHY BBY \$435

Gives students a good understanding of typesetting rules and techniques. Three evenings will be spent discussing type history, development and usage. The following nine evenings will be spent using QuarkXpress, to complete a variety of projects. The intent is to produce quality rather than quantity and to avoid the excesses so commonly perpetrated by desktop publishers. A working knowledge of QuarkXpress or PageMaker is essential.

Apr 15 Wed 1845-2145 12 wks BBY CRN 23578

MDIA 2090 PAGEMAKER MAC 2 BBY \$344

Guides students through PageMaker advanced features. Teaches students how to create their documents in readiness for sending files to a service bureau, thus reducing pre-press costs. They will also learn how to create color separation files and work with a desktop scanner. Students will have their own workstation using a Mac Centris 650. Prerequisite: MDIA 1090 or permission from the instructor.

Jun 1 Mon 1845-2145 6 wks BBY CRN 26468

MDIA 2111 DESKTOP SCANNING 2 DTC \$382.30

Covers many more technical features of using a desktop scanner. Topics covered include setting a dynamic tonal range for best results, correcting color casts, accurately calibrating a computer monitor, differences between 1 bit, 8 bit and 24 bit color, resolution, screens and output devices, PPI, DPI and LPI, what is meant by the term OPI, gamma adjustment and how to accurately read a histogram in Photoshop using the x and y coordinates. Also looks at adjusting levels and curves in Photoshop and the differences between the two, selective color correction, how to effectively use color range, dot gain and how to compensate for it on a press. Adobe Photoshop is used extensively. Prerequisite: MDIA 1111.

May 8 Fri 0900-1600 3 wks DTC CRN 24949

MDIA 2150 QUARKEXPRESS MAC 2 BBY \$344 DTC \$342.30

Teaches advanced publishing techniques using QuarkXpress including integration with word processing and graphics software and the use of spot and process colors. Students will have their own workstation using a Mac Centris 650. Prerequisite: MDIA 1150 or permission from the instructor.

May 28 Thr 1845-2145 6 wks BBY CRN 21023
Jun 1 Mon 1730-2030 6 wks DTC CRN 24944

MDIA 2180 BBY \$384 DTC \$382.30 ADOBE PHOTOSHOP FOR MAC 2

Displays how Adobe Photoshop is an image-editing program that lets students create and produce high quality digital images, without the expense of high-end workstations. As an electronic darkroom, Adobe Photoshop lets the user manipulate scanned photolithographs, slides and original artwork. Students learn how to look at color models, RGB, CMYK and measure RGB and CMYK color, adjust midtones, shadows and highlights, use the information palette as a densitometer and adjust the color balance of an image. Teaches resolution, determining correct scan resolution, creating releases around images with paths, saving selections as paths and more. Prerequisite: MDIA 1180.

May 14 Thr 0900-1600 3 wks DTC CRN 24945
May 26 Tue 1845-2145 6 wks BBY 21027

MDIA 2260 ADOBE ILLUSTRATOR MAC 2 DTC \$382.30

Builds on skills developed in MDIA 1160.

May 30 Sat 0900-1200 6 wks DTC CRN 23584

DESKTOP PUBLISHING AND GRAPHICS FOR THE PC (604) 451-7032 tcarde@bcit.bc.ca

MDIA 1035 COREL PHOTOPAINT 1 BBY \$445

This introduction to Corel Photopaint will teach students how to use Photopaint's basic drawing tools and natural media brushes to create digital paintings. Learn how to use objects, layers and masks to create layered images. Use guides and rulers for precise positioning of objects. Learn techniques of paths and selection tools to apply local changes to an image. Students will also learn the basic techniques of editing and combining color photos. Projects will focus on the production of portfolio quality artwork. Students are expected to have a working knowledge of Windows 95 and have some page layout and design experience.

Apr 19 Sun 1300-1600 6 wks BBY CRN 26159

MDIA 1050 PAGEMAKER PC 1 DTC \$342.30

Teaches design, layout and production of professional publications, using the Aldus PageMaker assembly software program. Students will learn to create numerous publishing projects including advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation.

Apr 14 Tue 1730-2030 6 wks DTC CRN 21009
Apr 18 Sat 0900-1200 6 wks DTC 21010

MDIA 1130 CORELDRAW 1 BBY \$384

Introduces students to the principles of vector art used in CorelDraw. Students will learn how to transform, modify and organize objects, use layers and styles, create multiple page layouts and prepare work for printing at a service bureau. This course is designed for those with a fundamental operating knowledge of the Windows '95 environment. Special attention will be paid to practical applications, with each class for portfolio examples.

Apr 16 Thr 1845-2145 6 wks BBY CRN 21015
Apr 18 Sat 0900-1200 6 wks BBY 21016

MDIA 1140 COLOR & THEORY FOR PUBLISHERS BBY \$435

Introduces the principles of color in relation to physics, physiology and communication. Explores the additive primaries red, green and blue (light) and the subtractive primaries cyan, magenta and yellow (pigment). Exercises will lead to an understanding of the terminology relating to light and pigment such as contrast, hue, saturation, value, tint and shade. Also studies color models used in computer graphics programs through hands-on use of CorelDraw on a PC.

Apr 14 Tue 1845-2145 12 wks BBY CRN 23567

MDIA 1170 BBY \$384 DTC \$382.30 ADOBE PHOTOSHOP FOR WINDOWS 1

Teaches how to create and produce color and black and white images right at the desktop, faster and easier than ever before. Teaches students how to create and work on a canvas, show and hide palettes, restore parts of images, select areas of similar colors, create gradient blends, use foreground and background colors, use painting tools, change brush size and paint options, understand image size and resolution, ghost back type on an image and airbrushing. Students have their own workstations.

Apr 18 Sat 1300-1600 6 wks BBY CRN 21030
Jul 9 Thr 1730-2030 6 wks DTC 21302

MDIA 1260 ILLUSTRATOR PC 1 BBY \$384

Learn how to use Adobe Illustrator's tools by examining the toolbox, view your artwork in different modes, make selections, edit a segment, construct a drawing, learn about layers, group and ungroup objects. Learn about painting objects, creating process colors, applying a custom color, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves, and use primitives to create basic shapes. Learn how to work with type, change type attributes, import text, wrap text around an object and more.

Apr 20 Mon 1845-2145 6 wks BBY CRN 25164
Jun 1 Mon 1845-2145 6 wks BBY 25165

Business

MDIA 2050 PAGEMAKER PC 2

DTC \$342.30

Guides students through PageMaker's advanced features. Students will learn how to create documents in readiness for sending files to a service bureau thereby reducing pre-press costs. Students will learn how to create color separation files. Prerequisite: MDIA 1050 or permission from the instructor.

May 26	Tue	1730-2030	6 wks	DTC	CRN	21019
May 30	Sat	0900-1200	6 wks	DTC		24943

MDIA 2130 CORELDRAW 2

BBY \$384

Covers the advanced features of CorelDraw. Students will learn how to use CorelDraw's special effects including blend, perspective, powerclip, lens, extrude and bevel. Learn how to import bitmaps and edit them for page layout projects. Use bitmap filters to enhance or transform bitmap files writing a CorelDraw drawing. In this course, students will also be introduced to CorelTrace and CorelDepth, and will learn how to import images created in these programs into their CorelDraw files. Emphasis will be placed on practical applications such as the creation of business graphics for slides and overheads and the editing of bitmaps for desktop publishing applications. Students will be expected to produce at least three complete pieces suitable for portfolio. Prerequisite: MIDA 1130 or permission from the instructor.

May 30	Sat	0900-1200	6 wks	BBY	CRN	21022
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MDIA 2270 ADOBE PHOTOSHOP WINDOWS 2

BBY \$384

Teaches students how to create and produce high quality digital images, without the expense of high end workstations. As an electronic dark-room, Adobe Photoshop lets the user manipulate scanned photolithographs, slides and original artwork in a variety of ways. Students learn how to look at color models, RGB, CMYK and measure RGB and CMYK color, perform precise color corrections, use the information palette as a densitometer, adjust the color balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor.

May 30	Sat	1300-1600	6 wks	BBY	CRN	21903
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MULTIMEDIA

(604) 451-7032 tcarde@bcit.bc.ca

MEDIA DESIGN AND TECHNOLOGY ADVANCED SPECIALTY CERTIFICATE PROGRAM

The objective of the program is to prepare students to apply developed fine arts and design skills using computer based technology. Graduates of the program will be employed in the entertainment industry including film production, video game development and post production. Courses in this program are:

BCST	1165	Video Editing
MDIA	5401	Microsoft Image 3D Introduction
MIDA	5404	Alias PowerAnimator
MIDA	5408	Entertainment Industry
MDIA	5409	IRIX/PC/Mac Operating Systems
MIDA	6400	Practicum
MDIA	6401	Microsoft Softimage 3D
MIDA	6403	Modeling and Sculpture for New Media
MIDA	6406	Advanced Photoshop and Illustrator

Applicants must complete a screening process prior to full acceptance, which will require a portfolio. For more information on this program please call Terri Carde at (604) 451-7032.

INTERNET

(604) 451-7032 tcarde@bcit.bc.ca

MDIA 1195 INTRODUCING THE INTERNET

BBY \$380

This course will introduce Internet user skills in search engines, downloading software, e-mail ISP's and Newscast Push technology. Emphasis will be placed on supercharging your search engines and finding relevant information on the Web. Streaming audio and video will be discussed. Particular emphasis will be placed on the most popular browsers such as Netscape and Internet Explorer. Come and experience the thrill of the Internet.

Apr 15	Wed	1845-2145	6 wks	BBY	CRN	24878
Apr 18	Sat	0900-1600	3 wks	BBY		24938

MDIA 1200 ADVANCED INTERNET

BBY \$380

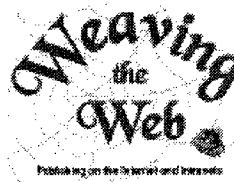
Create eye-catching pages on the Web. The students will learn to use HTML Editors and Frontpage in setting up home pages on the Web. Templates, wizards, tables, frames, forms and plug-ins such as Java Applets will be discussed and used. Good Web page design and layout techniques will be discussed and implemented. Production of powerful compelling graphics will be introduced. Discussion of efficient Web site management will also be explained. Prerequisite: MDIA 1195 or equivalent Internet experience.

May 9	Sat	0900-1600	3 wks	BBY	CRN	23640
May 27	Wed	1845-2145	6wks	BBY		23566

MDIA 1205

WEAVING THE WEB: PUBLISHING ON THE INTERNET AND INTRANET

\$550



This course is designed for those who wish to author and publish Web pages that may be published on the World Wide Web or on an intranet (private network) for organizations, institutions and businesses, or for personal use. The course will be offered entirely by distance delivery with the exception of one optional introductory workshop where several of the computer applications to be used in this course will be introduced.

Course content will be delivered in print form as well as on a related Web site. Assignments will be delivered and responded to via e-mail (body text as well as attachments). While the assignments for the course will have certain deadlines, students may "attend class" at their convenience. Students must have access to the Internet (the World Wide Web), a personal e-mail account and a computer platform sufficiently powerful to view most modern Web pages without computer "hang-ups." The major piece of software to be used in the course will be Netscape Communicator, version 4.0.4 (including the Web authoring tool "Netscape Composer"), which is available to most users free-of-charge from URL "http://www.netscape.com." Other optional applications (such as Adobe Photoshop) will make the course work more rewarding for the participants, but the assignments may be successfully completed using only freeware and shareware applications.

Students should have computer keyboarding experience as well as some familiarity with the World Wide Web. By the end of the course students should be able to construct professional quality Web pages.

Apr 13	Mon	0900-1200	12 wks	Corres.	CRN	26447
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3D ANIMATION

(604) 451-7032 tcarde@bcit.bc.ca

MDIA 2400 SOFTIMAGE I

DTC \$1211.30

Supplies a solid overview of classic computer animation techniques including modeling, motion, property editing, and rendering. Inverse kinematics and motion capture give students skills needed in today's competitive market.

Apr 18	Sat	1100-1800	6 wks	DTC	CRN	24066
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MDIA 2600 INTRODUCTION TO 3D

DTC \$603.30

This is a hands-on introductory course to 3D computer graphics using Alias PowerAnimator software. The focus of this foundation course will be software concepts, modeling and rendering.

Apr 20	Mon	1730-2030	6 wks	DTC	CRN	24910
Apr 16	Thr	1730-2030	6 wks	DTC		24911

MDIA 2700 ALIAS I

DTC \$603.30

This course is hands-on and builds upon the modeling and rendering experience gained in MDIA 2600 as well as providing an introduction to animation techniques such as key framing, motion path and motion dynamics. Prerequisite: MDIA 2600 or permission of instructor.

Jun 1	Mon	1730-2030	6 wks	DTC	CRN	24912
May 28	Thr	1730-2030	6 wks	DTC		24913

MDIA 3000 ALIAS INTERMEDIATE

DTC \$1008.30

Alias Intermediate will focus on advanced modeling and rendering techniques as well as the practical application of animation. The lesson structure will be such that the student will be able to pursue personal projects. Prerequisite: MDIA 2700 or permission of instructor.

Apr 14	Tue	1730-2030	12 wks	DTC	CRN	24914
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MDIA 3500 ALIAS ADVANCED

DTC \$1208.30

By refining the 3-D knowledge gained in the intermediate class and introducing new concepts, this course expands the student's understanding and practical application of 3-D computer graphics. Includes: character animation, particle and optical effects and compositioning. New concepts will include: advanced surface construction, creating film quality effects and combining 3-D graphics with live action. Prerequisite: MDIA 3000 or permission from the instructor.

Apr 15	Wed		12 wks	DTC	CRN	24915
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MULTIMEDIA IMMERSION WORKSHOP

From August 10 to 22, 1998, BCIT and SFU will partner to offer an industry taught two week multimedia workshop at BCIT's Downtown Campus. This workshop, part of the SFU Summer Publishing Workshops, will bring together major players and companies in the multimedia industry from across North America. Information from morning presentations will be used by participant groups to develop the concept, business plan, content, marketing strategy, costing flow chart and prototype for a multimedia project. Visiting professionals will work with groups to develop the projects over the two week period. This is an immersion workshop that runs from 0900-2200, with a one day break on Sunday, August 16. Final group presentations to industry will be conducted on the final day, August 22. The Multimedia Workshop should be of interest to people already working in the industry and to those looking for entry positions. An application process is required. For further information and application package, contact either: Laura Davie, Program Coordinator Business Programs, BCIT (604) 432-8614 or e-mail: ldavie@bcit.bc.ca or Ron Woodward, Director, SFU Summer Publishing Workshops Faculty, Master of Publishing Program (604) 291-5243

THE WEB WORKSHOP SERIES

(604) 451-7032 tcarde@bcit.bc.ca

MDIA 1210 WEB AUTHORIZING

DTC \$403.30

This course introduces novice users to the creation of documents for publication on an Internet. It covers basic page manipulation including adding hyperlinks and manipulating multimedia elements. Students will have their own workstation using Silicon Graphics Indy computers.

Apr 14	Mon/Tue	0800-1500	1wk	DTC	CRN	25050
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MDIA 1220 COSMOWORLD

DTC \$403.30

Moving from the flat page into the third dimension, this course offers web page designers the knowledge base to create compelling three dimensional web world. Following the Moving Worlds initiative students learn object creation, placement, texture mapping, level of detail and hyperlink creation in 3D space. Students will have their own workstation using Silicon Graphics Indy computers. Prerequisite: MDIA 1210.

Apr 21	Tue/Wed	0800-1100	4wks	DTC	CRN	25052
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MDIA 1230 JAVA DEVELOPMENT

DTC \$403.30

Introduces the student to the Java programming language. You will learn how to rapidly create and debug web based, interactive multimedia applications through hands-on experience with the Silicon Graphics visual tools. Prerequisite: MDIA 1210 and working knowledge of C programming or permission of instructor.

May 19	Tue	0800-1100	4 wks	DTC	CRN	25054
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MDIA 1240 WEB SITE MANAGEMENT

DTC \$203.30

What good is a site that no one can access? This Web site management course provides web server administrators with topics that address page management, site sizing and back up restore strategies. Concepts such as pre-planning, data integrity and user management are also covered.

Jun 15	Mon	0800-1100	2 wks	DTC	CRN	25056
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MDIA 1250 MEDIA SERVING

DTC \$403.30

Information is undergoing a transformation from text to images to full motion video. The Internet allows businesses to serve this information in a cost effective manner. This course provides an insight into developing, managing and distributing content that is based upon the web server model. Students learn and apply techniques that facilitate creation of web based distance learning, interactive training and collaborative computing applications.

Jun 8	Mon	0800-1100	4 wks	DTC	CRN	25057
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MEDICAL OFFICE ASSISTANT

(604) 451-7134 bmason@bcit.bc.ca

YOU'RE INVITED!

You are invited to attend our spring information session to find out more about the Medical Office Assistant Associate Certificate Program, to discuss opportunities that exist for graduates and to meet the instructors.

Date and time:	March 9, 1998 - 1900-2000
To register:	Call Brenda Mason at (604) 451-7134

OFFC 1001

BBY \$276

ANATOMY AND TERMINOLOGY I

Combines both medical terminology and basic human anatomy and physiology. The medical systems of the body are explored using the format of anatomical and physiological terminology, combining forms, pathological terminology, laboratory tests and abbreviations. Disease processes are explored as they relate to each body system. An emphasis is placed on correct spelling, pronunciation and meaning of the language of medicine. **Note:** Anatomy and Terminology 1 and 2 replace the our previous courses: Anatomy and Physiology (OFFC 1000) and Medical Terminology (OFFC 1010).

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	26073
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OFFC 1002 ANATOMY AND TERMINOLOGY 2

BBY \$276

This course is a continuation of Anatomy and Terminology 1. Prerequisite: OFFC 1001.

Apr 20	Mon	1845-2145	12 wks	BBY	CRN	26074
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OFFC 1003 OFFICE PRACTICE

BBY \$267

Introduces MOA administration duties and professional conduct. Topics include appointment scheduling, pharmacology, reception, charts and filing. The last six weeks of this course introduces the basic features of medical practice management systems using PSREGENT's Stradivarius software. Course emphasizes computerized medical billing, the daysheet record, patient registration, Teleplan, reporting and computerized lab results. **Note:** this course replaces OFFC 1030 and OFFC 1060. Prerequisite: basic computer and keyboarding skills.

Apr 16	Thr	1815-2145	12 wks	BBY	CRN	26076
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OFFC 1020 TRANSCRIPTION

BBY \$303

Introduces the student to the sounds and words of medical practice through a dictate/transcribe machine. Medical words previously studied will synchronize with those being heard on tape. This course is also appropriate for medical office personnel who want to upgrade their transcription skills. Prerequisite: OFFC 1001, 1002, 1060 and typing speed of 40 wpm is recommended.

Apr 18	Sat	0900-1600	6 wks	BBY	CRN	22653
May 30	Sat	0900-1600	6 wks	BBY		22652

OFFC 1040 CLINICAL PROCEDURES

BBY \$272

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

Apr 15 Wed 1845-2145 12 wks BBY CRN 22656

OFFC 1060 MEDICAL DOCUMENTATION

BBY \$170

Introduces the basic features of Word for Windows through the production of medical documents. Emphasis will be on letter format, speed and accuracy in preparation for medical transcription. Prerequisite: computer literacy and keyboarding skills. This is the prerequisite course for OFFC 1020.

Apr 14 Tue 1845-2145 12 wks BBY CRN 23574

OFFC 2000 PRACTICUM

BBY \$258

Provides work experience for students who have successfully completed all of the MOA courses. Includes classroom instruction on the first and last class, plus two 30-hour practicum placements in a physician's office, hospital department and/or related field. Prerequisites: completion of all OFFC courses as listed above, all OFFC courses required prior to program changes in January 1998, or in special circumstances, with permission of the Program Coordinator.

May 28 Thr 1845-2145 6 wks BBY CRN 22658

OPERATIONS MANAGEMENT INDUSTRY TRAINING (604) 451-7134 bmason@bcit.bc.ca

BCIT PRESENTS EPIC ISO 9000 WORKSHOPS

BCIT's Business Programs offers the EPIC 9000 Training System (Education Professionals in Consortium.) The EPIC system will certainly help your organization achieve registration in the ISO 9000 quality assurance standard. More importantly, it will provide the essential, practical insights that allow participants to build a quality assurance system that brings an organization long-term, bottom-line results. The EPIC program is offered in two formats: open enrolment for selected modules and on-site training with customized coaching services. Tuition discounts are offered to organizations who send more than one participant to the same workshop. The open enrolment modules scheduled for this term include:

OPMT 0004 UNDERSTANDING ISO 9001/2 BBY \$250

This one day course will provide an understanding of all 20 elements of ISO 9000 and the interrelationships of the various clauses. This is an essential course for all employees who will be involved in gap analysis, planning for implementation, quality system documentation, internal quality audits or training of the workforce

Apr 3 Fri 0830-1700 1 day BBY CRN 24593
May 1 Fri 0830-1700 1 day BBY 25180
Jun 5 Fri 0830-1700 1 day BBY 25182

OPMT 0007 INTERNAL QUALITY AUDITS BBY \$500

Provides your internal audit team with the knowledge and skills necessary to successfully perform internal quality audits as required under ISO 9000. Your audit team may be comprised of members of your ISO 9000 implementation team, as well as selected individuals throughout your organization.

Apr 23 Thr/Fri 0830-1700 2 days BBY CRN 24599
May 29 Fri/Sat 0830-1700 2 days BBY 25184
Jun 18 Thr/Fri 0830-1700 2 days BBY 26060

OPMT 0008 QUALITY SYSTEM DOCUMENTATION BBY \$500

Focuses on requirements for documentation and skills needed to create and control documentation under ISO 9001/9002. The key to a successful ISO 9000 implementation is to involve those who actually do the work in preparing the procedures and work instructions. This workshop is designed to clarify and simplify that involvement.

Apr 16 Thr/Fri 0830-1700 2 days BBY CRN 24603
May 22 Fri/Sat 0830-1700 2 days BBY 25186
Jun 11 Thr/Fri 0830-1700 2 days BBY 26062

BUSINESS IMPROVEMENT WORKSHOPS

Our Business Improvement Workshops are designed to equip people at all levels in your organization with the skills to fully participate in quality and continuous improvement initiatives in work group environments. We are offering these workshops on a regular basis in a public format at BCIT. They can also be tailored for delivery on-site for your organization. To reinforce the learning, on-site coaching is available for intact teams and work groups within your organization.

OPMT 0011 TEAM SKILLS WORKSHOP BBY \$500

Covers how well a company's employees work together to solve problems and how well they use their time can define the success of an organization. This workshop provides the essential tools and processes that can make a real difference in group productivity. Participants will learn how to run a team meeting, how to develop a team charter, and how to make decisions in a team environment.

Apr 16 Thr/Fri 0830-1700 2 days BBY CRN 24609
May 21 Thr/Fri 0830-1700 2 days BBY 26064

OPMT 0014 PROCESS MAPPING WORKSHOP BBY \$500

Enables a process team to determine critical work processes, document them, streamline work flow and reduce cycle time. Teams will document and perform a value added analysis of a critical workplace process during the workshop. Not only does this provide real insights into the process improvement techniques, but it also provides a valuable base from which to make meaningful changes to the selected process.

May 7 Thr/Fri 0830-1700 2 days BBY CRN 25188

OPMT 0016 PROBLEM-SOLVING PROCESS BBY \$500

Examines how too often, people attempt to solve problems without first understanding the related process. This can result in wasted time and missed opportunities. Individuals completing this workshop will be able to make valuable contributions to the organization's improvement efforts.

Apr 30 Thr/Fri 0830-1700 2 days BBY CRN 25190
May 28 Thr/Fri 0830-1700 2 days BBY 26067

OPMT 0017 PROJECT MANAGEMENT BBY DTC \$750

A must for anyone in today's business environment where a high level of project planning and management skills is required. Participants will be introduced to the Critical Path Method (CPM) and its application to project management. The tools used in planning, scheduling, resource allocation and project management will be explored. Participants are encouraged to bring their specific project management ideas and concerns to this workshop to enable immediate results upon return to the workplace.

Apr 22 Wed/Thr/Fri 0830-1700 3 days BBY CRN 26070
Jun 3 Wed/Thr/Fri 0830-1700 3 days DTC 26072

BCIT contacts for further information:

Operations Management Department Laura Davie at (604)432-8614 or e-mail ldavie@bcit.bc.ca. For registration and group rate information call Brenda Mason (604) 451-7134 or e-mail at bmason@bcit.bc.ca.

OPERATIONS MANAGEMENT (604) 432-8611 vforbes@bcit.bc.ca (604) 432-8991 rwlock@bcit.bc.ca

APICS, which is an international organization now known as the Education Society for Resource Management, is a professional group of men and women who practice the art and science of production and inventory management.

BCIT, in cooperation with APICS, offers a series of courses in the production and inventory management field. This practical "how to" program was developed specifically to serve both supervisory and non-supervisory P & IM practitioners as well as students preparing themselves for a career in the P & IM field. In keeping with the needs of the population it serves, this program teaches practical topics in depth and includes case studies and exams which test integration of the concepts to real-life situations.

APICS provides formal recognition by awarding a "Certified in Production and Inventory Management" (CPIM) designation for those practitioners who successfully pass any six exams of the seven modules offered by APICS.

The seven modules are:

1. Basics of Supply Chain Management
2. Inventory Management
3. Master Planning
4. Material/Capacity Requirements Planning
5. Production Activity Control
6. Just-in-Time Production (JIT)
7. Systems & Technologies

APICS®
THE EDUCATIONAL SOCIETY
FOR RESOURCE MANAGEMENT

Basics of Supply Chain Management is a new module added to the existing six CPIM modules. The CPIM candidate only needs to write six of the seven certification exams to receive their CPIM. This module is a recommended prerequisite for the other six modules.

Courses with "certification review" in their title are intended to assist students in their preparation for the APICS exams. Mandatory student guides are included in the course fee.

APIC 1171 is offered three times a school year, once in each term. All other APICS certification review courses are only offered once a school year. See table below.

It is recommended that a typical student planning to take the APICS' courses, starts with the Level 1 course and progresses up to Level IV. Exceptions to this recommendation are accepted.

APIC 1171

BBY \$345

BASICS OF SUPPLY CHAIN MANAGEMENT

Covers basic concepts in managing the complete flow of materials that represents a supply chain from suppliers to customers. The module begins by introducing basic business wide concepts, including an understanding of the various production environments. Demand management is covered, including a basic understanding of markets and customer expectations and a fundamental overview of demand forecasting. Demand management is an input into the area of design, management and control of the product transformation process. This includes the design of products, processes and the information systems used for planning. The final portion of the course is devoted to supply issues, covering concepts about inventory, purchasing and physical distribution.

Apr 15 Wed 1845-2145 12 wks BBY CRN 25964

10TH ANNUAL MATERIALS MANAGEMENT AND BUSINESS PROCESS IMPROVEMENT WORKSHOPS

Let's face it - running an organization is a challenge. People must juggle demands on resources, re-adjust priorities and make tough decisions to ensure short term profitability and long term survival.

These workshops have been offered for the last eight years.

Hundreds of satisfied participants have gone away able to implement cost effective solutions to their operational problems.

Manufacturers, distributors, retailers, as well as service organizations will benefit by enrolling two or more of their employees to enhance implementation efforts.

The workshop format is highly instructive, combining lectures, group discussions, case studies and "hands-on" activities.

APIC 0170 INVENTORY MANAGEMENT

BBY \$395

Does your company hold a large inventory investment with inventory controls that are weak, unreliable, and with little or no accountability? Management is seldom satisfied with how this major investment is managed. Potential savings can be significant if the right changes are implemented. This two day seminar will focus on the practical aspects of managing the resource. Topics include managing for results, financial impact of inventory, formal systems, inventory classification systems, when to order, how much to order, safety stock, aggregate planning, storage systems, material requirements planning, and measuring performance.

Jun 8/9 Mon/Tue 0830-1600 2 days BBY CRN 26423

APIC 0172

BBY \$395

MANUFACTURING PLANNING/SCHEDULING

MRP is one of the operating tools available to manufacturing management. It can contribute to lower inventories and operating costs and improved customer service. If your company is considering an MRP system, or is in the process of installing one, this seminar is a must for you. This two-day seminar will focus on the applications, operation and benefits of this type of computer-based system. Topics include production planning, forecasting production, master scheduling, rough cut capacity, bills of materials, logic of MRP, lot sizing, MRP output, scheduling, data collection and justification/implementation.

Jun 11/12 Thr/Fri 0830-1600 2 days BBY CRN 26424

APICS Certification Review Courses offered through BCIT Part-time

	Fall Term Starts September	Winter Term Starts January	Spring Term Starts April
Level I	Basics of Supply Chain Management APIC 1171 Wednesday - 12 wks \$345	Basics of Supply Chain Management APIC 1171 Wednesday - 12 wks \$345	Basics of Supply Chain Management APIC 1171 Wednesday - 12 wks \$345
Level II	Material and Capacity Planning APIC 1350 Tuesday - 9 wks \$300	Production Activity Control APIC 1510 Tuesday - 9 wks \$300	n/a
Level III	Master Planning APIC 1105 Wednesday - 9 wks \$300	Inventory Management APIC 1210 Wednesday - 9 wks \$300	n/a
Level IV	Just-In-Time APIC 1600 Tuesday - 9 wks \$300	Systems and Technology APIC 1615 Tuesday - 9 wks \$300	n/a

For specific information on becoming a member of APICS, please contact the local APICS office,
Tel.: (604) 435-9530 or the Web site <http://www.apics8.org>.

Business

APIC 0174 MANUFACTURING EXCELLENCE (JIT) BBY \$395

Companies that have successfully implemented manufacturing excellence philosophies and techniques have experience some remarkable improvements: 80 per cent reduction in manufacturing lead times, 70 per cent reduction in WIP, 86 per cent reduction in set-up times, 25 per cent reduction in the use of direct labor and 50 per cent reduction in space requirements. This two-day seminar will show you how to dramatically improve the performance of your company. Topics include pull systems, elimination of waste, lead time reduction, set-up reduction, employee involvement, total quality control and continuous improvement.

Jun 15/16 Mon/Tue 0830-1600 2 days BBY CRN 26425

APIC 0177 BBY \$200 ENHANCING ORGANIZATIONAL PERFORMANCE THROUGH TEAMWORK

This workshop is a must for teams who want to be effective in an empowered work environment. It's also essential for "jump starting" troubled teams. Companies sending several team members to the workshop will benefit from the synergy developed amongst team members. Get your team up and running quickly. This workshop gives insights, guidelines and practical examples to help your team get focused and productive; focuses teams on essential goals; enables teams to set appropriate team rules; and makes team interaction productive through the development of communication guidelines. Delivers invaluable insights into how to run a team meeting and how to make decisions in a team environment. Topics include setting team goals, how to reach consensus, team roles, running effective meetings, team ground rules and beneficial team behaviors.

Jun 18 Thr 0830-1600 1 day BBY CRN 26426

APIC 0178 BBY \$200 CONTINUOUS IMPROVEMENT/PROBLEM-SOLVING

This workshop has been designed to cover the entire process improvement approach: from problem definition through to the development of an action plan for implementation of the selected solution. Workshop materials mirror the process improvement methods used by many of the world's top companies to achieve better performance. HP, Kodak, Toyota and AT&T are all companies that have used this approach in their manufacturing plants and in their office procedures. Will help your teams to design and build quality processes, products and services. Coves a structured approach for performing continuous improvement activities. Enables participants to prioritize which problems/processes should be selected for investigation. Shows teams how to develop innovative solutions and how to choose the most effective solution. Participants will gain experience with the basic tools of process improvement by using them in a simulated problem situation. Topics include flow charting, cause effect analysis, Pareto analysis, check sheets, force field analysis, brainstorming, evaluating solution alternatives and action planning.

Jun 19 Fri 0830-1600 1 day BBY CRN 26433

The Sponsors

BCIT OPERATIONS MANAGEMENT TECHNOLOGY

Bringing people and technology together to improve business performance.

APICS The educational society for resource management.

All workshops will be held at BCIT Burnaby campus. To register please call (604) 451-6795 group discounts are available.

OPERATIONS MANAGEMENT (604) 432-8611 vforbes@bcit.bc.ca (604) 432-8991 rwlock@bcit.bc.ca

Operations Management puts you in the position to help business meet its productivity improvement goals while enhancing your quality of work life. Operations Management offers several options, each oriented to specific operating sectors, each bringing its own rewards and advancements. The programs will assist entrepreneurs, divisional managers, line supervisors and first level employees to attain both their personal and corporate goals. These programs are very result-oriented so that course content can be used immediately for productivity improvement at the student's place of employment.

MANAGEMENT CERTIFICATE IN INDUSTRIAL ENGINEERING

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

Required courses:

BUSA	1305	Supervisory Skills
COMM	2204	Technical Reports
FMGT	1152	Accounting for the Manager
OPMT	1102	Basic Mathematics of Finance
OPMT	1106	Quality Assurance 1 Manufacturing
OPMT	1187	Project Planning and Scheduling
OPMT	1188	Management Information Systems
OPMT	1191	Purchasing
OPMT	1192	Inventory Planning and Control
OPMT	1197	Statistics for Business and Industry
OPMT	1198	Introduction to Operations Management
OPMT	2290	Performance Measurement
OPMT	2298	Business Process Re-engineering

Plus two electives

OPMT	1105	Engineering Economics
OPMT	1142	Introduction to Quality Control Methods
OPMT	1175	Warehouse Management
OPMT	2206	Quality Assurance 2 Manufacturing
OPMT	2242	Intermediate Quality Control Methods
OPMT	2287	Project Cost Estimating
OPMT	3306	ISO 9000 Standards for Quality Systems

MANAGEMENT CERTIFICATE IN MANAGEMENT ENGINEERING

This program is designed for people who work in the private and public sectors of service industries - health care, education, justice services. Special attention is paid to ways in which management engineering tools may be applied to organizations whose results are not quantifiable.

Required courses

BUSA	1305	Supervisory Skills; or
BUSA	2005	Management
COMM	2204	Technical Reports
FMGT	1152	Accounting for the Manager
HRMG	2805	Occupational Health and Safety
OPMT	1102	Basic Mathematics of Finance
OPMT	1106	Quality Assurance 1 Manufacturing
OPMT	1187	Project Planning and Scheduling
OPMT	1188	Management Information Systems
OPMT	1191	Purchasing
OPMT	1197	Statistics for Business and Industry
OPMT	1198	Introduction to Operations Management
OPMT	2290	Performance Measurement
OPMT	2298	Business Process Re-engineering

Plus two electives

COMP	1215	Lotus 1-2-3, level 1 AND
COMP	1216	Lotus 1-2-3, level 2 AND
COMP	1217	Lotus 1-2-3, level 3 OR:
COMP	1261	Excel Level 1 AND
COMP	1262	Excel Level 2
OPMT	1105	Engineering Economics
OPMT	1107	Quality Management for Service Industries
OPMT	1116	Vendor Quality Management
ORGB	2205	Organizational Behavior 1
OPMT	3306	ISO 9000 Standards for Quality Systems

CERTIFICATE IN MATERIALS MANAGEMENT

This program provides working adults with the training and education necessary to pursue a career in materials management. The program is of interest to anyone involved in materials management, buying, or related professions. Others benefiting from this program include: production and inventory control professionals who want to increase their knowledge of the field; newcomers to the profession who want to acquire a solid foundation on which to build a career; and those choosing careers in purchasing, accounting, production supervision, traffic or warehousing. This certificate includes some of the APICS courses.

Required courses

BUSA	1305	Supervisory Skills
COMM	2204	Technical Reports
APIC	1105	Master Planning Certification

Review (APICS)

APIC	1171	Basics of Supply Chain Management
APIC	1210	Inventory Management

Certification Review (APICS)

APIC	1350	Material/Capacity Requirements
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Planning (APICS)

APIC	1510	Production Activity Control (APICS)
APIC	1600	Just-In-Time Certification

Review (APICS)

APIC	1615	Systems and Technologies
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Certification Review (APICS)

OPMT	1106	Quality Assurance 1 Manufacturing
OPMT	1175	Warehouse Management
OPMT	1191	Purchasing
OPMT	1192	Inventory Planning and Control
OPMT	1198	Introduction to Operations Management
OPMT	2275	Warehouse Management 2
OPMT	2298	Business Process Re-engineering
TDMT	1409	Introduction to Canada Customs Procedures & NAFTA

Plus one elective

OPMT	1105	Engineering Economics
OPMT	1117	Basic Quantitative Techniques in Administration
OPMT	1116	Vendor Quality Management
OPMT	1344	Total Quality Management (TQM)

MANAGEMENT CERTIFICATE IN QUALITY MANAGEMENT

This program is designed primarily for people working in the field of quality control or quality management in the manufacturing and service industries or government. It will be particularly helpful to those who already have the basic industrial and technological training for their work, but are new to facing quality-related responsibilities. Under the influence of global markets and international competition, the quality of products has acquired a totally new level of significance as a business strategy for survival. Graduates of this program will be well prepared to implement a cost-effective quality management system with its technical, legal and human aspects, in any organization. The quality-related courses in this program will also assist students intending to write the Certification Examinations of the American Society for Quality Control (ASQC).

Required courses

COMM	2204	Technical Reports
OPMT	1106	Quality Assurance 1 Manufacturing
OPMT	1107	Quality Management for Service Industries
OPMT	1142	Introduction to Quality Control Methods
OPMT	1344	Total Quality Management (TQM) in Manufacturing
OPMT	2206	Quality Assurance 2
OPMT	2242	Intermediate Quality Control Methods
OPMT	3306	ISO 9000 Standards for Quality Systems
OPMT	3342	Statistical Design of Experiments for Industry
OPMT	3345	Quality Auditing
OPMT	3346	Reliability Principles

Plus electives that total at least four units.

FMGT	1152	Accounting
OPMT	1102	Basic Mathematics of Finance
OPMT	1115	Software Quality Assurance
OPMT	1116	Vendor Quality Management
OPMT	1188	Management Information Systems
OPMT	1192	Inventory Planning & Control
OPMT	1197	Statistics for Business and Industry
OPMT	1198	Introduction to Operations Management
OPMT	4306	Using ISO 9000 for Continuous Improvement
ORGB	2505	Interpersonal Skills

Note: OPMT 1197 (or equivalent) is a Prerequisite for OPMT 2242.

MANAGEMENT CERTIFICATE IN FACILITIES MANAGEMENT

Facilities Management involves the management and development of the workplace to integrate people and their work in the operation to achieve the objectives of the organization.

The certificate in Facilities Management represents a collection of course offerings from Business, Engineering and Health Sciences specifically developed to appeal to those wishing to enter the field of Facilities Management or those currently in the field who want to upgrade or formalize their knowledge. This program has been developed in conjunction with the International Facilities Management Association (IFMA) B.C. Chapter.

Required courses

BLDG	3870	Project Management: Introduction to Building Development
BLDG	3875	Construction Law in Project Management
BUSA	1305	Supervisory Skills; or
BUSA	2005	Management
BUSA	3405	Problem-solving and Decision-making
COMM	2203	Business Reports; or
COMM	2204	Technical Reports
FMGT	1152	Accounting for the Manager
HRMG	2805	Occupational Health & Safety
OPMT	1117	Basic Quantitative Techniques in Administration
OPMT	1125	Facilities Space Planning
OPMT	1187	Project Planning and Scheduling
OPMT	1198	Introduction to Operations Management
OPMT	2125	Advanced Computer Aided Facility Management Using Archibus Software

Plus electives that total three units

AICO	1000	Auto CAD 1 and
AICO	2000	Auto CAD 2
BLDG	2830	Architectural CADD Using Auto Arch
BUSA	2005	Management
COMP	1215	Lotus 1-2-3 level 1 AND
COMP	1216	Lotus 1-2-3 level 2 OR
COMP	1261	Excel Level 1 AND
COMP	1262	Excel Level 2
OPMT	1107	Quality Management for Service Industries
OPMT	2287	Project Cost Estimating
OPMT	3306	ISO 9000 Standards for Quality Systems

COURSES OFFERED THIS TERM:

OPMT 0199 MATH FOR BUSINESS BBY \$336

Upgrades and refreshes the mathematical skills of students who intend to enter the a Business program at BCIT. A suitable prerequisite for the mathematics courses in the Business programs as it meets the Math 11 entrance requirement. The course includes arithmetic, elementary algebra, graphical techniques, ratios, percentages and the elementary business applications of these concepts.

Apr 14	Tue/Thr	1845-2145	8 wks	BBY	CRN	20465
Apr 18	Sat	0830-1300	11 wks	BBY		20466
May 4	Mon/Wed	1845-2145	8 wks	BBY		20467
Jul 2	Tue/Thr	1800-2100	8 wks	BBY		20463
Jul 27	Mon-Thr	1800-2100	4 wks	BBY		23052
Aug 10	Mon-Thr	0900-1600	2 wks	BBY		24079
Aug 17	Mon-Thr	0900-1600	2 wks	BBY		24080

OPMT 1102 BSMC MATH OF FINANCE BBY \$258 DTC \$256.30

Discusses interest and its effects upon business and industry. Students learn to discriminate between common situations, apply necessary analysis and perform appropriate calculations. Topics include simple and compound interest, present values and discounts, annuities, evaluation methods and basic replacement analysis. Prerequisite: Basic algebraic skills to at least the Grade 11 level. Others should consider OPMT 0199. A minimum grade of 60 per cent is required for course credit in OPMT 1110. (Do not buy a calculator until first class meeting.)

Apr 13	Mon/Wed	1845-2145	6 wks	BBY	CRN	20470
		1730-2030		DTC		20471



Business

OPMT 1106 BBY \$258

QUALITY ASSURANCE 1 MANUFACTURING

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

Apr 13 Mon/Wed 1845-2145 6 wks BBY CRN 22839

OPMT 1110 BUSINESS MATHEMATICS BBY \$341

Reviews basic mathematics applicable to business and industry. Topics include consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, leases, depreciation methods, capitalized costs, cash flow analysis, NPV and IRR. Emphasis is on maximum use of preprogrammed calculator and practical applications from the field of Financial Management.

May 26 Tue/Thr 1800-2145 7 wks BBY CRN 21421

OPMT 1115 SOFTWARE QUALITY ASSURANCE BBY \$258

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

Apr 15 Wed 1845-2145 12 wks BBY CRN 23772

OPMT 1188 BBY \$258

MANAGEMENT INFORMATION SYSTEMS

Introduces business information systems for business operations, management decision-making and strategic advantage. Management information requirements will be discussed along with how an information system can fulfill these requirements at all levels of management. Through the discussion and demonstration for current trends, such as the use of groupware, the Internet and Business Process Re-engineering, the student will understand how the organization of the 90's can use information systems to gain strategic advantage in a global marketplace. The Systems Development Life Cycle will be used as a framework to propose the requirements to solve a management information systems problem.

Apr 15 Wed 1845-2145 12 wks BBY CRN 22838

OPMT 1191 PURCHASING BBY \$258

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

Jun 22 Mon-Fri 0830-1630 1 wk BBY CRN 20476

OPMT 1197 BBY \$383

STATISTICS FOR BUSINESS AND INDUSTRY

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

Apr 13 Mon/Wed 1845-2145 9 wks BBY CRN 20481

Jun 3 Mon/Wed 1800-2200 5 wks BBY **20480

Sat 0830-1230

Jun 3 Mon/Wed/Fri 1830-1230 5 wks BBY **20479

****Note:** Sections 20479 and 20480 follow an intense schedule and are offered to students who are upgrading their statistical grade. These two sections will be starting on the Wed, June 3.

OPMT 1198 BBY \$258

INTRODUCTION TO OPERATIONS MANAGEMENT

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

Apr 13 Mon 1845-2145 12 wks BBY CRN 20482

OPMT 2197 BBY \$258 DTC \$256.30

QUANTITATIVE METHODS FOR BUSINESS

Continues from OPMT 1197 by introducing computer software to perform basic descriptive statistics, inferential statistics and includes additional quantitative models such as decision-trees, multiple regression and the fundamentals of linear programming. Prerequisite: OPMT 1197 with a minimum grade of 65 per cent or an equivalent college-level business statistics course (with minimum B- grade), accessibility to and basic knowledge of personal computer. The CGA of B.C. allows exemption for Quantitative Methods 2 with a grade of 65 per cent or better in this course.

Apr 13 Mon/Wed 1845-2145 6 wks BBY CRN 24065

Apr 15 Wed 1730-2030 12 wks DTC 20484

Jun 22 Mon/Wed 1845-2145 6 wks BBY 23635

OPMT 2206 BBY \$258

QUALITY ASSURANCE 2 (MANUFACTURING)

Topics include quality assurance as it relates to marketing, engineering, purchasing and customer relation; QA support for marketing; the role of quality assurance during product development and design review; concepts of Taguchi methods; vendor quality assurance; rating systems and vendor certification; the relationship between Just-in-Time production and quality; quality auditing, legal aspects and product liability, human factors in quality control; and employee motivation and involvement.

Apr 14 Tue/Thr 1845-2145 6 wks BBY CRN 23636

OPMT 2242 INTERMEDIATE QC METHODS BBY \$258

Helps candidates prepare for the certification examinations of the ASQC. Intended for people who have previous knowledge of statistics. Topics will include the use of distributions and tests to QC applications. The development of control charts and applications for standard industrial sampling schemes (MIL-STD-105, MIL-STD-414 and the commercial equivalents). Reliability concepts an calculations for basic models.

Apr 15 Wed 1845-2145 12 wks BBY CRN 26434

OPMT 2287 PROJECT COST ESTIMATING BBY \$258

Provides a basic course in the principles and methodology of cost estimating and the procedures for estimating project costs. The basic elements of estimates will be defined and sources of information identified. Students will develop their own model estimates progressively during the course. The uses, accuracy and methods of evaluating risk and uncertainty of estimates will be examined. Prerequisite: OPMT 1187 or equivalent.

Apr 14 Tue/Thr 1845-2145 6 wks BBY CRN 23774

OPMT 2290 PERFORMANCE MEASUREMENT BBY \$258

Provides an introductory applications course to work measurement. Using the principles of work study, methods study, motion study and time analysis techniques, the student is well equipped to solve work study problems. Time measurement techniques such as stop watch, M.T.M (Methods Time Measurement), M.O.S.T. (Maynard Operating Sequence Technique) will be discussed. This course will not license students as work study practitioners but will give them a basic understanding of the principles of work study, work methods and work measurement techniques. Prerequisite: OPMT 1198.

Apr 15 Wed 1845-2145 12 wks BBY CRN 23637

OPMT 2298 BUSINESS PROCESS REENGINEERING BBY \$258

Examines why organizations should consider re-engineering initiatives, current practices and the challenges of re-engineering projects. Through lecture, discussion and case studies, students will develop an understanding of business redesign and the methods required to meet this challenge. The student will learn how to become an agent of change within the process of business renewal. Prerequisite: OPMT 1198 Introduction to Operations Management, or permission of the coordinator.

Apr 14 Tue 1845-2145 12 wks BBY CRN 20483

OPMT 7011 QUALITY ASSURANCE BBY \$448

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

Apr 13 Mon 1830-2130 12 wks BBY CRN 25965

OPMT 8015 BBY \$448

MANUFACTURING FACILITY LAYOUT/ANALYSIS

Students will design and analyse low and high volume manufacturing facilities. Topics include factors affecting layout, product and process focus, line-balancing, and computerized layout packages such as ALDEP, PLANT, and CRAFT. Prerequisite: Enrollment in ADP - Mechanical Technology.

Apr 15 Wed 1830-213 12 wks BBY CRN 25968

OPERATIONS MANAGEMENT TECHNOLOGY "FAST TRACK"

One Year Certificate Program featuring Program Flexibility and workplace-based learning.

A new innovative program in which the student can continue working while acquiring the essential academic, personal management and team building skills required to secure, keep, or advance his or her management career. Prospective students are invited to join our Program Head to learn more about this exciting opportunity by attending one of our Operations Management information sessions, held monthly.

Call (604) 434-1610 to register for an Operations Management Information session.

INTERNATIONAL TRADE & TRANSPORTATION
(604) 432-8611 vforbes@bcit.bc.ca
(604) 432-8991 rwlock@bcit.bc.ca

MANAGEMENT CERTIFICATE IN INTERNATIONAL TRADE & TRANSPORTATION

International business depends on successful market analysis and effective entry strategies, knowledge of transportation alternatives and sound logistics planning. This program is designed for those engaged in both the buying and selling of goods and their movement.

With the increased dependency on global trade, the demand for international trade and transportation services has increased dramatically.

The International Trade and Transportation Certificate Program provides graduates with the technical skills and flexibility to participate in the global marketplace. The technical skills gained from the program allow graduates to continue on to additional industry certifications.

Required courses

OPMT 1102 Basic Mathematics of Finance
OPMT 1197 Statistics for Business and Industry
TDMT 1104 International Trade 1
TDMT 1150 Distribution 1 (C.I.T.T.) or
TDMT 1204 Freight Forwarding 1 (CIFFA)
TDMT 1409 Introduction to Canada Customs Procedures & NAFTA
TDMT 2203 Transportation Economics
TDMT 2204 International Trade 2
TDMT 2250 Distribution 2 (C.I.T.T.), or
TDMT 1205 Freight Forwarding 2 (CIFFA)
TDMT 4410 Logistics Management

Plus any of the following electives for a total of a minimum of 45 credit hours:

FMGT 1152 Accounting for the Manager
FMGT 1151 Accounting Essentials for Small Business
ECON 1150 Economic Issues
BUSA 1350 Supervisory Skills, or
OPMT 1175 Warehouse Management 1
OPMT 1188 Management Information Systems
OPMT 1191 Purchasing
OPMT 1198 Introduction to Operations Management

COURSES OFFERED THIS TERM:

TDMT 1104 INTERNATIONAL TRADE 1 BBY \$258

Examines how the operating environment affects trade and trading relationships. The course of studies covers topics related to the location of markets, the infrastructure necessary for a successful market, current trade patterns and future trends in trading. Emphasis will be placed on explanations of how the operating environments affect production, transportation and marketing.

Apr 13 Mon 1845-2145 12 wks BBY CRN 26435

TDMT 1150 DISTRIBUTION 1 (CITT) BBY \$258

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

Apr 15 Wed 1845-2145 12 wks BBY CRN 24864

TDMT 1409 BBY \$383

INTRODUCTION TO CANADA CUSTOMS PROCEDURES AND NAFTA

Introduces students to the harmonized system of exporting and importing and details many of the commonly encountered situations at Canada Customs. The USA, EEC and most OECD countries use the same documentation and valuation system for customs purposes. This course also familiarizes the students with basic NAFTA (North American Free Trade Agreement) details.

Apr 13 Mon/Wed 1845-2145 9 wks BBY CRN 22800

TDMT 2204 INTERNATIONAL TRADE 2 BBY \$258

Focuses on the importance of the customer. As a continuation of International Trade 1 (TDMT 1104) the student will be exposed to the comprehensive planning necessary for international markets. Topics include ownership, marketing, transportation, technology transfer and intercompany linkage strategies. Prerequisite: TDMT 1104.

Apr 13 Mon 1845-2145 12 wks BBY CRN 23776

TDMT 4410 LOGISTICS MANAGEMENT BBY \$383

An overview of the total distribution concept. The course examines distribution facility location analysis, information systems, control systems and analysis, control systems and distribution economics and profitability. With heavy emphasis on customer service and profitability, the course prepares the student to conduct transportation, customer service and complete distribution audits.

Apr 14 Tue/Thr 1845-2145 9 wks BBY CRN 23773

INTERNATIONAL FREIGHT FORWARDING

(604) 432-8611 vforbes@bcit.bc.ca
(604) 432-8991 rwlock@bcit.bc.ca

Certificate in International Freight Forwarding

Offered by The Canadian International Freight Forwarding Association and BCIT.

The BCIT/Canadian International Freight Forwarding Association (CIFFA) professional training program is created for staff members of international freight forwarders who wish to acquire a general knowledge of the theory and mechanics of handling international freight cargo movement. A joint certificate from BCIT/CIFFA in International Freight Forwarding is awarded upon the successfully completion of the courses Freight Forwarding I and Freight Forwarding II.

The next offering for these courses will be September 1998.

ADVANCED DIPLOMA

The following courses are scheduled for the next two terms:

April 1998:

OPMT 7011 - Quality Assurance

OPMT 8015 - Manufacturing Facility Layout/Analysis

September 1998:

OPMT 5700 - Mathematics for Management

OPMT 5740 - Integrated MIS

OPMT 7013 - Material Logistics

OPMT 7016 - Manufacturing Information Systems

OPMT 8011 - Design of Experiments

Computing and Information Technologies

COMPUTER SYSTEMS (604) 451-6978 (24HRS)

Note: Most courses require that texts or supplies be purchased during the first session of the course. Course Fees do not normally include texts or supplies. Software purchase may be required in some courses. It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

COMPUTER BASICS

COMP 0001 BBY \$114 DTC \$112.30 COMPUTING FOR THE TIMID

Introduces the computer to those who have never used one and are afraid to. Prerequisite: None.

Apr 18	Sat	0900-1600	2 wks	BBY	CRN	20306
Apr 19	Sun	0900-1600	2 wks	DTC		20307
Apr 20	Mon	1845-2145	4 wks	BBY		20304
May 25	Mon	1845-2145	4 wks	BBY		20305
Jun 22	Mon	1845-2145	4 wks	BBY		20308

Correspondence:
Tuition \$109 (Include texts) 18 wks CRN 22951

COMP 1001 BBY \$161 UNDERSTANDING PC/MS DOS

Provides an in-depth knowledge of the PC/MS Disk Operating System (DOS) to those who feel they know little about a PC. Prerequisite: COMP 0001 or equivalent.

Apr 14	Tue	1845-2145	6 wks	BBY	CRN	20224
Apr 20	Mon	1845-2145	6 wks	BBY		20221
May 26	Tue	1845-2145	6 wks	BBY		20225
Jun 8	Mon	1845-2145	6 wks	BBY		20222

COMP 1006 DTC \$257.30 UNDERSTANDING WINDOWS 1

Explores the Windows 3.1 desktop, disk management, control panel features and some bundled Windows applets. Topics include working with the mouse and keyboard shortcuts, navigating the desktop, using the File Manager to manage files, customizing the desktop and applets such as Cardfile, Calendar, Notepad and Write. DOS knowledge would be beneficial. Prerequisite: COMP 0001 or equivalent.

Apr 20	Mon	1730-2030	6 wks	DTC	CRN	23552
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COMP 1007 BBY \$356 DTC \$354.30 UNDERSTANDING WINDOWS 95

Introduces the new Windows 95 interface and covers basic and beyond basic tasks. Covers the start menu, taskbar and explorer. Uses the Control Panel to change the Systems settings for the way Windows looks and works. Topics include organizing files and folders, and working within documents and printing from Windows. Prerequisite: COMP 0001.

Apr 16	Thr	1845-2145	6 wks	BBY	CRN	23523
May 2	Sat	0900-1600	3 wks	BBY		25992
May 3	Sun	0900-1600	3 wks	DTC		26027
May 28	Thr	1845-2145	6 wks	BBY		23522
Jun 8	Mon	1730-2030	6 wks	DTC		26133

COMP 1009 EXPLORING WINDOWS

Provides understanding of the Windows environment and its relationship with DOS. Using self pacing, the student works through lessons on manipulating windows, using File Manager, creating Write documents, building batch files and macros, and using the Windows Terminal Accessory to connect to an Internet site and send electronic mail. Prerequisite: None. COMP 0001 recommended.

Correspondence: 18 wks CRN 23524
Tuition \$254; mailing fee \$4, text \$73 include. GST (subject to change).

COMP 1010 BBY \$114 DTC \$112.30 WORD PROCESSING CONCEPTS

Introduces the beginner-level student to the basic concepts of word processing using a microcomputer. Prerequisite: COMP 1006 or 1007 or equivalent.

Apr 20	Mon	1845-2145	4 wks	BBY	CRN	20236
May 23	Sat	0900-1600	2 wks	BBY		20238
May 24	Sun	0900-1600	2 wks	DTC		20239

COMP 1015 BBY \$114 DTC \$112.30 SPREADSHEET CONCEPTS

Introduces the beginner-level student to the basic concepts of spreadsheets by using a microcomputer. Prerequisite: COMP 1006 or 1007 or equivalent.

May 25	Mon	1845-2145	4 wks	BBY	CRN	20242
Jun 6	Sat	0900-1600	2 wks	BBY		20240
Jun 7	Sun	0900-1600	2 wks	DTC		20243

COMP 1020 BBY \$114 DTC \$112.30 MICRO DATABASE CONCEPTS

Introduces the beginner-level student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 1006 or 1007 or equivalent.

Jun 20	Sat	0900-1600	2 wks	BBY	CRN	20246
Jun 21	Sun	0900-1600	2 wks	DTC		20247
Jun 22	Mon	1845-2145	4 wks	BBY		20244

COMP 1022 DTC \$354.30 UNDERSTANDING WINDOWS NT WORKSTATION

Overviews basic tasks that are common to both Windows 95 and Windows NT Workstation. Examines Windows NT Explorer, addresses disk management and works with Microsoft Plus! features. Explores NT Workstation file systems, Administrative Tools, additional Control Panel options and new accessories. Does not include Internet related functions. Prerequisite: COMP 0001.

Apr 14	Tue	1800-2100	6 wks	DTC	CRN	24902
Apr 20	Mon	1800-2100	6 wks	DTC		26028
Jun 8	Mon	1800-2100	6 wks	DTC		26471

COMP 1023 DTC \$354.30 WINDOWS NT WORKSTATION AND COMMUNICATION

Explores using the Windows NT Workstation for Internet, Mail, Windows Messaging Client and the Peer Web Services facility. Investigates the User Manager while running Windows NT Workstation. Prerequisite: COMP 0401 and COMP 1022.

May 26	Tue	1800-2100	6 wks	DTC	CRN	24903
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COMP 1104 DTC \$398.30 INTRODUCTION TO COMPUTING

Uses lectures and practical exercises to present topics on computer terminology, hardware, software, the Disk Operating System (DOS), a word processing package and a spreadsheet package. Prerequisite: None.

Apr 15	Wed	0900-1200	14 wks	DTC	CRN	22759
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OFFICE EFFICIENCY AND SKILLS

The following workshops are tailored for those who like to increase their efficiency in their day to day tasks. Participants will gain a working knowledge of applications in a short period of time. Those wishing to obtain BCIT credit for these courses will have an option to write an exam for an additional fee. Please note that unless you have a good prior knowledge of the material covered, we recommend that you leave some time between the two levels of courses.

For more information on the Office Efficiency and Skills seminars and workshops, phone (604) 451-7193.

COMP 0031 EXPLORING YOUR PC BBY \$180

One day workshop. Presents participants with a working knowledge of the hardware and software in their PC. Provides an opportunity to look inside the PC and become familiar with all the components and how they interrelate. Basic set-up configurations will be explored. Prerequisite: None.

May 30	Sat	0900-1600	1 day	BBY	CRN	25991
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COMP 0261 DTC \$180 EXCEL FOR WINDOWS 95 LEVEL 1

Intensive one-day seminar. Covers fundamental principals required to produce worksheets and workbooks. Includes using formulae and built-in functions, editing and formatting, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Apr 15	Wed	0900-1700	1 day	DTC	CRN	26001
May 14	Thr	0900-1700	1 day	DTC		26000
Jun 9	Tue	0900-1700	1 day	DTC		26002

COMP 0264 DTC \$180 EXCEL FOR WINDOWS 95 LEVEL 2

Intensive one-day seminar. Covers advanced topics in spreadsheet design. Includes creating and using templates, charts, database lists and filters, subtotals, outlines, macros, 3D Formulae, and linking and consolidating multiple workbooks and worksheets. Prerequisite: COMP 0261 or equivalent experience.

Apr 29	Wed	0900-1700	1 day	DTC	CRN	26006
May 28	Thr	0900-1700	1 day	DTC		26005
Jun 23	Tue	0900-1700	1 day	DTC		26004

COMP 0266 DTC \$180 WORD FOR WINDOWS 95 LEVEL 1

Intensive one-day seminar. Covers basic word processing topics of styles, tabs and indents, multicolumn documents, headers and footers, spell check, search and replace, and working with multiple documents. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Apr 14	Tue	0900-1700	1 day	DTC	CRN	26009
May 13	Wed	0900-1700	1 day	DTC		26007
Jun 11	Thr	0900-1700	1 day	DTC		26008

COMP 0267 DTC \$180 WORD FOR WINDOWS 95 LEVEL 2

Intensive one-day seminar. Covers the more advanced word processing topics creating templates, using tables and pictures, using frames and text boxes, recording and running macros, using mail merge, customizing the toolbar, menus and keyboard. Prerequisite: COMP 0266 or equivalent experience.

Apr 28	Tue	0900-1700	1 day	DTC	CRN	26011
May 27	Wed	0900-1700	1 day	DTC		26012
Jun 25	Thr	0900-1700	1 day	DTC		26010

COMP 0271 DTC \$180 ACCESS FOR WINDOWS 95 LEVEL 1

Intensive one-day seminar. Covers skills required to create a database with multiple tables, create forms, reports and queries. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Apr 16	Thr	0900-1700	1 day	DTC	CRN	26014
May 15	Fri	0900-1700	1 day	DTC		26015
Jun 8	Mon	0900-1700	1 day	DTC		26013

COMP 0272 DTC \$180 ACCESS FOR WINDOWS 95 LEVEL 2

Intensive one-day seminar. Covers advanced topics in database design such as advanced form and query creation, use of OLE to add graphics and pictures, import and export from spreadsheet and other database applications. Prerequisite: COMP 0271 or equivalent experience.

Apr 30	Thr	0900-1700	1 day	DTC	CRN	26017
May 29	Fri	0900-1700	1 day	DTC		26018
Jun 22	Mon	0900-1700	1 day	DTC		26016

COMP 0282 DTC \$180 POWERPOINT FOR WINDOWS 95 LEVEL 1

Intensive one-day seminar. Provides an introduction to presentation graphics and covers basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Apr 17	Fri	0900-1700	1 day	DTC	CRN	26021
May 12	Tue	0900-1700	1 day	DTC		26019
Jun 10	Wed	0900-1700	1 day	DTC		26020

COMP 0283 DTC \$180 POWERPOINT FOR WINDOWS 95 LEVEL 2

Intensive one-day seminar. Covers advanced topics in presentation design. Includes creating and adding graphs, clip art, tables and organization charts, linking information from other programs and using built in features to create topic effects, adding transitions, setting slide timings and creating a drill-down document. Prerequisite: COMP 0282 or equivalent experience.

May 1	Fri	0900-1700	1 day	DTC	CRN	26023
May 26	Tue	0900-1700	1 day	DTC		26022
Jun 24	Wed	0900-1700	1 day	DTC		26024

COMP 0665 BBY \$180 UNDERSTANDING NETWORKS

Intensive one-day seminar. Goes through the basics of network installation. The seminar is intended to give participants an understanding of how a network is installed and configured. Provides an understanding of different types of networks, the equipment and administration. Hands-on installation training not provided. Prerequisite: None.

May 16	Sat	0900-1600	1 day	BBY	CRN	26026
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Computing and Information Technologies

OFFICE COMPUTER APPLICATIONS

COMP 1218 BBY \$356 LOTUS 1-2-3 FOR WINDOWS LEVEL 1

Thoroughly examines the building blocks and basic concepts of the LOTUS Windows spreadsheet solution. Explores how to construct templates, build formulas and the basic built-in functions. Uses practical hands-on experience to cover turning numbers into pictures; create, save, edit and print spreadsheets. Prerequisite: COMP 1006.

Apr 15 Wed 1845-2145 6 wks BBY CRN 24885

COMP 1219 BBY \$356 LOTUS 1-2-3 FOR WINDOWS LEVEL 2

Continues from COMP 1218. Uses hands-on to explore more advanced topics such as linking files and building three dimensional spreadsheets, macros, automating procedures, advanced functions and complex formulas. Prerequisite: COMP 1218.

May 27 Wed 1845-2145 6 wks BBY CRN 24886

COMP 1223 VCR \$518.30 MS OFFICE 97 APPLICATIONS

Provides a complete overview of Microsoft Office 97 applications. Hands-on exercises and lectures demonstrate the features of Word, Excel, Access, PowerPoint and Outlook. Topics include creating a presentation complete, with animation and transitions in PowerPoint, tips, tricks and features of Word, creating simple formulas and designing and building charts and worksheets in Excel, create databases, queries, forms and reports in Access, and using the information management system of Outlook. Prerequisite: COMP 1007.

Apr 14 Tue 1845-2145 8 wks VCR CRN 26336

COMP 1230 BBY \$322 WORDPERFECT FOR WINDOWS

Covers the basic level of this current word processing package, and many of its special features. Prerequisite: COMP 1006 or 1007.

Apr 16 Thr 1845-2145 12 wks BBY CRN 20278

COMP 1245 VCR \$354.30 ACCPAC GENERAL LEDGER

Covers the general ledger system, including converting existing systems to Accpac, batch transaction, and printing reports. Prerequisite: COMP 1001 and 1006 or 1007 and basic understanding of accounting principles.

Apr 20 Mon 1845-2145 6 wks VCR CRN 20281

COMP 1246 VCR \$354.30 ACCPAC A/R AND A/P

Covers the entire cycles of accounts receivable and payable, including the interface to the Accpac General Ledger. Prerequisite: COMP 1245.

Jun 8 Mon 1845-2145 6 wks VCR CRN 20284

COMP 1250 BBY \$356 CRYSTAL REPORTS

Provides powerful, practical skills for this popular report generator, which is included with every copy of Visual Basic. Covers fundamental principles required to extract focused sets of data from a variety of database and spreadsheet sources to produce professional-looking reports. Topics include report design, organization and formatting, grouping, selecting and sorting records, creating formulas, producing cross-tab reports, adding pictures, graphs and logos, understanding and working with databases, and exporting reports to Excel, Word, e-mail, and the Web. Prerequisite: COMP 1006 or COMP 1007 or COMP 1022.

Apr 14 Tue 1845-2145 6 wks BBY CRN 26338

COMP 1255 BBY \$322 COMPUTERIZED ACCOUNTING

Teaches the Simply Accounting for Windows integrated package to those with some knowledge of computing and accounting. Covers setting up a complete set of books including G/L, accounts receivable, accounts payable, inventory and payroll. Prerequisite: COMP 1001 or 1006 or 1007 and FMGT 1100.

Apr 16 Thr 1845-2145 12 wks BBY CRN 22764

COMP 1261 BBY \$356 PMT/VCR \$354.30 EXCEL LEVEL 1

Provides comprehensive coverage of this state-of-the-art Windows spreadsheet program, including the fundamental principles and practical skills required to produce professional-looking worksheets. Includes workbook and worksheet basics, using formulae and built-in functions, editing and formatting, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. (Version 97 at BBY, VCR, 5 at PMT). Prerequisite: COMP 1006 or 1007 or equivalent.

Apr 14 Tue 1845-2145 6 wks BBY CRN 22708

Apr 15 Wed 1845-2145 6 wks PMT 23534

Apr 16 Thr 1845-2145 6 wks VCR 21271

COMP 1262 BBY \$356 PMT/VCR \$354.30 EXCEL LEVEL 2

Covers advanced topics in spreadsheet design. Includes creating and using templates, charts, database lists and filters, subtotals, outlines, macros, 3D formulae, and linking and consolidating multiple workbooks and worksheets. (Version 97 at BBY, VCR, 5 at PMT). Prerequisite: COMP 1261 or equivalent.

May 26 Tue 1845-2145 6 wks BBY CRN 22709

May 27 Wed 1845-2145 6 wks PMT 23535

May 28 Thr 1845-2145 6 wks VCR 21272

COMP 1263 BBY \$356 MS PROJECT/WINDOWS LEVEL 1

Reviews features, including the extensive on-line Help facility and Cue Cards of Microsoft Project, a powerful full-featured project management tool. Topics include creating and organizing a schedule and task lists, assigning resources and costs, working with views, printing view and reports. (Version 95). Prerequisite: COMP 1006 or 1007 or equivalent.

Apr 14 Tue 1845-2145 6 wks BBY CRN 23537

COMP 1264 BBY \$356 MS PROJECT/WINDOWS LEVEL 2

Continues from COMP 1263 Level 1. Covers working with multiple projects, automating work, customizing Project, and sharing information between applications. (Version 95). Prerequisite: COMP 1263.

May 26 Tue 1845-2145 6 wks BBY CRN 23538

COMP 1266 BBY \$356 WORD FOR WINDOWS LEVEL 1

Includes word processing basics, formatting, styles, setting tabs and indents, multi-column documents, headers and footers, spell check, search and replace; and working with multiple documents. (Version 97 at BBY, VCR, 6 at PMT). Prerequisite: COMP 1006 or 1007 or equivalent.

Apr 16 Thr 1845-2145 6 wks BBY CRN 22710

COMP 1267 BBY \$356 WORD FOR WINDOWS LEVEL 2

Covers advanced techniques including creating templates, using tables and pictures, using frames and text boxes, recording and running macros, using mail merge; and customizing the toolbar, menus and keyboard. (Version 97 at BBY, VCR, 6 at PMT). Prerequisite: COMP 1266.

May 28 Thr 1845-2145 6 wks BBY CRN 22719

COMP 1270 BBY \$356 PMT \$354.30 MICROSOFT ACCESS 1

Begins with an overview of Access and its object-oriented approach to relational database management. Provides the experience and skills necessary to create a database with multiple tables, create forms, reports and queries. (Version 97 at BBY, 2 at PMT). Prerequisite: COMP 1006 or 1007 or equivalent.

Apr 15 Wed 1845-2145 6 wks BBY CRN 22711

Apr 20 Mon 1845-2145 6 wks PMT 23543

COMP 1271 BBY \$356 PMT \$354.30 MICROSOFT ACCESS 2

Continues from COMP 1270 and provides the skills to use advanced features of form and query creation. Includes use of OLE to add graphs and pictures from other applications, and import and export from spreadsheets and other Database application packages. (Version 97 at BBY, 2 at PMT). Prerequisite: COMP 1270.

May 27 Wed 1845-2145 6 wks BBY CRN 22712

Jun 8 Mon 1845-2145 6 wks PMT 23544

COMP 1272 BBY \$356 MS ACCESS 3 BUILD APPLICATIONS

Teaches non-programmers how to develop a small application using MS Access macros. Covers the advanced features of uses of macros, macro actions, events triggering macros, menu builder, toolbar modification, and advanced report design. (Version 97) Prerequisite: COMP 1271.

Apr 18 Sat 0900-1200 6 wks BBY CRN 25092

COMP 1281 BBY \$356 MICROSOFT POWERPOINT 1

Provides a comprehensive introduction to this presentation graphics software package, which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers the basic tools needed to produce slides, overheads and on-screen presentations. (Version 97). Prerequisite: COMP 1006 or 1007 or equivalent.

Apr 20 Mon 1845-2145 6 wks BBY CRN 22720

COMP 1282 BBY \$356 MICROSOFT POWERPOINT 2

Covers advanced topics in presentation design. Includes creating and adding graphs, clip art, tables and organization charts, linking information from other products such as Microsoft Word and Microsoft Excel. Uses the Build feature to create topic effects, adding transitions for special effects, setting slide timings and creating a drill-down document. (Version 97). Prerequisite: COMP 1281.

Jun 8 Mon 1845-2145 6 wks BBY CRN 22721

COMP 2224 VCR \$518.30 MS OFFICE 97 INSTALLATION AND TROUBLESHOOTING

Provides the technical knowledge needed to install, configure, deploy, customize and troubleshoot Office 97 and Outlook by building on the knowledge gained in COMP 1223. Additional topics include migration, connectivity, programmability and compatibility with other applications including internet/intranet. Prerequisite: COMP 1223.

Apr 15 Wed 1845-2145 8 wks VCR CRN 26327

For Desktop Publishing courses, please see Business section, Media Techniques for Business.

APPLICATIONS GUIDED SELF LEARNING

The following courses are held on Tuesday mornings at the Downtown campus. No lectures are given, but an instructor is available in the classroom. Students work at their own speed, in our classroom, at a place of their own choosing, or both. Registration for any of these courses will be accepted until June 11, 1998.

COMP 1008 DTC \$198.30 INSIDE WINDOWS

Guided self learning and pacing. Examines Windows 95 and is useful to those who already know Windows 3.1. Covers basic operations such as the start menu. Explains and uses the task bar, the '95 Graphical User Interfaces (GUI), My Computer and Explorer. Illustrates the file handling topics of create, copy, move, rename and delete. Explores running multiple programs and customizing the Windows 95 environment. Prerequisite: COMP 0001.

Apr 14 Tue 0900-1200 12 wks DTC CRN 26229

COMP 1258 DTC \$248.30 EXCEL LEVEL 1

Guided self learning and pacing. Covers introductory topics to Word 7.0 such as file handling, creating, saving, retrieving, and editing a document. Topics include toolbars, setting tabs and indents, formatting text, creating headers and footers, working with sections and columns, paragraph and character styles, search and replace, and the spell check. (Version 97). Prerequisite: COMP 1008.

Apr 14 Tue 0900-1200 12 wks DTC CRN 26230

COMP 1259 DTC \$248.30 EXCEL LEVEL 2

Guided self learning and pacing. Covers advanced topics of Excel 7.0 multiple windows and workbooks, 3-D formulas, and other multiple worksheet topics. Explores charts, creating worksheet outlines automatically and manually, database features, filtering lists, setting criteria, searching, sorting data, recording and running macros, Visual Basic for Applications, using VLOOKUP, and the IF function. (Version 97). Prerequisite: COMP 1258 or COMP 1261.

Apr 14 Tue 0900-1200 12 wks DTC CRN 26231

COMP 1268 DTC \$248.30 MICROSOFT WORD LEVEL 1

Guided self learning and pacing. Covers introductory topics to Word 7.0 such as file handling, creating, saving, retrieving, and editing a document. Topics include toolbars, setting tabs and indents, formatting text, creating headers and footers, working with sections and columns, paragraph and character styles, search and replace, and the spell check. (Version 97). Prerequisite: COMP 1008.

Apr 14 Tue 0900-1200 12 wks DTC CRN 26233

COMP 1269 DTC \$248.30 MICROSOFT WORD LEVEL 2

Guided self learning and pacing. Covers advanced topics of Word 7.0. Includes mail merge, manipulating tables, Creating templates, drop down lists, check boxes, text boxes, customizing toolbars, and working with the forms toolbar. Examines using built-in templates and wizards, pictures, frames, and creating and using macros. (Version 97). Prerequisite: COMP 1268 or COMP 1266.

Apr 14 Tue 0900-1200 12 wks DTC CRN 26234

COMP 1276 DTC \$248.30 ACCESS LEVEL 1

Guided self learning and pacing. Covers introductory topics to Access such as the basic database operations of creating tables, queries, forms and reports. Further topics include designing and planning a database, defining relationships between tables, using various wizards, setting field properties, creating select queries, using criteria, creating calculated fields, working with formats in tables and reports. (Version 97). Prerequisite: COMP 1008.

Apr 14 Tue 0900-1200 12 wks DTC CRN 26235

COMP 1277 DTC \$248.30 ACCESS LEVEL 2

Guided self learning and pacing. Covers advanced topics of using Access including setting control properties, form design, labels, text boxes, option groups, list boxes, combo boxes, and default editing modes. Explores subforms, expressions within forms. Examines pictures and graphs, embedding vs. linking, bound vs. unbound objects, importing, exporting, attaching, macros, creation of macros and attaching macros to events. (Version 97). Prerequisite: COMP 1270 or COMP 1276.

Apr 14 Tue 0900-1200 12 wks DTC CRN 26236

COMP 2058 DTC \$198.30 INSIDE WINDOWS LEVEL 2

Guided self learning and pacing. Expands on COMP 1008 to provide more in-depth windows knowledge. Covers searching for files and data, working with MS Paint, object linking and embedding, Media player, understanding the clipboard, managing the printer, plug and play, fonts, network neighbourhood, and disk maintenance. Prerequisite: COMP 1007 or 1008.

Apr 14 Tue 0900-1200 12 wks DTC CRN 26325

Computing and Information Technologies

INFORMATION TECHNOLOGY PROFESSIONAL SERIES

These seminars are designed to address the requirements of today's working IT professionals with small class sizes to maximize time efficiency. Faculty members are all working IT professionals with exceptional expertise.

COMP 0208 CONFIGURING WINDOWS NT BBY \$303

Presents the configuration process of setting up a Windows NT workstation for developers and advanced users migrating to Windows NT. Topics range from customizing a single workstation to exploring the networking features and services. Explores the Registry and other Windows NT setup secrets. Prerequisite: Extensive experience using Windows NT.

Jun 6 Sat 0900-1600 1 day BBY CRN 25999

COMP 0263 PROJECT MANAGEMENT DTC \$298.30

Covers key concepts of project management using MS Project as a tool to communicate, determine schedules and costs before beginning a project, plan ahead for upcoming tasks and resource needs, anticipate the impact of missed dates. Presents Project Definition (Scope, Approach, Rates, and Constraints), and introduces Microsoft Project. Prerequisite: Extensive experience with projects.

May 7 Thr 0900-1600 1 day DTC CRN 26003

COMP 0430 TCP/IP PROTOCOL BBY \$400

Seminar. Covers how to install and configure any TCP/IP stacks using examples of implementation for Windows 95 or NT, and how to take and read network traces to trouble shoot protocol problems. Topics include exploring the TCP/IP stack, how to compare the four layer protocol with the OSI model, the first level of the TCP/IP stack "network Interface", what network interfaces are available, network interface frame format, Internet layer, application layer. Prerequisite: COMP 1007.

Jun 13 Sat/Sun 0900-1600 1 wknd BBY CRN 26038

COMP 0435 WINDOWS NT WORKSHOP BBY \$400

Seminar. Provides technicians, systems administrators and other technical users with a broad level of aptitude and understanding of Windows NT 4.0 server including administrative tools and techniques. Explains deploying, installing and configuring the NT 4.0 server, setting up RAID systems, file backup, NT 4.9 server registry, choosing network protocols, configuring Windows 95 clients for networking, connecting other PC clients to the network, administering a secure network, optimizing network server performance and troubleshooting network problems. Prerequisite: COMP 3665.

May 9 Sat/Sun 0900-1600 1 wknd BBY CRN 26039

COMP 0605 DTC \$298.30 SR/ED FOR SOFTWARE DEVELOPERS

Examines the Scientific Research and Experimental Development (SR&ED) tax incentive program offered by Revenue Canada to software developers conducting scientific research. Includes maximizing your claim, saving money and minimizing time, effort and frustration in preparing the claim. Presented for software developers, project managers and other directly involved in potentially eligible projects. Prerequisite: None.

May 8 Fri 0900-1600 1 day DTC CRN 26025

PROGRAMMING AND LANGUAGES

COMP 1401 BBY \$322 PROGRAMMING CONCEPTS/METHODS

Covers the principles and concepts of computer programming theory for those intending to become involved in computer systems and/or programming. Prerequisite: (COMP 1001 or 1006) and 1010 and 1015 and 1020) or equivalent.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20256
Apr 15	Wed	1845-2145	12 wks	BBY		20254
Apr 18	Sat	0900-1200	12 wks	BBY		24887
Apr 20	Mon	1845-2145	12 wks	BBY		20253
Jul 9	Tue/Thr	1800-2100	6 wks	BBY		20252

COMP 1410 BBY \$322 MICROCOMPUTER PC ASSEMBLER PROGRAMMING LANGUAGE 1

Presents a first-level course in programming using the Assembler Language on the IBM PC microcomputer. Prerequisite: COMP 1401.

Apr 14 Tue 1845-2145 12 wks BBY CRN 20262

COMP 1420 BBY \$322 RPG PROGRAMMING LANGUAGE 1

Provides a working knowledge of RPG using the AS/400 that they can apply to the coding of a program of medium complexity. Prerequisite: COMP 1401.

Apr 14 Tue 1845-2145 12 wks BBY CRN 20258

COMP 1430 BBY \$322 QUICK BASIC PROGRAMMING LANGUAGE 1

Provides an understanding of Quick BASIC programming language as used on an IBM-type PC, including basic applications, validating input data, files, string handling, subroutines and writing reports. Prerequisite: COMP 1401.

Apr 20 Mon 1845-2145 12 wks BBY CRN 21290

COMP 1435 BBY \$322 DATABASE PROGRAMMING LANGUAGE 1

Covers the elementary programming features of dBASE, FOXPRO and CLIPPER (all versions), including development of a menu-driven system. Software not provided for take home. Prerequisite: COMP 1401.

Apr 16 Thr 1845-2145 12 wks BBY CRN 20277

COMP 1440 BBY \$258 COBOL PROGRAMMING LANGUAGE 1

Introduces all language components required to write simple business report programs. Prerequisite: COMP 1401 or 1405 or 1510.

Apr 15 Wed 1845-2145 12 wks BBY CRN 20289

COMP 1450 BBY \$322 PASCAL PROGRAMMING LANGUAGE

Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. Prerequisite: COMP 1401.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20292
Apr 20	Mon	1845-2145	12 wks	BBY		20291
Jul 9	Tue/Thr	1800-2100	6 wks	BBY		20290
Jul 15	Mon/Wed	1800-2100	6 wks	BBY		25485

COMP 1457 BBY \$322 DELPHI PROGRAMMING LANGUAGE

Presents modern principles of programming and programming methodologies using the advanced modern visual language, Delphi. Students write programs that are readable, reusable and easy to maintain. Prerequisite: COMP 1401.

Apr 14 Tue 1845-2145 12 wks BBY CRN 25993

COMP 2410 BBY \$322 MICRO PC ASSEMBLER PROGRAMMING LANGUAGE 2

Continues from COMP 1410 and provides more detail of the IBM PC Assembler language. Topics include multi-mode, subroutines from high-level languages, DOS I/O functions, macros, and TSR programs. Prerequisite: COMP 1410.

Apr 14 Tue 1845-2145 12 wks BBY CRN 26108

COMP 2425 BBY \$322 C PROGRAMMING LANGUAGE 1

Introduces Level 1 programming in C language including data types, control constructs and syntax. Also discusses the language's evolution into C++. Compiler not provided. Prerequisite: COMP 1405 or 1410) and 1450.

Apr 16	Thr	1845-2145	12 wks	BBY	CRN	20260
Apr 20	Mon	1845-2145	12 wks	BBY		20261
Jul 9	Tue/Thr	1800-2100	6 wks	BBY		20259

COMP 2435 BBY \$322 DATABASE PROGRAMMING LANGUAGE 2

Builds on the fundamentals learned in level 1 (COMP 1435) and introduces advanced xBase programming techniques including complex screen handling, multi-user programming and SQL. Prerequisite: COMP 1435 or a thorough knowledge of the FOXPRO 2.x or dBASE IV Command Language.

Apr 15 Wed 1845-2145 12 wks BBY CRN 22723

COMP 2440 BBY \$258 COBOL PROGRAMMING LANGUAGE 2

Continues from COMP 1440. Includes tape and disk file organization, utility programs and libraries, and table look-ups. Prerequisite: COMP 1440 or previous programming experience in COBOL.

Apr 20 Mon 1845-2145 12 wks BBY CRN 20302

COMP 2455 BBY \$322 SMALLTALK AND OOPS

Explores the exciting and influential trend to OOPs with respect to programmer productivity, graphical interfaces and symbolic programming using Smalltalk, the quintessential OOP Language. Prerequisite: IBM micro experience and a Level 1 programming language and COMP 3670.

Apr 16 Thr 1845-2145 12 wks BBY CRN 23550

COMP 3425 BBY \$322 C PROGRAMMING LANGUAGE 2

Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. Prerequisite: COMP 2425.

Apr 15	Wed	1845-2145	12 wks	BBY	CRN	20311
Apr 17	Fri	1845-2145	12 wks	BBY		21515
Jul 9	Tue/Thr	1800-2100	6 wks	BBY		21516

COMP 3475 BBY \$322 C++ FOR OBJECT-ORIENTED PROGRAMMING

Emphasizes the Object-Oriented (OO) features of C++, abstract data types, and C++ use in implementing OO designs. OO technology has emerged as a leading trend in software development, and C++ (the successor to C) as the dominant language for its realization. Prerequisite: COMP 3425 and 3670.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20310
Apr 16	Thr	1845-2145	12 wks	BBY		20309
Jul 9	Tue/Thr	1800-2100	6 wks	BBY		24895

COMP 4409 BBY \$322 JAVA PROGRAMMING LANGUAGE LEVEL 1

Provides a thorough introduction to the Java programming language and the Java distributed objects paradigm. Includes the Java language environment, creating user interfaces, developing multi-threaded applications, handling multimedia data types, and managing collections. Prerequisite: COMP 3670 and one level 2 programming language.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	25398
Apr 20	Mon	1845-2145	12 wks	BBY		24891

COMP 4425 BBY \$322 C PROGRAMMING LANGUAGE 3

Designed for programmers who want to learn more about advanced C programming techniques, and to write carefully constructed, readable programs, high-quality, error-free software. Prerequisite: COMP 3425.

Apr 17 Fri 1845-2145 12 wks BBY CRN 20303

COMP 4475 BBY \$322 C++ PROGRAMMING LANGUAGE 2

Covers elements and collaborations of classes, inheritance, class re-use, collection classes, class libraries, error handling, memory management design patterns, and use of iostream library. Prerequisite: COMP 3475.

Apr 20 Mon 1845-2145 12 wks BBY CRN 26225

WINDOWS PROGRAMMING

COMP 1275 ACCESS DEVELOPMENT BBY \$431

Covers the process of designing applications using the Access Basic programming language. Explores the built-in application design features such as event properties, custom menus, and toolbars, controlling program flow, Data Access Objects (DAO), Recordsets, error handling and an introduction to SQL. Discusses in-depth coverage of events, modules, procedures and structures. Note: Data Access Objects is a very important aspect to Access. Prerequisite: COMP 1272 and 1401 and 1403 or equivalent experience.

Apr 16 Thr 1845-2145 12 wks BBY CRN 23545

COMP 1403 BBY \$322 WINDOWS PROGRAMMING CONCEPTS

Covers programming/design considerations common to Windows applications. Introduces Windows controls including dialog boxes, radio button, combo boxes, scroll bars. Uses Visual Basic as a tool to describe events, properties and basic control creations. Discusses the Software Development Life Cycle pertaining to Windows and common programming structures. Explores shortcut keys, window styles, menu creation, toolbars, OLE considerations, designing a help file, and the API. Prerequisite: COMP 1006 or 1007 or equivalent.

Apr 14 Tue 1845-2145 12 wks BBY CRN 22722

COMP 1452 X WINDOWS PROGRAMMING 1 BBY \$322

Covers ways to combine the facilities provided by Xlib, Xt and Motif to form working applications for those who want to write applications using the X Window System. Includes configuration of X Resources, window manager interaction, programming with widgets, event and error handling in X Windows, color, graphics context text, font and X primitives, interclient communication, clipboard and selection mechanism. Prerequisite: COMP 1403.

Apr 19 Sun 0900-1200 12 wks BBY CRN 23547

COMP 2275 BBY \$431 ACCESS DEVELOPMENT LEVEL 2

Introduces the advanced topics managing controls, creating forms, tabs, creating and using controls, working with complex report designs, Data Access Objects, debugging and error handling, working with record sets, replication and security. Prerequisite: COMP 1275.

Jul 9 Tue/Thr 1800-2100 6 wks BBY CRN 26326

COMP 2473 BBY \$322 DATABASE DEVELOPMENT WITH VISUAL BASIC 5 LEVEL 1

Introduces database development using Visual Basic. Includes Data Objects, Data Control, ODBC, DDE, OLE2, client/server issues and the Help compiler in this intensive database development course. Prerequisite: COMP 1401 and 1403 and 1430 and Systems Design and at least one PC programming language and Excel and Word basics.

Apr 17 Fri 1845-2145 12 wks BBY CRN 22827

Computing and Information Technologies

COMP 2495 **BBY \$322**
VISUAL BASIC PROGRAMMING LANGUAGE 1
Teaches fundamentals of object-oriented and GUI programming using Microsoft VISUAL BASIC under WINDOWS. Covers designing and building applications; event-driven programming; displaying and printing information; data storage; file system controls; building menus, pop-up menus, and dialogs; modules, subroutines and functions; and much more. Prerequisite: COMP 1403 and 1430.

Apr 20	Mon	1845-2145	12 wks	BBY	CRN	26324
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AS/400 COMPUTER

COMP 1420 **BBY \$322**
RPG PROGRAMMING LANGUAGE 1
See **Programming Languages** section.

COMP 1440 **BBY \$258**
COBOL PROGRAMMING LANGUAGE 1
See **Programming Languages** section.

COMP 1632 **BBY \$322**
INTRODUCING THE IBM AS/400
Introduces the AS/400 concepts and architecture as it applies to practical business requirements. Some topics are Libraries and Objects, AS/400 Relational Database and Data Management, user profiles and AS/400 security. Prerequisite: COMP 0001 or equivalent.

Apr 16	Thr	1845-2145	12 wks	BBY	CRN	20276
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SYSTEMS ANALYSIS AND DESIGN

COMP 1615 **BBY \$258**
COMPUTER SYSTEMS INTRODUCTION 1
Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 1401.

May 23	Sat	0900-1600	6 wks	BBY	CRN	20275
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COMP 2615 **BBY \$258**
COMPUTER SYSTEMS INTRODUCTION 2
Continues from COMP 1615. Develops analytical skills and basic computer systems design techniques. Prerequisite: COMP 1615.

Jul 4	Sat	0900-1600	6 wks	BBY	CRN	20297
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COMP 3615 **BBY \$322**
COMPUTER SYSTEMS INTRODUCTION 3
Focuses on commonly used Systems Projects techniques. Presents case study projects using Analysis and Design skills. Emphasizes full Systems Life Cycles including project management, feasibility analysis, systems analysis, process and data modeling. Examines systems design, user interface, systems planning, implementation and ongoing support. Explores JAD, ER Diagrams, Object Modeling, RAD and Prototyping techniques. Prerequisite: COMP 2615.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	26177
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COMP 3635 CASE TECHNOLOGY **BBY \$322**
Examines how CASE Technology facilitates planning and design of systems using CASE tools as a design workbench. Prerequisite: Knowledge of structured techniques.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	21371
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COMP 3710 RELATIONAL DATABASE SYSTEMS **BBY \$635**
Covers relational database model, database design techniques, normalization, functional dependency, relational algebra, Entity-Relationship (ER) modeling, distributed database systems, database administration, implementation of relationship database using SQL. Prerequisite: COMP 2615 or 2710.

Apr 15	Mon/Wed	1845-2145	12 wks	BBY	CRN	20217
Jun 1	Mon/Wed	1800-2100	12 wks	BBY		25716
Jun 6	Sat	0900-1600	12 wks	BBY		22461

COMP 4660 INTRODUCTION TO SQL **BBY \$165**
Presents an in-depth introduction to this database tool. Includes data definition, data manipulation, and data control languages, DB2 Catalog, views, synonyms and aliases, embedded SQL, subqueries, union, grouping, functions and performance considerations. Prerequisite: COMP 3710.

Apr 15	Wed	1845-2145	6 wks	BBY	CRN	24892
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NETWORKS AND CLIENT SERVER

COMP 2630 NOVELL NETWORK **BBY \$322**
Provides a complete overview of the Netware 4 operating system. Selection of equipment, Netware installation, and system administration responsibilities are discussed. Prerequisite: COMP 1001 and COMP 1007 and OPMT 1188.

Apr 15	Wed	1845-2145	12 wks	BBY	CRN	20299
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COMP 2665 **BBY \$322 DTC \$320.30**
LOCAL AREA NETWORK THEORY
Develops skills to design and implement networks. Examines details of Ethernet, Arcnet, and Token Ring. This theory course also looks at file server selections, cable and media installation, performance issues and managing problems. Prerequisite: COMP 1001 and 2605.

Apr 14	Tue	1845-2145	12 wks	DTC	CRN	26029
Apr 16	Thr	1845-2145	12 wks	BBY		20298

COMP 3665 ADVANCED NETWORK DESIGN **DTC \$320.30**
Covers theory and market implementation of higher speed network protocols (100BaseT, FDDI, ATM) and how advanced network devices provide options for network growth and expansion. No hands-on. Prerequisite: COMP 1001 or 1006 and 2665.

Apr 14	Tue	1800-2100	12 wks	DTC	CRN	23549
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COMP 4666 LAN INTERNETWORKING **BBY \$322**
Explores issues and software related to the internetworking of Novell Netware 4.1, Windows NT 4.0 Server, NT 4.0 Workstation, Linux (Unix) and Windows 95 operating system platforms. Provides hands-on experience interconnecting these platforms with TCP/IP and IPX protocols. Prerequisite: COMP 2630 or COMP 2665 or experience with Novell Netware, and COMP 1007 or equivalent.

Apr 20	Mon	1845-2145	12 wks	BBY	CRN	25093
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COMP 4840 CLIENT SERVER COMPUTING **DTC \$320.30**
Covers client/server computing technologies based on the internet and Java networking. Provides hands on experience in building client/server applications using RMI, JDK1.1, Java Sockets, Java's net classes and URL-related classes. Presents case studies of several companies migrating to three-tier client/server applications. Prerequisite: COMP 3475, or COMP 3425 and COMP 3670.

Apr 15	Wed	1800-2100	12 wks	DTC	CRN	26332
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DATA COMMUNICATION

COMP 2605 **BBY \$258**
DATA COMMUNICATIONS CONCEPTS 1
Familiarizes students with data communication applications and related concepts. Prerequisite: Programming or systems design experience.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	20294
Apr 20	Mon	1845-2145	12 wks	BBY		20293

COMP 3605 **BBY \$258**
DATA COMMUNICATIONS CONCEPTS 2
Continues from COMP 2605. Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 2605.

Apr 15	Wed	1845-2145	12 wks	BBY	CRN	20312
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UNIX

COMP 1626 INTRO TO SCO UNIX SYSTEM V VCR \$503.30
Provides an insight to the SCO UNIX System V to system administrators who are new to the UNIX operating system, and to end users who work with SCO Unix Systems. Covers several computer basics in the UNIX environment. Prerequisite: COMP 1001 or equivalent.

Apr 15	Wed	1845-2145	8 wks	VCR	CRN	24888
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COMP 2626 **VCR \$1403.30**
SCO UNIX SYSTEM V ADMINISTRATION AND SHELL PROGRAMMING
To provide technicians, engineers, system administrators and technical users who require a broad level of aptitude and understanding of SCO UNIX with the basic administrative tools and techniques. Examines the Bourne Shell and the uses of shell script. Prerequisite: COMP 1626.

Apr 14	Tue/Thr	1845-2145	9 wks	VCR	CRN	24890
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COMP 2628 **VCR \$958.30**
SCO UNIX SYSTEM V: UUCP, TCP/IP AND NFS
Explores planning, configuring, administering and troubleshooting sophisticated communications systems, local-area networking using TCP/IP and NFS software for technical personnel. Prerequisite: COMP 2626.

Apr 20	Mon	1845-2145	12 wks	VCR	CRN	25994
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COMP 4645 **DTC \$428.30**
ADVANCED UNIX SYSTEMS PROGRAMMING
Continues from COMP 3645. Covers continuation of technical details of Interprocess Communication (IPC) facilities and a comparative performance of the various facilities. Emphasizes implementation of client-server solutions using C, including connection-based servers and connectionless servers. Prerequisite: COMP 3645. Completion of an advanced C programming course is strongly recommended.

Apr 18	Sat	0800-1300	12 wks	DTC	CRN	22783
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INTERNET

COMP 0401 **BBY \$255**
INTERNET, THE WHY AND THE HOW
Seminar. Addresses the concepts of the Internet, and what is needed to apply these concepts as a user or a provider of Internet-based information. The client side includes hardware (modem, router or LAN-based), software (WWW browser, new, e-mail) and connection (Internet Service Provider). The server side includes hardware (host computer, router), software (content preparation, WWW server, news server, mail server), and connection (upstream ISP). Prerequisite: None.

Apr 18	Sat/Sun	0900-1600	1 wknd	BBY	CRN	23845
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COMP 0403 **BBY \$255**
WEB SITE IMPLEMENTATION/ADMIN
Seminar. Targeted at individuals potentially responsible for the setup and maintenance of a Web site (webmasters). Setup addresses host equipment needs, Internet connection, server software configuration and security. Maintenance addresses host system monitoring and management. Web site issues include setting up and maintaining the Web site content and information structure, all of the appropriate hyperlinks and related serverside applications. Hands-on involves configuring a typical Web site, monitoring and reporting some of the performance statistics available. Prerequisite: None.

Apr 25	Sat/Sun	0900-1600	1 wknd	BBY	CRN	23846
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COMP 0405 **BBY \$255**
CREATE/PROGRAM WWW DATABASES
Seminar. Addresses server scripts or applications needed to interface a conventional relational database to a WWW server so end-users can interact with the database using their WWW browser. Students author an HTML document with database navigation and query, and implement a supporting script to interact on the server side with the relational database. Prerequisite: None.

May 2	Sat/Sun	0900-1600	1 wknd	BBY	CRN	23847
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COMP 0407 HTML AUTHORIZING **BBY \$255**
Seminar. Addresses the concepts underlying hypermedia content on the WWW, content design and preparation, and simple supporting scripts. Students prepare a simple Web page using a text editor, embedding their own HTML tags; and then a more sophisticated frame-based page using Netscape Navigator Gold. Sample media content will be supplied. Prerequisite: None.

May 9	Sat/Sun	0900-1600	1 wknd	BBY	CRN	23848
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COMP 0409 JAVA PRIMER **BBY \$255**
Seminar. Introduces the Java paradigm, and then programming of Java applets and applications. Promotes an appreciation of where Java is appropriate to deploy in the organization by using examples and hands-on practice. Prerequisite: Object-Oriented Programming Concepts.

May 23	Sat/Sun	0900-1600	1 wknd	BBY	CRN	23849
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COMP 0411 MULTIMEDIA ON THE INTERNET **BBY \$255**
Seminar. Introduces effective multimedia content design, preparation and delivery over the Internet. Includes preparing images, audio and video data; for both immediate and delayed delivery using a suitable WWW browser. Does not deal with original content creation, but rather the steps needed to make such content useful over the Internet. Prerequisite: None.

May 30	Sat/Sun	0900-1600	1 wknd	BBY	CRN	23850
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COMP 1820 **BBY \$259**
HTML AND THE WORLD-WIDE WEB
Introduces HTML, the "Hyper-Text Markup Language" used on the WWW by creating HTML documents. General text editors and specialized HTML editors are used, and students may load their documents onto a live web server for viewing on the Internet. Includes coverage of UNIX basics required to upload completed HTML documents to the server. Prerequisite: COMP 1267 or equivalent, and WWW user experience.

Apr 18	Sat	0900-1200	6 wks	BBY	CRN	23756
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COMPUTER GRAPHICS

COMP 1811 3-D MAX GRAPHICS LEVEL 1 **VCR \$911.30**
Teaches the 3-D Max interface and the coordinate systems used in 3-D space. Covers modeling, editing and transforming 3-D objects, using precise measurement controls, applying materials using the Material Editor, and creating lights and cameras. Students compose scenes in 3-D Max, which are then animated using basic animation controllers. Prerequisite: COMP 1007 or COMP 1022, and experience using a drawing program.

Apr 14	Tue	1845-2145	12 wks	VCR	CRN	26339
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Computing and Information Technologies

MULTIMEDIA

MMSD 0210 WEB ILLUSTRATION DTC \$275

Seminar. Provides a working knowledge of 2-dimensional illustration techniques to persons with little or no previous drawing experience. Presents basic drawing techniques that can be applied to 2-dimensional web imagery development. Covers basic drawing concepts and techniques for both traditional and computer 2-D drawing, basic color theory as well as design and development of imagery for the web. Applies techniques using appropriate technology such as scanners and tablets. Prerequisite: Computer Applications 10 or Win 95/Win NT experience.

Apr 18 Sat/Sun 0900-1500 1 wknd DTC CRN 26319

MMSD 0211 WEB ANIMATION DTC \$275

Seminar. Provides working knowledge of 2-dimensional animation techniques to persons with basic illustration skills. Explores basic animation concepts and techniques that can be applied to 2-dimensional web animation. Presents the creation and exporting of animation shorts in a format suitable for web-page content development. Applies techniques using appropriate technology such as scanners and tablets. Prerequisite: MMSD 0210.

May 2 Sat/Sun 0900-1500 1 wknd DTC CRN 26320

MMSD 1221 DTC \$320.30

ANIMATION OPTIMAL EXPERIENCE 3DM

Presents working knowledge of 3-dimensional modeling and camera manipulation in a 3-dimensional space. Explores basic 3-dimensional modeling and rendering techniques as well as relationships between camera angles and positioning. Covers basic modeling techniques, the creation various camera views and the development of a 3-dimensional animation 'fly-through' of a model from a series of edited camera shots. Prerequisite: MMSD 0211.

Jun 1 Mon-Thr 1800-2200 2 wks DTC CRN 26321

MMSD 2221 DTC \$320.30

ANIMATION OPTIMAL EXPERIENCE 3DI

Provides working knowledge of 3-dimensional animation for inanimate objects. Explores basic 3-dimensional object animation techniques. Presents basic object animation techniques, concepts of primary and secondary motion and the development of a 3-dimensional animation. Prerequisite: MMSD 1221.

Jul 6 Mon-Thr 1800-2200 2 wks DTC CRN 26318

MMSD 3221 DTC \$320.30

ANIMATION OPTIMAL EXPERIENCE 3DC

Provides working knowledge of 3-dimensional character animation. Students will learn basic character modeling and rendering techniques. This course will cover basic character modeling and animation techniques, lip synch dialog as well as the development of a 3-dimensional character animation. Prerequisite: MMSD 2221.

Aug 10 Mon-Thr 1800-2200 2 wks DTC CRN 26322

MULTIMEDIA SOFTWARE DEVELOPMENT

The following Java Programming courses are designed to lead up to an Associate Certificate in Just Java. Not all required courses are offered this semester. Refer to our Web site for details.

MMSD 3610 JAVA PROGRAMMING 1 DTC \$320.30

Provides a thorough introduction to the Java programming language and to the Java distributed objects paradigm. Topics include the Java language and environment, creating user interfaces with the AWT, developing synchronized multi-threaded applications, handling multimedia and image manipulation, and managing interface collections. Prerequisite: COMP 3670 and any object-oriented programming course.

Apr 20 Mon 1730-2030 12 wks DTC CRN 26030
Jun 1 Mon & 0900-1600 2 wks DTC 25560
Tue-Fri 0900-1200
Aug 10 Mon & 0900-1600 2 wks DTC 26316
Tue-Fri 0900-1200

MMSD 3620 JAVA PROGRAMMING 2 DTC \$320.30

Continues from MMSD 3610, addressing advanced Java programming techniques for both applets and applications. Topics include application design guidelines, process and thread synchronization, smooth animation techniques, local file I/O, and the Java event model. Prerequisite: COMP 3640 or 3730 and MSD 3610 or COMP 4409.

Apr 14 Tue 1730-2030 12 wks DTC CRN 26031
Jun 15 Mon & 0900-1600 2 wks DTC 25561
Tue-Fri 0900-1200

MMSD 4610 DTC \$320.30

JAVA OBJECT-ORIENTED APPLICATION DESIGN

Addresses the design and implementation of Java programs that conform to the Java Management API. Topics include large-scale application design, JMAPI, integration with and support of application builder tools. Prerequisite: MMSD 3620 or permission of instructor.

Apr 15 Wed 1730-2030 12 wks DTC CRN 26032
Jul 6 Mon & 0900-1600 2 wks DTC 25562
Tue-Fri 0900-1200

MMSD 4620 JAVA DATABASE CONNECTIVITY DTC \$320.30

Address the dynamic delivery of database content using Java, conforming to the Java Enterprise API. Topics include client/server application design, remote method invocation (RMI), and JDBC. Prerequisite: MMSD 3620 or permission of instructor.

Apr 16 Thr 1730-2030 12 wks DTC CRN 26033
Jul 20 Mon & 0900-1600 2 wks DTC 25563
Tue-Fri 0900-1200

For more information on courses currently under development and when they will be offered, phone (604) 451-7193, or visit our Web site at www.multimedia.bcit.bc.ca

MS SYSTEMS ENGINEERING MCSE CERTIFICATION (604) 451-7193



BCIT is offering a program that leads to MCSE certification in partnership with NorthWest Digital. Registration is by program only, at a cost of \$11,000. Refer to our Web site, www.btech.scas.bcit.bc.ca/mse.html for updated course schedule. While additional course sections are under development, registration for individual courses is currently not accepted.

COMP 2621 ADMINISTERING MS WINDOWS NT 4.0

Provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain NT based network. Also provides knowledge and skills required for subsequent courses. Prerequisite: Acceptance into the program.

COMP 2623 SUPPORTING MS WINDOWS NT 4.0 CORE TECHNOLOGIES

Provides the core foundation for supporting the NT 4.0 operating system. Provides the skills necessary to install, configure, customize, optimize, network, integrate and troubleshoot Windows NT 4.0. Prerequisite: Acceptance into the program.

COMP 2636 INTERNETWORKING TCP/IP ON MS WINDOWS NT 4.0

Provides the knowledge and skills required to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft? Windows NT? 4.0. Prerequisite: Acceptance into the program.

COMP 2643 NETWORKING ESSENTIALS

Prepares Microsoft Certified Professional candidates to successfully complete the Networking Essentials exam. Provides students with the necessary background to understand local area networking information in Microsoft? Courses on workstations and networking. Provides a general introduction in current networking technology for local area networks, wide area networks, and the Internet. Includes text-based study material, simulation lab exercises, and demonstrations to do networking tasks that reinforce the text information. Prerequisite: Acceptance into the program.

COMP 2647 OPERATING SYSTEMS AND NETWORK PRINCIPALS

Provides a solid knowledge foundation of concepts and principles of PC's, Operating Systems and Local Area Networking as preparation for subsequent courses. Includes installing and configuring a Windows 95 operating system. Prerequisite: Acceptance into the program.

COMP 2655 SUPPORTING MS WINDOWS NT SERVER 4.0 - ENTERPRISE TECHNOLOGIES

Provides a training solution for support professionals working in a NT Server 4.0 based enterprise environment. Presents designing, implementing and supporting the NT server network system in a multidomain enterprise environment. Covers implementing MS Windows NT 4.0 Server Directory Services, Analysis and Optimization, Network Analysis and Optimization, and troubleshooting MS Windows NT Server 4.0 in the Enterprise Environment. Prerequisite: Acceptance into the program.

COMP 2657 CORE TECHNOLOGIES OF MICROSOFT EXCHANGE SERVER 5.0

Introduces the core technologies of Microsoft Exchange Server. Presents implementation and administration of Exchange in a single-site or multiple-site environment. Other topics include: installation and configuration of the Microsoft Outlook desktop information manager client, introduction to the new connectors and protocols in Exchange version 5.0, installation of Internet Mail service, Microsoft Mail Connector, and Lotus cc: Mail Connector. Prerequisite: Acceptance into the program.

COMP 2667 LAN HARDWARE TECHNICIAN

Provides an in-depth knowledge of microcomputer hardware and LANs. Topics include configuration, installation, upgrading, diagnostics and maintenance. Explores DOS, Windows 3.1 and Windows 95, Macintosh hardware and operating system. Prerequisite: Acceptance into the program.

Authorized
Technical
Education
Center

Microsoft

(604) 451-6858 byu@bcit.bc.ca

**MS CERTIFIED
SOLUTION
DEVELOPER
MCSD (MICROSOFT
CERTIFIED SOLUTION
DEVELOPER)**

MCSD certification is a credential recognized by industry to qualify individuals in designing and developing custom business solutions with Microsoft tools and technologies. BCIT is a Microsoft Authorized Academic Training Partner (AATP) and is offering a selected set of courses to prepare you for the MCSD certification exams. The currently offered courses prepare you for the following exam(s):

BCIT Course	Microsoft Exams*
COMP 2651 Microsoft Windows Architecture for Developers	70-160
COMP 3477 Programming with Microsoft Access for Windows 95	70-161
COMP 3617 Implementing a Database Design on Microsoft SQL Server 6.5	70-51
COMP 3497 Mastering Microsoft Visual Basic 5	TBD

*Note that there are alternative sets of exams to obtain the MCSD certification.

FULL MCSD PROGRAM

Interested in learning how to develop custom computer applications from the ground up and tap into the job market for programmers, system analysts and software engineers? This 10-month intensive program in software development is planned for May 1998. Students will complete 6-months full-time classroom training and 4-months-combined work practicum and part-time study. Upon successful completion students will qualify for a BCIT certificate and will have required knowledge to complete exams towards the Microsoft MCSD designation.

COMP 2651 BBY \$1200 MICROSOFT WINDOWS ARCHITECTURE FOR DEVELOPERS

Presents the architectures and related services of the Microsoft's Windows Operating systems. Provides the framework required to develop solutions for the Windows 95 and Windows NT operating systems. Prepares you to write the Microsoft Windows Architecture exam. Prerequisite: COMP 1261, 1266, 1270 and 2495 or equivalent, and understanding of the Internet.

Jun 26 Fri & 1845-2145 4 wks BBY CRN 26342
Sat 0830-1800

COMP 3477 BBY \$1200 PROGRAMMING WITH MICROSOFT ACCESS FOR WINDOWS95

Based on the Microsoft Access Developer's Toolkit for Windows 95. Covers extending the applications using advanced features such as Visual Basic for Applications, data access objects (DAOs), OLE Automation and OLE controls, create add-ins, implement security, use database replication, access external data sources, manage client/server issues, and application distribution. Prerequisite: COMP 1271 and COMP 2495.

May 22 Fri & 1845-2145 4 wks BBY CRN 26343
Sat 0830-1800

COMP 3497 BBY \$1200 MASTERING MICROSOFT VISUAL BASIC 5

Continues COMP 2495 Visual Basic programming language 1, by introducing significant new content including component creation and Internet development. Prerequisite: COMP 2495.

Apr 17 Fri & 1845-2145 4 wks BBY CRN 26344
Sat 0830-1800

COMP 3617 BBY \$1200 IMPLEMENTING A DATABASE DESIGN ON MICROSOFT SQL SERVER 6.5

Provides students with the technical skills required to implement a database solution with the Microsoft SQL Server client/server database management system, based on a case-study design. Allows hands-on implementation of the case study design. Prerequisite: Experience using Windows NT and SQL servers.

Jul 31 Fri & 1845-2145 4 wks BBY CRN 26340
Sat 0830-1800

Computing and Information Technologies

COMP 3830 SOLUTION DEVELOPMENT DISCIPLINE BBY \$1200

Presents Solutions Development Discipline (SDD) which is applicable to all distributed computing solutions. Covers a milestone-driven process model to manage the risks inherent in a dynamic environment and focus teams on delivering value to the organization. Introduces project progress milestones that help managers balance the commitments of schedule, budget, and functionality. Prerequisite: Experience managing projects and people and information systems re-engineering.

May 14 Thr/Fri/Sat 0830-1700 1 wk BBY CRN 26345

COMP 4831 DESIGNING COMPONENT SOLUTIONS BBY \$1200

Presents the Microsoft view of distributed computing and component-based software, and provides a consistent integrated view of the solution design process from understanding the business problem to implementing the solution. Prerequisite: COMP 3830.

Jun 18 Thr/Fri/Sat 0830-1700 1 wk BBY CRN 26346

SYSTEM SUPPORT SPECIALIST PROGRAM (604) 451-7193

SHL Systemhouse

An MCI Company

This program is offered in partnership with SHL Systemhouse. It is designed to prepare you for a career as Support Technician, Help Desk Analyst and Systems and Network Administrator. All applicants are required to complete a pre-assessment examination.

COMP 2680 SYSTEMS SUPPORT SPECIALIST BBY \$11000

Provides the knowledge and skills to support a selected set of popular software applications, hardware, operating systems, and network systems. Specific topics may change between terms depending on the products most widely used in industry. Includes a 6-week practicum. Prerequisite: Experience in Information Technology.

May 25 Mon 0830-1630 32 wks BBY CRN 26301

For applicants needing to refresh their knowledge prior to attempting the pre-assessment examination, we have designed a refresher course, COMP 1012, System Support Fundamentals. Refer to our Web site, www.btech.scas.bc.ca/sss.html for scheduled dates.

OTHER SPECIALTIES

COMP 1601 COMPUTERS IN BUSINESS BBY \$258

Familiarizes those who are not specializing in computers with terminology and concepts used in the computer industry. Prerequisite: COMP 1001 or 1006 and 1010 and 1015 and 1020 or CGA Tutorial or equivalent.

Apr 20 Mon 1845-2145 12 wks BBY CRN 20219
Jul 9 Tue/Thr 1800-2100 6 wks BBY 20218

COMP 1825 HELP DESK SUPPORT VCR \$354.30

Covers a wide range of issues dealing with technical computer support. Topics include providing quality technical support, handling support calls, problem-solving and trouble shooting. Other areas that will be explored are communication skills, quality customer service and alternative methods of support such as expert systems and knowledge based technology. Prerequisite: COMP 1007.

Apr 16 Thr 1845-2145 6 wks VCR CRN 26333
May 28 Thr 1845-2145 6 wks VCR 26335

COMP 2030 MICRO TROUBLESHOOTING BBY \$322

Explains the microcomputer key files and hardware component relationships for inexperienced users. Hands-on not provided. Prerequisite: COMP 1001 or equivalent and working knowledge of MS Windows 3.0 or later and access to a microcomputer.

Apr 16 Thr 1845-2145 12 wks BBY CRN 24889

COMP 3640 OPERATING SYSTEMS CONCEPTS DTC \$320.30

Introduces basic principles of operating systems design and implementation. Topics include memory management, processor scheduling, disk organization, and file systems. Prerequisite: COMP 1450 and 2610.

Apr 15 Wed 1845-2145 12 wks DTC CRN 20313

COMP 3670 UNDERSTANDING OBJECTS BBY \$258

Covers Object-Oriented concepts, fundamentals, essentials of the Object Model, and real-world problems using object-oriented analysis. Prerequisite: COMP 2615 or equivalent.

Apr 15 Wed 1845-2145 12 wks BBY CRN 20319

COMP 4965 COMPUTER ANIMATION FUNDAMENTALS DTC \$633.30

Introduces digital animation. Topics include classic animation principles and practices for three dimensional character animation, and a look at the finer points of modeling, rendering and lighting. Students use Martin Hash's 3D Animation program to render their final animation to VHS. Prerequisite: COMP 3960 or permission of the instructor.

Apr 20 Mon/Wed 1730-2045 12 wks DTC CRN 24893

DENTAL RECEPTION

COMP 0285 DENTAL OFFICE SYSTEM/WINDOWS DTC \$278.30

Gives hands-on experience using the Exan/Mercedes Dental System for Windows to cover front desk procedures in a dental office. Upon successful completion, any other dental computer system can be used. Prerequisite: Dental or Medical office experience or completion of a Dental Receptionist program.

Apr 14 Tue 1800-2100 10 wks DTC CRN 23757

COMP 0885 DENTAL RECEPTIONIST DTC \$453.30

Presents the skills to become a dental receptionist. Includes communications, professional manner development, telephone techniques, scheduling and billing procedures, dental terminology, accounting, and insurance companies protocol. Upon successful completion, students may enhance their skills during a practicum in a dental office. Prerequisite: None.

Apr 20 Mon/Thr 1800-2100 10 wks DTC CRN 24904

SUMMER CAMPS DISCOVER SUMMER AT BCIT 1998 COMPUTING AND ACADEMIC STUDIES (604) 451-7193

Last summer was our first year of this program of summer camps geared to kid's ages 10 and up. We are planning to offer the following camps from last year again this summer:

COMP 0010 PC POWER USER

Using supervision by faculty and lab assistants, students learn basics behind various programming languages which may include Visual Basic, Delphi, and Visio. Explores programs such as Photoshop, Powerpoint and Corel Draw. Examines various hardware pieces and explains their purpose as students physically take a PC apart, then reassemble it. For ages 13 to 16. Prerequisite: None.

Jul 13 Mon-Fri 0900-1600 1 wk BBY CRN 26304
Jul 27 Mon-Fri 0900-1600 1 wk BBY 25635

COMP 0415 COMPUTER GAMES AND INTERNET

Explores and compares various computer games to present a sense of their structures. Provides opportunity to explore the internet and create a personal web page under the guidance of faculty and lab assistants. For ages 10 to 13. Prerequisite: None.

Jul 20 Mon-Fri 0900-1600 1 wk BBY CRN 25636
Aug 10 Mon-Fri 0900-1600 1 wk BBY 26305

For other Computer courses, please see section:

Business, Media Techniques for Business, Engineering Technology, Computer-Aided Design.

Refer to Electrical and Electronic Technology for the following courses:

TCMP 0101 Introduction to Computers
TCMP 0130 PC Systems and Interconnections
TELX 0137 Small Office/Business Equipment Requirements
TELX 0179 Microcomputer Systems Maintenance

MICROSOFT PRODUCTS

The Computer Systems Technology is pleased to continue to offer courses covering Microsoft Applications, many of which are part of Microsoft Office. Please see the section APPLICATIONS for details about the following courses:

In-depth coverage

COMP 1006 Understanding Windows 1
COMP 1007 Understanding Windows 95
COMP 1009 Exploring Windows (correspondence)
COMP 1261 Excel 1
COMP 1262 Excel 2
COMP 1263 MS Project/Windows Level 1
COMP 1264 MS Project/Windows Level 2
COMP 1266 WORD for Windows 1
COMP 1267 WORD for Windows 2
COMP 1270 Microsoft Access 1
COMP 1271 Microsoft Access 2
COMP 1272 MS Access 3 Build Applications
COMP 1275 Access Development
COMP 1281 Microsoft Powerpoint 1
COMP 1282 Microsoft Powerpoint 2

Guided Self Learning and Pacing (Version 97) See Applications Guided Self Learning section.

One Day Intensive Training see **Office Efficiency and Skills** section on page 27.

Please refer to our **WINDOWS PROGRAMMING** section for more details about the following courses:

COMP 1403 Windows Concepts/Programming
COMP 2473 Database Development with Visual Basic
COMP 2495 Visual BASIC Programming Language 1
COMP 3495 Visual BASIC Programming Language 2

BCIT is a Microsoft Solution Provider.

LATE-BREAKING COURSE INFORMATION

Because of rapidly changing technology, new courses may become available after the publication of this flyer. Call the Computer Systems Technology, Part-time Information line (604) 451-6978 (24 hours a day) for the latest course additions.

SATISFACTION GUARANTEED

The COMPUTER SYSTEMS TECHNOLOGY stands behind its Part-time courses. If you are not satisfied with any CST (COMP) course in this flyer, send us a letter within 3-months of course completion (preferably on your company letterhead), and you can repeat any or all of this course without charge!

Conditions:

1. You must have passed the original course with at least 60 per cent.
2. May be subject to course and seat availability.
3. Quick Tour and seminar courses are not included.
4. Course will be repeated on an 'Audit' basis only, the original mark will not be altered.

PRIOR LEARNING ASSESSMENT (PLA)

Students who successfully demonstrate that they already have the skills and knowledge taught in a variety of computer courses will be awarded appropriate academic credit. To determine whether the desired courses are available through PLA, the fee for this service, or to apply for the assessment, contact the PLA Coordinator, Wm. Howorth at (604) 451-7188.



5 Ways to Register

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

Sorry, no postdated cheques.



Construction

ADVANCED CERTIFICATE IN ENVIRONMENTAL MANAGEMENT (604) 451-6906 mmccormi@bcit.bc.ca

Today's work place requires most individuals with technical and/or managerial responsibilities to be acutely aware of the many environmental issues that impact on a diverse range of industry settings. This Advanced Certificate program is comprised of mandatory management courses that are to be combined with a wide range of elective courses. These electives cover additional management and technical topics which the individual can select to suit their particular career opportunities or work place requirements. Completion of this program will provide the individual with a broad knowledge of environmental management issues that will enable them to communicate with environmental professionals and contribute towards making sound decisions within a complex environmental framework.

Entrance Requirements

Successful completion of at least 60-credits towards a diploma or degree program in either business, science or engineering at a recognized college, institute or university. This prior program of study MUST require Grade 12 as part of its entrance requirements.

Application Procedure

Students will need to make application to the department in order to register in this program. Due to the probable diversity of academic backgrounds, all applications will be reviewed by the program area. Minimum documentation to be submitted with a completed application form should include:

1. Transcripts of post-secondary courses that have been successfully completed.
2. A current resume.
3. Confirmation of meeting the English language proficiency requirements (where necessary).

Additional information may be requested as necessary. For most people, submission of the following documentation will be sufficient. For others, a personal interview will be more appropriate to review the documentation and advise the individual on an appropriate course of action.

The following is a list of courses currently offered this term. For a complete listing of courses in the Advanced Certificate in Environmental Management program, please contact Monica McCormick at (604) 451-6906.

EENG 7700 ENVIRONMENTAL CASE STUDIES BBY \$172

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

Apr 21 Tue 1830-2130 6 wks BBY CRN 25972

EENG 8751 MUNICIPAL WASTEWATER TREATMENT 2 BBY \$172

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

Apr 23 Thr 1830-2130 6 wks BBY CRN 25977

EENG 8762 LANDFILL DESIGN AND OPERATION BBY \$172

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

Apr 22 Wed 1830-2130 6 wks BBY CRN 24810

EENG 8763 ENVIRONMENTAL CONTROLS FOR LANDFILLS BBY \$172

This is the last course of the 4-course technical series on the subject of solid waste. This course will examine state-of-the-art environmental control systems that are being used in B.C. and in the U.S. to meet new government regulations. The course will include environmental issues, leachate composition, predicting leachate qualities within the EPA HELP model, landfill closure, leachate containment, leachate treatment, landfill gas collection and environmental monitoring. Prerequisite: EENG 8762. (1 credit)

Jun 10 Wed 1830-2130 6 wks BBY CRN 25043

EENG 8780 ENVIRONMENTAL LAW 1 BBY \$172

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

Jun 11 Thr 1830-2130 6 wks BBY CRN 25040

EENG 8782 VALUE ANALYSIS AND ENVIRONMENTAL MANAGEMENT BBY \$172

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

Apr 20 Mon 1830-2130 6 wks BBY CRN 25044

EENG 8783 RISK MANAGEMENT BBY \$172

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

Jun 11 Thr 1830-2130 6 wks BBY CRN 25036

OCHS 5101 ENVIRONMENTAL MANAGEMENT 1 BBY \$247

This course provides an overview of environmental issues and terminology and introduces concepts common to other courses in the program. This course aims to introduce the problems of contaminated lands and real estate; to provide a simple understanding of the origins and reasons for environmental contamination and how modern concepts of management can avoid future problems; to introduce the concepts of environmental audits and environmental impact studies; and to provide a preliminary understanding of contaminated lands site assessment, clean-up and mitigation technologies. (1.5 credits (Guided Learning))

Apr 6 Mon 12 wks BBY CRN 20900
RREG 20902

OCHS 6104 SITE INVESTIGATION AND REMEDIATION BBY \$247

This course explores aspects of contaminated site assessment, investigation and remediation from initial identification through project completion. Selected case studies will be examined to illustrate the topics introduced. This course aims to develop an appreciation of problems encountered by the various people involved in site investigation and remediation and to develop concepts of the assessment and management options for contaminated site investigation and remediation. (3 credits (Guided Learning))

Apr 6 Mon 12 wks BBY CRN 21120

ADVANCED STUDIES IN CONSTRUCTION MANAGEMENT (604) 451-6898 (604) 432-8586

ADVANCED STUDIES IN CONSTRUCTION MANAGEMENT

BCIT is developing various courses to help people advance in construction careers. The courses have been developed, and will be taught, by specialists in the construction industry. Courses will be offered in: Construction Finance; Contract Law; Industrial Relations; Technical Writing; Construction Management (Project Controls); Bid and Tender Procedures; Documentation; Quality and Assurance; Interpersonal Skills; Labour Law.

PROPOSED BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT

In addition, BCIT is currently developing a Bachelor of Technology Degree in Construction Management which will recognize these advanced courses. The format for the proposed degree includes 36-credits of core courses, a 12-credit industry-based project and 12-credits of Liberal Arts courses. The advanced courses indicated above are compatible with the proposed Bachelor of Technology degree. Students may apply credits they earn now toward the degree at a future date.

Prerequisite:

Students may register for the following courses if they have industry experience and any one of the following: BCIT diploma in engineering technology or equivalent, university degree in engineering, a degree or diploma in Architecture, Bachelor of Science degree in math or science. The department may also count a combination of work experience and other educational background on an individual basis.

BLDD 7009 INDUSTRIAL RELATIONS IN BUILDING CONSTRUCTION BBY \$339

Covers employment and collective bargaining legislation as well as the maintenance of collective agreements and the management of industrial relations. In addition, covers organizational systems and methods of conflict resolution. Prerequisite: Diploma or degree in a related field or departmental approval.

Apr 14 Tue 1845-2145 12 wks BBY CRN 26124

BLDD 7010 LEADERSHIP AND INTERPERSONAL SKILLS DTC \$471.30

Provides current or potential team leaders and managers with the essential skills to manage a diverse workforce in the construction workplace. Participants will be introduced to factors influencing performance, personality, culture and organizational norms, as well as the practical application of modern management concepts and techniques. The course will be over five evening sessions and one full weekend session during which participants will be engaged in an intensive management simulation. Prerequisite: Diploma or degree in a related field or departmental approval.

Apr 20 *Mon/Sat/Sun 6 wks DTC CRN 26157

*Note: Course dates/times are:

Mon:	Apr 20-May 4/98	1730-2030
Sat/Sun:	May 9-10/98	0830-1630
Mon:	May 25-June 1/98	1730-2030

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

VISIT OUR HOME PAGE AT: www.bcit.bc.ca/Programs/Adp/Post/Degrees/eeng_adp_programs.htm

BCIT now offers a Bachelor of Technology degree in Environmental Engineering technology. For more information about this program, please refer to the Bachelor of Technology Degree Studies section on page 8 of this flyer.

BUILDING TECHNOLOGY (604) 432-8586

Early registration is advised for Building Technology courses. Space is limited.

BLDG 0001 BUILDING YOUR OWN HOUSE BBY \$172

Demonstrates how to build your house within a budget. Beginning with site and design selection, the participant is guided through the permit, budget and construction process. Also covers the various contracting alternatives and selection of trade contractors. This course will be of interest to property owners and first time house builders.

Apr 16 *Thr 1845-2145 5 wks BBY CRN 23851

*BLDG 0001 also includes a field trip Saturday, May 9/98.
Time: 1030-1330

BLDG 0002 HOUSE RENOVATIONS BBY \$175

Covers the basic requirements for starting a home renovation, and answers the following questions: Who is involved? What do we need to know to begin? Where can we add floor area to a house? When will it be finished? How much will it cost? and Why is it a good idea to renovate? The course will consist of lectures and take-home assignments. Prerequisite: Some familiarity of house construction.

Apr 14 Tue 1845-2145 8 wks BBY CRN 24836

BLDG 1725 RESIDENTIAL LANDSCAPE DESIGN BBY \$175

An overview of the landscape and construction process with an emphasis on student initiated projects. Of interest to home owners and gardeners who wish to expand their design fluency and to landscape professionals wishing to expand their range of services.

Apr 15 Wed 1845-2145 8 wks BBY CRN 25146

Construction

BLDG 1950 COMMUNICATION AND REPORT WRITING FOR HOUSE INSPECTION **BBY \$291**

Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures, and house inspection reports. Prerequisite: English 12 or equivalent.

Apr 15 Wed 1845-2145 12 wks BBY CRN 25145

BLDG 2790 ESTIMATE WITH WINEST SOFTWARE **BBY \$424**

Utilizes experience gained in industry estimating to interface with an estimating computer aided software package, "WinEst". The student will be able to generate computer estimates. Prerequisite: BLDG 1760 and BLDG 2760 or significant industry experience (minimum 3 years as an active estimator or departmental approval) plus EXCEL software experience.

Apr 20 Mon 1845-2145 12 wks BBY CRN 26308

BLDG 2840 ARCHITECTURAL CAD 1 **BBY \$445**

Introduces CAD for Architects, building designers and builders. The course is designed to familiarize the student with the operation of AutoCAD in the architectural environment utilizing the most recent release of the software. Prerequisite: Basic drafting knowledge and computer literacy.

Apr 15 Wed 1845-2145 12 wks BBY CRN 26057

BLDG 2845 ARCHITECTURAL CAD 2 **BBY \$445**

Emphasizes the production of 2D/2D drawings for the architectural environment using the SoftDesk Architectural products (AutoCAD third party software). The student will progress from basic drawings to the generation of more advanced projects using the customized SoftDesk template. Prerequisite: BLDG 2840 or AICO 1000.

Jun 8 Mon-Fri 0830-1630 1 wk BBY CRN 26066

BLDG 2850 ARCHITECTURAL CAD 3 **BBY \$445**

Presents a comprehensive and easy-to-use visualization platform for ARCHITECTS, ENGINEERS and other DESIGN PROFESSIONALS. 3-D Studio VIZ also provides for easy animation of 3-D models and environments with an exclusive one-button "Animate" feature. Additionally, 3-D Studio VIZ gives designers the freedom to change designs at any stage. Several new CAD capabilities are featured for the first time in the 3-D Studio platform. Prerequisite: BLDG 2840 or AICO 1000 or Basic AutoCAD. Prerequisite: BLDG 2840 or AICO 1000 or basic AutoCAD.

Apr 16 Thr 1845-2145 12 wks BBY CRN 26069

BLDG 2915 HOUSE INSPECTION 1 **BBY \$458**

Provides students with practical and theoretical information required to inspect existing houses for visible and hidden defects. It is the first of a series of courses proposed to meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for Certified Property Inspector (CPI). A final grade of 70 per cent or better is required by ASTTBC and is also one of the prerequisites for BLDG 2925 House Inspection 2. Prerequisite: A thorough understanding and knowledge of house construction.

Apr 14 Tue 1845-2145 12 wks BBY CRN 20935

BLDG 2925 HOUSE INSPECTION 2 **BBY \$506**

Demonstrates how to analyse the major components/systems in built houses, with special emphasis on identification of problems inherent in these systems. The course includes a Sunday field trip. This is one of the courses proposed to meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for Certified Property Inspector (CPI). A final grade of 70 per cent or better is required by ASTTBC. Prerequisite: BLDG 2915 with a final grade of 70 per cent or better; knowledge of components/systems in houses as well as knowledge of Part 9 of the B.C. Building Code.

Apr 16 *Thr 1845-2145 12 wks BBY CRN 22781

*BLDG 2925 also includes a field trip, Sunday, June 21/98.
Time: 1030-1430

BLDG 3840 COMPUTER CONSTRUCTION ESTIMATING **BBY \$424**

Covers measurement and pricing of construction work using TIMBERLINE Precision Estimating Software. This course will cover "take-off" procedures, building databases and designing simple work packages. Prerequisite: BLDG 1760 or construction estimating experience with departmental approval.

Apr 14 Tue 1845-2145 12 wks BBY CRN 20939

BLDG 3875 CONSTRUCTION LAW IN PROJECT MANAGEMENT **BBY \$258**

Provides construction professionals (architects, engineers, project managers, superintendents and estimators) with an understanding of the basic principles of law as it applies to building construction projects. Includes contract formation and interpretation; negligence law; bonding and insurance; labor law and industrial relations; builders' liens; delay and acceleration claims; and sale of goods legislation. Prerequisite: Knowledge of construction industry procedures.

Apr 15 Wed 1845-2145 12 wks BBY CRN 26314

BLDG 3880 CONSTRUCTION MANAGEMENT **BBY \$258**

Prepares students for the administrative and operations management demands of a construction company. Topics include forms of ownership, head office practices and contracts, cash flow, subtrade coordination, field supervision, cost control, equipment management, purchasing controls, warehousing and labor relations. Prerequisite: Some knowledge of building construction.

Apr 16 Thr 1845-2145 12 wks BBY CRN 26222

BLDG 3970 CONSTRUCTION MATERIALS AND METHODS 3 **BBY \$258**

Continues from BLDG 2970. Covers the composition and uses of materials found in Masterformat sections 10, 11, 12, 13, 14, 15 and 16 with additional study of larger scale site and municipal servicing including water supplies and sewers.

Apr 15 Wed 1845-2145 12 wks BBY CRN 20352

BLDG 4730 BUILDING ENVELOPE PERFORMANCE **BBY \$278**

Overview of design and construction considerations for a durable building enclosure. Covers evaluation of assemblies, cladding and windows for thermal, moisture and wind resistance; correct application of air, moisture and vapour barriers for pressure equalized rainscreens and face-sealed systems. Prerequisite: Some knowledge of building construction.

Apr 14 Tue 1845-2145 12 wks BBY CRN 24840

BLDG 5765 CONSTRUCTION COST CONTROL **BBY \$339**

Demonstrates the application of cost control concepts and procedures for controlling costs of construction projects. Covers project cost reporting, analysis, and the interaction between project schedule and project cash. Demonstrates the establishment of cost trends and projections. This course will be of interest to contractors, construction project managers, developers, QSSBC students preparing for Examination Subject 305 and anyone involved in maintaining financial control of construction projects. Prerequisite: A thorough knowledge of construction work measuring, pricing and bidding procedures and financial accounting.

Apr 15 Wed 1845-2145 12 wks BBY CRN 23830

Note: The Building Technology is developing a new program in Construction Operations and Supervision. Please see the following:

BUILDING TECHNOLOGY CONSTRUCTION OPERATIONS AND SUPERVISION CERTIFICATE PROGRAM (604) 432-8586 (604) 451-6898

BCIT and the Amalgamated Construction Association (ACA) have teamed up to offer a multi-level, part time studies training program for people who wish to enter the construction industry and for people already in the industry who wish to enhance their career potential.

The program is open to anyone, subject to minimum entrance requirements (Grade 10) and is specifically designed to accommodate both high school graduates and people with a trades background.

Construction Operations Program Requirements			Credits
BLDT	1010	Applied Construction Mathematics	3.0
BLDT	1020	Construction Drawings	2.0
BLDT	1030	Site Processes in Construction	2.0
BLDT	1040	Basic Estimating with Computer Applications	2.0
BLDT	1050	Technical Writing and Communication Skills	3.0
BLDT	1060	Basic Management Skills	2.0
BLDT	1070	Construction Ethics and Site Safety	0.5
BLDT	1080	Basic Environmental Considerations	0.5

Construction Supervision Program Requirements			Credits
BLDT	2010	Construction Documents and Contracts	3.0
BLDT	2020	Basic Management Skills	3.0
BLDT	2030	Technical Writing/Interpersonal Skills	3.0
BLDT	2040	Basic Construction Design Principles	5.0
BLDT	2050	Behavior of Materials in Construction	2.0
BLDT	2060	Computer Applications in Construction	2.0
BLDT	2070	Safety Legislation	0.5
BLDT	2080	Environmental Legislation	0.5

BLDT 1040 BASIC ESTIMATING WITH COMPUTER APPLICATIONS **BBY \$150**

Covers basic components and requirements for sound estimating procedure, emphasizing method and accuracy and using the spread sheet format to take off quantities and applying material and labor prices. Overview of various contracts as they pertain to lump sum and unit pricing. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program.

Apr 16 Thr 1845-2145 7 wks BBY CRN 24842

BLDT 1080 BASIC ENVIRONMENTAL CONSIDERATIONS **BBY \$70**

Upon completion of this course students will be able to identify the provincial and local government agencies having jurisdiction over site assessments, the process of standard practice in Phases I, II and III; develop an on site method to control construction waste. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program.

Apr 14 Tue 1845-2145 3 wks BBY CRN 24834

BLDT 2030 TECHNICAL WRITING/INTERPERSONAL SKILLS **BBY \$280**

Continues from BLDT 1050. Further development of writing skills required in the construction industry as well as basic instruction in interpersonal skills and human relations. Prerequisite: Successful completion of Construction Operations program or department approval.

Apr 9 Thr 1845-2145 13 wks BBY CRN 26071

BLDT 2070 SAFETY LEGISLATION **BBY \$90**

Builds on BLDT 1070 and further defines the contractor's and owner's role in construction as it pertains to site safety and accident prevention. Prerequisite: Successful completion of Construction Operations program or department approval.

Apr 14 Tue 1845-2145 4 wks BBY CRN 26125

BLDT 2080 ENVIRONMENTAL LEGISLATION **BBY \$90**

Builds on BLDT 1080 and further defines the contractor's and owner's role in construction as it pertains to site environment accountability. Prerequisite: Successful completion of Construction Operations program or department approval.

May 12 Tue 1845-2145 4 wks BBY CRN 26126

CIVIL AND STRUCTURAL ENGINEERING TECHNOLOGY (604) 451-6969 (604) 432-8521

CIVL 1580 CONSTRUCTION MATERIALS TESTING FUNDAMENTALS **BBY \$235**

Familiarizes students with lab and testing procedures for testing construction materials. Prerequisite to CIVL 1080, 2224, 2582.

Apr 15 Wed 1845-2145 10 wks BBY CRN 20736

CIVL 2224 ASPHALT TECHNOLOGY **BBY \$265**

Teaches students how to select suitable materials for asphaltic concrete design using the Marshall method. Prerequisite: CIVL 1580 or departmental approval.

Apr 14 Tue 1845-2145 12 wks BBY CRN 25156

CIVL 2500 STRESS ANALYSIS 1 **BBY \$223**

Introduces the stress-strain relationships in three common construction materials: timber, steel and concrete. Prerequisite: CIVL 1000.

Apr 20 Mon/Thr 1845-2145 5 wks BBY CRN 25154

CIVL 2522 CIVIL CONSTRUCTION 2 **BBY \$223**

Applies information and knowledge gained in the prerequisite course to construction scheduling. Productivity rates, crew sizes and duration of construction activities are now estimated for input into various scheduling techniques. Critical Path Methods principles will then be applied to several precedent diagram methods, concluding with discussion on cost control and site documentation. Prerequisite: CIVL 1522

Apr 20 Mon 1845-2145 10 wks BBY CRN 26306

CIVL 2540 HYDROLOGY 2 **BBY \$171**

Introduces statistical basis for frequency and probability calculation. Analysis of data to determine peak and flood flows. Stream flow and flood flow analysis, and snow melt factors are introduced. Prerequisite: CIVL 1540.

Apr 15 Wed 1845-2145 8 wks BBY CRN 26046

CIVL 3120 SUBDIVISION PLANNING **BBY \$223**

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. Prerequisite: CIVL 1001.

Apr 14 Tue 1845-2145 10 wks BBY CRN 26051

Construction

CIVL 3500 STRESS ANALYSIS 2 **BBY \$223**
Presents a more advanced examination of stress and strain in timber, steel and concrete from a civil engineering analysis and design viewpoint. Prerequisite: CIVL 2500.
Jun 1 Mon/Thr 1845-2145 5 wks BBY CRN 25155

CIVL 3582 SOIL MECHANICS 2 **BBY \$258**
Covers basics of permeability, flow nets, retaining wall and foundation design. Prerequisite: CIVL 2582.
Apr 14 Tue 1845-2145 12 wks BBY CRN 26048

PUBLIC WORKS OPERATIONS **(604) 432-8521 (604) 432-8279**

PUBW 1001 **BBY \$208**
INTRODUCTION TO PUBLIC WORKS OPERATIONS
Identifies and explains many of the activities related to the construction, operation and maintenance of municipal roads and utilities. On completion, students will be eligible to continue with a more in-depth program in sewers, watermain or roadworks training courses.
Apr 15 Wed 1830-2130 6 wks BBY CRN 20738

PUBW 1101 SEWERS **BBY \$248**
Examines the basic techniques for the installation and maintenance of storm and sanitary sewers. This course will introduce the basic terminology used and then will cover the overall sewer systems, factors affecting their maintenance, other utilities, safety aspects and typical installation/repair techniques commonly found on a day-to-day basis. Prerequisite: PUBW 1001.
Apr 14 Tue 1830-2130 6 wks BBY CRN 26176

PUBW 1113 WATER DISTRIBUTION 1 **BBY \$435**
Provides an understanding of both the technical and practical aspects of the construction, operation and maintenance of a municipal water distribution system. Covers all practical aspects of water distribution systems including construction, maintenance and repair. This course is offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification Program (EOCP) Level 1 exam with 3.0 CEUs available. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 1001.
Apr 16 Thr 1830-2130 12 wks BBY CRN 26049

PUBW 1141 MUNICIPAL PLAN READING **BBY \$218**
Introduces the student to the interpretation of engineering drawings used in public works construction. This will involve correlation between construction layout, specifications and standard drawings.
Apr 15 Wed 1830-2130 10 wks BBY CRN 20737

PUBW 1143 CONSTRUCTION QUANTITIES 2 **BBY \$218**
Builds on the knowledge gained in PUBW 1142 by examining the quantities involved in more complex exercises and activities. The speed and accuracy requirements of the computations will increase and material involving the application of basic trigonometry will be covered. The application of algebra to solve common problems will be enhanced. Emphasis will again be placed on relating the in-class examples to workplace applications in roadworks, sewer and watermain related activities. Prerequisite: PUBW 1142.
Apr 14 Tue 1830-2130 10 wks BBY CRN 22819

PUBW 2104 WASTE WATER COLLECTION 2 **BBY \$435**
Builds on the knowledge gained in PUBW 2103. Covers a combination of design theory and practical application of waste water collection systems. System maintenance and safety aspects are included. This course is offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification Program (EOCP) Level 2 exam. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 2103.
Apr 15 Wed 1830-2130 12 wks BBY CRN 26119

PUBW 2112 WATER DISTRIBUTION 2 **BBY \$435**
Provides an advanced knowledge of water distribution practices and focuses on the practical aspects of construction, operation, and maintenance of water distribution systems. This course is offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification Program (EOCP) Level 2 exam with 3 CEUs available. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 1113 or PUBW 1112 or PUBW 1111.
Apr 14 Tue 1830-2130 12 wks BBY CRN 26050

PUBW 2203 PUMPS: STORM **BBY \$403**
The operation and maintenance of storm drainage pumping facilities requires a broad knowledge of the mechanical, electrical and instrumentation components of the facility. This course demonstrates common types of pumps and typical maintenance procedures. Examples of mechanical components will be clearly demonstrated, including dismantling of pumps. Consideration will also be given to stilling wells, flood boxes, flap gates, ditches, canals and box culverts. Prerequisite: PUBW 1201.
Apr 15 Wed 1830-2130 12 wks BBY CRN 21406

PUBW 2205 **BBY \$403**
PUMPS: ELECTRICAL AND CONTROLS 2
Continues from PUBW 1201. The course begins by exploring the application, operation and I/O interaction of PLC's. Topics include logic concepts, programming devices, implementing and programming a PLC system together with installation, start up and maintenance. The second half of the course will cover SCADA systems involving communication data, RTU's, alarm conditions and event messaging. Aspects of output displays, routine operations, keyboard operations, system constraints and many other topics will conclude the course. Prerequisite: PUBW 1201.
Apr 16 Thr 1830-2130 12 wks BBY CRN 22846

For Construction Trades
see page 47

Distance Education

DISTANCE EDUCATION

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

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

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

BUSINESS STUDIES **DISTANCE EDUCATION**

FINANCIAL MANAGEMENT

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

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

ADMINISTRATIVE MANAGEMENT

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

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

BROADCAST COMMUNICATIONS

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

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

INTERNET

Weaving the Web: Publishing on the Internet and Intranet.
For more information see MDIA 1205 on page 23 of this Flyer.

BUSINESS ADMINISTRATION **DISTANCE EDUCATION**

Currently 2 correspondence and 3 Internet delivered courses are offered, with credits transferable to equivalent BCIT full-time and part-time programs.

Detailed course information may be found in the Business Administration section of this Flyer on page 12.

ENGINEERING TECHNOLOGY **DISTANCE EDUCATION**

Many courses are offered as distance education correspondence courses. These serve students who may need a course for upgrading, general information or as an equivalency, and who find it inconvenient or impossible to take a regularly scheduled course. Distance Education courses can be started any time throughout the year and completed from any location off-campus. All course fees include text unless otherwise indicated. The student generally has up to one year to complete any course.

For registration information on any of the correspondence courses detailed below, please contact:

Shari Monsma: (604) 432-8784
Dina Patterson: (604) 451-6984
Toll-free: 1-800-663-3606
Fax: (604) 436-6113 or
E-mail: smonsma@bcit.bc.ca
Engineering Technology Distance Education Dept.
3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2

CIVIL TECHNOLOGY-TRANSPORTATION **SYSTEMS (HIGHWAYS) TECHNOLOGY**

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

- those who wish to obtain a BCIT Certificate or Diploma of Technology but cannot commit to night school or a full-time program.
- those who need to gain or refresh knowledge/expertise in a specific area and need only related courses.
- ASTTBC members working toward reclassification.

Four program levels are offered; course selection for each program must be approved in advance.

The Associate Certificate is awarded upon completion of 25 credits in a specific subject area; The Intermediate Certificate of Technology upon completion of 35 credits; the Certificate of Technology upon completion of 75 credits; and the Diploma of Technology upon completion of 150 credits. The Transportation Systems Certificate of Technology is accredited by the Canadian Technology Accreditation Board (CTAB) of the Canadian Council of Technicians and Technologists (CCTT).

Students are not required to be registered in a program to take advantage of the courses offered, but it is advisable to complete similar subject area courses in sequence. Registration in individual courses is based on a student's self-assessed capability, need and prerequisite knowledge.

Courses are now available in:

- Technical Communications
- Mathematics
- Graphical Communications
- Strength of Materials
- Hydrology/Hydraulics
- Aggregates
- Traffic Technology and Transportation Planning
- Concrete Technology
- Asphalt Technology
- Soils Technology
- Estimating
- Contract Administration
- Engineering Economics
- Engineering Surveying
- Pavement Construction
- Highway Construction
- Pavement Design
- Highway Design
- Subdivision Planning/Design
- Geotechnical Design
- Bridge Inspection

Distance Education

FOOD TECHNOLOGY

FOOD 1021 INTRODUCTION TO FOOD MICROBIOLOGY \$223 + VIDEO \$15

Contains indispensable information for anyone in the food industry who handles or processes food. Tiny living organisms such as bacteria, mold and yeast can be used to preserve food by fermentation, but can also cause food safety concerns. This introductory distance education course will assist you in understanding how microorganisms can spoil food and cause food borne disease. Techniques for measurement and control of bacteria, and food safety problems relating to foods such as meat, milk and vegetables will be presented. Principles relating to microbial growth and control will help you understand how to control food borne microorganisms.

FOREST ENGINEERING TECHNOLOGY PROGRAM

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

- Associate Certificate of Forest Engineering Technology Program (25 credits)
- Certificate of Forest Engineering Technology Program (75 credits)

Courses in the program generally have values of 2 - 3 credits. One BCIT credit is normally awarded for the equivalent of 12 - 15 hours of classroom instruction.

Students taking these courses should be prepared to complete practical, field based assignments. Typically these assignments require the individual to prepare short technical reports based on their personal observations in the field, supported with appropriate sketches and photographs of the scenario.

Courses are now available in the following areas:

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

DEVELOPMENT APPROVALS

The Development Approvals program provides training for individuals or organizations involved in creating or evaluating proposals and applications for land subdivision, zoning alterations, servicing and utilities, access to public roads, and other issues related to the development and improvement of land. Such positions are typically found within the Ministry of Transportation and Highways, Municipalities, Regional Districts, and other regulatory agencies affected by land development referrals, as well as utilities, consulting firms and private developers. The program was developed in conjunction with the Ministry of Transportation and Highways, and will be of interest to employees of the Ministry, other agencies at various levels of government and those in business and industry who are involved or interested in the development approvals process.

Courses in the Development Approvals program are offered in either correspondence or seminar formats, or both. The courses available in correspondence or distance education format are offered on an open registration basis in a self-paced format. Seminar courses are available on request, subject to demand and funding, at centres throughout the Province. Although general offerings of seminar courses may be made in some instances, seminar instruction is typically sponsored by employers or other agencies.

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

PUBLIC SAFETY AND PARK SECURITY

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

- | | | |
|------|------|--|
| PRKS | 3110 | Law and Its Administration I (\$147 + \$45 Text (Criminal Code)) |
| PRKS | 3120 | Law and Its Administration II (\$147 + \$45 Text) |

PARK FACILITY MAINTENANCE MANAGEMENT AND INSPECTION PROGRAM

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

- | | | |
|------|------|--|
| PRKS | 3600 | Introduction to Maintenance Management |
| PRKS | 3611 | Park Buildings Inspection |
| PRKS | 3613 | Furniture Maintenance Inspection |
| PRKS | 3614 | Park Grounds Inspection |
| PRKS | 3615 | Park Roadways Inspection |
| PRKS | 3616 | Park Structures Inspection |
| PRKS | 3617 | Trails Maintenance Inspection |
| PRKS | 3619 | Park Signs and Marking Inspection |

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

BUILDING

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

Gives students a working knowledge of the 1992 Building Code for housing. It will be of interest to building officials or those who are contemplating entering the field. Persons engaged in the housing construction business and those working with inspectors and plan checkers will find the course useful.

The course relates specifically to Part 9 of the B.C. Building Code which applies to housing of the following types: buildings which contain one dwelling only (houses); and buildings which contain two or more side-by-side dwelling units whose total area does not exceed 600 square metres.

This course is offered in conjunction with the Building Officials' Association of B.C. Successful completion of the final exam (80 per cent+) meets the academic requirements for Level 1 Building Inspector certification. **Please note** you must also have two years suitable practical experience before certification. (Suitability of practical experience is at the discretion of the BOABC.)

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

Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures and house inspection reports.

SPRINKLER DESIGN

Two distance education courses covering the basics of Automatic Sprinkler Design have been developed. They are equivalent to night school courses MECH 4080 and MECH 4082.

- | | | | |
|------|------|-----------------------------------|------------------|
| MECH | 4081 | Automatic Sprinkler Design Part 1 | \$248 + Text Fee |
| MECH | 4083 | Automatic Sprinkler Design Part 2 | \$248 + Text Fee |

MATHEMATICS

MATH 0002 TECHNICAL MATH: INTRODUCTION \$346

Equivalent to MATH 0001. Meets Math 12 entrance requirement for BCIT. (For students who have difficulty with math or who have been away from school for more than three years, take the classroom course MATH 0001.) Prerequisite: Pass or better in Math 11 or approved equivalent.

MATH 1041 TRIGONOMETRY \$171

Equivalent to MATH 1011. Textbook not included. This course can be taken using a number of texts. Please phone for further information. Topics include theory and application of trigonometric functions, right angle trigonometry, vectors, trigonometric graphs, identities and equations, compound and double angle formulae and inverse functions. ASTT accredited. Prerequisite: C+ or better in Math 12; or 65 per cent or higher in MATH 0001 or approved equivalent.

MATH 1042 LOGARITHMS \$196

Equivalent to "logarithms" portion of MATH 1012. Covers theory and applications of common and natural logarithms, including plotting of logarithmic and semi-logarithmic graphs and their interpretation. ASTT accredited if taken with MATH 1043. Prerequisite: MATH 0001 or approved equivalent.

MATH 1043 ANALYTIC GEOMETRY \$196

Equivalent to "analytic geometry" portion of MATH 1012. Geometric and practical properties of conic sections, including polar coordinates and transformations. ASTT accredited if taken with MATH 1042. Prerequisite: C+ or better in Math 12 or 65 per cent or higher in MATH 0001 or approved equivalent.

MATH 1491 \$396

BASIC TECHNICAL MATHEMATICS FOR MECHANICAL

Introduces differential and integral calculus of polynomial functions including appropriate support topics from algebra, analytical geometry, plane geometry, solid geometry, trigonometry and the theory of logarithms and exponential functions. There will be strong emphasis on illustrating the mathematics with applications from technology, engineering and the physical sciences. Prerequisite: Recent Math 12 or equivalent, with a "C+" or better or 65 per cent or higher in MATH 0001.

MATH 2041 CALCULUS: 1A \$234

Equivalent to first part of MATH 2011. Covers differential calculus with instantaneous rates of change, Delta-process, the derivative, implicit differentiation, curve sketching, differentiation rules for algebraic functions and applied maxima/minima. ASTT accredited if taken with MATH 2042. Prerequisite: MATH 1042, 1041 and 1043 or approved equivalent.

MATH 2042 CALCULUS: 1B \$234

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

MATH 2043 CALCULUS: 1C \$234

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

MATH 2491 CALCULUS FOR MECHANICAL \$396

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

MATH 3491 NUMERICAL METHODS MECHANICAL \$396

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

ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

The following courses are currently available in Distance Education format:

- | | | |
|------|------|---|
| TMGT | 7101 | Engineering Technology and Management |
| TMGT | 7102 | Project Management |
| TMGT | 7111 | High Tech Marketing Strategies |
| TMGT | 7112 | Market Research |
| TMGT | 7113 | Marketing Programs and Plans |
| TMGT | 7114 | Product Planning and Marketing Implementation |
| TMGT | 7123 | Technology Information Systems |
| TMGT | 7131 | Business Strategy and Structure |
| TMGT | 7141 | Managing in a Technical Environment |
| TMGT | 7142 | Technology Management Communication |
| TMGT | 7143 | Problem-Solving and Decision-Making |
| TMGT | 7144 | Human Resource Planning |

For an information package, course outlines, fee and registration details on ANY of the above correspondence programs, write to:

Engineering Distance Education Technology
BCIT, 3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
or phone:
Shari Monsma: Tel. (604) 432-8784 or
Dina Patterson: Tel. (604) 451-6984 or
Toll-free: 1-800-663-3606 or
Fax: (604) 436-6113
E-mail: smonsma@bcit.bc.ca

HEALTH SCIENCES

DISTANCE EDUCATION

1-800-663-6542 or (604) 451-7112

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

For more information contact:

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

Distance Education

OCCUPATIONAL HEALTH AND SAFETY (604) 432-8429

CERTIFICATE REQUIREMENTS

The Occupational Health and Safety program will be of interest to people employed in, or interested in safety in the workplace. To be eligible for a Certificate in Occupational Health and Safety, you must complete a total of 45 credits. A minimum of 30 credits must be obtained from the core courses and a maximum of 15 credits can be obtained from a selection of elective courses. Students are encouraged to design their course selection with a program representative. Occupational Health and Safety courses taken in this program may be credited towards the 2-year Diploma program at BCIT.

CORE COURSES:

OCHS 1142 GUIDED LEARNING FEE \$248 OH/S LEGISLATION

Legislation relevant to the safety field, claims management, safety policies, the concept of workers' compensation, structure of the Workers' Compensation system and worker rights.

OCHS 1161 PRINCIPLES OF LOSS MANAGEMENT GUIDED LEARNING FEE \$411 + TEXT \$116+ VIDEO \$50

History of the safety movement, accident investigation, job safety analysis, inspection management of an Occupational Health and Safety program, how to maintain interest in safety, safety talks, how to deal with problem employees, and off-the-job safety. (5 credits)

OCHS 1262 GUIDED LEARNING FEE \$329 + TEXT \$66 HAZARDOUS MATERIALS MANAGEMENT

Chemical safety and legislation regulating hazardous materials in the work place and the environment. Chemical hazards, WHMIS, transportation of dangerous goods, emergency preparedness, disaster planning, asbestos management and lead abatement. (4 credits)

OCHS 1300 GUIDED LEARNING FEE \$248 + TEXT \$116 ERGONOMICS

Human factors in the scientific study of people at work, especially worker safety, health, efficiency and comfort. Recent trends in the ergonomics field: physical working environment, adaptation of tools and workplace to the worker, equipment design, impact on productivity and viewpoints of workers and management. (3 credits) Offered September 1998.

OCHS 1461 GUIDED LEARNING FEE \$248 FIRE PROTECTION 1

Heating hazards, electrical hazards, chemistry of fire, flammable liquids, fire detection, portable fire extinguishers and sprinkler systems. (3 credits) Offered September 1998.

OCHS 1462 GUIDED LEARNING FEE \$248 FIRE PROTECTION 2

Fire causes, statistics, flammable gases, storage, combustible gases, chemical hazards, fumigants, plastics, fire alarms. **Note:** Mandatory for Occupational Health and Safety certificate. Prerequisite: OCHS 1461. (3 credits) Offered September 1998.

OCHS 3359 GUIDED LEARNING FEE \$248 RISK MANAGEMENT

This course deals with the concepts of loss control and risk management. It covers definitions, methods of dealing with risk, parameters for dealing with a risk, principles of insurance, how to obtain the best insurance coverage at the lowest cost, cost benefit analysis, product liability, how to measure the state of safety in an organization, and an introduction to fault tree analysis. (3 credits) Offered September 1998.

OCHS 5109 GUIDED LEARNING AND CMC FEE \$248 EMERGENCY PREPAREDNESS/EMERGENCY RESPONSE

Focuses on the reduction of the effects of disaster through established and understood emergency procedures. The course will cover the time periods prior, during and immediately following an emergency as well as the long-range recovery following an emergency. No prerequisites. (3 credits)

OCHS 6104 GUIDED LEARNING FEE \$248 SITE INVESTIGATION AND REMEDIATION

Describes aspects of contaminated site assessment, investigation and remediation from initial identification through project completion. Selected case studies will be present to illustrate the topics discussed. Prerequisite: OCHS 5101 or permission of instructor. (3 credits)

PIPING/GAS FITTING (604) 432-8556 nnaylor@bcit.bc.ca

The Piping Trades now offer Level "B" and "A" Gas Fitters training via Distance Education. These courses are accessible using a combination of directed home-study and instructor supervised practical training. For more information, visit the Gas Fitter Distance Education home page at www.bcit.bc.ca/~sott/distantd/gasfit.htm.

PPGS 0200 \$810

GAS FITTER A LICENCE: DISTANCE EDUCATION

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second 2-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details. Prepares students to write the examination to qualify for Gas Fitter A Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: Students must have class B for two years. Provincial Class A Examination fee is additional.

April	CRN	25087
May		25088
June		25089
July		25090
August		25091

PPGS 0250 \$810

GAS FITTER B LICENCE: DISTANCE EDUCATION

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second 2-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details. Prepares students to write the examination for a Gas Fitter B Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration. Provincial Class B examination fee is additional.

Apr	CRN	26341
May		26347
Jun		26348
Jul		26349
Aug		26350

POWER ENGINEERING (604) 432-8390 bcowen@bcit.bc.ca

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

Provides those currently employed in industrial plants with the knowledge to take the Interprovincial power engineering certification examinations. Study can be done at home (correspondence) or in class (tutorial) using telephone or drop-in help from experienced instructors.

In order to write the Interprovincial examinations, candidates must have specified, practical and qualifying experience as outlined in the B.C. Power Engineer's and Boiler and Pressure Vessel Safety Act.

Applicants must have good writing skills. First, second and third class applicants must possess the next lower certificate, unless exempted by the Boiler Branch. Classroom attendance is flexible to accommodate shift schedules. Classroom hours are from 0800 to 1500 Monday to Friday. From mid-October to mid-May, evening instruction is available Tuesday through Thursday until 1930.

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

POWR 1210 BOILER OPERATOR				
Tutorial	CRN	24971	Correspondence	CRN 24970

POWR 1213 FOURTH CLASS PART A				
Tutorial	CRN	24966	Correspondence	CRN 24965

POWR 1214 FOURTH CLASS PART B				
Tutorial	CRN	24975	Correspondence	CRN 24974

POWR 1215 THIRD CLASS PART A PAPER 1				
Tutorial	CRN	24981	Correspondence	CRN 24980

POWR 1216 THIRD CLASS PART A PAPER 2				
Tutorial	CRN	24983	Correspondence	CRN 24982

POWR 1217 THIRD CLASS PART B PAPER 1				
Tutorial	CRN	24987	Correspondence	CRN 24986

POWR 1218 THIRD CLASS PART B PAPER 2				
Tutorial	CRN	24989	Correspondence	CRN 24988

POWR 1219 SECOND CLASS PART A PAPER 1				
Tutorial	CRN	24993	Correspondence	CRN 24992

POWR 1220 SECOND CLASS PART A PAPER 2				
Tutorial	CRN	24995	Correspondence	CRN 24994

POWR 1221 SECOND CLASS PART A PAPER 3				
Tutorial	CRN	24997	Correspondence	CRN 24996

POWR 1222 SECOND CLASS PART B PAPER 1				
Tutorial	CRN	25001	Correspondence	CRN 25000

POWR 1223 SECOND CLASS PART B PAPER 2				
Tutorial	CRN	25003	Correspondence	CRN 25004

POWR 1224 SECOND CLASS PART B PAPER 3				
Tutorial	CRN	25005	Correspondence	CRN 25004

POWR 1225 FIRST CLASS PART A PAPER 1				
Tutorial	CRN	25009	Correspondence	CRN 25008

POWR 1226 FIRST CLASS PART A PAPER 2				
Tutorial	CRN	25011	Correspondence	CRN 25010

POWR 1227 FIRST CLASS PART A PAPER 3				
Tutorial	CRN	25015	Correspondence	CRN 25014

POWR 1228 FIRST CLASS PART A PAPER 4				
Tutorial	CRN	25017	Correspondence	CRN 25016

POWR 1229 FIRST CLASS PART B PAPER 1				
Tutorial	CRN	25021	Correspondence	CRN 25020

POWR 1230 FIRST CLASS PART B PAPER 2				
Tutorial	CRN	25023	Correspondence	CRN 25022

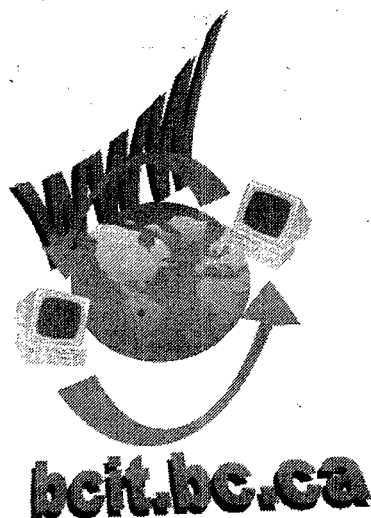
POWR 1231 FIRST CLASS PART B PAPER 3				
Tutorial	CRN	25027	Correspondence	CRN 25026

POWR 1232 FIRST CLASS PART B PAPER 4				
Tutorial	CRN	25029	Correspondence	CRN 25028

5 Ways to Register

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

Sorry, no postdated cheques.



Electrical and Electronic Technology

ELECTRONIC ENGINEERING TECHNOLOGY (604) 432-8253/(604) 432-8637 hlogan@bcit.bc.ca

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

ELEX 0221 BBY \$400 PROCESS MEASUREMENT AND CONTROL 2

Discusses various types of flow and temperature measurement equipment. Calibrate and evaluate typical industrial transmitters. PI, PD and PID control systems are tuned by the student. Prerequisite: ELEX 0215 or ELEX 0216.

Apr 24 Fri/Sat 0830-1630 2 wks BBY CRN 24816

ELEX 0226 MEASUREMENT AND CONTROL 3 BBY \$400

Analytical measurements such as humidity, pH, conductivity, gas analysis, etc. are reviewed. Control topics including cascade, feedforward and adaptive control are discussed. Prerequisites: ELEX 0220 or ELEX 0221.

May 8 Fri/Sat 0830-1630 2 wks BBY CRN 24817

ELEX 0400 BBY \$358 TECHNICAL SALES FOR TECHNOLOGY

An introductory course for the student considering a career in inside or outside sales. Covers the general principles of sales and develops the analytical and negotiating skills required for sales.

May 9 Sat 0830-1730 3 wks BBY CRN 26288

ELEX 2125 C PROGRAMMING (T) BBY \$524

Introduces DOS, and the "C" programming language. Programming assignments are based on engineering applications. Students will document and debug software using available software libraries.

Jun 1 Mon-Fri 0830-1230 4 wks BBY CRN 22670

ELEX 2865 BBY \$443 INTRO TO COMPUTER HARDWARE (T)

Assembler and C programming for interfacing digital and analogue I/O. Explores ports, buffers, latches, decoding, memory, 8254 timer chip, 8259 programmable interrupt controller, 8250 UART. Prerequisites: COMP 2510, 2720.

Jun 1 Mon/Wed/Fri 0830-1230 5 wks BBY CRN 21274

ELECTRICAL TRADES UPGRADING (604) 432-8637 hlogan@bcit.bc.ca

The following courses are designed for persons working in the Electrical Trade.

TELX 0105 BBY \$572 ELECTRICAL TRADE IP/QUALIFICATION REFRESHER

Designed for electricians preparing to write the I.P./T.Q. Exam. Students must have approved electrical work experience. It is recommended that approval be obtained from the Ministry of Education, Skills and Training area office nearest to you before registering. Prerequisite: Knowledge of wiring methods and terminology. Texts required, current edition of the Canadian Electrical Code Part 1.

Apr 6 Mon/Wed 1830-2130 10 wks BBY CRN 20836

TELX 0107 ELECTRICAL CODE BBY \$482

Covers all sections of the Canadian Electrical Code including the latest bulletins, amendments and regulations. Ideal for contractors (all Classes) or electricians required to update their code knowledge, specializing in commercial, industrial and high voltage installations to write contractor exams. Includes code requirements for Electrician's Trade Certificate. Instructors are certified. Prerequisite: Three-phase experience recommended.

Apr 6 Mon/Wed 1800-2100 10 wks BBY CRN 20834

Apr 7 Tue/Thr 1830-2130 10 wks BBY 24848

TELX 0121 MATH FOR ELECTRICIANS 1 BBY \$477

Provides a mathematics upgrade course to strengthen student's understanding of basic electrical concepts: fundamental electrical laws and mathematical expressions, algebra refresher, DC electricity and resistive circuit analysis.

Apr 6 Mon/Wed 1830-2130 10 wks BBY CRN 20839

TELX 0122 MATH FOR ELECTRICIANS 2 BBY \$477

Provides the mathematical background to understand alternating current AC electricity.

Apr 6 Mon/Wed 1830-2130 10 wks BBY CRN 20860

TELX 0123 MATH FOR ELECTRICIANS 3 BBY \$477

For those about to enter the third-year apprenticeship program in electrical trade and for others interested in understanding three-phase circuits and equipment.

Apr 6 Mon/Wed 1830-2130 10 wks BBY CRN 20870

TELX 0125 DC MOTORS BBY \$136

Covers DC motor operation, construction, and operating characteristics of different types of DC motors.

Apr 20 Mon/Wed 1830-2130 2 wks BBY CRN 20869

TELX 0135 BBY \$136 HEATING, VENTILATING, AIR CONDITIONING SYSTEMS

Includes terminology, regulations, different types of systems for various occupancies, and associated air-handling units and control units.

May 23 Sat 0900-1500 2 wks BBY CRN 20873

TELX 0139 BBY \$450 ELECTRICITY FOR FIRE ALARM TECHNICIANS

Covers basic electrical and electronic theory, basic electrical calculations, schematics and blueprints, instruments, equipment operations, specifications, work orders, Canadian Electrical Code. Prerequisite: Basic Electrical and Electronic theory.

Apr 7 Tue/Thr 1830-2130 8 wks BBY CRN 26107

TELX 0141 SECURITY SYSTEMS BBY \$396

Covers rules and regulations including mandatory Trades Qualification requirements, basic electronics, testing and servicing, wiring methods, input, output and control equipment; central station communications, access and CCTV systems. Designed for installers about to write the T.Q. exam, crime prevention officers and sales and administrators working with security alarm systems.

May 5 Tue/Thr 1900-2200 7 wks BBY CRN 20910

ELECTRONICS TECHNICAL (604) 432-8223 (604) 432-8637 hlogan@bcit.bc.ca

TELX 0130 BBY \$566 TELECOM DATA & VOICE CABLING

Provides a hands-on installation and testing of data and voice circuits using unshielded twisted pair cable (U.T.P.). Install a RJ-11, RJ-12 and RJ-45 connection as well as BIX and 66 type terminal blocks. Level three, four and five data circuits will also be installed. Extensive testing using state-of-the-art equipment, FLUKE and WAVETEK.

May 5 Tue/Thr 1830-2130 5 wks BBY CRN 21420

INTRODUCTION TO ELECTRONICS

This program consists of four courses designed for those with little or no previous knowledge of Electronics. It is intended for those who require a basic working knowledge of electronics for their jobs, or those who want to learn more about electronics. A Statement of Attendance in Electronics (Basics) is issued to students who successfully complete TELX 0175, 0176, 0177 and 0178.

TELX 0175 BBY \$554 ELECTRONICS: PASSIVE DEVICES

Designed for those with little or no understanding of electronics. Focuses on the basic elements of electronics covering DC and AC circuits, introducing the concepts of voltage, current, resistance, series and parallel circuits, Ohm's Law, power, frequency, resonance, impedance and phase shift. Apply theory to construct circuits and make electrical measurements using Multimeters and Oscilloscopes. Prerequisite: Grade 10 math.

Apr 6 Mon/Wed 1830-2130 10 wks BBY CRN 20920

TELX 0176 BBY \$597 ELECTRONICS: SOLID-STATE DEVICES

Continues on from TELX 0175, focusing on semi-conductor theory. Topics include P-N junctions, diodes, bi-polar transistors, FETs, zeners, LESs, rectification, amplification, oscillators and power supplies. Students will prove the theory by constructing and testing basic solid-state circuits. Prerequisite: Completion of TELX 0175.

Apr 14 Tue/Thr 1830-2130 10 wks BBY CRN 20931

TELX 3311 FIBER OPTICS BBY \$1095

Offers the theory of fiber optics with a practical hands-on approach. Covers fiber transmission systems versus copper transmission systems, light, detectors, connectors, cables, splices, couplers, power budgets and test equipment. Hands-on experience: connectors (ST, SMA, SC, FC, D4, FDDI), splicing (fusion and mechanical), installation (terminating fiber cable), and testing using an OTDR and light source power meter. Students with a 70 per cent grade or better will receive a Statement of Completion in Fiber Optics.

Apr 6 Mon/Wed 1830-2130 10 wks BBY CRN 22669

INDUSTRIAL COMPUTING AND CONTROL(604) 432-8637 hlogan@bcit.bc.ca

TELX 0130 MOTOR CONTROL BBY \$263

A practical, hands-on course covering the basic principles of conventional motor control for those working in an industrial setting. Prerequisite: Familiarity with wiring methods and terminology.

Apr 20 Mon/Wed 1830-2130 5 wks BBY CRN 20872

TELX 0181 BBY \$439 PROGRAMMABLE CONTROLLERS 1

Covers the basic knowledge required to operate a programmable logic controller (PLC). Overview and advantages of PLC's, installation, hands-on programming to relay replacement, timers and counters level using industry accepted software. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.

Apr 14 Tue/Thr 1830-2130 5 wks BBY CRN 20940

May 19 Tue/Thr 1830-2130 5 wks BBY 21293

TELX 0182 BBY \$439 PROGRAMMABLE CONTROLLERS 2

Provides hands-on training in the use of dedicated programming software. Explores the power of the PLC, data manipulation, math routines and data comparison instructions. Prerequisite: TELX 0181.

May 19 Tue/Thr 1830-2130 5 wks BBY CRN 20823

COMPUTER HARDWARE (604) 432-8637 hlogan@bcit.bc.ca

TCMP 0101 BBY \$259 INTRODUCTION TO COMPUTERS

Introduces the MS-DOS operating system and the basic DOC commands required to manage disks and files. Microsoft Windows will be explained, with an emphasis placed on using the Program and File Managers to organize and run programs. Learn the capabilities of the Internet, including browsing the Web, e-mail and newsgroups. No previous computer experience is required.

Apr 18 Sat 0900-1500 4 wks BBY CRN 20824

TCMP 0130 BBY \$432 PC SYSTEMS AND INTERCONNECTIONS

Familiarizes the student with the internal hardware construction of a PC and various components that make up a multimedia PC platform. Discusses concepts on building a platform and resolutions to any conflicts in both internal and external hardware. Includes: processors, BUS structures, floppy and hard drives, tape drives, CD-ROM drives, scanners, sound cards, modems, printers and PCMCIA devices. DOS is an asset, no prerequisites.

Apr 6 Mon 1830-2130 12 wks BBY CRN 22666

TELX 0179 BBY \$609 MICROCOMPUTER SYSTEMS MAINTENANCE

Covers preventive and remedial maintenance, upgrade installation, troubleshooting tune-up procedures and repairs using common tools and test equipment (meters and scopes). In-depth theory of all major components and their operation; processors, co-processors, bus structures and functions (ISA, VL, PCI), memories I/O and control cards video subsystems (including AVI and MPEG players), floppy disks, hard disks, CD-ROM and subassemblies of PC systems. Prerequisite: PC experience, familiarity with DOS/WINDOWS and electronics training would be an asset.

Apr 14 Tue/Thr 1830-2130 10 wks BBY CRN 20826

Fee Structure

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

Part-time student activity fee:

- \$3 per course at Burnaby and the Sea Island campus.
 - \$1.30 per course at locations other than Burnaby and the Sea Island campus.
 - \$1 per course for distance education courses.
 - \$2.15 per week for industry services at Burnaby and the Sea Island campus.
 - \$9.90 per week for industry services courses at other locations.
- A building fee of \$5* per course for courses with less than 3 credits and \$10* per course with 3 or more credits.

*to a maximum of \$20 per term

For more information on the student activity fee and the services it funds, please contact the BCIT Student Association at (604) 432-8600.

Health Sciences

COURSE INFORMATION AND PROGRAM ASSISTANCE

1-800-663-6542 toll free calling for Canada and United States. You will hear the following menu to choose from. If you know the four digit number you are calling, enter it now; for Part-time Registration enter 6733.

Health Technology Programs, Fax (604) 435-5153

Medical Laboratory, Medical Radiography, Nuclear Medicine,
Basic Health Sciences, (604) 432-8727
Environmental Health, Occupational Health and Safety, (604) 432-8429
Health Care Management, Biomedical Engineering,
Prosthetics and Orthotics, Cytogenetics, (604) 451-7117
Diagnostic Medical Sonography, Electroneurophysiology,
Cardiology/Cardiovascular Technology, Cardiac Pathophysiology,
(604) 451-7137

Specialty Nursing Programs, Fax (604) 454-9731

Critical Care Nursing, Interdisciplinary and Core Courses,
(604) 451-7103
Emergency Nursing, Nephrology Nursing, (604) 451-7094
Perinatal Nursing, Pediatrics/Pediatric Critical Care,
Neonatal Nursing, (604) 432-8982
Occupational Health Nursing, Perioperative Nursing, (604) 451-7102

Visit our Web site www.bcit.bc.ca/index.htm for program details.

For Part-time Registration in Health Sciences call (604) 451-6733.

COURSE DELIVERY OPTIONS

Advanced Placement (Nursing Clinical Courses)

Experienced nurses wishing to request credit for experiential learning toward clinical courses must contact the program head prior to registration.

Challenge — If you have experiential learning and wish to register in a challenge section of a guided learning course, you may register at any time but must write the final course examination within the timelines of that term. Textbooks are available from BCIT for some Challenge Courses (see under course listing).

Classroom — Register at least one week, but preferably three weeks prior to commencement of classes. BCIT reserves the right to cancel courses due to insufficient registration. Courses may be cancelled due to insufficient registration.

Clinical — Clinical courses are offered full- or part-time at clinical sites throughout the province of B.C. Clinical placements outside of B.C. may be negotiated individually. Contact the program head of the specialty you are in for a registration/approval package (prior to registration). Payment of the application fee is due as follows:

February 15	Spring Term
July 15	Fall Term
November 15	Winter Term

Note: Fees are non-refundable.

Compressed Time Frame Program (Specialty Nursing) — A special offering of courses can be arranged in a "compressed time frame" format with hospitals and/or institutions. These arrangements are made through the program head of each specialty. See the list of contact numbers at the end of this publication for telephone numbers.

Guided Learning — Guided Learning courses are provided in distance education format: self-directed study supported by telephone tutoring. To ensure delivery of course materials, you should register one month prior to term start. Course material is couriered. In-person pick-up is not available at this time.

Weekend — For those weekend courses where pre-reading is necessary registration is required six weeks prior to the start date to ensure timely delivery of materials. Fees are non-refundable after course materials have been shipped.

CREDENTIALS

Programs and individual courses are available at introductory, certificate and advanced levels. They may be taken for professional development (continuing education), or as credit toward a BCIT credential.

Diagnostic and Environmental Technologies:

- Magnetic Resonance Imaging Certificate Program
- Computed Tomography Certificate Program
- Occupational Health and Safety Certificate Program
- Bachelor of Technology Degree (Medical Imaging). For more information call (604) 432-8727.
- Cardiology Technology Certificate and Diploma Program
- Cardiovascular Technology Program
- Bachelor of Technology Degree in Environmental Health (Public Health Inspector).

For more information call (604) 432-8429.

Health Care Management:

- Level 1 and 2 Certificate Program
 - Health Administration Program (MHA Bridging Program)
- This program bridges with the second year of the UBC Masters of Health Administration (MHA) Degree. Applicants must apply to UBC for admission and possess a baccalaureate degree. For further information visit Web site: www.healthcare.ubc.ca/mhainfo.html or contact (604) 822-5405.

Nursing and Health Engineering:

- Certificate Levels in Specialty Nursing: Critical Care, Emergency, Neonatal, Nephrology, Occupational Health, Pediatric, Perinatal, Perioperative
- Bachelor of Technology in Specialty Nursing. This is the only Bachelor of Technology degree program in British Columbia preparing registered nurses for employment in specialty nursing practice. Graduates enter the workforce skilled in professionalism, communication, collaboration, growth, reflective critical thinking and systematic inquiry. For information, contact the Specialty Nursing Student Advisor at (604) 451-7100.

BCIT International

BCIT INTERNATIONAL AND INTERNATIONAL STUDENT STUDIES BCIT INTERNATIONAL (604) 432-8816

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

The philosophy of BCIT International is to:

- Provide quality programs that will prepare international students and new permanent residents for academic success
- Assist international students and new permanent residents with their integration into BCIT and surrounding community.

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

SPECIAL SERVICES FOR INTERNATIONAL STUDENTS

- Accommodation/Homestay*
- Airport reception
- Orientation
- Registration
- Academic advising
- Social and Cultural activities
- Airport departures*

*A fee will be charged for these services

INTERNATIONAL SPECIAL PROGRAMS

BCIT International has developed a series of "English plus" programs which offer students an opportunity to earn credits in BCIT Part-time Studies courses while continuing to develop their English language skills. Graduates of these programs can immediately put their new skills to work or, on admission, can transfer their credits to other BCIT programs. Special Programs vary in length and begin in January, May and September. Programs are offered in business leading to a Certificate of Completion or interior design leading to a Management Certificate.

ACADEMIC BUSINESS PROGRAM (ABP)

(non-refundable, non-transferable) APPLICATION FEE \$200

Term 1: \$3400 Term 2: \$3900 plus \$200 registration fee
An eight-month, two-term intensive program for students who wish to develop English language skills while also earning internationally recognized credits in Business. ABP is a cooperative training program with term one at Vancouver Maple Leaf Language College (VLC). Prerequisite: high school graduation and TOEFL score of 450 or equivalent. Direct entry to term 2, TOEFL 513 or equivalent.

Term 2 Courses

BUSA 1005	Introduction to Business
COMM 0004	Introduction to BCIT for EAL Students
COMM 0005	Tech Eng/Second Lang Students
COMP 1104	Introduction to Computing
FMGT 1100	Accounting 1
MKTG 1102	Essentials of Marketing
MKTG 1323	Effective Public Speaking
OPMT 1110	Business Mathematics

BUSINESS MANAGEMENT STUDIES (BMS)

(non-refundable, non-transferable) APPLICATION FEE \$200

Per term: \$3900
This eight-month program offers second-language students an opportunity to develop their English language skills to BCIT's standard while also earning credit in business courses. Students who complete the program can apply to BCIT business diploma programs or to other Canadian or U.S. institutions and transfer credits when accepted. Prerequisite: high school graduation and TOEFL score of 513 or equivalent.

Term 1

BUSA 1005	Introduction to Business
COMM 0004	Introduction to BCIT for EAL Students
COMM 0005	Tech Eng/Second Lang Students
COMP 1104	Introduction to Computing
FMGT 1100	Accounting 1
MKTG 1102	Essentials of Marketing
MKTG 1323	Effective Public Speaking
OPMT 1110	Business Mathematics

Term 2

COMM 0004	Introduction to BCIT for EAL Students
COMM 0005	Tech Eng/Second Lang Students
BUSA 1005	Introduction to Business
BUSA 2005	Management
COMM 1103	Introduction to Business/Tech Comm
ECON 2100	Microeconomics
FMGT 2100	Accounting 2

INTERIOR DESIGN PROGRAM (IDP)

(non-refundable, non-transferable) APPLICATION FEE \$200

Per term: \$3900
This 12-month, three-term certificate program combines English language training with an introduction to residential Interior Design preparing students for careers in design offices, retail stores or industry suppliers featuring residential or office design. This program is delivered primarily at the Downtown campus. Prerequisite: TOEFL 500 or equivalent.

COMM 0001	Comm for Interior Design
COMP 1104	Introduction to Computing
INTD 1000	Interior Design Basic
INTD 1010	History of Furniture
INTD 1020	Interior Design Drafting
INTD 2000	Color and Lighting
INTD 3040	Space Planning
INTD 3050	Detailing/Construct Materials
INTD 3070	Materials
INTD 2020	Interior Design Drafting 2
INTD 3010	Graphic Presentation
INTD 3040	Space Planning 1
INTD 3060	AutoCAD 1 for Interior Design
INTD 4040	Space Planning 2
INTD 4060	AutoCAD 2 for Interior Design
INTL 0402	Interior Design Program Term 2
INTD 2030	Business Practices Interior Design
INTD 3010	Graphic Presentation
INTD 3050	Detailing/Construct Materials
INTD 4000	Directed Studies Project
INTD 4040	Space Planning 2
INTD 4060	AutoCAD 2 for Interior Design

Note: IDP starts January and September only.

ADDITIONAL INFORMATION

Applications for the Special Programs are processed through BCIT International. Special programs start May, September and January.

Note: International students require a student authorization from the Canadian Embassy and proof of medical insurance coverage prior to attending.

For complete information about International Student Studies, fees, policies or an application, please contact us at:

Tel. (604) 432-8816 Fax (604) 430-9042 e-mail: infobcit@bcit.bc.ca

Note: International Students studying part-time: Students who do not hold Canadian Citizenship or permanent residence status must pay 2.2 times the published part-time fee excluding the building fee and part-time student activity fee. Should immigration status change on or prior to the refund deadline for the course, the differential fee will be refunded.

Students studying the special International Interior Design, Business Management or Academic Business programs pay the published fee regardless of their residence status.

SPANISH COMMUNICATIONS

These 12-week, 48 hour courses focus on phonetics, speech and business communications providing the learner with the skills necessary for employment in a Spanish speaking environment.

INTL 0501 PRACTICAL SPANISH COMMUNICATION 1 BBY \$307

Introduces basic Spanish language skills for listening comprehension, reading, writing and speaking. Provides for vocabulary acquisition of 500 words and a more advanced use of grammar through the use of audio cassettes emphasizing conversation. Prerequisite: None.

Apr 25 Sat 0900-1300 12 wks BBY CRN 26430

INTL 0502 PRACTICAL SPANISH COMMUNICATION 2 BBY \$305.30

Continues basic Spanish language skills for listening comprehension, reading, writing and speaking. Provides for vocabulary acquisition of 500 words and a more advanced use of grammar through the use of audio cassettes. Prerequisite: INTL 0501 or 450 word vocabulary.

Apr 21 Tue/Thr 1730-1930 12 wks DTC CRN 26431

INTL 0522 BUSINESS SPANISH COMMUNICATION 2 DTC \$405.30

Continues from INTL 0521 preparing students to effectively use Spanish in a cross-cultural context for success in Spanish speaking business world. Students improve language skills while studying international markets, marketing and import/export topics with a focus on Argentina, Chile, etc. Prerequisite: Intermediate fluency in Spanish.

Apr 20 Mon/Wed 1800-2100 2 wks DTC CRN 26353



Manufacturing, Industrial/Mechanical

ADVANCED STUDIES IN MECHANICAL TECHNOLOGY (604) 432-8274 (604) 432-8521

The Ministry has approved BCIT's proposed new Bachelor of Technology Degree in Manufacturing. Applications are being accepted and classes are beginning. The goal of the degree is to prepare students to assume a lead role in a manufacturing environment. The program will provide an avenue for graduate technologists and engineers to enhance their technical and management skills through part-time, evening courses in the following areas:

Automation and Control

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

Manufacturing Processes

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

Product Design

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

Materials

- Advanced Engineering Materials

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

Program Prerequisite

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

AICO SMARTCAM BBY \$445

(Foundation course for MECH 8012.) Presents the use of SmartCAM software for automatic tool path generation from CAD models produced with AutoCAD software. Programs are proven on CNC milling machines and lathes. Prerequisite: AICO 0050 or familiarity with Windows 95.

Apr 14 Tue 1845-2145 12 wks BBY CRN 21258

MECH 7017 BBY \$445

INSPECTION METHODS FOR QUALITY CONTROL
Covers methods used to determine the quality of manufactured components. Topics include in-process gauging, non-destructive testing and coordinate measuring machines. Considerations such as measurement errors, tolerance stackup and measurement costs will be addressed. Students will design inspection plans for a variety of parts. Prerequisite: MANU 3410 or equivalent.

Apr 15 Wed 1830-2145 11 wks BBY CRN 25150

MECH 7040 BBY \$445

INTRODUCTION TO THE FINITE ELEMENT METHOD
Introduces the finite element method (FEM) for linear static analysis of structures and machine components. Topics include the displacement method, matrix solution techniques, stress interpretation, modeling with 3-D elements and automatic mesh generation. Prerequisite: Diploma of Engineering Technology or equivalent.

Apr 14 Tue 1845-2145 12 wks BBY CRN 21266

MECH 7041 BBY \$445

PLASTICS PROCESSES AND MATERIALS
Covers the three main processes used to shape and form thermoplastic materials: Injection Molding, Blow Molding and Extrusion. The information presented focuses on the recent technological advances in machines and molds, process innovations, commodity and specialty materials and troubleshooting processing problems. Prerequisite: Diploma in Plastics Technology or PLAS 1110/2210/3310/4410 and 3440.

Apr 16 Thr 1845-2145 12 wks BBY CRN 26334

MECH 7042 PLASTIC PRODUCT DESIGN BBY \$445

Focuses on the design of individual parts and the final product's assembly process. The course discusses the criteria for selection of the plastic material, how to analyse the requirements and the environment in which the product will be used. Design guidelines are discussed and applied in design exercises. Prerequisite: PLAS 1110 and PLAS 3440 or diploma in Plastics Technology.

Apr 14 Tue 1845-2145 12 wks BBY CRN 26310

MECH 7045 INDUSTRIAL DESIGN PROCESS BBY \$445

Discusses the design process in detail with the intent of developing an awareness of common design considerations and providing a framework for conceptual design. This course is designed for individuals with an engineering background. Prerequisite: MECH 1105 and MECH 2205 or equivalent.

Apr 14 Tue 1845-2145 12 wks BBY CRN 25151

MECH 7051 BBY \$445

INTRODUCTION TO MACHINE VISION

Introduces the use of Machine Vision systems using state of the art techniques and equipment. Emphasis is on the use of the hardware required for capturing, transmitting and storing images. The course also introduces image preprocessing and analysis using commercial software. Prerequisite: Diploma of Engineering Technology or equivalent and departmental approval.

Apr 16 Thr 1845-2145 12 wks BBY CRN 21268

MECH 7054 BBY \$445

MANUFACTURING CONTROL SYSTEMS

Covers control systems related to manufacturing operations. Topics include motion control position and velocity feedback under computer control, the use of PLCs in a production setting, interfacing with production sensors and actuators, logic programming, timing and counting sequences. As well, data highways in a production setting are covered. Prerequisite: MECH 1210 or equivalent with departmental approval.

Apr 14 Tue 1845-2145 12 wks BBY CRN 26337

MECH 7065 BBY \$445

WOOD PRODUCTS MANUFACTURING PROCESSES

Gives students an overview of the manufacturing process used in secondary wood products industry. Topics include production of dimensioned lumber, plywood, laminated/stranded/particle lumber and board, paper and processes of secondary wood manufacturing. Prerequisite: WOOD 1040 or diploma in Wood Products Technology.

Apr 15 Wed 1830-2145 11 wks BBY CRN 26309

MECH 8012 BBY \$445

ADVANCED CAM APPLICATIONS

Explores advanced computer-aided machining (CAM) techniques used to produce tool path for surfaces and for multiaxis machining. Topics include constructing and editing surfaces to define tool paths, generating tool paths for 5-axis positioning, and generating tool paths for rotary machining. Software applications such as APT and SmartCAM will be used to demonstrate techniques. Prerequisite: AICO 1010 or equivalent.

Apr 15 Wed 1830-2145 11 wks BBY CRN 23142

The course schedule and/or course offerings may vary from the above. For more information contact:

Cindy Miraftab, Program Assistant, Tel. (604) 432-8274
Bette Bayley, Program Assistant, Tel (604) 432-8521

COMPUTER AIDED ENGINEERING (604) 432-8521 (604) 432-8274

Please see the following in the Computer Aided Engineering section:

- Associate Certificate in Computer Aided Design Technology
- Associate Certificate in Computer Aided Manufacturing Technology
- Schedule of courses offered in Spring/Summer 1998

ASSOCIATE CERTIFICATE IN COMPUTER AIDED DESIGN TECHNOLOGY

A selection of part-time courses will be offered that will lead to an Associate Certificate in Computer Aided Design Technology. Computer Aided Design (CAD) tools are being increasingly used in engineering and architectural fields. As well, CAD is finding applications in other areas such as facilities management and interior design.

The Associate Certificate program is intended for:

- draftpersons, technicians or individuals who are skilled in a technical field who need to develop their CAD proficiency
- individuals who require a formalization of their technical abilities in CAD

The associate certificate program courses are taught at a level that assumes students have completed senior secondary school math, science and english or equivalent.

The program consists of two sections; core courses and elective courses as listed below. To be awarded an associate certificate, the student must complete the core courses and obtain a minimum of 10.5 credits from the list of elective courses to achieve a total of 21 credits.

Program requirements: Associate Certificate in Computer Aided Design

Core Course: (10.5 credits)		Credits
AICO 1000	AutoCAD 1	3.0
*AICO 4090	Practicum	3.0
**COMP 1007	Understanding Windows 95	1.5
MECH 1000	Drafting Fundamentals	3.0

*AICO 4090 to be performed upon completion of all other credits.

**COMP 1001 Understanding PC/MS DOS or COMP 1006 Understanding Windows 1 or AICO 1070 Introduction to UNIX can be substituted for COMP 1007.

Elective Courses		Credits
AICO 2000	AutoCAD 2	3.0
***AICO 2010	AutoCAD for Windows	1.5
OR		
AICO 2020	AutoCAD Customization 1	3.0
***AICO 3000	AutoCAD 3	1.5
OR		
AICO 3001	AutoCAD 3D	3.0
AICO 3005	AutoCAD Customization 2	OR
***AICO 3075	CAD Customization Using AutoLISP	3.0
***AICO 4000	Solid Modeling	1.5
AICO 3040	Mechanical Desktop 1: Designer	1.5
AICO 3050	CAD System Management	1.5
AICO 4010	3D Studio Max for Engineering 1	1.5
AICO 4015	3D Studio Max for Engineering 2	1.5
AICO 4040	Mechanical Desktop 2: AutoSurf and Assembly Modeling	1.5
AICO 4050	VBA Programming for AutoCAD	3.0
***BLDG 2830	Architectural CAD (ASG)	3.0
BLDG 2840	Architectural CAD 1	3.0
BLDG 2845	Architectural CAD 2	3.0
BLDG 2850	Architectural CAD 3	3.0

***Discontinued courses, but students who previously completed these courses may apply their credits towards the certificate.

Course credit may be applied for, but in no case can the total of applied credits exceed 10 credits. Substitution of credits can be made with departmental approval.

All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments of CAD.

ASSOCIATE CERTIFICATE IN COMPUTER AIDED MANUFACTURING

A selection of part-time courses will be offered that will lead to an Associate Certificate in Computer Aided Manufacturing Technology. Computer Aided Manufacturing (CAM) tools are being increasingly used in manufacturing fields.

The Associate Certificate program is intended for:

- machinists, technicians or individuals experienced in the operation of machine tools
- individuals who are working in the manufacturing field who need to develop their CAM proficiency
- individuals who require a formalization of their technical abilities in manufacturing

The associate certificate program courses are taught at a level that assumes students have completed senior secondary school math, science and english or equivalent.

The program consists of two sections; core courses and elective courses as listed below. To be awarded an associate certificate, the student must complete the core courses and obtain a minimum of three (3) credits from the list of elective courses to achieve a total of 22 credits.



Manufacturing, Industrial/Mechanical

Program requirements: Associate Certificate in Computer Aided Manufacturing

Core Courses (19 credits)			Credits
AICO	1000	AutoCAD 1	3.0
AICO	1010	SmartCAM	3.0
MECH	1000	Drafting Fundamentals	3.0
MECH	1010	Manufacturing Processes 1	4.0
MECH	8012	Advanced CAM Applications	3.0
*MANU	4090	Practicum	3.0

*MANU 4090 to be performed upon completion of all other credits.

Elective Courses			Credits
AICO	2000	AutoCAD 2	3.0
*AICO	3000	AutoCAD 3	1.5
OR			
AICO	3001	AutoCAD 3D	3.0
AICO	3040	Mechanical Desktop 1: Designer	1.5
*AICO	4000	Solid Modeling	1.5
AICO	4040	Mechanical Desktop 2: AutoSurf and Assembly Modeling	1.5
COMP	1001	Understanding PC/MS DOS	1.5

*Discontinued courses, but students who previously completed these courses may apply their credits towards the certificate.

Course credit may be applied for, but in no case can the total of applied credits exceed 10 credits. Substitution of credits can be made with departmental approval.

All courses are subject to change.



(604) 432-8521

(604) 432-8274

COURSES OFFERED THIS TERM:

AICO 0003 BBY \$113 DTC \$111.30 AUTOCAD RELEASE 14 UPDATE

Presents the new features and the productivity enhancements of AutoCAD Release 14. Emphasis is placed on examining changes to the user interface and the control of object properties, improvements to object snaps and the AutoSnap feature, hatch improvements including solid fill, refinements to multiline text, and the extended data sharing capabilities of Release 14. Familiarity with the Windows 95 or NT 4.0 interface is recommended. Prerequisite: AICO 1000.

Apr 17	Fri	0830-1530	1 day	BBY	CRN	26115
Jun 15	Mon	0900-1600	1 day	DTC		26116

AICO 0050 BBY \$113 DTC \$111.30 WINDOWS FUNDAMENTALS FOR AUTOCAD

With the latest release of AutoCAD, it is essential that AutoCAD users be familiar with the Windows 95 graphical user interface. This course explores the fundamentals of running applications, managing files, navigating local and network directories, and customizing the desktop layout as related to AutoCAD Release 14 and the Windows 95 interface. Individuals with working knowledge of Windows 95 need not take this course.

Apr 7	Tue/Thr	1845-2145	2 evgs	BBY	CRN	26117
Apr 15	Wed	0830-1530	1 day	BBY		26120
Apr 18	Sat	0900-1600	1 day	DTC		26121
May 30	Sat	0900-1600	1 day	DTC		26122

AICO 1000 AUTOCAD 1 BBY \$445 DTC \$443.30

Introduces the AutoCAD workstation including basic 2D drawing creation, editing, view manipulation, text, dimensioning, hatching and plotting. Prerequisite: AICO 0050 or familiarity with Windows 95 and basic drafting knowledge.

Apr 14	Mon-Fri	0900-1300	2 wks	DTC	CRN	21231
Apr 14	Tue	1730-2030	12 wks	DTC		21226
Apr 14	Tue	1845-2145	12 wks	BBY		21225
Apr 15	Wed	1830-2145	11 wks	BBY		21227
Apr 16	Thr	1845-2145	12 wks	BBY		21228
Apr 18	*Sat	0900-1700	5 wks	DTC		21229
*Note: No class Saturday, May 16, 1998						
Apr 18	*Sat	0830-1630	5 wks	BBY		21230
*Note: No class Saturday, May 16, 1998						
Apr 20	Mon-Fri	0830-1630	1 wk	BBY		26080
Apr 27	Mon-Fri	0900-1700	1 wk	DTC		21239
May 4	Mon-Fri	0830-1205	2 wks	BBY		21242
May 11	Mon-Fri	0900-1700	1 wk	DTC		21244
May 19	Mon-Fri	0900-1300	2 wks	DTC		21243
May 30	Sat	0830-1630	5 wks	BBY		21241
Jun 1	Mon-Fri	0830-1630	1 wk	BBY		21237
Jun 8	Mon-Fri	0830-1630	1 wk	BBY		21245
Jul 13	Mon-Fri	0900-1700	1 wk	DTC		21223
Jul 20	Mon-Fri	0900-1700	1 wk	DTC		21224

AICO 1010 SMARTCAM BBY \$445

Presents the use of SmartCAM software for automatic tool path generation from CAD models produced with AutoCAD software. Programs are proven on CNC milling machines and lathes. Prerequisite: AICO 0050 or familiarity with Windows 95.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	21258
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AICO 2000 AUTOCAD 2 BBY \$445 DTC \$443.30

Continues from AICO 1000. Focuses on the use of AutoCAD's advanced construction and editing tools. Covers symbol libraries, external references, advanced dimensioning, file management, system variables, drawing layout tools, advanced plotting and spline curves. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 1000.

Apr 15	Wed	1830-2145	11 wks	BBY	CRN	21246
Apr 16	Thr	1730-2030	12 wks	DTC		21248
Apr 18	*Sat	0830-1630	5 wks	BBY		21249
*Note: No class Saturday, May 16, 1998						
Apr 27	Mon-Fri	0830-1630	1 wk	BBY		21252
May 4	Mon-Fri	0900-1700	1 wk	DTC		21255
May 19	Mon-Fri	0830-1230	2 wks	BBY		21256
May 30	Sat	0900-1700	5 wks	DTC		21254
May 30	Sat	0830-1630	5 wks	BBY		21253
Jun 1	Mon-Fri	0900-1235	2 wks	DTC		21257
Jun 15	Mon-Fri	0830-1630	1 wk	BBY		21251
Jul 27	Mon-Fri	0900-1700	1 wk	DTC		25801

AICO 2009 MICROSTATION 2 BBY \$445

Continues from AICO 1009. Covers advanced topics including reference files, cell library creation and use, multi-lines and patterning. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 1009.

Apr 16	Thr	1845-2145	12 wks	BBY	CRN	23760
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AICO 2020 BBY \$445 DTC \$443.30 AUTOCAD CUSTOMIZATION 1

Designed for experienced AutoCAD users who would like to take advantage of AutoCAD's customization features to increase productivity and ease of use. Topics include configuration, modifying the ACAD.PGP file, accelerator keys, menu customization, command macros, sources of AutoCAD utilities, script files, object linking and embedding, slide libraries, custom linetypes, dialog boxes, and basic DIESEL. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 2000.

Apr 15	Wed	1830-2145	11 wks	BBY	CRN	23464
Jun 22	Mon-Fri	0900-1700	1 wk	DTC		23466

AICO 3001 AUTOCAD 3D BBY \$445

Introduces AutoCAD's 3D modeling and visualization capabilities. With AutoCAD three dimensional wireframe, surface and ACIS solid models can be created and viewed. The rendering of 3D surface and solid models is an effective way to visualize and communicate designs. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 2000.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	26112
Apr 18	*Sat	0830-1630	5 wks	BBY		26111
*Note: No class Saturday, May 16, 1998						
May 30	Sat	0830-1630	5 wks	BBY		26113
Jun 22	Mon-Fri	0830-1630	1 wk	BBY		26114

AICO 3005 AUTOCAD CUSTOMIZATION 2 BBY \$445

Introduces the AutoLISP programming environment. Includes AutoLISP programming concepts, development of applications in parameterized drawings, user defined commands, and interfacing with the drawing file database. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 2000 (AICO 2020 recommended).

Apr 16	Thr	1845-2145	12 wks	BBY	CRN	20955
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AICO 3040 BBY \$295 MECHANICAL DESKTOP 1: DESIGNER

Mechanical Desktop by Autodesk integrates 3D part, assembly and surface modeling tools, and automatically generates 2D dimensioned drawings. The AutoCAD Designer component is a parametric, feature-based solid modeler that can be used to automate mechanical part design. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 2000 or equivalent (AICO 3000 or AICO 3001 recommended).

Apr 16	Thr	1845-2145	6 wks	BBY	CRN	22889
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AICO 3050 CAD SYSTEM MANAGEMENT BBY \$295

Covers issues related to the acquisition, implementation and management of computer systems for CAD applications. Hardware acquisition and upgrades, drawing files management, data management, software selection, networking, security, and maintenance will be discussed. This course prepares the individual to assume significant system management responsibilities in a CAD office. Prerequisite: AICO 2000 or equivalent.

Apr 20	Mon	1845-2145	6 wks	BBY	CRN	26315
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*Note: No class Monday, May 18, 1998

AICO 3072 C++ PROGRAMMING 1 BBY \$445

Emphasizes the development of computer programs to solve technical problems in CAD, GIS and related technologies. The programming language will be C++ with emphasis on object oriented design. Relevant components of the C++ language will be introduced along with techniques for solving technical problems. A visual development tool for Windows programming will be used. Prerequisite: AICO 0050 or familiarity with Windows 95.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	26079
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AICO 4010 BBY \$295 3D STUDIO MAX FOR ENGINEERING 1

Instructs students in the production of quality computer graphics such as rendered images and graphic animations. Three dimensional models will be rendered and animated with Kinetix's 3D Studio Max software. Applications using 3D rendering and animation include engineering and product design as well as architectural modeling. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 3000 or AICO 3001.

Apr 18	*Sat	0900-1230	5 wks	BBY	CRN	21265
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*Note: No class Saturday, May 16, 1998

AICO 4015 BBY \$295 3D STUDIO MAX FOR ENGINEERING 2

Continues from AICO 4010. The course examines advanced topics such as morphing, image processing and video post processing. Other presentation related topics include batch processing, scripted slide shows, video transfer and multimedia applications. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 4010.

May 30	Sat	0900-1230	5 wks	BBY	CRN	23467
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AICO 4040 BBY \$295 MECHANICAL DESKTOP 2: AUTOSURF AND ASSEMBLY MODELING

Continues from AICO 3040. The AutoSurf component of Mechanical Desktop allows for the creation of 3D curves and complex surface models. When combined with Designer, parametric solid models with free-form surfaces can be created. With Designer's assembly modeling tools, assemblies can be created and documented complete with exploded views, balloons and bills of materials. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 3040.

May 28	Thr	1845-2145	6 wks	BBY	CRN	24846
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AICO 4050 BBY \$445 VBA PROGRAMMING FOR AUTOCAD

This course is intended for the AutoLISP programmer who wants to program in Visual Basic for Applications (VBA). VBA is a powerful and exciting new programming interface to AutoCAD. This course will show students how to create programs in VBA to automate CAD drawing and data management. The emphasis of this course is on AutoCAD programming, it is not intended to be a comprehensive VB or VBA course. Prerequisite: An introductory level course in AutoLISP (a second level course is preferred) and some programming experience. An introduction to Windows programming using VBA macros, C, VB or any other language would be a definite asset although it is not required.

Apr 16	Thr	1845-2145	12 wks	BBY	CRN	26317
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AICO 4072 C++ PROGRAMMING 2 BBY \$445

Continues from AICO 3072. Further development of C++ techniques with emphasis for CAD and GIS users. Topics include file handling, programming techniques for Windows, advanced object oriented programming concepts and data structures. A visual development tool for Windows programming will be used. Prerequisite: AICO 3072.

Apr 15	Wed	1830-2145	11 wks	BBY	CRN	26123
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MECH 7017 BBY \$445 INSPECTION METHODS FOR QUALITY CONTROL

Covers methods used to determine the quality of manufactured components. Topics include in-process gauging, non-destructive testing and coordinate measuring machines. Considerations such as measurement errors, tolerance stackup and measurement costs will be addressed. Students will design inspection plans for a variety of parts. Prerequisite: MANU 3410 or equivalent.

Apr 15	Wed	1830-2145	11 wks	BBY	CRN	25150
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MECH 7040 BBY \$445 INTRODUCTION TO THE FINITE ELEMENT METHOD

Introduces the finite element method (FEM) for linear static analysis of structures and machine components. Topics include the displacement method, matrix solution techniques, stress interpretation, modeling with 3-D elements and automatic mesh generation. Prerequisite: Diploma of Engineering Technology or equivalent.

Apr 14	Tue	1845-2145	12 wks	BBY	CRN	21266
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MECH 7041 BBY \$445 PLASTICS PROCESSES AND MATERIALS

Covers the three main processes used to shape and form thermoplastic materials: Injection Molding, Blow Molding and Extrusion. The information presented focuses on the recent technological advances in machines and molds, process innovations, commodity and specialty materials and troubleshooting processing problems. Prerequisite: Diploma in Plastics Technology or PLAS 1110/2210/3310/4410 and 3440.

Apr 16	Thr	1845-2145	12 wks	CRN		26334
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Manufacturing, Industrial/Mechanical

MECH 7042 PLASTIC PRODUCT DESIGN BBY \$445

Focuses on the design of individual parts and the final product's assembly process. The course discusses the criteria for selection of the plastic material, how to analyse the requirements and the environment in which the product will be used. Design guidelines are discussed and applied in design exercises. Prerequisite: PLAS 1110 and PLAS 3440 or diploma in Plastics Technology.

Apr 14 Tue 1845-2145 12 wks BBY CRN 26310

MECH 7045 INDUSTRIAL DESIGN PROCESS BBY \$445

Discusses the design process in detail with the intent of developing an awareness of common design considerations and providing a framework for conceptual design. This course is designed for individuals with an engineering background. Prerequisite: MECH 1105 and MECH 2205 or equivalent.

Apr 14 Tue 1845-2145 12 wks BBY CRN 25151

MECH 7051 INTRODUCTION TO MACHINE VISION BBY \$445

Introduces the use of Machine Vision systems using state of the art techniques and equipment. Emphasis is on the use of the hardware required for capturing, transmitting and storing images. The course also introduces image preprocessing and analysis using commercial software. Prerequisite: Diploma of Engineering Technology or equivalent and departmental approval.

Apr 16 Thr 1845-2145 12 wks BBY CRN 21268

MECH 7054 MANUFACTURING CONTROL SYSTEMS BBY \$445

Covers control systems related to manufacturing operations. Topics include motion control position and velocity feedback under computer control, the use of PLCs in a production setting, interfacing with production sensors and actuators, logic programming, timing and counting sequences. As well, data highways in a production setting are covered. Prerequisite: MECH 1210 or equivalent with departmental approval.

Apr 14 Tue 1845-2145 12 wks BBY CRN 26337

MECH 7065 WOOD PRODUCTS MANUFACTURING PROCESSES BBY \$445

Gives students an overview of the manufacturing process used in secondary wood products industry. Topics include production of dimensioned lumber, plywood, laminated/stranded/particle lumber and board, paper and processes of secondary wood manufacturing. Prerequisite: WOOD 1040 or diploma in Wood Products Technology.

Apr 15 Wed 1830-2145 11 wks BBY CRN 26309

MECH 8012 ADVANCED CAM APPLICATIONS BBY \$445

Explores advanced computer-aided machining (CAM) techniques used to produce tool path for surfaces and for multiaxis machining. Topics include constructing and editing surfaces to define tool paths, generating tool paths for 5-axis positioning, and generating tool paths for rotary machining. Software applications such as APT and SmartCAM will be used to demonstrate techniques. Prerequisite: AICO 1010 or equivalent.

Apr 15 Wed 1830-2145 11 wks BBY CRN 23142

MECHANICAL/MECHANICAL SYSTEMS (604) 432-8521 (604) 432-8274

ASSOCIATE CERTIFICATE PROGRAM IN MECHANICAL SYSTEMS (REVISED)

Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs in the following options as indicated below.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary Math, Science and English or equivalent.

To qualify for an Associate Certificate the student must complete a minimum of 21 credits as follows:

- All mandatory courses
- A minimum of a first level and a second level course in a given option
- Approved elective courses to fulfill credit requirements.

Courses are subject to change, reflecting the continuing development of the program.

Mandatory courses	Credits
AICO 1000 AutoCAD 1	3.0
MECH 1000 Drafting Fundamentals	3.0
MSYS 1070 Building Construction for Mechanical	4.0
*MSYS 4090 Practicum	3.0

*MSYS 4090 to be performed upon completion of all other credits

Options HEATING SYSTEMS

Level 1			
MSYS 2079	HVAC Load Analysis	3.5	
MSYS 3079	Air Heating Systems	3.5	

Level 2			
MSYS 3179	Hydronic Heating Systems	3.5	

PLUMBING SYSTEMS

Level 1			
MSYS 1086	Potable Water Plumbing Design	2.0	

Level 2			
MSYS 1087	Drainage Plumbing Design	2.0	

AIR CONDITIONING SYSTEMS

Level 1			
MSYS 2079	HVAC Load Analysis	3.5	
MSYS 2179	HVAC Refrigeration Fundamentals	3.5	
MSYS 3079	Air Heating Systems	3.5	
MSYS 4079	Air Handling Systems	3.5	

Level 2			
MSYS 4179	Computer-Aided HVAC Design	1.5	

Elective courses

Approved courses may be chosen from a variety of programs including Business Administration, Marketing, Operations Management or Engineering.

Note: Students working toward completion of the previously published Associate Certificate Program in Mechanical Systems should contact Earl LaBounty, Program Head, Mechanical Systems at (604) 451-6827 to review courses completed to date and to confirm the course and credit requirements for completion of their Associate Certificate program. Note also that a new Associate Certificate program will soon be introduced for those interested in Fire Protection.

MECH 1000 DRAFTING FUNDAMENTALS BBY \$315

Teaches techniques and develops skills in manually producing and reading basic drawings. Emphasis will be placed on orthographic projections and mechanical detail drawings. Recommended as a prerequisite to CAD graphics courses.

Apr 14 Tue/Thr 1845-2145 7 wks BBY CRN 20953

MECH 2245 DYNAMICS BBY \$388

Presents kinematics: basic equation of motion, motion diagrams, trajectories. Kinetics: Newton's Laws, inertia, rectilinear and rotational kinetics, systems of bodies. Work, energy, power and efficiency. Introduction to mechanisms. Prerequisite: MECH 1140

Apr 15 Wed/Mon 1845-2145 10 wks BBY CRN 25421

MSYS 1075 B.C. FIRE CODE BBY \$199

Emphasizes Parts 2, 6 and 7 of the B.C. Fire Code Regulation 1992 with some of the requirements of the Vancouver Fire By-law. Gives the student an overall view of the fire safety requirements in and around buildings as well as highlights the inspection, testing and maintenance requirements for fire protection systems in buildings. Students must bring the B.C. Fire Code to the first class.

Apr 16 Thr 1845-2145 6 wks BBY CRN 26181

MSYS 1077 EMERGENCY LIGHTING SYSTEMS BBY \$254

Provides an overview of the inspection and testing requirements for unit equipment for emergency lighting systems. Topics include unit equipment hardware, components and wiring configuration requirements. Students will work with various types of batteries, chargers, testers and perform applicable electronic calculations. Examples of applicable codes will include Canadian Electrical Code, B.C. and Vancouver Building Codes, as well as, the B.C. Fire Code and the Vancouver Fire By-Law. Students must bring a digital meter (20 amp scale) to the first class. Prerequisite: TELC 0139 or equivalent or general knowledge of basic electricity and basic electronics.

Apr 14 Tue 1845-2145 6 wks BBY CRN 26077

MSYS 1086 POTABLE WATER PLUMBING DESIGN BBY \$158

Encompasses a study of principles and practices of plumbing systems with a strong emphasis on achieving an acceptable level of proficiency in understanding components, materials and design layout as applied to potable water systems. Examples for sizing components and piping will be reviewed.

Apr 14 Tue 1845-2145 8 wks BBY CRN 22765

MSYS 1087 DRAINAGE PLUMBING DESIGN BBY \$158

Encompasses a study of principles and practices of plumbing systems with a strong emphasis on achieving an acceptable level of proficiency in understanding components, materials and design layout as applied to drainage water systems. Examples for sizing components and piping will be reviewed.

Apr 16 Thr 1845-2145 8 wks BBY CRN 22766

MSYS 2072 COMMERCIAL KITCHEN EXHAUST CLEANING BBY \$262 MANUAL \$125

Examines the NFPA #96 code requirements for commercial kitchen exhaust cleaning. Covers an introduction to fire, air movement and cleaning, as well as exhaust systems component identification. System cleaning, site safety, chemical safety and the complete cleaning process will be covered in detail. Prerequisite: Interim Certification in Commercial Kitchen Exhaust cleaning with ASTTBC or 3 months industry experience.

Mar 12 Thr-Sat 0830-1630 3 days BBY CRN 18612

Note: The course manual will be distributed in class. Course pre-reading and study guide will be mailed the week of March 2, 1998. NFPA #96 Code books will be available in class for \$32.

MSYS 2074 COMMERCIAL KITCHEN EXHAUST INSPECTION BBY \$202 MANUAL \$100

Examines the NFPA #96 code requirements to conduct inspection of commercial kitchen exhausts. Covers various types and components of exhaust systems, identification of serious trouble spots, and what to expect when fixed pipe fire suppression systems and exhaust systems are serviced or cleaned to comply with environmental safety, NFPA #96 and the BC Fire Code. This course is of interest to fire protection officers, restaurant owners, building officials, insurance companies and kitchen exhaust cleaners.

Mar 9 Mon-Tue 0830-1630 2 days BBY CRN 18613

Note: The course manual for MSYS 2074 CRN 18613 will be distributed in class. Course pre-reading and study guide will be mailed the week of March 2, 1998. NFPA #96 Code books will be available in class for \$32.

Aug 26 Wed-Thr 0830-1630 2 days BBY CRN 25669

Note: The course manual for MSYS 2074 CRN 25669 will be distributed in class. Course pre-reading and study guide will be mailed the week of August 10, 1998. NFPA #96 Code books will be available in class for \$32.

MSYS 2080 AUTOMATIC SPRINKLER AND STANDPIPE TESTING BBY \$341

Provides those who operate, test and maintain automatic sprinkler and standpipe fire protection systems with an understanding of system components and their operation; procedures for completing commissioning tests, weekly, monthly, annual and other tests required by legislation, international standards and good practice; testing of water supplies; interpreting test results, recommending changes for code compliance. Prerequisite: Industry experience or departmental approval.

Apr 15 Wed 1845-2145 12 wks BBY CRN 20954

MSYS 2084 FIRE ALARM SYSTEMS: INSPECTION AND TESTING BBY \$341

Reviews the components, functions and operational principles of fire alarm systems. Covers the requirements for the inspection and testing of fire alarm systems in accordance with applicable codes, standards and regulations. Completion of inspection and test reports, record keeping and communication with owners, agents and authorities having jurisdiction will be covered. This course will include field trips. Prerequisite: TELC 0139 or general knowledge of fire alarm wiring, basic electricity and basic electronics.

Apr 14 Tue 1845-2145 12 wks BBY CRN 26075

MSYS 2086 SMOKE CONTROL AND HVAC SYSTEMS BBY \$281

Provides those who inspect, test and maintain Smoke Control and HVAC Systems with an understanding of components and their function; Building Code requirements for Smoke Control Systems; procedures for completing commissioning tests; Testing and Inspection requirements of the Fire code. Prerequisite: MSYS 2084.

Apr 15 Wed 1845-2145 10 wks BBY CRN 23572

MSYS 2088 SPECIAL FIRE SUPPRESSION SYSTEMS BBY \$341

Provides an overview of the inspection and testing requirements for special fire suppression systems such as low, medium and high expansion foam systems, foam-water, carbon dioxide, dry chemical and wet chemical extinguishing systems. Examples of applicable codes will include B.C. and Vancouver Building Codes as well as the B.C. Fire Code and the Vancouver Fire By-law.

Apr 15 Wed 1845-2145 12 wks BBY CRN 26078



Manufacturing, Industrial/Mechanical

PLASTICS

(604) 432-8971

(604) 432-8274 (604) 432-8350

PLASTICS ASSOCIATE CERTIFICATE PROGRAM

A selection of courses will be presented which can be completed through an evening study program and which will lead to an Associate Certificate in Plastics Technology.

The courses are aimed at:

- upgrading existing plastics processing machine operators who have the general prerequisites
- people with no previous plastics experience but who are interested in obtaining employment in the plastics industry
- existing plastics industry employees who are not production operators but wish to improve their knowledge. These employees may be involved in quality assurance, scheduling, engineering planning, purchasing, sales etc.

The Associate Certificate program courses are taught at a level that assumes students have completed secondary school Math, Science and English or equivalent.

The program consists of three sections: Mandatory courses, mandatory option courses and elective courses as outlined below. To be presented with an Associate Certificate, the student must complete all the mandatory courses, a minimum of one group of mandatory option courses and such elective courses to achieve a total of 20 credits.

Mandatory courses		Credits
PLAS 1001	Introduction/Plastics Industry	1.0
PLAS 1002	Properties of Materials	1.0
PLAS 1003	Polymer Rheology	1.0
PLAS 1004	Materials Laboratory	1.0
PLAS 1011	Health/Safety/Environmental	1.0
PLAS 1016	Overview of Plastics Processes	1.0
PLAS 1070	Plastics SPC 1	1.0
PLAS 1071	Plastics SPC 2	1.0
PLAS 1072	Plastics SPC 3	1.0
PLAS 1091	Industry Practicum (36 hours)	3.0

(PLAS 1091 to be performed after completion of all other credits required for the Associate Certificate)

Mandatory Options

At least one group of the following must be taken. More than one group can be taken to complete the certificate requirements or other courses from an Elective Group can be used if approved by the Plastics Technology department.

	Credits
Group 1 Injection Molding (4 courses)	4.0
Group 2 Extrusion Process (4 courses)	4.0
Group 3 Composites (3 courses)	3.0
Group 4 Rotational and Compression Molding, Thermoforming and Fabrication (4 courses)	2.0
Group 5 Blow Molding (4 courses)	4.0

Elective Courses

Approved courses may be chosen from a variety of programs including: Business Administration, Marketing, Operations Management or Engineering.

PLAS 1032

BBY \$147

EXTRUSION: BLOWN FILM PROCESS

Discusses the equipment required for the tubular blown film process from the most simple operation to multi-process in-line operations. Polyethylene film properties are discussed in relation to bubble frost line height, blow-up ratio and draw down ratio. Also includes a review of film additives and the effect on polyethylene films. The calculations for determining weights of bags and sheets are demonstrated and an abbreviated trouble shooting guide is also included. Prerequisite: PLAS 1030 or departmental approval.

Apr 22 Wed 1845-2145 4 wks BBY CRN 26223

PLAS 1071 PLASTICS SPC2

BBY \$147

Continues from PLAS 1070. Covers frequency curves, numerical methods of describing data with required statistical calculations, measures of variability, and the development of control charts. Discussions are held on the detection of out-of-control data and the handling of such data. Prerequisite: PLAS 1070.

Apr 21 Tue 1845-2145 4 wks BBY CRN 24822

PLAS 1072 PLASTICS SPC 3

BBY \$199

Presents a hands-on course using a typical statistical process control software program in a computer laboratory setting. The student becomes familiar with a typical SPC software program while developing skills in handling variables data, charting variables data, creating histograms, charting cause and effect data, and charting Pareto data all on the computer. Prerequisite: PLAS 1071.

May 26 Tue 1845-2145 4 wks BBY CRN 23468



ROBOTICS AND AUTOMATION

(604) 432-8521 (604) 432-8274

ROBT 0010

BBY \$265

INTRODUCTION TO INDUSTRIAL ROBOTICS

Presents an introductory course investigating automation systems found in modern manufacturing facilities. Basic operations, programming and applications of robotic workcells will be analyzed. Interfacing and programming of Programmable Logic Controllers (PLCs) will be studied. Hands-on instruction will be given on BCIT's robotics systems and PLCs.

Apr 18 Sat 0900-1300 5 wks BBY CRN 21264

WOOD PRODUCTS MANUFACTURING

(604) 432-8885 (604) 432-8723

WOOD 1020

BBY \$321

LUMBER FINISHING AND SAW TECHNOLOGY

Learn about the technology associated with finishing rough lumber and saw technology. Topics include kiln drying (8 hours), lumber surfacing (6 hours), machine stress rating (2 hours), secondary wood products (2 hours) and saw technology (6 hours). This is one of three courses in a series on the production of lumber. Note: Two parallel sessions are run so participants can choose the session most compatible with their current work schedule; however, shiftworkers should initially register in the day session.

Apr 15 Wed 1845-2145 8 wks BBY CRN 24068
Apr 27 Mon 1130-1430 8 wks BBY 24071

WOOD 1001 LUMBER DRY KILN OPERATION

BBY \$1014

This five-day workshop provides the basic knowledge required by all kiln personnel: operators, supervisors, kiln servicing employees (e.g. lift-truck drivers). It covers the critical elements to successful wood drying, regardless of the type of kiln or kiln controller. The information is the root fundamental needed to optimize drying time while minimizing degrade. Participants are also given information on the use of more advanced tools and techniques which can be applied to their own specific kiln operations. There is a combination of hands-on exercises and classroom training; a field trip is included. No prior kiln operation experience or training is required.

Although the information presented is applicable to the drying of all species, interior and coastal variants will also be covered. A certificate of completion is issued to participants who pass the final exam. The certificate holder will be entitled to appropriate BCIT and COFI Master Lumberman credits.

Jun 22 Mon-Fri 0800-1700 1 week BBY CRN 24479

**For Industrial/Mechanical Trades
see page 48**

Preparatory Courses

ACADEMIC STUDIES PRE-ENTRY COURSES

(604) 451-6893

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

COMM 0009

BBY \$529 DTC \$527.30

COMMUNICATION PLACEMENT

Before you can be enrolled in a Pre-Entry Communication course (COMM 0003, 0004, 0005 or 0008), we first need to assess your English skills so you will be placed in the appropriate course for your level of English. All students enrolled in COMM 0009 Communication Placement must write a two-hour assessment the week before the start of class to determine eligibility for continuation in a Pre-Entry Communication course. The \$529 or \$527.30 fee covers the cost of the COMM 0009 exam and a Pre-Entry Communication course.

Apr 1	Wed	1800-2200	1 day	BBY	CRN	26148
May 8	Fri	0830-1230	1 day	DTC		26145
Jun 15	Mon	0830-1230	1 day	DTC		26146
Jul 6	Mon	1800-2200	1 day	BBY		26147

COMM 0003

BBY \$529 DTC \$527.30

CAREER EXPLORATIONS IN TRADES AND TECHNOLOGY FOR STUDENTS OF ENGLISH AS AN ADDITIONAL LANGUAGE

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

Apr 6	Mon-Fri	0830-1230	5 wks	DTC	CRN	25307
Apr 14	Tue/Thr	1800-2200	11 wks	BBY		24825
Apr 20	Mon/Wed	1800-2200	11 wks	BBY		21372
Apr 25	Sat	0830-1630	14 wks	BBY		24826
May 11	Mon-Fri	0830-1230	5 wks	DTC		25412
May 12	Tue/Thr	1330-1630	14 wks	DTC		22793
Jun 22	Mon-Fri	0830-1230	5 wks	DTC		25415
Jul 13	Mon-Fri	0830-1230	5 wks	BBY		22535
Jul 13	Mon-Fri	1800-2200	5 wks	BBY		24062
Jul 27	Mon-Fri	0830-1230	5 wks	DTC		25418

COMM 0004

BBY \$529 DTC \$527.30

INTRODUCTION TO BCIT FOR STUDENTS OF ENGLISH AS AN ADDITIONAL LANGUAGE

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

Apr 6	Mon-Fri	0830-1230	5 wks	DTC	CRN	25308
Apr 14	Tue/Thr	1800-2200	11 wks	BBY		20635
Apr 20	Mon/Wed	1800-2200	11 wks	BBY		20632
Apr 25	Sat	0830-1630	14 wks	BBY		24826
May 11	Mon-Fri	0830-1230	5 wks	DTC		25413
May 12	Tue/Thr	1330-1630	14 wks	DTC		22462
Jun 22	Mon-Fri	0830-1230	5 wks	DTC		25416
Jul 13	Mon-Fri	1800-2200	5 wks	BBY		20628
Jul 13	Mon-Fri	0830-1230	5 wks	BBY		20629
Jul 27	Mon-Fri	0830-1230	5 wks	DTC		25419

Preparatory Courses

COMM 0005 BBY \$529 DTC \$527.30 TECHNICAL ENGLISH FOR SECOND LANGUAGE STUDENTS

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

Apr 6	Mon-Fri	0830-1230	5 wks	DTC	CRN	25309
Apr 14	Tue/Thr	1800-2200	11 wks	BBY		20623
Apr 20	Mon/Wed	1800-2200	11 wks	BBY		20624
Apr 25	Sat	0830-1630	14 wks	BBY		24828
May 11	Mon-Fri	0830-1230	5 wks	DTC		25414
May 12	Tue/Thr	1330-1630	14 wks	DTC		20616
Jun 22	Mon-Fri	0830-1230	5 wks	DTC		25417
Jul 13	Mon-Fri	1800-2200	5 wks	BBY		20620
Jul 13	Mon-Fri	0830-1230	5 wks	BBY		20617
Jul 27	Mon-Fri	0830-1230	5 wks	DTC		25420

COMM 0008 BBY \$529 DTC \$527.30 COMPREHENSIVE READING, WRITING AND LEARNING SKILLS

Prepares students whose first language is English. You will learn the reading, writing, speaking and study skills needed for BCIT full-time programs. A grade of 65 per cent or higher in this course equals a "P" in English 12. A grade of 70 per cent equals a "C" in English 12. A grade of 75 per cent or better meets the prerequisite for selected technologies (a "C+" standing in English 12). This course is equivalent to COMM 0007 and COMM 0005. COMM 0007 is offered with the ETE program during day school and accepts part-time enrolment, space permitting.

Apr 20	Mon/Wed	1800-2200	11 wks	BBY	CRN	20615
Jul 13	Mon-Fri	0830-1230	5 wks	BBY		20613

COMM 0011 DTC \$168.30 EFFECTIVE PRESENTATION SKILLS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE)

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

Apr 20	Mon	1730-2030	8 wks	DTC	CRN	24830
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COMM 0012 DTC \$168.30 ENGLISH FOR PROFESSIONALS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE)

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

Apr 14	Tue	1730-2030	8 wks	DTC	CRN	24831
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CHEM 0001 PRE-ENTRY CHEMISTRY BBY \$473

Presents an upgrading course for those whose background in chemistry is weak or serves as a refresher course for those who have not studied chemistry for several years. Meets the Chemistry 11 entrance requirement for BCIT programs. This course is equivalent to CHEM 0010, offered with the ETE dayschool program. CHEM 0010 accepts part-time enrolment, space permitting.

Apr 14	Tue/Thr	1845-2145	12 wks	BBY	CRN	20610
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MATH 0001 BBY \$473 TECHNICAL MATHEMATICS INTRODUCTION

An upgrading course for students who have not completed high school mathematics, or who completed it more than three years ago, or whose math background is otherwise weak. Meets Math 12 entrance requirement for BCIT Engineering Technology, Health Science or Computer Systems Technology programs. Technology programs which require a Math 12 grade of "C+" or better must achieve a final mark of 65 per cent or higher in MATH 0001. This course is equivalent to MATH 0005. Prerequisite: "C" or better in Math 11, or equivalent.

Apr 15	Mon/Wed	1845-2145	15 wks	BBY	CRN	20687
May 25	Mon-Fri	0900-1200	6 wks	BBY		20688
Jun 22	Mon-Fri	1300-1600	6 wks	BBY		20689

MATH 0004 REFRESHER MATHEMATICS BBY \$158

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

Aug 24	Mon-Fri	1300-1600	2 wks	BBY	CRN	25033
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MATH 0011 BBY \$239 TECHNICAL MATHEMATICS INTRODUCTION PART 1

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

Apr 15	Mon/Wed	1845-2145	8 wks	BBY	CRN	23769
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MATH 0012 BBY \$239 TECHNICAL MATHEMATICS INTRODUCTION PART 2

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

Jun 10	Mon/Wed	1845-2145	8 wks	BBY	CRN	23770
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PHYS 0304 REFRESHER PHYSICS BBY \$158

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

Aug 17	Mon-Fri	0900-1200	2 wks	BBY	CRN	23055
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PHYS 0309 PRE-ENTRY ETE PHYSICS BBY \$529

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

Jul 6	Mon-Fri	0900-1200	7 wks	BBY	CRN	24797
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ENGINEERING TECHNOLOGY ENTRY (ETE) PROGRAM (604) 451-6815

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

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

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

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

Students enrolled in the ETE program are provisionally accepted into an engineering-based technology program in a subsequent term, subject to satisfactory completion of the ETE program with marks equivalent to technology prerequisites. Marks required vary with the technology program chosen. Provisional acceptance is based on marks obtained in ETE and these marks take precedence over previous course marks where applicable.

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

Program Length

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

Prerequisites

English 11 and Principles of Mathematics or Applications of Mathematics 11 or the equivalents, with a C or better, completed within eight years of application date.

TECHNOLOGY ENTRY WITH ENGLISH LANGUAGE TRAINING PROGRAM (TEWELT)

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

Both ETE and TEWELT are eligible for student assistance funding. For additional information about the ETE and TEWELT programs, call Registration and Information at (604) 434-1610.

ENTRY 0303 BBY \$165 STUDENT SUCCESS SURVIVE/THRIVE

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

Aug 24	Mon-Fri	0900-1600	1 wk	BBY	CRN	25227
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MATHEMATICS FOR TRADES (604) 432-8205 sbutler@bcit.bc.ca

TMAT 0120 INDUSTRIAL MATHEMATICS BBY \$305

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

Apr 21	Tue/Thr	1900-2200	8 wks	BBY	CRN	26323
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TRADES EXPLORATION (604) 423-8233 asteloi@bcit.bc.ca

TEXP 0115 BBY \$195 TRADES EXPLORATION PROGRAM FOR MEN AND WOMEN

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

Apr 23	Thr	1830-2130	12 wks	BBY	CRN	22762
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TEXP 0110 BBY \$195 TRADES EXPLORATORY PROGRAM FOR WOMEN

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

Apr 21	Tue	1830-2130	12 wks	BBY	CRN	20728
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PRIOR LEARNING ASSESSMENT (PLA)

Students who successfully demonstrate that they already have the skills and knowledge taught in a variety of computer courses will be awarded appropriate academic credit. To determine whether the desired courses are available through PLA, the fee for this service, or to apply for the assessment, contact the PLA Coordinator, Bill Howorth at (604) 451-7188.

Processing, Energy and Natural Resources

ADVANCED DIPLOMA IN GEOGRAPHIC INFORMATION SYSTEMS (604) 434-1610

BCIT offers an Advanced Diploma program (ADP) in Geographic Information Systems. The program can be completed through part-time or one year of full-time study. The entrance requirement is a degree or diploma of technology in a related discipline.

Please call Program Advising at (604) 434-1610 and ask to be mailed the GIS Advanced Diploma program booklet. The booklet will explain how you can become a full-time or part-time GIS Advanced Diploma student and which courses you should take.

You do not have to become a GIS Advanced Diploma student if you want to take a selection of our part-time GIS courses to help your career advancement. You can just register for any part-time GIS course, though you should make sure you meet any course prerequisites. For course availability, please see the Geographic Information Systems section of this flyer.

Check the GIS home page for any last minute part-time course offerings or to read more about the part-time GIS Advanced Diploma Program. You can access the GIS Home page from the BCIT Web site GIS program pages (<http://gis.athena.bcit.bc.ca>).

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces.

ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT (604) 432-8459 rpajunen@bcit.bc.ca

Engineering Technology offers an ADVANCED DIPLOMA PROGRAM IN TECHNOLOGY MANAGEMENT. The ADP can lead to a Bachelor of Technology Degree in Technology Management, offered collaboratively with the Open Learning Agency of B.C.

The ADP Program is designed for:

- a) graduates of an Engineering Technology Diploma Program from BCIT or equivalent institution
- b) those who hold degrees in related disciplines

TMGT 7102 PROJECT MANAGEMENT/RESOURCE UTILIZATION BBY \$172

The focus of this course is on effective project management brought about through teamwork. Teams each plan a project making use of the learning of the preceding sessions. This gives them the opportunity to experience the project management planning process and see its effectiveness first-hand. Emphasis will be placed on effective, motivated teamwork, and good time and cost control.

May 1 Fri-Sat-Sun 0830-1530 1 wk BBY CRN 26228

TMGT 7103 RESEARCH AND DEVELOPMENT MANAGEMENT BBY \$172

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

Apr 16 Thr 1830-2130 5 wks BBY CRN 24849

TMGT 7114 PRODUCT PLANNING AND MARKETING IMPLEMENTATION BBY \$172

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

Apr 25 Sat 0830-1630 3 wks BBY CRN 25989

TMGT 7121 PRINCIPLES OF FINANCE BBY \$172

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

May 21 Thr 1830-2130 5 wks BBY CRN 23593

TMGT 7142 TECHNOLOGY MANAGEMENT COMMUNICATION BBY \$172

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

May 20 Wed 1830-2130 6 wks BBY CRN 23595

TMGT 7144 HUMAN RESOURCE PLANNING AND CONTROL BBY \$172

This course provides candidates with the knowledge necessary to deal with human resource issues such as goals, staffing, job analysis and design, recruitment and selection, career planning, succession planning, performance evaluation and training and development.

Apr 15 Wed 1830-2130 5 wks BBY CRN 22757

TMGT 7152 IMPLEMENTATION ISSUES IN DATA MANAGEMENT BBY \$402

Data is the raw material of information. This course will review how data is managed and turned into information by looking at the different technologies available. Management of data as a resource and data ownership will be discussed. The concepts of system design will be addressed by covering logical design processes, data modelling and physical design processes and database design. The Relational Database Management System (RDBMS) model and Structured Query Language (SQL) will be the technologies used to develop these concepts.

Apr 7 Tue 1830-2130 12 wks BBY CRN 25990

To register, or for information on eligibility, please contact: Robertta Pajunen, Tel. (604) 432-8459, Fax (604) 432-9572.

BIOTECHNOLOGY (604) 432-8324 (604) 432-8985

Workshops are scheduled, as requested by associations and industry, to meet the rising demand for current information in this field. If your company needs help with training, contact the program head Paul Barran at (604) 432-8324. Here is a sample of the workshops we've been asked by industry to run:

- Genetic Engineering and Fermentation (BIOT 0320)
- The Science of Biotechnology for Non-Scientists (BIOT 1131)

CHEMICAL SCIENCES TECHNOLOGY (604) 432-8393

CHSC 7826 LABORATORY QUALITY ASSURANCE BBY \$223

Covers basic theory and practice of quality assurance in the analytical lab. Topics: basic descriptive statistics (estimating mean and population dispersion from small data sets; treatment of outliers), control charts (their importance, preparation and use; practical applications of Shewhart and Cusum charts, quality control samples (types and usage), quality terminology, documentation, accreditation and registration for ISO 9002. Ideally suited to analytical and environmental chemists, analysts, technicians, lab supervisors, project managers and others responsible for submitting samples to analytical labs. Prerequisite: A recognized diploma of technology OR degree (must be in an engineering or science discipline) OR mature student with extensive and relevant work history.

Apr 27 Mon/Wed 1830-2130 3 wks BBY CRN 23844

CHSC 7827 THE LABORATORY QUALITY SYSTEM BBY \$223

Designed for analytical and environmental chemists, analysts, technicians, quality assurance staff, laboratory supervisors and managers. This course, given by an expert in the field, provides a practical understanding of the Laboratory Quality System and highlights the role of this system in improving data quality and increasing operational efficiency. Quality system requirements for ISO 9000 registration and laboratory accreditation are discussed. Topics: quality policy and objectives, organizational responsibilities, the quality manual, lab quality control and quality audit. Selected audit and quality control practices are covered in some detail. Emphasis is placed on avoiding common pitfalls and ensuring the quality control effort is focused. A basic knowledge of statistical quality control is assumed. Prerequisite: CHSC 7826 or department approval from Elaine Woo at (604) 432-8393.

Jun 4 Thr 1830-2130 6 wks BBY CRN 24475

BCIT Open House '98

Gateway to Opportunities

April 3 '98

FISH HARVESTING AND PROCESSING (604) 432-8948 (604) 432-8723

This program operates according to the current requirements of the fishing industry. Courses and workshops are developed with the assistance of industry committees and scheduled, as needed. Contact Sharon Cameron at (604) 432-8723 to be put on our mailing list for notification of upcoming activities.

Recently completed workshops included:

- Orientation to Sanitation and Hygiene (FISH 0131)
- Canned Salmon: Screening Line Theory and Operation (FISH 0141)
- Metal Can Defect I.D. and Classification (FISH 0143)
- Can Screening Operation and Theory (FISH 0144)
- Overview of the Revised QMP (FISH 0124)
- Introduction to HACCP (FISH 0122)
- Revising Your QMP Plan (FISH 0123)

Contact the coordinator, Denise DeLeebeek at (604) 432-8948 for course information.

CD-ROM TRAINING TUTORIALS ON METAL CAN DEFECTS

The following CD-ROMs are now available as part of Fish Harvesting and Processing Technology program:

- "Origins of Metal Can Manufacturing Defects"
- "Origins of Double Seam Defects"
- "Identification of Metal Can Defects"

The tutorials are based on material from the Department of Fisheries and Oceans (DFO) manual, "Metal Can Defects - Identification and Classification". They include a total of 84 defects with over 400 photo images, and self-tests on subsections, sections and the entire tutorial. These tutorials have been extensively validated by a committee of B.C. salmon canners, a can manufacturer, DFO and Health Canada.

The target audience is canned food inspectors in processing plants, can screening warehouses, government and private testing laboratories and import facilities as well as inspectors in can manufacturing plants.

To order the CD, contact Engineering Technology Distance Education by phone: (604) 451-6984 or fax: (604) 436-6113. For more information on content, design or computer requirements contact Denise DeLeebeek by phone (604) 432-8948, fax (604) 434-6986, or e-mail: ddeleebe@bcit.bc.ca.

FOOD TECHNOLOGY (604) 432-8561

During the months between April and September we do not usually schedule our industry-based food technology part-time courses. However, we have two new courses we hope to run throughout the year if there is enough interest shown. They are:

- Wine Technology (FOOD 2024)
- Beer Technology (FOOD 2023)

If you want to know more about these two courses, contact Sharon Cameron at (604) 432-8723 or fax your request to (604) 432-9572.

For information about the following courses, contact the program head Vic Martens at (604) 432-8561:

- Canned Foods: Thermal Processing and Container Evaluation (FOOD 0130)
- Sanitation for Food Processing Plants (FOOD 0140)
- Food Safety: The HACCP System (FOOD 0160)
- Food Product Development (FOOD 0170)
- Introduction to Food Microbiology (FOOD 1021)

To be put on our mailing list for notification of upcoming activities call Sharon at (604) 432-8723.

OH NO, YOU HAD TO CANCEL IT??

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

Processing, Energy and Natural Resources

GEOGRAPHIC INFORMATION SYSTEMS (604) 432-8521

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces.

GIST 5027 MAPINFO DTC \$335.30
Introduces MAPINFO, a popular, user friendly desktop mapping product that runs within Microsoft Windows. Students learn how to query maps, query databases, produce maps, charts and reports and perform simple data import and GIS analysis. Students should be familiar with Windows 95 before taking this course.

May 25 Mon-Tue 0830-1630 2 days DTC CRN 24819

GIST 5028 ARCVIEW DTC \$425.30
Presents a hands-on course which introduces ARCVIEW, a powerful desktop GIS software package. Teaches students how to use ARCVIEW to perform spatial query and analysis, produce maps, charts and reports. Students should be familiar with Windows 95 before taking this course. The course fee includes a 675 page color manual and a CD-ROM with a demonstration copy of ARCVIEW GIS software.

May 27 Wed-Thr 0830-1630 2 days DTC CRN 26053
Jun 1 Mon-Tue 0830-1630 2 days DTC 24820

GIST 5100 FUNDAMENTALS OF GEOGRAPHIC INFORMATION SYSTEMS BBY \$258

Presents an overview of GIS covering fundamental concepts and terminology, methods of data collection and input, data modeling and representation, concepts of database systems, manipulation and analysis features of GIS.

Apr 14 Tue 1845-2145 12 wks BBY CRN 20731

GIST 5128 ARC/INFO GIS 1 BBY \$433

Presents a practical course using ARC/INFO GIS software in a UNIX workstation environment. Topics include database design, data entry and editing in ARCEDIT, data manipulation and analysis, and map design in ARCPLLOT.

Apr 18 *Sat 0830-1530 6 wks BBY CRN 20733
*Note: No class Saturday, May 16/98

Jun 8 Mon-Fri 0830-1630 1 wk BBY 23229
Jun 15 Mon-Fri 0830-1630 1 wk BBY 23763

GIST 6028 AVENUE DTC \$335.30

Introduces AVENUE, the object oriented programming language used to customize ARCVIEW. In this course students learn about customizing the ARCVIEW interface, AVENUE classes, objects and requests, and the programming features of AVENUE. Prerequisite: GIST 5028. Previous programming experience is essential.

Jun 3 Wed-Thr 0830-1630 2 days DTC CRN 26054

GIST 6100 TECHNICAL ISSUES IN GIS BBY \$483

Focuses on developing skills for analyzing and solving GIS problems. Fundamental GIS algorithms and different GIS spatial data structures are compared. Students acquire Java programming skills for GIS data conversion. Prerequisite: GIST 5100 and GIST 5128 and AICO 4072.

Apr 15 Wed 1830-2145 11 wks BBY CRN 26055

GIST 6128 ARC/INFO GIS 2 BBY \$483

Continues from GIST 5128, covering the use of ARC Macro language programming, database software, coordinate geometry, digital terrain modeling, analytical GIS functions, and import/export of data. Prerequisite: GIST 5128. Previous programming experience is helpful.

Apr 16 Thr 1830-2145 11 wks BBY CRN 20735

GIST 6138 ARC/INFO GIS 3 BBY \$483

Begins by examining ArcInfo customization with AML programming including threads, file I/O, database access and ArcTool modification. The second half of this course examines GIS spatial modeling including a vector model using NETWORK and raster models using GRID. Prerequisite: GIST 6128. Previous programming experience is essential.

Apr 14 Tue 1845-2145 12 wks BBY CRN 26052

GEOMATICS (604) 432-8521 (604) 432-8992

SURV 1100 SURVEY FUNDAMENTALS FOR INSPECTORS BBY \$189

Covers identification and significance of survey monuments; interpretation of legal and engineering plans; slope and horizontal distance measurements with determination of offsets. Terminology associated with levelling: elevation, cut, fill, invert, datum, benchmark etc. along with an introduction to levelling field procedures and notekeeping. The course runs Tuesdays April 14-May 5 and the last six hours of the course are held Saturday, May 9 1998. The last class is a practical session in the use of basic survey equipment.

Apr 14 *Tue/Sat 4 wks BBY CRN 21404

*Tue: Apr 14-May 5, 1998 1845-2145 Sat: May 9, 1998: 0900-1600

SURV 1103 SURVEY INSTRUMENT OPERATIONS: LEVELS BBY \$155

Introduces levelling including the use of the hand level, automatic level and tilting level. Levelling procedures, notekeeping formats, note reduction and adjustments of level circuits are covered. Short field exercises.

Apr 18 Sat 0900-1600 3 wks BBY CRN 23476

SURV 1104 SURVEY INSTRUMENT OPERATIONS: TRANSIT AND EDM BBY \$253

Introduces theodolites, low end total stations and steel tapes. Horizontal and vertical angle measurements with typical notekeeping formats and reductions. Field testing and checks on instrumental errors. Corrections for taped distances and electronically measured distances. Short field projects.

May 16 Sat 0900-1600 5 wks BBY CRN 23477

SURV 1114 PLANE SURVEYING COMPUTATIONS 2 BBY \$358

Includes the reduction of measured distances to the horizontal and to sea level. Intersection problems including bearing-bearing, bearing-distance and distance-distance intersection will be covered. The elements, laying out procedures and special problems of both circular horizontal and parabolic vertical curves will be introduced. Areas of cross-section and volumes for road work and borrow pits are covered along with an introduction to coordinate transformations. Prerequisite: SURV 1113.

Apr 14 Tue 1845-2145 12 wks BBY CRN 26056

SURV 1116 GPS FOR NAVIGATION AND GIS BBY \$209

Presents the fundamental concepts of GPS, currently available hardware and software, hands-on GPS field and processing procedures for C/A code receivers, interpretation of printouts, demonstration of real time positioning.

Apr 15 Wed 1845-2145 6 wks BBY CRN 23478

SURV 1118 PROGRAMMING THE HP48G(X): SURVEYING APPLICATIONS BBY \$271

Includes models HP48G and HP48GX. Manual operations with emphasis on the use of mathematical functions for solving surveying problems. Development of programs for survey applications including input/output (I/O) capabilities for transferring data.

Apr 15 Wed 1845-2145 8 wks BBY CRN 25032

SURV 1200 SURVEYING WITH TOTAL STATIONS BBY \$351

Covers all aspects of the total station in order to take advantage of its capabilities; operation of the instrument; field measurements; data acquisition with the data collector; data processing and use of computer software to produce final plans.

Apr 18 Sat 0900-1600 5 wks BBY CRN 21470

SURV 2105 CONSTRUCTION SURVEYING TECHNIQUES BBY \$315

Teaches builders, carpenters, site survey technicians and construction crews how to use the level and transit to carry out site surveys, for example, in highrise construction. Topics include establishing control points, grids, referencing, bench marks; setting out elevations and survey points by various methods; independent field checks and quality control. Prerequisite: SURV 1101, 1102 and 1108 or departmental approval.

Apr 18 Sat 0900-1600 6 wks BBY CRN 20944

SURV 3117 ADVANCED GPS PROCESSING AND TROUBLESHOOTING BBY \$277

Topics include: Logtime file inspection and file editing. File manipulation and editing using utility programs. Advanced processing considerations and troubleshooting. Transformation of datums using BCTV2. Network adjustment using Geolab. Development of processing algorithms. Analysis of ephemeris printouts. Field considerations for GPS networks. Prerequisite: SURV 2117.

Apr 15 Wed 1845-2145 8 wks BBY CRN 26313

SURV 5108 FUNDAMENTALS OF SURVEYING BBY \$172

Introduces fundamental concepts of surveying and will demonstrate various surveying procedures. Topics include an introduction to the survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations. This course is a requirement for students of the GIS Advanced Diploma program.

Apr 25 Sat 0900-1200 6 wks BBY CRN 26351

Note: No class Saturday May 16, 1998

SURV 5208 FUNDAMENTALS OF GLOBAL POSITIONING SYSTEM BBY \$200

Introduces the fundamental concepts of positioning using the Global Positioning System (GPS). Covers related topics such as coordinate systems, datums, map projections, and accuracy and reliability of spatial data. Explores GPS resources available on the Internet. This course will be of interest to boaters, pilots and outdoor enthusiasts who use GPS for navigation. It is also a requirement for students of the GIS Advanced Diploma program. Prerequisite: SURV 5108.

Jun 13 Sat 0900-1600 3 wks BBY CRN 26312

MINING (604) 432-8323

There are no part-time courses scheduled at this time. For information on the types of courses available contact the coordinator John Fairley at (604) 432-8323.

NON-DESTRUCTIVE TESTING (604) 432-8946

NDTE 2177 LIQUID PENETRANT INSPECTION LEVELS I & II \$802

Jun 1 Mon-Fri 0800-1700 1 wk BBY CRN 26352

NDTE 2178 MAGNETIC PARTICLE INSPECTION LEVELS I & II \$802

Jun 8 Mon-Fri 0800-1700 1 wk BBY CRN 26354

NDTE 1170 ULTRASONICS LEVEL I \$802

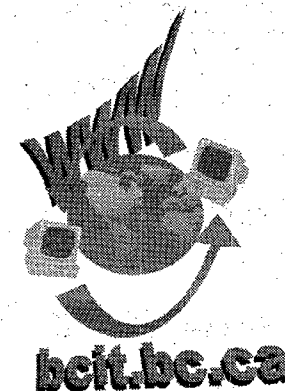
Jun 15 Mon-Fri 0800-1700 1 wk BBY CRN 20451

RENEWABLE RESOURCES (604) 432-8804

REN2 2510 LOG RESIDUE AND WASTE SURVEY CERTIFICATION BBY \$438

A 5-day review (35 hours) offered in conjunction with the ministry of forests. A background in cruising or scaling would be a definite asset. Suitable experience or a temporary Residue and Waste Certificate is a prerequisite to writing the examination for certification (given on the last day of the course). A separate exam fee will be levied by the ministry of forests prior to writing this exam.

May 4 Mon-Fri 0830-1630 1 wk BBY CRN 23058



VENTURE PROGRAM (604) 412-7651 TCTR 0100

*Starting with a Promising Venture?
Want to improve your odds and reduce your risk?*

BCIT's Venture Program will not teach you how to be an entrepreneur, but it will help you to launch your business and win. Your three months with us will be spent developing the techniques that will greatly increase your likelihood of success to achieve maximum personal effectiveness. You will learn how to improve your marketing focus, tighten your strategic plan, attract appropriate financing, overcome risk, build your resource-base and develop key contacts. Ultimately, you will leave with a fully operational document: your business plan.

Enrolment inquiries are welcome now, as places are limited.

— Fall '98 starts Monday, September 14, 1998
— Spring '99 starts Monday, February 1, 1999

Acceptance into the program is contingent on approval through an interview process by the program advisor. For further information or for an appointment to visit the program, call or write to:

The Venture Program
BCIT Downtown campus
CIBC Small Business Centre
7th Floor - 555 Seymour Street
Vancouver, B.C. V6B 3H6
Tel. (604) 412-7651

e-mail: llarsson@bcit.bc.ca

Web site: www.bcit.bc.ca/~venture/

Trades Training

CONSTRUCTION TRADES

CARPENTRY

(604) 432-8556 nnaylor@bcit.bc.ca

CARP 0100 CARPENTRY CQ REFRESHER BBY \$470

Prepares participants for the Carpenter Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 7 Tue/Thr 1830-2130 10 wks BBY CRN 20699

CARP 0110 BBY \$383

BLUEPRINT READING FOR CONSTRUCTION

Teaches those working in construction trades to read blueprints. Related building trade experience is recommended but not mandatory.

Apr 21 Tue/Thr 1830-2130 6 wks BBY CRN 20695

CARP 0130 PLATFORM FRAMING AND LAYOUT BBY \$470

Covers the basics of residential wood-frame construction methods covering typical wood-frame techniques. Includes floors, walls and trusses. CSA approved work boots with steel toes required.

Apr 25 Sat 0830-1430 8 wks BBY CRN 20706

CARP 0150 BUILDERS LEVEL BBY \$203

Covers site procedures for excavation, formwork pipe grades and design elevation. Designed for general construction carpenters and contractors. CSA approved work boots with steel toes required.

Apr 25 Sat 0830-1230 4 wks BBY CRN 20709

CARP 0160 BBY \$437

CUSTOM CABINET CONSTRUCTION AND INSTALLATION

Demonstrates how to build a project on time and budget. Teaches site and design selection, permits and inspections required, estimating, budget and schedule control, and the construction process with scheduling and supervision of construction activities. Covers various contracting alternatives and selection of trade contractors. Course will be of interest to construction workers, property owners and novice homebuilders.

Apr 25 Sat 0830-1430 7 wks BBY CRN 20697

CONSTRUCTION

(604) 432-8556 nnaylor@bcit.bc.ca

CNST 0105 INDUSTRIAL RIGGING BASIC BBY \$185

Introduces safe rigging practices and working loads, chokers, shackles, chains, hooks, rigging calculations, hand signals, WCB regulations, hoisting with mobile crane, knots and hitches, and handrigging. CSA approved work boots with steel toes required.

Apr 21 Tue/Thr 1800-2030 3 wks BBY CRN 25046

DRAFTING

(604) 432-8556 nnaylor@bcit.bc.ca

DRFT 0101 DRAFTING 1 BBY \$371

Provides a foundation in basic drafting. Includes equipment and tools, line work, lettering, applied mathematics, plane geometry, dimensioning, and sections.

Apr 20 Mon/Wed 1830-2130 7 wks BBY CRN 20792
Apr 21 Tue/Thr 1830-2130 7 wks BBY 20793

DRFT 0102 DRAFTING 2 BBY \$371

Expands on the basic drafting course and allows students to progress into their drafting specialty. Prerequisite: DRFT 0101.

Apr 20 Mon/Wed 1830-2130 7 wks BBY CRN 20820

DRFT 0106 COMPUTER ASSISTED DRAFTING 1 BBY \$371

Introduces the use of computers as a tool in drafting. Includes the basic operations, commands, layout techniques and plotting processes used in a drafting office. Prerequisite: DRFT 0101 or instructor evaluation.

Apr 21 Tue/Thr 1830-2130 7 wks BBY CRN 20821

DRYWALL

(604) 432-8556 nnaylor@bcit.bc.ca

DRYW 0110 BBY \$470

RENOVATIONS: METAL STUD, DRYWALL

Gives a tradesperson and/or handyperson/homeowner a good basic understanding of how to frame with metal studs, install drywall and corner beads, and drywall taping and finishing.

Apr 18 Sat 0900-1500 5 wks BBY CRN 24798

IRONWORKER

(604) 432-8556 nnaylor@bcit.bc.ca

IWKR 0110 BBY \$437

IRONWORKER ARC WELDING BASIC (CWB)

Reviews basic arc welding safety and oxyfuel application. Includes an introduction to CWB procedure code W59 and W47.1. Practical to cover all four test positions; 1GF, 2GF, 3GF, and 4GF. Designed for ironworkers in the construction trade. Prerequisite: Working knowledge of ironworker trade. Students must supply their own 100 per cent cotton coveralls and CSA approved steel-toed work boots.

Apr 25 Sat 0800-1300 6 wks BBY CRN 23510

IWKR 0115 PRACTICAL REBAR PLACING BBY \$350

Introduces rebar placing wall structures, columns and beams, concrete clearance and ties. Prerequisite: Experience in construction is helpful but not mandatory. CSA approved work boots with steel toes required.

Apr 21 Tue/Thr 1900-2200 5 wks BBY CRN 23607

JOINERY

(604) 451-7168 nnaylor@bcit.bc.ca

JOIN 0202 CAD 2D FOR WOOD PROCESSING BBY \$365

Uses AutoCAD to train in two-dimensional CAD concepts relating to wood processing. Basic CAD training is an advantage for efficient operation of CNC equipment. Prerequisite: Prior computer experience and basic drafting knowledge.

May 25 Mon-Fri 0730-1430 1 wk PMT CRN 24958

JOIN 0211 BBY \$485

MORBIDELLI MACHINE OPERATOR LEVEL 1

Prepares new operators to use a Morbidelli machining center. Explains safe set-up and operation of the machine and basic maintenance and troubleshooting. Machine used during the course is a Morbidelli model 504. Prerequisite: Prior computer experience.

Apr 27 Mon-Fri 0730-1430 1 wk BBY CRN 25434

JOIN 0212 BBY \$585

MORBIDELLI MACHINE OPERATOR LEVEL 2

Builds on the skills acquired in JOIN 0211. Emphasis on production techniques and jigs and the skills required to program simple drilling and routing operations at the machine controller. Students will be introduced to the concepts of parametric programming. Objective is to increase productivity by providing the knowledge to expand equipment use. Prerequisite: JOIN 0211.

May 11 Mon-Fri 0730-1430 1 wk PMT CRN 25277

JOIN 0213 BIESSE MACHINE OPERATOR LVL 1 BBY \$485

Prepares new operators to use a Biesse machining centre. Explains safe setup and operation of the machine and basic maintenance and troubleshooting. Machine used during the course is a Biesse model 346. Prerequisite: Prior computer experience.

Apr 20 Mon-Fri 0730-1430 1 wk BBY CRN 24962

JOIN 0214 BIESSE MACHINE OPERATION LVL 2 BBY \$585

Builds on the skills acquired in JOIN 0213. Emphasis on production techniques and jigs and the skills required to program simple drilling and routing operations at the machine controller. Students will be introduced to the concepts of parametric programming. Objective is to increase productivity by providing the knowledge to expand equipment use. Prerequisite: JOIN 0213 or prior experience.

May 4 Mon-Fri 0730-1430 1 wk PMT CRN 25358

JOIN 0225 ASPAN CAD/CAM BBY \$585

Focuses on the Morbidelli "Aspan" CAD/CAM software. Part drawing and program generation using Aspan is for those who wish to make full use of this manufacturer's package. Prerequisite: JOIN 0211, JOIN 0202 or prior CAD training.

Jun 1 Mon-Fri 0730-1430 1 wk PMT CRN 25295

MATHEMATICS FOR TRADES

(604) 432-8205 sbutler@bcit.bc.ca

TMAT 0120 INDUSTRIAL MATHEMATICS BBY \$305

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

Apr 21 Tue/Thr 1900-2200 8 wks BBY CRN 26323

PAINTING AND DECORATING

(604) 432-8556 nnaylor@bcit.bc.ca

PDEC 0100 BBY \$470

PAINTING/DECORATING CQ REFRESHER

Prepares participants for the Painter and Decorator Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half years experience in the trade.

Apr 21 Tue/Thr 1800-2100 10 wks BBY CRN 20713

PIPING

(604) 432-8556 nnaylor@bcit.bc.ca

Most piping courses require textbooks available at the BCIT Bookstore.

PPGS 0200 \$810

GAS FITTER A LICENCE: DISTANCE EDUCATION

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second 2-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter A Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: Students must have class B for two years. Provincial Class A examination fee is additional.

April CRN 25087
May 25088
June 25089
July 25090
August 25091

PPGS 0250 \$810

GAS FITTER B LICENCE: DISTANCE EDUCATION

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second 2-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter B Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration. Provincial Class B examination fee is additional.

April CRN 26341
May 26347
June 26348
July 26349
August 26350

PPGS 0116 BBY \$125

GAS FITTER ELECTRICAL ENDORSEMENT

Provides those working in the gas industry with a review of sections 0, 2, 4, 8, 10, 12, 14, 16, 26, and 28 of the Canadian Electrical Code to prepare them to write a Provincial "Electrical Endorsement" (EE) exam to meet the requirements of the Electrical and Gas Safety Branch. Prerequisite: Must have a current Class A or B Gas Fitter Licence. Text required for first night of class: Canadian Electrical Code Part 1 (1998 Edition).

Apr 7 Tue/Thr 1830-2130 2 wks BBY CRN 24077
Apr 21 Tue/Thr 1830-2130 2 wks BBY 25537

PPGS 0125 PLUMBING: RESIDENTIAL BBY \$305

Provides the homeowner with general knowledge and practical experience of repairs, renovations and new installations within the residential plumbing system. CSA approved work boots with steel toes are required for this course.

Apr 25 Sat 0830-1430 4 wks BBY CRN 20718

SHEET METAL

(604) 432-8556 nnaylor@bcit.bc.ca

SMTL 0100 SHEET METAL CQ REFRESHER BBY \$310

Prepares participants for the Sheet Metal Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 21 Tue/Thr 1800-2100 6 wks BBY CRN 23608

SMTL 0111 LAYOUT AND FABRICATION BBY \$239

Teaches how to lay out and fabricate various ventilation fittings used in the sheet metal industry. Prerequisite: Sheet Metal Journeyman or Apprentice.

Apr 21 Tue/Thr 1800-2100 4 wks BBY CRN 23609

SMTL 0121 BBY \$315

STAINLESS STEEL FABRICATING AND FINISHING BASIC

Introduces fabricating and finishing stainless projects. Basic hands-on course will follow a shop project from start to finish. Prerequisite: Sheet Metal Journeyman or Apprentice.

Apr 21 Tue/Thr 1800-2100 4 wks BBY CRN 24933

SMTL 0125 QUALITY FIRST BBY \$165

Instructs how to produce a system for residential heating using forced air guidelines. Topics covered include heat loss calculations, select proper appliances, and duct sizing for residential heating. Prerequisite: Sheet Metal Journeyman or Apprentice.

Apr 21 Tue/Thr 1800-2200 2.5 wks BBY CRN 24935
May 12 Tue/Thr 1800-2100 2.5 wks BBY 24936

Trades Training

STEEL FABRICATION (604) 432-8556 nnaylor@bcit.bc.ca

STEL 0110 STEEL FABRICATION (BASIC) BBY \$371

Focuses on math, pattern development, blueprint reading, welding and proper use of industrial machines. Typical steel fabrication project is followed from initial design to shop production. CSA approved work boots with steel toes required.

Apr 25 Sat 0800-1300 6 wks BBY CRN 20785

STEL 0115 BLUEPRINT READING FOR WELDERS AND STEEL FABRICATORS BBY \$336

Covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of steel fabrication. CSA approved work boots with steel toes required.

Apr 25 Sat 0800-1300 6 wks BBY CRN 20787

STEL 0131 INTRODUCTION TO PRECISION METALFORMING BBY \$281

Introduces manufacturing of precision metal products using lasers, shears, punches, and forming machines. Course will also cover fastening devices, metal finishing and quality control.

Apr 25 Sat 0800-1300 6 wks BBY CRN 26118

STEL 0132 APPLIED SHOP MATH AND FLAT PATTERN LAYOUT BBY \$245

Covers the application of basic math and trigonometry to the trade for general use and layout of flat sheet patterns, and layout flat sheet patterns using X, Y, coordinates. Prerequisite: STEL 0130 Drafting and Interpretation of Drawings.

Apr 25 Sat 0800-1300 6 wks BBY CRN 25276

ASSOCIATE CERTIFICATE IN ALUMINUM FABRICATION

Applies to anyone engaged in new fabrication, maintenance or repair of aluminum products. For those already qualified in steel fabrication or welding, this program provides a means of expanding their skills. This program is also available for individuals seeking entry level skills. These courses are available as individual courses or as part of the certificate program. Those completing all seven courses will be awarded an Associate Certificate in Aluminum Fabrication.

STEL 0140 Aluminum Power Tool Operation
STEL 0141 Aluminum Welding Basic
STEL 0142 Aluminum Welding Intermediate
STEL 0143 Aluminum Welding Pulse
STEL 0144 Aluminum Blueprint Reading
STEL 0145 Aluminum Fabrication
STEL 0146 Aluminum Welder Certification

STEL 0140 ALUMINUM POWER TOOL OPERATION BBY \$460

Introduces and updates both the novice and experienced trades person with the types of tools used in the fabrication of aluminum products. Covers correct tool selection and safety, and practical tool usage. This course is a prerequisite for most STEL 014 courses. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.

Apr 14 Tue/Thr 1900-2200 5 wks BBY CRN 26191

STEL 0144 ALUMINUM BLUEPRINT READING BBY \$295

Covers the fundamentals of blueprint reading. Subjects include: orthographic projection, isometric and pictorial projection, section and auxiliary view, dimensioning, drawing composition, welding symbols, abbreviations, and structural shapes.

May 26 Tue/Thr 1900-2200 5 wks BBY CRN 26192

WELDING (604) 432-8556 nnaylor@bcit.bc.ca

WELD 0103 OXYACETYLENE/BRAZE WELDING BBY \$371

Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment. Students must supply their own 100 per cent cotton coveralls and CSA approved steeltoed work boots.

May 2 Sat 0830-1330 6 wks BBY CRN 20788

WELD 0104 SHIELDED METAL ARC WELDING BASIC BBY \$404

Introduces basic arc welding to individuals who wish to learn SMAW to trade standards. Students must supply their own 100 per cent cotton coveralls and CSA approved steel-toed work boots.

May 2 Sat 0830-1330 6 wks BBY CRN 20789

WELD 0106 GAS METAL ARC WELDING BASIC BBY \$437

Covers basic weld joints in the flat, horizontal and vertical positions. Process is used by most metal fabricators in the province. Students will be introduced to the GMAW Section of P6 Module, Level C. Students must supply their own 100 per cent cotton coveralls and CSA approved steel-toed work boots.

May 2 Sat 0830-1330 6 wks BBY CRN 20791

WELD 0110 GAS TUNGSTEN ARC WELDING BASIC BBY \$437

Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of GTAW on mild steel, stainless steel and aluminum. Students must supply their own 100 per cent cotton coveralls and CSA approved steel-toed work boots.

May 2 Sat 0830-1330 6 wks BBY CRN 20790

WELD 0120 WELDING FOR THE ARTISAN BBY \$400

Presents a general interest course for those interested in artwork, furniture building and minor repair jobs around the home and shop. Particularly designed for the hobby enthusiast or cottage industries person. Focuses on using the new generation home welding machines (GMAW) now available at a low cost at most industrial outlets. Oxyacetylene related process is also covered in this program. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.

May 2 Sat 0830-1330 6 wks BBY CRN 25100

INDUSTRIAL MECHANICAL TRADES

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (604) 432-8205 sbutler@bcit.bc.ca

Upon successful completion of the following five courses, participant receives a BCIT Certificate of Completion in HVAC Systems.

HVAC 0102 Basic HVAC Systems 1
HVAC 0104 Basic HVAC Systems 2
HVAC 0106 Basic HVAC Systems 3
HVAC 0110 Advanced HVAC Systems 1
HVAC 0112 Advanced HVAC Systems 2

HVAC 0102 BASIC HVAC SYSTEMS 1 BBY \$417

Covers fundamentals of the refrigeration cycle and identification; operation and function of basic system components; use and application of refrigerant types; proper use of refrigerant recovery/recycling equipment; and proper charging and system evacuation to meet industry requirements and existing provincial regulation. Prerequisite: HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 20 Mon/Wed 1900-2200 8 wks BBY CRN 21093

HVAC 0104 BASIC HVAC SYSTEMS 2 BBY \$417

Continues from HVAC 0102. Topics include basic electrical theory, alternating current fundamentals, single-phase motor theory, practical exercises in interpreting elementary electrical diagrams, demonstrations on use of electrical test instruments, electrical diagrams on computer simulators and hands-on shop projects. Prerequisite: HVAC 0102 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 20 Mon/Wed 1900-2200 8 wks BBY CRN 21097

HVAC 0106 BASIC HVAC SYSTEMS 3 BBY \$417

Continues from HVAC 0104. Topics include types of systems, the psychometric chart for studying air properties, proper HVAC installation procedures, troubleshooting and tune-ups. Preventive maintenance will be discussed and basic troubleshooting skills will be performed on computer simulators/window air conditioning units in shop. Prerequisite: HVAC 0104 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 21 Tue/Thr 1900-2200 8 wks BBY CRN 23438

HVAC 0110 ADVANCED HVAC SYSTEMS 1 BBY \$196

Covers operating sequences of residential and light commercial heat pump systems. Topics include: application, installation control sequences and mechanical/electrical troubleshooting techniques. Prerequisite: Good working knowledge of the refrigeration trade and ability to read and interpret electrical diagrams or HVAC 0106 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Jun 16 Tue/Thr 1900-2200 4 wks BBY CRN 23439

HVAC 0112 ADVANCED HVAC SYSTEMS 2 BBY \$196

Covers troubleshooting techniques on air conditioning systems and commercial refrigeration equipment. Designed and based upon the use of computer simulations to accomplish a vast array of equipment malfunctions commonly found in operational equipment today. Prerequisite: Four years work experience in the refrigeration trade or HVAC 0106.

Jun 17 Mon/Wed 1900-2200 4 wks BBY CRN 22630

HVAC 0145 CFC EMISSIONS IN REFRIGERATION BBY \$119

Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. Upon successful completion, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls, and a certificate number for refrigerant handling as required under current B.C. regulations.

Apr 18 Sat 0830-1630 1 day BBY CRN 21098
May 23 Sat 0830-1630 1 day BBY 21099
Jun 20 Sat 0830-1630 1 day BBY 21100
Jul 18 Sat 0830-1630 1 day BBY 23440

HVAC 0200 REFRIGERATION ELECTRICAL BBY \$135

Prepares trade qualified refrigeration mechanics for the electrical R.E. examination. Canadian Electrical Code topics covered include: branch protection, conductor sizing, Class 2 control circuits, and multi-circuit load calculation for hermetic motors and compressors. Prerequisite: B.C. TQ or IP in Refrigeration.

Apr 21 Tue/Thr 1900-2200 2 wks BBY CRN 26466

MACHINIST (604) 432-8205 sbutler@bcit.bc.ca

MACH 0105 LATHE OPERATOR BBY \$406

Provides a basic understanding and practical experience of engine lathe operations. Safety glasses and footwear with steel toes required.

Apr 21 Tue/Thr 1900-2200 6 wks BBY CRN 24924

MACH 0110 MILLING MACHINE OPERATOR BBY \$406

Provides a basic understanding and practical experience of milling machine operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and footwear with steel toes required.

Jun 15 Mon/Wed 1900-2200 6 wks BBY CRN 26044

MACH 0120 INTRODUCTION TO COMPUTERS FOR MACHINISTS BBY \$271

Introduces machinists to the use of computers. Designed for students wishing to continue on to the computer numerical control (CNC) courses.

Apr 21 Tue/Thr 1900-2200 3 wks BBY CRN 22631

MACH 0125 INTRODUCTION TO CNC BBY \$446

Introduces the concepts of computer numerical control (CNC) using Haas simulators. Course is intended for those with little or no CNC experience. Prerequisite: MACH 0120 or basic computer knowledge. Safety glasses required.

May 11 Mon/Wed 1900-2200 8 wks BBY CRN 20597

MACH 0135 CNC LATHE OPERATIONS BBY \$446

Deals with basic programming, editing and setting up of a computer numerical control (CNC) lathe. Programming will be compatible with the Fanuc/General Numeric CNC controls commonly found on a variety of CNC lathes. Course is approximately 40 per cent theory and 60 per cent hands-on. Prerequisite: MACH 0125. Safety footwear with steel toes required.

Apr 18 Sat 0830-1430 7 wks BBY CRN 26045

MATHEMATICS FOR TRADES (604) 432-8205 sbutler@bcit.bc.ca

TMAT 0120 INDUSTRIAL MATHEMATICS BBY \$305

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

Apr 21 Tue/Thr 1900-2200 8 wks BBY CRN 26323

MILLWRIGHT (604) 432-8205 sbutler@bcit.bc.ca

MILL 0100 MILLWRIGHT CQ REFRESHER BBY \$451

Prepares participants for the Millwright Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 21 Tue/Thr 1900-2200 10 wks BBY CRN 20600

MILL 0105 INDUSTRIAL HYDRAULICS STATIONARY BBY \$362

Assists maintenance personnel at industrial sites in testing, repairing, examining and troubleshooting basic fluid power circuits and component parts. Safety footwear with steel toes required.

Apr 21 Tue/Thr 1900-2200 7 wks BBY CRN 25082

Trades Training

POWER ENGINEERING

(604) 432-8205 sbutler@bcit.bc.ca

POWR 0108 REFRIGERATION PLANT SAFETY BBY \$130

Provides rink attendants, employed by recreational facilities, with essential knowledge of safety concerns in a refrigeration plant. Upon completion, students will have the skills to safely evacuate and protect life and property in the event of an emergency in a refrigeration plant.

Apr 21 Tue/Thr 1900-2200 2.5 wks BBY CRN 26151

POWER ENGINEERING DISTANCE EDUCATION

(604) 432-8390 bcowen@bcit.bc.ca

BCIT offers Power Engineering courses through Distance Education. For more information about these courses please refer to the Distance Education section on page 37 of this flyer.

TRANSPORTATION TRADES

AUTOMOTIVE MECHANIC

(604) 432-8205 sbutler@bcit.bc.ca

AUTO 0100 BBY \$451 AUTOMOTIVE MECHANICAL REPAIR REFRESHER

Refreshes theoretical knowledge of the trade. Prerequisite: Experience in the automotive trade.

Apr 20 Mon/Wed 1900-2200 10 wks BBY CRN 26043

AUTO 0105 AUTOMOTIVE AIR CONDITIONING BBY \$451

Upgrades mechanics in the basics of automotive air conditioning system service and repair using 134A refrigerant. Prerequisite: Mechanical experience. Safety glasses and footwear with steel toes required.

Apr 21 Tue/Thr 1900-2200 7 wks BBY CRN 26040

AUTO 0106 BBY \$355 AIR CONDITIONING 134A RETROFIT (MINISTRY APPROVED)

Presents a hands-on course that upgrades automotive HVAC technicians in the conversion of motor vehicle air conditioning systems from ozone depleting refrigerants to non-ODS 134A refrigerants. Also covers issues of R12 disposal and R12 equipment. Prerequisite: Automotive air conditioning experience and AUTO 0145 or equivalent. Safety glasses and footwear with steel toes required.

Apr 21 Tue/Thr 1900-2200 3 wks BBY CRN 23618

AUTO 0107 BBY \$107 134A RETROFIT REGULATIONS (MINISTRY APPROVED)

Presents a theory-based awareness course designed to upgrade automotive HVAC technicians in the procedures and regulations of retrofitting air conditioning systems to accept refrigerant 134A. Also of particular interest to Service Advisors and Shop Administrators. The course will provide current information on how this new regulation could impact customer vehicles that are currently using R12.

Apr 1 Wed 1800-2200 1 day BBY CRN 19299

May 13 Wed 1800-2200 1 day BBY 25540

AUTO 0130 LPG FUEL SYSTEMS FOR VEHICLES BBY \$414

Prepares mechanics to install and service LPG conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. Prerequisite: B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and footwear with steel toes required.

Apr 20 Mon/Wed 1830-2130 5 wks BBY CRN 20569

AUTO 0135 NGV FUEL SYSTEMS FOR VEHICLES BBY \$272

Prepares mechanics to install and service NGV conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. Prerequisite: B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic and AUTO 0130 or equivalent. Safety glasses and footwear with steel toes required.

Jun 8 Mon/Wed 1830-2130 3 wks BBY CRN 20571

AUTO 0140 AIRCARE THEORY & OPERATIONS BBY \$529

Prepares certified technicians to write the AirCare Repair Service Technician Examination. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic or Heavy Duty Mechanic with three years automotive experience.

Apr 21 Tue/Thr 1830-2130 7 wks BBY CRN 20570

AUTO 0141 AIRCARE PRACTICAL BBY \$580

Provides certified technicians with first-hand experience in the diagnosis and repair of emission control system failures. Emphasizes interpretation of emissions readings as a basis for diagnosis and repairs to vehicles failing the AirCare inspections. Mandatory for AirCare technicians who are unsuccessful with the AirCare recertification exam. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic or Heavy Duty Mechanic with three years automotive experience. Safety glasses and footwear with steel toes required.

Apr 21 Tue/Thr 1830-2130 7 wks BBY CRN 21514

AUTO 0142 AIRCARE SERVICE ADVISOR BBY \$230

Upgrades service advisors working in AirCare Certified Repair Centres. Includes discussion of emissions gases and their causes, underhood components that correct them, underhood component identification, and analysis of AirCare test forms. Also includes a tour of the AirCare centre and the Provincial testing laboratory. Strategies for dealing with AirCare customers and selling total emissions maintenance will be discussed. Course consists of 50 per cent classroom and 50 per cent shop activity.

May 13 Wed 0800-1430 3 wks BBY CRN 26041

AUTO 0145 CFC EMISSIONS IN AUTOMOTIVE BBY \$119

Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. On completion, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls and a certificate number for refrigerant handling as required under current B.C. regulations. Required for technicians who perform 134A retrofits.

Mar 21 Sat 0900-1700 1 day BBY CRN 19295

May 2 Sat 0900-1700 1 day BBY 20573

NEW AUTO 0146 AIR BAG SYSTEMS BBY \$105

Upgrades technicians in the diagnosis and repair of air bag systems. Covers theory, operation, and testing procedures of all components both electrical and mechanical.

Apr 25 Sat 0830-1300 2 wks BBY CRN 26232

AUTO 2200 INTRO TO ELECTRICAL TESTING BBY \$365

Introduces electrical testing to professional technicians with limited experience in electrical and electronic testing. Topics include electrical theory, circuits, diagnosis, testing and maintenance. Safety glasses and footwear with steel toes required.

Apr 20 Mon/Wed 1830-2130 5 wks BBY CRN 20493

AUTO 2214 BBY \$451 ELECTRONIC ENGINE CONTROL/FUEL INJECTION

Provides specialized instruction in diagnosing and servicing PCM controlled engine, emission and fuel injection systems. Topics include domestic TBI and EFI, Bosch "K", "L" and "LH", data stream interpretation, scan tool and lab scope use, OBDII and the new Ford EECV.

Apr 21 Tue/Thr 1900-2200 5 wks BBY CRN 20545

AVIATION (604) 278-4538/4831 or Fax (604) 278-5363

AVIA 0120 CARS SEA \$253

Provides an in-depth review of the Canadian Aviation Regulations (CARs) that apply to the maintenance of aeronautical products and airworthiness of aircraft. Learn first hand your responsibilities as aviation technicians, aircraft owners and operators of private or commercial aircraft. Find out about the regulatory organization and how it affects you. Students will become familiar with airworthiness standards, ministerial orders, operating rules and indictable offenses. Those studying for the Transport Canada examinations relating to aircraft maintenance, apprentices, aircraft owners, A.M.E.'s, aircraft maintenance managers, technicians, pilots, and anyone exposed to aviation maintenance will benefit from this course.

Apr 28 Tue/Thr 1900-2200 5 wks SEA CRN 21081

May 26 Tue/Thr 1900-2200 5 wks SEA 25685

AVIA 0165 SEA \$253 AIRCRAFT SHEET METAL INTRODUCTION

Combines theoretical and practical components to teach the fundamentals of aircraft sheet metal repair at an introductory level. Introduces aircraft structures, structural materials, layout and forming techniques, bend allowances, hand tools, fasteners and rivets. Hands-on instruction for the proper use of equipment, techniques and safe practices is provided.

Apr 27 Mon/Wed 1900-2200 5 wks SEA CRN 21082

AVIA 0166 AIRCRAFT SHEET METAL ADVANCED SEA \$253

Continues from AVIA 0165. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0165 or equivalent.

May 20 Mon/Wed 1900-2200 5 wks SEA CRN 21083

AVIA 0180 SEA \$253 HELICOPTER MAINTENANCE INTRODUCTION

Presents a theoretical introduction to how the helicopter flies (achieves lift), how to steer (control direction), and basic maintenance. Practical work includes instruction in inspection techniques and practices by performing daily inspections as prescribed by a helicopter manufacturer. This course is designed to suit a novice interested in helicopters, a person on the full-time program waiting list, or the pilot who wants a mechanical introduction.

Apr 27 Mon/Wed 1900-2200 5 wks SEA CRN 21084

AVIA 0181 SEA \$253 HELICOPTER MAINTENANCE ADVANCED

Focuses on hands-on practical training for advanced helicopter maintenance. Labs include general inspection techniques, gas turbine engine and transmission inspection, and rotor blade balancing. Prerequisite: AVIA 0180 or equivalent.

May 30 Sat 0900-1600 5 wks SEA CRN 26363

AVIA 0195 AVIONICS SEA \$253

Introduces the field of Aircraft Electronics-Avionics. Intended for those evaluating Avionics as a trade, pilots wishing to better understand operation and use of avionic equipment in general, A.M.E.'s without "E" endorsement who want a basic understanding of Avionics, and anyone involved in aviation with a general interest.

Apr 27 Mon/Wed 1900-2200 5 wks SEA CRN 21086

AVIA 0240 SEA \$253 INTRODUCTION TO GAS TURBINE ENGINES

Presents a theoretical understanding of the gas turbine engine in technical language understood by all students. In-depth knowledge of engine development, operating principles, classification and terminology is gained through this course. Any individual who wishes to know how a gas turbine engine works will find this course rewarding. A field trip is incorporated in the curriculum.

Apr 27 Mon/Wed 1900-2200 5 wks SEA CRN 21089

AVIA 0254 COMPOSITE FUNDAMENTALS SEA \$438

Upgrades students who have little or no experience in the application of composites. In theoretical and instructor led work shops, students will conduct a gel plate test, make a mould, create a laminate and repair a composite panel. Mastering these techniques will ensure the student success in boat, auto and home built aircraft repairs. This course will be the prerequisite for a Transport Canada approved credit course currently in development.

May 20 Wed/Fri 1900-2200 2 wks SEA CRN 26364
Sat/Sun 0800-1600

AVIA 0295 PRIVATE PILOT GROUND SCHOOL SEA \$325

Prepares students to write the Ministry Of Transportation Private Pilot Examination. Focuses on ground school training requirements in aviation theory, aerodynamics, aircraft engines and airframes, air regulations and air traffic control, navigation and flight planning, meteorology, radio systems, communications and pertinent medical factors. Required textbooks and materials are to be purchased by the first or second class.

May 5 Tue/Thr 1900-2200 8 wks SEA CRN 22724

AVIA 0323 SEA \$70 OCCUPATIONAL FIRST AID LEVEL 1

Includes learning CPR, your ABC's, shock management, major bleeds and c-spine control to name a few. You'll be able to recognize and respond to emergency situations. A must in any workplace. This is a WCB certificate course.

Apr 27 Mon/Tue 1800-2200 1 wk SEA CRN 23805

May 9 Sat 0800-1700 1 day SEA 23805

COMMERCIAL TRANSPORT MECHANIC

(604) 432-8205

sbutler@bcit.bc.ca

CTMX 0100 BBY \$451 COMMERCIAL TRANSPORT MECHANIC CQ REFRESHER

Prepares participants for the Commercial Transport Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 20 Mon/Thr 1830-2130 10 wks BBY CRN 20577

CTMX 0105 AIR BRAKES FOR MECHANICS BBY \$365

Prepares mechanics with limited experience to service air brakes. Upon successful completion, students will receive credit for the pre-trip for 30 days toward the Motor Vehicle Air Endorsement examination. Safety footwear with steel toes required.

May 11 Mon/Wed 1830-2130 6 wks BBY CRN 25048

Trades Training

CTMX 0110 COMMERCIAL VEHICLE INSPECTOR BBY \$231

Prepares students for the Commercial Vehicle Inspector Licence examination. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Safety footwear with steel toes required.

Apr 20	Mon/Wed	1830-2130	2.5 wks	BBY	CRN	20580
(last session 1800-2200)						
May 23	Sat	0830-1430	3 wks	BBY		20585
(last session 0830-1230)						
Jun 9	Tue/Thr	1830-2130	2.5 wks	BBY		24919
(last session 1800-2200)						

CTMX 0115 FORKLIFT OPERATOR CERTIFICATION BBY \$203

Provides training to those with proven experience in the operation of forklifts. Includes six hours of theory and six hours of practical training. Upon successful completion, participants will receive Lift-truck Operation Certification. Prerequisite: Forklift operation experience. Safety footwear with steel toes required.

Apr 20	Mon/Wed	1830-2130	2 wks	BBY	CRN	23620
May 25	Mon/Wed	1830-2130	2 wks	BBY		23621

CTMX 0116 FORKLIFT OPERATOR TRAINING/CERTIFICATION BBY \$295

Provides forklift training to those with no experience in the operation of forklifts. Includes six hours of theory and 12 hours of practical training. Upon successful completion, participants will receive Lift-truck Operation Certification. Prerequisite: Driving experience. Safety footwear with steel toes required.

May 5	Tue/Thr	1830-2130	3 wks	BBY	CRN	23622
Jun 8	Mon/Wed	1830-2130	3 wks	BBY		23623

CTMX 0200 COMMERCIAL TRANSPORT TRAILER MECHANIC CQ REFRESHER BBY \$340

Prepares participants for the Commercial Transport Trailer Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half years work experience in the trade.

May 12	Tue/Thr	1830-2130	7.5 wks	BBY	CRN	25047
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DIESEL ENGINE ELECTRONICS (604) 432-8205 sbutler@bcit.bc.ca

Upon successful completion of the following courses, a BCIT Certificate of Trades Training in Diesel Engine Electronics will be issued.

DELX	2100	Electrical Advanced 1
DELX	2101	Electrical Advanced 2
DELX	2102	Detroit Diesel Electronic Control
DELX	2103	Caterpillar Electronic Control
DELX	2104	Cummins Electronic Control

DELX 2104 CUMMINS ELECTRONIC CONTROL BBY \$410

Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals. Enables students to become competent in the repair, troubleshooting and diagnosis of electronic fuel systems for Cummins engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Safety footwear with steel toes required.

Apr 27	Mon/Thr	1830-2130	5 wks	BBY	CRN	24922
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HEAVY DUTY MECHANIC (604) 432-8205 sbutler@bcit.bc.ca

HDMX 0100 HEAVY DUTY MECHANIC CQ REFRESHER BBY \$451

Prepares participants for the Heavy Duty Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 20	Mon/Thr	1830-2130	10 wks	BBY	CRN	20575
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INBOARD/OUTBOARD MECHANIC (604) 432-8205 sbutler@bcit.bc.ca

IOMX 0103 OUTBOARD MOTOR MAINTENANCE BBY \$355

Covers basic operation principles of the outboard motor through a combination of theory and hands-on training. Students will receive the knowledge to troubleshoot, repair and tune-up an outboard motor. Focuses on fuel systems, electrical systems, ignition systems, lubrication system, cooling systems, troubleshooting, corrosion and galvanic protection. Safety footwear with steel toes required.

Apr 20	Mon/Wed	1900-2200	6 wks	BBY	CRN	26042
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MARINE TRAINING (604) 985-0622

NEW DIVE 0100 OCCUPATIONAL SCUBA DIVER UPGRADE PMT \$1000

Assists existing working scuba divers to upgrade to the new WCB Unrestricted Occupational Scuba license. This 6-day course covers the new standards required by WCB. Graduates will receive the OSD license. Prerequisite: WCB approval.

Mar 30	Mon-Sat	0830-1600	1 wk	PMT	CRN	40251
May 4	Mon-Sat	0830-1600	1 wk	PMT		26380
Jun 1	Mon-Sat	0830-1600	1 wk	PMT		26383

NEW DIVE 0200 OCCUPATIONAL SCUBA DIVER UPGRADE PMT \$3000

Introduces new divers to the Occupational environment. This 4-week program covers the fundamental skills needed to enter the diving industry and conduct safe and effective diving operations. Graduates will receive the new WCB 'OSD' license which will allow them to work as a scuba diver for any provincial employer. Prerequisite: WCB medical, basic diving certification, and 18 years of age.

May 4	Mon-Fri	0830-1600	4 wks	PMT	CRN	26386
Aug 3	Mon-Fri	0830-1600	4 wks	PMT		26388

NEW DIVE 0300 DIVING INSTRUCTOR PMT \$6500

Upgrades divers who would like to travel and teach diving for a living. The certification as a PADI diving instructor is an internationally recognized qualification which allows instructors to work in most countries of the world. This 15-week course may qualify for student loan funding. Prerequisite: Basic diving certification and 18 years of age.

Jun 29	Mon-Fri	0830-1600	15 wks	PMT	CRN	26391
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NEW DIVE 0400 REBREATHING CERTIFICATION PMT \$500

Introduces the latest technology to enter the diving industry. Rebreathers are the future of diving! This course is a comprehensive introduction to the Atlantis 1 Rebreather including theory, maintenance and four open water dives. An internationally recognized certification will be issued upon successful completion. Prerequisite: Basic diving certificate and Nitrox certification.

Apr 23	Thr	1800-2200	1 wk	PMT	CRN	26394
	Sat/Sun	0900-1600				
May 21	Thr	1800-2200	1 wk	PMT		26397
	Sat/Sun	0900-1600				
Jun 25	Thr	1800-2200	1 wk	PMT		26404
	Sat/Sun	0900-1600				

NEW DIVE 0410 NITROX CERTIFICATION PMT \$200

Qualifies divers for "Nitrox Certification". Prerequisites: Basic diving certification plus 10 logged dives.

Apr 21	Tue	1800-2200	1 day	PMT	CRN	26405
May 19	Tue	1800-2200	1 day	PMT		26407
Jun 23	Tue	1800-2200	1 day	PMT		26409

NEW MCAS 0100 AUTOSHIP HULL DESIGN AND 3D MODELING (COMPUTER ASSISTED YACHT AND SHIP DESIGN) PMT \$230

Introduces the Autoship CAD program to Naval Architects and others with an interest in ship, boat and yacht design. Covers the basics of using the program including creating, editing, and fairing hull lines. Hands-on computer time will allow each student the opportunity to develop at least one project of their own. The course will cover round bilge, hard chine, and developed surface hulls, as well as generalized 3D modeling. Attention will also be paid to the built in hydrostatics calculations, and generation of output drawings and offsets. Workstations will be equipped with the latest version of Autoship (7.0). Prerequisite: Some prior knowledge of hull design, either with hand drafting methods or using CAD is recommended.

Apr 21	Tue/Thr	1800-2100	4 wks	PMT	CRN	26465
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MLPO 1031 SHIPPING ECONOMICS AND BUSINESS PMT \$323.30

Studies the business sectors of shipping with specific reference to vessel and cargo broking and the economics of ship management and operation. The four principal groups of shipping services namely, tramp services, liner shipping, special shipping and passenger shipping are introduced with reference to management, chartering and carrier broking.

Apr 14	Tue/Thr/Alt Sat	1800-2100	5 wks	PMT	CRN	26449
		0900-1600				

MLPO 2021 TERMINAL LOGISTICS PMT \$323.30

Covers the planning, design and operational principles of port terminals and the role they play in the logistics of cargo movement. In addition, it will also include layout, equipment and operation of drybulk, liquid bulk, container, multi-purpose and passenger terminals.

May 26	Tue/Thr/Alt Sat	1800-2100	5 wks	PMT	CRN	26450
		0900-1600				

MSSM 0101 SMALL CRAFT SURVIVAL PMT \$139.30

Prepares pleasure craft operators for basic safety and survival in an emergency situation. Includes hands-on training with emersion suits, PFD's and inflatable life raft in the training tank.

Apr 18	Sat/Sun	0900-1600	1 wk	PMT	CRN	26411
May 23	Sat/Sun	0900-1600	1 wk	PMT		26412

MSSM 0492 PRACTICAL USE OF RADAR PMT \$271

Enables the student to assume duties of radar operator on a small vessel; navigate a vessel; and take collision avoidance action. Lectures and demonstrations are enhanced with exercises performed on a radar simulator.

Apr 15	Wed	1800-2100	2 wks	PMT	CRN	26413
	Sat	0900-1530				
May 13	Wed	1800-2100	2 wks	PMT		26414
	Sat	0900-1530				
Jun 3	Wed	1800-2100	2 wks	PMT		26415
	Sat	0900-1530				

MSSM 0494 GLOBAL POSITIONING SYSTEM (GPS) PMT \$102

Designed for the craft operator. Theory, principles, errors and limitations of GPS and DGPS are covered. Using PMTC's advanced simulators, practical waypoint navigation is taught by faculty. Feel free to bring your hand-held GPS sets to class.

Apr 11	Sat	0900-1530	1 day	PMT	CRN	26416
May 30	Sat	0900-1530	1 day	PMT		26417
Jun 20	Sat	0900-1530	1 day	PMT		26418

NAUT 0471 MASTER LIMITED, 60 GRT, AREA 1

Program under review. Course tentatively scheduled for April-May 1998. Please contact the PMTC Registration Office for information.

Pacific Marine Training Campus also offers courses in the following subject areas:

- Marine Engineering
- Nautical
- Safety and Seamanship

For further information on courses offered, contact BCIT's Pacific Marine Training Campus:

Mail: BCIT Pacific Marine Training Campus
265 West Esplanade
North Vancouver, B.C. V7M 1A5
Tel: (604) 985-0622 Fax: (604) 985-2862

MATHEMATICS FOR TRADES (604) 432-8205 sbutler@bcit.bc.ca

TMAT 0120 INDUSTRIAL MATHEMATICS BBY \$305

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

Apr 21	Tue/Thr	1900-2200	8 wks	BBY	CRN	26323
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MOTORCYCLE MECHANIC (604) 432-8205 sbutler@bcit.bc.ca

MCMX 0115 MOTORCYCLE MAINTENANCE BBY \$214

Covers all aspects of general maintenance of the modern motorcycle. A combination of lectures, demonstrations and hands-on practical training will be used to present material. Safety footwear with steel toes required.

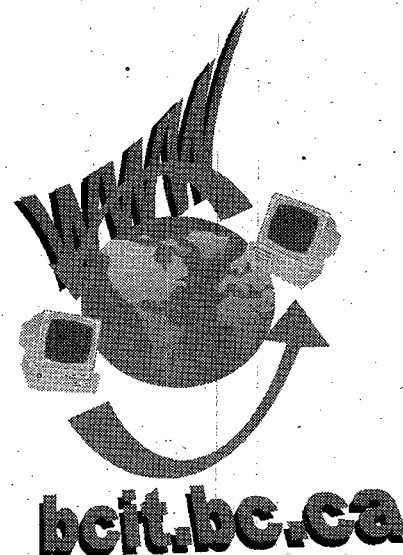
Jun 16	Tue/Thr/Sat	3 wks	BBY	CRN	25081
	Tue/Thr (Jun 16, 18, 23 & 25):	1900-2200			
	Sat (Jul 4):	0830-1430			

POWER EQUIPMENT MECHANIC (604) 432-8205 sbutler@bcit.bc.ca

PEMX 0105 SMALL ENGINE POWERED EQUIPMENT MAINTENANCE BBY \$352

Covers maintenance and general repair of engines and allied equipment on lawn mowers, chain saws, generator units and other utilities powered by air-cooled two- and four-stroke engines. Safety footwear with steel toes required.

Apr 21	Tue/Thr	1900-2200	8 wks	BBY	CRN	23437
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Please forward a detailed résumé in confidence to: Human Resources Manager, Westel Telecommunications Ltd., PO Box 2130, Vancouver, BC V6B 3T5; fax (604) 990-2143; e-mail: hr@westel.com.



M10680

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