

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY



A POLYTECHNIC INSTITUTION

Part-time

Your guide to part-time programs WINTER 2006



Register today!

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604-434-1610

Register online early and save \$20 on select courses.*

***Details inside.**



Retail Marketing Management

You're already working in retail, or you want to start a career in this area. Did you know that retail is the fastest growing industry in BC? Now you can earn credentials to advance your career and earn an excellent salary.

In partnership with Metropolis at Metrotown and Retail BC, BCIT now offers a new, industry-relevant Retail Marketing Management program. BCIT is known for its unique blend of academic learning and applied skills. A different path of learning. The path you choose can make all the difference.

Our new associate certificate program is ideal for those who want to start a career in retail or develop an existing retail job into a more senior position.

The part-time associate certificate program is your first step. A management certificate, diploma and degree are proposed for the future.

Register now for January.

For more information:
visit www.bcit.ca/study
e-mail Vicki_Forbes@bcit.ca
or call 604-432-8611.

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Retail
B
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A POLYTECHNIC INSTITUTION



A POLYTECHNIC INSTITUTION



Welcome to BCIT – Canada's premier polytechnic institution.

As an institute dedicated to helping people navigate through the lifelong learning process, BCIT has a long-standing reputation as a provider of relevant, career-expanding skills. We're also known for our teaching excellence, industry-partnered training and flexible delivery formats.

We offer a wide variety of part-time programs that lead to our respected certificate, diploma and degree credentials.

Whether you want to keep up with the rapid changes in the workplace, enhance your knowledge and abilities in your present field, advance in your career or find a completely new one, BCIT has plenty of learning options to suit your needs. We look forward to helping you on the path you choose.

Dr. Tony Knowles
President
British Columbia Institute of Technology

BCIT Part-time Winter 2006

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How to use this guide



Flexible delivery formats



Online



Distance

Watch for these icons throughout this guide. They mean that at least one offering of that particular course is available through alternate delivery formats, either over the Internet with its virtual classrooms and discussions, or through Distance Education, which includes traditional self-paced correspondence courses as well as guided learning, in which you follow a set schedule with support from the program while working from your own location.

For more information

If you require more detailed information on any Part-time Studies course or program, visit www.bcit.ca or contact the program areas listed in each section of this guide.

Please note: courses whose numbers begin with zero are non-credit courses (for example, CEPD 0200). They do not have credits applicable to a BCIT credential, but are offered to help students attain prerequisites, or for general knowledge, industry upgrading or credential re-qualification.

BCIT Part-time information is current at the time of publishing. BCIT reserves the right to update course information without notice. The most current course information is available on our website at www.bcit.ca/study/courses/.

How to register

All the details of how to register are listed on page 113.

Services at BCIT

For full details of the various educational support services available at BCIT, as well as our recreational services, see the section beginning on page 108.

How to read BCIT Part-time

Course Identification

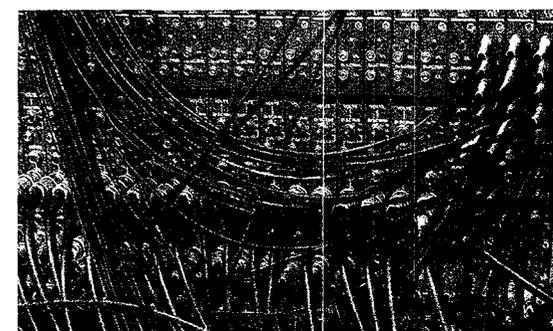
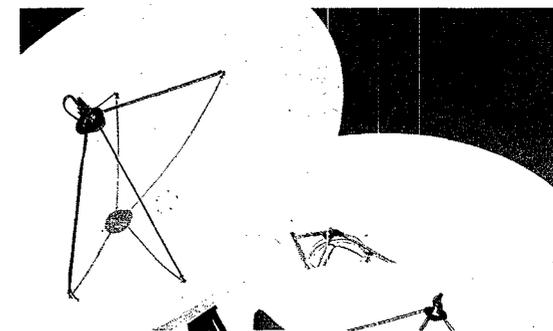
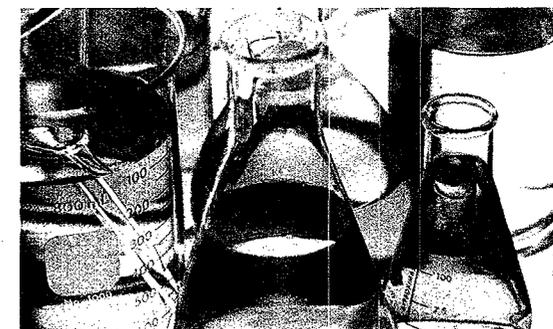
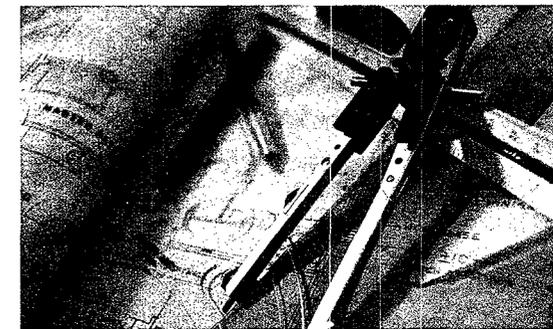
The Course Identifier consists of a subject code, number and title. Please note: "Mon/Thr" means the course runs on Mondays and Thursdays. "Mon-Thr" indicates that the course runs from Monday to Thursday (i.e. Monday, Tuesday, Wednesday and Thursday).

Course Title	Subject Course #	Course Description	Tuition Fee
MAKING MEETINGS WORK	COMM 0040	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.	\$250
Apr 10	Wed	1845-2145	6 wks
Start Date	Course Time on 24-hour clock	Duration	Location
			CRN 32999
			Course Reference

Location Codes

ATC	Aerospace Technology Campus, Richmond
BBY	Burnaby Campus
BMC	BCIT Marine Campus, North Vancouver
DTC	Downtown Campus, Vancouver
GNW	Great Northern Way Campus, Vancouver
SRY	Surrey Campus

For complete addresses, see page 113.



Save \$20 if you register online early*

Look for courses with an asterisk following the price.

Starting Your Own Business
VENT 0100

\$520*

By registering online four weeks before the course starts, you will save \$20 in tuition. This discount is on a per course basis, for courses marked with an asterisk following the price. Registering online for BCIT Part-time Studies is a fully secured process. Your credit card number is encrypted and can not be read by a third party over the Internet. And, just for registering online, you'll be entered to win one of five Palm Pilots.

Visit www.bcit.ca for more information.

*To qualify for the discount, web registration must take place 28 days prior to the course start date (e.g. if the course begins September 12, 2005, deadline for registration is August 16, 2005).

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Career, Educational and Personal Development Courses

Introduction to Career Planning

CEPD 0100 \$57
Considering BCIT? Undecided about your career choice? Learn more about the steps in the career planning process, exploring interests and researching career/educational options.

Jan 13 Fri 1000-1200 1 day BBY CRN 19226
Mar 17 Fri 1000-1200 1 day BBY 19231

Career Testing

CEPD 0101 \$280
Explore your career options by writing a series of standardized tests. This course helps you to access information to identify your interests, aptitudes, values and personal style, and to develop a summary profile for career and lifestyle planning. Group test interpretations are provided.

Jan 28 Sat 0900-1300 2 wks BBY CRN 18492
Feb 25 Sat 0900-1300 2 wks DTC 19233

Career Search Workshop

CEPD 0102 \$355
Students explore and research career options by writing tests, accessing current information and resources, and learning how to specify goals to make a career change. This course covers interests, aptitude and values clarification and testing, career and educational opportunities, decision making, goal setting and implementation.

Feb 4 Sat 0900-1200 4 wks BBY CRN 71858
Feb 20 Mon 1800-2100 4 wks DTC 71859

BCIT Preparation: Early Orientation

CEPD 0200 \$57
An early orientation for students accepted into BCIT courses. Topics include introduction to the factors in student success, study skills, time and stress management, and accessing support and assistance at BCIT.

Mar 31 Fri 1000-1200 1 day BBY CRN 41316

Chemistry

604-412-7487 Jimmy_Lowe@bcit.ca
604-432-8292 Dianne_Dinnes@bcit.ca

General Chemistry

CHEM 1111 \$665*
For students who failed a Term 1 Chemistry course. To enrol you must have completed the laboratory component of Term 1 Chemistry with a 60% average. Students who successfully complete this course will have fulfilled the requirements of their Term 1 Chemistry at BCIT. Marks will be made up of lab work in the previous course plus theory. (6 credits)

Jan 25 Wed 1730-2030 12 wks BBY CRN 48226

High Performance Liquid Chromatography

CHEM 3319 \$430*
The purpose of the course is to provide the student with the basic knowledge needed to use high-performance liquid chromatography for the separation and analysis of organic mixtures. The course covers instrument hardware, separation theory, qualitative and quantitative analysis, maintenance and troubleshooting, software approaches, method development, and method validation. (1.5 credits)

Jan 12 Thr 1845-2145 8 wks BBY CRN 42598

English Assessment

604-451-6882 Dennis_Johnston@bcit.ca
604-456-8089 Kitka_Neyedli@bcit.ca
www.bcit.ca/admission/upgrading/english

English Competency Assessment

COMM 0025 \$95
The English Competency Assessment provides BCIT Technology programs with information about an individual's skill in using the English language. Assessments are based on the student's understanding of grammar, reading comprehension, and clarity and structure in written composition. COMM 0025 is the prerequisite for COMM 0045, COMM 1103, COMM 1106, COMM 1120, COMM 2202, COMM 2203. **Note:** Please bring photo identification (a myBCIT Card, B.C. driver's license, or passport), receipt, pen, pencil and eraser to the test. The COMM 0025 assessment fee is non-refundable.

Jan 5 Thr 1845-2145 1 day BBY CRN 47228
Jan 12 Thr 1845-2145 1 day BBY 49207
Mar 9 Thr 1845-2145 1 day BBY 48046
Mar 30 Thr 1845-2145 1 day BBY 48294

Spoken English Assessment

COMM 0033 \$100
The Spoken English Assessment provides BCIT Technology programs with information about an individual's skill in using the spoken English language. Assessments are based on the student's ability to speak competently and fluently. **Note:** The COMM 0033 assessment fee is non-refundable.

Jan 18 Wed 1830-1930 1 day BBY CRN 49857
Mar 13 Mon 1830-1930 1 day BBY 49956

Pre-Entry Communication

604-451-6893 Nargis_Abraham@bcit.ca
604-456-8089 Kitka_Neyedli@bcit.ca
www.communication.bcit.ca/pre-entry

Pre-Entry Communication courses, offered through the Academic Studies division, are individual day or night courses available for students who lack the necessary English prerequisites to apply for their chosen technology program, or for those who wish to prepare for a full-time workload by reviewing their academic prerequisites. Each course consists of 84 hours in the classroom.

Communication Placement

COMM 0009 \$45
The purpose of COMM 0009 is to determine a student's eligibility for registration in the appropriate level of a Pre-Entry Communication course (COMM 0071, COMM 0003, COMM 0004, or COMM 0005, COMM 0008). Placement results are valid for registration into a Pre-Entry Communication course for one year from the test date. Please bring photo identification (a myBCIT Card, B.C. driver's license, or passport), receipt, pen, pencil and eraser to the test. **Note:** The COMM 0009 fee is non-refundable.

Jan 17 Tue 1800-2030 1 day BBY CRN 11825
Feb 28 Tue 1800-2030 1 day BBY 46851
Mar 30 Thr 0930-1130 1 day BBY 48382

Foundations of Technical and Business English for ESL Speakers (Level 1)

COMM 0071 \$670
This introductory course is for students who intend to study technology and trades at the college level. It provides students with a foundation in English language skills, including reading, writing, speaking and listening. This course will emphasize developing accurate writing, in particular, applying grammar rules and appropriate phrasing. Prerequisite: COMM 0009 (placement at the 0071 level) within the last 12 months.

Jan 7 Sat/Sun 0830-1630 6 wks DTC CRN 46759
Feb 20 Mon-Thr 0830-1230 5 wks BBY 46573
+Fri Feb 24

Note: CRN 46573 will run Monday, Tuesday, Wednesday and Thursday, plus one Friday.

Writing, Speaking, Listening, and Reading Skills for Technical Communication for Second Language Students (Level 2)

COMM 0003 \$680
This course provides students with the writing, speaking, listening, and reading skills required to succeed in BCIT's other pre-entry courses. Students practise grammar skills and language structures useful for technical communication. Prerequisite: COMM 0009 (placement at the 0003 level) within the last 12 months or, if you completed COMM 0071 in March 2005 or earlier, a grade of 65% or higher in COMM 0071 within the last 12 months or if you completed COMM 0071 in April 2005 or after, a grade of 50% or higher in COMM 0071 within the last 12 months.

Jan 7 Sat/Sun 0830-1630 6 wks DTC CRN 19209
Jan 9 Mon-Thr 1300-1700 5 wks BBY 15244
+Fri Jan 13

Jan 9 Mon/Wed 1800-2200 11 wks BBY 17797
Feb 18 Sat/Sun 0830-1630 6 wks DTC 40238
Feb 18 Sat/Sun 0830-1630 6 wks BBY 41024
Feb 20 Mon-Thr 1300-1700 5 wks BBY 19210
+Fri Feb 24

Note: CRNs 15244 and 19210 will run Monday, Tuesday, Wednesday and Thursday, plus one Friday.

Technical Communication Skills for Second Language Students (Level 3)

COMM 0004 \$680
This course prepares students whose language skills need upgrading to enrol in COMM 0005. COMM 0004 focuses on paragraph writing for technical communication. Students also prepare graphics and make oral presentations. Prerequisite: COMM 0009 (placement at the 0004 level) within the last 12 months or, if you completed COMM 0003 in March 2005 or earlier, a grade of 65% or higher in COMM 0003 within the last 12 months or, if you completed COMM 0003 in April 2005 or after, a grade of 50% or higher in COMM 0003 within the last 12 months.

Jan 7 Sat/Sun 0830-1630 6 wks DTC CRN 17798
Jan 9 Mon-Thr 1300-1700 5 wks BBY 10717
+Fri Jan 13

Jan 9 Mon/Wed 1800-2200 11 wks BBY 10715
Feb 18 Sat/Sun 0830-1630 6 wks BBY 41026
Feb 18 Sat/Sun 0830-1630 6 wks DTC 43605
Feb 20 Mon-Thr 0830-1230 5 wks BBY 19211
+Fri Feb 24

Note: CRNs 10717 and 19211 will run Monday, Tuesday, Wednesday and Thursday, plus one Friday.

Technical English and Learning Skills for Second Language Students (Level 4)

COMM 0005 \$670
This course prepares students whose first language is not English but who have good writing and speaking skills. Students learn the writing, reading, speaking, listening and study skills needed for BCIT full-time programs. A grade of 50% in this course equals a "P" in English 12. Prerequisite: COMM 0009 (placement at the 0005 level) within the last 12 months or, if you completed COMM 0004 in March 2005 or earlier, a grade of 65% or higher in COMM 0004 within the last 12 months or, if you completed COMM 0004 in April 2005 or after, a grade of 50% or higher in COMM 0004 within the last 12 months.

Jan 7 Sat/Sun 0830-1630 6 wks DTC CRN 17799
Jan 9 Mon-Thr 0830-1230 5 wks BBY 10713
+Fri Jan 13

Jan 9 Mon/Wed 1800-2200 11 wks BBY 10711
Feb 18 Sat/Sun 0830-1630 6 wks BBY 40240
Feb 18 Sat/Sun 0830-1630 6 wks DTC 41029
Feb 20 Mon-Thr 0830-1230 5 wks BBY 19212
+Fri Feb 24

Note: CRNs 10713 and 19212 will run Monday, Tuesday, Wednesday and Thursday, plus one Friday.

Academic Studies/Upgrading Courses



Technical English and Learning Skills

COMM 0008 \$670

This course prepares students whose first language is English for entry into BCIT full-time programs. Students learn the reading, writing, speaking and study skills needed for BCIT full-time programs. A grade of 50% in this course equals a "P" in English 12. Prerequisite: COMM 0009 (placement at the 0008 level) within the last 12 months or, if you completed COMM 0004 in March 2005 or earlier, a grade of 65% or higher in COMM 0004 within the last 12 months or, if you completed COMM 0004 in April 2005 or after, a grade of 50% or higher within the last 12 months. **Note:** If we do not have the minimum number of students required to run this course, students may attend COMM 0005 (same course level) with the final transcript reading "COMM 0008."

Jan 7	Sat/Sun	0830-1630	6 wks	DTC	CRN	46647
Jan 9	Mon-Thr	0830-1230	5 wks	BBY		46320
						+Fri Jan 13
Jan 9	Mon/Wed	1800-2200	11 wks	BBY		10708
Feb 18	Sat/Sun	0830-1630	6 wks	DTC		46852
Feb 18	Sat/Sun	0830-1630	6 wks	BBY		70545
Feb 20	Mon-Thr	0830-1230	5 wks	BBY		46758
						+Fri Feb 24

Note: CRNs 46320 and 46758 will run Monday, Tuesday, Wednesday and Thursday, plus one Friday.

English Language Training Support Course

COMM 0045 \$305

This course provides students with guided opportunities to practise and improve writing, reading, speaking, and listening skills needed for success in COMM courses and the workplace. Students will study key language points needed to produce standard, idiomatic English sentences and paragraphs, and will practise vocabulary commonly used in business and industry. Prerequisite: Current registration in a BCIT full-time program or a grade of 40-44% in COMM 0025 within the last 12 months or a passing grade or higher in COMM 0005 within the last 12 months.

Jan 11	Wed	1430-1730	12 wks	BBY	CRN	49203
Jan 11	Wed	1800-2100	12 wks	BBY		49202

Communication

604-451-7065
604-412-7506

Shannon_Kelly@bcit.ca
Chris_Voong@bcit.ca

Oral Fluency for Business and Technical Communication

COMM 0030 \$500

This course provides students with opportunities to improve listening and speaking communication skills for entry into BCIT. It helps develop skills for group discussions, meetings, and interviewing, as well as provides students with appropriate language choices for business and science/technology environments. Also emphasizes pronunciation and note-taking skills.

Jan 9	Mon/Wed	1830-2100	10 wks	BBY	CRN	47452
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Oral Fluency for Health Sciences

COMM 0031 \$600

This course provides students with opportunities to improve listening and speaking communication skills for entry into BCIT. Emphasis is on the language choices for the health science technology and environment, as well as for conversational situations. Improving pronunciation, both in the classroom and in the audio laboratory, and note-taking from lectures will also be emphasized.

Jan 9	Mon/Wed	1830-2100	12 wks	BBY	CRN	49858
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Advanced Oral Communication Techniques

COMM 0032 \$405

In this broadly-based, interactive course students develop their dynamic-speaking and analytic-listening capabilities to a professional level for discussions, meetings, and interviews. Students also will improve their critical thinking and argumentation abilities. The computerized audio laboratory is used extensively to assist students in developing advanced speaking and listening skills.

Jan 14	Sat	0900-1200	12 wks	BBY	CRN	70393
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Writing with Style and Grace

COMM 0050 \$405

Do you already write competently but wish you wrote with power and flair? Then this course is for you. By focusing on clarity, coherence, concision, and elegance, COMM 0050 will help you discover your own voice as a writer and develop a confident, clear, fluid, and winning prose style.

Jan 11	Wed	1845-2145	12 wks	BBY	CRN	70394
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Technical Writing Style

COMM 1007 \$300

Familiarizes students with the principles of clear, concise writing for specific discourse communities in a technical environment. Students write and edit extensively in this course and are given extensive feedback on their style and tone. Prerequisite: Students should have a good grasp of English grammar and usage. (1.5 credits)

Jan 9	Mon	1845-2145	6 wks	BBY	CRN	70658
Jan 12	Thr	1830-2130	6 wks	DTC		71642

Technical Editing and Grammar

COMM 1008 \$300

Familiarizes students with the principles and symbols of editing and fine tunes their understanding of grammar and mechanics. Prepares students to produce documents to style guides for specific discourse communities in team-writing environments. Prerequisite: Students should have a good grasp of English grammar and usage. (1.5 credits)

Feb 27	Mon	1845-2145	6 wks	BBY	CRN	70659
Mar 2	Thr	1830-2130	6 wks	DTC		71643

Technical Writing: Definitions, Instructions and Process Descriptions

COMM 1009 \$490

Introduces students to three types of technical writing found singly or in combination in most, if not all, technical documentation: definitions, instructions and

process descriptions. Prerequisite: Students should have a good grasp of English grammar and usage. (3 credits)

Jan 9	Mon	1830-2130	12 wks	DTC	CRN	71644
Jan 11	Wed	1845-2145	12 wks	BBY		70660

Project Management & Document Control

COMM 1013 \$490

Introduces students to engineering and production cycles and how the documentation process relates to them. Teaches the skills needed to complete complex projects on time and on budget, from planning, interviewing and assigning work tasks to documentation metrics, budgeting and risk assessments. Includes discussion of translation and localization requirements. Prerequisites: Students should have a good grasp of English grammar and usage. (3 credits)

Jan 11	Wed	1830-2130	12 wks	DTC	CRN	71795
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Technical Documentation Graphics

COMM 1040 \$550

Introduces students to the principles of visual design that make documents attractive, navigable and effective; teaches tips and tricks for producing the kinds of vector- and pixel-based graphics most commonly used in technical documentation and how to present them to greatest effect. (3 credits)

Jan 10	Tue	1845-2145	12 wks	BBY	CRN	70662
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Introduction to Business and Technical Communication

COMM 1103 \$405

Teaches practical techniques for planning, organizing, selecting, and presenting information in business or industry. It covers routine memos, letters, request and reply letters, and oral presentations. It is equivalent to most first-level Communication courses at BCIT. Students who register for the online section must have access to a video camera. Prerequisite: COMM 0025 (50% or higher) or COMM 0045 (50% or higher). (3 credits)

Jan 10			12 wks	Online	CRN	44672
Jan 10	Tue	1845-2145	12 wks	BBY		40468
Jan 11	Wed	1730-2030	12 wks	DTC		10721
Jan 11	Wed	1845-2145	12 wks	BBY		49887
Jan 12	Thr	1845-2145	12 wks	BBY		10724

Introduction to Business and Technical Communication (With Language Development Component)

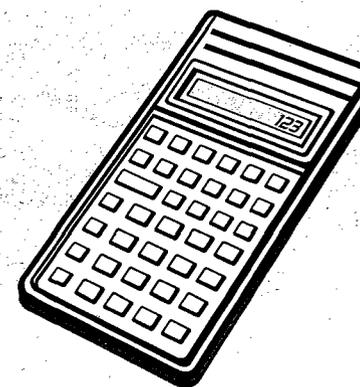
COMM 1106 \$540

This course is the equivalent of COMM 1103 and covers the same content as COMM 1103, but adds one hour/week of English language development skills. Designed for students needing additional assistance in meeting the language standards in a credits-bearing introductory Communication course. Prerequisite: COMM 0025 (45% or higher) or COMM 0045 (45% or higher). (3 credits)

Jan 10	Tue	1800-2200	12 wks	BBY	CRN	44194
Jan 12	Thr	1800-2200	12 wks	BBY		47304

Need to brush up on math?

- › Strong math skills are critical for a wide range of technology programs at BCIT.
- › Build a solid foundation for your technology future.
- › Thousands of students have benefited from the courses.



To find out how BCIT Math Upgrading is applied to various technology areas and more, visit www.math.bcit.ca

Writing for the Web

COMM 1110 **\$300**

Information is not read the same way online as in print. This course teaches students how to express ideas on the web, how to anticipate the needs of the reader and how to organize and structure information so that it is scannable and navigable and entices readers to stay. (1.5 credits)

Jan 12 *Thr* 1830-2130 6 wks *DTC* CRN 70396
Feb 23 *Thr* 1830-2130 6 wks *BBY* 70680



Business and Technical Correspondence

COMM 2202 **\$405**

This course teaches skills needed to write all types of business correspondence. Covers claim, bad-news and sales letters, as well as job applications, the use of graphics and the writing of procedures and instructions. Students in a BCIT diploma program must complete COMM 1103 before taking this course. COMM 1103 (may be waived on direct entry to second year of a BCIT technology program). Prerequisite: COMM1103 or COMM 0025 for non-diploma students. **Note:** Permission of program head is needed to take COMM 1103 concurrently with COMM 2203. (3 credits)

Jan 9 *Mon* 1730-2030 12 wks *DTC* CRN 46058
Jan 10 12 wks *Online* 44673
Jan 10 *Tue* 1845-2145 12 wks *BBY* 46057



Business and Technical Reports

COMM 2203 **\$405**

This course teaches skills needed to write effective business and technical reports: inspection, trip, incident, and progress reports, proposals, feasibility studies, formal reports, oral reports, summaries and graphics. BCIT diploma program students must complete COMM 1103 before taking this course. Prerequisite: COMM 1103 or COMM 0025 for non-diploma students. (3 credits)

Jan 9 *Mon* 1845-2145 12 wks *BBY* CRN 18773
Jan 10 12 wks *Online* 44674
Jan 10 *Tue* 1730-2030 12 wks *DTC* 46056
Jan 11 *Wed* 1845-2145 12 wks *BBY* 10726

Writing and Testing Software Manuals

COMM 2206 **\$500**

Clear, well-structured, reader-focused manuals make software, or any other product, comprehensible and usable. They enhance sales and reduce expensive calls to support lines, thereby increasing customer satisfaction and profitability. This course introduces students to the creation of manuals from purpose and audience analysis to usability testing and final edit. Prerequisite: Students should have a good grasp of English grammar and usage. (3 credits)

Jan 12 *Thr* 1845-2145 12 wks *BBY* CRN 70663

Single-Sourcing for Technical Writers

COMM 2207 **\$350**

Single-sourcing is sweeping technical writing and is something which every aspiring technical writer needs to understand. Yet single-sourcing is generally misunderstood. This course explains single-sourcing and structured writing, its advantages and demands. The course walks students through the process of creating a structured document from planning to completion. Prerequisite: Students should have a good grasp of English grammar and usage. (1.5 credits)

Feb 23 *Thr* 1845-2145 6 wks *BBY* CRN 70664

Industry Project for Technical Writers

COMM 2210 **\$290**

This course partners students with industry-sponsored projects, under instructor supervision, to provide students with a portfolio piece, real-world experience, and industry contacts and references. Prerequisites: COMM 1007, COMM 1008, COMM 1009, COMM 1013, COMM 1040, COMM 2204, COMM 2206, (can/should be taken concurrently), COMP 1267 or COMP 1269 or COMP 1884. By appointment with supervisor.

Communication 2 for Computer Systems

COMM 2215 **\$755**

This course continues from COMM 1114 (day school). This course teaches strategies for securing employment, writing information and analytical reports, interviewing clients, holding productive meetings, and making persuasive oral presentations. It includes a 15-hour block on writing manuals for computer programs. The major term assignment is an oral and written presentation to clients for a new system. Prerequisite: This section is open to CST full-time, part-time, and fast-track students on a first-come, first-served basis. (6 credits)

Jan 14 *Sat* 0900-1600 12 wks *BBY* CRN 45082

ASSOCIATE CERTIFICATE IN TECHNICAL WRITING

The BCIT Associate Certificate in Technical Writing is an excellent launch pad into an exciting career. If you enjoy writing, have a logical mind, like to tease order out of complex situations and have a knack for problem solving and putting yourself in the readers' shoes, technical writing may be for you. To ensure that the courses you take will be applied towards a credential, please apply for program approval. Program approval forms are available at Student Information and Enrolment Services or can be downloaded from the program website at www.bcit.ca/study/programs/6425acert.

The following are required to obtain your certificate.

Required Courses	Credits
COMM 1007 Technical Writing Style	1.5
COMM 1008 Technical Editing & Grammar	1.5
COMM 1009 Technical Writing: Definitions, Instructions and Process Descriptions	3.0
COMM 1013 Project Management and Document Control	3.0
COMM 1040 Technical Documentation Graphics	3.0
COMM 1110 Writing for the Web	1.5
COMP 1884 RoboHelp	1.5
COMM 2206 Writing and User-Testing Software Manuals	3.0
COMM 2207 Single-sourcing for Technical Writers	1.5
COMM 2210 Industry Project	1.5
Students must also take one of the following:	
COMP 1267 Microsoft Word Level 2	1.5
COMP 1269 Microsoft Complete	3.0
COMP 1287 FrameMaker	3.0
Total Credits Required	22.5

Forensic Science Technology

604-412-7539 forensic@bcit.ca
www.bcitforensics.ca

The overall aim of the Forensic Science Technology program is to provide structured, applied technological advanced training in forensic science and criminal investigation in British Columbia. The program is designed for maximum flexibility to meet career path and personal needs. Qualified candidates may, with departmental approval, take individual courses for professional development, obtain an Advanced Specialty Certificate in a given area, or a Bachelor of Technology in Forensic Investigation only if all the admission requirements are met.

The Advanced Specialty Certificate in Forensic Investigation has four options of specialization:

- Essentials of Criminalistics
- Forensic Science Studies (Biological, Chemical, and Physical Aspects)
- Economic Crime Studies
- Computer Crime Studies
- Forensic and Investigative Accounting
- Forensic Health Sciences

Some of the courses offered are requirements for both Advanced Specialty Certificate and Bachelor of Technology degree. For complete list of courses offered in the current term, please refer to the Specialized Programs under Bachelor of Technology in Forensic Investigation in the Forensic Science Technology section (Engineering, Applied and Natural Sciences).

Mathematics

604-451-6709 Colin_Lawrence@bcit.ca
604-412-7506 Chris_Voong@bcit.ca

Technical Mathematics Introduction

MATH 0001 **\$600**

This course provides upgrading for students who did not complete high school Math 12, or who completed it more than three years ago. Meets Math 12 entrance requirement for BCIT Engineering Technology, Health Science and Computer Systems Technology programs. This course is equivalent to the TE day school MATH 0005. Prerequisite: Grade of C or better in Math 11, or equivalent.

Jan 4 *Mon/Wed* 1830-2130 16 wks *BBY* CRN 10733

Foundations of Mathematics

MATH 0007 **\$525**

This course will provide students, without academic Math 11 or who have not recently completed Principles or Applications of Math 11, with an opportunity to refresh their skills enabling them to enter Technology Entry MATH 0005 or any program taught by the Mathematics department with a Grade 11 Math entry requirement. For School of Business programs please review OPMT 0199. Prerequisite: Recommend Math 10 (Principles or Applications) or equivalent.

Jan 10 *Tue* 1830-2130 14 wks *BBY* CRN 47376

Technical Mathematics 1: Trigonometry

MATH 1011 **\$335**

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. (3 credits)

Jan 9 *Mon* 1830-2130 12 wks *BBY* CRN 10735

Technical Mathematics 2: Logarithms and Analytical Geometry

MATH 1012 **\$335**

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. (3 credits)

Jan 10 *Tue* 1830-2130 12 wks *BBY* CRN 10737



The following Math courses are offered through Distance Education and are 17 weeks long; Jan 9 – May 5.

Logarithms

MATH 1042 \$200 (plus text) CRN 16525

A Distance Education course in exponential and logarithmic functions. Topics include the exponential and logarithmic functions, graphs of these functions, the properties of logarithms, and the solution of log and exponential equations. The use of log-log and semi-log graph paper is included. This course, coupled with MATH 1043, is equivalent to MATH 1012. Prerequisite: recent Math 12, or MATH 0001 or equivalent.

Analytic Geometry

MATH 1043 \$200 (plus text) CRN 11210

A Distance Education course in plane analytic geometry. Topics include the straight line, parabola, circle ellipse, hyperbola and polar coordinates. Translation of axes and second-degree equations are included. This course, coupled with MATH 1042, is equivalent to MATH 1012. Prerequisite: recent Math 12, or MATH 0001 or equivalent.

Calculus 3 C & S

MATH 2044 \$160 (plus text) CRN 70859

Calculus make-up for C & S day school (MATH 2421) in conjunction with MATH 2041 and 2042.

The following Math courses are offered through Distance Education and are 33 weeks long; Jan 9 – Aug 25.

Technical Math: Introduction

MATH 0002 \$435 (plus text) CRN 11202

An upgrading course for students who have not completed high school math, or who completed it more than three years ago, or whose math background is otherwise weak. Meets Math 12 entrance requirements for BCIT Engineering Technology, Health Sciences or Computer Systems Technology programs. Technology programs which require a Math 12 grade of C+ or better must achieve a final mark of 65% or higher in MATH 0002. This course is equivalent to MATH 0005 offered with the TE day school program. MATH 0005 accepts Part-time Studies enrolment, space permitting.

Trigonometry

MATH 1041 \$295 (plus text) CRN 11208

A Distance Education course in trigonometry. Topics include the trigonometric functions and their use in solving any triangle, radian measure, elementary vector analysis and graphing of trigonometric functions. Trigonometric identities and the solution of trigonometric equations are also included. This course is equivalent to MATH 1011. Prerequisite: Recent Math 12, or MATH 0001 or equivalent.

Calculus for Mechanical Part 1

MATH 1490 \$445 (plus text) CRN 49859

This course is similar to MATH 1491. It introduces differential and integral calculus of polynomial functions with supporting topics from technical mathematics. Emphasizes application in technology and engineering. Prerequisite: Recent Math 12 with C+ or better, or 65% or higher in MATH 0001.

Calculus Part 1

MATH 2041 \$300 (plus text) CRN 11212

A Distance Education course in elementary differential calculus. Topics include the definition of a derivative, the delta process, the derivative of algebraic functions, implicit differentiation, the product rule and quotient rule, the power rule, curve sketching, applied maxima/minima problems. Prerequisites: MATH 1041, 1042, and 1043 or equivalent.

Calculus Part 2

MATH 2042 \$300 (plus text) CRN 17872

A Distance Education course in elementary integral calculus. Topics include anti-differentiation, indefinite and definite integrals with application to areas, volumes and centroids, and the trapezoidal rule. Prerequisite: MATH 2041 or equivalent.

Calculus Part 3

MATH 2043 \$300 (plus text) CRN 17873

A Distance Education course in further topics in calculus. Topics include the differentiation and integration of trigonometric, logarithmic, and exponential functions. Prerequisite: MATH 2042 or equivalent.

Calculus for Mechanical Part 2

MATH 2490 \$540 (plus text) CRN 70875

This course is similar to MATH 2491. Continues differential and integral calculus introduced in MATH 1490. Topics include the calculus of transcendental functions, applications of integration, partial differentiation, and elementary first-order differential equations. Emphasizes applications in technology and engineering. Prerequisite: MATH 1490 or equivalent.

Numerical Methods Mechanical

MATH 3490 \$540 (plus text) CRN 46858

A distance education course in Numerical Methods. Topics include: numerical integration, solution of non-linear equations, linear programming, numerical differentiation, solution of systems of linear equations and differential equations. Prerequisite: MATH 2490 or equivalent.

Physics

604-412-7446
604-432-8292

Donna_Foster@bcit.ca
Dianne_Dinnes@bcit.ca

Pre-Entry and Technology Entry (TE) Physics PHYS 0309 \$680*

This course meets the Physics 11 entrance requirement for BCIT programs. A grade of 65% or higher meets the prerequisite for programs specifying a C+ in Physics. Topics covered include kinematics, dynamics, equilibrium, energy, fluids, heat, electrostatics and direct current circuits. Also offered with the TE day school program (accepts Part-time Studies enrolment, space permitting). Prerequisite: You are advised to have completed any necessary mathematics upgrading courses before taking PHYS 0309.

Jan 17 Tues/Thr 1830-2130 16 wks BBY CRN 10782

Technology Entry (TE) Upgrading Program

604-432-8247
604-451-6994

Donna_Foster@bcit.ca
Kathy_White@bcit.ca

The Technology Entry (TE) program is for individuals who want solid academic preparation before entering a BCIT Technology program. It is appropriate for individuals who need to improve their skills in core areas such as communication, mathematics, chemistry and physics in order to meet program prerequisites. It is also suitable for those who need B.C. educational equivalents to supplement credentials earned in other school systems.

The TE program is a 15-week, full-time day school program that offers a broad introduction to post-secondary education in a focused but welcoming atmosphere. An introductory course in computer applications, a learning skills seminar and an overview of technology options and related careers round out the traditional academic subjects.

Technology Entry is a great opportunity for students to strengthen their skills and explore BCIT program options at the same time.

Provisional Acceptance

Students enrolled into Technology Entry may be provisionally accepted into the following BCIT programs*: Biomedical Engineering Technology, Architectural and Building Engineering Technology, Chemical Sciences Technology, Civil Engineering Technology, Electrical and Computer Engineering Technology, Food Technology, Geomatics Technology, Mechanical Engineering Technology, Mining, Occupational Health and Safety, Petroleum and Natural Gas, Plastics Technology, Renewable Resources (Forestry, Fish and Wildlife), Robotics and Automation, Computer Systems Technology and Wood Products Manufacturing. Applicants should indicate their choice of follow-up program when applying for the TE program.

*This list is subject to change; please check with the BCIT Admissions office about the availability of provisional acceptance into a specific program when you register for TE.

Provisional acceptance is based on marks obtained in TE and these marks take precedence over previous course marks where applicable. Some programs have prerequisite requirements not offered by the TE program, such as biology courses. Please check the BCIT website for individual program prerequisites and entrance requirements.

Students may also enrol in TE to meet the entrance requirements for Electronics Technician - Common Core, Electricity and Industrial Electronics, or Security Alarm Installer but will have to submit a separate application form for admission into these programs.

Entrance Requirements

English 11 (P) or English-language proficiency; preference will be given to applicants with English 11 (C), Principles of Math 11 (C) or Academic Math 11 (C) or Applications of Math 11 (B)

All entrance requirements for this program must have been completed within eight years of the application date.

There are enrolment limits for programs that accept TE students, which may affect acceptance into the TE program. Applicants may be asked to make a second program choice if there are no more seats available in the first program choice.

TE is a 15-week, full-time program beginning in September, January, and late April.

TE is eligible for assistance funding.

NEW Confucius Institute

604-432-8969

Mark_Drutz@bcit.ca

As business activities and opportunities increase with China's economic expansion, Canadian employers increasingly need short immersion courses in Chinese, or on subject matter dealing with China. The Confucius Institute at BCIT, the first to be established in Canada by the Chinese government, offers programs that reflect BCIT's unique polytechnic orientation. It focuses on pragmatic courses and resources needed to learn about the culture of China and how to conduct business with the Chinese. Courses and workshops are scheduled to include basic and business Chinese, cross-cultural communications, export/import with China, negotiation basics, Chinese legal and social systems, and the specific services to be provided to Chinese tourists in Canada.

Register for the following courses available this term:

Fundamentals of Doing Business in China CINT 1000 \$240*

Covers the fundamentals of Chinese economic policy, legal system, taxation system, government structure and business operations, rules of market accessibility, the protection of intellectual property and the process of dispute resolution. Helps individuals to succeed in doing business with China. Upon successful completion of the course, students will be familiar with planning basics for doing business in China, including a basic knowledge of business operations, marketing planning and business management. (2 credits)

Feb 22 Wed 1800-2100 10 wks DTC CRN 71923

Cross-culture Communication Skills CINT 1010 \$240*

Communication techniques differ among cultures. This course is designed for people who are interested in Chinese culture and communications for either business or pleasure purposes. The course will explore the culture, ways of thinking, tradition and customs of China and its regions in comparison to western culture. (2 credits)

Mar 10 Fri 1830-2100 10 wks DTC CRN 71924

Outsourcing Basics in China CINT 1020 \$240*

Provides fundamental knowledge of outsourcings in China. Covers market and labour analysis, business partner development, and implementation plans. Main topics focus on IT and manufacturing outsourcing, including development of outsourcing companies, human resource management, related policies and regulations of the Chinese government, quality control and coordination with end users. (2 credits)

Feb 23 Thr 1830-2030 10 wks DTC CRN 71926
Mar 20 Mon-Fri 0900-1630 1 wk DTC 71925

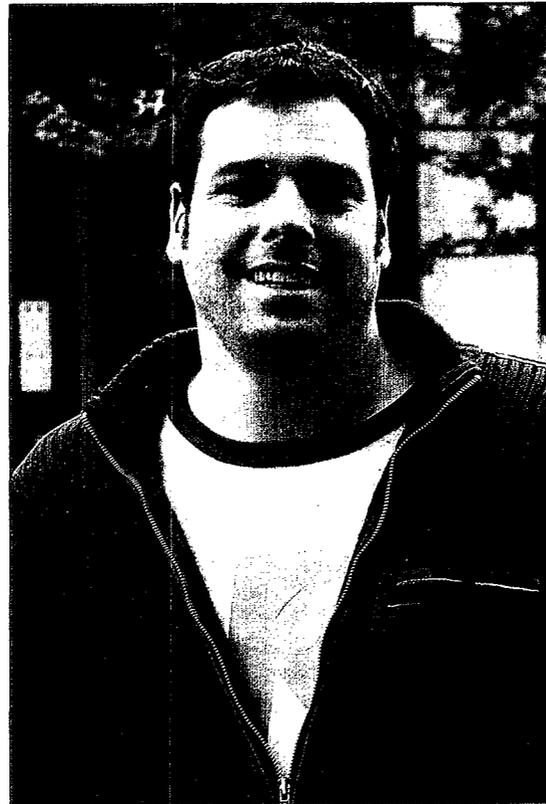
Teaching Methodology for Faculty Teaching Chinese as Second Language CINT 2001 \$336*

Designed for instructors teaching Chinese as a second language. Covers curriculum development and interactive teaching methodologies. Upon successful completion, students will be able to develop curricula and teaching plans for students with Chinese as a second language. They will also receive a certificate from the Confucius Institute headquarters in Beijing with recognition as CSL instructors. (2.5 credits)

Jan 23 Mon 1830-2045 12 wks DTC CRN 71931
Mar 13 Mon-Fri 0900-1530 1 wk DTC 71930

Fundamentals of Service Providers for Chinese Tourists CINT 1030 \$180*

Designed for government officials and service providers in the hospitality and tourism sector to prepare them strategically to meet new demands from the tourist industry/market now opening in China. Upon successful



"During my time at BCIT, I've made some great friends, built up my business and expanded my network. Over the past year, Raincity Studios Inc. has grown from a one-man operation to a thriving business with six full-time employees. The combination of entrepreneurial and technical training offered by BCIT has helped me succeed in a career I love."

Robert Scales

Managing Director and Founder
of Raincity Studios Inc.
BCIT New Media Design CD ROM and Web
Development Program graduate

- Time Management and Productivity Skills
- Training Skills for Trainers
- Motivating Your Staff – A Challenge for Leaders
- Leadership Skills for New Supervisors/Managers
- Managing Conflict in the Workplace
- Creating a Customer-focused Culture
- Coaching Skills
- Performance Management
- Leadership in the Unionized Environment
- Managing Stress in Times of Change
- Dynamic Supervision
- Self Care for Outrageously Fabulous People
- Developing an Effective Leadership Style.

FINANCIAL MANAGEMENT

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

MARKETING MANAGEMENT

Specialized industry training workshops are available and can be specifically designed to meet the needs of your organization. Call 604-432-8572 for details about these workshops:

- Negotiating Skills
- Selling Skills
- Media Relations
- Sales Management
- Public Speaking
- Database Marketing
- Customer Service
- Internet Marketing.

OPERATIONS MANAGEMENT

Operations Management works closely with employers to design and deliver customized training to fit specific needs of the organization. Standard credit courses (targeted to the client's type of business) can be delivered at an employer's training facility or at a BCIT campus classroom. Our training is quite varied and includes:

- Logistics
- Project Management
- Supply Chain Management
- Quality Management
- Transportation and Distribution.

Contact Mike Hodges at 604-451-6779 for further information and details.

completion, students will be able to develop an action plan to accommodate Chinese visitors when the ADS (Approved Destination Status) is granted by the Chinese and the Canadian governments. (1 credit)

Feb 7 Tue 1830-2030 8 wks DTC CRN 71928
Mar 9 Thr 0830-1700 2 days DTC 71927

Basic Chinese for Travelers CINT 1040 \$280*

An entry-level language course for those working in the hospitality and related sectors who expect to provide services to Mandarin-speaking travellers. Covers everyday Chinese language, and effective words and sentences for basic communication. (2.5 credits)

Mar 2 Thr 1830-2045 12 wks DTC CRN 71929

Industry Services

BROADCAST AND MEDIA COMMUNICATIONS

For facilities rental information call 604-432-8863 or e-mail Janet_Wadsworth@bcit.ca. We offer an extensive list of equipment, facilities and competencies for rent including:

- two complete television studio/control facility complexes
- two complete AVID MCXpress nonlinear 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
- training classroom – 22 seats equipped with a variety of software including Avid and ProTools.

BUSINESS ADMINISTRATION

Custom workshops can be designed to meet specific organizational needs, or standard credit courses can be delivered at an employer's training facility or at a BCIT campus. We train corporate management and staff. Call Peter Morgan at 604-451-6784 for custom training information. Individual workshops for industry training include:



CALL CENTRE OF EXCELLENCE

Customized Training for Your Business — we'll do a needs analysis of your call centre operation and develop training based on what your staff needs to learn. Teaching of basic communication, customer service and sales skills will be adapted specifically to your company's product or service and call centre environment.

These one- to four-day courses are designed for those already employed in B.C.'s growing call centre industry. Courses are offered for:

Management Series Workshops

- Effective Business Writing
- Managing Team Dynamics
- Stress and Time Management for Managers
- Motivating Your Call Centre Agents
- Enhancing Leadership Effectiveness
- Understanding Call Centre Metrics
- Coaching for Improved Performance
- Quality Call Monitoring
- Training Techniques for the Call Centre Trainer.

Call Centre Agent Workshops

- Customer Service
- Professional Telephone Sales
- Team Dynamics and Stress Management
- Communicating Through Conflict.

Broadcast and Media Communications

604-456-8058
604-456-8148

Trudy_Handel@bcit.ca
Dawn_Swift@bcit.ca

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

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

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

Certificate Programs: Broadcast and Media Communications offers a number of certificate, associate certificate and Industry Partnership certificate programs. (www.bcit.ca/study)

MANAGEMENT CERTIFICATES:

RADIO, TELEVISION, BROADCAST JOURNALISM

The courses required to obtain a Management Certificate in Broadcast and Media Communications are listed here. Students intending to pursue a certificate must choose a specific program (Radio, Television, or Broadcast Journalism). Each program requires 16 or more specific courses. Program and course selection should be done only with the guidance and advice of a program advisor. Each applicant's education plan must be reviewed and approved by the Broadcast and Media Communications associate dean and Part-time Studies coordinator.

Students who have completed a Management Certificate in Broadcast and Media Communications may apply for advanced placement into the second-year day school

courses of their specific program, space permitting. Applicants must successfully complete a four-week day school practicum from late April through late May prior to entering the second year of their program. All usual application and selection procedures and prerequisites for day school apply. Any students considering advanced placement should consult with the individual day school program head to determine suitability.

Radio Management Certificate

BCST 1033	Preparing for your Business Career
BCST 1101*	Technical Introduction
BCST 1104	Computer Basics for Broadcasting
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
BCST 1147	Broadcast Writing
BCST 1148	Interviewing for Radio/TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151**	Radio and TV Announcing
BCST 1170	Broadcast Journalism Introduction
BCST 2247	Broadcast Writing Advanced
BCST 2251**	Advanced Vocal Development
BLAW 3100	Business Law
MDIA 1100	Introduction to Media Techniques for Business

*Creditable to Radio day school program

**Creditable to Radio day school program if both courses taken

Television Management Certificate

BCST 1033	Preparing for your Business Career
BCST 1101*	Technical Introduction
BCST 1104	Computer Basics for Broadcasting
BCST 1133*	Copywriting for TV
BCST 1140*	Broadcast Industry Operations
BCST 1147	Broadcast Writing
BCST 1160	Television Broadcasting and Video Introduction
BCST 1162	Basics of Single Camera Shooting
BCST 1165	Video Editing Workshop
BCST 1180	Introduction to Nonlinear Video Editing
BCST 2222*	Theory of Colour TV Systems
BCST 2223*	Television Production Planning
BCST 2247	Broadcast Writing Advanced
BCST 2262	Advanced Single Video Camera Shooting Techniques
BLAW 3100	Business Law
ECON 1150	Economic Issues
MDIA 1100	Introduction to Media Techniques for Business

*Creditable to Television day school program

Broadcast Journalism Management Certificate

BCST 1033	Preparing for your Business Career
BCST 1104	Computer Basics for Broadcasting
BCST 1140*	Broadcast Industry Operations
BCST 1144	Writing for the Media
BCST 1147	Broadcast Writing
BCST 1148	Interviewing for Radio and TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1160	TV Broadcasting and Video Introduction
BCST 1165	Video Editing Workshop
BCST 1170	Broadcast Journalism Introduction
BCST 1172	Investigative Reporting
BCST 2247	Broadcast Writing Advanced
BLAW 3100	Business Law
ECON 1150	Economic Issues
MDIA 1100	Introduction to Media Techniques for Business

*Creditable to Broadcast Journalism day school program

Professional Editing Associate Certificate

Students who complete the Professional Editing Associate Certificate program position themselves to take jobs or become entrepreneurs in the video production field. Students will develop skills in digital video production utilizing digital cameras and nonlinear video and other related production systems as well as developing some specialty skills in Adobe Photoshop and Adobe Illustrator.

BCST 1033	Preparing for your Business Career
BCST 1101*	Technical Introduction
BCST 1162	Basics of Single Camera Shooting
BCST 1165	Video Editing Workshop
BCST 1180	Introduction to AVID Nonlinear Video Editing
BCST 2222**	Theory of Colour Television Systems
BCST 2262	Advanced Single Video Camera Shooting Techniques
BCST 2265	Advanced Editing/Production
BCST 2280	AVID Nonlinear Level 2
MDIA 1260	Illustrator PC 1
or	
MDIA 1160	Adobe Illustrator Mac 1
MDIA 1170	Adobe Photoshop PC 1
or	
MDIA 1180	Adobe Photoshop Mac 1
BCST 3000	Practicum – Professional Editing Associate Certificate

*Creditable to Radio and Television day school programs

**Creditable to Television day school program

Online Delivery

Call 604-434-1610 to register for online courses. The registration deadline for the January term is Friday, Jan. 6, 2006.
604-456-8148 www.bcit.ca/distance

Online Course Information

Electronic courses allow you to complete all your course activities online. These can include assignments, quizzes, exams, cases, team discussions and projects, class discussions and presentations. Some courses require in-class or proctored final exams. Help is provided to learn how to complete these activities. You need to be able to connect to the Internet to take these courses. You do not need to have any special computer skills or experience; beginners have been quite successful. Hardware/software: web-enabled computer with a Java-enabled browser, preferably Netscape 4.0 or better. A Windows 95 Pentium with a minimum 28.8 K modem is recommended.

Broadcast and Media Communications Online Courses this term:

BCST 2247 Broadcast Writing Advanced (see course listing for details)

To ensure course materials are received prior to term start, please register at least two weeks prior to the course start date. Instructor will contact you prior to the class start date.

For information about Broadcast and Media Communications Online and correspondence course refunds, please see Regulations and Registration.

Online Access

For all School of Business online courses, access is available on the course start date. (**Please note:** Access will be granted sometime throughout the first day of the course). At time of registration, e-mail address must be supplied by student.

**Online/Correspondence**

The re-registration section is reserved only for students who require an extension to complete the course. Re-registration must be in the term immediately following original registration. **Note:** Re-registration is by the approval of the department and/or the instructor. Contact Dawn Swift, program assistant at 604-456-8148.

For more information on Broadcast distance education and online courses, please visit our website at www.bcit.ca/distance, e-mail Dawn_Swift@bcit.ca or phone 604-456-8148.

FilmFLEX

www.filmflex.ca

Intakes: May 2006 and November 2006

If you have a vision but don't know how to "reelize" it, BCIT's new FilmFLEX program could be for you. Do you have an idea for a film or television program you want to produce? Or, do you want to learn more about contemporary production processes? Our FilmFLEX program will teach you the basics of production and post-production using the latest in digital technology, and is ideally suited to those individuals interested in documentary production. You'll also learn about all the business aspects of the film industry – once you have your program completed, this will help you market your vision. Our program is 27 hours per week, 12 months in length. Each student purchases an equipment package, which is theirs to keep as part of their total tuition. Total cost of the program including tuition and equipment package is \$27,700. Applicants please contact Trudy Handel, FilmFLEX coordinator, 604-456-8058, Trudy_Handel@bcit.ca to arrange for an interview. Program begins May 2006 and November 2006.

SEMINAR FOR BROADCAST PROFESSIONALS**Production Management**

FILM 1004 **\$520**
The production manager coordinates, facilitates and supervises the pre-production period, production period and wrap of any film unit both on set and off set. Topics include logistics, children, animals, supervision, ethical behaviour, safety, budget control and supervision. This course is designed to give you knowledge that will transfer to any film. (3 credits)

Feb 25 Sat/Sun 1000-1700 3 wks BBY CRN 70774

Broadcast/Film Part-time Studies courses available this term:

Preparing for your Business Career

BCST 1033 **\$520**
Explore employment options in business and develop a skill set to prepare for success in your career. Students will focus on that all-important first impression, presentation, self marketing skills and team building. Traditional, contract and freelance work/self-employment will be discussed. Industry guest lecturers share their experience. (3 credits)

Jan 16 Mon 1845-2145 12 wks BBY CRN 71486
Jan 19 Thu 1845-2145 12 wks BBY 71900

Basic Screen Story Tools

BCST 1040 **\$520**
Designed for those who want to become professional writers or film critics or for those who simply want to know more about how screen stories are told. This course will focus on the commercial theatrical feature film. Learn how to use several screen story tools by focusing on action, thriller, horror and drama genres. (3 credits)

Jan 9 Mon 1800-2200 9 wks BBY CRN 71487

Radio Promotions

BCST 1050 **\$540**
Think radio promotions are just movie premieres and bumper stickers? Think it's impossible to get your foot in the door? Welcome to the world of radio promotions

from the inside – departmental responsibilities, types of radio promotions, relationship building, event planning and designing promotions for target listener groups. Students will work on a promotional campaign from proposal to wrap-report. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 70640

Talk Radio

BCST 1051
From sports to politics, from sex to religion. Talk radio covers it all. We'll look at research, production, writing, interviewing, hosting, call-in shows, sports talk, am/pm drive shows, game shows, commentaries and more. We'll listen to some great radio from around the world and students will get a chance to design and develop their own program ideas. The instructor, Evan Stewart, is a freelance broadcaster who has worked with the CBC, BBC and broadcasters worldwide.

Jan 9 Mon 1845-2145 12 wks DTC CRN 71933

Introduction to Digital Audio

BCST 1052 **\$465**
Gain insight in the exciting world of digital audio. In this practical course, students work in studios on a mixing console and PC. Learn voice recording, sound editing and effects and mixing on diverse software packages including Adobe Audition and Pro Tools. For more information contact the instructor at eubels@my.bcit.ca. (1.5 credits)

Jan 15 Sun 1200-1630 4 wks BBY CRN 70527

Advanced Copywriting for Radio and Agencies

BCST 1053 **\$520**
Go beyond the basics of ad writing. From concept development, script writing and editing, art direction and nuances of sound, students will gain a practical understanding of the creative side of the ad business and learn to write unique and compelling ads. The class will create ads and explore opportunities within the advertising industry. Prerequisite: BCST 1145. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 70530

Music Industry Deal Making

BCST 1055 **\$520**
Take a comprehensive and detailed look at deals made in the music industry and how those business and legal relationships really work. Topics dealt with include: publishing agreements, major label and independent recording contracts, artist management agreements, fiduciary duties and conflicts of interest. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 71490

Documentary Making for Radio

BCST 1057 **\$175**
Learn the fundamentals of radio documentary making. Topics include documentary styles, elements of a documentary, topic selection, markets and equipment. Students will also learn how pitch and sell their ideas. The instructor, Karen Tankard, is an award-winning radio documentary maker in Vancouver. (0.5 credit)

Mar 4 Sat 0900-1700 1 wk DTC CRN 70522

Entertainment Reporting

BCST 1058 **\$175**
Learn how entertainment reporters do their jobs, from story selection to developing story ideas to story presentation to preparing for celebrity interviews. CBC's Karen Tankard will pass on tips for people wishing to work in one of the most sought-after jobs in broadcasting. Class guests bring years of experience interviewing actors, authors and celebrities. (0.5 credit)

Feb 18 Sat 0900-1700 1 wk DTC CRN 70524

Ad Writing for Radio and TV

BCST 1059 **\$280**
Explore the world of advertising in this intensive two-day seminar. Delve into the principles necessary for writing effective radio and television commercials. Discover a variety of techniques through creative and stimulating exercises. Understand basic human responses to advertisements and find out what persuades someone to buy a product. This seminar will introduce you

to the basics of both radio and television commercial writing and encourage you to expand your creative process. (1 credit)

Mar 14 Tue-Thr 1330-1730 1 wk BBY CRN 70531

ENG Workshop I

BCST 1060 **\$650**
Build a solid foundation of technical and storytelling skills. Understand how to videotape a news story and learn what it takes to become a photojournalist. Hands-on camera work will be critiqued on a one-on-one basis. Prerequisite: BCST 1162. (1.5 credits)

Jan 21 Sat/Sun 0900-1800 1 wk BBY CRN 71491

Mar 25 Sat/Sun 0900-1800 1 wk BBY 71492

Ethics in Journalism

BCST 1071 **\$520**
Learn to deal with challenging ethical situations, which broadcast journalists face every day on the job. Through the use of clips pulled from actual newscasts, group discussion, and role playing, students will gain confidence in knowing what to do when faced with difficult choices. (3 credits)

Jan 10 Tue 1730-2030 12 wks DTC CRN 70533

Storytelling: Delivering the Message

BCST 1072 **\$470**
David Berner, CKNW talk show host, actor, writer, therapist and teacher, will take you on a journey aimed at delivering the very best that you have to offer. This is a proactive workshop designed to create a foundation of presentation skills that permits only solid, first-rate work on a daily basis. You will learn to present not only with clarity and precision, but also with passion, humour and impact. (3 credits)

Jan 9 Mon 1830-2130 12 wks DTC CRN 70536

Recording Engineering Basics

BCST 1082 **\$635**
So you want to be a recording engineer? This will set you on the right track. An introduction to music engineering that looks at the multi-track recording process, sound theory, microphones (design, selection and placement), digital recording systems, recording consoles and signal processors. Hands-on experience most nights with the goal of recording a live band. The instructor is long-time CBC Recording Engineer, Gary Heald. (previously BCST 1153 Music Recording Techniques). (3 credits)

Jan 12 Thr 1845-2145 12 wks BBY CRN 71761

ProTools Level 1

BCST 1085 **\$525**
Learn the fundamentals of ProTools audio editing. Students will learn how to import audio sessions, create simple multi-track sessions, manipulate sessions within ProTools and export the finished project upon completion of the course. (3 credits)

Jan 12 Thr 1845-2145 12 wks BBY CRN 71581

Technical Introduction

BCST 1101 **\$415**
Learn the basics of electricity, magnetism, batteries and how to apply these principles to equipment found in the broadcast industry. Sound and video are traced through the entire processing and transmitting chain to the ultimate reception on the listener's receiver. This is an introduction to how things work technically in the broadcast industry. The course is creditable to day school radio and television programs. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 12842

Contemporary Issues I

BCST 1112 **\$480**
Ever wonder why newscasts present certain stories from a particular viewpoint while omitting others? This course will examine the relationship between media and society along with trends that are influencing the media and the role it plays in shaping public opinion. This course will appeal to broadcasters and discerning media watchers. A critical view of the media's presentation of issues is encouraged. This class will rely on passionate discussion,



debate and group participation. The course is creditable to the day school radio program. (2 credits)

Jan 12 Thr 1845-2145 12 wks BBY CRN 49266

Copywriting for Television

BCST 1133 \$440

Learn the fundamentals of advertising copywriting for television. Conceptualize and write commercials that will reach your audience, using the television medium effectively. This course covers professional techniques for writing television commercials. Study tips, tricks and trade secrets, combined with critiques of student-produced work. It is creditable to day school television program. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 49267

Scriptwriting for Children's and Youth TV

BCST 1136 \$520

Canada is renowned for excellence in children's and youth television. Under the direction of an industry veteran, students will work in teams to develop a children's or youth series from concept to script. The objective is for each student to complete a half-hour script. (3 credits)

Jan 11 Wed 1845-2145 12 wks DTC CRN 49247

Broadcast Industry Operations

BCST 1140 \$470

This is a directed study course that covers regulatory bodies, government agencies and acts, audience measurement services, societal issues, music licensing, radio and television regulations, unions, broadcast policies and how they affect the day-to-day operations of broadcast outlets. This directed study course introduces students to sources of information on all topics. The class meets on the first night only – all other work is done at home. This course is creditable to day school radio, television and broadcast journalism programs. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 13549

Introduction to Broadcast and Media

BCST 1142 \$520

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

Jan 12 Thr 1845-2145 12 wks BBY CRN 44070

The Music Business and the Broadcast Industry

BCST 1143 \$440

How does contemporary music find its way onto the media? Why do some artists sign with major music labels while other talented bands flounder? This course focuses on the point where the music and broadcast businesses intersect, exploring the industries from a creative, corporate and regulatory perspective. It examines an entertainment-based product from a competitive viewpoint in the modern and complex marketplace. Learn about the roles of music directors, A and R directors, band managers and much more. This course is creditable to the day school radio program. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 10040

Writing for the Media

BCST 1144 \$440

This course presents a practical guide to freelance writing of various genres for radio and television, style, market opportunities and methods. This course equips students with the tools they need to enter a newsroom, current affairs unit or make pitches as a freelancer. (3 credits)

Jan 12 Thr 1830-2130 12 wks DTC CRN 10041

Copywriting for Radio

BCST 1145 \$440

Here's your chance to learn to build radio commercials! Includes an overview of the history of advertising as

well as tips, tricks, and trade illustrations for writing and producing commercials from a broadcasting and agency point of view. Industry guest speakers. No books to buy and you already have the necessary tools. However, because of the hands-on nature of this course, basic word-processing/Internet computer skills are a must. Creditable to day school radio program. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 47237

Art of Promotions and Publicity

BCST 1146 \$470

Learn the secrets of successful promotions and publicity campaigns for business and/or entertainment/music industries. Plan CD release parties, organize fundraisers and orchestrate media launches with media members in attendance. Learn how to prepare professional media kits, attention-getting news releases and media proposals to help with sponsorship, and how to get a huge crowd to your event. This course offers tips, trade secrets and hands-on work in a small group setting. (3 credits)

Jan 9 Mon-Fri 0900-1715 1 wk BBY CRN 49268

Jan 9 Mon 1845-2145 12 wks DTC 18331

Broadcast Writing

BCST 1147 \$470

This course introduces the student to industry-standard broadcast writing with an emphasis on news. Learn how to engage your audience by getting directly to the meaning of the story. Focus on effective communication using broadcast format, style and structure. Emphasis is on practical application through in-class practice and critique. Fluency in written English is essential. (3 credits)

Jan 10 Tue 1845-2145 12 wks DTC CRN 47261

Interviewing for Radio and Television

BCST 1148 \$440

Learn how to interview with confidence. CBC's Karen Tankard helps students enhance on-air performance 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. (3 credits)

Jan 9 Mon 1815-2115 12 wks DTC CRN 15562

Radio Broadcasting Introduction

BCST 1150 \$480

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

Jan 9 Mon 1845-2145 12 wks BBY CRN 10046

Jan 12 Thr 1845-2145 12 wks BBY 10047

Radio and TV Announcing

BCST 1151 \$520

This is a fun, fast-paced class where students learn strong vocal and performance skills for radio and television announcing. This course teaches students effective verbal communication, essential for successful business communication and self-confidence. Students explore respiratory and vocal anatomy, articulation and vocal exercises and corrective speech therapies. Much practical work is involved. Students should be willing to take risks and perform outside their comfort zones. It is creditable to radio day school program if BCST 2251 is taken as well. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 10048

Jan 18 Wed 1845-2145 12 wks BBY 41813

Radio/TV Announcing Workshop

BCST 1156 \$280

This two-day intensive workshop demonstrates basic announcing skills, transferable to other forms of professional voice work in radio, television, freelance announcing, or corporate boardroom meetings/presentations. This fast-paced and fun workshop builds confidence in the voice as a professional instrument.

Be prepared for much interaction in a classroom and studio environment. (1 credit)

Feb 18 Sat/Sun 0900-1700 1 wk BBY CRN 40970

TV Broadcasting and Video Introduction

BCST 1160 \$645

Teaches basic television and video equipment operation and production techniques and how to apply these through practical work in television studios and control rooms. This 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. It is a recommended introductory course. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 10050

Jan 10 Tue 1845-2145 12 wks BBY 10051

Basics of Single Camera Shooting

BCST 1162 \$750

This course will offer the basic knowledge of the professional video camera, lens, shooting, recording, sound, lighting, and the preliminary fundamentals of ENG/EFP camerawork in news and location production. There will be a hands-on portion to this course. (1.5 credits)

Jan 15 Sun 1200-1630 4 wks BBY CRN 44071

Video Editing Workshop

BCST 1165 \$595

This two-weekend workshop covers the basics of editing theory and then advances to hands-on work on linear video editing equipment (see BCST 1180 for AVID nonlinear editing). Topics include the technical layout of linear editing machines, setup procedures, editing techniques, principles, procedures and troubleshooting. There are no prerequisites, but other broadcasting and/or cable experience is a definite asset. (3 credits)

Jan 21 Sat/Sun 0900-1700 2 wks BBY CRN 18369

Broadcast Journalism Introduction

BCST 1170 \$520

Working journalists cover 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 radio and television news practical work is involved. Spoken and written English a requirement.

It is a recommended introductory course. (3 credits)

Jan 12 Wed 1845-2145 12 wks DTC CRN 10058

Jan 12 Thr 1845-2145 12 wks BBY 10057

Investigative Reporting

BCST 1172 \$520

This course takes students beyond basic broadcast journalism training into the world of investigative journalism. Students learn how to analyse and develop research methods, interviewing, reporting techniques and story development techniques. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 10059

Sports Broadcasting

BCST 1173 \$540

This course offers an in-depth look at the world of sports broadcasting. From writing and interviewing skills to on-air performance, this course covers everything you need to know if a career in sports broadcasting interests you. Students learn how to find a story, how to tell a story, professional etiquette, and more. Your instructors, Perry Solkowski and Shane Foxman, bring more than 30 years of combined experience in both national and local sports coverage. Learn from the pros, and get started on your new career. (3 credits)

Jan 10 Tue 1910-2210 12 wks DTC CRN 43749

Intro to AVID Nonlinear Video Editing

BCST 1180 \$675

This course covers techniques and procedures for editing video productions on nonlinear (computer) AVID Express video editing systems in use in television and video



production operations around the world. It provides a solid grounding in the management and operation of off-line and online nonlinear editing platforms. This is a hands-on course with maximum two to one student/machine ratio. (3 credits)
Feb 18 Sat/Sun 0900-1700 2 wks BBY CRN 19930

Television Producing BCST 1182

\$540

Are you intrigued by the world of television news broadcasting? Your instructor, Danielle Suter, will explain the inside workings of a newsroom and introduce you to guest lecturers Squire Barnes (Global) and Mark Miller (Discovery Channel). (3 credits)
Jan 11 Wed 1845-2145 12 wks BBY CRN 49255

Reporting Live for Radio and TV BCST 1183

\$310

Offers the skills needed to produce and present live broadcasting. In this course, students will perform a variety of exercises, including live reporting, anchoring and directing, as well as some improvisational work to encourage quick thinking and responses. The course also covers libel, call-in shows and interviewing in a live setting. These sessions are intended to be lively and entertaining with a considerable amount of hands-on work. Students will come away with skills they can apply to other applications and to any job in live radio or television. (1.5 credits)
Jan 14 Sat/Sun 0900-1700 2 days BBY CRN 47269

Effective Media Relations BCST 1189

\$335

This is a two-day workshop that introduces the principles of maintaining a sustainable, positive relationship with the media. Each student will create a public relations event, write an effective media release about the event, and then promote the event through role-playing in front of a real TV camera. Highly interactive and fun, the workshop concludes with a mini-Academy Awards for the best TV interview. (1 credit)
Jan 21 Sat/Sun 0900-1600 1 wk BBY CRN 47398
Mar 25 Sat/Sun 0900-1600 1 wk BBY 47399

Radio Sound Design Level 1 BCST 1256

\$520

If voicing commercials, directing talent, pushing buttons, and putting it all together to make the magic in a radio production recording studio are what you're after, then it starts here. This course takes you through each step of basic sound design in digital commercial production. Through hands-on professional instruction, you'll gain the fundamental knowledge and confidence to produce in professional commercial sound design. This course is transferable to radio day school program. (3 credits)
Jan 13 Fri 1845-2145 12 wks BBY CRN 71496

Measuring Media Relations BCST 1801

\$510

Learn advanced media relations skills including: the effective use of communications research methods (focus groups, surveys and in-depth interviews); how to construct key questions and answers critical for developing media research campaigns; analysing media effects. This course – which includes case studies, media research simulations and a guest lecturer – is designed to encourage critical thinking habits. Students will practice mass communications research methods to conceptualize, coordinate and evaluate communications. (3 credits)
Jan 10 Tue 1845-2145 12 wks DTC CRN 71497

Effective Crisis Communications for Media Relations BCST 1802

\$510

A crisis can be a fire, harassment or even a minor safety incident at the office. An inefficient crisis communications plan can mean the demise of an organization. Learn beyond the core communications guidelines and tactics, analysing local and international crisis case studies including their communications plans and messages. Students also identify and discuss effective proactive/

reactive communications strategies to predict, prevent or minimize potential crisis damages. On-camera interview is part of the crisis training. (3 credits)
Jan 12 Thr 1845-2145 12 wks DTC CRN 71498

AVID DVD Authoring and Post Production BCST 2082

\$525

Learn how to prepare a professional DVD with multiple-menu layouts including scene selections, audio and subtitle choices, and how to integrate transfers between applications with Avid Xpress Studio. Prerequisite: BCST 1180. (3 credits)
Jan 9 Mon 1845-2145 12 wks BBY CRN 71582

AVID 3D Animation and AfterFX BCST 2083

\$525

Learn how to create basic 3D animation with Avid 3D software as well as video and graphic compositing with Adobe AfterFX. Students will utilize video from Avid Xpress Studio applications within their projects as well as importing their finished composition back into Avid. Prerequisite: BCST 1180. (3 credits)
Jan 10 Tue 1845-2145 12 wks BBY CRN 71583

AVID Advanced Post-production, Colour Correction, ProTools Workflow BCST 2084

\$525

Learn the proper post-production workflow for a completed video project, including proper use of the Avid colour correction tools, as well as exporting ProTools sessions for sound designers and importing the completed audio sessions. Prerequisite: BCST 1180. (3 credits)
Jan 11 Wed 1845-2145 12 wks BBY CRN 71585

ProTools Level 2 BCST 2085

\$525

This course carries on from the introductory ProTools level 1 course, to expand on the sophisticated uses of ProTools, including integration with video projects (such as from Avid, Final Cut). Students will create a soundscape for a short video project at the completion of this course. Prerequisite: BCST 1085. (3 credits)
Jan 13 Fri 1845-2145 12 wks BBY CRN 71586

Theory of Colour TV Systems BCST 2222

\$465

This course introduces students to the relationship between the human eye, the physics of light, the psychology of the brain and the invention of the colour television system. Study the colour television signal path from cameras and lens, through recording formats and methods, measuring and testing equipment, production equipment, through to final display. Acquire a firm understanding of how a television signal is created, saved, manipulated; as well as distribution limitations of the system and latest developments. Prerequisite: BCST 1101. Creditable to Television day school program. (3 credits)
Jan 19 Thr 1845-2145 12 wks BBY CRN 47275

Television Production Planning BCST 2223

\$480

Covers the techniques and methods used in managing and organizing the details of pre-production, production and post-production activities in a studio or location television or video production. Students acquire skills in budgeting, production, scheduling, crewing and other elements of successful productions. Prerequisite: BCST 1160. Creditable to Television day school program. (3 credits)
Jan 12 Thr 1845-2145 12 wks BBY CRN 13550



Broadcast Writing Advanced BCST 2247

\$470

Advanced training in writing for the broadcast industry. Sharpen your skills in effective news and information writing through practice and feedback. Work with a variety of complex information sources to produce clear, concise and thorough stories.

Business and Media

Fluency in written English is essential. Offered online. Prerequisite: BCST 1147. (3 credits)
Jan 9 Mon 12 wks Online CRN 47277

Advanced Vocal Development BCST 2251

\$440

What makes some voices so captivating? Learn to make the most of your presentation and expression. This hands-on vocal and movement course gives you a much better understanding of your voice and its potential through personal exploration and discovery exercises. Actors, media performers and anyone committed to improving their presentation impact should notice a dramatic improvement in their skills. To learn more about the instructor or the Kirsten Linklater text, call Kevin Ribble at 604-432-8707. This course is creditable to the day school Radio program if BCST 1151 is taken as well. (3 credits)
Jan 14 Sat 0930-1230 12 wks BBY CRN 42794

Commercial and Animation Voiceover BCST 2255

\$385

Discover the commercial and animation voiceover industry and where you fit in. During this intense yet fun course, you will explore all aspects of voiceover work in studio. Learn how to prepare for a demo, where to find opportunities and how to market yourself in the expanding fields of voicing for Internet, new media, commercial, animation and more traditional projects. (1.5 credits)
Jan 14 Sat 1000-1400 4 wks BBY CRN 44073
Feb 25 Sat 1000-1400 4 wks BBY 49584

Radio Sound Design Level II BCST 2256

\$520

Take your knowledge and skills to the next level, working on professional radio sound design. This course will show you how to produce specialized audio projects for radio and commercial recording situations. You'll also find out where to apply your skills – freelancing and marketing yourself with professional demos. With many hours in-studio, you will have proficient knowledge of working in radio production, and within the world of sound design. Prerequisite: BCST 1256. Transferable to Radio day school program. (3 credits)
Mar 27 Mon-Fri 0900-1715 1 wk BBY CRN 71499

Advanced Single Video Camera Shooting Techniques BCST 2262

\$750

Learn advanced principles and operation of the video camera lens, camera controls, shooting, recording sounds, lighting, composition and sequencing. Students build on skills learned in the basic course, BCST 1162, to capture professional images and sound. Advanced lighting techniques are explored in a team-oriented atmosphere where creativity is fostered. There is considerable hands-on experience working with cameras. Prerequisite: BCST 1162. (1.5 credits)
Feb 12 Sun 1200-1630 4 wks BBY CRN 49271

Advanced Editing/Production BCST 2265

\$355

Learn the structure and composition of edited video segments for television, professional or personal use. It focuses on the assimilation of videotaped material, interview sound bites, background music and written narration. Prerequisite: BCST 1165 or intermediate editing skills. The ability to work with a partner or in a group is mandatory. (1.5 credits)
Mar 18 Sat/Sun 0900-1700 1 wk BBY CRN 44075

AVID Nonlinear Level 2 BCST 2280

\$780

Learn importing and exporting graphics, advanced effects, layering techniques and online and audio post preparation. Hands-on AVID time is maximized for additional practice of editing techniques, and includes class review and critiques of cuts. Prerequisite: BCST 1180. (3 credits)
Mar 11 Sat/Sun 0900-1700 2 wks BBY CRN 47278



Practicum Professional Editing Associate Certificate

BCST 3000 \$440
Through cooperation with the Vancouver production community, students benefit from experiential paths which enable them to sample parts of production planning, execution and post-production. (3 credits)
Jan 9 Mon 12 wks Off-site CRN 49272

Business Administration

PROFESSIONAL MANAGEMENT SERIES SEMINARS AND WORKSHOPS

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

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

Registration/Information: 604-434-1610

Peter Morgan, coordinator,
Part-time Studies and Industry Training
604-451-6784 Peter_Morgan@bcit.ca

Jean Covell, program assistant, Part-time Studies
604-432-8860 Jean_Covell@bcit.ca

Leadership Skills for New Supervisors/Managers

BTCW 0102 \$407
In today's demanding work environment, learning by trial and error is neither acceptable nor affordable. New managers must try to avoid any pitfalls before they occur. This two-day workshop focuses on handling the situations and problems that are unique and/or crucial to the early success of managers and supervisors.
Jan 25 Wed/Thu 0830-1630 2 days DTC CRN 41382

Time Management and Productivity Skills

BTCW 0106 \$407
This course teaches the vital difference between being effective and being efficient, and the keys to achieving both. Topics include principles of organization, goal-setting skills, managing multiple priorities and the keys to scheduling for balance and flexibility.
Jan 17 Tue/Wed 0830-1630 2 days DTC CRN 16955
Mar 7 Tue/Wed 0830-1630 2 days DTC 48007

Training Skills for Trainers

BTCW 0117 \$407
This course covers all aspects of training, with an emphasis on facilitation skills. 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.
Jan 31 Tue/Wed 0830-1630 2 days DTC CRN 16956

Presentation Skills for New Managers

BTCW 0126 \$407
Presentation skills are a critical asset for the effectiveness of contemporary managers. Delivered by an acknowledged industry expert, this two-day workshop provides you with the tools to catch your listener's attention, hold their interest and ensure clear understanding
Jan 31 Tue/Wed 0830-1630 2 days DTC CRN 42790

Coaching Skills for Managers

BTCW 0127 \$407
Provides knowledge and skills in the area of coaching employees for superior performance. Covers tools for specific and focused performance improvement and presents a model for managers who wish to use coaching as their basic management tool.
Feb 15 Wed/Thu 0830-1630 2 days DTC CRN 42793

Leadership in the Unionized Environment

BTCW 0131 \$407
In this workshop, we will discuss a particular style of union-management interactions that when coupled with sound technical and problem solving skills can reduce tension and dysfunctional relationships that may exist in your workplace. This workshop will be of interest to those who in a management capacity presently have a responsibility in adjudicating grievances, workplace discipline, and who may have participated in a labour arbitration. A high level of participation will be encouraged so that everyone may benefit from the problems and success others have experienced.
Mar 6 Mon/Tues 0830-1630 2 days DTC CRN 42725

Dynamic Supervision

BTCW 0145 \$407
During the workshop, through highly focused and interactive group activities and presentations, with lots of humour, we will reveal how supervisors should "think effectively." The workshop is made up of three sessions covering two days: Time Management, Planning and Goal Setting, How Supervisors Should Manage Temperament, Their Own and That of Others and Managing Performance.
Feb 17 Fri/Sat 0830-1630 2 days DTC CRN 71733

Self Care for Outrageously Fabulous People

BTCW 0147 \$407
Interested in renewing your spirit, and rekindling your passion for loving, compassionate self care? This two-day workshop is designed for all managers and supervisors who yearn to produce more effective business results with less effort, and envision becoming more effective and engaging leaders. It is specifically geared for all individuals

who have been yearning to take better care of themselves, yet, are always too busy, and indeed anyone committed to making wellness their TOP priority, and thirsting for rejuvenation, revitalization and renewal.
Mar 3 Fri/Sat 0830-1630 2 days DTC CRN 71735

Developing an Effective Leadership Style

BTCW 0148 \$407
Leaders will have to be more flexible in their leadership styles with the changes that are taking place due to technology, social expectations and diversity. This workshop we will determine which style is the best for different situations and for you individually and help you develop it using the Myers Briggs temperament indicator.
Feb 24 Fri/Sat 0830-1630 2 days DTC CRN 71890

Motivating Your Staff

BUSA 0102 \$407
Designed for managers and supervisors who want to become more effective leaders at fostering an environment to increase employment 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.
Feb 14 Tue 0830-1630 1 day DTC CRN 18418

Business Administration

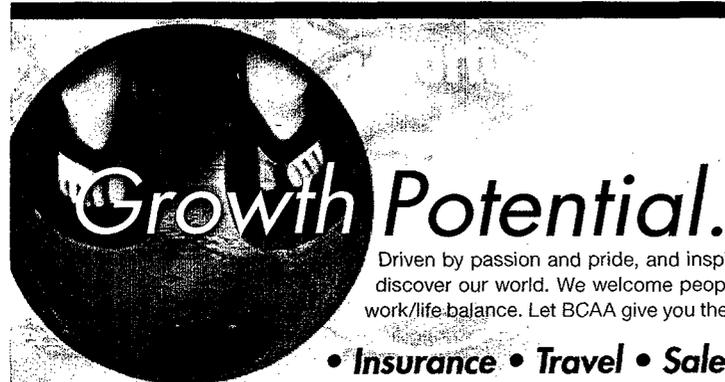
604-432-8860
604-451-6784

Jean_Covell@bcit.ca
Peter_Morgan@bcit.ca

22 courses now online!

This set of management courses prepares students to deal with hands-on decisions in today's rapidly changing business and public sector organizations. The associate certificate and certificate programs are aimed at both existing and potential managers wishing to develop critical skills fundamental for success in contemporary organizations, including problem solving, teamwork, analytical thinking, conflict resolution, applied law and economics and electronic commerce. Part-time Studies courses are offered at our Downtown, Burnaby, Surrey, and online in a variety of formats. Look for them in the course descriptions that follow. All instructors are experienced professionals and experts in their fields.

BCIT's cancellation policy will provide two business days' notice of a course being cancelled. Please register early to try to avoid cancellation of courses.



Driven by passion and pride, and inspired by the tremendous impact our dynamic and diverse efforts have in shaping the future, BCAA invites you to discover our world. We welcome people of talent, ambition and energy, and offer numerous opportunities for learning, advancement, recognition and work/life balance. Let BCAA give you the tools to realize your true potential.

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ASSOCIATE CERTIFICATE PROGRAMS

E-BUSINESS (A.C.E.B.) Now industry-approved!

This associate certificate program examines the impact of e-business technologies on business. Students will examine this rapidly expanding and changing area by studying the global impact of technology and business applications. The eight courses provide students with the knowledge, context and analytical insights that prepare them for planning, implementing and managing business using information technology and the Internet.

This program is designed to benefit managers and business generalists who endeavour to enhance their knowledge of Internet and e-business issues and technologies to better prepare for managing in the digital economy.

Students should have experience with web browsers, word processors, presentation software and spreadsheets.

The BCIT Associate Certificate in E-business (ACEB) is now recognized by the International Internet Marketing Association (IIMA). Graduates of the program may now gain a recognized accreditation from the IIMA — Certified Internet Marketing and Business Strategist (CIMBS). CIMBS is the professional designation accredited to qualified Internet marketers and business strategists. For more information, visit www.iimaonline.org/cimbs.

This program can now be completed online.

Individuals who wish to develop the technical skills that will allow them to lead the development of web-enabled business projects should refer to Computing and Information Technology.

Required courses	Credits
BLAW 3205 Internet Law	3.0
BUSA 1005 Introduction to Business	3.0
BUSA 3455 Introduction to E-business	3.0
BUSA 3465 E-business Systems	3.0
BUSA 3475 Case Studies in E-business	3.0
BUSA 3485 Online Business Management	3.0
BUSA 3495 Customer Relationship Management	3.0
BUSA 3695 Knowledge Management	3.0
Total credits	24.0

INTERNATIONAL MANAGEMENT (A.C.I.M.)

This associate certificate program provides students with the skills necessary to function successfully as managers in the dramatically changing global economy. Course areas include international law, economics and intercultural management.

1. Required courses	Credits
BLAW 3425 International Law	3.0
BUSA 3455 Introduction to E-business	3.0
HRMG 3765 Intercultural Management 1	3.0
HRMG 3775 Intercultural Management 2	3.0
MKTG 2325 Marketing Globally	3.0
TDMT 1104 International Trade 1 and	3.0
ECON 1150 Economic Issues	3.0
or	
ECON 2200 Macroeconomics	4.0
2. 3.0 credits from these electives:	Credits
BLAW 3205 Internet Law	3.0
BUSA 2205 Entrepreneurial Management	3.0
BUSA 3005 Strategic Business Planning	3.0
TDMT 2204 International Trade 2	3.0
Total credits	24.0

LEADERSHIP (A.C.L.)

In today's business environment, success is dependent on leadership skills at all levels in the organization. Today's leaders must be able to bring people together to accomplish the extraordinary. They are not necessarily found in the formal structure of an organization, but may emerge from anywhere within the organization. Excellent

leaders foster high performance in their staff teams with the intent of realizing mutual goals while pursuing continuous improvement and development.

1. Required courses (19.0 credits)	Credits
BUSA 3105 Leadership 1	3.0
BUSA 3155 Leadership 2	3.0
BUSA 3165 Leadership 2000	3.0
BUSA 1005 Introduction to Business	3.0
ORGB 1105 Organizational Behaviour	4.0
ORGB 2605 Managing Organizational Change 1	3.0
2. 6.0 credits from these electives:	Credits
BUSA 1305 Supervisory Skills	3.0
BUSA 2005 Principles of Management	4.0
BUSA 2205 Entrepreneurial Management	3.0
BUSA 2705 Teamwork Skills	3.0
BUSA 2905 Managing Conflict in the Workplace	3.0
BUSA 3405 Problem Solving/Decision Making	3.0
HRMG 3155 Enhancing People Skills	3.0
HRMG 3205 Labour Relations 1	3.0
Total credits	25.0

MEDIATION (A.C.M.)

The Associate Certificate in Mediation focuses on the knowledge and skills to reduce, manage and prevent conflict in the workplace.

BUSA 2905, BUSA 3300 and BUSA 3385 are transferable into the Certificate in Conflict Resolution program at the Justice Institute. See credit transferability on page 15.

The British Columbia Mediator Roster Society accepts applicants who have taken courses at BCIT.

1. Required courses	Credits
BLAW 3100 Business Law	4.0
BLAW 3805 Human Rights and the Law	3.0
BUSA 1005 Introduction to Business	3.0

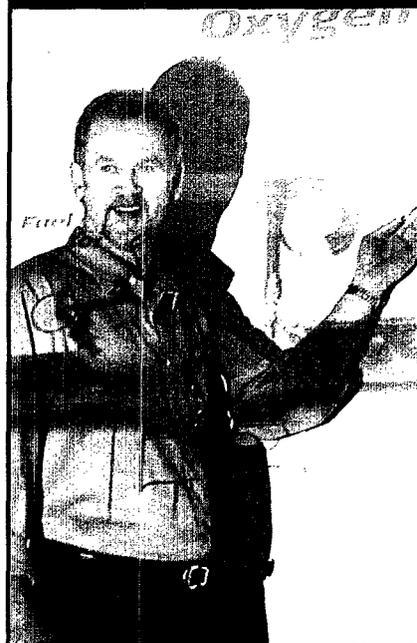
BUSA 2905 Managing Conflict in the Workplace	3.0
BUSA 3300 Mediation 1	3.0
BUSA 3355 Arbitration Skills	3.0
BUSA 3385 Mediation 2	3.0
ORGB 2505 Interpersonal Skills	3.0
Total credits	25.0

ORGANIZATIONAL CHANGE (A.C.O.C.)

This associate certificate provides the knowledge and facilitative skills needed to function as an effective change agent. The program focuses on the diagnosis and principles of ongoing change with emphasis on conflict resolution, flexibility, critical thinking and problem solving in an environment of dramatic organizational restructuring.

1. Required courses	Credits
BUSA 2815 Relational Skills for High Performance	3.0
BUSA 2905 Managing Conflict in the Workplace	3.0
BUSA 3105 Leadership 1	3.0
ORGB 2455 Selling Organizational Change	3.0
ORGB 2605 Managing Organizational Change 1	3.0
ORGB 2615 Managing Organizational Change 2	3.0
2. Two of the following:	Credits
BUSA 1005 Intro to Business	3.0
BUSA 1305 Supervisory Skills	3.0
BUSA 2205 Entrepreneurial Management	3.0
BUSA 2685 Communication Skills for Individuals and Groups	3.0
BUSA 2705 Teamwork Skills	3.0
Total credits	24.0

BC Provincial Instructor Diploma Program



Teaching - A World of Difference!

Start a career in adult education and training with Canada's premier instructor and facilitator training program.

This program is for experienced professionals, trades people and specialists who are looking for the skills needed to instruct in education, industry and the community.

Register now for courses being offered at BCIT.

For more information go to:
www.instructordiploma.com or contact
 School of Instructor Education 604.871.7488

VCC's School of instructor Education offers these courses in your area in cooperation with BCIT

Vancouver
Community
College



MANAGEMENT CERTIFICATE IN E-BUSINESS (C.E.B)

We have expanded our new associate certificate in e-business to a full management certificate which offers expanded skill development in website design, applied Internet technology and business strategy. Designed for business generalists who wish to develop a working knowledge of e-business, this exciting state-of-the-art program is taught by professionals and prepares graduates for the dynamic world of electronic business.

1. Required courses	Credits
BLAW 3100 Business Law	4.0
BLAW 3205 Internet Law	3.0
BUSA 1005 Introduction to Business	3.0
BUSA 2005 Principles of Management	4.0
BUSA 3455 Introduction to E-business	3.0
BUSA 3475 Case Studies in E-business	3.0
BUSA 3485 Online Business Management	3.0
BUSA 3495 Customer Relationship Management	3.0
BUSA 3695 Knowledge Management	3.0

2. Minimum of 3.0 credits from these electives:	Credits
BUSA 3465 E-business Systems	3.0
ECON 1150 Economic Issues	3.0
ECON 2100 Microeconomics	3.0
ECON 2200 Macroeconomics	4.0
OPMT 1117 Basic Quantitative Techniques in Administration	3.0

3. 9.0 credits from these electives:	Credits
MKTG 1102 Essentials of Marketing	3.0
MKTG 3421 Strategic Corporate Communications	3.0
OPMT 1188 Management Information Systems	3.0
OPMT 3125 Facility Management Using the Internet	3.0
ORGB 2605 Managing Organizational Change 1	3.0
BUSA 3005 Strategic Business Planning	3.0

4. 6.0 credits from these electives:	Credits
FMGT 2710 Computerized Accounting	2.0
OPMT 1600 Computer Applications 1	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
OPMT 2661 Computer Applications 3 (Databases)	3.0

Total credits 47.0

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

Can now be completed online!

This credential offers an integrated overview of the key skills for management success in the workplace. Students who complete any of our associate certificates can use their credits towards this management certificate. Core requirements are enhanced by a broad range of contemporary courses.

Well respected by industry, graduates of this program occupy positions of varying responsibility in their organizations.

1. Required courses:	Credits
BLAW 3100 Business Law	4.0
BUSA 1005 Introduction to Business	3.0
BUSA 2005 Principles of Management	4.0
FMGT 1152 Accounting for the Manager	3.0
ORGB 1105 Organizational Behaviour	4.0

2. Complete a minimum of 3.0 credits from the following list of electives:	Credits
ECON 1150 Economic Issues	3.0
ECON 2100 Microeconomics	3.0
ECON 2200 Macroeconomics	4.0
OPMT 1117 Basic Quantitative Techniques in Administration	3.0

3. Complete 12.0 credits from the following list of electives:

BLAW 3205 Internet Law	3.0
BUSA 2705 Teamwork Skills	3.0
BUSA 3005 Strategic Business Planning	3.0
BUSA 3405 Problem Solving/Decision Making	3.0
BUSA 3455 Introduction to E-business	3.0
HRMG 3105 Introduction to Human Resource Management	4.0
HRMG 3205 Labour Relations 1	3.0
HRMG 3255 Labour Relations 2	3.0
MKTG 1102 Essentials of Marketing	3.0
ORGB 2505 Interpersonal Skills	3.0

HRMG 3205 Labour Relations 1	3.0
HRMG 3255 Labour Relations 2	3.0
MKTG 1102 Essentials of Marketing	3.0
ORGB 2505 Interpersonal Skills	3.0

4. Complete 3.0 credits from the following list of electives:

FMGT 2710 Computerized Accounting	2.0
OPMT 1600 Computer Applications 1	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
OPMT 2661 Computer Applications 3 (Databases)	3.0

5. Complete 9.0 credits from the following list of electives:

BLAW 3205 Internet Law	3.0
BLAW 3425 International Law	3.0
BLAW 3805 Human Rights and the Law	3.0
BLAW 3905 Employment Law	3.0
BUSA 1305 Supervisory Skills	3.0
BUSA 2205 Entrepreneurial Management	3.0
BUSA 2685 Communication Skills for Individuals and Groups	3.0
BUSA 2705 Teamwork Skills	3.0
BUSA 2815 Relational Skills for High Performance	3.0
BUSA 2905 Managing Conflict in the Workplace	3.0
BUSA 3005 Strategic Business Planning	3.0
BUSA 3015 Negotiation Skills	3.0
BUSA 3105 Leadership 1	3.0
BUSA 3155 Leadership 2	3.0
BUSA 3165 Leadership 2000	3.0
BUSA 3205 Business Ethics for the Global Manager	3.0
BUSA 3300 Mediation 1	3.0
BUSA 3355 Arbitration Skills	3.0
BUSA 3405 Problem Solving/Decision Making	3.0
BUSA 3455 Introduction to E-business	3.0
BUSA 3465 E-business Systems	3.0
BUSA 3485 Online Business Management	3.0
BUSA 3695 Knowledge Management	3.0
ECON 3305 International Economics	3.5
HRMG 2215 Managing your Career	3.0
HRMG 2805 Occupational Health and Safety	3.0
HRMG 3105 Introduction to Human Resource Management	4.0
HRMG 3155 Enhancing People Skills	3.0
HRMG 3170 Human Resource Dynamics Workshop	3.0
HRMG 3205 Labour Relations 1	3.0
HRMG 3255 Labour Relations 2	3.0
HRMG 3305 Recruitment and Selection	4.0
HRMG 3315 Human Resource Measurement	3.0
HRMG 3505 Training Techniques	3.0
HRMG 3705 Counseling Skills	3.0
HRMG 3765 Intercultural Management I	3.0
HRMG 3775 Intercultural Management II	3.0
HRMG 4145 Human Resource Management Systems	3.0
HRMG 4415 Strategic Performance Management	3.0
HRMG 4605 Human Resource Planning	3.0
MKTG 1324 Small Business Development	3.0
OPMT 1117 Basic Quantitative Techniques in Administration	3.0

OPMT 1197 Statistics for Business and Industry	4.5
ORGB 2455 Selling Organizational Change	3.0
ORGB 2505 Interpersonal Skills	3.0
ORGB 2605 Managing Organizational Change 1	3.0

Total Credits: 45.0

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

The Human Resource programs at BCIT are highly regarded by industry. This management certificate offers contemporary courses covering a number of specific areas of study to provide an introduction to this expanding field. Students who hold any one of our associate certificates may use those credits towards this credential. For many students, this credential may satisfy their career requirements. If, however, students wish to advance to more senior levels in HR, they should consider the senior certificate, which prepares students for the CHRP exam. (See following.)

1. Required courses	Credits
BLAW 3100 Business Law	4.0
BUSA 1005 Introduction to Business	3.0
BUSA 2005 Principles of Management	4.0
FMGT 1152 Accounting for the Manager	3.0
HRMG 3105 Introduction to Human Resource Management	4.0
ORGB 1105 Organizational Behaviour	4.0

2. Minimum of 3.0 credits from these:	Credits
ECON 1150 Economic Issues	3.0
ECON 2100 Microeconomics	3.0
ECON 2200 Macroeconomics	4.0

3. 12.0 credits from these electives:	Credits
BLAW 3805 Human Rights and the Law	3.0
BUSA 2705 Teamwork Skills	3.0
BUSA 3005 Strategic Business Planning	3.0
BUSA 3455 Introduction to E-business	3.0
HRMG 2805 Occupational Health and Safety	3.0
HRMG 3205 Labour Relations 1	3.0
HRMG 3255 Labour Relations 2	3.0
HRMG 3305 Recruitment and Selection	4.0
HRMG 3315 Human Resource Measurement	3.0
HRMG 3505 Training Techniques	3.0
HRMG 4145 Human Resource Management Systems	3.0
HRMG 4405 Salary Administration	3.0
HRMG 4605 Human Resource Planning	3.0
ORGB 2505 Interpersonal Skills	3.0

4. 3.0 credits from these electives:	Credits
FMGT 2710 Computerized Accounting	2.0
OPMT 1600 Computer Applications 1	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
OPMT 2661 Computer Applications 3 (Databases)	3.0

5. 6.0 credits from these electives:	Credits
BCST 1033 Preparing for Your Business Career	3.0
BLAW 3205 Internet Law	3.0
BLAW 3905 Employment Law	3.0
BUSA 1305 Supervisory Skills	3.0
BUSA 2205 Entrepreneurial Management	3.0
BUSA 2605 Decision Support	5.5
BUSA 2685 Communication Skills for Individuals and Groups	3.0
BUSA 2905 Managing Conflict in the Workplace	3.0
BUSA 3015 Negotiation Skills	3.0
BUSA 3105 Leadership 1	3.0
BUSA 3155 Leadership 2	3.0
BUSA 3165 Leadership 2000	3.0
BUSA 3205 Business Ethics for the Global Manager	3.0
BUSA 3300 Mediation 1	3.0

BUSA 3355	Arbitration Skills	3.0
HRMG 3155	Enhancing People Skills	3.0
HRMG 3170	Human Resource Dynamics Workshop	3.0
HRMG 3705	Counseling Skills	3.0
HRMG 3765	Intercultural Management 1	3.0
HRMG 3775	Intercultural Management 2	3.0
MKTG 1102	Essentials of Marketing	3.0
OPMT 1197	Statistics for Business and Industry	4.5
ORGB 2605	Managing Organizational Change 1	3.0
Total credits		46.0

Electives should be chosen to complement career goals.

For information on all associate certificates, certificates or a diploma in Management Systems, contact Jean Covell at 604-432-8860 or Jean_Covell@bcit.ca or Peter Morgan at 604-451-6784 or Peter_Morgan@bcit.ca.

Important note: Associate certificates are available in E-business, International Management, Leadership, Mediation and Organizational Change.

Management certificates are available in Management Systems, Human Resource Management and E-Business.

A Diploma in Management Systems requires the program head's advance approval.

You can find more information about Occupational Health and Safety courses at www.bcit.ca/health/ochs or www.bcit.ca/study/programs/6850cert.

Prepare for the CHRP designation – enrol in the Senior Certificate in HR today.

People who have career goals which include the CHRP (Certified Human Resources Professional) designation need to be aware that changes to the granting of the designation occurred in 2003. Since March 2003, the designation must be earned through a national examination-based process. Individuals with a Diploma of Technology (full-time program) will be well-equipped to successfully complete the knowledge portion of the exam. Individuals who are studying on a part-time basis would require (as a minimum) the course work contained in the senior certificate program to help prepare them for the knowledge portion of the exam.

Disclaimer: Neither of these programs guarantees that students will successfully pass the national exam.

A Senior Management Certificate in Human Resources requires the completion of the following courses after you have completed the Management Certificate in Human Resources:

Course		Credits
BUSA 4800	Management Policy	4.0
FMGT 1810	Personal Financial Planning	3.0
HRMG 2805	Occupational Health and Safety	3.0
HRMG 3205	Labour Relations I	3.0
HRMG 3255	Labour Relations II	3.0
HRMG 3305	Recruitment and Selection	4.0
HRMG 3505	Training Techniques	3.0
HRMG 4145	Human Resource Management Systems	3.0
HRMG 4605	Human Resource Planning	3.0
MKTG 1102	Essentials of Marketing	3.0
OPMT 1110	Business Mathematics	4.0
OPMT 1197	Statistics for Business and Industry	4.5
OPMT 1600	Computer Applications I	3.0
OPMT 2650	Computer Applications II	3.0
Total credits		46.5

Credit Transferability

Graduates of the Management Skills for Supervisors, Leadership, or Business Leadership and Management programs at Vancouver Community College may apply for advance credit towards a certificate, diploma or degree track program at BCIT.

Students who complete the Associate Certificate in Mediation will receive credit for three courses toward the Certificate in Conflict Resolution at the Justice Institute.

Justice Institute graduates of the Foundations of Effective Management program will receive 10 course credits at BCIT.

For details, please contact Program Advising at 604-434-1610.

Business Administration and Human Resources Post-diploma Programs

The department offers two full-time post-diploma programs for students with degrees, diplomas or other post-secondary accreditation.

POST-DIPLOMA IN BUSINESS ADMINISTRATION

Bill Hooker, program head Bill_Hooker@bcit.ca

Program length: One academic year with degree or diploma.

POST-DIPLOMA IN HUMAN RESOURCE MANAGEMENT

Eileen Stewart, program head Eileen_Stewart@bcit.ca
604-432-8492

Program length: Pre-entry courses plus one academic year after degree or diploma.

Direct Entry to Second Year

Direct entry to second year is open, on a limited basis, to those having completed the equivalent of the first year of the diploma program at BCIT or elsewhere. Program requirements vary depending upon student background. For more information please contact the department administrative assistant at 604-451-7019 or e-mail Liz_Moran@bcit.ca.

Part-time Studies Distance Education

Kim_Nolan@bcit.ca 604-434-1610 to register
www.bcit.ca/distance

Our 22 online courses offer a new way to learn at home or in your office. All courses carry the same credit as the classroom.

To ensure course materials are received prior to term start, please register at least two weeks prior to start. Course and tutor information will be sent to you by e-mail before your course start date. **Please note:** the BCIT Bookstore now has Distance Education materials for sale.

Online Course Refunds – See Regulations and Registration.

Course materials are to be returned to the BCIT Bookstore. Contact the bookstore first to see if you are eligible for a refund. Review the returns policy at www.bcit.ca/bookstore/returns, or contact the bookstore for information.

Online Access

For all Business Administration Online courses, access is available on the course start date. (**Please note:** Access will be granted sometime during the first day of the course.) At time of registration, e-mail address must be supplied by student.

Online

Distance Education course materials are no longer available automatically ordered when you register for your Distance Education course. Course manual, materials and textbooks are no longer included in your tuition. In order to receive your course materials you must contact the BCIT Bookstore at:

Phone: 604-432-8379 or toll-free at 1-877-333-8379
Shop online at: www.BCITbookstore.ca
In-person: Burnaby Campus, Building SE2-111.

For more information on Distance Education, please visit our website at www.bcit.ca/distance, e-mail Kim_Nolan@bcit.ca or phone 604-451-7134.

Online courses available this term:

BLAW 3100	Business Law
BLAW 3425	International Law
BUSA 1005	Introduction to Business
BUSA 1305	Supervisory Skills
BUSA 2005	Principles of Management
BUSA 2215	Performance Management
BUSA 3455	Introduction to E-business
BUSA 3475	Case Studies in E-business
BUSA 7250	Management Skills and Applications
ECON 1150	Economic Issues
HRMG 3105	Introduction to Human Resource Management
HRMG 4605	Human Resource Planning
ORGB 1105	Organizational Behaviour
ORGB 2605	Managing Organizational Change 1

Watch for the computer icon in the course listings for this term's online offerings.

Online Course Information

Please note: Distance Education courses are not "work at your own pace." Please contact your instructor during the first week of classes. Electronic courses allow you to complete most of your course activities online (some exceptions), including 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. If you are able to create/save MS Word documents and know how to e-mail, with attachments, you will not need to have any other special computer skills (unless specified by a prerequisite or notation in course description); beginners have been quite successful.

Some courses require in-class or proctored final exams.

Note: Some courses are only offered in specific terms. Please check the course schedule.

(T) = transferable to day school diploma program.



Business Law (T)

BLAW 3100 \$592

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 legal aspects of doing business. (4 credits)

Jan 9	Mon	1730-2100	15 wks	DTC	CRN 11633
Jan 9	Mon	1830-2200	15 wks	BBY	11632
Jan 10	Tue	1730-2100	15 wks	DTC	11635
Jan 10	Tue	1830-2200	15 wks	BBY	11634
Jan 10	Tue	1830-2200	15 wks	SRY	17854
Jan 11	Wed	1830-2200	15 wks	BBY	11636
Jan 11	Wed	1730-2100	15 wks	DTC	46412
Jan 12	Thr	1830-2200	15 wks	BBY	16879
Jan 12	Thr	1730-2100	15 wks	DTC	46396
Jan 14	Sat	0900-1700	8 wks	BBY	11638
Feb 4	Sat	0900-1700	8 wks	DTC	46395
Jan 9			13 wks	Online	71620
Jan 9			13 wks	Online	41388
Jan 9			13 wks	Online	71852



Internet Law

BLAW 3205 \$407

Recent Canadian and international developments in law relating to computers, Internet and electronic commerce, conveyed in a lecture and workshop setting involving exercises and case studies. Knowledge of computer and Internet law is an essential skill in the global economy. (3 credits)

Jan 9 12 wks Online CRN 44287



NEW Employment Law

BLAW 3905 \$510
This course will explore the common law legal principles and statutory regimes governing the relationship between individual employees and employers in Canada. While the emphasis will be on the law of employment in the non-union context, comparisons will be made throughout the course between individual and unionized activity and the relationship between unions and employers in Canada. The course will involve a review of relevant statutes, analysis of decisions from the courts, practical exercises, discussion, and student presentations. (3 credits)
Jan 12 Thu 1830-2200 13 wks BBY CRN 71713

Human Rights and the Law
BLAW 3805 \$407
This class is designed to provide an in-depth study and analysis of the B.C. Human Rights Code and Regulations. This course covers 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 issues. (3 credits)
Jan 14 Sat 0900-1200 12 wks DTC CRN 40033

 **Introduction to Business (T)**
BUSA 1005 \$407
This course introduces the external forces in the business environment and the resulting implications for organizations. The class examines the place of business in B.C. and Canada. Focus is on the issues arising from government policies, economics, ethics, social environment, forms of businesses and the basic components of business operations. (3 credits)
Jan 9 Mon 1730-2030 12 wks DTC CRN 16419
Jan 10 Tue 1845-2145 12 wks BBY 16420
Jan 28 Sat 0900-1700 5 wks DTC 44233
Jan 16 Mon-Fri 0900-1700 1 wk DTC 16424
Jan 9 12 wks Online 41383
Jan 9 12 wks Online 71618*

*HYBRID OFFERING

The Best of Both Worlds - This Winter

Hybrid classes alternate classroom and online weekly classes. Come to class every two weeks, study online with the same instructor on alternate weeks. Classroom sessions will be held every second Wednesday evening at the Downtown Campus. Minimize travel, maximize learning.

 **Supervisory Skills**
BUSA 1305 \$407
This course is designed for new supervisors or aspirants for management. Increase your confidence and ability to lead, and establish a foundation for further training in supervision and management. The functions of management are explored through interactive case and group exercises. (3 credits)
Jan 9 Mon 1900-2200 12 wks SRY CRN 46398
Jan 9 Mon 1845-2145 12 wks BBY 11556
Jan 14 Sat 0900-1700 5 wks BBY 11562
Feb 11 Sat 0900-1700 5 wks DTC 49088
Feb 13 Mon-Fri 0900-1700 1 wk DTC 11565
Jan 9 12 wks Online 71619
Jan 9 12 wks Online 44317

 **Principles of Management (T)**
BUSA 2005 \$510
This core management course reviews all management functions in depth. Planning, leading, organizing and controlling for performance will all be addressed. Through actual business scenarios, cases and exercises, participants learn to apply the skills and knowledge in work situations. (4 credits)
Jan 9 Mon 1830-2200 13 wks BBY CRN 16425
Jan 9 Mon 1730-2100 13 wks DTC 44237
Jan 11 Wed 1830-2200 13 wks BBY 16428
Jan 11 Wed 1830-2200 13 wks BBY 70703
Jan 12 Thr 1730-2100 13 wks BBY 16429

Jan 12 Thr 1830-2200 13 wks SRY 16427
Jan 28 Sat 0900-1700 7 wks DTC 46400
Feb 25 Sat 0900-1700 7 wks DTC 46401
Jan 9 13 wks Online 70367
Jan 9 13 wks Online 41389

Entrepreneurial Management
BUSA 2205 \$407
This fully revised course is designed to provide professionals and small business owners with the skills to successfully manage their own businesses. In our rapidly changing economy, many individuals now offer their services on a contract basis. Success in this "new economy" will be significantly improved through the acquisition of the entrepreneurial skills developed. (3 credits)
Jan 11 Wed 1730-2030 12 wks DTC CRN 17859

 **Teamwork Skills**
BUSA 2705 \$407
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. (3 credits)
Jan 10 Tue 1730-2030 12 wks DTC CRN 41370
Jan 11 Wed 1845-2145 12 wks BBY 41369
Jan 9 12 wks Online 46003

Managing Conflict in the Workplace
BUSA 2905 \$407
This highly interactive course is designed to identify and manage conflict in the workplace. Case studies, role playing and student experiences will contribute to the development of a specific body of knowledge for contemporary managers. (3 credits)
Jan 11 Wed 1730-2030 12 wks DTC CRN 44240

Strategic Business Planning
BUSA 3005 \$407
This is an exciting hands-on course which presents the stages and content in developing a strategic business plan in any organizational setting. This course is 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)
Jan 10 Tue 1730-2030 12 wks DTC CRN 16433

Negotiation Skills
BUSA 3015 \$407
Presents a conceptual framework and hands-on experience in preparing and conducting negotiations. The major focus of the course will be on negotiation exercises designed to highlight a range of important issues about the negotiation process. (3 credits)
Jan 14 Sat 0900-1700 5 wks DTC CRN 71909

Complete two leadership courses in 10 weeks!
Join us on Saturdays this winter

Leadership 1
BUSA 3105 \$407
This is a dynamic course for new or aspiring supervisors. Students develop strong interpersonal skills and increase their awareness of the importance of people skills in today's organizations. Develop critical core skills along with individual performance through group interactions, role playing, lectures and practice sessions. (3 credits)
Jan 12 Thr 1730-2030 12 wks DTC CRN 16523
Jan 14 Sat 0900-1700 5 wks DTC 41374
Feb 18 Sat 0900-1700 5 wks BBY 49090

Leadership 2
BUSA 3155 \$407
This course continues the focus on the leadership role of supervisors and managers at the front line of organizational performance. Also focuses on developing team performance, collaborating effectively with others, problem solving, managing change and fostering innovation. Prerequisite: BUSA 3105. (3 credits)

Jan 12 Thr 1730-2030 12 wks DTC CRN 49091
Feb 25 Sat 0900-1700 5 wks DTC 41376

Arbitration Skills
BUSA 3355 \$407
In this course, students will be exposed to real-life substantive disputes in labour and commerce. Taught by mediators in private practice, provides the student with the knowledge of arbitration as it applies in an organizational setting. Learn all aspects of arbitration practice, including effective communication and collaboration. (3 credits)
Jan 11 Wed 1730-2030 12 wks DTC CRN 41373

Introduction to E-business
BUSA 3455 \$407
Understand the role e-business plays in today's companies. Gain an overview of all aspects of e-business including business-to-consumer and business-to-business commerce, privacy and security, intellectual property, public policy, mobile commerce, Internet marketing, planning and measuring for success. **Note:** Same text is used for BUSA 3455, BUSA 3465, BUSA 3475, BUSA 3485 and BUSA 3495. (3 credits)
Jan 9 Mon 1730-2030 12 wks CRN 40188

 **Case Studies in E-business**
BUSA 3465
This course examines the impact of new technologies on business organizations as they transition to e-business. The dramatic impact of these changes will be presented in a computer lab using lectures, individual and team-based research projects. Prerequisite: BUSA 3455. (3 credits)
Jan 9 12 wks Online CRN 44295

 **Online Business Management**
BUSA 3485 \$407
Explore best practice online strategies used in e-business to expand business opportunities, reduce the cost of operations and provide superior customer service. This is a hands-on research and project course where students prepare a business case including design, implementation, management and performance measurements of an online business. Complete strategies will be developed in a computer lab environment including benchmarking, needs assessment, operational structure, legal requirements and human impact issues. Prerequisite: BUSA 3455. (3 credits)
Jan 9 12 wks Online CRN 44301

 **Knowledge Management**
BUSA 3695 \$407
Identification, acquisition and ongoing management of e-business customers. Learn to retain and develop a customer database, search engine placement and optimization, online advertising models and global issues involved in conducting business on the Internet. A review of several new e-marketing models will be supplanted with current cases. Prerequisite: BUSA 3455. (3 credits)
Jan 9 12 wks Online CRN 49599

 **Economic Issues**
ECON 1150 \$407
A professional economist will help you discover 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 economic growth is also covered. Prerequisite: familiarization with spreadsheets is strongly recommended for those intending to register in the online offering. (3 credits)
Jan 9 Mon 1730-2030 12 wks DTC CRN 11611
Jan 10 Tue 1900-2200 12 wks SRY 11609
Jan 10 Tue 1830-2130 12 wks BBY 16418
Jan 11 Wed 1730-2030 12 wks DTC 11610
Jan 21 Sat 0900-1700 5 wks DTC 46405
Jan 9 12 wks Online 40013
Jan 9 12 wks Online 71616

Microeconomics (T)
ECON 2100 \$510

This course focuses on fundamentals of markets, supply and demand, consumer and product behaviour, monopoly and competition. Optional areas of business application may explore labour markets, government intervention and environmental regulation. Prepares students to identify and evaluate the economic considerations they will undoubtedly encounter in business. (3 credits)

Jan 9	Mon	1830-2130	15 wks	BBY	CRN 11534
Jan 10	Tue	1830-2130	15 wks	BBY	11536
Jan 11	Wed	1730-2030	15 wks	DTC	47357
Jan 11	Wed	1830-2130	15 wks	BBY	43158
Jan 12	Thr	1730-2030	15 wks	DTC	44268
Jan 14	Sat	0900-1200	15 wks	BBY	11538
Jan 16	Mon	1730-2030	15 wks	DTC	11535

Macroeconomics (T)
ECON 2200 \$592

This course offers a challenging overview of the workings of an economy. The class stresses measurement and determination of national economic activity, the role of monetary and fiscal policy, the understanding of inflation, unemployment and growth in an international environment. The course prepares students to weigh political and economic issues as they relate to their business ventures. (4 credits)

Jan 10	Tue	1730-2100	15 wks	DTC	CRN 11571
Jan 10	Tue	1830-2200	15 wks	BBY	46098
Jan 11	Wed	1830-2200	15 wks	BBY	11573
Jan 11	Wed	1830-2200	15 wks	SRY	17862
Jan 12	Thr	1830-2200	15 wks	BBY	47363
Jan 14	Sat	0900-1230	15 wks	BBY	11575

Occupational Health and Safety
HRMG 2805 \$407

A practical course conducted by the B.C. Safety Council for those responsible for occupational safety and health in an industrial setting, including managers, supervisors, shop stewards, safety committee members, members of the industrial relations or personnel department. Topics include: Workers' Compensation Act, Factories Act, rules and regulations, types of organizational structure, the role of the committee, creating a "thinking" state of mind, pros and cons of reward systems, union/management cooperation and other ways and means of getting this important job done. (3 credits)

Feb 13 Mon-Fri 0830-1630 1 wk DTC CRN 12485


Introduction to Human Resource Management (T)
HRMG 3105 \$510

This course develops an understanding of human resource management programs and systems utilized in today's business and government organizations are examined. Covers the major human resource management functions with emphasis on practical application of the techniques. Prerequisite: ORGB 1105. (4 credits)

Jan 9	Mon	1830-2200	13 wks	SRY	CRN 47371
Jan 9	Mon	1830-2200	13 wks	BBY	46407
Jan 11	Wed	1730-2030	13 wks	DTC	46408
Jan 12	Thr	1845-2145	13 wks	BBY	46409
Jan 14	Sat	0900-1700	7 wks	DTC	46410
Jan 28	Sat	0900-1700	7 wks	BBY	47372
Jan 9			13 wks	Online	41391

Enhancing People Skills
HRMG 3155 \$407

This course introduces students to the interpersonal skills, personal management skills and teamwork skills necessary for effective functioning in the work environment.

Through a personal assessment using the Myers-Briggs Type Indicator, students gain an understanding of their personality type and how this affects their professional relationships. (3 credits)

Jan 14 Sat 0900-1700 5 wks DTC CRN 42767

Complete two Labour Relations courses in 10 weeks this winter:

Labour Relations 1
HRMG 3205 \$407

Labour relations is a necessary skill set in today's world. This course is designed for those involved in, or associated with, labour relations as a member of management or a union. It covers the collective bargaining process, day-to-day contract administration, related laws, typical contract clauses, grievance procedures, responsibilities of the shop steward and current developments. Prerequisite: ORGB 1105.

(3 credits)

Jan 14	Sat	0900-1700	5 wks	DTC	CRN 11627
Jan 17	Tue	1845-2145	12 wks	BBY	11626

Labour Relations 2
HRMG 3255 \$407

This course offers a thorough explanation of collective administration, agreements, wage issues, economic supplements, arbitration and mediation. It prepares students for collective bargaining techniques. Prerequisite: HRMG 3205. (3 credits)

Jan 9	Mon	1845-2145	12 wks	BBY	CRN 11641
Feb 18	Sat	0900-1700	5 wks	DTC	14637

Recruitment and Selection
HRMG 3305 \$407

This class is 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)

Jan 9	Mon	1845-2145	12 wks	BBY	CRN 11580
Jan 12	Thr	1730-2030	12 wks	DTC	42771
Apr 3	Mon-Fri	0900-1700	1 wk	DTC	11581

Training Techniques
HRMG 3505 \$407

This is a first-line management course for people responsible for personnel training, members of human resources departments contemplating a training program, or those who are involved with on-the-job training. This course develops a good grounding in current training methodology, techniques and aids. (3 credits)

Jan 9	Mon	1845-2145	12 wks	BBY	CRN 11566
Jan 9	Mon-Fri	0900-1700	1 wk	DTC	11568

Counselling Skills
HRMG 3705 \$407

Demonstrates that communication skills can be learned; through training, everyone can learn to become more effective communicators. Focuses on learning to recognize various levels of communication through lectures, listening, observing and practicing. Dyads and double dyads comprised of counselor, client and peer-group observers combine with audio and videotapes for ongoing feedback. (3 credits)

Jan 12 Thr 1730-2030 12 wks DTC CRN 70503

Intercultural Management 2
HRMG 3775 \$407

This course will present a strategic approach to theoretical and practical aspects and issues of culture and multinational Management in the global workplace. Through case studies, the focus will be on international human resources Management – how the complexities of culture affect recruitment, selection, training and development, performance appraisal, compensation, and labour relations. Can multinational managers be successful embracing other traditions, national cultures and social institutions?

Jan 23 Mon-Fri 0830-1630 1 wk CRN 71903

Human Resource Management Systems
HRMG 4145 \$407

This courses focuses on the project management methodologies a HR practitioner would use when contemplating whether they need a new HR software system. Students will also gain skills in using the leading HRMS software, Oracle's PeopleSoft Enterprise.

Jan 10 Wed 1730-2030 12 wks DTC CRN 44270


Salary Administration
HRMG 4405 \$407

Teaches 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 and how to set up a simple plan. Prerequisite: HRMG 3105. (3 credits)

Jan 9 12 wks Online CRN 47074


Human Resource Planning
HRMG 4605 \$407

This course examines the critical role of human resource planning in creating effective organizations, how human resource planning supports the broader strategic planning process, and acquaints students with data collection and analysis techniques necessary for successful strategic human resource planning. (3 credits)

Jan 17 Tue 1730-2030 12 wks DTC CRN 46411
Jan 9 12 wks Online 44311


Organizational Behaviour (T)
ORGB 1105 \$510

Students will study the factors that either influence or are influenced by people at work. This course focuses on macro factors such as organizational structure, technology and environment; group factors such as group dynamics, leadership, conflict, change and decision making; and individual factors such as personality, attitudes, perception and motivation. (4 credits)

Jan 9	Mon	1830-2200	13 wks	BBY	CRN 47377
Jan 10	Tue	1730-2100	13 wks	DTC	46070
Jan 11	Wed	1730-2100	13 wks	DTC	46071
Jan 11	Wed	1830-2200	13 wks	BBY	46686
Jan 12	Thr	1830-2200	13 wks	SRY	46078
Jan 12	Thr	1830-2200	13 wks	BBY	46675
Jan 14	Sat	0900-1700	7 wks	DTC	46079
Jan 28	Sat	0900-1700	7 wks	BBY	46073
Feb 18	Sat	0900-1700	7 wks	BBY	46150
Mar 11	Sat	0900-1700	7 wks	DTC	46080
Jan 9			13 wks	Online	71617
Jan 9			13 wks	Online	46005

Interpersonal Skills
ORGB 2505 \$407

This course is about using people skills, known as interpersonal skills or human relation skills, to enable participants to enhance their effectiveness working with people while gaining personal leadership skills. The course is taught through introspection and by exploring various philosophies and theories on the subject. This class is relevant for managers, supervisors and independent contributors in organizations. (3 credits)

Jan 9 Mon 1900-2200 12 wks SRY CRN 11623
Jan 9 Mon-Fri 0900-1700 1 wk DTC 11625


Managing Organizational Change 1
ORGB 2605 \$407

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

Jan 9 Mon 1730-2030 12 wks DTC CRN 19996
Jan 9 12 wks Online 47079



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DEGREE COMPLETION

Students enrolled in many of the Bachelor of Technology programs are required to enrol in the management course listed next.



**Management Skills and Applications
BUSA 7250 \$567**

This degree-level course develops a contemporary management skill set through applied learning and related case studies. The evolution of management, impact of culture on motivation and performance and contemporary ethical issues are examined. An emphasis on decision making and leadership provides specific skill enhancement for all students. (3 credits)

Jan 9	Mon	1730-2030	15 wks DTC	CRN 49497
Jan 9			13 wks Online	49328
Jan 9			13 wks Online	71613
Jan 9			13 wks Online	71621
Jan 9			13 wks Online	71615
Jan 9			13 wks Online	71614

Bachelor of Business Administration

604-451-6839 Kevin.Wainwright@bcit.ca
604-412-7486 Deacon.Devlin@bcit.ca

This course provides BCIT business diploma graduates (with the exception of Broadcast Communications) with additional educational opportunities to meet the needs of B.C. business, government and industry. Bachelor of Business Administration (BBA) courses are taken as part of a BBA degree. For specific information, please refer to the BBA web page at www.bcit.ca or call Kevin Wainwright, acting program head, at 604-451-6839.

BBA DEGREE COMPLETION

Entrance Requirements

Successful candidates must have graduated from BCIT with a diploma from one of the following departments in the School of Business:

- Business Administration Post Diploma
- Financial Management
- Human Resource Management
- Human Resource Management Post Diploma
- Information Technology Management
- Integrated Management Studies
- International Trade and Transportation
- Marketing Management
- Operations Management

The selection process is competitive, with the following three factors taken into equal consideration:

- Minimum two-year School of Business grade point average of 72%
- Minimum average of 72% in Business Communications 2, Macroeconomics, Business Law, and Statistics
- Letter of Application. This should be approximately 300 words in length and include a summary of work experience and reasons why you wish to pursue the BBA. The letter of application is in lieu of an interview and should be viewed as such.

Apply to the BBA Program

Prospective students should submit an application form (indicating which option they would like to pursue: full-time or part-time) directly to the BCIT Admissions department accompanied by the letter. Application forms can be downloaded from the BCIT website (www.bcit.ca/admission/downloads), obtained through the mail by calling 604-434-1610, or pick up in person at either the Burnaby or Downtown campus. Applications to the full-time program (starting in September) will be reviewed after Jan. 1 of each year, and applications to the part-time program will be reviewed on a continuous basis. Once students are accepted into the program, a BCIT BBA program plan will be issued identifying the courses required for degree completion.

All applications to the full-time option must be received by May 31 in order to be considered for the September start date of classes. However, apply as soon as possible after Jan. 1.

Students who are accepted into the full-time option will automatically be registered into the required business courses. Full-time students considering registering for part-time courses to fulfill the general education component are advised that these courses operate on a first-come, first-served basis and capacity is limited. Please refer to the BCIT BBA program plan issued to ensure that all General Education credits are completed.

Students who have applied to the part-time option and are accepted will then be eligible to register for degree-level courses. Please refer to the BCIT BBA program plan issued to ensure that all Business and General Education credits are completed.

BBA courses being offered this term:

Business, Government, and Society

BUSA 5200 \$567

A variety of topics are discussed. The emphasis may vary from semester to semester but may include: the relationship between government and the business system in Canada, the impact of foreign investment and free trade, consumerism, environmental protection, and the impact of the Canadian Bill of Rights. (3 credits)

Jan 10	Tue	1800-2100	15 wks BBY	CRN 46065
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Strategic Management

BUSA 6800 \$567

This capstone integrative course presents a contemporary review of strategy focusing on management decision making in a time-sensitive global environment. Enables students to utilize the principles of strategic management

enhanced by contemporary new analytical concepts. This class simulates "real world" decisions via team case studies and applications of management decision support systems. Prerequisite: OPMT 5701 and all level 5000 courses. (4 credits)

Jan 4	Wed	1800-2100	15 wks DTC	CRN 13685
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Intermediate Macroeconomic Analysis

ECON 5200 \$567

Extends the macroeconomics analysis introduced in ECON 2200. It develops modern theories of the determination of income, employment and prices with attention to their application to the Canadian experience. This course emphasizes the application of theory to understanding the workings of macroeconomics policy. Prerequisite: ECON 2100 and ECON 2200. (4 credits)

Jan 5	Thr	1830-2200	15 wks BBY	CRN 71845
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Managerial Economics

ECON 6500 \$567

Provides students with analytical techniques to solve business problems. Uses case studies to understand these techniques, their implementation in business, and the use of software packages in the MS-DOS and Macintosh environment for analysis. Students will understand the economical problems of managing a firm and the techniques for their solution. Prerequisites: ECON 2100, ECON 2200, OPMT 5700, OPMT 5701. (4 credits)

Jan 10	Tue	1830-2200	15 wks BBY	CRN 46406
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Introduction to Physical Geography

GEOG 7001 \$567

An introduction to the lithosphere, hydrosphere, atmosphere, and biosphere. Students will use geographic techniques to analyse aspects of natural systems and gain basic knowledge required for evaluating environmental change. Conservation and management topics of finite physical resources will also be covered. **Note:** Class will not be held Apr. 17, 2006 (Easter Monday). (3 credits)

Jan 9	Mon	1800-2100	15 wks BBY	CRN 49787
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Jan 11	Wed	1730-2030	15 wks BBY	49788
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Precalculus for Management

OPMT 5700 \$567

Provides the mathematical knowledge required to move into the more advanced business math courses, specifically Calculus for Management (OPMT 5701). Topics include linear and quadratic equations and inequalities, polynomials, rational functions, exponential and logarithmic functions, sequences and series. This class has applications in economics and finance. Prerequisite: Diploma of Technology in Business. (3 credits)

Jan 9	Mon	1830-2130	14 wks BBY	CRN 46333
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Calculus for Management

OPMT 5701 \$747

This course introduces calculus course to business students. Topics reviewed are integration, differentiation and applications of calculus to business problems. The students apply calculus through problem sets to gain skills in the various techniques. Prerequisite: OPMT 5700 or equivalent pre-calculus, or Math 12 or higher with a minimum C grade. (4 credits)

Jan 9	Mon	1800-2100	14 wks BBY	CRN 40046
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	+Sat	0900-1150	6 wks	
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Integrated MIS

OPMT 5740 \$567

Discusses functional databases, how data is synthesized into management information and integrated into the strategic decision-making process. This class covers current business practice for strategic information technologies, micro-computing, digital communication, image-processing, relational-database, artificial-intelligence, graphics, voice process, CASE, CAD/CAM, open systems and EDI. Participants also learn to prepare and deliver effective oral and written presentations to management. (3 credits)

Jan 10	Tue	1830-2130	14 wks BBY	CRN 42926
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**Math Models for Business**

OPMT 5751

\$567

This is the second course in the application of statistical methods to business problems. It offers a detailed theoretical understanding and practical applications of linear regression and time series analysis. Views business situations as mathematical models and formulates the equations required for the model solution. Extensive lab work using computer software; use and evaluate current software. (3 credits)

Jan 11 Wed 1800-2100 14 wks BBY CRN 46334

Management of Change

ORGB 5600

\$567

This class extends analysis of human behaviour in the organization toward development of models in the decision-making process. The extended analysis will encompass the development of organizations toward open systems capable of effective responses of change. (3 credits)

Jan 11 Wed 1800-2100 15 wks DTC CRN 15303

Advanced Studies in Business (ASTB) – Available only in Part-time Studies

604-451-6839

Kevin_Wainwright@bcit.ca

604-412-7486

Deacon_Devlin@bcit.ca

The Advanced Studies in Business (ASTB) program is a collaboration between BCIT and Thompson Rivers University (TRU) towards the TRU Bachelor of Business Administration (BBA) program. This arrangement enables business diploma graduates with additional educational opportunities to meet the needs of B.C. business, government and industry for more highly trained management generalists. For specific information, please refer to the TRU web page at www.tru.ca or contact Kevin Wainwright, acting program head, at Kevin_Wainwright@bcit.ca.

ASTB (BCIT) – BBA DEGREE COMPLETION AT TRU**Entrance Requirements**

Successful candidates must apply to, and be accepted to, the TRU BBA program. Students must also have graduated with a diploma from one of the following departments in the School of Business:

- Financial Management
- Information Technology Management
- Integrated Management Studies
- International Trade and Transportation
- Marketing Management
- Operations Management

Required Courses

Students completing the Advanced Studies in Business specialty certificate must complete the following:

BUSA 5200	Business, Government, and Society
BUSA 6800	Strategic Management
ECON 5200	Intermediate Macroeconomic Analysis
ECON 6500	Managerial Economics
ORGB 5600	Managing Change
OPMT 5701	Calculus for Management
OPMT 5740	Integrated MIS
OPMT 5751	Math Models for Business

Apply to the ASTB Program

Prospective students should first apply to Thompson Rivers University, as TRU is responsible for reviewing the student's academic record to determine program eligibility and outlining courses required to earn the TRU BBA. Next students should apply to BCIT by completing a Part-time Studies Application for Program Approval form available from Student Information and Enrolment Services or online at www.bcit.ca/admission/downloads. Once this form is completed, please include a copy of the TRU program plan and submit this package to Student

Information and Enrolment Services as applications are reviewed on a continuous basis. Once accepted into the ASTB program students can register for the ASTB courses outlined in their program plan.

Bachelor of Technology in Management and Bachelor of Technology in Management – Health Specialty

604-412-7511

Starr_Allaby@bcit.ca

BCIT is proud to offer Canada's first competency-based undergraduate management degree. The Bachelor of Technology in Management degree is:

Competency-based

- competency-based means gaining knowledge and skills and applying them in the workplace.
- deep learning requires that students not just see that an action is effective but to know why it is effective and to know what other action would be more effective in different circumstances.

Workplace-oriented

- degree-level skills and knowledge are demonstrated in the workplace
- two-part proof of competency is required: workplace verification and a reflective report
- students identify a workplace advisor to provide support and, if needed, to make learning opportunities available.

Learner-focused

- student needs are met in a variety of ways, including flexible scheduling, one-on-one coaching, and competency-based curriculum.

Self-paced and Self-directed

- arners move at their own pace. Learners work with their degree coach to create their own degree completion schedule.

Program Delivery

- online delivery, Distance Education format; no scheduled classes, no classroom-based activities.
- many resources are available through the program's website
- e-mail, telephone, and online chats are used.

Applicants to Degree Program

The program is designed for career-oriented adults who are working either as supervisors/managers in a traditionally structured organization, or as team leaders in a team-based organization, and who want to:

- develop and enhance their generic management knowledge and skills
- improve their on-the-job performance
- continue to work full-time while completing a management degree.

Entrance Requirements

The entrance requirements for the Bachelor of Technology in Management are listed below.

Please submit the entire package of information with the application fee to the Registrar's Office:

- BCIT diploma or two-year diploma from other recognized post-secondary institute (official transcript)
- resume, which indicates current employment in a management or supervisory position with at least two years of full-time experience in that position
- English 12 or equivalent
- computer literacy: working knowledge of MS Word, MS Excel, e-mail and Internet
- diploma-level accounting course: FMGT1100 or FMGT1152 or equivalent is required prior to taking MGMT 8420
- strong communication skills: assessed through written letters and interview

- a letter written by the applicant explaining the relationship between the degree program and the applicant's personal goals
- one letter of support from the applicant's employer which identifies a workplace advisor for the applicant
- two letters of support from colleagues, clients or customers commenting on the applicant's ability to complete the degree
- an interview with the program head. The interview will not be granted until all other entrance requirements have been met.

Note: Please download the application for admission from this link: www.bcit.ca/download/forms

Alternate Entry Model

The Alternate Entry Model is designed for career-oriented adults who do not have post-secondary education equivalent to a diploma. Special admission (alternate entry) for applicants without a two-year diploma or other post-secondary equivalent is considered when the candidate has:

- Grade 12 completion, or equivalent, including English 12 or equivalent English language proficiency and computer literacy
- 10 years of relevant work experience, including demonstrated progressive career development to at least mid-level management
- documented successful completion of formal learning, including credit courses in management skills and/or technical field
- demonstrated ability to initiate and to carry through on workplace projects
- technical expertise equivalent to diploma completion.

Program Length

The Bachelor of Technology in Management or Management – Health Specialty must be completed within seven years from acceptance into the program. The student plans the completion time with the degree coach. Some graduates have completed this program in two to three years. Many students complete this program within three to four years. **Note:** Student needs to be employed while completing the program.

Grading

A BCIT degree coach (a faculty member) is assigned to each degree student. An area expert (an academic specialist in the competency area) evaluates all final assessments to ensure they meet the academic standard. Upon completion of each module, students are assigned a grade of 80%.

Program Content

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

1. Advanced Technical Component – Management Competency	48.0 credits
2. Liberal Education	12.0 credits
Total	60.0 credits

All students begin by taking MGMT 8010 Self-awareness and Self-management (3 credits).

Students must complete all of the following 45 credits. The order in which courses undertaken will be determined by students and their assigned degree coach:

Management and Management – Health Specialty Course Outlines:

Students who complete the Health Care Management Level I and Health Care Management Level II will qualify to receive credits towards Bachelor of Technology in Management Health Specialty.

www.bcit.ca/study/programs/8700btech

www.bcit.ca/study/programs/8750btech



Demonstrate Self-Awareness
MGMT 8010 \$550
 The learner demonstrates self-awareness and self-management skills. Development as a manager requires identifying strengths, weaknesses and preferred styles. Self-aware managers distinguish between situations where their style is effective and those situations where it must be modified. (3 credits)

Communicate Effectively
MGMT 8110 \$550
 The learner demonstrates communication skills, such as speaking effectively, listening actively, writing clearly, and conducting meetings. (3 credits)

Building Effective Working Relationships
MGMT 8125 \$550
 The learner demonstrates effective relationships skills, such as treating people with respect, displaying a personable and professional style of interacting and managing conflict in the workplace. (3 credits)

Develop Leadership Roles
MGMT 8215 \$550
 The learner demonstrates leadership roles, such as understanding leadership and management functions by identifying the characteristics of successful leaders and managers, understanding followers and follower-ship, and examining the impact of leadership ethics and values. (3 credits)

Foster Teamwork
MGMT 8220 \$370
 The learner demonstrates teamwork skills, such as creating a team environment by analysing key elements of a team environment, managing conflicts and building team leadership and followership in a team environment. (3 credits)

Lead Effectively
MGMT 8230 \$370
 The learner demonstrates leadership skills, such building shared vision, leading persuasively, and focusing on outcomes and performance. (2 credits)

Prepare for Change
MGMT 8315 \$370
 The learner demonstrates prepare-for-change skills, such as determining personal readiness for change and determining organizational/environmental readiness for change. (2 credits)

Plan Quality Change
MGMT 8320 \$370
 The learner demonstrates plan-quality-change skills, such as creating a vision and developing a change plan with improvement objectives and measurable outcomes. (2 credits)

Manage Change
MGMT 8330 \$370
 The learner demonstrates manage-change skills, such as implementing the change initiative by involving people, monitoring and reviewing implementation and celebrating milestones and successes. (2 credits)

Manage Work Units Human Resources
MGMT 8410 \$730
 The learner demonstrates human resource skills, such as planning, acquiring and managing the performance of human resources. (4 credits)

Manage Financial Resources
MGMT 8420 \$1090
 The learner demonstrates financial management skills, such as formulating financial analysis, making financial decisions by understanding financial models, managing costs and financial operations. Prerequisite: FMGT 1100 or FMGT 1152. (6 credits)

Manage Operational Performance
MGMT 8435 \$730
 The learner demonstrates operational performance skills, such as managing the activities of an operating unit to achieve desired results, managing projects successfully, applying the principles of total quality management, and analysing processes and design improvements which are cost/benefit justified. (4 credits)

Know the Global Issues Affecting Your Industry
MGMT 8510 \$190
 The learner demonstrates skills in understanding the complex environment and its significance for the organization. (1 credit)

Determine Implications of Law and Organizational Regulations
MGMT 8520 \$550
 The learner demonstrates skills in interpreting laws, regulations and rules of the external and internal environment. (3 credits)

Organizational and Personal Ethics
MGMT 8530 \$370
 The learner demonstrates skills in understanding social responsibility and managerial ethics. (2 credits)

Think Strategically
MGMT 8615 \$370
 The learner demonstrates skills in developing a strategic perspective and understanding strategic models. (2 credits)

Formulate Strategies
MGMT 8620 \$370
 The learner demonstrates skills in evaluating organization's strategic mission, vision and objectives. (2 credits)

Implement Strategies
MGMT 8630 \$370
 The learner demonstrates skills in defining strategic goals, demonstrating goals and then summarizing improvements or changes to resources (human, plant, technology and equipment) in order to meet goals. (2 credits)

Liberal Education Component (12 credits)
 For details, please see page 63.

Mandatory courses	Credits
LIBS 7001 Critical Reading and Writing	3.0
LIBS 7002 Applied Ethics	3.0

Elective courses
 All students will be required to achieve these credits in accordance with the BCIT policy on Liberal Education course requirements. Information regarding topic areas and/or eligibility for transfer credits may be obtained from the Registrar's Office and from this website: www.bcit.ca/AdmissionsRegistration/general/btech.shtml

For further information please contact: Program Administrator Management Degree, Business Programs, British Columbia Institute of Technology, SE42 - Room 100E, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2
 Phone: 604-456-8070; Fax: 604-432-7813;
 E-mail: mgmtdegr@bcit.ca; Toll free: 1-877-428-8181

Business Management Studies Program (BMS)

See International.

Call Centre Agent Training

604-622-7838
www.cce.bcit.ca

Jean Mitchell

THE CALL CENTRE OF EXCELLENCE AGENT TRAINING SERIES

A series of four courses developed to meet the specific skill requirements of the growing call centre industry in B.C. These skills, in addition to foundation skills in business, communication and computers and a strong aptitude for customer service, are the essential qualifiers for employment in call centres. Successful completion of all four courses will earn you a statement of completion.

Prior to registration, the following requirements must be met and confirmed by the department (604-622-7838):

- 1) introductory college-level courses in written and verbal communications
- 2) current MS Windows applications and computer keyboarding skills
- 3) a telephone interview
- 4) a personal interview
- 5) satisfactory results in a core competency skills assessment for call centre agents

NEW Cirque de Learning Professional Development Day

CLCR 0610 \$240.75

Cirque de Learning 2006 is a one-day Professional Development Day event open to all industries. Participants range from tourism/travel industry to professional firms, financial/insurance services, health care, transportation, utilities, government, entrepreneurs and helpdesk/ telecommunication industry. To register, print and complete the Cirque de Learning 2006 Registration Form available at www.cce.bcit.ca, and fax it to 604-681-3682. The Call Centre will contact you to confirm your registration and process payment. There is no online registration available for this event. For assistance or information, call 604-622-7839.

Jan 27 Fri 0800-1600 1 day DTC CRN 71971

Call Centre Operations

CLCR 1101 \$465

Students gain a basic understanding of the call centre industry and technologies, performance measurements, team performance, and how they are applied to achieve significant improvements in customer service and business results. Skills are developed and practised in a call centre training lab. Prerequisites: Call Centre registration requirements noted above. (3 credits)

Feb 6 Mon-Fri 0830-1630 1 wk DTC CRN 46629

Call Centre Enhanced Sales and Service

CLCR 2103 \$465

This course teaches essential skills for sales applications in inbound and outbound call centres, including: pre-call planning, building rapport, identifying needs and buying signals, up-selling and cross-selling techniques, overcoming objections and achieving closure, business ethics and value for the customer. Participants practise skills in a training lab with typical call centre examples from various industries. Prerequisite: CLCR 1101, CLCR 2205. (3 credits)

Feb 20 Mon-Fri 0830-1630 1 wk DTC CRN 46626

Call Centre Communications and Customer Service

CLCR 2205 \$465

This course covers eliciting customer needs, problem-solving and creative techniques, handling difficult customers, teamwork, and achieving professional success and personal satisfaction in a call centre environment. Develop and practise skills in a training lab with typical call centre and help desk examples in the financial service, telecommunication, health-care and transportation industries. Prerequisite: CLCR 1101. (3 credits)

Feb 13 Mon-Fri 0830-1630 1 wk DTC CRN 46627

**Call Centre Preparing for Work**

CLCR 3000 \$325
This course provides the opportunity to prepare for work in the call centre industry and to gain job shadow experience with an employer who has agreed to participate in the call centre program at BCIT. Successful completion depends upon a formal performance assessment by the sponsoring employer. Prerequisites: CLCR 1101, CLCR 2205, CLCR 2103. (3 credits)
Feb 27 Mon-Fri 0830-1630 1 wk DTC CRN 46625

WORKSHOP SERIES FOR CALL CENTRES

604-622-7838 Jean Mitchell
www.cce.BCIT.ca

Customer Service Skills

CLCR 1040 \$385
A two-day course highlighting how to elicit customer needs, using problem-solving and creative thinking techniques to find solutions, how to handle difficult customers, and how to evaluate your own customer service strengths to find solutions. (1 credit)
Jan 23 Mon-Tue 0900-1600 2 days DTC CRN 42017

Professional Telephone Sales

CLCR 1050 \$385
A two-day course highlighting how to handle objections, how to implement a proven and effective sales process, up-selling and cross-selling techniques, how to evaluate your own telephone selling strengths and areas for improvement. (1 credit)
Feb 9 Thr/Fri 0900-1600 2 days DTC CRN 42018

Team Dynamics and Stress Management

CLCR 1060 \$245
A one-day course highlighting how to build an effective team, how to manage and resolve team conflict, problem-solving and decision-making methods, strategies to prevent and reduce stress in a call centre environment and creative stress management techniques. (0.5 credit)
Mar 15 Wed 0900-1600 1 day DTC CRN 41899

Communicating through Conflict

CLCR 1070 \$245
A one-day course that raises your awareness of phrases, body language and approaches that can escalate conflict; reflects on your communication style; assesses the impact your style has on communication in conflict; and teaches a seven-step process to resolve conflict through communication. (0.5 credit)
Feb 2 Thr 0900-1600 1 day DTC CRN 70369

NEW Interview Skills: Get the Job You Want!

CLCR 1080 \$385
A two-day course highlighting how to analyse job postings, to identify job content, practising ways to present your skills and experience, and responses to common interview questions. Identify questions to ask employers and participate in a videotaped interview.
Mar 21 Tue-Wed 0900-1600 2 days DTC CRN 71564

MANAGEMENT TRAINING FOR TODAY'S CALL CENTRES

604-622-7838 Jean Mitchell
www.cce.BCIT.ca

A statement of completion will be granted upon completion of all nine courses offered in the Management Training Series.

Coaching for Improved Performance

CLCR 2001 \$500
Coaching employees is an important component of modern management. This course examines the purpose and benefits of coaching in the call centre. Learn how to identify when and whom to coach and how to successfully coach employees at all developmental levels. (1 credit)
Mar 1 Wed-Thr 0900-1600 2 days DTC CRN 41902

Motivating Your Call Centre Agents

CLCR 2003 \$265
Motivation programs are critical for call centres. Learn and practice effective motivational techniques. Evaluating motivational strategies will also be discussed. (0.5 credit)
Mar 29 Wed 0900-1600 1 day DTC CRN 41901

Understanding Call Centre Metrics

CLCR 2004 \$265
Frontline managers require the tools to understand and manage day-to-day call centre metrics: understanding call centre operations and terminology, identifying important performance measurements, interpreting key performance measures and individual contribution to daily activities and illustrating how service-level objectives results create a win-win scenario for both the customer and frontline staff. (0.5 credit)
Feb 7 Tue 0900-1600 1 day DTC CRN 47301

Enhancing Leadership Effectiveness

CLCR 2005 \$645
Call centre managers, team leaders, or supervisors face numerous demands. Develop your own leadership style so you are better equipped to respond to changing environments, understand the needs of your team and demonstrate a genuine valuing of individual differences. (1.5 credits)
Feb 16 Thr/Fri/Tue 0900-1600 3 days DTC CRN 47626

Quality Call Monitoring

CLCR 2006 \$265
Call centre supervisors are constantly looking to improve employee performance. Learn how to acquire and analyse performance using standardized measurements and side-by-side monitoring, how to establish quality standards, implement and administer a quality evaluation system and link the quality call-monitoring program with the coaching process. (0.5 credit)
Feb 28 Tue 0900-1600 1 day DTC CRN 47302

Managing Team Dynamics

CLCR 2007 \$265
Call centres are built on teams. Course focuses on building effective teams, managing and resolving conflicts between agents and supervisors, and developing problem-solving and decision-making methods and skills. (0.5 credit)
Mar 14 Tue 0900-1600 1 day DTC CRN 47627

Stress and Time Management for Managers

CLCR 2008 \$265
Managing and supervising a call centre is demanding. Learn practical strategies for preventing and reducing stress. You will also learn creative stress management tips and how to manage time effectively. (0.5 credit)
Mar 16 Thr 0900-1600 1 day DTC CRN 47628

Training Techniques for the Call Centre Trainer

CLCR 2009 \$795
Instructing staff is an important part of a call centre manager's job. Learn how to develop lesson plans, deliver content and apply instructional techniques to motivate your employees. Develop call centre-specific training skills relating to coaching and monitoring skills, including using role-plays, recording and peer-to-peer feedback for performance improvement. (2 credits)
Mar 07 Tue-Fri 0900-1600 4 days DTC CRN 47300

Effective Business Writing

CLCR 2010 \$265
It is critical that supervisors and managers be able to communicate their thoughts clearly and concisely when writing to colleagues and customers. Learn to analyse your audience and write a document that reflects its needs; apply the most effective writing approach for that document's purpose; write effective e-mails and letters; edit a document for clarity and conciseness using principles of plain and inclusive language; and identify and correct common grammar, spelling and punctuation errors. (0.5 credit)
Feb 3 Fri 0900-1600 1 day DTC CRN 70370

English for Polytechnic Preparation (EPP)

See International

Financial Management**CMA Exam Preparation**

FMGT 5230 \$695
A 60-hour course on case-writing skills needed to succeed on the Day Two case study of the CMA National Entrance Exam. The unique CMA case format as well as strategic thinking, analysis, integration, judgment and written communication will be emphasized through case simulations and mock examinations. Several sessions are devoted to Day One exam simulations. The class will take place on weekends, Saturday or Sunday, but on some weekends, there will be class on both days. According to CMABC policy, successful completion of this course is a prerequisite to writing the CMA National Entrance Exam.
Mar 25 Sat 0900-1600 8 wks BBY CRN 71881
Mar 26 Sun 0900-1600 8 wks BBY 71882

For further information, please contact Rick McCallum at 604-456-8171 or Rick_McCallum@bcit.ca.

CERTIFIED MANAGEMENT ACCOUNTANT**- FastTrack****FMGT 5220**

Want more from your career? Become a Certified Management Accountant and manage people, change, growth and strategy as a strategic financial management professional.

Take the CMA FastTrack program from BCIT at its Burnaby campus in January 2006 (or August 2006).

The accelerated, intense seven-month program – designed to enable you to continue to work full-time – will allow you to qualify to challenge the CMA National Entrance Exam in less than a year. So in as little as three years, you can earn your CMA designation and be well on your way towards more opportunity, challenges, diversity and rewards.

CMA FastTrack is accredited by the Certified Management Accountants. Topics include financial accounting, management accounting, operations management, strategic management, human resource management, corporate finance, international business, marketing, taxation and internal control. To register, you must first have your transcripts assessed by CMA Canada – British Columbia. Note this is primarily a self-study program with classroom tutorial support, and will require a significant investment of time. (See following Entry Requirements.) Upon CMA transcript approval, please contact the program assistant at 604-412-7486 for registration.

For further information, please contact Rick McCallum at 604-456-8171 or Rick_McCallum@bcit.ca.

Application Requirements

Print and complete the Transcript Review Request form from www.cmabc.com and fax it to Admissions at 1-800-663-8715. Then mail all official transcripts to Admissions at CMA Canada – British Columbia at Suite 1055 – 555 Burrard Street, Two Bentall Centre, Box 269, Vancouver, B.C., and V7X 1M8.

Applicants who have taken coursework outside of Canada will need to have their transcripts evaluated by the International Credential Evaluation Service (ICES) before contacting CMA Canada – British Columbia. Visit www.bcit.ca/ices or call 604-432-8800 or toll-free 1-866-434-9197 for more information.

A CMA Day Two Examination preparation course will be offered beginning in March 2006 (and August 2006).



Entrance Requirements

For admission into the program, you need a bachelor's degree (any discipline) and to have successfully completed these courses:

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

Many of these courses are available in accelerated formats. Transfer credits from other post-secondary institutions may be considered as equivalent courses.

You will also need to become a CMA student member of CMA Canada – British Columbia by paying the applicable membership fees.

Application and Program Fees

Transcript review	Free
Textbooks	\$400 (estimated)*
CMA FastTrack program fee	\$3,495
Annual CMA Student membership	\$395.04*

*Includes GST and covers the period to the end of June 2006.

Program fee does not include fees for the CMA National Entrance Exam. All fees are established every June and are subject to change without notice.

Program fees are payable to BCIT upon acceptance by CMA Canada – British Columbia. All other fees payable to CMA Canada – British Columbia.

Looking for More?

Contact at CMA Canada – British Columbia
Ted Wong at 604-484-7068 or 1-800-663-9646 ext 7068
E-mail: ted@cmabc.com

Contact at BCIT
Rick McCallum at 604-456-8171
E-Mail: Rick_McCallum@bcit.ca

Upon receipt of a letter of eligibility from CMA Canada – British Columbia, call 604-412-7486 to register.

Financial Management Programs and Courses

604-432-8609
604-412-7453

Candace_Schaap@bcit.ca
Matthew_Haussman@bcit.ca

MANAGEMENT CERTIFICATE IN FINANCIAL MANAGEMENT

Professional Accounting Option

1) Required courses

FMGT 1100	Accounting 1
FMGT 2100	Accounting 2
OPMT 1102	Basic Mathematics of Finance
FMGT 3110	Financial Accounting 1
FMGT 3210	Cost and Managerial Accounting 1
FMGT 3410	Taxation 1
FMGT 4110	Financial Accounting 2
FMGT 4210	Cost and Managerial Accounting 2
FMGT 4410	Taxation 2 (or FMGT 4420 Income Tax 2)

2) Must complete:

ECON 2200	Macroeconomics, or
ORGB 1105	Organizational Behaviour, or
OPMT 1197	Statistics for Business and Industry

3) Must complete:

A computer-related course or courses with a combined value of at least 3 credits.

4) Electives

Complete a minimum of 7.5 credits. Courses may be selected from Financial Management or other technologies in the BCIT business programs, and should be submitted to the Program Advising department with your proposed program for approval by Financial Management. For more specific course listings, please see www.bcit.ca/study/programs/585fmcert.

MANAGEMENT CERTIFICATE IN FINANCIAL MANAGEMENT

Finance Option

1) Required courses

FMGT 1100	Accounting 1
FMGT 2100	Accounting 2
OPMT 1102	Basic Mathematics of Finance
OPMT 1197	Statistics for Business and Industry
FMGT 2820	Investment and Risk Management
FMGT 3110	Financial Accounting 1
FMGT 3510	Finance 1
FMGT 4110	Financial Accounting 2
FMGT 4510	Finance 2

2) Must complete:

FMGT 3210	Cost and Managerial Accounting 1 and
FMGT 4210	Cost and Managerial Accounting 2 or
FMGT 3410	Taxation 1 (or FMGT 3420 Income Tax 1) and
FMGT 4410	Taxation 2 (or FMGT 4420 Income Tax 2) or
ECON 2100	Microeconomics and
ECON 2200	Macroeconomics

3) Must complete:

A computer-related course or courses with a combined value of at least 3 credits.

4) Electives

Complete a minimum of 7.5 credits. The courses may be selected from Financial Management or other technologies in the BCIT Business programs, and should be submitted to the Program Advising department with your proposed program for approval by Financial Management. For more specific course listing, please see www.bcit.ca/study/programs/585fmcert.

Credit Courses to Professional Accounting Bodies

The majority of Financial Management courses, and several courses offered by Administrative Management, Operations Management and Computer Systems technologies, are transferable to the following educational programs:

- Chartered Accountants
- Certified General Accountants
- Certified Management Accountants

Credit Courses to Other Professional Bodies

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

You should contact the professional association for specific course credit confirmation.

DISTANCE EDUCATION CORRESPONDENCE COURSES

604-412-7417

Ruth_Mackay@bcit.ca

www.bcit.ca/distance

FMGT 1100	Accounting 1
FMGT 1152	Accounting for the Manager
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

1. You may start your course at any time.
2. You may proceed in the course at your own speed, within the 36-week time 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. To ensure course materials are received prior to term start, please register at least two weeks prior to the course start date. In order to receive your course materials you must contact the BCIT Bookstore. Course manuals, materials and textbooks are not included in tuition.

For individual course descriptions, see listings in the following section.

Financial Management Courses

604-432-8609

Candace_Schaap@bcit.ca



Accounting 1

FMGT 1100 \$407, Re-reg \$75

This course is designed to teach the full accounting cycle for individuals with little or no accounting background. Includes: accounting as information system, introduction to accounting theory, income measurement, traditional record-keeping procedures; accounting cycle, special journals, cash, investments and receivables. (Note: Access to the Internet is required to fulfill course work. Students intending to proceed into Financial Management's full-time day program must achieve a mark of at least 70%.)

Jan 5	Thr/Mon	1845-2145	7 wks	BBY	CRN 47575
	Thr/Mon	1730-2030	7 wks	DTC	47576
Jan 7	Sat	0900-1700	5 wks	BBY	12965
	Sat	1300-1600	12 wks	BBY	46082
	Sat	0900-1200	12 wks	BBY	14638
	Sat	0900-1200	12 wks	DTC	15270
Jan 9	Mon	1730-2030	12 wks	BBY	44395
	Mon	1845-2145	12 wks	BBY	12967
	Mon	1730-2030	12 wks	DTC	12955
Jan 10	Tue	1730-2030	12 wks	BBY	12966
	Tue	1845-2145	12 wks	BBY	12969
	Tue	1730-2030	12 wks	DTC	12959
	Tue	1900-2200	12 wks	SRY**	44397
Jan 11	Wed	1730-2030	12 wks	BBY	12979
	Wed	1845-2145	12 wks	BBY	12977
Jan 12	Thr	1845-2145	12 wks	BBY	12976
	Thr	1730-2030	12 wks	DTC	12963
Continuous Intake			30 wks	Distance	11259
Continuous Intake			24 wks	Re-reg	
				(one time only)	11260



Accounting for the Manager

FMGT 1152 \$458, Re-reg \$75

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

Jan 7	Sat	0900-1300	13 wks	BBY	CRN 10260
Jan 9	Mon	1845-2145	13 wks	BBY	41402
Jan 10	Tue	1730-2030	13 wks	DTC	41403

Tue	1845-2145	13 wks	BBY	10256
Jan 11 Wed	1730-2030	13 wks	DTC	10258
Wed	1900-2200	13 wks	SRY	10254
Feb 18 Sat	0900-1530	6 wks	BBY	10261
Continuous Intake		30 wks	Distance	70629
Continuous Intake		24-wk extension	Re-reg (one time only)	70628

Credit and Collections

FMGT 1540 \$458

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

Jan 9 Mon	1845-2145	13 wks	BBY	CRN 10247
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Personal Financial Planning 1

FMGT 1810 \$407

This course introduces students to the field of personal financial planning. This course 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.

Jan 7 Sat	0900-1200	12 wks	BBY	CRN 49324
Jan 9 Mon	1845-2145	12 wks	BBY	41406
Jan 9 Mon	1900-2200	12 wks	SRY	40024
Jan 11 Wed	1730-2030	12 wks	DTC	40495
Jan 12 Thr	1845-2145	12 wks	BBY	41407
Jan 9		12 wks	Online	47593



Accounting 2

FMGT 2100 \$592, Re-reg \$75

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

Jan 7 Sat	0900-1300	13 wks	BBY	CRN 10190
Jan 9 Mon	1800-2200	13 wks	BBY	10174
Jan 9 Mon	1730-2130	13 wks	DTC	10196
Jan 10 Tue	1730-2130	13 wks	BBY	10176
Jan 10 Tue	1730-2130	13 wks	DTC	10191
Jan 11 Wed	1730-2130	13 wks	DTC	10192
Jan 11 Wed	1800-2200	13 wks	BBY	10207
Jan 11 Wed	1800-2200	13 wks	SRY	10197
Jan 12 Thr	1800-2200	13 wks	BBY	49593
Feb 11 Sat	0900-1530	8 wks	BBY	42804
Feb 20 Mon/Thr	1845-2145	10 wks	BBY	47577
Feb 20 Mon/Thr	1730-2030	10 wks	DTC	47580
Continuous Intake		30 wks	Distance	11261
Continuous Intake		24-wk extension	Re-reg (one time only)	11262

Computerized Accounting

FMGT 2710 \$500

This course teaches the Simply Accounting for MS Windows integrated package to students with an introductory financial accounting background. Students should be confident in their PC skills.

Prerequisite: FMGT 1100, FMGT 1105 or FMGT 1152.

Jan 7 Sat	0900-1200	12 wks	BBY	CRN 44419
Sat	1300-1600	12 wks	BBY	46083
Jan 11 Wed	1845-2145	12 wks	BBY	49323



Investment and Risk Management

FMGT 2820 \$458

This course provides an overview of Canada's capital markets. The class 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.

Prerequisites: FMGT 1810 and FMGT 1152.

Jan 9 Mon	1730-2030	13 wks	DTC	CRN 71899
Jan 10 Tue	1900-2200	13 wks	SRY	40001
Jan 11 Wed	1845-2145	13 wks	BBY	16435
Jan 9		13 wks	Online	49394



Financial Accounting 1

FMGT 3110 \$592, Re-reg \$75

This class enables students with basic accounting knowledge to broaden their understanding of the theory and process of accounting. This course and FMGT 4110 prepare students for career advancement and advanced study in accounting. Students should have a financial calculator and are expected to be conversant with it in applying present value concepts. Prerequisite: FMGT 2100. Registration will not be allowed after the first session.

Jan 5 Thr/Mon	1800-2200	7 wks	BBY	CRN 47581
Jan 7 Sat	0900-1300	13 wks	BBY	15544
Jan 9 Mon	1730-2130	13 wks	DTC	12991
Jan 10 Tue	1800-2200	13 wks	BBY	14878
Jan 11 Wed	1730-2130	13 wks	DTC	15271
Jan 12 Thr	1800-2200	13 wks	BBY	15272
Continuous Intake		30 wks	Distance	11265
Continuous Intake		24-wk extension	Re-reg (one time only)	11266



Cost and Managerial Accounting 1

FMGT 3210 \$407, Re-reg \$75

This course emphasizes the role of the management accountant, cost terms and purposes, cost-volume-profit relationships, job order costing, activity-based costing, budgeting, responsibility accounting, standard costs and direct costing.

Prerequisite: FMGT 2100.

Jan 5 Thr/Mon	1845-2145	7 wks	BBY	CRN 47583
Jan 7 Sat	0900-1200	12 wks	BBY	15545
Jan 9 Mon	1730-2030	12 wks	DTC	15275
Jan 10 Tue	1845-2145	12 wks	BBY	40004
Jan 11 Wed	1845-2145	12 wks	BBY	17065

Jan 11 Wed	1730-2030	12 wks	DTC	15276
Continuous Intake		30 wks	Distance	11263
Continuous Intake		24-wk extension	Re-reg (one time only)	11264

Auditing 1

FMGT 3310 \$407

Covers the meaning and purpose of the audit function and introduces techniques and procedures. Prerequisite: FMGT 2100.

Jan 7 Sat	0900-1200	12 wks	BBY	CRN 46085
Jan 10 Tue	1730-2030	12 wks	DTC	42806
Jan 11 Wed	1845-2145	12 wks	BBY	44437

Taxation 1

FMGT 3410 \$407

This course offers an introduction to the basics of Canadian income tax. The course constitutes the first half of taxation, with FMGT 4410 completing it. This course includes tax information sources, residency, classes of taxpayers, employment income, business income, property income and capital cost allowance rules. Capital gains rules will be introduced if time permits. Prerequisite: FMGT 2100.

Jan 7 Sat	0900-1200	12 wks	BBY	CRN 44446
Jan 9 Mon	1845-2145	12 wks	BBY	44449
Jan 10 Tue	1730-2030	12 wks	DTC	44443
Jan 12 Thr	1730-2030	12 wks	DTC	44445

Taxation and Financial Planning

FMGT 3430 \$592

This course 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 FMGT 2100.

Jan 10 Tue	1730-2130	13 wks	DTC	CRN 10280
Jan 12 Thr	1800-2200	13 wks	BBY	47585



Finance 1

FMGT 3510 \$407, Re-reg \$75

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

Jan 5 Thr/Mon	1845-2145	6 wks	BBY	CRN 15273
Jan 7 Sat	0900-1200	12 wks	BBY	15546
Jan 11 Wed	1730-2030	12 wks	DTC	14879
Jan 12 Thr	1845-2145	12 wks	BBY	16436
Continuous Intake		30 wks	Distance	11267
Continuous Intake		24-wk extension	Re-reg (one time only)	11268

Advanced Computer Applications

FMGT 3720 \$500

This is a general module that introduces students to Great Plains Dynamics accounting software as used in a small to mid-range business. Prerequisites: FMGT 2100 and FMGT 2710 or COMP 1255.

Jan 7 Sat	0900-1200	12 wks	BBY	CRN 46327
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Accounting Associate I
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Certified General Accountants
Association of British Columbia

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Financial Accounting 2

FMGT 4110 \$592, Re-reg \$75

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. Students should have a financial calculator and are expected to be conversant with it in applying present value concepts. Prerequisite: FMGT 3110.

Jan 7	Sat	0900-1300	13 wks	BBY	CRN 16437
Jan 9	Mon	1800-2200	13 wks	BBY	10239
Jan 10	Tue	1730-2130	13 wks	DTC	10237
Jan 11	Wed	1800-2200	13 wks	BBY	47587
Feb 20	Mon/Thr	1845-2145	9 wks	BBY	47588
Feb 20	Mon/Thr	1730-2030	9 wks	DTC	47589
Continuous Intake		30 wks	Distance		11271
Continuous Intake		24-wk extension	Re-reg		11272



Cost and Managerial Accounting 2

FMGT 4210 \$592, Re-reg \$75

This course emphasizes relevant costs, balanced scorecard reporting, cost allocation, inventory planning and valuation, joint and byproduct costing, process costing, JIT, decentralization and transfer pricing. Prerequisite: FMGT 3210.

Jan 7	Sat	0900-1300	13 wks	BBY	CRN 16439
Jan 9	Mon	1800-2200	13 wks	BBY	10234
Jan 11	Wed	1800-2200	13 wks	BBY	49592
Jan 11	Wed	1730-2130	13 wks	DTC	47590
Feb 20	Mon/Thr	1800-2200	7 wks	BBY	47591
Continuous Intake		30 wks	Distance		11269
Continuous Intake		24-wk extension	Re-reg		11270
			(one time only)		

Auditing 2

FMGT 4310 \$592

This course teaches the student general auditing principles and specific audit procedures. The class enables the student to critically assess accounting procedures. Prerequisite: FMGT 3310.

Jan 10	Tue	1800-2130	15 wks	BBY	CRN 47592
Jan 11	Wed	1800-2200	13 wks	BBY	44460
Jan 11	Wed	1730-2130	13 wks	DTC	17865

Taxation 2

FMGT 4410 \$592

This course expands study begun in FMGT 3410, including the complexities and problem areas involved in tax planning. Topics include capital gains rules and tax computations for individuals (including proprietors and partners), corporations and trusts. Corporate surplus distributions, international income, assessment (including returns, appeals, reassessment and payment) and GST are also introduced. Prerequisite: FMGT 3410 or FMGT 3420 or FMGT 3430.

Jan 7	Sat	0900-1300	13 wks	BBY	CRN 44464
Jan 9	Mon	1800-2200	13 wks	BBY	44462
Jan 10	Tue	1730-2130	13 wks	BBY	71898

Jan 10	Tue	1730-2130	13 wks	DTC	44465
Jan 11	Wed	1800-2200	13 wks	BBY	47597
Jan 12	Thr	1730-2130	13 wks	DTC	49590



Finance 2

FMGT 4510 \$592, Re-reg \$75

This course 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.

Jan 7	Sat	0900-1300	13 wks	BBY	CRN 15556
Jan 10	Tue	1730-2130	13 wks	DTC	10241
Jan 12	Thr	1800-2200	13 wks	BBY	10242
Feb 20	Mon/Thr	1845-2145	9 wks	BBY	47599
Continuous Intake		30 wks	Distance		11273
Continuous Intake		24-wk extension	Re-reg		11274
			(one time only)		

Advanced Computer Applications 2

FMGT 4710 \$675

This class continues from FMGT 3720 emphasizing the solution of practical problems. Students are expected to develop a level of familiarity with software programs and applications for use in other course areas. Prerequisite: FMGT 3720.

Jan 7	Sat	1300-1700	13 wks	BBY	CRN 46361
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Personal Financial Planning 2

FMGT 4810 \$458

This is the concluding course for the Associate Certificate in Personal Financial Planning. It covers advanced topics and also draws on subjects learned in the six prerequisite courses. Prerequisites: FMGT 1152, FMGT 1810, FMGT 3410 or FMGT 3430, FMGT 2820, BLAW 3100 and ECON 1150.

Jan 9	Mon	1730-2030	12 wks	DTC	CRN 42807
Jan 11	Wed	1845-2145	12 wks	BBY	10373

Financial Planning

604-432-8609 Candace_Schaap@bcit.ca
604-451-6937 Larry_Stubbs@bcit.ca

ASSOCIATE CERTIFICATE IN FINANCIAL PLANNING

BCIT and the B.C. Chapter of the Canadian Association of Financial Planners have 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 designation CFP (Certified Financial Planner), awarded by the Financial Planners Standards Council of Canada. To obtain further information about becoming a CFP, graduates should contact the FPSC directly. For a more specific course listing, please see the BCIT website at www.bcit.ca/study/programs/585iacert.

Bachelor of Technology in Accounting

604-412-7486 Deacon_Devlin@bcit.ca

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

Entrance Requirements:

- BCIT Financial Management diploma (or equivalent) with a minimum GPA of 70 % and a minimum grade of 65% in each of the second year FMGT courses
- English 12 or equivalent
- an interview with the program head; call 604-432-8786.

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

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

Advanced Accounting

FMGT 7121 \$592

This course reviews the objectives of financial reporting. The class examines corporate combinations, including consolidations for wholly-owned and non-wholly owned subsidiaries (both in the year of acquisition and subsequent years). The class covers accounting for foreign currency transactions and non-profit entities. Prerequisite: FMGT 4110 or FMGT 4190. (You are advised not to enrol in this course until you have achieved a mark of at least 65% in either of the prerequisite courses.)

Jan 10	Tue	1800-2130	15 wks	BBY	CRN 44453
Jan 11	Wed	1800-2130	15 wks	DTC	44452

Advanced Management Accounting

FMGT 7210 \$592

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

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or FMGT 4290. **Note:** Class will be held on Apr. 15 (Easter weekend).

Jan 10 Tue 1800-2115 14 wks BBY CRN 42812
Jan 14 Sat 0900-1215 14 wks BBY 44459

Advanced Auditing

FMGT 7310 \$592

This course addresses issues and challenges facing the auditing profession including the assessment of risk, the use of computer technology in the completion of an audit file and the increasing litigation against the profession. Case studies are used extensively. Prerequisite: FMGT 4310. **Note:** Class will not be held on Apr. 17 (Easter Monday).

Jan 9 Mon 1800-2100 16 wks DTC CRN 19901

Taxation of Close Corporations

FMGT 7410 \$592

This is an integrative tax course, which examines the combined impact of relevant tax statutes (i.e. income taxes, GST, PST, probate fees) and transaction costs on private corporations and their shareholders. Participants will evaluate taxation alternatives among shareholders, their operating companies, holding companies and family trusts. Prerequisite: FMGT 4410 or 4420.

Jan 12 Thr 1800-2100 15 wks BBY CRN 46175

Advanced Finance

FMGT 7510 \$592

This course stresses the application of financial strategies and techniques to the financing challenges commonly faced by business enterprises and formulates solutions to those challenges. Using a predominantly small business/corporate, case-based approach, students will be introduced to various areas of business operations which drive financing requirements, or which may exacerbate financial challenges, and then examine means of satisfying those requirements or modifying operations to minimize financial challenges. Prerequisite: FMGT 4510.

Jan 11 Wed 1800-2100 15 wks BBY CRN 41400

Business Valuation

FMGT 7520 \$592

This course will give students an introduction to the field of business valuation as it is practised today in Canada. Students will examine the many uses of business valuations, business valuation terminology, sources of information and valuation principles and approaches. Working with realistic case material, students will learn how to research general economic and specific industry conditions, analyse company financial and operational information and prepare and analyse valuation calculations. Prerequisite: FMGT 4510.

Jan 11 Wed 1800-2100 15 wks BBY CRN 49300

Management Information Systems

FMGT 7710 \$592

This course provides an understanding of the relationship between information, technology, business strategy and organizational improvement. Students will complete a series of case analysis assignments. These assignments will allow them to examine technology as an enabler and facilitator of business strategy and as an accounting and control tool to track performance and improve managerial decision-making. Prerequisites: BUSA 1100 (or equivalent), FMGT 4210, and FMGT 4710.

Jan 11 Wed 1800-2100 15 wks BBY CRN 41467

The Business Environment

FMGT 7910 \$592

In this course the student will acquire the skills necessary to operate in a complex professional world that offers problems with no textbook solutions. Specifically, the course will deal with the economic and legal environment, risk management, cultural diversity, international trade and problem-solving through critical thinking. **Note:** Class will be held on Apr. 15 and Apr. 17 (Easter weekend).

Jan 9 Mon 1800-2100 15 wks BBY CRN 70529

Jan 14 Sat 0900-1200 15 wks BBY 41549

Accounting Theory

FMGT 8120 \$592

This course reviews the history of accounting and the theories underlying current accounting practice. Alternative theories and methods are critically assessed and possible future directions evaluated. Prerequisite: FMGT 4110 or FMGT 4190. **Note:** Class will be held on Apr. 15 (Easter weekend).

Jan 10 Tue 1800-2100 15 wks BBY CRN 41550

Jan 11 Wed 1800-2100 15 wks BBY 19903

Jan 14 Sat 0900-1200 15 wks DTC 49302

Integrative Business Management Practice

FMGT 8910 \$865

This course is designed to fulfill the role of a "capstone" to the degree program. Its overall objective is to enhance the students' skills by supplementing their knowledge of accounting with a thorough understanding of the management techniques and practices required of accountants as members of the senior executive team. Includes a major project related to the student's own work situation. Prerequisites: FMGT 7910 and six of the following courses: FMGT 7121, FMGT 7210, FMGT 7310, FMGT 7410, FMGT 7510, FMGT 7520, FMGT 7710, FMGT 8120.

Class dates are as follows: Jan. 14, Feb. 4, Feb. 11, Mar. 4, Apr. 1, Apr. 8, and Apr. 22. There is a significant amount of pre-reading required for this course. Please register at least four weeks before the class start date (by Dec. 16) and contact the program assistant at 604-412-7486 to obtain reading materials.

Jan 14 Sat 0830-1530 15 wks DTC CRN 47325

Interior Design

604-456-8150

604-456-8147

604-456-8155

ahoggard@bcit.ca

tmanson@bcit.ca

dhudson@bcit.ca

INTERIOR DESIGN CERTIFICATE

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

INTD 1310 Freehand Drawing
INTD 1340 Interior Design Drafting 1A
INTD 1350 Design Theory and Principles
INTD 1370 History of Furniture
AICO 1160 AutoCAD for Interior Design 1
INTD 1330 Colour and Lighting
INTD 1345 Interior Design Drafting 1B
INTD 2300 Space Planning / Studio A
INTD 2305 Space Planning / Studio B
INTD 2320 Graphic Presentation 1
INTD 2350 Detailing and Construction Materials
INTD 2390 Materials 1
INTD 2330 Business Practices for Interior Design
INTD 2380 Directed Studies 1

Any of the above courses may be done part-time or on a Fast Track schedule which allows completion in one year. They are shown above broken into four terms for the Fast Track schedule. Each four courses per term may be taken during the day or evening to fit a persons schedule. Questions regarding transfer credits from the previous Management Certificate should be directed to Tiia Manson at 604-456-8147 or tmanson@bcit.ca. Questions regarding transfer credits from the previous Senior Management Certificate should be directed to Dixie Hudson at 604-456-8155 or dhudson@bcit.ca.

Business and Media

Upon completion of the Management Certificate of Interior Design students wishing to proceed to the Interior Design Diploma of Technology must complete the bridging courses. The four bridging courses are:

COMM 1120 Technical Communication 1
for Interior Design
INTD 1360 Computer Technology for Interior Design
INTD 2335 AutoCAD for Interior Design 2
INTD 2340 Interior Design Drafting 2

These courses may be taken during the Management Certificate if the student wishes.

INTERIOR DESIGN DIPLOMA OF TECHNOLOGY

The Diploma of Technology in Interior Design is for those students seeking an intensive foundation in interior design. The program will provide students with an efficient means of entry into interior design and related fields. The program will provide students with a course of study which meets industry standards and which emphasizes the technical information and skills required to obtain work in the field. Students completing the Diploma of Technology in Interior Design will have the skills required to research and process information in the interior design field and to use up-to-date computer technology commonly employed in the field. Students will graduate with a deep understanding of the vital contribution that design provides to society. Graduates would be eligible to write the NCIDQ exam upon completion of the required work experience.

Required courses in the diploma program are:

COMM 1120 Technical Communications 1
for Interior Design
INTD 1310 Freehand Drawing
INTD 1330 Colour and Lighting
INTD 1340 Interior Design Drafting 1A
INTD 1345 Interior Design Drafting 1B
INTD 1350 Design Theory and Principles
INTD 1360 Computer Technology for Interior Design
INTD 1370 History of Furniture
AICO 1160 AutoCAD for Interior Design 1
INTD 2300 Space Planning / Studio A
INTD 2305 Space Planning / Studio B
INTD 2320 Graphic Presentation 1
INTD 2330 Business Practices for Interior Design
INTD 2335 AutoCAD for Interior Design 2
INTD 2340 Interior Design Drafting 2
INTD 2350 Detailing and Construction Materials
INTD 2380 Directed Studies 1
INTD 2390 Materials 1
COMM 2320 Technical Communication 2
for Interior Design
INTD 3110 Graphic Presentation 2
INTD 3300 Space Planning / Studio C
INTD 3310 Materials 2 and Environmental Factors
INTD 3330 Lighting 1
INTD 3340 3-D Computer Rendering
for Interior Design
INTD 3345 Vector Works for Interior Design
INTD 3350 Design Theory and Research
INTD 3370 Contemporary Furniture and Architecture
Design Projects
INTD 4300 Interior Construction and Renovation
INTD 4310 AutoCAD for Interior Design 3
INTD 4320 Lighting 2
INTD 4330 Project Management
INTD 4350 Millwork Drawing and Furniture Design
INTD 4360 Building Codes and Barrier Free
for Interior Design
INTD 4370 Marketing and Practicum
INTD 4380 Directed Studies 2
INTD 4390 Building Acoustics for Interior Design



Courses Offered This Term:

AutoCAD for Interior Design 1

AICO 1160 \$725
Using the current release of AutoCAD for the PC, students will become familiar with and use the drawing, editing and view manipulation commands of the program. They will also be introduced to blocks, dimensioning and text commands. Students will complete a two-dimensional floorplan showing dimensions, a furniture layout and elevations. Overall emphasis will be on using AutoCAD for designing a residential project. Prerequisite: INTD 1340 and familiarity with MS Windows. (3 credits)

Jan 9	Mon	0900-1600	6 wks	BBY	CRN	47238
Jan 12	Thu	1300-1600	12 wks	BBY		47239
Jan 13	Fri	0900-1200	12 wks	BBY		47240
Jan 14	Sat	0900-1200	12 wks	BBY		47241

Freehand Drawing

INTD 1310 \$430
This course introduces students to drawing as a means of visual communication. Developing freehand drawing skills for interior design applications is the focus of the program. (3 credits)

Jan 10	Tue	0900-1200	12 wks	BBY	CRN	71776
Jan 11	Wed	1300-1600	12 wks	BBY		71774
Jan 11	Wed	1800-2100	12 wks	BBY		71773
Jan 12	Thu	1300-1600	12 wks	BBY		71777
Jan 14	Sat	0900-1200	12 wks	BBY		71771
Jan 14	Sat	1300-1600	12 wks	BBY		71779

Colour and Lighting

INTD 1330 \$535
Provides student with colour theory, practical work and characteristics of lamps including practical application implementing reflected ceiling plans. (4 credits)

Jan 10	Tue	0830-1215	12 wks	BBY	CRN	71807
Jan 10	Tue	1800-2145	12 wks	BBY		71808
Jan 11	Wed	1800-2145	12 wks	BBY		71809
Jan 12	Thu	1800-2145	12 wks	BBY		71810
Feb 6	Mon	0900-1600	8 wks	BBY		71812
Mar 1	Wed	1300-1600	8 wks	BBY		71811
		+Wed	0900-1600			

Interior Design Drafting 1A

INTD 1340 \$600
Students will be introduced to manual architectural drafting as it pertains to interior design, beginning with equipment awareness, technical vocabulary and lettering skills. Student will produce multi-view drawings orthographically of objects and furniture using accurate scale, dimensions, notes and layout information. Students will also be introduced to the production of presentation-style floor plans, elevations and sections of the built environment. (4 credits)

Jan 9	Mon	1800-2145	12 wks	BBY	CRN	71801
Jan 10	Tue	1300-1645	12 wks	BBY		71802
Jan 12	Thu	0830-1215	12 wks	BBY		71800
Jan 14	Sat	0830-1215	12 wks	BBY		71798
Jan 14	Sat	0830-1215	12 wks	BBY		71799

Interior Design Drafting 1B

INTD 1345 \$600
Students will create two and three dimensional presentation style drawings mechanically and freehand. Three-dimensional techniques to produce one and two point perspective and praline drawings will be covered. Students will create a presentation package, which will include floorplans and elevation with 3D components. Prerequisite: 65% in INTD 1340. (4 credits)

Jan 10	Tue/Thu	1800-2100	8 wks	BBY	CRN	71803
Jan 11	Wed	0830-1215	12 wks	BBY		71805
Jan 11	Wed	1800-2145	12 wks	BBY		71806
Jan 14	Sat	1300-1645	12 wks	BBY		71804

Design Theory and Principles

INTD 1350 \$495
This course introduces the student to the basic theories, processes and vocabulary of interior design. The focus of the course is on concept development, the design process and the elements and principles of design. Students will create a journal/sketchbook and participate in class discussions. (4 credits)

Jan 9	Mon	1730-2115	12 wks	DTC	CRN	71763
Jan 9	Mon	1800-2145	12 wks	BBY		71764
Jan 10	Tue	1800-2145	12 wks	BBY		71765
Jan 11	Wed	0900-1600	8 wks	BBY		71766
Jan 13	Fri	0830-1215	12 wks	BBY		71767
Jan 14	Sat	0830-1215	12 wks	BBY		71768
Feb 20	Mon-Sat	0900-1730	1 wk	BBY		71769

Computer Technology for Interior Design

INTD 1360 \$700
This course will provide students with the basic knowledge and skills to use Photoshop, PowerPoint and Sketch Up computer software and to use the digital camera for the purposes of making interior design drawings and presentations. File management, including saving files in various formats, will also be explored. Students will be required to create a presentation in PowerPoint showing their completed projects. (3 credits)

Jan 10	Tue	1800-2100	12 wks	BBY	CRN	71814
Jan 11	Wed	1300-1600	12 wks	BBY		71813
Jan 14	Sat	1300-1600	12 wks	BBY		71815

History of Furniture

INTD 1370 \$430
This course covers the history of furniture from ancient Egypt to the present. Furniture styles from Europe, Asia and North America will be featured. The characteristic details from each historical will be studied. (3 credits)

Jan 10	Tue	1800-2100	12 wks	BBY	CRN	71783
Jan 11	Wed	0900-1200	12 wks	BBY		71797
Jan 11	Wed	1800-2100	12 wks	BBY		71781
Jan 12	Thu	1730-2030	12 wks	DTC		71784
Jan 14	Sat	0900-1200	12 wks	BBY		71785

Space Planning/Studio A

INTD 2300 \$585
Introduces students to the factors considered and methodology used by interior designers in planning both commercial and residential spaces. Students will analyse existing floor plans, learn furniture placement, plan a kitchen layout and develop an apartment and house plan. Prerequisites: INTD 1310 and 65% in INTD 1340 and INTD 1350. (4 credits)

Jan 10	Tue	1800-2145	12 wks	BBY	CRN	71816
Jan 12	Thu	0830-1215	12 wks	BBY		71818
Jan 12	Thu	1300-1645	12 wks	BBY		71817
Jan 13	Fri	0830-1215	12 wks	BBY		71819

Space Planning/Studio B

INTD 2305 \$585
This course will further examine the space planning process and will deal with larger scale projects in the commercial field. Community issues will be addressed. Prerequisites: INTD 1345 and INTD 1350 and 65% in INTD 2300. (4 credits)

Jan 9	Mon	1300-1645	12 wks	BBY	CRN	71820
Jan 10	Tue	1300-1645	12 wks	BBY		71821
Jan 11	Wed	1800-2145	12 wks	BBY		71822

Graphic Presentation 1

INTD 2320 \$430
Introduces students to perspective drawing with grids and colour rendering with markers. (3 credits)

Jan 9	Mon	1800-2100	12 wks	BBY	CRN	71830
Jan 10	Tue	0900-1200	12 wks	BBY		71829
Jan 10	Tue	1300-1600	12 wks	BBY		71831

Business Practices for Interior Design

INTD 2330 \$350
Presents information on basic business and marketing practices. Topics include portfolios, presentations, resumes, contracts and interviews relating to interior design. Prerequisite: INTD 1350. (2 credits)

Jan 10	Tue	1800-2100	8 wks	BBY	CRN	71833
Jan 12	Thu	0900-1200	8 wks	BBY		71832

AutoCAD for Interior Design 2

INTD 2335 \$480
Using the current release of AutoCAD for the PC, students will produce 2-D architectural drawings. The course emphasis is on using the AutoCAD commands learned in AutoCAD Part A and applying them to create a set of interior design drawings, including plans, elevations and sections. The students will also be introduced to the use of external references, attributes and to setting up drawings for plotting. Prerequisites: INTD 1345 and INTD 1350 and 65% in AICO 1160. (2 credits)

Jan 9	Mon	1800-2100	8 wks	BBY	CRN	71841
Jan 12	Thu	0900-1200	8 wks	BBY		71824
Jan 12	Thu	1800-2100	8 wks	BBY		71823

Interior Design Drafting 2

INTD 2340 \$400
Students will become more familiar with two-dimensional drafting techniques and drafting terminology to produce construction plans, elevations and section drawings for interior design applications. Appropriate legends, schedules and cross-referencing will be covered and included in drawings. Prerequisites: INTD 1340 and 65% in INTD 1345. (3 credits)

Jan 11	Wed	1300-1600	12 wks	BBY	CRN	71843
Jan 12	Thu	1800-2100	12 wks	BBY		71842

Detailing and Construction Materials

INTD 2350 \$495
Students will be introduced to materials used for interior construction, custom furnishing and decor. Students will prepare working drawings for built-in cabinets, freestanding custom furniture and interior detailing. Emphasis will be on residential interiors and on presenting working drawings for construction. Prerequisites: INTD 1340, INTD 1345 and INTD 1350. (4 credits)

Jan 10	Tue	0830-1215	12 wks	BBY	CRN	71837
Jan 12	Thu	1800-2145	12 wks	BBY		71836

Directed Studies 1

INTD 2380 \$350
Students will complete a total package for a small design project. Prerequisite: All Term 1 and 2 courses with a minimum of 65% in each course taken. INTD 1360 and INTD 2335 and INTD 2340 and COMM 1120 may be taken concurrently. (2 credits)

Feb 6	Mon	0900-1200	8 wks	BBY	CRN	71834
Feb 6	Mon	1800-2100	8 wks	BBY		71835

Materials 1

INTD 2390 \$495
This course will cover interior finishing specifications, characteristics of fabrics and of other materials for floors, walls, ceilings and windows. Environmental issues will be covered, including Leeds. Students will be introduced to local suppliers and manufacturers through guest lectures and field trips. Prerequisite: INTD 1350. (4 credits)

Jan 9	Mon	1300-1645	12 wks	BBY	CRN	71827
Jan 9	Mon	1800-2145	12 wks	BBY		71825
Jan 10	Tue	1300-1645	12 wks	BBY		71828
Jan 13	Fri	0830-1215	12 wks	BBY		71826

Graphic Presentation

INTD 3110 \$430
This course will allow students to explore freehand sketching with an emphasis on 3-D creative visualization to develop the student's ability to use perspective sketching as a communication tool in design. The course will require students to do quick sketches and study assignments in monochromatic rendering techniques. Prerequisite: INTD 2380. (3 credits)

Jan 12	Thu	1800-2100	12 wks	BBY	CRN	18360
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Marketing and Workweek

INTD 3140 \$255

Note: This is the last time that this course will be offered as part of the Senior Management Certificate.

Student researches the current job market and focuses on an area of interest. Different types of marketing strategies, such as using the Internet and networking will be discussed. Placement in a design firm or related work experience is included in the course. Prerequisite: Completion of all courses in the first three terms of the Senior Certificate (with a 75% in all courses for work placement). (1.5 credits)

Jan 9 Mon 1800-2100 6 wks BBY CRN 44294

Lighting 1

INTD 3330 \$505

This course teaches creative, detailed lighting design solutions for residential and commercial spaces. Emphasis will be on concepts for lighting, practical applications, specifications and means to manipulate the human perception of space with light. Prerequisites: COMM 1120, INTD 1330, INTD 2325, INTD 2340 and INTD 2380. (3 credits)

Jan 10 Tue 1800-2100 12 wks BBY CRN 71839

Vector Works for Interior Design

INTD 3345 \$700

This course will introduce students to Vector Works software that is specific to Interior Design drawings. Students will create 2D and 3-D drawings, including 3-D modelling and rendering. Prerequisite: 65% in INTD 2380 (may suit industry professionals). (3 credits)

Jan 10 Tue 1300-1600 12 wks BBY CRN 71844

Design Theory and Research

INTD 3350 \$505

This course will comprise the study, exploration and application of design theories and processes in creating the built environment. Students will explore such topics as social issues and adaptive reuse and will be expected to make research presentations, do in-class assignments and to work on team projects to create 2-D and 3-D drawings and models. Prerequisites: COMM 1120, INTD 1360, INTD 2335, INTD 2340 and 65% in INTD 2380. (3 credits)

Jan 11 Wed 1800-2100 12 wks BBY CRN 71838

Contemporary Furniture and Architecture

INTD 3370 \$430

Students will study the history of furniture, architecture and design from the industrial revolution to present day. The work of key 20th century designers and architects will be examined. Prerequisites: COMM 1120, INTD 1345, INTD 1370 and INTD 2380. (3 credits)

Jan 9 Mon 1800-2100 12 wks BBY CRN 71840

Project Management

INTD 4100 \$416

Note: This is the last time that this course will be offered as part of the Senior Management Certificate. Follows through timeline of the job criteria which includes keeping track of all areas of scheduling, bids, etc. Prerequisites: INTD 4140 and 65% in INTD 4000. (3 credits)

Jan 9 Mon/Thu 1800-2100 6 wks BBY CRN 44293

Furniture Design

INTD 4400 \$348

Note: This is the last time that this course will be offered as part of the Senior Management Certificate. A continuation of millwork drawings and detailing. Prerequisite: 65% in INTD 3170. (1.5 credits)

Jan 11 Wed 1800-2100 6 wks BBY CRN 44297

Directed Studies 2

INTD 4500 \$345

Note: This is the last time that this course will be offered as part of the Senior Management Certificate. Student is given an in-depth project to complete using information and teachings covered in all the previous

courses. Prerequisite: 65% in all Senior Certificate Level 2 courses is mandatory. (1.5 credits)

Feb 22 Wed 1800-2100 3 wks BBY CRN 44300
+Fri 1300-1600

Marketing Management

604-432-8611 Vicki_Forbes@bcit.ca
604-432-8572 Randal_Singer@bcit.ca
604-451-7134 Kim_Nolan@bcit.ca
(Online courses only)

Please visit www.bcit.ca to view the up-to-date official version of Marketing Management program and course offerings, including course descriptions, class times and locations.

MANAGEMENT CERTIFICATE – MARKETING MANAGEMENT

For those who work in the retail, wholesale, manufacturing and service industries, this program offers an assortment of courses designed to provide you with an understanding of all the elements of Marketing Management. Studies will include marketing planning, promotion, research, customer service and sales. Elective choices enable you to focus on areas that are relevant to your work or personal interest. Listed below are the courses required to obtain your certificate.

1. Required courses (27.0 credits)		Credits
MKTG 1102	Essentials of Marketing	3.0
MKTG 1112	Customer Relations	3.0
MKTG 1219	Professional Sales 1	3.0
MKTG 2203	Marketing Communications Essentials	3.0
MKTG 2205	Marketing of Services	3.0
MKTG 2341	Introduction to Marketing Research	3.0
MKTG 3322	Promotional Strategies	3.0
MKTG 4340	Marketing Planning Fundamentals	3.0
MKTG 4501	Strategic Marketing Management Simulation	3.0

2. Minimum of 12.0 credits from these electives:		Credits
MKTG 1323	Effective Public Speaking	3.0
MKTG 1324	Small Business Development	3.0
MKTG 1342	Trade/Consumer Show Marketing	3.0
MKTG 1352	Electronic Marketing	3.0
MKTG 2212	Strategies in Customer Service	3.0
MKTG 2325	Marketing Globally	3.0
MKTG 2438	Direct Marketing Dynamics	3.0
MKTG 3321	Public Relations	3.0
MKTG 3406	New Product/Service Development	3.0

3. Minimum of 6.0 credits from these electives:		Credits
BLAW 3100	Business Law	4.0
BUSA 2005	Management	4.0
COMM 1103	Introduction to Business and Technical Communication	3.0
COMM 2202	Business and Technical Correspondence	3.0
COMM 2203	Business and Technical Reports	3.0
ECON 2100	Microeconomics	3.0
ECON 2200	Macroeconomics	4.0
FMGT 1100	Accounting 1	4.0
FMGT 2100	Accounting 2	5.5
FMGT 3510	Finance 1	4.0
OPMT 1102	Basic Mathematics of Finance	3.0
OPMT 1110	Business Mathematics	4.0
OPMT 1197	Statistics for Business and Industry	4.5
OPMT 1600	Computer Applications 1	3.0
OPMT 2651	Computer Applications 2 (Spreadsheets)	3.0
ORGB 1105	Organizational Behaviour	4.0
Total credits		45.0

MANAGEMENT CERTIFICATE – MARKETING COMMUNICATIONS OPTION

This program is designed to give you specialized training in the components of promotional strategy. The curriculum equips you 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 database marketing. Listed below are the courses required to obtain your certificate.

1. Required courses (27.0 credits)		Credits
MKTG 1102	Essentials of Marketing	3.0
MKTG 1219	Professional Sales 1	3.0
MKTG 2203	Marketing Communications Essentials	3.0
MKTG 2317	Sales Promotion Techniques	3.0
MKTG 2341	Introduction to Marketing Research	3.0
MKTG 2438	Direct Marketing Dynamics	3.0
MKTG 3218	Introduction to Media	3.0
MKTG 3321	Public Relations	3.0
MKTG 3322	Promotional Strategies	3.0

2. Minimum of 12.0 credits from these electives:		Credits
MKTG 1019	Media Relations	3.0
MKTG 1112	Customer Relations	3.0
MKTG 1119	Sports Marketing	3.0
MKTG 1120	Event Planning	3.0
MKTG 1312	Writing Creative Copy	3.0
MKTG 1323	Effective Public Speaking	3.0
MKTG 1342	Trade/Consumer Show Marketing	3.0
MKTG 1352	Electronic Marketing	3.0
MKTG 3418	Advertising Design Production	3.0
MKTG 3421	Strategic Corporate Communications	3.0

3. Minimum of 6.0 credits from these electives:		Credits
BLAW 3100	Business Law	4.0
BUSA 2005	Management	4.0
COMM 1103	Introduction to Business and Technical Communication	3.0
COMM 2202	Business and Technical Correspondence	3.0
COMM 2203	Business and Technical Reports	3.0
ECON 2100	Microeconomics	3.0
ECON 2200	Macroeconomics	4.0
FMGT 1100	Accounting 1	4.0
FMGT 2100	Accounting 2	5.5
FMGT 3510	Finance 1	4.0
OPMT 1102	Basic Mathematics of Finance	3.0
OPMT 1110	Business Mathematics	4.0
OPMT 1197	Statistics for Business and Industry	4.5
OPMT 1600	Computer Applications 1	3.0
OPMT 2651	Computer Applications 2 (Spreadsheets)	3.0
ORGB 1105	Organizational Behaviour	4.0
Total credits		45.0



MANAGEMENT CERTIFICATE – PROFESSIONAL SALES OPTION

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

1. Required courses (27.0 credits)		Credits
MKTG 1102	Essentials of Marketing	3.0
MKTG 1219	Professional Sales 1	3.0
MKTG 1323	Effective Public Speaking	3.0
MKTG 1342	Trade/Consumer Show Marketing	3.0
MKTG 2203	Marketing Communications Essentials	3.0
MKTG 2220	Managing the Sales Force	3.0
MKTG 2319	Professional Sales 2	3.0
MKTG 3332	Key Account Selling	3.0
MKTG 3342	Negotiating Skills	3.0

2. Minimum of 12.0 credits from these electives:		Credits
MKTG 1112	Customer Relations	3.0
MKTG 1218	Inside Sales	3.0
MKTG 1352	Electronic Marketing	3.0
MKTG 2212	Strategies in Customer Service	3.0
MKTG 2215	Online Sales and Marketing	3.0
MKTG 2317	Sales Promotion Techniques	3.0
MKTG 2323	Advanced Public Speaking	3.0
MKTG 2325	Marketing Globally	3.0
MKTG 2341	Introduction to Marketing Research	3.0
MKTG 2438	Direct Marketing Dynamics	3.0
MKTG 3406	New Product/Service Development	3.0
MKTG 4340	Marketing Planning Fundamentals	3.0

3. Minimum of 6.0 credits from these electives:		Credits
BLAW 3100	Business Law	4.0
BUSA 2005	Management	4.0
COMM 1103	Introduction to Business and Technical Communication	3.0
COMM 2202	Business and Technical Correspondence	3.0
COMM 2203	Business and Technical Reports	3.0
ECON 2100	Microeconomics	3.0
ECON 2200	Macroeconomics	4.0
FMGT 1100	Accounting 1	4.0
FMGT 2100	Accounting 2	5.5
FMGT 3510	Finance 1	4.0
OPMT 1102	Basic Mathematics of Finance	3.0
OPMT 1110	Business Mathematics	4.0
OPMT 1197	Statistics for Business and Industry	4.5
OPMT 1600	Computer Applications 1	3.0
OPMT 2651	Computer Applications 2 (Spreadsheets)	3.0
ORGB 1105	Organizational Behaviour	4.0
Total credits		45.0

ASSOCIATE CERTIFICATES IN MARKETING MANAGEMENT

For students who do not wish or require a management certificate, or desire a fast track for developing specific skills, we offer several eight-course associate certificate packages.

ASSOCIATE CERTIFICATE – CUSTOMER RELATIONSHIP MARKETING

1. Required courses (18.0 credits)		Credits
MKTG 1102	Essentials of Marketing	3.0
MKTG 1112	Customer Relations	3.0
MKTG 1219	Professional Sales 1	3.0
MKTG 1323	Effective Public Speaking	3.0
MKTG 2205	Marketing of Services	3.0
MKTG 2212	Strategies in Customer Service	3.0

2. Minimum of 6.0 credits from these electives:		Credits
MKTG 1218	Inside Sales	3.0
MKTG 1352	Electronic Marketing	3.0
MKTG 2215	Online Sales and Marketing	3.0
MKTG 2438	Direct Marketing Dynamics	3.0
MKTG 3321	Public Relations	3.0
Total credits		24.0

ASSOCIATE CERTIFICATE – EVENT MARKETING

1. Required courses (18.0 credits)		Credits
MKTG 1019	Media Relations	3.0
MKTG 1102	Essentials of Marketing	3.0
MKTG 1120	Event Planning	3.0
MKTG 1121	Off-premise Catering Planning	3.0
MKTG 1342	Trade/Consumer Show Marketing	3.0
MKTG 2203	Marketing Communications Essentials	3.0

2. Minimum of 6.0 credits from these electives:		Credits
FUND 1215	Essentials of Fundraising	3.0
MKTG 1119	Sports Marketing	3.0
MKTG 1122	Wedding Planning	3.0
MKTG 1219	Professional Sales 1	3.0
MKTG 2205	Marketing of Services	3.0
MKTG 3321	Public Relations	3.0
MKTG 3342	Negotiating Skills	3.0
Total credits		24.0

ASSOCIATE CERTIFICATE – MARKETING COMMUNICATIONS

1. Required courses (18.0 credits)		Credits
MKTG 1019	Media Relations	3.0
MKTG 1102	Essentials of Marketing	3.0
MKTG 2203	Marketing Communications Essentials	3.0
MKTG 3218	Introduction to Media	3.0
MKTG 3321	Public Relations	3.0
MKTG 3322	Promotional Strategies	3.0

2. Minimum of 6.0 credits from these electives:		Credits
MKTG 1120	Event Planning	3.0
MKTG 1219	Professional Sales 1	3.0
MKTG 2317	Sales Promotion Techniques	3.0
MKTG 2438	Direct Marketing Dynamics	3.0
MKTG 3421	Strategic Corporate Communications	3.0
Total credits		24.0

ASSOCIATE CERTIFICATE – PUBLIC RELATIONS

1. Required courses (21.0 credits)		Credits
MKTG 1019	Media Relations	3.0
MKTG 1102	Essentials of Marketing	3.0
MKTG 1312	Writing Creative Copy	3.0
MKTG 1323	Effective Public Speaking	3.0
MKTG 2203	Marketing Communications Essentials	3.0
MKTG 3321	Public Relations	3.0
MKTG 3421	Strategic Corporate Communications	3.0

2. Minimum of 3.0 credits from these electives:		Credits
FUND 1215	Essentials of Fundraising	3.0
MKTG 1219	Professional Sales 1	3.0
MKTG 3322	Promotional Strategies	3.0
Total credits		24.0

ASSOCIATE CERTIFICATE – ENTREPRENEURSHIP

1. Required courses (22.0 credits)		Credits
BUSA 2005	Management	4.0
BUSA 2205	Entrepreneurial Management	3.0
FMGT 1152	Accounting for the Manager	3.0
MKTG 1102	Essentials of Marketing	3.0
MKTG 1219	Professional Sales 1	3.0
MKTG 1324	Small Business Development	3.0
OPMT 1600	Computer Applications 1	3.0

2. Minimum of 3.0 credits from these electives:		Credits
MKTG 1112	Customer Relations	3.0
MKTG 2203	Marketing Communications Essentials	3.0
MKTG 2341	Introduction to Marketing Research	3.0
MKTG 3406	New Product/Service Development	3.0
Total credits		25.0

ASSOCIATE CERTIFICATE – RETAIL MARKETING MANAGEMENT

1. Required courses (21.0 credits)		Credits
BUSA 1305	Supervisory Skills	3.0
FMGT 1152	Accounting for the Manager	3.0
MKTG 1102	Essentials of Marketing	3.0
MKTG 1112	Customer Relations	3.0
MKTG 1140	Essentials of Retailing	3.0
MKTG 2420	Merchandising and Display Strategies	3.0
OPMT 1192	Inventory Planning and Control	3.0

2. Minimum of 3.0 credits from these electives:		Credits
MKTG 1221	Professional Retail Sales	3.0
MKTG 2212	Strategies in Customer Service	3.0
ORGB 1105	Organizational Behaviour	3.0
Total credits		24.0

ASSOCIATE CERTIFICATE – SALES SKILLS*

1. Required courses (21.0 credits)		Credits
MKTG 1102	Essentials of Marketing	3.0
MKTG 1218	Inside Sales	3.0
MKTG 1219	Professional Sales 1	3.0
MKTG 2220	Managing the Sales Force	3.0
MKTG 2319	Professional Sales 2	3.0
MKTG 2438	Direct Marketing Dynamics	3.0
MKTG 3332	Key Account Selling	3.0

2. Minimum of 3.0 credits from these electives:		Credits
MKTG 1323	Effective Public Speaking	3.0
MKTG 1342	Trade/Consumer Show Marketing	3.0
MKTG 2317	Sales Promotion Techniques	3.0
MKTG 3342	Negotiating Skills	3.0
Total credits		24.0

*CPSA – PROFESSIONAL SALES CERTIFICATE

Students who successfully complete the associate certificate in sales skills are eligible to receive a certificate of accreditation from the Canadian Professional Sales Association. To use the designation CSP (Certified Sales Professional), students must write the CSP exams and have at least two years experience as a salesperson. For more information on the CPSA, call 1-888-267-2772.

Marketing courses available this term:
Media Relations
MKTG 1019. \$407

Covers the basic media process, including: developing media strategy, newsroom realities, packaging your message; the media as messenger, interview techniques and critiques and crisis communications. The media is a business like any other; its product is controversy. By knowing the rules of the game, astute managers can make the media work for them. (3 credits)

Jan 9	Mon	1730-2030	12 wks	DTC	CRN 42696
Jan 10	Tue	1845-2145	12 wks	BBY	42697


Essentials of Marketing
MKTG 1102 \$407

Designed to provide the student with an overview of the marketing concept and how it can be applied to any type of organization or service. Includes the controllable and uncontrollable elements of marketing, strategic planning, market characteristics, marketing research techniques, market segmentation and target market selection. (3 credits)

Jan 9			12 wks	Online	CRN 46421
Jan 9	Mon	1845-2145	12 wks	BBY	10001
Jan 9	Mon	1730-2030	12 wks	DTC	10007
Jan 9	Mon	1900-2200	12 wks	SRY	13654
Jan 10	Tue	1845-2145	12 wks	BBY	10002
Jan 10	Tue	1730-2030	12 wks	DTC	10003
Jan 11	Wed	1845-2145	12 wks	BBY	10004
Jan 11	Wed	1730-2030	12 wks	DTC	10012
Jan 12	Thr	1845-2145	12 wks	BBY	10005
Jan 12	Thr	1730-2030	12 wks	DTC	10011
Jan 14	Sat	0900-1600	6 wks	BBY	10006
Feb 13	Mon-Fri	0900-1715	1 wk	DTC	13753
Feb 25	Sat	0900-1600	6 wks	BBY	42875
Feb 25	Sat	0900-1600	6 wks	DTC	17071

Customer Relations
MKTG 1112 \$407

Covers the importance of customer service. In today's service-oriented economy, excellent service is more than a competitive edge, it is a survival skill. Customer Relations is designed to have a broad application for people at all levels in business and industry who will deal directly with customers, both internal and external. Students benefit from strategies and a practical hands-on approach. Covers defining quality service, developing excellent customer relations skills, effective communication techniques, problem solving, listening techniques, questioning skills and developing excellent people skills. (3 credits)

Jan 11	Wed	1730-2030	12 wks	DTC	CRN 10024
Jan 12	Thr	1845-2145	12 wks	BBY	47248

Sports Marketing
MKTG 1119 \$407

Examines the full breadth of sports marketing and sponsorship, its use in the marketing plans of corporations and its function inside amateur and professional sport. This project-based course will appeal to sports administrators and event organizers as well as promotion, community relations and marketing personnel who address sports marketing in their occupation. Prerequisite: MKTG 1102 or department permission. (3 credits)

Jan 10	Tue	1730-2030	12 wks	DTC	CRN 46116
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Event Planning
MKTG 1120 \$407

This projects-based course focuses on the event industry and fundamental components of planning and executing special events. Students explore the planning, marketing, selling, producing and management of any type of event from company social functions to major conventions. To be successful in this course, students must be able to write well in English. (3 credits)

Jan 10	Tue	1845-2145	12 wks	BBY	CRN 10028
Jan 11	Wed	1700-2000	12 wks	DTC	10029
Jan 23	Mon-Fri	0900-1715	1 wk	DTC	46118

Off-Premise Catering Planning
MKTG 1121 \$422

Examines all aspects of planning off-premise catering events from assessing a venue to costing the labour and equipment charges and determining appropriate food service for the venue and budget. Those venturing into the off-premise catering field or who have responsibility for planning catering events will benefit from this course. (3 credits)

Jan 11	Wed	1845-2145	12 wks	BBY	CRN 49278
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Wedding Planning
MKTG 1122 \$422

Dream weddings require careful planning. This course examines wedding planning from inception to execution, including managing the procedures and challenges faced from the initial meeting with the couple, to selecting purveyors, contract reviewing and developing themes and décor. The role and career of a professional wedding planner are also explored. (3 credits)

Jan 10	Tue	1730-2030	12 wks	DTC	CRN 70600
Jan 14	Sat	0900-1600	6 wks	DTC	71675

Essentials of Retailing
MKTG 1140 \$407

An overview of the retail environment, starting with global trends, narrowing the focus to North American issues and ultimately examining the most important issues facing the British Columbia and Vancouver retail sectors. Topics include: retail operations, logistics, buying, merchandising, human resources, customer relations and marketing. (3 credits)

Jan 10	Tue	1845-2145	12 wks	BBY	CRN 49751
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Inside Sales
MKTG 1218 \$407

Endless career opportunities are available for the professional inside sales representative. This course is designed for individuals focused on acquiring the tools and attributes to be successful in this profession. This course uses lectures, case studies, group discussions and guest speakers to teach and refine efficient and practical selling techniques. Students and existing inside sales professionals will learn how to sell more in less time. (3 credits)

Jan 12	Thr	1730-2030	12 wks	DTC	CRN 42688
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Professional Sales 1
MKTG 1219 \$407

Provides basic training for the sales aspirant or person with no formal sales training.

Develop selling techniques through practical applications and role playing. Ideal for people in sales who require or desire to brush up on their sales skills. To be successful in this course, students must be able to communicate well in English. (3 credits)

Jan 9			12 wks	Online	CRN 46010
Jan 9	Mon	1730-2030	12 wks	DTC	10037
Jan 10	Tue	1845-2145	12 wks	BBY	10039
Jan 11	Wed	1900-2200	12 wks	SRY	10066
Jan 12	Thr	1845-2145	12 wks	BBY	10045
Jan 12	Thr	1730-2030	12 wks	DTC	10065
Jan 14	Sat	0900-1600	6 wks	BBY	10070

Professional Retail Sales
MKTG 1221 \$407

Explore the role of a sales associate in a retail organization and learn the important differences between interacting with consumers and business buyers. Develop key interpersonal skills and build confidence using the sales process in a retail environment. To be successful in this course, students must be able to communicate well in English. (3 credits)

Jan 9	Mon	1730-2030	12 wks	DTC	CRN 70478
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Writing Creative Copy
MKTG 1312 \$407

Whether your field is advertising, marketing, public relations, or corporate communications, the best writing is seductive, surprising and speaks directly to your audience. In this hands-on course, you will practice the craft of writing creatively under pressure, learn the tricks of client management and hone your application of brand identity, concepts and "big ideas." Each term, our work and focus reflects identified student needs and goals. (3 credits)

Jan 11	Wed	1845-2145	12 wks	BBY	CRN 44209
Jan 12	Thr	1730-2030	12 wks	DTC	47618

Effective Public Speaking
MKTG 1323 \$438

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. Students must be able to communicate well in English. (3 credits)

Jan 9	Mon	1730-2030	12 wks	DTC	CRN 46385
Jan 11	Wed	1845-2145	12 wks	BBY	10130
Feb 25	Sat	0900-1600	6 wks	BBY	41320

Small Business Development
MKTG 1324 \$407

Examines the planning stages involved in starting a new business including marketing, financial and legal responsibility requirements. Major emphasis is on the preparation of a business plan. This course will be helpful for anyone wishing to start their own business. (3 credits)

Jan 10	Tue	1845-2145	12 wks	BBY	CRN 10106
Jan 12	Thr	1730-2030	12 wks	DTC	10109

Trade/Consumer Show Marketing
MKTG 1342 \$407

Examines the trade/consumer show as an effective marketing opportunity for businesses of all sizes. Focuses on the application of marketing principles through the medium of trade or consumer shows. Also covers how to position a trade or consumer show as an active marketing tool within a 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. (3 credits)

Jan 10	Tue	1845-2145	12 wks	BBY	CRN 10117
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Electronic Marketing
MKTG 1352 \$510

The focus of this course will be to provide the student with e-marketing techniques and strategies that can help any forward-thinking organization be competitive in today's business environment. Key topics include: customer relationship management (CRM); one to one marketing, permission-based e-mail marketing, viral marketing, attributes of a good website and website marketing goals, website promotion, search engine positioning, ranking and key Internet technologies, terminology and acronyms. (3 credits)

Jan 10	Tue	1845-2145	12 wks	BBY	CRN 47259
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Marketing Communications
Essentials MKTG 2203 \$407

This course builds on essential marketing concepts by focusing on the promotional element of the marketing mix. It introduces marketing communications strategy and examines the effective use of advertising, public relations, direct marketing, sales promotion and the media. It also serves as a foundation for several more advanced marketing courses. Prerequisite: MKTG 1102. (3 credits)

Jan 9			12 wks	Online	CRN 47309
Jan 9	Mon	1845-2145	12 wks	BBY	47291
Jan 10	Tue	1730-2030	12 wks	DTC	47292
Jan 11	Wed	1845-2145	12 wks	BBY	47294
Jan 12	Thr	1730-2030	12 wks	DTC	47295
Feb 25	Sat	0900-1600	6 wks	BBY	47299



Marketing of Services

MKTG 2205 \$407
Focuses on the differences between developing strategies for services rather than products. Covers the complete marketing management process including setting objectives, developing a plan of action and reviewing the effectiveness of the marketing plan. Prerequisite: MKTG 1102 or department permission. (3 credits)
Jan 9 Mon 1730-2030 12 wks DTC CRN 10032

Strategies in Customer Service

MKTG 2212 \$407
Provides an overview of what constitutes the area of customer service. This course is designed to cover customer service from a strategic perspective and will cover such things as corporate image, personal presentations, customer interaction, customer definition, service definition and industry trends. Focuses on the importance of selecting, training and empowering employees to work on behalf of the customer. Prerequisite: MKTG 1112. (3 credits)
Jan 9 Mon 1845-2145 12 wks BBY CRN 42694

Skills for Sales Management

MKTG 2220 \$407
The role of the sales manager in planning, directing and controlling the sales process will be the focus of this course which includes information on the selection of sales representatives as well as training, supervision, motivation and leadership. Prerequisite: MKTG 1102.
Jan 11 Wed 1845-2145 12 wks BBY CRN 10076

Sales Promotion Techniques

MKTG 2317 \$407
Focuses on the practical application of trade and consumer sales promotions techniques. Covers couponing, contests, sweepstakes, bonus packs, premiums, package promotions and price-offs. Student are expected to be able to develop a basic sales promotion plan. Prerequisite: MKTG 2202 or MKTG 2203. (3 credits)
Jan 9 Mon 1730-2030 12 wks DTC CRN 16266

Professional Sales 2

MKTG 2319 \$407
Uses lectures, films and class discussion to cover the techniques and motivational skills of selling. This course explores the sales interview process, buying motives, product knowledge, prospecting; approaches; selling more, closing, selling the idea, getting attention, organization, goals, arousing interest, talking benefits, desire, no is not the end and power phrases. The key element of this course will be the development of individual sales presentations by students, focusing on personal presentation skills. Prerequisite: MKTG 1219 or previous sales experience. (3 credits)
Jan 12 Thr 1730-2030 12 wks DTC CRN 10085

Introduction to Marketing Research

MKTG 2341 \$407
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 or MKTG 2203 or department permission. (3 credits)
Jan 11 Wed 1845-2145 12 wks BBY CRN 44669

Marketing Intelligence Fundamentals

MKTG 2350 \$407
This course explores online marketing research, competitive intelligence (CI) and qualitative research methods. Topics covered include business meta-sites, online surveys, traditional and non-traditional sources of CI, analysis and reporting of CI data, qualitative research, focus groups and in-depth interviews. Experience browsing the Internet and basic online searching skills are required. (3 credits)
Jan 11 Wed 1730-2030 12 wks DTC CRN 49279

Merchandising and Display Strategies

MKTG 2420 \$407
This course will review the key principles of merchandising and display across a spectrum of retail environments. Emphasis will be placed on the evolution of merchandising and display theory and tactics, with a comprehensive review of contemporary strategies. (3 credits)
Jan 9 Mon 1845-2145 12 wks BBY CRN 49344

Direct Marketing Dynamics

MKTG 2438 \$407
Examines the concept of direct marketing and explores the growing popularity of direct marketing as an advertising medium. As a growing function in organizations that is often not well understood or well managed, this course will look at both management and implementation of direct marketing. Direct marketing will be studied through lectures, videos, case studies, workshops, guest lecturers, group discussions and industry-related projects. Prerequisite: MKTG 1102 or department permission. (3 credits)
Jan 11 Wed 1730-2030 12 wks DTC CRN 15577

Introduction to Media

MKTG 3218 \$438
Designed for advertising agency and media sales personnel and individuals considering career entry in the advertising industry. Covers media and industry terminology, along with the strengths and limitations of media vehicles. This course also examines industry-related research and explores the roles of those involved in planning, buying and selling media time and space. Prerequisite: MKTG 2203. (3 credits)
Jan 9 Mon 1730-2030 12 wks DTC CRN 70477



Public Relations

MKTG 3321 \$407
Designed for anyone who is responsible for internal and external communication as part of their work for business, government, an association or an organization. Learn to fulfill your information and communication assignments with increased confidence and competence. Topics include planning and executing a public relations program, communication techniques, principles of news writing and preparation of news photographs, utilizing the media and press, external/internal communications, and meetings. Prerequisite: MKTG 2202 or MKTG 2203. (3 credits)
Jan 9 12 wks Online CRN 44692
Jan 10 Tue 1730-2030 12 wks DTC 10091
Jan 11 Wed 1845-2145 12 wks BBY 10094

Promotional Strategies

MKTG 3322 \$407
Provides the opportunity to develop a complete communications plan from situation analysis to creative solutions. Reviews the role of strategic planning as it applies to media, creative processes, sales promotion and research. Prerequisite: MKTG 2202 or MKTG 2203. (3 credits)
Jan 9 Mon 1845-2145 12 wks BBY CRN 10104
Jan 11 Wed 1730-2030 12 wks DTC 10101

Key Account Selling

MKTG 3332 \$407
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 and general accounts. Prerequisite: previous sales training. (3 credits)
Jan 10 Tue 1845-2145 12 wks BBY CRN 13548

Negotiating Skills

MKTG 3342 \$407
Designed to cover the key elements that take place within the marketing or sales negotiation context. Students will explore negotiating styles, strategies and tactics. You will also prepare for, conduct and then evaluate an actual negotiating situation. The impact of ethics, power and culture are also examined through case studies, role play simulations, lectures and discussions. (3 credits)
Jan 10 Tue 1730-2030 12 wks DTC CRN 19981

Advertising Design Production

MKTG 3418 \$510
A practical "how-to" course that starts with design principles and finishes with inside marketing techniques for print, broadcast and Internet advertising. Examines typography, colour, layout, artwork, copywriting and production for newspaper, magazine, broadcast, Internet and POP advertising. Develop your own marketing materials with current industry-standard software. For those in marketing, advertising, media and graphic/printing sales as well as graphic designers. Limited enrolment. (3 credits)
Jan 12 Thr 1730-2030 12 wks DTC CRN 42703

Strategic Corporate Communications

MKTG 3421 \$407
Examines how communicating a corporate strategy is critical to an organization's success at all levels. Importance of communicating corporate and marketing strategies to employees, investors and other stakeholders. Explore how to set communication objectives that reflect the business plan, ensure that communications strategy reinforces business strategy and evaluate corporate communications effectiveness. Prerequisite: MKTG 3321. (3 credits)
Jan 14 Sat 0900-1715 5 wks BBY CRN 47313

Marketing Planning Fundamentals

MKTG 4340 \$407
Presents a decision-making course. Students will be expected to apply the concepts of marketing and planning to real-world situations. The course will cover identifying markets, buying behaviour, product planning, pricing, distribution and communication strategies. The focus of the course will be on developing a marketing plan. Prerequisites: MKTG 2203 and MKTG 2341. (3 credits)
Jan 9 Mon 1730-2030 12 wks DTC CRN 10114

Strategic Marketing Management Simulation

MKTG 4501 \$469
Provides students with a multi-dimensional learning environment through lectures, reading, discussions and simulation exercises. The role and importance of planning and information for marketing decision-making is the underlying precept. Simulations are intended for application of knowledge and practical experience. This course demands that students draw heavily from marketing expertise gained in previous courses. Prerequisites: MKTG 2202 or MKTG 2203 and MKTG 4340. (3 credits)
Jan 11 Wed 1845-2145 12 wks BBY CRN 10121

Fundraising

604-432-8611 Vicki_Forbes@bcit.ca
604-432-8572 Randal_Singer@bcit.ca
604-451-7134 Kim_Nolan@bcit.ca
(Online courses only)

Please visit www.bcit.ca to view the up-to-date official version of fundraising program offerings, including course descriptions, class times and locations.

**ASSOCIATE CERTIFICATE –
FUNDRAISING MANAGEMENT**

Fundraising is an essential skill in today's non-profit organization, whether one works as a volunteer, board member or staff member. This program, endorsed by AFP teaches the necessary skills to succeed in fundraising in an increasingly competitive environment. Fundraising is a growing field with many opportunities for careers, and fascinating learning opportunities for the volunteer. This is one of the few post-secondary certificate programs available in Canada. The Fundraising Management Associate Certificate program requires completion of a minimum of 21 credits.

1. Required courses (15.0 credits)	Credits
FUND 1215 Essentials of Fundraising	3.0
FUND 2215 Fundraising Marketing	3.0
FUND 2315 Campaign Planning and Operations	3.0
FUND 2316 Grant and Proposal Writing	1.5
FUND 3216 Management and Finance for Fundraising	3.0
FUND 3217 Planned Giving	1.5

2. Minimum of 3 credits from these electives:	Credits
MKTG 1019 Media Relations	3.0
MKTG 1102 Essentials of Marketing	3.0
MKTG 1120 Event Planning	3.0
MKTG 1312 Writing Creative Copy	3.0
MKTG 1323 Effective Public Speaking	3.0
MKTG 2341 Introduction to Marketing Research	3.0
MKTG 3321 Public Relations	3.0
MKTG 3342 Negotiating Skills	3.0

3. Minimum of 3 credits from these electives:	Credits
OPMT 1600 Computer Applications 1	3.0
FMGT 1100 Accounting 1	4.0
FMGT 1152 Accounting for the Manager	3.0
FUND 4415 Fundraising Practicum	3.0
HRMG 3105 Human Resource Management	4.0
MDIA 1050 PageMaker PC 1	1.5
MDIA 2050 PageMaker PC 2	1.5
ORGB 1105 Organizational Behaviour	4.0
Total credits	21.0

Fundraising courses available this term:

	Essentials of Fundraising FUND 1215 \$407
	A course designed to provide an overview of fundraising topics. Students will learn the fundamental aspects of fundraising philanthropy, including the principles and strategic issues of fundraising in non-profit organizations and the role of the development officer in fundraising. Students develop an understanding of annual fund and capital campaign methodologies, learn how to work with volunteer boards and develop career planning strategies. (3 credits)
Jan 9	12 wks Online CRN 47071
Jan 9 Mon	1730-2030 12 wks DTC 46495
Jan 10 Tue	1730-2030 12 wks DTC 42685

Fundraising Marketing
FUND 2215 \$407

This course focuses on applying marketing principles to fundraising relationships. Students build skills in target market analysis and the use of demographics. Planning is emphasized, with both a communications plan and a marketing plan as major assignments. Media relations, use of publications, web-based marketing, sponsorships, the role of advertising and donor relations are covered. Prerequisite: FUND 1215. (3 credits)

Jan 10 Tue 1730-2030 12 wks DTC CRN 46104

Campaign Planning and Operations
FUND 2315 \$407

Students learn to analyse and synthesize the necessary components of annual, major gift and capital campaigns. Strategic planning, institutional readiness, prospect research, record keeping, target markets, vehicles and management of the program are stressed. Prerequisite: FUND 2215. (3 credits)

Jan 9 Mon 1730-2030 12 wks DTC CRN 46105


Grant and Proposal Writing
FUND 2316 \$258

A practical introduction to the elements of proposal and grant writing. This course explores the purpose and responsibility required in grant writing, research methods, mechanics of preparation, outline of a formal proposal/grant application, presentation, follow-up, accepting the answer graciously and post-grant reporting. Gain skills through hands-on practice in developing the case statement and grant writing. (Prerequisite: FUND 1215) (1.5 credits)

Jan 9 6 wks Online CRN 47379

Planned Giving
FUND 3217 \$258

This course covers the most technically challenging area in professional fundraising: planned giving. The focus is on charitable giving coordinated with overall financial and estate planning. It also covers the building of strong relationships with donors and their financial advisors. Planned gifts are typically the largest gifts a charity receives. They can be outright donations – of cash stock or other assets – or deferred donations using vehicles such as life insurance, bequests, and/or trusts. Many planned gifts require tax planning to ensure that both the charity's and donor's wishes are met, while minimizing the after-tax cost to the donor. Prerequisite: FUND 1215. (1.5 credits)

Jan 10 Tue 1730-2030 6 wks DTC CRN 71674

Fundraising Practicum
FUND 4415 \$505

The student will spend 36 hours of practical experience in a non-profit fundraising office. The student will have the opportunity to practice their fundraising skills. This practicum will include job shadowing and hands-on work experience. Pre-approved sponsor organizations will be identified for the student. This practicum will be contracted by both the student and the organization. Prerequisite: completion of all FUND courses. (3 credits)

Jan 9 Mon 1730-2030 12 wks DTC CRN 70475

Nonprofit Management

604-451-7134 Kim_Nolan@bcit.ca
604-432-8572 Randal_Singer@bcit.ca

Please visit www.bcit.ca to view the up-to-date official version of Nonprofit Management course descriptions, class times and locations.


Nonprofit Leadership
NPMA 1500 \$407

This course develops leadership skills that are critical for executive directors at small/mid-sized organizations, program managers at large organizations and people beginning nonprofit careers. Participants will examine the role of leadership and approaches to assessing and improving organizational culture, mission/vision, strategic planning, organizational effectiveness, change management and stakeholder engagement. (3 credits)

Jan 9 12 wks Online CRN 71978

**Internet Delivery – Marketing,
Fundraising and Nonprofit
Management Courses**

604-451-7134 www.bcit.ca/distance
604-434-1610 to register

**Registration Deadline
for Marketing Online Courses**

The course registration deadline for January term courses is seven calendar days prior to the course start date. To ensure that you receive login instructions and other course information prior to term start, please register no later than the registration deadline.

Please contact the BCIT Bookstore, Burnaby Campus, to purchase, pick up or arrange delivery of your textbooks.

Course Access

Students will be able to access marketing, fundraising and nonprofit online courses no later than the end of the first day of the course. At time of registration, e-mail address must be supplied by student.

Tourism

604-432-8611 Vicki_Forbes@bcit.ca
604-432-8572 Randal_Singer@bcit.ca

Please visit www.bcit.ca to view the up-to-date official version of Tourism program offerings, including course descriptions, class times and locations.

**MANAGEMENT-CERTIFICATE –
TOURISM MANAGEMENT OPTION**

A program for those working in the field of tourism who are seeking formal, recognized qualifications to support their work experience. This program is for people who wish to improve their present position or seek new tourism employment opportunities. This program will also appeal to those wishing to enter the field of tourism who have no previous experience and require some credibility. Employers who are looking for courses to upgrade employees' marketing skills will also find value in this program. Listed below are the courses required to obtain a certificate.

1. Required courses	Credits
MKTG 1102 Essentials of Marketing	3.0
MKTG 1112 Customer Relations	3.0
MKTG 1219 Professional Sales 1	3.0
MKTG 2203 Marketing Communications Essentials	3.0
MKTG 4340 Marketing Planning Fundamentals	3.0
TOUR 1260 Foundations of Tourism	4.0
TOUR 2302 Tour and Travel Management	2.0
TOUR 2307 Resort and Hotel Marketing	3.0
TOUR 3320 Meetings, Conventions and Incentive Travel	3.0

2. Minimum of 12.0 credits from these electives:	Credits
MKTG 1120 Event Planning	3.0
MKTG 1324 Small Business Development	3.0
MKTG 1352 Electronic Marketing	3.0
MKTG 2205 Marketing of Services	3.0
MKTG 3321 Public Relations	3.0
TOUR 1250 Retail Travel Sales and Marketing	3.0
TOUR 2330 Community Tourism Development	4.0



3. Minimum of 6.0 credits from these electives:

	Credits
BLAW 3100 Business Law	4.0
BUSA 2005 Management	4.0
COMM 1103 Introduction to Business and Technical Communication	3.0
COMM 2202 Business and Technical Correspondence	3.0
COMM 2203 Business and Technical Reports	3.0
ECON 2100 Microeconomics	3.0
ECON 2200 Macroeconomics	4.0
FMGT 1100 Accounting 1	4.0
FMGT 2100 Accounting 2	5.5
FMGT 3510 Finance 1	4.0
OPMT 1102 Basic Mathematics of Finance	3.0
OPMT 1110 Business Mathematics	4.0
OPMT 1197 Statistics for Business and Industry	4.5
OPMT 1600 Computer Applications 1	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
ORGB 1105 Organizational Behaviour	4.0
Total credits	45.0

ASSOCIATE CERTIFICATE – TOURISM MANAGEMENT

Required courses	Credits
MKTG 1102 Essentials of Marketing	3.0
MKTG 1120 Event Planning	3.0
MKTG 1219 Professional Sales 1	3.0
TOUR 1250 Retail Travel Sales and Marketing	3.0
TOUR 1260 Foundations of Tourism	4.0
TOUR 2302 Tour and Travel Management	2.0
TOUR 2307 Resort and Hotel Marketing	3.0
TOUR 3320 Meetings, Conventions and Incentive Travel	3.0
Total credits	24.0

Tourism courses available this term:

Retail Travel Sales and Marketing

TOUR 1250 \$407
Covers the basic skills, knowledge and effective habits required to become an entry-level retail leisure travel consultant. Topics will include tour, cruise, rail, hotel, air, sales, marketing and travel industry terminology. Practical experience will be gained through individual and group research and booking assignments. (3 credits)
Jan 11 Wed 1730-2030 12 wks DTC CRN 11808

Foundations of Tourism

TOUR 1260 \$407
This course focuses on essential skills and knowledge for anyone interested in pursuing a career or further education in tourism. You will explore a broad range of topics including B.C. tourism regions, career opportunities, travel behaviour, resident-tourist relationships and key stakeholders. Important influences affecting the industry such as local and global events, trends and tourism issues are also examined. (4 credits)
Jan 11 Wed 1730-2030 12 wks DTC CRN 49373

Travel and Tour Management

TOUR 2302 \$407
Development, research and marketing of tour packages and charters. Practical exercises in tour planning, organizing, managing, guiding and marketing of tour/charter products. Terminology used by tour operators, wholesalers and destination management companies (DMCs) is applied in the costing, documentation and reservation systems used in this growth sector of tourism. (2 credits)
Jan 12 Wed 1730-2030 12 wks DTC CRN 46290

Resort and Hotel Marketing

TOUR 2307 \$407
Application of marketing principles and strategies to the accommodation sector of tourism. Examines how marketing departments are organized, responsibilities assigned and functions established at a variety of resort

and hotels. Examines the role of personal selling, sales reporting and monitoring techniques, and provides an overview of the communication and media techniques used to effectively reach specified target markets. Prerequisites: MKTG 1102 and TOUR 1260. (3 credits)
Jan 12 Thr 1730-2030 12 wks DTC CRN 47493

Community Tourism Development

TOUR 2330 \$475
Addresses the development of community tourism by focusing on local interest and economic benefits. Includes the nature of attraction, planning strategies, economic considerations, environmental factors and social and cultural impacts. Prerequisite: TOUR 1261 or department permission. (4 credits)
Jan 12 Thr 1830-2200 14 wks BBY CRN 42885

Meetings, Conventions and Incentive Travel

TOUR 3320 \$407
Provides a basic understanding of convention/meeting planning; negotiating for special requirements in accommodation, transportation, attractions and hospitality sectors; amenities needed to satisfy delegates' desire to attend as well as on-site demands; importance of speaker selection, workshop planning and scheduling; marketing strategies to enhance a convention/meeting to provide success in both "bottom line" and in satisfying the objectives of conference planners. Prerequisite: TOUR 1261 or department permission. (3 credits)
Jan 12 Thr 1730-2030 12wks DTC CRN 46289

Medical Office Assistant

See Health Sciences or contact
604-453-4032 Karen_Harvey@bcit.ca

Digital Arts Flex Programs

604-453-4032 Karen_Harvey@bcit.ca
Are you interested in a career in the arts? The Digital Arts department offers three FLEX programs:

SENIOR MANAGEMENT CERTIFICATE IN NEW MEDIA DESIGN CD-ROM AND WEB DEVELOPMENT

\$10,360 – Fall intake
\$13,420 – Spring intake, includes laptop.
This program puts powerful creative software tools at your fingertips to produce visually rich content for multiple media sources. Subjects within the program include: Adobe Photoshop, Illustrator, After Effects, Macromedia Flash MX, Dreamweaver MX, Director and Apple Final Cut Pro. Participants will also learn about graphics, colour, streaming media and law. Students will complete at least three websites and two interactive projects.

Program format: 52 weeks

Delivery location:

Fall Intake: BCE New Media Centre of Excellence (Burnaby)
April Intake: Wireless lab (Burnaby Campus)

Next intakes: April and October 2006

MANAGEMENT CERTIFICATE IN DIGITAL ANIMATION

\$12,400
This hands-on program offers the basics of computer animation. Students start by learning traditional 2D animation and then move on to high-end 3D software applications. Students are also taught special effects and texture mapping techniques. Students will produce a demo tape with sound for portfolio use.

Program format: 52 weeks

Delivery location:

BCE New Media Centre of Excellence (Burnaby Campus)
Next intake: April and October 2006

MANAGEMENT CERTIFICATE IN DESIGN ESSENTIALS

In partnership with
The Emily Carr Institute of Art and Design
\$8,830

This program offers a technically rich foundation in graphic design, providing instruction in the key elements of creative thinking along with a solid foundation in practical design skills. The program is beneficial to budding designers, design department managers, graphic artists, art students, media companies, commercial printers, web developers and executives who currently buy graphic design services.

Program format: 52 weeks

Delivery location:

BCE New Media Centre of Excellence (Burnaby Campus)
Emily Carr Institute of Art and Design (Vancouver)

Next intake: January, April and September 2006

All students interested in participating in these programs must attend an information session.

To register for an information session, please visit www.bcit.ca/infosessions.

MANAGEMENT CERTIFICATE IN MEDIA TECHNIQUES FOR BUSINESS

604-453-4032 Karen_Harvey@bcit.ca

The complete certificate program integrates Media Techniques for Business courses with those from other disciplines. Students have a wide-range of electives to choose from and can therefore develop a program to meet their specific needs and goals. The certificate program requires the completion of 12 basic courses totaling 27 credits and elective courses totaling a minimum of 22 credits from the offerings listed.

Required courses:

COMM 1103 Introduction to Business and Technical Communication
MDIA 1008 Apple Final Cut Pro Mac 1
MDIA 1010 Photography
MDIA 1040 Graphics 1
MDIA 1140 Colour Theory
MDIA 1360 Video Techniques*
MDIA 2082 Project Management for New Media*
MDIA 2087 Prepress
MDIA 2060 Effective Presentation Techniques
MDIA 2200 The Law and New Media*
*course offered in Fall term only

Possible Electives:

MDIA 1049 Adobe InDesign 1
MDIA 1050 PageMaker PC 1
MDIA 1090 PageMaker Mac 1
MDIA 1150 QuarkXPress Mac 1
MDIA 1160 Illustrator Mac 1
MDIA 1260 Illustrator PC 1
MDIA 1170 Photoshop PC 1
MDIA 1180 Photoshop Mac 1
MDIA 2049 Adobe InDesign 2
MDIA 2050 PageMaker PC 2
MDIA 2090 PageMaker Mac 2
MDIA 2150 QuarkXPress Mac 2
MDIA 2260 Illustrator Mac 2
MDIA 2261 Illustrator PC 2
MDIA 2170 Photoshop PC 2
MDIA 2180 Photoshop Mac 2

Elective courses:

For a list of other electives, visit the BCIT website at www.bcit.ca/study/programs.



MANAGEMENT CERTIFICATE IN MEDIA TECHNIQUES AND MARKETING COMMUNICATION

604-453-4032

Karen_Harvey@bcit.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 valuable to anyone who wishes to pursue a career in the communications area of any business, from home-based businesses to major corporations.

Required basic courses:

MKTG 1102	Essentials of Marketing
MKTG 2203	Marketing Communication Essentials
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies
MKTG 3421	Strategic Communications
MDIA 1100	Introduction to Media Techniques for Business
MDIA 2060	Effective Presentation Techniques*
MDIA 1040	Graphics 1
MDIA 2040	Graphics 2

*course offered in Fall term only

In addition, select electives equivalent to 18 credits. A list of electives can be found on the BCIT website at www.bcit.ca/study/programs.

Photography Entry Level

MDIA 1099 \$175

Learn to handle a 35 mm single lens reflex camera or your digital camera with manual controls. Through lectures, demonstrations and hands on practice with your camera you will learn such basic photographic concepts as: depth of field, aperture/shutter relation, exposure control, night photography and more. If you have an interest, but no previous experience in photography, we encourage you to enrol in this exploratory course to determine your potential. (1 credit)

Jan 11 Wed 1900-2200 4 wks BBY CRN 70572

Photography

MDIA 1010 \$330

This course improves knowledge of handling 35 mm equipment/ accessories. Topics include composition, selecting film and lighting. Students carry out assignments using their own equipment, get hands-on experience in processing and printing black and white film and learn to set up their own darkroom. Prerequisite: MDIA 1099 or permission from the instructor. (3 credits)

Feb 8 Wed 1900-2200 8 wks BBY CRN 10968

Graphics 1

MDIA 1040 \$345

This course introduces the many facets of graphics. Topics include: lettering/typography, layout/design, drawing/illustration techniques, logo design, colour process and

producing artwork using traditional and digital methods. No previous experience in graphic art is required to attend this exploratory course. **Note:** This course is not computer-based. (3 credits)

Jan 9 Mon/Wed 1845-2145 6 wks BBY CRN 10969

Introduction to Media Techniques for Business

MDIA 1100 \$345
Explore fundamental issues in creating and implementing a variety of visual/audiovial communication projects. This course offers a practical perspective on prepress production/ printing, desktop publishing, commercial applications of photography and photographic imaging and the video production and communication tools used today. Includes needs assessment, target audience identification and understanding of media integration. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 11026

Digital Photography Basics

MDIA 1310 \$299

This course offers an introduction to digital photography for those with little or no experience. This course examines basic digital camera functions and terminology, differences between film and digital capture and the basics of photography composition with the digital workflow in mind. It is taught through demonstrations and weekly assignments. Students are required to bring their own digital cameras. (1.5 credits)

Feb 24 Fri 1300-1600 6 wks DTC CRN 70570

Graphics 2

MDIA 2040 \$345

Covers detailed areas of graphics and print production. This course includes information on paper choice/ selection, four colour process printing and mechanical requirements, imposition, commercial photography, special printing techniques, stitching/binding, magazine production, designing advertisements, preparing an advertising campaign using various production and print media. Preparing a portfolio, future education and employment opportunities are discussed. Prerequisite: MDIA 1040. (3 credits)

Feb 20 Mon/Wed 1845-2145 6 wks BBY CRN 11033

Portfolio Production

MDIA 2095 \$505

Participants consolidate their experience, learning and talent by compiling a portfolio that focuses on individual interest and strength, and showcases their work. Prepare an effective tool to assist in furthering your career, identify professional development needs and set future goals. This course is recommended as the last course in the certificate program. (3 credits)

Jan 14 Sat 1300-1600 12 wks DTC CRN 42858

ASSOCIATE CERTIFICATE IN DESKTOP PUBLISHING

The Desktop Publishing Associate Certificate program requires the completion of the following seven courses,

Business and Media

totaling 18 credits, and a minimum of three elective courses totaling 9 credits for a total of 27.

Required courses:

MDIA 1025	Adobe Acrobat PC
or	
MDIA 1026	Adobe Acrobat Mac
MDIA 1040	Graphics 1
MDIA 1140	Colour Theory
MDIA 1111	Scanning and Colour Correction
MDIA 2000	Typography
MDIA 2087	Prepress
MDIA 2095	Portfolio Production

In addition:

1. Choice of: (Levels 1 and 2 required)

MDIA 1050 and MDIA 2050	PageMaker PC (Levels 1 and 2)
MDIA 1090 and MDIA 2090	PageMaker MAC (Levels 1 and 2)
MDIA 1150 and MDIA 2150 (Levels 1 and 2)	QuarkXPress MAC
MDIA 1049 and MDIA 2049	Adobe InDesign (Levels 1 and 2)

2. Choice of: (Levels 1 and 2 required)

MDIA 1160 and MDIA 2260	Adobe Illustrator MAC (Levels 1 and 2)
MDIA 1260 and MDIA 2261	Adobe Illustrator PC (Levels 1 and 2)

3. Choice of: (Levels 1 and 2 required)

MDIA 1170 and MDIA 2270	Adobe Photoshop PC (Levels 1 and 2)
MDIA 1180 and MDIA 2180	Adobe Photoshop MAC (Levels 1 and 2)

DESKTOP PUBLISHING AND GRAPHICS FOR THE MACINTOSH

604-453-4032

Karen_Harvey@bcit.ca

Adobe Acrobat Mac

MDIA 1026 \$390

This course teaches students how to convert any document to PDF format, bridge the gap between paper and digital workflow, convert small volumes of paper documents to searchable Adobe PDF files and e-mail graphics files that were previously too large. (1.5 credits)

Jan 13 Fri 1300-1600 6 wks DTC CRN 49292

NEW Adobe CS2 Power User Integration

MDIA 1005 \$495

Students will learn to tightly integrate the newest level of Adobe Creative Suite 2 software seamlessly together. Advanced ways of performing tasks will be demonstrated for Photoshop, Illustrator and InDesign including cloning to a vanishing point, working with smart objects and creating snippets for sharing with colleagues. Students will also learn multiple power user tips and techniques, as well as the Adobe bridge and colour management



Choose your own adventure at our Open House

Learn about all your options. We'll have interactive displays, information on all our programs, campus tours, contests and prizes.

April 7 - 8, 9 a.m. - 5 p.m. at 3700 Willingdon Ave., Burnaby.
Call 604-456-1090 or visit www.bcit.ca/openhouse.



A POLYTECHNIC INSTITUTION

The path you choose can make all the difference.



settings used to achieve consistent colour between all applications. Prerequisites: MDIA 2049, MDIA 2180, MDIA 2260 or equivalent. (3 credits)

Jan 15 Sun 0900-1200 12 wks BBY CRN 71686

Adobe InDesign – Level 1

MDIA 1049 \$390

Page layout course covering InDesign toolbox and dialogue boxes in detail. InDesign sets new standards for professional design. It integrates fully with Photoshop, Illustrator, GoLive and Acrobat. InDesign makes it easy to move beyond print with support for publishing pages anywhere. With InDesign pages can be saved as PDF files and published in e-books and on the web. (1.5 credits)

Jan 13 Fri 1730-2030 6 wks DTC CRN 43024

Jan 9 Mon 0900-1600 3 wks DTC 70574

Scanning and Colour Correction

MDIA 1111 \$435

Work with a desktop scanner from your own computer terminals. This course covers basic colour theory, reflection/flatbed scanners and transmission such as slide scanners and digital cameras. Issues affecting quality/accuracy of scanned images are discussed, including resolution, dynamic range and removing unwanted colourcasts. Photoshop is used extensively in this course. (1.5 credits)

Jan 15 Sun 0900-1600 3 wks DTC CRN 47445

Colour Theory

MDIA 1140 \$495

This course teaches the principles of colour in relation to physics, physiology and communication. The class explores additive primaries red, green and blue (light) and subtractive primaries cyan, magenta and yellow (pigment). Contrast, hue, saturation, value, tint and shade will also be examined. The class covers colour models used in computer graphics programs, through hands-on use of Adobe Illustrator on the Macintosh. (3 credits)

Jan 12 Thu 1845-2145 12 wks BBY CRN 17089

QuarkXPress Mac 1

MDIA 1150 \$390

This course introduces the most powerful page layout program currently available. The class gives a complete overview of the abilities of QuarkXPress, providing a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation. Prerequisite: a solid working knowledge of the Macintosh. (1.5 credits)

Jan 9 Mon 1730-2030 6 wks DTC CRN 18407

Adobe Illustrator Mac 1

MDIA 1160 \$435

Examine the toolbox, view artwork in different modes, edit, use rule guides, learn about layers, painting objects, applying custom colour and gradient fills and using the pen tool. Draw straight lines and curves, convert points, use primitives to create basic shapes, work with type, change type attributes, import text and link text blocks, wrap text around an object and more. (1.5 credits)

Jan 10 Tue 1730-2030 6 wks DTC CRN 18411

Jan 12 Thu 0900-1600 3 wks DTC 16766

ADOBE PHOTOSHOP MAC 1

MDIA 1180 \$435

Produce colour and black and white images right on the desktop. Work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and options, understand image size and resolution, create type, ghost back type on image and airbrush. Individual workstations are provided. (1.5 credits)

Jan 11 Wed 0900-1600 3 wks DTC CRN 18409

Typography

MDIA 2000 \$495

This course gives students an understanding of type-setting rules and techniques. Covers type history, development and usage. The last nine evenings will

be spent using QuarkXPress to complete a variety of projects. Emphasis will be on quality rather than quantity. Prerequisites: MDIA 1150 and MDIA 2150 or MDIA 1090 and MDIA 2090 or MDIA 1049 and MDIA 2049. (3 credits)

Jan 12 Thu 1730-2030 12 wks DTC CRN 17145

Adobe InDesign 2

MDIA 2049 \$390

Students will learn automatic layout adjustment, precision control techniques, pen tool paths, layer modes, scissor tools, rotation from transform palette, tracking and kerning techniques, Bezier paths, making special gradients, step and repeat options, nested text and graphic frames, colour separations, RGB, CMYK and lab mode colours, trapping issues and Adobe Acrobat PDF support. Prerequisite: MDIA 1040 Level 1 or permission from instructor. (1.5 credits)

Jan 30 Mon 0900-1600 3 wks DTC CRN 70575

Feb 24 Fri 1730-2030 6 wks DTC 43025

Prepress

MDIA 2087 \$495

There are many necessary steps for providing electronic files for output at a service bureau or commercial printer. This course covers QuarkXPress Collect for Output features as well as Adobe InDesign Package and Preflight features. Fonts and colour separation issues like process and spot colours are explained as well as trapping decisions. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 47502

QuarkXPress Mac 2

MDIA 2150 \$390

Teaches advanced publishing techniques using QuarkXPress including integration with word processing and graphics software and the use of spot and process colours. Students will have their own workstation. Prerequisite: MDIA 1150 or permission from the instructor. (1.5 credits)

Feb 20 Mon 1730-2030 6 wks DTC CRN 18408

Adobe Photoshop Mac 2

MDIA 2180 \$435

Manipulate scanned photolithographs, slides and original artwork. Learn how to look at colour models, adjust midtones, shadows and highlights, use the information palette as a densitometer and adjust the colour balance of an image. Students will learn to determine correct scan resolution, create releases around images with paths and more. Prerequisite: MDIA 1180. (1.5 credits)

Feb 1 Wed 0900-1600 3 wks DTC CRN 11983

Adobe Illustrator Mac 2

MDIA 2260 \$435

A continuation of Adobe Illustrator 1. Topics include applying colour, blends, gradient mesh, advanced type features, transparency, filters and effects, advanced drawing techniques, working with raster images, working with other applications, symbols and symbol tools. (1.5 credits)

Feb 2 Thu 0900-1600 3 wks DTC CRN 17978

Feb 21 Tue 1730-2030 6 wks DTC 18412

DESKTOP PUBLISHING AND GRAPHICS FOR THE PC

604-453-4032

Karen_Harvey@bcit.ca

Adobe Acrobat PC

MDIA 1025 \$390

This course teaches students how to convert any document to PDF format, to bridge the gap between paper and digital workflows, convert small volumes of paper documents to searchable Adobe PDF files and to e-mail graphics files that were previously too large. (1.5 credits)

Jan 14 Sat 0900-1200 6 wks BBY CRN 47501

Adobe Photoshop PC 1

MDIA 1170 \$435

Create and produce colour and black and white images right at the desktop. Create and work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and paint options, understand image size and resolution, ghost back type. Individual workstations are provided. (1.5 credits)

Jan 12 Thu 1845-2145 6 wks BBY CRN 11982

Jan 14 Sat 1300-1600 6 wks BBY 11981

Adobe Illustrator PC 1

MDIA 1260 \$435

View artwork in different modes, edit a segment and construct a drawing. Learn about layers, group/ungroup objects, painting objects, creating process colours, applying gradient fills using the pen tool, drawing straight lines and curves, and using primitives to create basic shapes. Work with type, change attributes, import text. (1.5 credits)

Jan 15 Sun 0900-1200 6 wks BBY CRN 47446

Jan 13 Fri 0900-1600 3 wks DTC 17975

Illustrator PC 2

MDIA 2261 \$435

Builds on skills learned in MDIA 1260. This course enables you to work with advanced techniques such as multiple masks, airbrush effects, multiple layers and paths, custom views and special type effects. (1.5 credits)

Feb 3 Fri 0900-1600 3 wks DTC CRN 47492

Feb 26 Sun 0900-1200 6 wks BBY 41465

Adobe Photoshop PC 2

MDIA 2270 \$435

Create and produce digital images. Manipulate scanned photolithographs, slides and original artwork in a variety of ways. Learn colour models, perform precise colour corrections, use the information palette as a densitometer, adjust the colour balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor. (1.5 credits)

Feb 23 Thu 1845-2145 6 wks BBY CRN 42821

Feb 25 Sat 1300-1600 6 wks BBY 15226

APPLE SYSTEM APPLICATIONS

NEW Apple iLife-05

MDIA 1480 \$395

This course offers a comprehensive program on how you can unlock your creative side. You will learn how to maximize a digital camera with iPhoto, unlock the filmmaker in you with iMovie HD, create your own DVD productions with iDVD and master your audio library with iTunes. Garageband lets you write, record and master original songs and soundtracks for your movies. (1.5 credits)

Feb 5 Sun 0900-1200 6 wks DTC CRN 71690

NEW Apple Mac OS X Tiger

MDIA 2015 \$395

Students will learn how to take full advantage of Mac OS X Tiger. Students will learn many of the new powerful features of desktop multi-user video chat with i-Chat AV, including how to conduct sophisticated searches with Spotlight, leverage the Internet with Dashboard, streamline workflow with Automator and discover crystal clear video with live QuickTime 7. Students will also learn many power user tips and techniques. (1.5 credits)

Feb 5 Sun 1300-1600 6 wks DTC CRN 71695

ASSOCIATE CERTIFICATE WEB TECHNOLOGIES

604-453-4032

Karen_Harvey@bcit.ca

MDIA 1205	Weaving the Web: Publishing on the Internet 1	
or		
MDIA 1206	Weaving the Web: with Dreamweaver	
MDIA 2205	Weaving the Web: Publishing on the Internet 2	
MDIA 3205	Imaging Technologies for Web Publishing	
MDIA 3206	Audio and Video Technologies for Web Publishing	
MDIA 3207	Using Scripting Language on the Web	
MDIA 3208	Using New Media on the Web	
MDIA 4205	The Business of Web Design	
MDIA 4206	Major Project	
Total Credits:		21.0

CERTIFICATE IN WEB TECHNOLOGIES

604-453-4032

Karen_Harvey@bcit.ca

MDIA 1205	Weaving the Web: Publishing on the Internet 1	
or		
MDIA 1206	Weaving the Web with Dreamweaver	
MDIA 2205	Weaving the Web: Publishing on the Internet 2	
MDIA 3205	Imaging Technologies for Web Publishing	
MDIA 3206	Audio and Video Technologies for Web Publishing	
MDIA 3207	Using Scripting Language on the Web	
MDIA 3208	Using New Media on the Web	
MDIA 4205	The Business of Web Design	
MDIA 4206	Major Project	
MDIA 4303	Advanced Design	
MDIA 4305	Using XHTML and XML in Web Publishing	
MDIA 4310	Advanced Flash Web Design	
MDIA 4315	Using ASP in Web Publishing	
MDIA 4320	Using Java in Web Publishing	
MDIA 4325	Using PHP in Web Publishing	
MDIA 4330	Web Application Development using ColdFusion	
MDIA 4345	Final Project (Portfolio)	
Total Credits:		45.0

 **Weaving the Web: Publishing on the Internet (Level 1)**
MDIA 1205 **\$561**

This course will teach students to create web pages using the hypertext mark-up language (HTML). Students will learn to code web pages both manually and with the assistance of the HTML editor Netscape Composer (available free from <http://channels.netscape.com/ns/browsers/download.jsp>). Students will learn to analyse commercial websites in order to gain insight into the design and storyboarding of their own pages. The course will also deal with publishing, marketing and maintaining an Internet or intranet site. Students must have access to the Internet, a personal e-mail account, and a PC Pentium or Macintosh PPC with 64 or 128MB of RAM. Software required: Netscape Communicator or Internet Explorer. (3 credits)

Continuous Intake *12 wks Online* **CRN 41203**

 **Weaving the Web: Publishing on the Internet with Dreamweaver**
MDIA 1206 **\$561**

This course will introduce students to the creation of web pages using the hypertext mark-up language (HTML). Students will learn to code web pages both manually and with the assistance of the HTML editor Macromedia Dreamweaver (available at academic prices at the BCIT bookstore www.bookstore.bcit.ca). Students will learn to analyse commercial websites in order to gain insight into the design and storyboarding of their own pages. The course will also deal with publishing, marketing and maintaining an Internet or intranet site. Students must have access to the Internet, a personal

e-mail account and a PC Pentium or Macintosh PPC with 64 or 128MB of RAM. Software required: Macromedia Dreamweaver MX or MX 2004.
(3 credits)

Continuous Intake *12 wks Online* **CRN 47491**

 **Publishing on the Internet (Level 2)**
MDIA 2205 **\$377**

This course is an extension of MDIA 1205 and/or MDIA 1206. It introduces the XHTML coding syntax, UTF-8 character encoding and the more advanced XHTML functions involved in creating interactive forms using CGI, frame-based websites and cascading style sheets (CSS). See MDIA 1205 or MDIA 1206 for technical requirements. (2 credits)

Jan 10 Tue *6 wks Online* **CRN 43101**
Feb 21 Tue *6 wks Online* **47682**

 **Imaging Technologies for Web**
MDIA 3205 **\$377**

This course covers all aspects of preparing images for publication on the Internet, including image files formats, browser-safe colours, transparency, tiling, typography, scanning, animations, image mapping and graphical layout. (2 credits)

Jan 10 Tue *6 wks Online* **CRN 47681**
Feb 21 Tue *6 wks Online* **43102**

 **Audio and Video Technologies for Web Publishing**
MDIA 3206 **\$377**

This course deals with the procedures and processes involved in publishing audio and video material on the Internet, including audio file formats, audio sample rates, audio resolution, audio compression, video file formats and video compression. Students must have access to hardware capable of digitizing sound as well as an audio digitizing software package such as SoundForge (for the PC) or BAI5 Peak (for the Macintosh) and QuickTime Pro and Real Producer (free). Assignments will not require the digitization of video. (2 credits)

Feb 21 Tue *6 wks Online* **CRN 43103**

 **Using Scripting Language on the Web**
MDIA 3207 **\$561**

This course concentrates on using and modifying commercial and/or freeware JavaScript routines to enhance the content of web pages. To fully understand how JavaScript scripts work and how they may be modified, students will be asked to create short JavaScript routines using manual coding. Other topics will include Java Applets (no coding required), dynamic HTML (DHTML) and embedded fonts. (3 credits)

Jan 10 Tue *12 wks Online* **CRN 43203**

 **Using New Media on the Web**
MDIA 3208 **\$561**

This course concentrates on using new media such as Flash to enhance web pages. While utilizing Shockwave/Flash as the basis of this course, students will be encouraged to employ other new media as it becomes available. (3 credits)

Jan 10 Tue *12 wks Online* **CRN 43204**

 **The Business of Web Design**
MDIA 4205 **\$561**

This course deals with the business of web design and e-commerce, including locating clients, consultation, market research, advertising considerations, using print media, search service submissions, banner advertising/banner exchanges, trade links, Internet malls and cross-linking, targeting your populations, maintaining sites, services and fees, online shopping, enhancing your business with the Internet and the virtual storefront. The content of this course will articulate closely with MDIA 4206 and the two may be taken concurrently. (3 credits)

Jan 10 Tue *12 wks Online* **CRN 46497**


Major Project
MDIA 4206 **\$561**

This course is the culmination of the associate certificate program and will concentrate on the development of a comprehensive website for a real client. Students will be encouraged to locate a volunteer organization desiring a website or approach an organization or business with which they are closely associated. In addition to locating the client, other tasks will include designing and storyboarding the site in consultation with the client, articulating the content of the site as dictated by the client, creating a domain name, mounting the site using a commercial ISP, registering the site with search services, cross linking the site with other similar organizations and maintaining and testing the site for a period of six weeks. A tutor will be constantly available for consultation during this process. The course may be taken concurrently with MDIA 4205. (3 credits)

Jan 10 Tue *12 wks Online* **CRN 46498**


Advanced Design
MDIA 4303 **\$561**

This course will deal with three broad design areas: website usability, website accessibility (for those with physical disabilities) and collaborative web design. The course will also cover the theories behind design, navigation, layout and the effective use of colour. The assignments will be specifically designed to simulate situations learners will encounter in the working world, both in a designer/client relationship and working collaboratively as part of a design team. By the end of the course, learners will have the tools to turn sites into functional works of art that also meet all of the current design guidelines for usability and accessibility. (3 credits)

Jan 10 Tue *12 wks Online* **CRN 70577**


Using XHTML and XML in Web Publishing
MDIA 4305 **\$561**

This is an introduction to using XHTML (extensible hyper text mark-up language) and XML (extensible mark-up language) to enhance web page design and e-commerce applications. Topics will include moving from HTML to XHTML, XHTML element structure, style sheets (including CSS and XSL), using JavaScripts to display XML, using scalable vector graphics (SVG) and an introduction to XML DOCTYPES and schemas and their use. The course will include an introduction to using XML in a web publishing environment. (3 credits)

Jan 10 Tue *12 wks Online* **CRN 46328**


Advanced Flash Design
MDIA 4310 **\$561**

This course is designed to build on the skills learned in the introductory Flash course to help students make their Flash animations more interesting and interactive. Topics for this course include: controlling multiple timelines, changing movie clip properties, variables, conditional statements, preloaders, draggable objects, controlling the mouse and Flash in HTML codes. By the end of the course students will be able to make fully interactive Flash movies and incorporate them into their HTML to bring their sites to the next level. (3 credits)

Jan 10 Tue *12 wks Online* **CRN 46180**



Using ASP in Web Publishing MDIA 4315 \$561

This course will introduce you to the fundamentals of creating dynamic, interactive web pages using Active Server Pages (ASP) technology. Topics include: an introduction to ASP, ASP syntax, and VBScript; request, response, server, application and session objects; working with components and connecting databases to ASP pages. Projects for the course include creating an interactive guest book, a virtual radio station, a chat room, a classified ads database and a restaurant menu database. As part of the requirements you will set up a personal web server (PWS) or Internet information server (IIS) on your own PC in order to test your code. (3 credits)
Jan 10 Tue 12 wks Online CRN 46724



Using Java in Web Publishing MDIA 4320 \$561

This course will concentrate on preparing Java applets using one of Java's GUI frameworks, as well as the basic graphics features provided by the Java language. The students will be asked to prepare small applets with the help of the examples and the resource list in the course notes or from those found through other sources, such as textbooks, tutorials and on the web. (3 credits)
Jan 10 Tue 12 wks Online CRN 46329



Using PHP in Web Publishing MDIA 4325 \$561

This course will introduce you to the fundamentals of creating dynamic, interactive web pages using hypertext pre-processor (PHP) technology. Topics will include: an introduction to PHP, using variables, HTML forms and PHP, doing math in PHP, using strings, basic control structures, using arrays, employing regular expressions, creating functions, working with files and directories, using databases in PHP, employing cookies, creating web applications and debugging PHP scripts. As part of the requirements you will set up a PHP server (the software is free) on your own PC in order to test your code. The Panther version of OS X includes both PHP and MySQL software which is required for this course. (3 credits)
Jan 10 Tue 12 wks Online CRN 47490



Web Application Development Using ColdFusion MDIA 4330 \$561

This course will introduce you to the fundamentals of creating dynamic, interactive web pages and e-commerce applications using Macromedia ColdFusion technology. Topics will include: an introduction to ColdFusion, anatomy of a ColdFusion application, setting up a ColdFusion server, using databases, introduction to SQL, using forms, client and session management and e-commerce applications. (3 credits)
Jan 10 Tue 12 wks Online CRN 47480



Final Project - Portfolio MDIA 4345 \$561

This course is the culmination of the Certificate in Web Technologies. The main goal of this course is to draw together all of the knowledge and skills that you have acquired in the associate certificate and certificate programs and present them in terms of a personal online portfolio. There will be 10 assignments (portfolio pages) and each assignment should focus on a specific skill or technique, although you will also want to include other design elements to create a well-balanced page. You should approach this course in terms of creating marketing tools you can use demonstrate your background and skill set to prospective clients. There will be no notes for this course but you may feel free to draw upon the expertise of our entire team of instructors for assistance. Assignments for this course will be assessed by a minimum of three instructors from the Web Technologies program. The instructors chosen to do

the assessment will be selected based upon the special skills/techniques selected for each assignment submission. (3 credits)
Jan 10 Tue 12 wks Online CRN 70576

Web Development and Design Associate Certificate

See Computing and Information Technology.

Web Programming Associate Certificate

See Computing and Information Technology.

Multimedia

604-453-4032 Karen_Harvey@bcit.ca

Apple Final Cut Pro Mac 1 MDIA 1008 \$515

This digital video creation course focuses on how to create videos using fast, interactive editing tools and direct proxy-free compositing views along with special effects techniques. This course covers real-time DV editing, effects and compositing solutions in order to create high-impact materials such as video brochures, instructional guides and presentations. (1.5 credits)
Jan 10 Tue 1845-2145 6 wks BBY CRN 44247

Apple Final Cut Pro Mac 2 MDIA 1208 \$515

This course will continue to build on skills learned in MDIA 1008. Prerequisite: MDIA 1,008 or permission of the instructor. (1.5 credits)
Feb 21 Tue 1845-2145 6 wks BBY CRN 44248

Macromedia Dreamweaver MX PC 1 MDIA 1461 \$435

Dreamweaver is a roundtrip WYSIWYG HTML editor. Dreamweaver allows you to design your web page visually while keeping the source code available to be tweaked manually. The course introduces the basics of web page design focusing on site design and content management. You will create simple web pages containing text and graphics. Prerequisite: a basic understanding of HTML would be helpful but not necessary. (1.5 credits)
Jan 10 Tue 1845-2145 6 wks BBY CRN 44253

Macromedia Flash MX PC 1 MDIA 1465 \$435

Flash MX is the leading tool for creating vector graphics and interactive multimedia. This course concentrates on how to design and deliver cross-platform, low-bandwidth animations for web or presentations. We explore drawing, animation and sound capabilities to build interactive content. This is a task-based course in which students learn by doing. (1.5 credits)
Jan 13 Fri 1845-2145 6 wks BBY CRN 44257

Macromedia Flash MX Mac 1 MDIA 1466 \$435

Flash MX is the leading tool for creating vector graphics and interactive multimedia. This course concentrates on how to design and deliver cross-platform, low-bandwidth animations for web or presentations. We explore drawing, animation and sound capabilities to build interactive content. This is a task-based course in which students learn by doing. (1.5 credits)
Jan 13 Fri 0900-1200 6 wks DTC CRN 70568

Macromedia Dreamweaver MX Mac 1 MDIA 1470 \$435

Dreamweaver is a roundtrip WYSIWYG HTML editor. Dreamweaver allows you to design your web page visually while keeping the source code available to be tweaked manually. The course introduces the basics of web page design focusing on site design and content management. You will create simple web pages containing text and graphics. Prerequisite:

a basic understanding of HTML would be helpful but not necessary. (1.5 credits)
Jan 10 Tue 0900-1200 6 wks DTC CRN 71853

NEW Apple DVD Studio Pro 1 MDIA 1475 \$395

This course provides an introduction to DVD Authoring using Apple's powerful DVD Studio Pro. Through a series hands-on tutorials and instructor-led exercises students will learn to produce dynamic DVD's that contain menus, movies, slide shows and sound. Topics covered include project planning, preparing and importing media, using templates, drop zones, creating custom buttons and motion menus. Students should have a working knowledge of Photoshop, familiarity with time-based media and experience with Macintosh OS X. (1.5 credits)
Jan 15 Sun 1300-1600 6 wks BBY CRN 71689

NEW Apple DVD Studio Pro 2 MDIA 2475 \$395

Students will learn the finer points of DVD production using DVD Studio Pro. Topics covered include build and format, markers and stories, file compression, audio encoding using A.Pack, multiple angles and DVD-ROM content. Students should have a working knowledge of Photoshop, familiarity with time-based media and experience with Macintosh OS X. (1.5 credits)
Feb 26 Sun 1300-1600 6 wks BBY CRN 71698

After Effects MDIA 2189 \$500

This course provides a working knowledge of some of the software used for video production. Create portfolio quality QuickTime movies that can be integrated into multimedia projects, digital nonlinear video editing and Adobe After Effects for composing, animation and effects. The course will examine the video production process, and compression for animation. (3 credits)
Jan 11 Wed 1730-2030 12 wks DTC CRN 42859

NEW After Effects 2 MDIA 3089 \$500

This course teaches students some of the advanced visual effects techniques using tools within Adobe After Effects. The course is structured as a series of tutorials that explore different tools in After Effects. The techniques covered include: rotoscoping (animated masks) for objects and live characters, animating text and title sequences, advanced animation by controlling animation curves, 3D compositions, lights and cameras in After Effects, using expressions, layer track matte and new effects. Students will build different projects and finish the rendered final movies. Students will create a final project that will help solidify their knowledge of the program and demonstrate their abilities in the visual effects field. Prior knowledge of After Effects (Level 1 concepts like animation techniques, masking, importing footage and rendering to a QuickTime movie) is required. (3 credits)
Jan 14 Sat 1300-1600 12 wks BBY CRN 71861

Macromedia Dreamweaver MX PC 2 MDIA 2461 \$435

This Level 2 course builds upon the skills learned in Level 1. Learn more advanced features of Dreamweaver including working with templates and libraries, cascading style sheets, dynamic HTML and JavaScript. The course will also cover working with forms and plug-ins. Prerequisite: Dreamweaver Level 1 or equivalent. (1.5 credits)
Feb 21 Tue 1845-2145 6 wks BBY CRN 44254

Macromedia Flash MX PC 2 MDIA 2465 \$435

Builds on the skills learned in Level 1 with focus placed on developing a larger project in Flash. Students will take advantage of Flash's symbols. Students will be introduced to action scripts, which allow developers to create sophisticated interactive projects, and learn how to create content for Flash Generator. Prerequisite: MDIA 2465. (1.5 credits)
Feb 24 Fri 1845-2145 6 wks BBY CRN 44259

Macromedia Flash MX Mac 2
MDIA 2466 \$435

Builds on the skills learned in Level 1. Focuses on advanced graphics creation for the Web (layer mask and advanced animation techniques). Students will learn to control the timeline and create advanced interactive websites through action scripts. Prerequisite: MDIA 1466. (1.5 credits)

Feb 24 Fri 0900-1200 6 wks DTC CRN 70567

Macromedia Dreamweaver MX Mac 2
MDIA 2470 \$435

This Level 2 course builds upon the skills learned in Level 1. Learn more advanced features of Dreamweaver including working with templates and libraries, cascading style sheets, dynamic HTML and JavaScript. The course will also cover working with forms and plug-ins. Prerequisite: Dreamweaver Level 1 or equivalent. (1.5 credits)

Feb 21 Tue 0900-1200 6 wks DTC CRN 71854

AUDIO
NEW Digital Audio with ProTools 1
MDIA 1198 \$395

This course introduces students to the basics of digital audio, including sampling rates, resolution and the Nyquist theorem. The ProTools interface is then explored, beginning with the edit window and the mix window. Recording basics, digital audio editing basics, equalization, stereo pan and reverb are also introduced. Student projects include editing speech and editing audio for use in a video project. Headsets required. (1.5 credits)

Jan 14 Sat 1300-1600 6 wks BBY CRN 71687

NEW Audio for Visual Producers 1
MDIA 1298 \$395

This course introduces students to the basic principles of creating professional audio soundscapes for visual projects such as animations, short films, advertising spots and other visual media - both for broadcast and for the Internet. Students learn ProTools basics, basic principles of sound design such as dialogue, effects and music, and then apply that knowledge to create and mix a professional soundtrack for animations, advertisements and short films. Headsets required. (1.5 credits)

Jan 14 Sat 0900-1200 6 wks BBY CRN 71688

NEW Post Production Workflow
MDIA 1550 \$395

This course takes an audio project through the complete post production process from initial project components of video and field audio to a full finished product. Students will take a finished Avid or Final Cut Pro video edited project that has only rough field audio recorded on site and then convert the video file to an OMF or AAF file for ProTools. Students will then clean up and enhance the audio back into an OMF format for final output as a DVD. (1.5 credits)

Jan 9 Mon 1845-2145 6 wks BBY CRN 71692

NEW Surround Sound Mixing
MDIA 1650 \$395

This course introduces students to the art of creating a surround sound theatrical or TV mix by adding it to an existing stereo mix of field audio. All elements will be routed to the six speakers left and right front, centre, left and right rear and subwoofer. The course will emphasize careful planning and how to overcome problems. Using Apple's DVD Studio Pro, students will be able to finalize mixes in both Dolby Digital 5.1 and Dolby Pr Logic 4:2:4. Guest speakers are part of this course. (1.5 credits)

Jan 10 Tue 1845-2145 6 wks BBY CRN 71693

NEW Digital Audio with ProTools 2
MDIA 2198 \$395

A continuation of Level 1, this course explores the capabilities of ProTools in greater detail, including multi-track recording and mixing, controlling dynamics, MIDI, signal processing plug-ins, using Beat Detective,

normalization, mastering and output options. Audio concepts include aliasing, oversampling, and dithering. Students work on a multi-channel recording and mixing report. Headsets required. (1.5 credits)

Feb 25 Sat 1300-1600 6 wks BBY CRN 71696

NEW Audio for Visual Producers 2
MDIA 2298 \$395

This course deals with more advanced principles and skills relating to creating professional audio soundscapes for visual media - including dealing with time code and synchronization, music editing, automation, foley, walla, checkerboarding, edit decision lists and the technical setup of a professional audio system. Headsets required. (1.5 credits)

Feb 25 Sat 0900-1200 6 wks BBY CRN 71697

BLOGGING

Blogs and social software have become wildly popular. communication tools for entrepreneurs, corporations, journalists, artists and academics. If you have a message, we can help you broadcast it to the world online. Everybody has a story to tell. We can help you to tell yours. Learn how to harness the power of blogs and social software for marketing, soliciting customer feedback and personal and professional development in these six week courses.

NEW Introduction to Blogs
MDIA 1112 \$295

Participants will learn about the philosophies behind the blogosphere. Additionally, they will learn about blogging technology and tools. Through workshops, they will develop their blog finding, reading and writing skills. We will also cover social bookmarking, tracking topics, social networking and emerging practices in audio and video blogging. (1.5 credits)

Jan 14 Sat 0900-1200 6 wks DTC CRN 71855

NEW Blogging for Bloggers
MDIA 2112 \$295

Upon completion of this course, participants will have a better understanding of the technology, tools and philosophies behind the blogosphere. Additionally, they will refine their blog finding, reading and writing skills. We will also cover online communities, personal portals and emerging practices in audio and video blogging. Prerequisite: MDIA 1112. (1.5 credits)

Feb 25 Sat 0900-1200 6 wks DTC CRN 71856

3D Animation

604-453-4032

Karen_Harvey@bcit.ca

NEW Apple Motion
MDIA 1500 \$395

This course introduces students to visual effects and motion graphics using Apple Motion. Through a series of hands-on tutorials and exercises students will learn the essentials of keyframing, particle effects, filters, masks, blending modes, as well as importing Motion projects into Final Cut Pro and the creation of video for motion menus used in DVD Studio Pro. (1.5 credits)

Jan 13 Fri 1845-2145 6 wks BBY CRN 71691

NEW Lightwave 3D
MDIA 1800 \$395

This course introduces students to LightWave 3D Animation software. Students will begin by learning to understand the core concepts of 3D. Students will use the key functions of Lightwave 3D including: working with layers, vertex mapping, adjustment windows, and modeler toolsets. Students will continue on with modelling foundation material (including a torso, arms and hands, legs and feet, finishing touches) and complete the course by creating and rendering a basic animation(1.5 credits)

Jan 14 Sat 1300-1600 6 wks BBY CRN 71694

Maya 1
MDIA 2600 \$440

This is a hands-on introductory course in 3D computer graphics using Maya software. The focus of this foundation course will be software concepts, modelling and rendering. (1.5 credits)

Jan 11 Wed 1845-2145 6 wks BBY CRN 47484

3D S Max
MDIA 2650 \$440

3D S Max is a professional 3D solution offering the 3D tools required for creating eye-catching visual effects, cutting-edge games and distinct design visualizations. This course teaches the fundamentals of 3D using 3D S Max, including modelling, animation, materials, advanced lighting and rendering tools. 3D S Max is commonly used in games, film, design visualization and special effects. (1.5 credits)

Jan 12 Thu 1845-2145 6 wks BBY CRN 70578

Maya 2
MDIA 2700 \$440

This hands-on course builds upon the modelling and rendering experience gained in MDIA 2600 and provides an introduction to animation techniques such as key framing, motion paths, skeletons and inverse kinematics. Prerequisite: MDIA 2600 or permission from the instructor. (1.5 credits)

Feb 22 Wed 1845-2145 6 wks BBY CRN 47488

Operations Management APICS

604-432-8611

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604-451-6779

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The Educational Society for Resource Management is a not-for-profit international educational organization respected throughout the world for its education and professional certification programs. With more than 70,000 individual and corporate members in 20,000 companies worldwide, APICS is dedicated to using education to improve the business bottom line. APICS is recognized globally as the source of knowledge and expertise for manufacturing and service industries across the entire supply chain in such areas as materials management, information services, purchasing and quality. In B.C. there are three APICS Chapters, in Vancouver, the Fraser Valley and Kelowna, with a combined active membership of more than 350 people.

BCIT, in cooperation with APICS, offers a series of courses that assist individuals in becoming certified in two internationally recognized certification programs: Certified in Production and Inventory Management (CPIM), and Certified in Integrated Resource Management (CIRM). See following for details. For specific information on becoming a member of APICS, please contact the local APICS office at 604-435-9530 or visit www.apics8.org.

About CPIM

The Certified in Production and Inventory Management (CPIM) program was introduced in 1973 by APICS. APICS designed the CPIM program in response to the increasing complexities and technological advances that mandate a continual increase in the skills and knowledge of workers in the manufacturing and service sectors. CPIM offers the manufacturing professional in-depth knowledge within specialized functional areas in the production and inventory management (PIM) environment. Increased technical knowledge and expertise gained from the course of study enhances the ability of the CPIM professional to predict outcomes accurately and apply actions that achieve results.

Benefits of CPIM Certification

Certification enables you to gain the technical and functional know-how, plus the confidence, to enhance your job performance and your strategic advantage. Join the more than 66,000 professionals who have earned



the prestigious CPIM designation, and enjoy benefits including increased technical and functional knowledge, widespread recognition of professional competence, enhanced credibility with both employers and customers, demonstrated levels of professional expertise and skill, and evident commitment to professional growth and development. The new skills and abilities that you acquire during the certification process will improve your on-the-job-performance. You will be able to understand how to increase profitability by optimizing your inventory investment, satisfy your customers by delivering products and services 'just-in-time', streamline operations by accurately forecasting to meet your master plan, increase productivity by using material requirements planning and capacity planning to consistently meet your long-, medium-, and short-range goals, improve customer service by understanding and managing all aspects of the supply chain, and gain a competitive advantage by maximizing your systems and technologies.

Reconfiguration Information Outline

- Basics of Supply Chain Management
- Master Planning of Resources
- Detailed Scheduling and Planning
- Execution and Control of Operations
- Strategic Management of Resources

In order to achieve CPIM status, an individual must successfully pass all five of the above courses. This is accomplished through Computer Based Testing (CBT). Testing will transition from the previous seven modules to the reconfigured CPIM material. However, all exams taken from the previous program will continue to count towards certification. The cost of the CBT is separate from the courses; there is a test site located in Vancouver. For further information on CBT including cost, registration and location, please visit www.apics.org and click on the icon for certification. This website is updated frequently and individuals are encouraged to visit it often.

Note: Due to unexpected changes after time of print, there may be some changes to course schedules. Please visit www.bcit.ca to view the up-to-date official version of Operations Management program and course offerings, including course descriptions, class times and locations.

Basics of Supply Chain Management

APIC 1171 \$510 (includes workbook)

An introductory course for PIM personnel and a prerequisite to the other CPIM program modules. Key concepts in managing the complete flow of material in a supply chain are introduced. Fundamental relationships among the activities that occur in the supply chain of an organization from suppliers to customers are explained. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 43568

Master Planning of Resources

APIC 1172 \$510 (includes workbook)

Explore processes to develop sales and operations plans, identify and assess internal and external demand and forecasting requirements and effect an achievable master schedule consistent with business policies, objectives and resource constraints. Develop and validate a plan of supply, relating management of demand to environment, developing and validating the master schedule. Prerequisite: APIC 1171. (3 credits)

Jan 10 Tue 1845-2145 12wks BBY CRN 44177

Detailed Scheduling and Planning

APIC 1173 \$510 (includes workbook)

Focuses on various techniques for material and capacity scheduling. The course includes a detailed explanation of material requirements planning (MRP), a technique suitable for use in job shops. Introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments. Prerequisite: APIC 1171. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 44178

Execution and Control of Operations

APIC 1174 \$510 (includes workbook)

This course focuses on three main areas: prioritizing and sequencing work, executing work plans and implementing controls, reporting activity results and evaluating and providing feedback on performance. The course also explains techniques for scheduling and controlling production and process operations. Prerequisite: APIC 1171. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 44180

Strategic Management Of Resources

APIC 1175 \$510 (includes workbook)

Students explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. Three main topics are addressed: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan and implementing change. For maximum comprehension of course content, students should be familiar with the information and concepts presented in other CPIM modules before taking this course. Prerequisite: APIC 1171. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 44181

Operations Management

604-432-8611

Vicki_Forbes@bcit.ca

604-451-6779

Michael_Hodges@bcit.ca

Operations Management puts you in the position to help businesses meet productivity improvement goals while enhancing the quality of your work life. Operations Management offers several options, each oriented to specific operating sectors and each with distinct rewards and advancements. The programs assist entrepreneurs, divisional managers, line supervisors and first-level employees attain both personal and corporate goals. These programs are very result-oriented; course content can be immediately applied 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. Please check our website (www.bcit.ca) for details.

1. Required courses

	Credits
BUSA 1305 Supervisory Skills	3.0
COMM 2203 Business and Technical Reports	3.0
FMGT 1152 Accounting for the Manager	3.0
OPMT 1102 Basic Mathematics of Finance	3.0
OPMT 1106 Quality Assurance Fundamentals	3.0
OPMT 1187 Project Planning and Scheduling	3.0
OPMT 1188 Management Information Systems	3.0
OPMT 1191 Purchasing	3.0
OPMT 1192 Inventory Planning and Control	3.0
OPMT 1197 Statistics for Business and Industry	4.5
OPMT 1198 Fundamentals of Operations Management	3.0
OPMT 2298 Business Process Improvement	3.0
OPMT 4699 Enterprise Systems and Performance Management	3.0

2. Minimum of 6.0 credits from these electives:

	Credits
OPMT 1105 Engineering Economics	3.0
OPMT 1142 Introduction to Quality Control Methods	3.0
OPMT 1175 Warehouse Management 1	3.0
OPMT 1193 Facility Planning and Design	3.0
OPMT 2206 Quality Assurance 2	3.0
OPMT 2242 Intermediate Quality Control Methods	3.0

OPMT 2287 Project Cost Estimating	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
OPMT 3306 ISO 9000: 2000 Quality Standard	3.0
Total credits	46.5

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, and justice services. Special attention is paid to the ways in which management engineering tools may be applied to organizations whose results are not quantifiable. This program has recently been revised. Please check our website (www.bcit.ca) for details.

1. Required courses

	Credits
COMM 2203 Business and Technical Reports	3.0
FMGT 1152 Accounting for the Manager	3.0
HRMG 2805 Occupational Health and Safety	3.0
OPMT 1102 Basic Mathematics of Finance	3.0
OPMT 1106 Quality Assurance Fundamentals	3.0
OPMT 1187 Project Planning and Scheduling	3.0
OPMT 1188 Management Information Systems	3.0
OPMT 1191 Purchasing	3.0
OPMT 1197 Statistics for Business and Industry	4.5
OPMT 1198 Fundamentals of Operations Management	3.0
OPMT 4699 Enterprise Systems and Performance Management	3.0
OPMT 2298 Business Process Improvement	3.0

2. Minimum of 3.0 credits from the following:

	Credits
BUSA 1305 Supervisory Skills	3.0
BUSA 2005 Management	4.0

3. Complete 6.0 credits from these electives:

	Credits
OPMT 1105 Engineering Economics	3.0
OPMT 1107 Quality Management for Service Industries	3.0
OPMT 1116 Vendor Quality Management	3.0
OPMT 1193 Facility Planning and Design	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
OPMT 3306 ISO 9000: 2000 Quality Standard	3.0
ORGB 1105 Organizational Behaviour	4.0

Total credits 46.5

You can find more information about Occupational Health and Safety courses at www.bcit.ca/health/ochs and at www.bcit.ca/study/programs/6850cert.

MANAGEMENT CERTIFICATE IN MATERIALS MANAGEMENT

This program provides working adults with the training and education necessary to pursue a career in materials management. The program is of interest to anyone involved in materials management, buying, or related professions. Others benefiting from this program include: production and inventory control professionals who want to increase their knowledge of the field; newcomers to the profession who want to acquire a solid foundation on which to build a career; and those choosing careers in purchasing, accounting, production supervision, traffic or warehousing. This certificate includes some of the APICS Production and Inventory Control certificate courses. Please check our website (www.bcit.ca) for details.

1. Required courses

	Credits
APIC 1172 Master Planning of Resources	3.0
APIC 1173 Detailed Scheduling and Planning	3.0
APIC 1174 Execution and Control of Operations	3.0
COMM 2203 Business and Technical Reports	3.0
OPMT 1175 Warehouse Management 1	3.0
OPMT 1191 Purchasing	3.0
OPMT 1193 Facility Planning and Design	3.0

OPMT 1198	Fundamentals of Operations Management	3.0
OPMT 2275	Warehouse Management 2	3.0
OPMT 2298	Business Process Improvement	3.0
TDMT 1409	Canada Customs and NAFTA	4.0

2. Minimum of 3.0 credits from the following:

BUSA 1305	Supervisory Skills	3.0
BUSA 2005	Management	4.0

3. Minimum of 3.0 credits from the following:

APIC 1171	Basics of Supply Chain Management	3.0
OPMT 1192	Inventory Planning and Control	3.0

4. Minimum of 3.0 credits from the following:

OPMT 1106	Quality Assurance Fundamentals	3.0
OPMT 1107	Quality Management for Service Industries	3.0

5. Minimum of 3.0 credits from these electives:

APIC 1175	Strategic Management of Resources	3.0
FMGT 1152	Accounting for the Manager	3.0
HRMG 2805	Occupational Health and Safety	3.0
OPMT 1105	Engineering Economics	3.0
OPMT 1116	Vendor Quality Management	3.0
OPMT 1117	Basic Quantitative Techniques in Administration	3.0
OPMT 1344	Total Quality Management (TQM) in Manufacturing	3.0

Total credits 46.0

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 is particularly helpful to those who already have the basic industrial and technological training for work but are new to quality-related responsibilities. Under the influence of global markets and international competition, the quality of products has acquired a new level of significance as a business strategy for survival. Graduates of this program are 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 also assist students intending to write the certification examinations of the American Society for Quality (ASQ). Please check our website (www.bcit.ca) for details.

1. Required courses

COMM 2203	Business and Technical Reports	3.0
OPMT 1106	Quality Assurance Fundamentals	3.0
OPMT 1107	Quality Management for Service Industries	3.0
OPMT 1142	Introduction to Quality Control Methods	3.0
OPMT 1344	Total Quality Management (TQM) in Manufacturing	3.0
OPMT 2206	Quality Assurance 2 (Manufacturing)	3.0
OPMT 2242	Intermediate Quality Control Methods	3.0
OPMT 3306	ISO 9000: 2000 Quality Standard	3.0
OPMT 3342	Statistical Design of Experiments for Industry	3.0
OPMT 3345	Quality Auditing	3.0
OPMT 3346	Reliability Principles	3.0

2. Minimum of 12.0 credits from these electives:

FMGT 1152	Accounting for the Manager	3.0
OPMT 1102	Basic Mathematics of Finance	3.0
OPMT 1115	Software Quality Assurance	3.0
OPMT 1116	Vendor Quality Management	3.0
OPMT 1188	Management Information Systems	3.0
OPMT 1192	Inventory Planning and Control	3.0
OPMT 1197	Statistics for Business and Industry	4.5
OPMT 1198	Fundamentals of Operations Management	3.0
OPMT 4306	Using ISO 9000 for Continuous Improvement	3.0
ORGB 2505	Interpersonal Skills	3.0

Total credits 45.0

MANAGEMENT CERTIFICATE IN FACILITIES MANAGEMENT

Facilities Management involves the management and development of the workplace to integrate people and their work to achieve the organization's objectives. 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. Please check our website (www.bcit.ca) for details.

1. Required courses

BLDT 2011	Construction Documents and Contracts	3.0
BUSA 3405	Problem Solving/Decision Making	3.0
COMM 2203	Business and Technical Reports	3.0
FMGT 1152	Accounting for the Manager	3.0
HRMG 2805	Occupational Health and Safety	3.0
OPMT 1117	Basic Quantitative Techniques in Administration	3.0
OPMT 1187	Project Planning and Scheduling	3.0
OPMT 1193	Facility Planning and Design	3.0
OPMT 1198	Fundamentals of Operations Management	3.0
OPMT 3135	Advanced Computer Integrated Facilities Management	3.0

2. Minimum of 3.0 credits from the following:

BUSA 1305	Supervisory Skills	3.0
BUSA 2005	Management	4.0

3. 12.0 credits from these electives:

AICO 1000	AutoCAD 1	3.0
AICO 2000	AutoCAD 2	3.0
OPMT 1107	Quality Management for Service Industries	3.0
OPMT 1135	ArchiCAD 6.5 Level 1	3.0
OPMT 2125	Introduction to Computer Integrated Facility Management	3.0
OPMT 2135	ArchiCAD 7.0 Level 2	3.0
OPMT 2286	Planning and Scheduling with MS Project	1.5
OPMT 2287	Project Cost Estimating	3.0
OPMT 2651	Computer Applications 2 (Spreadsheets)	3.0
OPMT 3125	Facility Management Using the Internet	3.0

Total credits 45.0

Courses offered this term:

Due to unexpected changes after time of print, there may be some changes to course schedules. Please visit www.bcit.ca to view the up-to-date official version of Operations Management program and course offerings, including course descriptions, class times and locations.

(Preparatory) Math for Business

OPMT 0199 \$541

Upgrades and refreshes mathematical skills of students who intend to enter the BCIT School of Business. Suitable prerequisite for the mathematics courses as it meets the Math 11 entrance requirement. Includes arithmetic, elementary algebra, graphical techniques, ratios, percentages and the elementary business applications of these concepts.

Jan 9	Mon	1845-2145	16 wks	BBY	CRN 11991
Jan 10	Tue/Thr	1845-2145	8 wks	BBY	11992

Basic Math of Finance

OPMT 1102 \$407

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 Grade 11 level. Others should consider OPMT 0199. A minimum grade of 70% is required for course credit in OPMT 1110. (Do not buy a calculator until first class meeting.) (3 credits)

Jan 9	Mon	1845-2145	12 wks	BBY	CRN 11995
Jan 10	Tue	1900-2200	12 wks	SRY	49269
Jan 11	Wed	1845-2145	12 wks	BBY	11996
Jan 12	Thr	1730-2030	12 wks	DTC	11997

Quality Assurance Fundamentals

OPMT 1106 \$407

Introduces QA for manufacturing industries. Overview includes establishing desired product quality and reliability and the conditions necessary to achieve them, quality planning, quality management standards, economic factors, quality assurance and production, inspection and test operations and total quality control concepts. Class activities include films, video, group discussions and in-class group exercises. (3 credits)

Jan 9	Mon	1845-2145	12 wks	BBY	CRN 11999
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Quality Management For Service Industries

OPMT 1107 \$407

Presents methods, techniques, programs and strategies to implement and maintain quality in the service sector. The students will learn to identify customer expectations and design unique characteristics for service delivery systems that achieve customer satisfaction and overall improvement of processes. Video presentations, case studies and mini-projects will help students develop solutions to service quality problems. Recommended for individuals who want to advance in their careers or are currently working in banking, health care services, the hospitality industry, public utilities, personal services, government, food services, retail trade, etc. No prerequisites. (3 credits)

Jan 12	Thr	1845-2145	12 wks	BBY	CRN 44182
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Business Mathematics

OPMT 1110 \$541

Reviews basic mathematics applicable to business and industry. 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. Maximum use of pre-programmed calculator and practical applications from the field of financial management. Prerequisite: basic algebraic skills to at least Grade 11 level. Others should consider OPMT 0199. (4 credits)

Jan 13	Fri	0830-1230	12 wks	DTC	CRN 13780
Jan 14	Sat	0830-1230	12 wks	BBY	41328
Jan 14	Sat	0830-1230	12 wks	BBY	46721



Basic Quantitative Techniques in Administration

OPMT 1117 \$407

Presents a study of simplified "hands-on" techniques to assist the administrator in decision-making using business mathematics and statistics. This course will include some problem solving, graphs, interest applications, business descriptive statistics, sampling and forecasting. The use of the pre-programmed business calculator will be emphasized and the ease of using many electronic spreadsheet business applications will be demonstrated. Prerequisite: basic algebraic skills to at least Grade 11 level. If students don't have this prerequisite, they should consider OPMT 0199. (3 credits)

Jan 14 Sat 0900-1200 12 wks BBY CRN 19983

Introduction to Quality Control Methods

OPMT 1142 \$407

Introduces QC methods. The course will begin with basic descriptive statistics and some standard graphical tools such as histograms, Pareto charts and scatter diagrams. Students will explore the concept of process capability and the use of common control charts, along with procedures for inspection sampling plans. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 49241

Warehouse Management 1

OPMT 1175 \$407

Provides a basic understanding of the major factors in managing a warehouse. The key subjects are: receiving, stock location planning, order picking, shipping, time/space management, data processing and loss control. The course also introduces specific procedures such as inventory accuracy, cycle counts, inventory adjustments and inventory turnover. (OPMT 2275 will be offered in the January 2005 term) (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 12004

Project Planning and Scheduling

OPMT 1187 \$407

Students will learn: to define a project, WBS, SOW, activity development, PERT and CPM network diagrams, three-time estimate method to assess risk and schedule a project, resource leveling, time cost trade-offs and estimating, earned value, reporting and progress measurement during project, project termination and the role of project personnel. Uses Project Management Body of Knowledge (PMBOK). (3 credits)

Jan 11 Wed 1900-2200 12 wks SRY CRN 18542

Jan 12 Thr 1845-2145 12 wks BBY 12005

Management Information Systems

OPMT 1188 \$407

An introduction to information systems focusing on the strategic use of information technology in today's e-business environment. Through case studies and the discussion of current trends, students will learn how organizations use information technologies to conduct electronic commerce, improve business decision making and compete in a global marketplace. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 12006

Purchasing

OPMT 1191 \$407

This course is the key to supply chain management. It covers purchasing functions, objectives, relationships, organization, policies, procurement procedures, inventory control, sourcing, supplier evaluation, price, negotiation, make or buy and ethics. Textbook pre-reading is recommended. (3 credits)

Jan 11 Wed 1900-2200 12 wks SRY CRN 44183

Jan 12 Thr 1845-2145 12 wks BBY 12010

Inventory Planning And Control

OPMT 1192 \$407

Presents inventory concepts as applied in manufacturing and distribution environments, and also examines the inter-relationships between them. Covers objectives, levels of planning, types of demand, forecasting, order point systems, MRP, costs, ABC analysis, order quantities, purchasing, capacity, DRP, and warehouse

control. Students will be encouraged to apply these basic concepts at their workplace. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 12011

Facility Planning and Design

OPMT 1193 \$407

Introduces students to the basic principles and techniques for planning and design of manufacturing, processing and distribution facilities. Key aspects of the planning and design process from functional concept to architectural and engineering design are reviewed. Topics covered include relationship programming, systematic layout planning, lean concepts, line balancing, workstation design, materials handling, building systems, WCB and Building Code requirements, project management and budgeting. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 47378

Statistics for Business and Industry

OPMT 1197 \$592

Presents a comprehensive study of elementary statistical methods as applied to objective decision making in business and industry. You will be required to purchase a textbook and a pre-programmed statistical calculator. (Do not buy calculator until first class meeting.) Prerequisite: basic algebra skills to at least the Grade 11 level. Others should consider OPMT 0199. (4.5 credits)

Jan 9 Mon 1900-2200 18 wks SRY CRN 12016

Jan 9 Mon/Wed 1730-2030 9 wks DTC 12018

Jan 10 Tue 1845-2145 18 wks BBY 12013

Jan 10 Tue/Thr 1845-2145 9 wks BBY 12015

Jan 12 Thr 1845-2145 18 wks BBY 12017

Fundamentals of Operations Management

OPMT 1198 \$407

Educates the student on the importance of managing operations across all industries. Presents the fundamentals in productivity improvement based on a systematic, scientific problem solving methods. Includes economic feasibility, recording techniques, assembly and analysis of data, critical examination, the development and selection of alternative solutions. Case materials explore applications to manufacturing, warehouse, office, materials management and general management. Students uncomfortable with basic algebra applications are encouraged to take OPMT 0199 prior to the course. (3 credits)

Jan 9 Mon/Thr 1845-2145 6 wks BBY CRN 12019

Jan 12 Thr 1900-2200 12 wks SRY 47380

Feb 20 Mon/Thr 1845-2145 6 wks BBY 71755

Computer Applications 1 (Using Office 2003)

OPMT 1600 \$489

Explore Office 2003. Appreciate the microcomputer as an aid to management. Introduction to basic business software which includes the following: MS Windows, MS Word, MS Excel, the Internet and the World Wide Web. Computer/Internet access outside class is recommended. Successful completion of this course would also meet the requirements for BUSA 1600. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 47381

Jan 10 Tues 1845-2145 12 wks BBY 48136

Jan 11 Wed 1845-2145 12 wks BBY 44185

Jan 12 Thr 1300-1600 12 wks DTC 71756

Jan 14 Sat 0900-1600 6 wks BBY 49248

Feb 25 Sat 0900-1600 6 wks BBY 49877

Quantitative Methods for Business

OPMT 2197 \$489

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. The CGA of B.C. allows exemption for Quantitative Methods 2 with a grade of 65% or better in this course. Prerequisites: OPMT 1197 with a minimum grade of 65% or an equivalent college-level business statistics course (with minimum B- grade); accessibility to and basic knowledge of personal computer. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 13641

Jan 14 Sat 0900-1200 12 wks BBY 13642

Business Process Improvement

OPMT 2298 \$407

Business today is characterized by shorter product life cycles and rapid change. However, organizations are challenged to quickly adapt key business processes to changes in their environment. Through lecture, discussion and case studies, student will be introduced to a methodology to improve business processes and to lead teams. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 47382

Computer Applications 2 (Spreadsheets using Office 2003)

OPMT 2651 \$489

Brief review of introductory MS Windows and MS Excel concepts (using Office 2003) covered in introductory computer application courses. More advanced MS Excel commands and applications (larger and more professional worksheets). Topics include 'if-then' modelling, built-in functions, charting transferring data to and across applications and/or macros. Prerequisite: OPMT 1600 or BUSA 1600 or equivalent or permission of the instructor. Successful completion of this course meets the requirements for OPMT 2650 or BUSA 2650. (3 credits)

Jan 11 Wed 1830-2130 12 wks BBY CRN 49277

Jan 13 Fri 0900-1200 12 wks DTC 70482

Computer Applications 3 (Databases using Office 2003)

OPMT 2661 \$489

This course builds on OPMT 2650, OPMT 2651 or BUSA 2650. Topics include an introduction to database management and other software applications specific to the business programs. Prerequisite: OPMT 1600 or BUSA 1600 or equivalent or permission of the instructor. Successful completion of this course meets the requirements for OPMT 2660 or BUSA 2660. (3 credits)

Jan 9 Mon 1730-2030 12 wks DTC CRN 71932

Jan 12 Thr 1830-2130 12 wks BBY 49276

Quality Auditing

OPMT 3345 \$407

Covers quality auditing principles and applications for quality system, process and product audits, in-house audits, external supplier audits and auditing terminology, standards, and planning. Includes staffing and training, scheduling, reporting and using audit results and human resource techniques as they apply to human reactions. This course will assist candidates who are preparing to write the ASQC CQA examination. Prerequisites: OPMT 1106 and OPMT 2206 or instructor permission. (3 credits)

Jan 10 Tue 1830-2130 12 wks BBY CRN 49346

Precalculus for Management

OPMT 5700 \$567

Provides the mathematical knowledge required to move into the more advanced business math courses, specifically Calculus for Management (OPMT 5701). Topics include linear and quadratic equations and inequalities, polynomials, rational functions, exponential and logarithmic functions, sequences and series. Applications in economics and finance. Prerequisite: Diploma of Technology in Business. (3 credits)

Jan 9 Mon 1830-2130 14 wks BBY CRN 46333

Calculus For Management

OPMT 5701 \$747

Introduces calculus course to business students. Topics reviewed are integration, differentiation and applications of calculus to business problems. The students apply calculus through problem sets to gain skills in the various techniques. Prerequisite: OPMT5700 or equivalent pre-calculus, or Math 12 or higher with a C minimum grade. (4 credits)

Jan 09 Mon 1800-2100 14 wks BBY CRN 40046

+Sat 0900-1150 6 wks



Integrated MIS

OPMT 5740 \$567

Discusses functional databases, how data is synthesized into management information and integrated into the strategic decision-making process. Covers current business practice for strategic information technologies, micro-computing, digital communication, image-processing, relational-database, artificial-intelligence, graphics, voice process, CASE, CAD/CAM, open systems and EDI. Students will be expected to know how to Prepare and deliver effective oral and written presentations to management. (3 credits)

Jan 10 Tue 1830-2130 14 wks BBY CRN 42926

Math Models for Business

OPMT 5751 \$567

Second course in the application of statistical methods to business problems. Detailed theoretical understanding and practical applications of linear regression and time series analysis. Views business situations as mathematical models and students must formulate the equations required for the model solution. The course requires extensive lab work using computer software; students must use and evaluate current software. (3 credits)

Jan 11 Wed 1800-2100 14 wks BBY CRN 46334

MANAGEMENT CERTIFICATE IN INTERNATIONAL TRADE AND TRANSPORTATION LOGISTICS

International business depends on successful market analysis and effective entry strategies, knowledge of transportation alternatives and sound logistics planning. This program is designed for those engaged in the buying, selling and transportation of goods. 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 progress to additional industry certifications. Please check our website (www.bcit.ca) for details.

1. Required courses Credits

OPMT 1102	Basic Mathematics of Finance	3.0
OPMT 1197	Statistics for Business and Industry	4.5
TDMT 1104	International Trade 1	3.0
TDMT 1409	Canada Customs and NAFTA	4.0
TDMT 2203	Transportation Economics	4.0
TDMT 2204	International Trade 2	3.0
TDMT 4410	Logistics Management	4.5

2. Minimum of 3.0 credits from the following: Credits

TDMT 1150	Transportation Systems	3.0
TDMT 1204	Freight Forwarding 1	3.0

3. 3.0 credits from the following: Credits

TDMT 1205	Freight Forwarding 2	3.0
TDMT 2251	Logistics Processes	3.0

4. Minimum of 9.0 credits from these electives: Credits

COMM 2203	Business and Technical Reports	3.0
ECON 1150	Economic Issues	3.0
FMGT 1152	Accounting for the Manager	3.0
OPMT 2651	Computer Applications 2 (Spreadsheets)	3.0
OPMT 1175	Warehouse Management 1	3.0
OPMT 1188	Management Information Systems	3.0
OPMT 1191	Purchasing	3.0
OPMT 1198	Fundamentals of Operations Management	3.0

5. Minimum of 3.0 credits from the following: Credits

MKTG 1102	Essentials of Marketing	3.0
MKTG 1112	Customer Relations	3.0
MKTG 2325	Marketing Globally	3.0

6. Minimum of 3.0 credits from these electives: Credits

BLAW 3425	International Law	3.0
BUSA 1305	Supervisory Skills	3.0
BUSA 2005	Management	4.0
ORGB 1105	Organizational Behaviour	4.0

Total credits 47.0

Courses offered this term:

Due to unexpected changes after time of print, there may be some changes to course schedules. Please visit www.bcit.ca to view the up-to-date official version of Operations Management program and course offerings, including course descriptions, class times and locations.

Transportation Systems (Formerly: Distribution I)

TDMT 1150 (CITT) \$592

Covers transportation regulations; Canadian transportation modes including water, rail air and pipeline; intermediate transportation agencies; domestic and international transportation rates, tolls and tariffs. A CITT fee of \$160 plus GST (\$171.20) is included to cover the cost of the text materials and the CITT exam. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 46335

Canada Customs and NAFTA

TDMT 1409 \$592

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. (3 credits)

Jan 10 Tue 1730-2030 18 wks DTC CRN 71867
Jan 12 Thr 1845-2145 18 wks BBY 12031

Transportation Economics

TDMT 2203 \$407

Covers a variety of transportation services and their cost factors including carrying capacity, load factors and fuel costs, concluding with profit-oriented rate making. Costing methods relating to various modes of transportation are discussed considering distance, flow of goods and backhaul. (4 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 12029

International Trade 2

TDMT 2204 \$458

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.

Jan 12 Thr 1845-2145 12 wks BBY CRN 16544

Logistics Processes (Formerly: Distribution II)

TDMT 2251 \$592

Contracts and bill of lading, marine cargo insurance, warehousing; Canadian Customs, dangerous goods transportation, damage prevention and claims, materials handling; utilization devices, physical distribution and computer applications for transportation. A CITT fee of \$210 plus GST (\$224.70) is included to cover the cost of the text materials and the CITT exam. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 49872

International Freight Forwarding

604-432-8611
604-451-6779

Vicki_Forbes@bcit.ca
Michael_Hodges@bcit.ca

CERTIFICATE IN INTERNATIONAL FREIGHT FORWARDING

The BCIT/Canadian International Freight Forwarding Association (CIFFA) professional training program is for staff members of international freight forwarders who wish to acquire a general knowledge of the theory and mechanics of handling international freight movement. Joint certificates from BCIT/CIFFA in International Freight Forwarding are awarded upon the successful completion of the courses Freight Forwarding I and II, and Freight Forwarding III and IV.

For registration and information, call Craig McKay at Adanac International Forwarders Association Ltd. at 604-273-8611 or e-mail cmckay@wlrbc.com. For further information, check: www.ciffa.com and click on Education.

Freight Forwarding I

TDMT 1204

Introduces students to the fundamentals of international freight forwarding. Topics include: understanding exporting and importing, transport geography, terms of trade, land transportation, air freight and ocean freight.

Freight Forwarding II

TDMT 1205

Covers commercial documentation, transport insurance, international payments, export packaging and warehousing, land transportation/trans-border issues, costing and quoting, alternative methods, transportation law and legal liability. Prerequisite: TDMT 1204.

Freight Forwarding III

TDMT 0206

Expands on the multi-faceted aspects of international freight forwarding and examines the intricacies of chartering ships and airplanes, project management, the importance and relevance of customs (process and compliance, transaction basics, complications and advanced issues) IT and e-logistics. Prerequisite: TDMT 1205.

Freight Forwarding IV

TDMT 0207

Introduces the student to the business processes involved in the effective and efficient flow of materials and information from source to consumption. It includes introductions to logistics and supply chain management, sales and marketing and transportation law. Prerequisite: TDMT 0206.

Project Management

604-432-8611
604-451-6779

Vicki_Forbes@bcit.ca
Michael_Hodges@bcit.ca

Project Management Tools and Techniques

OPMT 0102 \$899

This two day workshop provides a comprehensive overview of project management techniques used to effectively plan, manage and control projects based on the standards of the Project Management Institute. Skills developed using and interactive format are immediately job applicable. Students will earn 15 PDU credits from PMI. Discounts apply for three or more registrants. For more detail please see www.bcit.ca/study/
Jan 30/31 Mon/Tues 0830-1630 1 wk DTC CRN 49846
Mar 20/21 Mon/Tues 0830-1630 1 wk DTC 49847



Project Management Tools and Techniques

OPMT 0405 \$1895

This two-day workshop provides strategies and methods to improve their overall exam score. All PMP exam topic areas are covered. Participants evaluate their existing knowledge based, determine what is missing and create a study plan to fill the gaps. Includes sample exam questions and a complete exam simulation and follow up. Students will earn 35 PDU credits from PMI. Discounts apply for three or more registrants. For more detail please see www.bcit.ca/study/

Apr 3-7 Mon-Fri 0830-1630 1 wk DTC CRN 49849

International Trade Training Program

604-412-7677

Judy_Rendek@bcit.ca

www.bcsit.bcit.ca

In foreign markets there is no room for error. You need to hit the ground running. That's why the Forum for International Trade Training (FITT) developed the FITTskills program with the assistance of the federal government. The program is delivered across Canada. Take the entire program, or take one or more of the modules to suit your needs.

BRITISH COLUMBIA INSTITUTE FOR STUDIES IN INTERNATIONAL TRADE (BCISIT)

FITTskills is a hands-on, comprehensive, eight-course training program focusing on the practical aspects of international business. The program includes logistics, trade finance, marketing, legal issues, market-entry strategies and sound international management techniques. Graduates of this diploma program meet the educational requirements to become a Certified International Trade Professional (C.I.T.P.), the only professional designation in Canada for international trade practitioners.

Courses in the program include:

FITT 0100	Global Entrepreneurship
FITT 0105	International Trade Research
FITT 0110	International Trade Finance
FITT 0115	International Trade Logistics
FITT 0120	Market Entry and Distribution
FITT 0125	International Marketing
FITT 0130	Legal Aspects of International Trade
FITT 0135	International Trade Management

Each course module is 35 classroom hours over four weeks. Classes are held two evenings per week plus one Saturday. Courses may be taken in any order; however, it is recommended that students have completed at least five other courses in the program before enrolling in the International Trade Management module (FITT 0135).

Courses offered this term:

Note: Course fees include all course materials.

Legal Aspects of International Trade

FITT 0130 \$610

Trade agreements and the enforcement of rules and regulations in areas such as technical standards, health and safety and environment protection can directly affect success in international trade. This course focuses on management perspectives of these and other vital issues and awareness of the international legal implications for expansion into the global marketplace.

Jan 10 Tue/Thu 1730-2100 4 wks DTC CRN 42818
+Jan 28 Sat 0900-1700

International Trade Management

FITT 0135 \$610

Students will learn what today's most successful international corporations know about forging alliances, business planning, risk management and using information technologies strategically. Covers how to operate an export office and manage human resources

internationally. Learn how to manage international trade activities more effectively with an eye to competitive advantage.

Feb 14 Tue/Thu 1730-2100 4 wks DTC CRN 42817
+Mar 4 Sat 0900-1700

Global Entrepreneurship

FITT 0100 \$610

Participants will be introduced to a wide variety of international business topics from the ground up. Topics covered in this module will help to adapt and transform your marketing strategies into opportunities. The course covers an introduction of the skills and knowledge needed to compete as a global entrepreneur.

Mar 21 Tue/Thu 1730-2100 4 wks DTC CRN 42813
+Apr 1 Sat 0900-1700

International Trade Logistics

FITT 0115 \$610

This module describes the characteristics of international trade logistics and demonstrates the role logistics play in securing a competitive advantage. Participants will be shown how to identify and apply the essential skills needed to design and formulate cost-effective approaches to the movement of goods and services from the producer to the customer.

Jan 9 Mon/Wed 1730-2100 4 wks DTC CRN 42816
+Jan 21 Sat 0900-1700

Market Entry and Distribution

FITT 0120 \$610

This module describes how to evaluate market entry strategies and suggests ways of selecting the ones most appropriate to the proposed venture. While examining entry strategies, participants will develop a better understanding of barriers to entry, distribution issues, agents and distributors, partnering and joint ventures, exit strategies and more.

Feb 13 Mon/Wed 1730-2100 4 wks DTC CRN 42815
+Feb 25 Sat 0900-1700

International Marketing

FITT 0125 \$610

Nowhere is marketing more important than in the global marketplace where there are multitudes of competitors. Learn well-established tools and techniques for reaching the target market regardless of location, culture or language. Develop an international marketing plan that will help you master the challenges of international marketing.

Mar 20 Mon/Wed 1730-2100 4 wks DTC CRN 42814
+Apr 8 Sat 0900-1700

Marine Logistics and Port Operations

For registration: 604-453-4111 Andrea_Jevcak@bcit.ca
For information: 604-453-4102 Louis_D'Mello@bcit.ca

CERTIFICATE OF TECHNICAL STUDIES

The Maritime Logistics and Port Operations (MLPO) Program aims to develop coordinators and supervisors of processes related to ships, cargoes and passengers, with a particular emphasis on port operations in British Columbia. The program is driven by a need expressed by both employers and employees for a thorough grounding in the practical aspects of running maritime operations. Maritime employers in our area have been known to prefer MLPO graduates who bring specialized training to the workplace.

Students must successfully complete 16 or 17 part-time courses, depending on credits. Twelve MLPO courses are taken at BCIT Marine Campus in North Vancouver. The other four or five courses are electives, offered by BCIT's School of Business. The Certificate of Technical Studies requires completion of 55 credits. Please visit www.bcit.ca/study/ for more information about the MLPO program, course details and online registration.

Required courses

(each course is 42 hours for 3.5 credits)

Maritime Vessel Operations	MLPO 1011
Port Logistics	MLPO 1021
Shipping Economics and Business	MLPO 1031
Ocean Freight Cargoes	MLPO 1041
Maritime Industrial Relations	MLPO 2013
Terminal Logistics	MLPO 2021
Intermodal Freight Distribution	MLPO 2022
Marine Pollution and Prevention	MLPO 2032
Maritime Law	MLPO 2033
Marine Insurance	MLPO 2034
Planning for Ship Stowage 1	MLPO 2041
Planning for Ship Stowage 2	MLPO 2042

Elective Courses

Select both courses in either of the following 2 groups:

		Credits
TDMT 1204	Freight Forwarding 1 (CIFFA)	3.0
TDMT 1205	Freight Forwarding 2 (CIFFA)	3.0
or		
TDMT 1150	Distribution 1 (CITT)	3.0
TDMT 2251	Distribution 2 (CITT) (option TDMT2250)	3.0

Select courses in the following groups A to D for the remaining 7 credits:

Group A:

TDMT 1104	International Trade 1	3.0
FMGT 1152	Accounting for the Manager	3.0
BUSA 2005	Management	4.0
COMM 1103	Introduction to Technical and Business Communications	3.0

Group B (choose one, not both):

OPMT 1110	Business Mathematics	4.0
OPMT 1102	Basic Math of Finance	3.0

Group C (choose one, not both):

BUSA 1305	Supervisory Skills	3.0
BUSA 2705	Teamwork Skills	3.0

Group D (choose one, not both):

MKTG 1102	Essentials of Marketing	3.0
MKTG 1112	Customer Relations	3.0

Courses offered this term:

Maritime Vessel Operations

MLPO 1011 \$385

Introduces students to a diversity of ship types, explains their functions, identifies ship parts, ship bridge and engine room systems, basic naval architecture concepts, shipboard organization and operations at sea and in port.

Note: Sat classes on Feb 4 and Feb 25 only

Jan 31 Tue/Thu 1800-2100 5 wks BMC CRN 71635
+ Sat 0900-1600

Port Logistics

MLPO 1021 \$385

Emphasizes the role a seaport plays in the operations of international trade. Students will study the various elements which constitute a port, the process of port operations and management, and industrial relations as they pertain to port operations. Studies compare Canadian port systems to ports elsewhere.

Note: Sat classes on Mar 18 and Apr 1 only.

Mar 14 Tue/Thu 1800-2100 5 wks BMC CRN 71636
+ Sat 0900-1600

For information on other courses, please visit www.bcit.ca/study/

Technical Communications Plus Programs

See International

**Technology Management**

604-432-8459 Laurie_Mcgee@bcit.ca
Toll Free 1-866-768-7070 www.tmgt.bcit.ca

**BACHELOR OF TECHNOLOGY
IN TECHNOLOGY MANAGEMENT**

BCIT offers a Bachelor of Technology Degree in Technology Management which will appeal to those technologists and others who are seeking to improve their skills in management and in the area of their technical specialty.

The Bachelor of Technology Program is designed for:

- graduates of an Engineering Technology Diploma Program from BCIT or an equivalent institution
- those who hold degrees in related disciplines
- applicants approved through the Alternate Entry Model

Alternate Entry Model

The Alternate Entry Model is designed for career-oriented adults who do not have post-secondary education equivalent to a diploma. Special admission (Alternate Entry) for applicants without a two-year diploma or other post-secondary equivalent is considered when the candidate has:

- grade 12 completion, or equivalent, including English 12 or equivalent English language proficiency and computer literacy
- 10 years of relevant work experience, including demonstrated progressive career development to at least mid-level management
- documented successful completion of formal learning, including credit courses in management skills and/or technical field
- demonstrated ability to initiate and to carry through on workplace projects
- technical expertise equivalent to diploma completion

For more information contact:

Laurie McGee, program administrator
Phone 604-432-8459
E-mail: Laurie_Mcgee@bcit.ca

**Engineering Technology and Management
TMGT 7101****\$242**

Provides candidates with a perspective on the experience needed to assume a role in management in a technology based organization. Focuses on those individuals who possess a formal technical education and are contemplating moving into management or those who are already working in management positions. The course will examine how technologists and engineers can make the often difficult move from a technical specialist role to manager. (1 credit)

Feb 4 Sat 0830-1530 3 wks BBY CRN 71428

*Sessions run every second Saturday.

**Project Management and Resource Utilization
TMGT 7102****\$242**

Focus of this course is on identifying project management issues in a rapidly changing business environment and strategies for managing changes resulting from the introduction of information technology. (1 credit)

Jan 13 Fri/Sat/Sun 0830-1530 1 wk BBY CRN 41266

**Management of Technological Change
TMGT 7104****\$242**

An examination of the nature of change in high technology and the forces active in the management of change as they affect the individual, group and organization. This course analyses, diagnoses and integrates the individual, group and corporate forces in managing change. Particular focus is placed in integrating interpersonal skills models with the task of managing technological change among people. (1 credit)

Jan 20 Fri/Sat/Sun 0830-1530 1 wk BBY CRN 15401

Marketing Programs and Plans**TMGT 7113 \$242**

Enables candidates to develop a marketing plan that can be used by management, business partners and investors. Explores the application of programs in the context of high technology markets. Prerequisite: Completion of TMGT 7111 is recommended. (1 credit)

Jan 12 Thr 1830-2130 5 wks BBY CRN 19635

**Product Planning and Marketing
Implementation****TMGT 7114 \$242**

Explores the technical and developmental aspects of product development. Illustrates a step-by-step approach to product development, looking at both the marketing process as well as the engineering process. Prerequisite: Completion of TMGT 7111 is recommended. (1 credit)

Feb 16 Thr 1830-2130 5 wks BBY CRN 47173

Principles of Finance**TMGT 7121 \$242**

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, taxation issues, and cash investments. (1 credit)

Feb 14 Tue 1830-2130 5 wks BBY CRN 49025

Technology Information Systems**TMGT 7123 \$242**

Provides the candidate with the knowledge to understand how information technology is used in technology based organizations. It covers all aspects of systems architecture and systems life cycles. It reviews how data are collected and turned into information by all parts of the organization with an emphasis on how that information can be used in problem solving. The business issues arising from the introduction and use of information technology are discussed. (1 credit)

Jan 10 Tue 1830-2130 5 wks BBY CRN 48889

Business Strategy and Structure**TMGT 7131 \$242**

Integrates two important aspects of decision-making in high technology companies: how to choose a particular technical option, and how to develop a business strategy that works in today's business environment. By looking at the factors that determine technological and business strategy, the candidate will have an important opportunity to analyse real world situations and develop career goals. This course is linked to TMGT 7132, Managing Technological Innovation and Entrepreneurship. (1 credit)

Jan 11 Wed 1830-2130 5 wks BBY CRN 47174

**Managing Technological Innovation
and Entrepreneurship****TMGT 7132 \$242**

Orients managers in the tasks of management of technological innovation. The candidate will learn how to manage technological innovation and how it can contribute to organizational productivity and increased competitiveness. This course is linked to TMGT 7131 Business Strategy and Structure and reflects the importance of technological innovation in the implementation of strategy. (1 credit)

Feb 15 Wed 1830-2130 5 wks BBY CRN 47260

Managing in a Technical Environment**TMGT 7141 \$242**

Emphasizes the skills necessary to manage effectively in a technology based organization. Emphasis is placed on the issues of leadership and the skills required to do an effective job which include how to improve performance by giving constructive feedback, how to give and receive effective information, how to handle disruptive behaviour, and how to provide positive recognition. (1 credit)

Feb 14 Tue 1830-2130 5 wks BBY CRN 70474

Problem Solving and Decision-Making**TMGT 7143 \$242**

This course deals with a practical, hands-on approach to problem-solving and decision-making using an analytical, process-oriented approach. Tools and techniques are used to better maximize the problem-solving and decision-making skills of the participant. (1 credit)

Jan 28 Sat* 0830-1530 3 wks BBY CRN 19904

*Sessions run every second Saturday.

Implementation Issues in Telecom**TMGT 7151 \$495**

Identifies the various communications technologies and their importance to today's organizations. Focuses on the analysis, planning and implementation of networks, including the integration of voice and data. Emphasizes the major networking options, evaluates their effectiveness, and identifies implementation strategies. Prerequisites: Enrolment in the Technology Management Bachelor of Technology program and TMGT 7123. (3 credits)

Jan 9 Mon 1830-2145 12 wks BBY CRN 47175

Implementation Issues in Data Management**TMGT 7152 \$495**

Reviews how data is managed and turned into information and knowledge 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. Focuses more on business than technical elements associated with data/database issues and applications. Prerequisites: Enrolment in the Technology Management B. Tech program and TMGT 7123. (3 credits)

Jan 10 Tue 1830-2215 12 wks BBY CRN 71507

**Tactical and Strategic Business Use
of the Internet****TMGT 7153 \$495**

Capitalizes on the immediacy of Internet responsiveness to provide a real-time learning experience. Provides candidates with the necessary skills and tools in using the Internet, both as consumers as well as providers of Internet resources effectively accomplishing the goals of the contemporary business organization. Topics required to learn how to use the Internet for tactical and strategic applications range from the basics of getting connected through to concepts of datamining and metasearching. Prerequisites: Enrolment in the Technology Management B. Tech program and TMGT 7123. (3 credits)

Jan 11 Wed 1830-2215 12 wks BBY CRN 46128

**TECHNOLOGY MANAGEMENT DISTANCE
EDUCATION**

For information relating to the administration of online or correspondence courses contact the Technology Management Department at tmgtde@bcit.ca or 604-432-8277 or toll free 1-866-768-7070. For more information on the Bachelor of Technology in Technology Management consult the website at www.tmgt.bcit.ca.

Project Management/Resource Utilization	TMGT 7102
Research and Development Management	TMGT 7103
Management of Technological Change	TMGT 7104
High Technology Marketing Strategies	TMGT 7111
Market Research	TMGT 7112
Marketing Programs and Plans	TMGT 7113
Product Planning and Marketing Implementation	TMGT 7114
Principles of Finance	TMGT 7121
Accounting for Technologists	TMGT 7122
Technology Information Systems	TMGT 7123
Technology and International Finance	TMGT 7124
Business Strategy and Structure	TMGT 7131
Managing Technological Innovation and Entrepreneurship	TMGT 7132
Law for Intelligence-based Business	TMGT 7133



Technology and International Trade and Competition	TMGT 7134
Managing in a Technical Environment	TMGT 7141
Technology Management Communication	TMGT 7142
Problem Solving and Decision-Making	TMGT 7143
Human Resource Planning and Control Implementation Issues	TMGT 7144
Implementation Issues in Telecommunications	TMGT 7151
Implementation Issues in Data Management	TMGT 7152
Tactical and Strategic Business Use of the Internet	TMGT 7153
Trends in New and Emerging Information Technologies	TMGT 7154
Information Technology Management Issues	TMGT 7155
Applied Research Methods	TMGT 8102
Technology Assessment	TMGT 8103

Course fees for Distance Education courses are not listed. Use the BCIT course finder (www.bcit.ca/study) to search by course number for delivery modes and corresponding fees.

Course registration is available online (www.bcit.ca), or by telephone (604-434-1610). Courses with prerequisites or re-registration sections must be processed by the Technology Management department. Please call 604-432-8277 or e-mail tmgtde@bcit.ca for assistance.

If you register for the online version, you will not receive any printed course materials. Your course material will be available online. These courses are not WebCT based; therefore, your password for access to the course material will be forwarded to you via e-mail from the Technology Management department (tmgtde@bcit.ca). Passwords are usually e-mailed to new registrants on the Friday or Monday after date of registration.

Venture Development Centre Programs

Exploring Self Employment – Free half-day workshop VENT 0075

Free

Have you ever thought about starting your own business? Exploring Self Employment is designed to help prospective entrepreneurs understand what it really takes to go into business. During this free half day workshop you will explore how to generate business ideas, discover the elements of a business plan and discuss the programs BCIT offers to get you moving toward self employment. You will also find out about the opportunities and challenges of operating your own business and discuss the key characteristics of a successful entrepreneur. Discover whether self employment is an option you wish to pursue.

For more information visit our website at www.bcit.ca/venture. To register call 604-434-1610.

Jan 7	Sat	1300-1530	1/2 day DTC	CRN 48815
Mar 4	Sat	1300-1530	1/2 day DTC	48816

Venture Program

VENT 1000

\$2750

604-412-7651

Angie_Wong@bcit.ca

A full-time three-month program to help you launch your business, followed by 21 months ongoing support.

Profit from a lifetime of learning by employing your hard-earned skills as an entrepreneur.

Since 1989 the BCIT Venture Program has offered a comprehensive training program targeted towards individuals in the launch phase of a business start-up (regardless of their business background).

During this three-month program you will learn how to research a business concept and produce a realistic

business plan. You will develop practical entrepreneurial planning skills needed to start and operate a business, and gain valuable computer modelling skills for forecasting and planning purposes.

BCIT's Downtown Campus gives participants easy access to the Vancouver business community. All instructors and coaches are entrepreneurs and help guide you through the planning process. Ultimately, you will leave the program with the ability to run your own business and the skills to make it a success!

Enrolment inquiries are welcome now, as spaces are limited. We encourage individuals interested in the program to make an appointment with the program advisor to discuss your business concept and how the Venture Program can help you.

For further information and to register, visit our website at www.bcit.ca/venture.

Anyone can start a business, but you have to learn how to make it work!

Feb 6 3 mths DTC CRN 42597

Business Skills Training for Not-For-Profit Organizations

604-412-7677

Judy_Rendek@bcit.ca

www.bcit.ca/venture

Not-For-Profit organizations continue to face difficult times as government funding is reduced and the public need for services is increasing. The BCIT Venture Development Centre has adapted their highly successful Venture Program to provide directors, managers and employees of not-for-profit organizations with practical, need-to-know business skills that can be applied immediately to their operations.

Topics included in this course will allow participants to develop the necessary skills to build a sustainable not-for-profit organization for their existing programs and will



Venture Program

Starting your own business?

BCIT's Venture Development Centre's programs help entrepreneurs to successfully develop and launch their own businesses through intensive, practical programs. BCIT can help you, too.

For information about the Venture Program or other programs offered by the Venture Development Centre, call 604-412-7651 or visit our website.

www.bcit.ca/venture



The path you choose can make all the difference.

Exploring Self-Employment – VENT 0075

If you're undecided about starting your own business, you can sign up for a free workshop.

For workshop dates or to register, call 604-412-7651.



A POLYTECHNIC INSTITUTION



provide valuable assessment skills that will complement their search for new revenue stream opportunities.

Business Skills for Not-For-Profit Organizations
VENT 0120 \$595

The course is 36 classroom hours over a 12-week period. Classes are held Tuesday evenings at the BCIT Downtown Campus (DTC).

Jan 10 Tues 1730-2100 12 wks CRN 71760

BEST PROGRAM

VENT 0150

604-451-6989 Jennifer_Egan@bcit.ca

A full-time 10-week program to help you launch your business. **Please note:** Employment Insurance (EI) eligibility requirements.

Set the path from vision to reality – enrol in the BEST Program. Develop research and marketing skills, develop practical entrepreneurial planning skills, and learn how to create a viable and comprehensive business plan. The BEST Program provides you with the tools and resources to launch and operate a successful business through relevant training by experienced instructors. Once your strategy is in place, you will have access to dedicated business advisors, and our supportive network of graduates. Prepare to meet the challenges of starting a new business. Join the hundreds of thriving entrepreneurs whose first step to success was the BEST Program. The program is designed to help past and present recipients of Employment Insurance (EI) benefits explore and meet the challenges of starting a new business. Funded by Service Canada. For further information and to find out about upcoming information sessions, visit our website at www.bcit.ca/venture.

Jan 4 10 wks BBY CRN 49608
Jan 23 10 wks BBY 49609

Starting Your Own Business

VENT 0100

\$520*

604-412-7651

Angie_Wong@bcit.ca

A part time 12-week program to teach you how to prepare a business plan

Suitable for those who are interested in examining the possibility of setting up their own business, or for those who have already started but want to learn how to prepare a business plan. Course will cover entrepreneurial characteristics, developing a marketing strategy, conducting market research, operating your business, financial projections, risk reduction, business plan development and much more.

Based on the successful Venture and BEST programs, which have been developed over the last 10 years, this condensed version will concentrate on need-to-know, street level information. By the end of the program, participants will have created a plan for their business, which will be reviewed by members of the Venture Development Centre at BCIT. For further information and to register, visit our website at www.bcit.ca/venture.

Jan 11 Wed 1730-2030 12 wks DTC CRN 48814
Jan 14 Sat 0900-1200 12 wks DTC 48813



The Enterpriser – Venture Program
Online Business Planner

VENT 0200

\$500

604-412-7651

Angie_Wong@bcit.ca

Cost includes six hours of online business plan counselling.

The Enterpriser online program puts the experience and knowledge of the BCIT Venture Development Centre online. Enterpriser is a 12-week online program designed for individuals who have a business idea or those who are simply curious about what it takes to launch a business. A unique feature of this program is that

Business and Media

Venture Development Centre advisors will be available online to assist you with specific issues or difficulties that you may encounter. Throughout the program you will become skilled with the tools necessary to complete a comprehensive business plan and launch a new venture.

To register call 604-434-1610, and then contact the Venture Program Administration at 604-412-7651 for an access code. For more detailed program information visit website at <http://vdc.bcitventure.com>. Registration is on-going and students have access for 12 weeks from the date of registration.

Flexible start date

Online 12 wks CRN 46674

Register now to avoid disappointment.

Register early to confirm the date and time that suits your schedule. If enrolment is low, BCIT's policy is to cancel part-time studies courses two business days before the start date to allow for transfer to available alternates.

BCIT Entrepreneurial Skills Training



Forge Your Own Path. Be Your Own Boss.

BCIT's Entrepreneurial Skills Training (BEST) is a full-time self-employment program that will guide you in developing a strategy to successfully launch your own business. To participate, you must meet EI eligibility requirements.

Choose BCIT for a unique blend of academic learning and applied skills – a different path of learning.

www.bcit.ca/venture



A POLYTECHNIC INSTITUTION

Attention Recruiters: Advertise here!

Advertise here and reach more than 600,000 potential employees in areas of business and media, computing and information technology, engineering, applied and natural sciences, health sciences and trades, vocational and apprenticeships.

BCIT Part-Time Studies students are looking to advance or change their career – a captive audience open to recruitment.

Advertising space is limited; book now!

For information please contact:
Sandra Jette,
Marketing and Communications
604-469-6049
Sandra.Jette@bcit.ca



Computer Information Systems Technician

604-432-8237
604-456-8027
eeinfo@bcit.ca

Yvonne_Alsbaugh@bcit.ca
Nancy_Naylor@bcit.ca

COMPUTER SYSTEMS AND NETWORK FUNDAMENTALS (CSNF)

604-432-8237
604-456-8027
eeinfo@bcit.ca

Yvonne_Alsbaugh@bcit.ca
Nancy_Naylor@bcit.ca

Due to high demand, BCIT is pleased to offer a Part-time Studies version of the highly popular Computer Systems and Network Fundamentals (CSNF) program. This flexible program will provide students with a foundation of core technical skills, and is the first year of a two-year diploma program. Second-year specialization options include Networking Systems Technician and Internet Systems Technician. The Part-time Studies version of CSNF allows students the ability to work full-time while continuing their studies to provide greater career options.

Students can register via course-by-course registration through Part-time Studies; it is recommended that they also apply for program approval. Program approval forms are available from Part-time Studies instructors or from Student Information and Enrolment Services.

If there are courses within the program that you feel you have equivalent knowledge through work experience, you may demonstrate competency through Prior Learning Assessment and Recognition (PLAR). To get more information, visit the PLAR website at www.plar.bcit.ca. For assessment of your knowledge and skills pertaining to this program please contact the program coordinator Ray Massoud at 604-202-1035.

CITX 1110	A+ Hardware Technician
CITX 1150	Structured Cabling for Computer Networks
CITX 1155	Server + CompTIA
CITX 1160	Cisco CCNA Level 1
CITX 2060	Cisco CCNA Level 2
CITX 2061	Cisco CCNA Level 3
CITX 2062	Cisco CCNA Level 4
CSST 1175	Network Operating Systems 1
CSST 1180	Introduction to Programming Concepts
CSST 2105	C Programming
CSST 2150	Advanced Structured Cabling
CSST 2175	Network Operating Systems 2
CSST 3106	Computer Electronics and Architecture
CSST 3110	Internet Technology
CSST 3175	Network Operating Systems 3
CSST 4120	Unix Fundamentals
CSST 4175	Network Operating Systems 4

Network Operating Systems 1

CSST 1175 \$820*

This course aims to provide a firm foundation in the principles and concepts of operating systems. It covers all major topics of operating systems, including memory management, I/O processing, concurrent processing, auxiliary storage management, and scheduling. The course describes what an operating system does, how it may do it, and why there are different approaches. This course also allows the students to explore how the operating system communicates with the hardware and software devices. Course intended for technicians. (5 credits)

Jan 16 Mon/Wed 1730-2030 10 wks DTC CRN 71678



C Programming

CSST 2105 \$820*

This course covers the writing, compiling and debugging of C programs. The essential elements of the language will be covered, including instruction syntax, operators, data types, program control pointers, arrays, structures and union, Input/Output and disk file processing. Lab exercises will include the use of C programs to control physical devices. Course intended for technicians. (5 credits)

Jan 21 Sat 0900-1600 10 wks DTC CRN 70543

Advanced Structured Cabling

CSST 2150 \$480*

Exposes students to a wide variety of network cabling topics, including: structured premises cabling systems, industry standards, media characteristics, connectors, transmission, electrical concepts, safety, pulling, terminating and testing cable installations. Also provides students with the necessary hands-on skills to troubleshoot network wiring and cabling utilizing industry standard Fluke test equipment. Prerequisite: CITX 1150. (3 credits)

Feb 18 Sat 0900-1600 6 wks BBY CRN 49258

Network Operating Systems 2

CSST 2175 \$820*

In this course students learn how to implement, administer and troubleshoot the Windows 2000 Server network operating system. Students will also become familiar with user account and group management, local and network security, installing and configuring protocols, DNS, Active Directory Services, resource sharing, network connectivity from various desktop platforms, application management, performance tuning, and troubleshooting techniques. In this hands-on lab based course, students are provided with the knowledge necessary to prepare for the MCSE Windows 2003 exam - Installing, Configuring, and Administering Microsoft Windows 2003 Server. Course intended for technicians. Prerequisite: CSST 1175. (5 credits)

Jan 21 Sat 0900-1600 10 wks BBY CRN 71676

"BCIT offers many different programs for specific technical areas. I was able to find a program that focused on my particular area of interest.

BCIT's Computer Systems and Network Fundamentals program is helping me develop my skills much more rapidly, and now I have opportunities for promotion which would have not otherwise be available to me at this point in my career."

Heather Harvey

Technical Support Specialist,
Radiant Communications,
BCIT Computer Systems and Network Fundamentals
part-time student

Computer Electronics and Architecture

CSST 3106 \$820*

This course introduces students to basic electronics and architecture necessary in working with computer platforms, peripherals and networks. Focused primarily on hardware design and organization, students cover the basic organization, design, and programming of a simple digital computer. Students are presented with an incremental look at networked computer systems starting with digital logic and hardware, moving through the layers of software, and leading to an introduction to networking and operating systems. Students will use assembly language programming as a means to describe machine behaviour. Course intended for technicians. (5 credits)

Jan 22 Sun 0900-1600 10 wks BBY CRN 71749

UNIX Fundamentals

CSST 4120 \$820*

This course teaches students how to use basic UNIX operating system commands. Students will learn fundamental command-line features of UNIX, including file system navigation, file and directory manipulation, file permissions, and the vi text editor. Course intended for technicians. Prerequisite: Familiarity with any operating system preferred MS-DOS. (5 credits)

Jan 22 Sun 0900-1600 10 wks BBY CRN 71679

Network Operating Systems 4

CSST 4175 \$820*

This course is for students who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses Microsoft Windows 2003 Server. This course includes topics such as: installing and configuring DNS, DHCP, virtual private networks and remote access, TCP/IP, WINS, IP Routing, Gateway services, RIS security and network protocol security. Course intended for technicians. Prerequisite: CSST 3175. (5 credits)

Jan 16 Mon/Wed 1830-2130 10 wks BBY CRN 70540

Part-time tip

It's your responsibility to ensure you have all prerequisites for each course in which you register.



NETWORK ADMINISTRATOR TECHNICIAN ASSOCIATE CERTIFICATE

604-432-8237 Yvonne_Alspaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

The Network Administrator Technician Associate Certificate of Technical Studies has been developed to meet the growing demand within industry for individuals with comprehensive networking expertise.

This Part-time Studies program is designed for students familiar with computer systems in the work environment. It is intended to provide the fundamental knowledge needed to design, configure and implement local and wide area networks.

This program will provide hands-on knowledge of major network operating systems, the underlying communication protocols and the supporting network hardware. Students are required to take all core courses, then choose one of two operating systems to successfully complete the program.

Required core courses:

CITX 1140	Local Area Network Hands-on Level 1
CITX 1141	Local Area Network Hands-on Level 2
or	
CITX 1145	Network+ Technician
and	
CITX 1150	Structured Cabling for Computer Networks
CITX 1151	Understanding TCP/IP
CITX 1152	Router Essentials
CITX 2164	Security+ Technician CompTIA

Choose one of the following options:

Microsoft Option

CITX 2165	Implementing Windows XP Professional
CITX 2166	Microsoft Windows 2003 Server
CITX 2162	Microsoft Windows 2003 Network Infrastructure and
CITX 2163	Microsoft Windows 2003 Directory Services

Unix/Linux Option

CITX 2180	Unix/Linux Installation and Configuration
or	
CITX 1170	Fundamentals of Solaris Systems Administration
and	
CITX 2181	Unix/Linux System Administration
and	
CITX 2182	Unix/Linux Networking
and	
CITX 2183	Unix/Linux Security, Ethics and Privacy



Networking Essentials for Technicians

604-432-8237 Yvonne_Alspaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

Local Area Network Hands-on Level 1

CITX 1140 \$480*
Learn to set up and configure computer networks. This hands-on, entry-level course introduces the fundamental network concepts required to set-up and configure a network. Training covers both peer-to-peer and client server applications, as well as network operating systems. Includes server selection, cable and media installation, and performance/system management issues. Course intended for technicians. (3 credits)

Jan 12 Thr 1830-2130 12 wks BBY CRN 44404
Jan 17 Tue 1830-2130 12 wks BBY 44403

Local Area Network Hands-on Level 2

CITX 1141 \$480*
Expand your knowledge of LANs by further examining wide area networking topologies and transmission methods. Explore the most popular network operating systems: MS Windows NT 2K, Novell Netware and Unix. Addresses network security and how to troubleshoot and maintain networks. Discusses network design, implementation, planning and management. Course intended for technicians. Prerequisite: CITX 1140. (3 credits)

Jan 11 Wed 1830-2130 12 wks BBY CRN 46235

Structured Cabling for Computer Networks

CITX 1150 \$455*
Covers proper installation and testing procedures used for components of a structured cabling connectivity solution. A thorough explanation of the installation procedures for modular outlets, patch panels and fiber optic connectors. Hands-on approach familiarizes students with both the products and the approved test equipment. (2 credits)

Jan 16 Mon 1830-2130 8 wks BBY CRN 46236
Jan 20 Fri 1830-2130 8 wks BBY 47337
Feb 8 Wed 1830-2130 8 wks BBY 44406

Understanding TCP/IP

CITX 1151 \$485*
Provides students with a thorough understanding of the TCP/IP protocol suite. Key topics include Internetworking, Internet protocol, sub-networking the Internet layer, routing protocols, TCP and UDP, and application layer protocols. Prerequisite: CITX 1140 and CITX 1141 or CITX 1145. (3 credits)

Jan 10 Tue 1830-2130 12 wks BBY CRN 44407
Jan 11 Wed 1830-2130 12 wks BBY 47338

Router Essentials

CITX 1152 \$615*
This comprehensive course provides students with knowledge and skills needed to understand, configure and manage data network routers. The critical principles required to manage an efficient and stable network infrastructure will also be taught. Prerequisite: a comprehensive understanding of TCP/IP is required. (3 credits)

Jan 13 Fri 1830-2130 12 wks BBY CRN 47345

Network+ Technician

604-432-8237 Yvonne_Alspaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

Network+ Technician

CITX 1145 \$970*
Provides a comprehensive overview of networking technologies and prepares students to write CompTIA's Network+ certification exam. Covers LAN, WAN, protocols, topologies, transmission media, security and TCP/IP. In addition to explaining concepts, the course uses a multitude of real-world networking, making it practical preparation for technicians. Prerequisite: a comprehensive understanding of the PC in a work environment. (6 credits)

Jan 9 Mon/Wed 1830-2130 12 wks BBY CRN 46217
Jan 14 Sat 0900-1600 12 wks BBY 46216

Network Security Technician

604-432-8237 Yvonne_Alspaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

NEW Network Security Practices

CITX 1180 \$225*
For most enterprises, the first line of defence against security threats is a comprehensive, well-defined security policy. These policies must be established, understood, practiced and frequently updated throughout your organization to prevent potentially catastrophic security breaches. This course is designed to provide an overview of computer networking security and security policy

development. Students must have a background in computer networking, understand TCP/IP, and have an interest in network security. Prerequisites: Foundation in computer networking. (1 credit)

Jan 16 Mon 1830-2130 4 wks BBY CRN 71739

NEW Securing Network Components

CITX 1185 \$960*
This course is a 72-hour, instructor-led, intensive, hands-on course focusing on Cisco Internetworking Operating System, Cisco IOS, firewall feature set. The concept and hands-on activities include active intrusion prevention, forensic, auditing and logging, traffic inspection and application layer data protection as well as data confidentiality, data integrity and data availability theory and hands-on implementations. Prerequisites: Valid CCNA Certification or completion of CITX 2062. (6 credits)

Jan 13 Fri 1830-2130 12 wks BBY CRN 71740
+Sun 0930-1230

Network Administration and Design Associate Certificate

See Computing and Information Technology, page 57.

Server+ Technician

604-432-8237 Yvonne_Alspaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

Server+ CompTIA

CITX 1155 \$960*
Comp TIA certification designed for mid-to upper-level technicians responsible for hardware functionality of microcomputers including installation, support and troubleshooting. Server hardware specialists should have in-depth understanding of planning, installation, configuration and maintenance of servers, including knowledge of server-level hardware implementations, data storage subsystems, data recovery and I/O subsystems. Prerequisite: A+ certification is recommended prior to enrolment but is not required. (6 credits)

Jan 15 Sun 0900-1600 12 wks BBY CRN 46292

Security+ Technician CompTIA

CITX 2164 \$960*
Provides a comprehensive overview of network security to prepare students to write CompTIA's Security+ Certification Exam. Covers general security concepts, authentication methods and common network attacks, communication and infrastructure security, network devices, and the proper use of perimeter topologies to establish network security. Prerequisite: CITX 1110 or CITX 1145 or possess equivalent knowledge. (6 credits)

Jan 9 Mon/Wed 1730-2030 12 wks DTC CRN 49256

Computer Hardware and Software for Technicians

604-432-8237 Yvonne_Alspaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

Computer Hardware Set-up Configuration and Maintenance

CITX 0120 \$660*
This hands-on course will familiarize the student with the internal hardware construction of a PC. The course covers the various components that make up a multimedia PC platform, troubleshooting and the resolution of configuration issues.

Jan 9 Mon 1830-2130 12 wks BBY CRN 42967



A+ Technician

604-432-8237 Yvonne_Alspaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

A+ Hardware Technician

CITX 1110 \$1130*
A+ certified technicians possess knowledge and skills essential for becoming successful computer service technicians. This industry-recognized certification covers hardware and software technologies required in today's workplace. Also covers material examined in the A+ certification exam from a theoretical as well as a hands-on perspective including operating systems and hardware. (6 credits)
Jan 10 Tue/Thr 1830-2130 12 wks BBY CRN 47336
Jan 14 Sat 0900-1600 12 wks BBY 47335

Operating Systems for Technicians

604-432-8237 Yvonne_Alspaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

Implementing Windows XP Professional

CITX 2165 \$480*
Provides an understanding of how to install and configure Windows XP Pro. The basics of MS Windows XP will be reviewed before moving onto advanced topics including troubleshooting, backing up files, optimizing disks, and evaluating systems and performance. Course intended for technicians. Students should be proficient with computers and operating systems. (3 credits)
Jan 13 Fri 1830-2130 12 wks BBY CRN 49257

Microsoft Windows 2003 Directory Services

CITX 2163 \$480*
Plan, configure and administer the Active Directory infrastructure. Students learn to configure DNS to manage name resolution, schema and replication, and to use Active Directory to centrally manage users, groups, shared folders, network resources and to administer the user environment and software with group policy. Course intended for technicians. Prerequisite: CITX 2161 or CITX 2166 or CITX 2162. (3 credits)
Jan 14 Sat 0900-1600 6 wks DTC CRN 46229

Microsoft Windows 2003 Network Infrastructure

CITX 2162 \$480*
Designed for support professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Microsoft Windows 2003 Server family of products. Course intended for technicians. Prerequisite: CITX 2161 or CITX 2166 or CITX 2163 or familiarity with computer systems in the work environment. (3 credits)
Jan 10 Tue 1730-2030 12 wks DTC CRN 46228

Microsoft Windows 2003 Server

CITX 2166 \$480*
This hands-on course covers all the critical skills necessary to install, configure and implement MS Windows 2003 Server and help manage your network more effectively. Students will learn to configure remote access services, troubleshoot and tune MS Windows 2003 for optimal efficiency. Students will be exposed to some of the security features of MS Windows 2003. Course intended for technicians. Prerequisite: CITX 2160 or CITX 2165. (3 credits)
Jan 12 Thr 1730-2030 12 wks DTC CRN 70542
Jan 14 Sat 0900-1600 6 wks BBY 70541

Microsoft Windows Exchange Server

CITX 2168 \$480*
Prepares students to implement and administer messaging and collaborative infrastructure solutions. Students will learn about installing, mapping and troubleshooting Microsoft Exchange 2003 server. Prerequisite: CITX 2166 or CITX 2162 or CITX 2163 or equivalent knowledge. (3 credits)
Jan 12 Thr 1830-2130 12 wks BBY CRN 70546

Unix/Linux Installation and Configuration

CITX 2180 \$480*
Essentials of the installation and configuration process using native Linux commands and facilities. Topics include Linux/Unix commands, hardware and architecture, devices, Linux file systems, boot initialization, run levels and the X MS Windows System. Gain hands-on experience by installing and configuring Linux successfully on a PC. Course intended for technicians. Prerequisite: familiarity with computer systems in the work environment. Recommended that students have access to Unix/Linux on home PC. (3 credits)
Jan 9 Mon 1830-2130 12 wks BBY CRN 46224
Jan 13 Fri 1830-2130 12 wks BBY 71680



Fundamentals of Solaris Systems Administration

CITX 2181 \$480*
Basic, hands-on administering of a Linux system, and discusses basic system administration tasks related to Linux. Some topics covered include package management, kernel, text editing, processing, printing, shells, scripting, programming, managing users, compiling and x window. Course intended for technicians. Prerequisite: CITX 2180 or equivalent. (3 credits)
Jan 11 Wed 1830-2130 12 wks BBY CRN 47362
Jan 14 Sat 0900-1600 6 wks BBY 49875

Unix/Linux Networking

CITX 2182 \$480*
As the popularity of Unix/Linux networking solutions continues to rise worldwide, network planners and developers need access to authoritative guidance on the implementation and maintenance of Unix/Linux networks. This course provides the hands-on information students need to get and keep Linux networks working at maximum efficiency. Course intended for technicians. Prerequisite: CITX 2181. (3 credits)
Jan 10 Tue 1830-2130 12 wks BBY CRN 46223

Unix/Linux Security, Ethics and Privacy

CITX 2183 \$480*
This course provides students with proven techniques for protecting information stored in organizations networks from intruders, while allowing authorized users access to the internet and other outside resources. Course intended for technicians. Prerequisite: CITX 2182. (3 credits)
Jan 13 Fri 1830-2130 12 wks BBY CRN 71681

Registering for BCIT Part-time Studies is a fully secured process. Your credit card number is encrypted in the process and cannot be read by a third party over the Internet. Visit www.bcit.ca for more details, see page 113.



CISCO CERTIFIED NETWORK ASSOCIATE (CCNA™)

604-432-8237 Yvonne_Alspaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

Get connected by learning networking skills that enable communications around the world!

The Cisco Certified Networking Academy (CCNA™) program is a complete, four-semester program providing instruction that will enable you to design, build and maintain small to medium-sized networks in regional, national and global organizations.

The program features hands-on, project-driven training that covers a broad range of topics from basic networking skills such as pulling cable, to more complex concepts such as applying advanced troubleshooting tools.

Upon successful completion of Levels 1–4 of the program, you are eligible to earn Cisco Certified Network Associate (CCNA™) certification. Once you have earned it, you will be ready for a career in current and emerging technologies where there is a high-demand for qualified applicants.

Cisco CCNA Level 1

CITX 1160 \$1195*
Designed to provide students with experience in current and emerging networking technology. Students will learn invaluable network problem solving techniques and concepts. Instruction will cover LANs, WANs, routers, router programming, networking, network standards, network terminology and protocols, the OSI model, cabling, cabling tools, star topology and IP addressing. Prerequisite: strong interest and aptitude for computer applications and networks. Must have access to a multimedia capable PC. (6 credits)
Jan 9 Mon/Wed 1830-2130 12 wks BBY CRN 44409
Jan 10 Tue/Thr 1730-2030 12 wks DTC 44905

Cisco CCNA Level 2

CITX 2060 \$1195*
Topics include instruction in dynamic routing, routing and the network administrator's role and function, Ethernet, token ring, routing type encounters and TCP/IP addressing protocol. Covers Cisco ISO software commands, connection and connectionless network service, management of configuration files, ICMP, backup and upgrade of Cisco software image, RIP and IGRP routing. Prerequisite: CITX 1160. (6 credits)
Jan 10 Tue/Thr 1830-2130 12 wks BBY CRN 44410

Cisco CCNA Level 3

CITX 2061 \$1195*
Extend your knowledge and practical experience with switches, LANs, WANs and Virtual Local Area Networks (VLANs) design, configuration and maintenance. Develop practical experience in skills related to Internet work Packet Exchange (IPX) routing and Interior Gateway Routing Protocol (IGRP) protocols, configuring LANs, WANs, and Novell networks and network troubleshooting. Prerequisite: CITX 2060. (6 credits)
Jan 10 Tue/Thr 1830-2130 12 wks BBY CRN 46220

Cisco CCNA Level 4

CITX 2062 \$1195*
Introduces and extends the students' knowledge and practical experience with Wide Area Networks (WANs), LAPB, Integrated Services Data Networks (ISDN) protocols, reference points and channels, Point-to-Point Protocol (PPP) operations, Frame Relay design and configuration and network Troubleshooting. Upon completion, student is prepared for Certified Cisco Network Associate (CCNA™) designation. Prerequisite: CITX 2061. (6 credits)
Jan 9 Mon/Wed 1830-2130 12 wks BBY CRN 46218



Computing and Information Technology



CISCO CERTIFIED NETWORK PROFESSIONAL ASSOCIATE (CCNP™)

604-432-8237 Yvonne_Alsbaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
einfo@bcit.ca

The Cisco Certified Network Professional Associate (CCNP™) program is comprised of four advanced levels of Cisco certification in which students learn how to install, configure, and maintain large, multi-protocol networks. Participants will learn about complex network configurations and how to diagnose and troubleshoot network problems. Students who successfully complete the advanced curriculum are eligible to earn Cisco Certified Network Professional (CCNP™) certification. The expertise you develop when preparing for the CCNP™ certification will add to your skill set and help you expand your professional options.

A CCNP™ can do the following:

- implement appropriate technologies to build a scalable routed networked WANs and remote access networks
- build campus networks using state-of-the-art routing and switching equipment
- improve traffic flow, reliability, redundancy and performance for LANs, routed and switched WANs, and remote access networks
- create and deploy a global Intranet
- troubleshoot an environment that uses Cisco routers and switches for multiprotocol client hosts and services.

Cisco CCNP Level 5

CITX 2063

\$2010*

Install, configure, operate and troubleshoot complex routed LAN and routed WAN networks. Covers scalable Internet works, introductory managing traffic and access, managing IP traffic, configuring queuing to manage traffic, routing protocols overview, extending IP addresses using VLSMs, and more including quality of service.

Prerequisite: CCNA™ certificate or have passed the four Cisco CCNA™ Networking Academy semesters.

(6 credits)

Jan 10 Tue/Thr 1830-2130 12 wks BBY CRN 70539

Electronics

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A POLYTECHNIC INSTITUTION

The path you choose can
make all the difference.



Your Future is in Computing

Computer Systems Technology – CST

Start with just one course and earn a BCIT credential part-time.

Earn your CST associate certificate and ladder towards a diploma and a bachelor's degree in Computer Systems Technology. You also have the option to transfer from Part-time Studies into the full-time CST diploma program.

Each CST associate certificate may be completed in two years or less. Our 'COMP' prefix courses are available on evenings and weekends, and allow you to take two or more courses each term. CST Part-time Studies has four terms per year, the next term starts in January 2006.

Get a head start on your future in computing with a BCIT credential.

Associate Certificate programs

- **Office Computer Applications**
Become an expert-level software application user.
- **Database Administration**
Build large scale information systems.
- **Web Development**
Design and build websites.
- **Introductory Programming**
Learn systems analysis and software development.
- **Java Programming**
Develop enterprise scale software applications.
- **Web Programming**
Create applications to run on the web.
- **Network Administration and Design**
Design and manage large scale and wireless networks, with multiple operating systems.

Read the following section in the part-time flyer for more information.

www.bcit.ca/computing/pts



The path you choose can make all the difference.



A POLYTECHNIC INSTITUTION



"My BCIT Diploma of Technology in Computer Systems played a key role in obtaining my current position. BCIT instructors are 'real' people who actually work in the industry. Together with teaching the academic fundamentals, they pass along practical wisdom that helped me to understand the material and increase the working knowledge I needed to move forward in the work place."

Charlie Blattler

*Application Developer,
International Forest Products Ltd.
BCIT Diploma of Technology Computer Systems*

- Design and administer computer networks, with multiple operating systems.
- Understand systems analysis and design, software development and systems integration.

Computer Systems Technology – Part-time Studies Laddered Credential Programs

BCIT offers part-time students the opportunity to complete a series of credential programs, ultimately leading to a bachelor's degree in Computer Systems. These laddered credential programs begin with the associate certificates of Introductory Programming (IP) and Introductory Computer Information Systems (ICIS). These first two credentials may be taken simultaneously. Next steps include the Certificate of Technology (COT), then the CST diploma and finally the bachelor's degree in Computer Systems Technology.

We also offer a variety of stand-alone credentials:

- Web Development (building websites)
- Java Programming (developing software applications)
- Web Programming (developing software applications that run on the web)
- Office Computer Applications (expert level user for all popular applications)
- Database Administration (building and managing enterprise scale information systems)
- Network Administration and Design (building and managing enterprise scale networks).

Our associate certificates offer option paths with electives and flexibility in scheduling. Please check our website for more details: www.bcit.ca/computing/pts.

INTRODUCTORY PROGRAMMING (IP) ASSOCIATE CERTIFICATE

If you already know how to use a personal computer, you may have the mindset to become a computer programmer and build software applications. At the end of this program you will have learned to write code and will have experience with several programming languages. Choose your path from a variety of electives in different programming languages and tools. This credential is designed for those working in information systems or those seeking employment as entry-level programmers. Upon successful completion of this program, you will have acquired skills to move onto higher level programming languages. This program is the first step towards the Computer Systems Technology diploma (CST). Please check our website for more details: www.bcit.ca/computing/pts.

INTRODUCTORY COMPUTER INFORMATION SYSTEMS (ICIS) ASSOCIATE CERTIFICATE

If you already know how to use a personal computer, you may have the ability to use tools to analyse problems, and identify and explain solutions in terms of costs, benefits and risks. At the beginning, there is a focus on systems analysis and design which helps in your understanding of the industry. Choose your path from a variety of elective course options in communications, technologies and problem-solving tools. This credential is designed for those working in information systems or those seeking employment as entry-level systems analysts or general business analysts. Upon successful completion of this program, you will have acquired skills to move onto higher level courses or specializations. This program is the second step in the Computer Systems Technology diploma and may be taken concurrently with the Associate Certificate in Introductory Programming (IP); both may be completed in only two years part-time. Please check our website for a complete list of prerequisites, required courses and electives: www.bcit.ca/computing/pts.

CERTIFICATE OF TECHNOLOGY (COT)

Students in this program learn higher-level programming, advanced mathematics, systems architecture, business accounting and communication. The Certificate of Technology has been designed as the intermediate step toward the Computer Systems Technology diploma. When combined with the first two associate certificates, IP and ICIS, the COT is comparable to completion of the first year of the full-time CST diploma program. All of these courses must be completed successfully within a five-year period. BCIT curriculum may be modified in accordance with market trends in industry. Please check our website for a complete list of prerequisites, required courses and electives: www.bcit.ca/computing/pts.

DIPLOMA IN COMPUTER SYSTEMS TECHNOLOGY

The Computer Systems Technology diploma in Part-time Studies builds upon the skills and knowledge developed in the Certificate of Technology (COT). It prepares students for careers as software developers, programmers, systems analysts, network managers and database administrators. Others may choose entrepreneurial roles as independent business owners, consultants and suppliers of systems. Students who finish the CST diploma acquire practical skills that are sought after in the information technology industry. Please check our website for a complete list of prerequisites, required courses and electives: www.bcit.ca/computing/pts.

BACHELOR OF TECHNOLOGY, PART-TIME STUDIES

A degree in Computer Systems Technology is available part-time as well as full-time. It follows on from the diploma or from available alternative entry options. There are also a series of foundation courses in PTS for students without a traditional programming background and who do not have a diploma. Please attend an information session and visit <http://cstbtech.bcit.ca> for details.

Office Efficiency and Skills

604-432-8775

www.bcit.ca/computing/pts

cstpts@bcit.ca

The following workshops are tailored for those who would 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. These workshops are non-credit; those wishing to obtain BCIT credit for these courses have the option to write an exam for an additional fee.

Please note: Unless you have good prior knowledge of the material covered, we recommend that you leave some time between the two levels of courses. Tuition for these courses does not include textbook costs. The textbook for most of these courses is available at our Downtown Campus bookstore for approximately .

Computer Aided Engineering

See Engineering, Applied and Natural Sciences

Computer Systems Technology – School of Computing and Academic Studies

604-432-8465

www.bcit.ca/computing/pts

cstpts@bcit.ca

Where do you want to be in five years? Have you considered a promising future in Computing and Information Technologies?

Computer Systems Technology, Part-time Studies (CST – PTS) offers hundreds of individual courses every term. There are several program areas with options and they all start with just one part-time course. The majority of these courses can be completed in six or 12 weeks and others are as short as one day. Flexible scheduling offers some courses during the day while most CST – PTS courses take place evenings and weekends at our Burnaby and Downtown locations. CST – PTS courses begin with the COMP prefix.

Our part-time credit courses may lead to associate certificates. These credentials build on each other and ladder towards our CST diploma and Bachelor of Technology degree in Computer Systems Technology. CST – PTS students also have the option to transfer from part-time to full-time programs.

Our courses use the latest and most popular software versions with state-of-the-art hardware and are taught by industry experts, providing you with an applied education.

Start with just one course, earn several credentials or industry certifications and explore your career options in computing.

You can:

- Become an expert in the latest application software.
- Learn to design and manage large scale databases.
- Develop and manage websites for commercial applications.



\$22. Students wishing to register for these sessions must have an understanding of PCs, MS Windows file management and have some experience with the subject before attending these fast-paced courses (MS Office Version 2003).

Visio Workshop – Level 1

COMP 0160 \$195

Intensive one-day seminar. Covers drawing techniques used to create professional business diagrams using Visio 2003. Learn how to create a flow chart, office layout plan, a map and an organization chart using stencils, shapes, text and connectors; enhance diagrams with backgrounds, borders and colour schemes; and generate a chart from imported data. Combination of hands-on and lecture in a fun environment. Prerequisites: working knowledge of a Windows PC and file management.

Feb 22 Wed 0900-1700 1 day DTC CRN 70805

Excel Workshop Level 1

COMP 0261 \$195

Intensive one-day seminar. Covers fundamental principles required to produce worksheets and workbooks. The class includes using formulae and built-in functions, editing and formatting, custom numeric and data formatting, printing, password protection, and special techniques to increase efficiency. Prerequisites: working knowledge of a Windows PC and file management.

Jan 25 Wed 0900-1700 1 day DTC CRN 19344

Feb 15 Wed 0900-1700 1 day DTC 19342

Excel Workshop Level 2

COMP 0264 \$195

Intensive one-day seminar. Builds on Level 1 and covers advanced topics in spreadsheet design. The class includes creating and using templates, charts, database lists and filters, subtotals, outlines, 3D formulae, and linking and consolidating multiple workbooks and worksheets. Prerequisite: COMP 0261 or equivalent experience.

Feb 22 Wed 0900-1700 1 day DTC CRN 19347

Excel Workshop Level 3

COMP 0269 \$195

Intensive one-day seminar. Builds on skills learned in Excel Level 1 and 2. The course discusses advanced topics in greater detail, such as creating and customizing toolbars, using styles, pivot tables, scenarios, display options and Excel web documents. A review of advanced formulas, templates, macros and consolidation techniques will also be included. Prerequisite: COMP 0264 or equivalent.

Mar 15 Wed 0900-1700 1 day DTC CRN 44355

Access Workshop Level 1

COMP 0271 \$195

Intensive one-day seminar. Covers skills required to create a simple database. Students learn relational database terminology; how-to work with multiple tables and relationships; create and save forms, reports and queries. Prerequisites: working knowledge of a Windows PC and file management.

Jan 24 Tue 0900-1700 1 day DTC CRN 19357

Feb 14 Tue 0900-1700 1 day DTC 47568

Access Workshop Level 2

COMP 0272 \$195

Intensive one-day seminar. Builds on Level 1 and 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.

Feb 21 Tue 0900-1700 1 day DTC CRN 19359

Access Workshop Level 3

COMP 0279 \$195

Intensive one-day seminar. Builds on what you have learned in Access Level 1 and 2. Discusses advanced queries including parameter, action and cross-tab queries, advanced form and report techniques. Students learn the use of macros to automate tasks and the use of hyperlinks. Prerequisite: COMP 0272 or equivalent experience.

Mar 14 Tue 0900-1700 1 day DTC CRN 44434

PowerPoint Workshop Level 1

COMP 0282 \$195

Intensive one-day seminar. Covers the fundamental topics required to produce a professional PowerPoint presentation. Progress quickly through basic text editing, then learn how to work with clip art, Word art, autoshares, colour schemes, tables, charts and slide transitions. A combination of hands-on and lecture in a fun atmosphere. Prerequisites: working knowledge of a Windows PC and file management.

Jan 26 Thr 0900-1700 1 day DTC CRN 19364

PowerPoint Workshop Level 2

COMP 0283 \$195

Intensive one-day seminar. Builds on Level 1 and covers advanced topics in presentation design. Learn how to create a design template which includes company logos, customized bullets, footers, colour schemes, and how to save time by using the slide master. Explore how sound objects, layering objects and ordering of special effects can enhance a presentation. Insert hyperlinks and action buttons. Create a presentation for the web. Combination of hands-on and lecture in a fun environment.

Prerequisite: COMP 0282.

Feb 23 Thr 0900-1700 1 day DTC CRN 19366

MS Project Workshop Level 1

COMP 0383 \$195

Intensive one-day seminar. Covers an introduction to Microsoft Project, a software application for computer-based project management and scheduling. Students learn the fundamentals of using this package to produce real-life projects and will receive a brief introduction to project management theories, determining project scope, costing, prioritizing tasks and scheduling. Prerequisites: working knowledge of a Windows PC and file management.

Feb 23 Thr 0900-1700 1 day DTC CRN 70463

MS Project Workshop Level 2

COMP 0384 \$195

Intensive one-day seminar. Covers advanced topics in a project management scheduling application. Includes splitting tasks, using the organizer, sharing resources, multiple projects, macros and custom templates. Prerequisite: COMP 0383 or equivalent experience.

Mar 16 Thr 0900-1700 1 day DTC CRN 70462

Office Computer Applications

604-432-8775

www.bcit.ca/computing/pts

cstpts@bcit.ca

OFFICE COMPUTER APPLICATIONS (OCA) ASSOCIATE CERTIFICATE

The Office Computer Applications (OCA) Associate Certificate is for new and existing computer users who want to obtain or upgrade application software skills and learn how to properly manage files. Students will become well-versed in the use of the latest version of the Microsoft Windows XP operating system and Microsoft Office 2003 applications (Word, Excel, PowerPoint and Access). Participants will also learn how to design, develop and manage effective websites using HTML and scripting. This program will prepare students for the Microsoft Office Specialist (MOS) exam, industry-based certification. For further information about this program and to view the program matrix, please visit our website at www.bcit.ca/computing/pts.

COMPLETE COURSES IN MS OFFICE

Students interested in comprehensive 12-week Microsoft Office application courses can register in MS Excel Complete (COMP 1164), MS Access Complete (COMP 1174), MS Word Complete (COMP 1169) and MS PowerPoint Complete (COMP 1184) and save \$99 on each application, as compared to taking Level 1 and 2 separately. We also offer the MS Office application courses in six-week formats. Level 1 courses cover introductory topics. Level 2 courses cover intermediate and advanced topics. Most of the CST-PTS Microsoft Office credit courses help successful students to prepare for Microsoft Office Specialist (MOS) exams. (MS Office Version 2003)

Do you want to become computer literate?

COMP 1002 Microsoft Windows XP

Become an experienced PC user by learning the latest version of Windows XP in just 12 weeks or less.

This comprehensive course will give you the fundamentals to advance your computer knowledge. Guided by an instructor, you will learn within a hands-on lab environment.

Start from the beginning and understand the important aspects of using a graphic user interface (GUI).

For more information, please refer to the course description above.

- Topics include:
- Intro to hardware and software
 - Operating systems
 - Graphic User Interface (GUI)
 - Configure and customize Windows
 - Networking
 - Set up an Internet connection
 - Set up a home network
 - Protect your system
 - Troubleshooting
 - Multiple users
 - Security.

This course will also compare Windows XP with previous versions of Windows and Linux and Mac operating systems.

We have designed this course for a wide audience and to give the novice a new level of confidence. The advanced topics will also satisfy experienced PC users, and validate their experience and knowledge.

This is an intensive course and is a prerequisite for CST Part-time Studies.

Night and weekend sessions are scheduled and filling up now.

Seats are limited, sign up today! See more on the next page.



Computing and Information Technology

Microsoft Windows XP

COMP 1002 \$399

Learn all about MS Windows XP, operating systems and how a computer works. Topics include: using a Graphic User Interface (GUI), introduction to hardware and software, operating systems, file management, hard disk management, troubleshooting, multi-users, networking and security. Find out how to configure and customize MS Windows XP and protect your system. Gain a hands-on understanding of how to set-up Internet accounts, virus protection and firewalls. Prerequisite: basic knowledge of a PC is recommended. (3 credits)

Jan 9	Mon	1800-2100	12 wks	DTC	CRN 47513
Jan 10	Tue	1845-2145	12 wks	BBY	47514
Jan 12	Thr	1845-2145	12 wks	BBY	47515
Jan 14	Sat	0900-1200	12 wks	BBY	47517
Jan 15	Sun	0900-1600	6 wks	DTC	47516
Jan 23	Mon-Fri	0830-1200	2 wks	DTC	47555
Feb 26	Sun	0900-1600	6 wks	DTC	47535

Microsoft Excel Complete

COMP 1164 \$499

This hands-on course is the combination of MS Excel Level 1 and 2. Students progress from a beginner to an expert in just 12 weeks. With a combination of lectures, labs and project assignments, this course provides students with the practical skills needed to create and manage a variety of spreadsheets. As an added bonus, this course helps students prepare to challenge a Microsoft Office Specialist (MOS) exam. Prerequisite: COMP 1002 or equivalent knowledge. (3 credits)

Jan 11	Wed	1830-2130	12 wks	DTC	CRN 49020
Jan 12	Thr	1845-2145	12 wks	BBY	49019

Microsoft Excel Level 1

COMP 1261 \$299

Learn fundamental principles and practical skills required to produce professional-looking worksheets with MS Excel. Students learn to create, edit and format documents. Topics include: entering and editing data, using Excel components and options, modifying worksheets, creating formulas and using functions, applying sorting and filtering concepts. Learn to be proficient in basic spreadsheet techniques and have some experience with completing tables and calculations. This course is the first half of COMP 1164, students will save \$99 by registering for that complete 12-week course, compared to taking Levels 1 and 2. Prerequisite: COMP 1002 or equivalent knowledge. (1.5 credits)

Jan 11	Wed	1830-2130	6 wks	DTC	CRN 16462
Jan 12	Thr	1845-2145	6 wks	BBY	44338

Microsoft Excel Level 2

COMP 1262 \$299

Continuation from COMP 1261— Microsoft Excel Level 1 and covers advanced MS Excel features. Expert topics include: charting, organization charts and diagrams, subtotaling data, linking worksheets, conditional formatting, importing data, templates, data validation,

scenarios, goal seek and formula auditing. Learn advanced spreadsheet techniques and how to use MS Excel's advanced features such as pivot tables and acquire an insight into macros. Prerequisite: COMP 1261 or equivalent knowledge. (1.5 credits)

Feb 22	Wed	1830-2130	6 wks	DTC	CRN 16465
Feb 23	Thr	1845-2145	6 wks	BBY	44339

MS Word Complete

COMP 1169 \$499

This hands-on course is the combination of MS Word Level 1 and 2. Students progress from a beginner to an expert in just 12 weeks. With a combination of lectures, labs and projects, this course provides students with the practical skills needed to create and manage all types of documents. As an added bonus, this course helps students prepare to challenge a Microsoft Office Specialist (MOS) exam. Prerequisite: COMP 1002 or equivalent knowledge. (3 credits)

Jan 11	Wed	1845-2145	12 wks	BBY	CRN 49021
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Microsoft Word Level 1

COMP 1266 \$299

Learn fundamental principles and practical skills required to produce professional-looking documents with MS Word. Students learn to create, edit and format documents. Topics include: setting tabs, formatting a document into multiple sections and columns, modifying layout, headers and footers, modifying and applying styles, saving and printing. Learn to be proficient in basic word processing and gain some experience with inserting images and creating organizational charts and diagrams. This course is the first half of COMP 1169, students will save \$99 by registering for that complete 12-week course, compared to taking Levels 1 and 2. Prerequisite: COMP 1002 or equivalent knowledge. (1.5 credits)

Jan 11	Wed	1845-2145	6 wks	BBY	CRN 15385
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Microsoft Word Level 2

COMP 1267 \$299

Continues from Level 1 and covers advanced MS Word features. Expert topics include: create, format and use templates, online forms and tables. Students learn to record and edit macros; customize Word's environment; integrate and link data from Excel; perform a mail merge; create cross-references, hyperlinks, table of contents and index. Learn advanced word processing and how to use MS Word's advanced features such as tracking changes, working with comments and document collaboration. Prerequisite: COMP 1266 or equivalent knowledge. (1.5 credits)

Feb 22	Wed	1845-2145	6 wks	BBY	CRN 15386
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MS Access Complete

COMP 1174 \$499

This hands-on 12-week course is the combination of MS Access Levels 1 and 2. It provides a thorough look at MS Access, a database program and its approach to relational database management. With a combination of

lectures, labs and projects, this course provides students with the practical skills needed to create and manage all types of efficient and functional databases. As an added bonus, this course helps students prepare to challenge a Microsoft Office Specialist (MOS) exam. Prerequisite: COMP 1002 or equivalent knowledge. (3 credits)

Jan 9	Mon	1730-2030	12 wks	DTC	CRN 49073
Jan 11	Wed	1845-2145	12 wks	BBY	49072

Microsoft Access Level 1

COMP 1270 \$299

This course provides an introductory look at MS Access, a database program, and its approach to relational database management. Students will acquire practical skills to produce simple, efficient and functional databases. Specifically, students will have the experience and skills necessary to create a database with multiple tables, create forms and reports using wizards, and create select queries. This course is the first half of COMP 1174, students will save \$99 by registering for the complete 12-week course, compared to taking Levels 1 and 2. Prerequisite: COMP 1002 or equivalent knowledge. (1.5 credits)

Jan 9	Mon	1730-2030	6 wks	DTC	CRN 16472
Jan 11	Wed	1845-2145	6 wks	BBY	15373

Microsoft Access Level 2

COMP 1271 \$299

Continues from Level 1 and provides skills to use advanced features of the Access database objects. Topics include creating look-up lists, action queries, macros and switchboards. Students will learn how to create and design more sophisticated forms and reports. Specifically, students will learn how to add tab controls on forms, work with expressions, and total groups of records on reports. Macros and switchboards will be introduced to allow students to enhance their database application and automate tasks. Prerequisite: COMP 1270. (1.5 credits)

Feb 20	Mon	1730-2030	6 wks	DTC	CRN 16474
Feb 22	Wed	1845-2145	6 wks	BBY	15374

Database Development with Access

COMP 1175 \$515

This hands-on 12-week course is designed for advanced end-users of MS Access wanting to learn the fundamentals of VBA programming within Access and application design through the use of macros. Topics include event properties, custom menus, toolbars and how to build an effective database management system. Hands-on exercises show how to create functions, sub-procedures, modules and error handling procedures. Students get an introduction to SQL, ADO objects and methods, and learn to manipulate data using record sets. Prerequisite: COMP 1174 or 1271 or equivalent knowledge. (3 credits)

Jan 9	Mon	1845-2145	12 wks	BBY	CRN 70419
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MS PowerPoint Complete

COMP 1184 \$499

This hands-on course is the combination of MS PowerPoint Levels 1 and 2. It provides a thorough look at this presentation package and its approach to creating professional on-screen slides and shows with animation and sound. Students progress from beginner to expert in only 12 weeks. With a combination of lectures, labs and projects, students are provided with the practical skills needed to create advanced presentations by using auto content. As an added bonus, this course helps students prepare to challenge a Microsoft Office Specialist (MOS) exam. Prerequisite: COMP 1002 or equivalent knowledge. (3 credits)

Jan 9	Mon	1845-2145	12 wks	BBY	CRN 49074
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Microsoft PowerPoint Level 1

COMP 1281 \$299

Provides an in-depth and comprehensive introduction to the presentation graphics software package Microsoft PowerPoint 2003. PowerPoint's innovative tools and easy approach helps students create professional-looking presentations quickly and easily. This course emphasizes

Do you want to become proficient in software applications?

COMP 1200 Microsoft Office Applications

In six weeks or less, you could become proficient in a variety of popular software applications.

We have designed this course to give the novice a new level of confidence; be productive with five different software applications.

Experienced users in MS Office 97/2000 XP will benefit by learning shortcuts and become more productive with MS Office 2003.

The skills taught in this course cover most aspects of using computer applications in a business environment. Working in a hands-on lab setting with lectures, you will learn how to use the following different applications:

- MS Word • MS PowerPoint • MS Excel • MS Outlook • MS Access

Our goal is to provide basic to intermediate skills in creating and working with documents, spreadsheets, presentations and integrating MS Office components.

Upon successful completion of this course, students may move on to our Level 2 course modules of MS Word and MS Excel.

Night, weekend and daytime sessions are scheduled and filling up now. **Seats are limited, sign up today!**



a hands-on approach combined with lectures and covers all of the basic tools needed to produce slides, overheads and on-screen presentations at a proficient level. This course is the first half of COMP 1184, students will save \$99 by registering for that complete 12-week course, compared to taking Levels 1 and 2. Prerequisite: COMP 1002 or equivalent knowledge. (1.5 credits)
 Jan 9 Mon 1845-2145 6 wks BBY CRN 15375

Microsoft PowerPoint Level 2

COMP 1282 \$299
 Continues from COMP 1281 and covers advanced topics in PowerPoint presentation design. Expert topics include: completing an on-screen presentation with clip art, tables, graphs, organization charts, action buttons and adding special effects such as: sound, slide transitions and custom animations. Learn to how to link to other applications such as MS Word and MS Excel, as well as to websites. Students increase productivity with hands-on practice of PowerPoint's many time-saving efficiency features to deliver a final presentation. Prerequisite: COMP 1281. (1.5 credits)

Feb 20 Mon 1845-2145 6 wks BBY CRN 15376

Microsoft Office Applications

COMP 1200 \$499
 Become proficient with MS Office and learn how to use Word, Excel, Access, PowerPoint and Outlook. This hands-on lab course is combined with lectures and provides intermediate application skills. Students learn to be productive immediately in office computer applications. Exercises and assignments are designed to create and work with documents, spreadsheets, presentations, relational databases and e-mail. Learn how to master time-saving tips and techniques and shortcuts for daily use in these basic business software applications. Prerequisite: COMP 1002 or equivalent knowledge of MS Windows. (3 credits)

Jan 7 Sat 0900-1600 6 wks BBY CRN 46194
 Jan 11 Wed 1800-2100 12 wks DTC 70548
 Jan 12 Thr 1845-2145 12 wks BBY 44372
 Feb 13 Mon-Fri 0830-1200 2 wks DTC 70420
 Feb 18 Sat 0900-1600 6 wks BBY 47521

ACCPAC General Ledger

COMP 1245 \$415
 Convert an existing manual system to ACCPAC version 5.2 and implement a General Ledger (G/L) system. Topics include defining a chart of accounts, entering opening balances, adding and editing journal entries in batches, posting batches to the ledger, printing various financial reports and creating a new fiscal year. The financial statement report writer is also explored. Prerequisites: COMP 1002 and FMGT 1100 or equivalent knowledge of MS Windows and accounting principles. (1.5 credits)

Jan 11 Wed 1800-2100 6 wks DTC CRN 10913

ACCPAC A/R and A/P

COMP 1246 \$415
 Monitor the accounts receivable and payable functions of a business. A/R topics include adding customers, posting invoices, collecting cash receipts and generating

interest charges. A/P topics include setting up vendors; cheque preparation and reconciliation; and printing reports. Learn the transaction flow between A/R and A/P to the ACCPAC version 5.2 General Ledger, Bank and Tax modules. Prerequisite: COMP 1245. (1.5 credits)
 Feb 22 Wed 1800-2100 6 wks DTC CRN 10916

Crystal Reports Level 1

COMP 1250 \$399
 Provides skills for this report generator included with Visual Basic. Covers extracting focused sets of data from database and spreadsheet sources to produce reports. Topics include: report design, organization and formatting; grouping, selecting and sorting records; creating formulas; producing cross-tab reports, pictures, graphs and logos; working with databases; and exporting reports. Prerequisite: COMP 1002. (1.5 credits)

Jan 10 Tue 1845-2145 6 wks BBY CRN 41098
 Jan 12 Thr 1845-2145 6 wks BBY 49022

Crystal Reports Level 2

COMP 1251 \$399
 Create professional-looking reports using this popular report generator. Topics include: exporting reports to MS Excel, MS Word, e-mail and the web; conditional formatting; sub-reports; advanced formulas (shared variables, ranges, group and record selection formulas); document import tool; SQL designer tool; Crystal dictionaries and MetaCube reports. Prerequisites: COMP 1002 and COMP 1250. (1.5 credits)

Feb 21 Tue 1845-2145 6 wks BBY CRN 44336

Crystal Reports Level 3

COMP 1252 \$399
 Explore the advanced features of Version 10. Improve your reporting capabilities by designing a business intelligence strategy and reporting standards that make use of repository items and custom functions. Write SQL expressions that talk directly to your database. Gain insights into Crystal Enterprise and report distribution using the Report Application Server (RAS) included with Version 10. Prerequisites: COMP 1250 and COMP 1251. (1.5 credits)

Feb 23 Thr 1845-2145 6 wks BBY CRN 49023

Simply Accounting

COMP 1255 \$515
 This course teaches the Simply Accounting for MS 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 1002 and FMGT 1100 or equivalent knowledge of MS Windows and accounting principles. (3 credits)

Jan 12 Thr 1845-2145 12 wks BBY CRN 10917

Microsoft Project XP Complete

COMP 1285 \$499
 Microsoft Project 2003 is a Windows-based project management scheduling application. In this hands-on practical course students build skills, develop plans

and schedules over various phases of their projects. We provide an introduction to project management (PM) and common methodologies. Students will learn to track deliverables and access project information for making trade-off decisions between cost, schedule and scope. This 12-week course follows standard project approaches using the Project Management Body of Knowledge (PMBOK). Prerequisite: COMP 1002 or equivalent knowledge. (3 credits)

Jan 9 Mon 1800-2100 12 wks DTC CRN 47522

Database Administration and Design

604-451-6866

cstpts@bcit.ca

www.bcit.ca/computing/pts

DATABASE ADMINISTRATION ASSOCIATE CERTIFICATE

The Database Administration Associate Certificate is for people interested in designing, operating and administering PC-based relational database systems. Key competencies covered include systems analysis and design, relational database theory and hands-on technology. Upon completion of the associate certificate, you will be able to develop information systems for business operations and effectively communicate technical information to business people. For further information about this program, please visit our website at www.bcit.ca/computing/pts.

Relational Database 1

COMP 2712 \$399
 Relational Database Management Systems (RDBMS) technology focuses on the design methodology of databases that include views, security and transaction management. Topics include: enhanced entity-relationship data modelling, functional dependencies and normalization. Design and implement a database application using various tools on a RDBMS server. Prerequisites: COMP 1711 or COMP 2615 and COMP 3615. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 49396
 Jan 14 Sat 0900-1200 12 wks BBY 70422

Relational Database 2

COMP 2713 \$399
 This class covers Structured Query Language (SQL) with a focus on Data Manipulation Language (DML) which includes select, insert, update, delete statements plus joins, sub-queries and views. The class discusses the Data Definition Language (DDL) portion of SQL that includes creating tables, indexes and constraints. Students will also learn some relational algebra, an introduction to SQL programming, working with stored procedures, triggers and transaction management. With COMP 2712, this course replaces COMP 2711 in Part-time Studies. Prerequisites: COMP 1711 or COMP 3615 and COMP 2712. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 70440
 Jan 14 Sat 0900-1200 12 wks BBY 70443

NEW MySQL Database Design and Administration

COMP 4661 \$399
 The MySQL database server is the world's most popular open source database with over six million installations powering high-volume websites and other mission critical business systems. Students who already understand relational database design and SQL are provided with an in-depth understanding of designing, implementing and configuring MySQL databases. Topics include: MySQL architecture, storage engines, client programs, DDL and DML for MySQL, importing/exporting data, securing SQL Server configurations, transactions, optimization and replication. Upon successful completion, students will be able to perform complex MySQL queries, administer system access and end-users, plan back-ups and disaster

Your future is computing

Now is the time to start learning new skills and new technologies so that you will be prepared for a future in Computing and Information Technology. Start with as little as one course part-time and explore your options.

Increase your skills and proficiency with computers and find out if you have the mindset to become a:

- | | |
|------------------------------------|--|
| Website Developer | Database Administrator |
| Systems Analyst/Business Analyst | Network Administrator and Designer |
| Web Software Application Developer | Office Computer Application Specialist |

We are continually adding new courses and programs to offer more options for our students. Please check the CST department website at www.bcit.ca/computing/pts for the latest info.

Take the first step and register for a course today, your future is in computing.



recovery policies. This course helps prepare students to challenge the MySQL Core and Professional Certification exams. Prerequisites: COMP 2711 or COMP 2712 and COMP 2713. (3 credits)

Jan 11 Wed 1830-2130 12 wks DTC CRN 71902
Jan 13 Fri 1845-2145 12 wks BBY 71607

Designing and Implementing Databases in SQL Server 2000

COMP 4663 \$499

Students, who already understand relational databases including data modelling and SQL statements, learn how to design, implement and fine-tune Microsoft SQL Server databases. There is a focus on Transact-SQL, functions (both built-in and user-defined), cursors, stored procedures and triggers. Topics include: SQL architecture overview, advanced queries and views, tutorial on SQL Server utilities, transactions, optimization and monitoring performance. Successful participants will also be prepared to write Microsoft Exam #70-229, which is a core exam for the MCDBA and an elective exam for MCSE. Note: MCSE students may also receive the MCDBA certification by passing only one additional Microsoft Exam, #70-228, after the above. Prerequisite: COMP 2711 or (COMP 2712 and COMP 2713). (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 41436

Oracle 9i Database Administration Fundamentals I

COMP 4664 \$699

This course fulfills the instructor-lead training requirement for Oracle 9i certification. The class is designed for students who understand relational databases, data modelling and have a working knowledge of SQL. Provides a foundation of the Oracle9i database architecture and how the Oracle database instance and file structures interact. Students create a database and learn how to manage associated files. Topics include: preparing the initialization file; querying the data dictionary; maintaining the control files and redo log files; creating and altering table spaces and database segments; creating and managing Oracle9i database objects including tables, indexes and users. BCIT is a member of the Oracle Workforce Development program and uses Oracle University course materials (a \$300 value) included with tuition. Please enrol early, course materials take 7-10 days to arrive. Prerequisites: COMP 2711 or COMP 2712 and COMP 2713. (4 credits)

Jan 10 Tue 1800-2115 13 wks BBY CRN 49024

NEW Oracle 9i Database Performance Tuning

COMP 4668 \$699

This course will introduce participants to the importance of good initial database design and the methods used to tune a production Oracle9i database. The focus is on Database and Instance tuning rather than specific operating system performance issues. Students will gain practical experience configuring memory and disk resources; detecting and resolving contention problems; diagnosing and resolving performance issues associated with shared server; reconfiguring file structures for optimal performance. Oracle tools used by the students to diagnose performance problems will include STATSPACK. BCIT is a member of the Oracle Workforce Development Program and uses Oracle University course materials (a \$300 value) included with tuition. Please enroll early, course materials are ordered on an as needed basis and takes 7-10 days to arrive. Prerequisite: COMP 4664. (4 credits)

Jan 5 Thr 1800-2115 13 wks BBY CRN 71916

Games Programming

604-451-6866 cstpts@bcit.ca
www.bcit.ca/computing/pts

Games Programming 1 - Beginner

COMP 1441 \$399
Get hands-on experience building your own interactive 3D games, graphics, animations, worlds, and sound using C++, OpenGL and OpenAL. Create, load and control animated models. Learn essential game algorithms and 3D graphic techniques used by PC game developers. Homework and assignments re-enforce steps needed for creating 3D games. There are no prior requirements as this course was designed for beginner programmers who just want to learn how to build 3D games and interactive virtual environments. Each student will create their own 3D game as part of this course. The computer you use must have an accelerated graphics port video card that supports current versions of OpenGL. Details regarding suitable video cards and their installation will be discussed in the first class. (3 credits)

Jan 14 Sat 0900-1200 12 wks BBY CRN 49199

Web Development and Design

604-453-4059 cstpts@bcit.ca
www.bcit.ca/computing/pts

WEB DEVELOPMENT ASSOCIATE CERTIFICATE

This program is designed for web developers and web project team leads who want to plan and build websites based on client needs. Web developers are not necessarily web programmers; however, they do use tools and technologies or supervise others that build web projects. This program gives students the knowledge to use software tools to reengineer business processes for the web. Focus is on analysis and design, planning and integrating databases into an online project using proven methodologies and current technologies. Students are required to complete a practicum during which they build a complete website. For further information, please visit www.bcit.ca/computing/pts.

WEB PROGRAMMING ASSOCIATE CERTIFICATE

This program is under revision and is being redeveloped with a focus on OO programming languages as well as scripting tools and web technologies. Students currently taking this program are advised to contact the department at 604-453-4059.

Adobe FrameMaker

COMP 1287 \$515

Adobe FrameMaker for the PC is an authoring and publishing solution that combines the simplicity of word processing with the power of XML. Using WYSIWYG, students learn how to take advantage of long-document support that includes book management features, sophisticated templates and rich formatting options. Basic formatting, document production, advanced functions and shortcuts, high-quality printing and exporting to Adobe Portable Document Format (PDF) are covered. Prerequisites: COMP 1002 and word processing experience or equivalent knowledge. (3 credits)

Jan 14 Sat 0900-1200 12 wks DTC CRN 70515

Introduction to Web Development and Design

COMP 1850 \$399

This class explores the fundamental principles and techniques for designing and developing effective websites. Topics include: hand-coding pages with HTML, styling text and content with CSS, adding dynamic features with client-side scripting techniques, managing files and websites using FTP software, information architecture and interface design, and advanced markup techniques using DHTML. This is the foundation for more advanced web development courses, continuing with COMP 1950. Prerequisites: COMP 1002 or equivalent knowledge, and web user experience. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 49027

Jan 9 Mon 1800-2100 12 wks DTC 71744

Jan 12 Thr 1845-2145 12 wks BBY 70400

Jan 14 Sat 0900-1200 12 wks BBY 49028

MACROMEDIA FLASH - THE FUTURE OF WEB TECHNOLOGY

Unleash applications to the web, Windows, Macintosh, Unix, PDAs, and even cell phones. Reach the widest possible audience via the Flash Player, installed on 98% of desktops globally. Flash provides full design control to maximize creativity, resulting in a consistent end-user experience across a variety of platforms. Create compelling 2D animations with the tool that brought animation to the Web. CST-PTS is pleased to offer a series of hands-on courses taught by industry practitioners. Join us on Sundays and find out how to use this exciting technology. For more information, call the department at 604-453-4059.

Introduction to Flash MX 2004 Professional for PC

COMP 1904 \$499

Students who already understand HTML will learn to unlock the power of Macromedia Flash MX 2004 in this hands-on course. Participants learn to use Flash MX 2004 Pro at an introductory to intermediate level to add interactivity to their projects with Flash's built-in tools that create graphics and animations and work with audio components. Topics include: animating with the timeline, working with audio, adding interactivity with basic ActionScript, integrating Flash with web services and XML, as well as tips on how to reduce file sizes to optimize projects. Upon successful completion of this course, participants will have a solid understanding of Flash on the PC and be able to move to the advanced level COMP 1905. Please bring a pair of basic headphones to each class. Prerequisite: COMP 1850 or equivalent HTML experience. (3 credits)

Jan 15 Sun 0900-1600 6 wks DTC CRN 70404

NEW Advanced Flash MX 2004 Professional for PC

COMP 1905 \$499

Students who have completed COMP 1904 will learn to use ActionScript 2.0 at a higher level and explore several more of Flash's advanced features to create Rich Internet-based applications, web-based games and dynamic websites. Topics include: introduction to object-oriented programming, creating classes, variables, working with arrays and conditional logic. Upon successful completion, participants will know how to load external movies, create dynamic content and integrate Flash with server-side scripting. Note: please bring a pair of basic headphones to each class. Prerequisite: COMP 1904. (3 credits)

Feb 26 Sun 0900-1600 6 wks DTC CRN 71745

NEW Macromedia HomeSite Workshop

COMP 1907 \$199

This is a hands-on course that focuses on this powerful HTML editing application. Learn HomeSite's basic editing tools, how to customize the application, create web pages, code templates and how to use built-in wizards, link and code validation tools. Advanced topics include: tag validation, configuring and using code sweepers,

Computing and Information Technology



search and replace using regular expressions, built-in project features, creating customized dialog boxes with VTML, integrating with external applications such as web and ftp servers as well as source control software. Prerequisite: COMP 1850. (1 credit)
Feb 19 Sun 0900-1600 2 wks BBY CRN 71746

NEW JavaScript Workshop

COMP 1911 \$199

JavaScript is an open-source client-side scripting language. Students in this intensive, hands-on workshop download and install several free, platform-independent tools and learn the theory behind client-side web scripting and interactive sites that use JavaScript to generate and manipulate a page's HTML and CSS. Topics include: cookies, debugging, dialog boxes, dynamic menus/tabs, form validation, object and plug-in detection, script tags, timers and animation, and window manipulation. Upon successful completion, participants will know how to write browser-independent code that meets official ECMA standards to use browser resources to change the contents of a web page dynamically. Prerequisite: COMP 1850. (1 credit)

Feb 5 Sun 0900-1600 2 wks BBY CRN 71747

Server-side Web Scripting with PHP Level 1

COMP 1920 \$399

This course introduces server-side scripting using PHP (hypertext preprocessor), an open-source, platform-independent, scripting language. Learn the basic PHP theory and syntax. Topics include text file manipulation, cookies, regular expressions, sessions, graphics and database interactions. By the end of this course, students have learned the major functions of PHP server-side scripting and how to freely obtain a wide variety of open-source software tools and code libraries. Prerequisite: COMP 1850 or equivalent HTML experience. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 49029

Intermediate Web Development and Design

COMP 1950 \$399

This class builds on concepts introduced in COMP 1850 and introduces additional principles and techniques for developing effective websites. Topics include: information architecture, usability and user experience design, advanced Cascading Style Sheets (CSS), agile site design with Server Side Includes (SSI), reusable code, web standards, usable design concepts, considerations for technical production and industry-standard web

development methodology. Prerequisites: COMP 1850 or equivalent knowledge and web user experience. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 70405

NEW Introduction to Web Interface Design

COMP 1955 \$299

This class follows on from COMP 1850 and introduces students to practical methods for creating graphics and user interfaces for websites. Learn how to plan and design screen layouts with a focus on user-centred design. Topics include: site prototyping, navigation, designing screen widgets, typography, interaction design, graphic production, optimization techniques and usability issues. Students will use industry standard tools to plan, design and implement a website interface. The class is designed for individuals with some web authoring or basic HTML experience who wish to add polished, functional elements to their web projects. Prerequisite: COMP 1850 or equivalent HTML experience. (1.5 credits)

Feb 22 Wed 1845-2145 6 wks BBY CRN 71748

NEW Perl-CGI Workshop

COMP 2020 \$199

Perl is an open source, server-side scripting language. Students in this intensive, hands-on workshop will download, install and configure several free, open source, platform-independent tools. By making use of the skills that they acquired in COMP 1920, participants will effectively double their understanding of server-side scripting and learn to use Perl on the web. Topics include: basic Perl syntax, regex, installing mod_perl for Apache and Mason (site development and delivery engine), Database Interface (DBI), writing and using packages. Upon successful completion, participants will be able to build platform-independent websites using Perl and related popular toolkits on servers. Prerequisites: COMP 1850 and COMP 1920. (1 credit)

Jan 22 Sun 0900-1600 2 wks BBY CRN 71860

XML for Web Application Development Level 1

COMP 2899 \$399

This class introduces Extensible Markup Language (XML) and demonstrates how to incorporate XML into web-based applications. XML is a standard for structuring, storing and sending information on the web. Topics include: XML, DTDs, schemas, XML parsing, XPATH, XSLT, XHTML and SVG. Students will format and manipulate XML content using a variety of programming languages.

The course includes an overview of other emerging XML-based technologies and languages including web services. This course replaces MMSD 3640 in the Associate Certificate in Java Programming. Prerequisite: COMP 1850 or equivalent HTML experience. (3 credits)

Jan 11 Wed 1800-2100 12 wks DTC CRN 47542

IT Professional Skills

604-451-6866

cstpts@bcit.ca

www.bcit.ca/computing/pts

Applied Mathematics

COMP 1113 \$499

This course provides the foundation for subsequent technical and programming courses in the program. It covers topics in discrete mathematics and basic algebra. Topics include: discrete mathematics with applications (Boolean algebra, number systems, data representation) and basic technical mathematics (basic algebraic operations, function, equations and logarithms, linear systems, vectors and matrices). (4 credits)

Jan 14 Sat 0900-1300 12 wks BBY CRN 43402

Computers in Business

COMP 1601 \$399

This class explores current terminology and concepts used in the computer industry. It is intended for those with basic understanding of programming and computer systems who are not directly involved in data processing. Learn to communicate effectively with data processing personnel and to recognize the potential use of computers in a business environment. Prerequisite: COMP 1002 or CGA Tutorial or equivalent. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 10649

Computer Organization/Architecture

COMP 2720 \$599

Computer organization is a fundamental topic for computer science students and for any future programmers. The course gives a good understanding of computer hardware and how software is built on specific hardware. The computer is regarded as a hierarchy of levels, each one performing some well-defined functions from the device level (hardware) to the problem-oriented language level. Each level is discussed and analysed in detail. Prerequisite: COMP 1113 and COMP 1510. (5.5 credits)

Jan 11 Wed/Fri 1845-2130 12 wks BBY CRN 47538

Take Your IT Career to the Next Level

Whether you're launching a new career in IT or taking your current career in a new direction, BCIT offers a variety of career-changing and career-augmenting programs to develop and enhance your skills in office applications, networking and programming.

FULL-TIME PROGRAMS

Office Administrator with Technology (OAT) Program focus: Microsoft Office and Project, database technologies, desktop publishing, web development and maintenance, finance, accounting and business communication. MOS designation is attainable at the end of the program. Five months – includes a two-month industry work term.

Network Administration and Security Professional (NASP) Program focus: Knowledge and skill development in business communications, leadership and technical skills. The technology focus is network administration, with an emphasis on Windows environments, Linux environments, hardware tools, networking tools, project management and security of the network infrastructure in both environments. Joint UBC and BCIT credential. Ten months – includes a two-month industry work term.

Technology Support Professional (TSP) Program focus: Help desk/call centre support, network administration and troubleshooting. A+, MCSA and MCSE designations are attainable at the end of the program. 10 months – includes a two-month industry work term.

Software Systems Developer (SSD) Program focus: Enterprise software development with ASP.NET, Visual Studio .NET, Java, J2EE, MS Windows API, C++, C# and relational databases. Seven months – includes a one-month industry project.

PART-TIME PROGRAMS

Network Enterprise Specialist (NES) Program focus: Augmenting current IT knowledge base for career advancement and upgrading skills in network administration and management, providing technical proficiency to prospective and current employers. Network+, MCSA, MCSE and CCNA designations are attainable at the end of the program. 12 months.

.NET (MCAD) Program focus: Creating, testing, deploying and maintaining applications, components and web services built on the Microsoft .NET framework. Able to challenge the three exams required for the MCAD certification at the end of the program. Seven months – includes an applied industry project.

Visit www.htp.bcit.ca or call 604-412-7788 for more program details and start dates.

Practical Software Testing

COMP 3616 \$299

Software testing is often an afterthought and test resources are frequently insufficient or not used effectively. This course looks at testing as an integral aspect of the software development process. Learn to identify and use tools for planning and executing effective testing processes. This course provides a blend of theory and practical applications, with a strong focus on group discussion and case studies. Prerequisite: COMP 3615. (1.5 credits)

Feb 22 Wed 1845-2145 6 wks BBY CRN 70445

NEW Automating Software Testing

COMP 3811 \$ 499

This hands-on lab course uses the IBM Rational Test Suite and was designed for those who have recently entered the testing field, seeking advancement. Students will learn to address the best practices and discover the appropriate strategies for planning an evolving automated testing system via relevant case studies. Topics include: constructing a framework, scripting techniques, automated comparison, test architecture, pre- and post-processing, test maintenance, metrics and choosing the best testing tools for the specific job. Successful participants will learn the benefits of test automation and will be prepared to move on to more advanced test scripting courses. Prerequisite: COMP 3711 or knowledge of software development and testing. (3 credits).

Jan 11 Wed 1845-2145 12 wks BBY CRN 71892

Operating Systems

604-451-6866

www.bcit.ca/computing/pts

cstpts@bcit.ca

Please see:

COMP 1002	Microsoft Windows XP	page 53
COMP 2765	Linux/Unix Operating Systems Fundamentals	page 57
COMP 3700	Microsoft Windows Server 2003	page 58

Systems Analysis and Design

604-432-8775

www.bcit.ca/computing/pts

cstpts@bcit.ca



Systems Analysis and Design 1

COMP 2615 \$399

This course covers the concepts, skills, methodologies, techniques and tools essential for systems analysts to develop information systems. The waterfall methodology is used stepping through the software development life cycle. Students will cover the first four steps of the software development life cycle: project initiation and selection, project planning, analysis and logical design. The software development life cycle is completed in COMP 3615. (3 credits)

Jan 9 12 wks Online CRN 48937

Jan 9 Mon 1845-2145 12 wks BBY 47528

Jan 13 Fri 1800-2100 12 wks DTC 47527



Systems Analysis and Design 2

COMP 3615 \$399

This course continues from COMP 2615. Finish stepping through the software development life cycle by completing physical design, implementation and maintenance. Other development methodologies and techniques are also introduced including rapid application development, object-oriented analysis and design and CASE tools. Prerequisite: COMP 2615. (3 credits)

Jan 9 12 wks Online CRN 48938

Jan 11 Wed 1845-2145 12 wks BBY 47386

Jan 12 Thr 1800-2100 12 wks DTC 71580

IT Security

604-453-4059

cstpts@bcit.ca

www.bcit.ca/computing/pts

Applied Network Security Fundamentals

COMP 3705 \$499

This course explores the basics of network security. Covers security-related issues in areas such as network protocols and services, network hardware and architecture, types of attacks, authentication, encryption, e-commerce issues, viruses, intrusion detection, firewalls, address translation, Unix and MS Windows issues, risk analysis and policy development. Prerequisites: COMP 2665 and COMP 3700. (3 credits)

Jan 10 Tue 1830-2130 12 wks BBY CRN 46181

Advanced Network Security

COMP 4709 \$499

Following on from COMP 3705, this hands-on course covers theory and group work in: firewalls, intrusion detection systems (IDS), and virtual private networks (VPN). In Module 1—Firewalls, learn how to identify, design and deploy host-and network-based firewalls in both Linux and Windows environments by implementing actual firewalls. Module 2—IDS, teaches students how to detect the attacks that get past firewalls, and configure and install an actual IDS. In Module 3—VPNs, design, implement and maintain a common VPN such as L2TP, PPTP and IPSec. Upon successful completion, these modules provide network administrators with an advanced understanding of the most common tools and methodologies for network security. Prerequisite: COMP 2765 and COMP 3705. (3 credits)

Jan 10 Tue 1800-2100 12 wks DTC CRN 70520

A+ Hardware Technician

604-451-6866

cstpts@bcit.ca

www.bcit.ca/computing/pts

A+ Certification Preparation

COMP 1045 \$1095

This course prepares students to pass the CompTIA A+ Core Hardware and OS Technologies Certification exams. Learn to master the technical knowledge necessary to become an A+ Certified Technician and gather the skills necessary to function as a PC support or help desk technician. This course studies an in-depth examination of today's hardware and operating systems. Prerequisites: basic computer knowledge and DOS skills are recommended. (6 credits)

Jan 14 Sat 0900-1600 12 wks DTC CRN 42990

Please note: CST students who are in an approved CST program and who have taken other COMP-prefix courses will receive the textbook for this course at no charge, currently a \$122.50 value.

Linux/Unix

604-453-4059

cstpts@bcit.ca

www.bcit.ca/computing/pts

Linux/Unix is a powerful and reliable multi-user computer operating system that has been around for 36 years. It is the most common operating system for servers on the Internet, as it has TCP/IP built in. If you are in business, and take computing seriously, you should know something about Linux/Unix. Are you looking for low-cost alternative operating systems that are a secure and stable bet for a business server? Linux is an open-source operating system derived from Unix and there are many different versions or distributions available freely online. For further information about Linux/Unix administration courses and the new proposed associate certificate under development, please visit www.bcit.ca/computing/pts.

Linux/Unix Operating System Fundamentals

COMP 2765 \$399

This class is the first level in a series of core Linux/Unix courses designed to cover basic Linux/Unix concepts using the GNU/Linux operating system on the Intel platform. Topics include login procedures, the Linux/Unix shell, file and directory management, text editing, printing, e-mail, pipes and process control. The course provides a solid foundation in a Linux/Unix environment. Prerequisite: COMP 1002. (3 credits)

Jan 14 Sat 0900-1200 12 wks DTC CRN 49078

Linux/Unix Scripts and Shell Programming

COMP 2771 \$415

This course is the third level in a series of core Linux/Unix courses, which builds on the fundamentals covered in the prerequisite courses to automate tasks and develop administrative tools using shell scripts. Shells covered include Bourne, Korn, and C shells, with emphasis on the Bourne shell. Topics include structured shell scripts, and an overview of sed, awk and Perl. Prerequisite: COMP 2770. (3 credits)

Jan 10 Tue 1800-2100 12 wks DTC CRN 49082

Introduction to Linux/Unix Network Administration

COMP 3772 \$415

This course is the fourth level in a series of core Linux/Unix courses, and is designed to cover basic Linux/Unix network administration concepts using the GNU/Linux operating system on the Intel platform. Topics include static and dynamic IP configuration, basic diagnostic tools, TELNET, FTP, Network File System (NFS) and network security concepts. Prerequisite: COMP 2770. (3 credits)

Jan 12 Thr 1800-2100 12 wks DTC CRN 49081

Network Administration and Design

604-453-4059

cstpts@bcit.ca

www.bcit.ca/computing/pts

NETWORK ADMINISTRATION AND DESIGN ASSOCIATE CERTIFICATE

Are you seeking employment as a network administrator and designer, beyond the technician level? This program covers the design, installation and administration of multi-platform networks and may take less than two years to complete. A series of higher-level elective courses are offered based on specific areas of interest. These include one or more electives in Microsoft Server, Linux/Unix, Security and Wireless Networking. Several of these courses prepare students to challenge some current industry credential exams, including Network+, Certified Wireless Network Administrator and parts of the MCSE. Employment opportunities for graduates exist in all sectors, as most organizations utilize some type of networked personal computer system connected to the Internet. For further information, please visit our website at www.bcit.ca/computing/pts.

MS Exchange Administration 2003 (MCSE)

COMP 1055 \$799

Fortify your MCSE or strengthen your messaging system knowledge by learning to implement, manage, secure, monitor and troubleshoot a MS Exchange 2003 organization. Gain applied skills and knowledge needed to administer an Exchange 2003 environment. This course tracks to MCSE Messaging 200X Certification (exam 70-284). Prerequisite: COMP 3700 or MS Windows 200X MCSE or equivalent experience. (4 credits)

Jan 12 Thr 1800-2200 12 wks DTC CRN 70425



Novell Netware

COMP 2630 \$415
This course introduces the Local Area Network (LAN) environment using Novell's NetWare 5 Operating System. The class covers the design and implementation of a LAN, including: appropriate hardware and topology selection; efficient design of login scripts; creation and administration of users on the network; use of the essential NetWare menu and command-line programs; and proper system backups. Familiarity with hardware is an asset. Prerequisites: COMP 1002 or equivalent knowledge and programming or systems design experience. (3 credits)

Jan 9 Mon 1800-2100 12 wks DTC CRN 10941

Networking Level 1 – Data Communications

COMP 2658 \$299
Learn all about network data communications systems and terminology. Understand the technology and concepts for business networking requirements based on the Internet and related communications systems. Identify hardware and software needed for network data communications. The class includes basic data communications concepts, terminology, and protocol implementations. This course is the first step in understanding how to manage computer networks, it leads to COMP 2664 and COMP 2665. Prerequisite: COMP 1002. (1.5 credits)

Jan 12 Thr 1845-2145 6 wks BBY CRN 70407

Networking Level 2 – TCP/IP Concepts

COMP 2664 \$299
With focus on the TCP/IP protocol, learn how computers exchange data over the Internet and how network communications relates to network configuration and administration. Topics include seven layers of the network model, Internet Protocol (IP), TCP/IP and TCP/UDP and how applications make use of TCP/IP. Participants will gain an in-depth knowledge of how TCP/IP works, the difference between TCP/IP and TCP/UDP, understanding of network masking and the concepts of a network application. Prerequisite: COMP 2658. (1.5 credits)

Feb 23 Thr 1845-2145 6 wks BBY CRN 70408

Please note: CST students who have completed COMP 2658 and are in an approved CST Network Administration and Design program, will receive a voucher for \$100 off their next COMP-prefix course in the CST Network program.

Networking Level 3 – LAN Theory and Design

COMP 2665 \$399
This class explores the basics behind designing, supporting and managing computer networks. Study current methods of interconnecting computers and networks. Topics will include LAN switching and virtual LANs, various network protocols, wireless networking, monitoring and troubleshooting techniques, LAN cabling, addressing and connectivity options. This course follows COMP 2658 and COMP 2664 and continues into COMP 3665. Prerequisites: COMP 2658 and COMP 2664. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 10938

NEW Applied Wireless Networking

COMP 3660 \$499
This complete 12-week course covers concepts and technologies common to all wireless communications networks. Students will be able to identify the hardware and software components of current and planned wireless networking systems. Topics include: modulation access schemes, bandwidth, spectrum, propagation, antennas, 802.11, 802.15, 802.16, 3G mobile, antennas, RF hardware components, troubleshooting and range, PoE devices, and WEP. Hands-on lab exercises with hardware cover the proper configuration and placement of wireless LAN's, including security solutions to protect wireless LANs from attack. As part of this course, students learn how-to use the proper tools and equipment to perform a site survey, prior to implementing an actual wireless network. This course also helps participants prepare to write the Certified Wireless Network Administrator

(CWNA) exam. Replaces COMP 2660 and COMP 2661. Prerequisite: COMP 2658 and COMP 2664 or equivalent knowledge.

Jan 9 Mon 1800-2100 12 wks DTC CRN 71896

Networking Level 4 – Advanced Planning and Design

COMP 3665 \$399
This course studies the theory of current Ethernet technology, as it relates to large, enterprise-size networks. Functions and limitations of this high-speed data link protocol as well as the functioning and design issues of the TCP/IP network layer protocol. Selection criteria required to create, expand or improve a network will be presented and evaluated. High-speed switching and VLAN technologies will be studied, along with its integration with routing of the TCP/IP protocol suite. This is a pure theory and design course, with no hands-on labs. Prerequisite: COMP 2665. (3 credits)

Jan 12 Thr 1845-2145 12 wks BBY CRN 16482

Microsoft Windows Server 2003

COMP 3700 \$499
Students install MS Windows Server 2003 and gain an understanding of skills needed to manage this environment. Topics include creating and maintaining users and groups, roaming profiles, DHCP, DNS, Virtual Private Network (VPN), terminal services, disk management, backups, active directory, print server management, group and security policies. Students will gain an understanding of performance monitoring, fine tuning, disaster recovery and troubleshooting a Microsoft Windows server and will be on track to challenge the MCSE exam 70-290. Prerequisite: COMP 2665. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 46124

Introduction to Data Communications

COMP 3721 \$515
This course covers basic concepts and terminology related to data communications, networking and network topologies. Discusses the principles of protocols at physical, data link and network layers; the characteristics of transmission media; digital transmission and switching techniques; basic error detection and correction; and flow control. Introduces routing and congestion control issues, multiple access protocols, LANs and WANs. Prerequisite: COMP 2720. (4 credits)

Jan 11 Wed 1830-2230 12 wks BBY CRN 46215

Networking Level 5 – Internetworking Design and Implementation

COMP 4666 \$515
This course explores issues and software related to the internetworking of Novell Netware 4.1, MS Windows NT 4.0 Server, NT 4.0 Workstation, Linux/Unix and MS Windows operating system platforms. The class provides hands-on experience interconnecting these platforms with TCP/IP and IPX protocols. Prerequisites: COMP 2665, COMP 2765 and (COMP 2630 or experience with Novell NetWare). (3 credits)

Jan 12 Thr 1800-2100 12 wks DTC CRN 19337

Programming Languages and Object-Oriented Programming

604-451-6866
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Recent Changes to Programming Courses

COMP 1401 Programming Concepts has been replaced by COMP 1409 – Introduction to OO Programming Concepts with Java. COMP 1450 – Introduction to Structured Programming has been replaced by COMP 1451 – Understanding Programming.

Introduction to OO Programming

COMP 1409 \$399
This hands-on course is designed for those with no previous programming experience, and is also appropriate for experienced developers who want to learn modern object-oriented (OO) languages such as Java and C#. Using an objects first approach, students receive an intensive introduction to object-oriented programming. Topics include classes and objects and their relationship, primitive data types, constructors, methods, repetition and selection, collections, abstraction and modularization. Upon successful completion, participants will have a basic understanding of programming concepts and objects, and be prepared to move on to higher level OO programming language courses. Prerequisite: COMP 1002. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 70559

Jan 12 Thr 1845-2145 12 wks BBY 71602

Jan 12 Thr 1800-2100 12 wks DTC 71601

Jan 20 Fri 1830-2130 12 wks DTC 71603

NEW Understanding Programming

COMP 1451 \$399
This new hands-on intensive course replaces COMP 1450, continues on from COMP 1409 and is for students with some programming experience. The language of example is Java, which is used to provide a solid foundation in current programming concepts and methodologies, with a focus on problem solving. Topics include: algorithms, data structures, data abstraction, modularity, structured and object-oriented programming concepts, testing and debugging. Upon completion, students will be prepared to understand more advanced courses in either procedural or object-oriented programming. Prerequisite: COMP 1409. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 71604

Jan 20 Fri 1800-2100 12 wks DTC 71901

C Programming Language 1

COMP 2425 \$455
This second-level course introduces students who already understand programming concepts to the C language, the principal foundation of modern computer software. Higher-level object-oriented programming languages such as C++, C# and Java are all based on the C syntax. Learning to write and read C code makes it easier to learn other languages. Topics include basic C language programming elements and the use of pointers. This course prepares students to move on to C level 2. Prerequisite: COMP 1451. (3 credits)

Jan 12 Thr 1845-2145 12 wks BBY CRN 10890

NEW C++ for Object Oriented Programmers, Part 1

COMP 2617 \$499
This hands-on, intensive intermediate level course assumes a prior knowledge of object-oriented programming, as detailed in the prerequisites. Students will start their examination of the C++ language by comparing previously learned object-oriented programming characteristics and mapping those onto the C++ programming language. Topics include: classes, control statements, arrays, pointers, stream input/output and the C++ string class. Since the C language is a subset of C++, students will also be learning some C programming. Upon successful completion, students will be able to continue to learn how-to program in C++ in the second part of this course, COMP 2618. Note: knowledge of the C programming language is not a prerequisite for this course. Prerequisites: Comp 1409 and Comp 1451 or equivalent object-oriented programming experience. (4 credits)

Jan 12 Thr 1845-2200 13 wks BBY CRN 71891

Please note: This intensive course may require some students to spend up to 20 hours per week doing work outside of class. This department advises PTS students not to take any other courses at the same time as COMP 2617.



C Programming Language 2

COMP 3425 \$399

This third-level programming course continues from COMP 2425 and allows students to write larger C programs at an intermediate level. Topics include: understanding the build process, creating multi-file projects, accessing data files, and using advanced data structures such as linked lists. Students who successfully complete this course will have a better understanding of using pointers and will know how to create C programs that use a modular program design. This course provides a solid understanding of C and the foundation to move on to higher-level programming languages. Prerequisite: COMP 2425. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 10955

C++ for C Programmers

COMP 3475 \$455

This lecture course 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. Prerequisites: COMP 3425 and 3670. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 10959

Java Programming

604-432-8775

cstpts@bcit.ca

www.bcit.ca/computing/pts

JAVA PROGRAMMING ASSOCIATE CERTIFICATE

Sun Java technology is a portfolio of products, based on the power of networks, with the idea that the same software should run on many different kinds of systems and devices. BCIT has one of the most comprehensive series of integrated Java courses available in B.C. This associate certificate is for experienced programmers who want to expand their knowledge and skills. Upon completion of this certificate, you will be able to build and deploy Java web-based and large scale applications. Many of the CST-PTS Java courses help to prepare the students to challenge Sun Java certification exams. To view the latest program matrix and obtain further information, please visit www.bcit.ca/computing/pts.

Do you want to learn how to program?

Do you have the mindset to learn how to write code and be a programmer?

We have taken some of our most popular programming language courses and redesigned them for easier access.

Get a jump start and learn the basics.

- COMP 1409 is your first step to learning to write object oriented programs.
- COMP 1451 is the second step where students with some OO experience learn programming fundamentals, methodology and problem solving skills.

These two courses together provide the foundation to move on to all the other advanced programming languages.

In less than six months you could be ready to learn advanced programming in oriented programming languages like C++, C# and Java. Check the CST department web site for the latest information.

www.bcit.ca/computing/pts

NEW Intermediate Java Programming

COMP 2611 \$399

This intensive intermediate level course is third in a series and assumes a prior understanding of Java programming, as detailed in the prerequisite. Students continue with an examination of the Java language features introduced in Java Release 5 such as generics and enumerated types. Topics also include: packages, exceptions, interfaces and nested classes. An introduction to threads, event handling and Swing topics provide an understanding of how to build graphical user interfaces. Additional topics include: collections, file I/O and utility classes. This course helps prepare students to challenge the Sun Certified Java Programmer exam. Prerequisites: COMP 1409 and COMP 1451 or equivalent Java programming experience. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 71579

Jan 12 Thr 1845-2145 12 wks BBY 71578

Jan 13 Fri 1800-2100 12 wks DTC 71577

Please note: this intensive course may require some students to spend up to 20 hours per week doing work outside of class. This department advises PTS students not to take any other courses at the same time as COMP 2611.

NEW Java Development Tools

COMP 2612 \$299

This new hands-on course builds on top of COMP 2611. Java programmers learn to improve their software development abilities with several industry standard tools. Topics and labs include: Ant, JUnit testing, code coverage, runtime profiling and refactoring. Upon successful completion, students will know how to effectively use these development tools to improve the quality and maintainability of their programs. Prerequisite: COMP 3611 or COMP 2611. (1.5 credits)

Jan 9 Mon 1845-2145 6 wks BBY CRN 71589

NEW Java User Interfaces

COMP 3619 \$299

This new hands-on advanced topic course builds on top of COMP 2611. Java programmers learn to improve their software development abilities with advanced Java User Interface (UI) design and implement their applications with interfaces that have enhanced usability and richness. Topics and labs include: look and feel, threading issues, Model-View-Controller at the component level, customer renderers, advanced layout managers, the clipboard, basic printing, drag and drop, and undo/redo (if time permits). Upon completion, participants will better understand how to create clean, well-designed UIs. Prerequisite: COMP 3611 or COMP 2611. (1.5 credits)

Jan 9 Mon 1845-2145 6 wks BBY CRN 71893

Advanced Java Programming

COMP 3621 \$399

Formerly Java Programming Level 2, this updated, advanced Java programming course is the fourth in a series, continuing from COMP 2611. The main focus is on techniques for Java application development. Students continue with an examination of selected Swing API component models and learn application GUI design and how to write programs incorporating JDBC, sockets, RMI and deployment with JAR files. Topics also include: internationalization, class loaders, encryption, JavaBean design, and servlet web technology. This course also helps prepare students to challenge the Sun Certified Developer (SCJD) exam and move on to MMSD 3630 - Web Applications in Java. Prerequisite: COMP 3611 or COMP 2611 or MMSD 3610. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 49039

Jan 12 Thr 1800-2100 12 wks DTC 49041

NEW Java Databases

COMP 4620 \$299

This course is designed to provide students with a practical understanding of the dynamic delivery of database content using Java. One of the main goals of this course is to show the student how databases can be used in the Java enterprise environment. Topics include an overview of SQL and DB design concepts, basic and

advanced JDBC, transactions, multi-tier architecture, rowsets, and container managed persistence. Students will learn to design and program a Java database solution for common business problems. Prerequisite: COMP 3621. (1.5 credits)

Feb 20 Mon 1845-2145 6 wks BBY CRN 71588

Web Applications in Java

MMSD 3630 \$399

This course continues from COMP 3621. Students learn to design, code, build, and deploy Java web applications. Includes a study of web servers, web application directory structures, deployment of web applications to web servers, JSPs, servlets, and HTTP. Topics include: the servlet life cycle, web containers, handling of client requests, use of session management techniques, JSP Java scripting elements, designing using JSPs with and without servlets, and JSP custom tags. Integrating JSPs and Servlets into industrial strength web applications is also discussed. Prerequisite: COMP 3621 or MMSD 3620. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 49042

NEW Enterprise Application Development with J2EE

COMP 4652 \$499

Formerly MMSD 4630-Introduction to J2EE, this updated hands-on course shows experienced Java programmers and developers how to design and implement Enterprise JavaBeans (EJB) applications that are Java 2 Enterprise Edition (J2EE) compliant. Topics include: EJB component design, packaging and deployment; Session Beans, Entity Beans and the EJB query language. Participants learn to develop applications using: messaging, message-driven beans and how-to implement transactions and handle exceptions. Container Managed Persistence (CMP) and Container Managed Relationships (CMR) are also discussed. Students learn how to develop server-side components, based on the business logic of an application, as well as implement security, integrate with legacy systems, use EJB technology best practices and apply data patterns to J2EE application design. Successful students are prepared to challenge the Sun Certified Business Component Developer (SCBCD) exam. Prerequisites: COMP 3621 and MMSD 3630, or equivalent experience. (3 credits)

Jan 12 Thr 1800-2100 12 wks DTC CRN 71894

NEW Enterprise Application Architecture and Design with J2EE

COMP 4653 \$499

This hands-on course shows experienced Java programmers how to architect and design Java 2 Enterprise Edition (J2EE) compliant applications for performance. Students learn how to create scalable, secure and manageable software applications that meet defined performance objectives, using common J2EE architectures through Java Blueprints. Topics specific to J2EE include: legacy connectivity, messaging, common protocols, common design patterns, and the applicability of the various Java 2 Enterprise technology components. Participants learn to performance tune applications and make use of the security and internationalization features of J2EE. Successful students are prepared to challenge the Sun Certified Enterprise Architect (SCEA) exam. Prerequisites: MMSD 4610 and MMSD 4630 or equivalent experience. (3 credits)

Jan 10 Tue 1800-2100 12 wks DTC CRN 71895

Java Practicum

MMSD 4690 \$515

Under the supervision of a faculty member, and with the assistance of lab helpers, students implement a substantial Java program. This program should relate to the student's employment and be a practical application of material from one of the other MMSD 46XX courses. Prerequisites: (COMP 3621 or MMSD 3620) and any MMSD 46XX course. (3 credits)

Jan 9 12 wks CRN 45044



Object-Oriented Analysis and Design

COMP 3711 \$515

This class introduces the concepts of object-oriented analysis and design. The Unified Modelling Language (UML) is taught to provide a notation of documenting the analysis and design process. Implementation will begin when sufficient design has been done to guide the implementation. Also introduces advanced software testing. A case tool is used to implement the advanced testing concepts. Prerequisites: COMP 2711 or COMP 2712 and COMP 2713; and COMP 3611 or COMP 2611. (4 credits)

Jan 11 Wed 1830-2230 12 wks BBY CRN 47534

Visual Programming Tools and .Net Programming

604-451-6866

cstpts@bcit.ca

www.bcit.ca/computing/pts

Students contemplating Visual Basic should understand that the differences between VB Version 6 and Visual Basic .NET are great enough that each product requires its own set of courses. VB 6 is still widely used in industry. COMP 2500 is a bridging course which teaches VB.NET constructs to experienced VB 6 programmers. Students, who already understand Visual Basic programming in version 6 or prior, may proceed directly to COMP 2500 – Visual Basic.NET.

Visual Basic Level 2 (Intermediate Programming)

COMP 2499 \$399

This course represents the next level of Visual Basic (VB) 6 programming using multi-form applications, list controls; collection objects, user-defined types, file access and error handling. Object-oriented programming concepts introduced include how to write class files with properties, methods and custom events, and how to create objects and collections of objects. Write object-oriented MS Windows applications using VB 6. Prerequisite: COMP 1499. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 46155

Please note: This is the last time this course will run.

Visual Basic Level 3 (Advanced Programming)

COMP 3499 \$399

Develop software using Microsoft Common and Advanced Controls. Develop, reference and use ActiveX controls and ActiveX object libraries (DLL files) in a multi-project n-tier client/server environment using object-oriented programming techniques. Pass error messages up the call stack through multiple projects and modules. Use dynamic SQL queries to manipulate a database using Microsoft ActiveX Data Objects (ADO). Prerequisite: COMP 2499. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 46182

Please note: The last time this course will run is September 2006.

.NET Programming

604-451-6866

pts@bcit.ca

www.bcit.ca/computing/pts

The Microsoft .NET framework is a web services strategy to connect information, systems and devices through software. Microsoft.NET technology provides the ability to build and use solutions that enable rapid systems integration with a web service-connected IT architecture. Upgrade your skills to include .NET as well as traditional programming strategies and learn to build solutions which will operate across programming languages and platforms. Please check our department website for new courses and programs in .NET.

Visual Basic.NET for VB 6 Programmers

COMP 2500 \$315

An overview of the .NET Framework for experienced VB 6 programmers. The course explores common language runtime, the common language specification and Microsoft's intermediate language. Using Visual Basic .NET, the course also covers GUI design with the label, command button, listbox, combobox, checkbox, optionbutton controls, .NET syntax and data types, writing classes, creating objects, file I/O and exception handling (.NET error handling). Prerequisite: COMP 2499 or equivalent knowledge. (1.5 credits)

Feb 25 Sat 1300-1600 6 wks BBY CRN 49077

ASP.NET with C#

COMP 2870 \$599

This class introduces the Microsoft .NET framework, the C# language and ASP.NET. Topics covered include an introduction to basic C# syntax, Visual Studio .NET, state management, HTML server controls; web controls, code-behind, data access with ADO.NET, loading and manipulating XML documents, web services and security. Prerequisite: object-oriented programming experience, C++ or Java. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 47531

C# for C++ or Java Programmers

COMP 3480 \$455

Microsoft's premier development language for the .NET framework simplifies the creation and use of COM+ objects, simplifying the task of creating components for MS Windows-based applications. Concentrates on the .NET framework and the creation of usable graphical user interfaces and explores server-side C# programs which simplify the creation of web-based applications. Prerequisite: COMP 3475. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 47533

Bachelor of Technology in Computer Systems

604-432-8644

cstbtech@bcit.ca

http://cstbtech.bcit.ca

The Bachelor of Technology in Computer Systems is a career-enhancement degree designed to increase the breadth and depth of knowledge and practical skills of computer professionals, assisting them in widening their job opportunities or advancing them along their career paths. The degree is offered in both full-time and part-time flexible delivery formats. Full-time candidates follow a planned program of study that includes all of the courses required to complete the degree. Part-time candidates can take course loads ranging from a minimum of three courses per year to an equivalent of a full-time program of studies. Most part-time courses are offered in the evening or on weekends. Some are offered online through web-based courses or during the day (depending on demand). Applicants can apply to the program at any time through the year.

The program is designed for:

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

There are two components to the degree program. The first is a technical component, comprised of 48 credits of coursework in the Computer Systems and Management areas and major projects. The second component is comprised of 12 credits of Liberal Studies. Please check our website for details, entry requirements, application procedures and information sessions: <http://cstbtech.bcit.ca>.

COMPUTER SYSTEMS FOUNDATIONS ASSOCIATE CERTIFICATE

This credential is primarily for students who want quick entry into the Computer Systems Technology (CST) Bachelor of Technology degree program. These intensive courses provide a comprehensive understanding of computing technologies for students who have not completed the CST diploma. **Note:** additional courses may be required to be accepted into the Bachelor Degree in Computer Systems. Students are required to have a basic understanding of programming before starting this program (COMP 1451). You are also advised not to take any other courses at the same time as a foundation course. The workload in each of these courses is equivalent to taking on four or more separate courses at the same time. Upon successful completion of this program, students will have comprehensive understanding of the fundamental core areas in computer systems. Subjects include programming languages, systems development, computer architecture, operating systems, computer communication and databases.

Introduction to Discrete Mathematics

COMP 2115 \$480

This course provides the mathematical basis and concepts for applications in computer science: elementary logic, the logic of quantified statements, methods of proof, set theory, discrete functions, relations, counting and probabilities, sequences and mathematical induction, recursion, Boolean algebra graphs and trees. **Please note:** This course is intended for students seeking entry to the CST Bachelor of Technology program only. Prerequisite: COMP 1113. (3 credits)

Jan 14 Sat 0930-1230 12 wks DTC CRN 70441

Computer Systems Technology Foundations 1

COMP 2653 \$1272

This intensive course covers, in one term, programming in Visual Basic, computer organization/architecture, systems analysis and design. We strongly recommend that students registering for a foundation course do not take any other courses in the same term. Prerequisite: COMP 1450 or COMP 1457 or permission of program head or instructor. (12 credits)

Jan 9 Mon 1845-2230 12 wks Distance CRN 18377

Computer Systems Technology Foundations 2

COMP 3653 \$965

This intensive course covers, in one term, the same material as the second part of COMP 2510 – Procedural Programming in C, COMP 3720 – Introduction to Data Communications and COMP 3730 – Operating Systems Concepts. We strongly recommend students registering for a foundation course do not take any other courses in the same term. Prerequisite: COMP 2653 or permission of program head or instructor. (9 credits)

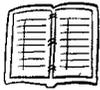
Jan 11 Wed 1845-2230 12 wks Distance CRN 41114

Computer Systems Technology Foundations 3

COMP 3673 \$1015

This intensive course focuses on systems analysis, design and implementation in a relational database environment. The class introduces concepts and techniques used in project development lifecycles, including gathering user requirements, ascertaining feasibility and practicality of projects, planning, managing and monitoring projects. Topics covered: basic relational database concepts, relational database design concepts including structured query language and database maintenance. Prerequisite: COMP 2653 or COMP 3653. (9.5 credits)

Jan 12 Thr 1845-2230 12 wks Distance CRN 49083



Computer Systems Technology Foundations 4
COMP 3683 \$1065

This intensive course is intended for applicants to the Bachelor of Technology degree in Computer Systems. The course covers three major topics: object-oriented analysis and design, object-oriented programming using C++ and design and implementation of extensible markup language (XML) in an object-oriented paradigm. Prerequisite: COMP 3673. (10 credits)
Jan 10 Tue 1845-2230 12 wks Distance CRN 70446

Introduction to Computer Graphics
COMP 7011 \$615

This class is an introduction to the theory and practice of computer graphics. Emphasis is placed on understanding the principles underlying interactive computer graphics, as well as gaining hands-on experience in programming with OpenGL. Core topics include: introduction to computer graphics (CG), CG hardware, introduction to OpenGL, 2D algorithms, scan conversion, filling, clipping, anti-aliasing, 3D representations, transformations, 2D and 3D spines, hidden surface/hidden line removal, shading models, ray tracing, colour and scene-graph languages. Prerequisite: COMP 3475. (3 credits)
Jan 11 Wed 1830-2215 12 wks BBY CRN 46167

Graphics in User Interface Design
COMP 7021 \$615

This course covers a number of user interface design areas including: screen layout, navigation, colour, human factors and user-centred design methodologies. Topics are covered from practical and theoretical viewpoints allowing students to become comfortable using design guidelines, principals and analytical skills required to make decisions. Projects and exercises expose the student to tools and prototyping techniques. Most GUI design topics covered can be applied to both web and non-web GUI design. (3 credits)
Jan 11 Wed 1830-2215 12 wks BBY CRN 47540

Wireless and Mobile Applications Development 1
COMP 7031 \$615

This course focuses on developing and deploying wireless applications on (2.5G or above) cell phones and PDAs. Popular data applications involving text messaging, web-browsing and e-mail access for cell phones and PDAs such as BlackBerry will be developed. This is a lab-based course in which students gain hands-on experience by developing applications using J2ME and related Java APIs on emulators and read handheld devices. Prerequisites: COMP 3475 and COMP 3611. (3 credits)
Jan 10 Tue 1830-2215 12 wks DTC CRN 70777



Applied Research Methods in Software Development
COMP 7036 \$615

This course introduces principles and procedures of standard research methodologies in the context of software development. The course covers relationships between software development and fields such as MIS, systems analysis and design, data processing, knowledge engineering, decision theory and other applied research methods topics. (3 credits)
Jan 9 Mon 12 wks Online CRN 41116

Distributed Systems Principles
COMP 7061 \$615

Focuses on distributed object-oriented systems with emphasis on hands-on experience through lab exercises. Develops in-depth knowledge and understanding of principles, architectures, issues and future direction of distributed object technology. Analyses and evaluates existing industry standards such as OMG'S CORBA. Distributed objects and multithreaded object manager/servers on the Internet are developed and deployed using CORBA. Basic understanding of computer networks, TCP/IP, database systems and client/server-based systems is assumed. Prerequisite: COMP 4409 or COMP 3611. (3 credits)
Jan 14 Sat 1315-1700 12 wks DTC CRN 41451

Technical Issues in Software Development
COMP 7081 \$615

This course 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. (3 credits)
Jan 9 Mon 1830-2215 12 wks BBY CRN 19339

Advanced Topics in Software Engineering
COMP 7881 \$615

This course focuses on software process, standards and tools to help improve the way your software company develops software. Topics include project management, process improvement, SEI CMM, ISO 9000, software configuration management, software testing and software quality assurance. This course is of particular interest to software engineers, project managers and those involved with software quality assurance. Topics change from term to term. For the current topic, please e-mail the program assistant for the Bachelor of Technology in Computer Systems at cstbtech@bcit.ca. Prerequisite: COMP 7081. (3 credits)
Jan 11 Wed 1830-2215 12 wks BBY CRN 19689

Data Communications Applications
COMP 8005 \$615

Students will gain an in-depth understanding of the operation, design and implementation of applications using the TCP/IP protocol suite. Build on concepts developed in COMP 7005 using the Berkeley socket API. In-depth coverage of advanced socket programming issues; blocking and non-blocking I/O design, ioctl operations, multicasting and raw sockets. Alternate client/server designs are discussed. Prerequisite: 60% in COMP 7005. (3 credits)
Jan 10 Tue 1730-2115 12 wks BBY CRN 17911

Network Administration 2
COMP 8006 \$615

This course builds on the foundations established in COMP 7006 and covers advanced topics in network security, intrusion detection, VPN design and implementations. In-depth coverage of perimeter protection and firewall designs. The class explores advanced intrusion detection and IDS signature and analysis. Students will be familiarized with network monitoring and security tools. Prerequisite: 60% in COMP 7006. (3 credits)
Jan 14 Sat 1000-1345 12 wks BBY CRN 44431

Select Topics in Computer Graphics
COMP 8011 \$615

This course focuses on selected topics in computer graphics. Students will work on independent projects allowing supervised research in areas such as 2D/3D graphics for mobile devices, framework for computer games, visual simulation, data visualization, animation and virtual reality. Prerequisite: 60% in COMP 7011. (3 credits)
Jan 9 Mon 1845-2230 12 wks Distance CRN 49927



Comparative Studies in GUI
COMP 8021 \$615

Developing analytic skills for GUI design and UI evaluation is the main objective of this course. Lectures and illustrated presentations of GUI trends and criterion set the premise for class research and debate. Through case studies of GUI examples, a group assignment will emulate the real world practice to improve or remedy an analysed problem in existing software. Task flow charts, low fidelity prototyping, action analysis, walkthroughs and user testing in an applied mode will increase awareness of GUI issues. Students design GUI components and resolve potential spacing and alignment conflicts in windows environment. Focus on the semiotics of interactive graphical interface and the applications of object oriented programming in GUI design. Prerequisite: 60% in COMP 7021.
Jan 9 Mon 1845-2230 12 wks Distance CRN 70447

Wireless and Mobile Application Development 2
COMP 8031 \$615

This course builds upon the foundation of Wireless Mobile Application Development 1. In addition to developing popular data applications such as text messaging, web-browsing and e-mail access on platforms such as Symbian and Microsoft's Smart-Phone, applications utilizing advanced wireless services such as multi-media messaging and location services; and advanced features of cell phones such as Bluetooth cards, Infrared ports, high-resolution displays, game-consoles, GPS (Global Positioning System) and still picture cameras will be developed. Applications with ambient intelligence will be developed using advanced APIs such as MMAPI (Multi-Media API), BTAPI (Bluetooth API), IR (Infrared communication), TAPI (Telephony API), cryptography, security and compression-related packages. This is a lab-based course in which students gain hands-on experience by developing the said applications using emulators as well as real phones. Prerequisite: 60% in COMP 7031.
Jan 9 Mon 1830-2215 12 wks DTC CRN 71575



Major Project 1
COMP 8045 \$1455

This project is designed to demonstrate a practical application of computing knowledge and skills preferably in a workplace setting and with projects that involve applied research or technology transfer. The project should produce a product that is innovative, experimental or exploratory in nature. Ranges from directed study projects to the preparation of proposals or project plans and includes the development of formal deliverables, including a final report. Prerequisites: completion of all 7000 and 8000-level Bachelor of Technology courses, with the exception of the last 8000-level specialization course, which can be taken concurrently and permission of program head. (9 credits)
Jan 9 Mon 52 wks Distance CRN 49753



Major Project 2
COMP 8046 \$1455

This project is designed to demonstrate a practical application of computing knowledge and skills preferably in a workplace setting and with projects that involve applied research or technology transfer. The project should produce a product that is innovative, experimental or exploratory in nature. Ranges from directed study projects to the preparation of proposals or project plans and includes the development of formal deliverables, including a final report. Prerequisites: COMP 8045 and permission of program head. (9 credits)
Jan 9 Mon 52 wks Distance CRN 49754



Advanced Database Application

COMP 8071

\$615

This course is focused on modelling and developing a data warehouse using Oracle tools. The course is divided into the following four parts: fundamentals of designing large data warehouses, design of a data warehouse using Oracle9i tools, tuning of a data warehouse including backup and security considerations and online analytical processing (OLAP) concepts and data mining concepts and tools. Prerequisite: 60% in COMP 7071. (3 credits)

Jan 11 Wed 1830-2215 12 wks BBY CRN 17914

Management Issues in Software Engineering

COMP 8081

\$615

This course covers topics important to managing software development projects, including: understanding and applying state-of-the-art management techniques to improve software productivity, project leadership, communication, critical thinking and problem-solving skills. Prerequisite: COMP 7081. (3 credits)

Jan 11 Wed 1830-2215 12 wks BBY CRN 17915



Selected Topics in Advanced Interface Design

COMP 8521

\$615

This course examines selected topics in Advanced User Interface Design. Participants will be required to develop prototype interface designs for reduced versions of different applications: (egs: an e-mail program, Browser, Museum Kiosk Display, cell phones/PDA wireless devices, DVDs, video games, etc.). These assignments focus on creating an effective and intuitive user interface with coherent navigational logic. In addition to the GUI design techniques covered in COMP 7021, COMP 8021 students will be further exposed to advanced issues and alternative approaches in Human-Computer Interaction. Simulated assignment/product development cycles will facilitate participant's keener awareness of real world time pressures. Some prefabricated elements may be used to expedite construction, integration and testing of beta interface prototypes. Participants at this stage will be developing their visual and other non-textual multisensory communication, innovation and problem solving skills. The final project offers the participants a powerful opportunity to integrate all of their newly acquired knowledge and skills in a supportive, flexible and potentially inspirational manner/environment. Prerequisite: 60% in COMP 8021.

Jan 9 Mon 1845-2230 12 wks Distance CRN 71897

Advanced Topics in Distributed Systems

COMP 8561

\$615

This course discusses advanced topics in client/server systems, distributed systems and network computing. The focus is on examining strategies and algorithms to achieve design goals such as performance, reliability, scalability, consistency and security in a distributed

system. Topics include: parallel processing and scheduling, performance modelling, concurrency control, recovery in multi-user and distributed data servers, security and fault tolerance, embedded and real-time distributed systems, multimedia storage and transmission. Prerequisite: COMP 8061. (3 credits)

Jan 11 Wed 1830-2215 12 wks BBY CRN 70448

Selected Topics in Database

COMP 8571

\$615

This course is focused on emerging object-oriented database technology. Object-oriented design and development is discussed with specific emphasis on database systems. Topics on handling large objects (LOBs) and database-web integration are also included. Prerequisite: COMP 7071. (3 credits)

Jan 13 Fri 1830-2215 12 wks BBY CRN 42778

Avoid disappointment – register now!

Register early to confirm the date and time that suits your schedule. If enrolment is low, BCIT's policy is to cancel part-time studies courses two business days before the start date to allow for transfer to alternate courses.

Register online four weeks before your class starts and save on participating courses!

- Before you start, have these things ready: your BCIT ID, if you've been a BCIT student before, a valid credit card, and your Social Insurance Number (so you can get a tax credit form for your tuition). For distance ed courses only, have the names of any additional materials you wish to purchase with your course, a daytime shipping address and phone number, and your e-mail address.
- Go to www.bcit.ca/study/.
- Select the **COURSE OPTION** in perform a keyword search, enter your keywords, and click **FIND IT** (or do an advanced search at www.bcit.ca/study/courses/).
- Once you get your results, click on **COURSE TITLES** for more details and to add the course to your shopping cart
- Once you've clicked on **ADD TO CART** for one course, you can choose continue browsing or proceed to registration.
- Once you click on **PROCEED TO REGISTRATION**, you'll move on to BCIT Secure Information System. If this is your first time registering for a course at BCIT, you have to click on **CREATE A BCIT ID**. Just follow the prompts and provide all required information.
- Follow the steps on the screen to complete the registration.

* See page 113 for details.

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Degrees at BCIT build on your earlier training and work experience to help you achieve a practical career credential. Most require you to have spent time working in your field before you are eligible for the program. Through flexible scheduling, Online and Distance Education, most credentials can be achieved through Part-time Studies while you continue to work full-time.

BCIT offers the following degree programs:

- Bachelor of Business Administration
- Bachelor of Science in Biotechnology (Honours, Co-op full-time program only). This is a joint program with the University of British Columbia

Bachelor of Technology degrees:

- Accounting
- Architectural Science (full-time program only)
- Computer Systems
- Construction Management
- Electronics
- Environmental Engineering Technology
- Environmental Health (full-time program only)
- Forensic Investigation
- Geomatics
- Management
- Management – Health Specialty
- Manufacturing
- Medical Imaging
- Nursing (full-time program only)
- Radiation Therapy (full-time program only)
- Specialty Nursing
- Technology Management
- Technology Management – Health option

Degrees achievable through Part-time Studies are described in more detail, including prerequisites and program outline, in the relevant sections referenced above. For more information on any of these full time degree programs, visit the BCIT website at www.bcit.ca, call the phone number or write to the e-mail address given in the program descriptions or call Student Information and Enrolment Services at 604-434-1610.

Other Bachelor of Technology degrees, currently under development include Civil Engineering, Mechanical Engineering, Medical Laboratory Sciences, Medical Radiography, Nuclear Medicine, and Prosthetics and Orthotics. BCIT has also been approved to develop master's degrees; watch our website at www.bcit.ca for updates.

Degree programs have requirements for Liberal Studies and Management courses. These common courses are listed below. Look on the pages indicated in the listing above for descriptions and availability of courses specific to each degree program.

Liberal Studies

604-412-7490
604-412-7506

Christine_Liotta@bcit.ca
Chris_Voong@bcit.ca

The BCIT Bachelor of Technology program requires a minimum of 12 credits (usually 4 courses) of Liberal Studies.

Mandatory and Elective Liberal Studies Courses

All BCIT bachelor's degrees require a minimum of 12 credits of Liberal Studies (LIBS) courses that offer breadth beyond a specific discipline, explore approaches to enduring human concerns, and enhance competence in critical reasoning and decision making. Two BCIT courses are mandatory and are offered in online and campus versions:

- LIBS 7001 Critical Reading and Writing (3 credits)
LIBS 7002 Applied Ethics (3 credits)

The remaining 6 credits of Liberal Studies are electives that reflect students' interests and preferences. Offered in January 2006 are:

- LIBS 7003 The Media: News Makers and Culture Shapers (3 credits)
LIBS 7004 The Social Foundations of Canada (3 credits)
LIBS 7007 Technology Across Cultures (3 credits)
LIBS 7010 The Literature of Leadership: Reading Leadership Texts, Paradigms and Strategies (3 credits)

All courses are based on a 45-hour syllabus. For more information on non-BCIT electives and transfer credit policies, see the BCIT website at www.bcit.ca/study/credentials/bachelors/liberalstudies.shtml

Online Liberal Studies Courses

Students taking online LIBS courses must have Internet access, an e-mail address and access to a computer that can download basic documents. These courses require electronic submission of assignments to the course site and involve online chat and conference activities with other students in the course. Final exams in all online Liberal Studies courses are held at the BCIT campus. Students living outside a 100 km radius from BCIT must make arrangements with the LIBS program assistant to write a proctored exam at an approved location. Details, including the deadline for making these arrangements, will be announced once the course has commenced.

Students are expected to log on during the first week of online LIBS courses. Failure to do so will be regarded as an online "absence." Throughout the course, students are expected to check the site at least once each week and participate as required. Students choosing to withdraw must conform to the Registrar's regulations and may lose all or part of their fees, depending on the withdrawal date.



Critical Reading and Writing

LIBS 7001 \$618

Develops advanced skills in critical analysis, close reading, and composition through lectures, discussion, and group activities in which students analyse and evaluate materials from various disciplines. Readings might come from professional journals, reports, newspapers, magazines, and literature. Multimedia such as video, music and the internet may also be included. Prerequisite: Equivalent of 3 credits of university/college composition or 6 credits BCIT Communication. (3 credits)

Jan 4	14 wks	Online	CRN 43096
Jan 4	14 wks	Online	44505
Jan 4	14 wks	Online	44988
Jan 4	14 wks	Online	47656
Jan 4	14 wks	Online	49675
Jan 4	Wed	1830-2130 14 wks	BBY 44990
Jan 6	Fri	1330-1630 14 wks	BBY 49631
Jan 9	Mon	1330-1630 14 wks	BBY 43095
Jan 10	Tue	1830-2130 14 wks	BBY 48227



Applied Ethics

LIBS 7002 \$618

Fosters abilities and values required for ethical decision-making at work. Develops skills in logical analysis, a working knowledge of moral principles and theories, and the ability to diagnose and resolve moral disagreements. Examines and applies moral principles to historically famous cases in manufacturing, human resources, management, engineering, health care, and computing. Prerequisite: Equivalent of 3 credits of university/college composition or 6 credits of BCIT Communication. (3 credits)

Jan 4	15 wks	Online	CRN 44506
Jan 4	15 wks	Online	44989
Jan 4	15 wks	Online	49629
Jan 4	Wed	1830-2130 15 wks	BBY 43231
Jan 5	Thr	1830-2130 15 wks	BBY 44991
Jan 6	Fri	1330-1630 14 wks	BBY 43230
Jan 10	Tue	1830-2130 14 wks	BBY 49703

The Media: News Makers and Culture Shapers

LIBS 7003 \$618
Focuses on the role of the media in society from practical and theoretical perspectives. The course begins with the notion that what we read, watch and hear in the media plays an important role in how we construct meaning. Learners will discuss several media issues and will be especially encouraged to actively read, listen and view the news media in order to discuss ongoing issues. Prerequisite: Equivalent of 3 credits of university/college composition or 6 credits BCIT Communication. (3 credits)

Jan 9 Mon 1830-2130 14 wks BBY CRN 49102

The Social Foundations of Canada

LIBS 7004 \$618
Introduces the foundations and background of Canadian society, focusing on social change and conflict. Topics include ethnicity and multiculturalism; regional conflict; French/English relations; Canada's social structure and classes; business and labour; Canadian/American relations and sovereignty; social movements; gender and demographics; native peoples; and global comparisons of Canada. Prerequisite: Equivalent of 3 credits of university/college composition or 6 credits BCIT Communication. (3 credits)

Jan 4 Wed 1830-2130 15 wks BBY CRN 49103

Technology Across Cultures

LIBS 7007 \$618
Examines how culture, political economy, sociology, and history influence technology in business, health care, and engineering. Students will examine ways in which technologies function across the world, critique the appropriateness of technology in various regions, and research a specific technological application in a field and region of their choice. Prerequisite: Equivalent of 3 credits of university/college composition or 6 credits BCIT Communication. (3 credits)

Jan 10 Tue 1830-2130 14 wks BBY CRN 49768

The Literature of Leadership: Reading Leadership Texts, Paradigms and Strategies

LIBS 7010 \$618
Explores the theme of leadership (military, political, artistic, social, business) in different genres, cultures and historical periods. Analyses how classic and contemporary fictional and non-fictional texts and other media represent leadership. Develops skills to interrogate the values and views of actual leaders, past and present, "noble" and peer. Prerequisite: Equivalent of 3 credits of university/college composition or 6 credits BCIT Communication. (3 credits)

Jan 5 Thr 1830-2130 15 wks BBY CRN 71742

English – Academic Writing

ENGL 1177 \$495

This course introduces the principles of university-level writing and critical reading, focusing on the study and application of the principles of university-level discourse: exposition, persuasion and so on. Students will read and analyse essays, write their own compositions and learn fundamental strategies for developing an effective prose style. Prerequisite: C+ in Grade 12 English. (3 credits)

Jan 5 Thr 1830-2130 15 wks BBY CRN 70397

Part-time tip

It's your responsibility to ensure you have all prerequisites for each course in which you register.



Architectural and Building Engineering Technology

604-412-7477
604-432-8586

Michael_Currie@bcit.ca
Beverly_Mcquarrie@bcit.ca

Attendance at an information session is highly recommended. Next session listed below or visit www.bcit.ca/infosessions

Tuesday, Dec. 6, 2005
Burnaby Campus
Building NE1, Room 331
1800 – 1930

Programs of Study

- Associate Certificate in Building Design and Architectural CAD
- Associate Certificate in Building Construction Technology
- Certificate in Architectural and Building Engineering Technology
- Certified Property Inspection courses – ASTTBC Certification
- Courses for professional development
- Home Improvement series (Non-credit – interest courses)

ASSOCIATE CERTIFICATE IN BUILDING DESIGN AND ARCHITECTURAL CAD

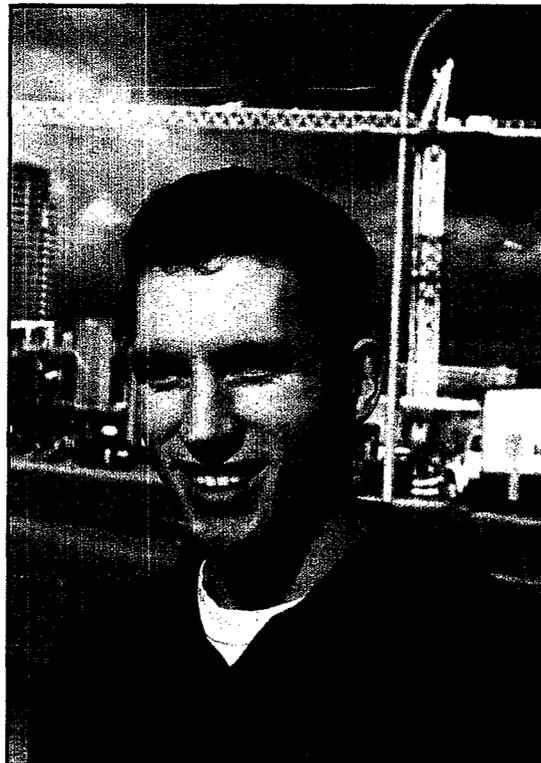
This Associate Certificate program is designed to provide students with a competency skill level for working in the field of housing design and presentation graphics. Recommended to individuals who want to advance in their careers or are currently working in home design offices, material suppliers, retail, and real estate marketing and municipal offices. All credits earned may be applied to the Certificate in Architectural and Building Engineering Technology.

Requirements	Credits
BLDC 1000 Architectural Graphics	3.0
BLDC 1200 Construction 1A	3.0
BLDC 2000 Architectural Planning 1	3.0
BLDC 2005 Architectural Planning 2	3.0
BLDC 2400 Architectural CAD 1	3.0
BLDC 2405 Architectural CAD 2	3.0
Elective	3.0
Total Credits Required:	21.0

ASSOCIATE CERTIFICATE IN BUILDING CONSTRUCTION TECHNOLOGY

This Associate Certificate program is designed to provide students with a competency skill level for working in the field of housing and small building design and construction. Recommended to individuals who want to advance in their careers or are currently working in design/build offices, with construction documents, material suppliers and installers, estimating and municipal offices. All credits earned may be applied to the Certificate in Architectural and Building Engineering Technology.

Requirements	Credits
BLDC 1050 Material and Methods 1	3.0
BLDC 1200 Construction 1A	3.0
BLDC 1205 Construction 1B	3.0
BLDC 1300 Estimating 1	3.0
BLDC 1500 Building Code Part 9 (SFD)	3.0
BLDC 2050 Material and Methods 2	3.0
Elective	3.0
Total Credits Required:	21.0



"At BCIT you receive a practical education from the very beginning that prepares you to successfully function in the work environment. It has been a great investment."

Matthew Piry

Project Manager, Omicron Architecture
Engineering Construction Ltd.
Bachelor of Technology
in Construction Management

CERTIFICATE IN ARCHITECTURAL AND BUILDING ENGINEERING TECHNOLOGY

Recommended to individuals who want to advance in their careers or are currently working in design/build offices for homes and small commercial projects, material suppliers and installers, estimating, real estate marketing, property management and municipal offices. Some Part-time Studies courses listed as BLDC have been developed to align content with first-year courses in the day-time diploma program in Architectural and Building Engineering Technology. Course credits may now be granted to students on an individual basis transferring to the two-year full-time diploma program.

Requirements	Credits
BLDC 1000 Architectural Graphics	3.0
BLDC 2000 Architectural Planning 1	3.0
BLDC 2005 Architectural Planning 2	3.0
BLDC 1500 Building Code Part 9 (SFD)	3.0
BLDC 1200 Construction 1A	3.0
BLDC 1205 Construction 1B	3.0
BLDC 2200 Construction 2A	4.5
BLDC 2205 Construction 2B	4.5
BLDC 2400 Architectural CAD 1	3.0
BLDC 2405 Architectural CAD 2	3.0
BLDC 1300 Estimating 1	3.0
BLDC 2300 Estimating 2	3.0
BLDC 1050 Materials and Methods 1	3.0
BLDC 2050 Materials and Methods 2	3.0
BLDC 3050 Building Envelope Performance	3.0
BLDT 2011 Construction Documents and Contracts	3.0
COMM 1103 Intro to Business and Technical Communications	3.0
MATH 1011 Technical Mathematics 1 Trigonometry	3.0
MATH 1012 Tech Math 2 Logarithms and Analytical Geometry	3.0
CIVL 1000 Statics	6.0
Electives	9.0
Total Credits Required	75.0
Recommended Electives	
BLDG 3400 Architectural CAD 3 (3-D)	1.5
BLDC 3060 Building Envelope Laboratory	3.0
BLDG 1008 Residential Landscape Design	1.5
BLDG 1825 B.C. Building Code Part 9 Multi Unit and Small Buildings	3.0

BLDG 1830	B.C. Building Code Part 3 Introduction	3.0
BLDG 1835	B.C. Building Code Part 3 Advanced	1.5
BLDG 2870	VectorWorks	3.0
BLDG 3840	Computer Construction Estimating	3.0
OPMT 1135	ArchiCAD 6.5 Level 1	3.0

Architectural Graphics

BLDC 1000 \$470*

This course introduces architectural drafting. Covers basic architectural drafting techniques and skills. Drawing development with emphasis on line techniques, graphic symbols and industry standards. Graphical communication required for the preparation of development permit drawings for residential buildings. Covers techniques necessary for creating 3D drawings. (3 credits)

Jan 9	Mon	1845-2145	12 wks	BBY	CRN 46299
Jan 11	Wed	1845-2145	12 wks	BBY	70603

Materials and Methods 1

BLDC 1050 \$470*

Introduces basic materials and methods used in construction. Topics include physical and chemical properties; the manufacturing process of various material and methods and the way they are implemented in a construction project. Div 1 to 5 of the Masterformat. (3 credits)

Jan 12	Thr	1845-2145	12 wks	BBY	CRN 42981
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Construction 1A

BLDC 1200 \$470*

Introduces basic principles of building wood frame construction. Develops skills to produce a basic set of construction working drawings. Topics include western platform wood frame construction, wall framing, floor framing and roof framing for a single-family residence. Previous drafting experience or BLDC 1000 is recommended prior to taking this course. (3 credits)

Jan 10	Tue	1845-2145	12 wks	BBY	CRN 44171
Jan 10	Tue	1430-1730	12 wks	BBY	70553

Construction 1B

BLDC 1205 \$470*

Introduces basic principles of building construction. Develops skills to produce a basic set of construction working drawings. Topics include site layout and services, foundation details, western wood frame detailing and preparation of a partial set of working drawings for single-family residence. Prerequisite: Previous drafting experience or BLDC 1000 is recommended prior to taking this course. May be taken simultaneously with BLDC 1200. (3 credits)

Jan 12	Thu	1845-2145	12 wks	BBY	CRN 42982
Jan 11	Wed	1430-1730	12 wks	BBY	71631

Estimating 1

BLDC 1300 \$470*

This course is an introduction to measurement of construction work with a brief review of reading construction drawings and specifications. Specific study of methods of measurement techniques applicable to site work (excavation), concrete and masonry quantity take-offs. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 49303

B.C. Building Code: Part 9 (SFD)

BLDC 1500 \$470*

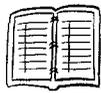
Provides a working knowledge of Part 9 of the 1998 B.C. Building Code as it applies to single-family dwellings. Gives students the basic skills required to check plans, inspect buildings and deal with questions relating to Part 9 at an elementary level. Covers acceptable materials, systems and methods used in housing construction. Students must bring B.C. Building Code to the first class. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 42983
Continuous Intake 36 wks Distance 71610

Registration for this CRN opens Jan 1, 2006.

Contact Theresa Udevi at 604-412-7411 or Theresa_Udevi@bcit.ca

*Students who successfully pass this course are eligible to write the BOABC (Building Officials Association of B.C.) level 1 exam. Please contact BOABC at 604-270-9516 for further information.



1998 B.C. Building Code: Housing Part 9

BLDG 1810 \$520

(Formerly called TSDA 1810) Gives students

a working knowledge of the 1998 Building Code for housing. It will be of interest to building officials or those who are contemplating entering the field of municipal building inspection. 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 meters.

This course is offered in conjunction with the Building Officials' Association of B.C. successful completion of the final exam (80%+) meets the academic requirements for Level 1 Building Inspector certification. Please note you must also have two years suitable practical experience before certification. Suitability of practical experience is at the discretion of the BOABC. Persons engaged in the housing construction business and taking a Building Code course for general knowledge may prefer to take BLDC 1500 B.C. Building Code: Part 9 (SFD) which does not require the BOABC Level 1 as the final exam. (3 credits)

Continuous Intake 52 wks Distance CRN 71535
Registration for this CRN opens Jan 1, 2006

Architectural Planning 1

BLDC 2000 \$470*

Introduces basic planning issues encountered in building and site design with emphasis on residential projects. Covers the influences of site conditions on building orientation, interior layout and exterior form. Focus is on planning strategies for achieving good spatial and functional relationships in a dwelling. Prerequisite: BLDC 1000. (3 credits)

Jan 11 Wed 1430-1730 12 wks BBY CRN 42984
Jan 11 Wed 1845-2145 12 wks BBY 70571

Architectural Planning 2

BLDC 2005 \$470*

Introduces municipal policies and regulations that govern property development. Emphasis is placed on zoning and parking by-laws and their impact on types of uses and building size. Presents the development permit application process. Prerequisite: BLDC 2000. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 71634

Materials and Methods 2

BLDC 2050 \$470*

Continues from BLDC 1050 acquainting students with the manufacturing process of various materials and emphasizing the methods in which they are implemented in a construction project. Div 6 to 14 of Masterformat. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 70554

Construction 2B

BLDC 2205 \$640*

Continues from BLDC 2200 and covers site survey, topography and concrete foundation detailing, as well as building lateral load resistance, compression framing members, designing with engineered wood products and multi-residential detailing. Lab work will deal with site details and foundation considerations to produce a site plan and complete foundation plan. Prerequisites: BLDC 2200 and BLDC 1205. (4.5 credits)

Feb 14 Tue 1845-2145 18 wks BBY CRN 46088

Estimating 2

BLDC 2300 \$470*

Continues from the studies introduced in BLDC 1300 and covers the construction details found in more sophisticated structures. Expands on the topics of BLDC 1300 and introduces sections 5, 6 and 7 covered by the CIQS Standard Method of Measurement in preparation for the CIQS Exam 202. Prerequisite: BLDC 1300. (3 credits)

Jan 12 Thu 1845-2145 12 wks BBY CRN 42991

Architectural CAD 1

BLDC 2400 \$640*

Introduces CAD for architects, building designers and builders. Designed to familiarize the student with the operation of AutoCAD in the architectural environment utilizing the most recent release of the software. Prerequisites: BLDC 1000 or drafting skills and familiarity with Windows. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 42992

Architectural CAD 2

BLDC 2405 \$640*

Continues from BLDC 2400 utilizing the most recent release of the software. Emphasis is on application of software in production of drawings for presentation, development and building permits and working drawings. Prerequisite: BLDC 2400. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 42993

Building Envelope Performance

BLDC 3050 \$475*

Overview of design and construction considerations for a durable building enclosure. Covers evaluation of assemblies, cladding and windows for thermal, moisture and wind resistance; correct application of air, moisture and vapour barriers for pressure equalized rainscreens and face-sealed systems. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 42994

Building Envelope Laboratory

BLDC 3060 \$520*

Building on the theory from BLDC 3050, this course covers the practical aspects of building envelope performance with a focus on testing methods currently used in the Lower Mainland. Hands-on labs include tools and methods used in the evaluation of building envelope performance: Window and wall testing for air-tightness and rain penetration, sealants, wood frame, fasteners,

membranes and vapour barriers. Rain wear, safety glasses and steel-toed boots are required. Prerequisite: BLDC 3050. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 46298

Contact Theresa Udevi at 604 412-7411

or Theresa_Udevi@bcit.ca for further information.

Building Envelope Solutions

BLDG 0137 \$670*

Sponsored and developed by the Canadian Home Builders Association of B.C., Canada Mortgage and Housing Corporation and the Homeowner Protection Office of B.C., this course provides knowledge of the background building science that allows durable building envelopes to be constructed or restored. Includes final open book examination.

Feb 20 Mon-Fri 0800-1700 1 wk BBY CRN 71611

BLDG 0137 was formerly called CNST 0137.

Residential Landscape Design

BLDG 1008 \$250

Presents an overview of the design process for creating garden layouts and planting plans with an emphasis on student initiated projects. Of interest to homeowners and gardeners who wish to expand their design fluency and to landscape contractors wishing to expand their range of services. (1.5 credits)

Feb 18 Sat 0930-1230 6 wks BBY CRN 44172

B.C. Building Code:

Multi-Unit and Small Buildings

BLDG 1825 \$470*

Examines Part 9 of the 1998 B.C. Building Code as it applies to multi-unit residential and small commercial and industrial buildings. Covers plan checking and inspection techniques. Prepares students to deal with issues relating to Part 9 of the B.C. Building Code. Some duplication of material covered in BLDC 1500. Students must bring the B.C. Building Code to the first class. Prerequisite: Knowledge of building construction. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 18354

B.C. Building Code: Part 3

BLDG 1830 \$470*

Introduction to building code requirements related to Part 3 of the B.C. Building Code. Provides students with basic skills and a general working knowledge of the code to analyse Part 3 buildings relating to passive fire protection features. This course will be followed by BLDG 1835 B.C. Building Code: Part 3 Advanced. Students must bring B.C. Building Code to the first class. Prerequisite: Knowledge of building construction. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 47311

VectorWorks

BLDG 2870 \$640*

This course will cover fundamentals of architectural drawing in VectorWorks. Topics include: 2D and 3D object creation and editing, snap constraints, dimensioning, file organization-classes, layers, and sheets, 2D and 3D walls, windows, doors and roofs. 3D modelling and rendering. Course materials are provided. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 70557

3-D Autocad (Architectural)

BLDG 3400 \$345*

This course covers basic 3D CAD techniques (wire frame, surface, solid models). This course will be followed by a six-week 3D rendering course. Prerequisite: Previous AutoCAD experience or BLDC 2405 is required prior to taking this course. (1.5 credits)

Jan 12 Thr 1845-2145 6 wks BBY CRN 49305



NEW Architectural CAD Rendering

BLDG 3405 \$345*

Covers basic concepts involved in architectural rendering and animating 3D CAD models. Uses advanced 3D rendering software (Autodesk VIZ or VIZ Render) to explore issues of materials, lighting and form and how they are combined to create high quality presentation media. Prerequisite: BLDG 3400. (1.5 credits)

Feb 23 Thr 1845-2145 6 wks BBY CRN 71633

Computer Construction Estimating

BLDG 3840 \$640*

Covers measurement and pricing of construction work using TIMBERLINE Precision Estimating Software. This course will cover "take-off" procedures, building databases and designing simple assemblies. Prerequisites: BLDC 1300 or construction estimating experience with departmental approval and familiarity with Windows. (3 credits)

Jan 12 Thu 1845-2145 12 wks BBY CRN 44173

Home Improvement Series

The Home Improvement series of courses is aimed at homeowners, property managers, contractors and others interested in small-scale residential design and improvement. The courses require no prerequisites and may be taken in any order. These are short, introductory courses that are offered in this series on a non-credit basis.

Building Your Own House	BLDG 0001
Residential Blueprint Reading	BLDG 0004
Residential Landscape Design	BLDG 1008
(Can be taken as credit course)	

Building Your Own House

BLDG 0001 \$255*

Demonstrates how to build your house within a budget. Beginning with site and design selection, the participant is guided through the permit, budget and construction process. Also covers various contracting alternatives

and selection of trade contractors. This course will be of interest to property owners and first-time house builders. Dates of field trip to be announced in class.

Jan 12 Thu 1845-2145 6 wks BBY CRN 17825
Feb 23 Thu 1845-2145 6 wks BBY 19899

Residential Blueprint Reading

BLDG 0004 \$270*

Covers the basic knowledge required to read residential blueprints. Emphasis on wood frame construction of single-family houses. Introduces survey and building lots, framing materials, plumbing, heating and electrical. This course will be of interest to home owners, contractors and individuals involved with selection and sales of building materials.

Jan 11 Wed 1845-2145 6 wks BBY CRN 70555
Mar 1 Wed 1845-2145 6 wks BBY 70671

Residential Landscape Design

BLDG 1008 \$250

Presents an overview of the design process for creating garden layouts and planting plans with an emphasis on student initiated projects. Of interest to homeowners and gardeners who wish to expand their design fluency and to landscape contractors wishing to expand their range of services. (1.5 credits or can be taken as non-credit)

Feb 18 Sat 930-1230 6 wks BBY CRN 44172

Architectural Science

604 451-6965

604 412-7411

Peter_Levar@bcit.ca

Theresa_Udevi@bcit.ca

Materials in Building

ARSC 7010 \$590*

Explores the history of building technology as an evolution leading to current applications. Examines building material, technology and building systems chronologically within the context of historical, regional, social, political and economic forces. Students write a final paper that examines a current material, system or technology in the context of its historical evolution. One mid-term and one final slide exam will test the student's ability to identify significant materials and building systems and place them in their historical context. Prerequisites: BLDC 2050 and BLDC 3050 or departmental approval. (3 credits)

Jan 11 Wed 1830-2130 15 wks DTC CRN 71661
ARSC 7010 was formerly called BLDG 5010.

Sustainable Design

ARSC 7200 \$590*

Through a series of lectures and work sessions presenting learning resources, case studies, green building rating systems, students will have the opportunity to develop a thorough understanding of environmentally responsible design in the construction industry. (3 credits)

Jan 11 Wed 1730-2030 15 wks DTC CRN 71656
ARSC 7010 was formerly called BLDG 5200.

CONSTRUCTION OPERATIONS, CONSTRUCTION SUPERVISION

ASSOCIATE CERTIFICATE IN CONSTRUCTION SUPERVISION

604-451-6978

604-432-8586

Dan_Sundvick@bcit.ca

Beverly_Mcquarrie@bcit.ca

Attendance at an information session is highly recommended. Next session listed below or visit www.bcit.ca/infosessions

Wednesday Dec. 7, 2005
Burnaby Campus
Building NE1, Room 331
1800 - 1915



Certified Property Inspection Courses

BCIT, in cooperation with the Applied Science Technologists and Technicians of B.C. (ASTTBC), offers a series of courses in the inspection field. BCIT offers the following courses that meet the academic requirements of ASTTBC for (CHI) Certification. A final grade of 70% in each course is required by ASTTBC. For specific information on requirements for certification, please contact ASTTBC at 604-585-2788 or techinfo@asttbc.org. For information on BCIT courses, contact Dennis Yablonski at 604-451-6928.

Prerequisites will be checked as noted. All exemptions must receive written approval from ASTTBC prior to registration.

BLDG 2915	House Inspection 1 (May be taken concurrently with BLDC 1500)
BLDC 1500	B.C. Building Code: Part 9 (SFD) (May be taken concurrently with BLDG 2915)
BLDG 2925	House Inspection 2 (May be taken concurrently with BLDG 2935)
BLDG 2935	House Inspection 3: Report Writing (May be taken concurrently with BLDG 2925)
BLDG 2945	House Inspection 4: Field Inspection

House Inspection 1

BLDG 2915 \$615

Provides practical and theoretical information required to inspect existing houses for visible defects. It is the first of a series of courses that meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for their certification. Prerequisite: An understanding and general knowledge of house construction. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 12496

House Inspection 2

BLDG 2925 \$670

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 field trip (date and time to be announced in class). Prerequisites: BLDG 2915, BLDC 1500 and knowledge of components/systems in houses. (3 credits)

Jan 9 Mon/Wed 1745-2045 6 wks BBY CRN 15678

House Inspection 3: Report Writing

BLDG 2935 \$420

Presents communication skills for experienced house inspectors or for people 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. Prerequisites: English 12 or equivalent, BLDG 2915 and BLDG 2925. (3 credits)

Jan 12 Thr 1845-2145 12 wks BBY CRN 41032



House Inspection 3: Report Writing

BLDG 2936 \$375

Presents communication skills for experienced house inspectors or for people 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. Equivalent to BLDG 2935. (3 credits)

Continuous Intake 52 wks Distance CRN 40911
Registration for this CRN opens Jan. 1, 2006.

House Inspection 4: Field Inspection

BLDG 2945 \$775

Provides students with practical experience in conducting house inspections. Includes five field trips to conduct inspections, each followed by a classroom session to review inspections. Prerequisites: BLDG 2915, BLDC 1500, BLDG 2925 and BLDG 2935 with a final grade of 70% in each course. (3 credits)

Jan 12 Thr/Sun 1745-2045 5 wks BBY CRN 47978

*Field trip (inspections) will be scheduled on Sundays. Dates to be announced in class.



Engineering, Applied and Natural Sciences

CONSTRUCTION OPERATIONS – STATEMENT OF COMPLETION

BCIT and the Vancouver Regional Construction Association (VRCA), have teamed up to offer a multi-level, Part-time Studies training program for people who wish to enter the construction industry and for people already in the industry who wish to enhance their career potential. The Construction Operations program is open to anyone, subject to minimum entrance requirements (Grade 10) and is specifically designed to accommodate individuals with a trade background.

Requirements	Credits
BLDT 1011 Applied Construction Mathematics	3.0
BLDT 1021 Construction Drawings	3.0
BLDT 1031 Site Processes in Construction	3.0
BLDT 1041 Basic Estimating with Computer Applications	3.0
BLDT 1051 Technical Writing and Communication Skills	3.0
BLDT 1061 Basic Management and Ethics	3.0
BLDT 1071 Introduction to Computers in Construction	1.5

Total Credits Required: 19.5

CONSTRUCTION SUPERVISION – ASSOCIATE CERTIFICATE

The Construction Supervision Program is open to individuals who have completed the Construction Operations program and to individuals who receive department approval for direct entry. Registration in the program requires an interview and departmental approval.

Requirements	Credits
BLDT 2011 Construction Documents and Contracts	3.0
BLDT 2021 Basic Project Management Skills	3.0
BLDT 2031 Technical Writing/Interpersonal Skills	3.0

BLDT 2041 Basic Construction Design Principles 1	3.0
BLDT 2042 Basic Construction Design Principles 2	3.0
BLDT 2051 Construction Materials and Assemblies	3.0
BLDT 2061 Computer Applications in Construction	3.0
BLDT 2071 Safety Legislation	1.5
BLDT 2081 Environmental Legislation	1.5

Total Credits Required: 24.0

Applied Construction Mathematics

BLDT 1011 \$460*
This course covers the application of basic mathematics, algebra, geometry and trigonometry to the construction and building industry. Prerequisites: Grade 10 English and math or departmental approval. (3 credits)

Jan 10 Tue	1845-2145	12 wks	BBY	CRN 44155
Jan 14 Sat	0930-1230	12 wks	BBY	71632

Construction Drawings

BLDT 1021 \$460*
Provides an introduction to the relationships between drawings and building construction. Emphasis is on practical application of learned skills in a lab environment. These skills are essential for further studies in site processes, construction procedures and estimating. Prerequisites: Grade 10 English and Grade 10 math, or pre-approved program. (3 credits)

Jan 12 Thr	1845-2145	12 wks	BBY	CRN 46090
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Site Processes in Construction

BLDT 1031 \$460*
Enables students who successfully complete this course to identify and layout the site general requirements, understand the basic contractual and organizational arrangements of a typical construction project; undertake in the planning for the efficient management of a construction site in the areas of material procurement, equipment selection, layout and scheduling. (3 credits)

Jan 9 Mon	1845-2145	12 wks	BBY	CRN 44156
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Basic Estimating with Computer Applications

BLDT 1041 \$460*
Covers basic components and requirements for sound estimating procedure emphasizing method and accuracy and applying material and labour prices. Overview of various contracts as they pertain to lump sum and unit pricing. Prerequisite: BLDT 1071. (3 credits)

Jan 10 Tue	1845-2145	12 wks	BBY	CRN 44157
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Technical Writing and Communications

BLDT 1051 \$460*
Familiarizes the technical writer with some basic formats and conventions of documents used in the construction industry. Topics include memos, short letters, facsimiles, agendas and minutes or notes of job-site and office meetings. (3 credits)

Jan 11 Wed	1845-2145	12 wks	BBY	CRN 44164
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Basic Management and Ethics

BLDT 1061 \$460*
Introduces basic supervision and management skills. Topics include management responsibilities, interpersonal and communication skills, leadership, teamwork, negotiation and dispute resolution. Basic ethical rights and principles are examined, as well as various industry codes of ethics. Relevant case studies are reviewed as they relate to ethical issues in the workplace. (3 credits)

Jan 9 Mon	1845-2145	12 wks	BBY	CRN 49312
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Intro to Computers in Construction

BLDT 1071 \$270*
This course is designed to give students a basic understanding and use of computers. Students will learn to use Windows XP operating system for file management and storage, hard drive management, Internet searching and e-mail utilization. Students will also be introduced to computer spreadsheets through Microsoft Excel. Prerequisites: Grade 10 math and English or departmental approval. (1.5 credits)

Jan 18 Wed	1830-2130	6 wks	BBY	CRN 70560
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www.CanadasTop100.com

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As featured in
THE VANCOUVER SUN THE PROVINCE TIMES-COLONIST

www.surreycareers.ca



The view from the Top

City of Surrey is one of Canada's Top 100 Employers for 2005 & 2006, and a BC Top 20 Employer for 2006. We're growing and evolving, and we count on our employees to make it happen. Visit us on-line and find your fit with the City.

Parks, Recreation & Culture

- Program Coordinators/Instructors
- Recreation Assistants

RCMP Support Services

- Records Clerks
- 911 Call Centre Operators & Leaders

Engineering & Building Services

- Plan Checkers
- Building Engineers
- Engineering Technologists



Construction Documents and Contracts

BLDT 2011 \$460*
Provides students with a basic understanding of construction contract documents and an understanding of the principles of a contract relationship. Utilizes CCDC II as a practical in class study guide. Prerequisite: BLDT 1031. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 47312

Basic Project Management Skills

BLDT 2021 \$460*
Provides students with the basic concepts of project management. This includes project planning, project controls, cash flow projections and documentation of the project. Prerequisite: BLDT 1031. (3 credits)

Jan 12 Thr 1845-2145 12 wks BBY CRN 46317

Technical Writing and Interpersonal Skills

BLDT 2031 \$460*
Continues from BLDT 1051. This course focuses on further development of the writing skills required in the construction industry, as well as basic instruction in interpersonal skills and human relations. Prerequisites: BLDT 1051 and successful completion of Construction Operations program or departmental approval. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 44686

Basic Construction Design Principles 1

BLDT 2041 \$460*
Instructs students in basic design principles of statics. These principles will then be applied to different modes of construction – wood and steel. (3 credits)

Jan 11 Wed 1845-2145 12 wks BBY CRN 43013

Construction Materials and Assemblies

BLDT 2051 \$460*
A conceptual introductory course that acquaints students with the materials and assemblies encountered in project work from Divisions 1-9 of the Masterformat. Reviews how physical properties of the materials are derived and how these properties are implemented in the construction project. Reviews how to select, handle, purchase and measure materials as part of the project technical/management team. (3 credits)

Jan 12 Thr 1845-2145 12 wks BBY CRN 44168

Computer Applications in Construction

BLDT 2061 \$460*
Introduces computer applications of Microsoft Word; Excel; Project2000 and Windows for file set-up, retrieval and the use of the Internet as a resource. Includes preparation/use of tools for communication with consultants, suppliers, subcontractors and others in the industry. Demonstrates how to research information and how to stay current in technical areas, basic estimating, basic scheduling, progress claim preparation and techniques. Prerequisites: BLDT 2021 and a background in Windows and Excel environments. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 44169

Safety Legislation

BLDT 2071 \$270*
Defines the contractor's and owner's role in construction as it pertains to site safety and accident prevention. (1.5 credits)

Jan 10 Tue 1430-1730 6 wks BBY CRN 46087

Environmental Legislation

BLDT 2081 \$270*
Defines the contractor's and owner's role in construction as it pertains to site environment accountability. (1.5 credits)

Feb 21 Tue 1430-1730 6 wks BBY CRN 46086

Contact Theresa Udevi at 604 412-7411 or Theresa_Udevi@bcit.ca for further information.

Building Envelope Solutions

BLDG 0137 \$670*
Sponsored and developed by the Canadian Home Builders Association of B.C., Canada Mortgage and Housing Corporation and the Homeowner Protection Office of B.C., this course provides knowledge of the background building science that allows durable building envelopes to be constructed or restored. Includes final open book examination.

Feb 20 Mon-Fri 0800-1700 1 wk BBY CRN 71611
BLDG 0137 was formerly called CNST 0137.

Assayer Certification Training

604-432-8393 Elaine_Woo@bcit.ca
www.assay.bcit.ca

Comprehensive assayer training is available through Chemical Sciences Technology in a directed studies format (using Internet, fax, phone, CD, mail and labs). It can be taken by anyone, no matter where they may live or work. The training was developed to meet the mining industry's growing demands for skilled and competent assayers in B.C., and with this advanced training in applied analytical chemistry, it prepares successful students to become eligible to write the exam for provincial certification given by the B.C. Ministry of Energy and Mines.

The complete training involves approximately two years of "tutored" correspondence courses and lab practicum. Lab practicum are considered an essential component of this training in order to gain maximum benefit from the courses, and to help develop speed and accuracy in analytical work. Enrolment in each course is limited to 12 students. **Note:** You can opt to take only part of the training program, for the purpose of job upgrading, information or as a "refresher."

Assayer Certification Training covers:

- Introduction to assaying
- Fire assaying, mineral identification and introduction to geology
- Classical wet assaying and qualitative analysis
- Acid rock drainage
- Selectivity and specificity of analytical procedures
- Analytical instrumentation – theory and practical
- Sampling theory and methods
- Statistical analysis
- Laboratory safety
- Laboratory quality assurance and quality control
- Reference standards
- Laboratory practicum.

Chemical Sciences Technology

604-432-8521 Bette Bayley
mechtech@bcit.ca

Analytical Plasma Spectrochemistry (ICP-OES/ICP-MS)

CHSC 7831 \$715
An introduction to plasma spectrochemical techniques for chemical analysis; principally inductively coupled plasma optical emission spectrometry (ICP-OES) and inductively coupled plasma mass spectrometry (ICP-MS). Applications to environmental, pharmaceutical, nutraceutical, biochemical, agricultural, geological and industrial materials are discussed. Prerequisite: Graduation from University or Institute of Technology in a science program or by special permission based on consideration of work experience and post secondary education. If special permission required, contact Elaine Woo at 604-432-8393 or Elaine_Woo@bcit.ca. (3 credits)

Jan 12 Thr 1830-2130 12 wks BBY CRN 49325

Civil Engineering Technology

604-431-4969 Pam_Dade@bcit.ca
604-432-8279 Mike_Boyle@bcit.ca

Civil Engineering Technology

CIVL 1010 \$509*
Presents an overview of civil engineering and the role of the civil technologist. Real-world scenarios focusing on sustainable development, environmental and societal impact and engineering ethics are presented. Computer laboratory sessions are included. Laboratory sessions in the civil materials lab will introduce hands-on testing procedures. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 71626

Statics

CIVL 1020 \$685*
Presents a thorough introduction to the relationship between applied loads and the resultant support reactions and internal forces developed in statically determinate members and structures. Topics include classification of force systems, equilibrium equations, support conditions, freebody diagrams, support reactions, truss analysis by the methods of joints and sections, analysis of machines and pinned plane frames, load, shear force and bending moment diagrams for beams. (5 credits)

Jan 9 Mon/Wed 1845-2145 12 wks BBY CRN 71628

Hydrology

CIVL 1060 \$595*
Presents the basic concepts and techniques needed for watershed analysis and drainage facility design. Fundamental concepts include rainfall intensity, runoff, catchment area, streamflow, infiltration, mass balance, snowmelt, flood frequency and the hydrologic cycle. The stream flow estimation procedures presented are the rational method, the unit hydrograph and flood frequency analysis. (4 credits)

Jan 16 Mon/Wed 1845-2145 8 wks BBY CRN 71625

Construction Materials Testing Fundamentals

CIVL 1580 \$504*
Familiarizes students with lab and testing procedures for testing construction materials. Topics include sieve analysis, relative density, compaction tests, Atterberg limits and soil classification. (2.5 credits)

Jan 19 Thr 1845-2145 12 wks BBY CRN 49055

Soil Mechanics 1

CIVL 2040 \$509*
This course presents the basic principles of soil mechanics and testing procedures through lectures, problem-solving sessions and laboratory work. Topics include mass/volume relationships, soil classification, compaction and permeability. Prerequisites: CIVL 1020 and CIVL 2023. (2 credits)

Jan 18 Wed 1845-2145 10 wks BBY CRN 71630

Computer Aided Design

CIVL 3021 \$509*
This course presents the use of AutoCAD as a graphical tool for solving civil engineering problems. This is a design course in which students study a variety of techniques for transfer of design data out of AutoCAD and facilities for transfer of design resultants into AutoCAD. Applications include highway design, tailings dam design, pipe network analysis and structural layout. Prerequisites: CIVL 1020 and CIVL 2050 or equivalent. (3 credits)

Jan 19 Thr 1845-2145 12 wks CRN 71627



Reinforced Concrete Design

CIVL 4071 **\$607***
This course presents a general introduction to the design of reinforced concrete structures. Topics include design of beams, one-way slabs columns and footings and retaining walls in accordance with the current Canadian design code. The course is delivered through lectures, problem-solving sessions and project work. Prerequisite: CIVL 3070 or equivalent. (3.5 credits)

Jan 17 Tue/Thr 1845-2145 8 wks BBY CRN 71629

PUBLIC WORKS OPERATIONS

604-431-4969 Pam_Dade@bcit.ca
604-432-8279 Mike_Boyle@bcit.ca

Introduction to Public Works Operations

PUBW 1001 **\$383***
Identifies and explains many of the activities related to the construction, operation and maintenance of municipal roads and utilities. On completion, students will be eligible to continue with a more in-depth program in sewers, watermains or roadworks training courses. (1 credit)

Jan 16 Mon 1830-2130 6 wks BBY CRN 10570

Waste Water Operator 1

PUBW 1105 **\$610***
Provides general knowledge of repair, maintenance and construction of sanitary sewer systems including tools, records, materials, blockages and testing. Prepares students for the Environmental Operator's Certification Program (EOCP) Level 1 exam. EOCP examination time and fee information will be made available to all qualified students. Prerequisite or co-requisite: PUBW 1001 or PUBW 1002. (3 credits)

Jan 17 Tue 1830-2130 12 wks BBY CRN 47306

Storm Sewers 1

PUBW 2102 **\$463***
Covers the detailed operation and maintenance of all storm drainage aspects, including inlet/outlet structures, detention facilities, catch basins and culverts. Emphasis is placed on safety, record keeping, responding to public complaints and public relations. Prerequisite or co-requisite: PUBW 1001. (2.5 credits)

Jan 18 Wed 1830-2130 10 wks BBY CRN 44222

Waste Water Operator 2

PUBW 2105 **\$610***
Covers a combination of design theory and practical application of waste water collection systems. System maintenance and safety aspects are included. Prepares students for the Environmental Operator's Certification Program (EOCP) Level 2 exam. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 2103 or PUBW 1105. (3 credits)

Jan 18 Wed 1830-2130 12 wks BBY CRN 44223

Water Operator 2

PUBW 2114 **\$577***
Provides an advanced knowledge of water distribution practices and focuses on the practical aspects of construction, operation and maintenance of water distribution systems. Prepares students for the Environmental Operator's Certification Program (EOCP) Prerequisite: PUBW 1113 or PUBW 1114. (3 credits)

Jan 23 Mon 1830-2130 12 wks BBY CRN 44224

Pumps: Sanitary

PUBW 2201 **\$577***
Covers the operation and maintenance of dry well and wet well wastewater pumping facilities including submersible pumps, seals, impellers, suction and discharge lines, valves, hangers and couplings. Dismantling and reassembling of pumps will be demonstrated to clarify maintenance requirements and procedures. Odour control and related tasks will be discussed. Prerequisite: PUBW 1201. (3 credits)

Jan 10 Tue 1830-2130 12 wks BBY CRN 42856

CIVIL ENGINEERING TECHNOLOGY – DISTANCE EDUCATION

BCIT offers many courses in distance education format. Distance education courses can be started anytime throughout the year and completed from locations off-campus. For course fees, search the corporate site at www.bcit.ca using the course finder option and the course number. Students have up to one year from the registration date to complete any course offered through the Civil Engineering Technology Distance Education department. Registration is available online at www.bcit.ca or by telephone through the Registration and Information Department at 604-434-1610. Please contact the Civil Engineering Technology department at 604-431-4969 or 1-800-663-3606 for any re-registrations or departmental approval courses.

For information on any of the courses detailed below, please contact:

Pam Dade: 604-431-4969

Toll-free: 1-800-663-3606

Fax: 604-436-6113

E-mail: etde@bcit.ca

Mail: Civil Engineering Technology – Distance Education Department
3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2

Website: www.bcit.ca/construction/study/options/distance.shtml

The Civil Engineering Technology Distance Education department provides flexible, self-paced credit courses in Civil Technology for:

- those who wish to obtain a BCIT credential but cannot commit to night school or a full-time program.
- those who need to gain or refresh knowledge or expertise in a specific area and need only related courses.
- ASTTBC members working toward reclassification.

Three program levels are offered. Course selection for each program must be approved in advance.

The Associate Certificate is awarded upon completion of 25 credits in a specific subject area. The Intermediate Certificate of Technology is awarded upon completion of 35 credits and the Certificate of Technology is awarded upon completion of 77 credits.

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 available in the following program areas:

- Technical Communications
- Mathematics
- Graphical Communications
- Strength of Materials
- Hydrology
- Aggregates
- Traffic Technology and Transportation Planning
- Concrete Technology
- Asphalt Technology
- Soils Technology
- Geotechnical Engineering
- Estimating
- Contract Administration
- Engineering Economics
- Engineering Surveying
- Highway Construction
- Highway Design
- Subdivision Planning/Design
- Bridge Inspection

Current course information is available at www.bcit.ca/construction/study/options/distance.shtml

Water Pump Station Operation

PUBW 2202 **\$644***

Covers both pumping stations and wells. Includes operation of control valves and identification, maintenance and trouble shooting of pumps, demonstrations and hands-on maintenance of seals, packing, impellers, bearing and shaft alignment. Operational procedures for pumping, screening and treatment are discussed together with preventive and predictive maintenance programs. Prerequisite: PUBW 1201 or PUBW 1113. (3 credits)

Jan 12 Thr 1830-2130 12 wks BBY CRN 49063

Public Works Inspection Seminar

TSYH 4550 **\$659**

This course covers the duties and legal responsibilities involved in public works inspection: examines inspection techniques, reports and data collection; and identifies the components of the general specifications for construction. Inspection requirements and quality control for soil placement, asphalt cement, Portland cement concrete; and underground utilities are discussed. (3 credits)

Mar 13-17 Mon-Fri 0830-1630 1wk BBY CRN 43584

Note: This course is presented as a weeklong seminar.

DEVELOPMENT APPROVALS

604-432-8279 Mike_Boyle@bcit.ca
www.bcit.ca/construction/study/options/distance.shtml

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. The program was developed in conjunction with the Ministry of Transportation 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 land development and the approvals process.

Courses in the Development Approvals program are offered by distance education on an open registration, self-paced format.

The program leads to an Associate Certificate for students who successfully complete a program of studies and attain the required credit level.



Computer Aided Engineering

604-432-8521
604-432-8828
www.cad.bcit.ca

Bette Bayley
cad@bcit.ca

Please see the following in the Computer Aided Engineering section:

- Associate Certificate in Computer Aided Design Technology
- Schedule of courses offered this term

ASSOCIATE CERTIFICATE IN COMPUTER AIDED DESIGN TECHNOLOGY

A selection of Part-time Studies courses will be offered that will lead to an Associate Certificate in Computer Aided Design Technology. Computer Aided Design (CAD) tools are being used increasingly in engineering and architectural fields. As well, CAD has relevant applications in other areas such as facilities management, geomatics and interior design.

The associate certificate program is intended for:

- draftspersons, technicians or individuals who are skilled in a technical field who need to develop their CAD proficiency
- individuals who require a formalization of their technical abilities in CAD.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary school math, science and English or equivalent.

The program consists of two sections; required courses and elective courses as listed below. To be awarded an Associate Certificate, the student must complete the required courses and obtain a minimum of 12 credits from the list of elective courses to achieve a total of 21 credits.

Program Requirements: Associate Certificate in Computer Aided Design Technology

Required Courses (9 credits)	Credits
MECH 1000 Drafting Fundamentals for Mechanical	3.0
AICO 1000 AutoCAD 1	3.0
AICO 4090* CAD Practicum	3.0
*AICO 4090 to be performed upon completion of all other credits.	

Elective Courses	(12 credits)
AICO 2000 AutoCAD 2	3.0
AICO 2020 AutoCAD Customization	3.0
AICO 3001 AutoCAD 3D	3.0
AICO 3020 AutoCAD Programming	3.0
AICO 3045 Architectural Desktop	3.0
AICO 3050 CAD System Management	1.5
AICO 4021 Autodesk Viz	3.0
AICO 4041 Mechanical Desktop	3.0
AICO 4044 Autodesk Inventor	3.0
AICO 4048 SolidWorks 1	3.0
AICO 4148 SolidWorks 2	3.0
AICO 4050 VBA Programming for AutoCAD	3.0
COMP 1002 Microsoft Windows XP	3.0
GIST 5107 Autodesk Map	3.0

For a more complete list of electives, please refer to the BCIT website.

All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments in computer aided engineering.

Please see our website at www.cad.bcit.ca.
604-432-8521 Bette Bayley
604-432-8828 cad@bcit.ca

Autodesk

Authorized Training Center

All BCIT AICO part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, and have a working knowledge of Microsoft Windows. Computer Aided Design (CAD) courses also assume that students are familiar with technical drawings. Autodesk Inventor and SolidWorks courses assume knowledge of mechanical design.

Courses offered this term

AUTOCAD AND RELATED COURSES

AutoCAD 1

AICO 1000 \$615*

The first step in CAD training requires a thorough knowledge of commands and features of the CAD software. This intensive, hands-on course prepares the student with the knowledge and skills necessary for creating a basic 2D drawing. Other areas of study include editing, view manipulation, text, dimensioning, hatching and plotting techniques. (3 credits)

Jan 9	Mon/Wed	1845-2145	6 wks	BBY	CRN 10513
Jan 10	Tue	1845-2145	12 wks	BBY	10517
Jan 14	Sat	0830-1530	6 wks	BBY	10510
Jan 16	Mon-Fri	0830-1630	1 wk	BBY	10519
Jan 20	Fri/	1730-2030	2 wkds	DTC	10511
		+ Sat/Sun	0900-1700		
Feb 6	Mon-Fri	0830-1630	1 wk	BBY	10512
Feb 17	Fri/	1730-2030	2 wkds	DTC	41077
		+ Sat/Sun	0900-1700		
Feb 25	Sat	0830-1530	6 wks	BBY	10524
Mar 6	Mon-Fri	0830-1630	1 wk	BBY	10525

AutoCAD 2

AICO 2000 \$615*

To develop the required skills for preparation of working drawings, this advanced level course is required. It introduces the most efficient commands for various tasks to enhance CAD productivity. The course continues with advanced techniques for drawing, editing, annotating, external references, symbol libraries, working with attributes and plotting. Prerequisite: AICO 1000. (3 credits)

Jan 11	Wed	1845-2145	12 wks	BBY	CRN 46177
Jan 14	Sat	0830-1530	6 wks	BBY	10528
Feb 13	Mon-Fri	0830-1630	1 wk	BBY	10533
Feb 20	Mon/Wed	1845-2145	6 wks	BBY	10530
Feb 25	Sat	0830-1530	6 wks	BBY	10535
Mar 3	Fri/	1730-2030	2 wkds	DTC	10534
		+ Sat/Sun	0900-1700		

AutoCAD Customization

AICO 2020 \$615*

Designed for experienced AutoCAD users who would like to take advantage of AutoCAD's customization features to increase productivity and ease of use. Topics include configuration, modifying the ACAD.PGP file, accelerator keys, menu customization, command macros, sources of AutoCAD utilities, script files, slide libraries, custom linetypes and basic DIESEL. Prerequisite: AICO 2000. (3 credits)

Jan 14	Sat	0830-1530	6 wks	BBY	CRN 16394
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AutoCAD 3D

AICO 3001 \$615*

Introduces AutoCAD's 3D modelling and visualization capabilities. With AutoCAD, three dimensional wireframe, surface and 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 2000. (3 credits)

Jan 12	Thr	1845-2145	12 wks	BBY	CRN 19267
Feb 25	Sat	0830-1530	6 wks	BBY	19270

AutoCAD Programming

AICO 3020 \$615*

Introduces the AutoLISP, Visual LISP, and Visual Basic for Applications (VBA) programming interfaces that can be used to customize AutoCAD. Includes programming concepts, user defined commands, and drawing automation. Prerequisite: AICO 2000 (AICO 2020 recommended). (3 credits)

Jan 12	Thr	1845-2145	12 wks	BBY	CRN 71704
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Architectural Desktop

AICO 3045 \$715*

How to use the features of AutoCAD Architectural Desktop software in a typical architectural design project. Topics include conceptual design, modelling, 2D drawing layout, annotations and design features. Customization techniques and project management are also discussed. Prerequisite: AICO 2000 or equivalent. (3 credits)

Jan 10	Tue	1845-2145	12 wks	BBY	CRN 49791
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Autodesk Inventor

AICO 4044 \$715*

Covers sketching, part modelling, assemblies and design documentation. Autodesk Inventor uses adaptive technology to speed and simplify the mechanical design process. As a dedicated 3D mechanical computer aided design package it is ideally suited for conceptual design. Prerequisite: MCAD experience. (3 credits)

Jan 12	Thr	1845-2145	12 wks	BBY	CRN 42843
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OTHER COURSES

SolidWorks 1

AICO 4048 \$715*

Covers part modelling, detailing and assembly design. SolidWorks is a feature based parametric solid modeler used for mechanical design and manufacturing. This course covers the basic functions needed to use SolidWorks to create parts, assemblies and production drawings. Prerequisite: MCAD experience. (3 credits)

Jan 10	Tue	1845-2145	12 wks	BBY	CRN 44208
Jan 14	Sat	0830-1530	6 wks	BBY	45262
Mar 13	Mon-Fri	0830-1630	1 wk	BBY	71705

SolidWorks 2

AICO 4148 \$715*

Topics include design tables, sheet metal features, component design for volume manufacturing, advanced lofts, sweeps and the use of surfaces in a solid modelling environment. Advanced assembly techniques, drawing tools such as alternate views and the use of templates for drawing creation are also covered. Prerequisite: AICO 4048. (3 credits)

Jan 9	Mon	1845-2145	12 wks	BBY	CRN 46176
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CAD Practicum

AICO 4090 \$385

To demonstrate their efficiency with CAD, students produce industry standard CAD drawings to the specifications of the industry sponsor. They also produce a report documenting the project. Students who have met the prerequisite should contact the BCIT CAD Training Centre to request a practicum information package for this self-directed course. Prerequisite: Completion of all other credits required for the Associate Certificate in Computer Aided Design Technology. (3 credits)

Note: Departmental approval needed prior to registration in AICO 4090. Please contact the CAD Training Centre at 604-432-8828.

Computer Systems and Network Fundamentals

See Computing and Information Technology



Construction Management

604-412-7469
604-432-8351

Vivian_Husbands@bcit.ca
Beth_Currie@bcit.ca

BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT

Program Information Sessions

Check out the most current dates at www.bcit.ca/infosessions.

The Program

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

The program is offered through Part-time Studies and is presented in a flexible format of short modular courses. The evening format allows students to continue their studies while maintaining their employment. BCIT's full-time planned program delivery allows for completion in approximately 2 years. These courses may also be of interest to current professionals who may wish to participate on a professional development basis.

Entrance Requirements

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

- a recognized diploma or equivalent
- work experience, subject to departmental approval
- English 12 (C) or equivalent

All participants will be required to meet with the Program Head to review their initial application for acceptance.

For detailed information on the entire program, including descriptions of all courses being offered, entrance requirements and the application process, please visit www.bcit.ca/construction or use the phone number or e-mail listed above.

Construction Project Controls 1

CMGT 7100 \$255

This is the first of three courses covering the scope, time and analysis of construction costs, commonly called Project Controls. This course covers many aspects of task and time scheduling using Microsoft Project as an aid in developing, monitoring and controlling construction projects. Topics include stages of scheduling, planning activity interrelationships, milestones, task duration and risk, managing resources and managing float time. Prerequisite: Acceptance into the degree program or by departmental approval. (1 credit) *Bring a portable storage device to class.

Jan 19 Thr 1830-2130 6 wks BBY CRN 41273

Construction Project Controls 2

CMGT 7110 \$255

In this second of three courses on Project Controls, the cost and accounting aspects of construction projects will be emphasized. Building on the prerequisite course material, participants will prepare summary reports for tasks and resource pools, critical path analysis and work progress tracking followed by project costing and cost reports and their relationship to the overall schedule and cost requirements. Prerequisite: CMGT 7100. (1 credit) *Please bring a portable storage device to class.

Mar 9 Thr 1830-2130 6 wks BBY CRN 41274

Construction Project Controls 3

CMGT 7120 \$255

In this third and final part of this series on Project Controls, participants will be provided lectures on the theory of claims and shown how to use schedules for claim preparation. More advanced techniques such as simulation and expert systems will be reviewed and discussed. Primavera software will be used in a lab setting to develop and simulate these skills. Prerequisite: CMGT 7110. (1 credit) *Please bring a portable storage device to class.

Jan 17 Tue 1830-2130 6 wks BBY CRN 47315

Jan 18 Wed 1830-2130 6 wks BBY 44174

Statistics for Construction Management

CMGT 7160 \$640

The construction industry uses statistical techniques to analyse business and engineering data. Topics include summarizing data, probability, the normal curve, sampling distribution, hypothesis testing and linear regression and correlation. Upon successful completion, individuals will be able to intelligently read and interpret statistical material and use appropriate tools to perform various statistical calculations. Prerequisite: Acceptance into the Construction Management degree program or by departmental approval.

Jan 19 Thr 1800-2200 12 wks BBY CRN 49226

Management of Construction Equipment and Plant 1

CMGT 7200 \$255

The selection, efficient utilization and cost-effectiveness of major construction operations (such as earthmoving, lifting, transporting, etc.) have a significant impact on the overall cost and duration of construction activities. This course will review and discuss the operational parameters of many of these activities. This will also include the determination and management of equipment operating costs. (1 credit)

Jan 18 Wed 1830-2130 6 wks BBY CRN 41278

Management of Construction Equipment and Plant 2

CMGT 7210 \$255

Construction managers should be able to develop systems and procedures for the efficient management and maintenance of construction equipment and plant. The development of equipment maintenance systems and the options as to whether to buy, rent or hire equipment will be analysed. Discussion on the need for equipment operator and mechanic training programs will complete this course. Prerequisite: CMGT7200. (1 credit)

Mar 8 Wed 1830-2130 6 wks BBY CRN 49333

Health and Safety in Construction

CMGT 7220 \$255

Presents the role of key stakeholders involved in health and safety issues in construction. Sessions will include: Role of Workers Compensation Board, accident prevention on the construction site, protection of the public, health hazards and the cost of accidents in construction. Prerequisite: Acceptance into the Construction Management degree program or by departmental approval. (1 credit)

Jan 17 Tue 1830-2130 6 wks BBY CRN 70473

Construction Finance 1

CMGT 7300 \$255

The challenges of determining if a project is staying within budget are critical in today's fiercely competitive environment. This course illustrates the transition of the project estimate for bidding purposes, to the cost control system required to ensure profitability. It is designed for those who want to develop methods for monitoring and controlling costs of construction projects while emphasizing the importance of a proactive approach to corrective actions. Prerequisites: CMGT 7120 and CMGT 7150. (1 credit)

Jan 17 Tue 1830-2130 6 wks BBY CRN 41280

Construction Finance 2

CMGT 7310 \$255

This module covers four key processes that impact the successful completion of a project and the profitability of a contracting company. Participants will acquire the knowledge and skills required for: 1. Understanding the procurement cycle and identifying and interpreting the key factors in procurement. 2. Knowing the various methods of project control and implementing the appropriate one. 3. Understanding and calculating the correct overhead recovery rates for a project. 4. Managing change orders effectively. Prerequisite: CMGT 7300. (1 credit)

Mar 7 Tue 1830-2130 6 wks BBY CRN 41281

Construction Law and Ethics

CMGT 7420 \$485

This course covers the legal concepts that apply to the business of construction, including contracts and torts and relates these concepts to the construction process by dealing with topical issues. The course overlays ethical considerations on the strict application of the law. (2 credits)

Feb 28 Tue 1830-2130 12 wks BBY CRN 45236

Environmental Issues in Construction 1

CMGT 7640 \$255

Contaminated sites issues impact on both the contractor and the owner. Common surface and sub-surface contaminants and their migration patterns will be reviewed with current legislation. Issues relating to liability, risk, hazards and toxicity will be discussed. A section on the historical use of sites will conclude the course. Prerequisite: CMGT 7610. (1 credit)

Jan 16 Mon 1830-2130 6 wks BBY CRN 47327

Environmental Issues in Construction 2

CMGT 7650 \$255

This course will enable participants to manage construction-related environmental aspects with due regard to pollution prevention and long-term environmental protection. Topics will include legislation, sensitive areas (watercourses), construction and demolition waste, building materials, noise management and fuel handling. Prerequisite: CMGT 7640. (1 credit)

Mar 6 Mon 1830-2130 6 wks BBY CRN 47328

Project Reports

CMGT 7800 \$485

Primarily intended for the preparation of the final report for the industry sponsored project, this course will provide the basis and format for all technical reports required in the program. Emphasis will be placed on the overall structure, organization of information and the logical progression of concepts. This course should be completed at an early stage in the program. Prerequisite: CMGT 7100. (1 credit)

Jan 16 Mon 1830-2130 12 wks BBY CRN 41288

Project Proposals

CMGT 7820 \$255

This course is intended to be taken just prior to completion of the program. It will help students conduct the necessary literature review to clearly define their industry sponsor/research topic and to prepare an effective proposal for submission to the department. Students industry/sponsor is expected to provide occasional guidance and support relating to this activity. Prerequisite: CMGT 7800. (1 credit)

Mar 4 Sat 0900-1200 6 wks BBY CRN 46287



Technical Presentations

CMGT 7840 \$255

The ability to make an effective business presentation is now more essential than ever for individuals wanting to advance in their careers. This course will allow participants to analyse the need of their audience and then integrate their objective to the content and audience. Prerequisite: CMGT 7100. (1 credit)

Mar 1 Wed 1830-2130 6 wks BBY CRN 41289

Special Techniques in Large Construction Projects 1

CMGT 8200 \$255

This series of courses will develop the technical skills required to select and manage construction techniques common on large projects. Initial topics in this course will include case studies on the management of large projects, as well as various design-build options. Emphasis will be placed on developing written communication skills. Prerequisites: CMGT 7210, CMGT 7220 and CMGT 7250. (1 credit)

Feb 28 Tue 1830-2130 6 wks BBY CRN 42828

Management of Construction Enterprise 1

CMGT 8430 \$255

Participants will be introduced to the primary elements of the management of a construction enterprise, including the initial set-up of a construction company, the company profile and managing day-to-day operations. This will also require the management team to develop a marketing plan and fiscal plan that includes procurement, cash flow and risk analysis. Prerequisites: CMGT 7250 and CMGT 7320. (1 credit)

Mar 6 Mon 1830-2130 6 wks BBY CRN 41286

Industry Based Project

CMGT 8800 \$865

In conjunction with an industry sponsor, the student solves a management or technical problem relating to construction. This applied project must contain some elements that are innovative, experimental or exploratory in nature. A faculty advisor will provide guidance and direction where appropriate. A department committee will evaluate the final report and its presentation. Prerequisites: Completion of technical coursework, CMGT 7800, CMGT 7820, CMGT 7840 and departmental approval. (8 credits)

Jan 4 50 wks CRN 46747

MASTER OF SCIENCE IN CONSTRUCTION MANAGEMENT

Rosaline Baik at 604-432-8556 Rosaline_Baik@bcit.ca
Arezou Pouria at 604-453-4016 Arezou_Pouria@bcit.ca

If you already have a bachelor's degree and are managing construction projects, then upgrade your credential to an MSc in Construction Management. Created specifically for the construction sector, this internationally recognized program will be of particular interest to mid-career professionals. Offered in partnership with the University of Bath (UK), this program contains modules on Management in Construction, Economics in Construction, Construction Law, Managing Organizations, Pre-Contract Management and Corporate Strategic Planning, plus two elective modules. The very high-quality learning materials in this program are offered in a paper-based, distance learning format that students can take with them wherever they travel, so that they can complete it while working. Applications are accepted on a continuous intake basis.

For more information, visit www.cmmasters.bcit.ca

Electronics

BACHELOR OF TECHNOLOGY IN ELECTRONICS

604-451-6892

The Bachelor of Technology in Electronics is approved at the baccalaureate level by the B.C. Provincial Ministry of Advanced Education and is designed for electronics technologists (or equivalent) who wish to pursue a degree while working. The program provides graduates with the knowledge and skills to work with and design electrical, computer, automation and communication systems. It develops strong mathematics, physics and analytical foundations and broadens this skill set by including business management and liberal studies elements. With a focus towards an engineering level role in either the automation or telecommunication related fields, you will develop a thorough understanding of topics which include wired and wireless communications systems, feedback-control systems, computer networking, signal processing, modelling, and electromagnetism. This degree enhances career advancement opportunities for graduates, while supplying the high technology sector with highly-educated technology professionals who have strong practical skills.

As a part-time studies program it is scheduled to serve the needs of working professionals, with classes held in the evenings, weekends, in week-long formats, or in intensive six- to eight-week sessions.

Upon graduation, students who intend to pursue Professional Engineer recognition will need to apply to the applicable provincial engineering association for acceptance in the Engineer-in-Training (EIT) program. As our Bachelor of Technology program is new and not nationally accredited, such applications may entail supplemental studies before acceptance.

Please refer to BCIT's web page on the Bachelor of Technology in Electronics.

Visit: www.bcit.ca/study/programs/8900btech.

Entrance Requirements

1. English 12 or equivalent
2. A BCIT diploma in Electronics or Electrical Engineering Technology, or a diploma from any nationally-accredited program in a related engineering technology discipline, with a minimum course average of 65%. Alternatively, an equivalent level of education at the post secondary level and registration (or qualifying to register) as an Applied Science Technologist with ASTTBC will be considered.
3. A minimum of 6 months of relevant work experience prior to admission and a minimum of 2 years (including 6 months mentioned) prior to graduation. Work experience requirement is currently under review and is subject to change.
4. Interview with program head.

Application Procedure

The applicant may request a phone interview with the program head prior to sending in the application. Call 604-451-6892 for more information.

Candidates may select and register for courses after reviewing each term's course offerings.

Program Length

As a part-time studies program, a period of three to five years may be required to complete the program.

Prior to work experience requirement, candidates may accumulate credits as follows:

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

Program Structure

The general requirement for a Bachelor of Technology in Electronics degree program is a minimum of 70 credits from five components.

Components Credits

1. Degree Core	32.0
2. Specialization Electives	12.0
3. Management Component	9.0
4. Liberal Studies Component	12.0
5. Industry Project	5.0

1. Degree Core

(32 credits/all courses must be completed)

ELEX 7010	Engineering Statistics	3.0
ELEX 7020	Multivariable Calculus and Dynamic Systems	3.0
ELEX 7021	Scientific Computing 1	1.0
ELEX 7030	Thermodynamics	3.0
ELEX 7040	Engineering Materials	3.0
ELEX 7110	Linear Physical Systems	3.0
ELEX 7120	Linear Algebra and Vector Calculus	3.0
ELEX 7121	Scientific Computing 2	1.0
ELEX 7210	Signal Theory and Processing	3.0
ELEX 7220	Feedback Control	3.0
ELEX 7230	Electromagnetism	3.0
COMP 7081	Technical Issues in Software Design	3.0

2 Specialization Electives (12 credits required)

ELEX 8010	Data Communications	3.0
ELEX 8030	Real-Time Embedded Systems	3.0
ELEX 8110	Telecommunications System Design	3.0
ELEX 8130	Computer Networks	3.0
ELEX 8140	Mobile Communications	3.0
ELEX 8160	Electric Machines	3.0
ELEX 8170	Industrial Systems Electrical Design	3.0
ELEX 8275	RF Design Engineering	3.0

3. Management Component (9 credits required)

BUSA 7250	Management Skills and Applications	3.0
ELEX 8280	Engineering Law	3.0
ELEX 8290	Economics for Engineers	3.0

4. Liberal Education Studies Component (12 credits)

Students must complete 12.0 credits of Liberal Education. For further information please contact the Registrars Office at 604-432-8230

LIBS 7001	Critical Writing (required)	3.0
LIBS 7002	Applied Ethics (required)	3.0

5. Industry Project (5 credits)

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

ELEX 8300	Industry Project (required)	5.0
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Degree Courses Offered This Term*

BUSA 7250	Management Skills and Applications
COMP 7081	Technical Issues in Software Design
LIBS 7001	Critical Reading and Writing
LIBS 7002	Applied Ethics

*See the appropriate section of the *Part-time Studies Guide* to confirm course offerings and for the course descriptions and information.

Note: The following course offerings are dependent on sufficient enrolment.

The time and days for classes may change from those given, visit: www.bcit.ca for the latest information.



MatLab/Simulink Tutorial

ELEX 0362 \$300*

Introduces MatLab software and its use in electronics technology. The M programming language, Matlab graphics and the graphical user interface features of the language are used to solve problems and display results. Simulink is introduced for dynamic simulation in both continuous and discrete time. Students in the Electronics Bachelor of Technology program are advised to take this course if they have no previous MatLab experience.

Jan 7 Sat 0800-1530 1 wk BBY CRN 49795
Mon/Wed 1800-2130

Engineering Statistics

ELEX 7010 \$540

The course covers numerical and graphical methods of descriptive statistics, basic probability theory, the notion of discrete and continuous random variables and their probability distributions (focussing on the binomial, geometric, hypergeometric, Poisson, uniform, exponential, normal and Erlang-k distributions), the connection between probability and statistical inference (population and sample), sampling and sampling distributions, computation of confidence interval estimates and testing of hypotheses (involving means, differences of means, proportions, difference of proportions, variances), an introduction to simple and multiple linear regression, an introduction to experimental design and analysis of variance, and an introduction to basic principles of quality control. (3 credits)

Jan 10 Tue/Thr 1830-2130 8 wks BBY CRN 47282

Engineering Materials

ELEX 7040 \$540

Overview of materials used in engineering-metals, ceramics, plastics, semiconductors and wood. Examines microstructure of materials and macroscopic properties such as modulus of elasticity and tensile and shear strengths. Topics such as phase diagrams, solid state transformations, fracture, corrosion and sizing are included. Some laboratory demonstrations. Introduction to semiconductor and electronic devices. Crystal properties of semiconductor material will be described. Introduction to Bohr model and quantum mechanics, and the periodic table will be given. Energy bands and charge carriers in semiconductors will be described. Theory of forward and reverse biased p-n junction will be presented. Operation of field effect transistor will be explained. There will be experiments to relate to the electronic devices. (3 credits)

Jan 9 Mon 1830-2130 14 wks BBY CRN 70549
There will be lab sessions scheduled during the term.

Linear Algebra and Vector Calculus

ELEX 7120 \$540

This course covers the basics of vectors, matrices, matrix operations, determinants and linear transformations. Applications to linear algebraic equations and eigenvalue/eigenvector problems are covered, as well as to systems of linear ordinary differential equations. The course then covers vector functions and operators, curvilinear coordinates, line and surface integrals and integral theorems such as Stoke's and Green's theorems. Applications in circuit theory, control systems, network theory, electromagnetism, robotics, gravitation, and system modeling are emphasized. Co-requisite: ELEX 7121. Prerequisite: ELEX 7020. (3 credits)

Jan 11 Wed 1830-2130 16 wks BBY CRN 47283

Scientific Computing 2

ELEX 7121 \$200

Covers numerical methods and use of computer algorithms for discrete least squares approximation, trigonometric polynomial approximation, Fast Fourier Transforms, and Boundary value problems. Solutions of second order partial differential equations, namely, elliptic (Laplace's and Poisson's), parabolic and hyperbolic equations, and using finite difference methods will be covered. Computer programs and software packages (MatLab, etc.) will be used to solve equations. Co-requisite: ELEX 7120. Prerequisite: ELEX 7020. (1 credit)

*Feb 11 Sat 1300-1700 5 wks BBY CRN 47284

*Course will run on alternate Saturdays
There will be lab sessions scheduled during the term.

Feedback Control

ELEX 7220 \$540

Linear controller design in a variety of application areas. Model equations from first principles, empirical models. Continuous and discrete time frameworks. PID control analysis, transform controller design, state feedback design the linear quadratic Gaussian regulator problem, dead time compensation, sensitivity analysis, predictive control. Hands-on labs form an integral part of the course. Prerequisites: ELEX 7020 and ELEX 7120 and ELEX 7110. (3 credits)

Jan 12 Thr 1830-2130 14 wks BBY CRN 49213

There will be lab sessions scheduled during the term.

Data Communication

ELEX 8010 \$540

Course gives an overview of data communication. The course covers the ISO/OSI seven layer protocol model. Emphasis is placed on the role and function of communication protocols, particularly at the physical and data-link layers. Students gain an understanding of the various communication protocols that have been defined to create communication environments in which computers can exchange information in an open way. Course topics include protocol operation error detection and control, encoding, modulation techniques and data compression. Hands-on data communication programming and hardware labs are incorporated into the course so that students can master the material. Prerequisites: ELEX 7020. (3 credits)

Jan 10 Tue 1830-2130 14 wks BBY CRN 44378

There will be lab sessions scheduled during the term.

Mobile Communications

ELEX 8140 \$540

Topics covered will include mobile propagation phenomenon, modulation techniques and system considerations. Cellular, spread spectrum, microwave and satellite communications. Access techniques, analog and digital transmission, fading and shadowing, noise and interference, signal to noise radio requirements. Microwave applications including traditional applications, cellular interconnection, video transmission and LAN interconnection. Application to current practice is emphasized. A knowledge of MatLab (ELEX 0362) recommended. Prerequisite: ELEX 7230. (3 credits)

Jan 14 Sat 0900-1200 14 wks BBY CRN 49215

There will be lab sessions scheduled during the term

Industry Project

ELEX 8300 \$775

The student will complete the industry project in a workplace setting and choose a project that involves applied research or technology transfer. Activities can range from directed study projects to the preparation of a proposal, project plan and the development of formal deliverables - including a final report demonstrating the practical application of knowledge and skills in the local high technology economic sector. Prerequisites: department approval. (5 credits)

Jan 9 CRN 47424

Engineering Technologies

604-432-8785

Andrew_Dunlop@bcit.ca

Electrical and Computer Engineering Technology Part-time Studies Courses

The following courses may carry credit to the full-time Electrical and Computer Engineering Technology diploma program.

ELEX 1111	Electronics Manufacturing Processes (T)
ELEX 2115	Digital Techniques 2
ELEX 2120	Electronic Circuits 1
ELEX 2125	C Programming for Electronics
ELEX 3305	Microcontroller Systems 1

Electronics Manufacturing Processes (T)

ELEX 1111 \$870*

This is a project oriented course with intensive hands-on lab work. Students will develop two electronic products and will learn the fundamentals of electronic components and their selection, preparation of engineering drawings such as schematic diagrams, orthographic views and pattern layouts, and the design and fabrication of single and double-sided printed circuit boards. A popular printed circuit CAD program will be introduced to and used by students in the design of circuit boards. Students will have the opportunity to develop skills in: component heat analysis and heatsink selection, basic and high-reliability soldering, printed-circuit board repair and rework. (5.5 credits)

Jan 31 Tue/Thr 1845-2145 14 wks BBY CRN 42832

Digital Techniques 2

ELEX 2115 \$805*

Builds on the knowledge gained in ELEX 1115. Specifically to study and analyze: the utilization of logic gates in complex combinatorial circuits; magnitude comparators; combinatorial arithmetic hardware; MUX/DMUX/Encoder/Decoder logic; sequential logic devices (Latches, D, J-K, and T flip-flops); asynchronous and synchronous counters; count decoders and display systems; shift registers; serial and parallel data manipulation circuits; electrical specifications from data books (noise margin, propagation delay and loading considerations); interfacing logic to discrete devices; parallel digital data multiplexing; and bus structures. Graphical and VHDL design/simulation software (utilizing MAX+PLUS II and CircuitMaker 2000) development tools will be used in the laboratory. Hardware development/analysis tools will consist of a CPLD development board (Altera UP-2) a prototype board (with various DIP LSI/MSI ICs), a DMM and a Tektronix Digital Oscilloscope in the laboratory. Prerequisites: ELEX 1105, ELEX 1115, COMM 1143, MATH 1431, ELEX 2120* (recommended to be taken concurrently). (5.5 credits)

Jan 23 Mon/Wed 1845-2145 15 wks BBY CRN 70538

Electronic Circuits 1

ELEX 2120 \$1025*

An introductory electronic circuits course that provides the foundation for subsequent electronics courses in all options of the Electrical and Computer Engineering Technology program. The course explains how electronic circuits work and how to analyze, design, modify and combine them to perform complex functions. Laboratory work emphasizes logical circuit layout and wiring and the use of common test equipment to analyse and troubleshoot electronic circuits. Prerequisite: ELEX 2105 (may be taken concurrently) and MATH 1431 and COMM 1143. (7 credits)

Jan 24 Tue/Thr 1845-2145 15 wks BBY CRN 42909



C Programming for Electronics

ELEX 2125 \$820*

An introduction to C programming and software development. The Intel-based personal computer is used throughout this course for interactive learning. The course covers C program development as well as some assembly language programming on a computer simulator. Students will also learn to document and debug software and to utilize software libraries. Lab time will be devoted to demonstrations, lab exercises, and the solution of selected end-of-chapter problems in the course text. (4.5 credits)

Feb 6 Mon/Wed 1845-2145 11 wks BBY CRN 71683

Microcontroller Systems 1

ELEX 3305 \$925*

Using the Motorola M68HC12 MCU as a vehicle, ELEX 3305 introduces the single-chip microcontroller as a fundamental component of modern control and data acquisition systems. Course topics include: memory devices and addressing; CPU architecture; low-level programming and instruction execution; parallel (digital) input and output; interrupts; analog to digital converters; and timer sub-system components. A PC-based Integrated Development Environment and a single board microcontroller system are used, and strong emphasis is placed on software design and debugging methods. Prerequisites: ELEX 2115 and ELEX 2125. (7 credits)

Jan 23 Mon/Thr 1845-2145 15 wks BBY CRN 71684

The following courses are mostly non-credit but portions of certain of these may be applied towards credit courses:

Atmel Microcontrollers: Introduction

ELEX 0230 \$410*

Introduces the Atmel AVR family of 8-Bit RISC microprocessors. The hardware features are explored using the C programming language. Software development uses the AVR Studio (this IDE includes an assembler, a simulator and a programmer) and WinAVR (GNU GCC compiler for C, linker, debugger, and programmer). Prerequisite: ELEX 2125 or ELEX 2115.

Jan 24 Tue 1845-2145 12 wks BBY CRN 70534

Entry Prep for Electronics

ELEX 0410 *740

A preparatory course for those planning to enter Electronics Technology or Electronics Technician Common Core. Introduces electrical and electronics terminology and circuit theory and reinforces high school mathematics and physics skills. A hands-on lab component helps students to "learn by doing". Prerequisites: Math 12 and Physics 11.

Feb 6 Mon/Wed 1830-2130 12 wks BBY CRN 71682

Matlab/Simulink Tutorial

ELEX 0362

See details and dates under Bachelor of Technology in Electronics.

INTRODUCTION TO ELECTRONICS

This short-term program is intended for those who require a basic working knowledge of electronics for their jobs, or those who want to learn more about electronics. A Statement of Completion in Electronics (Basics) will be issued to students who successfully complete the following two courses: TELX 0175 and TELX 0176.

Electronics: Passive Devices

TELX 0175 \$745*

Focuses on the basic elements of electronics covering DC and AC circuits, introduces the concepts of voltage, current, resistance, series and parallel circuits, Ohm's Law, power, frequency, resonance, impedance and phase shift. Applies theory to construct circuits and proves the theory by making electrical measurements using standard test equipment

Jan 17 Tue/Thr 1830-2130 10 wks BBY CRN 10464

Electronics: Solid-State Devices

TELX 0176 \$745*

Continues from TELX 0175, focusing on semi-conductor theory. Topics include P-N junctions, diodes, bi-polar transistors, FETS, zeners, LEDs, rectification, amplification, oscillators and power supplies. Students will prove the theory by constructing and testing basic solid-state circuits. Prerequisite: TELX 0175 or instructor approval.

Jan 17 Tue/Thr 1830-2130 10 wks BBY CRN 10467

Environmental Engineering Technology

604-451-6906

Palvinder_Moses@bcit.ca

604-432-8344

Lorne_Sampson@bcit.ca

BACHELOR OF TECHNOLOGY IN ENVIRONMENTAL ENGINEERING TECHNOLOGY

For more information, visit www.eng.bcit.ca/enviro/

Program Objective

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

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

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

Entrance 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
- English 12 or equivalent
- an interview with the Program Head

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 and 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	Environmental Management
EENG 8783	Risk Management
BUSA 7250	Management Skills and Applications

Electives (2 credits required):

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

C. Major Elective Studies

(19 credits from 4 topic areas)

EENG 7740-7742	Groundwater (5 credits)
EENG 8750-8755	Liquid Waste (6 credits)
EENG 8760-8763	Solid Waste (4 credits)
EENG 8768-8769	Residuals Management (4 credits)
EENG 8770-8774	Contaminated Sites (5 credits)
EENG 8790-8792	Air Quality Management (6 credits)
EENG 8801-8805	Integrated Resource Management (5 credits)
EENG 8810-8812	Advanced Process Technologies (6 credits)
EENG 8820-8824	Advanced Chemical Analysis (6 credits)

D. Graduating Project

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

E. Liberal Education (12 credits required)

Check room locations and schedule updates at <http://www.bcit.ca/rooms/>

Environmental Case Studies

EENG 7700 \$255

This course provides an introduction to the major areas of study in the Environmental Engineering program. Topics covered include industrial and municipal liquid waste management, solid waste management; contaminated sites, environmental law, principles of environmental assessment, ground water flow and environmental management. Prerequisite: Diploma of Technology in Engineering or Science or departmental approval. (1 credit)

Jan 17 Tue 1830-2130 6 wks BBY CRN 17780

Chemistry 1 for EET

EENG 7710 \$255

This course is the first of a two-course series. The major topics covered are the structure of atoms, compounds, stoichiometry, oxidation and reduction and electrochemistry. Prerequisite: Diploma of Technology in Engineering or Science or departmental approval. (1 credit)

Jan 18 Wed 1830-2130 6 wks BBY CRN 46052

Chemistry 2 for EET

EENG 7711 \$255

This second course will build on earlier material and will include solutions, acids and bases, salt and buffer solutions, and solubility of compounds. Some applications of precipitation reactions to water and wastewater treatment will also be examined. Prerequisite: EENG 7710. (1 credit)

Mar 8 Wed 1830-2130 6 wks BBY CRN 17732



Engineering, Applied and Natural Sciences

Environmental Analytical Chemistry

EENG 7713 \$255

Interpretation of results obtained from analytical laboratories is an integral part of waste management or environmental assessment. This course is intended to provide an overview of the environmental laboratory discipline. Topics will include test parameter selection and sample collection concerns, analysis procedures, quality assurance and data management. Prerequisite: EENG 7712. (1 credit)

Jan 9 Mon 1830-2130 6 wks BBY CRN 47075

Methods of Wastewater Analysis

EENG 7714 \$485

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 7713. (2 credits)

Jan 10 Tue 1830-2130 12 wks BBY CRN 41306

Jan 12 Thr 1830-2130 12 wks BBY 41307

Hydraulics 1 for EET

EENG 7715 \$255

An introduction to hydraulics (including hydrostatics, fundamental flow and volume relationships) and solving simple, steady, pipe flow problems. Prerequisite: Diploma of Technology in Engineering or Science or departmental approval. (1 credit)

Jan 19 Thr 1830-2130 6 wks BBY CRN 17735

Soil Mechanics and Groundwater for EET

EENG 7716 \$255

An introduction to soil mechanics and groundwater, including soil origins, types and classifications, phase relationships, compaction, Darcy's law, flow nets, settling pond analysis, soil pressure and soil strength. Prerequisite: Diploma of Technology in Engineering or Science or departmental approval. (1 credit)

Jan 10 Tue 1830-2130 6 wks BBY CRN 17736

Hydraulics 2 FOR EET

EENG 7718 \$255

A continuation of Hydraulics 1 for EET, including pipe networks, pumps, uniform and non-uniform open channel flow and flow measurement. Prerequisite: EENG 7715. (1 credit)

Mar 9 Thr 1830-2130 6 wks BBY CRN 17738

Applied Toxicology

EENG 7721 \$255

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 7712. (1 credit)

Jan 12 Thr 1430-1730 6 wks BBY CRN 42625

Physical Hydrogeology

EENG 7740 \$255

This course gives students an overview of the occurrence and movement of groundwater in a variety of geologic settings and explains the effect of human activity on that movement. Topics include: types of aquifers, properties of porous media, groundwater flow and pump testing of aquifers. The course provides theoretical foundation for the study of groundwater contaminants in EENG 7741 – Contaminant Hydrogeology. Prerequisite: EENG 7717. (1 credit)

Mar 2 Thr 1830-2130 6 wks BBY CRN 19539

Contaminant Hydrogeology

EENG 7741 \$485

Major sources of groundwater contaminants and their flow in groundwater will be examined. Topics will include terminology, water quality, chemical constituents of groundwater, natural chemical evolution of groundwater, instrumentation, LNAPLs and DNAPLs, transport mechanisms, measurement of parameters, sources of contamination and an introduction to solutions employing analytical and numerical methods. Prerequisites: EENG 7740 and EENG 7713. (2 credits)

Jan 11 Wed 1430-1730 12 wks BBY CRN 19540

Jan 11 Wed 1830-2130 12 wks BBY 49990

Municipal Wastewater Treatment 1

EENG 8750 \$255

Examines the sources of municipal wastewater, factors that affect wastewater flow, measurement of wastewater flow and strength, effects of effluent discharges on the receiving environment, legislation, onsite treatment, screening, comminution, grit removal and flow equalization. Design and practical considerations will be emphasized. Prerequisites: EENG 7714 and EENG 7715. (1 credit)

Jan 19 Thr 1830-2130 6 wks BBY CRN 70489

Municipal Wastewater Treatment 2

EENG 8751 \$255

This course is a continuation of EENG 8750 and examines the principles of primary sedimentation and secondary treatment including suspended growth, attached growth and secondary clarification. Practical and operational aspects will be emphasized. Prerequisites: EENG 8750 and EENG 7718. (1 credit)

Jan 10 Tue 1430-1730 6 wks BBY CRN 19541

Mar 9 Thr 1830-2130 6 wks BBY 70490

Municipal Wastewater Treatment 3

EENG 8752 \$255

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

Feb 28 Tue 1430-1730 6 wks BBY CRN 17744

Drinking Water Treatment

EENG 8755 \$255

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. Prerequisites: EENG 7713 and EENG 7718. (1 credit)

Jan 19 Thr 1830-2130 6 wks BBY CRN 41311

Solid-Waste Management

EENG 8760 \$255

This course is the first of a four-course series in the solid-waste technical studies. Solid-Waste Management gives students an overview of municipal solid-waste management including collection, transfer, transport and disposal. Methods of processing, introduction to disposal facilities, disposal options and the economic and environmental issues of solid-waste management are topics covered in this course. Prerequisite: EENG 8780. (1 credit)

Jan 11 Wed 1830-2130 6 wks BBY CRN 17996

Recycling and Reduction Techniques

EENG 8761 \$255

Topics include the basis and impact of the 3 Rs on the waste management systems, industry examples, recycling and recovery of paper, cardboard, metals, plastic, oil, glass, and other commodities, new uses of recycling and recovery, composing basics, types of systems, design of plants and markets. Prerequisite: EENG 8760. (1 credit)

Mar 1 Wed 1830-2130 6 wks BBY CRN 17997

Advanced Residuals Management

EENG 8768 \$485

This course is designed to help students learn about the various aspects of hazardous material and waste management. Major emphasis will be on Acts and Regulations governing hazardous material and waste as well as determination, classification, handling and storage of hazardous waste. Additional topics include pollution prevention and waste minimization. Prerequisites: EENG 8760 and EENG 7721. (2 credits)

Jan 17 Tue 1830-2130 12 wks BBY CRN 46050

Environmental Site Assessment

EENG 8770 \$255

This course summarizes the five main processes in the management of contaminated sites: Site audit, site investigation, risk assessment, sampling and treatment and monitoring. It also provides the student with the necessary knowledge and skills to perform a site audit. Case histories will be used as examples to demonstrate the principles of environmental site assessments (ESAs) and environmental audits (EAs). Prerequisites: EENG 7713 and EENG 7716 or departmental approval. (1 credit)

Jan 9 Mon 1430-1730 6 wks BBY CRN 17752

Jan 9 Mon 1830-2130 6 wks BBY 47235

Contaminated Site Investigation Process

EENG 8771 \$255

This 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 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. Prerequisite: EENG 7741 and 8770. (1 credit)

Mar 2 Thr 1430-1730 6 wks BBY CRN 41304

Mar 2 Thr 1830-2130 6 wks BBY 47236

Site Remediation and Risk Assessment Process

EENG 8772 \$255

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

Jan 18 Wed 1830-2130 6 wks BBY CRN 46048

Sampling Methods for Contaminated Sites

EENG 8773 \$255

This field school involves two full days of hands-on sampling exercises: (1) Soil sampling using drill rig, backhoe and hand augers; (2) Groundwater sampling by installation, development and testing of monitoring wells; (3) Overview of surface water and sediment sampling techniques; and (4) Demonstration of geophysical investigation techniques. Prerequisite: EENG 8772. (1 credit)

Mar 4 Sat 0830-1730 2 wks BBY CRN 17756



Environmental Law 1

EENG 8780 \$255

This course provides an overview of the Canadian legal system and sources of environmental law. It addresses federal, provincial and municipal 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. Prerequisite: Diploma of Technology in Engineering or Science or departmental approval. (1 credit)

Jan 18 Wed 1830-2130 6 wks BBY CRN 17818

Environmental Management

EENG 8782 \$255

This course provides an overview of the process involved in managing the environmental aspects of projects on a global, regional and local scale. The course will examine cost-benefit analysis for the appraisal of environmental projects. The student will learn to apply the guiding principles of sustainability and consider the laws, policies and regulations related to environmental management. Emphasis will be placed on ISO 14000, life-cycle analysis and environmental risks and liabilities. Prerequisite: EENG 8780. (1 credit)

Jan 16 Mon 1830-2130 6 wks BBY CRN 17757

Risk Management

EENG 8783 \$255

This course covers factors affecting management decisions, including regulatory requirements, corporate standards, employee politics, public and media, financial limitations and risk communication. Other risk management options including prevention planning, emergency response, containment, on-site treatment, off-site treatment, landfill and other storage means will be examined. Prerequisites: EENG 8781 and EENG 8782. (1 credit)

Mar 7 Mon 1830-2130 6 wks BBY CRN 17758

Environmental Law 2

EENG 8784 \$255

This course addresses environmental regulation of various natural resource sectors in B.C., including forestry, mining, energy and fishing. The course covers laws regulating environmental impact assessment and environmental aspects of municipal and regional land use planning processes and the role of aboriginal rights in environmental and natural resource management. Prerequisite: EENG 8780. (1 credit)

Mar 8 Wed 1830-2130 6 wks BBY CRN 41303

Decision Making in Environmental Management

EENG 8785 \$485

This course examines decision making and decision planning models as they relate to environmental management. Topics include the historical roots of environmental management, rational decision-making processes, the institutional structure and methods of decision making in environmental management and the relationship between current decision making models and sustainable development. A working knowledge of environmental legislation and management practices are recommended. Prerequisite: EENG 8782. (2 credits)

Jan 17 Tue 1830-2130 12 wks BBY CRN 70492

Industrial Air Pollution Control Techniques

EENG 8791 \$485

This course provides an overview of the different methods used to control the release of air pollutants from industrial and mobile (vehicular) sources. The different types of contaminants, their causes and the regulations governing their release are discussed. The basic design principles of the various technologies and their application form the bulk of the course. A basic treatment of combustion and fluid dynamics is also covered. Prerequisite: EENG 8790. (2 credits)

Jan 19 Thr 1830-2130 12 wks BBY CRN 19545

Air Quality Monitoring and Testing

EENG 8792 \$485

This course covers the theory and practice of emission testing for particulates including gas flow measurements, isokinetic sampling, determination of gas molecular weight, moisture determination methods, sampling train components, equipment calibration, details of a complete testing program, calculation details, report writing and regulatory requirements. Prerequisite: EENG 8791. (2 credits)

Mar 6 Mon 1830-2130 12 wks BBY CRN 17764

Project Reports

EENG 8900 \$485

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: Diploma of Technology in Engineering or Science or departmental approval. (1 credit)

Jan 16 Mon 1830-2130 12 wks BBY CRN 18387

Project Proposal

EENG 8901 \$255

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

Mar 4 Sat 0900-1200 6 wks BBY CRN 19244

Technical Presentations

EENG 8902 \$255

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 their audience and then integrate their objective to the content and audience. Video feedback will be used extensively to provide immediate and practical comments as students develop comfort and confidence in business presentations. Prerequisite: Diploma of Technology in Engineering or Science or departmental approval. (1 credit)

Feb 28 Tue 1830-2130 6 wks BBY CRN 19245

Mar 2 Thr 1830-2130 6 wks BBY 19255

Applied Research Project

EENG 8903 \$870

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

Fish Harvesting and Processing Technology

604-432-8948 1-800-663-6542 ext 8948

Denise_DeLeebeek@bcit.ca

Registration: 604-432-8723 1-800-663-6542 ext 8723

Sharon_Cameron@bcit.ca www.bcit.ca/health/fish

These courses operate according to the current requirements of the fishing and food industries. We develop courses and workshops with the assistance of industry committees, and schedule them as needed. Contact Denise DeLeebeek (as above) to be added to our mailing list for notification of upcoming courses. For a current training schedule visit www.bcit.ca/health/fish/training or contact Sharon_Cameron@bcit.ca.

For specific training needs for your group or company, choose from our complete course list at www.bcit.ca/health/fish/training.

Workshop deliveries include:

- FOOD 0158 Chargehand
- FOOD 0168 Taking Your New Product to Market
- FOOD 1028 Food Microbiological Control
- FOOD 1778 Prerequisite Programs for HACCP
- FOOD 1418 Metal Can Defect Identification and Classification
- FOOD 1428 Canned Foods: Thermal Processing and Container Evaluation
- FOOD 1438 Retort Pouch Processing and Defect Identification

CD-ROM Training on Metal Can Defects

\$100 per CD or \$250 for a set of 3 (FOOD 0180)

- FOOD 0180 Set of 3 CDs (one of each below)
- FOOD 0181 Origins of Metal Can Manufacturing Defects
- FOOD 0182 Origins of Double Seam Defects
- FOOD 0183 Identification of Metal Can Defects

We have based these self-paced tutorials on material from CFIA's manual, "Metal Can Defects - Identification and Classification," and validated them through a committee of B.C. salmon canners, a can manufacturer, CFIA and Health Canada. Take these tutorials if you are a canned food inspector in a processing plant, or work in a can screening warehouse, government or private testing laboratory, import facility or can manufacturing plant.

To order CDs, contact Sharon_Cameron@bcit.ca. For more information on content, design, etc., refer to www.bcit.ca/health/fish/tutorials/.

Registering for BCIT Part-time Studies is a fully secured process. Your credit card number is encrypted in the process and cannot be read by a third party over the Internet. Visit www.bcit.ca for more details, see page 113.

Fluid Power

604-432-8521
604-451-6868

Bette Bayley
mechtech@bcit.ca

A selection of courses in fluid power (hydraulics and pneumatics) will be offered that help prepare for the certification exams offered by the Fluid Power Society. These courses will be of interest to people of all levels who deal with fluid power. The courses will be modular in nature and when combined can be used for transfer credit in trades and technology programs at BCIT.

Control of Hydraulic Circuits

FPWR 2000 \$350

Covers advanced topics in industrial hydraulics controls such as variable displacement pumps, load sensing circuits, pilot controls, and electro-hydraulic circuits. The course delivery combines practical exercises with discussions of typical industrial applications and lectures. Prerequisite: FPWR 1000 or MECH 2350. (2 credits)

Feb 11 Sat 0830-1530 4 wks BBY CRN 70512

Control of Pneumatic Circuits

FPWR 2050 \$350

Covers advanced topics in industrial pneumatics controls using pneumatic only solutions, such as air logic and cascade circuits, and electro-pneumatics systems. The course delivery combines practical exercises with discussions of typical industrial applications and lectures. Prerequisite: FPWR 1050 or MECH 2350. (2 credits)

Jan 14 Sat 0830-1530 4 wks BBY CRN 70511

Food Technology

604-432-8561

1-800-663-6542 ext 8561

Gary_Sandberg@bcit.ca

Registration: 604-432-8723 1-800-663-6542 ext 8723

Sharon_Cameron@bcit.ca www.bcit.ca/health/food/industry

We offer industry courses based on food product safety and quality (see list below). They are available in a variety of part-time formats: weekends, workshops, night school, online and correspondence. If you require specialized training to meet your company's needs, we can customize courses for delivery on or off campus. For more complete details, go to our website at www.bcit.ca/health/food/industry.

- FOOD 0180 Origins and Identification of Metal Can Defects – self-paced CD-ROM tutorials (also available separately)
- FOOD 1021 Introduction to Food Microbiology – correspondence
- FOOD 1022 Introduction to Food Microbiology: Lab 1 – night school

NEW

- FOOD 1091 Introduction to Food Technology – correspondence
- FOOD 1140 Prerequisite HACCP Programs (GMPs) – workshop
- FOOD 1150 Dairy Processing – correspondence
- FOOD 1160 Food Safety: The HACCP System – workshop
- FOOD 1163 Internal Auditing of HACCP Systems – workshop

NEW

- FOOD 1178 Prerequisite Programs for HACCP – online
- FOOD 1301 Food Safety for the Plant Worker – online
- FOOD 2150 Dairy Processing 1 – workshop

FOOD SAFETY ASSOCIATE CERTIFICATE

The Associate Certificate in Food Safety is intended for:

- employees in the food industry with no formal food science background who wish to upgrade their knowledge (e.g. production supervisors and plant managers, technicians, technical sales and marketing, dieticians and nutritionists, health inspectors, food industry entrepreneurs, line personnel)

- foreign-trained food technologists who wish to obtain Canadian certification
- individuals who wish to gain a better understanding of food safety issues in food processing

Please go to our website for more details at www.bcit.ca/health/food/industry.

Forensic Science Technology

604-412-7539

forensic@bcit.ca

www.bcitforensics.ca

The overall aim of the Forensic Science Technology program is to provide structured, applied technologically advanced training in forensic science and criminal investigation in British Columbia. The program is designed for maximum flexibility to meet career path and personal needs. Qualified candidates may, with departmental approval, take individual courses for professional development, obtain an advanced specialty certificate in a given area, or a Bachelor of Technology in Forensic Investigation only if all the admission requirements are met.

ADVANCED SPECIALTY CERTIFICATE IN FORENSIC INVESTIGATION

The Advanced Specialty Certificate in Forensic Investigation has four options of specialization:

- Essentials of Criminalistics
- Forensic Science Studies (Biological, Chemical, and Physical Aspects)
- Economic Crime Studies
- Computer Crime Studies.

BACHELOR OF TECHNOLOGY IN FORENSIC INVESTIGATION

The Bachelor of Technology in Forensic Investigation has three options of specialization:

- Forensic Science Studies (Biological, Chemical, and Physical Aspects)
- Economic Crime Studies
- Computer Crime Studies.

Many of the courses offered are requirements for both the advanced specialty certificate and the Bachelor of Technology degree. See the following list of courses offered this term.

Criminal Law 2: Legal Evidence

FSCT 7002 \$480*

Forensic evidence is subject to the general rules related to admissibility of evidence in the criminal trial process and is also subject to certain unique rules of scrutiny. This course will examine fundamental laws of evidence within the adversarial process and provides context for experts in their role as witness. Prerequisite: Admission to the program and FSCT 7001. (2 credits)

Jan 11 Wed 1830-2130 10wks BBY CRN 49235

Introduction to Commercial Crime In Canada

FSCT 7210 \$625*

This introduction to commercial crime in Canada considers three issues: theory, practical criteria, and satisfying the criteria. Primary crimes considered include: fraud, theft, criminal breach of trust, secret commissions, conspiracy, money laundering. Other crimes introduced include: security, customs and excise, planned bankruptcy, counterfeiting, and possession of goods obtained by crime. Prerequisite: permission of instructor or program head. (3 credits)

Jan 9 14 wks Online CRN 70418

Crime Scene Investigation

FSCT 7310 \$586*

Covers the major areas of crime scene examination in order to give an in-depth understanding in theories of searching and in dealing with the entire range of physical

evidence located during the various types of crime scene searches. Prerequisite: permission of instructor or program head. (3 credits)

Jan 20 Fri 1800-2100 4 wks BBY CRN 47547
+Sun 0900-1700

Forensic Pathology

FSCT 8130 \$460*

Basic legal and scientific factors relevant to forensic pathology. Examines the medical examiner and coroner system. Focuses on post-mortem determinations and presentation of pathological findings as evidence in court. Prerequisite: admission to the program and bridging courses. (1 credit)

Jan 14 Sat 1300-1600 5 wks DTC CRN 47549

Forensic Biology: DNA Typing

FSCT 8150 \$585*

Instruction in forensic biology including: evidence gathering and preservation, identification and comparison of body fluids and hair, historical and contemporary aspects of DNA typing, population genetics, databases, and legal issues. A portion of the course is hands on, including casework examples, interpretation of results and laboratory reports. Prerequisites: admission to the program and bridging courses. (3 credits)

Jan 12 Thr 1800-2130 13 wks BBY CRN 47553

Trace Chemical Evidence

FSCT 8220 \$520*

Forensic chemist's role in identifications through discussion of the potential and proper handling of exhibit materials, laboratory examination and analysis, identification and interpretation of the results and understanding of laboratory reports for investigative and court purposes. Prerequisites: admission to the program. (2 credits)

Jan 9 Mon 1800-2100 10 wks BBY CRN 47554

Medicolegal Aspects of Alcohol

FSCT 8230 \$575*

How alcohol affects an individual's ability to perform everyday physical tasks as their blood-alcohol concentration rises from sobriety to intoxication. Students will be exposed to the various technologies that are available in the world to measure alcohol intoxication. Prerequisite: admission to the program. (3 credits)

Jan 10 Tue 1800-2130 13 wks DTC CRN 47556

Forensic Toxicology 1

FSCT 8240 \$565*

Introduces analytical techniques, scientific instruments and common drugs that are encountered by forensic toxicologists. Explore quality assurance issues, pharmacology and pharmacokinetics of drugs (including marijuana and other new drugs), impairment versus intoxication and how the interpretation of drug effects are utilized in the courtroom. Prerequisite: admission to the program. (3 credits)

Jan 10 Tue 15 wks Online CRN 47557

Principles and Methods in Fingerprint Identification

FSCT 8320 \$580*

Introduces the historical and contemporary use of fingerprints for individualization. Covers: friction skin development, known fingerprint impressions, the Henry and Auto-Class Classification System, ridgeology, palm print individualization, crime scene examination, chemical detection and recovery procedures, and legal issues such as the Identification of Criminals Act, and expert testimony. Prerequisite: Admission to the program. (3 credits)

Feb 18 Sat 0900-1700 6 wks BBY CRN 47558



Principles and Methods of Firearms and Toolmark Examination

FSCT 8330 \$575*
Covers firearms and ammunition, serial number restoration, physical matching and comparison, range determination, gunshot wounds, and exhibit handling. Emphasis on firearm and toolmark identification to increase understanding of the uniqueness of tool marks as an aid in investigating and solving crimes. Prerequisite: admission to the program. (3 credits)
Feb 27 Mon-Sat 0830-1700 1 wk BBY CRN 70508

Forensic Imaging Techniques

FSCT 8360 \$660*
Gain knowledge and hands-on experience with digital imaging enhancement. Through a series of lectures and computer lab sessions, learn how to take photographs, film, video tapes and other evidentiary material through the digital process. Prerequisite: departmental approval. (3 credits)
Feb 20 Mon-Fri 0830-1630 1 wk DTC CRN 70513

Commercial Crime Investigative Techniques

FSCT 8410 \$456*
Drafting financial crime charges, witness/victim statements, document evidence, investigation plans, search warrants, undercover operations, money laundering, non-traditional investigative techniques and court brief preparation. Prerequisites: FSCT 7210 or FSCT 7220; and FSCT 7230 or equivalent, and departmental approval. (2 credits)
Jan 5 Thr 1830-2130 10 wks BBY CRN 49240

Introduction to Intelligence

FSCT 8435 \$684*
This course introduces students to contemporary techniques and applications of intelligence used within the enforcement, regulatory and compliance community. Prerequisites: admission to the program. (3 credits)
Jan 16 Mon-Thu 0800-1700 1 wk BBY CRN 48281



Forensic Accounting I

FSCT 8440 \$670*
Learn basic forensic accounting tools and techniques necessary to develop and report financial information regarding criminal and civil investigations. Covers: information sources, rules of documentary evidence, and financial interviewing, and forensic accounting approaches to investigating a number of specific criminal offences. Prerequisites: FSCT 8401, FSCT 8430, and departmental approval. (3 credits)
Jan 3 12 wks Online CRN 47560

Investigation of Insurance Fraud I

FSCT 8450 \$575*
Provides an introduction to proper investigation, the role of the insurance investigator and the position of the courts on fraud-related issues. Emphasis on personal, home and auto insurance fraud and its impact on industry and society. Prerequisite: FSCT 8410 or FSCT 8430, or equivalent, or departmental approval. (3 credits)
Jan 5 Thr 1800-2130 13 wks BBY CRN 47561

Tactical Analysis 2

FSCT 8480 \$456*
How to utilize social science information to create well supported and logically sound analytical products that are easy to understand. Develop a solid foundation from which to make predictions and recommendations about deviant and criminal behaviour. Prerequisite: FSCT 8430 or departmental approval. (2 credits)
Jan 9 Mon 1830-2130 13 wks BBY CRN 49238



Internet for Investigation

FSCT 8520 \$675*
Covers how to formulate good search strategies and mine the invisible web. Students develop and refine their search skills in the first half of the course. The second half introduces tools and techniques to make searches more efficient, effective, and secure. The course concludes with a module on cybercrime. Prerequisite: Departmental approval. (3 credits)
Jan 6 13 wks Online CRN 47563



Internet for Investigation

FSCT 0028 \$175
This course is offered to past students of FSCT 8520 for refresher purposes.
Jan 6 13 wks Online CRN 70688

Law for Computer and IT Professionals

FSCT 8530 \$670*
Focuses on recent changes to the law in Canada and abroad in response to technological advances. Covers presentation of technical evidence in courts. Students will obtain a broad perspective of telecommunications and computing technology as it relates to our legal system, and will be able to conduct effective and innovative investigations. Prerequisite: departmental approval. (3 credits)
Jan 10 Tue 1800-2130 13 wks DTC CRN 49239

Computer Security and Networks I

FSCT 8540 \$670*
Introduces computer communication via the net, wide and local area networks, an overview of system administration (police investigations), hands-on training in basic Unix commands symmetric and asymmetric cryptographic tools and firewalls. Prerequisite: FSCT 8510 or FSCT 8520, or equivalent, or departmental approval. (3 credits)
Jan 9 Mon 1800-2130 13 wks DTC CRN 47564

Computer Forensics

FSCT 8570 \$670*
Focuses on crime scene investigation by first responders, examination of digital evidence, investigative uses of technology, electronic technology crimes, digital evidence retention and documentation, and courtroom presentation of digital evidence. Prerequisites: completion of framework courses, plus FSCT 8540, or departmental approval. (3 credits)
Jan 11 Wed 1800-2130 13 wks DTC CRN 47565

Graduation Project/Internship 1

FSCT 8610 \$395
The student will conduct a literature review, choose, prepare and present a proposal for an industry-related project. A detailed project proposal will be prepared. Students are encouraged to complete this in a workplace setting. Prerequisite: completion of framework courses. Co-requisite: enrolment in specialized courses that will bring the total of such courses to a minimum of 19 credits in specified areas. (2 credits)
Jan 16 10 wks DIR CRN 47571

Graduation Project/Internship 2

FSCT 8620 \$650
In this course, the student will carry out the work specified in the project proposal, reporting progress to the faculty mentor. The student is encouraged to complete this in a workplace setting. Under supervision of the advisory team, the student will further develop, conduct and complete project/internship as proposed in FSCT 8610. Prerequisites: Completion of all framework and specialized courses and FSCT 8610. (5 credits)
Jan 16 15 wks DIR CRN 49236

Graduation Project/Internship 3

FSCT 8630 \$395
The student will conclude the project/ internship proposed and conducted in FSCT 8610 and FSCT 8620 respectively. A written final report will be submitted and presented orally to the advisory team. Prerequisites: Completion of all framework and specialized courses and FSCT 8610 and FSCT 8620. (2 credits)
Jan 16 10 wks Directed Studies CRN 49237

Forest Engineering Technology – Distance Education

604-432-8539 Dina_Patterson@bcit.ca
www.construction.bcit.ca/distance/forest

This program provides individuals with professional development training in many areas of the forest industry. All courses are offered through print-based distance education in which practical, field-based assignments integrate theory with current industry practices. There are no requirements to come to a BCIT campus.



Maps and Topographic Drawings

RRET 1105 \$275
This course introduces the learner to the principles of topographic maps and ordering aerial photographs. Mapping symbols, mapping systems, scale, contours, profiles and determining distance, direction and area are also covered in the course. (2 credits)
Jan 9 12 wks Distance CRN 41710



Trigonometry

RRET 1121 \$275
This course introduces the theory and application of trigonometric functions; right angle trigonometry and vectors, oblique triangles and vectors. (2 credits)
Jan 9 12 wks Distance CRN 40370



Forest Hydrology

RRET 1132 \$405
This is an introductory course in forest hydrology that covers: hydrologic cycles and its main elements (precipitation, evapotranspiration, subsurface flow, storage and surface runoff); the importance of water and forest site relations and applications of hydrology to forest management. (3 credits)
Jan 9 12 wks Distance CRN 43790



Business and Technical Communications

RRET 1160 \$405
This course introduces the process of writing routine technical documents, beginning with setting your objectives through selecting and organizing your information, to getting it down on paper. (3 credits)
Jan 9 12 wks Distance CRN 10925



Fundamentals of Forest Surveying

RRET 1301 \$405
Forest surveying provides the measurement framework upon which all works such as roads, bridges, terrain analysis, logging plans and the like are referenced to. A correctly measured framework will allow for accurate cost estimates and project durability through effective design techniques. (3 credits)
Jan 9 12 wks Distance CRN 41663



Engineering, Applied and Natural Sciences



Technical Reporting Writing

RRET 2175 \$405
This course covers the process of reporting technical information and explains the process of writing reports that have the primary purpose of giving routine information. In addition, you will learn how to prepare and write technical descriptions, processes and instructions. Prerequisite: RRET 1160. (3 credits)

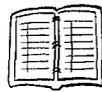
Jan 9 12 wks Distance CRN 10927



Analytical Report Writing

RRET 2183 \$405
Covers all aspects of analytical report writing including organizing information, presentation, drawing conclusions and packaging. (3 credits)

Jan 9 12 wks Distance CRN 49600



Soils Mechanics

RRET 2271 \$405
This course provides an introduction to the terminology, theory and practices related to geology, soil mechanics and basic engineering properties of soils. (3 credits)

Jan 9 12 wks Distance CRN 10928



Terrain Classification and Mapping

RRET 2273 \$405
This course will introduce the major surficial materials and landform types found throughout B.C. and provide information about the identifying features of each of these materials in order to recognize them on the ground. (3 credits)

Jan 9 12 wks Distance CRN 45114



Forest Soils

RRET 2274 \$405
Introduces students to terminology, concepts and skills that are necessary in order to describe soils and to assess them for various forestry purposes. Topics include physical and chemical properties of soils, forest floors, soil description, soil classification, use of soil survey reports and soil evaluation for road engineering. (3 credits)

Jan 9 12 wks Distance CRN 42234



Introduction to Harvest Methods

RRET 2442 \$405
This course provides an introduction to the terminology, theory and practices related to ground-based, cable-based, and aerial harvest methods within the context of environmental impacts and silviculture systems. It also covers the criteria for selecting harvest methods so that comparative characteristics can be evaluated on a site-specific basis. (3 credits)

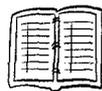
Jan 9 12 wks Distance CRN 18008



Introduction to Aerial Photography

RRET 3140 \$275
This course introduces fundamental concepts, knowledge and skills of photogrammetry and aerial interpretation as applied to natural resource management. Topics include indexing and ordering aerial photos, measurement of distance, height of objects and slope steepness on aerial photos; care and use of aerial photos and stereoscopes. (2 credits)

Jan 9 12 wks Distance CRN 49861



Road Construction Practice and Procedures Pt. 1

RRET 3310 \$405
This course commences with a review of the impact of forest roads on the environment and presents the sequential procedures in forest road construction including project management, clearing, grubbing, stripping, construction survey and subgrade construction. (3 credits)

Jan 9 12 wks Distance CRN 15281



Road Construction Practice and Procedures Part. 2

RRET 3311 \$405
This course introduces the installation of drainage structures; road surfacing materials and the inspection and quality assurance in forest road construction. (3 credits)

Jan 9 12 wks Distance CRN 15282



Bridge Fundamentals

RRET 3320 \$405
Provides an overview of all aspects of bridge planning, design, construction and inspection. Topics covered include: legal implications, environmental controls, site factors that influence design and construction, plus the basic engineering principles that apply to costing, stream hydrology, hydraulics and structural analysis.

Jan 9 12 wks Distance CRN 41712



Culvert Maintenance

RRET 3322 \$165
Introduction to terminology, theory and practices as related to accident prevention, drainage diversion, drainage structure failures and impediments to fish passage. Topics covered include an introduction to culvert design, specifications, cost estimating and policies to enable the practitioner to specify appropriate main measures of forest road drainage culverts. (1 credit)

Jan 9 12 wks Distance CRN 15334

Geographic Information Systems

604-451-7001
www.gis.bcit.ca

Maryann_Newmeyer@bcit.ca

BCIT offers an advanced diploma program (ADP) in Geographic Information Systems (GIS). The program can be completed through Part-time Studies or nine months of full-time study. You do not have to become a GIS ADP student if you want to take a selection of our part-time GIS courses to help your career advancement. If you are a GIS business owner or government agency, your employees may take courses tailored to your business needs at our campuses or at the workplace.

More detailed information on the GIS degree program is available at www.bcit.ca/construction/gis/

The following foundation courses may be required in order to fulfill the educational background required for practice in the GIS industry:

GIS Foundation Courses (12 credits)		Credits
GIST 7010	GIS Programming 1	3.0
GIST 8010	GIS Programming 2	3.0
SURV 5108	Fundamentals of Surveying	1.5
SURV 5208	Fundamentals of GPS	1.5
GIST 7132	GIS Database Systems 1	3.0

MapInfo

GIST 5027 \$340
This course 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 before taking this course. (1 credit)

Feb 4 Sat 0830-1630 2 wks BBY CRN 18108



GIS Programming 1

GIST 7010 \$615*
This course prepares students for GIS programming for macros, utility programs, databases, data conversion and application development. Students use the latest version of Visual Basic to develop structured and logical programs to manipulate GIS spatial and attribute data. This course covers such

additional topics as arrays, file output and an introduction to computer graphics. Prerequisite: This course is for students with little or no programming experience, but students must have the ability to effectively manage files and directories under Windows. (3 credits)

Jan 11 Wed 1830-2215 12 wks BBY CRN 71714
Jan 11 12 wks Online 71715

*Note: For the Internet course, students must contact Maryann_Newmeyer@bcit.ca or phone 604-451-7001 for registration approval and information on course materials.



Fundamentals of GIS

GIST 7100 \$425*
Provides an overview of Geographic Information Systems Technology, covering fundamental concepts, terminology and technologies associated with GIS, applications of GIS, data modelling, file and database systems, raster and vector data models, architecture of GIS software, data collection and input, data manipulation and analysis, general management issues and trends in GIS. (3 credits)

Jan 10 12 wks Online CRN 71716

*Note: This is an Internet-based course.

AutoDesk Map

GIST 7107 \$615*
Covers the basic technical skills required in spatial data collection and management within AutoDesk Map. Topics include CAD issues, workflow, spatial data tools, GIS definitions, topology (spatial relationships), advanced queries, property alteration and spatial analysis. Prerequisite: AICO 1000. (3 credits)

Feb 27 Mon-Fri 0830-1730 1 wk BBY CRN 71717



Mapping Using Microstation

GIST 7109 \$615*
A hands-on course that introduces students to Microstation PC, a powerful and popular software for digital mapping. Topics include Microstation basics, 2-D element constructions and manipulations, data entry, data editing, and data integrity. (3 credits)

Jan 1 12 wks Online CRN 71719*

*Note: This is an Internet-based, continual entry course. Students can start this course at anytime throughout the term and continue for 12 weeks from their start date. Please contact Maryann_Newmeyer@bcit.ca or 604-451-7001 for registration set-up and course material information.

Jan 14 Sat 0830-1730 6 wks BBY 71722**

**Note: This course is taught over 12 weeks, every second Saturday for 6 weeks in total.

ArcGIS 1: Introduction

GIST 7128 \$615*
Introduces the ArcGIS software family, including an overview of ArcVIEW desktop (equivalent to GIST 7028). Covers ArcEditor and ArcInfo functionality and ArcGIS data models. Students use the ArcMap, ArcCatalog and ArcToolbox applications to create and edit GIS data and perform mapping, data management and geographic analysis. (3 credits)

Jan 9 Mon 1830-2215 12 wks BBY CRN 71721

Mar 13 Mon-Fri 0830-1730 1 wk BBY 71720



GIS Computer Systems

GIST 7130 \$615
Focuses on developing skills for solving the diverse problems of the latest GIS computer systems. Students will examine operating systems, explore GIS web client-server relationships, write utility programs and simple GIS web server applications. Prerequisite: Previous programming experience is required (GIST 7010 or equivalent). (3 credits)

Jan 25 12 wks Online CRN 71723

Note: Students must contact Maryann_Newmeyer@bcit.ca or 604-451-7001 for registration approval and information on course materials.



GIS Remote Sensing

GIST 8118

\$615

Examines current satellite image acquisition systems, image display and enhancement, image geocoding and image classification and remote sensing applications in GIS. Digital image processing and analysis techniques are studied in theory and in practice using digital image processing software. (3 credits)

Jan 1 12 wks Online CRN 71724

Note: This is an Internet-based, continual entry course. Students can start this course at anytime throughout the term and continue for 12 weeks from their start date. Please contact Maryann_Newmeyer@bcit.ca or 604-451-7001 for registration set-up and course material information.

ArcGIS 2: Data Management and Analysis

GIST 8128

\$615*

Topics include map projections, coordinate systems, edge matching, rubber sheeting, data conversion, image display, introduction to customization, TIN data structure, slope/aspect and 3-D views, proximity and adjacency analysis, geocoding, routes and network modelling. Previous programming experience is recommended. Prerequisite: GIST 7128. (3-credits)

Jan 10 Tue 1830-2215 12 wks BBY CRN 71725

GIS Database Systems 2

GIST 8132

\$615*

Develops skills for using database software with GIS. Topics include the Oracle RDBMS architecture, ArcGIS Spatial Database Engine (SDE), case tools for GIS database design and GIS database web server programs. Prerequisites: GIST 8128, database knowledge and computer systems knowledge (GIST 7130 or equivalent). (3 credits)

Jan 12 Thr 1830-2215 12 wks BBY CRN 71718

BACHELOR OF TECHNOLOGY – GEOGRAPHIC INFORMATION SYSTEMS (GIS)

604-451-7001

Maryann_Newmeyer@bcit.ca

BCIT's GIS Bachelor of Technology degree provides excellent opportunities for career enhancement and professional growth. This program will appeal to graduates from many areas – for example, Surveying and Mapping, Forestry, Civil, Environmental and Mining – who wish to learn how to integrate GIS technology in their profession.

More information on the GIS degree program is available at www.bcit.ca/construction/gis/

Geomatics Engineering Technology

604-432-8627

David_Rutherford@bcit.ca

604-451-7001

Maryann_Newmeyer@bcit.ca

These Part-time Studies courses generally run in the evenings, Saturdays or as week-long seminars and are intended for students that are in need of upgrading their knowledge or require job-related academic qualifications but are not working towards a diploma or degree in Geomatics. These courses provide students who require further credits to obtain certification as Applied Science Technicians with ASTTBC. The Geomatics department also offers seminars on select topics.

Surveying for Mining or Civil

SURV 1004

\$195

This course is required to take with SURV 1104 for equivalency to SURV 2230 or SURV 2240. (0.5 credit)

Mar 25 Sat 0930-1530 1 wk BBY CRN 71741

Note: Students should contact Maryann_Newmeyer@bcit.ca or 604-451-7001 for confirmation before start of class.

Survey Instrument Operations: Levels

SURV 1101

\$725*

Principles of differential leveling using automatic levels through practical projects. Bench mark and detail leveling procedures, industry booking formats and note reductions. Ideal for the municipal engineering and construction industry. This course is partial equivalency to day school SURV 1130 or SURV 1140 and is one of the requirements for taking SURV 3495 or SURV 4495. Students looking for equivalency to SURV 1130 or SURV 1140 will have to complete additional hours to this course. (2.5 credits)

Jan 14 Sat 0900-1600 6 wks BBY CRN 41010

Note: Students need to contact Maryann_Newmeyer@bcit.ca or 604-451-7001 for confirmation before start of class. Students requiring equivalency for SURV 1130 or 1140 must also register into SURV 1004.

Basic Surveying with Total Stations

SURV 1104

\$725*

Basics of instrument setup, calibration and use of a variety of total stations including reflector less technology. Angle and distance measurement procedures, elevation determinations, traversing and topographic/detail surveys, data collection and data processing on typical industry projects. This course is one of the requirements for taking SURV 3495 or SURV 4495. Partial equivalency to day school SURV 2230 or SURV 2240. Students looking for equivalency to SURV 2230 or SURV 2240 will have to complete additional hours to this course. (2.5 credits)

Feb 25 Sat 0900-1600 6 wks BBY CRN 16383

Note: Students need to contact Maryann_Newmeyer@bcit.ca or 604-451-7001 for confirmation before start of class. Students requiring equivalency for SURV 1130 or 1140 must also register into SURV 1004.

Basic Map with GPS (Leica)

SURV 2001

\$495*

Suited to the mapping industry, students will be able to explain the theory and concepts of GPS, interpret GPS specifications, describe GPS hardware, plan a GPS mapping project, compile and analyse GPS field data, perform a RealTime GPS survey, export a data file using Leica equipment and software. (1 credit)

Mar 13 Mon-Tue 0830-1630 1 wk BBY CRN 46716

Note: Students should contact Maryann_Newmeyer@bcit.ca or 604-451-7001 to confirm registration before the start date.

Real Time GPS (Trimble)

SURV 2002

\$695*

GPS fundamentals, hardware configuration, data collection using Trimble Navigation's 5700/5800 GPS Total Station and data processing/editing using Trimble Geomatics Office (TGO). Three hands-on field exercises and Trimble Certification. Includes comprehensive manual covering both theory and practice. Equipment, material and instructor supplied by Cansel Survey Equipment. (1.5 credits)

Mar 15 Wed-Fri 0830-1630 1 wk BBY CRN 41820

Note: Students should contact Maryann_Newmeyer@bcit.ca or 604-451-7001 to confirm registration before the start date.

Engineering Survey 2A

SURV 3495

\$725*

Students will carry out calculations of highway and railway grades, earthwork volumes, horizontal circular curves and horizontal compound curves. Instruction will be given on coordinate geometry calculations, contouring from topographic data, creating a road centerline profile and x-sections. Student will carry out field surveys for the data collection and layout of basic engineering works. This course is equivalent credit

to SURV 3330. (3 credits)

Jan 14 Sat 0900-1600 5 wks BBY CRN 47601

Note: Students should contact Maryann_Newmeyer@bcit.ca or 604-451-7001 to confirm registration before the start date.

Engineering Survey 2B

SURV 4495

\$895*

The use of the total station for electronic data collection will be covered. Students will build on skills developed in Engineering Survey 2A. Students will calculate spiral curves, layout a building, run a total station control traverse and solve common survey line intersection problems. Point positioning using coordinate geometry will also be covered. This course is equivalent to SURV 4430. Prerequisite: SURV 4495. (4 credits)

Feb 18 Sat 0900-1600 7 wks BBY CRN 47602

Note: Students should contact Maryann_Newmeyer@bcit.ca or 604-451-7001 to confirm registration before the start date.

Eagle Point Field Survey

SURV 5001

\$425*

Students will set Eagle Point operating units, plot scales, symbol library and field codes. The course will cover electronic data file import and editing, reductions settings, automatic line work. Also covered are traverse adjustments, manual note entry and node placement. A field lab will be part of the course. (1.5 credits)

Jan 11 Wed 1845-2145 6 wks BBY CRN 47392

Note: Students should contact Maryann_Newmeyer@bcit.ca or 604-451-7001 to confirm registration before the start date.

Eagle Point COGO and CAD

SURV 5002

\$425*

Students will create layers, draw polar lines, create road alignments, define right of ways, subdivision lot boundaries, lot reports, staking (posting) reports, annotate plans, set-up borders and blocks and produce hardcopy plots. Standard survey intersection and inverse problems and Eagle Point drafting techniques and tools will also be covered. (1.5 credits)

Feb 22 Wed 1845-2145 6 wks BBY CRN 47396

Note: Students should contact Maryann_Newmeyer@bcit.ca or 604-451-7001 to confirm registration before the start date.

Fundamentals of Surveying

SURV 5108

\$275*

Introduces fundamental concepts of surveying and will demonstrate various surveying procedures. Topics include an introduction to survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations. This course is a requirement for students of the GIS Advanced Diploma program. (1.5 credits)

Jan 14 Sat 0900-1200 6 wks BBY CRN 49287

Note: Students looking for equivalency to GIST 7108 need to complete this course and SURV 5208.

Fundamentals of GPS

SURV 5208

\$275*

Introduces the fundamental concepts of Global Positioning System (GPS). Covers coordinate systems, datums, map projections and accuracy and reliability of spatial data. Explores GPS resources available on the Internet. This course will be of interest to all outdoor enthusiasts who use GPS for navigation. Prerequisite: SURV 5108. (1.5 credits)

Feb 25 Sat 0900-1330 4 wks BBY CRN 49286

Note: Students looking for equivalency to GIST 7108 need to complete this course and SURV 5108.

Part-time tip

It's your responsibility to ensure you have all prerequisites for each course in which you register.

General Interest Astronomy

The BCIT Planetarium is available as a resource to astronomy enthusiasts. In recent years, the facility has been used by Geomatics students. BCIT astronomy instructor Bill Burnyeat has launched some general interest astronomy courses.

Bill Burnyeat has been the community astronomer for the HR MacMillan Space Centre since 1985. He has taught astronomy to adults and children in B.C. for more than a decade. He has led an annual community astronomy summer tour of B.C. parks since 1986. More than 100,000 people have had the opportunity to look through large portable telescopes in dark sky settings. Burnyeat is the publisher and writer of the British Columbia Sky Guide. For more information about arranging a group visit to the BCIT Planetarium, contact Bill Burnyeat at 604-736-1174.

Please contact Maryann_Newmeyer@bcit.ca or phone 604-451-7001 to confirm registration before the start date.

Night Sky – Astronomy Basics

SURV 0120 \$195*
Features of the night sky, major stars, constellations and galaxies. Classroom sessions in the BCIT Planetarium and a field trip to Cypress Bowl. Make and use a planisphere to locate stars. Celestial motion concepts, planet identification and star clusters will be shown and discussed.

Jan 31 Tue 1845-2045 8 wks BBY CRN 47395

Celestial Navigation

SURV 0122 \$275*
Taught under the artificial sky of the BCIT Planetarium, students will focus on needs of the small boater, small aircraft pilot, or anyone interested in history techniques for navigation and learning the stars. Topics include: Early navigators and explorers; Mercator maps, celestial sphere and ecliptic path; Early theories of the universe; Motions of stars, planets, sun and moon; Using sextants and planispheres; Errors and refining data taken at sea; The seasonal stars and constellations; Finding latitude and longitude, or direction, without sophisticated aids.

Jan 27 Fri 1845-2115 8 wks BBY CRN 70602

Telescope Making

SURV 0125 \$395
For anyone who ever wanted to view the skies through a powerful telescope. This course will show you how to build and use an 8 inch (20 cm) Newtonian Reflector. The job is easy sailing in this all-wood construction.

Feb 16 Thr 1845-2045 6 wks BBY CRN 49285

Note: Additional material costs approximately \$95.



Introduction to AutoDesk Land Desktop

GEOM 7105 \$615*

Provides an introduction to the creation and management of projects and associated drawings using Land Desktop software. Topics include point object basics, labelling, description keys, point groups, horizontal alignment, parcel definition and terrain modelling. Prerequisite: AICO 1000. (3 credits)

Jan 9 Mon 1800-2145 12 wks BBY CRN 44421

Jan 1 26 wks Online 49301

Note: For the Internet-based, continual entry course, students can start this course at anytime throughout the term and continue for 12 weeks from their start date. Please contact Maryann_Newmeyer@bcit.ca or 604-451-7001 for registration set-up and course material information.

New Courses Coming This Spring!

AutoDesk Civil 3D

Students that have completed GEOM 7105 will be able to register in the spring for AutoDesk Civil 3D. It is designed for land-development professionals, such as civil engineers, surveyors, engineering technicians and drafters. The software features a consistent, modern interface that is easy to learn and to use. For more details about this course, please contact Maryann_Newmeyer@bcit.ca or 604-451-7001.

AutoDesk CAICE

This course will be of interest to consultants doing survey, designs and construction supervision work for the B.C. Ministry of Transportation (MOT). The MOT has recently implemented a CAICE Survey and Design Project Data Format Policy, requiring anyone doing work for the Ministry of Transportation to deliver the completed work in CAICE project data format. This course will provide instruction in the use of CAICE with a focus on MOT provided standards, software libraries, tables, design typical section templates and macros.

TDS Survey Pro Max

This course will be of interest to consultants providing Survey and Design services to the B.C. Ministry of Transportation (MOT). In conjunction with the CAICE software program, the B.C. MOT uses TDS Survey Pro Max with various survey instruments.

AutoDesk Civil Design 1

GEOM 7125 \$425*

Candidates will design horizontal and vertical roadway alignments, use templates to create finished grade surfaces from roadway alignments, use grading tools to calculate, cut and fill material volumes and assemble the roadway and site design information to create a drawing of the development site. Prerequisite: GEOM 7105. (1.5 credits)

Jan 11 Wed 1845-2145 6 wks BBY CRN 44425

Note: Students must contact Maryann_Newmeyer@bcit.ca or 604-451-7001 to confirm prerequisites.



Spatial Database Systems 1

GEOM 7132 \$615

This course is an introduction to database systems used in the Geomatics Industry. Topics include hierarchical, network and relation data models, database normalization, data security and integrity. SQL will be covered in terms of the DDL, DML and DCL command sets. Also, database applications will be constructed using VB. Prerequisite: SURV 4478. (3 credits)

Jan 1 12 wks Online CRN 70563

Note: This is an Internet-based, continual entry course. Students can start this course at anytime throughout the term and continue for 12 weeks from their start date. Please contact Maryann_Newmeyer@bcit.ca or 604-451-7001 for registration set-up and course material information.

AutoDesk Civil Design 2

GEOM 7135 \$425*

Equips candidates with advanced skills to proficiently use Autodesk Civil Design software to design engineering services for a land development site. Candidates will learn applicable procedures for site grading with 3-D polylines, points, contours, day-lighting and the grading object. Site analysis, volume calculations and construction grading reports are also discussed. Prerequisite: GEOM 7105. (1.5 credits)

Feb 22 Wed 1845-2145 6 wks BBY CRN 46717

Industry Training

BCIT Geomatics Engineering Part-time Studies is available to consult with your company to develop specific courses to meet your needs in a variety of Geomatics and Land Information related topics. We also offer employee assessment in the Geomatics field. Contact Dave Rutherford, BCLS, CLS – Part-time Studies coordinator at 604-432-8627 or David_Rutherford@bcit.ca. For more information, visit www.geomatics.bcit.ca.

BACHELOR OF TECHNOLOGY IN GEOMATICS – SURVEY AND MAPPING

604-451-7001 Maryann_Newmeyer@bcit.ca

Advances in the capture, management and use of spatial data are continually affecting the Geomatics industry, which requires individuals who are trained in current technologies. BCIT's Bachelor of Technology degree in Geomatics - Surveying/Mapping provides excellent opportunities for career enhancement and professional growth. This program will appeal to graduate surveying and mapping technologists who wish to pursue professional accreditation as a B.C. Land Surveyor.

Note: Interested applicants with related post-secondary education may be eligible to enrol by Advanced Placement into the second year of BCIT's Geomatics Engineering Technology Diploma before continuing with the Bachelor of Technology in Geomatics. Subject to approval by the Program Head, individuals may register in some courses while completing the balance of the required work experience.

More detailed information on the Geomatics degree program is available at www.bcit.ca/construction/geomatics/

Spatial Database Systems 2

GEOM 8132 \$615

Deals with advanced topics that are centered on the management of spatial and attribute data. Topics include database automation, the roles of RDBMS, ORDMS, Universal Servers, OpenGIS and web in relation to the storage and distribution of spatial data. Prerequisite: GEOM 7132 (3 credits)

Jan 9 Tue 1230-1530 15 wks BBY CRN 71979

Advanced Topics in Adjustments and Statistical Testing

Geomatics Project (Re-Registration)

GEOM 8230 \$300

Participants will undertake a major independent project in a selected area of Geomatics technology, in consultation with industry sponsors and faculty advisors. Participants will solve technical problems, demonstrate thorough knowledge of the project topic and present the project results by writing a technical report and making an oral presentation. Prerequisite: GEOM 7230. (6 credits)

Jan 1 10 wks DIR CRN 70601

Note: This section is for re-registration for students currently in the Bachelor of Technology program that require an extension for completion. Please contact Maryann_Newmeyer@bcit.ca or 604-451-7001 for registration details.



Advanced Topics in Adjustments and Statistical Testing

GEOM 8352 \$825

The course starts with a repetition of principals of the method of least squares and statistical testings, then it covers the adjustment of a general mathematical model. The main portion contains the adjustment of control networks, measures of quality, elimination of orientation parameters, sequential adjustments, distorted mathematical models, elimination of blunders by global and local tests, problem of reliability and sensitivity, problem of datum's and fall control networks, datum transformations and the adjustment with weighted parameters. The course ends with an introduction into deformation analysis. Prerequisites: SURV 4463 and MATH 4511. (4 credits)

Jan 11 Wed 0830-1230 15 wks BBY CRN 71980

Note: This course is taught during the day and is for students looking for exemption from the WCBE exams. Please contact Maryann_Newmeyer@bcit.ca or 604-451-7001 for approval to register.

High Precision Surveying

GEOM 8362 \$615

Introduction to high-precision surveying instruments, including their calibration and operation; accuracy standards and field procedures for high-precision horizontal and vertical control surveys (including high-precision GPS surveys); error analysis of survey measurements (angle, distance and height difference); pre-analysis and design of survey projects; application of optical and electromagnetic measuring principles and techniques; computation of three-dimensional coordinates and coordinate changes by intersection methods; scale bar on target methods and laser scanner methods; introduction to deformation and tunnelling surveys and analyses. Prerequisite: GEOM 7362. (3 credits)

Jan 9 Mon 1230-1430 15 wks BBY CRN 71728

Note: This course is taught during the day and is for students looking for exemption from the WCBE exams. Please contact Maryann_Newmeyer@bcit.ca or 604-451-7001 for approval to register.

Maintenance Management

604-432-8521 Bette Bayley
604-451-6868 mechtech@bcit.ca

The Maintenance Management Professional (MMP) certification program is a series of modules developed by the Plant Engineering and Maintenance Association of Canada (PEMAC). The program is designed for individuals aspiring to management positions as well as those currently in maintenance management and seeking formal training. Upon successful completion of all eight courses, an application can be made to PEMAC for use of the designation MMP (Maintenance Management Professional).

The courses are intended for those who are maintenance practitioners, have maintenance responsibilities or have either a maintenance or engineering background.

The program consists of the following courses:

	Credits
PEMA 1000 Maintenance Management: Introduction	1.0
PEMA 2000 Production and Operations Management for the Maintenance Manager	2.5
PEMA 2010 Human Resources Management for the Maintenance Manager	2.5
PEMA 2020 Accounting and Finance for the Maintenance Manager	2.5
PEMA 3000 Planned Maintenance Management	2.5
PEMA 3010 Predictive Maintenance Technologies	2.5
PEMA 3020 Computerized Maintenance Management	2.5
PEMA 4000 Capstone Course	2.5

Courses offered this term

Production and Operations Management for the Maintenance Manager

PEMA 2000 \$360*

Provides an overview of operations and production management to enable the maintenance manager to communicate more effectively with production managers. Topics include time management methods, production management, quality control, inventory control management, and the application to a maintenance environment including total productive maintenance (TPM). Prerequisite: PEMA 1000. (2.5 credits)

Jan 17 Tue 1845-2145 10 wks BBY CRN 70535

NEW Predictive Maintenance Technologies

PEMA 3010 \$360*

Introduces the various predictive maintenance technologies and discusses their impact and benefits. Topics include fault code analysis (FCS), wear particle analysis, vibration analysis, laser alignment systems, nondestructive testing (NDT) and infrared thermography. Prerequisite: PEMA 1000. (2.5 credits)

Jan 19 Thr 1845-2145 10 wks BBY CRN 71864

Manufacturing

604-451-6868 mechtech@bcit.ca
604-432-8330 Mick Andic

BACHELOR OF TECHNOLOGY IN MANUFACTURING

The Bachelor of Technology in Manufacturing degree program is accepting applications. The degree prepares 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.

Entrance Requirements

- A diploma in a manufacturing related technology such as Plastics Engineering, Robotics and Automation or Mechanical Engineering Technology or the equivalent level of formal training/education at the post secondary level.
- Minimum of six months of relevant work experience prior to admission, and a minimum of two years relevant work experience (which includes the six months indicated earlier) prior to graduation
- English 12 or equivalent
- Interview

Courses offered this term

Note: All MTEC courses include a combined session on Saturday, March 4, 2005. Time: 0900-1500.

Parametric Modeling

MTEC 7000 \$595

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

Jan 12 Thr 1830-2145 12 wks BBY CRN 42845

Note: Department approval required prior to registration in MTEC 7000. Contact Mick Andic, program head at 604-432-8330.

Inspection Methods for Quality Control

MTEC 7017 \$595

Covers methods used to determine the quality of manufactured components. Topics include quality concepts, in-process gauging, non-destructive testing and coordinate measuring machines. Considerations such as measurement errors and inspection cost will be addressed. Students will design inspection plans for a variety of parts. Prerequisite: MANU 3410. (3 credits)

Jan 10 Tue 1830-2145 12 wks BBY CRN 71706

Degree Project Planning and Management

MTEC 7092 \$595

Prepares the bachelor degree candidate for the graduation project. Topics include identifying a suitable project, identifying a faculty/industry project supervisor, writing a project proposal, developing a method of tracking project progress and orally presenting a project proposal for approval. Prerequisite: MTEC 7090. (3 credits)

Jan 12 Thr 1830-2145 12 wks BBY CRN 46188

Advanced CAM Applications

MTEC 8012 \$595

Further the student's knowledge of Computer Numerical Control (CNC) using CAM software for programming parts required in machining in three dimensions. Topics include defining alternate coordinate systems to assist in complex geometry creation, surface modelling and machining, fourth axis contouring and fourth and fifth axis positioning. Some of the programs may be proved out on BCIT's CNC machine tools. Prerequisite: AICO 1010. (3 credits)

Jan 12 Thr 1830-2145 12 wks BBY CRN 71707

Design for Manufacture and Assembly

MTEC 8045 \$595

Explores the techniques used to reduce production and assembly costs for manual and automated production. Topics include practical techniques for selection of materials and processes, design considerations for production, manual assembly and automated assembly, and Boothroyd and Dewhurst methods. Students review case studies and analyse several production assemblies. Prerequisite: MTEC 7045, OPMT 1411. (3 credits)

Jan 10 Tue 1830-2145 12 wks BBY CRN 49230

Check out BCIT Part-time each term (fall, winter, spring) for new course offerings.



Manufacturing Degree Project

MTEC 8090 \$795

The student will complete the industry project in a workplace setting and choose a project that involves applied research or technology transfer. The project will be innovative, experimental or exploratory in nature. Activities can range from directed study projects to the preparation of a proposal, project plan and the development of formal deliverables – including a final report demonstrating the practical application of knowledge and skills in the manufacturing sector. Prerequisite: MTEC 7092. (9 credits)

Note: Departmental approval needed prior to registration in MTEC 8090. Please contact Mick Andic, program head, at 604-432-8330.

The course schedule and/or course offerings may vary from the above.

Please see other sections of the flyer for Operations Management, Financial Management, Business Administration and Technology Management listings of other courses in this program.

Mechanical

604-432-8521 Bette Bayley
604-451-6868 mechtech@bcit.ca

Drafting Fundamentals for Mechanical

MECH 1000 \$485

Covers techniques required to communicate technical information in a graphic form. Includes sketching, orthographics, pictorials, sections, mechanical connections, auxiliary drawings and developments to provide the basics for developing CAD working drawings. Emphasis will be placed on understanding rather than draftsmanship. Example drawings will be analysed. Recommended as a prerequisite to CAD graphics courses. (3 credits)

Jan 10 Tue 1845-2145 14 wks BBY CRN 10488

Energy Systems

MECH 1120 \$410

Covers basic thermal and fluid systems, processes and cycles. Includes pumps compressors, engines, heaters and coolers, energy transfer, fluid flow and the conversion of energy. (3 credits)

Jan 12 Thr 1845-2145 12 wks BBY CRN 46250

Engineering Mechanics 1

MECH 1141 \$555

Introduces the basics for the design and analysis of many types of structures and mechanical devices encountered in engineering. Topics include trigonometry, vector analysis, forces, moments, free body diagrams (FBD) and equilibrium, applied to the analysis of frames, trusses, machines, cable-pulley systems and systems with friction. (4 credits)

Jan 23 Mon/Wed 1845-2145 10 wks BBY CRN 46251

Machine Design 1

MECH 3340 \$555

Introduces machine design, with emphasis on elementary design and analytical procedures for machine components. The course covers theories of failure, combined stresses, stress concentration, fatigue phenomena, welded and threaded connections. Problems are handled in both S.I. and Imperial units. Prerequisite: MECH 2240. (4 credits)

Jan 24 Tue/Thr 1845-2145 10 wks BBY CRN 17084

Mechanical Systems

604-432-8521 Bette Bayley
604-451-6868 mechtech@bcit.ca

Please see the following in the Mechanical Systems section:

- Associate Certificate in Mechanical Systems
- Associate Certificate in Fire Protection Inspection and Testing

Schedule of courses offered this term

ASSOCIATE CERTIFICATE IN MECHANICAL SYSTEMS

Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs in the options of: Heating Systems, Plumbing Systems and Air Conditioning Systems.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary school 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 for Mechanical	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

Heating Systems - Level 2

MSYS 3179 Hydronic Heating Systems	3.5
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Plumbing Systems – Level 1

MSYS 1086 Potable Water Plumbing Design	2.0
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Plumbing Systems - Level 2

MSYS 1087 Drainage Plumbing Design	2.0
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Air Conditioning Systems – Level 1

MSYS 2079 HVAC Load Analysis	3.5
MSYS 3050 HVAC Control Systems	2.5
MSYS 3079 Air Heating Systems	3.5
MSYS 4079 Air Handling Systems	3.5

Air Conditioning Systems - Level 2

MSYS 4179 Computer Aided HVAC Design	1.5
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Elective courses

MSYS 4470 Project Management and MSYS 4486 Energy Management may be used as electives for all options.

Other approved elective courses may be chosen from a variety of programs including Business Administration, Marketing, Operations Management or Engineering.

Courses offered this term

Building Construction for Mechanical

MSYS 1070 \$485*

For persons in Mechanical systems fields; to enhance understanding of the principle practices and materials typical to wood masonry, steel and concrete building construction, with an overview of space planning and organization. (4 credits)

Jan 12 Thr 1845-2145 14 wks BBY CRN 15610

Drainage Plumbing Design

MSYS 1087 \$350*

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 are reviewed. (2 credits)

Jan 18 Wed 1845-2145 8 wks BBY CRN 44229

HVAC Control Systems

MSYS 3050 \$485*

Provides an overview of HVAC control systems emphasizing DDC controls. The elements of common HVAC control systems and the overall system architecture are discussed. Students develop elementary programs using industry standard software and will use simulation programs to test their operation. Prerequisite: Detailed knowledge of HVAC systems and basic computer literacy. (2.5 credits)

Jan 9 Mon 1845-2145 10 wks BBY CRN 19254

Hydronic Heating Systems

MSYS 3179 \$485*

Covers theory and applications for hydronic systems design and components, boilers, controls, venting, combustion and ventilation air, building zoning, and fuels cost estimating. The above is applied to a design for preselected building. Prerequisite: MSYS 2079. (3.5 credits)

Jan 10 Tue 1845-2145 14 wks BBY CRN 71700

Air Handling Systems

MSYS 4079 \$485*

Design and size air distribution systems, air distribution requirements and air terminals selection. Use and selection of fans. Design and selection of various air handling systems and energy analysis for dual duct, multi-zone, CAV with reheat; VAV and VVT systems. Noise and vibration analysis in air handling systems. Prerequisite: MSYS 2079 and MSYS 3079 or departmental approval. (3.5 credits)

Jan 12 Thr 1845-2145 14 wks BBY CRN 41298

ASSOCIATE CERTIFICATE IN FIRE PROTECTION INSPECTION AND TESTING

604-432-8521 Bette Bayley
604-451-6868 mechtech@bcit.ca

The Mechanical Design and Manufacturing Technologies offers an Associate Certificate Program in Fire Protection Inspection and Testing. A selection of courses will be presented which can be completed through an evening Part-Time Studies Program. Many of the courses meet part of the basic academic competencies required for Certification by the Applied Science Technologists and Technicians of B.C. (ASTTBC) as a Fire Protection Technician in appropriate disciplines.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary school English, math, science or equivalent.

To qualify for an Associate Certificate the student must complete a minimum of 23 credits including all mandatory courses, a minimum of 10 credits from Option Courses and any approved Option or Elective Courses to attain additional credits.

All courses are subject to change. Additions and deletions to the listed courses reflect continuing developments. Students must have two years of relevant industry experience to be awarded the Associate Certificate.

Mandatory courses	Credits
OCHS 4420 Fire Safety 1	3.0
MSYS 1070 Building Construction for Mechanical	4.0
MSYS 1075 B.C. Fire Code 1	1.5



Option courses

BLDG 1830	B.C. Building Code: Part 3 Introduction	3.0
MSYS 1077	Emergency Lighting Systems	1.5
MSYS 2075	B.C. Fire code 2	1.5
MSYS 2080	Automatic Sprinkler and Standpipe Testing	3.0
MSYS 2084	Fire Alarm Systems Inspection and Testing	3.0
MSYS 2086	Smoke Control and HVAC Systems	2.5
MSYS 2088	Special Fire Suppression Systems	3.0
MSYS 2072	Commercial Kitchen Exhaust Cleaning	1.0
MSYS 2074	Commercial Kitchen Exhaust Inspection	1.0
OCHS 1410	Fire Extinguisher Service Technician	1.5

Elective courses

COMM 1103	Introduction to Business and Technical Communication	3.0
MECH 4080	Automatic Sprinkler Systems Design	1.3.0
MECH 4082	Automatic Sprinkler Systems Design	2.3.0
OCHS 4440	Fire Safety 2	3.0

We recommend that proposed programs be submitted to a Part-time Studies Program Advisor. Please call Program Advising at 604-434-1610

Courses offered this term

Building Construction for Mechanical

MSYS 1070 \$485*
For course information, please see schedule listed in the Associate Certificate in Mechanical Systems section.

B.C. Fire Code 1

MSYS 1075 \$285*
Emphasizes Parts 2, 6 and 7 of the B.C. Fire Code Regulation 1998. Provides an overall view of the fire safety requirements in and around buildings as well as the inspection, testing and maintenance requirements for fire protection systems in buildings. Students must bring the B.C. Fire Code to the first class. (1.5 credits)
Jan 18 Wed 1845-2145 6 wks BBY CRN 41006

Emergency Lighting Systems

MSYS 1077 \$430*
Provides an overview of the inspection and testing requirements for unit equipment for emergency lighting systems. Students will work with various types of batteries, chargers and testers, and perform applicable electronic calculations. Students will require a digital multimeter. Details will be given during the first class. Prerequisite: TELC 1139 or general knowledge of basic electricity and basic electronics. (1.5 credits)
Jan 19 Thr 1845-2145 6 wks BBY CRN 19708

B.C. Fire Code 2

MSYS 2075 \$285*
Emphasizes Parts 3, 4 and 5 of the B.C. Fire Code Regulation 1998. Topics include emergency planning, calculation occupant loads, as well as the regulations covering the storage of dangerous goods, the storage and handling of flammable and combustible liquids, dust producing processes and spray coating operations. Students must bring the B.C. Fire Code to the first class. Prerequisite: MSYS 1075. (1.5 credits)
Mar 1 Wed 1845-2145 6 wks BBY CRN 71699

Automatic Sprinkler and Standpipe Testing

MSYS 2080 \$485*
Provides those who operate, test and inspect these systems with an understanding of components and their operation; procedures for completing commissioning tests; weekly, monthly, yearly, and other tests required. Testing of water supplies; interpreting test results, recommending changes for code compliance. Prerequisite: Industry experience or departmental approval. (3 credits)
Jan 9 Mon 1845-2145 12 wks BBY CRN 70509

Fire Alarm Systems: Inspection and Testing

MSYS 2084 \$485*
Reviews the components, functions and operational principles of fire alarm systems. Covers the requirements for the inspection and testing of fire alarm systems in accordance with applicable codes, standards and regulations. Completion of inspection and test reports will be covered. This course will include field trips. Prerequisite: TELC 1139 or general knowledge of fire alarm wiring, basic electricity and basic electronics. (3 credits)
Jan 12 Thr 1845-2145 12 wks BBY CRN 19253

Hydraulic Sprinkler Systems

MSYS 4088 \$485*
Apply hydrodynamic analysis to optimize sprinkler system design using manual hydraulic calculations, spreadsheets and a computer hydraulic simulation program. Sprink-1000 analysis software is used to calculate flow rate and pressure drops to meet NFPA 13 as well as the minimum building code requirements. Prerequisite: MECH 4080 or equivalent. (3 credits)
Jan 10 Tue 1845-2145 12 wks BBY CRN 70510

Mining Technology

Robert_Leader@bcit.ca Maryann_Newmeyer@bcit.ca

Exploration for Investors

MINE 1010 \$445*
Provides an overview of mineral exploration and mining for those in the financial industry and for investors. Covers a basic introduction to geology, mineral deposits, exploration techniques, drilling, resource and reserve estimates, exploration agreements and mining methods. Includes an overview of how to read technical news releases, understand drill and assay results and evaluate exploration properties and companies. (2 credits)
Mar 23 Thr Fri 1330-1700 2 wks DTC CRN 70874
Sat 900-1600
Wed-Thr 1330-1700
Fri 900-1600

Note: Questions can be directed to Program Head, Robert_Stevens@bcit.ca or 604-432-8323.

Network Administrator Technician

See Computing and Information Technology

Nondestructive Testing

604-456-8027 Nancy_Naylor@bcit.ca
www.mechanical.bcit.ca/pts/ndte.shtml

Visit the CGSB Web Site at ndt.nrcan.gc.ca for information about government certification requirements.

The following courses meet the Recommended Training Course Guidelines of the Canadian Government Specifications Board.

Materials and Processes

NDTE 1151 \$615
Gives the basic background and knowledge required to perform and interpret nondestructive testing results correctly. Covers material properties; solidification of metals; casting, forging and welding procedures and their associated defects in a three day workshop. (2 credits)
Jan 30 Mon-Wed 0800-1700 3 days BBY CRN 41492

Radiography Level 1

NDTE 1169 \$1110
Covers the general principles of radiography; nature of penetrating radiation and its interaction with radiation and matter; radiation sources; detection and measurement of radiation; safety and darkroom procedures. Students learn the proper selection of a radiation source for a

given application, film type, screens, etc. and should be able to perform radiographic examinations according to prescribed techniques. (3 credits)

Feb 6 Mon-Fri 0800-1700 1 wk BBY CRN 49233

Ultrasonics Level 1

NDTE 1170 \$1110
Combines theory with practice, using a variety of ultrasonic testing equipment and test samples to cover generation of ultrasound. Instrumentation, frequency, velocity, wavelength, attenuation, calibration, reference standards, longitudinal, transverse and surface waves, reflection, Snell's Law, sensitivity and resolution. (3 credits)

Feb 27 Mon-Fri 0800-1700 1 wk BBY CRN 41336

Eddy Current Level 1

NDTE 1175 \$1110
Covers the basic concepts of induced current, characteristics of induced eddy currents, factors affecting conductivity, impedance, permeability and hysteresis, coil characteristics, signal to noise ratio, readout mechanics, phase analysis and methods and relationships of indications to discontinuities. Advantages and limitations of the method. (3 credits)

Mar 13 Mon-Fri 0800-1700 1 wk BBY CRN 43806

Liquid Penetrant Inspection Levels 1 and 2

NDTE 2177 \$1110
Provides detailed instruction in the theory and practice of liquid penetrant inspection including the capabilities and limitations. Practical lab work reinforces inspection techniques in accordance with codes and/or standards plus interpretation or indications. (3 credits)

Jan 23 Mon-Fri 0800-1700 1 wk BBY CRN 41487

Magnetic Particle Inspection Levels 1 and 2

NDTE 2178 \$1110
Provides detailed instruction in the theory and practice of magnetic particle inspection including the capabilities and limitations. Practical lab work reinforces inspection techniques in accordance with codes and/or standards plus interpretation or indications. (3 credits)

Feb 20 Mon-Fri 0800-1700 1 wk BBY CRN 40366

Parks Facility Management - Distance Education

604-432-8750 Tom_Saare@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca
www.construction.bcit.ca/distance/park

This program provides professional development training for those individuals who are responsible for the ongoing maintenance of park operations. All courses are offered through print-based distance education in which practical, field-based assignments integrate theory with current industry practices. There are no requirements to come to a BCIT campus.



Park Maintenance Management

PRKS 3600 \$405
This course provides an introduction to the requirements and process to establish an effective maintenance management program for a park facility. (3 credits)
Jan 9 12 wks Distance CRN 19092



Park Sewer and Sanitary System Inspection

PRKS 3610 \$275
Provides the knowledge necessary to perform regular maintenance inspections of park components, elements and facilities. Inspections include observation, rating, recording and recommending repair, replacement or scheduling of maintenance based on a system of facility safety and extended service life evaluation. (2 credits)
Jan 9 12 wks Distance CRN 40912



Park Building Inspection

PRKS 3611 \$275

Course provides the knowledge and skills necessary to perform regular maintenance inspection of all park buildings. (2 credits)

Jan 9

12 wks Distance CRN 40913



Park Electrical Systems Inspection

PRKS 3612 \$275

This course covers the inspection of park electrical components including distribution lines, generators, pull boxes, security lighting systems, safety systems, lighting systems, space and water heating systems and pumping systems. (2 credits)

Jan 9

12 wks Distance CRN 46653



Park Grounds Inspection

PRKS 3614 \$275

This course will provide the knowledge and skills necessary to perform regular maintenance inspections of park components, elements and facilities. Inspections include observation rating, recording and recommending repair, replacement or scheduling of maintenance based on a system of facility safety and extended service life evaluation. (2 credits)

Jan 9

12 wks Distance CRN 40914



Parks Structures Inspection

PRKS 3616 \$275

This course will provide the learner with the knowledge and skills necessary to perform regular maintenance inspections of park roadways, including observation, rating, recording and recommending repair, replacement or scheduling of maintenance based on a system of facility safety and extended service life evaluation. (2 credits)

Jan 9

12 wks Distance CRN 40915



Park Water Systems Inspection

PRKS 3618 \$275

This course covers the inspection of park water systems for water supply and irrigation. Course includes an introduction to water supply, distribution and treatment with a focus on systems installation, inspection of in-place systems, identifying symptoms of failure and reporting via field inspection. (2 credits)

Jan 9

12 wks Distance CRN 46654



Landscape Maintenance

PRKS 3622 \$275

This course provides an introduction to park landscape design concepts from the maintenance perspective and then covers the topics of planting and care of plants, soils and fertilizers, pruning, irrigation basics and plant selection. (2 credits)

Jan 9

12 wks Distance CRN 46753

Parks Safety and Security – Distance Education

604-432-8750

Tom_Saare@bcit.ca

604-432-8539

Dina_Patterson@bcit.ca

www.construction.bcit.ca/distance/park

This program provides professional development training for those individuals who are responsible for park safety and security. All courses are offered through print-based distance education in which practical, field-based assignments integrate theory with current industry practices. There are no requirements to come to a BCIT campus.



Crime Prevention Through Environmental Design

PRKS 3130 \$275

This course introduces learners to the principles of workplace and residential site inspections. Topics covered include a brief history of CPTED, how

to conduct site evaluations, strategies for reducing crime and techniques on how to implement strategies for a safer neighbourhood environment. (2 credits)

Jan 9

12 wks Distance CRN 43796



Effective Evidence Reporting

PRKS 3140 \$275

This course focuses on taking effective statements; the Judge Rules for statements; admissibility of evidence and effective evidence reporting. (2 credits)

Jan 9

12 wks Distance CRN 49920



Safety Program Compliance

PRKS 3302 \$275

An introduction to occupational health and safety programs which includes a detailed look at the requirements for an effective safety program. (2 credits)

Jan 9

12 wks Distance CRN 40331



Managing Safety Compliance

PRKS 3304 \$275

This course provides an introduction to the roles and responsibilities for safety, legal liabilities and precedents; the role of the WCB; safety program requirements; the process of safety program implementation and its application to specific workplace situations and the requirements for specific written work procedures. (2 credits)

Jan 9

12 wks Distance CRN 40332



Parks Safety Program Implementation

PRKS 3306 \$275

This course provides an overview of the essential safety skills for managing a park facility or parks-related project. These elements include defining roles and responsibilities for safety; legal requirements; the role of management and supervisors in ensuring compliance with health and safety requirements, legal and operational requirements for project safety analysis and written procedures, inspections, investigations and injury claims. (2 credits)

Jan 9

12 wks Distance CRN 42039



Campground Operations

PRKS 3312 \$405

This course provides an introduction to campground operations based on the Canadian Tourism Human Resources Council standards. Topics include professionalism, legislation, planning, marketing, financial management, human resource management, safety and security, facility management, office operations, retail operations and guest relations. (3 credits)

Jan 9

12 wks Distance CRN 45463



Park Risk Management

PRKS 3314 \$275

An introduction to risk management as related to parks and recreational operations.

Topics include basic risk management, risk management at parks facilities, tort liability, contract liability, risk control check lists and levels of risk control. (2 credits)

Jan 9

12 wks Distance CRN 41981



Small Office Management

PRKS 3316 \$275

This is an entry-level course for people with little or no experience in establishing or maintaining a small office operation. The central objective is to provide a practical introduction to small office operations. Topics include office management, customer service, handling mail and correspondence, managing simple information systems and an introduction to financial transactions.

Jan 9

12 wks Distance CRN 49863



Managing for Ecological Integrity in B.C.'s Parks and Protected Areas

PRKS 3410 \$405

This course provides an introduction to the concepts, definitions, principles and practices of managing for ecological integrity in B.C.'s Parks and Protected Areas. Prerequisite: High school graduation. (3 credits)

Jan 9

12 wks Online CRN 70644

Plastics

604-432-8521

Bette Bayley

604-451-6868

mchtech@bcit.ca

PLASTICS TECHNOLOGY ASSOCIATE CERTIFICATE

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, and sales.

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	3.0

*PLAS 1091 to be performed after completion of all other credits required for the associate certificate.

Mandatory options

At least one group of the following must be taken. More than one group can be taken to complete the certificate requirements or other courses from an Elective Group can be used if approved by the Plastics Technology Department.

Group	Courses	Credits
Group 1	Injection Molding (4 courses)	4.0
Group 2	Extrusion Process (4 courses)	4.0
Group 3	Composites (3 courses)	3.0

Elective courses

Approved courses may be chosen from a variety of programs including: Business Administration, Marketing, Operations Management or Engineering.



Courses offered this term

Introduction: Plastics Industry

PLAS 1001 \$215

Presents an overview of the plastics industry with topics that include: general consumption of plastics, Canadian plastics industry, local plastics industry, and markets for plastics. Also introduces how plastics are classified and the various types of thermoplastics and thermosetting plastics materials. Prerequisite: Grade 10 math and science. (1 credit)

Jan 10 Tue 1845-2145 4 wks BBY CRN 19278

Materials Laboratory

PLAS 1004 \$285

Covers general plastics testing procedures in accordance with ASTM standards. Tensile and compression tests on an Instron testing machine, melt index determination, film slip and dart impact tests, luminous transmittance, haze and gloss, temperature deflection and Vicat softening point are some of the actual tests which will be performed in accordance with ASTM standards. Prerequisite: PLAS1002. (1 credit)

Feb 20 Mon 1845-2145 4 wks BBY CRN 70521

Health/Safety/Environmental

PLAS 1011 \$215

Deals with the minimal hazards in plastics processing and how they are controlled. Included is the toxicity of plastics materials, fire toxicity and the effect of plastics on the environment. Also, a general discussion of the extent and feasibility of plastics recycling and the Workplace Hazardous Materials Information System (WHMIS) Federal regulations. Prerequisite: PLAS 1001. (1 credit)

Feb 14 Tue 1845-2145 4 wks BBY CRN 15599

Overview of Plastics Processes

PLAS 1016 \$215

Consists of a basic overview of the various plastics processes including: injection molding; compression and transfer molding; rotational molding; film, pipe and profile extrusion; thermoforming; foam or expansion molding; composites; coating, casting and fabrication. Prerequisite: PLAS 1001. (1 credit)

Mar 22 Wed 1845-2145 4 wks BBY CRN 15600

Injection Molding: Lab

PLAS 1023 \$285

Reviews basic injection molding problems and troubleshooting techniques using a combination of lectures and hands-on experience with commercial sized injection molding machines. The majority of the time will be spent actually making processing changes on an injection molding machine and analyzing the results. Prerequisite: PLAS 1021. (1 credit)

Jan 9 Mon 1845-2145 4 wks BBY CRN 17829

Plastics SPC 1 Introduction

PLAS 1070 \$215

Introduces Statistical Process Control with an emphasis on plastics process examples. Discussion will centre around the need for a process control system, process variation, control charts and the benefits of using control charts. The course concentrates on philosophies, policies and procedures rather than mathematical analysis. This course is the first of three on Statistical Process Control for plastics processes. Prerequisite: PLAS 1001. (1 credit)

Mar 21 Tue 1845-2145 4 wks BBY CRN 17830

Power Engineering

604-432-8521 Bette_Bayley@bcit.ca

Boiler Safety Awareness

POWR 0107 \$200*

Raises safety awareness of individuals who are required to watch over boilers during times when operating personnel are not present. This course prepares candidates to write the B.C. Safety Authority Boiler

Safety Awareness examination. Once BCSA certification is attained, the individual will be able to initiate safety shutdown procedures on the equipment.

Feb 14 Tue/Thr 1830-2130 1 wk BBY CRN 47356

Refrigeration Safety Awareness

POWR 0108 \$260*

Provincial regulations governing refrigeration plants and building air conditioning systems, not exceeding 1000kW name plate rating, require maintenance personnel, security staff and any other person overseeing the refrigeration plant or chiller to acquire RSA training. This course prepares candidates to write the B.C. Safety Authority examination for Refrigeration Safety Awareness.

Jan 17 Tue/Thr 1830-2130 3 wks BBY CRN 41590

Power Engineering – Distance Education

604-432-8390

Barbara_Cowen@bcit.ca

Move your Power Engineering career forward by upgrading to a higher level of Certification. Five complete programs (21 courses) are available specifically for those currently employed in industrial plants. Programs provide the knowledge to sit for the Power Engineering Certification Examinations in British Columbia and other provinces. Registration is continuous so that you may start your studies whenever you are ready. Program and course details may be found on the Power Engineering homepage – go to www.bcit.ca – click the “search” button and type in the words “power engineering”. Click “search.”

Provides those currently employed in industrial plants with the theoretical knowledge required for the B.C. and Inter-Provincial power engineering certification examinations. Study can be done at home (correspondence) or in class (tutorial) using telephone, e-mail, fax or drop-in help from experienced instructors. Recent parking improvements make access to the Burnaby campus easier. In order to write the Inter-Provincial examinations, candidates must have specified practical and qualifying experience as outlined in the B.C. Power Engineer's Boiler, Pressure Vessel and Refrigeration Safety Regulation. Applicants must have good writing skills. First, Second and Third class applicants must possess the next lower certificate, unless exempted by the B.C. Safety Authority. 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. Fourth Class students have an option to use traditional paper-based assignments or alternately, to use an Internet-connected computer to complete online tests related to each unit of instruction. A reference library and instructional videotapes are available to supplement course materials. Study programs are available in Fifth Class (Boiler Endorsement), Fourth Class, Third Class, Second Class and First Class Power Engineering. Contact the department at the above phone number for details and registration.

Renewable Resource Technology, Forest Ecosystems and Fish, Wildlife and Recreation

604-432-8539

Dina_Patterson@bcit.ca

www.forestry.bcit.ca

BCIT's Renewable Resources Technology offers a selection of Part-time Studies courses for personal and career enhancement and worker safety. There are limited seats, so we recommend that you register early. Contact Dina Patterson at 604-432-8539 or Dina_Patterson@bcit.ca

to receive additional information or to register for courses For further information, visit www.forestry.bcit.ca.

Find the course(s) that are right for you or your employees and register today. We offer many courses on-demand for a variety of industry and government clients upon request. Training is available in the areas listed below.

Certification courses

- Fire Training (Provincially certified)*
- ATV Safety and Use (Canadian certified)*
- Power Boat Operators (Canadian Coast Guard certificate)*
- Chainsaw Safety and Use (one-day)*
- Chainsaw Operating Skills (two-day)*
- Bear Awareness*
- Forest Measurements
- Small Power Equipment Operator
- Tree Pruning
- Maps and Compasses
- Forestry Education for Secondary Schools

ATV Rider Course

RENR 1144 \$364

Provides theory and practical training in safe all-terrain vehicle operation for industrial and recreational users. Taught using the Canadian Safety Council program, riders learn to safely operate, load, unload and transport ATV's. Successful participants will receive CSC certification. ATV's are provided for this course. Required for participation: Safety or hiking boots and gloves. (0.5 credit)

Mar 4 Sat 0830-1630 1 day BBY CRN 47305

Introduction to Log Scaling (Coastal)

RENR 1601 \$664

A five-day theory and field based overview of coastal grading rules and log species identification. Designed as an introduction to log scaling for those taking the first step to acquiring their provincial license and for individuals requiring an understanding of log scaling but not expecting to work as log scalers. Required for participation: Caulk boots. (2.5 credits)

Mar 13 Mon-Fri 0830-1630 1 wk BBY CRN 42870

FOREST RESOURCE TECHNICIAN PROGRAM, CERTIFICATE OF TECHNOLOGY

604-432-8506

Wayne_Horvath@bcit.ca

604-432-8539

Dina_Patterson@bcit.ca

www.forestry.bcit.ca

This one-year Forestry certificate program is offered full-time (September – May) at BCIT's Burnaby campus, with field labs conducted in various locations throughout North Vancouver and Maple Ridge. This program is designed to provide students with the field skills necessary to work in the forest industry. The program requires a minimum of Grade 10 Math and English (C+ or better) or (PLAR) Prior Learning Assessment and Recognition and is a great starting point for people interested in working in the field of forestry. Students may apply for individual course credit through Prior Learning Assessment and Recognition (PLAR). For information on the (PLAR) definition and process, visit www.bcit.ca/~plar/default.htm. Upon completion of the program, students will be awarded a Certificate of Technology in Forest Resource Technician and, if desired, may be granted partial credit toward the two-year Forest Ecosystems Diploma program at BCIT. Depending on individual skills, it may be possible to gain certification in – Chainsaw Falling and Bucking, Waste and Residue Surveys, Level 1 Log Scaling, Bear Aware/WHMIS, Survival First Aid with Transportation Endorsement, 4x4/ATV Safety and Use, Small Boats Operator, Fireline Certification as set out by the British Columbia Ministry of Forests – just to list a few. For further information, visit the Forest Resource Technician program website at www.forestry.bcit.ca.



School of Health Sciences

504-451-7089 or 1-800-663-6542 health@bcit.ca
www.bcit.ca/health

We provide access to lifelong learning through flexible course delivery formats including classroom, Distance Education/guided learning, online and clinical. Take one course for personal or professional interest, or register in programs that provide a variety of credentials from certificates and diplomas to advanced certificates and bachelor's degrees.

Online and Distance Education Course Materials

Distance Education course materials are no longer automatically ordered when you register for your Distance Education course. In order to receive your course materials you must contact the BCIT Bookstore at www.bcitbookstore.ca or 604-432-8379. Course manuals, materials and textbooks are not included in tuition. To ensure course materials are received prior to term start, please register at least two weeks prior to the course start date.

Course Cancellations

Courses may not be offered if there is insufficient enrolment.

Refunds

See Regulations and Registration, page 111.

The Path to a Degree

Bachelor of Technology programs are typically offered on a part-time basis through Distance Education. We have designed our bachelor's degree to fit your world.

Course details are subject to change without notice. Please refer to www.bcit.ca for the most up-to-date information.

Bachelor of Technology in Management – Health Specialty

This is a competency-based, workplace-oriented, learner-focused program. Classroom courses are an option but not a requirement in this self-paced, self-directed program. See Business and Media or contact the program administrator at 604-456-8070 or mgmtdegr@bcit.ca for program details.

Bachelor of Technology in Technology Management – Health Option

This degree option provides technologists and others with the knowledge, skills and attitudes for their roles as supervisors and managers in technologically intensive health organizations. Courses in the degree program are either in print-based or online Distance Education formats. View program requirements and course descriptions at www.bcit.ca/study/programs/8350btech.

Bachelor of Technology in Medical Imaging

1-800-663-6542 ext 8727 Victoria_Banham@bcit.ca
www.bcit.ca/study/programs/8300btech

BCIT offers Canada's first bachelor degree completion program specifically in Medical Imaging through Distance Education and online to registered technologists across Canada and around the world.

Advanced Topics in Patient Care

 **MIMG 7004** \$691
Provides a solid theoretical base for the delivery of safe patient care in potentially unstable or unpredictable situations, basic IV, oxygen, and suctioning theory; initiating intravenous infusion, total parenteral nutrition, pulse oximetry and ECG monitoring. Other topics include the purpose and significance of a variety of tubes, lines and specialized equipment,



"BCIT's Health Management Technology Management program was just what I needed to learn and develop the valuable skills I needed to understand and implement health care information systems. Thanks to BCIT, I have a new appreciation for how these systems can benefit my client, the front line caregivers, and of course the patients. The format and flexibility of the program complemented my full-time work schedule and active family life. I recommend this program to any health care worker."

Jane Kyle

RN, Information Security Coordinator
BCIT Health Informatics Technology Management
Part-time student

common emergencies and pharmaceuticals specific to the Medical Imaging department, including Cardiac Catheterization Laboratory. (3 credits)
Jan 9 12 wks Distance CRN 19317

 **Image Quality in Diagnostic Radiology**
MIMG 7007 \$691
Deals with three major components of image quality: contrast, spatial resolution and noise. Includes physics and technology of film-screen and digital imaging systems, physical characteristics of contrast, spatial resolution and noise in diagnostic radiology. Discusses measurement of image quality, and perception of visual information. Includes research studies on image quality. (3 credits)
Jan 9 12 wks Distance CRN 19320

 **Research Project**
MIMG 7008 \$691
Choose a research topic, review the literature, refine the research question, design a survey instrument, administer the survey, analyse the collected data and report your findings. Guidance in alternative research methods. Course modules are sequential so that research project evolves in a logical fashion. (3 credits)
Jan 9 12 wks Distance CRN 45860

 **Radiation Risks and Protection**
MIMG 7009 \$691
Philosophy of radiation protection through recommendations of ICRP 60. Practical radiation protection training. For those needing to design and perform QA programs, answers questions such as "How do I apply 'the justification of a practice' principle in my department?" and many more. Introduction to non-ionizing radiation. (3 credits)
Jan 9 12 wks Distance CRN 42679

 **Quality Assurance in Diagnostic Radiology**
MIMG 7010 \$691
Continuous quality improvements in diagnostic radiology. Quality management concepts and procedures, quality control testing for radiology and fluoroscopy systems, including digital radiography and fluoroscopy systems. QC testing for film processing, conventional tomography and mammography systems.

Repeat film analysis and radiation protection as a significant part of a radiology CQI program. (3 credits)
Jan 9 12 wks Distance CRN 45861

 **Quality Assurance Project**
MIMG 7011 \$691
QA and QC related to the development of a comprehensive QA/QC manual for diagnostic radiology. Detailed survey of the status of your department's QA program as basis for development of a QA/QC manual, with format and content listing items considered essential by the Radiation Protection Bureau – Health Canada. (3 credits)
Jan 9 12 wks Distance CRN 45862

 **Digital Image Acquisition Technologies for PACS**
MIMG 7012 \$691
Through readings and exploration of selected online resources, addresses the concepts, physical principles and technology components of digital image acquisition technologies for picture archiving and communication systems (PACS). Reviews fundamentals of film-based imaging; describes the rudimentary concepts of the digital image and image quality parameters for digital detectors. (3 credits)
Jan 9 12 wks Distance CRN 48876

 **Advances in Special Procedures**
MIMG 7101 \$691
Intended for technologists needing a formal study of special procedures. Includes angiography procedures, suite and patient considerations, and vascular anatomy using DSA Images, DSA equipment and procedures, including cardiac angiography, angioplasty, embolization, nephrostomy, biliary drainage and other interventional radiology examinations. Aimed at improving clinical performance in special procedures. (3 credits)
Jan 9 12 wks Distance CRN 42680

 **Magnetic Resonance Imaging 1: Physical Principles and Instrumentation**
MIMG 7200 \$691
Physical principles of MRI including basic physics of NMR and equipment needed to produce magnetic resonance images, digital imaging related to MRI, bioeffects and hazards of magnetic fields, radio frequency radiation and guidelines for safe use of MRI. (3 credits)
Jan 9 12 wks Distance CRN 19310



Magnetic Resonance Imaging 2: MR Procedures and Clinical Applications

MIMG 7201

\$691

MR imaging techniques and approaches that can be used for MR scanning of patients. Operator-controlled parameters, image optimization and how changes in the parameters affect image quality, positioning techniques contrast usage and equipment for any anatomic and pathologic region of interest. Indications, pathologies, possible protocol sequences and imaging planes will be covered for the head, soft tissue neck, spine, chest, abdomen, pelvis, upper and lower extremities, and pediatric imaging. Prerequisite: MIMG 7200. (3 credits)

Jan 9

12 wks Distance CRN 19311



Magnetic Resonance Imaging 3: Imaging Techniques QC and Artifacts

MIMG 7202

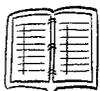
\$691

Concepts and clarification of fine points of k-space. Controlled parameters and how change affects image quality. MRI artifacts in respect to patient and technology. Mechanisms to minimize or eliminate recognized artifacts. Quality assurance phantoms and tests used to evaluate image characteristics for an effective QC program.

Prerequisites: MIMG 7200 and MIMG 7201. (3 credits)

Jan 9

12 wks Distance CRN 19314



Computed Tomography 1: Physics and Instrumentation

MIMG 7300

\$691

Physics and technologic aspects of conventional and spiral/helical CT: digital image processing, radiation attenuation, data acquisition and image reconstruction. Components of CT scanner and factors affecting image quality and radiation dose. Multi-slice CT technology and its application such as CT fluoroscopy, three-dimensional CT, CT angiography and virtual reality imaging. (3 credits)

Jan 9

12 wks Distance CRN 19307



Computed Tomography 2: Clinical Applications

MIMG 7301

\$691

Practical aspects of CT scanning: patient positioning, care and handling, and scanning protocols for the head, neck, chest, abdomen, pelvis and extremities. Equipment and clinical applications of CT. Prerequisite: MIMG 7300. (3 credits)

Jan 9

12 wks Distance CRN 19318



Breast Imaging 2: Clinical Applications

MIMG 7401

\$464

Explores a range of topics essential to clinical breast imaging including: anatomy and physiology, pathology, patient care and communication, positioning, technique and film evaluation considerations as well as clinical assessment.

Jan 9

12 wks Distance CRN 41348



Bone Densitometry

MIMG 7500

\$691

Osteoporosis and its impact on society; review of relevant anatomy and physiology. Various bone densitometry techniques. DEXA, and other methods for axial and peripheral measurements. QC issues and statistical interpretation of results relevant to DEXA. Current treatments and clinical applications encountered in clinical setting. (3 credits)

Jan 9

12 wks Distance CRN 46501

NEW

Graduate Certificate Nurse Practitioner (Adult)

604-454-2230 or 1-800-663-6542 ext 2230

Fax: 604-454-9731

Stephanie_Wood@bcit.ca

This post-masters' graduate certificate will educate experienced registered nurses for the role of nurse practitioner (adult). You will be interested in this program if you are an experienced registered nurse with an existing master's degree (nursing) and you wish to work in an advanced practice role as a nurse practitioner. Graduates of this program will be eligible to write the credentialing examinations in the province of British Columbia.

In the future, the courses for the graduate certificate may become part of a Master of Nursing at the British Columbia Institute of Technology. We hope to offer a master's degree for this program in the next few years.

Program Length

This program consists of four theory courses and three clinical courses. The theory courses are offered in an online format and clinical and laboratory courses will require periodic attendance on the BCIT Burnaby campus. The program may be taken on a full- or part-time basis, with a maximum of five years to complete study.

Courses include:

Theory courses		Credits
NSNP 9000	Applied Physiology and Human Responses in Health and Illness	3.0
NSNP 9005	Health Assessment and Diagnostic Reasoning for Nurse Practitioners	6.0
NSNP 9010	Applied Therapeutics	3.0
NSNP 9015	Foundations of Advanced Practice Nursing	3.0
Clinical Courses		
NSNP 9100	Assessment and Management of Adults' Health and Illness 1	5.0
NSNP 9200	Assessment and Management of Adults' Health and Illness 2	5.0
NSNP 9300	Assessment and Management of Adults' Health and Illness 3	15.0
Total Program Credits		40.0

Applications

Admission to the Graduate Certificate, Nurse Practitioner (Adult) will be competitive and applications may be made twice a year, for the September and January terms.

For full admission requirements and deadlines for application, or further information about the program, please contact Stephanie Wood.

Bachelor of Technology in Specialty Nursing

1-800-663-6542 ext 7100

specnurs@bcit.ca

BCIT offers Specialty Nursing programs leading to Advanced Specialty certificates and Bachelor of Technology degrees, including; Critical Care, Emergency, High Acuity, Neonatal, Nephrology, Occupational Health, Pediatric, Perinatal and Perioperative.

The only degree program in British Columbia that prepares registered nurses for employment in nursing specialty practice. The focus of the program is to integrate theoretical constructs and processes, such as professionalism, communication, collaboration, growth, reflective critical thinking and systematic enquiry into specialty nursing practice.

SPECIALTY NURSING PROGRAMS CORE COURSES

The degree program provides 60 credits of course work: 48 specialty and core nursing credits and 12 credits of liberal studies. You have seven years to complete the degree.

BUSA 7250	Management Skills and Applications
NSSC 8000	Systematic Inquiry
NSSC 8300	Creative Leadership
NSSC 8500	Professional Growth
NSSC 8600	Communities, Health and Partnership
NSSC 8800	Community Health: Partnerships in Action

SPECIALTY NURSING – CRITICAL CARE

604-451-7103 or 1-800-663-6542 ext 7103

Joan_Nielsen@bcit.ca www.bcit.ca/health/criticalcare

Critical care nurses provide care for patients and families who are experiencing actual or potential life-threatening illness. This nursing specialty program prepares registered nurses to practise in the following community and tertiary critical care areas: cardiac care, intensive care, neurological and cardiac surgical intensive care. Nurses may also choose program streams that focus their clinical practice in post-anesthetic units or in a combination of critical care and emergency settings.

NSCC 7100	Introduction to Critical Care Nursing
NSCC 7150	Dysrhythmia Interpretation and Management
NSCC 7200	Critical Care Nursing Theory 1
NSCC 7300	Critical Care Nursing Clinical 1
NSCC 7400	Critical Care Nursing Theory 2
NSCC 7500	Critical Care Nursing Clinical 2
NSCC 7600	Nursing the Complex Critically Ill Patient
or	
NSCC 7625	Post-anesthetic Nursing
NSCC 7115	Teaching and Learning in Specialty Nursing

SPECIALTY NURSING – EMERGENCY

604-451-7094 or 1-800-663-6542 ext 7094

Maya_Heskia@bcit.ca www.bcit.ca/health/emergency

This program is mandated to provide RNs with the knowledge, skill and leadership ability to work in a wide variety of emergency settings, ranging from rural to urban centres. The program melds a comprehensive curriculum of both emergency nursing theory and clinical practice. We offer the program in distance and full-time formats to suit the needs of prospective students and our industry partners.

NSER 7100	Emergency Nursing Theory 1
NSER 7200	Emergency Nursing Theory 2
NSER 7300	Emergency Nursing Clinical 1
NSER 7400	Emergency Nursing Theory 3
NSER 7500	Emergency Nursing Clinical 2
NSER 7700	Critically Ill Clients in Emergency Settings
NSER 7800	Emergency Nursing and Mental Health

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Vancouver Coastal Health (VCH) is one of Canada's largest healthcare service providers, serving more than a million people in the cities of Vancouver, Richmond, North Vancouver, West Vancouver and the scenic communities up the coast to Bella Bella.

We serve that public through our more than 100 facilities/community locations including:

- Vancouver General Hospital
- UBC Hospital
- Lions Gate Hospital
- Richmond Hospital
- GF Strong Rehabilitation Centre
- Minoru Place
- Vancouver Community Health
- Hilltop House (Squamish)
- St. Mary's Hospital (Sechelt)
- Powell River General Hospital
- Pemberton Health Centre.

From here to there, members of the VCH family of employees are consistent in what they say they like about working at VCH:

"lots of options and opportunities to move and shape careers within this organization"

Bigger can be better when you're looking for an organization that you can grow with. The scope of its services allows VCH to offer a formidable range of career opportunities – from acute care in hospital settings through to community-based care in residential, home health, mental health and public health settings.

"an outstanding commitment to education and training"

Keeping our staff's skills up to date is good for them, good for our patients and clients, and good for the organization. To develop each individual as a learner and to build a learning organization are key priorities for VCH.

"live where you want to live"

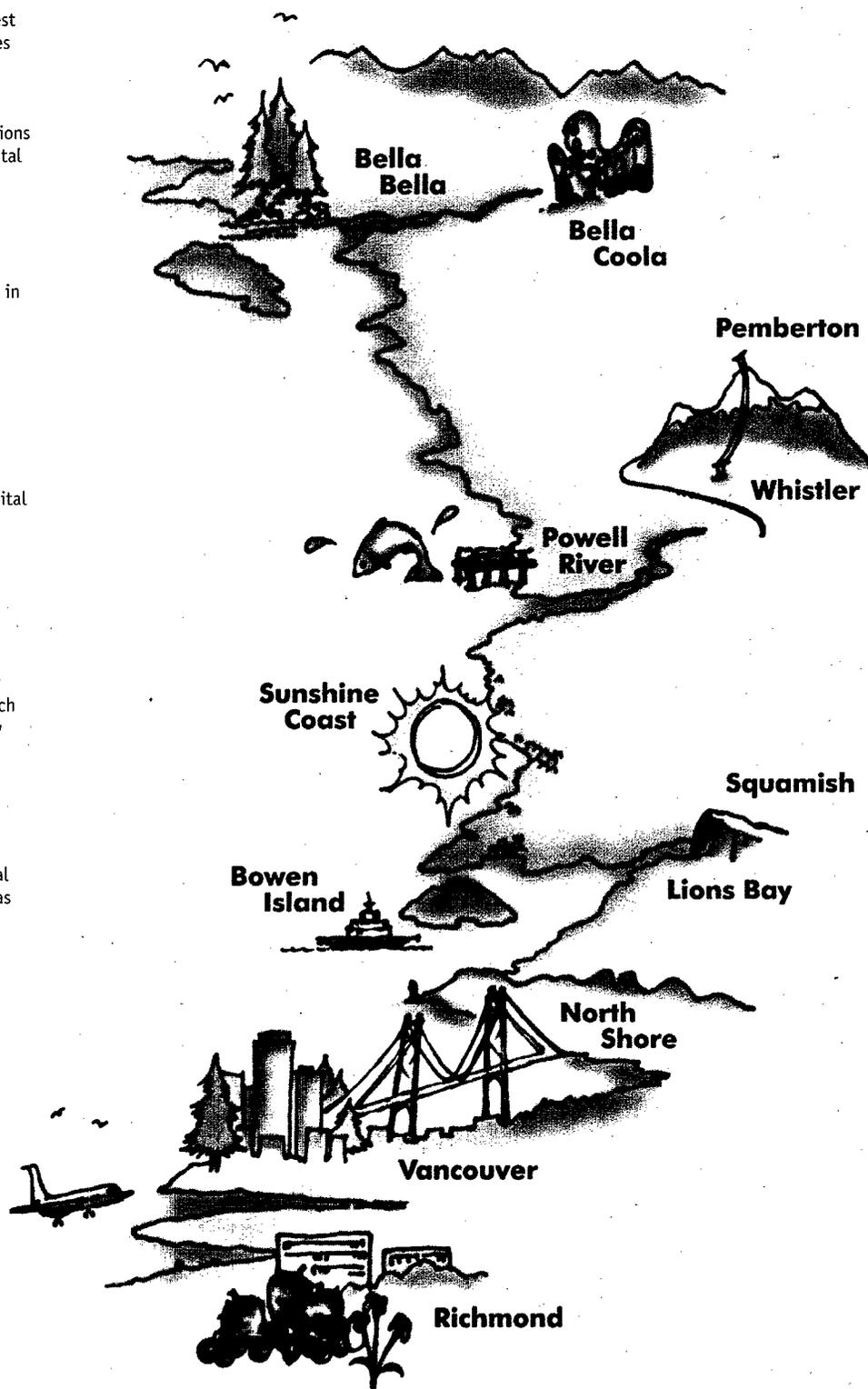
Could anyone else offer more diverse and stunningly beautiful locations to work and live? Big city, small town, suburban and rural are all possibilities. Employees can move within the organization as opportunities arise.

"friendships and workplace family"

Our employees make it very clear that one of the things they value most is the people they work with and the friendships they share. After all, a life rich with warmth, caring and laughter is fundamental to good health.

Visit us at www.vch.ca and click on "Careers" where you can explore our "career opportunities", watch our video on the VCH employee experience and hear what our patients say about us.

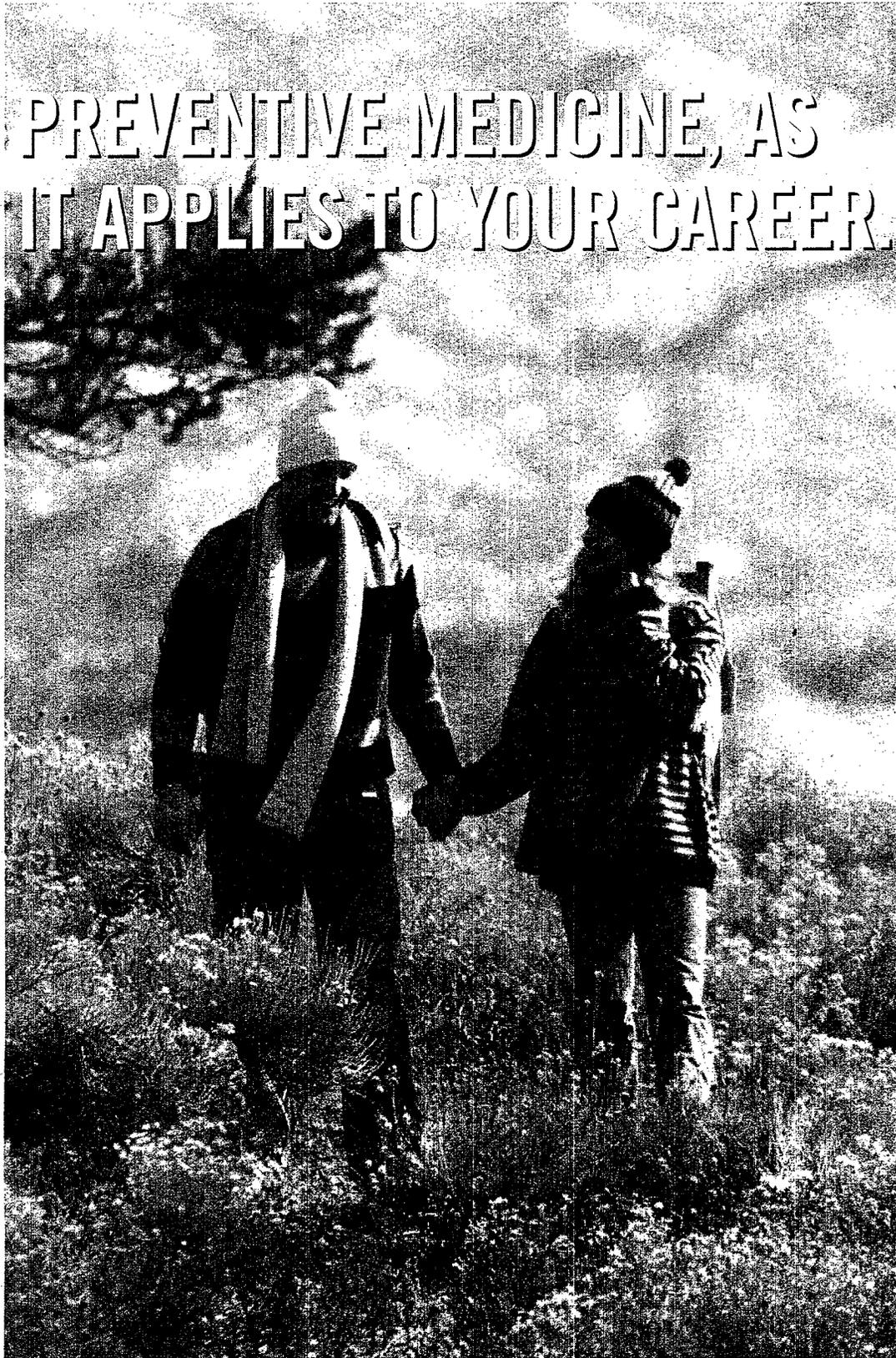
Or contact us at Vancouver Coastal Health,
Employee Engagement at 604.875.5152
or toll-free at 1.800.565.1727.



www.vch.ca



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calgary health region

SPECIALTY NURSING – HIGH ACUITY

604-453-7131 or 1-800-663-6542 ext 7131
 Venice_Fru@bcit.ca
www.bcit.ca/study/programs/680wascert

The High Acuity program has been designed for practicing RNs who are ready to expand their practice to care for patients in high acuity units. High acuity nursing involves caring for acutely ill adults who require hospitalization for complex and invasive medical and/or surgical treatment regimes. Many patients face the additional challenge of multiple and complex health disorders. In order to adequately care for these patients, nurses need extensive nursing knowledge and skills. The High Acuity Specialty Nursing courses provide nurses with evidence-based knowledge to utilize in practice to expertly recognize, intervene and manage acute changes in the complex conditions of the patients they care for. Currently, the High Acuity Specialty Nursing program is offered as a full-time program.

NSHA 7100	High Acuity Theory 1
NSSC 7150	Dysrhythmia Interpretation and Management
NSHA 7200	High Acuity Theory 2
NSHA 7300	High Acuity Clinical 1
NSHA 7400	High Acuity Independent Study Elective
NSSC 7115	Teaching and Learning in Specialty Nursing

SPECIALTY NURSING – NEONATAL

604-432-8982 or 1-800-663-6542 ext 8982
 Sheila_Torgerson@bcit.ca
www.bcit.ca/study/programs/680tascert

Neonatal nurses promote health for vulnerable infants and their families in a variety of health-care settings. The goal of this nursing specialty program is to provide nurses with the knowledge, skills and attitudes that are foundational to neonatal health promotion. The program emphasizes infant and family diversity, strengths, capabilities and vulnerability; the significance of partnerships; the contextual nature of decision making in clinical practice; and the importance of lifelong learning.

NSNE 7100	Neonatal Theory 1
NSNE 7200	Neonatal Theory 2
NSNE 7300	Neonatal Clinical 1
NSNE 7400	Neonatal Theory 3
NSNE 7500	Neonatal Clinical 2

SPECIALTY NURSING – NEPHROLOGY

604-451-7094 or 1-800-663-6542 ext 7094
 Maya_Heskia@bcit.ca www.bcit.ca/health/nephrology

Nephrology Nursing is a distance-based program for those wishing to pursue either an Advanced Specialty Certificate or Bachelor of Technology in Specialty Nursing. The program assists students in developing an understanding of the experiences of people who have renal disease, and provides both theoretical and clinical courses that enable nurses to envision and carry out holistic, health-promoting and collaborative client care within renal care environments.

NSNN 7200	Nephrology Nursing Theory 1: Introduction
NSNN 7300	Nephrology Nursing Clinical 1: Chronic Renal Insufficiency Nursing
NSNN 7400	Nephrology Nursing Theory 2: Introduction to Dialysis Nursing
NSNN 7500	Nephrology Nursing Clinical 2: Nursing Care of the Person on Dialysis
NSNN 7600	Nephrology Nursing Theory 3: Living with Renal Disease and Complex Health Challenges
NSNN 7700	Nephrology Nursing Clinical 3: Nursing the Person with Complex Renal Health Challenges



SPECIALTY NURSING – OCCUPATIONAL HEALTH

604-451-7131 or 1-800-663-6542 ext 7131

enice_Fru@bcit.ca

www.bcit.ca/health/oh

If you are a registered nurse who would like to provide proactive, preventive occupational health and safety programming in a business setting, Occupational Health Nursing may be the program for you. The foundation of occupational health nursing is the relationship between the work environment and worker health. Occupational health nursing aims ultimately to improve, protect, maintain and restore the health of workers, thereby influencing the health of the organization.

- NSOH 7100 Introduction to Occupational Health Nursing
- NSOH 7200 Work and Work Environments 1
- NSOH 7250 Work and Work Environments 2
- NSOH 7301 Occupational Health Nursing: Practice Experience 1
- NSOH 7350 Occupational Health Nursing: Practice Consolidation
- NSOH 7400 Disability Case Management
- NSOH 7450 Occupational Health Surveillance
- NSOH 7500 Occupational Health Nursing: Practice Experience 2
- NSOH 7600 Occupational Health Program Planning
- NSSC 7115 Teaching and Learning in Specialty Nursing
- BUSA 7250 Management Skills and Applications

SPECIALTY NURSING – PEDIATRIC

604-432-8982 or 1-800-663-6542 ext 8982

Sheila_Torgerson@bcit.ca

www.bcit.ca/health/pediatric

The Pediatric Nursing specialty offers courses to nurses who desire to advance their knowledge and skills to care for children in general and sub-specialty pediatric health care settings. The program offers streams in general

pediatric nursing, pediatric surgical nursing, pediatric neuroscience nursing and pediatric critical care nursing.

- NSPE 7100 Pediatric Theory 1
- NSPE 7200 Pediatric Theory 2
- NSPE 7400 Pediatric Theory 3
- NSPE 7210 Pediatric Critical Care Theory 2
- NSPE 7230 Pediatric Neuroscience Nursing Theory 2
- NSPE 7240 Pediatric Surgical Nursing
- NSPE 7300 Pediatric Clinical 1
- NSPE 7310 Pediatric Critical Care Clinical 1
- NSPE 7330 Pediatric Neuroscience Clinical 1
- NSPE 7340 Pediatric Surgical Nursing Clinical 1
- NSPE 7500 Pediatric Clinical 2
- NSPE 7510 Pediatric Critical Care Clinical 2
- NSPE 7900 Pediatric Preceptorship
- NSPE 7910 Pediatric Nursing in the Home
- NSPE 7920 Pediatric Arrest Management
- NSPE 7940 Advanced Concepts in Pediatric Critical Care

SPECIALTY NURSING – PERINATAL

604-432-8982 or 1-800-663-6542 ext 8982

Sheila_Torgerson@bcit.ca www.bcit.ca/health/perinatal

The goal of perinatal nursing is to work in partnership with childbearing families to support empowerment and growth. Perinatal nurses practise in hospital nursing units, breastfeeding clinics, ambulatory care settings, community health care units and in the home. Perinatal nursing best suits nurses who enjoy working with childbearing women, newborns and families.

- NSPN 7100 Perinatal Theory 1: Healthy Childbearing Experiences
- NSPN 7200 Perinatal Theory 2: Childbearing Women
- NSPN 7250 Fetal Health Surveillance
- NSPN 7300 Perinatal Clinical 1
- NSPN 7400 Perinatal Theory 3: Childbearing Families

- NSPN 7450 Neonatal Resuscitation
- NSPN 7500 Perinatal Clinical 2

SPECIALTY NURSING – PERIOPERATIVE

604-451-7102 or 1-800-663-6542 ext 7102

Diane_Pollock@bcit.ca www.bcit.ca/health/perioperative

This advanced certificate program is available to registered nurses who are interested in perioperative nursing practice. Perioperative nurses collaboratively manage and coordinate all phases of individuals' perioperative experiences, advocating for their rights and needs and providing the human touch in a predominantly technical environment. Perioperative nurses work in community, rural and tertiary care operating rooms, daycare surgery units and specialized clinics, and occasionally in PACUs. Enrol on a course-by-course basis and take up to six years to complete this program, which also forms the basis for a Bachelor of Technology in Specialty Nursing.

- NSPO 7100 Perioperative Theory 1: Developing Perioperative Partnerships
- NSPO 7200 Perioperative Theory 2: The Nurse in the Circulating Role
- NSPO 7300 Perioperative Clinical 1: Implementing the Circulating Nurse Role
- NSPO 7400 Perioperative Theory 3: The Nurse in the Scrub Role
- NSPO 7500 Perioperative Clinical 2: Implementing the Scrub Nurse Role
- NSPO 7600 Perioperative Theory 4: Integration of the Perioperative Nursing Roles
- NSPO 7700 Perioperative Clinical 3: Integrated Perioperative Nursing Practice



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Fraser Health is a recognized leader in integrated health care, research into Population Health and exploration of more effective ways of delivering health services. Fraser Health covers an area of British Columbia stretching from Burnaby to White Rock to Hope and serves more than 1.4 million residents.

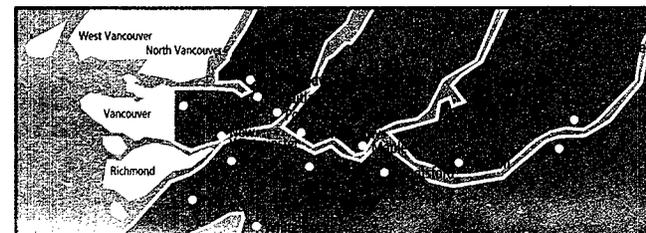
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Better health. Best in health care.

www.fraserhealth.ca



Basic Health Sciences Continuing Education

604-432-8727 or 1-800-663-6542 ext 8727

Victoria_Banham@bcit.ca

(for BHSC 0100, BHSC 1023, BHSC 7601, BHSC 7602, BHSC 7603, BHSC 7604, PYSC 1101, PYSC 1102)

604-451-7117 or 1-800-663-6542 ext 7117

Yvette_Kharoubeh@bcit.ca

(for BHSC 1119, BHSC 1146, BHSC 2219, BHSC 3302)

Human Biology

BHSC 0100 \$335

Based on the B.C. secondary system's Biology 12 course. Additional content deals with the basics of skeletal and muscular systems. Provides a more medical focus than Biology 12 and a general overview of body structure and function. BCIT Nursing and most other health programs accept this course as a Biology 12 requirement. Carries no laboratory component.

Jan 9 Mon 1845-2145 12 wks BBY CRN 18060

Introduction to Microbiology

BHSC 1023 \$505

Deals with basic concepts of microbiology with emphasis on micro-organisms of medical and health significance. Provides the microbiology prerequisite for applicants of the Environmental Health program and is open to any student who is interested in microbiology. Prerequisites: Biology 11 (Biology 12 preferred) with a minimum C+ or its equivalent. (3 credits)

Jan 9 Mon 1800-2100 12 wks BBY CRN 70399

Essentials of Anatomy and Physiology

BHSC 1119 \$475

Provides a general survey of basic human structure and function. Serves as an overview if you need fundamental insights into anatomy and physiology. Initially establishes the basics of cells and tissues and goes on to survey the body's major organ systems. Required for BCIT's Cardiology programs. Challenge course available. **Note:** this course was previously numbered BHSC 2217. Prerequisite: Biology 12, C+ or better. (3 credits)

Jan 9 12 wks Distance CRN 48908

Human Behaviour

BHSC 1146 \$475

Uses a psychological perspective to explore topics of relevance to cardiology technologists. Includes an overview of psychology and psychological methods, health-care trends, working with others, development over the lifespan, health and well-being, experience of illness, critical illness and death, interpersonal skills, culture, and professional implications for practice. Challenge course available. (3 credits)

Jan 9 12 wks Distance CRN 42654

Anatomy and Physiology for Cardiology

BHSC 2219 \$475

Anatomy of the heart and its relation to thoracic structures. Relation of structure of heart muscle cell or myocyte to its electrical and mechanical properties. Electrical events of cardiac cycle as the electro-physiological basis of the ECG. Mechanical events of the cycle related to electrical events and the pressure and volume changes in the heart chambers. Prerequisite: 60% in BHSC 1119. Challenge course available. (3 credits)

Jan 9 12 wks Distance CRN 48918

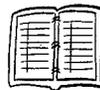


Cardiac Pathophysiology

BHSC 3302 \$475

Cardiovascular disorders emphasizing the concept of disease as a disturbance of normal structure and function. Discussion of functional cardiac anatomy, followed by a detailed examination of cardiac pathologies commonly encountered by the cardiovascular technologist. Also discusses systemic diseases and malfunction of organ systems, which initiate or are a consequence of cardiac failure. Prerequisite: 60% in BHSC 2219. (5 credits)

Jan 9 12 wks Distance CRN 15379



Sectional Anatomy of the of the Abdomen and Pelvis

BHSC 7601 \$691

For all imaging technologists requiring knowledge of sectional anatomy of the abdomen and pelvis in all three fundamental body planes. Anatomic, functional and pathological relationship among the organs. (3 credits)

Jan 9 12 wks Distance CRN 19305

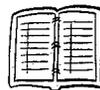


Sectional Anatomy of the Neck and Thorax

BHSC 7602 \$691

For all imaging technologists requiring knowledge of sectional anatomy. Major anatomic features of the neck and thorax emphasizing sectional appearance in all three fundamental body planes. Anatomic, functional and pathological relationships among organs of the chest. Challenge course available. (3 credits)

Jan 9 12 wks Distance CRN 19306

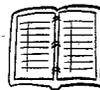


Sectional Anatomy of the Head

BHSC 7603 \$691

For all imaging technologists requiring knowledge of sectional anatomy of the head of the adult. Major anatomic features in all three planes. Functional and pathologic relationships. Challenge course available. (3 credits)

Jan 9 12 wks Distance CRN 41354



Sectional Anatomy of the Musculoskeletal System

BHSC 7604 \$691

For MR and CT technologists requiring knowledge of sectional anatomy of the musculoskeletal system. Prerequisite: graduation from approved program in diagnostic medical radiography unclear medicine therapy. (3 credits)

Jan 9 12 wks Distance CRN 19322

PSYCHOLOGY CONTINUING EDUCATION

Introductory Psychology 2

PSYC 1102 \$505

This university-transferable course is the second of two introductory psychology courses focusing on the psychologist's approach to theories, problems and issues in contemporary psychology. Introduces the student to theories of personality, psychological disorder and its treatment, health psychology, emotion and motivation, social psychology and cultural influences, developmental changes over the life span, thought and intelligence. **Note:** This course is no longer accepted for Liberal Studies credit for the Bachelor of Technology programs at BCIT. The running of this course is subject to sufficient enrolment. (3 credits)

Jan 5 Thr 1800-2100 15 wks BBY CRN 47229

Biomedical Engineering Technology

604-451-7117 or 1-800-663-6542 ext 7117

Yvette_Kharoubeh@bcit.ca www.bcit.ca/health/biomed

604-432-8429 or 1-800-663-6542 ext 8429

Mary-Ann_Moysiuk@bcit.ca www.bcit.ca/health/biomed

(for BMET 7101 only)



Basic Cardiac Instrumentation

BMET 1107 \$475

Covers basic electricity principles, simple circuit analysis, electrical safety and biomedical instrumentation relating to cardiology technology practices. Challenge course is available. Prerequisites: principles of Math 12, Physics 11 (C+ or better). (3 credits)

Jan 9 12 wks Distance CRN 41229



Medical Technology Management Practice

BMET 7101 \$691

Focuses on a systematic approach to managing medical technology in clinical settings. Through real-life examples, case studies and projects, leads into analyzing and evaluating the needs and processes in management of medical technology in different phases of technology life-cycle. Provides continuous challenge to the ability of critically reviewing information and solving problems. Prerequisite: Completion of BCIT Diploma in Health Sciences or equivalent, or with Program Head approval from Anthony Chan at Anthony_Chan@bcit.ca or 604-432-8994. (3 credits)

Jan 9 12 wks Online CRN 45910

Cardiology and Cardiovascular Technologies

604-451-7137 or 1-800-663-6542 ext 7137

Dawn_McManus@bcit.ca

For complete program information on the Cardiology and Cardiovascular programs, please visit the following websites:

CARDIOLOGY CERTIFICATE

www.bcit.ca/study/programs/530adiplt

CARDIOLOGY DIPLOMA

www.bcit.ca/study/programs/530bdiplt

Course materials must be ordered or purchased separately from the BCIT Bookstore.

Essentials of Anatomy and Physiology

BHSC 1119 See Basic Health Sciences for course details.

Human Behaviour

BHSC 1146 See Basic Health Sciences for course details.

Anatomy and Physiology for Cardiology

BHSC 2219 See Basic Health Sciences for course details.

Cardiac Pathophysiology

BHSC 3302 See Basic Health Sciences for course details.

Basic Cardiac Instrumentation and Electricity

BMET 1107 See Biomedical Engineering for course details.



Introduction to Cardiology

CARD 1101 \$785

Reviews the normal cardiac anatomy and physiology, then introduces the various non-invasive and invasive diagnostic studies currently performed. Exposes a variety of common abnormal cardiovascular conditions, syndromes and treatment strategies and presents implantable devices. Prerequisites: 60% in BHSC 2219 and 60% in CARD 1103. (5 credits)

Jan 9 12 wks Distance CRN 40316



Medical Terminology

CARD 1103 \$243

Greek and Latin roots, prefixes and suffixes commonly used in the discipline. Course guide, printed manual and CD-ROM courseware promote highly visual approach to the terms. Built-in audio pronunciation guide. Challenge course available. (3 credits)

Jan 9 12 wks Distance CRN 41474



Introduction to Statistics for Health

CARD 1187 \$475

Covers descriptive statistics, elementary probability and statistical estimation and hypothesis testing. These concepts will help the student to develop a working understanding of concepts and techniques in each of these topic areas. Prerequisite: Math 12 (C+ or better). (3 credits)

Jan 9 12 wks Distance CRN 42656



Communication for Allied Health Professionals

CARD 1285 \$475

Skills to perform the tasks of allied health professionals. Documenting patient care, writing letters and memos, preparing written information for clients, writing policies and procedures, completing reports and preparing oral presentations. Research and writing on topics related to your field, for possible publication or delivery at conferences. Prerequisite: English 12 (B or better). (3 credits)

Jan 9 12 wks Distance CRN 41478



ECG Interpretation

CARD 2201 \$475

Nuances of 12-lead ECG interpretation. All forms of arrhythmias, conduction blocks, infarction and pacemaker rhythms as they relate to the cardiology technologist's role. Challenge course available. Prerequisites: 60% in BHSC 1117, 60% in BMET 1107 and 60% in CARD 1101. (3 credits)

Jan 9 12 wks Distance CRN 41157



Cardiology Diagnostic Testing Methodology

CARD 2202 \$475

Fundamentals in preparation and performance of non-invasive cardiology diagnostic testing. Practice and principles of basic skin preparation techniques for various studies, landmarking and electrode placement patterns, hook-up protocols, electrocardiographic data acquisition in 12-lead electrocardiography, exercise stress testing, ambulatory ECG and arrhythmia monitoring. Prerequisites: 60% in BMET 1107, 60% in CARD 1101 and 60% in CARD 2201. (3 credits)

Jan 9 12 wks Distance CRN 41394



Introduction to Health Informatics

CARD 3205 \$475

Health informatics is a relatively modern discipline emerging from the increasing complexity and constraints in the health-care system. Practising health-care professionals, whether at the bedside, in support functions, business or regulatory roles, must be able to demonstrate a competency in the critical use of health information technology. (3 credits)

Jan 9 12 wks Distance CRN 41475



Radiation Protection for Cardiac Imaging

CARD 3209 \$475

Through readings, assignments and telephone tutoring, deals with fundamental principles of radiation protection for cardiac imaging. Deals with biological effects of radiation and general framework for radiation protection. Outlines factors affecting dose in cardiac imaging and radiation dose studies

in interventional fluoroscopy. Covers guidelines for radiation protection of patients, personnel and the public. (3 credits)

Jan 9 12 wks Distance CRN 48953



Introduction to Cardiac Rehabilitation

CARD 3280 \$475

Provides an overview of cardiac rehabilitation and emphasizes the concept of risk reduction. Discusses epidemiology, preventative practices and pathophysiology of coronary artery disease. Describes inpatient, outpatient and home cardiac rehabilitation programs. Presents cardiac rehabilitation standards and case studies. Prerequisite: Cardiology Certificate (Level 1) or tutor approval. (3 credits)

Jan 9 12 wks Distance CRN 41218



Electrocardiography and Pacemakers

CARD 3330 \$785

Theory and principles. Cellular mechanisms, conduction pathology and disease processes responsible for arrhythmias and cardiac muscle damage. Systematic approach to types and severity of cardiac arrhythmias, symptoms and treatment modalities. Pacemaker function, implant analysis and operation of recommended procedures. Prerequisites: 60% in BHSC 3302, 60% in CARD 2201. (5 credits)

Jan 9 12 wks Distance CRN 15387



Cardiac Pharmacology

CARD 3360 \$475

Types of pharmacological agents in the cardiac catheterization lab and coronary care units, and drugs prescribed for cardiac patients. Cardiac agents in diagnostic and interventional cardiac catheterization procedures. Drugs with respect to their cellular and physiological actions, prescribed usage, alternative nomenclature, dosages, adverse reactions, cautions and common routes of administration. Prerequisite: 60% in BHSC 3302. (3 credits)

Jan 9 12 wks Distance CRN 16176



Concepts in Ambulatory ECG

CARD 4201 \$320

Concepts essential to the practising cardiology technologist. Principles of operation of analysers/recorders, indications/diary/findings, conduction disturbances, ischemia, drugs and miscellaneous, implantable devices and reporting. Prerequisites: 70% in CARD 2202, 60% in CARD 3330, 60% in CARD 3360. (2 credits)

Jan 9 12 wks Distance CRN 44575



Concepts in Pacemakers

CARD 4203 \$475

Currently being revised. Includes indications, technology, electrophysiology, programmability, modes, hemodynamics, rate-modulated implantable cardioverter defibrillator and antitachycardia devices, implantation and patient follow-up. Prerequisites: 60% in CARD 3330, CARD 3360. (3 credits)

Jan 9 12 wks Distance CRN 41214



Cardiac Catheterization: Principles and Practice

CARD 4330 \$785

Diagnostic and interventional procedures, with specific orientation to cardiac angiography, hemodynamics, calculations of cardiac indices and general lab practices. Congenital cardiac catheterization, electrophysiology studies, cardiac transplant and cardiac emergencies. Prerequisites: 60% in BHSC 3302, 60% in CARD 3330, 60% in CARD 3360. (5 credits)

Jan 9 12 wks Distance CRN 16174

Clinical Research (CRP)

Advanced Specialty Certificate

604-451-7137 or 1-800-663-6542 ext 7137

crp@bcit.ca

www.bcit.ca/health/crp



Foundations of Clinical Research

CRPT 5001 \$692

This course is your opportunity to gain an understanding of a clinical research professional's (CRP) responsibilities while acquiring a solid knowledge base of ICH and FDA regulations. Complete practical assignments as you explore issues and policies behind the development of new medical products and procedures in Canada, the EU and the USA. You will be applying good clinical practice (GCP) guidelines as you develop a systematic approach for reviewing the scientific and ethical integrity of clinical research protocols. (3 credits)

Jan 9 23 wks Online CRN 43536



Ethical and Legal Principles for Clinical Research Professionals

CRPT 5002 \$692

CRPs make decisions on a daily basis that affect the rights and dignities of human research subjects. Gain confidence in your decisions by understanding the ethical principles that are the foundation of clinical research. Apply these principles as you prepare an ethics application and consent form to meet FDA, Health Canada, and ICH GCP guidelines. During the second half of this course you will have the chance to understand your personal liability as a CRP while you review a clinical trials agreement, write an employment contract and describe conflict of interest situations. (3 credits)

Jan 9 12 wks Online CRN 44510



Fundamentals of Laboratory Data Collection for Clinical Research Professionals

CRPT 5004 \$692

Pharmaceutical companies use the laboratory data collected from research subjects to help determine if their new product is safe and effective. For this reason, maintaining sample integrity at every stage of the analytical process – from collection and handling, to transport and analysis – is one of the most important parts of a clinical trial. During the course you will complete case studies reviewing laboratory results to determine normal and abnormal values. You will also learn about venipuncture and have the opportunity to practice this skill by attending an optional workshop and clinical skills day. (3 credits)

Jan 9 12 wks Online CRN 44604



Marketing Essentials for Clinical Research Professionals

CRPT 5006 \$692

In this unique course you will work with a marketing expert to learn how to create a promotional recruitment campaign designed to recruit study subjects or new industry sponsors. Explore promotional methods including advertising (print and broadcast), public relations, direct marketing (direct mail and telemarketing), and Internet marketing. Understand the importance of clearly defining your target market so that you can successfully recruit study subjects on time and on budget. Learn how to set your site apart from the competition in order to attract new sponsors. (3 credits)

Jan 9 12 wks Online CRN 44605



Basic Pharmacology for Clinical Research Professionals

CRPT 5008 \$692

This course will help you to understand the basics of drug actions and their relationship to human physiology. The assignments combine aspects of study design with drug actions. The learning modules include case studies incorporating practical, patient-oriented examples in the context of a clinical research setting.



You will learn to develop monitoring plans and define specific clinical outcomes with the use of drugs in seven different disease states. (3 credits)
Jan 9 12 wks Online CRN 44516



Internship Project for Clinical Research Professionals CRPT 5009 \$692

Gain practical experience and apply the skills from previous courses in a clinical research setting. You will select, initiate, plan and implement a project while working closely with an experienced preceptor. The completed project must comply with the Health Canada regulations, meet the ICH GCP guidelines, fulfill the FDA regulations for clinical research conduct and contribute positively to the research site. Prerequisites: successful completion of 21 credits in Clinical Research program. (3 credits)

Jan 1 42 wks Online CRN 70361



Guided Project for Clinical Research Professionals CRPT 5010 \$692

Similar to CRPT 5009 but designed for those without access to a research centre or to an experienced preceptor. Complete a virtual study start-up using a study protocol you provide or one included with the course. Demonstrate your skills as a CRP by preparing the documentation and processes necessary to complete the start-up phase of a clinical trial with minimal input from BCIT faculty. Apply skills from prior courses to write a POS, obtain ethics approval, prepare the marketing strategy for subject recruitment and define the criteria of a qualified CRP. The completed project must meet all GCP criteria including Health Canada regulations, ICH guidelines and the FDA regulations for clinical research conduct. Prerequisites: successful completion of 21 credits in Clinical Research program. Program head approval. (3 credits)

Jan 9 42 wks Online CRN 45976



Directed Studies for Clinical Research Professionals I CRPT 5011 \$256

Acquire academic credit and expand upon the skills and knowledge acquired from a prior learning environment (PLE). Write an academic paper on one of the PLE topics that sparks your interest. Workshops, CRPBC meetings, and seminars specific to clinical research as well as SoCRA's CCRP examination are examples of PLEs. Criteria: the material covered in the PLE must include both ICH and FDA regulations and must be a minimum of one day with at least six contact hours. Academic papers must include original work, a literature review, discussion and bibliography. BCIT faculty approval of the PLE is required. Prerequisite: CRPT 5001. This course is offered on a continual intake basis. (1.5 credits)

Jan 9 42 wks Online CRN 70637

Electroneurophysiology Continuing Education

604-432-8664 or 1-800-663-6542 ext 8664
Ronald_Gordon@bcit.ca



Introduction to Electroneurophysiology 1 ENPY 1150 \$505

Introduces basic concepts and principles related to the electronics and recording of cerebral electrical activity (EEG). Topics covered include: basic elements of electricity, differential amplifiers, filters, characteristics of brain waves, electrical safety, digitization, waveform recognition and localization of cerebral activity using standard EEG techniques and procedures. Prerequisites: high school graduation, Math 12 (C+), Physics (C+), Biology 12 (C-). (3 credits)

Jan 3 15 wks Distance CRN 49094



Introduction to Clinical Electroneurophysiology ENPY 2252 \$505

Reviews normal and variant EEG waveforms commonly found in adult populations. Introduces abnormal EEG waveforms and the relationships of these patterns to clinical conditions. Emphasis is on understanding and recognizing characteristic EEG patterns of clinical disorders associated with brain pathology. Prerequisite: permission of the department. (3 credits)

Jan 3 15 wks Distance CRN 70417

Health Care Management (HCM) Certificates Levels 1 and 2

604-456-8087 or 1-800-663-6542 ext 8087
Diane_Pollock@bcit.ca www.bcit.ca/health/hcm

The Health Care Management Certificate programs are designed for health professionals who have fulfilled professional or front-line staff responsibilities in health care and now seek to develop their management skills. The program is offered flexibly on a part-time basis, so that you can learn new skills while continuing to work. You can complete individual courses to satisfy your current needs or complete a program of courses to obtain a BCIT Certificate in Health Care Management, Level 1 or Level 2. See the website for details.

Level 1

1. Required Courses: (18.0 credits)	Credits
HMG 4110 Health Care Organizational Behaviour 1	3.0
HMG 4150 Human Resource Management	3.0
HMG 5120 Health Care Principles of Management	3.0
HMG 5180 Canadian Health System	3.0
HMG 5260 Health Labour Relations	3.0
HMG 5640 B.C. Health Care Financial Planning and Management	3.0

2. Complete 6 credits from the following list of electives.

See notes below	6.0
Total Credits	24.0

Level 2

1. Required Courses: (12.0 credits)	Credits
HMG 5370 Health Care Law: A Management Perspective	3.0
HMG 5700 Total Quality Management and CQI Tools	3.0
HINS 5200 Information Systems in Health Care	3.0
HMG 5800 Integrative Project	3.0

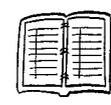
2. Complete 9 credits from the following list of electives:

See notes below	9.0
Total Credits	21.0

Notes

- Electives can be taken from the following programs, with permission from the program head:
 - Health Care Quality Management – Advanced Specialty Certificate
 - Health Informatics Technology Management – Advanced Specialty Certificate
 - Clinical Research – Advanced Specialty Certificate
 - BCIT School of Business courses
- All courses are offered online, except for HMG 4110 and 5120, which are offered in correspondence/ guided learning format.
- HMG 5260 is a new course to be offered in Winter 2006. It is a combination of HMG 4160 and HMG 5160.
- HMG 5370 is a new course to be offered in Fall 2005. It is a combination of HMG 5170 and HMG 5270.

Courses offered this term:



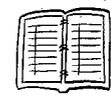
Health Care Organizational Behaviour HMG 4110 \$505

Approach to explaining and predicting human behaviour in a health agency, and how that behaviour affects the performance of the organization. Skills required to apply organizational behaviour concepts to real-life situations. Case studies and assignments analyse management issues and problems and formulate realistic plans of action to resolve them. (3 credits)
Jan 9 12 wks Distance CRN 10635



Human Resource Management HMG 4150 \$692

Staffing process; job analysis and description; recruitment and selection; interviewing, training and performance appraisal; management; progressive discipline and staff reorganization. (3 credits)
Jan 9 12 wks Online CRN 10646



Health Care Principles of Management HMG 5120 \$505

Roles and functions of management. Planning, organization and control in health-care agencies. Organizational culture, multiculturalism, downsizing, total quality management and creativity. Problem-solving throughout. (3 credits)
Jan 9 12 wks Distance CRN 10639



Canadian Health System HMG 5180 \$692

Explore current issues in the delivery of health care in Canada's health system with some reference to other health care systems in the world. Develop your critical thinking and evaluative skills as you investigate, analyse and discuss various points of view on these issues. (3 credits)
Jan 9 12 wks Online CRN 10630



NEW Health Labour Relations HMG 5260 \$692

The ability to effectively apply contracts, resolve disputes, handle grievances and participate in negotiations is critical for all health care managers. This course introduces the development of industrial relations in the public sector and health care union and management relations. It examines labour legislation and the function of bargaining units, collective bargaining, the application of contracts and resolving disputes. Grievance handling, the arbitration process, and alternative dispute resolution processes are also introduced. This course takes an experiential approach to explore the concepts and theories and explore the different approaches to negotiations. Students will have numerous opportunities to participate in discussions, negotiations and to apply what they learn.
Jan 9 12 wks Online CRN 71888



B.C. Health Care Financial Planning and Management HMG 5640 \$692

Covers financial accounting including the preparation and interpretation of financial statements; managerial accounting using information for decision-making and to improve efficiency and effectiveness of resource use; and financial management focusing on asset management, cash flow analysis, operating and capital budgets and financial feasibility studies.
Jan 9 12 wks Online CRN 45303

Total Quality Management and CQI Tools HMG 5700

See Health Care Quality Management program for details.

Information Systems in Health Care HINS 5200

See Health Informatics Technology Management program for details.



Integrative Project in Health Care
HMGT 5800

See Health Care Quality Management program for details.

Health Care Quality Management (HCQM) Advanced Specialty Certificate

604-456-8087 or 1-800-663-6542 ext 8087
Diane_Pollock@bcit.ca www.bcit.ca/health/hcqm

BCIT's advanced specialty certificate in Health Care Quality Management is offered online and prepares managers and health care professionals to plan, develop and implement successful continuous quality improvement and quality management programs in their organizations. You can complete individual courses to satisfy your current needs or complete the entire program of eight courses to obtain a BCIT Advanced Specialty Certificate in Health Care Quality Management.

1. Required Courses: (24 credits)	Credits
HMGT 5700 Total Quality Management and CQI Tools	3.0
HMGT 5740 Accountability Measures	3.0
HMGT 5760 Integrating Quality, Risk and Utilization Management	3.0
HINS 5200 Information Systems in Health Care	3.0
HMGT 5500 Project Management in Health Care	3.0
HTMT 5300 Leading Technological Change	3.0
HTMT 5500 Organizing Teams for Innovation	3.0
HMGT 5800 Integrative Project	3.0
Total Credits	24.0

Courses offered this term:



Total Quality Management and CQI Tools

HMGT 5700 \$692

Presents the key theory and current practice in quality improvement specifically in health services. Concentrates on the fundamental management tools and techniques, specialized skills and the structured focus of continuously improving all processes. Focuses on developing competency in using the quality planning tools to make progress on the potential for improvement in key care and service processes. The quality planning tools are applicable to all health care settings. (3 credits)
Jan 9 12 wks Online CRN 47427



Accountability Measures

HMGT 5740 \$692

Presents the key theory and practice in performance measurement specifically in health services. Concentrates on the fundamental accountability tools and techniques used in the Canadian health system to monitor and report on the efforts to continuously improve the quality of health service delivered. Focuses on developing competency in performance measurement in order to show progress in evidence based management and improved outcomes. The performance measurement processes are applicable to all health care settings. Prerequisites: 60% in HMGT 5700. (3 credits)
Jan 9 12 wks Online CRN 45904

Information Systems in Health Care

HINS 5200

See Health Informatics Technology Management program for details.

Project Management in Health Care

HMGT 5500 \$692

Build on your health care experience with this introduction to project management concepts and terminology. Examine the competencies of an effective project manager and discuss the importance of project management in health care. Gain an understanding of the stages of project management from staging, planning and implementation, close out, to final project evaluation.

Write a project overview statement and complete a project management plan for a health care project that you can adapt to your learning objectives. English language according to BCIT policy. (3 credits)
Jan 9 12 wks Online CRN 44085

Organizing Teams for Innovation

HTMT 5500

See Health Informatics Technology Management program for details.



Integrative Project in Health Care

HMGT 5800 \$692

You must be currently working in an area directly related to the academic program to consider this option for your final course. Complete your certificate by identifying and analyzing a practical problem or opportunity at your workplace. By conducting a systematic review of the major issues and best practices, you will be able to develop appropriate alternatives and present a fully justified recommendation for solving the problem or advancing the opportunity. (3 credits)
Jan 9 12 wks Online CRN 47431

Health Informatics Technology Management (HITM) Advanced Specialty Certificate

604-456-8087 or 1-800-663-6542 ext 8087

Diane_Pollock@bcit.ca www.bcit.ca/health/hitm

Health Informatics Technology Management (HITM) is an online program that provides you with an understanding of the information systems technology used in health care and the key behavioural skills necessary to implement and manage these technologies in the health care system. You can complete individual courses to satisfy your current needs or complete the entire program of eight courses to obtain a BCIT Advanced Specialty Certificate in Health

Informatics Technology Management. To complete the program, you must complete the core courses, specialized courses from one of the options and one elective course.

1. Required Courses: Credits

HITM 5100	Introduction to Health Informatics Technology Management	3.0
HTMT 5300	Leading Technological Change	3.0
HMGT 5500	Project Management in Health Care	3.0
HMGT 5800	Integrative Project	3.0
and		
Health Technology Management Option		
HTMT 5400	Assessing Health IT Projects	3.0
HTMT 5500	Organizing Teams for Innovation	3.0
HTMT 5700	Developing Health IT Strategy	3.0
or		
Health Informatics Option		
HINS 5200	Information Systems in Health Care	3.0
HINS 5400	Telehealth Concepts	3.0
HINS 5700	Implementing Clinical Information Systems	3.0

2. Complete 3 credits from the following

list of electives:		Credits
BMET 7101	Medical Technology Management Practice	3.0
HINS 5205	Introduction to Health Informatics	3.0
HINS 5600	Privacy, Confidentiality, Security and Ethics	3.0
HMGT 5180	Canadian Health System	3.0
HMGT 5640	B.C. Health Care Financial Planning and Management	3.0
HMGT 5700	Total Quality Management and CQI Tools	3.0
Total Credits:		24.0

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Fax or mail to:

**Human Resources,
Providence Health Care
1081 Burrard St.,
Vancouver, BC V6Z 1Y6
Fax: 604 806-8144**

How you want to be treated.
www.providencehealthcare.org



Courses offered this term:

 **Introduction to Health Informatics Technology Management**
HITM 5100 \$692
Describes value of high quality data in managing patients and institutions effectively. Introduces participants to Electronic Health Record, Telehealth, and the RFP process. Explores and identifies challenges in managing information technology in healthcare. Enables participants to compare skills to the role of a senior IT manager in healthcare. Assists participants to select either the HI or HTM specialization within the Health Informatics Technology Management program. (3 credits)
Jan 9 12 wks Online CRN 48899

 **Leading Technological Change**
HTMT 5300 \$692
A theoretical overview of organizational change provides the ground work for understanding the process of change, human reaction to change, and the effects of change on the organization. Explores the importance and process for understanding the need and impetus behind change. Discusses models for managing change and provides a learning experience in creating a vision of change, assessing the impact of change of organization. Examines leadership competencies for change sponsors, leaders, and other change agents in the context of successful change. Provides a concrete and pragmatic approach to managing change that will assist participants in avoiding common pitfalls and problems evident in many change initiatives today.
Jan 9 12 wks Online CRN 44520

 **Introduction to Health Informatics**
HINS 5205 \$692
Introduces health care professionals to the knowledge and skills of information processing and the information and communication technology necessary to support their role as information technology users. Explores the knowledge and skill levels within three domains. Explores evolving nature of roles and responsibilities of information technology users including the contribution of informatics to the expanding knowledge base of health care. (3 credits)
Jan 9 12 wks Online CRN 44083

Project Management in Health Care
HMG 5500
See Health Care Quality Management program for details.
Integrative Project in Health Care
HMG 5800
See Health Care Quality Management program for details.

Nuclear Medicine Technology Continuing Education

604-432-8727 or 1-800-663-6542 ext 8727
Victoria_Banham@bcit.ca www.bcit.ca/health/nuclearmed

 **Basic Venipuncture for Allied Health Professionals**
NMED 1117 \$225
Course is designed for students of allied health training programs or allied health practitioners for the purpose of either blood collection or injection of a substance into the bloodstream. For students living in or near Greater Vancouver, one-day laboratory workshop component held in Burnaby follows successful completion of the online course. Students at a distance, register for the online course only and gain venipuncture skills in your clinical practicum, which you arrange at a local site. (1 credit)
Jan 9 8 wks Online CRN 41349
Jan 9 8 wks Online 48888
+Mar 4 Sat 0900-1400 1 day BBY

 **PET with Dedicated Dual Head Coincidence Cameras**
NMED 5510 \$670
Introduces the general principles of PET followed by a detailed description of PET physics and radionuclide production. Describes PET camera design and performance for both dedicated and dual head coincidence systems. Also discusses quality control, image acquisition and reconstruction, image characteristics, quantification and analysis.
Jan 3 15 wks Distance CRN 43006

Occupational Health and Safety Certificate

604-432-8429 or 1-800-663-6542 ext 8429
Mary-Ann_Moysiuk@bcit.ca

For complete information on the Occupational Health and Safety 45-credit Certificate program, please visit the following websites:
www.bcit.ca/study/programs/6850cert
www.bcit.ca/health/ochs

All course materials must now be ordered or purchased separately and directly from the BCIT Bookstore. Visit their website at: www.bcitbookstore.ca or phone 604-432-8379.

Core courses:

 **OHS Fundamentals**
OCHS 1000 \$320
Provides an overview of the OHS field and discusses how health and safety relate to an organization's overall management system. Introduces leadership commitment, open communication and legal accountability as core concepts that form the basis for effective safety programs. Also explores the wide variety of functions within the field and the required resources for the safety generalist. (2 credits)
Jan 9 12 wks Distance CRN 46413

 **B.C. OHS Legislation**
OCHS 1100 \$475
Governed by the B.C. Workers Compensation Act and the Workers Compensation Board Occupational Health and Safety Regulation. The history of B.C. legislation and how it has evolved sets the tone for discussions on the current legislative system, its enforcement and recent trends toward prosecution. Introduces the B.C. WCB structure, mandate policies, and procedures. Access required to a copy of the B.C. Legislation or the B.C. WCB's website. Prerequisite: OCHS 1000. (3 credits)
Jan 9 12 wks Distance CRN 47145

 **Accident Causation and Analysis**
OCHS 1200 \$475
Introduces concepts of how accidents/incidents are caused and provides evidence to support analysis and investigation of these causes. Analyses variety of sources, from historical perspectives to current behavioural theories, for application to today's workplaces. Discusses accident investigation techniques and their legal implications. Students conduct a real or mock accident investigation as part of their course requirements. Prerequisite: OCHS 1000. (3 credits)
Jan 9 12 wks Distance CRN 47147

 **Business Law**
OCHS 1600 \$320
Introduces the Canadian legal system including its development, constitutional law, the Charter, torts, contracts and business relationships. Emphasizes the application and importance of business law to the OHS professional. (2 credits)
Jan 9 12 wks Distance CRN 46415

 **OHS Legislation**
OCHS 2100 \$475
Explores the general concepts of legislation relevant to the safety field. The history of the Canadian legal system sets the tone for introducing the concepts of workers' compensation, safety regulation, due diligence, consultation and enforcement. Introduces Canadian legislation and other safety regulations. Access required to a copy of your governing OHS legislation. Prerequisite: OCHS 1000. (3 credits)
Jan 9 12 wks Distance CRN 48890

 **Safety Program Design**
OCHS 2200 \$475
Coordinate, develop, implement and maintain an OHS program. How political, cultural, economic and industry climates, and corporate and personal values influence safety culture. Management commitment, employee involvement, communication, supervision, education and training, safety recognition, safety policy and safety committees. Legal, moral and economic reasons for implementing a safety program. Prerequisites: OCHS 1000 and OCHS 1100 or OCHS 2100. (3 credits)
Jan 9 12 wks Distance CRN 47615

 **NEW Workplace Hazards and Controls 1**
OCHS 2320 \$475
Examines health, safety hazards and controls in various work environments. Includes building and plant layout, lighting, ventilation, automated lines, systems and processes, sanitation and personnel facilities, personal protective equipment, manual materials handling and electrical safety. Explains how to successfully eliminate or reduce the hazards and risks associated with several work processes. Reinforces hierarchy of controls – engineering, administrative and personal protective equipment. Discusses both historical and current issues. (3 credits)
Jan 9 12 wks Distance CRN 70395

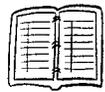
 **Hazardous Materials Management**
OCHS 2420 \$475
Introduces legislation regulating hazardous materials used and transferred in the workplace and the environment. Fully explores Workplace Hazardous Materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG) requirements. Investigates lead abatement and asbestos management and control options for their workplace application. Discusses the education and training requirements for hazardous materials. (3 credits)
Jan 9 12 wks Distance CRN 47148

 **Emergency Preparedness and Response**
OCHS 2440 \$475
Focuses on reduction of the effects of disasters through established and proven workplace emergency plans, procedures and training. Evaluates issues that arise prior to, during and immediately following an emergency. Discusses the development of an emergency response team and its implications. Includes an overview of community and government disaster services. (3 credits)
Jan 9 12 wks Distance CRN 46419

 **Risk Management**
OCHS 3420 \$475
Examines specialized field of risk management, which is devoted to minimizing adverse effects of accidental loss on an organization. Explores the five steps of risk management: identifying exposures to accidental loss, examining risk management strategies, selecting best risk management technique, implementing chosen risk management technique, and monitoring results. Discusses purchasing insurance as one means of managing risk. Explores recent



legislative trend of requiring workplace risk assessments. Prerequisites: OCHS 1000 and OCHS 2200 or OCHS 1144. (3 credits)
Jan 9 12 wks Distance CRN 46414



Ergonomics
OCHS 3520 \$620
Covers human factors in the scientific study of people at work. Emphasizes strategies and techniques for improving worker safety, health, efficiency and comfort. Discusses recent trends in ergonomics field, including physical working environment, adaptation of tools and the workplace to the worker, equipment design, impacts on productivity, and importance of involving workers and management in all ergonomics program efforts. Prerequisites: completion of at least four to five OCHS courses numbered in the 1000/2000 series. (4 credits)
Jan 9 12 wks Distance CRN 47150



Disability Case Management
OCHS 3620 \$475
Focuses on return-to-work options and opportunities for workers who have suffered injuries. Module topics: overview of injury management, rehabilitation and return to work, legislation policies and ethics, collective agreement considerations, basics of assessment and treatment, negotiation skills, case studies, and development of a practical injury management plan for the workplace. (3 credits)
Jan 10 Tue 1845-2145 12 wks BBY CRN 71738
Jan 9 12 wks Distance 46418



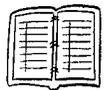
Occupational Hygiene
OCHS 4320 \$620
Introduces concepts of recognizing, identifying, monitoring, evaluating, and recommending control measures for common chemical and physical hazards in the workplace. Discusses benefits of implementing an occupational hygiene program. Explores wide range of hygiene topics including permissible levels, exposure limits, radiation, temperature and pressure extremes, asbestos contamination, and ventilation design. Prerequisites: OCHS 1000 and OCHS 2200, or OCHS 1144 and OCHS 1161. (4 credits)
Jan 9 12 wks Distance CRN 46417



Occupational Diseases
OCHS 4360 \$475
Provides an overview of occupational diseases and their causes, prevalence, and prevention. Discusses respiratory, skin, liver, and kidney disorders. Explores occupational diseases of the nervous system and reproductive system, as well as those related to biological and physical agent exposures. A module on occupational cancer addresses this timely and controversial workplace concern. Prerequisite: OCHS 4320. (3 credits)
Jan 9 12 wks Distance CRN 46416



Fire Safety 1
OCHS 4420 \$475
Begins with history of fire and how its use and misuse have influenced humanity. Includes chemistry of fire, fire hazards, fire causes and fire statistics. Introduces applicable legislation and fire codes. Discusses fire prevention activities, occupancy requirements and construction considerations for fire safety. Introduces the role of firefighters in life safety and prevention activities. (3 credits)
Jan 9 12 wks Distance CRN 47155



Fire Safety 2
OCHS 4440 \$475
Explores fire detection and suppression. Includes fire detection systems, portable fire extinguishers, automatic sprinkler systems, fire, smoke, and heat alarms and fire annunciation panels. Discusses the specific detection and suppression issues of chemical, heating and electrical hazards. Describes the firefighter's role in prevention and suppression. (3 credits)
Jan 9 12 wks Distance CRN 48896

Elective courses:

Occupational Health and Safety Committee Training
OCHS 1001 \$120
Includes overview of effective safety and health programs, the B.C. WCB legislation, safety committee functions and responsibilities, workplace inspections and accident investigation. (0.5 credit)
Jan 19 Thr 0800-1630 1 day BBY CRN 44586
Feb 23 Thr 0800-1630 1 day BBY 43615
Mar 9 Thr 0800-1630 1 day BBY 44587

Hazard Recognition and Control
OCHS 1003 \$120
Includes requirements for workplace inspections, identification, control and evaluation of hazards and segment on how to use the B.C. WCB Occupational Health and Safety Regulation. (0.5 credit)
Feb 9 Thr 0800-1630 1 day BBY CRN 44467

Supervisor Safety Management
OCHS 1005 \$120
Includes specific occupational health and safety requirements for B.C. supervisors including supervision of a safe work environment, safety inspections, accident investigations and due diligence. (0.5 credit)
Mar 30 Thr 0800-1630 1 day BBY CRN 44596

Fire Extinguisher Service Technician
OCHS 1410 \$275
For those who want to service fire extinguishers. Meets City of Vancouver bylaw requirements for fire extinguisher technicians to be certified. After successfully completing the course, you can apply to ASTT to receive certification. (1.5 credits)
Feb 4 Sat/Sun 0800-1630 2 days BBY CRN 18111
Mar 18 Sat/Sun 0800-1630 2 days BBY 70009

Health Sciences

Audiometric Technician Training

Industrial Audiometric Technician Refresher
OCHS 0330 \$300
Refresher theory and hands-on training required to conduct hearing tests on noise-exposed workers in industry, counsel workers on results of their hearing tests and administer hearing conservation programs in industry. Successful, qualified students are eligible to be re-authorized by the B.C. WCB as industrial audiometric technicians in B.C.
Feb 6 Mon 0800-1630 1 day BBY CRN 47765
Feb 20 Mon 0800-1630 1 day Nanaimo 47766
Feb 27 Mon 0800-1630 1 day Kamloops 47767

Industrial Audiometric Technician
OCHS 3330 \$900
Provides both theory and hands-on training required to conduct hearing tests on noise-exposed workers in industry, advise workers about hearing protection and administer hearing conservation programs in industry. After successful completion, qualified students are eligible to be authorized by the B.C. WCB as industrial audiometric technicians in B.C. (2.5 credits)
Jan 30 Mon-Thr 0800-1630 4 days BBY CRN 48002
Feb 13 Mon-Thr 0800-1630 4 days BBY 47769

Office Assistant Programs

DENTAL RECEPTION

604-451-6866 cstpts@bcit.ca
www.bcit.ca/computing/pts

Dental Office System/Windows
COMP 0285 \$415
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. This course is eligible for continuing dental education credits as per the College of Dental Surgeons of B.C. This course may be taken simultaneously with COMP 0885. Prerequisite: dental or medical office experience or completion of a dental receptionist program or currently enrolled in COMP 0885.
Jan 10 Tue 1830-2130 12 wks DTC CRN 17396

Dental Receptionist
COMP 0885 \$615
Covers dental terminology, insurance company protocol, scheduling/billing procedures, accounting/communications, telephone techniques and professional manner development. Includes a dental office practicum. A Statement of Completion is issued when this course and COMP 0285 are successfully completed. Eligible for continuing dental education credits as per the College of Dental Surgeons of B.C. May be taken simultaneously with COMP 0285 and COMP 0985.
Jan 9 Mon/Thr 1830-2130 12 wks DTC CRN 18372

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Dental Billing Insurance Protocol

COMP 0985 \$315

This comprehensive course is designed for dental personnel who wish to be informed on the most current front desk billing procedures performed in a dental office. Includes dental fee guides, insurance company rules and regulations, working with dual insurance, claim forms and pre-authorizations, trouble shooting insurance payments and information about dental computer systems. Course is eligible for continuing dental education credits as per the College of Dental Surgeons of B.C. Prerequisite: dental office experience or completion of a dental receptionist program or currently enrolled in COMP 0885.

Feb 22 Wed 1830-2130 6 wks DTC CRN 42940

ASSOCIATE CERTIFICATE – MEDICAL OFFICE ASSISTANT

604-453-4032 Karen_Harvey@bcit.ca

The Medical Office Assistant Associate Certificate program requires the completion of the following seven basic courses, totaling 23.5 credits.

Required courses:

OFFC 1001 Anatomy and Terminology 1
OFFC 1002 Anatomy and Terminology 2
OFFC 1003 Office Practice
OFFC 1020 Transcription
OFFC 1040 Clinical Procedures
OFFC 1060 Medical Documentation
OFFC 2000 Practicum

Anatomy and Terminology 1

OFFC 1001 \$320

This course combines medical terminology and basic human anatomy and physiology. It explores medical systems of the body using format of anatomical and physiological terminology, combining forms, pathological terminology, laboratory tests and abbreviations. Students will explore disease processes as related to each body system. There is an emphasis on correct spelling, pronunciation and meaning of the language of medicine. (3 credits)

Jan 10 Tue 1845-2145 12 wks BBY CRN 40054

Anatomy and Terminology 2

OFFC 1002 \$320

This course is a continuation of Anatomy and Terminology 1. Prerequisite: OFFC 1001. (3 credits)

Jan 9 Mon 1845-2145 12 wks BBY CRN 41259

Office Practice

OFFC 1003 \$375

This course introduces administration duties and professional conduct. Topics include appointment scheduling, and pharmacology. The second half introduces the basic features of management systems using Osler Systems Practice Manager billing software. It emphasizes computerized billing, the day sheet record, patient registration, Teleplan, reporting and computerized lab results. Prerequisites: working knowledge of Word for Windows and typing speed of 35 wpm. (3.5 credits)

Feb 22 Wed 1815-2145 12 wks BBY CRN 40055

Transcription

OFFC 1020 \$350

This course continues from OFFC 1060. It introduces 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. Prerequisites: OFFC 1001, OFFC 1002, OFFC 1060 and typing speed of 40 wpm is required. (3 credits)

Jan 14 Sat 0900-1600 6 wks BBY CRN 15235

Feb 25 Sat 0900-1600 6 wks BBY 15236

Clinical Procedures

OFFC 1040 \$315

This course covers basic clinical procedures and tests commonly performed in medical office settings, relevant theory about procedures and tests to develop a competency in selected skills based on MOA Association-approved guidelines. Students become familiar with common medical emergencies and become certified in basic lifesaver CPR, renewable every three years. (3 credits)

Jan 12 Thr 1845-2145 12 wks BBY CRN 15242

Medical Documentation

OFFC 1060 \$200

Students will learn how to produce medical documents with emphasis on letter formatting, speed and accuracy drills and timings. The course includes an introduction to transcribing rules in preparation for medical transcription. Prerequisite: working knowledge of Word for Windows and typing speed of 35 wpm. This is the prerequisite course for OFFC 1020. (1.5 credits)

Jan 11 Wed 1845-2145 6 wks BBY CRN 16551

Practicum

OFFC 2000 \$300

This course provides work experience for students who have successfully completed all MOA courses. It includes classroom instruction on the first and last class, plus one 60-hour practicum placement in a physician's office, hospital department and/or related field. Prerequisites: completion of all OFFC courses as listed above. (6.5 credits)

Feb 21 Tue 1845-2145 6 wks BBY CRN 15243

Pacemaker Technology

604-451-7117 or 1-800-663-6542 ext 7117

Yvette_Kharoubeh@bcit.ca

www.bcit.ca/study/programs/530adiplt



Concepts in Electrophysiology

CARD 5301 \$475

Concepts used in diagnosis and management of patients with arrhythmias,

including: cardiac conduction system, mechanisms of conduction abnormalities, basic electrophysiology of anti-arrhythmic medications, principles of electrophysiological testing, clinical indications for electrophysiological studies, and interpretation of intracardiac and surface electro-cardiograms. (3 credits)

Jan 9 12 wks Distance CRN 48924

Register online four weeks
before your class starts and
save on participating courses!

- Before you start, have these things ready: your BCIT ID, if you've been a BCIT student before, a valid credit card, and your Social Insurance Number (so you can get a tax credit form for your tuition). For distance ed courses only, have the names of any additional materials you wish to purchase with your course, a daytime shipping address and phone number, and your e-mail address.
- Go to www.bcit.ca/study/.
- Select the **COURSE OPTION** in perform a keyword search, enter your keywords, and click **FIND IT** (or do an advanced search at www.bcit.ca/study/courses/).
- Once you get your results, click on **COURSE TITLES** for more details and to add the course to your shopping cart
- Once you've clicked on **ADD TO CART** for one course, you can choose continue browsing or proceed to registration.
- Once you click on **PROCEED TO REGISTRATION**, you'll move on to BCIT Secure Information System. If this is your first time registering for a course at BCIT, you have to click on **CREATE A BCIT ID**. Just follow the prompts and provide all required information.
- Follow the steps on the screen to complete the registration.

* See page 113 for details.



Confucius Institute Courses

See Business and Media

International Programs

604-432-8816

infoBCIT@bcit.ca

Ask an advisor at www.bcit.ca/international

The philosophy of International is to assist international students with their integration into BCIT and the surrounding community.

BUSINESS MANAGEMENT STUDIES – ASSOCIATE CERTIFICATE (BMS)

The BMS program provides a high-quality educational opportunity for English as a Second Language (ESL) foreign visa students within the School of Business. This program is designed both as an interesting and useful Canadian experience while at the same time providing an opportunity to apply for entry into regular business diploma programs at Level 2.

Prerequisite: English placement at a sufficiently high English level and high school graduation. Applying students must take the Placement exam (COMM 0009) to determine their eligibility to enter the program. Students who do not place high enough on the Placement exam may need to take some English preparation courses before fully entering the program (see alternatives below).

The length of the program is normally two 14-week terms. However, students who require more English may need longer to complete the program.

Starts: Jan. 9, 2006
May 8, 2006

ENGLISH LANGUAGE PREPARATION

BCIT offers an array of intensive English language preparation options designed to help students achieve the necessary English skills to succeed in regular BCIT programs.

Information

For more information on these exciting opportunities tailored by BCIT for international students, please phone the International Student Centre.

ENGLISH FOR POLYTECHNIC PREPARATION (EPP)

Taught exclusively by Kester Grant College at International House in Vancouver, EPP prepares students for success in education and careers by developing their study, research, report-writing, presentation, critical thinking, employability and English-language skills. Intensive 30 hours per week. On completion, students may bridge to the BMS certificate programs at BCIT. International House is located at 200-1215 W. Broadway in Vancouver.

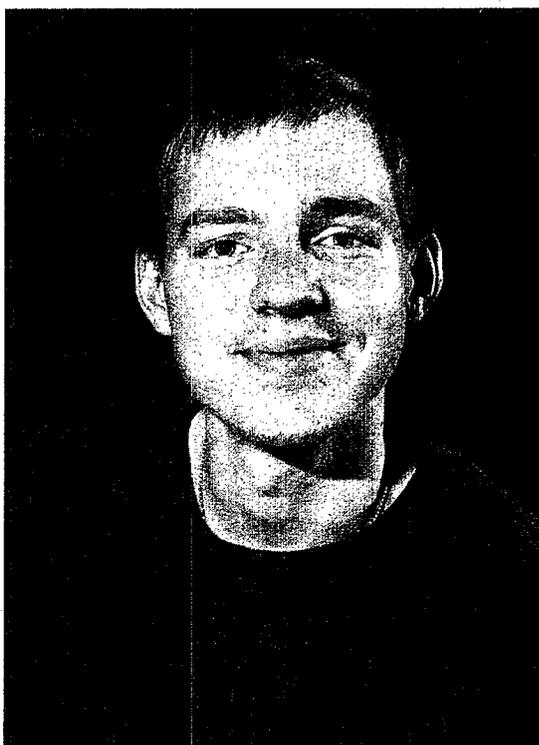
Starts every four weeks: Jan. 25, Feb. 23, Mar. 23 and Apr. 20

TECHNICAL COMMUNICATIONS PLUS PROGRAMS

BCIT coordinates Technical Communications Plus certificate programs for students whose English is at an intermediate level by combining Technical Communications with academic courses. Programs are available in many disciplines including:

- Technical Communications plus Architectural and Building Engineering
- Technical Communications plus Business
- Technical Communications plus Computing
- Technical Communications plus Media Techniques.

Students applying to Technical Communications Plus programs will be given an English Assessment Exam (EAE) to determine their registration eligibility.



"My BCIT experience gave me only positive emotions. BCIT provides excellent education and practical knowledge, along with special facilities and a lot of care for its international students."

Denis Yurin

Academic Business Program
Russia

International Programs Refund Policy

Candidates may obtain a refund of prepaid tuition fees, less \$250 of approved fee, and other charges if they comply with the following conditions (please refer to the International application form):

- 100% refund, less approved fee – if the applicant provides BCIT, as soon as possible but no later than the refund deadline for the program, with (i) official original documentation from the Canadian immigration authorities indicating its denial* of the Candidate's application for a study permit or other applicable approval, and (ii) a letter requesting withdrawal from the program and a refund of any prepaid tuition fees and other charges (less the non-refundable administration fee).
- 85% refund – if the applicant provides BCIT with a letter, at least 31 days prior to the start date of the program, requesting withdrawal from such program and a refund of any prepaid tuition fees and other charges (less the non-refundable approved administration fee), supported by the original letter of acceptance issued by BCIT.
- 50% refund – if the applicant/student provides BCIT with a letter, within 30 days prior to the start date of the program and up to the refund deadline, requesting withdrawal from such program and a refund of any prepaid tuition fees and other charges (less the non-refundable approved administration fee), supported by the original letter of acceptance issued by BCIT.
- No refund
 - if applicant withdraws his/her application for a study permit from the Canadian Embassy
 - if applicant/student withdraws after the refund deadline date
 - if applicant is denied a study permit by the Canadian authorities due to submission of fraudulent documents. This is considered a serious offence.

* please see item (d)

PART-TIME STUDIES COURSES

Contact the International Student Centre to see if you are eligible to join one or more part-time evening or weekend courses.

Note: International students must have a valid study permit and medical insurance to study at BCIT. Documents must be sent to the International Student Centre.

International Student Tuition Fees

EPP – application fee \$250; tuition \$4,400 per term (16 weeks) plus building, student activity and myBCIT ID fees.

Technical Communications Plus Program – Fees are dependent on course registration.

BMS – Application Fee \$250, tuition \$5,460 per term plus building, student activity, registration and myBCIT ID fees.

IDP – Application Fee \$250, tuition \$4,875 per term plus building, student activity, registration and myBCIT ID fees.

Part-time Studies Courses and Distance Education Courses – 2.2 times the published fee plus building, student activity, registration and myBCIT ID fees.

High-Tech Professional Programs – 1.25 times the published fee plus building, student activity, registration and myBCIT ID fees.

*Students studying the EPP, BMS and IDP pay the published fee regardless of their residence status. If a student's immigration status changes on or prior to the refund deadline of a course, excluding EPP, BMS and IDP, the differential fee will be refunded.

Register now to avoid disappointment.

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



"The industry is desperate for qualified sheet metal journeyman. Training is provided by instructors who are experienced in the trade, giving graduates a thorough background in both theory and the practical side of the industry. The next decade will be an exciting and financially rewarding time for the building trades in Vancouver, and qualified sheet metal workers will be in high demand. The BCIT sheet metal program could be your ticket to challenging and well paid work in the booming construction industry."

Terry Calam

President, Advance Sheet Metal Limited

millwright, and machinist trades learner. Prerequisite: ACES 0012 or equivalent skills.

Jan 1 12 wks Online CRN 49168
Jan 1 12 wks Distance 49172

Aerospace

604-419-3704 Laurie_Watkins@bcit.ca
Fax: 604-278-5363

BCIT Aerospace offers a variety of full-time, part-time, and customized training programs, specializing in Transport Canada approved Type maintenance training courses. Part-time courses are scheduled at BCIT Aerospace Technology Campus, 5301 Airport Road South, Richmond, B.C.

Aircraft Interiors Technician

AVIT 1A \$3900

This program is a mix of theory and practical lessons. Students will perform a wide variety of tasks from using basic hand tools to specialized procedures for aircraft interior refinishing. They will disassemble, inspect and repair aircraft furnishings such as galleys, washroom modules, seats, windows, passenger service units, storage bins and emergency equipment. This course is endorsed by the Canadian Aviation Maintenance Council. All students interested in participating with this program must contact Laurie Watkins at 604-419-3704 or e-mail Laurie_Watkins@bcit.ca.

Feb 24 Mon-Fri 0900-1530 16 wks ATC CRN GENR

AIRCRAFT MAINTENANCE TYPE COURSES

604-419-3704 Laurie_Watkins@bcit.ca

Bell 206 Field Maintenance Type Course

AVIA 2150 \$2398

This Transport Canada approved course provides system description and details of operation, component location, servicing, removal and installation, and test procedures to support a typical maintenance schedule. This 90-hour type endorsement course includes the RR Allison 250 engine and has been tailored to meet the needs of industry and AMEs. Prerequisite: must be an aircraft maintenance engineer (AME). Note: Internet registration not available; call Laurie Watkins at 604-419-3704.

Feb 20 Mon-Fri 0800-1600 3 wks ATC CRN 19608

AS350 Astar Type Course

AVIA 2201 \$3290

This Transport Canada approved course provides system description and details of operation, component location, servicing, removal and installation, and test procedures to support a typical maintenance schedule for the

Eurocopter AS350 airframe and Arriel 1 Series Engine. The course has been tailored to meet the needs of the industry and Aircraft Maintenance Engineers. Prerequisite: must be an AME or graduate of a basic training course AME M. Note: Internet registration not available; call Laurie Watkins at 604-419-3704.

Mar 6 Mon-Fri 0800-1600 3 wks ATC CRN 70598

Bell 212 Type Course

AVIA 2202 \$3830

Provides system description and details of operation, component location, servicing, removal and installation, and test procedures to support a typical maintenance schedule for the Bell 212 airframe and PT6T-3B Engine. The course has been tailored to meet the needs of industry and Aircraft Maintenance Engineers and is Transport Canada approved. Prerequisite: must be an AME or graduate of a basic training course AME M. Note: Internet registration not available; call Laurie W91062

Jan 23 Mon-Fri 0800-1600 3 wks ATC CRN 70596

Pratt and Whitney PT6T-3B Engine Type Course

AVIA 2203 \$1185

Provides system description and details of operation, component location, servicing, removal and installation and test procedures to support a typical maintenance schedule for the PT6T-3B engine. The course has been tailored to meet the needs of industry and AMEs. Transport Canada approval pending. Prerequisite: must be an AME or graduate of a basic training course AME M. Note: Internet registration not available; call Laurie Watkins at 604-419-3704.

Feb 6 Mon-Fri 0800-1600 1 wks ATC CRN 70593

Turbomeca Arriel 1 Series Engine Type Course

AVIA 2205 \$985

Provides system description and details of operation, component location, servicing, removal and installation, and test procedures to support a typical maintenance schedule for the Eurocopter Arriel 1 Series Engine. The course has been tailored to meet the needs of industry and AMEs. Transport Canada approval pending. Prerequisite: must be an AME or graduate of a basic training course AME M. Note: Internet registration unavailable; call Laurie Watkins at 604-419-3704.

Mar 6 Mon-Fri 0800-1530 1 wk ATC CRN 70597

Auto Collision Repair

604-432-8205 Shirley_Butler@bcit.ca

Automotive Collision Estimator 1

ABOD 0101 \$750*

Prepares students with proven mechanical aptitude, customer service and communication skills to enter the field of automotive collision estimating. Covers auto body methodology, insurance regulations, and estimating techniques. This is the first of a two-part program leading to a BCIT Statement of Completion in Automotive Collision Estimating. Steel-toed footwear required.

Jan 17 Tue/Thr 1830-2130 10 wks BBY CRN 70547

Automotive Mechanic

604-432-8205 Shirley_Butler@bcit.ca

Automotive Mechanical Repair Refresher

AUTO 0100 \$525*

Refreshes theoretical knowledge of the trade in preparation for the Certificate of Qualification examination. Contact the Industry Training Centre (tel. 604-775-2860 or 1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: Experience in the automotive trade.

Jan 16 Mon/Wed 1830-2130 10 wks BBY CRN 10129

Air Conditioning 134a Retrofit

AUTO 0106 \$315*

Upgrades automotive technicians in the conversion of motor vehicle air conditioning systems from R12 to R134a. Introduces the principles of air conditioning

Access Programs

604-451-7159 Tom_Mills@bcit.ca

The Trades Learning Centre offers a variety of options to prepare for mathematics encountered in the pre-test, trades training, and apprenticeship programs offered at BCIT and elsewhere. Instructor notes are available by Internet or correspondence. Registration is continuous and courses may be completed in 3 months or less. A personal tutor will be assigned and free assistance is available at BCIT Burnaby campus.



Basic Trades Math
ACES 0011 \$113

Covers whole numbers, fractions, decimal fractions, measurement, and related trades problems.

Jan 1 12 wks Online CRN 49165
Jan 1 12 wks Distance 49169



Intermediate Trades Math
ACES 0012 \$113

Covers %, ratio/proportion, precision measurement, roots and powers, signed numbers, order of operations, and related trades problems. Prerequisite: ACES 0011 or equivalent skills.

Jan 1 12 wks Online CRN 49166
Jan 1 12 wks Distance 49170



Craft Trades Math
ACES 0013 \$113

Covers algebra, formulas, 2 dimensional (plane), and

3 dimensional (solid) geometry and related trades problems. Ideal for the metal, wood, and mechanical trades learner. Prerequisite: ACES 0012 or equivalent skills.

Jan 1 12 wks Online CRN 49167
Jan 1 12 wks Distance 49171



Technical Trades Math
ACES 0014 \$113

Covers scientific and engineering notation, precision measurement;

angles, triangles, and trigonometry; systems of equations, and related trades problems. Ideal for the electrical, electronics, power engineering, and plumbing/piping,



Trades, Vocational and Apprenticeship

systems including system construction, operation, inspection and service. Shop exercises provide an opportunity to perform air conditioning performance testing; refrigerant recovery, recycling and charging. Successful participants will receive Air Conditioning Retrofit certification. Training is recognized as an ICBC c.a.r. shop upgrading course and counts as 16 hours towards your accreditation status. Prerequisite: Automotive air conditioning experience, and AUTO 0145 or equivalent. Safety glasses and steel-toed footwear required.

Mar 14 Tue/Thr 1830-2130 3 wks BBY CRN 49338

134A Retrofit Regulations

AUTO 0107 \$127*

Upgrades technicians, service advisors and shop administrators in the procedures and regulations of air conditioning 134A retrofit. This theory awareness course provides current information on the impact of the Ozone Depleting Substances and Other Halocarbons Regulation on customer vehicles. Successful participants will receive Air Conditioning Retrofit certification. Training is recognized as an ICBC c.a.r. shop upgrading course and counts as four hours towards your accreditation status.

Mar 8 Wed 1800-2200 1 day BBY CRN 19132

Propane Fuel Systems for Vehicles

AUTO 0131 \$380*

Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training includes identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. Prerequisite: Minimum third-year apprentice or BC TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel-toed footwear required.

Jan 21 Sat 0800-1500 4 wks BBY CRN 42030

Natural Gas Fuel Systems for Vehicles

AUTO 0134 \$380*

Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training includes identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. Prerequisite: Minimum 3rd Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel-toed footwear required.

Feb 25 Sat 0800-1500 4 wks BBY CRN 71668

AirCare Theory and Operations

AUTO 0140 \$555*

Prepares certified technicians, not previously AirCare certified, to write the AirCare Repair Service Technician Examination. AirCare certification examination is administered on the last night. Prerequisite: BC TQ in Automotive, Commercial Transport or Heavy Duty Mechanic with three years' automotive experience.

Jan 17 Tue/Thr 1830-2130 7 wks BBY CRN 10144

AirCare Practical (Recertification)

AUTO 0141 \$605*

Updates certified technicians in the diagnosis and repair of emission control system failures. Mandatory for AirCare technicians who have failed the AirCare recertification exam. AirCare administered recertification examination is given. Prerequisite: BC TQ in Automotive, Commercial Transport or Heavy Duty Mechanic with three years' automotive experience. Safety glasses and steel-toed footwear required.

Jan 17 Tue/Thr 1830-2130 7 wks BBY CRN 15252

CFC Emissions in Automotive

AUTO 0145 \$150*

Teaches environmental awareness of ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. Leads to 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 service automotive air conditioning systems or perform 134A retrofits.

Jan 21 Sat 0800-1600 1 day BBY CRN 13032

Mar 4 Sat 0800-1600 1 day BBY 49376

NEW ASE A1 Engine Repair Refresher

AUTO 0201 \$185*

Refreshes theoretical knowledge of automotive engine repair in preparation for the Automotive Service Excellence A1 Engine Repair examination. Topics include: internal combustion engine diagnosis; cylinder head and valve train diagnosis and repair; lubrication and cooling system diagnosis and repair; and fuel, electrical, ignition, and exhaust systems inspection and service. Prerequisite: Experience in the automotive trade.

Jan 17 Tue 1830-2130 4 wks BBY CRN 71730

NEW ASE A4 Suspension and Steering Refresher

AUTO 0204 \$185*

Refreshes theoretical knowledge of suspension and steering systems in preparation for the Automotive Service Excellence A4 Suspension and Steering examination. Topics include: suspension and steering system diagnosis; wheel alignment diagnosis, adjustment and repair; and, tire and wheel diagnosis and service. Prerequisite: Experience in the automotive trade.

Feb 14 Tue 1830-2130 4 wks BBY CRN 71732

NEW ASE A5 Brakes Refresher

AUTO 0205 \$185*

Refreshes theoretical knowledge of brakes in preparation for the Automotive Service Excellence A5 Brakes examination. Topics include: hydraulic system diagnosis and repair; drum and disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous systems diagnosis and repair; and, anti-lock brake systems (ABS) diagnosis and repair. Prerequisite: Experience in the automotive trade.

Mar 14 Tue 1830-2130 4 wks BBY CRN 71703

Introduction to Electrical Testing

AUTO 2200 \$390*

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 steel-toed footwear required.

Jan 21 Sat 0800-1500 5 wks BBY CRN 18599

Commercial Vehicle Inspector

CTMX 0110 \$270*

See Commercial Transport Mechanic section.

Automotive Service Operations

604-432-8205 Shirley_Butler@bcit.ca

Automotive Service Management 1

AUTO 0160 \$260*

Introduces the creation of a formal management strategy to effectively manage a service outlet. Provides an overview of various areas such as staffing, equipment and facilities, business management, marketing and service operations. Teaches the service manager or owner/operator to have adequate control over the business profitability while maintaining high customer satisfaction and staff participation. Prerequisite: AUTO 0143 Automotive Service Advisor.

Jan 17 Tue 1830-2130 6 wks BBY CRN 70496

Building Automation Systems

604-453-4045 604-412-7564

Security Systems

TELC 0141 \$555*

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, including crime prevention officers and sales

and administrators working with security alarm systems.

Jan 24 Tue/Thr 1800-2100 7 wks BBY CRN 10451

Electricity and Electronics

For Fire Alarm Technicians

TELC 1139 \$625*

Covers basic electrical and electronic theory, basic electrical calculations, schematic and blueprints, instruments, equipment operations: specifications, work orders, Canadian Electrical Code. Prerequisites: Basic electrical and electronic theory. (4 credits)

Jan 31 Tue/Thr 1800-2100 8 wks BBY CRN 46213

CENTRE FOR ENERGY SYSTEMS APPLICATIONS

604-412-7564

NEW High-Efficiency Lighting 1: Technology and Design

CESA 0130 \$305*

Introduces participants to new developments in lighting technology, benefits of undertaking lighting upgrades, reviews relevant lighting terminology and examines the principles and applications of high-efficiency lamps and ballasts. (Linear fluorescent T8 and T5, compact fluorescent, fluorescent induction, tungsten halogen, halogen infra red, HID metal halide/ high-pressure sodium and LED). Prerequisite: Illumination Engineering Society (IES) introductory lighting course, ED100, or comparable course is recommended but not mandatory.

Jan 10 Tue/Thr 1900-2130 3 wks BBY CRN 71786

NEW High-Efficiency Lighting 2: Retrofit and Design Options

CESA 0131 \$305*

Introduces participants to principles of upgrading a lighting system. Specifics of completing a lighting energy audit are examined and retrofit options. Benefits and feasibility of redesign, lighting control and applications are covered, such as localized switching, dimming, daylight harvesting, timers, occupancy sensors and programmable lighting systems. Prerequisite: Completion of CESA 0130 is recommended.

Feb 7 Tue/Thr 1900-2130 3 wks BBY CRN 71787

NEW High-Efficiency Lighting 3: Economics and Maintenance

CESA 0132 \$305*

Introduces participants to economics of lighting. Includes maximizing return on investment, the simple payback period, various retrofit and redesign options and maintenance programs with scheduling. Opportunities for proceeding with a lighting upgrade are examined. Overview of programs available for financial assistance, businesses involving lighting upgrade work and case studies. Prerequisites: Suggested completion of CESA 0130 and CESA 0131.

Mar 7 Tue/Thr 1900-2130 3 wks BBY CRN 71789

Carpentry

604-432-8678

Rick_Dohl@bcit.ca

604-432-8539

Dina_Patterson@bcit.ca

CARPENTRY C OF Q REFRESHER

CARP 0100 \$680

Prepares participants for the Carpenter Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training Centre in Metrotown (1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the carpentry trade.

Jan 10 Tue/Thr 1830-2130 10 wks BBY CRN 10077



Math for Carpenters

CARP 0108 \$286

Designed for the new carpentry apprentice or journey person in need of an upgrade in math. Instruction will review basic mathematics, geometry and trigonometry as it applies to the needs of a carpenter. Topics will include volume calculation, stair construction, roofing calculations and related problem solving.

Jan 31 Mon/Wed 1830-2130 4 wks BBY CRN 42996

Basic Stair Construction

CARP 0125 \$320

An ideal refresher for working carpenters. Topics include basic stair construction techniques pertaining to straight-line stairs and stairs with landings as well as related B.C. Building Code requirements. Prerequisite: Practical experience in framing is necessary.

Jan 14 Sat 0900-1500 3 wks BBY CRN 49054

Basic Roof Framing

CARP 0140 \$420

This course is designed to cover the basic roofs, gable, hip and intersecting roofs. The theory, calculations and layout will be described for the following rafters, common, hip, hip jack, supported valley, valley jack and cripple jack rafters. The student will be laying out and cutting different rafters for the roofing projects and sheath the roofs ready for shingles. Prerequisite: Practical experience in framing is required.

Feb 11 Sat 0830-1430 5 wks BBY CRN 49064

Commercial Transport Mechanic

604-432-8205 Shirley_Butler@bcit.ca

Commercial Transport Mechanic CQ Refresher

CTMX 0100 \$525*

Prepares participants for the Commercial Transport Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training Centre (tel. 604-775-2860 or 1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: minimum of six years experience in the trade.

Jan 17 Tue/Thr 1800-2100 10 wks GNW CRN 10160

Transport Refrigeration Basic Maintenance

CTMX 0101 \$310*

Increases awareness of the Transport Refrigeration field. Covers refrigeration theory, components and location, basic electrical, basic electronics, basic electrical schematic reading, and test equipment. Freon flow charts of Carrier and Thermo King refrigeration units will be discussed. Safety glasses and steel-toed footwear required.

Jan 16 Mon/Wed 1800-2100 4 wks GNW CRN 71669

Air Brakes for Mechanics

CTMX 0105 \$390*

Prepares mechanics, with limited experience, to service air brakes. Upon successful completion, students will receive pre-trip credit for 30 days toward the Motor Vehicle Air Endorsement examination. This endorsement is a requirement for Automotive Technician Commercial Vehicle Inspectors to inspect air brakes. Prerequisite: Basic mechanical knowledge and ability. Steel-toed footwear required.

Feb 7 Tue/Thr 1800-2100 6 wks GNW CRN 71670

Commercial Vehicle Inspector

CTMX 0110 \$270*

Prepares students for the Commercial Vehicle Inspector Authorization examination. This Authorization permits the inspection and decaling of various private and commercial vehicle classes in which the student was successfully graded. Includes up-to-date information on recent changes to the inspection program. Prerequisite: BC TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel-toed footwear required.

Jan 16 Mon/Wed 1800-2100 3 wks GNW CRN 10162

Feb 28 Tue/Thr 1800-2100 3 wks GNW 10166

Commercial Vehicle Inspector Update

CTMX 0111 \$80*

Updates authorized vehicle inspectors with relevant changes that have occurred in the commercial vehicle inspection program over the last few years. Covers updates essential to the ongoing effectiveness of performing and recording accurate vehicle inspections including proper completion of required inspection report forms. Reviews relevant sections of the Motor Vehicle Act including those that financially impact inspectors. Prerequisite: Commercial Vehicle Inspector Certification.

Feb 15 Wed 1800-2200 1 day GNW CRN 41334

Diesel Engine Electronics

604-432-8205 Shirley_Butler@bcit.ca

On completion of the following five courses, a BCIT Associate Certificate 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

The diesel engine electronic technician will work in one of three mechanical trades: commercial transport, diesel engine, or heavy duty. Electronic fuel control is used on diesel engines in all three trades. The diesel engine electronics program covers electrical and electronic theory complemented with hands-on use of diagnostic tools and troubleshooting manuals to enable the student to become competent in the repair, troubleshooting and diagnosis of electronic fuel systems for diesel engines.

Note: Part-time classes are scheduled consecutively to allow for completion of the five-course program within a one-year time frame.

Detroit Diesel Electronic Control

DELX 2102 \$450*

Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals. Enables students to become competent in the repair, troubleshooting and diagnosis of electronic fuel systems for Detroit Diesel engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Steel-toed footwear required.

Jan 17 Tue/Thr 1800-2100 6 wks GNW CRN 19302

Caterpillar Electronic Control

DELX 2103 \$450*

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 Caterpillar engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Steel-toed footwear required.

Mar 7 Tue/Thr 1800-2100 6 wks GNW CRN 42938

Diesel Engine Mechanic

604-432-8205 Shirley_Butler@bcit.ca

NEW Diesel Engine Tune-up

DEMEX 0103 \$435*

Covers engine tune-ups on mechanical Cummins, Caterpillar, and Detroit Diesel. Also includes valve and injector setting on electronic Cummins, Caterpillar, and Detroit Diesel. Prerequisite: Mechanical and engine experience. Steel-toed footwear required.

Feb 11 Sat 0700-1400 5 wks GNW CRN 71685

Drafting

604-432-8626
604-432-8539

Anna_Trajkovic@bcit.ca
Dina_Patterson@bcit.ca

Introductory Drafting

DRFT 1010 \$572

Provides a foundation in basic drafting in orthographic and isometric projections, imperial/metric scales, plane geometry, lettering/linework, dimensioning, section and auxiliary view and equipment use. This course is required towards a certificate in any of four full-time drafting courses (Architectural, Civil, Structural and Mechanical). (3 credits)

Jan 10 Tue/Thr 1830-2130 7.5 wks BBY CRN 41250

CAD 1

DRFT 1110 \$572

Introduces the use of the computer as a tool in drafting using AutoCAD 2004. Includes the basic operations, commands, layout techniques and plating processes used in a drafting office. Prerequisite: DRFT 1010 or high school equivalent. (3 credits)

Jan 9 Mon/Wed 1830-2130 7.5 wks BBY CRN 42766

Advanced CAD 1

DRFT 1122 \$572

Continues from DRFT 1110 (Cad 1) utilizing the most current software. Advanced AutoCAD commands and 3-D modelling. Prerequisites: DRFT 1010 or high school equivalent and DRFT 1010. (3 credits)

Jan 9 Mon/Wed 1830-2130 7.5 wks BBY CRN 49641

Electrical Upgrading and Code

604-453-4045
604-412-7564

Electrical IP/TQ Exam Refresher

TELC 0105 \$850*

Designed for electricians preparing to write IP/TQ exam. Students must have approved electrical work experience. Approval must be obtained from ITAC office before registering. Prerequisite: Knowledge of wiring methods and terminology. Textbook is the current edition of the Canadian Electrical Code Part 1.

Jan 16 Mon/Wed 1800-2100 10 wks BBY CRN 10444

Electrical Code

TELC 0107 \$560*

Wanting to become a Field Safety Representative? This course covers all sections of the B.C. Electrical Code Regulation 2002, including applicable safety standards, bulletins, directives and amendments as well as the Safety Standards Act, Safety Standards General Regulation and Electrical Safety Regulation. It is ideal for electricians specializing in commercial, industrial and high voltage installations. The course and instructor are recognized by the Electrical Safety Authority.

Jan 16 Mon/Wed 1830-2100 10 wks BBY CRN 10421

Feb 4 Sat 0800-1600 7 wks BBY 46214

Entertainment Industry Code (Le/Fe)

TELC 0113 \$495*

Designed for persons doing electrical work in the entertainment industry. This course follows the Electrical Safety Authority guidelines and prepares the student to write the LE or FE code exam. Prerequisite: Experience with three phase electrical systems. A current edition of the Canadian Electrical Code is required.

Feb 11 Sat 0900-1500 5 wks BBY CRN 41048

Math for Electricians 1

TELC 0121 \$420*

This course is designed for students planning to attend Level 1 technical training for the electrical apprenticeship program. Course topics include basic electrical concepts, fundamental electrical laws and mathematical expressions, algebra refresher, DC electricity and resistive circuit analysis.

Jan 16 Mon/Wed 1800-2030 10 wks BBY CRN 70449



Math for Electricians 2

TELC 0122 \$420*
This course is designed for students planning to attend level 2 technical training for the electrical apprenticeship program. Course topics include basic trigonometry, alternating current (AC) concepts, single phase AC circuit analysis and single phase transformer calculations.
Jan 16 Mon/Wed 1800-2030 10 wks BBY CRN 70450

Math for Electricians 3

TELC 0123 \$420*
This course is designed for students planning to attend Level 3 technical training for the electrical apprenticeship program. Course topics include three phase circuit analysis and three phase transformer calculations.
Jan 16 Mon/Wed 1800-2030 10 wks BBY CRN 70451

Motor Control

TELC 0130 \$520*
Covers the basic principles of conventional motor control for those working in an industrial setting. Prerequisites: Familiarity with wiring methods and AC Motor operation.
Jan 17 Tue/Thr 1800-2100 5 wks BBY CRN 70452

Low Energy Electrical Worker

TELC 0144 \$480*
Covers the basic electrical concepts required for the installation, alteration, repair or maintenance of Class 2 circuits limited to rated output of 100 VA. This includes installation of 120 volt feeds for Class 2 power supplies, use of multimeters, as well as the pertinent electrical and building code requirements. Textbook is the latest version of the Canadian Electrical Code Part 1. Prerequisite: Experience with Class 2 circuits.
Jan 17 Tue/Thr 1830-2130 5 wks BBY CRN 47388

High Voltage 1

TELC 0161 \$520*
This course provides both theoretical and practical information relating to high voltage systems. Course topics include HV generation/transmission/distribution systems, HV cables and terminations, HV switchgear, HV safety and code requirements. Students are required to have a current copy of the Canadian Electrical Code book.
Jan 14 Sat 0900-1600 5 wks BBY CRN 70453

First Aid

604-432-8205 Shirley_Butler@bcit.ca

Occupational First Aid Level 1

CTMX 1301 \$140*
Covers basic first aid with rescuer CPR. Successful participants will receive WCB Occupational First Aid Level 1 certification. Personal identification must be presented to the instructor.
Jan 28 Sat 0800-1600 1 day BBY CRN 49354
Mar 11 Sat 0800-1600 1 day BBY 49355

Fluid Power

See Engineering, Applied and Natural Sciences

Glazing

604-434-5734 local 5036 Stuart_Browning@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca

Glazing C of Q Refresher

GLAZ 0100 \$680
Prepares tradespersons for the Glazier Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the Industry Training Centre in Metrotown (1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.
Jan 10 Tue/Thr 1800-2100 10 wks BBY CRN 17935

Glass Sandblasting and Design

GLAZ 0118 \$420
Sandblast your own designs on various types of glass. No glass experience necessary. Enjoy working in a well-equipped shop and learn the basics of this art form.
Jan 14 Sat 0900-1500 3 wks BBY CRN 44170

Heating, Ventilation, Air Conditioning and Refrigeration

604-432-8521 Bette_Bayley@bcit.ca

Upon successful completion of the following five courses, a BCIT Statement of Completion in Refrigeration Systems will be issued.

HVAC 0102 Basic Refrigeration Systems 1
HVAC 0104 Basic Refrigeration Systems 2
HVAC 0106 Basic Refrigeration Systems 3
HVAC 0110 Advanced Refrigeration Systems 1
HVAC 0112 Advanced Refrigeration Systems 2

Basic Refrigeration Systems 1

HVAC 0102 \$535*
This is the first in a five-part program covering fundamentals of the refrigeration cycle and identification, operation and function of basic system components, use and application of refrigerant types, proper use of refrigerant recovery/recycling equipment, and proper charging and system evacuation to meet industry requirements and existing provincial regulations. Prerequisite: HVAC 0140 and HVAC 0145, prior or during HVAC 0102. Steel-toed safety boots required.
Jan 9 Mon/Wed 1830-2130 8 wks BBY CRN 15254

Basic Refrigeration Systems 2

HVAC 0104 \$535*
This is the second in a five-part program covering 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. Steel toed safety boots required.
Jan 9 Mon/Wed 1830-2130 8 wks BBY CRN 71701

Advanced Refrigeration Systems 1

HVAC 0110 \$255*
This is the fourth in a five-part series of heating, ventilation and air conditioning systems courses. This module covers in-depth the operating sequences of residential and light commercial heat pump systems. Topics include: application; installation control sequences and mechanical/electrical troubleshooting techniques. Prerequisite: Good working knowledge of the refrigeration trade and ability to read and interpret electrical diagrams or HVAC 0106 and HVAC 0145. Steel-toed safety boots required.
Mar 11 Sat 0830-1700 3 wks BBY CRN 70528

Transportation of Dangerous Goods in Refrigeration

HVAC 0140 \$90*
All people handling or transporting refrigerant cylinders must be certified by Transport Canada. Upon successful completion of this three hour course participants will receive the required Transport Canada certification.
Feb 9 Thr 1730-2030 1 evg BBY CRN 49216
Mar 9 Thr 1730-2030 1 evg BBY 49224

CFC Emissions in Refrigeration

HVAC 0145 \$150*
Teaches environmental awareness on ozone depleting substances. Covers environmentally correct equipment design and proper handling of ozone depleting substances. Upon successful completion, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls, and a certificate number for refrigerant handling as required under current B.C. regulations.
Jan 14 Sat 0830-1700 1 day BBY CRN 15258
Feb 18 Sat 0830-1700 1 day BBY 15260
Mar 18 Sat 0830-1700 1 day BBY 17920

Heavy Duty Mechanic

604-432-8205 Shirley_Butler@bcit.ca

Heavy Duty Mechanic CQ Refresher

HDMX 0100 \$25*
Prepares participants for the Heavy Duty Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training Centre (604-775-2860 or 1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years' experience in the trade.
Jan 16 Mon/Wed 1800-2100 10 wks GNW CRN 10154

Joinery

604-432-8989 Dave_Dunn@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca

Biesse XNC Operator/Programmer

JOIN 0215 \$970
This course prepares the student to use and program a Biesse machining centre. Explains set-up and operation of the machine as well as basic programming, jigs, maintenance and troubleshooting. The machine used in this course uses the XNC style of controlling software. Prerequisite: Prior computer experience.
Jan 16 Mon-Fri 0730-1630 1 wk BBY CRN 41244

Biesse Xnc Programmer

JOIN 0217 \$770
Builds on the skills acquired in JOIN 0215. Emphasis is on programming drilling and routing operations using the XNC controller software. Students will gain proficiency with sub-programs and parametric programming. Objective is to increase productivity by providing the programming knowledge to expand equipment use. Prerequisite: JOIN 0215 or prior experience.
Feb 27 Mon-Fri 0730-1415 1 wk BBY CRN 44165

Morbidelli Operator/Programmer

JOIN 0219 \$970
Prepares the student to use and program a Morbidelli machining centre. Explains set-up and operation of the machine as well as basic programming, jigs, maintenance and troubleshooting. This course is suitable for operators of machines using TRAI, XILOG or KVARA controller software. Prerequisite: Prior computer experience.
Feb 13 Mon-Fri 0730-1630 1 wk BBY CRN 47215

Aspan Cad/Cam

JOIN 0225 \$770
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. Prior CAD experience would be an asset. Prerequisite: Prior computer experience.
Mar 13 Mon-Fri 0730-1415 1 wk BBY CRN 46241



Machinist

604-432-8521

Bette_Bayley@bcit.ca

Lathe Operator

MACH 0105 \$565

Provides a basic understanding of and practical experience in engine lathe operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and footwear with steel toes required. Text: Trac Machining/Millwrighting Occ Line G (MN0140).
Jan 10 Tue/Thr 1900-2200 6 wks BBY CRN 17926

Milling Machine Operator

MACH 0110 \$565

Provides a basic understanding of and practical experience in milling machine operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and footwear with steel toes required. Text: Trac Machining/Millwrighting Occ Line H (MN0141).
Feb 28 Tue/Thr 1900-2200 6 wks BBY CRN 17927

Introduction to CNC

MACH 0125 \$625

Introduces the concepts of computer numerical control (CNC) using Haas simulators. Intended for those with little or no CNC experience. Prerequisite: Basic computer knowledge. Safety glasses and steel-toed boots required.
Feb 11 Sat 0800-1430 8 wks BBY CRN 17929

NEW Introduction to CAD/CAM for CNC Machining

MACH 3101 \$365

Focuses on the introduction of 2D geometry and programming for preparing of CNC machining operations featured in Mastercam and Gibbscam. Explores the techniques and methods that can be used to design 2D drawings. (2 credits)
Jan 14 Sat 0800-1430 4 wks BBY CRN 71702

Mastercam for 2D Machining

MACH 3102 \$775

Focuses on the creation of CNC programs for 2D machining. Students will use Mastercam to create contouring, pocketing, drilling, engraving, and threading for milling and turning operations for lathe. The course also explores 2D drawing file conversion and introduces post processor. Prerequisite: CNC machining experience and computer knowledge or MACH 3101. Text: Mastercam Lathe and Mill Training Tutorials. (5 credits)
Feb 11 Sat 0800-1430 10 wks BBY CRN 71662
Note: A Statement of Completion will be issued upon successful completion of MACH 3102.

Marine

604-453-4102

Louis_D'Mello@bcit.ca
Chief Instructor, Nautical

Marine training offers a variety of full-time, part-time, and customized programs in the following:

- Electronic Navigation
- Marine Engineering
- Marine Security
- Maritime Logistics and Port Operations
- Nautical Science
- Safety and Seamanship
- Yachtmaster Training

For information on courses, call the registration office at 604-453-4111 or visit www.bcit.ca/study. Courses are scheduled at BCIT Marine Campus (BMC), 265 West Esplanade, North Vancouver, B.C.

MARITIME LOGISTICS AND PORT OPERATIONS (MLPO)

See Business and Media section.

NAUTICAL

604-453-4111

Louis_D'Mello@bcit.ca

Master Limited, 60GRT, Area 1

NAUT 1475 \$800

Provides the required theoretical knowledge in chartwork (040), navigation safety (061) and to assist participants in preparation for the oral examination. Candidates completing this course and the oral examination from Transport Canada will be certified to perform Master duties on a commercial vessel of up to 60 gross tons. (6 credits)

Feb 9 Tue/Thr 1800-2100 6 wks BMC CRN 70838
+Sat 0900-1600

YACHTMASTER TRAINING

604-453-4111

Louis_D'Mello@bcit.ca

NEW Yachtmaster Coastal (Theory) Part 1

YMTC 1000 \$1300

Designed for those with a basic knowledge and understanding of yachting with a minimum of on-the-water experience. Provides skills to handle a yacht through an intensive practical course. Certificate of Competency is internationally recognized. Provides a revision starter-package of classroom plus practical sea time on a yacht. Prerequisites: Must provide evidence of sea time experience; 25 days at sea as an active member of a crew, 800nm at sea out of which 2 days as watch leader/captain and 12 hours on watch at night. Applicants may enrol in the course without prerequisites; however, the IYT certification will be issued after the prerequisites have been met. Required to register for part 1 and part 2 of Coastal. (2.5 credits)

Feb 13 Mon-Fri 0830-1600 1 wk BMC CRN 70724

NEW Yachtmaster Coastal (Practical) Part 2

YMTC 1001 \$2400

Designed for those with a basic knowledge and understanding of yachting with a minimum of on-the-water experience. Provides skills to handle a yacht through an intensive practical course. Certificate of Competency is internationally recognized. Four days live on-board a power or sail yacht. Prerequisites: Must provide evidence of sea time experience; 25 days at sea as an active member of a crew, 800nm at sea out of which 2 days as watch leader/captain and 12 hours on watch at night. Applicants may enrol in the course without prerequisites; however, the IYT certification will be issued after the prerequisites have been met. Required to register for part 1 and part 2 of Coastal. (2.5 credits)

Note: Dates and times to be determined. For information please contact Louis D'Mello (Chief Instructor, Nautical) at 604-453-4102.

NEW Yachtmaster Offshore (Theory) Part 1

YMTC 1020 \$1900

Yachtmaster Offshore certificate is a Master's Certificate of Competency for operating commercial yachts up to 200 tons within 150nm of a safe haven overseas. Certification involves a 10-day theory (part 1) at the marine campus and a 5 day practical aspect (part 2) on a training yacht. Note: Applicants must obtain both certificates within 12 months. Prerequisites: Must provide evidence of sea time experience; 50 days at sea as an active member of a crew, 3000nm at sea out of which 2000 miles must have been completed on coastal voyages. Must have five passages over 60 miles, two of which must be of captain or watchkeeper during the passage and include 30 night hours on watch. A current medical and eye examination by an approved TC medical practitioner is also required. (5 credits)

Feb 13 Mon-Fri 0830-1600 2 wks BMC CRN 70727

NEW Yachtmaster Offshore (Practical) Part 2

YMTC 1021 \$2500

Earn a Master's Certificate of Competency for operating commercial yachts up to 200 tons within 150nm of a safe haven overseas. Includes a 10-day theory (part 1) at the marine campus and a 5-day practical (part 2) on a training yacht. Five days live on-board a power or sail yacht. Note: Applicants must obtain both certificates within 12 months. Prerequisites: Must provide evidence of sea time experience; 50 days at sea as an active member of a crew, 3000nm at sea out of which 2000 miles must have been completed on coastal voyages. Must have five passages over 60 miles, two of which must be of captain or watch keeper during the passage and include 30 night hours on watch. A current medical and eye examination by an approved TC medical practitioner is also required. (5 credits)

Mar 6 Mon-Fri 0800-2000 5 days BMC CRN 70728

Millwright

604-432-8521

Bette_Bayley@bcit.ca

Millwright CQ Refresher

MILL 0101 \$840*

Intended to assist tradespersons in refreshing their theoretical knowledge of the millwright trade prior to writing the Millwright Certificate of Qualification with an Inter-Provincial IP (red seal) endorsement. Topics include: exam for general fitting practices; hydraulics; pneumatics and lubrication; material handling; machine components and machine installation. Prerequisite: Minimum six years experience in the trade. Contact the Industry Training Centre in Metrotown at 1-866-660-6011 to determine eligibility and to schedule an examination. Text: "Millwright Manual of Instruction" and calculator required for the first night of class.

Jan 17 Tue/Thr 1830-2130 12 wks BBY CRN 43470

Jan 21 Sat 0830-1500 12 wks BBY 71657

Hydraulics 1

MILL 1505 \$565*

First course of two in hydraulics. Upon successful completion of MILL 1505 and MILL 1506 students will receive a Statement of Completion in Hydraulics. Provides the basic theory of fluid power; examining, testing, troubleshooting and repairing fluid power circuits and components. Steel toed boots and safety glasses required. Text: "Vickers Industrial Hydraulics" required for the first night of class. (3 credits)

Jan 9 Mon/Wed 1800-2100 7 wks BBY CRN 47353

Hydraulics 2

MILL 1506 \$565*

This course follows MILL 1505 (formerly MILL 0105). Upon completion of both MILL 1505 and MILL 1506 students will receive a Statement of Completion in Hydraulics. This theory/shop course covers a review of MILL 1505, contamination, graphic symbology, diagnostic instruments, circuit and control analysis, component functions and failures and systematic troubleshooting procedures. Prerequisite: MILL 1505. Steel toed boots and safety glasses required. Text: Vickers Industrial Hydraulics manual required for the first night of class. (3 credits)

Mar 6 Mon/Wed 1800-2100 7 wks BBY CRN 47355

Registering for BCIT Part-time Studies is a fully secured process. Your credit card number is encrypted in the process and cannot be read by a third party over the Internet. Visit www.bcit.ca for more details, see page 113.



Mobile Equipment Operator

604-432-8205

Shirley_Butler@bcit.ca

NEW Logistics and Mobile Equipment Operations

MEOP 1000 \$995*

Prepares participants for successful entry into the warehousing industry. Students will learn to operate mobile equipment used in warehousing including forklifts, order pickers, reach trucks and pallet jacks. Provides a basic understanding of warehouse operations with emphasis on shipping, receiving and order picking procedures. Covers workplace hazardous materials identification systems (WHMIS). On successful completion, students will have a working knowledge of basic warehouse operations and the ability to operate material-handling mobile equipment within WCB guidelines and CSA standards. Workbooks included. Prerequisite: Driving experience. Steel-toed footwear required.

Jan 16 Mon-Fri 0730-1430 2 wks GNW CRN 71672
Jan 30 Mon-Fri 0730-1430 2 wks GNW 71673

Forklift Operator 1 – Inexperienced

MEOP 1001 \$345*

Provides both theory and practical training to those with little or no experience operating forklifts. Successful participants will receive SD/CB Lift-truck Operator Certification valid for two years. This program meets current WCB guidelines and CSA standards for lift-truck operators. Workbook included. Prerequisite: Driving experience. Steel-toed footwear required.

Jan 16 Mon/Wed 1830-2130 3 wks GNW CRN 49360
Feb 14 Tue-Thr 0730-1430 3 days GNW 49361
Feb 21 Tue/Thr 1830-2130 3 wks GNW 49362
Mar 14 Tue-Thr 0730-1430 3 days GNW 49363
Mar 27 Mon/Wed 1830-2130 3 wks GNW 49364

Forklift Operator 1 – Experienced

MEOP 1002 \$265*

Provides both theory and practical training to those with proven experience operating forklifts. Successful participants will receive SD/CB Lift-truck Operator Certification valid for two years. This program meets current WCB guidelines and CSA standards for lift-truck operators. Workbook included. Prerequisite: Forklift operation experience. Steel-toed footwear required.

Feb 6 Mon/Wed 1830-2130 2 wks GNW CRN 49366
Mar 14 Tue/Thr 1830-2130 2 wks GNW 49367

Forklift Operator Recertification

MEOP 1003 \$145*

Provides review, testing, and recertification to individuals who have previously obtained Forklift Operator certification. Successful participants will receive SD/CB Lift-truck Operator Certification valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Steel-toed footwear required.

Feb 22 Wed 0730-1430 1 day GNW CRN 49368
Mar 18 Sat 0830-1530 1 day GNW 49369

Electric Forklift Operator 1 - Inexperienced

MEOP 1004 \$370*

Provides both theory and practical training to those with little or no experience operating electric forklifts. Successful participants will receive Mobile Equipment Operator Certification for walkys, end-riders, order pickers and reach trucks. Certification is valid for two years. This course meets current WCB guidelines and CSA Standards for electric lift truck operators. Workbooks included. Prerequisite: Driving experience. Steel-toed footwear required.

Mar 7 Tue-Thr 0730-1430 3 days GNW CRN 71667

Filling Forklift Propane Cylinders

MEOP 1007 \$125*

Provides both theory and practical training in filling forklift propane cylinders by volume. On successful completion, Propane Training Institute certification will be issued. Certificates are valid for 36 months. Course materials and certification fee included. Steel-toed footwear required.

Feb 25 Sat 0830-1530 1 day GNW CRN 49372

Motorcycle Mechanic

604-432-8205

Shirley_Butler@bcit.ca

Motorcycle Maintenance 1

MCMX 0115 \$270*

Provides motorcycle owners and enthusiasts with general maintenance skills for the modern motorcycle. Covers engines, suspension, brakes, tires, and electrical systems. Combines lectures, demonstrations and hands-on training to present material. Steel-toed footwear required.

Mar 13 Mon/Wed 1830-2130 2 wks BBY CRN 41331
+Mar 25 Sat 0830-1500

NEW Motorcycle Maintenance 2

MCMX 0117 \$270*

Provides maintenance skills to motorcycle owners and enthusiasts. Continues from MCMX 0115. Focuses on engine design, clutches, transmissions, and driveline principles. Combines lectures, demonstrations and hands-on training to present material. Steel-toed footwear required.

Feb 13 Mon/Wed 1830-2130 3 wks BBY CRN 71762

Harley-Davidson Motorcycle Maintenance

MCMX 0116 \$360*

Provides fundamental knowledge of Harley-Davidson motorcycle design, function, and service procedures for owners and prospective technicians. A combination of both lectures and demonstrations will be used to present material.

Feb 25 Sat 0900-1530 4 wks BBY CRN 49359

Nondestructive Testing

See Engineering, Applied and Natural Sciences

Piping

604-432-8420

William_Evans@bcit.ca

604-412-7564

Paula_Rossetti@bcit.ca

Cross Connection Control – Program Manager

PPGS 0106 \$655*

Assists those responsible for implementing and operating cross connection control programs. Currently certified testers find this course develops needed skills in hazard identification and evaluation. CSA approved steel-toed boots and hardhat required. There is an additional fee for the AWWA exam. Required Cross Connection Control Manual available at the BCIT bookstore. Prerequisite: Current certification in cross connection control.

Feb 6 Mon-Fri 0730-1630 1 wk BBY CRN 47416

Gas Fitter C program

PPGS 0120 \$880*

Prepares students to write the exam to qualify for Gas Fitter C Licence and is a requirement of the B.C. Safety Authority. Provincial Class C examination fee is additional.

Jan 9 Mon/Wed 1830-2130 14 wks BBY CRN 46131
Jan 10 Tue/Thr 1830-2130 14 wks BBY 14163

Domestic/Commercial Gas Fitter B License

PPGS 1150 \$885*

Prepares students to write the examination to qualify for Gas Fitter B Licence and is a requirement of the B.C. Safety Authority. To become eligible to write the exam, approval from the B.C. Safety Authority is required and recommended before enrolling. Provincial Class B Examination fee is additional. Prerequisite: B.C. TQ in Plumbing, Pipefitting or Refrigeration. (7 credits)

Jan 10 Tue/Thr 1830-2130 14 wks BBY CRN 46132

Servicing Gas Forced Air Furnaces

PPGS 0121 \$615*

Covers installation instructions, service information, sequence of operation, control drawings, testing, equipment and trouble-shooting of gas fired forced air furnaces. Prerequisite: Must have current C, B or A Gas License.

Jan 9 Mon/Wed 1830-2130 6 wks BBY CRN 18191

NEW Introduction to Plumbing Service

Work 1 PPGS 0122 \$590*

Hands-on course designed to introduce the field of service work to plumbers/apprentices. Includes many facets of commercial and residential plumbing service work such as professionalism, report documentation and communication skills. Also covers drain cleaning, servicing fixtures and trim, domestic water systems, PRVs and sump pumps. Prerequisite: Plumbing/Steamfitting certification or at least an indentured Level 2 apprentice.

Feb 18 Sat 0800-1445 6 wks BBY CRN 71711

Plumbing Residential

PPGS 0125 \$440*

Provides the homeowner with general knowledge and practical experience of repairs, renovations and new installations within the residential plumbing system. Steel-toed safety boots are required.

Jan 21 Sat 0830-1515 4 wks BBY CRN 10410

DISTANCE EDUCATION

Industrial Gas Fitter A License

PPGS 0200 \$1125

Prepares students to write the examination to qualify for Gas Fitter A Licence and is a requirement of the B.C. Safety Authority. To become eligible to write the exam, approval from the B.C. Safety Authority is required and recommended before enrolling. Provincial Class A Examination fee is additional. Prerequisite: Students must have Class B for two years.

Jan 1 52 wks Distance CRN 18210
Feb 1 52 wks Distance 18211
Mar 1 52 wks Distance 18212

Domestic/Commercial Gas Fitter B License

PPGS 0250 \$1125

Prepares students to write the examination to qualify for Gas Fitter B Licence and is a requirement of the B.C. Safety Authority. To become eligible to write the exam, approval from the B.C. Safety Authority is required and recommended before enrolling. Provincial Class B Examination fee is additional. Prerequisite: B.C. TQ in Plumbing, Pipefitting or Refrigeration.

Jan 1 52 wks Distance CRN 41247
Feb 1 52 wks Distance 41248
Mar 1 52 wks Distance 41249



INTERNET DELIVERY

Cross Connection Tester program

PPGS 0305 \$415

This continuous entry online training program is designed to familiarize students with the CSA or PNWS-AWWA Cross Connection Control manual and develop mastery in both practical testing and troubleshooting backflow assemblies. Students will work with the BCIT Cross Connection CD-Rom interactive simulator based on the University of Southern California (USC) test procedures using 3-valve and 5-valve differential pressure gauges.

Jan 4	13 wks Online	CRN 44718
Feb 1	13 wks Online	44720
Mar 1	13 wks Online	44722

Cross Connection Control Tester Practical

PPGS 1130 \$270*

Mandatory completion of Internet-based PPGS 0305 (PNW AWWA) course is required. Student transfers knowledge learned from prerequisite course PPGS 0305 to actual backflow prevention assemblies which is a requirement for BCWWA certification. All other prerequisites for this course are similar to PPGS 1155. Cross Connection Control Certification examination fee is extra. Prerequisite: PPGS 0305. (3.5 credits)

Jan 25 Wed/Thr/Fri 0730-1415 1 wk BBY CRN 47422

Cross Connection Control

PPGS 1155 \$625*

This water related course teaches the hydraulic principles of backflow combined with testing of backflow prevention assemblies. The requirements for BCWWA examination is employment in a water or health related field. For more details please contact BCWWA at 604-433-4389. There is an additional examination fee payable to BCWWA. (3.5 credits)

Jan 9 Mon/Wed 1830-2130 7 wks BBY CRN 44152
Feb 20 Mon-Fri 0730-1630 1 wk BBY 46130

ASSOCIATE CERTIFICATE IN HYDRONIC TECHNICIAN PROGRAM

BCIT and the Residential Hot Water Heating Association of B.C. have together developed a new training program to address the dynamic development of technologies in the field of Hydronic Heating. Upon successful completion of the eight listed courses (28.5 credits) students will receive an Associate Certificate in the Hydronic Technician Program.

The associate certificate program is intended for:

- those working in the construction industry who require technical knowledge and installation skills required to install and service complete Hydronic Systems
- apprenticed plumbers, pipefitters, gasfitters and air conditioning/refrigeration mechanics seeking specialized skills and technical knowledge required to work in the hydronic field

For more detailed program information:

William_Evans@bcit.ca

604-412-7564

Paula_Rossetti@bcit.ca

Course Credits

It is recommended the following courses be taken in the order listed unless prior approval is given by the department:

1. Complete these two in any order:

PPGS 1140	Hydronic System Design	3.0
PPGS 1041	Basic Drafting for Hydronic Technicians	3.0

2. Follow with next two courses in any order:

PPGS 1142	Basic Electrical for Hydronic Technicians	3.0
PPGS 1143	Installation Practices for Hydronic Technicians	3.0

3. Continue with next two courses in this order:

PPGS 1144	Controls for Hydronic Technician	3.0
PPGS 1145	Servicing and Troubleshooting Hydronic Systems	3.0

The following courses can be taken at any time:

PPGS 1150	Gas Fitter B licence	7.0
PPGS 1155	Cross Connection Control	3.5

Substitution of course credit will require department approval.

Hydronic Systems Design

PPGS 1140 \$455*

Trains those working with hot water heating to properly design a residential hot water heating system to meet the guidelines established by the Residential Hot Water Heating Association of B.C. After successful completion of the Certification Exam, students can, for a fee, register with the RHWHA as being certified in Hydronic Systems Design. Prerequisite: Should be working with residential hot water heating systems or a related field. (3 credits)

Jan 10 Tue/Thr 1830-2130 6 wks BBY CRN 44148
Jan 30 Mon-Fri 0730-1530 1 wk BBY 47425

Basic Electrical for Hydronic Technicians

PPGS 1142 \$610*

Provides a practical understanding of direct and alternating current series and parallel circuits. Covers the analysing of circuits using ohms law and multimeters. Ladder diagrams and electrical code will also be covered. (3 credits)

Jan 9 Mon/Wed 1830-2130 6 wks BBY CRN 49188

Installation Practices for Hydronic Systems

PPGS 1143 \$565*

Provides a practical introduction to the installation of hydronic systems, including installation planning, mechanical room layout and installation of heat transfer units. Safe work practices will be applied to proper piping procedures and techniques. (3 credits)

Feb 20 Mon/Wed 1830-2130 6 wks BBY CRN 46133

Controls for Hydronic Systems

PPGS 1144 \$590*

A practical introduction to the installation of controls involved with hydronic systems, including control strategies, installation procedures and techniques, safe work practices and commissioning. This course includes instruction on how to install and commission a functioning hydronic control system. (3 credits)

Jan 10 Tue/Thr 1830-2130 6 wks BBY CRN 47426

Service and Troubleshooting Hydronic Systems

PPGS 1145 \$590*

Designed for trade persons actively working in the residential hydronic heating industry. Helps prepare them to service and troubleshoot systems that have been designed and installed to meet the guidelines of the Residential Hot Water Heating Association. Emphasis will be on hands-on servicing in the training lab. Prerequisite: Basic knowledge of the concept of hot water heating. (3 credits)

Mar 27 Mon/Wed 1830-2130 6 wks BBY CRN 49187

Power Engineering

See Engineering, Applied and Natural Sciences

POWER ENGINEERING – DISTANCE EDUCATION

See Engineering, Applied and Natural Sciences

Programmable Logic Controllers and Industrial Control

604-453-4045

604-412-7564

Programmable Logic Controllers 1

TELC 0186 \$715*

Covers the basic knowledge required to operate a programmable logic controller (PLC). Examines advantages of PLC's, installation, hardware requirements, peripheral devices, system operation and hands-on programming to relay replacement level using industry accepted software. Prerequisites: Industrial wiring experience and familiarity with motor control schematics.

Jan 14 Sat 0900-1530 6 wks BBY CRN 70454
Mar 4 Sat 0900-1530 6 wks BBY 70455

Programmable Logic Controllers 2

TELC 0182 \$715*

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. Prerequisites: TELX 0186 and a good working knowledge of DOS. Textbook is provided.

Feb 11 Sat 0900-1530 6 wks BBY CRN 70456

Safety

604-412-7564

Paula_Rossetti@bcit.ca

Industrial Rigging Basic

CNST 0105 \$200*

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 hand rigging. CSA-approved work boots with steel toes required.

Mar 4 Sat 0800-1300 3 wks BBY CRN 17944

Fall Protection

CNST 0121 \$110*

Reviews all aspects of fall protection as it applies to the construction industry and in accordance with the recent changes in the WCB regulations (1998). Students learn pre-planning and proper application of fall protection systems, restraining systems, fall arrest systems and various personal fall protection systems.

Feb 25 Sat 0800-1400 1 day BBY CRN 43012

Confined Space Entry

CNST 0125 \$110*

Covers the mandatory requirements of the WCB Occupational Health and Safety Regulations (1998). Includes approved lockout procedures, work permit systems and use of personal protective equipment. Suitable for all related construction trades. Prerequisite: Minimum one year construction or trade related experience.

Feb 11 Sat 0800-1400 1 day BBY CRN 43017

Construction Safety Coordinator

CNST 1100 \$930*

Upon successful completion, students will be eligible to apply for ASTT Certification (Applied Science Technologists and Technicians). Prerequisite: For ASTT Certification – Minimum of one year experience on a construction job site, good written and verbal knowledge of the English language, must pass a medical exam and be a minimum of 19 years of age. (6 credits)

Jan 16 Mon-Sat 0730-1630 2 wks BBY CRN 46227
Mar 13 Mon-Sat 0730-1630 2 wks BBY 71663



Trades, Vocational and Apprenticeship

Construction Safety Training System

VELD 0150 \$160

Self-paced computer-based training that educates construction workers in potential hazards and general safety on a job site. Can be completed in approximately our hours. Call 604-412-7564 to schedule training after registration. Successful completion will result in delivery of a photo ID certification card to the student.

Jan 4 Mon/Wed/Fri 1030-1430 1 day CRN 46041

Sheet Metal

604-432-8242

Roger_Hagan@bcit.ca

604-432-8539

Dina_Patterson@bcit.ca

Quality First

SMTL 0125 \$260

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 or currently working in the sheet metal trade.

Feb 21 Mon/Wed 1800-2100 3 wks BBY CRN 18471

Introduction to Numerical Controlled

Press Brake

SMTL 0130 \$530

This course will provide students the necessary skills to safely operate the N.C. Press Brake. Topics covered will include safety procedures, press brake controls and their functions, programming and set-up and correct usage of measuring devices. Some familiarity with computers would be an asset.

Jan 7 Sat 0900-1650 5 wks BBY CRN 47221

Steel Fabrication

604-453-4057

Ron_Rollins@bcit.ca

Steel Fabrication CQ Refresher

STEL 0100 \$455*

Prepares students for the Steel Fabrication Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training Centre to determine eligibility and to schedule an exam. Prerequisite: Minimum of six years experience in the trade.

Jan 21 Sat 0800-1300 8 wks BBY CRN 41252

Steel Fabrication (Basic)

STEL 0110 \$380*

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.

Feb 4 Sat 0800-1300 6 wks BBY CRN 10206

Surface Coating and Finishing

604-434-5734 local 5036

Stuart_Browning@bcit.ca

604-432-8539

Dina_Patterson@bcit.ca

Painter/Decorator C of Q Refresher

SCAF 0100 \$680

Prepares participants for the Painter and Decorator Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training Centre in Metrotown (1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: Minimum of 4-1/2 years experience in the trade.

Jan 17 Tue/Thr 1800-2100 10 wks BBY CRN 71710

Motion Picture Set Painting

SCAF 0150 \$590

Intensive hands-on workshop of painting methods and special techniques required for employment in the television, theatre and motion picture industry. Very valuable to the commercial or decorative painter. Successful participants may apply for permit status to the Motion Picture Studio Production Technicians, Local 891 (I.A.T.S.E.). Prerequisite: Some experience in commercial, artistic or entertainment painting.

Feb 25 Sat 0900-1400 10 wks BBY CRN 71709

NEW Basic Safety and Coating Techniques

SCAF 010 \$340

The course provides the basic principles; binders and resins, pigments, solvents, additives, testing and measuring, paint and coating types and terminology. Basic safety including personal protective equipment, storage and handling, spontaneous combustion, accidental spills, fire safety, electrical safety, compressed air hazards and WHIMIS will also be covered. (2 credits)

Jan 10 Tue/Wed 1800-2100 4 wks BBY CRN 71664

NEW Manual Spray Finishing

SCAF 1012 \$680

A comprehensive, hands-on program designed to give an individual knowledge and practical skills when setting up and using air spray, HVLP systems, airless spray and air-assist airless spray will be covered. (5 credits)

Feb 7 Tue-Thr 1800-2200 5 wks BBY CRN 71665

NEW Wood Finishing

SCAF 1020 \$455

This course is designed to provide the necessary skills and knowledge for an individual to successfully work in the finishing department of a production or custom wood manufacturing company. Areas of training include wood identification and characteristics, wood preparation, coating and stain technology, finishing schedules and systems and a review of spray finishing equipment and techniques. Upon successful completion, a BCIT Statement of Completion will be issued. (3 credits)

Mar 14 Tue-Thr 1800-2200 4 wks BBY CRN 71666

Welding

604-456-8082 or 604-412-7564

Barry_Gildersleeve@bcit.ca

Introduction to Welding

WELD 0102 \$515*

Interested in welding? Hands-on introduction to the common welding processes used in industry. Course will include oxyacetylene, MIG, TIG and stick welding as well as appropriate safety procedures. CSA approved steel-toed boots and 100% cotton coveralls required.

Jan 7 Sat 0830-1330 6 wks BBY CRN 46138

Jan 8 Sun 0830-1330 6 wks BBY 70472

Oxyacetylene/Braze/Weld/Cut

WELD 0103 \$490*

Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment. CSA-approved leather steel-toed work boots and 100% cotton coveralls required.

Feb 18 Sat 0830-1330 6 wks BBY CRN 10211

Shielded Metal Arc Basic (Stick)

WELD 0104 \$475*

For those that have previous knowledge of the process or none at all. The course will cover basic theory and safety and then be flexible to adjust to an individual's skill set. CSA approved leather steel-toed work boots and 100% cotton coveralls required.

Feb 18 Sat 0830-1330 6 wks BBY CRN 10213

Gas Metal Arc Basic (Mig)

WELD 0106 \$515*

Industrial and home hobby power sources will be used in this course. Set-up of equipment and correct selection of shielding gases included. CSA approved leather steel-toed boots and 100% cotton coveralls required.

Feb 18 Sat 0830-1330 6 wks BBY CRN 10218

Gas Tungsten Arc Basic (Tig)

WELD 0110 \$515*

Covers shielding gases, electrodes, equipment and practical applications including light gauge welding, repair, etc. Majority of the welding will be done on mild steel with limited use of stainless steel and aluminum. CSA-approved leather steel-toed boots and 100% cotton coveralls required.

Feb 18 Sat 0830-1330 6 wks BBY CRN 10216

Aluminum Welding (G.M.A.W.)

WELD 0115 \$625*

This course covers all position plate welding. Upon successful completion the student may reach the competency level of the CWB 47.2 code requirements. CSA approved leather steel-toed boots and 100% cotton coveralls required.

Feb 19 Sun 0830-1330 6 wks BBY CRN 49163

Welding for the Artisan

WELD 0120 \$490*

General interest course for those interested in artwork, furniture building and minor repair jobs. Focus is on the oxy-acetylene process - brazing, cutting, forming, shaping and welding. Last two sessions are spent working on a small project of the student's choice. Project materials not included. CSA-approved leather steel-toed boots and 100% cotton coveralls required.

Feb 18 Sat 0830-1330 6 wks BBY CRN 17947

Attention Recruiters: Advertise here!

Advertise here and reach more than 600,000 potential employees in areas of business and media, computing and information technology, engineering, applied and natural sciences, health sciences and trades, vocational and apprenticeships.

BCIT Part-Time Studies students are looking to advance or change their career — a captive audience open to recruitment.

Advertising space is limited;
book now!

For information please contact:

Sandra Jette,
BCIT Marketing and Communications
604-469-6049
Sandra.Jette@bcit.ca



Aboriginal Services

604-432-8474
aps@bcit.ca

www.bcit.ca/aboriginal
Burnaby campus, SW1-2300

We have a full-time staff that includes: an academic advisor, elder advisors, an administrative assistant and a coordinator. We are available to provide support and liaison services to students of status, non-status, Métis and Inuit ancestry. Whether you are a current student or considering enrolment at BCIT, you are encouraged to contact the Aboriginal Services staff. We have about 300 Aboriginal students enrolled at BCIT each term. Our resources include information about BCIT programs, Aboriginal bursaries and scholarships, Aboriginal Entrance Awards, community services and local Aboriginal/cultural activities. We have computer access, a student study lounge, photocopy/fax services and elders to provide support. We come together with our students in sweat lodge ceremonies, feasts and in traditional teachings. Please drop in and meet our Aboriginal staff and students.

Alumni Association

alumni@bcit.ca
www.bcit.ca/alumni

toll-free 1-877-432-8847
Burnaby campus, NW1-151

You become a member of the Alumni Association upon applying for and receiving a Diploma of Technology or upon completion of a program or certification of not less than 21 credits from BCIT. Alumni are eligible for a BCIT Alumni myBCIT ID. Cards are valid for five years and the fee is \$35. Numerous benefits and discounts are attached to the card. Visit our website at www.bcit.ca/alumni for more information.

BCIT Student Association

604-432-8600
info@bcitsa.ca

www.bcitsa.ca

The BCIT Student Association (BCITSA) is an autonomous organization with one focus: students. Full or part-time, BCITSA offers various opportunities to engage in campus life and really make the most of your time at BCIT. BCITSA works hard to represent your interests and provides everything from advocacy to leadership opportunities.

In addition, BCITSA owns and operates a number of businesses to help offset the cost of student services and keep your student fees manageable. Everything from the Uconnect Resource Centre to the SA Stores – your source for BCIT clothing – we are here for all students. For details and a full listing of BCITSA opportunities, operations and services visit our website today at www.bcitsa.ca.

Bookstore

604-432-8379
877-333-8379 (toll-free within Canada)

www.bcitbookstore.ca

BCIT Bookstore...for Distance Education

Attention Distance Education students: Your course material is no longer automatically ordered when you register. Order your Winter term Distance Education course material from BCIT Bookstore beginning December 1, 2005. Please visit www.bcitbookstore.ca for a link to your own dedicated Distance Education online store and for other ordering options.

BCIT Bookstore's main location is at the Burnaby campus in the Campus Centre. Check locations and hours of operation at www.bcitbookstore.ca. If you are unable to make it in during regular hours of operation, BCIT Bookstore is on the web, all the time, so you can check the most current and detailed book information as well as purchase books online. Information on returns, used book buyback and all the FAQs can be found at www.bcitbookstore.ca.



Counselling and Student Development

604-432-8608

www.bcit.ca/counselling

Counselling services are available on the Burnaby campus to all enrolled students.

CAREER, EDUCATIONAL AND PERSONAL DEVELOPMENT COURSES

Prospective students are encouraged to register for career, educational and personal development courses. All courses are taught by professionally trained counsellors and will help you to:

- make a first-time career choice
- make a career change
- develop your career
- access current information about career and educational options
- learn about jobs of the future
- prepare to become a BCIT student.

Courses offered by Counselling and Student Development include:

- Introduction to Career Planning
- Career Testing
- Career Search Workshop
- BCIT Preparation: Early Orientation

Please refer to page 3 of BCIT *Part-time* or call BCIT Counselling and Student Development at 604-432-8608 for more information about these courses.

DISABILITY RESOURCE CENTRE

BCIT is committed to providing access and reasonable accommodations to students with disabilities, including:

- educational related counselling
- interpreting services
- alternate format material
- learning strategies support
- exam accommodations
- access to adaptive technology.

Students with learning disabilities should provide recent documentation that will assist the DRC (Disability Resource Centre) to determine learning strengths, identify appropriate support services and access accommodations.

Students with mobility impairments should contact

the DRC prior to attending school to discuss any modifications to the learning environment that may be required. Disabled parking is available for students with a valid Sparcs sticker.

Students who are deaf or hard of hearing: interpreting services are available for all courses and programs at BCIT based on advance notice (preferably at least three months), documentation and a current audiology report, and availability of qualified interpreters.

Students with visual disabilities or learning disabilities which severely affect reading abilities may apply for alternate format material and/or adaptive equipment (request at least four months before classes begin).

American Sign Language is only available for courses taught in English.

Students requesting accommodations should contact the DRC by calling 604 451-6963 or e-mail to drc@bcit.ca.

Distance Education

www.bcit.ca/distance

Visit the Distance Education website to see the advantages, how Distance Education works and find courses and programs. Registered students can find information, resources and tips on preparing for courses before they start.

Distance Education course materials are no longer automatically ordered when you register for your Distance Education course. In order to receive your course materials you must contact the BCIT Bookstore. Course manuals, materials and textbooks are not included in tuition. Prior to your course start date you will receive an e-mail with important tutor/course information. Please check your myBCIT e-mail account to access this e-mail.

Find all your Distance Education course materials at the BCIT Bookstore:

- shop online at: www.bcitbookstore.ca
- in-person, Burnaby campus: Building SE2
- customer service: 604-432-8379 (local) or 877-333-8379 (toll free within Canada)
- after hours voice mail: 604-412-7402
- e-mail: bookstore@bcit.ca
- fax: 604-432-7923



Food Services

Chartwells, a member of Compass Group Canada, operates the following food outlets on the Burnaby campus. For office and catering information, call 604-451-6720.

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

Pacific Wok at Town Square Cafe (SE2) 604-451-6728
 Ritazza at J.W. Inglis (NE1) 604-432-8236
 Electrical Training Centre (SE1) 604-432-8217
 Starbucks at The Rix (SE2) 604-432-8646
 Road Runner (SW1, Room 2322) 604-434-5734
 ext 5352

Mr. Sub at Campus Cafe (SE12) 604-451-6737
 Royal Oak Cafe (SE40) 604-433-6175

The BCIT Student Association operates the following food outlets on the Burnaby campus.

Professor Mugs Pub (SE2) 604-431-4981
 Hours of Operation: Mon-Fri, 0800-2200
 SA Coffee Shop (SE2) 604-451-6999
 Hours of Operation: Mon-Fri, 0630-1800

International Credential Evaluation Service (ICES)

604-432-8800 www.bcit.ca/ices
icesinfo@bcit.ca

The International Credential Evaluation Service (ICES) evaluates educational credentials for people who have completed studies outside of Canada, and compares them to Canadian education credentials. ICES evaluation reports can be used for seeking general employment, immigration, professional licensure, academic admission or advanced placement, general career and education planning, and more. ICES reports are used by organizations throughout B.C. and Canada. If you have studied outside of Canada and are applying for advanced placement at BCIT, you may require an ICES report. Contact the BCIT Advanced Placement and Degree Programs office to find out which type ICES report is required at 604-432-8230. For a list of ICES report types, fees, processing times and organizations that accept ICES reports, please visit the ICES website or send an e-mail to icesinfo@bcit.ca

International Student Centre

604-432-8816 infoBCIT@bcit.ca

The International Student Centre has been established to receive inquiries, answer questions and provide information to prospective students. The International Student Centre provides the following services for enrolled students:

- immigration and student visas and support
- home stay services
- coordination and enrolment for medical coverage
- orientation services
- support for enrolled students
- coordination of international student ambassadors
- coordination of student arrival support services

Learning Commons

www.bcit.ca/learningcommon learningcommons@bcit.ca

Learning Commons encompasses different services to enhance your learning experience and to help you succeed at BCIT. Our services include:

Peer Tutor Drop-in Sessions

Need help before your exams? Peer tutors from various BCIT disciplines are available to give you a hand at every session. Offered Wed/Sat/Sun at the BCIT Library in Rooms 350 and 350A. Visit website for exact schedules.

Math Drop-in Sessions

Stuck on that trigonometry question? BCIT Math instructors are available to help you solve it! Drop by with your math books and questions, Mon-Wed, 1230-1430.

Success Seminars

You want to reach your goal. Here's some valuable information to help you get there. Weekly study skills and work search workshops are hosted by BCIT Counsellors and BCIT Student Employment Services, Wednesday at 1430. Visit website for exact schedules.

Library

www.lib.bcit.ca

Part-time students are entitled to full library privileges at all three campus libraries and through the Library website. The BCIT Library includes the main library at the Burnaby Campus as well as specialized libraries at the BCIT Marine Campus and the Aerospace Technology Campus. Students at the Downtown Campus and Great Northern Way are able to place book requests and video/DVD bookings through the online catalogue and have library material from any library location delivered to their home campus.

Services for Distance and Online Learners are listed on the Library web site.

You can access online resources such as the library catalogue, databases, e-journals and e-books, and services such as requests, renewals and Interlibrary Loan requests. All that is required is a myBCIT ID number (A#) and current registration. Follow the instructions for Off-Campus Access provided in the Electronic Resources section of the website.

The BCIT Burnaby Library offers quiet study areas, information and research assistance, book-able group project rooms and laptops, and a variety of services and resources in the Microcomputer Centre on the first floor. Late night and weekend openings are offered September through May, as well as extended hours during exam periods. Eligible students can obtain their myBCIT card at the BCIT Burnaby Library.

Burnaby Campus Library Hours, September to May:

Mon-Thr 0730-2230, Fri 0730-1700
 Sat/Sun 0800-1700

Summer and holiday hours and extended openings for exam periods will be posted on the website.

myBCIT.ca

myBCIT is your online resource for everything you need at BCIT. This secure site provides you with a free myBCIT e-mail account for life, and allows you to confirm your registration, check grades, print your T2202A tax receipt, and update your personal information and more. To login, go to <http://my.bcit.ca> and enter your username (BCIT Student ID number), located on your myBCIT card.

myBCIT Student Card

604-451-6890

www.bcit.ca/card

Your myBCIT student card is your passport to many of the great services that BCIT has to offer. Your student card is the mandated instituted photo access card for all of the five permanent campuses: Burnaby, Aerospace Technology, Downtown, BCIT Marine and Great Northern Way. In addition, it is your Library card, membership ID to the recreation and athletic services, photocopy/printer card and a convenient way to make purchases at the Student Association's many retail outlets including the SA Image Centre. Other discounts and offers are available to students; check the website for a current list.

You can obtain your myBCIT card two ways, either in person or online. Students can submit their photos online at www.bcit.ca/card. Alternatively you can obtain your myBCIT card from the library foyer in SE14 (Burnaby Campus), or if you are registered at one of the other campuses, from the administrative assistance desk. When you have your photo taken, or when you come in to pickup your card, you must bring a government-issued photo ID as verification of your identity. Check the website for terms of use, cost of card and replacement fees.

Hours of operation during normal Library hours from Sept to May are:

Mon-Thr 0730-1030, Fri 0730-1700
 Sat/Sun 0900-1700.

A complete listing of hours is available from the website.

Your myBCIT card has an expiry date of more than one year, but is only valid for services during your paid registration terms. To avoid a replacement charge, keep your card for the length of the expiry period.

Parking

604-432-8719

604-451-6856

www.bcit.ca/parking

All vehicles parking on the Burnaby campus, day or night, must display a valid institute parking permit or a ticket from a dispenser. All parking enforcement is managed by Impark. Please direct your inquiries (e.g. tickets, tows) to Impark at 604-681-7311.

Visitor parking in front of SW1 has a one-hour maximum limit from 0600-1630. Visitor parking lots in front of SE14, on the east side of NE1, between SW5 and SW9 and at Royal Oak have hourly and all-day rates.

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.

Parking Rates

Current parking rates are posted on the Safety and Security web pages at www.safetyandsecurity.bcit.ca. Some parking ticket dispensers at the Burnaby Campus require the purchase of three tickets and only accept loonies. All other dispensers are electronic.

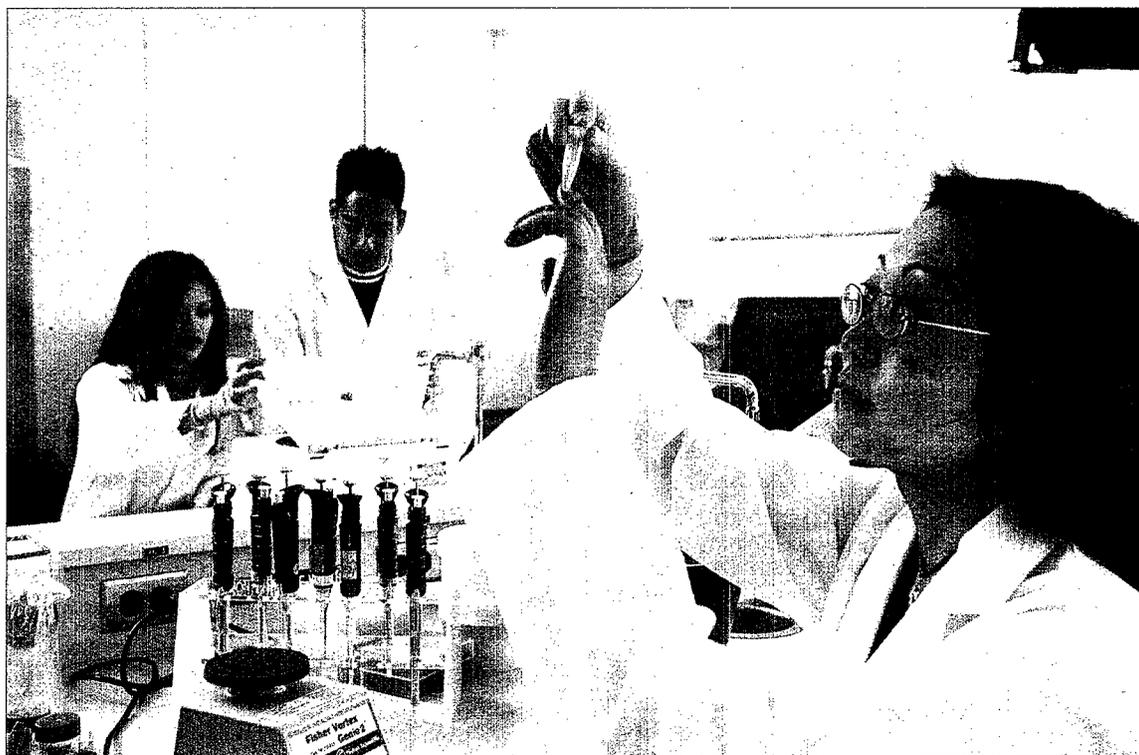
Parking ticket dispensers at the Downtown, Marine, Great Northern Way and Aerospace Technology campuses provide pay-by-space customer service and accept payment by coin or credit card.

Cashier's Hours (subject to change):

Mon-Thr 0830-1900, Fri 0830-1600, Sat 0830-1230.

Closed on holiday weekends.

Summer Hours (May 9-Aug 21): Mon-Fri 0830-1600.



Prior Learning Assessment and Recognition (PLAR)

BCIT believes that you should receive credit for what you have accomplished. BCIT has several options for assessing and granting credit for work done or courses taken previously.

PLAR is a systematic assessment of the knowledge and skills you have learned outside recognized programs – including volunteer work, hobbies, on-the-job experience, or independent study – to see if you should be exempt from particular courses in the program of your choice. If you think you might be eligible to receive credit for what you already know, you should refer to the PLAR procedure. For more information, please visit www.bcit.ca/admission/transfer/plar.

Transfer credit may be available toward your current program for course work previously completed. To apply for course credit, complete the transfer credit section at the bottom of the Application for Program Approval form. Submit the completed form to the Student Records Office with relevant official transcripts, course outlines and other information that will support your request. For more information, please visit www.bcit.ca/admission/transfer.

Program Advising for Part-time Studies

604-434-1610 www.bcit.ca/advising
 Online inquiries: www.bcit.ca/askanadvisor

Part-time programs are designed to enhance career aspirations. If you are interested in pursuing a certificate program, advisors can:

- provide information on the various part-time programs offered
- assist with course selection and program planning
- help you through the process of applying for program approval or making changes to an approved program
- help you with applying for transfer credit

Program advisors are available to answer questions for prospective and current students by phone, appointment or online.

Phone 604-434-1610 to leave your name and number for a program advisor to return your call, or to book a 30-minute appointment. If you prefer, please send your inquiry online to: www.bcit.ca/askanadvisor.

Recreation Services

604-432-8612 www.bcit.ca/recreation Building SE16

BCIT offers indoor and outdoor recreation facilities and programs at the Burnaby campus. Indoor facilities include a weight room, a climbing wall, two racquetball/handball courts, two squash courts, a games room, four tennis courts and an excellent double gymnasium. Our weight room, the Fit Pit, is free to part-time students while they are registered in a course. It is equipped with a strength-training super-circuit, free weights, electronic cardio equipment and a stretching area. Outdoor facilities include tennis courts, sports field, a fitness trail and a 396-metre track. Men's and women's locker rooms, complete with shower and changing facilities are available. Recreation Services offers a comprehensive recreation program consisting of intramural sport leagues, recreational instructional courses, special events and drop-in programs. We also offer various tickets at a reduced rate, such as Whistler/Blackcomb, Seymour Mountain and Cypress Mountain season passes, Playland, P.N.E., as well as B.C. Lions tickets.

Safety and Security Office

604-451-6856 www.bcit.ca/security Building SW1-1016
 Open 24 hours, 7 days a week

Lost and Found

Lost and Found operates from the Safety and Security office in building SW1-1016, east entrance near Student Employment Services. Should you locate a lost item, please take it to BCIT's Lost and Found immediately.

Student Bike Patrol

As a safety/security measure, security staff of the Student Bike Patrol will escort you to and from any location on the Burnaby campus. Please call security at 604-451-6856, open 24 hours, seven days a week.

Student Employment Services

Building SW1-1022 www.bcit.ca/ses
 604-432-8666 Fax: 604-435-3122
employ@bcit.ca Hours: Mon-Fri, 0830-1700

If you're looking for full-time or part-time work, on or off campus, your first stop should be Student Employment Services. Register online for eJobs@BCIT, our electronic job posting system; it's free for eight months for current part-time students. You can have new jobs in areas of your choice e-mailed to you, and you can post your resume online. Apply for jobs from your own home or from our office – we have two computers for students to use as well as a fax machine. Our resume review service will help you build a resume that will get noticed and get results. Combine this with tips on interview techniques and you'll be sure to get short-listed for more jobs. Drop by and see us for all your employment needs!

Student Financial Aid and Awards

604-432-8555 www.bcit.ca/finaid
 Building SW1-2303 Office Hours: Mon-Fri, 0830-1600

If you do not have enough money to pay for your courses you may be eligible for financial assistance for part-time or full-time study. While we recommend that you refer to our website or visit our office, here are a few samples of the types of assistance we can provide:

Federal funding for students classified as part-time (20% – 59% of a 100% course load)

Canada Study Grant for High Need Part-time Students

- allowable expenses limited to educational costs.

Canada Student Loans for Part-time Studies

- allowable expenses limited to educational costs.

Provincial Funding for students in upgrading courses:

Adult Basic Education Student Assistance Program

- allowable expenses limited to educational costs.

A BCIT Part-time Assistance application form and Information sheet are available from the office by fax at 604-432-8555 or from the Student Financial Aid and Awards website at www.bcit.ca/finaid. All applicants are notified in writing, usually within two weeks of the date Student Financial Aid and Awards receives the completed application.

Federal and Provincial funding for students classified as full-time 60% course load or greater:

British Columbia Student Assistance Program

- Eligible expenses include living costs, transportation and educational costs.

Check with our website or office for updated information and deadlines.

Curricula and Regulations

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

BCIT Part-time is published for information only and is neither intended to be a complete statement of all procedures, policies, rules and regulations, nor should it be construed as an irrevocable contract between the student and the Institute.

Are You Ready to Graduate?

Students who are completing a Part-time Studies certificate program or are completing a Bachelor of Technology through Part-time Studies are required to apply to graduate. Please obtain an Application for Certification form from Student Information and Enrolment Services. This form must be completed and submitted to Student Information and Enrolment Services, Burnaby campus (SW1-1300). Please allow six to eight weeks for processing.

If you are completing a Bachelor of Technology program or a Part-time Studies certificate program that is 45 credits or more, 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.

Statement of Marks/Transcripts

As of May 2003, grades are no longer issued through the mail. You can find and print your grades from the web. Want your complete grade history? No problem; that's on the web, too, free of charge, and available 24 hours a day. Click on the myBCIT link from BCIT's home page (www.bcit.ca) and follow the prompts.

Requests for official transcripts must be made in writing to the Student Information and Enrolment Services office (SW1-1300) and full payment must be received in advance.

For details on ordering transcripts call 604-434-1610. You can download a Request for Official Transcript form at www.bcit.ca/admission/forms.

Students who have outstanding financial, library or other obligations to BCIT will have their grades withheld until they have paid all fees.

Course Audit

A student may audit a course with permission from the instructor. A written request to the instructor must be submitted by the second night of class. Auditing students are not formally evaluated and do not write examinations; however, students are expected to take part in classroom discussions and laboratory exercises, maintain satisfactory attendance and pay the full course fee. Auditing students do not receive credit for the course. An AUD will be reflected on their academic history. Once a student has declared audit status for a particular course, he or she may not change back to credit status at any point during the course in that term.

Course Cancellations

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

Language of Instruction

The language of instruction at BCIT is English. BCIT recommends that English language proficiency be at the B.C. Grade 12 English level. BCIT has several upgrading courses for students who wish to improve their English language skills, call 604-434-1610.

Prerequisites

All students are responsible for ensuring they have the necessary prerequisites before undertaking any course.

Program Approval

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

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

Withdrawing from a Course

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

To withdraw from a part-time course prior to the refund deadline date, contact Student Information and Enrolment Services at 604-434-1610. After the refund deadline date, contact records@bcit.ca.

Fees and Refunds

Course Payment

The preferred methods of payment are: credit cards (Visa, MasterCard, American Express); debit card (Interac); certified cheques and money orders; letter of authorization from your employer to be invoiced by BCIT; phone payments (604-434-1610). For your convenience, you can register and pay online using your credit card at www.bcit.ca.

Confirmation of Registration/Payment

Your student schedule and fee receipt will be mailed to your mailing address. Due to volume, your receipt may be delayed, so you should attend the first scheduled night of class unless otherwise notified. Please check BCIT Part-time for start dates or call Student Information and Enrolment Services (604-434-1610). For up-to-date classroom information, visit www.bcit.ca/rooms.



Credit Card Declines

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

International Fees

*For Part-time Studies courses, students who do not hold Canadian citizenship or permanent residence status pay 2.2 times the published course fee, plus building, student activity, registration and myBCIT ID fees. Specialty programs charge 1.25 times the published course fee. International programs have set fees regardless of the residency status. Please check your fees at the time of registration.

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

Miscellaneous Fees

NSF/Returned Cheques \$50
(See Credit Card Declines above)
Transcript \$10 (plus \$6 for each extra)
Duplicate T2202A \$25 (for calendar year 2002 and prior)

Regulations and Registration



Transfer/Change Fee

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

Tuition does not include textbooks or material requirements unless indicated.

Refunds

Refund requests must be submitted to Part-time Registration at the Burnaby or Downtown campus by the refund deadline date.

Special fees for some courses are non-refundable and different refund requirements and deadlines may apply.

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

Course type

Course lasting 4 weeks or less

Course lasting over 4 weeks

Distance Education

– Term based

– Continual Entry

Deadlines

1 week prior to class start date day of the 2nd class

Within 2 weeks of the course start date.

Within 2 weeks of registration

Early Registration Refund Policy: Students who withdraw 30 days prior to the course start date will receive a 100% tuition refund.

All refunds will be issued by cheque and mailed to the mailing address on file. Please allow up to 4 weeks for processing and mailing time.

Tax Receipts (T2202A) for the calendar year 2005

BCIT tuition tax receipts are no longer mailed but will be made available online from the myBCIT website at <http://my.bcit.ca>. You will need your myBCIT ID and password to login. Your myBCIT ID can be found on your myBCIT card or fee receipt beginning with A00xxxxxx. Your default password is usually your birth date in the format YYMMDD. Once logged on, please select Online Self Service (found on the far right). Select Student Self Service then Canadian Tax Forms to print your T2202A form directly from this website. This has been approved by the CCRA – Revenue Canada.

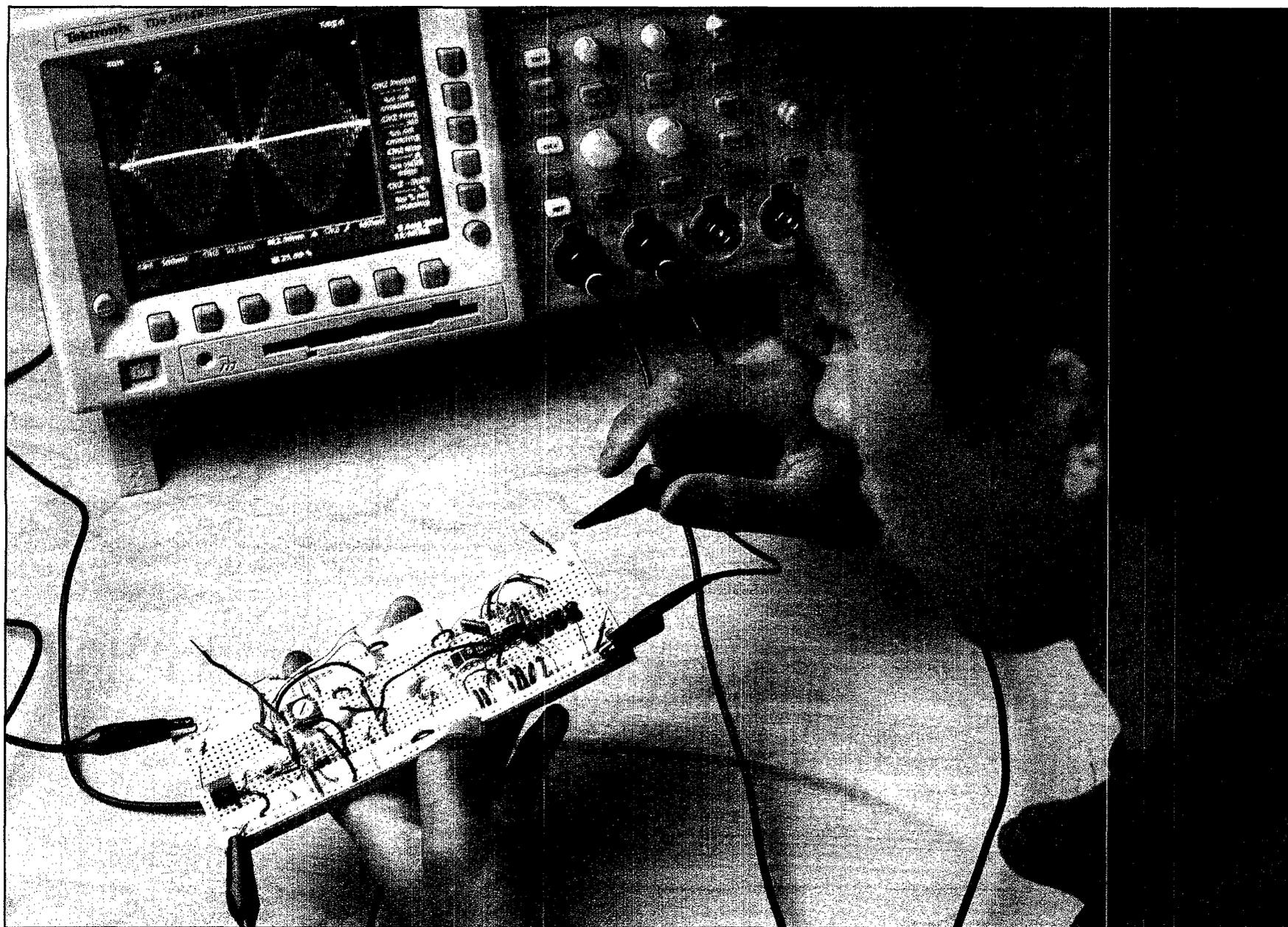
Please note: Tuition fees are now being prorated, which means that if your course started in one calendar year (Sept/05) and ended in another calendar year (Jan/06), the tuition fees for 2005 will be calculated/weighted based on the number of days falling in that calendar year. The difference will be made available in the following calendar year (2006).

The tax receipt does not include fees such as the myBCIT Student Card (formerly OneCard), student activity fees or materials.

Questions regarding tuition fee amounts should be directed by e-mail to T2202A@bcit.ca, or phone BCIT Finance at 604-431-4998.

Questions regarding course duration (number of months) or registration discrepancies should be directed by e-mail to records@bcit.ca, or by phone to 604-432-8498.

If you do not have access to a printer, or if you encounter any difficulty printing the T2202a tax receipt from the website, please call 604-432-8999 and a receipt will be mailed to you.



Five Ways to Register

1. Online – easy, safe, quick! Save \$20 on selected courses!

- Before you start, have these things ready: your BCIT ID (if you've been a BCIT student before), a valid credit card, and your Social Insurance Number (so you can get a tax credit form for your tuition).
- Go to www.bcit.ca/study.
- Select the **Course Option** in **Find Programs and Courses**, enter your keywords, and click **Find It** (or do an advanced search at www.bcit.ca/study/courses).
- Once you get your results, click on **Course Titles** for more details and to add the course to your shopping cart.
- Once you've clicked on **Add to Cart** for one course, you can choose **Continue Browsing** or **Proceed to Registration**.
- Once you click on **Proceed to Registration**, you'll move on to BCIT's Secure Information System. If this is your first time registering for a course at BCIT, you have to click on **Create a BCIT ID**. Just follow the prompts and provide all required information.
- Be sure to enable cookies on your browser before proceeding to payment.
- Follow the steps on the screen to complete the registration.

2. By fax – easy, direct, fast!

For fax registration, payment must be made by Visa, MasterCard or American Express, and your credit card number, expiry date, and signature must be included on the faxed form.

- For Burnaby Campus, fax to 604-430-1331.
- For Downtown Campus, fax to 604-687-2488.

3. By mail – simple and direct!

Complete the registration form included in this publication, and sign the bottom. Clip the form and mail it to:

PTS – BCIT Student Information and Enrolment Services
3700 Willingdon Ave., Burnaby, B.C. V5G 3H2
or

BCIT Downtown Campus
555 Seymour Street, Vancouver, B.C. V6B 3H6

4. In person

Note: The following hours of registration are subject to change. Please see Campus Locations and Hours box below.

5. By phone – be patient, your call will be answered!

Registration by phone is available. You must make your payment with Visa, MasterCard or American Express. To register, call 604-434-1610.

Note: During peak times, you may experience lengthy delays.

After Registering

To confirm your registration, go to www.bcit.ca. Select Current Students, then Part-time, then Student Information System. Sign in, choose Part-time Registration, and then Your Course Schedule.

View the BCIT PTS welcome and orientation video at www.lifelonglearning.bcit.ca/students.

Campus Locations and Hours

Burnaby and Downtown campuses offer year-round registration for part-time courses. Richmond location has limited registration services. **Please note:** BCIT uses the 24-hour clock. (e.g. 1730 means 5:30 p.m.)

Aerospace Technology Campus/ATC 604-419-3777/3704 Fax: 604-278-5363

Vancouver Airport (South Terminal) Unit 200, 5301 Airport Road South, Richmond, BC V7B 1B5
Office hours: Mon–Fri 0730–1600.

Burnaby/BBY 604-434-1610 Fax: 604-430-1331

3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2
Regular office hours: Mon–Thu 0830–1900, Fri 0830–1600, Sat 0830–1230.
Closed on holiday weekends.
Holiday hours: May 9–Aug 21, Mon–Fri 0830–1600.

BCIT Marine Campus/BMC 604-453-4100 Fax: 604-985-2862 Registration: 604-453-4111

265 West Esplanade, North Vancouver, BC V7M 1A5
Office hours: Mon–Fri 0830–1530.

Downtown Campus/DTC 604-434-1610 Fax: 604-687-2488

555 Seymour Street, Vancouver, BC V6B 3H6
Regular office hours: Mon–Thu 0830–1700, Fri 0830–1630.
Holiday Hours May 9–Aug 21: Mon–Fri 0830–1600
Closed on weekends and statutory holidays.

Great Northern Way Campus/GNW 604-434-1610

555 Great Northern Way, Vancouver, BC V5T 1E2

Kester Grant Campus/KGC 604-877-0355 Fax: 604-877-0375

2412 Laurel Street, Vancouver, BC V5Z 3T2
Office Hours: Mon–Fri 0900–1800, Sat 0900–1200.
Closed on Sundays and statutory holidays.

Surrey/SRY 604-434-1610

Princess Margaret Senior Secondary 12870–72nd Avenue, Surrey, BC V3W 2M9

Please call 604-434-1610 to register for courses at:

HSBC Building
885 West Georgia Street (9th Floor), Vancouver, BC V6C 3E8

Langley Secondary School/LSS
21405–56th Avenue, Langley, BC V3A 4R3

Maple Leaf/Eurocentres (VLC)
815 West Hastings Street, Suite 250, Vancouver, BC V6C 1B4

Maple Ridge Secondary School/MRC
21911–122nd Avenue, Maple Ridge, BC V2X 3X2

To find classroom locations, go to www.bcit.ca/rooms. Room assignments can change; be sure to check on the day of class. During the week of term start, student guides will be located in the following areas on the Burnaby Campus to assist you: breezeway outside Registration, NE1 front entrance or walkway near parking lot 7 and building SE6.

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Part-time Studies Registration Form

BCIT Student Information and Enrolment Services: 3700 Willingdon Avenue Burnaby, BC V5G 3H2

Tel. 604-434-1610, Fax 604-430-1331

BCIT STUDENT NUMBER

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

If known, please enter that number here.

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

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

Birthdate: / / (Mandatory) Sex: male female
(day month year)

SOCIAL INSURANCE NUMBER (for tax purposes only)

Last Name (family name)

Legal First Name Preferred First Name:

Middle Name

Previous Last Name (e.g. Maiden Name/Prior Marriage)

MAILING ADDRESS AND CONTACT INFORMATION

All official BCIT correspondence will be mailed to this address.
Please notify BCIT Student Information and Enrolment Services of any changes.

Address

Town/City Province Postal Code Country

Home Phone Home Fax E-mail

Emergency Contact Relationship to student Phone

WORK ADDRESS

Company Name

Street/Box No.

Town/City Province Postal Code Country

Work Phone Work Fax

SHIPPING ADDRESS INFORMATION (for Distance Ed/Directed Studies courses only)

In order for us to ship the materials needed for your course, you need to provide us with a DAYTIME address where someone can sign for materials when they are delivered.

My shipping address is mailing address work address as indicated below

Street/Box No. Apt Buzzer #

Town/City Province Postal Code Country

Shipping Phone

Course #	(CRN)	Course Title	Course Fees	Other Material Details	Other Material Fee	S&H Fee	DD	MM	YY	Site

Textbooks YES NO (For Distance Education use only) TOTAL FEES + + =

Preferred methods of payment: VISA, MasterCard, American Express, Interac or money order. A service charge will be assessed for any NSF or returned cheque.

Card Number Expiry Date

VISA MasterCard American Express Cheque (made out to BCIT)
 Full fees paid by you Invoice employer (approval attached) Special arrangement (approval attached)

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

Country of Citizenship if not Canada:

The personal information on this form is collected under the authority of the *College and Institute Act* (RSBC 1996, ch. 52). BCIT will use and maintain the information for the purposes of admission, registration, and other fundamental activities related to attending courses of instruction in technological and vocational matters and subjects. BCIT's administration calls for creating a digital photo image of each student that is used for purposes of validating the student as a member of the BCIT community to gain access to campus and student services. The personal information will be used to verify the student Personal Education Number (PEN), required by the province of British Columbia, or to assign the PEN number to students. The PEN is used to measure participation of the population in the post-secondary sector and for program research and evaluation.

For individuals granted awards, BCIT releases personal information to award donors and provincial funding agencies. In addition, BCIT uses the name of award winners and/or photo images, municipality of residence, BCIT program name, and the name or criteria of any award won in marketing materials for the purpose of publicizing BCIT students, graduates, and their achievements.

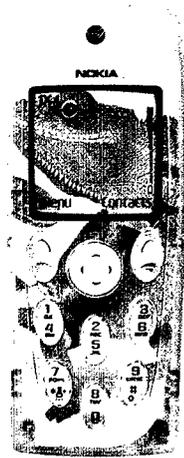
I agree that this application, my relationship with BCIT, and any disputes arising therefrom, will be governed by and construed in accordance with the laws of British Columbia and laws of Canada applicable in British Columbia, that the British Columbia Courts will have exclusive and preferential jurisdiction over any complaint, demand, claim, proceeding, or cause of action arising out of this application or my relationship with BCIT, and that, if I commence such proceedings, I will do so only in British Columbia, and will submit to the exclusive and preferential jurisdiction of the British Columbia Courts.

I hereby declare that the information I submitted on this application is true and correct. Completion of this signed application authorizes BCIT to request or confirm information necessary to support my application for admission. I understand that BCIT has a right to cancel this application if the information contained in it has been misrepresented. If I am admitted to BCIT, I agree to abide by its policies and regulations. **Please read all of the above carefully before signing; this document affects your legal rights.**

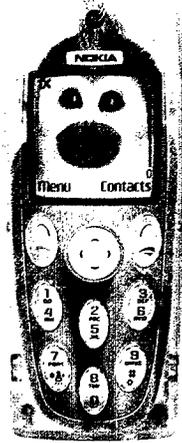
Signature Dated

For questions about BCIT's collection and use of personal information, contact: Manager, Records Management, FOIPOP, and Copyright.

Get a pair and share with Family Plans.



Nokia 3205
camera/video phone



Nokia 3205
camera/video phone

Two can share for **\$35/month†**

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