



PART-TIME STUDIES

**FALL
1995**

**COURSES
START
SEPT 11TH**

**REGISTER NOW:
604•434•1610**

Contents

REGISTRATION INFORMATION

Four Ways to Register	3
Winter 1996	4
Confirmation of Registration/Payment	4
Course Audit	4
Course Cancellations	4
Course Identification	4
Course Transfer/Change \$15 Fee	4
Tuition Fees	4
Refunds	4
Miscellaneous Fees	4
Visa & MasterCard declines	4
Parking Permits	4
Tax Receipts — T2020A - 1994	4
Campus Location/Office Hours	4

STUDENT SERVICES

Career Search Workshops	5, 10
Correspondence/Guided Learning	5
Student Success	5
Financial Aid for Part-time Students	5
Program Advising	5
Educational Resource Centre for Students with Disabilities	5
BCIT Employment Placement Services	5
Classrooms	5
Class Times	5, 8, 23, 30, 40
The 24-hour Clock	5
Bachelor of Technology Degree	5

ACADEMIC STUDIES

Chemistry	6
Communication	6
Pre-entry courses	6
Technical English	6
Reading, Writing & Learning skills	6
Certificate & Diploma Program courses	6
Business/Technical correspondence	6
Business/Technical Reports	6
Business & Industry Courses	6
Inter-cultural Communication	6
Presentation Skills	6
Making Meetings Work	6
Telephone Techniques	6
Writing Manuals for the Computer Industry	6
General Interest Courses	6
Effective Writing	6
English Fundamentals	6
Engineering Technology Entry Program	7
Mathematics	7
Technical Mathematics	7
Trigonometry	7
Logarithms and Analytic Geometry	7
Math for Electronics	7
Calculus	7
Physics	7
Pre-entry and ETE Physics	7

BUSINESS

Entrepreneurial Centre	8
Venture Program	8
The Business Training Centre	8
Motivating your Employees	8
Leadership Skills	8
Time Management	8
Internet	8
Empowerment	8
Advanced Studies in Business	9
Degree Completion	9
Administrative Management	9
Management Certificate in Management Systems	9
Management Certificate in Human Resource Systems	9
Business Law	10
Supervisory Skills	10
Management	10
Problem Solving/Decision Making	10
Microeconomics	10
Macroeconomics	10
Human Resource Management	10
Labour Relations	11
Training Techniques	11
Organizational Behaviour	11
Managing a Diverse Workforce	11
Broadcast Communications	11
Management Certificate in Broadcast Communications	11
Radio	11
Television	11
Broadcast Journalism	11
Music Business	12
Writing for the Media	12
Film for beginners	12
Media Relations	12
Information Technology	12
Investigative Reporting	12
Script Supervisor	12
Public Affairs Broadcasting	12
TV Production Planning	12
Financial Management	12
Management Certificate in Accounting	12
Management Certificate in Finance	12
Associate Certificate in Financial Planning	13
Credit Courses to Professional Accounting Bodies	13
Correspondence Courses	13
Accounting for the Small Business	13
Accounting	13
Investment and Risk Management	13

Auditing	14
Income Tax	14
Interior Design	14
History of Furniture	14
Drafting	14
Colour and Lighting	14
Space Planning	15
AutoCAD	15
Materials	15
Marketing Management	15
Management Certificate in Marketing Management	15
Management Certificate in Marketing Communications	15
Management Certificate in Professional Sales	15
Management Certificate in Tourism Marketing	15
Special Industry-based Course Packages	15
Customer Relations	16
Sports Marketing	16
Special Event Marketing	16
Principles of Customer Service	16
Public Speaking	16
Small Business Development	16
Importing/Exporting	16
Trade Show Marketing	16
Professional Sales	16
Advertising	17
Tourism	17
Media Techniques for Business	17
Photography	17
Graphics	17
Presentation Techniques	17
Desktop Publishing and Graphics for the Macintosh	18
PageMaker	18
Quark XPress	18
Photoshop	18
Desktop Publishing and Graphics for the PC	18
PageMaker	18
CorelDraw	18
Photoshop	18
Multimedia for the Mac and PC	18
Internet	18
Medical Office Assistant	19
Anatomy & Physiology	19
Computer Literacy	19
Terminology	19
Transcription	19
Office Practice	19
Clinical Procedures	19
CAPIC	19
Inventory Control	19
JIT	19
EDI Council of Canada	19
Operations Management	20
Management Certificate in: Industrial Engineering	20
Management Engineering	20
Materials Management	20
Quality Management	20
Facilities Management	20
Math for Business	20
Math of Finance	21
Quality Assurance Manufacturing	21
Software Quality Assurance	21
Quality Control	21
Warehouse Management	21
Project Planning and Scheduling	21
Management Information Systems (MIS)	21
Purchasing	21
Inventory Planning & Control	21
Statistics	21
Project Cost Estimating	21
ISO 9000 Quality Standards	22
Senior Certificate for Tradepersons	22
Transportation Logistics	22
Management Certificate in Transportation Logistics	22
Geography of Trading	22
International Trade	22
Distribution	22
Canada Customs Procedures and NAFTA	22
Transportation Economics	22

BCIT INTERNATIONAL

Special Programs	22
Special Services for International Students	22

COMPUTER SYSTEMS

Advanced Diploma in Software Development	23
Office Computer Applications	23
Computer Systems	24
DOS	24
Word Processing Concepts	25
Spreadsheet Concepts	25
Micro Database Concepts	25
Lotus 1-2-3	25
Programming Concepts	25
Windows Concepts/Programming	25
Mainframe Assembler	25
DBase IV	25
COBOL	25
Pascal	25
IBM AS/400	25
C Programming	25
Powerhouse	25
Visual Basic	25
Novell Netware 386	25
LAN Theory	25

C++ for Object-Oriented Programming	25
CICS	25
Case Technology	25
Unix	25
Relational Database Systems	26

ELECTRICAL AND ELECTRONIC TECHNOLOGY

Electronic Engineering Technology	26
Electronics Lab for Hobbyists	26
PLC for Electronics Technology	26
Measurement and Control	26
Digital Techniques	27
Printed Circuit Board Design	27
Microcontroller Systems	27
Electrical Trades Upgrading	27
TQ Refresher	27
Electrical Code	27
Code Calculations	28
Grounding/Bonding	28
Math for Electricians	28
DC/AC Motors	28
Lighting	28
Heating, Ventilating, Air Conditioning	28
Blueprint Reading	28
Fire Alarm Systems	28
Security Systems	28
Hydraulics for Electrical	28
High Voltage	28
Electronics Trades	28
Telecom Data & Voice Cabling	28
Introduction to Electronics	28
Passive Devices	28
Solid-state Devices	28
Digital Networks	28
Industrial Computing & Control	29
Programming in Basic	29
DC Variable Speed Drives	29
AC Variable Frequency Drives	29
Motor Control	29
Fibre Optics	29
Programmable Logic Controllers	29
Instrumentation	29
Process Control	29
Boiler Control	29
Learning Skills for Trades	29
Paperless Office Automation	29
Lan Systems	29
Novell Netware V3.1x	29
Internet	29

ENGINEERING TECHNOLOGY

Advanced Diplomas	30
Applied Environmental Engineering (AEET)	30
Applied Waste Management — see Applied Environmental Engineering	30
Geographic Information Systems	31
Integrated Resource Management	31
Advanced Studies in Mechanical Technology	31
Post-diploma Program CAD Programming	31
Technology Management	31
Building	32
B.C. Building Code	32
Construction	32
Architectural CAD	33
House Inspection	33
Estimating	33
Electrical Systems in Buildings	33
Boeing Supplies Specialized Training	33
Chemical Sciences	33
Mineral Analysis	33
Air Pollution	33
NDT Radiography/Ultrasonics	33
NDT Magnetic Particle and Liquid Penetrant	33
Civil & Structural	33
Graphical Communication	33
Concrete Technology	33
Hydrology	34
Road Construction and Maintenance	34
AutoCAD	34
Computer Aided Engineering	34
AutoCAD	34
Smartcam	34
3D Studio	35
Machine Vision	35
UNIX	35
Microstation	35
Fish Harvesting & Processing	35
Food Technology	35
Geographic Information Systems	36
MAPInfo	36
MICROSTATION	36
ARC/Info	36
Mechanical	36
Drafting	36
Automatic Sprinkler Systems	37
Heating and Ventilation	37
Air Conditioning	37
Natural Gas and Petroleum	37
Plastics Certificate Program	37
Injection Molding Process	37
Plastics SPC	37
Public Works Operations	38
Sewers	38
Waterworks	38
Roadworks Maintenance	38
Pumps: Electrical and Controls/Water	38
Robotics and Automation	38

Surveying and Mapping	38
Instrument Operations	38
GPS for Surveyors	38
Survey CAD: Rapid Transit	38
Surveying with Total Stations	38
Wood Products Manufacturing	38
Distance Education	39
Mathematics	39
Building	39
Transportation Systems (Highways)	39
Development Approvals	39
Forestry Engineering Technology	39

TRADES TRAINING

Auto Collision Repair/Refinishing	40
Automotive Electronics	40
Electrical Testing	40
Emission Controls	40
Mathematics for Mechanics	40, 42, 43
Automotive Mechanic	40
Brake Servicing	40
LPG	40
NGV	40
AirCare	40
CFC Emissions	40
Aviation	40
Air Regulations	40
Bell 206	40
Sheet Metal	40
Helicopter Maintenance	41
Avionics	41
Gas Turbine Engines	41
Private Pilot Ground School	41
Carpentry	41
TQ Refresher	41
Blueprint Reading	41
Stair Construction	41
Platform, Framing and Layout	41
Roof Framing	41
Interior Finishing	41
Commercial Transport Mechanic	42
Air Brakes	42
Commercial Vehicle Inspector	42
Drafting	42
Computer Assisted	42
Process Piping	42
Drywall	42
Exploration	42
Heating, Ventilation, Air Conditioning, Refrigeration	42
CFC Emissions in Refrigeration	43
Heavy Duty Mechanic	43
Mobile Hydraulics	43
Joinery	43
Machinist	43
Lathe Operator	43
CNC	43
Mathematics for Trades	43
Millwright	43
Vibration Analysis and Balancing	43
Painting and Decorating	44
Piping	44
B.C. Plumbing Code	44
Cross Connection Control	44
Gas Fitter	44
Power Engineering	44
Power Equipment Mechanic	45
Steel Fabrication	45
Sheet Metal	45
Plate and Pipe Development	45
Welding	45
Oxyacetylene/Brace Welding	45
Gas Tungsten Arc Welding	45
Welding Institute of Canada: Welding Inspection	45
Women in Trades	45
Pacific Marine Training Campus	45

CAMPUS SERVICES

Alumni	46
Library	46
Parking	46
Cashiers Hours	46
Security	46
Lost and Found	46
Recreation	46
Food	46
Bookstore	47
Campus Map	47

CHANGES TO CURRICULA REGULATIONS & SERVICES

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

Registration Information

FOUR WAYS TO REGISTER

1. BY MAIL

Complete the registration form on this page and include your signature at the bottom. Clip the form out of the flyer and mail it to the address indicated.

Part-time Studies
BCIT Registration Department
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2

2. BY FAX

NOTE: During peak periods, students may register for course(s) at the Downtown Education Centre.

(604) 687-2488 ... DOWNTOWN
(604) 430-1331 BURNABY

If registering by Fax, payment for the part-time course(s) must be made by credit card. Visa and MasterCard are the only method of credit card payment that is acceptable to BCIT. As well, your credit card number must be included on the faxed registration form in order for your registration to be processed.

3. IN PERSON

Note: The following hours of registration are subject to change.

BURNABY CAMPUS
3700 Willingdon Avenue

Office Hours (August 14 - April 27):
Monday to Thursday 0830-1900
Friday 0830-1630
Saturday 0830-1230
Closed Saturday on Holiday Weekends

Summer Hours (April 29 '96 - August 12 '96):
Monday to Friday 0830-1630
Saturday Closed

DOWNTOWN EDUCATION CENTRE
549 Howe Street, Vancouver

Regular Office Hours:
Monday to Thursday 0830-1800
Friday 0830-1630
Saturday Closed

SURREY CAMPUS — PRINCESS MARGARET SENIOR SECONDARY
128 Street & 72nd Avenue, Surrey

Regular Office Hours:
Monday to Thursday 0900-2030
Friday 0900-1530
Saturday Closed

4. BY PHONE

This method is ONLY available to previous BCIT students who have enrolled in courses since July 1984.

If registering by phone, payment for the part-time course(s) must be made by credit card. Visa and MasterCard are the only method of credit card payment that is acceptable to BCIT. Please have your credit card number and expiry date available when you call to register.

NOTE: During peak periods you may experience lengthy delays. If this happens please contact the Downtown campus to register for your course(s).

(604) 687-4666 ... DOWNTOWN
(604) 434-1610 BURNABY



Part-time Studies Registration Form

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

4 Ways to Register

1. By Mail (available to all registrants)

Fill in the registration form and send it with your cheque or credit card information to:

BCIT
Part-time
Registration
3700 Willingdon
Avenue
Burnaby, B.C.
V5G 3H2

Sorry, No
Postdated
Cheques.

2. By Fax (Available to all registrants)

Fill out this form and fax to
(604) 430-1331 or
(604) 687-2488.

3. In Person (Available to all registrants)

Register at the Burnaby, Downtown or Surrey Campuses. Pay by cash, cheque or credit card.

4. By Phone (Only available to registrants who have previously registered at BCIT.)

Charge to your Visa or MasterCard.

Burnaby Campus:
(604) 434-1610

Downtown:
(604) 687-4666

Blocked area to be filled in by FIRST-TIME Registrants only!



ASR-1A-IR.94

BCIT STUDENT NUMBER

If you have previously been a BCIT student or have contacted BCIT for program information, a student number may already have been issued to you. You would find this number at the bottom of any correspondence from Student 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 sex and birthdate in the spaces provided below.

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

SOCIAL INSURANCE NUMBER (For tax purposes only) _____

Last Name (Family Name) _____

Legal First Name _____

Preferred First Name _____

Middle Name _____

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

Street/Box No. _____

Town/City _____ Province _____

Country _____ Postal Code _____

Home Phone (____) _____ Work Phone (____) _____

All official BCIT correspondence will be mailed to this address. Please notify the Admissions Department of any change.

Course Number	Course Ref. Number (CRN)	Course Title	Course Cost(s)		Start Date			Site
			Fee	Special Fee	DD	MM	YY	
Textbooks: <input type="checkbox"/> Yes <input type="checkbox"/> No			TOTAL FEES		+	=		

You can pay by cheque, money order, VISA or MasterCard. Cash is accepted in person only. A service charge for any NSF or returned cheque will be assessed.

Visa Card Number _____ Expiry Date _____

MasterCard Number _____ Expiry Date _____

full fees paid by you (not available for faxed registration) full fees paid by employer (approval attached) special arrangement (approval attached)

I declare that the information on this application is correct and complete. I acknowledge BCIT's right to cancel this application if the information contained in it has been misrepresented. If I am admitted to BCIT, I agree to abide by its policies and regulations. If granted an award, I authorize the Student Awards and Financial Aid Office to release pertinent information to the donor of the award and provincial funding bodies.

Your signature goes here Dated: _____

Your citizenship status is: Landed Immigrant/Permanent Resident

Canadian Citizen Other (please specify): _____

Country of Citizenship if not Canada: _____

Last Secondary School attended	From:	To:	Grade Completed	B.C. Exam Number (if known)
Post Secondary School(s) attended	From:	To:	Years Completed	Credential Earned



Student Services

HRMG 0315 CAREER SEARCH WORKSHOP

BCIT offers a workshop led by professionally trained career counsellors to help you set goals and plan your career based on your own personal interests, values and abilities.

BCIT's Career Search Workshop will help you to

- make a first-time career choice
- build on life experiences to re-enter the workforce
- make a career change
- develop new career paths
- gain current information about training/educational opportunities
- access information on jobs of the future in technology
- develop your career

This 12-hour course covers

- Interest testing
- Decision-making
- Aptitude testing
- Values clarification
- Goal setting and implementation

Participation is limited to 15, so register early for either the four-session weekday evening or two-session Saturday workshop. Classes are available at the Burnaby campus and the Downtown Education Centre. To register, call (604) 434-1610 or (604) 687-4666.

Burnaby campus (SW1 1100)

Sept. 14	(4 Thursdays)	1845-2145
Oct. 3	(4 Tuesdays)	1845-2145
Oct. 12	(4 Thursdays)	1845-2145
Nov. 1	(4 Wednesdays)	1845-2145
Nov. 18	(2 Saturdays)	0900-1500

Downtown Education Centre

Aug. 12	(2 Saturdays)	0900-1500
Oct. 21	(2 Saturdays)	0900-1500
Nov. 18	(2 Saturdays)	0900-1500

Cost: \$225.00

CORRESPONDENCE/ GUIDED LEARNING

IF YOU CAN'T GET TO ANY OF OUR CLASSROOM SITES... BCIT offers career-oriented credit and non-credit correspondence courses.

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

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

Please call

Academic Studies	(604) 432-8784
Business	(604) 432-8609
Engineering Technology	(604) 432-8784
Health Sciences	(604) 439-4100
Industry Services	(604) 432-8234
Power Engineering	(604) 432-8390
Transportation Systems	(604) 432-8784

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

STUDENT SUCCESS

BCIT 0100 STUDENT SUCCESS STRATEGIES \$135

Prepares students to manage the BCIT workload and pace. This 30-hour course will help you learn more efficiently and effectively. It offers success strategies in reading, note taking, memory improvement, time and stress management, test writing, and working in groups. The practical ideas and techniques will benefit current and future students — at BCIT and in the workplace. (Fee includes text.)

Sep 23 Sat 5 wks BBY CRN 36119
0900-1600

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

Limited financial assistance is available to students registering for part-time programs or programs of short duration. This assistance is based on financial need. Applicants submitting a completed "Part-time Student Assistance Application" form will be considered for the following types of assistance:

1. British Columbia Part-time Student Assistance Program

BCPTSAP is non-repayable grant funding to assist students with tuition costs. The emphasis is on aiding single parents and mature adults who can prove high financial need. To be eligible to apply, a student must normally be taking courses at least 12 weeks in length that represent up to 59% of a full program of studies. A student must be taking courses leading to their first certificate, first diploma or first degree. Part-time Student Assistance applications can be obtained from Financial Aid Reception in Student Services. Application deadline: 21 days before classes start.

2. BCIT Part-time Bursaries

Part-time Bursaries are non-repayable grants intended for BCIT students who have high financial need. Due to limited funding, applicants must make a good case that they have exhausted all other possible sources of funds to assist them to attend school. Students attending BCIT on a part-time basis can apply (as well as students attending full-time programs less than 12 weeks in duration). A student must be taking courses leading to their first certificate, first diploma or first degree. Part-time Student Assistance applications can be obtained from Financial Aid Reception in Student Services. Application deadline: 21 days before classes start.

3. Adult Basic Education Student Assistance Program

ABESAP is non-repayable grant assistance for financially-needy students taking pre-entry or upgrading courses including: Chemistry 0001; Communication 0003, 0004, 0005, 0008, 0020, 0021, 0022; Fresh Start; Mathematics 0001, 0002, 0004; Mathematics for Business OPMT 0199; Physics 0304, 0309; Career Search Workshop HRMG 0315; TEWELT; Trades Exploratory Programs TEXP 0110, 0111, 0112, 0113, 0115. Part-time Student Assistance applications can be obtained from Financial Aid Reception in Student Services. Application deadline: 21 days before classes start.

Further information on financial assistance for part-time students can be obtained from Financial Aid Reception in Student Services, Building SW1, Room 2300. Office hours: 0830-1630, Monday to Friday.

PROGRAM ADVISING/ PART-TIME STUDIES (604) 434-3304

We can help you get the most out of your part-time studies.

Part-time Studies programs are designed to enhance career aspirations. If you are interested in pursuing a Certificate Program, program advisors are available to assist you in course selection and program planning appropriate to your career needs.

If you are beginning your studies in Engineering Technology you are advised to confer with a part-time studies program advisor before you begin. It is recommended that proposed programs be submitted to a program advisor for approval.

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

At the Burnaby campus, program advisors are available throughout the year, by appointment. Evening appointments are available during fall and winter terms. For additional information or an appointment, please call us at (604) 434-3304.

EDUCATIONAL RESOURCE CENTRE FOR STUDENTS WITH DISABILITIES VOICE (604) 434-3304 TTY (604) 432-8954

We offer a range of support services for students with disabilities. For more information contact Student Services at (604) 434-3304, Building SW1, Room 2300.

BCIT 0130 LEARNING FOR SUCCESS: STRATEGIES FOR STUDENTS WITH LEARNING DISABILITIES \$395

Students with Learning Disabilities will be provided with instruction in cognitive strategies to enhance reading, writing, math competencies, as well as related academic skills such as concentration, listening, critical thinking, memory, notetaking, exam writing and social interaction. The course will consist of formal class instruction, as well as access to the Learning Centre for individual assistance. Documentation of LD is required. Please call (604) 451-6963 for further information.

Hours: Course Orientation week
August 28 to 31, 1000-1500
Remaining instructional hours to be announced.

CRN: 35959

BCIT EMPLOYMENT PLACEMENT SERVICES (604) 432-8666 FAX (604) 435-3122

Open Monday to Friday from 0900-1600. As a part-time student you are eligible to use our 24-hour BCIT WORKS JOBSLINE. Drop by or call us for details. The Employment Placement office is located in building SW1, Room 1100.

CLASSROOMS

Classroom locations are not available until 1600 on the night your course begins.

Classroom locations will be posted within this specified timeframe at the following Burnaby campus locations.

- NE1, J.W. Inglis Building, 2nd floor, South Entrance.
- SW1 Building, 1st floor, Registration Office.
- SE14, Bookstore.
- SE16, SAC (Student Activity Centre).
- SE12, Breezeway outside Campus Cafe.
- SW1, TNT Store foyer.

Note: During the week of term start, student guides will be located in the following areas to assist you with any problems you may have or to help locate your classroom:

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

CLASS TIMES

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

BURNABY (BBY) TRADES	1900-2200
BURNABY (BBY) TECHNOLOGY	1845-2145
DOWNTOWN EDUCATION CENTRE (DEC)	1730-2030
HOLDOM AVENUE (HOL)	1845-2145
LANGLEY (LLY)	1900-2200
SEA ISLAND (SEA)	1900-2200
SURREY (SRY)	1900-2200
VANCOUVER (VCR)	1845-2145
MAPLE RIDGE (MRC)	See course descriptions
MAPLE RIDGE (THC)	See course descriptions
CLEARBROOK (CTC)	See course descriptions
PLAZA OF NATIONS (PLA)	See course descriptions

THE 24-HOUR CLOCK

0001 = 12:01 am	1300 = 1:00 pm
0100 = 1:00	1400 = 2:00
0200 = 2:00	1500 = 3:00
0300 = 3:00	1600 = 4:00
0400 = 4:00	1700 = 5:00
0500 = 5:00	1800 = 6:00
0600 = 6:00	1900 = 7:00
0700 = 7:00	2000 = 8:00
0800 = 8:00	2100 = 9:00
0900 = 9:00	2200 = 10:00
1000 = 10:00	2300 = 11:00
1100 = 11:00	2400 = 12:00 midnight
1200 = 12:00 noon	

BACHELOR OF TECHNOLOGY DEGREE

BCIT now has degree-granting status and will be offering the first two Bachelor of Technology degree programs in the near future.

These programs are

- Bachelor of Technology in Nursing (Critical Care major)
- Bachelor of Technology in Computer Systems.

More Degree programs will be added over the next few years. The programs will combine advanced technology specialties with management courses and a liberal education component.

The Bachelor of Technology degree is designed for people with a practical orientation who seek the flexibility to pursue advanced education and technological training as essential parts of career advancement.

For further information contact BCIT Student Services at the Burnaby campus. Tel. (604) 434-3304.

BCIT's mission is to provide British Columbians with world-class, job-ready skills for career success.



Academic Studies

CHEMISTRY

(604) 432-8551

CHEM 0001 (CHEM 001) PRE-ENTRY CHEMISTRY 1

\$468

Presents an upgrading course for those whose background in chemistry is weak, or serves as a refresher course for those who have not studied chemistry for several years. Meets the Chemistry 11 entrance requirement for BCIT programs. This course is equivalent to CHEM 0010.

Sep 12 Tue/Thr 12 wks BBY CRN 33015

COMMUNICATION

(604) 451-6974

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

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

PRE-ENTRY COURSES

COMM 0003 CAREER EXPLORATIONS FOR STUDENTS OF ENGLISH AS AN ADDITIONAL LANGUAGE

\$524

Gives students the speaking and listening skills needed to succeed in BCIT's other pre-entry courses. You will learn the English language skills you need to participate in successful interviews with BCIT instructors in trades and technology. You will learn how to present your career goals and interests clearly and concisely. You will prepare cards of introduction and resumes, practice filling out application forms, participate in practice interviews, and read about cultural differences. The course will feature guest lecturers from various BCIT programs and from Student Services at BCIT. All applicants will be registered in COMM 0009 and must write an English proficiency test on the first night of class to determine their eligibility for continuation.

Sep 12 Tue/Thr 15 wks BBY CRN 35822
1330-1630

Sep 18 Mon/Wed 11 wks BBY 34854
1800-2200

Sep 19 Tue/Thr 11 wks BBY 33002
1800-2200

COMM 0004 (COMM 005) INTRODUCTION TO BCIT FOR STUDENTS OF ENGLISH AS AN ADDITIONAL LANGUAGE

\$524

Prepares students whose English language skills need upgrading to enrol in COMM 0005. You will learn about the technology and trades programs offered at BCIT. You will learn the writing, reading, speaking, and listening skills needed to carry out writing and speaking tasks in COMM 0005 and in technology and trades courses. Some of the activities you will do include drawing and describing classification trees, interpreting charts and graphs, comparing and contrasting programs at BCIT, editing other students' work, and giving oral presentations. A grade of 65% and a passing grade on the Communication Placement Test meet the prerequisite for COMM 0005. All applicants will be registered in COMM 0009 and must write an English proficiency test on the first night of class to determine eligibility for continuation.

Sep 12 Tue/Thr 15 wks BBY CRN 32960
1330-1630

Sep 18 Mon/Wed 11 wks BBY 32944
1800-2200

Sep 19 Tue/Thr 11 wks BBY 32946
1800-2200

COMM 0005 (COMM 004) TECHNICAL ENGLISH FOR SECOND LANGUAGE STUDENTS

\$524

Prepares those students whose first language is not English, yet who have good writing and speaking skills. You will learn the writing, reading, speaking, and listening skills needed for BCIT full-time programs. Sentence and paragraph development, reading comprehension, vocabulary expansion, speaking skills, and library skills are emphasized. Grammatical skills are taught in conjunction with writing assignments. You will also practice proofreading for major errors in sentence structure, grammar and vocabulary. A grade of 65% in this course meets the prerequisite (a "P" in English 12 or equivalent) for many technologies. A grade of 70% equals a "C" in English 12. A grade of 75% or better meets the prerequisite for technologies (a "C+" standing in English 12). Prerequisite: All applicants will be registered in COMM 0009 COMMUNICATION PLACEMENT and must write an English proficiency test on the first night of class to determine their eligibility for continuation. If your language skills need upgrading, you will be required to complete COMM 0004 before enrolling in COMM 0005.

Sep 12 Tue/Thr 15 wks BBY CRN 35823
1330-1630

Sep 18 Mon/Wed 11 wks BBY 32233
1800-2200

Sep 19 Tue/Thr 11 wks BBY 32940
1800-2200

COMM 0008 (COMM 003) COMPREHENSIVE READING, WRITING AND LEARNING SKILLS

\$524

Prepares students whose first language is English. You will learn the reading, writing, speaking and study skills needed for BCIT full-time programs. The course covers efficient reading, library research skills, reading comprehension, writing skills, and speaking skills. A grade of 65% or higher in this course meets the prerequisite (a "P" in English 12 or equivalent) for many technologies. A grade of 70% equals a "C" in English 12. A grade of 75% or better meets the prerequisite for selected technologies (a "C+" standing in English 12). This course is equivalent to COMM 0007 and COMM 0005. Prerequisite: All applicants will be registered in COMM 0009 COMMUNICATION PLACEMENT and must write an English proficiency test on the first night of class to determine their eligibility for continuation.

Sep 18 Mon/Wed 11 wks BBY CRN 32232
1800-2200

CERTIFICATE AND DIPLOMA PROGRAM COURSES

English language proficiency will be assessed in the first class, and students may be referred to other courses.

COMM 1103 (COMM 160) INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION

\$248

Teaches practical techniques for planning, organizing, selecting and presenting information in a business or industry environment. Routine memos, instructions, procedures, graphics, summaries and oral presentation are covered. Prerequisite: English 12 or equivalent.

Sep 12 Tue 12 wks DEC CRN 32974
1730-2030

Sep 13 Wed 12 wks BBY 32975

Sep 14 Thr 12 wks BBY 32979

COMM 2202 (COMM 175) BUSINESS AND TECHNICAL CORRESPONDENCE

\$248

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

Sep 14 Thr 12 wks BBY CRN 32980

COMM 2203 (COMM 178) BUSINESS REPORTS

\$248

Emphasizes the skills needed to write effective business reports. Topics include comparison and recommendation reports, proposals, feasibility studies, summaries, formal report format, presentations and use of graphics. Prerequisite: English 12 or equivalent. Students in a BCIT Diploma program must complete COMM 1103 and COMM 2202 before taking this course.

Sep 13 Wed 12 wks DEC CRN 32982
1730-2030

COMM 2204 (COMM 183) TECHNICAL REPORTS

\$248

Emphasizes skills needed to write effective engineering reports. Topics include comparison and feasibility reports, technical proposals, summaries, graphics and formal report format. Prerequisite: English 12 or equivalent. Students in a BCIT Diploma program must complete COMM 1103 and COMM 2202 before taking this course.

Sep 11 Mon 12 wks BBY CRN 32983

COMM 2205 (COMM 196) WRITING MANUALS FOR THE COMPUTER INDUSTRY

\$182

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

Sep 26 Tue 6 wks BBY CRN 32989

BUSINESS AND INDUSTRY COURSES

COMM 0035 (COMM 012) INTER-CULTURAL COMMUNICATION

\$182

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

Oct 3 Tue 6 wks DEC CRN 32966
1730-2030

COMM 0037 (COMM 037) COMPETITIVE COMMUNICATION

\$182

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

Sep 12 Tue 6 wks BBY CRN 32970

COMM 0038 (COMM 038) TECHNICAL PROPOSAL WRITING

\$182

Develops a strategic approach to writing proposals that sell! Discussion will cover the design phase strategies for selling ideas, the development phase for drafting the document, and the finishing phase strategies for revision. You will also learn to develop professional graphics to enhance presentations. Participants are encouraged to write proposals based on their work.

Sep 13 Wed 6 wks BBY CRN 32972

COMM 0039 (COMM 039) PRESENTATION SKILLS

\$182

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

Oct 24 Tue 6 wks BBY CRN 32997

COMM 0040 (COMM 040) MAKING MEETINGS WORK

\$182

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.

Oct 25 Wed 6 wks BBY CRN 32999

COMM 0041 (COMM 910) TELEPHONE TECHNIQUES

\$76

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

Oct 7 Sat 1 day BBY CRN 32996
0900-1600

COMM 2205 (COMM 196) WRITING MANUALS FOR THE COMPUTER INDUSTRY

\$182

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

Sep 26 Tue 6 wks BBY CRN 32989

GENERAL INTEREST COURSES

COMM 0021 (COMM 001) EFFECTIVE WRITING

\$221

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

Sep 28 Thr 8 wks BBY CRN 32231

COMM 0022 (COMM 900) ENGLISH FUNDAMENTALS

\$248

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

Sep 27 Wed 12 wks BBY CRN 32993

COMM 0024 IMPROVE YOUR READING COMPREHENSION

\$248

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

Sep 26 Tue 12 wks BBY CRN 33635

Academic Studies

ENGINEERING TECHNOLOGY ENTRY (ETE) PROGRAM

Provides academic upgrading to students wishing to enrol in engineering-based technology programs at BCIT.

The ETE program provides courses in chemistry, communication, mathematics and physics that meet technology program prerequisites in selected technology programs at BCIT. The program also includes an introductory course in computer applications and a general interest seminar course. Some technology programs offer opportunities for students to take an optional technology-level credit course while enrolled in the ETE program.

Students may choose not to take either the physics or the chemistry course if that course is not a prerequisite for the technology program in which the student plans to enrol, but is expected to take all other courses in the program. The program is designed to emulate the workload of subsequent technology programs, familiarize the student with BCIT and provide academic and study skills to enable a student to succeed in subsequent technology programs.

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

Students enrolled in the ETE program are provisionally accepted into an engineering-based technology program in a subsequent term, subject to satisfactory completion of the ETE program with marks equivalent to technology prerequisites. The marks required vary with technology program chosen. Provisional acceptance is based on marks obtained in ETE and these marks take precedence over previous course marks where applicable.

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

Please note

Because Electronics Engineering Technology has a January intake, preference will be given to prospective Electronics applicants when accepting applicants into the September intake of the ETE program. ETE applicants applying for subsequent programs other than Electronics, will have a better chance of entering ETE in the January and April intakes.

Program Length

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

Prerequisites

English 11 and Mathematics 11 or the equivalents, with a "C" or better, completed within eight years of application date. A written submission of interest and intent is required at the time of application. Preference is given to those applicants who have passed at least one Grade 11 level science course. Eligible courses are biology, chemistry, earth science, physics and technology.

Program: ETE	Clrm hrs/wk
CHEM 0010 Introductory Applied Chemistry (equivalent to CHEM 0001)	6.0
COMM 0007 Introductory Communication (equivalent to COMM 0008)	6.0
COMP 0107 Computer Literacy	3.0
MATH 0005 Introductory Technical Mathematics (equivalent to MATH 0001)	7.0
NTRY 0301 Technology Entry Seminar	1.0
PHYS 0309 Pre-entry and ETE Physics	7.0

The ETE program curriculum undergoes frequent revision to reflect the changing needs of students and technology. Current courses may therefore vary from this calendar. For additional information about the ETE program, call BCIT Student Services at (604) 434-3304 or toll-free at 1-800-667-0676.

MATHEMATICS (604) 451-6709

MATH 0001 (MATH 001) TECHNICAL MATHEMATICS INTRODUCTION \$468

Presents an upgrading course for students who have not completed high school mathematics, or who completed it more than three years ago, or whose math background is otherwise weak. The course meets the Math 12 entrance requirement for BCIT Engineering and Health programs. Students intending to enter an Engineering or Health technology program which requires a Math 12 grade of "C+" or better must achieve a final mark of 65% or higher in MATH 0001. This course is equivalent to MATH 0005. Prerequisite: "C" or better in Math 11, or equivalent.

Sep 6 Mon/Wed 15 wks BBY CRN 33007

MATH 0004 (MATH 004) REFRESHER MATHEMATICS \$148

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

Aug 21 Mon-Fri 2 wks BBY CRN 35559
1300-1600

MATH 1011 (MATH 101) TECHNICAL MATHEMATICS 1: TRIGONOMETRY \$248

Teaches the 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 "C+" or better.

Sep 12 Tue 12 wks BBY CRN 33009

MATH 1012 (MATH 102) TECHNICAL MATHEMATICS 2: LOGARITHMS AND ANALYTIC GEOMETRY \$248

Explores the 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.

Sep 13 Wed 12 wks BBY CRN 33010

MATH 1021 (MATH 125) BASIC 1: INTRODUCTION TO MICROCOMPUTERS IBM PC'S \$313

Designed for engineering technology students with no previous BASIC programming or microcomputer experience. Topics include computer terminology, hardware, disk operating system, commands, BASIC language concepts (input/output, BASIC arithmetic and functions, relational operators, branching statements, subroutines and graphics statements).

Sep 12 Tue 12 wks BBY CRN 33012

MATH 1434 (MATH 114) MATHEMATICS FOR ELECTRONICS; PART A \$437

Covers the first of two parts that includes common and natural logarithms, logarithmic/semilogarithmic graphs, decibels, exponential growth and decay, systems of linear equations, determinants, application to electrical networks, trigonometric functions, identities, solution of triangles, graphing and addition of sinusoidal functions, complex numbers, rectangular/polar transformations, phasor representation of sinusoidal waveforms, application to electrical technology, the derivative, differentiation rules and applied maxima/minima. MATH 1434 and MATH 1435 replace MATH 1431. Prerequisite: Recent Math 12 or 65% or higher in MATH 0001, or equivalent.

Sep 11 Mon/Wed 11 wks BBY CRN 33011

MATH 2011 (MATH 203) TECHNICAL MATHEMATICS 3: CALCULUS \$496

Introduces calculus and its technical applications involving the differentiation and integration of algebraic, trigonometric, logarithmic and exponential functions. Emphasizes the application of calculus in solving engineering technology problems. Prerequisite: MATH 1011 and MATH 1012 or equivalent.

Sep 12 Tue/Thu 12 wks BBY CRN 33013

PHYSICS (604) 434-5734 LOCAL 5504

PHYS 0304 (PHYS 004) REFRESHER PHYSICS \$148

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

Aug 21 Mon-Fri 2 wks BBY CRN 35565
0900-1200

PHYS 0309 (PHYS 009) PRE-ENTRY PHYSICS AND ETE PHYSICS \$524

Meets the Physics 11 entrance requirement for BCIT programs. A grade of 65% or higher in this course meets the prerequisite for programs specifying a "C+" in Physics. Topics include kinematics, dynamics, equilibrium, energy, fluids, heat, electrostatics and direct current circuits. Prerequisite: You are advised to have completed any necessary mathematics upgrading courses before taking PHYS 0309.

Sep 5 Tue/Thu 16 wks BBY CRN 33004

PHYS 1301 (PHYS 131/132) GENERAL PHYSICS 1 \$578

Covers translational and rotational motion, including statics, kinematics, force, torque, mechanical energy and power. Properties of matter, thermal energy and thermodynamics, simple harmonic motion including vibrations with particular reference to mechanical waves. This course is equivalent to PHYS 1143 Physics for Electronics Technology. Prerequisite: Physics 11 and MATH 0001 or equivalent.

Sep 11 Mon/Wed 14 wks BBY CRN 33003

PHYS 2301 (PHYS 231/232) GENERAL PHYSICS 2 \$578

Covers basic electrostatics and dynamics including electric charge, potential, field and energy. Magnetism, induced electromotive force, electromagnetic waves, physical and fiber optics. Topics in modern physics will include: atomic physics, basic semi-conductor theory and nuclear phenomena. This course is equivalent to PHYS 2143 Physics for Electronics Technology. Prerequisite: PHYS 1301 or equivalent.

Sep 12 Tue/Thu 14 wks BBY CRN 35869

4 Ways to Register

1. **By Mail**
(Available to all registrants)
Fill in the registration form on page 3 and send it with your cheque or credit card information to:
BCIT Part-time Studies Registration
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
Sorry, No Postdated Cheques
2. **By Fax**
(Available to all registrants)
Use the form located on page 3 and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).
3. **In Person**
(Available to all registrants)
Register at the Burnaby, Downtown or Surrey campuses (see page 3). Pay by cash, cheque or credit card.
4. **By Phone**
(Only available to registrants who have previously attended BCIT)
Charge to your Visa or MasterCard.
Burnaby campus: (604) 434-1610
Downtown: (604) 687-4666



CLASS TIMES

Generally, classes at all sites run for three hours per night, one or two nights a week, Monday through Thursday, unless otherwise noted in course descriptions or at registration. For addresses of the below listed locations, please see page 4 under Campus locations/Office hours.

BURNABY (BBY) 1845-2145
DOWNTOWN EDUCATION
CENTRE (DEC) 1730-2030
SURREY (SRY) 1900-2200
CLEARBROOK (CTC) .. See course descriptions

ENTREPRENEURIAL CENTRE (604) 432-8767

VENTURE PROGRAM TCTR 0100

*Starting a Promising Venture?
Want to improve your odds and reduce your risk?*

BCIT's VENTURE PROGRAM will NOT teach you how to be an entrepreneur — but it will help you launch your business and win. Your three months with us will be spent developing the techniques which will greatly increase your likelihood of success — achieving maximum personal effectiveness. This includes improving your marketing focus, tightening your strategic plan, attracting appropriate financing, overcoming risk, building your resource base and developing key contacts. Ultimately you will leave with a full operational document — your business plan.

Your final exam will be given by the marketplace.

Enrolment enquiries are welcome now as places are limited.

Fall '95 starts Monday, September 18, 1995.
Spring '96 starts Monday, February 5, 1996.

4 Ways to Register

1. By Mail

(Available to all registrants)

Fill in the registration form on page 3 and send it with your cheque or credit card information to:

BCIT Part-time Studies Registration
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2

Sorry, No Postdated Cheques

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3. In Person

(Available to all registrants)

Register at the Burnaby, Downtown or Surrey campuses (see page 3). Pay by cash, cheque or credit card.

4. By Phone

(Only available to registrants who have previously attended BCIT)

Charge to your Visa or MasterCard.

Burnaby campus: (604) 434-1610
Downtown: (604) 687-4666

Acceptance into the program is contingent on approval done through an interview process by the program advisor. For further information or for an appointment to visit the program, call or write to:

THE VENTURE PROGRAM
BCIT, 3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2

THE BUSINESS TRAINING CENTRE PRESENTS BUSINESS SEMINARS AND WORKSHOPS

The Business Training Centre is pleased to present non-credit seminars and workshops that provide participants with management and leadership skills development training, in one-, two- and three-day formats. All sessions focus on employee development. Employers are encouraged to sponsor their staff in attending workshops. Your company can be invoiced for fees simply by sending a letter on company letterhead along with your registration form, stating that the company is to be invoiced for the fees.

All seminars and workshops will be held at BCIT's Downtown Education Centre, 549 Howe Street, Vancouver, unless otherwise noted.

Prices include GST. The refund deadline for all sessions is one week prior to course date. Refunds less 15% of the course fee will be made for cancellations received at least one week prior to the seminar date. We regret we cannot give refunds after that date.

For more information on these seminars and workshops, contact Student Services at (604) 434-3304, the Downtown Education Centre at 687-4666 or Debbie Saxby, Business Training Centre coordinator at (604) 432-8658.

BTCW 0101 MOTIVATING YOUR EMPLOYEES \$172

This one day workshop is designed for supervisors and managers who are responsible for effectively leading and influencing their staff towards the achievement of goals. Participants will progress from an understanding of how the motivation process works and what their own motivators are, to applying the motivational principles learned in realistic work situations through the use of case studies. Participants are encouraged to bring for discussion any related problems and concerns.

Topics include:

- How the motivation process works
- What motivates you
- How to read the needs of your staff
- Why employees become demotivated
- How to prevent demotivation
- What can motivate employees

Nov 22 Wed DEC CRN 33486
0830-1630

BTCW 0102 LEADERSHIP SKILLS FOR SUPERVISORS AND MANAGERS \$313

In today's demanding work environment, learning by trial and error is neither acceptable or affordable. New supervisors and managers must try to avoid the 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, such as:

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

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

Dec 5/6 Tue/Wed DEC CRN 33488
0830-1630

BTCW 0103 BUILDING A CUSTOMER-DRIVEN ORGANIZATION \$313

Teaches participants how to build a customer-driven organization by focusing on strategic and people management principles. The quality of service provided to your customers may be the single, most important factor in influencing your organization's success.

Topics include the "moments of truth" in customer service; developing value-added customer relationships; the service cycle and what your customers value in each stage of the cycle; defining strategic direction and aligning for maximum buy-in; establishing service standards and measuring against these; strategic listening and proactive recovery; recruiting, training, motivating and leading for excellence in customer service.

Oct 17/18 Tue/Wed DEC CRN 33489
0830-1630

BTCW 0106 TIME MANAGEMENT AND PRODUCTIVITY SKILLS \$313

Teaches the vital difference between being Effective and being Efficient, and the keys to achieving both.

Topics include why you do the things you do - leading-edge brain research sheds new light on human behaviour, principles of "organization" you can apply at your desk and home, goal-setting skills that apply to all areas in your personal and business life, time planning principles and practices, effectively managing multiple priorities, the keys to scheduling for balance and flexibility, avoiding "to do" list frustration, reducing interruptions, dealing effectively with time wasters such as indecision, perfectionism and the inability to say NO, and meeting management skills — staying on track and on time.

Sept 19/20 Tue/Wed DEC CRN 33492
0830-1630

BTCW 0115 INTRODUCING THE INTERNET \$104

Helps participants get started along the Information Superhighway! Teaches how to access the Internet via mainframes, service providers, and home-based PC's. Through hands-on experience on a computer terminal participants will learn how to set up e-mail messages, personal ID's and Internet node addresses. Introduces navigational aids which make the Internet a friendlier, more accessible place, such as gopher and veronica. Through them you will actually tap-in to some of the wealth of Internet information resources which meet your interests and needs. Lesson notes, references and book lists provide advice and guidance as you take off on your own down the Information Superhighway. **Please note:** To ensure the hands-on nature of these workshops, registration is limited.

Oct 2 Mon BBY CRN 36016
Oct 30 Mon BBY 36017
Nov 27 Mon BBY 36018
1845-2145

BTCW 0117 TRAINING SKILLS FOR TRAINERS \$313

Covers all aspects of training from need identification and design, to evaluation, with an emphasis on facilitation skills. This course is designed for those who may have training responsibilities as part of their job.

Topics include learning how to pinpoint training needs in your organization, understanding the principles of effective course design to achieve effective skill transfer, learning the importance of "learner motivation" and how to develop it, understanding the key principles of adult learning, learning presentation skills that hold attention and maximize retention, and understanding the significance of group involvement and techniques to optimize.

Nov 14/15 Tue/Wed DEC CRN 35750

BTCW 0120 MANAGING PERFORMANCE — 6 STEPS TO CONTINUOUS PERFORMANCE IMPROVEMENT \$313

This two day workshop is designed for:

- Managers who want to achieve consistent performance and profitability gains.
- Managers who have made great efforts to make existing methods work, but who haven't found a simple and effective process to increase performance consistently.

This workshop will enable you to:

- Create and sustain a high performance environment in your business.
- Define the results expected from each job.
- Identify measurable behaviours critical to achieving results.
- Clarify key results and performance expectations with each employee.
- Turn around the effectiveness of low performers.
- Apply a process of corrective counselling to affect behavioral change.
- Establish ongoing feedback and positive reinforcement loops.
- Conduct effective two-way performance discussion and coaching sessions.
- Link corporate goals with departmental and individual objectives.

Oct 17/18 Tue/Wed DEC CRN 35751
0830-1630

BTCW 0121 DELEGATION — EMPOWERMENT PLUS \$172

This workshop is designed for:

- Managers who want to obtain peak performance with and from their people.
- Managers who are getting good results from managing the performance of their people yet who know they still have more to contribute given the opportunity.

The workshop will enable you to:

- Build upon and sustain a high performance environment through effective delegation.
- Analyze the managers' role and identify aspects suitable for delegation.
- Know what, when and how much to delegate as well as what may not be delegated.
- Select and discuss projects that allow development of employees.
- Define the results expected and the steps needed for successful completion.
- Record expectations so that performance can be monitored at key points.
- Provide coaching and ongoing performance measurement and feedback on progress.
- Read the signs that indicate the stage of empowerment reached by employees.

Nov 1 Wed DEC CRN 35752
0830-1630

ENVIRO TIP
Buy milk in a bottle — support companies offering reusable containers!

OH NO, YOU HAD TO CANCEL IT??

Sorry, but sometimes excellent courses with super instructors are cancelled if someone waits until the last minute to register. Our programmers make a decision approximately one week prior to a course start date to allow for proper preparation. Minimum class numbers must be registered at that time, so please register early to avoid disappointment for yourself, others and the instructor.

BTCW 0122
GOAL-FOCUSED PERFORMANCE MANAGEMENT \$172
 Setting workplace objectives and measuring performance.

This workshop is designed for:

- Managers who want to find the key to fulfilling long and short range company goals through the contributions of individuals and work teams.
- Managers with a strong desire to involve their employees in moving their departments and their companies ahead; who know that their own single-minded efforts will not be enough.

This workshop will enable you to:

- Recognize needs and opportunities worth exploiting and define them as short and long range goals.
- Break down goals into objectives which can be monitored and measured.
- Establish jointly agreed standards and time frames for achieving objectives.
- Set up check points to assess progress in achieving objectives.
- Get the commitment of staff to ongoing goal achievement and performance improvement.
- Set up team goals with the input and participation of each team member.
- Establish individual and team reporting mechanisms that will guarantee improved communication and results.
- Conduct effective individual and team feedback and coaching sessions.
- Build and/or maintain an effective results-oriented team.

Nov 21 Tue DEC CRN 35753
 0830-1630

ADVANCED STUDIES IN BUSINESS

(604) 434-3304

This program will provide BCIT's Business Diploma graduates with additional educational opportunities to meet the needs of B.C. business, government and industry: 1) for more highly trained management generalists, through a program leading to a Bachelor's degree in Business and 2) for more highly trained specialists, through a program leading to an Advanced Diploma in Business. There are two distinct interrelated parts to the Advanced Studies in Business program: the degree completion track (for the business generalist) and the advanced diploma track (for management specialist).

DEGREE COMPLETION

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

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

BCIT ADMISSION AND REGISTRATION PROCEDURES FOR THE BACHELOR OF ADMINISTRATIVE STUDIES DEGREE OFFERED IN COLLABORATION WITH THE OPEN UNIVERSITY

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

1. Apply to the Open University
 The Open University is responsible for reviewing the student's academic record from BCIT and any other post-secondary institution the student has attended, to determine the amount of credit that will be awarded towards the degree. This critical first step tells the student what courses they require to earn the degree. Contact Student Services at (604) 431-3300 for a complete information package containing admissions instructions.

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

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

Students will receive confirmation from BCIT by letter that their Admission has been approved.

APPLICATIONS FOR PART-TIME ENROLMENT IN THE DEGREE COMPLETION PROGRAM FOR DIPLOMA GRADUATES MAY BE MADE AT ANY TIME, BUT ACCEPTANCE INTO THE JANUARY 1996 TERM DEPENDS UPON SPACE AVAILABILITY.

3. Course Registration

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

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

In addition, the Open University may offer courses at the BCIT Burnaby campus in January 1996. Students should enrol directly with the OU for these courses. Contact Student Services at (604) 431-3300 for a complete registration package containing registration instructions for OU courses being held on-site at BCIT. The registration package for January offerings will be available December 1, 1995.

ADVANCED DIPLOMA

While the degree completion track is designed for the business generalist who wishes to obtain a Bachelor's degree in Administrative Studies, BCIT recognizes that many of its diploma graduates already have a degree or for other reasons wish to increase their knowledge in their specialized field. The Advanced Diploma in Business will consist of 12 advanced Business courses, 4 generalist and 8 specialist courses.

BUSA 5200
BUSINESS AND SOCIETY \$340
 Covers a variety of topics. 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, the impact of the Canadian Bill of Rights, etc. Prerequisite: Acceptance into the Advanced Diploma in Business program.

Sep 12 Tue 14 wks BBY CRN 33532

ECON 5200
INTERMEDIATE MACROECONOMIC ANALYSIS \$340

Extends the macroeconomic 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. The course emphasizes the application of theory to understanding the workings of macroeconomic policy. Prerequisite: Diploma graduate and acceptance into the Advanced Business Program, ECON 2100 and ECON 2200.

Sep 14 Thr 14 wks BBY CRN 32649
 1800-2100

OPMT 5701
CALCULUS FOR MANAGEMENT \$340

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.

Sep 11 Mon 14 wks BBY CRN 33737
 1800-2200

OPMT 5740
INTEGRATED MANAGEMENT INFORMATION SYSTEMS \$340

Enables students to appreciate the types of data that are collected into functional databases, how the data are synthesized into management information and how this information can be integrated into the strategic decision-making process; understand current business practice for strategic information technologies, microcomputing, digital communication, image processing, relational database, artificial intelligence, graphics, voice processing, CASE, CAD/CAM, open systems, EDI, etc. You will be able to prepare and deliver effective oral and written presentations to management and work better within the project team to achieve common objectives.

Sep 13 Wed 14 wks BBY CRN 34428

OPMT 5751
MATH MODELS FOR BUSINESS \$340

Presents a second course in the application of statistical methods to business problems. The course will provide detailed theoretical understanding and practical applications of two of the most commonly used techniques in mathematical modelling: Linear Regression and Time Series Analysis. You will learn how to view business situations as mathematical models and formulate the equations required for the model solution. Extensive lab work using computer software will lead to theoretical solutions. You will then learn how to interpret these solutions as a guide to practical management action. The course provides the opportunity to use and evaluate current software.

Sep 13 Wed 14 wks BBY CRN 33531
 1800-2100

ADMINISTRATIVE MANAGEMENT PART-TIME/DAY-TIME COURSES

ATTENTION: EMPLOYERS

Administrative Management is pleased to offer various Part-time studies courses during the day at the Downtown Education Centre. Courses can be taken over a period of 5 - 8 weeks, or in a weeklong Monday - Friday format. Look for these courses in the Administrative Management section of the flyer.

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

MANAGEMENT CERTIFICATE IN MANAGEMENT SYSTEMS

A. Complete the following
 BLAW 3100 Business Law
 BUSA 1005 Introduction to Business
 BUSA 2005 Management
 FMGT 1152 Accounting for the Manager
 ORGB 2205 Organizational Behaviour 1
 ORGB 3205 Organizational Behaviour 2

B. Complete at least one of the following
 ECON 1150 Economic Issues
 ECON 2100 Microeconomics
 ECON 2200 Macroeconomics
 OPMT 1117 Basic Quantitative Techniques in Business Administration

C. Complete three of the following
 HRMG 3100 Human Resource Management
 HRMG 3205 Labour Relations 1
 HRMG 3255 Labour Relations 2
 MKTG 1102 Essentials of Marketing
 ORGB 2505 Interpersonal Skills

D. Complete 1 of the following
 Computer related course or courses with a value of 3 credits.

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

*Those considering CGA, CMA or other professional programs are referred to the Professional Agencies section of the Part-time Studies calendar. This is especially true for courses in Group A where we suggest both FMGT 1100 and 2100 be taken in lieu of FMGT 1152

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

MANAGEMENT CERTIFICATE IN HUMAN RESOURCE SYSTEMS

A. Complete the following
 BLAW 3100 Business Law
 BUSA 1005 Introduction to Business
 BUSA 2005 Management
 FMGT 1152 Accounting for the Manager
 HRMG 3100 Human Resource Management
 ORGB 2205 Organizational Behaviour 1
 ORGB 3205 Organizational Behaviour 2

B. Complete at least one of the following
 ECON 1150 Economic Issues
 ECON 2100 Microeconomics
 ECON 2200 Macroeconomics

C. Complete at least three of the following
 HRMG 2805 Occupational Health and Safety
 HRMG 3205 Labour Relations 1
 HRMG 3255 Labour Relations 2
 HRMG 3305 Selection Interviewing
 HRMG 3315 Human Resource Measurement
 HRMG 3500 Training and Development
 HRMG 3505 Training Techniques
 HRMG 4145 Human Resource Information Systems
 HRMG 4405 Salary Administration
 HRMG 4415 Strategic Performance Management
 HRMG 4605 Human Resource Planning
 ORGB 2505 Interpersonal Skills

D. Complete 1 of the following
 Computer related course or courses with a value of 3 credits.

Business

Students involved in the Diploma program must consult with the program head.

Suggested Electives

Electives should be chosen to complement career goals. The following electives are suggested as a guide for a standard path of studies. Variations must be approved by a program consultant.

BUSA 3005	Business Plan
BUSA 3105	Leadership Skills
BUSA 3405	Problem Solving and Decision Making
BUSA 4405	Advanced Problem Solving and Decision Making
HRMG 2805	Occupational Health and Safety
HRMG 3100	Human Resource Management
HRMG 3205	Labour Relations 1
HRMG 3255	Labour Relations 2
HRMG 3305	Selection Interviewing
HRMG 3315	Human Resource Measurement
HRMG 3500	Training and Development
HRMG 3505	Training Techniques
HRMG 3705	Counselling 1
HRMG 4145	Human Resource Information Systems
HRMG 4415	Strategic Performance Management
HRMG 4605	Human Resource Planning
HRMG 4705	Counselling 2
MKTG 1102	Essentials of Marketing
MKTG 1323	Effective Public Speaking
MKTG 1324	Small Business Development
OCHS 1101	Accident Prevention 1: Job Safety Analysis
OCHS 2201	Industrial Health & Safety 1: Legislation
OPMT 1102	Basic Mathematics of Finance
OPMT 1117	Basic Quantitative Techniques in Administration
OPMT 1197	Statistics for Business and Industry
ORGB 2205	Organizational Behaviour 1
ORGB 2305	Organizational Behaviour 2
ORGB 2505	Interpersonal Skills

* See Advanced Studies section for additional courses.

Program Advisors

Chris Lloyd
Tel. (604) 432-8829
Sandra Arnott
Tel. (604) 432-8455

Faculty and Staff

Chris Gadsby
Continuing Education Coordinator
Tel. (604) 451-6784

Gordon Storey

Program Head
Human Resources Programs
Tel. (604) 432-8492

BLAW 3100 (ADMN 385)

BUSINESS LAW (T) \$373

Presents an engaging and 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. Through student participation this course, taught by lawyers, prepares you to recognize and feel comfortable with the legal aspects of doing business. No prerequisite. (54 Hrs.)

Sep 11	Mon	15 wks	DEC	CRN	32642
					1730-2100
	Mon	15 wks	SRY		32643
					1830-2200
Sep 12	Tue	15 wks	BBY		35801
					1830-2200
	Tue/Thr	9 wks	DEC		32644
Sep 13	Wed	15 wks	BBY		32645
					1830-2200
	Wed	15 wks	DEC		32646
					1730-2100
Sep 14	Thr	15 wks	BBY		32647
					1830-2200
Sep 15	Fri	8 wks	DEC		32648
					0900-1700
Sep 16	Sat	15 wks	BBY		35802
					0900-1230

NEW BUSA 1005 INTRODUCTION TO BUSINESS (T) \$248

Introduces participants to the external forces in the environment and the resulting implication to organizations. A summary course that looks at the place of business in the Province of B.C. and Canada. Focusing on the issues arising from government policies, economics, ethics, social environment, the forms of businesses and the basic components of business operations. Students will gain experience in identifying concepts and analyzing problems in the business context.

Sep 11	Mon	12 wks	BBY	CRN	35795
Sep 12	Tue	12 wks	DEC		35796
Sep 13	Wed	12 wks	BBY		35797
	Wed	12 wks	SRY		35798
Sep 25	Mon-Fri	1 wk	DEC		35799
					0900-1700

NEW BUSA 1305 (ADMN 124) SUPERVISORY SKILLS \$248

Designed for new supervisors or aspirants for leadership responsibilities in large or small companies, institutions, government departments, municipalities or associations. Students increase their confidence and abilities as leaders and establish a foundation for further training in supervision and management. The functions of management are explored through interactive case and group exercises.

Sep 11	Mon	12 wks	SRY	CRN	32569
Sep 12	Tue	12 wks	BBY		32570
	Tue	12 wks	DEC		36152
Sep 13	Wed	12 wks	BBY		32572
Sep 16	Sat	12 wks	BBY		32573
					0900-1200
Oct 2	Mon-Fri	1 wk	DEC		32575
					0900-1700
Oct 30	Mon-Fri	1 wk	DEC		32576

NEW BUSA 2005 MANAGEMENT (T) \$311

Investigates the primary functions of management and managerial roles in teams, projects, departments and the organization as a whole. The management processes of planning including strategic planning and operational planning, leading, organizing and controlling for performance will be addressed. Through interactive learning tools such as actual business scenarios, cases and exercises, participants will gain experience and be able to apply the skills and knowledge in work situations.

Sep 9	Sat	15 wks	BBY	CRN	35875
					0900-1200
Sep 11	Mon/Wed	8 wks	BBY		35876
Sep 11	Mon	15 wks	DEC		35870
Sep 12	Tue	15 wks	DEC		35871
					15 wks SRY 35872
Sep 13	Wed	15 wks	BBY		35873
Sep 14	Thr	15 wks	BBY		35874
Oct 16	Mon-Fri	1 wk	DEC		35877
					0900-1700
Nov 20	Mon-Fri	1 wk	DEC		35878
					0900-1700

NEW BUSA 2205 (ADMN 211) MANAGEMENT 2 (T) \$248

Continues from Management 1. This course looks at effective internal operations of an organization from the view points of the employee, team members and management. The managerial functions and skills required for leading, motivating and controlling for performance will be dealt with in depth. The two courses, Management 1 and 2 give the student a solid understanding of the primary management functions and the role they play in the organization. Note: This course will be offered in September 1995 and January 1996 for those who have completed Management 1 and wish to complete the series.

Sep 12	Tue	12 wks	BBY	CRN	32592
	Tue	12 wks	SRY		32593
Sep 13	Wed	12 wks	DEC		32594
Oct 30	Mon-Fri	1 wk	DEC		32596
					0900-1700
Nov 27	Mon-Fri	1 wk	DEC		32597
					0900-1700

NEW BUSA 3005 BUSINESS PLAN \$248

Presents a capstone course for those in the Management Systems certificate program, this course gives hands-on experience in developing a business plan for projects, strategic business units or companies. Participants will use their knowledge of business, business functions and management to prepare a plan that is strategically and operationally sound. This course is open to non-certificate students with business experience, with approval from the program head. Prerequisite: All required Level 2000 courses for the management certificate program.

Sep 12	Tue	12 wks	BBY	CRN	35803
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NEW BUSA 3405 (ADMN 302) PROBLEM SOLVING/DECISION MAKING \$248

Teaches participants how to apply various techniques to problem solving and decision making with emphasis on problem analysis. Group interactions, demonstrations, lectures and practice sessions relating to real applications prevail. Rational and creative problem solving methods will be taught, using the principle of learning through interpersonal workshops or group involvement, students will establish a high level of confidence in their ability to deal with problems effectively. Prerequisite: BUSA 1105 and 2105.

Sep 13	Wed	12 wks	BBY	CRN	32539
Sep 22	Fri	5 wks	DEC		32540
					0900-1700

NEW ECON 1150 (ADMN 306) ECONOMIC ISSUES (T) \$248

Presents a student-driven investigation into provocative and timely economic issues that may involve discussions of immigration and education policy, government deficit and debt, free trade, environmental concerns and interest rate/exchange rate analysis. An economist will foster dialogue to heighten your awareness and appreciation of the Canadian business environment. No prerequisite. (36 Hrs.)

Sep 11	Mon	12 wks	BBY	CRN	32639
					1830-2130
Sep 12	Tue	12 wks	DEC		32640
Sep 13	Wed	12 wks	SRY		32641

NEW ECON 2100 (ADMN 100) MICROECONOMICS (T) \$311

Presents a thought-provoking yet pragmatic investigation of economic analysis, focusing on the fundamentals of markets, supply and demand, consumer and producer behaviour, and monopoly and competition. Optional areas of business application may explore labour markets, government intervention and environmental regulation. Taught by economists, this course prepares you through your participation to identify, evaluate and perhaps enjoy the economic considerations you will undoubtedly encounter in business. No prerequisite. Possible university credit. (45 Hrs.)

Sep 11	Mon	15 wks	DEC	CRN	32608
					1830-2130
Sep 12	Tue	15 wks	BBY		32610
	Tue	15 wks	DEC		32611
Sep 13	Wed	15 wks	BBY		32612
					1830-2130
Sep 14	Thr	15 wks	BBY		32615
Sep 16	Sat	15 wks	BBY		32616
					0900-1200

REGISTER NOW!

PHONE:

(604) 434-1610

FAX:

(604) 430-1331

ECON 2200 (ADMN 200) MACROECONOMICS (T) \$373

Presents a challenging and sensible overview of the workings of an economy, stressing the measurement and determination of national economic activity; the role of monetary and fiscal policy; and the understanding of inflation, unemployment, and growth in an international environment. Taught by economists, this course prepares you through your participation to weigh today's political and economic issues as they relate to your business ventures. No prerequisite. Possible university credit. (54 Hrs.)

Sep 11	Mon	15 wks	BBY	CRN	32634
					1830-2200
Sep 12	Tue/Thr	9 wks	DEC		32636
Sep 13	Wed	15 wks	BBY		32637
					1830-2200
Sep 16	Sat	15 wks	BBY		35807
					0900-1230

HRMG 0315 (ADMN 916) CAREER SEARCH WORKSHOP \$225

Helps students set goals and plan their career based on their own interests, values and abilities. This is a series of special workshops, lead by professionally trained career counsellors.

Aug 12	Sat	2 wks	DEC	CRN	33484
					0900-1500
Sep 14	Thr	4 wks	BBY		32563
Oct 3	Tue	4 wks	BBY		32564
Oct 12	Thr	4 wks	BBY		32566
Oct 21	Sat	2 wks	DEC		32567
					0900-1500
Nov 1	Wed	4 wks	BBY		32568
Nov 18	Sat	2 wks	BBY		33485
					0900-1500
	Sat	2 wks	DEC		32565
					0900-1500

HRMG 2805 OCCUPATIONAL HEALTH AND SAFETY \$248

Presents 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: Worker's 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; other ways and means of getting this important job done.

Sep 11	Mon	12 wks	BBY	CRN	32580
Nov 11	Sat	5 wks	BBY		32581

HRMG 3105 (ADMN 204) HUMAN RESOURCE MANAGEMENT (T) \$313

Develops students understanding of the significant human resource management programs and systems utilized in today's business and government organizations. Employment-related legislation and current human resource management issues are surveyed. Topics cover the major human resource management functions with some emphasis upon practical application of the techniques studied. This course is recommended for all persons interested in management and/or supervision. Prerequisite: ORGB 2205 or permission from the instructor. (45 Hrs.)

Sep 12	Tue/Thr	8 wks	BBY	CRN	32583
	Tue	12 wks	CTC		36233
					1900-2200
Sep 13	Wed	15 wks	BBY		32584
	Wed	15 wks	DEC		32585
	Wed	15 wks	SRY		32586
Sep 15	Fri	6 wks	DEC		32587
					0900-1700

HRMG 3205 (ADMN 332) LABOUR RELATIONS 1 \$248

Designed for those involved in, or associated with, labour relations as management or union. People in the personnel field, shop stewards, supervisors, managers and union members will find the coverage of the collective bargaining process and day-to-day contract administration extremely useful. They will learn to approach their responsibilities for matters covered by collective agreements with more confidence and expertise. Topics include related laws, typical contract clauses, grievance procedures, responsibilities of the supervisor and the shop steward, and current activities in the labour relations field. Prerequisite: ORGB 2205.

Aug 14	Mon-Fri	1 wk	DEC CRN	30013
			0900-1700	
Sep 11	Mon	12 wks	SRY	32552
Sep 12	Tue	12 wks	DEC	32553
	Tue	12 wks	BBY	32554
Sep 13	Wed	12 wks	BBY	32555
	Wed	12 wks	CTC	36232
			1900-2200	
Sep 14	Thr	12 wks	BBY	32556
Sep 25	Mon-Fri	1 wk	DEC	32557
			0900-1700	
Oct 30	Mon-Fri	1 wk	DEC	32558
			0900-1700	

HRMG 3255 (ADMN 432) LABOUR RELATIONS 2 (T) \$248

Presents a thorough explanation of collective administration, agreements, wage issues, economic supplements, arbitration, mediation, preparation for collective bargaining and collective bargaining techniques. Prerequisite: HRMG 3205.

Sep 13	Wed	12 wks	BBY CRN	32559
Oct 16	Mon-Fri	1 wk	DEC	32560
			0900-1700	

HRMG 3305 (ADMN 205) SELECTION INTERVIEWING \$248

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.

Sep 11	Mon	12 wks	BBY CRN	32588
Sep 12	Tue	12 wks	SRY	32589
Sep 25	Mon-Fri	1 wk	DEC	32590
			0900-1700	
Oct 30	Mon-Fri	1 wk	DEC	32591
			0900-1700	

HRMG 3315 (ADMN 448) HUMAN RESOURCE MEASUREMENTS \$248

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

HRMG 3505 (ADMN 127) TRAINING TECHNIQUES \$248

Designed for people responsible for personnel training in business, industry, government and institutions. Members of personnel departments contemplating a training program, and supervisors involved with on-the-job training, will be particularly interested. The student develops a good grounding in current training methodology, techniques and aids. Topics include learning theory, determining training needs, writing objectives, designing training programs using outside resources and evaluation.

Sep 13	Wed	12 wks	BBY CRN	32577
Sep 22	Fri	5 wks	DEC	32578
			0900-1700	
Oct 30	Mon-Fri	1 wk	DEC	32579
			0900-1700	

HRMG 3705 (ADMN 201) COUNSELLING 1 \$248

Demonstrates that communication skills can be learned and that, through training, everyone can learn to become a more effective communicator. The instructional method focuses on learning to recognize various levels of communication through lectures, listening, observing and practicing. Discrimination training focuses on empathy, respect, genuineness, concreteness, self-disclosure and confrontation. Live interaction and observer feedback are essential aspects of this developmental training.

Sep 12	Tue	12 wks	DEC CRN	32582
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HRMG 4415 HUMAN RESOURCE INFORMATION SYSTEMS \$248

Examines human resource management information systems from the perspective of the specialist responsible for their development and administration. Familiarizes the student with software programs applicable to the personnel/ industrial relations field. Develops an appreciation for the effective use of human resource information systems in various work situations. Prerequisite: HRMG 3105.

Sep 29	Fri	5 wks	DEC CRN	32561
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HRMG 4405 (ADMN 305) SALARY ADMINISTRATION \$248

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

Sep 13	Wed	12 wks	DEC CRN	32544
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HRMG 4605 (ADMN 304) HUMAN RESOURCE PLANNING (T) \$248

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

Sep 12	Tue	12 wks	DEC CRN	32543
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ORGB 2205 (ADMN 222) ORGANIZATIONAL BEHAVIOUR 1 (T) \$248

Presents a practical and interactive course developing the participants skills needed to understand and participate effectively in the dynamics present in modern organizations as they effect the individual. Topics covered include the determinants of individual behaviour: perceptions, attitudes, learning, motivation, individual decision making and communication. Prerequisite: BUSA 1105 and 2105 or BUSA 1005 and 2005.

Aug 14	Mon-Fri	1 wk	DEC CRN	35804
Sep 11	Mon	12 wks	SRY	32598
	Mon	12 wks	BBY	32599
	Mon	12 wks	CTC	36234
			1900-2200	
Sep 12	Tue	12 wks	DEC	32601
Sep 13	Wed	12 wks	BBY	32602
Sep 14	Thr	12 wks	DEC	32603
Oct 16	Mon-Fri	1 wk	DEC	32605

ORGB 2305 (ADMN 322) ORGANIZATIONAL BEHAVIOUR 2 (T) \$248

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

Aug 21	Mon-Fri	1 wk	DEC CRN	30010
			0900-1700	

Sep 11	Mon	12 wks	DEC	32546
Sep 12	Tue	12 wks	BBY	35806
Sep 16	Sat	12 wks	BBY	32547

ORGB 2405 (ADMN 223) MANAGING A DIVERSE WORKFORCE \$248

Develops the students knowledge and skills for managing an increasingly diverse workforce. Special emphasis will be placed on managing cultural differences as related to values, attitudes and behaviours. Students who work in or manage diverse workers, as well as those involved in specialized marketing and international trade will find this course applicable.

Sep 11	Mon	12 wks	BBY CRN	32606
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ORGB 2505 (ADMN 324) INTERPERSONAL SKILLS \$248

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

Sep 11	Mon/Wed	6 wks	BBY CRN	32550
Oct 23	Mon-Fri	1 wk	DEC	32551

BROADCAST COMMUNICATIONS (604) 432-8668

Prospective applicants are advised to attend a counselling session prior to enrolling in Broadcast Communications part-time courses. These sessions are held at 1730 in Room SE10 135 (just off the main lobby) on the last Monday in August and the first Monday of every month thereafter through June. (Where a first Monday is a Statutory Holiday, the seminar will be held on the second Monday.) Confirmation of dates can be obtained by contacting (604) 432-8863.

First level courses

BCST 1101	Technical Introduction
BCST 1102	Editing Workshop
BCST 1130	Introduction to News Reporting
BCST 1140	Broadcast Industry Organization
BCST 1143	Music Business
BCST 1144	Writing for the Media
BCST 1145	Copywriting for Radio and TV
BCST 1148	Interviewing for Radio and TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1152	Music and Programming
BCST 1153	Talk Radio - Producer's Toolbox
BCST 1160	TV Broadcasting Introduction
BCST 1161	Film for Beginners
BCST 1162	Dramatic Writing for Film and TV
BCST 1167	Production Assistant for TV News
BCST 1168	The Writer/Producer/Director
BCST 1170	Broadcast Journalism Introduction
BCST 1172	Investigative Reporting
BCST 1175	Script Supervisor
BCST 1177	The "Heartbeat" of Film Production
BCST 1178	Public Affairs Broadcasting
BCST 1179	TV Productions-Variety, Talk & Entertainment

Second level courses

(requiring one or more prerequisites)	
BCST 2222	Theory of Colour Television Systems
BCST 2223	TV Production Planning
BCST 2260	Television Production Techniques

MANAGEMENT CERTIFICATE IN BROADCAST COMMUNICATIONS

The courses required to obtain the Business Certificate in Broadcast Communications and additional courses from either Broadcast or other business programs are listed below.

Students intending to pursue a Certificate in Broadcast Communications should choose a specific program (Radio, Television or Broadcast Journalism). Each program requires 8 specific Broadcast Communications courses, 2 elective Broadcast Communications courses, and 7 additional approved business courses.

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

Radio

BCST 1101	Technical Introduction
BCST 1140	Broadcast Industry Organization
BCST 1143	Music in Business
BCST 1145	Copywriting for Radio and TV
BCST 1148	Interviewing for Radio/TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1170	Broadcast Journalism Introduction
BCST ***	Electives

Television

BCST 1101	Technical Introduction
BCST 1102	Editing Workshop
BCST 1140	Broadcast Industry Organization
BCST 1145	Copywriting for Radio and TV
BCST 1160	Television Broadcasting Introduction
BCST 1167	Production Assistant for TV News
BCST 1170	Broadcast Journalism Introduction
BCST 2223	Television Production Planning
BCST ***	Electives

Broadcast Journalism

BCST 1140	Broadcast Industry Organization
BCST 1144	Writing for the Media
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1160	TV Broadcasting Introduction
BCST 1167	Production Assistant for TV News
BCST 1170	Broadcast Journalism Introduction
BCST 1172	Investigative Reporting
BCST ***	Electives

Broadcast (BCST) electives may be chosen from the list of First and Second level Broadcast Communications courses.

Business electives may be chosen from the following list:

BLAW 3100	Business Law
BUSA 1105	Management 1
BUSA 2105	Management 2
COMM 1160	Introduction to Business and Technical Communication
COMM 1178	Business Reports
ECON 2200	Macroeconomics
MKTG 1102	Essentials of Marketing
ORGB 2205	Organizational Behaviour 1
OPMT 1197	Statistics for Business and Industry

Other courses will be considered if they have a business application.



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Business

COURSES OFFERED IN THE FALL TERM

BCST 1101 TECHNICAL INTRODUCTION \$248

Introduces students to the basics of electricity, magnetism, batteries, etc., which apply to the equipment they will be working with. The origin of sound is traced through the entire processing and transmission system to its ultimate reception in the listener's home. A similar explanation is applied to sending and receiving of television pictures. This is an elementary introduction to explain "how things work."

Sep 13 Wed 12 wks BBY CRN 33427

BCST 1102 EDITING WORKSHOP \$404

Covers the basics of editing theory through to some advanced hands-on work. Technical outlay of machines, setting up, editing techniques, cutting to audio, standard editing rules, and troubleshooting will all be covered.

Sep 23 Sat/Sun 2 wks BBY CRN 33613
0900-1600

BCST 1104 COMPUTER BASICS FOR BROADCAST \$200

Teaches students entering the full-time Broadcast program basic computer literacy skills. Topics include DOS, word processing, spreadsheets and general computer knowledge and terminology.

Aug 28 Mon-Thr 1 wk BBY CRN 36224
0830-1630

BCST 1140 BROADCAST INDUSTRY ORGANIZATION \$267

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

Sep 12 Tue 12 wks BBY CRN 32312

** Note: This course is creditable to the day school Radio, TV Production and Journalism programs.

BCST 1143 MUSIC BUSINESS \$248

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

Sep 11 Mon 12 wks BBY CRN 32313

BCST 1144 WRITING FOR THE MEDIA \$267

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

Sep 14 Thr 12 wks BBY CRN 32314

BCST 1145 COPYWRITING FOR RADIO & TV \$340

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

Sep 13 Wed 12 wks BBY CRN 32315

BCST 1148 INTERVIEWING FOR RADIO AND TV \$248

Teaches how to interview and how to be interviewed with confidence. You'll no longer say "do I really look/sound like THAT?" Enhance your performance on video and audio tape while learning radio and TV interviewing techniques. This course will appeal to students/journalists who want to bring a solid on-air presence to their work, as well as being suited to people of all professions who may be uncomfortable appearing on camera or on tape.

Sep 11 Mon 12 wks BBY CRN 32316

BCST 1150 RADIO BROADCASTING INTRODUCTION \$291

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

Sep 11 Mon 12 wks BBY CRN 32317
Sep 14 Thr 12 wks BBY 32318

BCST 1151 RADIO AND TV ANNOUNCING \$354

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

Sep 12 Tue 12 wks BBY CRN 32319
Sep 13 Wed 12 wks BBY 32320

BCST 1153 TALK RADIO - PRODUCER'S TOOLBOX \$140

Provides students with an exciting and thorough introduction to talk radio, what makes a compelling program and what you need to become a creative and successful producer. From around the corner to around the world — how to transform ideas into irresistible talk radio.

Sep 14 Thr 6 wks BBY CRN 35978

BCST 1160 TV BROADCASTING INTRODUCTION \$455

Designed for those seeking a career in television broadcasting and video production, those employed in non-production areas who wish to gain more understanding of video production and those seeking more information about "how television works." Basic equipment operation and production procedures provide a foundation for practical work in the studio.

Sep 11 Mon 12 wks BBY CRN 32322
Sep 12 Tue 12 wks BBY 32323

BCST 1161 FILM FOR BEGINNERS \$408

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

Sep 12 Tue 12 wks BBY CRN 32329

BCST 1162 DRAMATIC WRITING FOR FILM & TV \$248

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

Sep 11 Mon 12 wks BBY CRN 32330

NEW BCST 1163 INTRODUCTION TO MEDIA RELATIONS \$140

Designed for those with a job description that includes dealing with the radio, television and/or print media. The class will examine both proactive and reactive media relations policies and provide participants with the basic skills necessary to effectively communicate with members of the news media. Several case studies will be examined.

Sep 14 Thr 6 wks BBY CRN 36132

NEW BCST 1164 INFORMATION TECHNOLOGY \$140

Introduces the basics of accessing the so-called Information Highway. It will benefit those who recognize the value and importance of information technology, as it relates to the Broadcast world, but have yet to fully explore the potential of e-mail, listservers, WWW, etc. Basic computer skills are required and the class will observe various applications and discuss their merit for business, research and Broadcast applications.

Oct 26 Thr 6 wks BBY CRN 36133

BCST 1167 PRODUCTION ASSISTANT FOR TELEVISION NEWS \$248

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

Sep 12 Tue 12 wks BBY CRN 32331

BCST 1168 WRITER/PRODUCER/DIRECTOR \$248

Covers the fundamentals of effective writing for commercials and corporate video production, from budget breakdown to crew selection and finally ... directing ... from blocking shots to talent direction.

Sep 11 Mon 12 wks BBY CRN 32332

BCST 1170 BROADCAST JOURNALISM INTRODUCTION \$340

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

Sep 12 Tue 12 wks BBY CRN 32333
Sep 13 Wed 12 wks BBY 32334

BCST 1172 INVESTIGATIVE REPORTING \$340

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

Sep 13 Wed 12 wks BBY CRN 32335

** Note: This course is offered in the fall & winter terms only.

NEW BCST 1175 SCRIPT SUPERVISOR \$350

Teaches the techniques of Script Continuity and the rules of film-making including screen axis, editor's notes, camera techniques and continuity matching. Course includes a textbook and working script plus script supervising exercises and some practical work in the studio. This course is primarily designed for students who have some previous experience on a working film set.

Sep 16 Sat 8 wks BBY CRN 35980
1230-1630

BCST 1177 THE "HEARTBEAT" OF FILM PRODUCTION \$248

Covers where the pulse of film production begins! Learn how it all comes together from start to finish in the production office. We will examine the vital role that the production office plays in creating feature films, TV movies and episodic television. From producers and writers to the camera department and editing. No prerequisites are required but this course is a good follow-up to BCST 1161.

Sep 11 Mon 12 wks BBY CRN 33426

** Note: This course offered in the fall term only.

BCST 1178 PUBLIC AFFAIRS BROADCASTING \$354

Provides students with a comprehensive understanding of the elements of public affairs, interviews, documentaries, phone-ins, commentaries, features, and regular series. Students will analyze the different styles used in presenting public affairs, with an emphasis on the CBC.

Sep 12 Tue 12 wks BBY CRN 33507

BCST 1179 TV PRODUCTION-VARIETY, TALK & ENTERTAINMENT \$340

Introduces students to the production requirements of variety/entertainment television programs. The focus will be how to research, produce, and host shows that are not specifically news programs. Students will become acquainted with talk shows, variety programs, telethons and special event programming.

Sep 14 Thr 12 wks BBY CRN 32337

BCST 2223 TV PRODUCTION PLANNING \$291

Outlines the techniques and methods for managing and organizing the details of pre-production, production, and post-production activities in a studio or location, TV or video production, including budgeting, scheduling, modeling, crewing, etc. Prerequisite: BCST 1160 or BCST 2220.

Sep 14 Thr 12 wks BBY CRN 32338

** Note: This course is creditable to the day school TV Production program.

FINANCIAL MANAGEMENT

(604) 432-8609
(604) 432-6793

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

MANAGEMENT CERTIFICATE IN ACCOUNTING

- 1) Required courses
FMGT 1100 (or FMGT 1180)
FMGT 2100 (or FMGT 2180)
FMGT 3110
FMGT 3210
FMGT 3420
FMGT 4110
FMGT 4210
FMGT 4420
OPMT 1102

- 2) Must complete
ECON 2200
or
ORGB 2205
or
OPMT 1197

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

4) Electives

A minimum of 90 course contact hours is to be selected from the suggested electives.

MANAGEMENT CERTIFICATE IN FINANCE

1) Required courses

FMGT 1100
FMGT 2100
FMGT 2820
FMGT 3110
FMGT 3510
FMGT 4110
FMGT 4510
OPMT 1102
OPMT 1197

2) Must complete

FMGT 3210/4210
or
FMGT 3420/4420
or
ECON 2100/2200

3) Must complete

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

4) Electives

A minimum of 90 course contact hours is to be selected from the suggested electives.

Suggested electives

Electives should be chosen to complement career goals. The following courses are suggested as a guide for a standard path of studies. Variations must be approved by a program consultant.

BLAW 3100	FMGT 1540
COMP 1601	FMGT 1810
COMP 1615	FMGT 2540
HRMG 3205	FMGT 2820
HRMG 3255	FMGT 3310
MKTG 1102	FMGT 3350
MKTG 1323	FMGT 3571
MKTG 1324	FMGT 4310
ORGB 2205	FMGT 4551
ORGB 2305	FMGT 4810
TDMT 1409	

ASSOCIATE CERTIFICATE IN FINANCIAL PLANNING

BCIT and the Pacific Chapter of the Canadian Association of Financial Planners are pleased to announce these courses leading to a BCIT Associate Certificate in Financial Planning.

BLAW 3100	Business Law
ECON 1150	Economic Issues
FMGT 1152	Accounting for the Manager (or FMGT 1100)
FMGT 1810	Personal Financial Planning 1
FMGT 2820	Investment and Risk Management
FMGT 3430	Taxation and Financial Planning or FMGT 3420
FMGT 4810	Personal Financial Planning 2

CREDIT COURSES TO PROFESSIONAL ACCOUNTING BODIES

The following courses are usually transferable for credit to some or all of: The Institute of Chartered Accountants of B.C., the Certified General Accountants Association of B.C. and the Certified Management Accountants Society of B.C. The individual requirements of these groups are your responsibility. Please contact them directly.

BCIT evening courses eligible for credit

BLAW 3100	FMGT 4290
COMM 1103/2202/2203	FMGT 3310/4310
COMP 1020/1401/1601	FMGT 3420/4420
COMP 1104/2125	FMGT 3510/4510
COMP 1010/1015	FMGT 7120
COMP 1615/2615	OPMT 1102
ECON 2100/2200	OPMT 1197
FMGT 1100/2100	OPMT 2197
FMGT 2190	ORGB 2205
FMGT 3110/4110	ORGB 2305
FMGT 4190	
FMGT 3210/4210	

FINANCIAL MANAGEMENT CORRESPONDENCE COURSES (604) 432-8609

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

CORRESPONDENCE COURSE INFORMATION

- You may start your course at any time.
- You may proceed in the course at your own speed, within the 9-month limit.
- Your must have the prerequisites required.
- Regular assignments are to be submitted for marking and will be returned to you with comments.
- Examination dates are flexible.
- Courses completed by correspondence are transferable for course credit to Full-time and Part-time programs.
- The textbook fee is in addition to the course fee. However, in a two-part course (ie Accounting 1 and Accounting 2) the textbook is normally used in both parts 1 and 2.
- BCIT refund policy permits a refund less 15% for correspondence courses prior to mailing of course materials.

For individual course descriptions, see listings in this section.

FMGT 1100 (FMGT 101) ACCOUNTING 1 (T) \$248

Covers the full accounting cycle for individuals with little or no accounting background. Topics include accounting as an information system; introduction to accounting theory; income measurement; traditional record keeping procedures; the accounting cycle; special journals; cash; investments and receivables.

Sep 11	Mon	12 wks	BBY	CRN 32418
	Mon	12 wks	DEC	32419
	Mon	12 wks	SRY	32420
	Mon	12 wks	BBY	34888
Sep 12	Tue	12 wks	BBY	32421
	Tue	12 wks	BBY	32422
				1715-2015
	Tue	12 wks	DEC	32424
	Tue/Thr*	6 wks	BBY	32436
	Tue/Thr*	6 wks	DEC	32437
Sep 13	Wed	12 wks	BBY	32426
	Wed	12 wks	DEC	32427
	Wed	12 wks	SRY	32428
Sep 14	Thr	12 wks	BBY	32429
	Thr	12 wks	DEC	32431
Sep 15	Fri	5 wks	DEC	32432
				0900-1700
Oct 20	Fri	5 wks	DEC	32433
				0900-1700
Sep 16	Sat	12 wks	BBY	32434
				0900-1200
	Sat	12 wks	DEC	35825
				0900-1200

*For accelerated courses students must be prepared to work a minimum of 10-15 hours per week in addition to class time.

Correspondence
Tuition \$248, \$4 mailing fee.
Text fee \$76 (subject to change).
36 wks CRN 32521
Re-registration \$50 (36-wk extension) 32522

**FOR CLASSTIMES
SEE PAGES 5 & 8**

FMGT 1151 (FMGT 104) ACCOUNTING ESSENTIALS FOR YOUR SMALL BUSINESS \$248

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

Sep 12 Tue 12 wks BBY CRN 32438

FMGT 1152 (FMGT 109) ACCOUNTING FOR THE MANAGER \$248

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

Sep 11	Mon	12 wks	DEC	CRN 32470
Sep 12	Tue	12 wks	BBY	32471
Sep 13	Wed	12 wks	DEC	32472
	Wed	12 wks	SRY	32473
Sep 14	Thr	12 wks	BBY	32474
Sep 15	Fri	5 wks	DEC	32476
				0900-1700
Oct 20	Fri	5 wks	DEC	32477
				0900-1700

FMGT 1540 (FMGT 106) CREDIT AND COLLECTIONS \$248

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; credit department management.

Sep 14 Thr 12 wks BBY CRN 32469

4 Ways to Register

- By Mail**
(Available to all registrants)
Fill in the registration form on page 3 and send it with your cheque or credit card information to:
BCIT Part-time Studies Registration
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
Sorry, No Postdated Cheques
- By Fax**
(Available to all registrants)
Use the form located on page 3 and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).
- In Person**
(Available to all registrants)
Register at the Burnaby, Downtown or Surrey campuses (see page 3). Pay by cash, cheque or credit card.
- By Phone**
(Only available to registrants who have previously attended BCIT)
Charge to your Visa or MasterCard.
Burnaby campus: (604) 434-1610
Downtown: (604) 687-4666

FMGT 1810 (FMGT 119) PERSONAL FINANCIAL PLANNING 1 \$248

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

Sep 12 Tue 12 wks DEC CRN 32503
Sep 14 Thr 12 wks BBY 32504

FMGT 2100 (FMGT 201) ACCOUNTING 2 (T) \$373

Examines financial and management accounting techniques, detailed financial statements, management reports and the requirements of professional accountants. Prerequisite: FMGT 1100.

(Note: Students intending to proceed into Financial Management's full-time day program must have achieved a mark of at least 70% in FMGT 2100.)

Sep 11	Mon	13 wks	BBY	CRN 32440
	Mon	13 wks	DEC	32441
	Mon	13 wks	DEC	32441
Sep 12	Tue	13 wks	BBY	32444
Sep 13	Wed	13 wks	BBY	32445
	Wed	13 wks	DEC	32446
Sep 14	Thr	13 wks	BBY	32447
Sep 16	Sat	13 wks	BBY	35826
	Sat	13 wks	DEC	36135
	Sat	13 wks	DEC	36135
Oct 20	Fri	7 wks	DEC	32448
				0900-1700
Oct 24	Tue/Thr*	7 wks	BBY	33526
	Tue/Thr*	7 wks	DEC	33527
				1800-2145

*for accelerated courses students must be prepared to work a minimum of 10 to 15 hours per week in addition to class time.

Correspondence
Tuition \$373 and \$4 Mailing Fee.
Text not included. 36 wks CRN 32523
Re-registration \$50 (36-wk extension) 32524

FMGT 2190 (FMGT 116) ACCOUNTING 1/2 (T) \$621

Enables students to complete Accounting 1 and 2 in a single term. Students must be prepared to work a minimum of 10 to 15 hours per week in addition to class time. See FMGT 1100/2100 for details.

Sep 11	Mon/Wed	13 wks	BBY	CRN 32500
				1800-2130
Sep 12	Tue/Thr	13 wks	DEC	32501
				1800-2130

FMGT 2820 (FMGT 325) INVESTMENT AND RISK MANAGEMENT \$248

Provides an overview of Canada's capital markets. Topics include 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.

Sep 14	Thr	12 wks	DEC	CRN 32515
Sep 13	Wed	12 wks	BBY	35827

REGISTER NOW!
PHONE:
(604) 434-1610
FAX:
(604) 430-1331

FMGT 3110 (FMGT 302) FINANCIAL ACCOUNTING 1 (T) \$248

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

Sep 11	Mon	12 wks	BBY	CRN	32449
Sep 12	Tue	12 wks	DEC		32450
	Tue	12 wks	BBY		35841
Sep 13	Wed	12 wks	BBY		32451
Sep 14	Thr	12 wks	DEC		32453
	Thr	12 wks	BBY		35828
Sep 16	Sat	12 wks	BBY		35832

0900-1200

Correspondence
Tuition \$248, \$4 mailing fee.
Text fee \$80 (subject to change).
36 wks CRN 32528
Re-registration \$50 (36-wk extension) 32529

FMGT 3210 (FMGT 301) COST & MANAGERIAL ACCOUNTING 1 (T) \$248

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

Sep 11	Mon	12 wks	BBY	CRN	33519
Sep 12	Tue	12 wks	DEC		33518
Sep 12	Tue	12 wks	BBY		35834
Sep 13	Wed	12 wks	BBY		33517
Sep 14	Thr	12 wks	DEC		35833
Sep 16	Sat	12 wks	BBY		35835

0900-1200

Correspondence
Tuition \$248, \$4 mailing fee.
Text fee \$103 (subject to change).
36 wks CRN 32525
Re-registration \$50 (36-wk extension) 32526

FMGT 3310 (FMGT 310) AUDITING 1 (T) \$248

Students study the meaning and purpose of the audit function and are introduced to techniques and procedures. Prerequisite: FMGT 2100 or 2190.

Sep 14	Thr	12 wks	BBY	CRN	32458
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FMGT 3350 ENVIRONMENTAL ACCOUNTING AND AUDITING ISSUES \$248

Introduces the ethical, economic, legal and scientific background of the subject area, followed by an examination of current issues as accounting for sustainable development, environmental management systems, auditing and impact assessment.

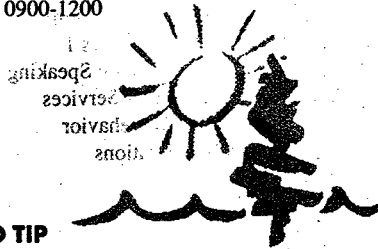
Sep 12	Tue	12 wks	BBY	CRN	35933
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FMGT 3420 (FMGT 316) INCOME TAX 1 (T) \$248

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

Sep 11	Mon	12 wks	BBY	CRN	32509
Sep 12	Tue	12 wks	BBY		32510
	Tue	12 wks	DEC		35836
Sep 13	Wed	12 wks	BBY		32511
	Wed	12 wks	DEC		32512
Sep 14	Thr	12 wks	DEC		32513
	Thr	12 wks	BBY		35829
Sep 16	Sat	12 wks	BBY		35837

0900-1200



ENVIRO TIP
Carpool — reduce smog, acid rain and stabilize Green House gases!

FMGT 3430 (FMGT 317) TAXATION AND FINANCIAL PLANNING (T) \$248

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 1100 or 1152.

Sep 12	Tue	12 wks	DEC	CRN	32514
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FMGT 3510 (FMGT 307) FINANCE 1 (T) \$248

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

Sep 11	Mon	12 wks	BBY	CRN	34889
	Mon	12 wks	DEC		35838
Sep 12	Tue	12 wks	BBY		32454
Sep 13	Wed	12 wks	DEC		32455
Sep 14	Thr	12 wks	BBY		32456
Sep 16	Sat	12 wks	BBY		35831

0900-1200

Correspondence
Tuition \$248, \$4 mailing fee.
Text fee \$72 (subject to change).
36 wks CRN 32530
Re-registration \$50 (36-wk extension) 32531

FMGT 4110 (FMGT 402) FINANCIAL ACCOUNTING 2 (T) \$373

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 certain professional accounting bodies. Prerequisite: FMGT 3110.

Sep 12	Tue	13 wks	BBY	CRN	35839
	1800-2200				
Sep 13	Wed	13 wks	DEC		32461
	1800-2200				
Sep 14	Thr	13 wks	BBY		32462
	1800-2200				

Correspondence
Tuition \$373 and \$4 mailing fee.
Text not included. 36 wks CRN 32534
Re-registration \$50 (36-wk extension) 32535

FMGT 4190 (FMGT 314) FINANCIAL ACCOUNTING 1 & 2 (T) \$621

Enables students to complete financial accounting 1 and 2 in a single term. For course content refer to FMGT 3110 and FMGT 4110. Students must be prepared to work between 10 to 15 hours per week in addition to class time. Prerequisite: FMGT 2100 or 2190.

Sep 11	Mon/Thr	13 wks	BBY	CRN	32506
	1800-2130				
	Mon/Thr	13 wks	DEC		32507
	1800-2130				

FMGT 4210 (FMGT 401) COST/MANAGERIAL ACCOUNTING 2 (T) \$373

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

Sep 12	Tue	13 wks	BBY	CRN	32459
	1800-2200				
Sep 14	Thr	13 wks	DEC		32460
	1800-2200				

Correspondence
Tuition \$373 and \$4 mailing fee.
Text not included. 36 wks CRN 32532
Re-registration \$50 (36-wk extension) 32533

FMGT 4290 (FMGT 435) COST & MANAGERIAL ACCOUNTING 1 & 2 (T) \$621

Enables students to complete Cost Accounting 1 and 2 in a single term. For course content refer to FMGT 3210 and FMGT 4210. Students must be prepared to work between 10 to 15 hours per week in addition to class time. Prerequisite: FMGT 2100 or 2190.

Sep 11	Mon/Thr	13 wks	BBY	CRN	32519
	1800-2130				

FMGT 4420 (FMGT 408) INCOME TAX 2 (T) \$248

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

Sep 13	Wed	12 wks	DEC	CRN	32517
Sep 14	Thr	12 wks	BBY		32518

FMGT 4510 (FMGT 404) FINANCE 2 (T) \$373

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.

Sep 12	Tue	13 wks	DEC	CRN	35840
	1800-2200				
Sep 14	Thr	13 wks	BBY		32463
	1800-2200				

Correspondence
Tuition \$373 and \$4 mailing fee.
Text not included. 36 wks CRN 32536
Re-registration \$50 (36-wk extension) 32537

FMGT 4650 SECURITIES OPERATIONS \$224

Helps persons wishing to develop their understanding of the securities industry and basic operations procedures. This course has been designed by the Canadian Securities Institute. Persons employed in any capacity in the operations section of a securities firm, those who interact with the operations department, prospective employees, sales assistants, head office administrative staff and employees in both clearing and non-clearing branches may find this course beneficial. Note: Course material is \$225 plus GST.

Sep 12	Tue	6 wks	DEC	CRN	32468
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FMGT 4810 (FMGT 444) PERSONAL FINANCIAL PLANNING 2 \$248

Looks in-depth at the topics commenced in FMGT 1810. Prerequisites: FMGT 1152, 1810, 3420 OR 3430, 2820, BLAW 3100 and ECON 1150.

Sep 11	Mon	12 wks	BBY	CRN	32520
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FMGT 7120 (FMGT 415) ACCOUNTING ADVANCED (T) \$373

Reviews GAAP and objectives of financial reporting. Examines corporate combinations including consolidations for wholly-owned subsidiaries, non-wholly owned subsidiaries (both in the year of acquisition and subsequent years) and pooling of interest. Consolidations will be examined for up to two subsidiaries. Accounting for foreign currency transactions, fund accounting and branch operations. Prerequisite: FMGT 4110 or 4190.

Sep 12	Tue	14 wks	DEC	CRN	35419
	1800-2145				
Sep 13	Wed	14 wks	BBY		35420
	1800-2145				

INTERIOR DESIGN (604) 451-7032

INTD 1000 (INTD 100) INTERIOR DESIGN BASIC \$248

Introduces the field of Interior Design. Students will gain a good understanding of the interior design art form.

Aug 7	Mon-Fri	1 wk	DEC	CRN	30014
	0900-1700				
Sep 11	Mon	12 wks	BBY		32241
	Mon	12 wks	DEC		32242
Sep 12	Tue	12 wks	DEC		32243
Sep 13	Wed	6 wks	DEC		32244
	0900-1600				
Sep 14	Thr	12 wks	BBY		32245
Sep 16	Sat	12 wks	BBY		32246
	0900-1200				
Sep 11	Mon-Fri	2 wks	DEC		35810
	1300-1630				
Oct 23	Mon-Fri	1 wk	DEC		32247
	0900-1700				

INTD 1010 (INTD 101) HISTORY OF FURNITURE \$248

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

Sep 12	Tue	12 wks	DEC	CRN	32248
Sep 13	Wed	12 wks	BBY		32249

INTD 1020 (INTD 102) INTERIOR DESIGN DRAFTING 1 \$577

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

Sep 11	Mon/Wed	12 wks	DEC	CRN	32251
Sep 12	Tue/Thr	12 wks	BBY		32250
Sep 19	Tue/Thr	12 wks	DEC		35811

0900-1200

INTD 2000 (INTD 200) COLOR AND LIGHTING \$269

Provides students with the necessary knowledge of color and lighting to enable them to carry out the duties of an assistant in an interior design business. Prerequisite: INTD 1000.

Sep 11	Mon	6 wks	DEC	CRN	32252
	0900-1600				
Sep 13	Wed	12 wks	DEC		32253
Sep 14	Thr	12 wks	BBY		32255
Sep 18	Mon	12 wks	DEC		35812
	0900-1200				
Nov 1	Wed	6 wks	DEC		32254
	0900-1600				

INTD 2020 (INTD 202) INTERIOR DESIGN DRAFTING 2 \$577

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

Sep 13	Wed	12 wks	DEC	CRN	35815
	0900-1600				
Sep 16	Sat	12 wks	BBY		35816
	0900-1600				

INTD 2030 (INTD 203) BUSINESS PRACTICES FOR INTERIOR DESIGN \$168

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

Sep 12	Tue	6 wks	BBY	CRN	32261
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**INTD 3010 (INTD 301)
GRAPHIC PRESENTATION \$248**
Teaches students to present design plans, elevations and perspectives graphically. Prerequisite: INTD 2020.

Sep 14 Thr 12 wks DEC CRN 32256

**INTD 3040 (INTD 304)
SPACE PLANNING 1 \$293**
Introduces students to factors in residential space planning including zoning and circulation considerations. Prerequisite: INTD 3020 or INTD 3060.

Sep 13 Wed 12 wks DEC CRN 32258

**INTD 3050 (INTD 305)
DETAILING/CONSTRUCTION MATERIALS \$248**
Acquaints students with the properties, characteristics and uses of materials used for interior construction, custom furnishing and decor. Introduces the methods and techniques involved in the preparation of working drawings for interior construction elements, building components, millwork, custom fruitier and built-in cabinets. Prerequisite: INTD 1020.

Sep 12 Tue 12 wks DEC CRN 33428

**INTD 3060
AUTOCAD 1 FOR INTERIOR DESIGN \$435**
Introduces the AutoCAD workstation using a Mac Centris 650 including basic 2D drawing creation, editing view manipulation, text and dimensioning. Prerequisite: INTD 1020 and 2020 and computer literacy recommended.

Sep 16 Sat 6 wks BBY CRN 33555
0900-1600

**INTD 3070 (INTD 307)
MATERIALS \$248**
Covers interior finishing materials for floors, walls, ceilings and windows and the characteristics of fabrics. Prerequisite: INTD 1000.

Sep 11 Mon 12 wks DEC CRN 32259
Sep 20 Wed 12 wks DEC 35814
0900-1200

**INTD 4000 (INTD 400)
DIRECTED STUDIES PROJECT \$163**
Allows students to incorporate all material from previous courses in a major project. Prerequisite: INTD 1000, 1010, 1020, 2000, 2020, 2030, 3010, 3040, 2050, 3060, 3070, 4030, 4060.

Oct 17 Tue 6 wks DEC CRN 32260

**INTD 4060
AUTOCAD 2 FOR INTERIOR DESIGN \$435**
Continues from INTD 3060 with the focus on increasing production. Topics include blocks, attributes, external references, command and menu customization. Prerequisite: INTD 3060.

Nov 4 Sat 6 wks BBY CRN 36178

**FOR CLASSTIMES
SEE PAGES 5 & 8**

SPS
SAFETY • PROTECTION • SECURITY

SPS SAFETY TIPS
Familiarize yourself with campus services like phones, emergency exits and well-lit areas.

ONE-YEAR INTERIOR DESIGN FAST TRACK PROGRAM

A fast track program has been planned to accommodate those students wishing to attempt completion of the program in one year. The program will start with the following courses on a part-time studies basis, however the institute continues to reserves the right to cancel courses if enrollments are insufficient.

**INTD 1000 (INTD 100)
INTERIOR DESIGN BASIC \$248**
Sep 11 Mon-Fri 2 wks DEC CRN 35810
1300-1630

**INTD 1020 (INTD 102)
INTERIOR DESIGN DRAFTING 1 \$577**
Sep 19 Tue/Thr 12 wks DEC CRN 35811
0900-1200

**INTD 2000 (INTD 200)
COLOUR AND LIGHTING \$269**
Sep 18 Mon 12 wks DEC CRN 35812

**INTD 3070 (INTD 307)
MATERIALS \$248**
Sep 20 Wed 12 wks DEC CRN 35814
0900-1200

See above for course descriptions.

MARKETING MANAGEMENT (604) 432-8611

MANAGEMENT CERTIFICATE IN MARKETING MANAGEMENT

For those who work in the retail, wholesale, manufacturing and service industries, this program offers an assortment of courses designed to provide you with an understanding of all the elements of Marketing Management. Studies will include marketing planning, promotion, research, demand development and sales. In this program, students who wish to specialize in Advanced Technology, Customer Service or International Marketing, can use the specialized courses in these areas for their choice of electives. The courses required to obtain your certificate are listed below.

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

Complete four from the following: (or other Marketing courses not listed)
MKTG 1112 Customer Relations
MKTG 1323 Effective Public Speaking
MKTG 1324 Small Business Development
MKTG 1325 Importing
MKTG 1327 Exporting
MKTG 1342 Trade/Consumer Show Marketing
MKTG 1365 Marketing Technological Products & Services
MKTG 3321 Public Relations
MKTG 3406 Product Development

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

MANAGEMENT CERTIFICATE IN MARKETING COMMUNICATIONS

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

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

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

Complete four of the following
MKTG 1112 Customer Relations
MKTG 1119 Sports Marketing
MKTG 1120 Special Event Marketing
MKTG 1323 Effective Public Speaking
MKTG 1342 Trade/Consumer Show Marketing
MKTG 3225 Consumer Behaviour
MKTG 3337 Corporate Communications
MKTG 4318 Media Planning

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

MANAGEMENT CERTIFICATE IN PROFESSIONAL SALES

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

Required
MKTG 1102 Essentials of Marketing
MKTG 1219 Professional Sales I
MKTG 1323 Effective Public Speaking
MKTG 1342 Trade/Consumer Show Marketing
MKTG 2202 Principles of Promotional Marketing
MKTG 2220 Managing the Sales Force
MKTG 2319 Professional Sales 2
MKTG 3307 Business Marketing
MKTG 3332 Major Account Selling

Complete four of the following
COMM 1178 Business Reports
MKTG 1112 Customer Relations
MKTG 1212 Principles of Customer Service
MKTG 1365 Marketing Technological Products & Services
MKTG 2341 Introduction to Marketing Research
MKTG 3406 Product Development
MKTG 4340 Marketing Planning Fundamentals

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

MANAGEMENT CERTIFICATE IN TOURISM MARKETING

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

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

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

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

SPECIAL INDUSTRY-BASED COURSE PACKAGES

Advanced Technology Marketing
Customer Relations Marketing
International Marketing

ADVANCED TECHNOLOGY MARKETING
A specialized package of courses for technologists who wish to move into technical marketing sales and support activities. The objective is to provide a spectrum of courses that focus on the importance and application of marketing to high tech companies, particularly those in the small to medium size range.

Recommended courses
MKTG 1327 Exporting
MKTG 1342 Trade/Consumer Show Marketing
MKTG 1365 Marketing Technological Products and Services
MKTG 2341 Introduction to Marketing Research
MKTG 3332 Major Account Selling
MKTG 3406 Product Development
MKTG 4340 Marketing Planning Fundamentals

CUSTOMER RELATIONS MARKETING
A specialized package of courses for people that work directly with customers, who are involved in customer relations or designing quality service programs. The courses in this program are designed to provide hands-on training to those who provide service to the public.

Recommended courses
MKTG 1112 Customer Relations
MKTG 1212 Principles of Customer Service
MKTG 1219 Professional Sales I
MKTG 1323 Effective Public Speaking
MKTG 2205 Marketing of Services
MKTG 3225 Consumer Behavior
MKTG 3321 Public Relations

INTERNATIONAL MARKETING

A specialized selection of courses for those interested in importing or exporting products or services. Will also be of interest to those interested in a global view of international business and seek ways to gather information and approach major buyers.

Recommended courses

MKTG 1324 Small Business Development
 MKTG 1325 Importing
 MKTG 1327 Exporting
 MKTG 1342 Trade/Consumer Show Marketing
 MKTG 2341 Introduction to Marketing Research
 MKTG 3332 Major Account Selling
 TDMT 1304 International Trading I

COURSES OFFERED IN THE FALL TERM

MKTG 1102 ESSENTIALS OF MARKETING \$248

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.

Aug 14	Mon-Fri	1 wk	BBY CRN	35561
				0900-1700
Sep 11	Mon	12 wks	BBY	32340
	Mon	12 wks	BBY	32341
	Mon	12 wks	DEC	32342
Sep 12	Tue	12 wks	BBY	32344
	Tue	12 wks	BBY	32345
	Tue	12 wks	DEC	32346
	Tue	12 wks	SRY	32347
Sep 13	Wed	12 wks	BBY	32348
	Wed	12 wks	BBY	32349
	Wed	12 wks	DEC	32350
Sep 14	Thr	12 wks	BBY	32351
	Thr	12 wks	DEC	32352
Sep 16	Sat	6 wks	DEC	32354
				0900-1600
	Sat	12 wks	BBY	32355
				0900-1200

MKTG 1107 MARKETING STRATEGIES IN THE FASHION INDUSTRY \$214

Includes the nature of fashion, consumer studies, developing advertising and promotional campaigns, developing and image and the visual elements including preparing a fashion editorial.

Sep 14	Thr	10 wks	DEC CRN	32362
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MKTG 1112 CUSTOMER RELATIONS \$248

Designed for people involved in service industries, public relations and promotion, government agencies, and organizations who deal with the public. Students will be able to develop their communications skills, oral presentation skills, listening & questioning skills and to effectively evaluate their own customer attitudes.

Sep 12	Tue	12 wks	DEC CRN	32366
Sep 16	Sat	6 wks	BBY	32367
				0900-1600

MKTG 1119 SPORTS MARKETING \$248

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

Sep 12	Tue	12 wks	DEC CRN	32369
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MKTG 1120 SPECIAL EVENT MARKETING \$248

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

Sep 13	Wed	12 wks	BBY CRN	32372
Sep 14	Thr	12 wks	DEC	32371

MKTG 1212 PRINCIPLES OF CUSTOMER SERVICE \$248

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

Sep 11	Mon	12 wks	BBY CRN	32684
Sep 13	Wed	12 wks	SRY	35977
Sep 14	Thr	12 wks	DEC	32377

MKTG 1219 PROFESSIONAL SALES 1 \$248

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

Aug 14	Mon-Fri	1 wk	BBY CRN	35562
				0900-1700
Sep 11	Mon	12 wks	DEC	32379
Sep 12	Tue	12 wks	BBY	32380
Sep 13	Wed	12 wks	DEC	35818
	Wed	12 wks	SRY	32385
Sep 14	Thr	12 wks	BBY	32384
Sep 16	Sat	6 wks	BBY	35976
				0900-1600

MKTG 1323 EFFECTIVE PUBLIC SPEAKING \$248

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.

Aug 14	Mon-Fri	1 wk	BBY CRN	35563
				0900-1700
Sep 12	Tue	12 wks	BBY	32399
Sep 13	Wed	12 wks	SRY	36029
Sep 14	Thr	12 wks	BBY	32401
	Thr	12 wks	DEC	32397
Sep 16	Sat	6 wks	DEC	32398
				0900-1600

MKTG 1324 SMALL BUSINESS DEVELOPMENT \$248

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

Sep 11	Mon	12 wks	DEC CRN	32402
Sep 13	Wed	12 wks	BBY	32404

MKTG 1325 IMPORTING \$248

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

Sep 12	Tue	12 wks	BBY CRN	32405
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MKTG 1327 EXPORTING \$248

Designed to introduce participants to the export process. This course covers the basics of exporting such as research, planning, distribution, promotion and custom practices. The course will also cover direct marketing, a sales technique that is indispensable to the high technology industry. As well, Electronic Data Interchange and "Quick Response" will also be featured topics. Export Marketing is a lively and fast paced course designed to introduce participants to export and give them the confidence to get started.

Sep 11	Mon	12 wks	DEC CRN	32406
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MKTG 1342 TRADE/CONSUMER SHOW MARKETING \$248

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

Sep 13	Wed	12 wks	DEC CRN	32412
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MKTG 1365 MARKETING TECHNOLOGICAL PRODUCTS & SERVICES \$248

Designed to assist marketing, sales and sales support personnel working in companies in B.C. that produce technically oriented products and services and sell them to technically oriented customers in international markets. The course is structured around a major project. Each student will produce a marketing plan for a specific local technical company as a business case exercise. Normally the student would use the company he or she works for. If this is not suitable, they may choose an alternate company acceptable to the instructor or use one supplied by the instructor. The project must be suitable for the learning experience required in the course.

Sep 18	Mon	12 wks	BBY CRN	32413
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MKTG 2202 PRINCIPLES OF PROMOTIONAL MARKETING \$248

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

Aug 14	Mon-Fri	1 wk	BBY CRN	35564
				0900-1700
Sep 11	Mon	12 wks	BBY	32356
	Mon	12 wks	DEC	32357
Sep 13	Wed	12 wks	DEC	32358
Sep 14	Thr	12 wks	BBY	32359
Sep 16	Sat	6 wks	BBY	32688
				0900-1600

MKTG 2205 MARKETING OF SERVICES \$248

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

Sep 14	Thr	12 wks	BBY CRN	32376
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MKTG 2220 MANAGING THE SALES FORCE \$248

Focuses on the role of the sales manager in planning, directing and controlling including the selection of sales representatives as well as training, supervision, motivation and leadership. Prerequisite: MKTG 1219 or related experience.

Sep 13	Wed	12 wks	BBY CRN	32387
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MKTG 2319 PROFESSIONAL SALES 2 \$248

Covers the techniques and motivational skills of selling: sales interview process; buying motives; product knowledge; prospecting; approaches; selling more; closing; selling the idea; getting attention; organization; goals; arousing interest; talking benefits; desire; no is not the end; power phrases. The key element of this course will be the development of individual sales presentations by students, focusing on personal presentation skills. Prerequisite: MKTG 1219 or previous sales experience.

Sep 12	Tue	12 wks	BBY CRN	32389
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MKTG 2341 INTRODUCTION TO MARKETING RESEARCH \$248

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.

Sep 12	Tue	12 wks	DEC CRN	32410
Sep 14	Thr	12 wks	BBY	32411

MKTG 2438 DIRECT MARKETING DYNAMICS \$248

Examines the concept of direct marketing, and studies the growing popularity of direct marketing as an advertising medium. As a growing function in organizations that is often not well understood or well managed, this course will look at both management and implementation of direct marketing. Direct marketing will be studied through lectures, videos, case studies, workshops, guest lecturers, group discussions, and industry-related projects. Prerequisite: MKTG 1102 or permission from the department.

Sep 11	Mon	12 wks	BBY CRN	33420
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MKTG 3218 INTRODUCTION TO MEDIA \$248

Designed for advertising agency and media sales personnel and individuals considering career entry in the advertising industry.

Sep 11	Mon	12 wks	DEC CRN	32378
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MKTG 3225 CONSUMER BEHAVIOUR \$248

Introduces the subject of consumers and why they buy. The course examines segmentation, consumer needs, attitudes, learning, and lifestyle analysis. The focus will be on the application of consumer behaviour concepts to marketing planning decisions. Prerequisite: MKTG 1102 or permission from the department.

Sep 13	Wed	12 wks	BBY CRN	32388
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MKTG 3321 PUBLIC RELATIONS \$248

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

Sep 11	Mon	12 wks	DEC CRN	32391
Sep 12	Tue	12 wks	BBY	32392

MKTG 3322
ADVERTISING STRATEGIES \$248

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

Sep 13 Wed 12 wks DEC CRN 32395
Sep 14 Thr 12 wks BBY 32394

MKTG 3332
MAJOR ACCOUNT SELLING \$248

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

Sep 11 Mon 12 wks BBY CRN 32407

MKTG 3337
CORPORATE COMMUNICATIONS \$248

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

Sep 12 Tue 12 wks DEC CRN 32408

MKTG 4340
MARKETING PLANNING FUNDAMENTALS \$248

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 behavior, product planning, pricing, distribution and communication strategies. The focus of the course will be on developing a marketing plan. Prerequisite: MKTG 2202, 2341.

Sep 13 Wed 12 wks BBY CRN 32409

MKTG 4501
STRATEGIC MARKETING MANAGEMENT \$248

Provides students with a multi-dimensional learning environment through lectures, reading, discussions and simulation exercises. The role and importance of planning and information for marketing decision-making is the underlying precept. Simulations are intended for application of knowledge and practical experience. This course demands that students draw heavily from marketing expertise gained in previous courses. Prerequisite: MKTG 2202, 4340.

Sep 14 Thr 12 wks DEC CRN 32415

TOURISM

TOUR 1250
TRAVEL AGENCY OPERATIONS \$248

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

Sep 14 Thr 12 wks DEC CRN 32416

TOUR 1261
B.C. TOURISM ISSUES \$248

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

Sep 11 Mon 12 wks BBY CRN 36206

TOUR 1301
GROUP TRAVEL & TOURS \$248

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

Sep 13 Wed 12 wks DEC CRN 35821

TOUR 2325
TOURISM PRODUCT DEVELOPMENT \$248

Designed to familiarize the student with tourism product development. Examines general demand factors, travel motivations, market segmentation, travel advertising sales support, public relations, marketing risks and problems, statistical applications and analysis, tourism research, tour packaging and its various elements, etc. Prerequisite: MKTG 1102 & TOUR 1261

Sep 13 Wed 12 wks BBY CRN 32685

MEDIA TECHNIQUES FOR BUSINESS

(604) 451-7032

CERTIFICATE PROGRAM

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

The complete Certificate program integrates MEDIA TECHNIQUES FOR BUSINESS courses with those from other disciplines. Students have a wide range of electives to choose from and can therefore develop a program to meet their specific needs and goals.

The MEDIA TECHNIQUES FOR BUSINESS Certificate program requires the completion of the following 10 basic courses, totaling 27 credits and a minimum of 6 elective courses totaling 18 credits from the offerings listed below.

- Required basic courses**
- BCST 1160 Introduction to Television
 - BCST 1161 Film for Beginners
 - COMM 1103 Introduction to Business and Technical Communication
 - MDIA 1010 Photography
 - MDIA 1040 Graphics 1
 - MDIA 1100 Introduction to Media Techniques for Business
 - MDIA 2040 Graphics 2
 - MDIA 2060 Effective Presentation Techniques

REGISTER NOW!
PHONE:
(604) 434-1610
FAX:
(604) 430-1331

In addition, any two of the following

- MDIA 1050 PageMaker PC 1
- MDIA 1090 PageMaker Mac 1
- MDIA 1110 FreeHand Mac 1
- MDIA 1120 FreeHand PC 1
- MDIA 1150 Quark XPress Mac 1
- MDIA 1170 Photoshop PC 1
- MDIA 1180 Photoshop Mac 1
- MDIA 2050 PageMaker PC 2
- MDIA 2090 PageMaker Mac 2
- MDIA 2110 FreeHand Mac 2
- MDIA 2150 Quark XPress Mac 2
- MDIA 2170 Photoshop PC 1
- MDIA 2180 Photoshop Mac 2

Elective courses

- BCST 1145 Copywriting for Radio and TV
- BCST 1148 Writing for the Media
- BCST 2252 Commercial Audio Production
- BUSA 1305 Supervisory Skills
- COMM 2202 Letters and Memos
- COMM 2204 Technical Reports
- COMP 1815 Introduction to Multimedia
- FMGT 1152 Accounting for the Manager
- MDIA 1050 PageMaker PC 1
- MDIA 1090 PageMaker Mac 1
- MDIA 1130 CorelDraw 1
- MDIA 1150 Quark XPress Mac 1
- MDIA 1180 Adobe Photoshop Mac 1
- MDIA 1190 Introduction to Cartooning & Animation
- MDIA 1300 Multimedia Computing — Getting Started
- MDIA 2050 PageMaker PC 2
- MDIA 2090 PageMaker Mac 2
- MDIA 2110 FreeHand Mac 2
- MDIA 2130 CorelDraw 2
- MDIA 2150 Quark XPress Mac 2
- MDIA 2160 Advanced Photography 1
- MDIA 2170 Advanced Photography 2
- MDIA 2300 Mastering Multimedia
- MDIA 3010 Commercial Photography
- MKTG 1102 Essentials of Marketing
- MKTG 2202 Principles of Promotional Marketing

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

MDIA 0199 (MKTG 099)
PHOTOGRAPHY: ENTRY LEVEL \$210

Teaches how to handle a 35mm Single Lens Reflex camera and accessories. Through lectures, videos, slides and a workshop, students will learn basic photographic concepts including depth of field, aperture/shutter relation, exposure control, night photography and more. Students with an interest, but no previous experience in photography, are encouraged to enroll in this exploratory course to foster that interest and determine their potential. Students need a 35mm SLR with 50mm lens and have to supply their own film. A tripod is recommended.

Sep 13 Wed 4 wks BBY CRN 32304
1900-2200

MDIA 1010 (MDIA 101)
PHOTOGRAPHY \$471

Improves student's knowledge of handling 35mm equipment and accessories (including flash). Topics include composition, choosing the right film, getting the most out of available light and determining correct exposure for any light condition. Students learn to shoot outdoor portraits and carry out assignments with their own equipment. During two lab sessions students will get hands-on experience in processing and printing black & white film and learn to set up their own darkroom. All darkroom material is included! Students need a 35mm SLR camera with at least a 50mm lens and a tripod and will have to supply their own film. Prerequisite: MDIA 0199 or permission from the instructor.

Oct 11 Wed 8 wks BBY CRN 32305
1900-2200

MDIA 1040 (MDIA 104)
GRAPHICS 1 \$291

Introduces layout, design, illustration, printing methods, camera-ready artwork and typography. Those with an interest, but no previous experience in graphic art, are encouraged to enroll in this exploratory course to foster that interest and determine their career potential.

Sep 11 Mon/Wed 6 wks BBY CRN 32306

MDIA 1100 (MDIA 110)
INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS \$291

Presents a core course with a dual focus. The first part explores the fundamental issues faced by anyone trying to create and implement a variety of visual and audiovisual communication projects. During the second part, group activities and class visits to production facilities provide a practical perspective on pre-press production and printing, desktop publishing, commercial applications of photography and photographic imaging, audiovisual techniques, video production, interactive video, photo-CD technology applications and other communication tools used in corporate, industrial, educational and marketing communication today.

Upon completion students will have a good grasp of needs assessment, target audience identification, the basic principles of production planning, the evolving technology and a better understanding of the exciting world of media integration.

Sep 11 Mon 12 wks BBY CRN 32307
1900-2200

MDIA 2040 (MDIA 204)
GRAPHICS 2 \$291

Continues from MDIA 1040. Students are instructed in the more detailed areas of graphics and print production. Topics include paper choice and selection, four color process printing and mechanical requirements, preparing an advertising campaign using various production and print medias, special printing techniques, commercial photography, imposition, estimating time and costs to produce graphic material, also includes tour of a large printing plant. Prerequisite: MDIA 1040.

Oct 23 Mon/Wed 6 wks BBY CRN 32308

MDIA 2060 (MDIA 206)
EFFECTIVE PRESENTATION TECHNIQUES \$248

Prepares students to effectively present material, both written and spoken. Teaches students what to say and how to say it, using the right words and proper grammar. Builds written communication skills that allow students to write confidently and make certain they are understood. Teaches speaking skills using proper pronunciation, phrasing and emphasis. Essential for those who prepare and present written and spoken material in today's corporate world.

Sep 14 Thr 12 wks BBY CRN 32309

MDIA 2160 (MDIA 216)
ADVANCED PHOTOGRAPHY 1 \$290

Combines classroom sessions and workshop in the studio (including a make-up demonstration) so that students can develop the basic skills to plan and carry out a variety of assignments in the areas of editorial and people photography. Students learn to recognize the potential of lighting in the studio and on location and how to work from a layout to meet a client's requirements as well as quality standards in the industry. Good technique and composition are stressed throughout the course. Students need a 35mm SLR, with at least a standard lens, a flash and a tripod and will have to supply their own film. Prerequisite: MDIA 1010 or permission from the instructor.

Sep 14 Thr 6 wks BBY CRN 32310
1900-2200



DESKTOP PUBLISHING AND GRAPHICS FOR THE MACINTOSH

(604) 451-7032

MDIA 1090 (MDIA 109) PAGEMAKER MAC 1 \$339

Introduces and teaches design, layout and production of professional publications, using the Aldus PageMaker assembly software program. Students will learn to create numerous publishing projects, including advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation using a Mac Centris 650 for this hands-on course.

Sep 11 Mon 6 wks BBY CRN 32282

MDIA 1150 (MDIA 115) QUARK XPRESS MAC 1 \$339

Introduces the most powerful page layout program currently available. This course is designed to give students a complete overview of the abilities of Quark XPress. Students will gain a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation, using a Macintosh Centris 650. Prerequisite: A solid working knowledge of the Macintosh.

Sep 14 Thr 6 wks BBY CRN 32288

MDIA 1180 (MDIA 118) ADOBE PHOTOSHOP FOR MAC 1 \$379

Teaches students how to create and produce color and black and white images right at their desktop, faster and easier than ever before. The course will teach students how to create and work on a canvas, make simple selections, show and hide palettes, use paste commands, restore parts of images, select areas of similar colors, create gradient blends, use foreground and background colors, use painting tools, change brush size and paint options, make custom brushes, understand image size and resolution, create type, ghost back type on an image and airbrushing. Students will have their own workstation using a Mac Centris 650.

Sep 12 Tue 6 wks BBY CRN 32290
Oct 29 Sun 6 wks BBY 32291
1300-1600

MDIA 2090 (MDIA 209) PAGEMAKER MAC 2 \$339

Guides students through PageMaker advanced features. Teaches students how to create their documents in readiness for sending files to a service bureau thus reducing pre-press costs. Students will also learn how to create color separation files and work with a desktop scanner. Students will have their own workstation using a Mac Centris 650. Prerequisite: MDIA 1090 or permission from the instructor.

Oct 23 Mon 6 wks BBY CRN 32293

MDIA 2150 (MDIA 215) QUARK XPRESS MAC 2 \$339

Teaches advanced publishing techniques using Quark XPress including integration with word processing and graphics software and the use of spot and process colors. Students will have their own workstation using a Mac Centris 650. Prerequisite: MDIA 1150 or permission from the instructor.

Oct 26 Thr 6 wks BBY CRN 32295

REGISTER NOW!
PHONE:
(604) 434-1610
FAX:
(604) 430-1331

MDIA 2180 (MDIA 218) ADOBE PHOTOSHOP FOR MAC 2 \$379

Displays how Adobe Photoshop is an image-editing program that lets students create and produce high quality digital images, without the expense of high-end workstations. As an electronic darkroom, Adobe Photoshop lets the user manipulate scanned photolithographs, slides and original artwork in a variety of ways. In this advanced course students learn how to look at color models, RGB, CMYK and measure RGB and CMYK color, adjust midtones, shadows and highlights and perform precise color corrections, use the information palette as a densitometer and adjust the color balance of an image. Students learn about resolution, scanning basics, determining correct scan resolution, learning to close crop images to drop out backgrounds, creating releases around images with paths, saving selections as paths and more.

Oct 24 Tue 6 wks BBY CRN 32297

DESKTOP PUBLISHING AND GRAPHICS FOR THE PC

(604) 451-7032

MDIA 1050 (MDIA 105) PAGEMAKER PC 1 \$339

Teaches design, layout and production of professional publications, using the Aldus PageMaker assembly software program. Students will learn to create numerous publishing projects including advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation.

Sep 12 Tue 6 wks DEC CRN 32279
Sep 16 Sat 6 wks DEC 32281
0900-1200
Oct 26 Thr 6 wks DEC 32280

MDIA 1130 (MDIA 113) CORELDRAW 1 \$379

Introduces students to CorelDraw. This course is designed for those with a fundamental operating knowledge of the Windows environment. Special attention will be paid to practical applications, with each class oriented toward the completion of a project. It is assumed that students will have a modicum of layout and design ability. Samples of student work will be produced in-class for portfolio examples.

Sep 14 Thr 6 wks BBY CRN 32286
Sep 16 Sat 6 wks BBY 32287
0900-1200

MDIA 1170 ADOBE PHOTOSHOP FOR WINDOWS 1 \$379

Teaches students how to create and produce color and black and white images right at their desktop, faster and easier than ever before. The course teaches students how to create and work on a canvas, make simple selections, show and hide palettes, use paste commands, restore parts of images, select areas of similar colors, create gradient blends, use foreground and background colors, use painting tools, change brush size and paint options, make custom brushes, understand image size and resolution, create type, ghost back type on an image and airbrushing. Students will have their own workstations.

Sep 16 Sat 6 wks BBY CRN 32302
1300-1600
Oct 26 Thr 6 wks BBY 32301

MDIA 2050 (MDIA 205) PAGEMAKER PC 2 \$339

Guides students through PageMaker's advanced features. Students will learn how to create documents in readiness for sending files to a service bureau thereby reducing pre-press costs. Students will learn how to create color separation files. Prerequisite: MDIA 1050 or permission from the instructor.

Oct 24 Tue 6 wks DEC CRN 32325

MDIA 2130 (MDIA 213) CORELDRAW 2 \$379

Focuses on the inter-relationship between CorelDraw, CorelChart and PhotoPaint. A brief examination of each component will be conducted, with emphasis being placed on practical applications such as the creation of business graphics for slides and overheads and the editing of bitmaps for desktop publishing and presentation applications. Students will be expected to produce at least four complete pieces suitable for portfolio. Prerequisite: MDIA 1130 or permission from the instructor.

Oct 28 Sat 6 wks BBY CRN 32294
0900-1200

MDIA 2270 ADOBE PHOTOSHOP WINDOWS 2 \$379

Teaches students how to create and produce high quality digital images, without the expenses of high-end workstations. As an electronic darkroom, Adobe Photoshop lets the user manipulate scanned photolithographs, slides and original artwork in a variety of ways. In this advanced course students learn how to look at color models, RGB, CMYK and measure RGB and CMYK color, adjust midtones, shadows and highlights and perform precise color corrections, use the information palette as a densitometer, adjust the color balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor.

Oct 28 Sat 6 wks BBY CRN 32303
1300-1600

MULTIMEDIA FOR THE MAC AND PC

(604) 451-7032

MDIA 1300 (MDIA 130) MULTIMEDIA LITERACY \$339

Introduces multimedia concepts. Students will learn about the components that make up multimedia hardware/software configurations. Students will develop a sound foundation on how current technology can be used easily for learning and training purposes. Emphasis will be placed on computer literacy as it relates to CD-ROM and interactive multimedia.

Sep 12 Tue 6 wks BBY CRN 32292

MDIA 2300 MULTIMEDIA AUTHORIZING \$339

Builds on concepts learned in MDIA 1300. Students will develop projects which apply interactive multimedia software authoring tools in a practical environment. Students will be encouraged to develop applications relevant to their field of endeavor. Prerequisite: MDIA 1300.

Oct 24 Tue 6 wks BBY CRN 32300

MDIA 3450 (MDIA 345) MULTIMEDIA INTENSIVE WORKSHOP \$945

Presents a three-day, hands-on workshop emphasizing learning by doing. Under the instructor's guidance, participants will create a prototype for a real interactive multimedia project. Participants will learn about designing the program structure, interface design and screen layout, tools for working with video, graphics, animation and audio, putting the pieces together, programming the prototype and showing the prototype to sell the concept. (Techniques learned will be applicable to both Macintosh and DOS/Windows platforms.) This workshop is for anyone who wants to get up to speed in multimedia production for information kiosks, education or training application, or business presentations. Students will have their own workstation using a Macintosh Centris 650 using popular software from Macromedia and Adobe. The lab is also equipped with a color scanner and printer. Each student will receive their own multimedia toolkit with detailed reference material. The course involves assignments and includes additional lab time on Sunday, if desired. A good working knowledge of mouse equipped MAC or PC and some experience with desktop publishing or digital media is required, or permission from the instructor.

Sep 15 Fri 3 wks BBY CRN 32296
0900-1600

MDIA 0001 KIDS CAMP — MULTIMEDIA & THE INFORMATION HIGHWAY \$409

Recommended 12 - 14 years
Integrates photography, video, sound and computer skills to produce a multimedia presentation using MacroMind Director and Photoshop. Learn internet and jog the Information Highway!

This two-week course includes lunch and some organized recreation.

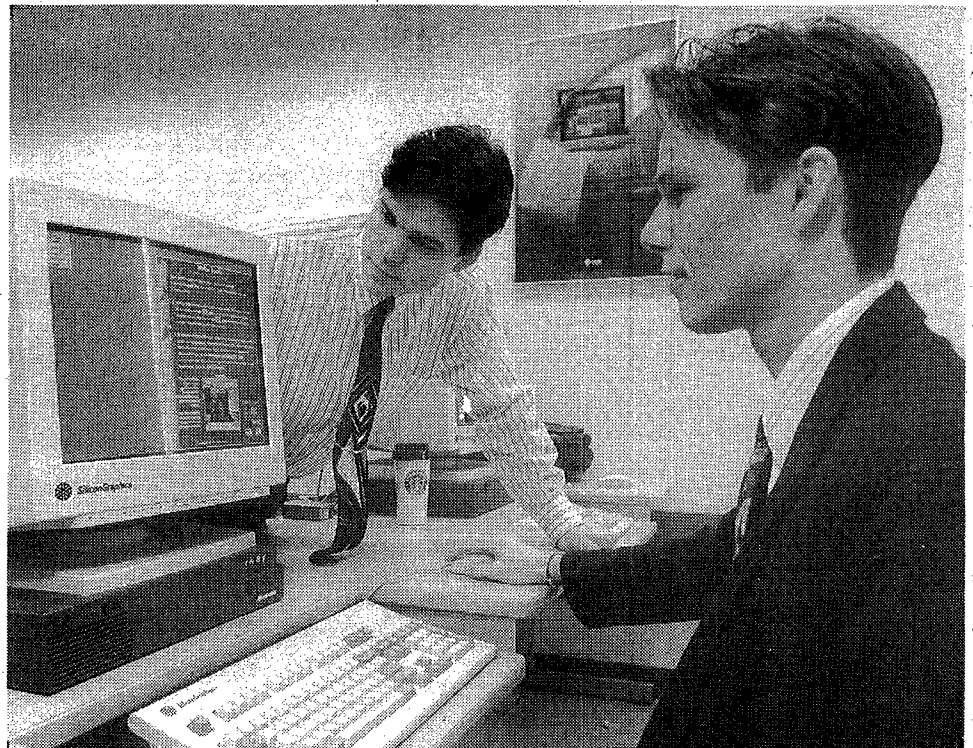
Aug 14-25 Mon-Fri 2 wks BBY CRN 35560
0900-1500

INTERNET

MDIA 0200 INTRODUCING THE INTERNET \$325

Designed to teach novice internet users skills required to make practical use of this tool. The course will cover how to set up and use electronic mail, file transfers, gopher, netscape and the World Wide Web. Students will have their own workstation using a Silicon Graphics Indy.

Sep 23 Sat 2 wks BBY CRN 36179
0900-1630
Oct 21 Sat 2 wks BBY 36180
0900-1630



MEDICAL OFFICE ASSISTANT (604) 451-7032

A seven-course certificate program

OFFC 1000 (OFFC 936)
MOA: ANATOMY AND PHYSIOLOGY \$312
Covers human anatomy and physiology.

Sep 11 Mon 12 wks BBY CRN 32271
1815-2145
Sep 16 Sat 12 wks BBY 32272
0900-1230

OFFC 1005 (OFFC 934)
MOA: COMPUTER LITERACY \$329
Provides those with little or no computer experience with basic computer literacy, word processing and computerized medical billing skills. Uses an MOA billing and management program.

Sep 11 Mon 12 wks BBY CRN 32267
1900-2200
Sep 13 Wed 12 wks BBY 32268
1900-2200

OFFC 1010 (OFFC 937)
MOA: TERMINOLOGY \$312
Enables students to use basic medical terms and know how to spell and pronounce them.
Prerequisite: OFFC 1000.

Sep 12 Tue 12 wks BBY CRN 32273
1815-2145
Sep 16 Sat 12 wks BBY 32274
0900-1230

OFFC 1020 (OFFC 935)
MOA: TRANSCRIPTION \$293
Designed for persons who are employed as medical office assistants, or students taking the MOA program. Prerequisite: OFFC 1005.

Sep 16 Sat 6 wks BBY CRN 32269
0900-1600
Oct 28 Sat 6 wks BBY 32270
0900-1600

OFFC 1030 (OFFC 938)
MOA: OFFICE PRACTICE \$267
Introduces MOA administrative duties and professional conduct. Topics include appointment scheduling, reception, charts, filing and medical billing.

Sep 14 Thr 11 wks BBY CRN 32275

OFFC 1040 (OFFC 939)
CLINICAL PROCEDURES \$262
Presents basic clinical procedures and tests that are commonly performed in a medical office setting. Students are taught relevant theory about procedures and tests and will develop a beginning competency in selected clinical skills. The clinical skills taught are based on the guidelines developed and approved by the Medical Office Assistants Association of B.C. The students will become familiar with common medical emergencies and will become certified in basic lifesaver CPR, renewable annually.

Sep 12 Tue 12 wks BBY CRN 32277
Sep 14 Thr 12 wks BBY 35817

OFFC 2000 (OFFC 952)
PRACTICUM \$248
Provides work experience for students who have successfully completed all of the MOA courses. Includes classroom instruction on the first and last class, plus two 30-hour practicum placements in a physician's office, hospital department and/or related field. Prerequisites: OFFC 1000 (0136), OFFC 1005 (0134), OFFC 1010 (0137), OFFC 1020 (0135), OFFC 1030 (0138), OFFC 1040 (0139) or permission from the instructor.

Oct 19 Thr 6 wks BBY CRN 32278

CAPIC (604) 451-6743 (604) 451-7032

The Canadian Association for Production and Inventory Control (CAPIC) is a professional group of men and women who practice the art and science of production and inventory management.

BCIT, in cooperation with CAPIC, offers a series of courses in the production and inventory management field. This practical "how to" program was developed specifically to serve both supervisory and non-supervisory P & IM practitioners as well as students preparing themselves for a career in the P & IM field. In keeping with the needs of the population it serves, this program teaches practical topics in depth and includes case studies and exams which test integration of the concepts to real-life situations.

CAPIC's American parent — APICS — provides formal recognition by awarding a "Certified in Production and Inventory Management" (CPIM) designation for those practitioners who successfully pass the six exams set by APICS. These exams are:

- Inventory Management
- Master Planning
- Material/Capacity Requirements Planning
- Production Activity Control
- Just-in-Time Production (JIT)
- Systems & Technologies

Courses that have "certification review" in their title are intended to assist students in their preparation for the APICS exams.

The BCIT Operations Management Technology is pleased to sponsor, in association with CAPIC, the following seminar series. These seminars, which are oriented to small and medium-sized companies, have been offered for the last seven years. Hundreds of satisfied participants have gone away able to implement real solutions to their operational problems.

CPIC 1105
MASTER PLANNING CERTIFICATION REVIEW \$235

Provides a detailed knowledge of MRP 2 Master Planning. Topics include forecast source data, order entry, demand management, developing a production plan, master production scheduling, final assembly scheduling and management considerations. Students should have taken CPIC 2210 or have a good knowledge of MRP 2. This course is primarily intended for those writing the APICS Master Planning Certification exam.

Sep 11 Mon 9 wks BBY CRN 32700

CPIC 1110
PRINCIPLES OF INVENTORY CONTROL \$275

Covers basic methods of planning and controlling inventory in manufacturing, institutional, distribution and retail environments. The questions of what to stock, when to stock, how much to stock and how to control stock are addressed through an examination of the current and evolving technologies of inventory management. This is an introductory course intended for those who have little or no experience in inventory management.

Sep 13 Wed 12 wks BBY CRN 32701

CPIC 1350
MATERIAL/CAPACITY REQUIREMENTS PLANNING CERTIFICATION REVIEW \$235

Provides an understanding of material requirements planning and how capacity influences decision-making. The course includes MRP logic and examines the detailed inputs-master planning, bills of material, inventory status and lead times. Topics such as planned orders, rough cut, routing, work centre balance are explained.

Sep 12 Tue 9 wks BBY CRN 32702

CPIC 1600
JUST-IN-TIME CERTIFICATION REVIEW \$235

Reviews JIT, the most important productivity enhancing management innovation developed in the last 50 years. JIT production systems combine the elements of total quality control, waste elimination and continuous improvement. Course topics include eliminating waste, housekeeping, reducing set up times, flow production, worker skill development, group problem solving, pull systems, uniform plant load, supplier involvement and implementation issues.

Sep 13 Wed 9 wks BBY CRN 33528

EDI COUNCIL OF CANADA (604) 451-6743 (604) 451-7032

Covers increased computerization and how it has altered and will continue to alter the way in which all organizations conduct their business. With the introduction of electronic data interchange (EDI) and electronic commerce (EC), many organizations are being driven to re-engineer paper-driven processes to capture the benefits of conducting business electronically. All indications are that electronic commerce will be the way of conducting business in the future.

The EDI Council of Canada is a non-profit association dedicated to the task of making Canadian industry more competitive through the adoption of electronic commerce and electronic data interchange initiatives. BCIT is pleased to sponsor, in cooperation with the EDI Council, the following one- and two-day seminar offerings at BCIT for the first time this fall.

ELECTRONIC COMMERCE AND EDI SEMINARS

Please note: The CRN's quoted are for members. Non-members please check at time of registration for the applicable number.

EDIC 0100
ELECTRONIC COMMERCE: A BUSINESS PERSPECTIVE \$350
(EDIC MEMBERS \$295)

Presents a one-day seminar that introduces the business opportunities and issues presented by electronic data interchange (EDI) and electronic commerce (EC). The course will help you understand the impact of these business strategies on your organization, and provide you with the information needed to make informed decisions involving EDI and EC.

Who should attend? The people in your organization with the responsibility for making strategic decisions, as well as anyone who works for an organization which is considering the use of EDI or EC.

Sep 20 Wed BBY CRN 36060
Sep 30 Sat BBY 36061
Oct 26 Thr BBY 36062
Nov 6 Mon BBY 36063
Nov 18 Sat BBY 36064
0830-1730

EDIC 0110
INTRODUCTION TO EDI \$595
(EDIC MEMBERS \$495)

Provides you with guidelines which will assist you in taking the first steps toward a successful EDI long-term business strategy implementation. The two-day course will help you understand the range of business and technical issues to be faced and the decisions to be made.

Who should attend? Personnel involved in customer service, administration, finance, audit, sales/marketing, purchasing/buyers, inventory control, shipping/transportation.

Sep 21/22 Thr/Fri BBY CRN 36070
Oct 20/21 Fri/Sat BBY 36071
Nov 23/24 Thr/Fri BBY 36072
0830-1730

EDIC 0200
EDI IMPLEMENTATION \$595
(EDIC MEMBERS \$495)

Provides an intensive two-day seminar that is designed to provide you with a practical set of guidelines for planning and executing an EDI implementation, and will also highlight day-to-day operational issues. After attending this course, you should be able to prepare an EDI implementation plan and initiate each of the major activities involved. Prerequisite: EDIC 0110 Introduction to EDI or permission from the instructor.

Who should attend? Those responsible for managing or implementing an EDI initiative.

Oct 2/3 Mon/Tue BBY CRN 36076
Nov 13/14 Mon/Tue BBY 36077
0830-1730

EDIC 0210
INTRODUCTION TO X12 \$595
(EDIC MEMBERS \$495)

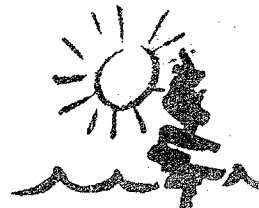
Discusses ANSI X12, the North American standard for transmitting business documents using EDI. This two-day seminar will help you understand how the X12 standard works, what issues you should consider when integrating EDI into your business applications, and the role of EDI translation software in the integration process. Prerequisite: EDIC 0110 Introduction to EDI or the permission from the instructor.

Who should attend? Since the primary focus of this course is on technical issues, suggested personnel to attend are EDI implementation managers, MIS managers, systems analysts and programmers.

Oct 30/31 Mon/Tue BBY CRN 36080
Dec 4/5 Mon/Tue BBY 36081
0830 - 1730

4 Ways to Register

1. **By Mail**
(Available to all registrants)
Fill in the registration form on page 3 and send it with your cheque or credit card information to:
BCIT Part-time Studies Registration
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
Sorry, No Postdated Cheques
2. **By Fax**
(Available to all registrants)
Use the form located on page 3 and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).
3. **In Person**
(Available to all registrants)
Register at the Burnaby, Downtown or Surrey campuses (see page 3). Pay by cash, cheque or credit card.
4. **By Phone**
(Only available to registrants who have previously attended BCIT)
Charge to your Visa or MasterCard.
Burnaby campus: (604) 434-1610
Downtown: (604) 687-4666



ENVIRO TIP
Keep bottled water in the fridge — reduce running water and practice conservation!

OPERATIONS MANAGEMENT

(604) 451-6743
(604) 451-7032

Operations Management puts you in the position to help business meet its productivity improvement goals while enhancing your quality of work life. Operations Management offers several options, each oriented to specific operating sectors, each bringing its own rewards and advancements. The programs will assist entrepreneurs, divisional managers, line supervisors and first level employees to attain both their personal and corporate goals. These programs are very result oriented so that course content can be used immediately for productivity improvement at the student's place of employment.

MANAGEMENT CERTIFICATE IN INDUSTRIAL ENGINEERING

This program is designed for people who work, or wish to work, in the manufacturing/warehousing functions of an organization. It is suited to those who are or will be production forepersons, analysts or supervisors in inventory control, product cost estimating, standard setting, production planning and control, project administration and technical sales.

- BUSA 1305 Supervisory Skills
 COMM 2204 Technical Reports
 FMGT 1152 Accounting for the Manager
 OPMT 1102 Basic Mathematics of Finance
 OPMT 1106 Manufacturing: Quality Assurance 1
 OPMT 1187 Project Planning and Scheduling
 OPMT 1188 Management Information Systems
 OPMT 1191 Purchasing
 OPMT 1192 Inventory Planning and Control
 OPMT 1197 Statistics for Business and Industry
 OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
 OPMT 2290 Performance Measurement
 OPMT 2298 Business Process Re-engineering (formerly Productivity Engineering 2)

Plus two electives from

- OPMT 1105 Engineering Economics
 OPMT 1142 Introduction to Quality Control Methods
 OPMT 1151 Choosing and Using Micro Computers in Manufacturing
 OPMT 1175 Warehouse Management
 OPMT 2206 Quality Assurance 2
 OPMT 2242 Intermediate Quality Control Methods
 OPMT 2287 Project Cost Estimating
 OPMT 3306 ISO 9000 Standards for Quality Systems

MANAGEMENT CERTIFICATE IN MANAGEMENT ENGINEERING

This program is designed for people who work in the private and public sectors of service industries — health care, education, justice services. Special attention is paid to ways in which management engineering tools may be applied to organizations whose results are not quantifiable.

Required courses

- BUSA 2005 Management or
 BUSA 1305 Supervisory Skills
 BUSA 1305 Supervisory Skills or
 BUSA 1005 Introduction to Business
 COMM 2204 Technical Reports
 FMGT 1152 Accounting for the Manager
 HRMG 2805 Occupational Health and Safety
 OPMT 1102 Basic Mathematics of Finance
 OPMT 1106 Manufacturing Quality Assurance 1
 OPMT 1187 Project Planning and Scheduling
 OPMT 1188 Management Information Systems
 OPMT 1191 Purchasing
 OPMT 1197 Statistics for Business and Industry
 OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
 OPMT 2290 Performance Measurement
 OPMT 2298 Business Process Re-engineering (formerly Productivity Engineering 2)

Plus two electives from

- COMP 1215 Lotus 1-2-3, level 1 and
 COMP 1216 Lotus 1-2-3, level 2 and
 COMP 1216 Lotus 1-2-3, level 3
 OPMT 1105 Engineering Economics
 OPMT 1151 Choosing and Using Micro Computers in Manufacturing
 OPMT 1107 Quality Management for Service Industries
 ORGB 2205 Organizational Behaviour 1
 OPMT 3306 ISO 9000 Standards for Quality Systems

MANAGEMENT CERTIFICATE IN MATERIALS MANAGEMENT

This program provides working adults with the training and education necessary to pursue a career in materials management. The program is of interest to anyone involved in materials management, buying, or related professions. Others benefiting from this program include: production and inventory control professionals who want to increase their knowledge of the field; newcomers to the profession who want to acquire a solid foundation on which to build a career; and those choosing careers in purchasing, accounting, production supervision, traffic or warehousing. This certificate includes some of the Canadian Association for Production and Inventory Control courses.

Required courses

- BUSA 1305 Supervisory Skills
 COMM 2204 Technical Reports
 CPIC 1105 Master Planning Certification Review (CAPIC)
 CPIC 1110 Principles of Inventory Control or CPIC 1210 or OPMT 1192
 CPIC 1210 Inventory Management Certification Review (CAPIC)
 CPIC 1350 Material/Capacity Requirements Planning (CAPIC)
 CPIC 1510 Production Activity Control (CAPIC)
 CPIC 1600 Just-In-Time Certification Review (CAPIC)
 CPIC 1615 Systems and Technologies Certification Review (CAPIC)
 OPMT 1106 Quality Assurance 1
 OPMT 1175 Warehouse Management
 OPMT 1191 Purchasing
 OPMT 1192 Inventory Planning and Control or CPIC 1110
 OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
 OPMT 2275 Warehouse Management 2
 OPMT 2298 Business Process Re-engineering (formerly Productivity Engineering 2)
 OPMT 3344 Total Quality Management (TQM)
 TDMT 1409 Introduction to Canada Customs Procedures and NAFTA

Plus one elective from the following

- OPMT 1105 Engineering Economics
 OPMT 1117 Basic Quantitative Techniques in Administration
 OPMT 1151 Choosing and Using Micro Computers in Manufacturing

MANAGEMENT CERTIFICATE IN QUALITY MANAGEMENT

This program is designed primarily for people working in the field of quality control or quality management in the manufacturing and service industries or government. It will be particularly helpful to those who already have the basic industrial and technological training for their work, but are new to facing quality-related responsibilities. Under the influence of global markets and international competition, the quality of products has acquired a totally new level of significance as a business strategy for survival. Graduates of this program will be well prepared to implement a cost-effective quality management system with its technical, legal and human aspects, in any organization. The quality-related courses in this program will also assist students intending to write the Certification Examinations of the American Society for Quality Control (ASQC).

Required courses

- COMM 2204 Technical Reports
 OPMT 1106 Quality Assurance 1
 OPMT 1107 Quality Management for Service Industries
 OPMT 1115 Software Quality Assurance
 OPMT 1142 Introduction to Quality Control Methods
 OPMT 2206 Quality Assurance 2
 OPMT 2242 Intermediate Quality Control Methods
 OPMT 3306 ISO 9000 Standards for Quality Systems
 OPMT 3342 Statistical Design of Experiments for Industry
 OPMT 3344 Total Quality Management (TQM) in Manufacturing
 OPMT 3345 Quality Auditing
 OPMT 3346 Reliability Principles

Any of the following electives will give additional credits toward the certificate. Other quality courses may be available at a later date.

- ORGB 2505 OPMT 1192
 FMGT 1152 OPMT 1197
 OPMT 1102 OPMT 1198
 OPMT 1188 OPMT 2248

Note: OPMT 1197 (or equivalent) is a prerequisite for OPMT 2242.

MANAGEMENT CERTIFICATE IN FACILITIES MANAGEMENT

Facilities Management involves the management and development of the work place to integrate people and their work in the operation to achieve the objectives of the organization.

The certificate in Facilities Management represents a collection of course offerings from Business, Engineering and Health Science 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.

The following courses are required to complete the Facilities Management Certificate:

- BLDG 3870 Project Management: Introduction to Building Development
 BLDG 3875 Construction Law in Project Management
 BUSA 1305 Supervisory Skills
 BUSA 2005 Management or BUSA 1305
 BUSA 3405 Problem Solving and Decision Making
 COMP 2203 Business Reports
 FMGT 1152 Accounting for the Manager
 HRMG 2805 Occupational Health & Safety
 OPMT 1117 Basic Quantitative Techniques in Administration
 OPMT 1125 Facilities Space Planning
 OPMT 1187 Project Planning and Scheduling
 OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
 OPMT 2125 Advanced Computer Aided Facility Management

Plus electives that total three units from

- AICO 1000 Auto CAD 1
 AICO 2000 Auto CAD 2
 BLDG 2830 Architectural CADD (AUTO ARCH)
 BUSA 2005 Management
 COMP 1215 Lotus 1-2-3 level 1
 COMP 1216 Lotus 1-2-3 level 2
 COMP 1220 dBASE level 1
 MECH 7060 Graphic System Management
 OPMT 1107 Quality Management for Service Industries
 OPMT 3306 ISO 9000 Standards for Quality Systems

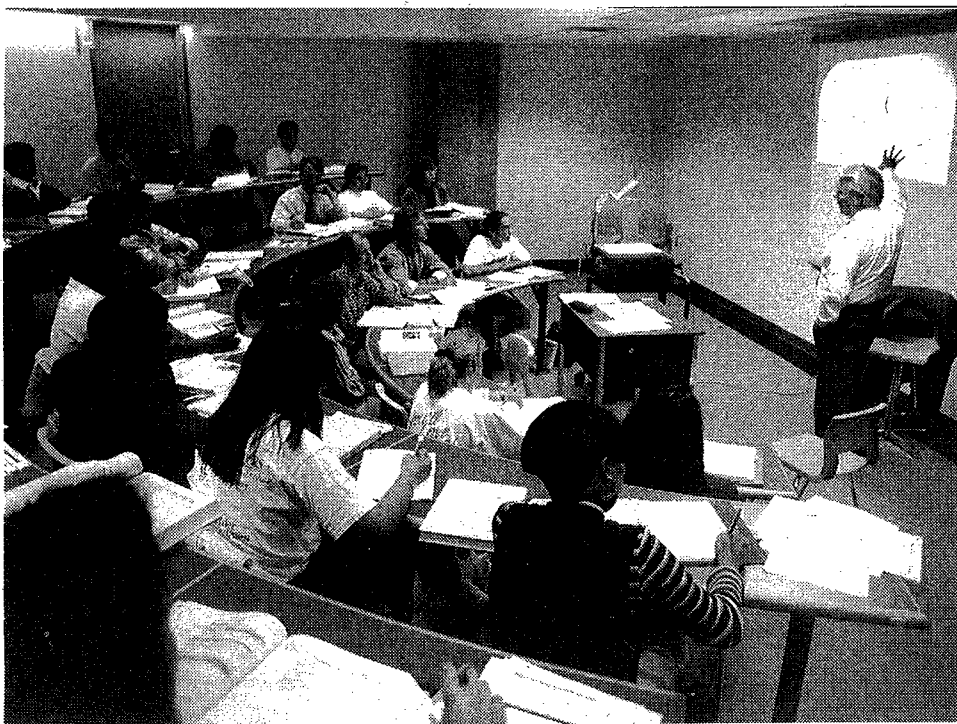
COURSES OFFERED IN THE FALL TERM

OPMT 0199 (OPMT 099) MATH FOR BUSINESS \$331

Upgrades and refreshes the mathematical skills of students who intend to enter the School of Business at BCIT. A suitable prerequisite for the mathematics courses in the School of Business as it meets the Math 11 entrance requirement. The course includes arithmetic, elementary algebra, graphical techniques, ratios, percentages and the elementary business applications of these concepts.

Date	Days	Weeks	Code	CRN
Aug 1	Mon-Thr	4 wks	BBY	30004
				1800-2100
Aug 14	Mon-Thr	2 wks	BBY	30005
				0900-1600
Aug 21	Mon-Thr	2 wks	BBY	30006
				0900-1600
Sep 12	Tue/Thr	8 wks	BBY	32656
	Tue/Thr	8 wks	DEC	32657
Sep 18	Mon/Wed	8 wks	SRY	32660
	Mon/Wed	8 wks	BBY	33529

FOR CLASSTIMES
SEE PAGES 5 & 8



Business

OPMT 1102 (OPMT 102) BASIC MATH OF FINANCE \$248

Discusses interest and its effects upon business and industry. The students learn to discriminate between common situations, apply necessary analysis and perform appropriate calculations. Topics include simple and compound interest, present values and discounts, annuities, evaluation methods and basic replacement analysis. Prerequisite: Basic algebraic skills to at least the Grade 11 level. Others should consider OPMT 0199. A minimum grade of 60% is required for course credit in OPMT 1110. (Do not buy a calculator until first class meeting.)

Sep 13 Wed 12 wks BBY CRN 32661
Wed 12 wks DEC 32662
Sep 21 Thr 12 wks SRY 32663
Sep 16 Sat 12 wks BBY 33530
0900-1200

OPMT 1106 (OPMT 106) QUALITY ASSURANCE 1 MANUFACTURING \$248

Introduces quality assurance for the manufacturing industries. The course presents a general overview of quality management topics: establishing the desired product quality and reliability and the conditions necessary to achieve them; quality planning; standards for quality management problems; economic factors; quality assurance and production; inspection and test operations; total quality control concepts. Class activities include films, video, group discussions and in-class group exercises. No prerequisites.

Sep 12 Tue 12 wks BBY CRN 32664

OPMT 1107 (OPMT 107) QUALITY MANAGEMENT FOR SERVICE INDUSTRIES \$248

Introduces quality management for service industries and for administrative or service functions at manufacturing companies. Methods and techniques for service quality programs which focus on total customer satisfaction, cost of programs and strategies for quality improvement. Case studies include: banking, insurance, education, retail trade, transportation, health services, public utilities, government, food services, hospitality, real estate and personal services.

Sep 13 Wed 12 wks BBY CRN 32665

OPMT 1110 (OPMT 110) BUSINESS MATHEMATICS \$331

Reviews basic mathematics applicable to business and industry. Topics include consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, leases, depreciation methods, capitalized costs, cash flow analysis, NPV and IRR. Emphasis is on maximum use of preprogrammed calculator and practical applications from the field of Financial Management.

Sep 15 Fri 12 wks DEC CRN 32650
0830-1230

OPMT 1115 (OPMT 115) SOFTWARE QUALITY ASSURANCE \$248

Covers the application of Quality Assurance principles to the development of computer software. The course will appeal to those individuals who are involved in the growing software development industry and want to meet modern requirements for design, verification and re-usability of software products.

Sep 13 Wed 12 wks BBY CRN 35879

OPMT 1117 (OPMT 117) BASIC QUANTITATIVE TECHNIQUES IN ADMINISTRATION \$248

Presents a study of simplified "hands-on" techniques to assist the administrator in decision-making using business mathematics and statistics. This practical course will include some problem-solving, graphs, interest applications, business descriptive statistics, sampling and forecasting. The use of the preprogrammed business calculator will be emphasized and the ease of using many electronic spreadsheet business applications will be demonstrated.

Sep 12 Tue 12 wks BBY CRN 33762

OPMT 1122 (OPMT 122) BLUEPRINT READING FOR FACILITIES \$248

Designed for facilities managers. Students will be introduced to layout, electrical, plumbing, site, construction, etc., specification drawings for cost estimation, code and equipment specifications.

Sep 14 Thr 12 wks BBY CRN 32667

OPMT 1125 FACILITIES SPACE PLANNING \$380

Provides an understanding of the applications of facilities planning as it relates to facilities management and covers space management and forecasting. Simple computer-aided facilities management (using Archibus/FM) will be introduced to enable the user to gain more control over their space by having better inventory of existing space, as well as tools for forecasting, allocation, layout and more.

Sep 12 Tue 12 wks BBY CRN 32668

OPMT 1142 (OPMT 142) INTRODUCTION TO QUALITY CONTROL METHODS \$248

Introduces QC methods. The course will begin with basic descriptive statistics and some standard graphical tools such as histograms, Pareto charts and scatter diagrams. The concept of process capability and the use of common control charts. Procedures for inspection sampling plans.

Sep 11 Mon 12 wks BBY CRN 32669

OPMT 1175 (OPMT 175) WAREHOUSE MANAGEMENT \$248

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.

Sep 12 Tue 12 wks BBY CRN 32670

OPMT 1187 (OPMT 187) PROJECT PLANNING AND SCHEDULING \$248

Designed for those who require basic information about the critical path method (CPM) and its application to project management. The course introduces the fundamentals of CPM as used in planning, scheduling, resource allocation and project management. It includes an introduction to planning and scheduling techniques; Gantt charts, arrow diagrams; precedence diagrams, PERT; time/cost relationships; resource allocation; bid determination; project management and the role of the computer.

Sep 13 Wed 12 wks BBY CRN 32671
Sep 20 Wed 12 wks SRY 32672

OPMT 1188 (OPMT 188) MANAGEMENT INFORMATION SYSTEMS \$248

Introduces business information systems for business operations, management decision-making and strategic advantage. Management information requirements will be discussed along with how an information system can fulfill these requirements at all levels of management. Through the discussion and demonstration of current trends, such as the use of groupware, the Internet and Business Process Re-engineering, the student will understand how the organization of the 90's can use information systems to gain strategic advantage in a global marketplace. The Systems Development Life Cycle will be used as a framework to propose the requirements to solve a management information systems problem.

Sep 13 Wed 12 wks SRY CRN 32673
Sep 14 Thr 12 wks BBY 32674

OPMT 1191 (OPMT 191) PURCHASING \$248

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

Sep 13 Wed 12 wks DEC CRN 32676
Sep 14 Thr 12 wks BBY 32677
Sep 19 Tue 12 wks SRY 32675

OPMT 1192 (OPMT 192) INVENTORY PLANNING AND CONTROL \$248

Covers objectives, records, forecasting, order point systems, MRP make/buy analysis and departmental organization.

Sep 11 Mon 12 wks BBY CRN 32678
Sep 20 Wed 12 wks SRY 32679

OPMT 1197 (OPMT 197) STATISTICS FOR BUSINESS AND INDUSTRY \$373

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

Sep 11 Mon/Wed 9 wks BBY CRN 32680
Sep 12 Tue/Thr 9 wks DEC 32682
Sep 18 Mon/Wed 9 wks SRY 32681

OPMT 1198 (OPMT 198) INTRODUCTION TO OPERATIONS MANAGEMENT \$248

(formerly Productivity Engineering 1) Presents the fundamentals in productivity improvement based on a systematic, scientific approach to problem-solving methods/improvements. Includes economic feasibility, recording techniques, assembly and analysis of data, critical examination, the development and selection of alternative solutions. Case materials will explore applications to manufacturing, warehouse, office, materials management and general management engineering.

Sep 13 Wed 12 wks BBY CRN 32683

OPMT 2197 QUANTITATIVE METHODS FOR BUSINESS \$248

Continues from OPMT 1197 by introducing computer software to perform basic descriptive statistics, inferential statistics and includes additional quantitative models such as decision-trees, multiple regression and the fundamentals of linear programming. Prerequisite: OPMT 1197 with a minimum grade of 65% or an equivalent college-level business statistics course (with minimum B- grade), accessibility to and basic knowledge of personal computer. The CGA of B.C. allows exemption for Quantitative Methods 2 with a grade of 65% or better in this course.

Sep 13 Wed 12 wks BBY CRN 33763

OPMT 2206 QUALITY ASSURANCE 2 MANUFACTURING \$248

Continues from OPMT 1106. Topics include Quality Assurance as it relates to marketing, engineering, purchasing and customer relations. QA support for marketing. The role of quality assurance during product development and design review; concepts of Taguchi methods. Vendor quality assurance, vendor quality rating systems, vendor certification. The relationship between Just-In-Time production and quality. Quality auditing. Legal aspects and product liability. Human factors in quality control; employee motivation and involvement.

Sep 11 Mon 12 wks BBY CRN 32689

OPMT 2242 INTERMEDIATE QUALITY CONTROL METHODS \$248

Helps candidates prepare for the certification examinations of the ASQC. This course is intended for people who have previous knowledge of statistics. Topics will include the use of distributions and tests to QC applications. The development of control charts and applications for standard industrial sampling schemes (MIL-STD-105, MIL-STD-414 and the commercial equivalents). Reliability concepts and calculations for basic models.

Sep 13 Wed 12 wks BBY CRN 32690

OPMT 2275 WAREHOUSE MANAGEMENT 2 \$248

Designed for students who have completed OPMT 1175. Upon successful completion, the student will have a sound understanding of Advanced Warehouse Management. Prerequisite: OPMT 1175.

Sep 14 Wed 12 wks BBY CRN 32691

OPMT 2287 PROJECT COST ESTIMATING \$248

Provides a basic course in the principles and methodology of cost estimating and the procedures for estimating project costs. The basic elements of estimates will be defined and sources of information identified. Students will develop their own model estimates progressively, during the course. The uses, accuracy and methods of evaluating risk and uncertainty of estimates will be examined. Prerequisite: OPMT 1187 or equivalent.

Sep 11 Mon 12 wks DEC CRN 32692

OPMT 2290 PERFORMANCE MEASUREMENT \$248

Provides an introductory, applications course to work measurement. Using the principles of work study, methods study, motion study and time analysis techniques, the student is well equipped to solve work study problems. Time measurement techniques such as stop watch, M.T.M. (Methods Time Measurement), M.O.S.T. (Maynard Operating Sequence Technique) will be discussed. This course will not license students as work study practitioners but will give them a basic understanding of the principles of work study, work methods and work measurement techniques. Prerequisite: OPMT 1198.

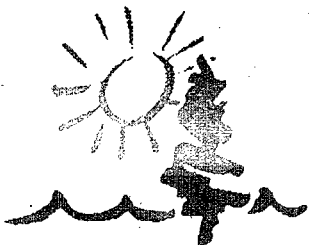
Sep 14 Thr 12 wks BBY CRN 32694

OPMT 2298 (OPMT 298) BUSINESS PROCESS RE-ENGINEERING \$248

(Formerly Productivity Engineering 2.) Examines why organizations should consider re-engineering initiatives, current practices and the challenges of re-engineering projects. Through lecture, discussion and case studies, students will develop an understanding of business redesign and the methods required to meet this challenge. The student will learn how to become an agent of change within the process of business renewal. Prerequisite: OPMT 1198 Introduction to Operations Management.

Sep 12 Tue 12 wks BBY CRN 32695

REGISTER NOW!
PHONE:
(604) 434-1610
FAX:
(604) 430-1331



ENVIRO TIP
Carpool — reduce smog, acid rain and stabilize Green House gases!

OPMT 3306 ~~OPMT~~ ISO 9000 QUALITY STANDARDS \$248

Familiarizes students with the use of the ISO 9000 International Standards for Quality Management and Quality Assurance systems. The series consist of ISO 9000, 9001, 9002, 9003 and 9004. Topics include the purpose and requirements of the ISO Standards and the selection of the standard most applicable to the goals and operations of your company; assessment of existing company operations in terms of the standards and the changes needed to implement the selected ISO standard; and the steps to be followed to achieve approval and registration of the company quality system for accomplishment to the ISO requirements.

Sep 12 Tue 12 wks BBY CRN 33437

OPMT 3346 RELIABILITY PRINCIPLES \$248

Provides an introductory survey of reliability studies and testing. Topics include the nature of reliability and its role in a system life cycle; factors influencing inherent reliability and field use degradation; reliability trade-offs; developing a reliability program; planning reliability at the conceptual design stage; prediction for reliability models; failure mode, effect and criticality analysis; fault tree analysis; types of reliability tests: environmental testing, accelerated life testing, burn-in tests; failure reporting and corrective action; maintainability concepts. Prerequisite: OPMT 1197, 2242 or equivalent.

Sep 12 Tue 12 wks BBY CRN 35880

IS IT TIME FOR A CAREER RENEWAL??

SENIOR CERTIFICATE FOR TRADESPERSONS (604) 451-6743

Students can now keep working while acquiring the essential academic, personal management and team building skills to help them advance their management career. Students are encouraged to join our program head to learn more about this exciting opportunity by attending a special orientation session.

Date: October 4, 1995
and November 22, 1995
Time: 1830 - 2000
Place: SW1, Room 1125

Call Student Services at (604) 434-3304 to preregister.

TRANSPORTATION LOGISTICS (604) 451-6743 (604) 451-7032

MANAGEMENT CERTIFICATE IN TRANSPORTATION LOGISTICS

This program is designed for those engaged in both the buying and selling of transportation and distribution of goods.

Required courses
BUSA 1305 Supervisory Skills
OPMT 1102 Basic Mathematics of Finance
OPMT 1188 Management Information Systems
OPMT 1191 Purchasing
OPMT 1192 Inventory Planning and Control
OPMT 1197 Statistics for Business and Industry
OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
TDMT 1101 Geography of Trading 1

TDMT 1104 International Trade 1
TDMT 1150 Distribution 1 (C.I.T.T.)
TDMT 1409 Introduction to Canada Customs Procedures and NAFTA
TDMT 2203 Transportation Economics
TDMT 2204 International Trade 2
TDMT 2250 Distribution 2 (C.I.T.T.)
TDMT 4410 Logistics Management

Suggested electives
OPMT 1107 Quality Management for Service Industries
OPMT 1175 Warehouse Management I
OPMT 2275 Advanced Warehouse Management
TDMT 3413 Traffic and Transportation Management

COURSES OFFERED IN THE FALL TERM

TDMT 1101 GEOGRAPHY OF TRADING \$248

Covers in detail the role of transportation, major trading routes and ports, and other factors in the development of resources for the world and Canada. Emphasis is placed on Canada as a major resource producer, particularly in the emerging Pacific Rim.

Sep 12 Tue 12 wks DEC CRN 32651

TDMT 1104 INTERNATIONAL TRADE 1 \$248

Examines how the operating environment affects trade and trading relationships. The course of studies covers topics related to the location of markets, the infrastructure necessary for a successful market, current trade patterns and future trends in trading. Emphasis will be placed on explanations of how the operating environments affect production, transportation and marketing.

Sep 11 Mon 12 wks BBY CRN 36059

TDMT 1150 DISTRIBUTION 1 (CITT) \$248

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

Sep 13 Wed 12 wks BBY CRN 32652

TDMT 1409 INTRODUCTION TO CANADA CUSTOMS PROCEDURES AND NAFTA \$373

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.

Sep 18 Mon/Wed 9 wks BBY CRN 32655

TDMT 2203 TRANSPORTATION ECONOMICS \$248

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

Sep 13 Wed 12 wks BBY CRN 32653

TDMT 2250 DISTRIBUTION 2 (CITT) \$248

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

Sep 14 Thr 12 wks BBY CRN 32654

BCIT INTERNATIONAL (604) 432-8232

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

The philosophy of BCIT International is to:

- provide quality programs that will prepare international students and new-landed immigrants for academic success;
- assist international students and new-landed immigrants with their integration to BCIT and surrounding community.

BCIT's international students come from many different cultural backgrounds and from virtually every point on the globe. International students make up less than 3% of BCIT's student population.

SPECIAL PROGRAMS

COMPUTER SKILLS FOR THE OFFICE (CSO)

An eight-month, two-term program where students develop their English language skills while becoming proficient in software used in today's business environment. Students learn Windows, Word, Excel, desktop publishing and accounting software (ACCPAC). CSO is a cooperative training program with Vancouver Maple Leaf Language College. Prerequisite: High School and a TOEFL score of 450. Direct entry to term 2, TOEFL 515 or equivalent.

MEDIA TECHNIQUES FOR BUSINESS (MTB)

This 12-month, four-term program is designed for people with an interest in sales, marketing, public relations, motivation, fundraising and international corporate communications. Students learn and develop skills and techniques used in corporate, industrial, educational and marketing communications. Prerequisite: TOEFL 515 or equivalent.

INTERIOR DESIGN PROGRAM (IDP)

This 12-month, four-term program combines English language training with an introduction to residential Interior Design preparing students for careers in design offices, retail stores or industry suppliers featuring residential or office design. Prerequisite: TOEFL 500 or equivalent.

REGISTER NOW!
PHONE:
(604) 434-1610
FAX:
(604) 430-1331

OH NO, YOU HAD TO CANCEL IT??

Sorry, but sometimes excellent courses with super instructors are cancelled if someone waits until the last minute to register. Our programmers make a decision approximately one week prior to a course start date to allow for proper preparation. Minimum class numbers must be registered at that time, so please register early to avoid disappointment for yourself, others and the instructor.

BUSINESS MANAGEMENT STUDIES (BMS)

This program offers the second language student an opportunity to develop their English language skills to BCIT's standard while also earning credit in business courses. The length of the program is dependent on the students entry term and English improvement. An example of subjects include Management, Marketing, Accounting, Economics and Organizational Behaviour. Successful students will be in an excellent position to transfer credits toward BCIT business diploma programs and/or to other Canadian or US institutions. Prerequisite: High School and a TOEFL score of 515 or equivalent.

ACADEMIC BUSINESS PROGRAM (ABP)

An eight-month, two-term intensive program perfect for students who wish to develop English language skills while also earning internationally recognized credits in Business. ABP is a cooperative training program with Vancouver Maple Leaf Language College. Prerequisite: High School and a TOEFL score of 450. Direct entry to term 2, TOEFL 515 or equivalent.

AIRCRAFT MAINTENANCE TECHNICIAN (AMT) AIRCRAFT MAINTENANCE ENGINEER

This 16-month program prepares students for positions in the aviation industry as aircraft mechanics. Students learn and practice maintenance tasks on light, medium and heavy fixed and rotary wing aircraft. Pre-program training in English and/or Math upgrading is available if required. Prerequisite: High School and a TOEFL score of 550 or equivalent.

SPECIAL SERVICES FOR INTERNATIONAL STUDENTS

- Accommodation/Homestay*
 - Airport Reception*
 - Orientation
 - Registration
 - Academic Advising
 - Social & Cultural activities
 - Airport Departures*
- * A fee will be charged for these services.

INFORMATION

For further information on our Special Programs, please contact:
Tel. (604) 432-8232
Fax (604) 430-9042
e-mail: ietr0010@bcit.bc.ca



SPS SAFETY TIPS
Wear comfortable clothing and shoes to allow you to move freely.

FOR CLASSTIMES SEE PAGES 5 & 8

Computer Systems

CLASS TIMES

Generally, classes at all sites run for three hours per night, one or two nights a week, Monday through Thursday, unless otherwise noted in course descriptions or at registration. For addresses of the below listed locations, please see page 4 under Campus locations/Office hours.

BURNABY (BBY) 1845-2145
 DOWNTOWN EDUCATION
 CENTRE (DEC) 1730-2030
 PACIFIC MARINE TRAINING
 CAMPUS (PMT) See course descriptions
 HOLDOM AVENUE (HOL) 1845-2145
 VANCOUVER (VCR) 1845-2145
 PLAZA OF NATIONS (PLA)
 See course descriptions

ADVANCED DIPLOMA IN SOFTWARE DEVELOPMENT

Computer Systems Technology offers an ADVANCED DIPLOMA PROGRAM IN SOFTWARE DEVELOPMENT. The ADP can lead to a Bachelor of Technology degree in Computer Systems in the near future.

The ADP Program is designed for
 a) graduates of two-year diploma programs in Computer Systems;
 b) computer professionals wishing to acquire recognized formal qualifications;
 c) people who hold degrees in other related disciplines.

COMP 7057
NEURAL NETWORK APPLICATIONS \$365
 For a description, use a Web browser such as Mosaic or Netscape to look at URL <http://www.soe.bcit.bc.ca/scas/cst/courses/comp7057/comp7057.htm>.

Sep 14 Thr 12 wks BBY CRN 36238
 1730-2100

COMP 7655
TECHNICAL ISSUES IN SOFTWARE DEVELOPMENT \$519
 Covers the various techniques and methodologies used in developing software. Emphasis is on the technical (rather than management) issues. Prerequisite: Knowledge in programming, systems analysis and design database principles.

Sep 12 Tue/Thr 12 wks BBY CRN 32869

COMP 7660
ADVANCED DATABASE \$519
 Provides an in-depth study of the relational model, relational database design (logical and physical), query languages (SQL), query processing techniques and optimization. Prerequisite: COMP 3710 or equivalent.

Sep 12 Tue/Thr 12 wks BBY CRN 32873

COMP 7830
APPLIED RESEARCH METHODS IN SOFTWARE DEVELOPMENT \$315
 Introduces the various research methods that are appropriate in applied research projects on Computer Systems. Suitable formal statistical as well as empirical approaches are covered. Prerequisite: ADP/B.Tech. admission.

Sep 23 Sat* 6 wks BBY CRN 32870
 Every Other Saturday
 0900-1600

COMP 7840
COMPUTER GRAPHICS FUNDAMENTALS \$519
 Covers the fundamentals of interactive 2D/3D computer graphics from a simple line drawing to complex surface rendering in full shaded colour. Uses X Windows and the OPENLOOK Graphical User Interface working under UNIX on Sun SPARCstations.

Sep 11 Mon/Wed 12 wks BBY CRN 32871
 1730-2030

COMP 8651
DATA COMMUNICATIONS APPLICATIONS \$519

Presents practical issues involving the use and implementation of modern communication systems. Prerequisite: COMP 7651.

Sep 13 Wed/Fri 12 wks BBY CRN 32874

For registration, or for more information, please contact:
 Robertta Pajunen
 Tel. (604) 432-8459
 Fax. (604) 432-9572

OFFICE COMPUTER APPLICATIONS

NOTE: Most courses will require texts or supplies that should be purchased during the first session of the course. Course Fees do not normally include texts or supplies. Software purchase may be required in some courses. It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

COMP 0250
QUICK TOUR OF MICROSOFT OFFICE 4.2 FOR WINDOWS \$131

Introduces the three Microsoft Windows applications: Word 6.0 for Windows, Excel 5.0 for Windows, and Powerpoint 4.0 for Windows. Covers, by combining lecture and hands-on, the basics of creating, editing, enhancing and printing documents. Prerequisite: COMP 1006/1212 or equivalent.

Sep 13 Wed 2 wks VCR CRN 35928
 Oct 25 Wed 2 wks VCR 35929

COMP 0260
QUICK TOUR OF EXCEL 5.0 FOR WINDOWS \$65

Introduces the basic features of Excel 5.0 for Windows. Covers, by combining lectures and hands-on, the basic fundamental principles and practical skills required for producing sophisticated and professional looking worksheets quickly and easily. Prerequisite: COMP 1006/1212 or equivalent.

Sep 27 Wed 1 wk VCR CRN 35930
 Nov 8 Wed 1 wk VCR 35931

COMP 0265
QUICK TOUR OF WORD 6.0 FOR WINDOWS \$65

Introduces the basic features of this popular word processor. Covers, by combining lectures and hands-on, the basic tools needed to produce professional looking documents quickly and easily. Prerequisite: COMP 1006/1212 or equivalent.

Oct 4 Wed 1 wk VCR CRN 35901
 Nov 15 Wed 1 wk VCR 35902

COMP 0270
QUICK TOUR OF ACCESS 2.0 FOR WINDOWS \$65

Introduces the basic features of this popular database package. Covers, by combining lectures and hands-on, the basic tools needed to manage data, find specific information, sort data and create professionally-formatted reports quickly and easily. Prerequisite: COMP 1006/1212 or equivalent.

Oct 11 Wed 1 wk VCR CRN 35903
 Nov 22 Wed 1 wk VCR 35904

COMP 0281
QUICK TOUR OF POWERPOINT 4.0 FOR WINDOWS \$65

Introduces the basic features of this best-selling presentation graphics software package which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers, by combining lectures and hands-on, the basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: COMP 1006/1212 or equivalent.

Oct 18 Wed 1 wk VCR CRN 35905
 Nov 29 Wed 1 wk VCR 35906

COMP 1007
UNDERSTANDING WINDOWS 2 \$351

Introduces the new Windows 95 interface and covers basic and beyond basic tasks. Covers the Start menu, taskbar and explorer. Uses the Control Panel to change the Systems settings for the way Windows looks and works. Topics include organizing files and folders, and working within documents and printing from Windows. Prerequisite: COMP 1006/COMP 1212 or equivalent.

Sep 13 Wed 6 wks BBY CRN 35916
 Oct 25 Wed 6 wks BBY 35915

COMP 1027
MAC ESSENTIALS \$312

Uses Microsoft and Aldus Software to present the MAC method of word processing, spreadsheets, database and desktop publishing. Designed for students to learn the basics quickly. Prerequisite: None.

Sep 13 Wed 12 wks BBY CRN 32833

COMP 1050
UNDERSTANDING OS/2 WARP 1 \$351

Explores the LaunchPad, and both the desktop and its objects, of this operating system from IBM. Topics include customizing the desktop, using the command prompts folder, as well as how to view, copy, move and delete objects and disk information from the hard disk and diskettes. Prerequisite: COMP 1001/1005 or equivalent.

Sep 12 Tue 6 wks VCR CRN 35918
 Oct 24 Tue 6 wks VCR 35917

COMP 1104
INTRODUCTION TO COMPUTING \$390

Uses lectures and practical exercises to present topics on computer terminology, hardware, software, the Disk Operating System (DOS), a word-processing package and a spreadsheet package. Prerequisite: None.

Sep 13 Wed 14 wks DEC CRN 32753
 0900-1215
 Wed 14 wks DEC 32756
 1315-1630

COMP 1213
WORDPERFECT 6.1 FOR WINDOWS LEVEL 1 \$351

Explains WordPerfect 6.1 for Windows. Topics include document creation; formatting margins, tabs, line spacing; underline, bold, italics, centre, font types and sizes; selecting; cut, copy and paste; customize toolbars; automatic page numbering; Thesaurus, spell and grammar checks; and mail merge. Prerequisite: COMP 1006/1212.

Sep 14 Thr 6 wks VCR CRN 32797

COMP 1214
WORDPERFECT 6.1 FOR WINDOWS LEVEL 2 \$351

Continues from COMP 1213, Level 1. Covers bullets, numbers, headers, footers, document comments, password, abbreviations, envelopes, labels newspaper and parallel columns file management; quick list, record and play macros, sort and select; tables and graphics. Prerequisite: COMP 1213.

Oct 26 Thr 6 wks VCR CRN 32798

COMP 1215
LOTUS 1-2-3 FOR WINDOWS LEVEL 1 \$234

Introduces the fundamental concepts of spreadsheets using Lotus 1-2-3 for Windows. Provides comprehensive coverage of the basic principles needed to build electronic worksheets. Prerequisite: COMP 1006/1212.

Sep 13 Wed 4 wks HOL CRN 32814

COMP 1216
LOTUS 1-2-3 FOR WINDOWS LEVEL 2 \$234

Continues from COMP 1215. Covers the Lotus 1-2-3 for Windows database module and graph production. Includes creating and using templates, building complex formulas and using the built-in functions. Prerequisite: COMP 1215.

Oct 11 Wed 4 wks HOL CRN 32815

COMP 1217
LOTUS 1-2-3 FOR WINDOWS LEVEL 3 \$234

Continues from COMP 1216. Uses Lotus 1-2-3 for Windows to examine the creation and use of Macros. Covers file linking, automating tasks, building menus and using advanced built-in functions. Prerequisite: COMP 1216.

Nov 8 Wed 4 wks HOL CRN 32816

COMP 1220
DBASE FOR WINDOWS 1 \$234

Explores the dBASE for Windows interface including the Navigator. Topics include database concepts, creating, maintaining and modifying tables and designing view queries. Access to a computer outside of class time would be beneficial. Prerequisite: COMP 1005/1006 or equivalent.

Sep 14 Thr 4 wks HOL CRN 32817

COMP 1221
DBASE FOR WINDOWS 2 \$234

Continues exploration of dBASE for Windows by enhancing basic relational database skills. Topics include indexing and sorting, linking tables and creating basic reports. Access to a computer outside of class time is recommended. Prerequisite: COMP 1220.

Oct 12 Thr 4 wks HOL CRN 32818

COMP 1222
DBASE FOR WINDOWS 3 \$234

Continues from Level 2 COMP 1221. Continues enhancing dBASE for Windows knowledge by building on power skills. Topics include designing advanced forms, complex queries and advanced reports. Access to a computer outside of class time is recommended. Prerequisite: COMP 1221.

Nov 9 Thr 4 wks HOL CRN 32819

COMP 1226
PARADOX FOR WINDOWS LEVEL 1 \$351

Provides the necessary skills to create single and multi-table data bases in a windows environment. Also covers the use of forms, queries and reports in database management. Prerequisite: COMP 1006/1212 or equivalent.

Sep 13 Wed 6 wks VCR CRN 35919

COMP 1227
PARADOX FOR WINDOWS LEVEL 2 \$351

Continues from COMP 1226, level 1. Enhances skills in forms and query design. Covers advanced features including graphing, and importing and exporting from other applications. Prerequisite: COMP 1226.

Oct 25 Wed 6 wks VCR CRN 35920

Computer Systems

COMP 1230
WORDPERFECT FOR WINDOWS \$312
Covers the basic level of this current word processing package and many of its special features. Prerequisite: COMP 1001/1006.

Sep 14 Thr 12 wks BBY CRN 32824

COMP 1233
LOTUS AMIPRO LEVEL 1 \$351
Covers the basic features of this word processing package, version 3.1, including basic editing features, page layout, spell check, thesaurus, grammar, headers and footers, mailmerge, file and print management. Prerequisite: COMP 1006/1212 or equivalent.

Sep 12 Tue 6 wks HOL CRN 35921

COMP 1234
LOTUS AMIPRO LEVEL 2 \$351
Continues from Lotus AmiPro Level 1 (COMP 1233). Topics include tables and frames, drawing and graphics, charting, table of contents, equations, columns, sort style and user setup. Prerequisite: COMP 1233.

Oct 24 Tue 6 wks HOL CRN 35922

COMP 1238
MICROSOFT WORKS 1 \$351
Covers the basic features needed to do word processing, spreadsheets, and database management all within this integrated software application. Provides an overview of WORKS, word processing topics and some spreadsheet topics. Prerequisite: COMP 1006/1212 or equivalent.

Sep 14 Thr 6 wks HOL CRN 35923

COMP 1239
MICROSOFT WORKS 2 \$351
Continues from COMP 1238. Covers more about spreadsheets, drawing, Clipart and Wordart. Database topics include set up of files, data entry, input screen, queries and reports, mailmerge and labels. Prerequisite: COMP 1238.

Oct 26 Thr 6 wks HOL CRN 35924

COMP 1245
ACCPAC GENERAL LEDGER \$351
Covers the general ledger system, including converting existing systems to Accpac, batch transaction, and printing reports. Prerequisite: COMP 1005/1006 and basic understanding of accounting principles.

Sep 11 Mon 6 wks VCR CRN 32827

COMP 1246
ACCPAC A/R AND A/P \$351
Covers the entire cycles of Accounts Receivable and Payable, including the interface to the Accpac General Ledger. Prerequisite: COMP 1245.

Oct 30 Mon 6 wks VCR CRN 32831

COMP 1255
COMPUTERIZED ACCOUNTING \$312
Teaches the Simply Accounting for WINDOWS integrated package to those with some knowledge of computing and accounting. Covers setting up a complete set of books including G/L, accounts receivable, accounts payable, inventory and payroll. Prerequisite: COMP 1001/1006, FMGT 1100.

Sep 14 Thr 12 wks BBY CRN 32832

COMP 1261
EXCEL LEVEL 1 \$351
Provides comprehensive coverage of this state-of-the-art Windows spreadsheet program, including the fundamental principles and practical skills required to produce professional-looking worksheets. Includes workbook and worksheet basics, using formulas and built-in functions, editing and formatting techniques, formatting styles, custom numeric and date formatting, printing, password protection and special techniques to increase efficiency. Prerequisite: COMP 1006/1212 or equivalent.

Sep 11 Mon 6 wks BBY CRN 33718
Sep 12 Tue 6 wks VCR 32834
Sep 14 Thr 6 wks PMT 36007
Oct 30 Mon/Wed/Fri 2 wks PLA 35995
0900-1200

COMP 1262
EXCEL LEVEL 2 \$351
Covers advanced topics in spreadsheet design. Includes creating and using Templates, Charts, Database Lists and Filters, Subtotals, Outlines, Macros, 3D Formulas, and linking and consolidating multiple workbooks and worksheets. Prerequisite: COMP 1261 or equivalent.

Oct 24 Tue 6 wks VCR CRN 32835
Oct 26 Thr 6 wks PMT 36008
Oct 30 Mon 6 wks BBY 33717
Nov 20 Mon/Wed/Fri 2 wks PLA 35996
0900-1200

COMP 1263
MS PROJECT/WINDOWS 4.0 LEVEL 1 \$351
Reviews features, including the extensive on-line Help facility and Cue Cards of Microsoft Project, a powerful full-featured project management tool. Topics include creating and organizing a schedule and task lists, assigning resources and costs, working with views, printing view and reports. Prerequisite: COMP 1006/1212 or equivalent.

Sep 12 Tue 6 wks BBY CRN 35997

COMP 1264
MS PROJECT/WINDOWS 4.0 LEVEL 2 \$351
Continues from COMP 1263 Level 1. Covers working with multiple projects, automating work, customizing Project, and sharing information between applications. Prerequisite: COMP 1263.

Oct 24 Tue 6 wks BBY CRN 35998

COMP 1266
WORD FOR WINDOWS LEVEL 1 \$351
Provides comprehensive coverage of this state-of-the-art Windows word processing program. Includes word processing basics, formatting, styles, setting tabs and indents, multi-column documents, headers and footers, spell-checker, search and replace, and working with multiple documents. Prerequisite: COMP 1006/1212 or equivalent.

Sep 11 Mon 6 wks VCR CRN 32856
Sep 13 Wed 6 wks PMT 36009
Sep 14 Thr 6 wks BBY 33720
Sep 25 Mon/Wed/Fri 2 wks PLA 35999
0900-1200

COMP 1267
WORD FOR WINDOWS LEVEL 2 \$351
Covers advanced techniques including creating and using Templates, incorporating Tables and Pictures into documents, using Frames and Text Boxes, recording and running Macros, using Mail Merge to print form letters, mailing labels and envelopes, and customizing the Toolbar, Menu and Keyboard. Prerequisite: COMP 1266.

Oct 16 Mon/Wed/Fri 2 wks PLA CRN 36000
0900-1200
Oct 25 Wed 6 wks PMT 36010
Oct 26 Thr 6 wks BBY 33719
Oct 30 Mon 6 wks VCR 32857

COMP 1270
MICROSOFT ACCESS 1 \$351
Begins with an overview of Access and its object-oriented approach to relational database management. Provides the experience and skill necessary to create a database with multiple tables, create forms, reports and queries. Prerequisite: COMP 1006/1212 or equivalent.

Sep 12 Tue 6 wks PMT CRN 36011
Sep 13 Wed 6 wks BBY 33722
Dec 4 Mon/Wed/Fri 2 wks PLA 36001
0900-1200

COMP 1271
MICROSOFT ACCESS 2 \$351
Continues from COMP 1270 and provides the skills necessary to use advanced features of form and query creation including OLE to add graphs and pictures from other applications, and import and export from spreadsheets and other Database application packages. Prerequisite: COMP 1270.

Oct 24 Tue 6 wks PMT CRN 36012
Oct 25 Wed 6 wks BBY 33721

COMP 1273
ACCESS DEVELOPMENT 1 \$351
Covers the process of designing applications through the use of macros and the Access Basic programming language. Explores the built-in data design features such as event properties, custom menus and toolbars, to effectively tie database objects together into a coherent system. Prerequisite: COMP 1271.

Sep 14 Thr 6 wks VCR CRN 35925

COMP 1274
ACCESS DEVELOPMENT 2 \$351
Continues from and builds further on COMP 1273 by exploring and working with the programming language, Data Access Objects (DAO), and handling errors. Discusses in-depth coverage of Events, Modules, Procedures and Structures. Prerequisite: COMP 1273.

Oct 26 Thr 6 wks VCR CRN 35926

COMP 1281
MICROSOFT POWERPOINT 1 \$351
Provides an in-depth and comprehensive introduction to this best selling presentation graphics software package which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers, by combining lectures and hands-on, the basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: COMP 1006/1212 or equivalent.

Sep 12 Tue 6 wks BBY CRN 33827

COMP 1282
MICROSOFT POWERPOINT 2 \$351
Covers advanced topics in presentation design, using special features to add sophistication to presentations. Topics include creating and adding graphs, clip art, tables and organization charts, linking information from other products such as Microsoft Word and Microsoft Excel. Uses the Build feature to create topic effects, adding transitions for special effects, setting slide timings and creating a drill-down document. Prerequisite: COMP 1281.

Oct 24 Tue 6 wks BBY CRN 33828

COMP 1283
LOTUS FREELANCE PLUS 1 \$351
Uses version 2.0 to provide a basic understanding in making an impressive presentation. Covers the basic tools to produce slides, overheads and on-screen presentations. Topics include creating a presentation, attributes, printing, and screen show. Prerequisite: COMP 1006/1212 or equivalent.

Sep 11 Mon 6 wks PLA CRN 35993

COMP 1608
CHINESE INPUT METHODS AND OPERATING SYSTEMS \$234
Covers a few popular Chinese Input Methods including Tsang Jai, Pinyin (Mandarin or Cantonese) and English-Chinese. After learning the different types of input methods, this course will focus on the most useful and difficult one, Tsang Jai, by understanding the composition of the radicals and the logic in the input sequence. Covers, at the same time, features in TwinBridge (a Chinese operating system) such as font management and phrase input. Medium of Instruction: Cantonese. Prerequisite: COMP 1006/1212 or equivalent.

Oct 30 Mon 4 wks PLA CRN 36002

COMPUTER SYSTEMS
(604) 451-6978 (24 HRS)

NOTE: Most courses will require texts or supplies that should be purchased during the first session of the course. Course Fees do not normally include texts or supplies. Software purchase may be required in some courses.

It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

COMP 0001
COMPUTING FOR THE TIMID \$109
Introduces the computer to those who have never used one and are afraid to. Prerequisite: None.

Sep 11 Mon 4 wks BBY CRN 32854

Sep 16 Sat 2 wks BBY 32860
0900-1600

Sep 17 Sun 2 wks DEC 32861
0900-1600

Oct 16 Mon 4 wks BBY 32855

Nov 20 Mon 4 wks BBY 32862

Correspondence 12 wks BBY CRN 35932

COMP 1001
UNDERSTANDING PC/MS DOS \$156
Gives an in-depth knowledge of the PC/MS Disk Operating System (DOS) to those who feel they know little about a PC. Prerequisite: COMP 0001 or equivalent.

Sep 11 Mon 6 wks BBY CRN 32759

Sep 12 Tue 6 wks BBY 32763

Oct 24 Tue 6 wks BBY 32764

Oct 30 Mon 6 wks BBY 32760

COMP 1006
UNDERSTANDING WINDOWS 1 \$254
Explores the Windows 3.1 desktop, disk management, control panel features and some bundled Windows applets. Topics include working with the mouse and keyboard shortcuts, navigating the desktop, using the File Manager to manage files, customizing the desktop and applets such as Cardfile, Calendar, Notepad and Write. DOS knowledge would be beneficial. Prerequisite: COMP 0001 or equivalent.

Sep 11 Mon/Wed/Fri 2 wks PLA CRN 35994
0900-1200

Mon 6 wks DEC 35913

Mon 6 wks PMT 36005

Mon 6 wks HOL 35912

Sep 14 Thr 6 wks BBY 35909

Sep 30 Sat 3 wks BBY 35908
0900-1600

Oct 1 Sun 3 wks DEC 35911
0900-1600

Oct 26 Thr 6 wks BBY 35910

Oct 30 Mon 6 wks DEC 35907

Mon 6 wks HOL 35914

Mon 6 wks PMT 36006



Computer Systems

COMP 1010 WORD PROCESSING CONCEPTS \$109

Introduces the beginner-level student to the basic concepts of word processing using a micro-computer. Prerequisite: COMP 1001/1005/1006 or equivalent.

Sep 11	Mon	4 wks	BBY CRN	32776
Sep 12	Tue	4 wks	BBY	32777
Oct 21	Sat	2 wks	BBY	32778
		0900-1600		
Oct 22	Sun	2 wks	DEC	32775
		0900-1600		

COMP 1015 SPREADSHEET CONCEPTS \$109

Introduces the beginner-level student to the basic concepts of spreadsheets by using a micro-computer. Prerequisite: COMP 1001/1005/1006 or equivalent.

Oct 10	Tue	4 wks	BBY CRN	32782
Oct 16	Mon	4 wks	BBY	32779
Nov 4	Sat	2 wks	BBY	32780
		0900-1600		
Nov 5	Sun	2 wks	DEC	32781
		0900-1600		

COMP 1020 MICRO DATABASE CONCEPTS \$109

Introduces the beginner-level student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 1001/1005/1006 or equivalent.

Nov 7	Tue	4 wks	BBY CRN	33424
Nov 19	Sun	2 wks	DEC	32785
		0900-1600		
Nov 20	Mon	4 wks	BBY	32786
Nov 25	Sat	2 wks	BBY	32784
		0900-1600		

COMP 1240 LOTUS 1-2-3 \$312

Covers all of the basic principles of this spreadsheet package. Software not provided. Prerequisite: None.

Sep 13	Wed	12 wks	BBY CRN	32826
	Wed	12 wks	DEC	32825

COMP 1401 PROGRAMMING CONCEPTS/METHODS \$312

Covers the principles and concepts of computer programming for those intending to become involved in the computer industry. Prerequisite: COMP 1001/1006, 1010, 1015, 1020 or equivalent.

Sep 11	Mon	12 wks	BBY CRN	32792
Sep 12	Tue	12 wks	BBY	32795
Sep 13	Wed	12 wks	BBY	32796
Sep 14	Thu	12 wks	BBY	32799
Sep 16	Sat	12 wks	BBY	32794
		0900-1200		

COMP 1403 WINDOWS CONCEPTS/PROGRAMMING \$312

Introduces Windows to the novice or experienced DOS-based Software Developer. Topics include Program Manager, File Manager, Control Panel, Desktop Accessories and basic operations in Windows. Also covers event-driven programming, windowing, and basic concepts and capabilities of the Graphical User Interface. Prerequisite: COMP 1001/1006, 1010, 1015, 1020 or equivalent.

Sep 12	Tue	12 wks	BBY CRN	33436
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COMP 1405 MAINFRAME ASSEMBLER PROGRAMMING LANGUAGE 1 \$312

Presents the 1st-level course of programming in Assembler on the IBM Mainframe computer. Prerequisite: COMP 1401 (65% or better) or equivalent data processing experience.

Sep 13	Wed	12 wks	BBY CRN	32805
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COMP 1410 MICROCOMPUTER PC ASSEMBLER PROGRAMMING LANGUAGE 1 \$312

Presents a first-level course in programming using the Assembler Language on the IBM PC microcomputer. Prerequisite: COMP 1401.

Sep 15	Fri	12 wks	BBY CRN	32811
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COMP 1420 RPG PROGRAMMING LANGUAGE 1 \$312

Provides students with a working knowledge of RPG using the AS/400 that they can apply to the coding of a program of medium complexity. Prerequisite: COMP 1401.

Sep 12	Tue	12 wks	BBY CRN	32807
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COMP 1430 QUICK BASIC PROGRAMMING LANGUAGE 1 \$312

Provides an understanding of Quick BASIC programming language as used on an IBM-type PC, including basic applications, validating input data, files, string handling, subroutines and writing reports. Prerequisite: COMP 1401.

Sep 11	Mon	12 wks	BBY CRN	32813
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COMP 1435 DBASE IV PROGRAMMING LANGUAGE 1 \$312

Covers the elementary programming features of dBASE, FOXPRO and CLIPPER (all versions), including development of a menu-driven system. Software not provided for take home. Prerequisite: COMP 1401.

Sep 14	Thu	12 wks	BBY CRN	32823
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COMP 1440 COBOL PROGRAMMING LANGUAGE 1 \$248

Introduces all language components required to write simple business report programs. Prerequisite: COMP 1401/COMP 1510.

Sep 14	Thu	12 wks	BBY CRN	32837
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COMP 1445 PL/1 PROGRAMMING LANGUAGE 1 \$248

Provides a first-level course for students who have some programming background. Covers record and stream I/O, structures, arrays and functions. Prerequisite: COMP 1401.

Sep 13	Wed	12 wks	BBY CRN	32838
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COMP 1450 PASCAL PROGRAMMING LANGUAGE \$312

Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. Prerequisite: COMP 1401.

Sep 11	Mon	12 wks	BBY CRN	32839
Sep 12	Tue	12 wks	BBY	32840

COMP 1601 COMPUTERS IN BUSINESS \$248

Familiarizes those who are not specializing in computers with terminology and concepts used in the computer industry. Prerequisite: COMP 1001/1006, 1010, 1015, 1020/CGA Tutorial/equivalent.

Sep 11	Mon	12 wks	BBY CRN	32758
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COMP 1615 COMPUTER SYSTEMS INTRODUCTION 1 \$248

Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 1401.

Sep 11	Mon	12 wks	BBY CRN	32822
Sep 12	Tue	12 wks	DEC	32820
Sep 13	Wed	12 wks	BBY	32821

COMP 1632 INTRODUCING THE IBM AS/400 \$312

Introduces the AS/400 concepts and architecture as it applies to practical business requirements. Some topics are Libraries and Objects, AS/400 Relational Database and Data Management, user profiles and AS/400 security. Prerequisite: COMP 0001 or equivalent.

Sep 14	Thu	12 wks	BBY CRN	32828
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COMP 2030 MICRO TROUBLESHOOTING \$312

Explains the microcomputer key files and hardware component relationships for inexperienced users. Hands-on not provided. Prerequisite: Prerequisite: COMP 1001 or equivalent, working knowledge of MS Windows 3.0 or later, access to a microcomputer.

Sep 12	Tue	12 wks	BBY CRN	32836
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COMP 2425 C PROGRAMMING LANGUAGE 1 \$312

Introduces Level 1 programming in C language including data types, control constructs and syntax. Also discusses the language's evolution into C++. Compiler not provided. Prerequisite: COMP 1405/1410, 1450.

Sep 11	Mon	12 wks	BBY CRN	32809
Sep 14	Thu	12 wks	BBY	32808
Sep 16	Sat	12 wks	BBY	34593
		0900-1200		

COMP 2470 POWERHOUSE PROGRAMMING LANGUAGE 1 \$312

Provides a solid base in programming with this 4th generation language by using all the modules of the language. Prerequisite: Programming experience and a Level 1 programming language.

Sep 12	Tue	12 wks	BBY CRN	32843
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COMP 2475 DATABASE DEVELOPMENT WITH VISUAL BASIC \$312

Brings together several issues facing programming in a visual medium in this intensive database development course which covers DDE, OLE2, Client/Server issues, building VBX's and more. Addresses documentation and analysis issues. Prerequisite: COMP 1401, 1403, Systems Design, at least one PC programming language, Excel and Word basics.

Sep 15	Fri	12 wks	BBY CRN	35938
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COMP 2495 VISUAL BASIC PROGRAMMING LANGUAGE 1 \$312

Teaches fundamentals of object-oriented and GUI programming using Microsoft VISUAL BASIC under WINDOWS. Covers designing and building applications; event-driven programming; displaying and printing information; data storage; file system controls; building menus, pop-up menus, and dialogs; modules, subroutines and functions; and much more. Prerequisite: COMP 1403, 1430.

Sep 13	Wed	12 wks	BBY CRN	35927
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COMP 2605 DATA COMMUNICATIONS CONCEPTS 1 \$248

Familiarizes students with data communication applications and related concepts. Prerequisite: Programming or systems design experience.

Sep 11	Mon	12 wks	BBY CRN	32842
Sep 12	Tue	12 wks	BBY	32841

COMP 2620 COMPUTER SYSTEMS DEVELOPMENT 1 \$312

Uses feasibility studies, fact finding and analysis to provide a working knowledge of systems analysis. Prerequisite: A level 2 programming language.

Sep 11	Mon	12 wks	BBY CRN	32844
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COMP 2630 NOVELL NETWORK 386 \$312

Provides a complete overview of the Netware 386 operating system. Selection of equipment, Netware installation, and system administration responsibilities are discussed. Prerequisite: COMP 1001, OPMT 1188.

Sep 13	Wed	12 wks	BBY CRN	32848
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COMP 2665 LOCAL AREA NETWORK THEORY \$312

Develops skills to design and implement networks. Examines details of Ethernet, Arcnet, and Token Ring. This theory course also looks at file server selections, cable and media installation, performance issues and managing problems. Prerequisite: COMP 1001, 2605.

Sep 12	Tue	12 wks	BBY CRN	32845
Sep 14	Thu	12 wks	BBY	32846

COMP 3425 C PROGRAMMING LANGUAGE 2 \$312

Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. Prerequisite: COMP 2425.

Sep 13	Wed	12 wks	BBY CRN	32864
Sep 15	Fri	12 wks	BBY	33850

COMP 3475 C++ FOR OBJECT-ORIENTED PROGRAMMING \$312

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. Examples will be drawn from simulation, AI and graphics. Prerequisite: COMP 3425, 3670.

Sep 11	Mon	12 wks	BBY CRN	32865
Sep 14	Thu	12 wks	BBY	32866

COMP 3490 CICS \$312

Explains how to design and code on-line programs, including screen mapping, on the IBM mainframe. Prerequisite: COMP 2440/2445 or equivalent experience.

Sep 11	Mon	12 wks	BBY CRN	32853
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COMP 3605 DATA COMMUNICATIONS CONCEPTS 2 \$248

Continues from COMP 2605. Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 2605.

Sep 16	Sat	12 wks	BBY CRN	32867
		0900-1200		

COMP 3635 CASE TECHNOLOGY \$312

Examines how CASE Technology facilitates planning and design of systems using CASE tools as a design workbench. Prerequisite: Knowledge of structured techniques.

Sep 16	Sat	12 wks	BBY CRN	32868
		0900-1200		

COMP 3645 UNIX WORKSHOP LEVEL 1 \$312

Introduces programming under UNIX covering multi-user and multi-tasking capabilities. Topics include using C, Bourne and Korn shells, system administration, IPC facilities, utilities, file system and e-mail. Prerequisite: COMP 2425.

Sep 16	Sat	12 wks	BBY CRN	32852
		0900-1200		

COMP 3665 ADVANCED NETWORK DESIGN \$312

Covers theory and market implementation of higher speed network protocols (100BaseT, FDDI, ATM) and how advanced network devices provide options for network growth and expansion. No hands-on. Prerequisite: COMP 1001/1006, 2665.

Sep 12 Tue 12 wks BBY CRN 35934

COMP 3670 UNDERSTANDING OBJECTS \$248

Covers Object-Oriented concepts, fundamentals, essentials of the Object Model and real-world problems using object-oriented analysis. Prerequisite: COMP 2615/3620 or equivalent.

Sep 13 Wed 12 wks BBY CRN 32849

COMP 3710 RELATIONAL DATABASE SYSTEMS \$519

Covers relational database model, database design techniques, normalization, functional dependency, relational algebra, Entity-Relationship (ER) modeling, distributed database systems, database administration and implementation of relationship database using SQL. Prerequisite: COMP 2615/2710/3620.

Sep 11 Mon/Wed 10 wks BBY CRN 32757

COMP 4425 C PROGRAMMING LANGUAGE 3 \$312

Designed for programmers who want to learn more about advanced C programming techniques, and how to write carefully constructed, readable programs, high-quality, error-free software. Prerequisite: COMP 3425.

Sep 15 Fri 12 wks BBY CRN 32851

MICROSOFT PRODUCTS

The Computer Systems Technology is pleased to continue to offer courses covering Microsoft Applications, many of which are part of Microsoft Office. Please see the shaded section OFFICE COMPUTER APPLICATIONS for more details about the following courses:

Quick Tours

- COMP 0250 Quick Tour of MS Office 4.2 for Windows
- COMP 0260 Quick Tour of Excel 5.0 for Windows
- COMP 0265 Quick Tour of Word 6.0 for Windows
- COMP 0270 Quick Tour of Access 2.0 for Windows
- COMP 0281 Quick Tour of Powerpoint 4.0 for Windows

In-depth coverage

- COMP 1006 Understanding Windows
- COMP 1261 Excel 1
- COMP 1262 Excel 2
- COMP 1266 WORD for Windows 1
- COMP 1267 WORD for Windows 2
- COMP 1270 Microsoft Access 1
- COMP 1271 Microsoft Access 2
- COMP 1272 Access Development 1
- COMP 1274 Access Development 2
- COMP 1281 Microsoft Powerpoint 1
- COMP 1281 Microsoft Powerpoint 2

Please refer to our Main COMPUTER SYSTEMS section for more details about the following courses:

- COMP 1403 Windows Concepts/Programming
- COMP 2473 Database Development with Visual Basic
- COMP 2495 Visual BASIC Programming Language 1

BCIT is a Microsoft Solution Provider.

LATE-BREAKING COURSE INFORMATION

Because of rapidly changing technology, new courses may become available after the publication of this flyer. Call the Computer Systems Technology, Part-time Studies Information-line (604) 451-6978 (24 hours a day) for the latest course additions.

— COMP 0001 Computing for the Timid is available through Distance Education. Call the Information-line for details on how to register.

— INTERNET The computer Systems Technology plans to offer several one-day and half-day courses or seminars. Call the Information-line for the latest details.

SATISFACTION GUARANTEED

The COMPUTER SYSTEMS TECHNOLOGY stands behind its Part-time Studies courses. If you are not satisfied with any CST (COMP) course in this flyer, send us a letter within 3 months of course completion (preferably on your company letterhead), and you can repeat any or all of this course without charge.

Conditions

1. You must have passed the original course with at least 60%.
2. May be subject to course and seat availability.
3. Quick Tour and seminar courses are not included.
4. Course will be repeated on an "Audit" basis only, the original mark will not be altered.

4 Ways to Register

1. By Mail

(Available to all registrants)

Fill in the registration form on page 3 and send it with your cheque or credit card information to:

BCIT Part-time Studies Registration
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2

Sorry, No Postdated Cheques

2. By Fax

(Available to all registrants)

Use the form located on page 3 and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).

3. In Person

(Available to all registrants)

Register at the Burnaby, Downtown or Surrey campuses (see page 3). Pay by cash, cheque or credit card.

4. By Phone

(Only available to registrants who have previously attended BCIT)

Charge to your Visa or MasterCard.

Burnaby campus: (604) 434-1610
Downtown: (604) 687-4666

ELECTRONIC ENGINEERING TECHNOLOGY (604) 432-8253

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

The Technology program coordinator for Part-time Studies will be available for program consultation and course information on Thursday, September 7 from 1830 to 2015 in the Student Services department, building SW1, second floor, room 2300. Please call for an appointment at (604) 434-3304.

INFORMATION SESSION

ELECTRICAL/ELECTRONIC TECHNOLOGY CAREERS NO CHARGE

A discussion of electrical/electronic career opportunities, and electrical/electronic engineering technology courses available to people interested in an electrical/electronic career or hobby. A tour of lab facilities will follow this session. Call (604) 432-8999, leave your name and phone number.

Sep 6 Wed 1 day BBY
1845-2145

COURSES OFFERED THIS FALL TERM

ELEX 0001 ELECTRONICS LAB FOR HOBBYISTS \$42

This is not a course — it is an opportunity for participants to use a BCIT electronics laboratory and test equipment for their own projects and hobbies. Participants have at their workbench a 500Ms/sec digital storage scope, DMM, function generator, frequency counter, dual power supply etc. Standard value resistors and some capacitors values are available.

Oct 16 Mon 4 wks BBY CRN 35747
1845-2145

ELEX 0105 (ELEX 920) CIRCUIT ANALYSIS 1: INTRODUCTION \$228

Introduces circuit analysis. A non-credit course that parallels the first 12 weeks of ELEX 1105. Students who wish to continue in ELEX 1105 for credit may transfer to ELEX 1105. (ELEX 0105 fees will be applied to ELEX 1105 with continued registration.)

Sep 12 Tue 12 wks BBY CRN 33179
1845-2145

ELEX 0115 (ELEX 930) DIGITAL TECHNIQUES 1: INTRODUCTION \$228

Introduces digital techniques. A non-credit course that parallels the first 12 weeks of ELEX 1115. Students who wish to continue for credit may transfer register to ELEX 1115. (ELEX 0115 fees will be applied to ELEX 1115 fees with continued registration.)

Sep 14 Thr 12 wks BBY CRN 33180
1845-2145

ELEX 0205 (ELEX 905) PLC INTRODUCTION FOR ELECTRONICS TECHNOLOGY \$400

Examines the use of the programmable logic controller (PLC) in the area of industrial automation. Students will design and document solutions to control problems which can be tested on the PLC.

Sep 14 Thr 10 wks BBY CRN 33176
1845-2145

ELEX 0215 (ELEX 942) MEASUREMENT AND CONTROL 1 \$272

Introduces the area of process automation and instrumentation. Pressure and level measurement equipment (including smart transmitters) are discussed and typical industrial applications are reviewed. The basic elements of closed loop feedback control systems is presented and students will set up on/off and proportional control systems to a typical industrial process.

Sep 11 Mon 10 wks BBY CRN 33181
1845-2145

ELEX 0220 (ELEX 943) MEASUREMENT AND CONTROL 2 \$272

Continues from ELEX 0215. Discusses various types of flow and temperature measurement equipment. Students will calibrate and evaluate typical industrial transmitters to industrial processes will be presented. Integral and derivative control modes are developed and then control systems based on PI, PD and PID are commissioned and tuned by the student. Prerequisite: ELEX 0215.

Sep 12 Tue 10 wks BBY CRN 33183
1845-2145

ELEX 0225 (ELEX 944) MEASUREMENT AND CONTROL 3 \$272

Continues from ELEX 0220. Analytical measurements such as humidity, pH, conductivity, gas analysis, etc. are reviewed. Control topics including cascade, feedforward and adaptive control are discussed. Prerequisite: ELEX 0220.

Sep 13 Wed 10 wks BBY CRN 36122
1845-2145

ELEX 1105 (ELEX 100) CIRCUIT ANALYSIS 1 (T) \$619

Teaches the principles and methods of analysis related to DC circuits. Topics include SI units and terminology, voltage, current, work, energy, power and resistance. Series, parallel, and series-parallel circuits are analysed and designed. Methods of analysis for more complex circuits include mesh, superposition, nodal, Thevenin, and Norton. Transients in RC and RL circuits are analysed. Average and RMS values for sinewaves and rectangular waves are calculated. Labs are synchronised with lectures so that theory is studied and confirmed by application.

Sep 12 Tue 30 wks BBY CRN 33098
1845-2145

ELEX 1111 ELECTRONICS MANUFACTURING PROCESSES (T) \$568

Presents 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 and used 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. For students with experience in all the above except the design of printed circuitry, an alternative course is available, see ELEX 1163.

Sep 12 Tue 28 wks BBY CRN 33112
1845-2145

REGISTER NOW!

PHONE:

(604) 434-1610

FAX:

(604) 430-1331

and Electronic Technology

ELEX 1115 (ELEX 102) DIGITAL TECHNIQUES 1 (T) \$619

Begins with a description of the fundamental theory of the decimal and binary number systems, then examines the binary (two states or levels) concept followed by the description of binary variables as related to mechanical switches. Digital logic circuits are discussed and their truth tables and Boolean output equations are generated. Various logic sources are defined and interfaced to combinational logic circuit design. Boolean identities and Karnaugh mapping will be used to minimise algebraic expressions. Combinational digital logic will be designed and constructed with NAND and NOR gates using their proper Demorgan's equivalent symbols (Duality of Gates). Encoders and decoders will be introduced. Upon successful completion of this course, the student will be able to correctly use the industry standard logic symbols and apply proper techniques to the analysis and construction of basic logic circuits from word problems or in the laboratory environment.

Sep 14 Thr 28 wks BBY CRN 33113
1845-2145

ELEX 1163 (ELEX 163) PRINTED CIRCUIT BOARD DESIGN (T) \$290

Presents a project-oriented short course with intensive hands-on lab work. Students will develop printed-circuitry for two electronics products. In the process, they will learn the fundamentals of circuit board specifications, material selection, component selection, and to identify and set design priorities before commencing layout. Students will fully document their work, and will create a "production package" for each of their projects. A popular printed-circuit CAD program will be introduced, and used in the design of one or more circuit boards, single-sided and double-sided. These boards will be fabricated in the BCIT PC-board lab. An alternative course, ELEX 1111, provides instruction in the broader subject of electronic manufacturing and includes the topics taught in ELEX 1163. ELEX 1163 is mainly intended for those students who, by virtue of acceptable work experience, have credit for ELEX 1111 in all topics but printed circuitry.

Sep 14 Thr 10 wks BBY CRN 33147
1845-2145

ELEX 2105 (ELEX 200) CIRCUIT ANALYSIS 2 (T) \$619

Introduces the behaviour of electrical circuits and networks when driven by a single-phase alternating current (AC) source; preparation for courses in electronics and power systems. The course includes the sinewave, (average and effective values); power and power factor; resistance, capacitance and inductance as elements in single-phase AC circuits; phasor diagrams, analysis of AC circuits with complex algebra; resonance and resonant circuits; highpass and lowpass filters; the application of circuit laws and theorems to single-phase AC circuits; and coupled circuits. The circuit theory is verified using multimeters, sinewave generators, and dual trace oscilloscopes. This course will be combined with ELEX 2135 if enrolment is low. Prerequisite: ELEX 1105, MATH 1431, or departmental approval.

Sep 21 Thr 25 wks BBY CRN 33115
1845-2145

ELEX 2115 (ELEX 202) DIGITAL TECHNIQUES 2 (T) \$568

Builds on the knowledge gained in ELEX 102. Studies the utilization of logic gates in larger combinational circuits such as magnitude, comparators, etc.; digital arithmetic and associated hardware; sequential logic devices such as D, J-K, and T; flip-flops, counters, shift registers and their application in systems such as frequency counters and parallel/serial data manipulation circuits; gathering and comprehension of electrical specifications from data books; noise margins; propagation delay and loading considerations. Interfacing techniques to discrete, analog and digital data multiplexing, bus structures and techniques, and an introduction to solid-state memory devices. Successful completion will lead to entry in ELEX 3305. Prerequisite: ELEX 1115, 1116 or departmental approval.

Sep 11 Mon/Wed 15 wks BBY CRN 35748
1845-2145

ELEX 2120 (ELEX 203) ELECTRONIC CIRCUITS 1 (T) \$619

Provides the foundation for subsequent electronics courses in all options. Explains how electronic circuits work, how to analyse, design, modify and combine them to perform complex functions. Laboratory work emphasises logical circuit layout and wiring and the use of common test equipment to analyse and troubleshoot electronic circuits. Prerequisite: ELEX 2105 or 2135, MATH 1431.

Sep 12 Tue/Thr 15 wks BBY CRN 33120
1845-2145

ELEX 2125 (ELEX 205) C PROGRAMMING (T) \$514

Introduces microcomputer use, DOS, C language programming and software development. The Intel based personal computer is used throughout this course for interactive student training. The main part of the course covers program development in C. The programming assignments are based on engineering applications. Students will also learn to document and debug software to utilise available software libraries.

Sep 14 Thr 22 wks BBY CRN 33121
1845-2145

ELEX 2135 (ELEX 208) CIRCUIT ANALYSIS AC/DC (T) \$619

Enables persons with good math skills or previous technology level education to cover/review those topics necessary to take the more advanced courses in Electronics program. Students study the basics of how DC and single-phase AC circuits work, and how to analyse and design them for particular situations. If you are uncertain if you meet the prerequisites for this course you may attend the first session and then apply for written permission to continue. Counselling will be provided. Prerequisite: Recent Math 12 and Physics 11 both with minimum C+, or equivalent, or departmental approval.

Sep 21 Thr 30 wks BBY CRN 33157
1845-2145

ELEX 2865 (ELEX 261) INTRO TO IBM PC HARDWARE (T) \$433

Extends the student's knowledge of the C language by programming in to an interface, activating both digital and analog I/O, and giving a concrete sense of ports, buffers, latches, decoding and memory. The course combines further exploration of the 8253 timer chip, the 8259 programmable interrupt controller, the 8250 UART and the keyboard, with the hands-on experience of installing both types of floppy drive and a hard drive. Prerequisite: COMP 2510, 2720.

Sep 13 Wed 17 wks BBY CRN 33544
1845-2145

ELEX 2866 INTRO TO IBM PC INTERFACING \$433

Extends the student's knowledge of the C language by programming into an interface, activating both digital and analog I/O and giving a concrete sense of ports, buffer latches, decoding and memory. The course combines further exploration of the 8253 timer chip, the 8259 programmable interrupt controller, the 8250 UART and the keyboard, with hands-on experience of installing a floppy drive and a hard drive. Prerequisite: C language programming.

Sep 13 Wed 17 wks BBY CRN 33545
1845-2145

ELEX 3305 (ELEX 302) MICROCONTROLLER SYSTEMS 1 (T) \$619

Applies the knowledge in ELEX 1115/2115 to perform a detailed study of a microcontroller system. This includes internal architecture, memory devices, machine/assembly/high level language programming, an operating system, software development tools, input & output ports, A to D & D to A converters, interrupts and serial peripheral interface. Throughout the course, a single board microcontroller system is used to facilitate a detailed analysis of hardware and software involved. Prerequisite: ELEX 2125, or 2115, 3320 or 3515, or 3205.

Sep 11 Mon 30 wks BBY CRN 33123
1845-2145

ELEX 3405 (ELEX 305) ELECTRICAL EQUIPMENT 1 (T) \$509

Covers magnetic circuits, AC and DC motors and generators, transformers, fuses, circuit breakers, three-phase power and three-phase rectification in detail. Meets or exceeds the ELEX 3405 requirements for the Control Option diploma. Meets or exceeds the ELEX 2845 requirements for Mechanical. Explains the operation of electrical equipment for tradespersons. Prerequisite: Previous AC & DC circuit analysis training required.

Sep 12 Tue 18 wks BBY CRN 33159
1845-2145

ELEX 3505 (ELEX 331) TELECOM CIRCUITS & SYSTEMS 1 (T) \$694

Studies the most common circuits used in transmitting and receiving apparatus by close examination of popular circuits configurations. Of special interest will be circuits used for amplitude, frequency and analog phase modulations. The make-up of an information signal will be discussed. The need for modulation and types of modulation and their advantages will be fully studied. The principles defined within this course will apply to most communications systems regardless of transmission medium. Prerequisite: ELEX 2105, or 2135, 2115, 3515*, MATH 2431 (* may be taken concurrently), or departmental approval.

Sep 13 Wed 30 wks BBY CRN 33131
1845-2145

ELEX 4510 (ELEX 406) DATA COMMUNICATION (T) \$647

Introduces the protocols used in digital communication and computer networks. The ISO-OSI reference model is presented with emphasis on the physical, data link, network and application layers. Topics include RS232D & RS485 interface standards; NRZ and Manchester encoding; synchronous PC terminal emulation using the C-programming language; VRC, checksum, and CRC error detection schemes; modem modulation techniques and the Hayes AT command set; data telemetry and A/D conversion; XModem and IPX protocols; Novell Netware file server and workstation software installation; Ethernet LAN software, hardware and hands-on work with data communications at the chip level. Prerequisite: ELEX 3305, 3320 or 3515 and 3310 or departmental approval.

Sep 12 Tue 30 wks BBY CRN 33134
1845-2145

ELEX 5510 (ELEX 538) INTRODUCTION TO RF CIRCUIT DESIGN FOR ENGINEERS & TECHNOLOGISTS (T) \$584

Introduces RF circuit design, combines the theory and lab practice of HF and VHF circuit design. Topics include: impedance matching networks; wideband transformers; synthesis of lowpass, highpass, bandpass, and bandstop BUTTERWORTH and CHEBYCHEV filters; introduction to microstrip circuits; high frequency modelling design using Y and S parameters; stability analysis; design of oscillators and RF amplifiers. Design, build, test circuits. Prerequisite: Must be an engineer or technologist or must have departmental approval.

Sep 12 Tue/Thr 8 wks BBY CRN 33168

ELEX 7505 (ELEX 731) INTRO TO DIGITAL SIGNAL PROCESSING (DSP) \$343

Explains the theory and introduces the mathematical models and computer tools and procedures used for the data analysis and a broad array of digital filter designs. Prerequisite: Diploma of Technology in a related area or equivalent or departmental approval.

Sep 13 Wed 12 wks BBY CRN 33171
1845-2145

ELECTRICAL TRADES UPGRADING (604) 432-8637 (604) 432-8728

The following courses are designed for persons working in the Electrical Trade.

TELC 0105 (TELC 916) ELECTRICAL TRADE QUALIFICATION REFRESHER \$567

Designed for tradespersons preparing to write the Electrical Trade Qualification Exam. Tradespersons must have approved electrical work experience. It is recommended that approval be obtained from the Ministry of Skills, Training and Labour area office nearest you prior to enrolling. Prerequisite: Knowledge of wiring methods and terminology.

Sep 12 Tue/Thr 10 wks BBY CRN 33042
Sep 25 Mon/Wed 10 wks LLY 33538
Oct 2 Mon/Wed 10 wks BBY 33039
1830-2130

TELC 0106 (TELC 905) ELECTRICAL CODE 1 \$477

Designed for Electricians wanting to become eligible to write the Class C Contractors Examination. On completion, students should be able to interpret the Canadian Electrical Code, with special emphasis on building demand, motor feeder and branch circuit calculations. This course is mandatory for first-time license applicants and is also ideal for current Electrical Contractors who are required to update their code knowledge for renewal of their license. This course is taught by a certified code instructor approved by the Electrical Safety Branch. Prerequisite: Knowledge of wiring methods and terminology.

Sep 26 Tue/Thr 10 wks BBY CRN 33035
1900-2200

TELC 0107 (TELC 907) ELECTRICAL CODE 2 \$477

Covers all aspects of the Canadian Electrical Code including section 36. Ideal for Electrical Contractors (all classes) who want to update their code knowledge in commercial and industrial installations. Completion of this course will satisfy the upgrading requirements of the Electrical Safety Branch. This course is taught by an Electrical Inspector who has up-to-date knowledge of the working requirements of the code. Prerequisite: Three-phase experience recommended.

Sep 25 Mon/Wed 10 wks BBY CRN 33037
1800-2100



Electrical and Electronic Technology

TELC 0109 (TELC 981)
CODE CALCULATIONS FOR MOTORS \$71
 Includes conductor sizing, selection of overload and overcurrent devices for AC and DC motors.

Sep 30 Sat 1 day BBY CRN 33073
 0900-1500

TELC 0110 (TELC 982)
CODE CALCULATIONS FOR TRANSFORMERS AND CAPACITORS \$71
 Includes conductor sizing, selection of overcurrent devices for single- and three-phase transformers. Also covering protection and sizing of conductors for capacitors.

Oct 14 Sat 1 day BBY CRN 33074
 0900-1500

TELC 0111 (TELC 983)
CODE REQUIREMENTS FOR GROUNDING AND BONDING \$71
 Includes conductor sizing and connection for grounding various electrical systems.

Oct 21 Sat 1 day BBY CRN 33075
 0900-1500

TELC 0112 (TELC 984)
CODE REQUIREMENTS FOR PROTECTION AND CONTROL \$71
 Includes the installation standard for overcurrent and overload devices and the sizing and selection of various protective devices.

Oct 28 Sat 1 day BBY CRN 33076
 0900-1500

TELC 0121 (TELC 921)
MATH FOR ELECTRICIANS 1 \$472
 Provides a mathematics upgrade course to strengthen students' understanding of basic electrical concepts: fundamental electrical laws and mathematical expressions, algebra refresher, DC electricity and resistive circuit analysis.

Sep 25 Mon/Wed 10 wks BBY CRN 33044
 1900-2200

TELC 0122 (TELC 923)
MATH FOR ELECTRICIANS 2 \$472
 Provides students with the mathematical background they need to understand alternating current AC electricity.

Sep 25 Mon/Wed 10 wks BBY CRN 33046
 Sep 26 Tue/Thr 10 wks LLY 33537
 1900-2200

TELC 0123 (TELC 925)
MATH FOR ELECTRICIANS 3 \$472
 Designed for those about to enter the 3rd year apprenticeship program in electrical trade, and for others interested in understanding three-phase circuits and equipment.

Sep 25 Mon/Wed 10 wks BBY CRN 33049
 1900-2200

TELC 0125 (TELC 924)
DC MOTORS \$131
 Covers DC motor operation and construction, and operating characteristics of different types of DC motors.

Sep 25 Mon/Wed 2 wks BBY CRN 33048
 1900-2200

TELC 0126 (TELC 926)
AC MOTORS \$131
 Covers AC motor operation, construction, and operating characteristics of different types of single- and three-phase motors.

Oct 16 Mon/Wed 2 wks BBY CRN 33050
 1900-2200

TELC 0127 (TELC 938)
AC SYSTEMS, TRANSFORMERS AND DISTRIBUTION \$131
 Covers the theory, construction and applications of single- and three-phase transformers and connections.

Oct 30 Mon/Wed 2 wks BBY CRN 33051
 1900-2200

TELC 0131 (TELC 920)
LIGHTING \$131
 Covers lighting principles, lighting units, incandescent, fluorescent, HID lamp types and their characteristics and operation.

Oct 28 Sat 2 wks BBY CRN 33541
 0900-1500

TELC 0135 (TELC 937)
HEATING, VENTILATING, AIR CONDITIONING SYSTEMS \$131
 Includes terminology, regulations for use, different types of systems for various occupancies, and associated air-handling units and control units.

Oct 14 Sat 2 wks BBY CRN 33540
 0900-1500

TELC 0138 (TELC 939)
ELECTRICAL BLUEPRINT READING \$131
 Provides an overview of architectural, mechanical and plumbing drawings leading to electrical blueprints and specifications.

Oct 28 Sat 2 wks BBY CRN 33064
 0900-1500

TELC 0140 (TELC 917)
FIRE ALARM SYSTEMS \$131
 Gives students an overview of the codes and regulations that govern fire alarm systems. Covers A & B class, supervised and unsupervised, single-stage and two-stage systems.

Oct 14 Sat 2 wks BBY CRN 33043
 0900-1500

TELC 0141 (TELC 968)
SECURITY SYSTEMS \$391
 Designed for salespersons, administrators, managers or crime prevention officers with limited technical knowledge about security systems, and installers new to the trade. 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. A Security Clearance Form will be completed on the first night. Failure to make the security clearance will result in immediate withdrawal.

Oct 10 Tue/Thr 7 wks BBY CRN 33072
 1900-2200

TELC 0150 (TELC 950)
BASIC HYDRAULICS FOR ELECTRICAL \$246
 Intended for electricians working with electromechanical interfacing equipment. Emphasis will be placed on how to determine whether systems failures are due to electrical or mechanical faults in electromechanical systems.

Nov 18 Sat 2 wks BBY CRN 33069
 0900-1500

TELC 0161 (TELC 960)
HIGH VOLTAGE 1 \$277
 Introduces basic high voltage theory leading to gradients, electric stress. High voltage cables, terminators, fuses, switches and CB's are covered.

Sep 23 Sat 5 wks BBY CRN 33070
 0900-1500

TELC 0162 (TELC 961)
HIGH VOLTAGE 2 \$349
 Continues from TELC 0161. Covers control and protection, fuses, current and limiting, ground fault relaying, blocking relays, high potential testing, interlocking and safety practices. Prerequisite: TELC 0161.

Nov 4 Sat 5 wks BBY CRN 33071
 0900-1500

ELECTRONICS TRADES
(604) 432-8637
(604) 432-8223

TELC 0110
UNIVERSAL REPAIR & REWORK \$638
 Presents this PACE 200 program that develops the skills and techniques in today's high-tech electronics world. Covers a broad range of non-destructive printed circuit board repairs, and uses the state of the art PACE rework systems. Upon successful completion students will receive a BCIT/PACE Statement of Completion.

Oct 10 Tue/Thr 7 wks BBY CRN 33081
 1830-2130

TELC 0130
TELECOM DATA & VOICE CABLING \$561
 Presents this hands-on course dealing with the installations and testing of data and voice circuits using unshielded twisted pair cable (U.T.P.). Students will install RJ-11, RJ-12, and RJ-45 connections as well as BIX and 66 type terminal blocks. Level three and four and five data circuits will also be installed. Extensive testing procedures will also be covered using state of the art FLUKE and WAVETEK testing equipment.

Sep 19 Tue/Thr 5 wks BBY CRN 33542
 1830-2130

INTRODUCTION TO ELECTRONICS

This is a program consisting of four courses designed for those with little or no previous knowledge of 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 Attendance in Electronics (Basics) is issued to students who successfully complete TELX 0175, 0176, 0177 and 0178.

TELC 0175 (TELC 975)
ELECTRONICS: PASSIVE DEVICES \$549
 Begins a series of four courses designed for those with little or no understanding of electronics. The course focuses on the basic elements of electronics and covers DC and AC circuits, introducing the student to the concepts of voltage, current, resistance, series and parallel circuits, Ohm's Law, power, frequency, resonance, impedance, and phase shift. Students will apply theory to construct circuits and prove the theory by making electrical measurements using standard test equipment such as multimeters and oscilloscopes. Prerequisite: Grade 10 math recommended but not required.

Sep 18 Mon/Wed 10 wks BBY CRN 33084
 Sep 19 Tue/Thr 10 wks BBY 33539
 1830-2130

TELX 0176 (TELX 976)
ELECTRONICS: SOLID-STATE DEVICES \$592
 Continues from TELX 0175, this course focuses on semi-conductor theory. Topics include P-N junctions, diodes, bi-polar transistors, FETS, zeners, LESs, rectification, amplification, oscillators and power supplies. Students will prove the theory by constructing and testing basic solid-state circuits. Prerequisite: Successful completion of TELX 0175.

Sep 19 Tue/Thr 10 wks BBY CRN 33082
 1830-2130

TELX 0178
ELECTRONICS: MICROPROCESSORS \$644
 Based on the 6800 microprocessor, this program covers basic, architecture, addressing modes, branching, computer arithmetic, stack operations, sub routines, I/O operations, interrupts, interfacing and simple programming in machine code. Prerequisite: Successful completion on TELX 0177.

Sep 18 Mon/Wed 10 wks BBY CRN 33089
 1830-2130

TELX 0179 (TCMP 910)
MICROCOMPUTER SYSTEMS MAINTENANCE \$604
 Reviews analog/digital electronics, basic microcomputer architecture and troubleshooting methodology for sophisticated systems. Gives hands-on training in advanced uses of test instruments. Teaches maintenance skills with hands-on instruction in the repair of keyboards, disk drives, controllers and monitors of an IBM computer system series. Prerequisite: Previous electronics training.

Sep 19 Tue/Thr 10 wks BBY CRN 33025
 1830-2130

TELX 2211
TELECOM PRINCIPLES (T) \$278
 Provides basic understanding of the overall telephone system. It will familiarize the student with industry terms and technology, and enable the student to visualize the operation of the telephone system.

Oct 3 Tue/Thr 5 wks BBY CRN 35745
 1830-2130

TELX 3311 (TELX 2209)
FIBRE OPTICS \$1085
 Offers the theory of fibre optics, as well as a practical hands-on approach. In theory, the major topics covered will be: fibre transmission systems versus copper transmission systems, light, detectors, connectors, cables, splices, couplers, power budgets and test equipment. Students will also have hands-on experience in the areas of: connectors (ST, SMA, SC, FC, D4, FDDI), splicing (fusion and mechanical), installation (terminating fibre cable) and testing using an OTDR and light source power meter. Students with a 70% grade or better will receive a Statement of Completion in Fibre Optics.

Sep 18 Mon/Wed 10 wks BBY CRN 36120
 1830-2130

TELX 4417
DIGITAL NETWORKS (T) \$278
 Explores the evolving digital telecommunications network, with an overview of the total system. Intended to familiarize the student with industry terms and technology to enable them to visualize the operation of this complex business. Topics include digital switching and routing, data networks including ISDN (Integrated Services Digital Networks), pulse code modulation, and digital radio. Although some familiarity with electronics would be an asset, no prerequisites necessary.

Oct 2 Mon/Wed 5 wks BBY CRN 35746
 1830-2130



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Electrical and Electronic Technology

INDUSTRIAL COMPUTING AND CONTROL

(604) 432-8637
(604) 432-8728

TCMP 0101 (TCMP 903) INTRODUCTION TO COMPUTERS FOR ELECTRICIANS \$254

Introduces the personal microcomputer. This course will allow the student to become familiar with the use of the microcomputer (IBM and compatible) and its MS-DOS operating system, including computer terminology, hardware, directories and the basic DOS commands to manage disks and files.

Sep 23 Sat 4 wks BBY CRN 33022
0900-1500

TCMP 0104 (TCMP 904) PROGRAMMING IN BASIC FOR TRADEPERSONS \$364

Designed for the tradesperson involved in the design, installation, and maintenance of systems that include, as part of a greater system, modules that require programming in BASIC.

Oct 23 Mon/Wed 5 wks BBY CRN 33024
1830-2130

TELC 0128 (TELC 946) DC VARIABLE SPEED DRIVES \$131

Covers an area of growing importance — service and maintenance. Concentrates on the most common types of electronic drive units and uses of solid-state components.

Oct 28 Sat 2 wks BBY CRN 33065
0900-1500

TELC 0129 (TELC 947) AC VARIABLE FREQUENCY DRIVES \$131

Concentrates on the most common types of electronic drive units and the use of solid-state components in drives. Theory and circuitry of static drive systems and speed control are included.

Nov 18 Sat 2 wks BBY CRN 33066
0900-1500

TELC 0130 (TELC 927) MOTOR CONTROL \$258

Presents a practical, hands-on course covering the basic principles of conventional motor control for those working in industrial settings. Prerequisite: Familiarity with wiring methods and terminology.

Oct 16 Mon/Wed 5 wks BBY CRN 33060
1900-2200

TELC 0131 (TELC 926) FIBRE OPTICS 1 \$182

Examines theory of optics, light sources, detectors and systems. LED transmitters and receivers will be demonstrated and tested. Fibre optic splicing techniques will be introduced.

Sep 23 Sat 2 wks BBY CRN 33078
0900-1500

TELC 0160 (TELC 980) BASIC PROGRAMMABLE LOGIC CONTROLLERS FOR MECHANICAL TRADES \$167

Designed for mechanical tradespersons involved with complex electromechanical systems controlled by Programmable Logic Controllers (PLCs). Emphasis is placed on how to determine whether system failures are due to electrical or mechanical fault.

Nov 25 Sat 2 wks BBY CRN 33093
0900-1500

TELC 0181 (TELC 981) PROGRAMMABLE CONTROLLERS 1 \$364

Covers the basic knowledge required to operate a programmable controller. Includes overview and advantages of PLC's, installation, hardware requirements, peripheral devices, system operation and hands-on programming to relay replacement level using industry accepted software. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.

Sep 19 Tue/Thr 5 wks BBY CRN 33094
Oct 31 Tue/Thr 5 wks BBY 33097
1830-2130

TELC 0182 (TELC 982) PROGRAMMABLE CONTROLLERS 2 \$364

Provides hands-on training in the use of dedicated programming software. Explores the power of the PLC, data manipulation, math routines and data comparison instructions. Prerequisite: TELX 0181 and a good working knowledge of DOS.

Sep 18 Mon/Wed 5 wks BBY CRN 33018
Nov 6 Mon/Wed 5 wks BBY 33019
1830-2130

TELC 0183 (TELC 983) PROGRAMMABLE CONTROLLERS 3 \$364

Continues to explore the power of the PLC by expanding on file and data manipulation routines including serial and parallel shift registers, logical comparison instructions and sequencing functions. Prerequisite: TELX 0182.

Sep 19 Tue/Thr 5 wks BBY CRN 33095
1830-2130

INSTRUMENTATION

(604) 432-8637
(604) 432-8728

TELC 0122 (TELC 936) INTRO TO COMPUTERIZED PROCESS CONTROL \$457

Designed for industrial tradespersons, power engineers/process control operators who would like to learn the fundamentals of distributed control. Hands-on experience will be provided using the Fisher Provox DCS systems.

Sep 25 Mon 10 wks BBY CRN 33079
1900-2200

TELC 0123 (TELC 937) COMPUTERIZED INDUSTRIAL BOILER CONTROL \$457

Introduces boiler level and combustion control systems including oxygen trim control using a Bailey Net90 distributed control computer system. A basic understanding of boilers and industrial computer control is recommended.

Sep 27 Wed 10 wks BBY CRN 33080
1900-2200

LEARNING SKILLS FOR TRADES

(604) 432-8637
(604) 432-8728

The following courses are designed as refreshers for tradespersons wishing to continue their education.

TELC 0100 (TELC 904) READING COMPREHENSION \$131

Assists students of all levels to unlock the secrets of textbooks and pamphlets. How to read quickly, efficiently and get the answers needed to be successful in furthering your education.

Sep 25 Mon/Wed 4 wks BBY CRN 33033
1900-2200

TELC 0101 (TELC 906) STUDY SKILLS \$63

Covers how to make every minute spent studying count; how to listen; how to learn; using a library; managing your time and how to write essays and pass exams.

Nov 1 Wed 4 wks BBY CRN 33036
1900-2200

PAPERLESS OFFICE AUTOMATION TECHNOLOGY

(604) 432-8769
(604) 432-8637

TCMP 0110 INTRO TO L.A.N. SYSTEMS \$427

Introduces network modelling and standardization, protocols and architecture, communication concepts, network topologies, hardware components, cabling, internetworking devices, software components and network printer sharing are discussed. This is a lecture course with lab demo. Students should have some experience in DOS and PC-based applications.

Sep 11 Mon 12 wks BBY CRN 33027
1830-2130

TCMP 0120 INTRO TO NOVELL NETWORK V3.1X \$427

Designed to familiarize the network installer and general user with Novell Netware V3.1X. Course topics include system login, Netware menu systems (syscon, filer, pconsole), backup and restore procedures, network printing, network security, running applications and some basic system administration. This is a hands-on practical course; space is limited.

Sep 13 Wed 12 wks BBY CRN 33028
1830-2130

TCMP 0121 ADVANCED NOVELL NETWORK V3.1X \$427

Builds on the knowledge gained in TCMP 0120, teaching you more advanced features of the Netware operating system. Students will be dealing with network resource management, enhancing performance, advanced printing set-up and troubleshooting, network maintenance and multiple protocol support features. The labs will give you hands-on experience with server monitoring and configuration utilities, as well as network administration utilities.

Sep 16 Sat 6 wks BBY CRN 36058
0900-1500

TCMP 0124 INTRODUCTION TO NETWARE 4.X COMING JANUARY 1996

Builds on current networking knowledge gained in TCMP 0121. This course will introduce you to the new features of Netware 4.X and the difference between 3.1X and 4.X. The labs will give you hands-on experience managing network directory services, installing and upgrading workstations, managing the Netware 4.X environment and fileserver installation and upgrades.

TCMP 0130 PC SYSTEMS & INTERCONNECTIONS \$427

Designed to familiarize the student with the internal hardware construction of a PC and the various components that make up a multimedia PC platform. Concepts on building this platform and resolutions to any conflicts in both internal and external hardware will be discussed. Topics include: Processors, BUS structures, floppy and hard drives, tape drives, CD ROM drives, Scanners, sound cards, modems, printers and PCMCIA devices. Although some familiarity with DOS would be an asset no prerequisites are required.

Sep 11 Mon 12 wks BBY CRN 33547
1830-2130

TCMP 0180 INTRO TO INTERNET \$49

Designed for anyone with an interest in learning about the information highway, and how computers attached to the highway are giving people access to information stored in computer data bases all over the world. Course features live demonstration of the world wide web, e-mail and new groups.

Sep 23 Sat 1 day BBY CRN 36051
Oct 21 Sat 1 day BBY 36052
Nov 4 Sat 1 day BBY 36053
Nov 18 Sat 1 day BBY 36054
Dec 2 Sat 1 day BBY 36055
0900-1200

The following courses are in development and will be available this in January of 1996. Please call (604) 432-8769 for further details on course content.

TCMP 0140 SYSTEMS INTEGRATION WITH MS OFFICE

TCMP 0145 PC DIGITAL SOUND TECHNOLOGY

TCMP 0160 MOBILE OFFICE TECHNOLOGY

TCMP 0170 DIGITAL IMAGING TECHNOLOGY

4 Ways to Register

1. By Mail

(Available to all registrants)

Fill in the registration form on page 3 and send it with your cheque or credit card information to:

BCIT Part-time Studies Registration
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2

Sorry, No Postdated Cheques

2. By Fax

(Available to all registrants)

Use the form located on page 3 and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).

3. In Person

(Available to all registrants)

Register at the Burnaby, Downtown or Surrey campuses (see page 3). Pay by cash, cheque or credit card.

4. By Phone

(Only available to registrants who have previously attended BCIT)

Charge to your Visa or MasterCard.

Burnaby campus: (604) 434-1610
Downtown: (604) 687-4666

FOR CLASSTIMES
SEE PAGE 5

Engineering Technology

CLASS TIMES

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

BURNABY (BBY) 1845-2145
DOWNTOWN EDUCATION
CENTRE (DEC) 1730-2030
MAPLE RIDGE (MRC)
..... See course descriptions
MAPLE RIDGE (THC)
..... See course descriptions

STUDENT CONSULTATION NIGHT FOR ENGINEERING TECHNOLOGY

Program Coordinators from the School of Engineering Technology Part-time Studies, will be available for program consultation and course information on Thursday, September 7, 1995, from 1830 to 2015 in the Student Services department, building SW1, second floor, room 2300.

Please call Student Services (604) 434-3304 for an appointment

ADVANCED DIPLOMAS FAX: (604) 432-9572

Advanced Diploma programs are designed for practicing technologists who wish to expand their skills and formalize what they have learned on the job. Candidates can focus on advancing skills in a technical specialty or in technology management.

Advanced Diploma programs provide technologists with formal advanced-level training in specialized technologies that meet the needs of specific industries. Some programs provide the opportunity to earn a degree offered in collaboration with the Open University of B.C. Advanced Diploma programs available in the School of Engineering Technology include:

- Applied Environmental Engineering Technology (Formerly: Applied Waste Management in Civil Engineering)
- Computer Systems - Software Development
- Geographic Information Systems
- Integrated Resource Management
- Mechanical Design and Manufacturing
- Technology Management

Courses are delivered in flexible formats to meet the job needs and family commitments of adult learners. This format allows candidates to continue with their careers while participating in the program.

Entry into these Advanced Diploma programs generally requires graduation from a BCIT 2 year Technology Diploma program, or equivalent, or a university degree with related work experience. Each Advanced Diploma program may have additional prerequisites.

BCIT's mission
is to provide
British Columbians
with world-class,
job-ready skills
for career
success.

ADVANCED DIPLOMA IN APPLIED ENVIRONMENTAL ENGINEERING TECHNOLOGY (AEET) (604) 432-8344 (604) 451-6906

Program objective

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

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

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

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

Prerequisite

- a recognized Diploma of Technology in an engineering or science discipline
- a degree in engineering or science discipline
- a mature student with an extensive and relevant work history, subject to departmental approval

ORIENTATION NIGHT: NO CHARGE

Orientation Night will be offered in the Fall Term. The Civil department invites anyone interested in pursuing an ADP in the AEET program to attend orientation. Instructors will be present to provide details of the program and content.

Date: Wednesday, September 6, 1995
Time: 1830-2000
Location: BCIT Burnaby campus,
Building SW1, Room 1205

If you wish to attend the orientation, please call Monica McCormick at (604) 451-6906.

COURSES OFFERED IN THE FALL TERM

CIVW 6700 (CIVW 700) ENVIRONMENTAL CASE STUDIES \$167

Provides an introduction to the major areas of study in the Applied Environmental Engineering program. Case studies will be presented by senior professionals currently active in the environmental engineering field. Topics covered are industrial and municipal liquid waste management, solid waste management, contaminated site investigation and management, environmental law, principles of environmental risk assessment and environmental impact assessments, ground water flow and contaminant transport. Prerequisite: Diploma of Technology in engineering or Science or departmental approval.

Sep 11 Mon 5 wks BBY CRN 33167
1830-2130

CIVW 6710 GENERAL AND PHYSICAL CHEMISTRY 1 \$167

Presents the first course in a series. The major topics covered are of atoms, compounds, stoichiometry, oxidation and reduction and electrochemistry. Prerequisite: CIVW 6700.

Sep 13 Wed 6 wks BBY CRN 33172
1830-2130

CIVW 6711 GENERAL AND PHYSICAL CHEMISTRY 2 \$167

Continues from CIVW 6710 building on earlier material including 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: CIVW 6710.

Nov 1 Wed 6 wks BBY CRN 33175
1830-2130

CIVW 6715 HYDRAULICS 1 FOR AEET \$167

Introduces hydraulics, including hydrostatics, fundamental flow and volume relationships and solution of simple, steady pipe flow problems. Prerequisite: CIVW 6700.

Sep 13 Wed 6 wks BBY CRN 33174
1830-2130

CIVW 6716 SOIL MECHANICS AND GROUNDWATER FOR AEET \$167

Introduces 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: CIVW 6715.

Nov 1 Wed 6 wks BBY CRN 33177
1830-2130

CIVW 6720 APPLIED MICROBIOLOGY \$167

Presents the types and functions of micro-organisms and provides examples as to where microbiology is used within the engineering field to reduce impact to the environment and for the protection of human health. Prerequisite: CIVW 6710, 6711, 6712 or departmental approval.

Sep 12 Tue 6 wks BBY CRN 33182
1830-2130

CIVW 6721 APPLIED TOXICOLOGY \$167

Applied toxicology, brings together a selectively representative view of the many facets of the subject of toxicology. This includes a review of biological, organic and inorganic substances, and their properties and behaviour in the environment. The principles of toxicology will then be explored as it pertains to the biological responses of cells and animals to toxic substances. The ramifications of toxicology in engineering will be described as it pertains to risk assessment and the development of water quality guidelines. Prerequisite: CIVW 6720.

Oct 31 Tue 6 wks BBY CRN 35890
1830-2130

CIVW 6740 PHYSICAL HYDROGEOLOGY \$167

Groundwater hydrology is the study of water beneath the surface of the earth. This course provides an overview of the occurrence and movement of groundwater in a variety of geologic settings and the effect of human activity on that movement. Prerequisite: Civil and Structural Diploma or a B.Sc. in Civil Engineering or completion of CIVW 6718.

Sep 14 Thr 6 wks BBY CRN 35886
1830-2130

CIVW 6741 CONTAMINANT HYDROGEOLOGY \$334

Continues from CIVW 6740. It examines the major sources of groundwater contaminants and the flow of contaminants in groundwater. It presents the processes by which contaminants are transported through the subsurface as free-phase products or dissolved aqueous constituents. Prerequisite: CIVW 6740.

Nov 2 Thr 12 wks BBY CRN 35889
1830-2130

CIVW 6742 GROUNDWATER MODELLING \$334

Covers the terminology of groundwater modelling and the derivation of the basic governing equations for field phenomena with special reference to groundwater flow and groundwater hydrology. Examination will be carried out of the similarities between some field flow phenomena such as the analogy between elasticity in continua and groundwater flow. Students set up matrices representing finite elements of field flow phenomena such as groundwater flow and set up assembled total field flow matrices. Students will set up relaxation nets and related relaxation equations for solutions to Laplace differentials governing groundwater flow. They will rearrange and transform spatial coordinates-and-groundwater-properties data files in varying formats to suit varying computer programs. Students will write simple BASIC programs to solve governing equations. Some techniques for generating groundwater data graphically such as the use of AUTOCAD (R) will be taught. Prerequisite: CIVW 6741 (may be taken concurrently).

Sep 16 Sat 12 wks BBY CRN 35900
0900-1200

CIVW 7750 (CIVW 750) MUNICIPAL WASTEWATER CHARACTERISTICS \$167

Covers quantifying the sources of municipal waste water, measurement of waste water strength, impacts of waste water treatment unit operations, primary waste water treatment. Prerequisite: CIVW 6714 and CIVW 6721.

Sep 12 Tue 6 wks BBY CRN 35887
1830-2130

CIVW 7751 MUNICIPAL WASTEWATER TREATMENT PROCESSES \$167

Includes an introduction to secondary treatment, wastewater treatment and disposal processes, suspended growth systems, fixed film systems, effluent disinfection, economic analysis, wastewater treatment plant planning. Prerequisite: CIVW 7750.

Oct 31 Tue 6 wks BBY CRN 33430
1830-2130

CIVW 7753 INDUSTRIAL WASTEWATER TREATMENT 2 \$167

Includes wastewater treatability studies, wastewater treatment and disposal processes, biological treatment processes, physical-chemical treatment, effluent disposal, sludge treatment, sludge thickening, sludge dewatering, sludge disposal, sampling and monitoring. Prerequisite: CIVW 7752.

Sep 14 Thr 6 wks BBY CRN 33431
1830-2130

CIVW 7754 INDUSTRIAL WASTEWATER TREATMENT 3 \$167

Continues from CIVW 7753 and covers advanced industrial wastewater treatment methods. Topics covered will include chemical coagulation and precipitation, absorption, ion exchange, membrane processes, chemical oxidation and gas transfer. Discussion will focus on the treatment concept, application, design and operation of each unit process. Prerequisite: CIVW 7753.

Nov 2 Thr 6 wks BBY CRN 35892
1830-2130

CIVW 7760 (CIVW 760) SOLID WASTE MANAGEMENT \$167

Describes the scope of municipal solid waste management, collection, transfer and transport. Methods of processing and disposal options and facilities. Economics and funding of systems and subsystems and the environmental issues of solid waste management and systems. Prerequisite: CIVW 6700, 6720, 6721.

Nov 2 Thr 6 wks BBY CRN 33169
1830-2130

Engineering Technology

**CIVW 7762
LANDFILL DESIGN
AND OPERATION \$167**
Examines landfill site selection, landfill capacity analysis, landfill construction and operation, environment systems overview of leachate generation and landfill gas. Prerequisite: CIVW 7761, 6741.

Sep 13 Wed 6 wks BBY CRN 33432
1830-2130

**CIVW 7763
ENVIRONMENTAL CONTROLS
FOR LANDFILLS \$167**
Examines the state of the art environmental control systems that are being used in B. C. and the U.S.A. to meet new government regulations. The course will include environmental issues, leachate composition, predicting leachate quantities with the EPA HELP model, landfill closure, leachate containment, leachate treatment, landfill gas collection and environmental monitoring. Prerequisite: CIVW 7762.

Nov 1 Wed 6 wks BBY CRN 35891
1830-2130

**CIVW 7765
ADVANCED RESIDUALS
MANAGEMENT 2 \$167**
Continues from CIVW 7764 and focuses on the fundamentals of hazardous waste management such as identification, segregation, classification, treatment and disposal which will lead to the understanding of how to operate a hazardous waste facility. Prerequisite: CIVW 7764.

Sep 14 Thr 6 wks BBY CRN 35888
1830-2130

**CIVW 7766
ADVANCED RESIDUALS
TREATMENT 1 \$167**
Describes major treatment technologies and methods which historically and traditionally applied to hazardous waste. The course will cover thermal, chemical, biological and physical treatments. Prerequisite: CIVW 7765.

Oct 30 Mon 6 wks BBY CRN 35973
1830-2130

**CIVW 7770 (CIVW 770)
ENVIRONMENTAL SITE
ASSESSMENT \$167**
Involves the investigation of sites for potential soil and groundwater contamination from past or recent site activities. Environmental audit (EA) involves a review of current operation practices at a site to assess the exposure to environmental risks and liabilities, and to determine compliance with current laws and regulations. Provides an overview of current practice of the ESA and EA and outlines the "due diligence" requirements. Case histories will be reviewed to demonstrate ESA and EA. Principles of environmental emergency planning and health and safety. Prerequisite: CIVW 6700.

Sep 12 Tue 6 wks BBY CRN 33170
1830-2130

**CIVW 7780
ENVIRONMENTAL LAW \$167**
Reviews and discusses a wide range of legislation and its impact on liability and the potential for prosecution when industries manufacture, transport, treat, purchase and then use hazardous substances. If these substances escape into the soil, water or air then the industries may be held responsible for any damage or injury that this may cause. Prerequisite: CIVW 6700.

Sep 14 Thr 6 wks BBY CRN 36020
1830-2130

**CIVW 7781
LIABILITY ASSESSMENT \$167**
Discusses how comprehensive general liability insurance policies will normally exclude damage to land, subsoil or groundwater owned or occupied by the insured. A separate insurance policy or endorsement of an existing policy may be available on a limited basis depending on the risk. The type and extent of liability coverage, the law and the role of the environmental professional in determining the risk are discussed. Prerequisite: CIVW 7780.

Nov 2 Thr 6 wks BBY CRN 36021
1830-2130

**CHSC 7770
PULP AND PAPER INDUSTRY
FOR AEET \$334**
Covers details of the Kraft process, chemistry of the process, process parameters, and environmental emissions. Other pulp and paper processes are also reviewed. The principal emissions (air, water, solids) are discussed in detail in terms of formation, chemistry, analytical detection techniques and engineering control methods. Potential process modification in the Pulp and Paper industry as a means of decreasing environmental emissions are also discussed. Prerequisite: CIVW 6700 plus two year Science Diploma.

Sep 12 Tue 12 wks BBY CRN 35974
1830-2130

**CHSC 7790
AIR QUALITY MANAGEMENT \$334**
Provides an overview of air pollution, focusing on atmospheric air quality issues. The course will discuss the sources of air pollution and their regulation. The student will be introduced to emission inventories, urban air pollution, and meteorology. An introduction to dispersion modelling as a method of linking emissions to air quality will also be presented. An outline of the causes and effects of global warming, including a Canadian perspective will be presented. Prerequisite: CIVW 6712.

Sep 13 Wed 12 wks BBY CRN 35983
1830-2130

ADVANCED DIPLOMA IN GEOGRAPHIC INFORMATION SYSTEMS (604) 434-3304

BCIT offers an Advanced Diploma program (ADP) in Geographic Information Systems. The program can be completed through part-time studies or one year of full-time study. The entrance requirement is a degree or diploma of technology in a related discipline.

Please call Program Advising at (604) 434-3304 if you wish to be sent detailed program information.

ADVANCED DIPLOMA PROGRAM IN INTEGRATED RESOURCE MANAGEMENT (CURRENTLY UNDER DEVELOPMENT) (604) 432-8804

Currently under development, the Integrated Resource Management Advanced Diploma program is being designed for employees seeking to upgrade their technical skills, while broadening their knowledge of resource management practices. Graduates will be prepared to work as resource management coordinators at local and regional levels.

The program is to be offered on a Part-time Studies basis, thereby granting employees access to advanced technological training. The courses are available to students who register in the Advanced Diploma program, and to anyone interested in upgrading their skills in integrated resource planning, measurement or analysis.

ADVANCED STUDIES IN MECHANICAL TECHNOLOGY (604) 432-8755 (604) 432-8274

Plans are underway to replace the current Advanced Diploma program in Mechanical with a new Bachelor of Technology Degree in Manufacturing. The goal of the degree is to prepare students to assume a lead role in a manufacturing environment. The program will provide an avenue for graduate technologists and engineers to enhance their technical and management skills through part-time, evening courses in the following areas:

- Manufacturing Processes
- Manufacturing Management
- Automation and Control
- Materials
- Product Design and Analysis

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

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

For more information on the Mechanical Degree, contact:

Brent Dunn, P.Eng., Program Coordinator,
Tel. (604) 432-8755
Cindy Miraftab, Program Assistant,
Tel. (604) 432-8274

POST DIPLOMA PROGRAM CAD PROGRAMMING (604) 432-8521 (604) 432-8488

Computer-Aided Design (CAD) and Engineering (CAE) techniques are becoming common engineering tools in industry. The objective of the Post-diploma program in CAD programming is to provide graduate technologists and engineers from all disciplines with the skills necessary to effectively utilize and manage this technology. The program is available as either a one year full-time program (starting each September) or as a part-time evening program (starting throughout the year).

Graduates of the program work in a diverse range of engineering including drafting/designing, CAD system management, software development, graphic information systems and manufacturing automation. Some graduates have started their own consulting and service companies or have moved into technical sales and training.

Contacts

Specific information on the program is available from the following people:
Paul Morrison, Program Head CAD Programming
Tel. (604) 432-8488
Bette Bayley, Program Assistant
Tel. (604) 432-8521

ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT (604) 432-8459

The School of Engineering Technology offers an ADVANCED DIPLOMA PROGRAM IN TECHNOLOGY MANAGEMENT. The ADP can lead to a Bachelor of Technology Degree in Technology Management, offered collaboratively with the Open University of B.C.

The Advanced Diploma Program is designed for

- graduates of an Engineering Technology Diploma program from BCIT or equivalent institution;
- those who hold degrees in related disciplines.

TMGT 7102 PROJECT MANAGEMENT AND RESOURCE UTILIZATION \$167


Focus is on effective project management brought through teamwork. Teams each plan a project making use of the learning of the preceding sessions, giving them the opportunity to experience the collaborative planning process and see its effectiveness first hand. Emphasis will be placed on effective, motivated teamwork and good time and cost control.

Sep 22 Fri-Sat-Sun 1 wk BBY CRN 33020
0830-1530

TMGT 7111 HIGH TECHNOLOGY MARKETING STRATEGIES \$167

Provides the basic skills needed to run a marketing program in a small or mid-size high technology business. Emphasis is placed on understanding marketing concepts and applying in actual work situations. Candidates use the marketing resources of their own organization in preparation of the assignments, as well as integrate their learning with the activities of the company.

Sep 18 Mon 5 wks BBY CRN 35894
1830-2130



Invest in Your Future! DISCOVER...

British Columbia's Seventh Annual
Science & Technology Week will take
place October 13-22, 1995.

This year, plan to
"Invest in Your Future! Discover..."

SCIENCE & TECHNOLOGY WEEK '95

Engineering Technology



TMGT 7113
MARKETING PROGRAMS AND PLANS \$167
Identifies the key issues and important factors in selecting a strategy for high technology companies and how to do strategic analysis and planning. Completion of TMGT 7111 is recommended.

Nov 6 Mon 5 wks BBY CRN 35895
1830-2130

TMGT 7122
MANAGEMENT ACCOUNTING \$167
Provides the candidate with an appreciation of how accounting and the accounting department supports a company's activities and shows how a non-accounting manager can effectively make use of the resources of an accounting department.

Sep 27 Wed 5 wks BBY CRN 33023
1830-2130

TMGT 7123
TECHNOLOGY INFORMATION SYSTEMS \$167
Provides the candidate with the knowledge to understand how Information Technology is used in technology based organizations. Covers aspects of systems design, evaluation and acquisition. Reviews how data is collected and turned into information by all parts of the organization with an emphasis on how that information can be used in decision making.

Oct 21 Sat 3 wks BBY CRN 33026
0830-1530

TMGT 7133
LAW, SOCIETY AND THE ENVIRONMENT \$167
Examines law as it relates to the environment and technological aspects of our society. The course assists those working in technologically intensive businesses to understand and to function within the legal environment. Focus is placed on the nature of the legal system and its institutions generally, as well as selected areas of law vital to the functioning of Canadian business. The course also relates law to modern business practice especially in the field of ethics.

Sep 28 Thr 8 wks BBY CRN 33029
1830-2030

TMGT 7144
HUMAN RESOURCE PLANNING AND CONTROL \$167
Deals with human resource long-range planning including goals, staffing, job analysis and design, recruitment and job search, selection, orientation, career planning and development including dual career systems and plateauing, succession planning and performance evaluation.

Nov 20 Mon 5 wks BBY CRN 33031
1830-2130

TMGT 7152
ISSUES IN DATABASE MANAGEMENT \$392
Identifies the database management technologies available and their significance to organizations. Topics include the database design; the relational model; data definition languages (SQL); data modeling and data resource management.

Sep 27 Wed 12 wks BBY CRN 35896
1830-2130

TMGT 7153
ON-LINE INFO SEARCH AND RETRIEVAL \$392
Provides candidates with the knowledge and skills necessary to make effective use of on-line information services in technology-based organizations, explores access to information through computer mediated communication and application of this information to business decisions. Focus will be placed on the use of the Internet, the world's largest information network.

Sep 16 Sat 6 wks BBY CRN 33778
0830-1530

TMGT 7191
FUZZY LOGIC AND APPLICATIONS \$473
Provides the candidate with the skills necessary to work on research and development projects involving smart products associated with Fuzzy Logic. Emphasis will be on both theory and applications. Class sessions will be spent on lectures and demonstrations of Togai Fuzzy C Software. This course is designed for engineers, technologists and scientists. This course does not form part of the Technology Management program.

Sep 13 Wed 12 wks BBY CRN 33371
1845-2145

TMGT 8103
TECHNOLOGY ASSESSMENT \$392
Provides the necessary tools to assess the current technological implications of the Graduation Project. Includes project provability, stability, affordability, production and environment, feasibility, alternative technologies, method comparisons, equipment compatibility, operating skills and security features required to assess implementation.

Sep 19 Tue 12 wks BBY CRN 33032
1830-2130

To register, or for information on eligibility, please contact: Robertta Pajunen,
Tel. (604) 432-8459, Fax (604) 432-9572.

BUILDING (604) 432-8586

Early registration is advised for Building Technology courses. Space is limited.

BLDG 1700 (BLDG 151)
DRAFTING AND DESIGN 1 \$504
Introduces basic architectural drafting techniques and skills. Graphical communication required for the preparation of building development permit drawings. A study of the various approving authorities and their influence over architectural design services.

Sep 12 Tue/Thr 12 wks BBY CRN 33138

BLDG 1730 (BLDG 152)
CONSTRUCTION 1 \$504
Introduces the basic principles of building construction. Develops skills to produce a basic set of construction working drawings. Topics include site layout, foundation details, western wood frame detailing, preparation of a partial set of working drawings for a single family residence. A list of necessary drafting equipment will be issued on the first evening. Prerequisite: BLDG 1805.

Sep 11 Mon/Wed 12 wks BBY CRN 33139

BLDG 1760 (BLDG 256)
CONSTRUCTION ESTIMATING 1 \$248
Introduces the student to reading construction drawings and specifications and the measurement of construction work. Specific study of particular methods of measurement techniques applicable to sitework, concrete and masonry. Prerequisite: BLDG 1970 or some knowledge of building construction.

Sep 14 Thr 12 wks BBY CRN 33150

BLDG 1800 (BLDG 181)
FIRE PROTECTION SYSTEMS IN BUILDINGS \$248
Covers the fundamentals of fire protection engineering and will focus on construction for fire protection, sprinkler systems, special extinguishing systems and industrial fire protection. Some construction or Building Code experience is desirable.

Sep 12 Tue 12 wks BBY CRN 33143

BLDG 1805 (BLDG 253)
B.C. BUILDING CODE: SINGLE FAMILY DWELLINGS \$248
Gives students a working knowledge of Part 9 of the 1992 B.C. Building Code for single family dwellings and accessory buildings. Prepares students to check plans, inspect buildings and deal with questions relating to Part 9 of the B.C. Building Code. Covers acceptable materials, systems and methods used in housing construction. Students must bring B.C. Building Code to the first class. Prerequisite: BLDG 1970 and 2970 or knowledge of building construction.

Sep 13 Wed 12 wks BBY CRN 33146

Please note: Students who wish to write the B.I.A.B.C. Level 1 Certification exam should register for BLDG 1810 listed in the Distance Education section of this flyer.

BLDG 1815 (BLDG 353)
B.C. BUILDING CODE: PART 3 \$307

Examines the purpose, scope and contents of the B.C. Building Code, with specific study of Part 3: Use and Occupancy. Based on the 1992 edition of the B.C. Building Code, this course will be of special interest to persons in design, drafting, construction, inspection and financing of buildings as well as fire prevention officers. Students must bring B.C. Building Code to the first class. Note: Some knowledge of the B.C. Building Code is advisable.

Nov 20 Mon-Fri 1 wk BBY CRN 34702
0830-1630

BLDG 1820 (BLDG 363)
B.C. BUILDING CODE: GENERAL \$373
Examines the purpose, scope and contents of the B.C. Building Code, Parts 1 to 8, with specific study of Part 3, Use and Occupancy. Based on the changes effective 1992, this course will be of special interest to persons in design, drafting, construction, inspection and financing of buildings. Students must bring B.C. Building Code to the first-class.

Sep 13 Wed 18 wks BBY CRN 33155

BLDG 1825
B.C. BUILDING CODE: MULTI-UNIT AND SMALL BUILDINGS \$248
Examines Part 9 of the 1992 B.C. Building Code with specific study of acceptable materials, systems and methods of construction applicable to multi-unit and small commercial and industrial buildings. Covers plan checking and inspection techniques. Prepares students to deal with issues relating to Part 9 of the B.C. Building Code. Some duplication of material covered in BLDG 1805. Students must bring the B.C. Building Code to the first class. Prerequisite: BLDG 1970 and BLDG 2970 or knowledge of building construction.

Sep 14 Thr 12 wks BBY CRN 35856

BLDG 1900 (BLDG 154)
CONSTRUCTION INDUSTRY PROCEDURES \$248
Presents an overview of the established methods and procedures vital to the construction industry today. Topics include the basis of building development; bidding and contracting construction contracts, specifications and estimating.

Sep 12 Tue 12 wks BBY CRN 33140

BLDG 1910 (BLDG 159)
ARCHITECTURAL ILLUSTRATIONS \$248
Introduces students to the fundamentals of perspective: perspective construction, photo perspective, shadows and reflections, perspective sketching and rendering in various media.

Sep 12 Tue 12 wks BBY CRN 33141

BLDG 1950
COMMUNICATION AND REPORT WRITING FOR HOUSE INSPECTION \$281
Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures, graphics, summaries and oral presentation. Prerequisite: English 12 or equivalent.

Sep 12 Tue 12 wks BBY CRN 35991

BLDG 1970 (BLDG 113)
CONSTRUCTION MATERIALS AND METHODS 1 \$248
Introduces students to the basic materials and methods used in construction. Acquaints the student with the physical and chemical properties, the manufacturing process of various materials and the way in which the materials and methods are implemented in a construction project. Part 1 includes earth works, concrete works including reinforcing steel, masonry and metals. Prerequisite for BLDG 1805 and BLDG 2970.

Sep 13 Wed 12 wks BBY CRN 33137

BLDG 2825
ARCHITECTURAL ACCESSIBILITY \$248
Deals with Section 3.7 of the B.C. Building Code covering concepts in adaptable housing. Upon completion, the student should have a good working knowledge of design considerations on access, kitchens and bathrooms specifically for visual, hearing and mobility impaired persons. Prerequisite: Knowledge of building construction and design and familiarity with the B.C. Building Code.

Sep 14 Thr 12 wks BBY CRN 35883

Engineering Technology

BLDG 2830 (BLDG 218) ARCHITECTURAL CAD (ASG) \$435

Emphasizes the production of 2D/3D drawings for the architectural environment, using ASG architectural, an AutoCAD third party software package. The student will progress from basic drawings to the generation of more advanced projects using the customized SoftDesk template. Prerequisite: AICO 1000.

Sep 13 Wed 12 wks BBY CRN 33144

BLDG 2835 (BLDG 258) COMPUTER APPLICATIONS IN BUILDING TECHNOLOGY 1 \$310

Introduces computer basics with focus on the fundamentals of spreadsheet design and applications in construction estimating, cost control and accounting. Final project customized to the individual needs of the participant. Course especially useful to small contractors, estimators and individuals concerned with construction costs and scheduling. Prerequisite: An understanding of building construction estimating and costing.

Sep 11 Mon 12 wks BBY CRN 33152

BLDG 2915 (BLDG 257) HOUSE INSPECTION 1 \$448

Provides students with practical and theoretical information required to inspect existing houses for visible and hidden defects. It is the first of a series of courses proposed to meet the academic requirements as a Registered Home Inspector through the Applied Science Technologists and Technicians of B. C. (ASTTBC) with the Western Association of Property Inspectors. A final grade of 70% or better is required by the Association and is also one of the prerequisites for BLDG 2925 House Inspection 2. Prerequisite: A thorough understanding and knowledge of house construction.

Sep 11 Mon 12 wks BBY CRN 33151

BLDG 2925 HOUSE INSPECTION 2 \$496

Demonstrates how to analyze the major components/systems in built houses, with special emphasis on identification of problems inherent in these systems. The course includes a Saturday field trip. This is one of the courses proposed to meet the academic requirements as a Registered Home Inspector through the Applied Science Technologists and Technicians of B.C. (ASTTBC) with the Western Association of Property Inspectors. A final grade of 70% or better is required by the Association. Prerequisite: BLDG 2915 with a final grade of 70% or better; knowledge of components/systems in houses as well as knowledge of Part 9 of the B.C. Building Code.

Sep 14 *Thr 12 wks BBY CRN 35882

Note: *BLDG 2925 also includes a field trip, Saturday, November 18, 1995. Time: 1030-1430.

BLDG 3840 (BLDG 359) COMPUTER CONSTRUCTION ESTIMATING \$414

Covers measurement and pricing of construction work using Timberline Precision Estimating software. This course will cover "take-off" procedures, building databases and designing simple workpackages. Prerequisite: BLDG 1760 or construction estimating experience with departmental approval. Use of DOS is desirable.

Sep 11 Mon 12 wks BBY CRN 33154

BLDG 3870 (BLDG 254) INTRODUCTION TO BUILDING DEVELOPMENT \$248

Introduces students to the considerations of the project process: the development of raw land from the recognition of the need for a building through feasibility studies, financing, budget control and design evolution. Prerequisite: Some knowledge of building construction.

Sep 14 Thr 12 wks BBY CRN 33148

BLDG 4975 ELECTRICAL SYSTEMS IN BUILDINGS \$278

Introduces the typical electrical systems and equipment commonly found in residential, commercial and institutional buildings. This course covers single phase and three phase systems, electrical standards, calculation of electrical quantities, and the reading and interpretation of electrical drawings. Prerequisite: Grade 12 Physics and MATH 1012.

Sep 11 Mon 12 wks BBY CRN 35858

BOEING SUPPLIERS SPECIALIZED TRAINING COURSES (604) 432-8539

BCIT Industry Services, in conjunction with the Boeing Commercial Airplane Group (BCAG) Material Division, Quality Assurance, is offering a series of courses designed to address the issue of continuous quality improvement for BCAG suppliers. This "hands-on" program will introduce employees to Boeing's quality improvement methods and materials, enabling them to apply statistical process tools to the manufacturing processes in their companies.

Classroom instruction, on-site consultation, the use of Boeing materials, and a team approach make this a unique program available from this source only. For more information, contact Industry Services at (604) 432-8539. The following courses are available for the fall term:

BAQS 0105 (INTRO TO) STATISTICAL TRAINING FOR BOEING SUPPLIERS \$101

Presents a six-hour workshop that provides Boeing suppliers with an overview of the tools they need to effectively implement statistical problem-solving and process control in their companies. Topics include AQS Goals and Strategies, Advanced Quality Concepts, D1-9000 Document Design, AQS Implementation plan, AQS Implementation procedures and AQS approval requirements.

Sep 16 Sat 1 day BBY CRN 35762
1000-1600

BAQS 7701 AQS-1 VARIATION, CONTROL AND CAPABILITY \$577

Presents a 28-hour workshop that studies several modules which encompass the major features of classical Statistical Process Control. All of the AQS courses are intended to be taught with specific projects in mind, projects which the student should bring to class. Topics include variation, histogram, normal curve loss function, control chart patterns, western electric rules, attribute charts, variable charts, individual chart, process capability and fallout, continuous improvement, problem-solving tools, pareto analysis and SQS software.

Sep 19 Tue 8 wks BBY CRN 35763
1830-2200

Note: An AQS-2 extension course is also available and can be scheduled if there is sufficient interest. Please contact Don Mallory at (604) 451-6775 or Louise Routledge at (604) 451-6894 for more information.



ENVIRO TIP
Use a composter — reduce household waste by over 30%!

CHEMICAL SCIENCES TECHNOLOGY (604) 432-8539

CHSC 1256 (CHSC 256) METALLURGY/PHYSICAL TESTING \$494

Includes casting and forming of metals, heat treatment, physical testing, nondestructive testing and metallurgy of welding. Laboratory work involving metallography, heat treatment and corrosion, constitutes approximately half of the course.

Sep 11 Mon 24 wks BBY CRN 32793
1845-2145

CHSC 1274 (CHSC 274) PULP AND PAPER MANUFACTURE \$619

Presents a detailed background to the pulp and paper industry of BC for those presently employed in manufacturing, service functions and allied industries. The course discusses the processes employed and the mechanical equipment utilized in the manufacture of pulp and paper. It examines wood structure and chemistry, water treatment, mechanical and chemical pulp manufacture, pulp bleaching, draft recovery systems, chemical preparation and handling, pollution abatement, paper and paperboard manufacture, future developments.

Sep 11 Mon 30 wks BBY CRN 32803
1845-2145

CHSC 2260 (CHSC 260) MINERAL ANALYSIS \$519

Deals specifically with chemical methods of ore analysis. Presents basics of analytical chemistry ore assaying and an opportunity to develop laboratory skills. The course covers the general methods of ore analysis, principles and practice of fire assaying for gold and silver, and gravimetric and volumetric analysis.

Sep 13 Wed 12 wks BBY CRN 32801
1830-2200

CHSC 2267 (CHSC 267) AIR POLLUTION \$383

Examines the chemistry of the major air pollutants and their interactions in the atmosphere — the oxides of sulphur and nitrogen, carbon monoxide, carbon dioxide, hydrocarbons, particulates (including heavy metals), chlorocarbons and fluorocarbons; the effects of air pollutants on human health and samples of various methods - infra-red, gas chromatography and atomic absorption.

Sep 26 Tue 12 wks BBY CRN 32802
1845-2145

CHSC 3314 (CHSC 314) MINERAL PROCESSING \$459

Covers the essential operations of applied mineral processing; grinding, screening, gravity separation, cyclone classification, flotation, sedimentation, thickening, filtration. Emphasis on numerical solution of operating and design type problems.

Sep 12 Tue 14 wks BBY CRN 32800
1845-2145

NDTE 1169 (CHSC 169) NDT RADIOGRAPHY LEVEL I \$792

Covers the general principles of radiography; nature of penetrating radiation sources; detection and measurement of radiation; 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. Meets the requirements, for classroom training as stipulated in CGSB Standard 48-GP-4M, condition (b).

Nov 27 Mon-Fri 1 wk BBY CRN 32804
0800-1700

NDTE 1170 (CHSC 170) NDT ULTRASONICS LEVEL 1 \$792

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 standard, longitudinal, transverse and surface waves, reflection, Snell's Law, sensitivity and resolution are covered. Meets the requirements of CGSB Standard 49-GP-7M, condition (a) for classroom training.

Dec 4 Mon-Fri 1 wk BBY CRN 32806
0800-1700

NDTE 1172 (CHSC 172) NDT MAGNETIC PARTICLE AND LIQUID PENETRANT \$792

Covers the theory of magnetism and magnetic properties of materials; comparison with other NDT methods; current characteristics; direct and indirect induction; residual and continuous methods; black light - principles and requirements; dry vs. wet method; indicating the mediums; material controls and calibration; discontinuities - their causes and detectability; demagnetization; inspection, interpretation and evaluation of indications. Meets CGSB Standard 48-GP-8M and 9M condition (b) Levels 1 & 2.

Nov 20 Mon-Fri 1 wk BBY CRN 32810
0800-1700

NDTE 2270 (CHSC 270) NDT ULTRASONICS LEVEL 2 \$792

Reviews the theory of ultrasonic testing and its practical applications. Emphasis will be on the operation of special equipment, applications requiring specific testing procedures and the consideration of variables affecting test results. Meets the requirements of CGSB Standard 49-GP-7M, condition (b) for classroom training. Prerequisite: NDTE 1170 (or CHSC 170) or be a certified Level 1 operator.

Dec 11 Mon-Fri 1 wk BBY CRN 32812
0800-1700

CIVIL AND STRUCTURAL (604) 432-8765 (604) 432-8521

CIVIL 1000 (CIVL 101) STATICS \$386

Examines the external and internal forces on statically determinate structures, with an emphasis on the civil engineering field. Prerequisite: MATH 1011 recommended.

Sep 18 Mon/Thr 10 wks BBY CRN 33053

CIVIL 1001 (CIVL 108) GRAPHICAL COMMUNICATION 1 \$213

Uses freehand sketching to introduce the student to civil engineering drawings and details. Architectural drawings are briefly covered also.

Sep 21 Thr 10 wks BBY CRN 33054

CIVIL 1080 (CIVL 109) CONCRETE TECHNOLOGY \$274

Introduces elementary theory and practice in the design, manufacture and quality control of concrete. Students will participate in laboratory work relating to quality control of concrete. Prerequisite: CIVL 1580 or departmental approval.

Sep 12 Tue 12 wks BBY CRN 33055

CIVIL 1100 (CIVL 100) INTRODUCTION TO LOTUS 1-2-3 ENGINEERING APPLICATION \$218

Presents hands-on engineering applications using LOTUS 1-2-3. Processing data on a spreadsheet and analyzing using graphs and other spreadsheet applications. Producing presentation quality reports.

Sep 18 Mon 6 wks BBY CRN 33052

Engineering Technology

**CIVL 1500 (CIVL 102)
PUBLIC WORKS INSPECTION \$372**
Presents the fundamentals of public works inspection. Focuses on inspection techniques, interpretation of contract documents, inspection of materials, road construction and underground services. CRN 33067

Sep 13 Wed 12 wks BBY CRN 33067

**CIVL 1522
CIVIL CONSTRUCTION I \$213**
Presents the first course in a two-part series that examines the organization, costing and sequences of construction activities for a typical construction project. Emphasis will be placed on drawing interpretation, quantity take-offs and estimating costs. An overview of construction equipment and concepts of ownership and operating costs will complete the course. Prerequisite: Basic knowledge of Civil engineering construction, or departmental approval.

Sep 18 Mon 10 wks BBY CRN 35064

**CIVL 1540 (CIVL 159)
HYDROLOGY I \$166**
Introduces the terminology, concepts and fundamentals of hydrology as related to the Engineering technologies.

Sep 19 Tue 8 wks BBY CRN 33103

**CIVL 1621 (CIVL 180)
INTRODUCTION TO URBAN
TRAFFIC ENGINEERING \$248**
Introduces fundamentals of traffic engineering with particular reference to the urban scene.

Sep 14 Thr 12 wks BBY CRN 33106

**CIVL 2501
ROAD CONSTRUCTION AND
MAINTENANCE FOR INSPECTORS \$372**
Presents a course in public works inspection, providing an overview of current methods of highway construction and maintenance, maintenance management systems, contract documentation and administration and traffic control requirements. Prerequisite: CIVL 1500.

Sep 20 Wed 12 wks BBY CRN 33114

**CIVL 2582 (CIVL 169)
SOIL MECHANICS I \$248**
Introduces soil mechanics emphasizing soil testing and classification, compaction and permeability. Prerequisite: CIVL 1580 or departmental approval.

Sep 12 Tue 12 wks BBY CRN 33104

**CIVL 2622 (CIVL 275)
HIGHWAY DESIGN 2 \$213**
Provides a working knowledge of highway design from conception to preliminary design drawing stage including alignment adjustment for earthwork balances. Prerequisite: CIVL 1622.

Sep 21 Thr 10 wks BBY CRN 33109

**CIVL 3010 (CIVL 393)
AUTOCAD (CADD) APPLICATIONS
FOR CIVIL ENGINEERING \$414**
Presents a computer Aided design course for practicing Civil technologists and engineers. Course is project oriented and is designed to show power of computer aided design in structural layout, municipal design and data digitizing of contour topography. Sufficient CADD commands for Civil engineering drawings are explored and examined. Prerequisite: Civil engineering background, AICO 1000 or departmental approval.

Sep 13 Wed 12 wks BBY CRN 33111

**CIVL 3621 (CIVL 282)
LAND USE PLANNING \$248**
Provides an understanding of the basic relationship between the natural characteristics of raw land and the planning, engineering, economic considerations and existing regulations to produce orderly development.

Sep 11 Mon 12 wks BBY CRN 33110

**CIVL 4160 (CIVL 400)
STRUCTURAL DESIGN 1 \$413**
Presents an elementary design course in timber and steel. Students are introduced to the CSA timber and steel codes. Prerequisite: CIVL 3500.

Sep 19 Tue/Thr 10 wks BBY CRN 33056

NOTE: PUBLIC WORKS OPERATIONS.
See section on Public Works Operations in this flyer for course details.

**NOTE: APPLIED ENVIRONMENTAL
ENGINEERING**
Civil and Structural Technology is developing an Advanced Diploma in Applied Environmental Engineering. See section on advanced diplomas in this flyer for further details.

DISTANCE EDUCATION

Over 90 distance education credit courses in 20 subject areas of Civil Technology are now available to enable you to:

- Improve your career potential
- Refresh your knowledge

For more information on courses/programs, please see the Transportation Systems (Highways) Technology section or this flyer.

**COMPUTER AIDED
ENGINEERING**
(604) 432-8521
(604) 432-8274

NEW CERTIFICATE PROGRAM

A selection of part-time studies courses will be offered that will lead to an Associate Certificate in Computer Aided Design Technology. Computer Aided Design (CAD) tools are being increasingly used in engineering and architectural fields. As well, CAD is finding applications in other areas such as facilities management and interior design.

The Associate Certificate program is intended for:

- individuals who are working in a technical field who need to develop their CAD proficiency;
- individuals who require a formalization of their technical abilities in CAD;
- people with no previous CAD experience who are interested in obtaining employment in the architectural and engineering fields.

The associate certificate program courses are taught at a level that assumes students have completed senior secondary school math, science and English or equivalent.

The program consists of two sections; core courses and elective courses as listed below. To be awarded an associate certificate, the student must complete the core courses and obtain a minimum of 11 credits from the list of elective courses to achieve a total of 21 credits.

ASSOCIATE CERTIFICATE IN COMPUTER AIDED DESIGN TECHNOLOGY

Core courses (10.5 credits)

Course	Credits
AICO 1000 AutoCAD 1	3.0
*AICO 4090 Practicum	3.0
**COMP 1001 Understanding PC/MS DOS	1.5
MECH 1000 Drafting Fundamentals	3.0
*AICO 4090 to be performed upon completion of all other credits.	
**AICO 1070 Introduction to UNIX or COMP 1212 Working with Windows can be substituted for COMP 1001.	

Elective courses

AICO 2000 AutoCAD 2	3.0
***AICO 2010 AutoCAD for Windows	1.5
OR	
AICO 2020 AutoCAD Customization 1	3.0
AICO 3000 AutoCAD 3	1.5
AICO 3005 AutoCAD Customization 2	OR
***AICO 3075 CAD Customization Using AutoLISP	3.0
***AICO 4000 Solid Modeling	1.5
AICO 3040 AutoCAD Designer	1.5
AICO 4010 Engineering Presentation Graphics Using 3D Studio 1	1.5
BLDG 2830 Architectural CAD (ASG)	3.0

***Discontinued courses, but students who previously completed these courses may apply their credits towards the certificate.

Course credit may be applied for, but in no case can the total of applied credits exceed 10 credits. Substitution of credits can be made with departmental approval.

All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments of CAD.

COURSES OFFERED IN THE FALL TERM

Autodesk
Training Center

Early registration is advised since space is limited in most courses.

AICO 0002 AUTOCAD RELEASE 13 UPDATE \$108

Presents the many new features and enhancements of AutoCAD Release 13. This hands-on session concentrates on the changes that apply to 2D drawings. Topics include new user interface, construction lines, object snap enhancements, object grouping, multilines, custom linetypes, multiline text, associative hatching, and dimensioning styles. The session is applicable to DOS and Windows versions of AutoCAD Release 13. Prerequisite: AICO 1000.

Oct 21 Sat 1 wk BBY CRN 35897	0830-1530
Dec 9 Sat 1 wk BBY 35898	0830-1530

**AICO 1000 (AICO 213)
AUTOCAD 1 \$435**
Introduces the AutoCAD workstation including basic 2D drawing creation, editing, view manipulation, text, dimensioning, hatching and plotting. Prerequisite: Basic drafting knowledge and computer literacy recommended.

Sep 9 Sat 6 wks BBY CRN 33194

Sep 9 Sat 6 wks DEC 33195

Sep 11 Mon 12 wks BBY 33196

Sep 11 Mon-Fri 2 wks DEC 33197

Sep 11 Mon-Fri 1 wk BBY 33205

Sep 12 Tue 12 wks DEC 33198

Tue 12 wks BBY 33199

Tue 12 wks THC 33200

1900-2200

Sep 13 Wed 12 wks BBY 33201

Sep 14 Thr 12 wks BBY 33202

Sep 18 Mon-Fri 1 wk BBY 33203

0830-1630

Sep 25 Mon-Fri 1 wk DEC 33204

0900-1700

Oct 2 Mon-Fri 1 wk BBY 33208

0830-1630

Oct 10 *Mon-Fri 2 wks BBY 33206

*No class Monday, November 9, '95

0830-1230

Oct 23 Mon-Fri 1 wk DEC 33207

0900-1700

Oct 28 Sat 6 wks BBY 33209

0830-1530

Oct 30 Mon-Fri 2 wks DEC 33210

0900-1235

Nov 6 Mon-Fri 1 wk BBY 33211

0830-1630

Nov 20 Mon-Fri 1 wk BBY 33212

0830-1630

**AICO 1010 (AICO 220)
SMARTCAM \$435**
Presents the use of SmartCAM software for automatic tool path generation from CAD models produced with AutoCAD software. Programs are proven on CNC milling machines and lathes.

Sep 11 Mon 12 wks BBY CRN 33233

AICO 2000 (AICO 214) AUTOCAD 2 \$435

Continues from AICO 1000. Focuses on the use of AutoCAD's advanced construction and editing tools. Topics include symbol libraries, external references, advanced dimensioning, file management, system variables, drawing layout tools, advanced plotting, use of TrueType and Postscript fonts, spline curves, digitizing and slide files. Prerequisite: AICO 1000.

Sep 9 Sat 6 wks BBY CRN 33213

0830-1530

Sep 11 Mon 12 wks BBY 33214

Sep 13 Wed 12 wks BBY 33215

Sep 14 Thr 12 wks DEC 33216

Thr 12 wks THC 33217

1900-2200

Sep 25 Mon-Fri 1 wk BBY 33220

0830-1630

Oct 2 Mon-Fri 1 wk DEC 33219

0900-1700

Oct 23 Mon-Fri 2 wks BBY 33221

0830-1205

Oct 28 Sat 6 wks DEC 33223

0900-1600

Oct 28 Sat 6 wks BBY 33225

0830-1530

Nov 14 *Mon-Fri 2 wks DEC 33227

*No class Monday, November 13, '95

0900-1300

Nov 27 Mon-Fri 1 wk BBY 33231

0830-1630

FOR CLASSTIMES
SEE PAGES 5 & 30

REGISTER NOW!
PHONE: (604) 434-1610
FAX: (604) 430-1331



Engineering Technology

AICO 2020 AUTOCAD CUSTOMIZATION 1 \$435

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 AutoCAD's configuration, modifying the ACAD.PGP file, accelerator keys, menu customization, command macros, using AutoLISP, sources of AutoCAD utilities, script files, object linking and embedding, slide libraries, custom linetypes, dialog boxes, and basic DIESEL. Covers both DOS and Windows versions of AutoCAD. Prerequisite: AICO 2000.

Sep 13 Wed 12 wks BBY CRN 36094
Dec 4 Mon-Fri 1 wk BBY 36095
0830-1630

AICO 3000 (AICO 225) AUTOCAD 3 \$290

Introduces the 3D capabilities of AutoCAD. Covers the fundamentals of 3D wireframe construction regions, surface generation and rendering. Prerequisite: AICO 2000.

Sep 9 Sat 3 wks BBY CRN 33235
0830-1530
Sep 12 Tue 6 wks BBY 33238
Oct 24 Tue 6 wks BBY 33239
Nov 18 Sat 3 wks BBY 33241
0830-1530

AICO 3005 (AICO 312) AUTOCAD CUSTOMIZATION 2 \$435

Introduces the AutoLISP programming environment. Includes AutoLISP programming concepts, development of applications in parameterized drawings, user defined commands, and interfacing with the drawing file database. Prerequisite: AICO 2000 (AICO 2020 recommended).

Sep 14 Thr 12 wks BBY CRN 33244

AICO 3040 PARAMETRIC MODELING WITH AUTOCAD DESIGNER \$290

Presents AutoCAD Designer, a parametric, feature based solid modeling tool that is used to automate the production of mechanical designs and drawings. Solid models are defined using geometric and dimensional values. These same solids can then be used to automatically generate detailed, dimensioned drawings with multiple views. Prerequisite: AICO 2000 or equivalent.

Sep 14 Thr 6 wks BBY CRN 35893

AICO 3070 (AICO 722) INTRODUCTION TO "C" PROGRAMMING \$435

Introduces "C" programming with emphasis on algorithm development and structural programming techniques. Includes engineering applications and is a required prerequisite for AutoCAD users interested in the AutoCAD Development System (ADS).

Sep 12 Tue 12 wks BBY CRN 33261

AICO 4010 (AICO 711) ENGINEERING PRESENTATION GRAPHICS USING 3D STUDIO 1 \$290

Instructs students in the production of quality computer graphics such as rendered images and graphic animations. Three dimensional models will be rendered and animated with AutoDesk's 3D Studio software. Applications using 3D rendering and animation include engineering and product design as well as architectural modeling. Prerequisite: AICO 3000.

Sep 9 Sat 6 wks BBY CRN 33248
0900-1200

AICO 4015 ENGINEERING PRESENTATION GRAPHICS USING 3D STUDIO 2 \$290

Continues from AICO 4010. The course examines advanced topics such as morphing, image processing and video post processing. Other presentation related topics include batch processing, scripted slide shows, video transfer and multimedia applications. Prerequisite: AICO 4010.

Oct 28 Sat 6 wks BBY CRN 35899
0900-1200

AICO 4070 (AICO 823) DATA STRUCTURES IN C \$435

Continues from AICO 3070. "C" software techniques with emphasis for CAD and GIS users. Examples and problems based on file translation, 2D and 3D graphics, windows and image processing using structured code and libraries. Prerequisite: AICO 3070 or equivalent experience.

Sep 13 Wed 12 wks BBY CRN 33299

AICO 4075 (AICO 814) AUTOCAD CUSTOMIZATION 3 \$435

Gives programmers the tools required to improve CAD productivity and customize the user interface. Topics covered are the drawing database, complex entity access, symbol table, access, error checking and handling, extended entity data, and dialog box programming. Prerequisite: AICO 3005 or AICO 3075.

Sep 13 Wed 12 wks BBY CRN 33289

MECH 7040 (AICO 761) INTRODUCTION TO THE FINITE ELEMENT METHOD \$435

Introduces the FEM (Finite Element Method) for engineers and technologists who wish to perform computer aided design or analysis of machine components and structures. FEM theory and computer modelling techniques will be covered. Practical problems will be solved by building FEM models using commercial software. Prerequisite: Diploma of Engineering Technology or equivalent. Contact Brent Dunn, (604) 432-8755 to clarify prerequisite if required.

Sep 11 Mon 12 wks BBY CRN 33286

MECH 7051 (AICO 751) INTRODUCTION TO MACHINE VISION \$435

Introduces the use of Machine Vision systems using state of the art techniques and equipment. Emphasis is on the use of the hardware required for capturing, transmitting and storing images. Prerequisite: Department approval. Contact Dave Lewis, (604) 432-8925.

Sep 14 Thr 10 wks BBY CRN 33284

MECH 8012 (AICO 819) ADVANCED CAM APPLICATIONS \$435

Acquaints the student with advanced multi-axis machining including 3D surface applications. A number of CAM software packages are utilized including SmartCAM 3D. Prerequisite: AICO 1010 or equivalent.

Sep 13 Wed 12 wks BBY CRN 33297

UNIX

Early registration is advised since space is limited in most courses.

AICO 1070 (AICO 730) INTRODUCTION TO UNIX \$290

Includes elementary UNIX commands, files and directory structures, the VI editor, piping and shell script programming with Bourne or C shells. Taught on workstations using a hybrid system V/ BSD UNIX. Prerequisite: Computer experience. Operating system experience a definite asset.

Sep 14 Thr 6 wks BBY CRN 33262
Sep 18 Mon-Wed 2.5 days BBY 33263
Mon/Tue: 0830-1630
Wed: 0830-1200

Oct 2 Mon-Wed 2.5 days BBY 33264
Mon/Tue: 0830-1630
Wed: 0830-1200

Oct 26 Thr 6 wks BBY 33265
Oct 30 Mon-Wed 2.5 days BBY 33267
Mon/Tue: 0830-1630
Wed: 0830-1200

Nov 20 Mon-Wed 2.5 days BBY 33266
Mon/Tue: 0830-1630
Wed: 0830-1200

AICO 2070 (AICO 732) INTRODUCTION TO UNIX SHELL SCRIPT PROGRAMMING \$290

Covers basic shell script programming based on the Bourne and C shell. Includes control structures, shell variables and commands, as well as the user shell environment. The kernel and its relationship to the shell is introduced. Prerequisite: AICO 1070 or equivalent industry experience (minimum 1 year).

Sep 11 Mon 6 wks BBY CRN 33268
Oct 16 Mon-Wed 2.5 days BBY 33271
Mon/Tue: 0830-1630
Wed: 0830-1200

MICROSTATION

AICO 1009 (CDCM 215) MICROSTATION 1 \$435

Introduces MicroStation including machine log-on procedures and creation of simple 2D drawings. Emphasis on orthographic projection, dimensioning and text. Prerequisite: Basic drafting knowledge and computer literacy recommended.

Sep 12 Tue 12 wks BBY CRN 33301

FISH HARVESTING AND PROCESSING (604) 432-8948

FISH 1900 (FISH 900) SEAFOOD PROCESSING AND QUALITY \$437

Presents a course jointly instructed by industry experts and BCIT, and endorsed by the Fisheries Council of British Columbia. Designed for those presently working in the fish processing industry or seeking employment in this area. Participants learn to: identify major B.C. fish species; understand and evaluate seafood quality; handle seafood with minimal quality loss; describe processing techniques in B.C.'s salmon, herring and groundfish industries; understand product safety and apply basic plant sanitation principles; understand the principles of a quality assurance program; describe government processing regulations. A Certificate of Completion is issued to students who successfully complete this course.

Oct 10 Tue/Thr 8 wks BBY CRN 32878
1800-2130

This program operates according to the current requirements of the fishing industry. Courses and workshops are developed with the assistance of industry committees and scheduled, as needed. Contact Sharon Cameron at (604) 432-8723 to be put on our mailing list for notification of this program's activities.

Previous offerings included

- QMP Inspection Workshop (FISH 0120)
- Double Seam Workshop (FISH 0140)
- Canned Salmon: Screening Line Theory and Operation (FISH 0141)
- Fundamentals of Thermal Processing Science (FISH 0142)

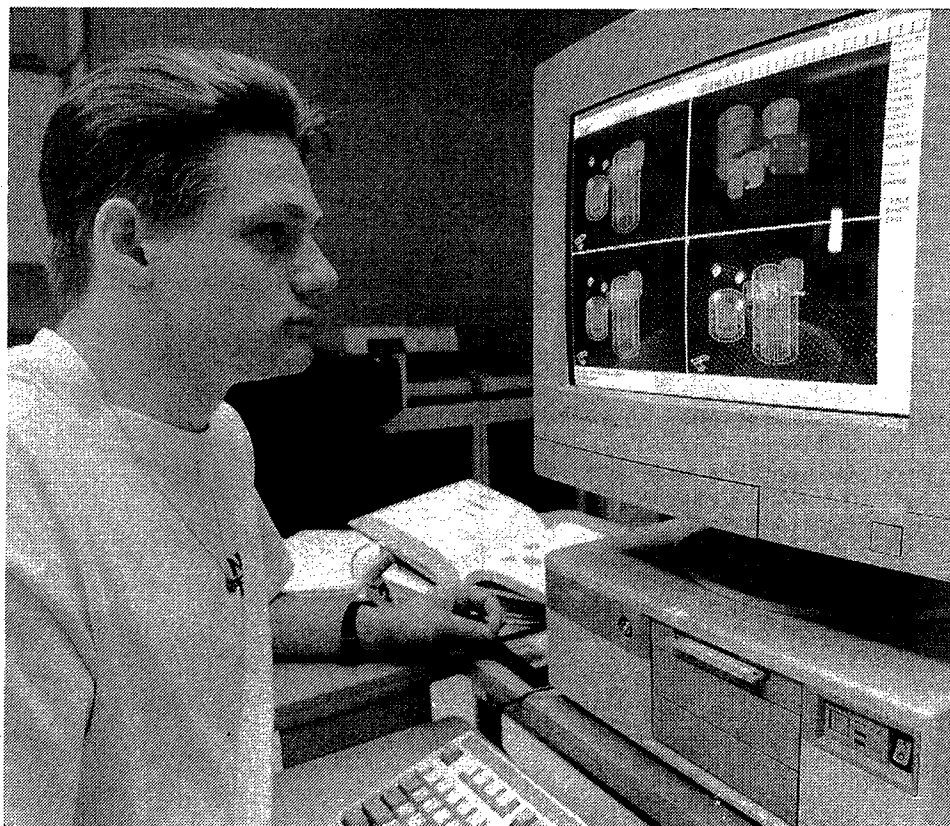
Contact the coordinator, Denise Nordin at (604) 432-8948 for more information.

FOOD TECHNOLOGY (604) 432-8561

FOOD 0160 FOOD SAFETY: THE HACCP SYSTEM \$272

Presents a two-and-a-half day (16 hours) workshop of benefit to employees whose job is to ensure the safety and quality of food, esp. potential HACCP plant coordinators from areas such as QC, production, sanitation and management. The focus will be on demystifying HACCP and the role it plays with ISO 9000 and TQM. Speakers from Agriculture Canada will present information on FSEP. You will be taught skills necessary to implement a HACCP program to meet both your company's needs and government expectations.

Oct 24 Tue-Thu 2.5 days BBY CRN 34799
Tue-Wed: 0900-1630
Thu: 0930-1230



Engineering Technology

GEOGRAPHIC INFORMATION SYSTEMS (604) 432-8521

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and DOS (BCIT course COMP 1001).

**GIST 0127
MAPINFO 1 \$332**
Introduces MAPINFO, a popular and user friendly desktop mapping product that runs within Microsoft Windows. Students will learn how to query maps and databases to produce maps, charts, and reports, and perform simple data import and GIS analysis. Students should be familiar with Windows 3.1 before taking this course.

Nov 15 Wed-Thr 2 days BBY CRN 33130
0830-1730

**GIST 0128
ARCVIEW 2 FOR WINDOWS \$332**
Teaches students how to use ARCVIEW 2, a powerful desktop GIS software package, to perform spatial query and analysis, produce maps, charts and reports. Students should be familiar with Windows 3.1 before taking this course.

Dec 11 Mon-Tue 2 days BBY CRN 35859
0830-1730

**GIST 0129 (GIST 929)
ARCCAD AUTHORIZED TRAINING \$683**
ArcCAD provides powerful spatial query and analysis within the AUTOCAD environment. In this hands-on course you will learn the fundamental concepts, terminology, commands, and operations of ArcCAD as applied to a typical GIS project. Prerequisite: AutoCAD knowledge and skills are required. (AICO 1000 or equivalent).

Oct 11 Wed-Fri 3 days BBY CRN 33128
0830 1730

4 Ways to Register

1. By Mail
(Available to all registrants)

Fill in the registration form on page 3 and send it with your cheque or credit card information to:

BCIT Part-time Studies Registration
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2

Sorry, No Postdated Cheques

2. By Fax
(Available to all registrants)

Use the form located on page 3 and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).

3. In Person
(Available to all registrants)

Register at the Burnaby, Downtown or Surrey campuses (see page 3). Pay by cash, cheque or credit card.

4. By Phone

(Only available to registrants who have previously attended BCIT)

Charge to your Visa or MasterCard.

Burnaby campus: (604) 434-1610
Downtown: (604) 687-4666

**GIST 0227
MAP DESIGN WITH MAPINFO \$392**
Introduces the student to the elements of map design for standard topographic map series and for thematic maps. Topics cover map communication, univariate and bivariate mapping, symbolization of points, lines and regions, use of colour and pattern, creating a layout and map annotation. Prerequisite: GIST 0127.

Nov 18 Sat 5 wks BBY CRN 35857
0830 1530

**GIST 5100 (GIST 700)
FUNDAMENTALS OF GIS \$248**
Presents an overview of GIS covering fundamental concepts and terminology, the role of GIS in spatial data management and digital mapping, the multipurpose cadastre and resource GIS, methods of data collection and input, data modelling and representation, storage and retrieval of spatial data, concepts of database systems, manipulation and analysis features of GIS.

Sep 13 Wed 12 wks BBY CRN 33057

**GIST 5109 (GIST 709)
MAPPING USING MICROSTATION \$473**
Introduces students to Microstation PC, a powerful and popular software for digital mapping. Topics will include Microstation basics, 2D element constructions and manipulations, data entry, data editing, and data integrity.

Sep 11 Mon 12 wks BBY CRN 33122

**GIST 5128 (GIST 728)
ARC/INFO GIS 1 \$423**
Uses ARC/INFO GIS software in a UNIX workstation environment. Topics include database design, data entry and editing in ARCCEDIT, data manipulation and analysis, and map design in ARCPLOT.

Sep 9 Sat 6 wks BBY CRN 33062
0830-1530

Sep 12 Tue 12 wks BBY 33061

**GIST 6118 (GIST 718)
REMOTE SENSING \$473**
Teaches students to use PCI software on UNIX workstations to perform image processing and analysis on satellite data, geocode and classify images, and integrate images with GIS. The course describes the concepts and foundations of remote sensing; the features of the instrumentation used in remote sensing; defines pattern recognition and examines the key steps in applying remote sensing to earth resources management problems. Prerequisite: GIST 6121 or basic knowledge of statistics.

Sep 14 Thr 12 wks BBY CRN 33058

**GIST 6128 (GIST 828)
ARC/INFO GIS 2 \$473**
Continues from GIST 5128, covering the use of ARC Macro language programming, database software, coordinate geometry, digital terrain modelling, analytical GIS functions and importing and exporting of data. Prerequisite: GIST 5128.

Oct 21 Sat 6 wks BBY CRN 33063
0830 1530

**GIST 6132
GIS DATABASE SYSTEMS \$473**
Introduces students to workstation database systems using Oracle RDMS, and how these can be used with ARC/INFO GIS software. Advanced issues in GIS data management such as distributed systems and client server relationships are studied. Prerequisite: GIST 5128. Also recommended is some experience with a database program such as Dbase or Access (for example BCIT course COMP 1222).

Sep 11 Mon 12 wks BBY CRN 33135

**GIST 6138
ARC/INFO GIS 3 \$473**
Begins by examining Arc/Info customization with AML programming including threads, file I/O, database access and ArcTool modification. The second half of the course examines GIS spatial modelling including a vector model using NETWORK and raster models using GRID. Prerequisite: GIST 6128.

Sep 13 Wed 12 wks BBY CRN 36235

MECHANICAL/ MECHANICAL SYSTEMS (604) 432-8521 (604) 432-8274

New Certificate Program

ASSOCIATE CERTIFICATE PROGRAM IN MECHANICAL SYSTEMS

The School of Engineering Technology through the Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs for the following options.

- Heating, Ventilating and Air Conditioning
- Plumbing
- Fire Protection

A selection of courses will be presented which can be completed through an evening study program.

Prerequisite

The Associate Certificate program courses are taught at a level that assumes students have completed senior-secondary school Math, Science or equivalent.

The program consists of three sections Mandatory Courses, Option Courses and Elective courses. To qualify for an Associate Certificate the student must complete:

- All Mandatory Courses
- A minimum of two Option Courses from any given option — one course from each level
- Any approved Elective Courses to attain additional credits

A minimum of 21 credits is required.

Associate Certificates in other Mechanical Systems options may also be attained by completing:

- A minimum of two Option Courses from any other option — one course from each level
- Any other approved Elective Courses to attain additional credits
- An approved practicum

A minimum of 10 credits is required.

Course credit may be applied for, but in no case can the total applied credits exceed 10 credits.

All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments of the Mechanical Systems program.

**REGISTER NOW!
PHONE: (604) 434-1610
FAX: (604) 430-1331**

Mandatory courses		Credits
AICO 1000	AutoCAD 1	3.0
COMP 1104	Introduction to Computing	3.0
MECH 1000	Drafting Fundamentals	3.0
MSYS 1070	Building Construction for Mechanical	4.0
MSYS 4090	Practicum	3.0

Option courses HEATING, VENTILATING AND AIR CONDITIONING

Level 1		
MSYS 1082	Heating and Ventilating 1: Residential	3.0
MSYS 1084	Heating and Ventilating 2: Commercial	3.0
MSYS 3082	Air Conditioning 1	3.0
Level 2		
MSYS 2082	Heating and Ventilating 2	3.0
MSYS 4083	Air Conditioning 2	3.0

PLUMBING

Level 1		
MSYS 1086	Potable Water Plumbing Design	2.0
Level 2		
MSYS 1087	Drainage Plumbing Design	2.0

FIRE PROTECTION

Level 1		
MECH 4080	Automatic Sprinkler Systems Design 1	3.0
Level 2		
MECH 4082	Automatic Sprinkler Systems Design 2	3.0
MSYS 2080	Automatic Sprinkler and Standpipe Systems Testing	3.0

Elective courses

BUSA 1105	Management 1	3.0
BUSA 1305	Supervisory Skills	3.0
COMM 1103	Introduction to Business and Technical Communication	3.0
COMP 1015	Spreadsheet Concepts	1.0
FMGT 1100	Accounting 1	4.0
MATH 1011	Technical Math 1: Trigonometry	3.0
MKTG 1102	Essentials of Marketing	3.0
OPMT 1187	Project Planning and Scheduling	3.0
OPMT 1192	Inventory Planning and Control	3.0
OPMT 2287	Project Cost Estimating	3.0

COURSES OFFERED IN THE FALL TERM

MECH 1000 (MECH 140) DRAFTING FUNDAMENTALS \$305

Teaches techniques for producing and reading mechanical drawings using standard format. Develops basic skills in applying these techniques. The use of instruments, line work, lettering and geometric construction is taught. Emphasis is placed on orthographic projection, sections, auxiliary views, dimensions and working drawings. Persons planning to take CAD graphics courses will use all of the skills taught in this course.

Sep 12 Tue 14 wks BBY CRN 33187

MECH 1010 (MECH 106) MANUFACTURING PROCESSES 1 \$380

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

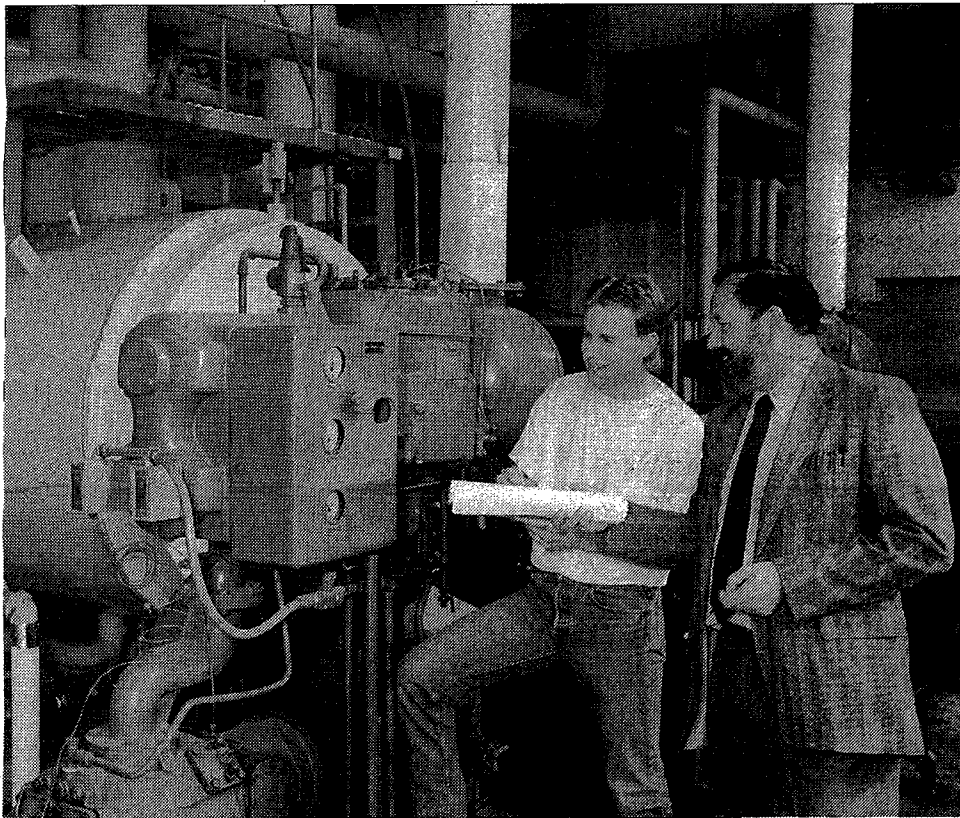
Sep 11 Mon 15 wks BBY CRN 33429

MECH 2240 (MECH 206) STRENGTH OF MATERIALS \$494

Covers stress, strain and deflection. Tension compression, shear, torsion, deflection and buckling of material under load. Beams, columns, shafts, thin and thick walled cylinders, riveted and welded joints. Prerequisite: MECH 1140.

Sep 12 Tue/Thr 12 wks BBY CRN 33189

Engineering Technology



MECH 2245 (MECH 208) DYNAMICS \$378

Presents kinematics: basic equation of motion, motion diagrams, trajectories. Kinetics: Newton's Laws, inertia, rectilinear and rotational kinetics, systems of bodies. Prerequisite: MECH 1140.

Sep 11 Mon/Wed 10 wks BBY CRN 33185

MECH 2350 (MECH 320) FLUID POWER 1 \$305

Provides an understanding of pneumatic control systems. Fluid power components, their symbols, function and construction are examined.

Sep 12 Tue 14 wks BBY CRN 33186

MECH 4080 (MECH 432) AUTOMATIC SPRINKLER SYSTEMS DESIGN I \$248

Enables persons involved in engineering, design, supervision or inspection of commercial and industrial automatic sprinkler systems to gain an understanding of pipe schedule systems and water supply system analysis. Prerequisite: MECH 3325 or departmental approval.

Sep 14 Thr 12 wks BBY CRN 33188

MSYS 1082 (MSYS 220) HEATING AND VENTILATING 1: RESIDENTIAL \$248

Covers the principles and practices of air heating systems for residences. Encompasses a study of warm air furnace system components and design procedures. These will be applied to the preparation of working drawings. An overview of alternate energy sources, passive and active solar heating systems will be discussed. Prerequisite: MECH 1000 or equivalent (may be taken concurrently).

Sep 12 Tue 12 wks BBY CRN 33190

MSYS 1084 (MSYS 221) HEATING AND VENTILATING 1: COMMERCIAL \$248

Includes heat energy flow, building psychrometrics, occupant comfort, and a study of air heat systems components control and design procedures for heating and ventilating of commercial buildings. These will be applied to preparation of heat loss estimates, heating and ventilating calculations and working drawings. Prerequisite: MECH 1000 or equivalent (may be taken concurrently).

Sep 14 Thr 12 wks BBY CRN 33191

MSYS 3082 (MSYS 420) AIR CONDITIONING 1 \$248

Deals with cooling load calculation by Ashrae methods and procedures. Properties of air extending use of psychrometric chart to air conditioning comfort criteria and examination of air conditioning processes; refrigeration for air conditioning, encompassing evaporator, compressor, condenser and expansion valve performance characteristics and selection. Air conditioning systems, encompassing representative unitary, constant volume and variable volume systems. Prerequisite: MSYS 1082 and 2082.

Sep 11 Mon 12 wks BBY CRN 33192

NATURAL GAS AND PETROLEUM (604) 432-8308

PETR 1154 (PETR 153) GAS DISTRIBUTION AND UTILIZATION \$542

Provides an introduction to the operation of a natural gas distribution system. Topics include: contracts, planning, measurement, gas load control, maintenance, combustion, LNG and CNG, codes and safety, customer service/sales, pressure control, construction, design, natural gas utilization, alternate fuels. A Certificate of Completion will be issued to students who successfully complete both PETR 1153 and PETR 1154. Prerequisite: None. Offered in alternate years.

Sep 14 Thr 24 wks BBY CRN 35809
1845-2145

PLASTICS (604) 432-8971 (604) 432-8350

PLASTICS CERTIFICATE PROGRAM

A selection of courses will be presented which can be completed through an evening study program and which will lead to an Associate Certificate in Plastics Technology.

The courses are aimed at

- upgrading existing plastics processing machine operators who have the general prerequisites;
- people with no previous plastics experience but who are interested in obtaining employment in the plastics industry;

- existing plastics industry employees who are not production operators but wish to improve their knowledge. These employees may be involved in quality assurance, scheduling, engineering planning, purchasing, sales etc.

The Associate Certificate program courses are taught at a level that assumes students have completed secondary school Math, Science and English or equivalent.

The program consists of three sections Mandatory courses, mandatory optional 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 optional courses and such elective courses to achieve a total of 20 credits.

Mandatory courses	Credits
PLAS 1001 Introduction/ Plastics Industry	1.0
PLAS 1002 Properties of Materials	1.0
PLAS 1003 Polymer Rheology	1.0
PLAS 1004 Materials Laboratory	1.0
PLAS 1011 Health/Safety/Environmental	1.0
PLAS 1016 Overview of Plastics Processes	1.0
PLAS 1070 Plastics SPC 1	1.0
PLAS 1071 Plastics SPC 2	1.0
PLAS 1072 Plastics SPC 3	1.0
PLAS 1091 Industry Practicum (36 hours)	3.0

(To be performed after completion of all other credits required for the Associate Certificate)

Mandatory options

At least one group of the following must be taken. More than one group can be taken to complete the certificate requirements or other courses from an Elective Group can be used if approved by the Plastics Technology department.

	Credits
Group 1 Injection Molding (4 courses)	4.0
Group 2 Extrusion Process (4 courses)	4.0
Group 3 Composites (3 courses)	3.0
Group 4 Rotational and Compression Molding, Thermoforming and Fabrication (4 courses)	2.0
Group 5 Blow Molding (4 courses)	4.0

Elective courses

Approved courses may be chosen from a variety of programs including: Business Administration, Marketing, Operations Management or Engineering.

COURSES OFFERED IN THE FALL TERM

PLAS 1001 (PLAS 151) INTRODUCTION: PLASTICS INDUSTRY \$142

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, how plastics are classified and the various types of thermoplastics and thermosetting plastics materials are discussed. Prerequisite: Grade 10 Math and Science.

Sep 11 Mon 4 wks BBY CRN 36022
1900-2200



SPS SAFETY TIPS
Trust your instinct. If
a situation
feels threatening,
leave or seek
assistance.

PLAS 1002 PROPERTIES OF MATERIALS \$142

Covers the significant physical and mechanical properties of plastics, tests used to determine properties and how these are applied. Discusses the various forms and ingredients of plastics materials, as well as, an introduction to basic polymer chemistry covering polymer structure, bonding and polymerization. Prerequisite: PLAS 1001 or permission from the instructor.

Oct 16 Mon 4 wks BBY CRN 36023
1900-2200

PLAS 1003 POLYMER RHEOLOGY \$142

Covers basic principles of polymer chemistry, molecular bonding, molecular weight, molecular weight distribution and the basic types of polymerization and compares the effect on the properties of plastics. The course also describes the principles of flow in plastics and its importance in the processing of materials and the design of dies, tooling and molds. Prerequisite: PLAS 1002.

Nov 20 Mon 4 wks BBY CRN 35987
1900-2200

PLAS 1022 INJECTION MOLDING: MOLD DESIGN \$142

Presents an introduction to the selection of the optimum type of injection mold based on run size, type of material, complexity of molded part and dimensional tolerance requirements. The basic principle of injection mold part design to product design is reviewed as well as the selection of mold materials. Product flaws and recommended remedial action in areas of mold design are covered. Prerequisite: PLAS 1021 or permission from the instructor.

Sep 12 Tue 4 wks BBY CRN 35988
1900-2200

PLAS 1023 INJECTION MOLDING LAB \$194

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 or permission from the instructor.

Oct 17 Tue 4 wks BBY CRN 35989
1900-2200

PLAS 1040 FRP COMPOSITE MATERIALS \$142

Covers the use of thermosetting resins in the production of FRP (Fiber Reinforced Plastic) parts. Various resins and their differences are covered. The purpose of promoters, accelerators, and catalysts in the formation of plastic is discussed. The use of additives, air sealing coating, fillers, colorants and pigments are explained as well as the various reinforcing materials. General handling, storage and hazards of components are also reviewed. Prerequisite: PLAS 1002 or permission from the instructor.

Nov 22 Wed 4 wks BBY CRN 35990
1900-2200

PLAS 1070 (PLAS 141) PLASTICS SPC 1 INTRODUCTION \$142

Introduces Statistical Process Control with an emphasis on plastics process examples. Discussion will center 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.

Nov 21 Tue 4 wks BBY CRN 36024
1900-2200

Engineering Technology

PUBLIC WORKS OPERATIONS

(604) 432-8344
(604) 432-8521

PUBW 1001 (CIVL 120)
INTRODUCTION TO PUBLIC WORKS OPERATIONS \$203
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.

Sep 12 Tue 6 wks BBY CRN 33088
1830-2130
Oct 31 Tue 6 wks BBY 33090
1830-2130

PUBW 1101 (CIVL 122)
SEWERS \$243
Examines the basic techniques for the installation and maintenance of storm and sanitary sewers and how they are very similar. This course will build on the basic terminology and introduce knowledge of the overall sewer systems, factors affecting their maintenance, other utilities, safety aspects and typical installation/repair techniques commonly found on a day-to-day basis. Prerequisite: PUBW 1001.

Sep 13 Wed 6 wks BBY CRN 33100
1830-2130

PUBW 1111 (CIVL 121)
WATERWORKS 1 \$243
Covers construction, operation and maintenance of a municipal water distribution system that requires an understanding of both the technical and practical aspects of the system. This is the first in a series of courses that will cover storage and distribution facilities, safety and practical aspects related to the repair and maintenance of water distribution systems. Prerequisite: PUBW 1001 or department approval.

Sep 12 Tue 6 wks BBY CRN 33092
1830-2130

PUBW 1121 (CIVL 125)
ROADWORKS MAINTENANCE 1 \$213
Covers a wide range of activities from pavement repair to street cleaning operations. Includes identification of pavement failures and pavement repair techniques, asphalt mixes, crack sealing and a discussion of the types of equipment used. Maintenance management systems will be reviewed and their integration with job costing. Other aspects of this course will involve street lighting systems, pavement marking and street signs, vegetation control, sweeping and shoulder maintenance. Prerequisite: PUBW 1001.

Sep 13 Wed 10 wks BBY CRN 33117
1830-2130

PUBW 1141 (CIVL 111)
MUNICIPAL PLAN READING \$213
Introduces the student to interpretation of engineering drawings used in public works construction. This will involve correlation between construction layout, specifications and standard drawings.

Sep 14 Thr 10 wks BBY CRN 33085
1830-2130

PUBW 1142
CONSTRUCTION QUANTITIES 1 \$213
To confidently predict the quantities of materials required for the construction and maintenance of public works facilities, individuals need to apply math and plan reading skills. This course begins with a review of basic math and then applies this to related construction quantities. Metric and imperial conversions will also be included. A calculator will be required on the first night. Prerequisite: PUBW 1141.

Sep 14 Thr 10 wks BBY CRN 35881
1830-2130

PUBW 1151 (CIVL 123)

COMPUTERS FOR PUBLIC WORKS OPERATIONS \$203
Designed for those with little or no knowledge of computers. Each student will have hands-on opportunity to become familiar with the fundamental operations. Topics include: initial startup, terminology, disks, operating system, executable programs, data transfer, program managers and routine maintenance procedures.

Sep 14 Thr 6 wks BBY CRN 33102
1830-2130

PUBW 1161 (CIVL 115)

CONSTRUCTION RECORDS \$203
Presents a short, intensive course intended for those students wishing to improve their basic written communication skills as it applies to the general civil engineering industry. Many day-to-day communication requirements involve short memos, completion of activity reports, job diaries and claim forms. Instruction will focus on the ability to write short reports and instructions in a concise manner, with suitable grammar and punctuation. Emphasis on exercises involving a logical thought pattern in presenting written material and some take home assignments. Oral presentations may also be included.

Oct 31 Tue 6 wks BBY CRN 33087
1830-2130

PUBW 1201 (CIVL 225)

PUMPS: ELECTRICAL AND CONTROLS 1 \$393
Provides a general knowledge of the electrical and controls systems commonly used in pumping stations. Covers electrical supply, starters, switches and lock-out procedures. Hands-on sessions will be incorporated for motors, bearings and maintenance procedures. Various control devices will be demonstrated for level and flow control. Aspects of record keeping, public relations, safety and some design considerations will complete the course. Prerequisite: Grade 10 Math and written approval from student's employer.

Sep 11 Mon 12 wks BBY CRN 33107
1830-2130

PUBW 2202 (CIVL 228)

PUMPS: WATER \$393
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, bearings and shaft alignment. Operational procedures for pumping, screening and treatment will be discussed together with preventative and predictive maintenance programs. Prerequisite: PUBW 1201.

Sep 13 Wed 12 wks BBY CRN 33116
1830-2130

ROBOTICS AND AUTOMATION

(604) 432-8521
(604) 432-8274

ROBT 0010 (ROBT 900)

INTRODUCTION TO INDUSTRIAL ROBOTICS \$260
Investigates various types of industrial robots and the coordinate systems in which they operate. Hands-on instruction will be given on BCIT's robotics systems.

Sep 16 Sat 5 wks BBY CRN 33193
0900-1300

SURVEYING AND MAPPING

(604) 432-8992
(604) 432-8521

SURV 1103

SURVEY INSTRUMENT OPERATIONS: LEVELS \$150
Introduces levelling including the use of the following instruments: hand level, automatic level, tilting level and total station (for elevations only). Manipulation and use of levels. Levelling procedures and notekeeping formats. Note reduction and adjustments of level circuits. Location of reduction and field errors. Field check and adjustment of instruments. Short field exercises.

Sep 16 Sat 3 wks BBY CRN 35981
0900-1600

SURV 1104

SURVEY INSTRUMENT OPERATIONS: TRANSIT AND EDM \$248
Introduces theodolites, low end total stations and steel tapes. Setting up and centering procedures. Horizontal and vertical angular measurements with typical notekeeping formats and reductions. Field testing and checks for instrumental errors. Introduction to distance measurement with steel tapes and electronic equipment. Corrections for taped distances and electronically measured distances. Short field projects.

Oct 7 Sat 5 wks BBY CRN 35982
0900-1600

SURV 1108 (SURV 108)

ENGINEERING SURVEY \$619
Covers the basic use of levels, micrometer reading theodolites and low end total stations with tape and electronic determination of distances. Computations include reductions for slope, open and closed traverses, benchmark levelling, tape and electronic distance measurement corrections. Short projects will introduce terminology and procedures involved with route surveys, topographic plans and construction layout. Upon completion, students can use a variety of survey instruments and office procedures to produce plans and carry out basic field methods for a variety of survey tasks: topographic plans, curve and building layout etc. It is recommended that students also take SURV 1112.

Sep 9 *Sat 15 wks BBY CRN 33160
0900-1600
*Course runs on alternate Saturdays

SURV 1112 (SURV 112)

COMPUTATIONS 1 \$619
Includes basic trigonometric functions; algebra and geometry; operation of electronic calculator, field measurement calculations; reductions of measured distances; computations and adjustments of traverses; areas, subdivision of areas, volumes; simple circular curves; setting out calculations and stadia calculations.

Sep 12 Tue 30 wks BBY CRN 33161

SURV 1117

GPS FOR SURVEYORS \$408
Presents fundamental concepts of GPS, currently available hardware and software, GPS field and processing procedures for C/A code, p-code, and carrier phase receivers, interpretation of printouts, coordinate transformations, network adjustments, and results analysis, and design of static, semi-kinematic, kinematic and on-the-fly surveys.

Sep 19 Tue 12 wks BBY CRN 35884

SURV 1118 (SURV 118)

PROGRAMMING THE HP48G(X): SURVEYING APPLICATIONS \$266
Covers models HP48G and HP48GX. Manual operation with emphasis on the use of mathematical functions to solve surveying problems. Development of programs for survey applications including input/output (I/O) capabilities for transferring data.

Sep 20 Wed 8 wks BBY CRN 35885

SURV 1190 (SURV 190)

SURVEY CAD: RAPID TRANSIT \$266
Presents custom survey application software for coordinate geometry and CAD plans. Survey routines include traversing, inverting, areas, intersections, transformations, curve calculation, contouring and volumes. Most routines are designed to produce a plan through a computer-driven plotter or printer.

Sep 14 Thr 8 wks BBY CRN 33163

SURV 1200 (SURV 200)

SURVEYING WITH TOTAL STATIONS \$346
Covers all aspects of the total station to take advantage of its capabilities; operation of the instrument; field measurements; data acquisition with the data collector; data processing; use of computer software to produce final plans.

Sep 16 Sat 5 wks BBY CRN 33164
0900-1600

SURV 2112 (SURV 312)

COMPUTATIONS 2 \$348
Continues from SURV 1112 and presents advanced topics. Includes transformation of coordinates; missing parts; complex problems in subdivisions of areas; curves - circular, compound and reverse; transition curves; vertical curves; control survey computations - intersection, resection, trig levelling, inaccessible base and eccentric observations; U.T.M. computations, areas of cross-sections and volumes, borrow pits. Prerequisite: SURV 1112 or departmental approval.

Sep 12 Tue 12 wks BBY CRN 33166

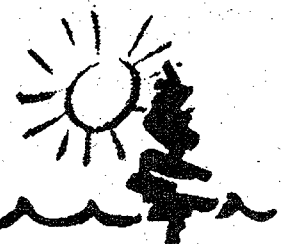
WOOD PRODUCTS MANUFACTURING

(604) 432-8885

WOOD 1001 (NEW)

LUMBER DRY KILN OPERATION \$1004
Provides the basic knowledge required by all kiln personnel—operators, supervisors; kiln servicing employees (e.g. lift-truck drivers). It covers the critical elements required for successful wood drying, regardless of the type of kiln or kiln controller. The information is the root fundamental needed to optimize drying time while minimizing degrade. Participants are also given information on the use of more advanced tools and techniques which can be applied to their own specific kiln operations. There is a combination of hands-on exercises, classroom training and a field trip. Although the information presented is applicable to the drying of all species, interior and coastal variants will also be covered. No prior kiln operation experience or training is required. A Certificate of Completion is issued to participants who successfully complete the course. The certificate holder is entitled to appropriate BCIT and COFI Master Lumberman credits. All registrations must be approved by Sharon Cameron at (604) 432-8723.

Aug 28 Mon-Fri 1 wk BBY CRN 35761
0800-1700



ENVIRO TIP
Use paper on both sides — cut waste and sustain renewable resources!

Engineering Technology

DISTANCE EDUCATION

Some courses are offered as correspondence (distance education) courses. This serves students who may need a course for upgrading, general information or as an equivalency, and who find it inconvenient or impossible to take a regularly scheduled course. Distance Education courses can be started any time throughout the year, and completed from any location off-campus. All course fees include text. The student has up to one year to complete any course.

For registration information on any of the correspondence courses detailed below, please contact:

Shari Monsma
Engineering Distance Education Technology
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
Tel. (604) 432-8784, Fax (604) 436-6113.

MATHEMATICS

MATH 0002 (MATH 002) TECHNICAL MATH: INTRODUCTION \$346

Equivalent to MATH 0001. Meets Math 12 entrance requirement for BCIT. (For students who have difficulty with math or who have been away from school for more than three years, take the classroom course MATH 0001.) Prerequisite: Pass or better in Math 11 or approved equivalent.

MATH 1041 (MATH 123) TRIGONOMETRY \$171

Equivalent to MATH 1011. Textbook not included. This course can be taken using a number of texts. Please phone for further information. Topics include theory and application of trigonometric functions, right angle trigonometry, vectors, trigonometric graphs, identities and equations, compound and double angle formulas, and inverse functions. ASTT accredited. Prerequisite: C+ or better in Math 12; or 65% or higher in MATH 0001 or approved equivalent.

MATH 1042 (MATH 122) LOGARITHMS \$196

Equivalent to "logarithms" portion of MATH 1012. Covers theory and applications of common and natural logarithms, including plotting of logarithmic and semi-logarithmic graphs and their interpretation. ASTT accredited if taken with MATH 1043. Prerequisite: MATH 0001 or approved equivalent.

MATH 1043 (MATH 124) ANALYTIC GEOMETRY \$196

Equivalent to "analytic geometry" portion of MATH 1012. Geometric and practical properties of conic sections, including polar coordinates and transformations. ASTT accredited if taken with MATH 1042. Prerequisite: C+ or better in MATH 12 or 65% or higher in MATH 0001 or approved equivalent.

MATH 1491 (MATH 149) BASIC TECHNICAL MATHEMATICS FOR MECHANICAL \$396

Introduces differential and integral calculus of polynomial functions including appropriate support topics from algebra, analytical geometry, plane geometry, solid geometry, trigonometry and the theory of logarithms and exponential functions. There will be strong emphasis on illustrating the mathematics with applications from technology, engineering and the physical sciences. Prerequisite: Recent Math 12 or equivalent, with a "C+" or better or 65% or higher in MATH 0001.

DISTANCE EDUCATION

MATH 2041 (MATH 221) CALCULUS: 1A \$234

Equivalent to first part of MATH 2011. Covers differential calculus with instantaneous rates of change, Delta-process, the derivative, implicit differentiation, curve sketching, differentiation rules for algebraic functions and applied maxima/minima. ASTT accredited if taken with MATH 2042. Prerequisite: MATH 1042, 1041 and 1043 or approved equivalent.

MATH 2042 (MATH 222) CALCULUS: 1B \$234

Equivalent to second part of MATH 2011. Covers integral calculus including the indefinite and definite (with application to areas, volumes and centroids), trapezoidal rule and anti-differentiation. ASTT accredited if taken with MATH 2041. Prerequisite: MATH 2041 or approved equivalent. Same text as MATH 2041.

MATH 2043 (MATH 227) CALCULUS: 1C \$234

Covers differentiation and integration of trigonometric, logarithmic and exponential functions. Same text as MATH 2041 and 2042. Prerequisite: MATH 2042 or approved equivalent.

MATH 2491 (MATH 249) CALCULUS FOR MECHANICAL \$396

Continues from the differential and integral calculus that was presented in MATH 1491. Topics include calculus of the transcendental functions; curve sketching; maxima and minima; areas and volumes; centroids and moments of inertia; calculation of work and force due to fluid pressure; functions of several variables and partial derivatives; elementary first order differential equations. Illustrating the mathematics with applications from technology, engineering and the physical sciences will be emphasized. Prerequisite: MATH 1491 or equivalent.

MATH 3491 (MATH 349) NUMERICAL METHODS \$396

Introduces the application of numerical methods to engineering problems. Topics include numerical integration, solution of non-linear equations, linear programming, numerical differentiation, solution of systems of linear equations and differential equations. Prerequisite: MATH 2491 or equivalent.

BUILDING

BLDG 1810 (BLDG 273) 1992 B.C. BUILDING CODE: HOUSING (INCL. TEXT) \$353

(Without text \$289)
Gives students a working knowledge of the 1992 Building Code for housing. It will be of interest to building officials or those who are contemplating entering the field. Persons engaged in the housing construction business and those working with inspectors and plan checkers will find the course useful.

The course relates specifically to part 9 of the B.C. Building Code which applies to housing of the following types: buildings which contain one dwelling only, that is houses; and buildings which contain two or more side-by-side dwelling units whose total area does not exceed 600 square metres.

This course is offered in conjunction with the Building Inspectors' 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 BIABC.)

DISTANCE EDUCATION

TRANSPORTATION SYSTEMS (HIGHWAYS)

The Engineering Distance Education Technology provides flexible home-study credit courses in Civil Technology for:

- Those who wish to obtain a BCIT Certificate or Diploma of Technology but cannot commit to night school or a full-time program.
- Those who need to gain or refresh knowledge/expertise in a specific area and need only related courses.
- ASTTBC members working towards reclassification.

Three program levels are offered; course selection for each program must be approved in advance.

The Intermediate Certificate of Technology is awarded upon completion of 35 credits, the Certificate of Technology upon completion of 75 credits, and the Diploma of Technology upon completion of 150 credits. The Transportation Systems Certificate of Technology and the Diploma of Technology are accredited by the Canadian Technology Accreditation Board (CTAB) of the Canadian Council of Technicians and Technologists (CCTT).

Students are not required to be registered in a program to take advantage of the courses offered, but it is advisable to complete similar subject area courses in sequence. Registration in individual courses is based on a student's self-assessed capability, need and prerequisite knowledge.

Courses are now available in
Technical Communications, Mathematics, Graphical Communications, Strength of Materials, Hydrology/Hydraulics, Aggregates, Traffic Technology, Concrete Technology, Asphalt Technology, Soils Technology, Estimating, Contract Administration, Engineering Economics, Engineering Surveying, Pavement Construction, Highway Construction, Pavement Design, Highway Design, Subdivision Planning/Design, Geotechnical Design and Transportation Planning.

DEVELOPMENT APPROVALS

The Development Approvals program provides training for individuals or organizations involved in creating or evaluating proposals and applications for land subdivision, zoning alterations, servicing and utilities, access to public roads, and other issues related to the development and improvement of land. Such positions are typically found within the Ministry of Transportation and Highways, Municipalities, Regional Districts, and other regulatory agencies affected by land development referrals, as well as utilities, consulting firms and private developers. The program was developed in conjunction with the Ministry of Transportation and Highways, and will be of interest to employees of the Ministry, other agencies at various levels of government and those in business and industry who are involved or interested in the development approvals process.

Courses in the Development Approvals program (TSDA course series) are offered in either correspondence or seminar formats, or both. The courses available in correspondence or distance education format are offered on an on-going open registration basis in a self-paced format. Seminar courses are essentially available on request, subject to demand and funding, at centers throughout the Province. Although general offerings of seminar courses may be made in some instances, seminar instruction is typically sponsored by employers or other agencies.

The program leads to two levels of certification for students who successfully complete a program of studies and attain the required credit levels.

DISTANCE EDUCATION

Courses are available in
Orientation to Development Approvals; Land use Planning; Legal Surveys; Acts and Regulations; Interpretation of Topographic Maps and Drawings and Construction Drawings; Surveying; Aerial Photography; Road and Pavement Design, Construction and Inspection; Traffic and intersection Analysis; Parking, Loading, and Access Management; Site Impact Analysis; Geology and Soils Fundamentals; Assessment of Natural Hazards, Earth Slope Stability, Rock Stability, Avalanche Hazards, Contaminated Sites, Aquatic Habitat and Watershed Runoff; Hydrology and Drainage; Road Drainage; Communication; Effective Reporting; and Effective Leadership.

FORESTRY ENGINEERING TECHNOLOGY PROGRAM

BCIT, in conjunction with the Timber Harvesting Branch of the B.C. Forestry Service, now offers a Forestry Engineering Technology program.

Courses are offered through a combination of distance education (correspondence) and seminar presentations. For information regarding transfer credit and course selection, please call Jim Rudolph at (604) 432-8941.

Courses include Communications, Soil Mechanics, Road Construction, Road Deactivation and many others.

For an information package, course outlines, fee and registration details on ANY of the above correspondence programs, write to:

Engineering Distance Education Technology
BCIT, 3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
or phone Shari Monsma, Tel. (604) 432-8784
or Fax (604) 436-6113.

4 Ways to Register

1. By Mail

(Available to all registrants)

Fill in the registration form on page 3 and send it with your cheque or credit card information to:

BCIT Part-time Studies Registration
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2

Sorry, No Postdated Cheques

2. By Fax

(Available to all registrants)

Use the form located on page 3 and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).

3. In Person

(Available to all registrants)

Register at the Burnaby, Downtown or Surrey campuses (see page 3). Pay by cash, cheque or credit card.

4. By Phone

(Only available to registrants who have previously attended BCIT)

Charge to your Visa or MasterCard

Burnaby campus: (604) 434-1610
Downtown: (604) 687-4666

DISTANCE EDUCATION

DISTANCE EDUCATION

DISTANCE EDUCATION

DISTANCE EDUCATION

Trades Training

SCHOOL OF TRADES TRAINING CLASS TIMES

Generally, classes at all sites run for three hours per night, one or two nights a week. Classes are held Monday through Thursday unless otherwise noted in course descriptions or at registration. For addresses of the below listed locations, please see page 4 under Campus locations/Office hours.

BURNABY (BBY) 1900-2200
SEA ISLAND (SEA) 1900-2200
MAPLE RIDGE
(MRC/THC) See course descriptions
LANGLEY (LLY) See course descriptions

AUTO COLLISION REPAIR/REFINISHING (604) 432-8205

ABOD 0100 AUTO COLLISION REPAIR TQ REFRESHER \$446

Prepares tradespersons for the Provincial Auto Collision Repair Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: TBA.

Sep 12 Tue/Thr 10 wks BBY CRN 36153
1830-2130

ABOD 0110 AUTO COLLISION REFINISHING TQ REFRESHER \$225

Prepares tradespersons for the Provincial Auto Collision Refinishing Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: TBA.

Sep 12 Tue/Thr 5 wks BBY CRN 36154
1830-2130

AUTOMOTIVE ELECTRONICS (604) 432-8205

AUTO 2200 (AUTO 200) INTRODUCTION TO ELECTRICAL TESTING \$360

Introduces electrical testing to professional technicians with limited experience in electrical and electronic testing. Topics include electrical theory, circuits, diagnosing, testing and maintenance. Safety glasses and footwear with steel toes required.

Sep 12 Tue/Thr 5 wks BBY CRN 32705
1900-2200

AUTO 2209 (AUTO 209) AUTOMOTIVE DRIVEABILITY AND EMISSION CONTROLS \$368

Progresses from basic electrical/electronic test procedures to advanced diagnosis of starting circuits, ignition systems from conventional to D.I.S., fuel delivery systems including feedback carburetors, emission controls, four gas analysis and an introduction to "on-board" computers and fuel injection.

Sep 12 Tue/Thr 7 wks BBY CRN 32708
1900-2200

MATHEMATICS FOR MECHANICS (604) 432-8205

TMAT 0105 (TMAT 935) INDUSTRIAL MATHEMATICS 1 \$256

Covers arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume.

Sep 19 Tue/Thr 5 wks BBY CRN 32741
1900-2200

AUTOMOTIVE MECHANIC (604) 432-8205

AUTO 0100 (AUTO 900) AUTOMOTIVE MECHANICAL REPAIR TQ REFRESHER \$446

Prepares tradespersons for the Provincial Automotive Mechanical Repair Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 12 Tue/Thr 10 wks BBY CRN 32710
1800-2100

Sep 25 Mon/Wed 10 wks BBY 32709
1900-2200

AUTO 0105 (AUTO 920) AUTOMOTIVE AIR CONDITIONING \$446

Helps mechanics who wish to increase their job opportunities by acquiring the specialized skill of servicing and repairing automotive air conditioning systems. Prerequisite: Mechanical experience and AUTO 0145 CFC EMISSIONS IN AUTOMOTIVE or equivalent. Safety glasses and footwear with steel toes required.

Sep 19 Tue/Thr 7 wks BBY CRN 32711
1900-2200

AUTO 0110 (AUTO 922) AUTOMOTIVE BRAKE SERVICING \$334

Upgrades mechanics in brake servicing. After successful completion of this course, students will be able to perform inspection and repairs on disc/drum brake assemblies. Prerequisite: Mechanical experience. Safety glasses and footwear with steel toes required.

Sep 25 Mon/Wed 5 wks BBY CRN 32712
1900-2200

AUTO 0130 (AUTO 957) LPG FUEL SYSTEMS FOR VEHICLES \$409

Prepares mechanics, with a minimum of third-year apprentice level, to install and service LPG conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required, and recommended before you enrol. Gas Safety Branch, telephone (604) 660-6233. Safety glasses and footwear with steel toes required.

Sep 16 Sat 5 wks BBY CRN 32714
0830-1430

AUTO 0135 (AUTO 950) NGV FUEL SYSTEMS FOR VEHICLES \$267

Prepares mechanics, with a minimum of third-year apprentice level, to install and service NGV conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required, and recommended before you enrol. Gas Safety Branch, telephone (604) 660-6233. Prerequisite: AUTO 0130 LPG (PROPANE) FUEL SYSTEMS FOR VEHICLES or equivalent. Safety glasses and footwear with steel toes required.

Nov 18 Sat 3 wks BBY CRN 32713
0830-1430

AUTO 0140 (AUTO 970) AIRCARE THEORY AND OPERATIONS \$524

Prepares tradespersons to write the AirCare Repair Service Technician Examination. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic, Heavy Duty Mechanic with three years automotive experience, or Automotive Electric and Tune-up Apprenticeship Certificate.

Sep 11 Mon/Wed 7 wks BBY CRN 32715
1830-2130

Oct 31 Tue/Thr 7 wks BBY 36203
1830-2130

AUTO 0141 AIRCARE PRACTICAL \$575

Provides certified technicians with first-hand experience in diagnosing and repairing emission control system failures. This course complements the AirCare Motor Vehicle Emissions Certification course and is mandatory for AirCare technicians who are unsuccessful with the AirCare recertification examination. The emphasis of this course is on the interpretation of emissions readings as a basis for diagnosis and repairs to vehicles failing the AirCare inspections. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic, Heavy Duty Mechanic with three years automotive experience, or Automotive Electric and Tune-up Apprenticeship Certificate. Safety glasses and footwear with steel toes required.

Sep 5 Tue/Thr 7 wks BBY CRN 32720
1830-2130

Sep 11 Mon/Wed 7 wks BBY 35791
1830-2130

Oct 31 Tue/Thr 7 wks BBY 35792
1830-2130

AUTO 0145 (AUTO 972) CFC EMISSIONS IN AUTOMOTIVE \$114

Teaches environmental awareness on ozone depleting substances. This is a one-day course based on Environment Canada's "Code of Practice for Reducing CFC Emissions in the Refrigeration and Air Conditioning Industry." The course is officially recognized by B.C. Environment and deals with environmentally correct equipment design and proper handling of ozone depleting substances. Upon successful completion of this course, 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.

Sep 16 Sat 1 day BBY CRN 32717
0900-1700

REGISTER NOW!
PHONE: (604) 434-1610
FAX: (604) 430-1331

AVIATION (604) 278-4831

AVIA 0120 (AVIA 905) AIR REGULATIONS \$248

Explains the laws and rules that affect civil aviation maintenance in Canada. Students will become familiar with Airworthiness standards, ministerial orders, operating rules and indictable offenses. Persons studying for the Transport Canada examinations relating to aircraft maintenance, apprentices, aircraft owners, AME's and aircraft maintenance managers will benefit from this course. Prerequisite: Aviation maintenance experience and access to Airworthiness Manuals 507, 571, 573 and 575.

Sep 12 Tue/Thr 5 wks SEA CRN 32882
1900-2200

AVIA 0121 HUMAN PERFORMANCE MAINTENANCE \$75

Presents a two-day workshop set up in cooperation with Transport Canada System Safety Department designed for A.M.E.s (Aircraft Maintenance Engineers). The workshop has been developed to find out what causes an A.M.E. to make a mistake which after the fact, he/she knows is wrong. This workshop is not unlike Cockpit Resource Management developed for pilots years ago, but this is designed for A.M.E.s by A.M.E.s. This course qualifies as recurrent training as required by all A.M.E.s. For those that have already taken this program, part two will be scheduled in the near future. Prerequisite: Experience in the aviation industry.

Sep 12 Tue/Wed 2 days SEA CRN 34966
0800-1530

Nov 21 Tue/Wed 2 days SEA 35318
0800-1600

AVIA 0150 BELL 206 ENDORSEMENT \$1400

Presents a Transport Canada approved type endorsement course for the Bell 206 series. The course has been tailored to meet the needs of the industry and aircraft maintenance engineers. Upon successful graduation from the course, the student will be able to troubleshoot, inspect, perform or supervise the maintenance of the Bell Model 206 series helicopter. Prerequisite: Successful graduate of a recognized government approved school for Aircraft Maintenance Engineers.

Oct 10 Mon-Fri 3 wks SEA CRN 34967
0800-1530

AVIA 0165 (AVIA 917) AIRCRAFT SHEET METAL INTRODUCTION \$248

Combines theoretical and practical components to teach the fundamentals of aircraft sheet metal repair at an introductory level. The student is introduced to aircraft structures, structural materials, layout and forming techniques, bend allowances, hand tools, fasteners and rivets. Hands-on instruction for the proper use of equipment, techniques and safe practices is provided.

Sep 11 Mon/Wed 5 wks SEA CRN 32883
1900-2200

AVIA 0166 (AVIA 920) AIRCRAFT SHEET METAL ADVANCED \$248

Continues from AVIA 0165. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0165 AIRCRAFT SHEET METAL INTRODUCTION or equivalent.

Oct 24 Tue/Thr 5 wks SEA CRN 32884
1900-2200

Trades Training

AVIA 0180 (AVIA 923) HELICOPTER MAINTENANCE INTRODUCTION \$248

Presents a theoretical introduction to how the helicopter flies (achieves lift), how to steer (control direction) and basic maintenance. Practical work includes instruction in inspection techniques and practices by performing daily inspections as prescribed by a helicopter manufacturer. This course is designed to suit a novice interested in helicopters, a person on the full-time program waiting list or the pilot who wants a mechanical introduction.

Sep 11 Mon/Wed 5 wks SEA CRN 32886
1900-2200

AVIA 0181 (AVIA 924) HELICOPTER MAINTENANCE ADVANCED \$248

Focuses on hands-on practical training for advanced helicopter maintenance. Labs include general inspection techniques, gas turbine engine and transmission inspection and rotor blade balancing. Prerequisite: AVIA 0180 HELICOPTER MAINTENANCE INTRODUCTION or equivalent.

Oct 14 Sat 5 wks SEA CRN 32887
0900-1600

AVIA 0195 (AVIA 925) AVIONICS \$248

Introduces the field of Aircraft Electronics-Avionics. Intended for persons evaluating Avionics as a trade, for pilots to better understand operation and use of avionic equipment in general, for AME's without "E" endorsement who desire a basic understanding of Avionics and as a subject of general interest to anyone involved in aviation.

Sep 11 Mon/Wed 5 wks SEA CRN 32888
1900-2200

AVIA 0200 PT-6 FIELD MAINTENANCE \$969

Provides information necessary to understand and troubleshoot engine systems (i.e.: air, oil and fuel). Perform HSI inspection including changing the CT vane and grinding CT vane segments. Provides necessary information to perform all approved accessory gearbox maintenance. Lecture/demonstration 50%; hands-on 50%. This is a Transport Canada approved course for the PT-6 engine set up in cooperation with Standard Aero of Winnipeg. Prerequisite: Successful graduate of a recognized Government approved Aircraft Maintenance or Gas Turbine Engine course.

Nov 20 Mon-Fri 1 wk SEA CRN 35319
0800-1700

AVIA 0220 (AVIA 933) AVIATION TRADE MATHEMATICS \$248

Explains maths upgrading and refresher or aviation applications. Persons awaiting entry to the full-time day program and working in the aviation industry will find this course beneficial. Trigonometry for sheet metal layout, fuel consumption, aircraft weight and balance, compression ratios and much more are introduced.

Sep 12 Tue/Thr 5 wks SEA CRN 32890
1900-2200

AVIA 0240 (AVIA 940) INTRODUCTION TO GAS TURBINE ENGINES \$248

Presents a theoretical understanding of the gas turbine engine in technical language understood by all students. In-depth knowledge of engine development, operating principles, classification and terminology is gained through this course. Any individual who wishes to know how a gas turbine engine works will find this course rewarding. A field trip is incorporated in the curriculum.

Sep 11 Mon/Wed 5 wks SEA CRN 32891
1900-2200

AVIA 0245 ALLISON 250 TURBINE \$969

Provides information necessary to understand and troubleshoot engine operating systems and provides necessary information to perform all approved maintenance/repair procedures. Lecture/demonstration 60%; hands-on 40%. This is a Transport Canada approved course for the Allison 250 engine set up in cooperation with Standard Aero of Winnipeg. Prerequisite: Successful graduate from a recognized Government approved Aircraft Maintenance or Gas Turbine course.

Oct 30 Mon-Fri 1 wks SEA CRN 35287
0800-1700

AVIA 0285 (AVIA 970) AIRCRAFT MAINTENANCE FOR THE PILOT/OWNER \$248

Covers the maintenance that a pilot/owner can perform on their aircraft following the guidelines as set out by Transport Canada. Some students may wish to use their own aircraft for a training exercise. Due to the nature of the course, the supplies for the training exercise will be the owner's responsibility. Scheduling of the aircraft for the exercise will be subject to the operating considerations of the Institute and the availability of space. Arrangements can be made by contacting the Sea Island campus, (604) 278-4831.

Sep 12 Tue/Thr 5 wks SEA CRN 32917
1900-2200

AVIA 0290 (AVIA 975) NONDESTRUCTIVE TESTING FOR AIRCRAFT INTRODUCTION \$248

Introduces nondestructive testing techniques. Includes new and old inspection techniques that are critical to work with both aging fleets and new aircrafts.

Sep 11 Mon/Wed 5 wks SEA CRN 32918
1900-2200

AVIA 0295 PRIVATE PILOT GROUND SCHOOL \$412

Prepares students to write the Ministry of Transportation Private Pilot Examination. This course focuses on ground school training requirements in aviation theory, aerodynamics, aircraft engines and airframes, air regulations and air traffic control, navigation and flight planning, meteorology, radio systems, communications and pertinent medical factors. Required textbooks and materials are supplied.

Sep 12 Tue/Thr 6 wks SEA CRN 36123
1900-2200

CARPENTRY (604) 432-8205

CARP 0100 (CARP 909) CARPENTRY TQ REFRESHER \$465

Prepares students to write the Provincial Carpentry Trade Qualification Examination. Prerequisite: Minimum six years experience in the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Approval from the Ministry of Skills, Training and Labour is recommended before enrolling.

Sep 11 Mon/Wed 10 wks THC CRN 32896
1830-2130

Sep 12 Tue/Thr 10 wks BBY 32895
1830-2130

Tue/Thr 10 wks BBY 32897
1830-2130

CARP 0102 CARPENTRY INTERPROVINCIAL (IP) REFRESHER \$160

Designed for students wishing to have a refresher before writing the Interprovincial exam. Prerequisite: Students should have completed the Carpentry TQ Refresher course, completed their 4th year apprenticeship or already have their Carpentry TQ.

Nov 21 Tue/Thr 3 wks BBY CRN 36231
1830-2130

CARP 0110 (CARP 905) BLUEPRINT READING FOR CONSTRUCTION \$378

Teaches persons working in the construction trades to read blueprints. Students should have related building trade experience, although it is not mandatory.

Sep 11 Mon/Wed 6 wks BBY CRN 32876
1830-2130

Sep 12 Tue/Thr 6 wks BBY 32877
1830-2130

CARP 0115 (CARP 915) CONSTRUCTION SUPERVISION AND PROJECT MANAGEMENT \$525

Introduces persons with competent trade skills in the construction industry to supervisory skills including scheduling, cost control and administration.

Sep 11 Mon/Wed 8 wks BBY CRN 32899
1830-2130

CARP 0120 (CARP 917) CONSTRUCTION ESTIMATING BASIC \$378

Prepares tradespersons involved with cost estimating and bidding on residential and renovation construction projects.

Sep 12 Tue/Thr 6 wks BBY CRN 32900
1830-2130

CARP 0125 (CARP 911) STAIR CONSTRUCTION \$432

Reviews mathematics, design, construction and related building codes for journeyed carpenters or those with a minimum of two years related trade experience. Students will build typical straight, split landing and circular stairs in accordance with the most recent B.C. Building Code requirements. CSA approved work boots with steel toes required.

Sep 16 Sat 6 wks BBY CRN 32898
0830-1430

CARP 0130 (CARP 921) PLATFORM, FRAMING AND LAYOUT \$465

Students will learn the basics of residential wood-frame construction methods covering typical wood-frame techniques. Includes floors, walls and trusses. CSA approved work boots with steel toes required.

Sep 11 Mon/Wed 8 wks BBY CRN 32902
1830-2130

Sep 16 Sat 8 wks BBY 32903
0800-1400

CARP 0140 BASIC ROOF FRAMING \$366

Covers the basics of roof framing. Prerequisite: CARP 0130 PLATFORM FRAMING AND LAYOUT or practical experience in framing and working with electric saws and radial arm saws. CSA approved work boots with steel toes required.

Nov 18 Sat 5 wks BBY CRN 32904
0830-1430

CARP 0145 (CARP 935) RESIDENTIAL BUILDING PROCEDURES \$399

Focuses on the planning, estimating and construction of new single or multi-residential units.

Sep 11 Mon/Wed 6 wks BBY CRN 32906
1830-2130

CARP 0150 (CARP 937) BUILDERS LEVEL \$198

Covers site procedures for excavation, formwork, pipe grades and design elevation. Designed for general construction and carpenters. CSA approved work boots with steel toes required.

Sep 16 Sat 4 wks BBY CRN 32907
0830-1230

CARP 0151 (CARP 939) TRANSIT-CONSTRUCTION LAYOUT \$259

Reviews hands-on training on how to use transit, chaining, note keeping and related on-site procedures. Includes a review of basic trigonometry for transit layout purposes. Beginning and advanced students will benefit from this intensive course. CSA approved work boots with steel toes required.

Oct 28 Sat 6 wks BBY CRN 32908
0830-1230

CARP 0155 (CARP 927) INTERIOR FINISHING CARPENTRY \$432

Enables carpenters to complete interior residential finishing to professional standards. Recommended for students who are carpenters or for those who have worked in the trade for more than 2 years. CSA approved work boots with steel toes required.

Oct 28 Sat 7 wks BBY CRN 32905
0830-1430

CARP 0160 (CARP 906) CUSTOM CABINET CONSTRUCTION AND INSTALLATION \$432

Prepares carpenters and kitchen cabinet installers to build on-site and install to specifications. Prerequisite: Experience in the use of carpentry hand and power tools and a working knowledge of framing methods. CSA approved work boots with steel toes required.

Sep 16 Sat 7 wks BBY CRN 32893
0830-1430

CARP 0170 SCAFFOLDS FOR ACCESS AND CONCRETE SUSPENDED SLABS \$375

Students will gain hands-on experience building access scaffold and concrete shoring scaffolds in accordance with the Workers Compensation Board regulations. Scaffolds will be constructed of: wood, steel frame, tuba and clamp, Aluma Shoring, and All-Round Systems. CSA approved work boots with steel toes are required. Prerequisite: Students should have some related building trade experience.

Sep 16 Sat 7 wks BBY CRN 36147
0830-1430

OH NO, YOU HAD TO CANCEL IT??

Sorry, but sometimes excellent courses with super instructors are cancelled if someone waits until the last minute to register. Our programmers make a decision approximately one week prior to a course start date to allow for proper preparation. Minimum class numbers must be registered at that time, so please register early to avoid disappointment for yourself, others and the instructor.

Trades Training

COMMERCIAL TRANSPORT MECHANIC (604) 432-8205

**CTMX 0100 (HDMX 930)
COMMERCIAL TRANSPORT
MECHANIC TQ REFRESHER \$446**
Prepares tradespersons for the Provincial Commercial Transport Mechanical Trade Qualification Examination and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years work experience in the trade.

Sep 16 Sat 10 wks BBY CRN 32724
0830-1430

**CTMX 0105 (HDMX 925)
AIR BRAKES FOR MECHANICS \$360**
Prepares mechanics, with limited experience, to service air brakes. The course is also useful for owners/operators of trucks/fleets. Upon successful completion of a pre-trip inspection, students will receive credit for the pre-trip for 30 days toward the Motor Vehicle Air Endorsement Examination. Safety footwear with steel toes required.

Sep 16 Sat 6 wks BBY CRN 32723
0830-1430

**CTMX 0110 (HDMX 950)
COMMERCIAL VEHICLE INSPECTOR \$226**
Prepares students for the Provincial Commercial Vehicle Inspectors Licence Examination. B.C. Ministry of Transportation and Highways curriculum is used. "Commercial Vehicle Inspection Manual" text is required for the first session and is available at any Motor Vehicle Branch. Prerequisite: B.C. TQ in Automotive Mechanic, Heavy Duty Mechanic, Commercial Transport Mechanic, or Commercial Transport Trailer Mechanic. Safety footwear with steel toes required.

Sep 16 Sat 2 wks BBY CRN 32727
0830-1630

Oct 21 Sat 2 wks BBY 35793
0830-1630

Nov 20 Mon/Wed 2.5 wks BBY 32725
1900-2200
last session 1800-2200

**CTMX 0200
COMMERCIAL TRANSPORT TRAILER
MECHANIC TQ REFRESHER \$335**

Designed for tradespersons preparing for the Provincial Commercial Transport Trailer Mechanical Trade Qualification Examination, or for those wishing to refresh their theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest your residence to determine your eligibility and schedule an examination. Prerequisite: Minimum of four and a half years work experience in the trade.

Sep 11 Mon/Wed 8 wks BBY CRN 32729
1830-2130

MATHEMATICS FOR MECHANICS (604) 432-8205

**TMAT 0105 (TMAT 935)
INDUSTRIAL MATHEMATICS 1 \$256**
Covers arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume.

Sep 19 Tue/Thr 5 wks BBY CRN 32741
1900-2200

DRAFTING (604) 432-8205

**DRFT 0101 (DRFT 901)
DRAFTING 1 \$366**

Provides a foundation in basic drafting. Includes equipment and tools, line work, lettering, applied mathematics, plane geometry, dimensioning, sections, charts and graphs.

Sep 11 Mon/Wed 7 wks BBY CRN 32912
1730-2030

Mon/Wed 7 wks BBY 32913
1730-2030

Sep 12 Tue/Thr 7 wks BBY 32914
1730-2030

Oct 31 Tue/Thr 7 wks BBY 32915
1730-2030

Nov 1 Mon/Wed 7 wks BBY 32919
1730-2030

Mon/Wed 7 wks BBY 35992
1730-2030

**DRFT 0102 (DRFT 903)
DRAFTING 2 \$366**

Expands on the basic drafting course and allows students to progress into their drafting specialty. Prerequisite: DRFT 0101 DRAFTING 1.

Sep 11 Mon/Wed 7 wks BBY CRN 32920
1730-2030

Nov 1 Mon/Wed 7 wks BBY 32921
1730-2030

**DRFT 0106 (DRFT 920)
COMPUTER ASSISTED DRAFTING 1 \$366**

Introduces the use of computers as a tool in drafting. The course includes the basic operations, commands, layout techniques and plotting processes that a student will use in a drafting office. Prerequisite: DRFT 0101 DRAFTING 1 or instructor evaluation.

Sep 11 Mon/Wed 7 wks BBY CRN 32924
1730-2030

Sep 12 Tue/Thr 7 wks BBY 32926
1730-2030

**DRFT 0107 (DRFT 921)
COMPUTER ASSISTED DRAFTING 2 \$366**

Continues from DRFT 0106. This course is focused on expanding the drafting skills of the student to include projects from selected areas of industry. A basic understanding of drafting and computers is required. Prerequisite: DRFT 0106 COMPUTER ASSISTED DRAFTING 1 or instructor evaluation.

Nov 1 Mon/Wed 7 wks BBY CRN 32925
1730-2030

Oct 31 Tue/Thr 7 wks BBY 32927
1730-2030

**DRFT 0111 (DRFT 915)
DRAFTING SPECIALIZATION:
PROCESS PIPING 1 \$366**

Introduces fitting, pipes, valves and welding symbols and will include the basics of isometric drawings. Students will be responsible for producing shop drawings.

Sep 11 Mon/Wed 7 wks BBY CRN 32922
1730-2030

**DRFT 0112 (DRFT 916)
DRAFTING SPECIALIZATION: PROCESS
PIPING 2 \$366**

Involves work in process piping, low diagrams, heat exchangers, instrumentation, compressors and pumps. The student will be responsible for producing working drawings using advanced drafting techniques. Prerequisite: DRFT 0111.

Nov 1 Mon/Wed 7 wks BBY CRN 32923
1730-2030

**DRFT 0113
RESIDENTIAL DRAFTING 1 \$366**

Introduces residential design and drafting using the building code and municipal regulations to produce working drawings for a building permit. Prerequisite: DRFT 0101.

Sep 11 Mon/Wed 7 wks BBY CRN 35789
1730-2030

**DRFT 0114
RESIDENTIAL DRAFTING 2 \$366**

Expands on design criteria for residential projects and building construction methods. Site work and municipal services are introduced and the standards for inspections are identified. Prerequisite: DRFT 0113.

Nov 1 Mon/Wed 7 wks BBY CRN 35790
1730-2030

**DRFT 0115
STEEL FABRICATION 1 \$366**

Acquaints students with the basic structural components in steel structures, and shows them how to make a fabrication drawings of these items. Prerequisite: Basic Drafting and be acquainted with TRIG.

Sep 12 Tue/Thr 7 wks BBY CRN 35787
1730-2030

**DRFT 0116
STEEL FABRICATION 2 \$366**

Covers fabricated drawings of more complex steel connections. Prerequisite: DRFT 0115.

Oct 31 Tue/Thr 7 wks BBY CRN 35788
1730-2030

DRYWALL (604) 432-8205

**DRYW 0101 (PDEC 905)
WALL AND CEILING TQ REFRESHER \$416**

Provides experienced students with the theoretical instruction to enable them to write the Provincial Wall and Ceiling Examination. Prerequisite: Minimum six years experience in the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Approval from the Ministry of Skills, Training and Labour is recommended before enrolling.

Oct 14 Sat 6 wks BBY CRN 32950
0830-1330

**DRYW 0105 (PDEC 931)
STEEL STUD CONSTRUCTION \$396**

Covers steel stud and drywall boarding to professional standards. CSA approved work boots with steel toes required.

Jul 22 Sat 5 wks BBY CRN 23170
0830-1430

**DRYW 0106 (PDEC 934)
DRYWALL TAPING AND FINISHING \$465**

Covers drywall taping to professional standards. CSA approved work boots with steel toes required.

Nov 4 Sat 5 wks BBY CRN 32953
0830-1430

EXPLORATION (604) 432-8233

**TEXP 0115
TRADES EXPLORATION PROGRAM
FOR MEN AND WOMEN \$174**

Helps people make an informed choice about entering a skilled trade as a career. In this new course students will explore trades from the following areas: aviation, metal, mechanical and construction. There will be opportunity for hands-on experience in at least one trade from each area as well as information about other trades in these sectors. The information covered will include working conditions, labour market information, expected wages and training requirements. CSA approved safety boots (steel toes, puncture proof and ankle support) are required.

Sep 14 Thr 14 wks BBY CRN 32959
1830-2130

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (604) 432-8205

**HVAC 0100 (TREF 917)
REFRIGERATION TQ REFRESHER \$453**

Prepares tradespersons for the Provincial Refrigeration Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years work experience in the trade.

Sep 11 Mon/Wed 11 wks BBY CRN 32746
1900-2200

**HVAC 0102 (TREF 913)
BASIC HVAC SYSTEMS 1 \$412**

Begins a four-part program dealing with basic heating, ventilation and air conditioning (HVAC) systems. Topics include fundamentals of the refrigeration cycle and identification, operation and function of basic system components. The use and application of refrigerant types are also examined. Proper use of refrigerant recovery/recycling equipment will be addressed, as well as proper charging and system evacuation to meet industry requirements and existing provincial regulation. Safety footwear with steel toes required.

Sep 11 Mon/Wed 8 wks BBY CRN 32747
1900-2200

Mon/Wed 8 wks THC 33525
1900-2200

**HVAC 0104 (TREF 915)
BASIC HVAC SYSTEMS 2 \$412**

Continues from HVAC 0102. Topics include basic electrical theory, alternating current fundamentals, single-phase motor theory, practical exercises in interpreting elementary electrical diagrams, demonstrations on use of electrical test instruments, electrical diagrams on computer simulators and hands-on shop projects. Prerequisite: HVAC 0102 BASIC HVAC SYSTEMS 1. Safety footwear with steel toes required.

Sep 11 Mon/Wed 8 wks BBY CRN 32748
1900-2200

Trades Training

HVAC 0106 (TREF 916) BASIC HVAC SYSTEMS 3 \$412

Continues from HVAC 0104. Topics include types of systems, the psychometric chart for studying air properties, proper HVAC installation procedures, troubleshooting and tune-ups. Preventive maintenance will be discussed and basic troubleshooting skills will be performed on computer simulators. Prerequisite: HVAC 0104 BASIC HVAC SYSTEMS 2.

Sep 12 Tue/Thr 8 wks BBY CRN 32749
1900-2200

HVAC 0110 ADVANCED HVAC SYSTEMS 1 \$191

Covers operating sequences of residential and light commercial heat pump systems. Topics include application, installation control sequences and computer simulated mechanical/electrical troubleshooting techniques. Prerequisite: Good working knowledge of the refrigeration trade and ability to read and interpret electrical diagrams. Safety footwear with steel toes required.

Sep 19 Tue/Thr 4 wks BBY CRN 32751
1900-2200

HVAC 0112 ADVANCED HVAC SYSTEMS 2 \$191

Allows working industry tradespeople to sharpen their troubleshooting techniques on air conditioning systems, commercial refrigeration equipment and multiplex systems. This course is designed and based upon the use of computer simulations to accomplish a vast array of equipment malfunctions, commonly found in operational equipment today. No previous computer skills are required for this course. Prerequisite: Four years work experience in the refrigeration trade. Safety footwear with steel toes required.

Oct 24 Tue/Thr 4 wks BBY CRN 32752
1900-2200

HVAC 0145 (TREF 970) CFC EMISSIONS IN REFRIGERATION \$114

Teaches environmental awareness on ozone depleting substances. This one-day course is based on Environment Canada's "Code of Practice for Reducing CFC Emissions in the Refrigeration and Air Conditioning Industry." The course is officially recognized by B.C. Environment and deals with environmentally correct equipment design and proper handling of ozone depleting substances. Upon successful completion of this course, 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.

Oct 28 Sat 1 day BBY CRN 30009
0830-1630

HEAVY DUTY MECHANIC (604) 432-8205

HDMX 0100 (HDMX 905) HEAVY DUTY MECHANIC TQ REFRESHER \$446

Prepares tradespersons for the Provincial Heavy Duty Mechanic Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 18 Mon/Thr 10 wks BBY CRN 32722
1830-2130

HDMX 0105 (HDMX 902) MOBILE HYDRAULICS \$446

Instructs heavy equipment mechanics/operators in preventive maintenance and the service and repair techniques used to achieve this. Safety footwear with steel toes required.

Sep 18 Mon/Wed 8 wks BBY CRN 32721
1900-2200

MATHEMATICS FOR MECHANICS (604) 432-8205

TMAT 0105 (TMAT 935) INDUSTRIAL MATHEMATICS 1 \$256

Covers arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume.

Sep 19 Tue/Thr 5 wks BBY CRN 32741
1900-2200

JOINERY (604) 432-8205

JOIN 0100 JOINERY TQ REFRESHER \$375

Provides experienced students with the theoretical instruction to enable them to write the provincial joinery exam. Students should have a working knowledge of the joinery trade. Prerequisite: Minimum of six years experience in the trade.

TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest your residence to determine your eligibility and schedule an examination. Approval from the Ministry of Skills, Training and Labour is recommended before enrolling.

Sep 5 Tue 16 wks BBY CRN 32909
1830-2130

JOIN 0101 (JOIN 901) WOODWORK BASIC \$465

Gives the home woodworker or hobbyist some experience in the care and safe operation of hand and power tools that would typically be found in a small home shop. It is a recreational course; not a credit course. In the second half of the course students will be working on a small project of their own choice.

Materials for this project must be supplied by the student. CSA approved work boots with steel toes and safety glasses required.

Sep 12 Tue 14 wks BBY CRN 32911
1830-2130

MACHINIST (604) 432-8205

MACH 0105 (MACH 905) LATHE OPERATOR \$401

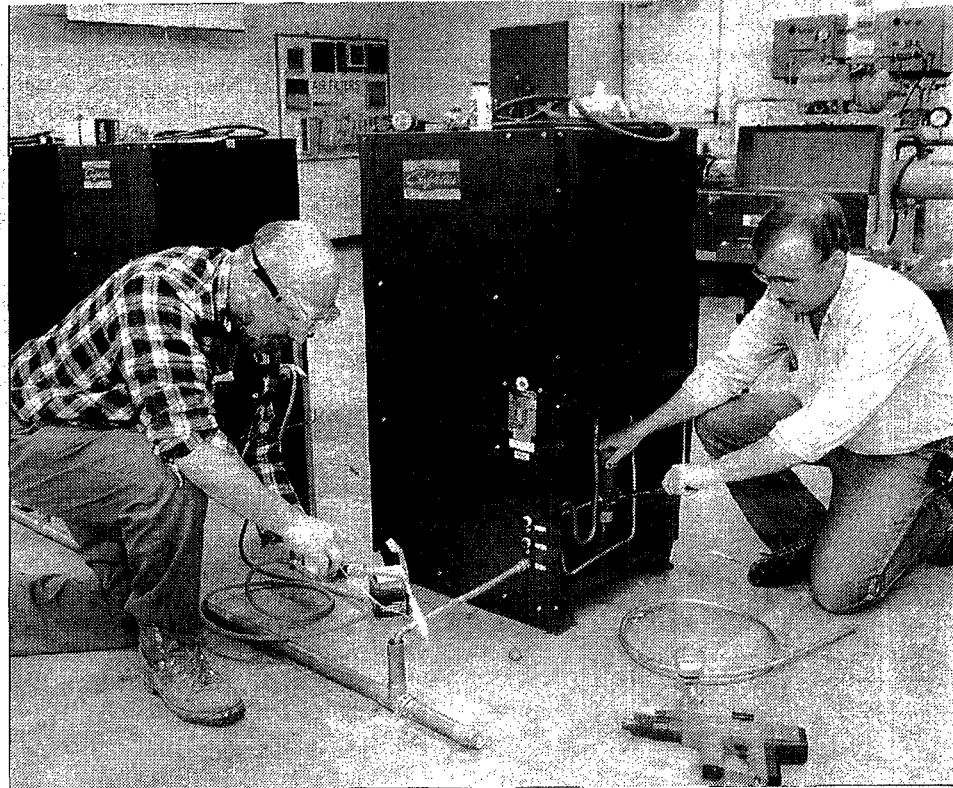
Provides a basic understanding and practical experience of engine lathe operations. Safety glasses and footwear with steel toes required.

Sep 11 Mon/Wed 6 wks BBY CRN 32731
1900-2200

MACH 0110 (MACH 906) MILLING MACHINE OPERATOR \$401

Provides a basic understanding and practical experience of milling machine operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and footwear with steel toes required.

Oct 30 Mon/Wed 6 wks BBY CRN 32732
1900-2200



MACH 0120 (MACH 909) INTRODUCTION TO COMPUTERS FOR MACHINISTS \$266

Introduces machinists to the use of computers. Designed for students wishing to continue on to the computer numerical control (CNC) courses.

Sep 11 Mon/Wed 3 wks BBY CRN 32733
1900-2200

Oct 24 Tue/Thr 3 wks BBY 32734
1900-2200

MACH 0125 (MACH 910) INTRODUCTION TO CNC \$441

Introduces the concepts of computer numerical control (CNC) to those with little or no CNC experience. Prerequisite: MACH 0120 INTRODUCTION TO COMPUTERS FOR MACHINISTS or equivalent.

Oct 3 Tue/Thr 8 wks BBY CRN 32735
1900-2200

MACH 0130 (MACH 911) CNC MILLING OPERATIONS \$441

Emphasizes basic programming, editing and setting up of a computer numerical control (CNC) vertical machining centre. Prerequisite: MACH 0125 INTRODUCTION TO CNC

Sep 18 Mon/Wed 7 wks BBY CRN 32736
1900-2200

MATHEMATICS FOR TRADES (604) 432-8205

TMAT 0105 (TMAT 935) INDUSTRIAL MATHEMATICS 1 \$256

Covers arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume.

Sep 19 Tue/Thr 5 wks BBY CRN 32741
1900-2200

TMAT 0110 (TMAT 936) INDUSTRIAL MATHEMATICS 2 \$203

Covers algebra operations, equations and formulas, exponents and logarithms, graphs, trigonometry, and trade applications. Use of scientific calculators. Prerequisite: TMAT 0105 INDUSTRIAL MATHEMATICS 1.

Oct 24 Tue/Thr 4 wks BBY CRN 36151
1900-2200

MILLWRIGHT (604) 432-8205

MILL 0100 (MILL 900) MILLWRIGHT TQ REFRESHER \$446

Prepares tradespersons for the Provincial Millwright Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. "Millwright Manual of Instruction" text and scientific calculator required first session. Prerequisite: Minimum of six years experience in the trade.

Sep 16 Sat 10 wks BBY CRN 32737
0830-1430

MILL 0105 (MILL 902) INDUSTRIAL HYDRAULICS STATIONARY \$357

Assists maintenance personnel at industrial sites in the testing, repairing, examination and troubleshooting of basic fluid power circuits and component parts. Safety footwear with steel toes required.

Sep 12 Tue/Thr 7 wks BBY CRN 32738
1900-2200

MILL 0115 INTRODUCTION TO VIBRATION ANALYSIS AND BALANCING \$441

Assists maintenance personnel in the measurement, collection and analysis of machine vibration and machine balancing. Explains and identifies vibration measurement and analysis principles and practices. Students are taught the uses of various vibration pickups and monitoring techniques. Methods of data acquisition are presented and explained. Interpretation of many types of vibration spectra are demonstrated and explained including unbalance, misalignment, eccentricity, bearing failures, looseness, power drive and electrical faults, aerodynamic and hydraulic faults among others. Types of unbalance, single and two plane balancing and balancing machines are explained and demonstrated. Fifteen hours of shop and hands-on activity are included in this course. Prerequisite: Industrial maintenance experience. Safety footwear with steel toes required.

Sep 12 Tue/Thr 7 wks BBY CRN 35794
1900-2200

Trades Training

PAINTING AND DECORATING (604) 432-8205

PDEC 0100 (PDEC 933) PAINTING/DECORATING TQ REFRESHER \$465

Provides experienced students with the theoretical instruction to enable them to write the Provincial Painting Examination. Students should have a working knowledge of painting. Prerequisite: Minimum five years experience in the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination.

Sep 19 Tue/Thr 10 wks BBY CRN 32952
1800-2100

COMING SOON ... JANUARY 1996 PDEC 0120 FAUX FINISHING COURSE

Presents a 48-hour course designed for painters who would like to have some basic skills in graining, marbling, sponging and stenciling. WATCH FOR INFORMATION IN THE BCIT WINTER FLYER.

PIPING (604) 432-8205

PPGS 0100 (PPGS 930) B.C. PLUMBING CODE REFRESHER \$465

Prepares tradespersons for the Provincial Plumbing TQ Examination and for those wanting a current review. Theoretical instruction is given in B.C. Plumbing Code only. Prerequisite: Six years experience in the Piping Trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. B.C. Plumbing Code book is required and is available at our BCIT bookstore.

Sep 11 Mon/Wed 10 wks BBY CRN 32992
1830-2130

Sep 12 Tue/Thr 10 wks BBY 32994
1830-2130

PPGS 0105 (PPGS 905) CROSS CONNECTION CONTROL \$432

Teaches cross connection control to persons involved in the installation and maintenance of back flow pollution prevention devices for domestic water supply. Prerequisite for Cross Connection Exam: Water Purveyor (Municipal Employees), Journeymen or Apprentice Plumbers, Steamfitters or Sprinklerfitters, Civil or Mechanical Engineer, Manufacturer's Agent, Irrigation related Personnel, or Public Health Official. Please be advised that there will be an additional fee to write the AWWA Cross Connection Control Certification Examination. The Cross Connection Control Manual is required and available at our BCIT bookstore.

Sep 11 Mon/Wed 7 wks BBY CRN 32961
1800-2100

Nov 7 Tue/Thr 7 wks BBY 32963
1800-2100



SPS SAFETY TIPS
Using transit.
Request stop services
when travelling by
bus alone.



PPGS 0110 (PPGS 909) GAS FITTER B LICENSE \$565

Prepares students to write the examination to qualify as Gas Fitter B License. This course is a requirement of the Ministry of Labour Gas and Safety Branch. Prerequisite: Must have a TQ in Plumbing, Pipefitting, or Refrigeration. Please be advised that a Provincial Class B Examination fee is additional. To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required and recommended before enrolling. Required text are: Canadian Gas Association B149.M95, and BCIT Gas Training Program, Level B, all are available at our BCIT bookstore.

Sep 6 Mon/Wed 14 wks BBY CRN 32965
1830-2130

Mon/Wed 14 wks BBY 32968
1830-2130

Sep 12 Tue/Thr 14 wks BBY 32969
1830-2130

Tue/Thr 14 wks LLY 32971
1830-2130

PPGS 0114 GAS A LICENSE: MATH AND SCIENCE \$366

Provides the math and science background necessary to enable students to pass the Gas Fitter A License examination.

Sep 5 Tue/Thr/Sat 4 wks BBY CRN 32981
Tue/Thr: 1830-2130
Sat: 0830-1230

PPGS 0115 GAS FITTER A LICENSE \$730

Required by the Ministry of Labour Gas and Safety Branch for students wishing to write the examination to qualify for Gas Fitter A License. Prerequisite: Students must have class B for 2 years. Please be advised that a Provincial Class A Examination fee is additional. Required text are: BCIT Gas Training Program Level A, Canadian Gas Association B149.M95, B149.2-M91 Propane Installation Code, B149.3-M89 Code for Field Approval of Fuel Related Components on Appliances and Equipment, Honeywell Flame Safeguard Reference Manual and Industrial and Commercial Burner Systems (John Dutton) are all available at our BCIT bookstore.

To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required and recommended before enrolling.

Oct 2 Mon/Wed 22 wks BBY CRN 32976
1830-2130

Oct 3 Tue/Thr 22 wks BBY 32978
1830-2130

PPGS 0120 (PPGS 914) CLASS C APPLIANCE SERVICE \$565

Enables the student to service gas appliances for residential or light commercial up to 400,000 BTU. Please be advised that a Provincial Class C Examination fee is additional. Required text are: Canadian Gas Association B149.M95, Natural Gas Installation Code and BC Amendments and BCIT Gas Training Program are all available at the BCIT bookstore.

Sep 6 Mon/Wed 14 wks BBY CRN 32984
1830-2130

Sep 12 Tue/Thr 14 wks BBY 32986
1830-2130

PPGS 0125 (PPGS 917) PLUMBING: RESIDENTIAL \$300

Provides the homeowner with general knowledge and practical experience of repairs, renovations and new installations within the residential plumbing system. CSA approved work boots with steel toes are required for this course.

Sep 9 Sat 4 wks BBY CRN 32987
0830-1430

Oct 14 Sat 4 wks BBY 32988
0830-1430

Nov 18 Sat 4 wks BBY 32990
0830-1430

POWER ENGINEERING (604) 432-8390

Correspondence and Tutorial Courses
Provides persons currently employed in industrial plants with the necessary knowledge to sit the Interprovincial Power Engineering Certification Examinations. Study can be done at home (correspondence) or in class (tutorial) using telephone or drop-in help from experienced instructors.

In order to write the Interprovincial Examinations, candidates must have specified, practical and qualifying experience as outlined in the B.C. Power Engineer's and Boiler and Pressure Vessel Safety Act.

Applicants must have good writing skills. 1st, 2nd and 3rd Class applicants must possess the next lower certificate, unless exempted by the Boiler Branch. Classroom attendance is flexible to accommodate shift schedules. Classroom hours are from 0800 to 1500 Monday to Friday. From mid-October to mid-May, evening instruction is available Tuesday through Thursday until 1930.

Participants use self-study learning materials to complete written assignments. Direct instructor assistance is provided when necessary. A reference library and instructional videotapes are available to supplement course materials.

Registration in 4th, 3rd, 2nd and 1st Class Programs is in groups of 2 or 3 courses as indicated. One year from date of registration is allowed to complete a group.

**POWR 0110 (POWR 910)
BOILER OPERATOR**
Tutorial CRN 32156
Correspondence 32155

**POWR 0113 (POWR 913)
FOURTH CLASS PART A**
Tutorial CRN 32160
Correspondence 32159

**POWR 0114 (POWR 914)
FOURTH CLASS PART B**
Tutorial CRN 32162
Correspondence 326161

**POWR 0115 (POWR 915)
THIRD CLASS PART A PAPER 1**
Tutorial CRN 32166
Correspondence 32165

**POWR 0116 (POWR 916)
THIRD CLASS PART A PAPER 2**
Tutorial CRN 32168
Correspondence 32167

**POWR 0117 (POWR 917)
THIRD CLASS PART B PAPER 1**
Tutorial CRN 32172
Correspondence 32171

**POWR 0118 (POWR 918)
THIRD CLASS PART B PAPER 2**
Tutorial CRN 32174
Correspondence 32173

**POWR 0119 (POWR 919)
SECOND CLASS PART A PAPER 1**
Tutorial CRN 32178
Correspondence 32177

**POWR 0120 (POWR 920)
SECOND CLASS PART A PAPER 2**
Tutorial CRN 32185
Correspondence 32184

**POWR 0121 (POWR 921)
SECOND CLASS PART A PAPER 3**
Tutorial CRN 32190
Correspondence 32189

**POWR 0122 (POWR 922)
SECOND CLASS PART B PAPER 1**
Tutorial CRN 32194
Correspondence 32193

**POWR 0123 (POWR 923)
SECOND CLASS PART B PAPER 2**
Tutorial CRN 32196
Correspondence 32195

**POWR 0124 (POWR 924)
SECOND CLASS PART B PAPER 3**
Tutorial CRN 32200
Correspondence 32199

**POWR 0125 (POWR 925)
FIRST CLASS PART A PAPER 1**
Tutorial CRN 32202
Correspondence 32201

**POWR 0126 (POWR 926)
FIRST CLASS PART A PAPER 2**
Tutorial CRN 32204
Correspondence 32203

**POWR 0127 (POWR 927)
FIRST CLASS PART A PAPER 3**
Tutorial CRN 32208
Correspondence 32207

**POWR 0128 (POWR 928)
FIRST CLASS PART A PAPER 4**
Tutorial CRN 32210
Correspondence 32209

**POWR 0129 (POWR 929)
FIRST CLASS PART B PAPER 1**
Tutorial CRN 32214
Correspondence 32213

**POWR 0130 (POWR 930)
FIRST CLASS PART B PAPER 2**
Tutorial CRN 32216
Correspondence 32215

Trades Training

POWR 0131 (POWR 931)
FIRST CLASS PART B PAPER 3
 Tutorial CRN 32220
 Correspondence 32219

POWR 0132 (POWR 932)
FIRST CLASS PART B PAPER 4
 Tutorial CRN 32222
 Correspondence 32221

POWER EQUIPMENT MECHANIC (604) 432-8205

POEQ 0105 (SENG 900)
**SMALL ENGINE POWERED
 EQUIPMENT MAINTENANCE \$378**
 Covers maintenance and general repair of engines and allied equipment on lawn mowers, chain saws, generator units and other utilities powered by air-cooled two- and four-stroke engines. Safety footwear with steel toes required.

Sep 12 Tue/Thr 8 wks BBY CRN 32740
 1900-2200

STEEL FABRICATION (604) 432-8205

SMTL 0100
SHEET METAL TQ REFRESHER \$356
 Provides experienced students with the theoretical instruction to enable them to write the Provincial Sheet Metal Examination. Students should have a working knowledge of Sheet Metal. Prerequisite: six years experience in the trade.

TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine your eligibility and schedule an examination.

Sep 19 Tue/Thr 7 wks BBY CRN 32949
 1900-2200

SMTL 0111
LAYOUT AND FABRICATION \$234
 Designed for the Sheet Metal Apprentice or Mechanic to layout and fabricate various ventilation fitting used in the Sheet Metal Industry. Prerequisite: Must be a Sheet Metal Apprentice or Mechanic.

Sep 16 Sat 4 wks BBY CRN 35808
 0830-1430

STEL 0110 (STEL 909)
STEEL FABRICATION (BASIC) \$366
 Focuses on mathematics, pattern development, blueprint reading, welding and the proper use of industrial machines. Students follow a typical steel fabrication project from initial design to shop production. CSA approved work boots with steel toes required.

Sep 19 Tue/Thr 5 wks BBY CRN 32947
 1900-2200

STEL 0115 (STWD 901)
**BLUEPRINT READING FOR WELDERS
 AND STEEL FABRICATORS \$331**
 Covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of steel fabrication. CSA approved work boots with steel toes required.

Sep 16 Sat 6 wks BBY CRN 32941
 0830-1330

Nov 4 Sat 6 wks BBY 32943
 0830-1330

STEL 0125
**STEEL FABRICATION: PLATE AND
 PIPE DEVELOPMENT (BASIC) \$366**
 Methods of plate and pipe development for steel fabrication: fabricating and using templates to shear, burn, form and tack plates together (to make an elbow and a square to round). Prerequisite: STEL 0110 STEEL FABRICATION (BASIC) or equivalent. CSA approved work boots with steel toes required.

Nov 4 Sat 6 wks BBY CRN 32948
 1900-2200

WELDING (604) 432-8205

WELD 0103 (WELD 903)
OXYACETYLENE/BRAZE WELDING \$366
 Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment. CSA approved work boots with steel toes required.

Sep 16 Sat 6 wks BBY CRN 32928
 0830-1330

Nov 4 Sat 6 wks BBY 32929
 0830-1330

WELD 0104 (WELD 915)
**SHIELDED METAL ARC
 WELDING BASIC \$399**
 Introduces basics of arc welding to individuals who wish to learn S.M.A.W. to trade standards. CSA approved work boots with steel toes required.

Sep 16 Sat 6 wks BBY CRN 32930
 0830-1330

Sep 19 Tue/Thr 5 wks BBY 32931
 1900-2200

Nov 4 Sat 6 wks BBY 32932
 0830-1330

Nov 7 Tue/Thr 5 wks BBY 32933
 1900-2200

WELD 0106 (WELD 957)
GAS METAL ARC WELDING BASIC \$432
 Covers basic weld joints in the flat, horizontal and vertical positions. This process is used by most metal fabricators in the province. During this course students will be introduced to the G.M.A.W. Section of P6 Module, Level C. CSA approved work boots with steel toes required.

Sep 19 Tue/Thr 5 wks BBY CRN 32936
 1900-2200

Nov 7 Tue/Thr 5 wks BBY 32937
 1900-2200

WELD 0110 (WELD 941)
**GAS TUNGSTEN ARC
 WELDING BASIC \$432**
 Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of G.T.A.W. on mild steel, stainless steel and aluminum. CSA approved work boots with steel toes required.

Sep 19 Tue/Thr 5 wks BBY CRN 32934
 1900-2200

Nov 7 Tue/Thr 5 wks BBY 32935
 1900-2200

**WELDING INSTITUTE OF
 CANADA - WELDING
 INSPECTION LEVEL II (CSA W178.2)**
 This new diploma course in Welding Inspection consists of seven (7) training modules and three related modules spread over two 30-hour programs.

These courses are 100% classroom theory in their presentation and will require students to spend two to three hours of study time at home on each module. Students that successfully complete all modules and related tests will receive a Welding Institute of Canada diploma. Fees include all reference material and student membership in the Welding Institute.

WELD 0123
**WELDING INSPECTING PART 1
 (LEVEL II) \$392**
 Consists of five Welding Institute of Canada modules covering welding power sources, distortion and residual stress, basis metallurgy and material specification, codes and standards and ultrasonic inspection. Prerequisite: Level I (CSA W178.2) or have completed (WIC) certification on Fundamentals of Welding Technology & Inspection or from a related engineering discipline.

Sep 16 Sat 6 wks BBY CRN 36003
 0830-1330

WELD 0124
**WELDING INSPECTING
 PART 2 (LEVEL II) \$392**
 Consists of two Welding Institute of Canada modules covering basic welding metallurgy of structural steels, radiographic inspection and a review of module 10, codes - structural & A.S.M.E. and report writing and format. Prerequisite: WELD 0123.

Nov 11 Sat 6 wks BBY CRN 36004
 0830-1330

Note: These combined courses meet the educational requirements to the Canadian Welding Bureau as credits towards certification as a Level II Welding Inspector (C.S.A. W 178.2).

WELD 0161
ALUMINUM WELDING 1 \$470
 Consists of the first three modules required out of six to obtain a Welding Institute of Canada Diploma. Modules will cover material and metal preparation, welding with inert gas, shielded processes, plasma cutting, brazing and other processes. CSA approved work boots with steel toes required.

Sep 16 Sat 6 wks BBY CRN 32938
 0830-1330

WELD 0162
ALUMINUM WELDING 2 \$470
 Consists of the last three modules required out of six to obtain a Welding Institute of Canada Diploma. Modules will cover supervision, safety, quality control, corrosion and strength of weld symbols. CSA approved work boots with steel toes required.

Nov 4 Sat 6 wks BBY CRN 32939
 0830-1330

NEW
 Level C Welding Part-time! Introduces the student into the Level C program as a part-time student and makes the conversion into our full-time modular program at a P-4 level as a part program full-time student. Student will enter the full-time program at a P-4 level after completing the following part-time courses: WELD 0150 Level C Welding P-1, WELD 0151 Level C Welding P-2 and WELD 0152 Level C Welding P-3. After completing the part-time courses students will enter the full-time Level C Welding course at module P-4. It takes approximately five months to complete the full-time course.

NEW
WELD 1001
LEVEL C WELDING P-1 \$300
 Covers safe work practices. Coveralls and CSA approved work boots and steel toes are required. Prerequisite: Completion of Grade 10 recommended but an appropriate combination of work experience and education will be considered.

Sep 16 Sat 6 wks BBY CRN 36217
 0830-1330

NEW
WELD 1002
LEVEL C WELDING P-2 \$300
 Continues from WELD 0150. P-2 covers Oxyfuel Gas Cutting. Coveralls and CSA approved work boots with steel toes are required. Prerequisite: WELD 0150.

Nov 11 Sat 6 wks BBY CRN 36219
 0830-1330

WOMEN IN TRADES (604) 432-8233

TEXP 0110 (TEXP 900)
**TRADES EXPLORATORY
 PROGRAM FOR WOMEN \$174**
 Helps women make an informed choice about entering a skilled trade as a career. Students will explore trades from the following areas: Aviation, Metal, Mechanical and Construction. There will be opportunity for hands-on experience in at least one trade from each area as well as information about other trades in these sectors. The information covered will include working conditions, labour market information, expected wages and training requirements. CSA approved safety boots (steel toes, puncture proof and ankle support) are required.

Sep 12 Tue 14 wks BBY CRN 32954
 1830-2130

TEXP 0113 (TEXP 903)
**WOMEN EXPLORING
 CONSTRUCTION TRADES \$179**
 Exposes women to the construction trades with regards to working conditions, training, wages and other factors. Hands-on projects in shop areas familiarizes students with the shop environments as well as allowing them to use various tools. Students will meet women who work in the trades. Trades that will be covered are Carpentry, Electrical, Plumbing, Joinery, and Painting and Decorating. CSA approved work boots (steel toes, puncture proof and ankle support) are required.

Sep 11 Mon/Wed 6 wks BBY CRN 32958
 1830-2130

PACIFIC MARINE TRAINING CAMPUS (604) 985-0622

Pacific Marine Training offers courses in the following subject areas:

- Marine Engineering
- Nautical
- Safety and Seamanship
- Shipping and Marine Operations

For further information on courses offered, contact BCIT's Pacific Marine Training Campus as follows:

Mail: BCIT Pacific Marine Training Campus
 265 West Esplanade
 North Vancouver, B.C. V7M 1A5
Phone: (604) 985-0622
Fax: (604) 985-2862

BCIT's mission
 is to provide
 British Columbians
 with world-class,
 job-ready skills
 for career
 success.



Campus Services

BOOKSTORE

(604) 432-8379

FAX: (604) 432-7923

EMAIL:

BKST0001@BCIT.BC.CA

CAMPUS CENTRE

BURNABY HOURS —

September 1 - 30, 1995

1-4	Closed
5-7	0800 - 1730
8	0800 - 1600
9	0800 - Noon
11-14	0800 - 2000
15	0800 - 1600
16	0800 - Noon
18-21	0800 - 1930
22	0800 - 1600
23	0800 - 1100
25-28	0800 - 1900
29	0800 - 1600
30	0800 - 1100

Follow us to the new Campus Centre, Burnaby Bookstore

- Open 0800-1600, Monday to Friday. Closed weekends, but we provide many ad hoc late openings — call for hours.
- Your Burnaby campus source for texts designated essential for course use.
- Low-priced software (educationally priced, but full capacity) — proof of enrolment required.
- Special value packages for some leading business textbooks (text plus study guide) — subject to availability.

- For that little extra help: Schaum's Outlines, Computer reference books and many others.
- General school/office merchandise/drafting supplies.
- There is always something on sale.
- Visa, MasterCard, personal cheques and InterAc Direct. (Credit cards with magnetic stripe must be presented — account numbers alone will not be accepted.)
- Student accounts can be set up by companies or government agencies if billing/invoicing details are faxed to (604) 432-7923 prior to first class.

SATELLITE LOCATIONS

Although BCIT offers multi-campus opportunities for career classes, complete duplication of services is not possible. In cooperation with several BCIT partners, texts designated essential to course use will be sold at satellites during the first class. As a limited number of texts are available, texts are reserved only for BCIT students enrolled in these classes at these satellite locations.

Burnaby/BBY	Campus Centre on Goad Way
Downtown/DEC	BCIT Downtown, 549 Howe Street
Surrey/SRY	Princess Margaret Senior Secondary
Kaslo	Health Part-time Studies texts are usually bundled with course materials, not sold separately
Sea Island/SEA	Sea Island Campus
Kingston College	2286 Holdom Avenue.
/HOL	Burnaby
Ano Office Automation	
/VCR/ANO	380 West 2nd, Vancouver

Langley/LLY - 21405 56th Avenue
Maple Ridge/MRC Maple Ridge Secondary
Maple Ridge/THC Thomas Haney Centre

As satellite service is counter-based and labour intensive, used texts, special value packages, reference books and software are available only at the Burnaby bookstore.

Book returns

Books in a technical school such as BCIT can be expensive — you should shop with care. It is recommended that you go to class before purchasing so as to avoid inconvenience later on. Don't buy books on speculation. There are no cash refunds.

The 3 R's of returns...

Receipt/Registration/Resale

A full refund via cheque or Credit Card/InterAc reversal is possible if:

Receipt (original) — maximum 30 calendar days

Registration drop slip or note from instructor denoting reason for return: withdrawal, course cancellation, course credit or incorrect text.

Resale (like new) condition is important. Any markings (names, bent covers, grime, highlighting etc.) will result in a penalty of 25% so that the book can be resold at a used book price.

- No returns on opened software or shrink-wrapped merchandise.
- You should never purchase software on speculation!

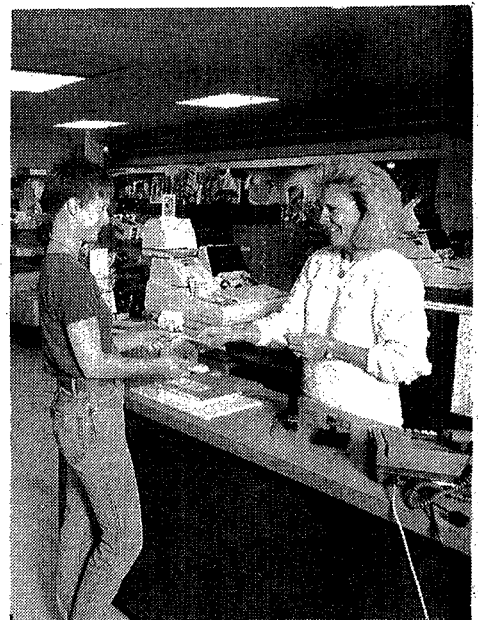
As there are many variables which determine resale value of a used book, there is no guarantee that a book will be purchased at the buyback.

- Course text changes or new editions occur frequently.
- Neither BCIT staff nor BCIT funds are used. As the buyback is managed under contract, the bookstore staff cannot answer questions about potential resale value.

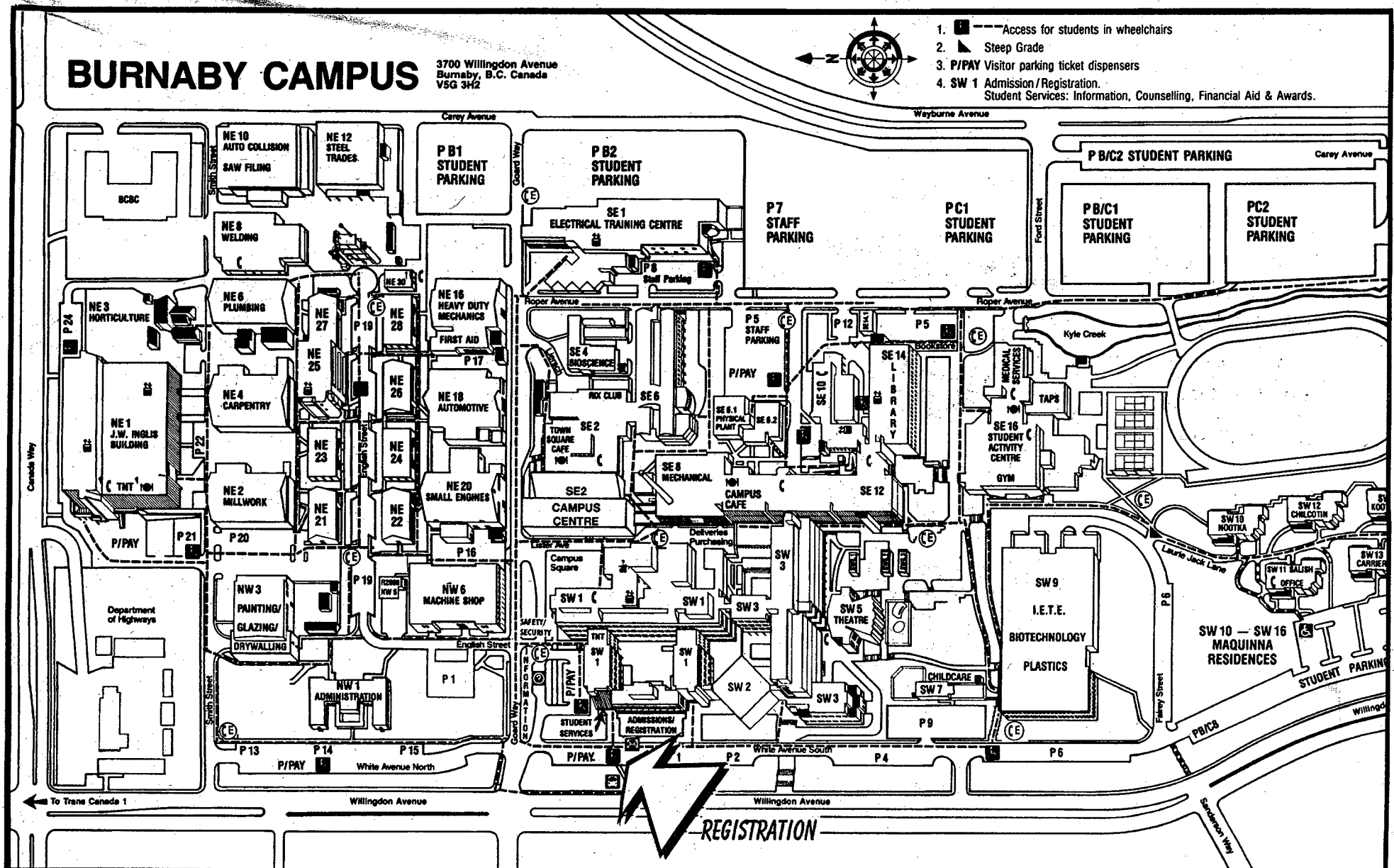
The concept is to get you into the store.

Used Textbooks

Limited quantities of used books are available at term start-up. Personal shopping only. Used book buybacks are in September, January, and May. Please call for exact dates and times.



Campus Map





FREE REFILLS!*

Now that we have your attention, we'd like to announce that this fall the Elephant & Castle is coming to Burnaby's British Columbia Institute of Technology.

It's our first 'Elephant on Campus'. We'll be there with the tastiest food lineup – the best fish and chips, bangers and mash, Old Country soups, desserts and marvellous beverages.

Warm and friendly, with a feeling you'd expect in a British country inn, the Elephant & Castle is a welcoming home away from home for thousands of fun-seeking people in centres around the Pacific Northwest, across Canada and elsewhere in the United States.

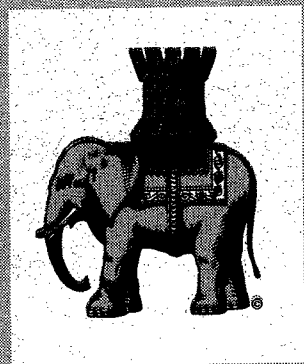
You Meet the Nicest People at the Elephant & Castle.

At EXPO 86, the Elephant & Castle was appointed official restaurant of the British Pavilion. Our visitors included Prince Charles and Diana, the Princess of Wales, Princess Margaret and then Prime Minister Margaret Thatcher. Sooner or later, EVERYONE pops in!



THE ELEPHANT & CASTLE™

Pacific Centre, Vancouver
Guildford Town Centre, Surrey
Bellis Fair, Bellingham, WA
Eaton Centre, Victoria



*Offer applies on all soft drinks



ROSIE'S ON ROBSON IS NOW OPEN!

New York style deli and gathering place. In the Rosedale Hotel at Robson and Hamilton in Downtown Vancouver

"Where you can eat for peanuts"

*The Elephant & Castle is a publicly owned company.
Shares trade on NASDAQ. The ticker symbol is PUBSF.*