BCIT CAREER PROGRAMMES DIVISION

FEBRUARY 1977

New engineering courses to be offered in September



Career programs director Drug Svetic examines cover designs for the 1977-78

Career Programmes course calendar. The book should be ready in early May.

Student committee makes contribution

The Career Programmes Student Advisory Committee is a group of a dozen or so active, part-time students who work on your behalf. Their responsibility is two-fold; to channel student feedback on all aspects of the Career Programmes Operations through to the Career Programmes Administration and the Board of Governors; and to provide the Career Programmes Administration with a sounding board to test student response to new ideas, policy changes, etc.

Peter Davies, who has been a part-time student at B.C.I.T. since 1971 is the current chairman of the Committee. A recent chairman of this group was Ron Isaac, who is currently chairman of the B.C.I.T. Board of Governors. For a complete listing of the Committee membership and their place of employment refer to page 213 of the current calendar.

A recent activity of this Committee was to prepare a written report and make an oral presentation to the Faris Committee on Continuing Education during November of last year. They did an outstanding job making the only presentation from a student group in all of B.C.

One week during the last term, members of the Committee located themselves by the coffee machines in the evenings to talk to students about their concerns. They are planning another venture during this term. Watch for them.

Take that computer course now!

If you have been turned away from filled computer courses in September and January, now is your chance

Last April we offered three courses, but because of the demand this April we are offering eleven.

As well, there will be special seminars on "Introduction to Computers for Secondary School Teachers" and "Mark IV, Uses and Misuses." Dates are inside in the centre section.

A course called "Understanding Com-

puters" is planned for the future. The date will be set in May or June.

Open House

Just a reminder - Open House '77. reflecting on the past ten years at BCIT and looking into the future, is scheduled for March 18 through 20.

If you've lost something, be sure to check at the main Registration desk.

Career Programmes will be offering several new Engineering courses in the coming year in the Building, Civil and Structural and Mechanical Technologies.

Building Technology is offering four new courses in the areas of: Measurement of Construction Work;
 Pricing of Construction Work; 3) Construction Administration; and 4) Project Management. These four courses are intended to prepare students to write the corresponding examinations of the Canadian Institute of Quantity Surveyors, as well as being of interest to persons in Management positions in construction.

Six new courses in Civil and Structural (C & S) Technology are being planned for 1977/78 which will mean that 17 C & S courses will be available at night next year. This will provide much more scope for the part-time student working toward a Certificate or a Diploma and for those who want to keep up-to-date by taking either a refresher or a new course.

The new C & S courses will cover the areas of: 1) computer methods of analysis and design of bridges and buildings; 2) estimates and contracts for heavy Civil Engineering construction projects such as dams, powerplants, roads, tunnels, etc.; 3) the engineering of highways, roads and streets; and 4) "municipal services" such as water supply and distribution systems, sanitary sewer and storm drainage systems.

With these new C & S courses the Career Programmes Divisions will offer most of the courses now offered in the day school and two others computer methods of structural analysis and estimates and contracts for heavy Civil Engineering Construction. The instructors for these courses will be practicing Engineers who are deeply involved in their subjects in their day-to-day work and hence completely up-to-date in their knowledge.

The Mechanical Technology has restructured their total evening programmed bringing their Certificate requirements into closer alignment with the requirement of the Society of Engineering Technologists. They too will be offering six new courses in the coming Academic year in the areas of: 1) Engineering Economics; 2) Refrigeration and Thermal Cycles; 3) Applied Heat; 4) Manufacturing Processes; 5) Descriptive Geometry; and 6) Theory of Mechanisms.

The Draughting Certificate programme offered through the Mechanical Technology Department has also been restructured in order to provide students with the opportunity for more specific study in their own field of Draughting.

Further details on all of these courses will be available in the new 1977/78 Career Programmes Calendar which is now being prepared and will be available for distribution in April.

UBC, **BCIT** get together

Unique course offered at BCIT

When UBC's Engineering Extension Division came up with the idea of putting on a Mill Supervisors course in Basic Principles of Mineral Processing they found they didn't have the resources to publicize it adequately. They then looked to BCIT for cooperation and found a willing partner in BCIT's Career Programmes Division and the Chemical and Metallurgical Technology. Career Programmes had the resources and facilities and welcomed the suggestion. They rolled into action, producing a brochure and a mailing list of 7,000 people in the industry. Through the Directories of the Canadian Institute of Metallurgy and the Society of Mining Engineers of A.I.M.E., they were able to reach their target market and the response

was excellent. Mining personnel came from all over Canada and the American Northwest for the first session; from such far-away places as Utah, Montana, Newfoundland and the NWT.

The course consists of three parts, a week in duration each, and it is hoped that the response will be as good for the second part scheduled for February 21 to 25 inclusive & part III May 16 to 20 inclusive.

Instruction of the course is being shared by three professors from UBC and J.M. Currie, Senior Instructor of Chem & Met, plus other part-time specialized instruc-tors. The lab textbook being used is Mr. Currie's ''Unit Operations in Mineral Processing," which is the day-school text-

It's not so! We don't close down

The Career Programmes Division does not close its doors to students at the completion of the Winter Term.

As can be seen from the centrefold of this paper, we are offering a great array of courses in our Spring Term. We are offering not only evening courses in the usual

time frames, but also some week-long courses and weekend specials which might appeal to your particular interests and meet your time constraints.

So Spring into gear, select a course, and skip down to register while the spirit still moves you.



British Columbia Institute of Technology 3700 Willingdon Avenue Burnaby, B.C.

CAREER PROGRAMMES—SPRING '77

Courses for part-time students in Business, Health & Engineering

3700 Willingdon Avenue

434-5734, locals 204 or 205



BUSINESS DIVISION

ADMINISTRATIVE MANAGEMENT

MANAGEMENT IN INDUSTRY I - starts: April 6 (12 weeks). This 24-week, two part course, is designed for supervisors, managers, and per-sons anticipating such responsibility. It prov-ides a practical and theoretical introduction to the principal functions of modern manage ment. The material covered is particularly use ful for persons with no formal training in management as it provides a base for advancing to-more specific training in the various areas touched upon in these sessions.

MANAGEMENT IN INDUSTRY II - starts: April 4 (12 weeks). This last 12 weeks are a continuation for students who previously complete ed Management in Industry I. Prerequisite agement in Industry I

MANAGEMENT PSYCHOLOGY I - Starts: Apvial Agential Psychology 1— starts: April 4 (12 weeks). To give the person with no formal course in psychology a background in basic psychological concepts and the application to management situations. This will include exposure to the operational definitions or terall areas of organizational behaviour studies. \$55

MANAGEMENT PSYCHOLOGY II - Starts: Ap-MANAGEMENT PSYCHOLOGY II — Starts: Ap-ril 5 (12 weeks). This second part of Manage-ment Psychology is for persons in counselling situations or with leadership responsibilities who, having completed Part I, will benefit from a deeper appreciation of motivation theory and applications. Prerequisite — Management Psy-

LABOUR RELATIONS II — Starts: April 4 (12 weeks). For persons who have completed Part I of this course. A completion of the day-to-day collective bargaining process and contract administration for persons in management or union. Prerequisite — Labour Relations I.

BUSINESS LAW II - Starts: April 6 (12 weeks). This second part of the 24 week course will give students carrying on from Business Law I a considerably greater depth of knowledge o

commercial law.

Upon completion of this course students will have a better understanding of contracts, mort-gages, real property law, and company law, they will be able to deal more effectively with lawyers and be better able to handle many of

legal problems should be turned over to a law-yer. Prerequisite — Business Law I. \$5: ADMINISTRATIVE ASSISTANT/EXECUTIVE SEC'TY. — Part II — Starts: April 6 (12 weeks) This 2nd part of the 24 week course will give

ch 7 to 11 [9 a.m. to 4 p.m. daily]

SUPERVISORY SKILLS — To provide knowledge

to increase his confidence and capabilities as a

leader. It also will prepare the student for more in-depth training in supervision and

PERSONNEL MANAGEMENT — On completion of the course, students can expect to have a good understanding of the role of the person-

el function, its relation to management.

SALESMANSHIP-SALESMAN - For persons

already employed as salespersons this course will help people to move up to the sales repre-

sentative category, or to develop further their skills and eliminate the costly "trial and error"

MANAGEMENT PSYCHOLOGY I — To give the

person with no formal course in psychology a background in basic psychological concepts

and the application to management situations

This will include exposure to the operational

logy and other social sciences to allow the stu-

veyed in reading in all areas of organizational

PURCHASING — Students will gain a fundamental knowledge of the principles and practices of purchasing. The course will include the

ship and responsibilities to management; cen

tralized purchasing; negotiating controls; buying for quality, quantity and price; timing and sources of supply; receiving and ware-

ORAL COMMUNICATIONS - To improve oral

tions. Those people who lack self-confidence

generally and who specifically lack confidence in communications situations should find this course very profitable.

REGISTRATION FOR THESE COURSES CLO— SES FEBRUARY 26, 1977.

TEACHING ADULTS — to present theoretical

adult education principles in a practical fash

ion, using the class itself as a typical learning

housing and inventory control.

unctions of a purchasing unit, the relation-

nethod of learning.

onsibility to employees, and what it does. \$55

the student a broader range of administrative responsibilities. Prerequisite — Administrative Assistant/Executive Secretary Part I.

COUNSELLING-TESTING II - Starts: April 5 (12 doing and by discussion of personality test, in terviews, and small group process. Special counselling films, and audio tapes will be used to expand on instructor-presented information. dents will be active participants, each pres enting at least one short paper to the group. Prerequisite — Counselling I. \$15 lab fee to be paid with fees. \$

SUPERVISORY SKILLS — Starts: April 6 (12 weeks). New supervisors or aspirants for leadership responsibilities will find this course designed to meet their needs. It provides know-ledge and techniques which will enable the student to increase his confidence and capabilities

MANAGERIAL STYLES — Starts: April 4 (12 weeks). This course is designed for people with leadership responsibility as supervisors or ma-nagers, or for students who have taken other courses and wish a better understanding of the "people aspects" in management. Persons completing this course should have a better knowledge and appreciation of the theory and practices related to getting work done through others and of organizational design. Prerequi-site — Students should have a working exper-ience in a leadership situation and preferably have completed Management in Industry I and Management Psychology or Organization Be-

DRGANIZATIONAL BEHAVIOUR - Starts: April 7 (12 weeks). To provide a better know-ledge and appreciation of organizational design and dynamics and to understand theories and practices related to improving the effectiveness of people within a group and of groups working ether. Prerequisite - this course is ideally uited for students who have completed Man agement Psychology I and who are either mem-bers or leaders of a work team.

SCUSSION LEADERSHIP — Starts: April 7 (12 weeks). This course is designed for anyone who gets involved in a discussion leadership situation, whether formal or informal — supervisors, managers, group leaders, association rep-resentatives, union leaders, etc. It is aimed pri-ncipally at the problem-solving situation. Persons completing this course will gain confidence and skill in getting the most out of anexchange within a group, a meeting, or a more formal enforcement.

PERSONNEL MANAGEMENT — Starts: April 5 (12 weeks). This course is designed for those who have recently joined personnel or industrial relations departments or who plan to enter this field. It is also valuable to supervisors and managers who must implement and are held accountable for administering personnel poli-

SELECTION INTERVIEWING — Starts: April 5 (12 weeks). Presented for people in the Personnel Field — supervisors, managers, and

* * * * * * Weekenders & one-week courses * * * * *

situation. Participants could thus familiarize

themselves with the theory underlying effective teaching, while at the same time being ac-

tive participants in the process. The following areas will be dealt with: Program planning — Instructional Techniques and Evaluation Proce-

Friday, March 11 - 7-10 pm and Saturday, March 12 - 9 am - 5 pm and Sunday, March 13-9 am - 4 pm. Total 16 hours, Cost \$30. Credit

1/2 unit. Registration for this course closes March 3, 177.

line supervisors and others in productions with responsibility for planning or co-ordinating

production. Material covered includes planning for a manufacturing operation; a raw materials/production/sales co-ordinating sys-

tem; measuring performance and a financial

riday, February 25 - 7-10 p.m.; Saturday,

February 26, 9 a.m.-5 p.m.; Sunday, February 27, 9 a.m.-4 p.m. Total 16 hours; Cost \$30.

Registration for this course closes Feb. 18 '77.

duction to the principles of computers for tea-

chers with little or no background in this area. Using computer through exercises in class. Saturday, March 12, 9 a.m.-4 p.m.; Sunday,

March 13, 9 a.m.-4 p.m. Total 12 hours; Cost

Registration for this course closes March 3 '77.

MARK IV, USES AND MIS-USES - An expo-

sure to Mark IV with emphasis on how it can most effectively be implemented and a caution on some of the pitfalls associated with it. Sat-

urday, March 12, 9 a.m.-4:30 p.m. Total 61/2

Registration for this course closes March 3 '77.

SELECTING AND IMPLEMENTING SMALL

BUSINESS COMPUTERS — This seminar

designed for individuals who are considering the acquisiting of a small business computer.

The material presented will provide attendees with sufficient knowledge about hardware, software and implementation technicalities to make a sound and objective selection from a

number of alternatives. Monday, March 7, 9 a.m.-4 p.m.; Tuesday, March 9, 9 a.m.-4 p.m. Total 16 hours; Cost \$30.

Registration for this course closes Feb. 26 '77.

NIGHT AUDIT PROCEDURES — to prepare persons for work as night audit clerks in the Hotel and Motel industry. On completion of the

CONDARY SCHOOL TEACHERS - An in

PLANNING IN THE FOREST INDUSTRY - For

anyone who is called upon to interview candidates for employment. This highly important skill is seriously under-rated in most organizations. Students completing this course can be expected to make a more meaningful contribution to their organization through avoiding many of the pitfalls of inappropriate selection of new employees. Prerequisite — students should have had some previous exposure to the

selection process and preferably completed the course on Personnel Management. MANPOWER PLANNING — Starts: April 7 (12 weeks). Members of a personnel department, training section, managers, supervisors, or people in a planning organization which involves "people resources" are those who will find this presentation very practical. To give participants the philosophy and some of the techniques of maximising people potential in an

RAINING TECHNIQUES (formerly Industrial for training of personnel in business, industry overnment, municipalities and institutions. In completion of these 12 weeks the student will have a good grounding in current training methodology techniques and aids.

ROADCAST COMMUNICATIONS

All students wishing to take one of the Broadcast courses must be screened first by one of the Career Programmes Consultants. An appointment may be made by phoning 434-5734, local 204 or 205.

RADIO BASIC — Starts: April 5 (12 weeks). This course is for persons currently employed in nonproductive areas of the Broadcast industry or persons highly motivated toward this area. Upon completing this course students will have developed minimal entry skills and a basic understanding of the production process. Limited

TELEVISION — BASIC — Starts: April 5 (12 weeks). On completion of this course students will have an elementary knowledge of television production techniques. The course material includes an introduction to all commonly used television equipment and includes some practice in its use. Limited Enrollment

FILM FOR BEGINNERS — Starts: April 4 (12 weeks). To provide an introduction to basic camera operation and film editing as practiced in a television sense. The course material will television system, etc. Limited Enrollment.

USE IN NEWS - Starts: April 7 (12 weeks) This course covers the use of still and 16 mm film for the coverage of television news. It includes the use of cameras and special techni ques, editing and experimentation. Students will have an opportunity for "hands on" use of-

course a student can expect to have a good un-

derstanding and perform standard night audit procedures. Prerequisite — Front Office Pro-

rocedures. Prerequisite — Front Office Procedures or NCR 4200 experience.
Friday, April 15 — 7-10 pm. Saturday, April 16 —9-5 pm. Sunday, April 17—9-5 pm. Saturday, Saturday, April 23—9-5 pm. Sunday, April 24—9-5 pm. Total, 35 hours. Cost: \$55.

WRITING FOR RESULTS: LETTERS, MEMOS AND REPORTS — This course will teach specific techniques for producing clear and effective business writing, for analyzing the reader's needs and expectations, and for using appropriate formats.

appropriate formats. It is designed to show how to make business writing for the purpose (rather than changing the purpose to fit the writing). Firday, March 11, 7-10 p.m.; Saturday, March 12, 9 a.m.-4:30 p.m.; Sunday, March 13, 9 a.m.-4:30 p.m. Total 16 hours; Cost \$3.0

The next three courses are primarily to assist in the preparation for the Corporation of B.C. Land Surveyors examinations.

STRONOMY I - This course is offered as an

introductory course into astronomy as used by surveyors. The course includes an introduction to practical astronomy, the celestial sphere,

the astronomical triangle; universal time, mear solar time, sidereal time; the emphemeris and

star almanacs; instruments used in solar and

observations for latitude; observations for latitude; observations for time and longitude; observations for azimuth; observations for position. Saturday, March 26, 8 a.m. - 5 p.m.; Sunday, March 27, 8 a.m. - 5 p.m. Total 16 hours; Cost \$30.

This course involves the manual solution of

problems using trigonometry, logarithmic and exponential functions, vector summation, polar

and rectangular conversion, radians and grads.

metric conversion and statistical functions. Saturday, February 26, 8 a.m. - 5 p.m.; Sunday, February 27, 8 a.m. - 5 p.m. Total

PHOTOGRAMMETRY — Concentrated tutorial

in the elements of Photogrammetry, Geometry of model, in tilted photos, terrestrial,

oblique and vertical photogrammetry. A review of past five years' exams. Saturday, April 2, 8 a.m. - 5 p.m.; Súnday, April 3, 8 a.m. - 5 p.m. Total 16 hours; Cost \$30.

Note: Notebooks, scales, set square, calculator is required for this course.

16 hours; Cost \$30.

CALCULATORS AND MINI-COMPUTERS

stellar observations; star identification:

istration for this course closes March 4 '77.

some equipment in addition to practice in editing and cutting. Limited enrollment. \$55

ADIO COPYWRITING - Starts: April 6 (12 weeks). The course will cover the "how's" and "why's" of writing radio commercials with considerable practice and evaluation. To improve the student's techniques in selling. \$1.V. STAGING AND LIGHTING — Starts: April 6 (12 weeks). To give students a sound intro-duction to the workings of a television staging department. The course deals with personnel, materials, tools and basic skills in planning stu-dio set-ups. Limted Enrollment.

AUDIO PRODUCTION — Starts: April 4 (12 weeks). This course is designed for persons in the industry wishing to add production skills, persons with a high interest in sound recording r those who are interested in music recordi techniques. The course includes techniques in sound pick-up and recording and basic produc-tion methods used for special programming material and commercials. Prerequisite— Radio—Basic. Limited Enrollment.

BROADCAST NEWS WRITING — Starts: April 6 (12 weeks). The course covers the techniques and skills used in writing news for radio and television. Practical demonstrations, assignments, and practice sessions will be used to develop these skills. Students can also expect to-improve their oral and visual newswriting skills, Limited Enrollment.

BROADCAST REPORTING — Starts: April 4 (12 weeks). In this course the group will move out of the newsroom and into the community where news is found to learn how it is reported. It covers both radio and t.v. news. Prerequisite -Broadcast News Writing and Broadcast

ROADCAST NEWSROOM — Starts: April 5 (12 weeks). This course is suited to people in the industry who wish to move into the news field or those with a general interest in this aspect of community life. On completing the course students will have a sound introduction to the and management, the specialized equipment and functions of the radio and television news

TELEVISION OPERATIONS — Starts: April 7 (12 weeks). This course is specifically designed for those students who have the basic equipment and orientation television course. It deals ex-clusively with the day to day and continuous operation of a television station.

To sharpen student's skills and to add

complex techniques to those previously covered in Television-Basic. Prerequisite — Television Basic. Limited Enrollment. RADIO AND TELEVISION ANNOUNCING Starts: April 6 (12 weeks). To improve presentation, articulation and familiarity with basicannouncing skills. Students will be exposed to several styles of announcing techniques and-will be given sufficient time for practice. En-

DATA PROCESSING — INTRODUCTION — Starts: April 4, or 5 or 6 or 7 or 9 (12 weeks). To introduce the principles and concepts of business data processing to people with little-or no experience in this area. The course may be useful to people who need an understanding of a computer operation in their firm, or forpeople considering the computer field as a car-

To provide a general understanding of business data processing, and to provide a founda-tion of knowledge for more advanced courses. \$55 COMPUTER PROGRAMMING — ASSEMBLER - Starts: April 5 (12 weeks). To provide an introductory programming course for those persons intending to become computer programmers. Assembler language is used so that the student will become more familiar with the actual programming steps taken by the computer. On completion of the course students can expect to be able to (a) produce working, fully documented assembler program for elementary business problems; (b) understand the operation in a small business computer environment. Prerequisite — Second-class standing in Data Processing-Introduction or equivalent data processing experience, and permission of

COMPUTER PROGRAMMING - ASSEMBLER I - Starts: April 4 (12 weeks). To provide a continuation of the introductory course — Computer Programming Assembler I and gives more detailed practical knowledge of the IBM 360 and 370 assembler language and computer

FORTRAN IV - BASIC - Starts: April 6 (12 weeks). To give persons sufficient knowledge and experience in the use of FORTRAN IV to enable them to (a) design, write, test, and de-bug programmes within their own fields of en-deavour; (b) follow the logic within programs written by others. Students will find the course ing in general and also prepare them for FOR-TRANIV — Advanced.

SASIC - INTERACTIVE PROGRAMMING -BASIC — INTERACTIVE PROGRAMMING — Starts: April 6 (12 weeks). This course is designed for persons with some knowledge of BASIC programming, and who expect to work in this language on an interactive computer terminal system. On completion of the course, the student should be able to program effectively and efficiently in BASIC on an interactive minicomputer. Prerequisite — Data Processing — introduction or equivalent experience - introduction or equivalent experience

COMPUTERS IN BUSINESS — Starts: April 5

and data processing intended mainly for those people who already have some background in data processing principles but who do not wish to specialize in computer programming. Upon completion of the course, the student should be familiar enough with the technology and the principles currently in use in the industry that he can communicate effectively and productively with Data Processing specialists. Prerequisite — Data Processing — Introduction. \$55

COMPUTER PROGRAMMING - INTRODUC-TORY COBOL — Starts: April 5 (12 weeks)
For persons who want to learn business com puter programming or for persons who want to program in COBOL as a career, this course also serves as preparation for Advanced Cobol. On completion of this course, students will have a good understanding of (a) the basic instructions of the COBOL language (b) the basic principles and practices of business computer programming; (c) a fundamental knowledge of file structures, including sequential disk and tape files. Prerequisite — Data Processing - Intro-

COMPUTER OPERATIONS MANAGEMENT -Starts: April 7 (12 weeks). The course is intended for experienced operators, shift supervisors, or operations manager candidates, to provide theoretical and practical training in operations management. On completion of the course the student can expect to understand commonly used techniques and the responsibilities of computer operations management. Prerequisite — practical operations experience.

R.P.G. II — INTRODUCTION — Starts: April 5 (12 weeks). The course is a combination of lec true and practical programming. Students can expect to develop, write, test and run several programs. Topics include basic R.P.G. logic; Input, Output and calculation specifications; programming techniques and other related topics. Prerequisite — Data Processing - Introduction

DATA BASE - INTRODUCTION - Starts: April ATTA BASE — INTRODUCTION — Starts: April 6 (12 weeks): To provide a basic course in data base concepts for programmer analyst and computer system designers who are familiar with disk characteristics and file organization and who wish to know of alternatives to conven-tional file structures. To familiarize students with the purpose of data base, commonly used data base structures, and data base terminology. Prerequisite - Computer Systems Devel-

DATA COMMUNICATIONS I — Starts: April 5 (12 weeks). An introduction to the analysis and design of business and data communication tems progremmers and analysts, including in-dividuals directly or indirectly involved in the inications or computer industry. Prerequisite — Data Processing - Introduction.

NANCIAL MANAGEMENT TECHNOLOGY

CREDIT AND COLLECTION - Starts: April 6 (12 weeks). To give a thorough understanding of credit in business today. Topics include de termining credit-risk; credit instruments and collateral security; types of consumer credit and credit cards; sources of consumer credit nformation, mercantile credit terms and limits; sources of mercantile credit information; collections; credit and collection letters; credit department management; credit manuals; sales department co-operation; credit history present and future. Class limited to 20 stu-

ACCOUNTING FOR THE MANAGER — Starts: April 7 (12 weeks). This course is designed for the manager who wants to understand basic accounting principles without taking a formal introductory accounting course. The student completing this course can expect to have a good understanding of the accounting function, the services it can provide to the manager and how to interpret statements, reports, budgets, etc. in managerial decision-making.

AXATION — ADVANCED — Starts: April 4 (12 weeks). To provide a more in-depth study o Canadian taxation than provided in the basic course. This course is designed to broaden and further the knowledge of individuals who have a "working knowledge" of Canadian taxes. an expect a better-than-average kn he subject and be acutely aware of the problem areas and pitfalls regarding tax planning Prerequisite — Taxation - Basic or permission

CCOUNTING IIS-Starts: May 17 & 19 (6 wks.) counting to expand their knowledge of financial and management accounting techniques. This course will provide theoretical and practical training in these areas. Persons already employed or seeking employment in accounting will find this course helpful in broadening Accounting I or permission of the instructor. \$55

FRONT OFFICE PROCEDURES — Starts: April 5 (12 weeks). On completion of the course a student can expect to (a) be knowledgeable of the specific functions of the front office department in a hotel or motel; (b) be capable o or motel (after a brief period of on-the-job training). Enrollment Limited.

COCKTAIL LOUNGE MANAGEMENT - Starts April 5 (12 weeks). To allow persons with some work experience in a cocktail lounge to expand

their understanding of bar management in order to broaden their career opportunities in this fast-expanding field. Topics include drinkus, customer service, staffing, etc.

Burnaby, B.C. V5G 3H2

JNDERSTANDING WINES — Starts: April 6 (12 weeks). To give the student an understanding of the origins, manufacture, service, compati-bility with food and selling aspects of wine in restaurants. Specific reference will be made to products available in B.C. The course is primarily aimed at personnel in the hotel and food service industry, but would also be of interest to the general public. TOURS AND HOTELS — TRAVEL AGENTS -

Starts: April 11 or 13 (12 weeks) 7-10 pm. Through lectures, slides, films and sales materials students will; become familiar with ter-minology related to the sale of tours and land packages; achieve a knowledge of the basic types of tour packages; be aware of geography and trends in travel motivation; develop sales echniques and basic skills in handling res vations, reporting procedures and reference sources. Note: The first night of classes for the Monday nights is on Easter Monday, April 11. Limited Enrolment.

RAIL BUS AND SHIP - TRAVEL AGENTS -RAIL, BUS AND SHIP — TRAVEL AGENTS — Starts: April 11 or 13 (12 weeks) 7 to 10 pm. This section of training for travel agents will include lectures, illustrations and materials covering: Rail: International and domestic rail transportation, fares and ticketing. Bus: Domestic and international schedules and fares. Steamship: Passenger transportation, cruises and freighter travel. Other: Car rental, travel documents required for trips abroad travel in documents required for trips abroad, travel in-surance, preparation of sales reports, etc. Note: The first night of classes for the Monday nights is on Easter Monday, April 11. Limited

DOMESTIC AIR - TRAVEL AGENTS - Starts: April 11 or 12 or 13 (12 weeks). 7-10 pm. Working with the Consolidated Passenger Air Tariff under direction, students will receive training in the fundamentals of handling Domestic (within Canada and the US) Air passenger travel. This includes: construction of normal and special fares; terminology and the structuring of itineraries; ticketing procedures; schedules; etc. Note: The first night of classes for the Monday sessions will be on Easter Monday, April 11. Limited Enrolment.

TERNATIONAL AIR - TRAVEL AGENTS -Starts: April 13 (12 weeks) 7-10 pm. Successful students will be able to understand the terminology and fundamentals of international fare construction and under supervision to handle all facets of international air travel tariffs for travel agencies. Limited Enrolment. \$55

ARKETING MANAGEMENT TECHNOLOG

GENERAL MARKETING — Starts: April 4 (12 weeks). Students will be given many concepts in the general field of marketing and asked to relate these to their own business situation and thereby see how the theory does apply to a sit-uation to which they are familiar. This will proide the students with a conceptual framework of marketing in their own firm as well as a theoretical understanding of this discipline. ALESMANSHIP - Starts: April 5 (12 weeks).

For the sales aspirant or for those who have had no formal training this course will cover the pre-approach, approach, demonstration presentation, handling of objections and clos-ing techniques. Students will develop selling skills through practical application of the various sales techniques to a product or service of

ALESMANSHIP-SALESMAN — Starts: April 4 (12 weeks). For persons already employed as salespersons this course will help people to move up to the sales representative category, velop further their sales skills and elim inate the costly "trial and error" method of

ENGINEERING DIVISION

DRAUGHTING AND DESIGN — Fundamental of Architectural Design — Starts: April 5 (two nights per week — Tuesday and Thursday — (12 weeks). On completion students can expect (12 Weeks). On completion students can expect to (a) be knowledgeable of the specific aspects of design principles, (b) be able to take simple design problems and to bring them to a satisfactory form for further design development, (c) be able to understand clients' statement of needs, (d) cope with basic design vocabulary, and (e) be capable of taking directions from a superior and delegating it to a junior. Prerequisite — Draughting & Design — Fundamentals of Architectural Design.

NTRODUCTION TO CONSTRUCTION ESTI— MATING AND SPECIFICATIONS — Starts: April 6 (12 weeks). To introduce construction contracting procedures to persons already acquainted with building construction. To provide students with a working knowledge of how construction contracts are made. Basics of real property development by construction work and the persons and functions involved. \$55

CONSERVATION, OUTDOOR, RECREATION, EDUCATION — Starts: April 4 (12 weeks). Upon completion of the course the student will

be able to improve hunting standards and promote safe and knowledgeable outdoor recreation and an appreciation of the value of wildlife and natural environments in our mo-dern way of life. The student will be expected to write the CORE examination as a prerequi-

TRICAL AND ELECTRONICS

ELECTRICAL CIRCUITS II (note that this course in September will be called Circuit Analysis II)
—Starts: March 14 (12 weeks) - (two nights per
week Monday and Wednesday). On completion the student will be able to analyze circuits containing resistance, inductance and capacitance elements supplied from a.c. sources. The stu-dent will be able to operate a.c. power supplies, sine-wave generators, a.c. meters, watt meters and dual-trace osciolloscopes. Prerequisite — Electrical Circuits I.

NSTRUMENTATION TECHNOLOGY

ELECTRONIC METHODS OF INSTRUMEN-TATION I - Starts: April 5 (12 weeks). Direccourse aids students in obtaining a good basis in the areas of electronics specifically relating to process measurement and control. Prerequisite-Process Instruments I.

PLANT INTRODUCTION - Starts: June 7 (12 s). This course consists mainly of field. This course will introduce students with limited knowledge of trees, shrubs and herba-ceous plants to such plant material as is used within the field of landscape developments. \$55

DRAUGHTING - FUNDAMENTAL - Starts: April 7 (12 weeks). To provide a reasonable understanding of the basic graphical language of communication used between management, engineering, production and industry in general. No previous draughting experience or prerequisite is required. Topics of interest are use of instruments, linework, lettering, geometric construction, isometrics with emphasis placed on orthographics, auxiliary views seen placed on orthographics, auxiliary views, sec

tions, and dimensioning.

Note: The night of week this class is scheduled on may be changed depending on the majority

DRAUGHTING — ELECTRICAL AND ELEC— TRONICS — Starts: April 7 (12 weeks). To provide a general insight into the various aspects of Electrical and Electronics Draughting. Topics covered are descriptive geometry mechanical hardware, electronic device sym bols, production drawings, block schematic and wiring diagrams, PCB's, wiring and industrial

CORE DIVISION

BUSINESS AND TECHNICAL REPORT WRIT-ING — Starts: April 4 (two nights per week — Monday and Wednesdays). The organization and presentation of a variety of reports will be onsidered in the class. Particular attention wi be given to those types of reports selected by the student as best meeting their vocational needs. Some aspects of letter writing will be discussed, but emphasis will be placed on report writing.

MATHEMATICS

MATHEMATICS - ALGEBRA I - Starts: April 4 (12 weeks). A review of appropriate mathematical topics designed especially as a preparation for Mathematics — Algebra II. The course is tailored to meet the individual needs of the students in the class.

MATHEMATICS - ALGEBRA II - Starts: April 4 (12 weeks). A course in the application and theory of algebraic functions as used in engineering technologies. Such equations and functions will be considered from an analytical as well as a graphic viewpoint. The program will include an introduction to right triangle trigonometry and analytic geometry. Prerequisite — Mathematics Algebra I or recent Math

MATHEMATICS - LOGARITHMS - Starts: April 4 (12 weeks). A study of the theory and application of common and natural logarithms. Topics to be considered include the use of logarith and antilogarithm tables, the solution of logarithmic and exponential equations, log-log

MATHEMATICS — TRIGONOMETRY — Starts:
April 6 (12 weeks). A course for students in
Engineering Technologies (except Surveying)
in the application and theory of function. The
role of trigonometry in the solution of vector and triangle problems is emphasized. In addition, special consideration is given to the use of trigonometric identities in the solving of trigonometric equations. Prerequisite - Mathematics - Algebra II.

CHEMICAL INSTRUMENTATION II - This course will be cancelled because the prerequi-

Special Offerings for the spring!

MANAGEMENT IN INDUSTRY I - Provides an overview of the functions of management organization, decision-making, delegation, etc. and styles of management. Monday and Wednesday evenings beginning February 21st, 6:45 p.m. - 9:45 p.m. for 6 weeks. Total 36 bourse hours: Cost \$55.

ADMINISTRATIVE ASSISTANT/EXECUTIVE SECRETARY (held in downtown area) — This course is designed to help the experienced secretary to assume more important responsibilities in the office. It will cover the role of the assistant, how to structure work and of the assistant, now to structure work and functions to relieve the boss, the difficult prob-lems of communication in this role, getting work done without line authority, dealing with different human relations problems, problem solving, planning and understanding the functions and role of management. Mondays and Wednesdays, 12:30 p.m. - 2 p.m., commencing January 17, 1977 for 10 weeks.

RETAIL SALES TRAINING (held in the downtown area) — A short presentation designed to increase efficiency of sales staff in dealing with customers in the retail field. Emphasis will be on presenting the merchandise and closing the sale. Monday and Wednesdays, 8:30 a.m. - 9:30 a.m., February 14, 16, 21 and 23; total of 4 hours. Cost \$15.

Registration for this course closes Feb. 7 '77. This course is limited to 20 students. COMMUNICATION SKILL TRAINING IN INTERPERSONAL RELATIONS — For counsellors, managers, trainers. A highly trained educator with broad management experience in the business work and community life will present an exciting 37 hours on this subject. The skill area covered will include discrimination training in: Ing in: listening, communication, observing and rating. Friday, March 25, 6-10 p.m.; Saturday, March 26, 9 a.m. - 5 p.m.; Friday, April 1, 6-10 p.m.; Saturday, April 12, 9 a.m. - 5 p.m.; Friday, April 15, 6-10 p.m.; Saturday, April 16, 9 a.m. - 5 p.m. Total 33 hours; Cost \$85.

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per week Monday and Wednesday). On completion the student will be able to analyze circuits containing resistance, inductance and capacitance elements supplied from a.c. sources. The student will be able to operate a.c. power supplies, sine-wave generators, a.c. me ters, watt meters and dual-trace oscilloscopes.

Prerequisite — Electric Circuits I.

HEALTH DIVISION

NURSING UPDATE

ENTEROSTOMAL THERAPY — The role of the nurse (for R.N.'s) — 12 hours, Friday and Saturday, February 25 and 26, 1977, at Surrey Memorial Hospital.

CARING FOR THE ELDERLY - Repeat of 16 hour course over 8 weeks, one evening per week, commencing late March 1977, dates will be advised, tuition \$30. This course is open to R.N.'s, graduate and psychiatric nurses, proticel automatical preservations. practical nurses, nursing orderlies, aides and others providing care in various facilities for geriatric residents and patients. For information on Nursing Update, call Shirley Kerry, 434-5734, local 414 or 659.

ASIC OBSTETRICAL NURSING

Although this course is primarily to prepare grad-uate nurses to write Registered Nurse examnumber of spaces may be available to R.N.'s to audit classroom content only, for current concepts in obstetrical and family care nursing. For Auditors: Approximately 120 hours (day-time) over 8 weeks, tuition approximately \$200. For further details of the course commencing April 12, 1977, contact Elearnor Riches, 434-5734, local 649 or 659.

EFRESHER COURSE FOR GRADUATE

This on-going program (3 courses per year) welcomes enquiries from non-practicing R.N.'s who are contemplating returning to the workbe placed on the waiting list, contact Eleanor Riches, 434-5734, Local 649 or 659.

UNDERSTANDING COMPUTERS — This course is designed for individuals who wish to gain a general understanding of business computer systems. Lectures and practical exercises are used to introduce topics such as computer hardware, programming and systems design. Tentatively planned as a two day course for May and/or June.

All evening classes begin at 6:45 pm.

All classes are 3 hours long, unless otherwise noted.

TO REGISTER

cheque or money order (payable to BCIT) to our with a Programme Consultant by phoning

of a course or the setting up of a particular Bring your completed registration form plus your programme of studies, make an appointment office. If you would like to discuss your selection 434-5734 local 204/205.

Attention Employers:

Please post this on your employees' bulletin board.

OFFICE HOURS 8:30 am—10 pm Mon. thru Thurs.

8:30 am—4:30 Friday 8:30 am—12:30 Saturday

Note: April 11 is an Institute holiday. Classes will go at the discretion of the instructor.

Part-time students— The library is for you, too!

LIBRARY

The library is situated at the southeast corner of the campus.



Apply for your library card at the circulation counter in the foyer.



Need help? Just ask. A Reference Librarian is available all hours the Library is open.



The Library's collection of more than 50,000 books is listed in the card catalogue by author, title, and



The books themselves are shelved upstairs by call number obtained from the card catalogue. The collection is divided into three sections: Business Health & Engin-



"More than books': films, tapes and other audio-visual materials are located in the Listening and Viewing area on the main



The most recent information on a subject is found

in the Library's

fit of your ideas.



Don't forget that the Library is open

Evenings: Monday through Thursday until 11 p.m.

and Weekends: Saturday 9 a.m. to 5 p.m. & Sunday noon to 6 p.m. for your convenience.