



# 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.

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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: 1) Measurement of Construction Work; 2) 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 instructors. The lab textbook being used is Mr. Currie's "Unit Operations in Mineral Processing," which is the day-school textbook.

## 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.  
V5G 3H2

# CAREER PROGRAMS—SPRING '77

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

FOR FURTHER INFORMATION write

B.C.I.T.  
3700 Willingdon Avenue  
Burnaby, B.C. V5G 3H2

or phone:  
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 persons anticipating such responsibility. It provides a practical and theoretical introduction to the principal functions of modern management. The material covered is particularly useful 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. \$55

**MANAGEMENT IN INDUSTRY II** — Starts: April 4 (12 weeks). This last 12 weeks are a continuation for students who previously completed Management in Industry I. Prerequisite — Management in Industry I. \$55

**MANAGEMENT PSYCHOLOGY I** — Starts: April 4 (12 weeks). To give the person with no formal training in psychology a background in basic psychological concepts and the application of management situations. This course includes exposure to the operational definitions or terminology common to psychology and other social sciences to allow the student to grasp more readily the information conveyed in reading in all areas of organizational behaviour studies. \$55

**MANAGEMENT PSYCHOLOGY II** — Starts: April 5 (12 weeks). This second part of Management Psychology is for persons in counselling situations or with leadership and preferably have completed Management in Industry I and Management Psychology or Organization Behaviour. \$55

**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. \$55

**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 of commercial law.

Upon completion of this course students will have a better understanding of contracts, mortgages, real property law, and company law. They will be able to deal more effectively with lawyers and be better able to handle many of their own affairs. Completion of this course will enable students to determine specifically what legal problems should be turned over to a lawyer. Prerequisite — Business Law I. \$55

**ADMINISTRATIVE ASSISTANT/EXECUTIVE SECRETARY** — Part II — Starts: April 6 (12 weeks). This 2nd part of the 24 week course will give

the student a broader range of administrative responsibilities. Prerequisite — Administrative Assistant/Executive Secretary Part I. \$55

**COUNSELLING-TESTING II** — Starts: April 5 (12 weeks). Individuals in this course will learn by doing and by discussion of personality test, interviews, and small group process. Special counselling films, and audio tapes will be used to expand on instructor-presented information. Students will be active participants, each presenting at least one short paper to the group. Prerequisite — Counselling I. \$15 fee to be paid with fees. \$55

**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 knowledge and techniques which will enable the student to increase his confidence and capabilities as a leader. \$55

**MANAGERIAL STYLES** — Starts: April 4 (12 weeks). This course is designed for people with leadership responsibility as supervisors or managers, 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. Prerequisite — Students should have a working experience in a leadership situation and preferably have completed Management in Industry I and Management Psychology or Organization Behaviour. \$55

**ORGANIZATIONAL BEHAVIOUR** — Starts: April 7 (12 weeks). To provide a better knowledge 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 together. Prerequisite — This course is ideally suited for students who have completed Management Psychology I and who are either members or leaders of a work team. \$55

**DISCUSSION 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 representatives, union leaders, etc. It is aimed principally at the problem-solving situation. Persons completing this course will gain confidence and skill in getting the most out of an exchange within a group, a meeting, or a more formal conference. \$55

**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 administrative personnel policies. \$55

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

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 experience in the selection process and preferably completed the course on Personnel Management. \$55

**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 maximizing people potential in an organization. \$55

**TRAINING TECHNIQUES** (formerly Industrial Training) — Starts: April 4 (12 weeks). This course is helpful to persons with responsibility for training of personnel in business, industry, government, municipalities and institutions. On completion of these 12 weeks the student will have a good grounding in current training methodology techniques and aids. \$55

**BROADCAST COMMUNICATIONS TECHNOLOGY** — Starts: April 4 (12 weeks). All students wishing to take one of the Broadcast courses must be screened first by one of the Career Program Consultants. An appointment may be made by phoning 434-5734, local 204 or 205. \$55

**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 Enrollment. \$55

**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 practical in its use. Limited Enrollment. \$55

**FILM FOR BEGINNERS** — Starts: April 4 (12 weeks). To provide an introduction to basic camera operation and film editing as practiced in a television setting. The course material will cover optical and magnetic sounds, animation, processing, trick photography, limitations of television system, etc. Limited Enrollment. \$55

**FILM USE IN NEWS** — Starts: April 7 (12 weeks). This course covers the use of film in the news film for the coverage of television news. It includes the use of cameras and special techniques, editing and experimentation. Students will have an opportunity for "hands on" use of

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

**RADIO 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. \$55

**T.V. STAGING AND LIGHTING** — Starts: April 6 (12 weeks). To give students a sound introduction to the workings of a television staging department. The course deals with personnel, materials, tools and basic skills in planning studio set-ups. Limited Enrollment. \$55

**AUDIO PRODUCTION** — Starts: April 4 (12 weeks). This course is designed for persons who wish to learn the techniques of audio production. The course includes techniques in sound pick-up and recording and basic production methods used for special programming material and commercials. Prerequisite — Radio—Basic. Limited Enrollment. \$55

**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 news writing skills. Limited Enrollment. \$55

**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. It is a practical course. It covers both radio and t.v. news. Prerequisite — Broadcast News Writing and Broadcast Newsroom. \$55

**BROADCAST 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 completion of the course students will have a sound introduction to the radio and television newsroom. The course will cover newsroom routine, editing techniques and management of the specialized equipment and functions of the radio and television newsroom. Limited Enrollment. \$55

**TELEVISION OPERATIONS** — Starts: April 7 (12 weeks). This course is specifically designed for persons completing this course will gain confidence and skill in getting the most out of an exchange within a group, a meeting, or a more formal conference. \$55

**DATA COMMUNICATIONS I** — Starts: April 5 (12 weeks). An introduction to the analysis and design of data communications systems. With the rapid changes in telecommunications, this course could be valuable to systems programmers and analysts, including individuals directly or indirectly involved in the communications or computer industry. Prerequisite — Data Processing - Introduction. \$55

**DATA BASE — INTRODUCTION** — Starts: April 5 (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 conventional file structures. To familiarize students with the purpose of data base, commonly used data base structures, and data base terminology. Prerequisite — Computer Systems Development. \$55

**DATA COMMUNICATIONS II** — Starts: April 5 (12 weeks). An introduction to the analysis and design of data communications systems. With the rapid changes in telecommunications, this course could be valuable to systems programmers and analysts, including individuals directly or indirectly involved in the communications or computer industry. Prerequisite — Data Processing - Introduction. \$55

**RADIO AND TELEVISION ANNOUNCING** — Starts: April 6 (12 weeks). To improve presentation, articulation and familiarity with basic announcing skills. Students will be exposed to several styles of announcing techniques and will be given sufficient time for practice. Enrollment Limited. \$55

**COMPUTER PROGRAMMING TECHNOLOGY** — Starts: April 4 (12 weeks). To provide a good understanding of business data processing, and to provide a foundation of knowledge for more advanced courses. \$55

**DATA PROCESSING — INTRODUCTION** — Starts: April 4, 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 for people considering the computer field as a career. \$55

**COMPUTER PROGRAMMING — ASSEMBLER I** — 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 the instructor. \$55

**COMPUTER PROGRAMMING — ASSEMBLER II** — Starts: April 5 (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 architecture. \$55

**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) write, test, and debug program within their own fields of endeavour; (b) follow the logic within programs written by others. Students will find the course helpful in broadening their knowledge of programming in general and also prepare them for FORTRAN IV — Advanced. \$55

**BASIC — INTERACTIVE PROGRAMMING** — Starts: April 6 (12 weeks). This course is designed for persons who have completed 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. \$55

**COMPUTERS IN BUSINESS** — Starts: April 5 (12 weeks). A general exposure to computers

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 contribute effectively and competently with Data Processing specialists. Prerequisite — Data Processing — Introduction. \$55

**COMPUTER PROGRAMMING — INTRODUCTORY COBOL** — Starts: April 5 (12 weeks). For persons who want to learn business computer 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 - Introduction. \$55

**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 (a) understand the use of techniques and the responsibilities of computer operations management. Prerequisite — Practical operations experience. \$55

**R.P.G. II — INTRODUCTION** — Starts: April 5 (12 weeks). The course is a combination of lecture 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. \$55

**DATA BASE — INTRODUCTION** — Starts: April 5 (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 conventional file structures. To familiarize students with the purpose of data base, commonly used data base structures, and data base terminology. Prerequisite — Computer Systems Development. \$55

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**COMPUTERS IN BUSINESS** — Starts: April 5 (12 weeks). A general exposure to computers

and their understanding of bar management in order to broaden their career opportunities in this fast-expanding field. Topics include drink-mixing, wine storage and service, bar design and layout, Liquor Administration Branch regulations, inventory control, cost control, menus, customer service, staffing, etc. \$55

**UNDERSTANDING WINES** — Starts: April 6 (12 weeks). To give the student an understanding of the origins, manufacture, service, compatibility 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 persons in the hotel and food service industry, but would also be of interest to the general public. \$55

**TOURS AND HOTELS — TRAVEL AGENTS** — Starts: April 11 or 12 (12 weeks) 7-10 pm. Through lectures, slides, films and sales materials students will become familiar with terminology 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 techniques and basic skills in handling reservations, reporting procedures and reference sources. Note: The first night of classes for the Monday nights is on Easter Monday, April 11. Limited Enrollment. \$55

**RAIL, BUS AND SHIP — TRAVEL AGENTS** — Starts: April 11 or 12 (12 weeks) 7-10 pm. This section of training for travel agents will include lectures, illustrations and materials covering: Rail: International and domestic rail transportation; fares and tickets; travel agents; international schedules and fares. Steamship: Passenger transportation, cruises and freighter travel. Other: Car rental, travel insurance, preparation of sales reports, etc. Note: The first night of classes for the Monday nights is on Easter Monday, April 11. Limited Enrollment. \$55

**DOMESTIC AIR — TRAVEL AGENTS** — Starts: April 11 or 12 or 13 (12 weeks) 7-10 pm. Work 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 Enrollment. \$55

**INTERNATIONAL 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 Enrollment. \$55

**MARKETING MANAGEMENT TECHNOLOGY** — 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 situation to which they are familiar. This will provide the students with a conceptual framework of marketing in their own firm as well as a theoretical understanding of this discipline. \$55

**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 situation to which they are familiar. This will provide the students with a conceptual framework of marketing in their own firm as well as a theoretical understanding of this discipline. \$55

**SALESMANSHIP — 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, or to develop further their sales skills and eliminate the costly "trial and error" method of learning. \$55

**SALESMANSHIP-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, or to develop further their sales skills and eliminate the costly "trial and error" method of learning. \$55

**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 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. \$55

**TAXATION — ADVANCED** — Starts: April 4 (12 weeks). To provide a more in-depth study of 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. Upon completion of this course, the individual can expect a better-than-average knowledge of the subject and be acutely aware of the problem areas and pitfalls regarding tax planning. Prerequisite — Taxation - Basic or permission of the instructor. \$55

**ACCOUNTING IIS** — Starts: May 17 & 18 (8 wks.). To permit individuals with a basic course in accounting to expand their knowledge of financial and management accounting techniques. This course will provide the theoretical and practical training in these areas. Persons already employed or seeking employment in accounting will find this course helpful in broadening their employment possibilities. Prerequisite — Accounting I or permission of the instructor. \$55

**HOSPITALITY INDUSTRY TECHNOLOGY** — Starts: April 5 (12 weeks). On completion of the course a student can expect to (a) be knowledgeable of the specific functions of a front counter clerk in a hotel or motel; (b) be capable of performing standard postings on a NCR 4200 accounting machine; and (c) be able to perform the duties of a junior front counter clerk in a hotel or motel (after a brief period of on-the-job training). Enrollment Limited. \$55

**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 drink-mixing, wine storage and service, bar design and layout, Liquor Administration Branch regulations, inventory control, cost control, menus, customer service, staffing, etc. \$55

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**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 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. \$55

**TAXATION — ADVANCED** — Starts: April 4 (12 weeks). To provide a more in-depth study of 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. Upon completion of this course, the individual can expect a better-than-average knowledge of the subject and be acutely aware of the problem areas and pitfalls regarding tax planning. Prerequisite — Taxation - Basic or permission of the instructor. \$55

**ACCOUNTING IIS** — Starts: May 17 & 18 (8 wks.). To permit individuals with a basic course in accounting to expand their knowledge of financial and management accounting techniques. This course will provide the theoretical and practical training in these areas. Persons already employed or seeking employment in accounting will find this course helpful in broadening their employment possibilities. Prerequisite — Accounting I or permission of the instructor. \$55

**HOSPITALITY INDUSTRY TECHNOLOGY** — Starts: April 5 (12 weeks). On completion of the course a student can expect to (a) be knowledgeable of the specific functions of a front counter clerk in a hotel or motel; (b) be capable of performing standard postings on a NCR 4200 accounting machine; and (c) be able to perform the duties of a junior front counter clerk in a hotel or motel (after a brief period of on-the-job training). Enrollment Limited. \$55

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

## 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 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 functions to relieve the boss, the difficult problems 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 the 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 counselors, managers, trainers. A highly trained educator with broad management experience in the business world and community life will present a series of seminars on interpersonal relations. The area covered will include discrimination training 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 2, 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.

**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 student will be able to operate a.c. power supplies, sine-wave generators, a.c. meters, watt meters and dual-trace oscilloscopes. Prerequisite — Electric Circuits I. \$110

**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. \$40

**CARING FOR THE ELDERLY** — Repeat of 16 hour course over two evenings and a day, beginning late March 1977, dates will be advised, tuition \$30. This course is open to R.N.'s, graduate and psychiatric nurses, practical nurses, nurses 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.

**BASIC OBSTETRICAL NURSING**

Although this course is primarily to prepare graduate nurses to write Registered Nurse examination in Obstetrical Nursing, a limited number 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 Eleanor Riches, 434-5734, local 649 or 659.

**REFRESHER COURSE FOR GRADUATE NURSES**

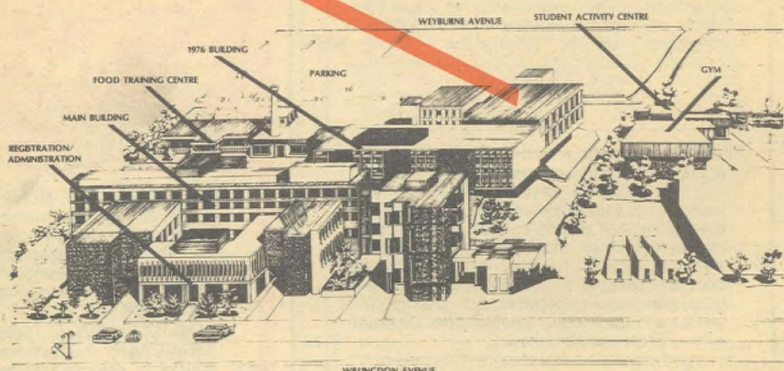
This on-going program (3 courses per year) welcomes enquiries from non-practicing R.N.'s who are contemplating returning to the workforce. For full details of the course forms to be placed on the waiting list, contact Eleanor Riches, 434-5734, local 649 or 659.

**COMING EVENTS (dates to be announced later)**



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

## 1. LIBRARY



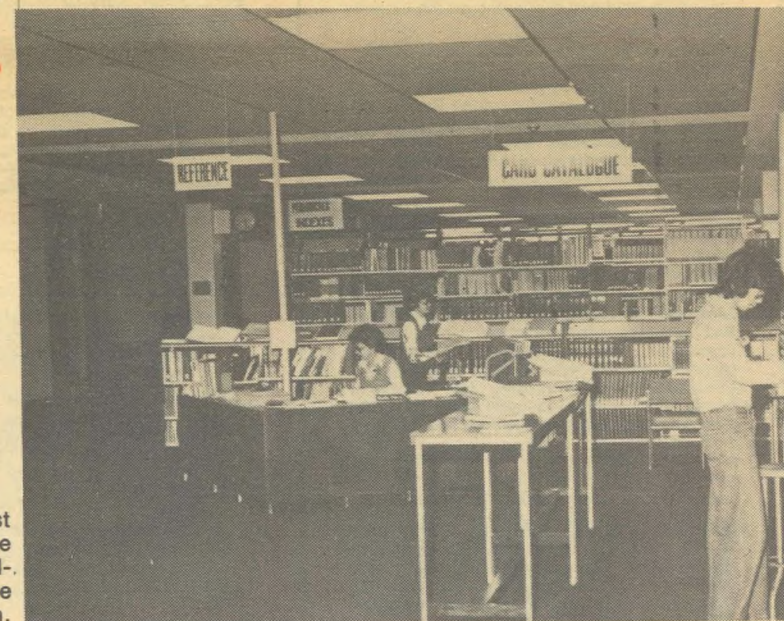
The library is situated at the southeast corner of the campus.

## 2.



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

## 3.



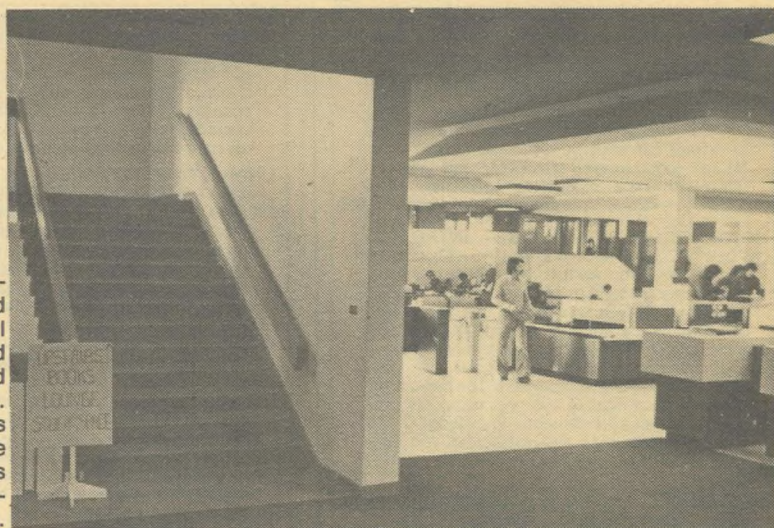
Need help? Just ask. A Reference Librarian is available all hours the Library is open.

## 4.



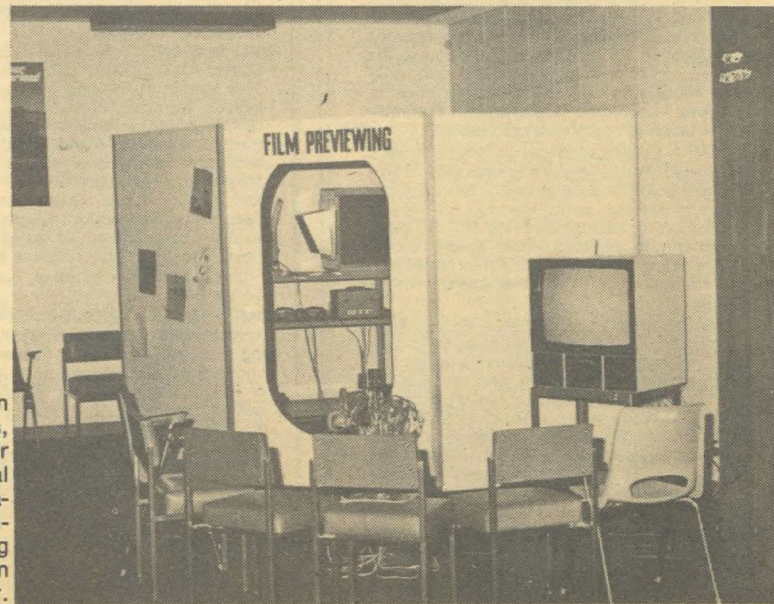
The Library's collection of more than 50,000 books is listed in the card catalogue by author, title, and subject.

## 5.



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

## 6.



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

## 7.



The most recent information on a subject is found in the Library's periodical collection.

## 8.



Any suggestions? Give us the benefit 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.