

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

SPRING ■ SUMMER

# PART-TIME STUDIES



BUSINESS ■ ENGINEERING TECHNOLOGY ■ TRADES TRAINING

REGISTER NOW ■ 434-1610

## HOW TO GET THE MOST OUT OF...

3

Class Times	3
Career Search Workshops	3
Career Counselling for Disabled Students	3
Program Advising	3
Financial Assistance:	
Loans, Grants, Bursaries	3
Class Locations/Office Hours	3
Directed Study/Correspondence/	
Guided Learning	3
24 Hour Clock	3
Textbooks	4
Library	4
Food	4
Parking	4
Recreation & Athletics	4
Alumni Association	4
Venture Growth Program	4

## BUSINESS 5

Advanced Studies in Business	5
Degree Completion	5
Advanced Diploma	5
Advanced Technology Management	5
Certificate Programs	5
Senior Cert/National Diploma	5
Cooperative Assoc. Programs/Certs	5
Facilities Management	5
Administrative Management	6
Broadcast Communications	7
Business Training Centre	8
Direct Employment Training	8
Financial Management	9
Interior Design	10
Marketing Management	10
Media Techniques for Business	12
Medical Office Assistant	13
Operations Management	14
Canadian Association for	
Production & Inventory Control	15

# CONTENTS

## ENGINEERING TECHNOLOGY 16

Engineering Technology Entry Program	16
Advanced Diploma Programs	16
Advanced Diploma	
Software Development	16
Building	16
Chemical Sciences	17
Civil & Structural	17
Computer Aided Engineering	17
Computer Systems	18
Certificate Office Computer Skills	19
Electronics Technology	20
Fish Harvesting/Processing	20
Geographic Information Systems	20
Landscape	20
Leadership Training	20
Mechanical Technology	20
Petroleum	21
Pulp and Paper	21
Renewable Resources	21
Fire Control Mgmt	21
Robotics & Automation	21
Surveying & Mapping	21
Transportation Systems	22

## ACADEMIC STUDIES 22

Chemistry	22
Communication	22
Mathematics	23
Physics	23
Distance Education	23

## TRADES 24

Automotive Electronics Technician	24
Automotive Collision Repair/	
Refinishing	24
Automotive Mechanic	24
Aviation	24
Carpentry	25
Computer Aided Construction	26
Drafting	26
Electrical	26
Electronics Technician	27
Heavy Duty Mechanic	27
Industrial Computing & Control	27
Instrumentation	27
Joinery	28
Learning Skills for Trades	29
Machinist	29
Mathematics for Trades	29
Millwright	29
Motorcycle/Marine/Small Engines	29
Painting & Decorating	29
Piping	29
Power Engineering	30
Practical Horticulture	30
Refrigeration	30
Steel Fabrication	30
Welding	30
Women in Trades	28

## OPEN HOUSE 30

## INDEX 31

## HOW TO REGISTER 32

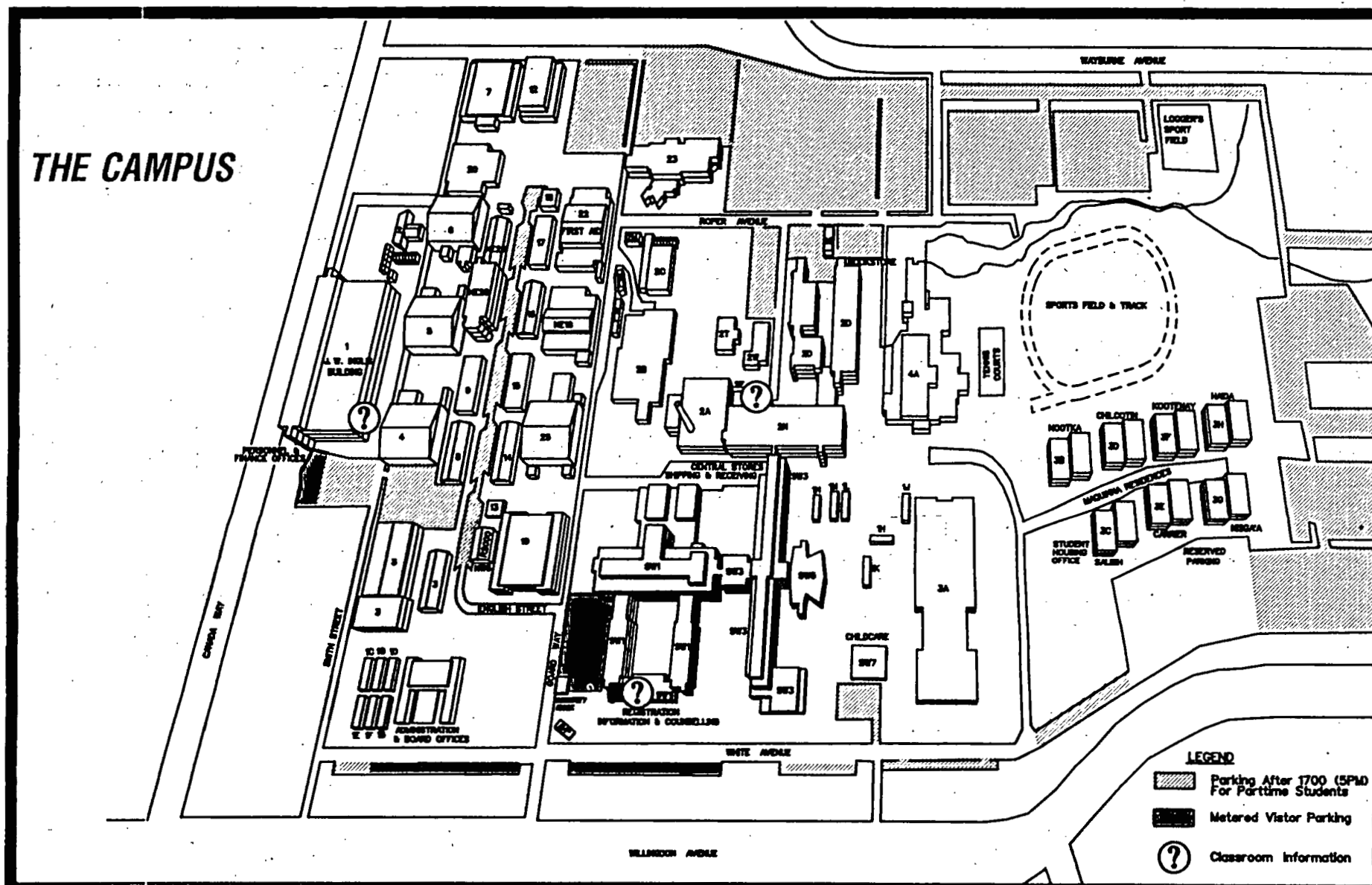
In Person	32
By Phone	32
By Fax	32
Course Cancellation	32
Course Transfer/Change Fee	32
Refunds	32
Miscellaneous Fees	32
How to Withdraw	32
Class Times	32

**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.

## REGISTER BY FAX: 430-1331

## REGISTER NOW! 434-1610

## THE CAMPUS





# HOW TO GET THE MOST OUT OF YOUR PART-TIME STUDIES

3

## CLASS TIMES

Classes at all sites run for 3 hours per night, 1 or 2 nights a week, Monday through Thursday, UNLESS OTHERWISE NOTED IN COURSE DESCRIPTION OR AT REGISTRATION.

BURNABY (BBY) TRADES	1900-2200
BURNABY (BBY) TECHNOLOGY	1845-2145
COQUITLAM (COQ)	1845-2145
DOWNTOWN EDUCATION CENTRE (DEC)	1730-2030
HOLDOM AVENUE (HOL)	1845-2145
RICHMOND (RIC)	1845-2145
SEA ISLAND (SEA)	1900-2200
SURREY (SRY)	1900-2200

## CAREER SEARCH WORKSHOPS 434-1610

We offer Career Search Workshops through Counselling Services during the school year. These workshops are generally 12 hours long (4 evenings or 2 days) and are designed primarily for prospective students who have been in the workforce at least two years. Participants examine their career paths and lifestyles in terms of direction and personal satisfaction.

## CAREER COUNSELLING FOR STUDENTS WITH DISABILITIES 434-3304

We also offer Career Counselling Services and support services for students with disabilities. For more information contact Student Services at 434-3304, Building SW1, Room 2300.

## PROGRAM ADVISING 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 P/T studies in Engineering Technology you are advised to confer with a program advisor before you begin. It is recommended that proposed programs be submitted to a program advisor for approval.

Business students usually complete some courses before consulting a program advisor.

At the Burnaby Campus, program advisors for part-time studies are available throughout the year. For an appointment, or additional information, please call us. Evening appointments are available during fall, winter and spring terms.

## DOWNTOWN EDUCATION CENTRE, 687-4666

At the Downtown Education Centre, assistance with Business Courses and Certificate Programs is available.

## FINANCIAL ASSISTANCE: LOANS, GRANTS, BURSARIES 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.

1. Canada Part-time Student Loans  
Part-time Loans are interest-bearing from the date of negotiation. The first payment is due 30 days after the loan is negotiated. Part-time Loans can be used for tuition and book costs, plus other expenses related to taking courses (such as transportation and childcare). Students taking a course load that represents 20% to 59% of a full program of studies can apply for a Part-time Loan. At BCIT, most full-time programs include 30 credits per term. This means that a BCIT student taking courses over a 12-week period must normally register in at least 6 credits to be eligible for a Part-time Loan. Part-time Loan applications can be obtained from the Financial Aid Reception in Student Services. Application deadline: Prior to the first day of classes.

2. British Columbia Part-time Student Assistance Program  
Part-time Student Assistance is non-repayable grant funding to assist students with direct educational costs. Due to limited funding at BCIT, assistance is normally restricted to tuition only. The emphasis is on aiding single parents and mature adults who can prove high financial need. To be eligible to apply, a student must be taking courses at least 12 weeks in length that represent up to 59% of a full program of studies. B.C. Part-time Assistance applications can be obtained from the Financial Aid Reception in Student Services. Application deadline: Prior to the first day of classes.

3. BCIT Part-time Bursaries  
Part-time Bursaries are non-repayable grants intended for BCIT students who have high financial need. While Part-time Bursaries are usually limited to tuition only, in special circumstances a student can apply for funds to cover tuition and other direct educational expenses such as books, transportation and childcare. Students attending BCIT on a part-time basis can apply (as well as students attending full-time programs less than 12 weeks in duration). 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. BCIT Part-time Bursary applica-

tions can be obtained from the Financial Aid Reception in Student Services. Applications are reviewed once a month. Students should apply by one of the following deadlines:

Jan. 22	April 23	July 23	Oct. 22
Feb. 19	May 22	Aug. 20	Nov. 19
Mar. 19	June 18	Sept. 17	Dec. 17

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

## CLASS LOCATIONS/ OFFICE HOURS

### 1. BURNABY, MAIN CAMPUS /BBY 434-5734

Full-time and part-time technology and trades courses and programs.

3700 Willingdon Avenue  
Burnaby, B.C. V5G 3H2  
Fax: 430-1331

Registration: Part-time ..... 434-1610  
Student Records ..... 432-8498  
Refunds/Payments 434-5734 (Local 5046)  
Admission: Full-time programs ... 432-8419

OFFICE HOURS  
Admission/Registration/General Enquiries:

Mid-August to the first week in July the following year:  
0830 - 1900, Monday to Thursday  
0830 - 1630, Friday  
0830 - 1230, Saturday,  
closed on holiday weekends.

July 13 to August 15:  
0830 - 1630, Monday to Friday,  
Closed Saturday.

### 2. DOWNTOWN EDUCATION CENTRE/DEC, 687-4666

Part-time Studies technology courses only.

549 Howe Street, Vancouver, B.C. V3C 2C6  
Fax: 687-2488

OFFICE HOURS  
When school is in session:  
0830 - 1830, Monday to Thursday  
0830 - 1830, Friday  
Otherwise 0830 - 1730, Monday to Thursday.

### 3. KASLO CAMPUS, 439-4100

Health Part-time Studies classroom courses only.

2780 East Broadway  
Vancouver, B.C. V5M 1Y8  
Fax: 251-2008

### 4. SURREY/SRY

Part-time Studies technology courses only.

Princess Margaret Senior Secondary School  
12870-72nd Avenue, Surrey, B.C. V3W 2N1

NOTE: While the Burnaby main campus and Downtown Education Centre offer year-round registration service for part-time studies courses, the Surrey location has limited registration services.

### 5. SEA ISLAND/SEA, 278-4831

Full-time and part-time Aviation courses and programs only.

Vancouver International Airport  
5301 Airport Road, South  
Richmond, B.C. V7B 1B5

### 6. COQUITLAM COLLEGE /COQ

Part-time Studies Computer Systems Technology courses only.

1100 Winslow, Coquitlam, B.C.

### 7. KINGSTON COLLEGE /HOL

Part-time Studies Computer Systems Technology courses only.

2286 Holdom Avenue  
Burnaby, B.C. V5B 4Y5

### 8. RICHMOND /RIC/ANO

Part-time Studies Computer Systems Technology courses only.]

Ano Office Automation  
#110-11100 Voyageur Way  
Richmond, B.C. V6X 3E1

## DIRECTED STUDY/ CORRESPONDENCE/ GUIDED LEARNING

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

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

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

Please call:  
Transportation Systems ..... 432-8784  
Engineering Technology ..... 432-8521  
Health Sciences ..... 432-8376  
Business ..... 432-8581  
Academic Studies ..... 432-8769  
Trades Training ..... 432-8277

## 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	

# INSTITUTE OF TECHNOLOGY

# BCIT

# HOW TO GET THE MOST OUT OF YOUR PART-TIME STUDIES

## TEXTBOOKS 432-8379

Get your books and school supplies at the BCIT Bookstore located at the S.E. corner of the library in Building SE14(2D). The Bookstore will be open for P/T Studies classes in the Spring/Summer term as follows:

<b>Burnaby Campus</b>	
April 13-16	0800-1900
20-23	0800-1900
27-28	0800-1900
May 4-7	0800-1900
19-21	0800-1900

Year round  
Monday-Friday 0800-1600

Downtown Education Centre, 687-4678  
TBA

Surrey  
TBA

## LIBRARY 432-8370

Did you know that as a part-time student you are entitled to the same library privileges as day school students? The library is open during the term seven days a week, evenings and weekends especially to give part-time students ample opportunity to obtain the information and help they need.

From September to June hours are:  
Monday-Thursday 0730 - 1030  
Friday 0730 - 1700  
Saturday and Sunday 0900 - 1700  
For June, July and August hours, please call 432-8557

The library has a wide variety of books, periodicals, technical reports, videos, computer software, maps, etc. There are also specialized collections of legal materials, standards, Statistics Canada publications and much more. The library is wheelchair accessible and has special needs facilities such as a print-to-voice machine for the visually challenged. The library also has the latest in computerized information access including over twenty CD-ROM packages. It's your library. Let us help you with your information needs.

## FOOD

The hours of operation are as follows:

**Town Square Cafe (Building SE2)**  
Closed June 15-20

June 22-30  
Monday-Friday 0630-1500

July 02-Sept 04  
Monday-Friday 0730-1730

**Campus Cafe (Building SE12)**  
Until June 30  
Monday to Thursday 0700-2100  
Friday 0700-1500  
Saturday 0800-1400

**JW Ingils (Building NE1)**  
June 01-June 30  
Monday to Thursday 0630-2100  
Friday 0630-1500  
Saturday 0730-1430

July 02-September 04  
Monday to Friday 0630-1500

**Electrical Training Centre (Building SE1(23))**  
Until June 30  
Monday to Thursday 0630-2100  
Friday 0630-1500

**Roadrunner (Building SW1)**  
Until June 12  
Monday to Thursday 0730-2100  
Friday 0730-1400

**Student Activity Centre (Building SE16)**  
The White Spot operates their "Legendary Grill" in the pub area of the SAC offering a varied menu ranging from salads and sandwiches to appetizers and the legendary burgers. Last orders for the grill are at 18:30. The grill is open from Monday to Friday 1100-1900.

## PARKING 432-8719 (SUBJECT TO CHANGE)

The student parking fee for the Spring/Summer term 1992 is \$11. All vehicles parking on the Burnaby campus, day or night, must display a valid Institute parking permit. Paid parking is in effect 24 hours a day, year round.

Parking permits may be purchased from the cashier's office adjacent to the registration area, and are valid after 5 pm in staff or student parking lots but not in visitors parking lots. Visitor parking is managed by Execupark Parking Ltd. Please direct your enquiries to 687-park.

Cashier's hours  
Monday to Friday 0830-1630

These hours will be extended during peak registration times.

Payment can be made by telephone using your Visa or MasterCard. Please ensure that BCIT has your correct address on file as all receipts, transcripts, certificates will be mailed to that address.

**Parking permits are valid after 5 pm in staff or student parking lots but not in visitors parking lots.**

Vehicles not displaying a valid parking permit are subject to impoundment. Vehicles should be kept locked at all times. BCIT does not accept liability for theft or damage to vehicles parked on campus.

Night school parking permits are only valid in staff and student spaces after 17:00. These permits are not valid in visitor spaces governed by the ticket dispensing machines. Vehicles parked in visitor spaces must display a valid ticket from the machines at the rate of one looney valid from 18:00 to 06:00 next morning.

## RECREATION & ATHLETICS 432-8287, 432-8282, 432-8613

BCIT offers a variety of indoor and outdoor recreational facilities designed to appeal to most students. These include four racquetball/handball courts and two squash courts; an excellent gymnasium accommodating eight badminton, two basketball and three volleyball courts, which is also used for many other sports and recreational activities. Our activity room is equipped with a universal gym, free weights, exercise area, table tennis, a ballet barre and much more. Four tennis courts, sports field, a fitness trail, as well as a 396 metre track offer excellent outdoor recreation. Complete shower facilities, change and locker rooms for both men and women are included.

Hours of operation  
September - May:  
Monday - Thursday 0645-2300  
Friday 0645-2100  
Saturday 0900-1700  
Sunday 0900-1700  
June - August: To be announced.

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

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

## ALUMNI ASSOCIATION 432-8847

The BCIT Alumni Association provides a vital communication link between graduates and the Institute. Graduates receive the Alumni News, published three times a year.

Membership is open to all BCIT graduates and former Pacific Vocational Institute graduates who have completed programs of at least 6 months duration, and to holders of Part-time Studies Certificates.

Priorities for the Alumni Association include involvement in the Campus Centre Campaign and the Alumni Fundraising Campaign; the presentation of Entrance Awards to first-year, full-time students; promoting professional recognition for BCIT graduates; conducting a membership survey.

The Alumni Office is located in Building NW1 - the Administration Building.

## VENTURE GROWTH PROGRAM 432-8767

**LOWER THE RISK OF SMALL COMPANY GROWTH!!**

**BUILDING ON BCIT'S VERY SUCCESSFUL VENTURE PROGRAM, THE ENTREPRENEURIAL CENTRE ANNOUNCES THE**

**NEW "VENTURE GROWTH PROGRAM"**

If you are operating a small company, looking at growth, and want to achieve this growth at the "LOWEST RISK POSSIBLE," this program is for you.

With a schedule that allows you to continue the operation of your business, the program provides proven techniques for business planning and decision-making, expert counselling and guidance, peer scrutiny and individual assistance in the development of a "GROWTH STRATEGY."

The program starts May 1, 1992, and runs for 6 weeks on a part-time basis.

Microcomputer literacy is needed, and for those who are not currently literate, introductory training sessions are planned prior to program start.

For further information contact

Lorne Fingarson, Manager  
Entrepreneurial Centre

**REGISTER BY  
FAX: 430-1331**

**REGISTER  
NOW! 434-1610**



**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

## ADVANCED STUDIES IN BUSINESS 432-8581

The aim of this program is to provide BCIT's specialized Business Diploma graduates with additional educational opportunities to meet the needs of B.C.'s business, government and industry, 1) for more highly trained management generalists, through a program leading to a Bachelor's degree in business, 2) for more highly trained specialists, through a program leading to an Advanced Diploma in Business. There are thus 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 specialists).

### DEGREE COMPLETION TRACK

The B.C. Open University (BCOU) grants BCIT Business Diploma graduates in Marketing, Financial and Administrative Management a block transfer of up to 84\* credits towards the degree of Bachelor of Administrative Studies. BCIT graduates generally need only to complete 36 additional credits at BCIT or other institutions to meet the Open Learning University requirement of 120 credits for a degree. For additional information on credit transfer for these and other diploma programs please contact the office of the Dean of Business.

\* Credit transfer can range between 75 and 84 credits depending on which BCIT diploma program you have taken.

The credits required may be earned through arts and sciences elective courses approved by the B.C. Open University and delivered at BCIT or through accredited universities and colleges. The advanced business courses are offered at BCIT. Additional courses can usually be taken at BCIT to meet requirements established in your program evaluation by BCOU.

In the Spring 1992 term BCIT will offer the following courses on the BCIT campus twice weekly for 7 weeks from 1800-2100.

ADMIN 750 MANAGERIAL ECONOMICS \$255  
May 12-June 25 Tue/Thr CRN25709

ADMIN 790 STRATEGIC MANAGEMENT \$255  
May 11-June 24 Mon/Wed CRN25714

OPMT 751 MATH MODELS FOR BUSINESS \$255  
May 12-June 25 Tue/Thr CRN11425

In the Fall 1992 term, BCIT will offer the following courses in the Degree Program:

ADMIN 330 or 340 PERSONNEL MANAGEMENT  
or INDUSTRIAL RELATIONS Prerequisite  
ADMIN 410 BUSINESS POLICY Prerequisite  
ADMIN 705 INTERMEDIATE  
MACROECONOMICS  
ADMIN 710 BUSINESS AND SOCIETY  
ADMIN 720 MANAGEMENT OF CHANGE  
OPMT 751 MATH MODELS IN BUSINESS

In addition, BCOU will offer the following courses on the BCIT campus:

HIST 121 CANADIAN HISTORY  
PSYC 101 INTRODUCTORY  
PSYCHOLOGY  
ENGL 100 ENGLISH LITERATURE

In the Spring 1993 term, BCIT will offer:  
ADMIN 750 MANAGERIAL ECONOMICS  
ADMIN 790 STRATEGIC MANAGEMENT  
OPMT 740 INTEGRATED MIS

BCOU will offer these courses at BCIT:  
GEOG 110 PHYSICAL GEOGRAPHY  
POLI 200 CANADIAN GOVERNMENT &  
POLITICS

# BUSINESS

NOTE: COURSE OFFERINGS MAY CHANGE  
BETWEEN TERMS

APPLICATIONS FOR PART-TIME ENROLLMENT IN THE DEGREE COMPLETION PROGRAM FOR DIPLOMA GRADS MAY BE MADE UNTIL JUNE 30/92 FOR THE SEPTEMBER TERM START AND UNTIL OCTOBER 31/92 FOR THE JANUARY 1993 TERM START.

### ADVANCED DIPLOMA TRACK

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 twelve advanced business courses, 4 selected from the "generalist" courses, plus 8 "specialist" courses.

### ADVANCED TECHNOLOGY MANAGEMENT

This new program provides theoretical and practical education in the current skills required to integrate all business functions in order to effectively manage an advanced technology enterprise at the strategic level.

The program consists of 12 courses, 4 of which are Core courses in the Advanced Studies program and 7 of which are Speciality courses. The final course is Directed Studies where the participant will be required to undertake significant, original work in a real-world situation. This work will be directed and supervised by a faculty member, and evaluated by both faculty and management of the sponsoring organization during a formal presentation of the study report.

Core courses	Speciality courses
Management of Change	High-technology Processes
Business and Society	Marketing Technological
Services	Products and
Integrated MIS	Total Quality
Strategic Management	Manufacturing Excellence
	Financial Planning for Technology
	Evaluation Technology
	Implementing Technology

### DIRECTED STUDIES

Incoming participants are expected to have post-secondary education in business, typically at the level of the two-year BCIT Diploma. However, credit for experience will be granted in the entry process. All prospective participants will be interviewed to ensure a high level of commitment, as well as suitable prerequisite background skills. Many of the courses may be taken without prerequisites above the required program entry prerequisites.

However, two courses do have program prerequisites that must be completed before admission to those courses.

All courses must be complete before any student will be permitted to complete the Directed Studies course.

### CERTIFICATE PROGRAMS

The basic certificate represents approximately 15 courses and can be easily attained in 3 - 5 years. The period is flexible and suggested programs can, in most cases, be amended to suit the individual career goals of the student.

Prior to embarking on a part-time studies Business Certificate Program it is advisable to consult a program advisor. All programs developed with a program advisor or revisions to existing programs must be approved by the appropriate department. Programs for Senior Certificates and Diplomas of Technology must be approved in advance.

For more information, see the Part-time Studies Calendar.

### SENIOR CERTIFICATE AND NATIONAL DIPLOMA OF TECHNOLOGY

The Senior Certificate and the National Diploma of Technology are available in most technologies. These programs must be individually approved and are developed to meet the dual needs of individual career aspirations and academic requirements. Specific approval is required for such programs and a program advisor should be consulted in every case.

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.

**REGISTER  
NOW! FOR  
DOWNTOWN  
CLASSES  
687-4666  
FAX: 687-2488**

## NEW

### CERTIFICATE PROGRAM IN FACILITIES MANAGEMENT

Facilities Management involves the management and development of the physical work place to integrate the people and the operation to achieve organizational objectives.

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

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

ADMIN 110	Management 1
ADMIN 211	Management 2
ADMIN 128	Occupational Health & Safety
ADMIN 222	Organizational Behavior 1
ADMIN 302	Problem-solving/ Decision-making
COMM 160	Introduction to Business and Technical Communication
COMM 171	Business Reports
FMGT 109	Accounting for the Manager
OPMT 102	Basic Math of Finance
OPMT 187	Project Planning and Scheduling
OPMT 198	Productivity Engineering 1
BLDG 254	Project Management: Intro to Building Development
BLDG 354	Construction Law in Project Management
COMP 107	Understanding PC/MS DOS
COMP 109	Exploring DOS
COMP 147	Lotus 1-2-3 level 1
COMP 148	Lotus 1-2-3 level 2
COMP 157	DBase level 1

### Cooperative Association Programs and Certificates

Canadian Association of Financial Planners

Canadian Association for Production and Inventory Control (CAPIC)

Canadian Credit Union Institute Fellows' Program (CCUI)

Certified General Accountants Association of British Columbia (CGA)

Institute of Chartered Accountants of British Columbia (ICABC)

Institute of Chartered Secretaries and Administrators (ICSA)

Municipal Administrators Education Council of British Columbia

American Society for Quality Control (ASQC)

Society of Management Accountants of British Columbia (CMA)

Trust Companies Institute

Canadian Institute of Management (CIM)

Canadian Supervisory Management (CSM)

Administrative Housekeepers Association (C.A.H.A.)



## ADMINISTRATIVE MANAGEMENT

### ADMN 100 MICROECONOMICS \$187

Provides a basic understanding of microeconomic concepts. Deals with the functioning of the marketplace and behavior in different competitive environments.

May 19 Tue/Thr	6 wks	BBY	CRN10432
1300-1600			
1845-2145		BBY	10449
1845-2145		BBY	12839
1845-2145		BBY	18682
1730-2030		DEC	17788
May 20 Wed/Mon	6 wks	BBY	14152
		DEC	17859

### ADMN 110 MANAGEMENT 1 \$187

A practical and theoretical introduction to the principal functions of modern management.

Apr 14 Tue/Thr	6 wks	SRV	CRN26674
May 19 Tue/Thr	6 wks	BBY	13313
		BBY	13894
		DEC	13911
May 20 Wed/Mon	6 wks	BBY	13324
		BBY	13900
		BBY	16193
		DEC	17859
		DEC	13881
		DEC	19238
May 22 Fri	5 wks	DEC	10428
			0900-1700

Apr 27 Mon-Fri	1 wk	DEC	15773
			0900-1700 WEEKLONG
Jun 15 Mon-Fri	1 wk	BBY	17598
			0900-1700 WEEKLONG
Jul 10 Mon-Fri	1 wk	DEC	26759
			0900-1700 WEEKLONG
Jul 20 Mon-Fri	1 wk	BBY	27308
			WEEKLONG

### ADMN 124 SUPERVISORY SKILLS \$187

Designed for new supervisors or aspirants for leadership responsibilities. Will increase your confidence and leadership abilities and establish a foundation for further training in supervision and management. (Some content overlap with ADMN 110/211 should be expected).

Apr 13 Mon/Wed	6 wks	SRV	CRN26683
May 19 Tue/Thr	6 wks	DEC	13288
		BBY	15784
May 20 We/Mo	6 wks	BBY	14765
May 22 Fri	5 wks	DEC	10410
			0900-1700

May 11 Mon-Fri	1 wk	DEC	14751
			0900-1700 WEEKLONG
Jul 6 Mon-Fri	1 wk	DEC	26745
			0900-1700 WEEKLONG

### ADMN 127 TRAINING TECHNIQUES \$187

Helpful to people with responsibility for training personnel in business, industry, government and other institutions.

May 19 Tue/Thr	6 wks	BBY	CRN15567
June 15 Mon-Fri	1 wk	BBY	16208
			0900-1700 WEEKLONG

**REGISTER NOW! 434-1610**  
**FAX: 430-1331**

### ADMN 200 MACROECONOMICS \$281

Provides a basic understanding of macroeconomic concepts and current issues. Gives students a good understanding of how and why the economy works as it does. (54 Hrs)

Apr 27 Mon/Wed	9 wks	BBY	13848
		BBY	17770
Apr 28 Tue/Thr	9 wks	BBY	CRN10234
		BBY	13117

### ADMN 201 COUNSELLING 1 \$187

Demonstrates that communication skills can be learned and that, through training, everyone can learn to become a more effective communicator.

May 19 Tue/Thr	6 wks	BBY	CRN14349
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### ADMN 204 HUMAN RESOURCE MANAGEMENT \$281

An introductory course recommended for all persons interested in management and/or supervision. The student will understand 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. Prerequisite: ADMN 110, 222.(45 Hrs)

May 19 Tue/Thr	9 wks	BBY	CRN14361
May 20 We/Mo	9 wks	DEC	19107
May 22 Fri	7 wks	DEC	12519
			0900-1700

### ADMN 205 SELECTION INTERVIEWING \$187

For people who are called upon to interview applicants for employment. Prerequisite: ADMN 204 recommended, but not required.

May 19 Tue/Thr	6 wks	BBY	CRN14355
May 20 Wed/Mon	6 wks	DEC	18836

Jun 15 Mon-Fri	1 wk	DEC	17764
			0900-1700 WEEKLONG

### ADMN 211 MANAGEMENT 2 \$187

A continuation of the study of management functions. Prerequisite: ADMN 110.

Apr 14 Tue/Thr	6 wks	SRV	CRN26695
May 19 Tue/Thr	6 wks	BBY	14174
		BBY	13660
		BBY	17901
May 20 Wed/Mon	6 wks	DEC	13134
May 22 Fri	5 wks	DEC	10226
			0900-1700

May 23 Sat	6 wks	BBY	12163
			0900-1700
			Sat 6 wks BBY
			0900-1700

Jun 8 Mon-Fri	1 wk	DEC	15556
			0900-1700 WEEKLONG

Jun 15 Mon-Fri	1 wk	BBY	13143
			0900-1700 WEEKLONG

Aug 10 Mon-Fri	1 wk	BBY	27944
			0900-1700 WEEKLONG

### ADMN 222 ORGANIZATIONAL BEHAVIOR 1 \$187

Basic behavioral theories for those with no formal background in organizational behavior. Students should have completed ADMN 110.

Apr 13 Mon/Wed	6 wks	SRV	CRN26704
May 19 Tue/Thr	6 wks	BBY	13867
May 20 Wed/Mon	6 wks	BBY	13875
		BBY	22517

Jun 15 Mon-Fri	1 wk	BBY	13856
			0900-1700 WEEKLONG

### ADMN 302 PROBLEM-SOLVING/DECISION-MAKING \$187

Participants learn to apply various techniques to problem-solving and decision-making; emphasis is on problem analysis. Prerequisite: ADMN 110, 211.

May 19 Tue/Thr	6 wks	BBY	CRN14743
May 20 Wed/Mon	6 wks	DEC	21865

### ADMN 304 HUMAN RESOURCE PLANNING \$187

Presents techniques used in utilizing people potential within organizations. Topics include methods of assessing human resource stocks/flows, future projections, sources of supply, related strategic policies, budgeting and costing, and program evaluation. Prerequisite: ADMN 204.

Jun 22 Mon-Fri	1 wk	BBY	CRN13222
			0900-1700 WEEKLONG

### BUSINESS CERTIFICATE IN MANAGEMENT SYSTEMS

A. Complete the following  
ADMN 110 Management 1  
ADMN 211 Management 2  
ADMN 222 Organizational Behavior 1  
FMGT 109\* Accounting for the Manager

B. Complete at least 1 of the following  
ADMN 100 Microeconomics  
ADMN 200 Macroeconomics  
ADMN 306 Economic Issues  
ADMN 406 Economic Issues for Financial Planners

C. Complete  
ADMN 385 Business Law

D. Complete 4 of the following  
ADMN 204 Human Resource Management  
ADMN 324 Interpersonal Skills  
ADMN 332 Labor Relations 1  
ADMN 432 Labor Relations 2  
MKTG 102 Essentials of Marketing

E. Complete 1 of the following Computer related course(s) with a value of 3 credits.

F. 3 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 P/T Studies Calendar. This is especially true for courses in Group A where we suggest both FMGT 101 and 201 be taken in lieu of FMGT 109.

### BUSINESS CERTIFICATE IN HUMAN RESOURCE SYSTEMS

A. Complete the following  
ADMN 110 Management 1  
ADMN 204 Human Resource Management  
ADMN 211 Management 2  
ADMN 222 Organizational Behavior 1  
ADMN 322 Organizational Behavior 2  
FMGT 109 Accounting for the Manager

B. Complete at least 1 of the following  
ADMN 100 Microeconomics  
ADMN 200 Macroeconomics  
ADMN 306 Economic Issues

C. Complete  
ADMN 385 Business Law

D. Complete at least 4 of the following  
ADMN 127 Training Techniques

ADMN 128 Occupational Health and Safety  
ADMN 205 Selection Interviewing  
ADMN 304 Human Resource Planning  
ADMN 305 Salary Administration  
ADMN 308 Strategic Performance Management  
ADMN 324 Interpersonal Skills  
ADMN 332 Labor Relations 1  
ADMN 432 Labor Relations 2  
ADMN 442 Training and Development  
ADMN 444 Human Resource Information Systems

E. Complete 1 of the following Computer related course(s) with a value of 3 credits.

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.

ADMN 127 Training Techniques  
ADMN 128 Occupational Health and Safety  
ADMN 201 Counselling 1  
ADMN 204 Human Resource Management  
ADMN 205 Selection Interviewing  
ADMN 222 Organizational Behavior 1  
ADMN 302 Problem-Solving/Decision-Making  
ADMN 304 Human Resource Planning  
ADMN 307 Counselling 2  
ADMN 308 Strategic Performance Management  
ADMN 322 Organizational Behavior 2  
ADMN 324 Interpersonal Skills  
ADMN 332 Labor Relations 1  
ADMN 380 Business Law 1  
ADMN 406 Economic Issues for Financial Planners  
ADMN 407 Problem-Solving and Decision-Making  
ADMN 432 Labor Relations 2  
ADMN 442 Training and Development  
ADMN 444 Human Resource Information Systems  
ADMN 480 Business Law 2  
MKTG 102 Essentials of Marketing  
MKTG 323 Effective Public Speaking  
MKTG 324 Small Business Development  
OHCE 101 Accident Prevention 1: Job Safety Analysis  
OHCE 201 Industrial Health & Safety: Legislation  
OPMT 102 Basic Mathematics of Finance  
OPMT 197 Statistics for Business and Industry

**ADMN 305**  
**SALARY ADMINISTRATION** \$187  
Covers the "hows" and "whys" of salary administration. Prerequisite: ADMN 204.

May 19 Tue/Thr 6 wks BBY CRN10217

**ADMN 306**  
**ECONOMIC ISSUES** \$187  
This general economics course discusses such topics as: "Are the world banks going to collapse?" "Is Canada for sale?" "What does free trade mean for Canada?" A technical issues course for the noneconomist. Topics will depend upon interest of students. Students in the Administrative Management Systems Certificate Program may wish to substitute the course for Micro or Macroeconomics.

May 19 Tue/Thr 6 wks DEC CRN10202  
May 20 Wed/Mon 6 wks BBY 10197  
BBY 15659

**ADMN 308**  
**STRATEGIC PERFORMANCE MANAGEMENT** \$187  
The systematic approach to identifying and defining performance criteria, measurement, development and enhancement of performance of individuals, groups and the organization. Practical effective communication techniques with employees about performance criteria and outcomes using video feedback. A variety of performance measurement systems are studied and the influence of different organizational cultures is discussed. Prerequisite: ADMN 204 or approval of instructor.

May 22 Fri 5 wks DEC CRN17706  
0900-1700

**ADMN 322**  
**ORGANIZATIONAL BEHAVIOR 2** \$187  
Motivational theory and its application for those who have completed ADMN 222.

May 20 Wed/Mon 6 wks BBY CRN10188  
BBY 13830  
DEC 21949

Jun 22 Mon-Fri 1 wk BBY 13829  
0900-1700 WEEKLONG  
Jul 6 Mon-Fri 1 wk BBY 27769  
0900-1700 WEEKLONG

**ADMN 324**  
**INTERPERSONAL SKILLS** \$187  
Helps the practitioner develop interpersonal skills through hands-on role playing and experiential learning exercises.

May 20 Wed/Mon 6 wks BBY CRN19115

Jun 22 Mon-Fri 1 wk BBY 19139  
0900-1700 WEEKLONG

**ADMN 332**  
**LABOR RELATIONS 1** \$187  
Designed for people who will benefit from knowledge of the collective bargaining process and contract administration. Prerequisite: ADMN 110, 222.

May 19 Tue/Thr 6 wks BBY CRN13812

Jun 15 Mon-Fri 1 wk DEC 13308  
0900-1700 WEEKLONG  
Mon-Fri 1 wk DEC 17735  
0900-1700 WEEKLONG

**ADMN 385**  
**BUSINESS LAW** \$281  
A familiarization course which covers commercial law, contract law and organization of courts. (54 Hrs)

Apr 21 Tue/Thr 9 wks SRY CRN25997  
1845-2200

Apr 22 Wed/Mon 9 wks BBY 17797  
9 wks DEC 22495  
May 22 Fri 7 wks BBY 12506  
0900-1700

**ADMN 406**  
**ECONOMIC ISSUES FOR FINANCIAL PLANNERS** \$187  
Similar to ADMN 306, tailored for financial planners. Topics include free trade, marketing boards, inflation, and government's role in economy. Students enrolled in the Administrative Management Systems Certificate Program may wish to substitute the course for Micro or Macro Economics. \*\*\* Students should register in ADMN 306 \*\*\*

May 20 Wed/Mon 6 wks BBY CRN16213

**ADMN 407**  
**ADVANCED PROBLEM-SOLVING/DECISION-MAKING** \$187  
A continuation of ADMN 302. Prerequisite: ADMN 302.

May 19 Tue/Thr 6 wks BBY CRN21843  
May 20 Wed/Mon 6 wks DEC 21851

**ADMN 432**  
**LABOR RELATIONS 2** \$187  
A thorough explanation of collective administration, agreements, wage issues, economic supplements, arbitration, mediation, preparation for collective bargaining and collective bargaining techniques. Prerequisite: ADMN 332.

May 20 Wed/Mon 6 wks BBY CRN13297

Jun 8 Mon-Fri 1 wk DEC 15828  
0900-1700 WEEKLONG  
Jul 20 Mon-Fri 1 wk DEC 26248  
0900-1700 WEEKLONG

**ADMN 916**  
**CAREER SEARCH WORKSHOP** \$169  
This is a series of special workshops, lead by professionally trained career counselors, to help you set goals and plan your career based on your own interests, values and abilities.

May 20 Wed 4 wks BBY CRN12884  
May 21 Thr 4 wks BBY 14376  
May 23 Sat 2 wks DEC 11229  
0900-1500  
Jul 11 Sat 2 wks DEC 25791  
Aug 8 Sat 2 wks DEC 26267

#### PART-TIME/DAYTIME COURSES

ATTENTION: EMPLOYERS  
Administrative Management is pleased to offer various part-time studies courses during the day at the DEC. The courses will run on Fridays from 0900-1700 for 6 - 8 weeks. Look for these courses in this section.

**REGISTER NOW! FOR DOWNTOWN CLASSES**  
**687-4666**  
**FAX: 687-2488**

## BROADCAST COMMUNICATIONS 432-8863

Prospective applicants are advised to attend a counselling session prior to enrolling in any Broadcast Communications part-time course. These sessions are held at 1730 in Room 3A-129 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.) To confirm dates call 432-8863.

**BCST 140**  
**BROADCAST INDUSTRY ORGANIZATION** \$187

\*\* 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 topics. Class will meet on the FIRST NIGHT ONLY - all other work is done at home.

May 19 Tue/Thr 6 wks BBY CRN14332

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

### BUSINESS 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

BCST101 Technical Introduction  
BCST 140 Broadcast Industry Organization  
BCST 145 Copywriting for Radio and TV  
BCST 150 Radio Broadcasting Introduction  
BCST 151 Radio and Television Announcing  
BCST 170 Broadcast Journalism Introduction  
BCST 252 Radio: Commercial and Audio Production  
BCST 253 Radio Operations Lab  
BCST \*\*\*Electives

**BCST 143**  
**MUSIC BUSINESS** \$187

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.

May 20 Wed/Mon 6 wks BBY CRN14328

**BCST 144**  
**WRITING FOR THE MEDIA** \$187

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.

May 19 Tue/Thr 6 wks BBY CRN14310

**BCST 145**  
**COPYWRITING FOR RADIO & TV** \$255

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

May 20 Wed/Mon 6 wks BBY CRN14304

#### TELEVISION

BCST 101 Technical Introduction  
BCST 140 Broadcast Industry Organization  
BCST 145 Copywriting for Radio and TV  
BCST 160 Television Broadcasting Introduction  
BCST 170 Broadcast Journalism Introduction  
BCST 222 Theory of Color  
BCST 223 Television Systems  
BCST 223 Television Production Planning  
BCST 260 Television Production Techniques  
BCST \*\*\*Electives

#### BROADCAST JOURNALISM

BCST 144 Writing for the Media  
BCST 150 Radio Broadcasting Introduction  
BCST 151 Radio and TV Announcing  
BCST 160 Television Broadcasting Introduction  
BCST 170 Broadcast Journalism Introduction  
BCST 171 Broadcast News Writing  
BCST 172 Investigative Reporting  
BCST \*\*\*Electives

#### BUSINESS ELECTIVES

ADMN 110 Management 1  
ADMN 200 Macroeconomics  
ADMN 211 Management 2  
ADMN 222 Organizational Behavior 1  
ADMN 385 Business Law  
COMM 160 Intro to Business and Technical Communication  
COMM 171 Business Reports  
MKTG 102 Essentials of Marketing  
OPMT 197 Statistics for Business and Industry

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

**BCST 150  
RADIO BROADCASTING  
INTRODUCTION \$219**

The radio industry presents many exciting and challenging career opportunities. This course is 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.

May 21 Thr/Mon 6 wks BBY CRN14296

**BCST 151  
RADIO AND TV ANNOUNCING \$266**

The announcer - disc jockey, newscaster, commercial voice - is a basic component of communication in today's world. This course 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.

May 20 Wed/Mon 6 wks BBY CRN14726

**BCST 160  
TV BROADCASTING INTRODUCTION \$343**

Television and video production of all kinds provide attractive and diverse career opportunities. This introductory course is designed for those seeking a career in this field, those employed in non-production areas who wish to know more about it. Basic equipment operation and production procedures provide a foundation for practical work in the studio.

May 19 Tue/Thr 6 wks BBY CRN13264  
May 20 Wed/Mon 6 wks BBY 13270

**BCST 161  
FILM FOR BEGINNERS \$306**

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

May 19 Tue/Wed 6 wks BBY CRN13253

**BCST 162  
DRAMATIC WRITING FOR FILM & TV \$187**

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.

May 20 Wed/Mon 6 wks BBY CRN13241

**BCST 167  
PRODUCTION ASSISTANT  
FOR TV NEWS \$187**

Learn 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.

May 19 Tue/Thr 6 wks BBY CRN19312

**BCST 168  
THE WRITER/PRODUCER/DIRECTOR \$187**

To be successful today, many people are combining job functions. We'll study: 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.

May 20 Wed/Mon 6 wks BBY CRN21356

**BCST 170  
BROADCAST JOURNALISM  
INTRODUCTION \$255**

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.

May 19 Tue/Thr 6 wks BBY CRN13235

**BCST 172  
INVESTIGATIVE REPORTING \$187**

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

May 20 Wed/Mon 6 wks BBY CRN12062

**BCST 179  
TV PRODUCTIONS: VARIETY,  
TALK & ENTERTAINMENT \$255**

Introduces students to the production requirements of variety/entertainment television programs. Focuses on 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.

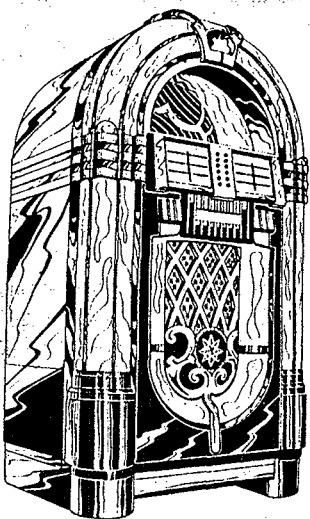
May 19 Tue/Thr 6 wks BBY CRN25644

**BCST 223  
TV PRODUCTION PLANNING \$219**

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, modelling, crewing, etc. Prerequisite: BCST 160.

May 20 Wed/Mon 6 wks BBY CRN17468

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



## BUSINESS TRAINING CENTRE 432-8255

Works with your Organization to

- Increase productivity
- Remain competitive
- Build a highly skilled work team
- Motivate employees

We Provide

- Over 150 business courses delivered at your site and at your convenience
- Customized courses designed for your company
- Short seminars and workshops for business and industry

Custom Courses

If you need training unique to your organization, we can design, develop and deliver a program for you. BCIT faculty have over 20 years experience in designing work-related training programs. Their expertise can help in:

- Determining your training needs
- Setting training goals and objectives
- Writing curriculum
- Delivering training using a variety of methods suited to your needs

Short Seminars and Workshops

Too busy for lengthy training programs? We can help! We offer a variety of short seminars and workshops that can provide a "quick fix" to a specific problem. We'll modify existing programs to cover just those topics you need, or create new short seminars for you. Give us just 4 hours and we'll give you valuable training.

Computer Proficiency Training

Do your employees need computer skills training? Business Training Centre has developed a unique computer skills training method to reduce apprehension and improve retention of knowledge in using computers.

We combine group instruction with on-the-job, small group coaching sessions. In group instruction, students learn theory, then practice this in class. Then, they are visited frequently on their job site by a coach, who assists them with specific work-related computer problems, reinforcing the group training and improving skills.

## DIRECT EMPLOYMENT TRAINING

**CORT 933  
LEGAL STENO/TYPIST PART 2 \$442**

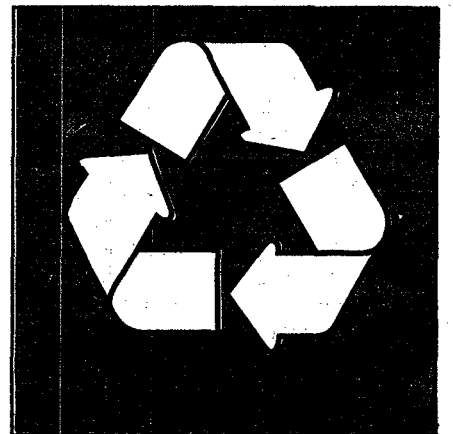
Includes theoretical and practical legal paperwork, documentation, correspondence for law in the fields of civil and criminal litigation, divorce, labor, wills and estates, corporate and conveyancing.

Apr 15 Wed 18 wks BBY CRN17026  
1900-2200

**OFFC 925  
CASHIER TRAINING \$187**

Provides practical training in the operation of various types of electronic cash registers.

Apr 14 Tue/Thr 3 wks BBY CRN17002  
1900-2200





## BUSINESS CERTIFICATE IN PROFESSIONAL ACCOUNTING

- 1) Required Courses  
 FMGT 101 (or FMGT 115) Accounting 1  
 FMGT 201 (or FMGT 215) Accounting 2  
 FMGT 301 Cost and Managerial Accounting 1  
 FMGT 302 Financial Accounting 1  
 FMGT 316 Taxation 1  
 FMGT 401 Cost and Managerial Accounting 2  
 FMGT 402 Financial Accounting 2  
 FMGT 408 Taxation 2

- 2) Must Complete:  
 ADMN 100 Microeconomics and  
 ADMN 200 Macroeconomics  
 or  
 ADMN 110 Management 1 and  
 ADMN 211 Management 2  
 or  
 OPMT 102 Basic Mathematics of  
 Finance and  
 OPMT 132 Business Statistics

- 3) Must complete at least one of:  
 Computer related course(s) with a value  
 of 3 credits.

- 4) Electives  
 Courses should be selected from the  
 suggested electives or from the alterna-  
 tive courses shown above. The selected  
 courses must equal a minimum of 72  
 contact hours.

## BUSINESS CERTIFICATE IN FINANCE

- 1) Required Courses  
 FMGT 101 (or FMGT 115) Accounting 1  
 FMGT 201 (or FMGT 215) Accounting 2  
 FMGT 302 Financial Accounting 1  
 FMGT 307 Finance 1  
 FMGT 315 Security Analysis 1  
 FMGT 402 Financial Accounting 2  
 FMGT 404 Finance 2  
 OPMT 102 Basic Mathematics  
 of Finance

- 2) Must complete:  
 FMGT 301 Cost and Managerial  
 Accounting 1 and  
 FMGT 401 Cost and Managerial  
 Accounting 2  
 or  
 ADMN 100 Microeconomics and  
 ADMN 200 Macroeconomics  
 or  
 FMGT 316 Taxation 1 and  
 FMGT 408 Taxation 2

- 3) Must complete at least one of:  
 Computer related course(s) with value  
 of 3 credits.

- 4) Electives  
 Courses to be selected from the sug-  
 gested electives or from the alternative  
 courses shown above. The courses se-  
 lected must be a minimum of 90 course  
 contact hours.

**FMGT 215**  
**ACCOUNTING 2S** **\$187**  
 Follow-up course to FMGT 115, enabling  
 students to complete the last 12 weeks of  
 the basic accounting course. Prerequisite:  
 FMGT 115.

May 19 Tue/Thr 6 wks BBY CRN13727  
 May 19 Tue/Thr 6 wks DEC 13716  
 May 20 We/Mo 6 wks BBY 13180  
 We/Mo 6 wks DEC 22534

**FMGT 300**  
**INTERMEDIATE ACCOUNTING 1** **\$234**  
 Correspondence course for students with  
 basic accounting knowledge to broaden  
 their understanding of the theory and pro-  
 cess of accounting. Completion of this  
 course and intermediate accounting 2. FMGT  
 400 together is equivalent to FMGT 302  
 plus FMGT 402 or FMGT 320 plus FMGT  
 420. Prerequisite: FMGT 201.

Correspondence CRN23684  
 23748  
 Reregistration \$37  
 \$4 Mailing fee. Text not included.

**FMGT 301**  
**COST & MANAGERIAL**  
**ACCOUNTING 1** **\$187**  
 Emphasizes the role of the management  
 accountant, cost terms and purposes, cost-  
 volume-profit relationships, job order ac-  
 counting, budgeting, responsibility account-  
 ing and standard costs. Prerequisite: FMGT  
 201.

Correspondence CRN23696  
 23756  
 28628  
 28632

Reregistration \$37  
 \$4 Mailing fee. Text not included.

**FMGT 307**  
**FINANCE 1** **\$187**  
 Topics include control and financial man-  
 agement of the business firm, profit plan-  
 ning, cash and capital budgeting and in-  
 ventory control. Prerequisite: FMGT 201.

Correspondence CRN23703  
 23767  
 28649  
 28655

Reregistration \$37  
 \$4 Mailing fee. Text not included.

**FMGT 317**  
**TAXATION & FINANCIAL PLANNING** **\$187**  
 The financial planner must have a good un-  
 derstanding of the general rules of taxation in-  
 cluding determination of residency, income, applica-  
 tion of CCA and the taxation of capital gains.  
 Prerequisite: FMGT 101 or FMGT 109.

May 20 Wed/Mon 6 wks DEC CRN16187

**FMGT 325**  
**INVESTMENT AND**  
**RISK MANAGEMENT** **\$187**  
 An overview of Canada's capital markets  
 including a review of securities, interna-  
 tional funds, insurance aspects and other  
 financial institutions. Emphasizes  
 portfolio input from a financial planning  
 perspective. Prerequisite: FMGT 119

May 19 Tue/Thr 6 wks DEC CRN15686

**FMGT 400**  
**FINANCIAL ACCOUNTING 2** **\$234**  
 Equivalent to FMGT 402. See FMGT 402 for  
 course description. Prerequisite: FMGT 300.

Correspondence CRN23712  
 Reregistration \$37  
 \$4 Mailing fee. Text not included.

**FMGT 401**  
**COST & MANAGERIAL**  
**ACCOUNTING 2** **\$281**  
 Emphasizes direct costing, relevant costs,  
 cost allocation, capital budgeting, inven-  
 tory planning and valuation, joint and by-  
 product costs, process costing, payroll,  
 factory ledgers and decentralization and  
 transfer pricing. Prerequisite: FMGT 301.

Correspondence CRN23729  
 Reregistration \$37  
 \$4 Mailing fee. Text not included.

**FMGT 404**  
**FINANCE 2** **\$281**  
 Instructs students in 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 307.

Correspondence CRN23730  
 Reregistration \$37  
 \$4 Mailing fee. Text not included.

**FMGT 408**  
**TAXATION 2** **\$187**  
 Expands the study of Canadian Income Tax  
 begun in FMGT 316 and introduces some  
 complexities and problem areas involving  
 personal, corporate and trust taxation. Pre-  
 requisite: FMGT 316.

May 19 Tue/Thr 6 wks BBY CRN13532  
 DEC 10838  
 May 20 Wed/Mon 6 wks BBY 13549  
 BBY 17938

**FMGT 419**  
**COST AND MANAGERIAL**  
**ACCOUNTING 2S** **\$187**  
 As a follow-up course to FMGT 319, FMGT  
 419 completes the last portion of the cost  
 accounting courses. Prerequisite: FMGT 319, 419.

May 21 Thr/Mon 6 wks BBY CRN14195  
 6 wks DEC 25698

**FMGT 420**  
**FINANCIAL ACCOUNTING 2S** **\$187**  
 Equips students for more challenging and  
 responsible accounting positions at the  
 intermediate level.

May 19 Tue/Thr 6 wks BBY CRN18402  
 May 20 Wed/Mon 6 wks DEC 18417

**FMGT 444**  
**PERSONAL FINANCIAL PLANNING** **\$187**  
 An in-depth look at the topics commenced  
 in FMGT 119. Prerequisite: FMGT 119, 109,  
 316 or 317, 325; ADMN 380 or 385 and 406.

May 19 Tue/Thr 6 wks DEC CRN15624

**FMGT 101**  
**ACCOUNTING 1** **\$187**  
 For individuals with little or no accounting  
 background. Covers the full accounting cycle.  
 (See FMGT 115 prior to registration in this  
 course.)

Apr 14 Tue/Thr 6 wks SRY CFN22630  
 May 19 Tue/Thr 6 wks BBY 10756  
 6 wks DEC 17043  
 May 20 Wed/Mon 6 wks BBY 10767  
 6 wks BBY 18953  
 6 wks DEC 19227

Correspondence CRN13489  
 14879

Reregistration \$37  
 \$4 mailing fee. Text not included.

**FMGT 109**  
**ACCOUNTING FOR THE MANAGER** **\$187**  
 The accounting function and the services it  
 provides the manager. How to interpret  
 statements, reports, budgets, etc., in mana-  
 gerial decision-making.

May 19 Tue/Thr 6 wks DEC CFN10794  
 BBY 13345  
 May 20 Wed/Mon 6 wks BBY 10775  
 DEC 17579

**FMGT 119**  
**PERSONAL FINANCIAL PLANNING 1** **\$187**  
 Introduces a variety of savings and invest-  
 ment aspects to enable you to build a sound  
 program to achieve long term financial  
 goals. Lectures and discussions provide an  
 interesting course for individuals of all  
 ages. Topics include money management,  
 insurance, investments and portfolio distri-  
 bution, wills, estates, pension management,  
 tax planning.

May 20 Wed/Mon 6 wks BBY CRN25682  
 DEC 16306

**FMGT 201**  
**ACCOUNTING 2** **\$281**  
 Follow up course to FMGT 101. Examines  
 financial and management accounting tech-  
 niques, detailed financial statements and  
 management reports, and the requirements  
 of professional accountants.  
 Prerequisite: FMGT 101.

May 19 Tue/Thr 6 wks BBY CRN20362  
 1800-2230  
 Tue/Thr 6 wks DEC 10816  
 1730-2200  
 May 20 We/Mo 9 wks BBY 12815  
 1800-2230  
 We/Mo DEC 18698  
 1730-2200

Correspondence CRN17156  
 17167

Reregistration \$37  
 \$4 Mailing fee. Text not included.

## CORRESPONDENCE COURSES

1. You may start your course at any time.
2. You may proceed in the course at your own rate.
3. Regular assignments are to be submitted for marking and will be returned to you with comments.
4. Courses are transferable to full-time and part-time programs.
5. Examination dates are flexible usually (end-of-August, end-of-November, end-of-March, and end-of-June).
6. The textbook fee is in addition to the course fee. However, normally the text book is used both in Parts 1 and 2.

## 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. Each of these courses is available at our downtown campus at 549 Howe Street, Vancouver.

ADMN 385	Business Law
ADMN 406	Economic Issues for Financial Planners (or ADMN 306)
FMGT 109	Accounting for the Manager (or FMGT 101)
FMGT 119	Personal Financial Planning 1
FMGT 317	Taxation and Financial Planning (or FMGT 316)
FMGT 325	Investment and Risk Management
FMGT 444	Personal Financial Planning 2

### Suggested Electives for All Certificates

Electives should be chosen to complement career goals. The following courses (as well as alternative courses listed under either of the certificate options given) are suggested as a guide for a standard path of studies. Variations must be approved by a program consultant.

ADMN 222	Organizational Behavior 1
ADMN 322	Organizational Behavior 2
ADMN 332	Labor Relations 1
ADMN 385	Business Law
ADMN 432	Labor Relations 2
COMP 104	Computers in Business
COMP 160	Computer Systems Introduction
FMGT 106	Credit and Collections
FMGT 119	Personal Financial Planning 1
FMGT 310	Auditing 1
FMGT 315	Security Analysis 1
FMGT 322	Micro Basic Accounting
FMGT 325	Investment and Risk Management
FMGT 331	Money and Banking
FMGT 406	Auditing 2
FMGT 410	Security Analysis 2
FMGT 441	Financing International Trade
FMGT 444	Personal Financial Planning 2
MKTG 102	Essentials of Marketing
MKTG 323	Effective Public Speaking
MKTG 324	Small Business Development
TDMT 409	Harmonized SystemsFTA

**REGISTER NOW!**  
**687-4666**  
**FAX: 687-2488**

## CREDIT COURSES TO PROFESSIONAL ACCOUNTING BODIES

The following courses are usually transferable for credit to the Institute of Chartered Accountants of B.C., The Certified General Accountants Association of B.C., The Society of Management Accountants of B.C. The individual requirements of these groups are your responsibility. Please contact them directly or Gordon Farrell, Associate Dean, Financial Management, BCIT, School of Business, 432-8898.

BCIT Courses Eligible for Credit			
ADMN 100/260	FMGT 302/402		
ADMN 222/332	FMGT 307/404		
ADMN 380/480	FMGT 316/408		
ADMN 385	FMGT 314		
BCOM 104/204	FMGT 319/419		
COMP 104	FMGT 320/420		
COMP 120	OPMT 132		
COMP 160/260	DPMT 186/188		
FMGT 101/201	OPMT 197		
FMGT 115/215	OPMT 296		
FMGT 116	OPMT 315		
FMGT 301/401			

FOR DETAILED INFORMATION ON THESE COURSES, SEE THE APPROPRIATE SECTION OF THIS FLYER.

### Entry into Levels 2,3 or 4 of the Day School Programs

Students who wish to enter the upper levels of either the Professional Accounting program or the Finance Program may qualify to do so by successfully completing the courses listed in the lower level day school programs.

Individuals wanting to qualify for admission to day school must also be interviewed by the Departmental Selection Committee to ensure that they qualify for entry, based upon normal selection procedures and guidelines.

Students should contact the Associate Dean early in their program of studies.

## MARKETING PART-TIME DAY-TIME COURSES

Marketing Management will continue to offer a series of part-time studies courses during the day. The courses will run 6 hours a day for 6 weeks on either Thursdays or Fridays. This term's offerings will include:

MKTG 102 Essentials of Marketing  
MKTG 323 Effective Public Speaking  
MKTG 321 Public Relations  
MKTG 112 Customer Relations  
MKTG 120 Event Marketing

Check course listings for specific days and times.

## INTERIOR DESIGN

**INTD 100**  
**INTERIOR DESIGN BASIC \$187**  
Introduces the field of Interior Design. Students will gain a good understanding of the interior design art form.

Apr 13 Mon 12 wks DEC CRN13646  
Apr 14 Tue 12 wks BBY 14250  
Apr 25 Sat 12 wks BBY 15810  
0900-1200

Apr 27 Mon-Fri 1 wk DEC 18396  
0900-1700 WEEKLONG

**INTD 101**  
**HISTORY OF FURNITURE \$187**  
The history of furniture from ancient Egypt to the present. Prerequisite: INTD 100.

Apr 20 Mon 12 wks BBY CRN18569

**INTD 200**  
**COLOR AND LIGHTING \$187**  
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 100.

Apr 13 Mon 12 wks DEC CRN18552

**INTD 202**  
**INTERIOR DESIGN DRAFTING 2 \$475**  
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 102.

Apr 13 Mon/Wed 12 wks DEC CRN21878

**INTD 302**  
**INTERIOR DESIGN DRAFTING 3 \$187**  
Students study the reflected ceiling plan, organization of its legend and specification, types and characteristics of lighting. Students complete one major assignment combining plans, elevations, sections, perspectives, lighting plans and specifications. Prerequisite: INTD 202.

Apr 14 Tue/Thr 6 wks BBY CRN13102

**INTD 307**  
**MATERIALS \$187**  
Interior finishing materials for floors, walls, ceilings and windows, and the characteristics of fabrics. Prerequisite: INTD 100.

Apr 14 Tue/Thr 6 wks BBY CRN15902

**INTD 400**  
**DIRECTED STUDY PROJECT \$187**  
Students incorporate all material from previous courses in a major project. Prerequisite: INTD 100, 101, 102, 200, 202, 301, 302, 304, 305, 307, 403, 404.

Apr 15 Wed 6 wks DEC CRN14717

**INTD 403**  
**MARKETING FOR INTERIOR DESIGN \$187**  
Information on basic business and marketing practices. Topics such as portfolios, presentations and interviews relating to interior design.

Apr 14 Tue 6 wks DEC CRN17719  
1730-2030

## MARKETING MANAGEMENT

### BUSINESS CERTIFICATE IN GENERAL 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. The courses required to obtain your certificate are listed below. The balance of courses may be selected from the list of suggested electives.

Required	
MKTG 102	Essentials of Marketing
MKTG 202	Principles of Promotional Marketing
MKTG 205	Marketing of Services
MKTG 212	Principles of Customer Service
MKTG 219	Professional Sales 1
MKTG 322	Advertising Strategy
MKTG 340	Marketing Planning Fundamentals
MKTG 341	Marketing Research
MKTG 501	Strategic Marketing Management

Complete 3 of the following	
ADMN 110	Management 1
ADMN 222	Organizational Behavior 1
FMGT 109	Accounting for the Manager
MKTG 112	Customer Relations
MKTG 324	Small Business Development
COMP	Complete any Computer course worth 3 credits

**3 Electives**  
You may choose 3 electives which you feel will enhance your personal growth. Courses may be selected from other options or the suggested list.

### Suggested Electives

Electives should be chosen to complement career paths. Students may choose courses from other Marketing Certificate Programs, from other Business School Programs and from the following list:

MKTG 212	Principles of Customer Service
MKTG 213	Creating a Service Edge
MKTG 323	Effective Public Speaking
MKTG 324	Small Business Development
MKTG 325	Importing
MKTG 327	Exporting
MKTG 437	Principles of Direct Marketing
TOUR 431	Developing Conventions and Conferences

### BUSINESS CERTIFICATE IN INTERNATIONAL MARKETING

This program is designed to provide a selection of courses that will assist those who wish to gain an understanding of what is required to market a product or service as well as understand the specifics required to either import or export. It would be of interest to those looking for entrepreneurial people who wish to do it on their own.

<b>Required</b>	
MKTG 102	Essentials of Marketing
MKTG 202	Principles of Promotional Marketing
MKTG 219	Professional Sales 1
MKTG 322	Advertising Strategy
MKTG 340	Marketing Planning Fundamentals
MKTG 341	Marketing Research
MKTG 342	Trade Show Marketing
MKTG 414	International Marketing Management
MKTG 501	Strategic Marketing Management
<b>Complete 3 of the Following</b>	
ADMN 110	Management 1
ADMN 385	Business Law
FMGT 109	Accounting for the Manager
TDMT 304	Intro to International Trading
COMP	Complete any Computer course worth 3 credits
TOUR	1 Language course

#### 3 Electives

##### Suggested Electives

Electives should be chosen to complement career path. Students may choose from other Marketing Certificate Programs or from the suggested list.

### BUSINESS CERTIFICATE IN MARKETING COMMUNICATIONS

This program is designed to give you specialized training in specific design and campaign development requirements. Included in this broad yet detailed spectrum are the development of advertising objectives, selection of appropriate message design and media, establishment of campaign timing and expenditure, and analysis of budgeting control. Listed below are the courses required to obtain your certificate. The balance of courses may be selected from the suggested electives.

<b>Required</b>	
MKTG 102	Essentials of Marketing
MKTG 112	Customer Relations
MKTG 202	Principles of Promotional Marketing
MKTG 218	Introduction to the Media
MKTG 219	Professional Sales 1
MKTG 318	Media Planning and Buying
MKTG 321	Public Relations
MKTG 322	Advertising Strategy
MKTG 341	Marketing Research

#### Complete 4 of the Following

ADMN 110	Management 1
COMP	Complete any Computer course worth 3 credits
MKTG 120	Event Marketing
MKTG 125	Consumer Behavior
MKTG 323	Effective Public Speaking
MKTG 337	Corporate Communications
MKTG 342	Trade Show Marketing

#### 2 Electives

You may choose 2 electives which you feel will enhance your personal growth. Courses may be selected from other options or the suggested list.

### BUSINESS CERTIFICATE IN TECHNICAL SALES

Enhance your ability to sell products or services to consumers; the commercial market and professional buyers. Analyze buyer needs, plan detailed and exciting presentations and utilize professional oral and written skills. Courses required to obtain your certificate are listed below. The balance of courses may be selected from the suggested electives.

<b>Required</b>	
MKTG 102	Essentials of Marketing
MKTG 112	Customer Relations
MKTG 202	Principles of Promotional Marketing
MKTG 219	Professional Sales 1
MKTG 220	Managing the Sales Force
MKTG 307	Industrial Marketing
MKTG 319	Professional Sales 2
MKTG 335	Marketing and Sales Presentations
MKTG 342	Trade Show Marketing

#### Complete 3 of the Following

COMM 171	Business Reports
COMP	Complete any Computer course worth 3 credits
MKTG 125	Consumer Behavior
MKTG 212	Principles of Customer Service
MKTG 213	Creating a Service Edge
MKTG 340	Marketing Planning Fundamentals
MKTG 341	Marketing Research

#### 3 Electives

You may choose 3 electives which you feel will enhance your personal growth. Courses may be selected from other options or the suggested list.

**MKTG 102**  
**ESSENTIALS OF MARKETING** \$187  
An introductory course designed to provide the student with an overview of the marketing concept and how it can be applied to any type of organization or service. Includes the controllable and uncontrollable elements of marketing, strategy planning, market characteristics, marketing research techniques, market segmentation and target market selection.

May 19 Tue/Thr	6 wks BBY	CRN24415
	DEC	24421
May 20 Wed/Mon	6 wks BBY	24391
	DEC	24442
May 23 Sat	6 wks BBY	24450
	0900-1500	

Jun 22 Mon-Fri	1 wk BBY	25760
	0900-1700 WEEKLONG	
Aug 10 Mon-Fri	1 wk DEC	25814
	0900-1700 WEEKLONG	

**MKTG 112**  
**CUSTOMER RELATIONS** \$187  
For people involved in service industries, public relations and promotion, government agencies, and organizations who deal with the public. Students cover telephone techniques, customer relations and effective speaking.

May 19 Tue/Thr	6 wks DEC	CRN21993
May 23 Sat	6 wks BBY	11521
	0900-1500	

**MKTG 120**  
**SPECIAL EVENT MARKETING** \$187  
A hands-on course designed to teach the student how to plan, market, sell, produce and manage any type of special event from company social functions to major conventions.

May 20 Wed/Mon 6 wks DEC CRN10487

**MKTG 202**  
**PRINCIPLES OF PROMOTIONAL MARKETING** \$187  
Presents an overview of promotional strategies: advertising, sales promotion, direct marketing, multi-level marketing and public relations. It is intended for those students pursuing the concentrated marketing program. The course examines the areas of campaign planning, message design and media characteristics as they apply to product and service suppliers in both profit and non-profit sectors. Prerequisite: MKTG 102.

May 19 Tue/Thr 6 wks BBY CRN24511  
May 20 Wed/Mon 6 wks DEC 24525

Jun 15 Mon-Fri	1 wk BBY	24533
	0900-1700 WEEKLONG	
Jul 20 Mon-Fri	1 wk BBY	28722
	0900-1700 WEEKLONG	

**MKTG 205**  
**MARKETING OF SERVICES** \$187  
Covers the development of a marketing mix for companies in service industries. The course will focus on the differences between developing strategies for services rather than products. Prerequisite: MKTG 102.

May 20 Wed/Mon 6 wks DEC CRN19142

**MKTG 219**  
**PROFESSIONAL SALES 1** \$187  
Provides basic training for the sales aspirant or person with no formal sales training. Students develop selling techniques through practical role playing and video tape recording for critique and analysis.

May 19 Tue/Thr	6 wks BBY	CRN11160
May 20 Wed/Mon	6 wks DEC	18760
	6 wks BBY	13671

Jun 15 Mon-Fri	1 wk BBY	13685
	0900-1700 WEEKLONG	
Aug 10 Mon-Fri	1 wk DEC	27957
	0900-1700 WEEKLONG	

**MKTG 319**  
**PROFESSIONAL SALES 2** \$187  
Lectures, films and class discussion will be used to cover 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 219.

May 20 Wed/Mon 6 wks BBY CRN18785

**OPEN HOUSE '92**  
**SEE PAGE 30**

**MKTG 321**  
**PUBLIC RELATIONS** \$187  
The planning and execution of a public relations program. Communication techniques, principles of new writing and preparation of news photographs, press and community relations, external and internal communications, and meetings. Prerequisite: MKTG 202.

May 19 Tue/Thr 6 wks BBY CRN13637

Jun 8 Mon-Fri	1 wk DEC	19880
	0900-1700 WEEKLONG	
Aug 10 Mon-Fri	1 wk BBY	27774
	0900-1700 WEEKLONG	

**MKTG 322**  
**ADVERTISING STRATEGIES** \$187  
Covers the principles to consider when using and developing advertising: advertising philosophy, planning and creation; media buying, production, controls and evaluation. Prerequisite: MKTG 202.

May 19 Tue/Thr 6 wks DEC CRN13623  
May 20 Wed/Mon 6 wks BBY 18771

**MKTG 323**  
**EFFECTIVE PUBLIC SPEAKING** \$187  
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.

May 20 Wed/Mon 6 wks BBY CRN16231

Jul 13 Mon-Fri	1 wk DEC	27117
	0900-1700 WEEKLONG	
Aug 10 Mon-Fri	1 wk BBY	27151
	0900-1700 WEEKLONG	

**MKTG 324**  
**SMALL BUSINESS DEVELOPMENT** \$187  
Examines the planning stages involved in starting a new business including market, financial and legal responsibility requirements.

May 20 Wed/Mon 6 wks BBY CRN13593

**MKTG 325**  
**IMPORTING** \$187  
Provides students with complete knowledge of importing business basics. 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.

May 19 Tue/Thr 6 wks DEC CRN17741

**MKTG 337**  
**CORPORATE COMMUNICATIONS** \$187  
Covers the spectrum of promoting and communicating a company's image. Areas examined include advertising, public relations, media relations, investor relations, promotional print material, trade shows and other activities. The emphasis is on consistency of image and professionalism throughout all activities. The main objective of this course is to provide the student with a working knowledge of the corporate communications function within a business. Prerequisite: MKTG 202.

May 20 Wed/Mon 6 wks BBY CRN15548

**MKTG 341**  
**INTRODUCTION TO MARKETING RESEARCH** \$187  
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 202.

May 19 Tue/Thr 6 wks DEC CRN21826

# BUSINESS

# BCT



# MEDIA TECHNIQUES FOR BUSINESS

## MDIA 099

### PHOTOGRAPHY: ENTRY LEVEL \$159

Learn how to handle a 35mm Single Lens Reflex camera and accessories! Through lectures, videos, slides, and a workshop you will learn and understand basic photographic concepts: depth of field, aperture/shutter relations, exposure control, night photography, and more. If you have an interest, but no previous experience in photography, we encourage you to enroll in this exploratory course to foster that interest and determine your potential. You need your own 35mm SLR with 50mm lens, and must supply your own film. A tripod is recommended.

Apr 15 Wed 4 wks BBY CRN19063  
1845-2145

## MDIA 101

### PHOTOGRAPHY \$388

Improve your knowledge of handling 35mm equipment and accessories, including flash. Learn composition, choose the right film, how to get the most out of available light, and determine correct exposure for any light condition. You will also get hands-on experience in basic portrait techniques, how to use studio lighting equipment, plan and carry out assignments, process and print B/W film, and set up your own darkroom. All darkroom material is included! You need a 35mm SLR camera, with at least a 50mm lens, and a tripod. You must supply your own film. Prerequisite: MDIA 099 or permission of the instructor.

May 13 Wed 8 wks BBY CRN19091

## MDIA 103

### MULTI-IMAGE TECHNIQUES LEVEL 1 \$310

Designed for beginners with an interest in producing slide/tape multi-image shows. Students will receive hands-on training in the theory and elements required for multi-image shows.

Apr 13 Mon 12 wks DEC CRN15608

## MDIA 104

### GRAPHICS LEVEL 1 \$240

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.

Apr 13 Mon/Wed 6 wks BBY CRN19020

## MDIA 110

### INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS \$219

The core course of the program surveys communications tools, audiovisual techniques, audiovisual speaker support, multi-image and video presentation and provides an understanding of the steps that are necessary to complete projects in various mediums. Guest presenters from the profession and class visits to production facilities provide students with a practical perspective on the business.

Apr 14 Tue 12 wks DEC CRN15594

## MDIA 201

### ADVANCED PHOTOGRAPHY \$459

During 8 classroom sessions, 4 workshops in darkroom and studio (including a practical make-up demonstration) and 1 field trip, you will develop the basic skills to plan and carry out a wide variety of assignments in studio and onlocation, select and handle sophisticated camera and studio lighting equipment. You will also learn how to set up a darkroom for advanced B/W printing, shoot Still Life and Portraits, set up and organize a small studio, work from a layout to meet a client's requirements as well as quality standards in the industry, put together a powerful portfolio and make a presentation. All darkroom material is included! You need a 35mm SLR, with at least a standard lens, as well as a flash unit and a tripod, and your own film. Prerequisite: MDIA 101 or permission of the instructor.

Apr 16 Thr 12 wks BBY CRN19089

## MDIA 202

### ADVANCED DARKROOM TECHNIQUES \$425

During 3 classroom sessions and 9 darkroom sessions, students will develop the practical skills to create fine B/W enlargements by using a variety of techniques and materials. Through practical assignments you will learn to determine your personal film exposure index and development time, assess negatives and printing quality, manipulate film and prints, make high-quality enlargements on resin-coated as well as fibre-based paper, learn how to set up and organize a B/W darkroom, and get hands-on experience with spotting, toning, and hand-coloring. All darkroom materials are included! You will need a 35mm SLR camera and your own film. Prerequisite: MDIA 201 or permission of the instructor.

Apr 13 Mon 12 wks BBY CRN15581

## MDIA 204

### GRAPHICS LEVEL 2 \$240

A continuation of MDIA 104. Students develop their graphic art skills in layout, design and mechanical artwork for 4-color printing; paper selection, print production, commercial photography, costing and estimating. Includes a tour of a large printing plant. Prerequisite: MDIA 104.

May 25 Mon/Wed 6 wks BBY CRN19018

## MDIA 206

### EFFECTIVE PRESENTATION TECHNIQUES \$187

Consists of 2 sections designed to prepare students to present material effectively. The first section concentrates on effective spoken techniques including breathing, emphasis, phrasing, etc. The second section deals with effective and proper use of grammar. The course is ideal for those who prepare and present written and spoken material in today's corporate world.

Apr 15 Wed 12 wks BBY CRN21413

## MDIA 207

### VIDEO FOR BUSINESS \$230

For people interested in using video to communicate with employees, customers, investors and other members of the public. The student will learn how to plan and organize a video production and will write a proposal, treatment, budget and script. The student will also become acquainted with the technical resources (crew, equipment, etc.) necessary to mount a production.

Apr 15 Wed 12 wks DEC CRN19054

## MDIA 301

### COMMERCIAL PHOTOGRAPHY \$445

A must for the aspiring professional! This course introduces you to today's business practices, and teaches you the basics of setting up and managing a commercial studio: how to select and operate sophisticated medium and large format camera equipment and accessories, work with studio lighting equipment, know how to prepare an estimate, and understand how to market your services and create a relationship with clients as well as suppliers. You will get hands-on experience in carrying out a variety of assignments in areas such as Still Life, People, Editorial, Architecture. You will learn to work from a layout to meet a client's requirements and quality standards in the industry, and the techniques to develop a powerful personal portfolio. Darkroom material is included. You will need a 35mm SLR, or medium format camera, with at least a standard, wide angle and telephoto lens, a tripod, and a flash.

Prerequisite: MDIA 201, MDIA 202, or permission of the instructor.

Apr 14 Tue 12 wks BBY CRN19072

## MDIA 304

### COMPUTER GENERATED GRAPHICS \$435

The use of computers has altered the way business communicators develop print and slide graphics. Students receive a hands-on opportunity to learn the theory and development of computer graphics and their use in business presentations. Course limited to 12 students. A passing knowledge of DOS is preferred.

Apr 16 Thr 12 wks DEC CRN15575



## MDIA 105

### INTRODUCTORY DESKTOP PUBLISHING, MS DOS, IBM PC/ALDUS PAGEMAKER \$279

This introductory course on Aldus Pagemaker 4.0 is a practical "hands-on" course teaching design, layout and production of professional high impact publications, using Aldus Pagemaker page assembly software program. You will learn numerous publishing projects, including advertisements, brochures, bulletins, flyers and forms. Aldus Pagemaker gives you everything you need to produce any document electronically. You will have your own workstation using an IBM 286 AT computer.

Apr 14 Tue 6 wks DEC CRN25785  
Apr 25 Sat 3 wks DEC 25792

## MDIA 109

### INTRODUCTORY DESKTOP PUBLISHING: APPLE MACINTOSH/ALDUS PAGEMAKER \$279

This introductory course on Aldus Pagemaker 4.0 is a "hands-on" course teaching design, layout and production of professional high impact publications, using Aldus Pagemaker page assembly software program. You will learn to create numerous publishing projects, including advertisements, brochures, bulletins, flyers and forms. Aldus Pagemaker gives you everything you need to produce any document electronically. You will have your own workstation using an Apple Macintosh SE computer.

Apr 27 Mon 6 wks BBY CRN25805

## MDIA 111

### INTRODUCTORY DESKTOP PUBLISHING: GRAPHICS, APPLE MACINTOSH/ALDUS FREEHAND \$361

This graphics program turns the Apple Macintosh into the ultimate illustration tool. It makes drawing by computer easier and faster than drawing by hand. Learn how to create any graphic imaginable with more precision and control than ever before. You'll never have to go back to the drawing board again! Whether you're in stage design, architectural studies, landscaping, or the fine arts, this course lets you experiment with design techniques using Aldus Freehand. Throughout the course you will have your own workstation using an Apple Macintosh SE computer. Come and learn how to create this graphic magic.

Apr 14 Tue 6 wks BBY CRN25818

## MDIA 205

### ADVANCED DESKTOP PUBLISHING: MS DOS, IBM PC/ALDUS PAGEMAKER \$279

This advanced course on Aldus Pagemaker 4.0 guides you through Pagemaker's advanced features. You will learn how to create your documents in readiness for sending your files to a service bureau thereby reducing pre-press costs. You will also learn how to create color separation files. Prerequisite: MDIA 105 or permission of instructor.

May 16 Sat 3 wks DEC CRN25863  
0900-1600

## MDIA 115

### INTRODUCTION DESKTOP PUBLISHING/QUARK X-PRESS \$279

An introduction to the most powerful page layout program currently available. This course is designed to give you a complete overview of the abilities of X-Press. You will gain a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. You have your own workstation using a Macintosh SE computer. Prerequisite: A solid working knowledge of Macintosh.

Apr 16 Thr 6 wks BBY CRN25820  
Apr 25 Sat 3 wks BBY 25847  
0900-1600  
May 28 Thr 6 wks BBY 25836

## MDIA 215

### ADVANCED DESKTOP PUBLISHING/QUARK X-PRESS \$279

You will learn advanced publishing techniques using Quark X-Press 3.0 including integration with wordprocessing and graphics software and the use of spot and process colors. You will have your own workstation using a Macintosh SE computer. Prerequisite: MDIA 115, or permission of instructor.

May 23 Sat 6 wks BBY CRN26059  
0900-1200

## MDIA 914

### PERSUASION-MACINTOSH \$197

This persuasion course run in a Mac environment, is the complete desktop presentation solution from the Aldus Corporation. From presentation to finished overheads, 35 mm slides and speaker notes, Persuasion streamlines the entire process. Persuasion provides professionally designed auto templates. You type your presentation into the outline and Persuasion instantly formats your outline text into finished visuals.

Apr 16 Thr 4 wks BBY 10325  
Apr 24 Fri 2 wks BBY CRN10014  
0900-1600  
May 1 Fri 2 wks BBY 10300  
0900-1600  
May 21 Thr 4 wks BBY 10333  
Jun 5 Fri 2 wks BBY 10311  
0900-1600

## CERTIFICATE PROGRAM IN MEDIA TECHNIQUES FOR BUSINESS

This new 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; 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 from which to choose, so they can develop a program that meets their specific needs and goals.

The MEDIA TECHNIQUES FOR BUSINESS Certificate Program requires the completion of the following 9 basic and a minimum of 6 elective courses totalling 18 credits from the offerings listed below.

### REQUIRED BASIC COURSES

MDIA 110	Intro to Media Techniques For Business
MDIA 101	Photography
MDIA 103	Multi-image Techniques Level 1
MDIA 104	Graphics Level 1
MDIA 206	Effective Presentation Techniques
MDIA 207	Preparing the Corporate Video
BCST 160	Intro to Television
BCST 161	Film for Beginners
COMM 160	Intro to Business and Technical Communication

### ELECTIVE COURSES:

ADMN 124	Supervisory Skills
BCST 145	Copywriting for Radio and TV
BCST 148	Writing for the Media
BCST 252	Commercial Audio Production
COMM 171	Business Reports
COMM 175	Letters and Memos
COMM 183	Technical Reports
COMP 293	Introduction to Multimedia
FMGT 109	Accounting for the Manager

MDIA 105	Desktop Publishing MS DOS, IBM PC
MDIA 109	Desktop Publishing Mac-Aldus Pagemaker
MDIA 111	Aldus Freehand-Macintosh
MDIA 115	Desktop Publishing Mac-Quark X-Press
MDIA 201	Advanced Photography
MDIA 202	Advanced Darkroom Techniques
MDIA 203	Multi-image Techniques Level 2
MDIA 204	Graphics Level 2
MDIA 205	Advanced Desktop Publishing MS DOS - Aldus Pagemaker
MDIA 208	Communications Management
MDIA 209	Advanced Desktop Publishing Mac-Aldus Pagemaker
MDIA 211	Advanced Aldus Freehand-Mac
MDIA 215	Advanced Desktop Publishing Mac-Quark X-Press
MDIA 301	Commercial Photography
MDIA 304	Computer Generated Graphics
MKTG 102	Essentials of Marketing
MKTG 202	Principles of Promotional Marketing
MKTG 218	Introduction to Media
MKTG 219	Professional Sales and Marketing
MKTG 321	Public Relations
MKTG 322	Advertising Strategies
MKTG 323	Effective Public Speaking
MKTG 324	Small Business Management
MKTG 348	Media Planning and Buying
MKTG 427	Creative Advertising Design

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

FOR FURTHER INFORMATION,  
CALL: 432-8255, 432-8614

## MEDICAL OFFICE ASSISTANT

### A SIX COURSE CERTIFICATE PROGRAM

#### OFFC 934 MEDICAL OFFICE ASSISTANT: MEDICAL OFFICE COMPUTER LITERACY

\$272

Introduces the principles and concepts of microcomputer use in medical offices to those with little or no computer experience who need a better understanding of basic application programs such as word processing and straightforward database processing systems. Students will be introduced to the general concept programs that interface with the provincial plan.

Apr 15 Wed 12 wks BBY CRN10023

#### OFFC 935 MEDICAL OFFICE ASSISTANT: MEDICAL TRANSCRIPTION

\$242

Designed for persons who are employed as medical office assistants, or students taking the Medical Office Assistant Program. Prerequisite: OFFC 936 and OFFC 934

Apr 25 Sat 6 wks BBY CRN17017  
0900-1600

#### OFFC 936 MEDICAL OFFICE ASSISTANT: ANATOMY & PHYSIOLOGY

\$257

Human anatomy and physiology.

May 2 Sat 6 wks BBY CRN19047  
0900-1600

#### OFFC 937 MEDICAL OFFICE ASSISTANT: MEDICAL TERMINOLOGY

\$299

Enables students to use basic medical terms and know how to spell and pronounce them. This course should be one of the initial courses taken by students wishing to enter the Medical Office Assistant Program. Prerequisite: OFFC 936.

Apr 15 Wed 12 wks BBY CRN19150  
1800-2145

#### OFFC 938 MEDICAL OFFICE ASSISTANT: OFFICE PRACTICE

\$190

How to perform clerical duties associated with a medical office's medical forms, private and insurance billing, etc.

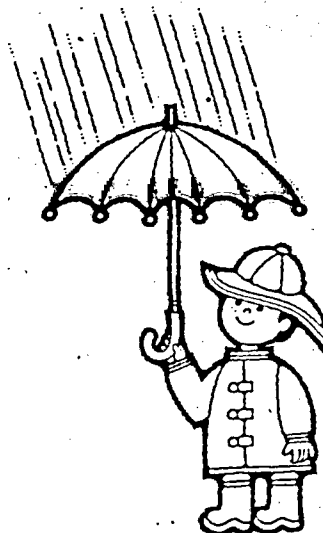
Apr 14 Tue 10 wks BBY CRN18499

#### OFFC 939 MEDICAL OFFICE ASSISTANT: CLINICAL PROCEDURES

\$197

How to use medical equipment, how to perform laboratory tests and assist physicians with specific examinations. Course includes basic CPR certification.

Apr 16 Thr 10 wks BBY CRN19036



**REGISTER NOW!**  
**687-4666**  
**FAX: 687-2488**



**BUSINESS**

**BCIT**

## OPERATIONS MANAGEMENT

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 results oriented in that course content can be used immediately for productivity improvement at the student's place of employment.

### BUSINESS 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.

- ADMN 124 Supervisory Skills
- COMM 183 Technical Reports
- FMGT 109 Accounting for the Manager
- OPMT 102 Basic Mathematics of Finance
- OPMT 103 Quality Control Methods
- OPMT 106 Manufacturing Quality Assurance 1
- OPMT 187 Project Planning and Scheduling
- OPMT 188 Management Information Systems
- OPMT 191 Purchasing
- OPMT 197 Statistics for Business and Industry
- OPMT 192 Inventory Planning and Control
- OPMT 198 Productivity Engineering 1
- OPMT 203 Quality Control Methods 2
- OPMT 290 Performance Measurement
- OPMT 298 Productivity Engineering 2

### BUSINESS 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.

- ADMN 124 Supervisory Skills
- ADMN 145 Managing Change
- ADMN 170 Government and Business
- ADMN 222 Organizational Behavior 1
- COMM 183 Technical Reports
- FMGT 109 Accounting for the Manager
- OPMT 102 Basic Mathematics of Finance
- OPMT 106 Manufacturing Quality Assurance 1
- OPMT 187 Project Planning and Scheduling
- OPMT 188 Management Information Systems
- OPMT 191 Purchasing
- OPMT 197 Statistics for Business and Industry
- OPMT 198 Productivity Engineering 1
- OPMT 290 Performance Measurement
- OPMT 298 Productivity Engineering 2

### BUSINESS 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 production and inventory control, buying, or related professions. Others benefitting 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 uses the Canadian Association for Production and Inventory Control PIM courses.

- ADMN 124 Supervisory Skills
- COMM 183 Technical Reports
- CPIC 105 Master Planning Certification Review (CAPIC)
- CPIC 110 Principles of Inventory Control
- CPIC 120 Manufacturing Resource Planning 2
- CPIC 210 Inventory Management Certification Review (CAPIC)
- CPIC 310 Material Requirements Planning (CAPIC)
- CPIC 410 Capacity Management (CAPIC)
- CPIC 510 Production Activity Control (CAPIC)
- CPIC 600 Just-In-Time Certification Review (CAPIC)
- OPMT 106 Quality Assurance 1
- OPMT 175 Warehouse Management
- OPMT 191 Purchasing
- OPMT 198 Productivity Engineering 1
- OPMT 298 Productivity Engineering 2
- TDMT 409 Harmonized Systems FTA
- TDMT 352 Transportation

### TRANSPORTATION LOGISTICS

434-5734 local 5225

Joe Ribic Coordinator

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

Those courses marked with an asterisk are core courses and cannot be replaced. Courses (without asterisk) may be replaced by other acceptable courses that are deemed to be more appropriate to the student's career path and/or current job requirements.

OPMT 198 Productivity Engineering 1 is the core course for all options. It is a basic course in productivity improvement utilizing proven industrial engineering techniques.

- \*ADMN 124 Supervisory Skills
- \*MKTG 219 Professional Sales 1
- \*OPMT 192 Inventory Planning and Control
- \*OPMT 198 Productivity Engineering 1
- OPMT 298 Productivity Engineering 2
- \*TDMT 101 Geography of Trading 1
- \*TDMT 150 Distribution 1 (C.T.T.T.)
- TDMT 250 Distribution 2 (C.T.T.T.)
- TDMT 202 Transportation Regulations
- \*TDMT 203 Transportation Economics
- TDMT 305 International Trade
- TDMT 409 Harmonized Systems FTA
- \*TDMT 410 Logistics Management
- \*TDMT 413 Traffic and Transportation Management

### OPMT 099

#### MATH FOR BUSINESS

\$250

Offers the basic arithmetic and algebraic skills necessary to commence studies in the School of Business at BCIT.

- Apr 14 Tue/Thr 8 wks BBY CRN13206
- May 19 Tue/Thr 8 wks BBY 14101
- Tue/Thr 8 wks BBY 18373
- May 23 Sat 12 wks BBY 14053
- 0830-1300.
- Jul 7 Tue/Thr 8 wks BBY 26374
- 1845-2145
- Jul 7 Tue/Thr 8 wks BBY 27933
- 1800-2100
- Jul 27 M/Thu 4 wks BBY 27134
- 1800-2100
- Aug 17 M/Thu 2 wks BBY 28320
- 0900-1600
- Aug 24 M/Thu 2 wks BBY 28566
- 0900-1600
- M/Thu 2 wks BBY 27143
- 0900-1600

### OPTM 102

#### MATHEMATICS OF FINANCE

\$187

A study of interest and its effects upon business and industry. Common financial analysis with appropriate calculations will be covered. Students will be required to purchase a preprogrammed financial calculator. (Do not buy calculator until first class meeting.)

- May 19 Tue/Thr 6 wks BBY CRN14780
- BBY 15750
- May 20 Wed/Mon 6 wks BBY 14239
- Jun 2 Tue/Thr 4 wks BBY 21932

### OPMT 189

#### OPERATIONS MANAGEMENT

\$281

Students study the nature, purpose and processes associated with operations management; the relevance of systems design, resource allocation, operations planning and control to the individual firm, and how to identify and solve operational problems using quantitative methods.

- May 20 Mon/Wed 6 wks BBY CRN14207

### OPMT 191

#### PURCHASING

\$187

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

- June 22 Mon-Fri 1 wk BBY CRN14221
- 0900-1700 WEEKLONG

### OPMT 192

#### INVENTORY PLANNING AND CONTROL

\$187

Objectives, records, forecasting, order point systems, MRP make/buy analysis, departmental organization.

- May 20 Wed/Mon 6 wks BBY CRN21486

### OPMT 197

#### STATISTICS FOR BUSINESS AND INDUSTRY

\$281

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.)

- May 20 Wed/Mon 9 wks BBY CRN18679
- Wed/Mon/Sat BBY 17813
- 1800-2200
- May 23 Sat 13 wks BBY 14169

### OPMT 198

#### PRODUCTIVITY ENGINEERING 1

\$187

A fundamental course 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.

- May 20 Wed/Mon 6 wks BBY CRN19303

### OPMT 298

#### PRODUCTIVITY ENGINEERING 2

\$187

For students with OPMT 198. Allows them to complete a more detailed, complex study to final report and presentation in the areas of office systems, manufacturing, warehousing and storage. Expands upon productivity improvement through systematic, scientific problem-solving. Prerequisite: OPMT 198.

- May 19 Tue/Thr 6 wks BBY CRN15742

### COMBINED BUSINESS AND ENGINEERING TECHNOLOGY CERTIFICATE PROGRAMS

#### Industrial Management Technical Marketing

Students have the opportunity to acquire the techniques needed to solve complex business problems that have applications to both the business and engineering fields.

The British Columbia Institute of Technology will award combined Business and Engineering Technology Certificates to students who successfully complete 15 courses drawn from schools. The object of these certificates is to provide a course of studies with a general business base and the flexibility to include engineering courses to suit the interest of the individual.

These programs must be individually approved and are developed to meet the dual needs of individual career aspirations and academic requirements. Specific approval is required for such programs and a program advisor should be consulted in every case.

**REGISTER NOW!**  
**687-4666**

**REGISTER BY**  
**FAX: 687-2488**



**BUSINESS**



## CANADIAN ASSOCIATION FOR PRODUCTION & INVENTORY CONTROL

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. Topics will be presented in the following courses:

- CPIC 110 Principles of Inventory Control
- CPIC 210 Inventory Management
- CPIC 310 Materials Requirement Planning
- CPIC 410 Capacity Management
- CPIC 510 Production Activity Control
- CPIC 600 Just-in-Time Production



## PRODUCTION MANAGEMENT SEMINARS

BCIT and Canadian Association for Production and Inventory Control (C.A.P.I.C.) are pleased to present the following 2 Day Seminars in Production Management:

### CPIC 901 INVENTORY MANAGEMENT \$345

There is a significant pressure on small and medium sized distributors and manufacturers to manage the "INVENTORY" resource effectively. Many companies now have computers to help them in this task yet still do not achieve the results expected to lower inventory investment and better service.

This two-day seminar will focus on the practical aspects of managing the resource. It will include both manual and computer applications. Topics included: managing for results, financial impact of inventory, formal systems, inventory classification systems, when to order, how much to order, safety stock, aggregate planning storage systems, materials requirement planning and measuring performance.

Jun 15 & 16 Mon/Tue 2 days BBY CRN18935  
0830-1600

### CPIC 902 MANUFACTURING RESOURCE PLANNING \$345

MRP is one of the current operating tools available to manufacturing management. It can contribute to lower inventories, improve customer service and lower operating costs. If your company is considering an MRP system, or is in the process of installing one, this seminar is a must for you.

This two-day seminar will focus on the application, operation and benefits of this type of computer based system. Topics include: production planning, forecasting production, master scheduling, rough cut capacity, bills of material, logic of MRP, lot sizing, MRP output, scheduling, data collection, and justification/implementation.

Jun 18/19 Th-Fr 2 Days BBY CRN18941  
0830-1600 WEEKLONG

### CPIC 903 MANUFACTURING EXCELLENCE (JIT/TQC) \$345

Manufacturing Excellence which includes Just-in Time (JIT), Total Employee Involvement (TEI), and Total Quality Control (TQC) is a new way to run a company. North American companies that have successfully implemented Manufacturing Excellence philosophies and techniques have experienced some remarkable improvements: 80% reduction in manufacturing lead times, 70% reduction in WIP, 85% reduction in set-up times, 25% reduction in the use of direct labor, and 50% reduction in space requirements.

This two-day seminar will show you how to dramatically improve the performance of your company. Topics include: total quality management, elimination of waste, lead time reduction, set-up reduction, employee involvement and continuous improvement.

Jun 22 & 23 Mon/Tue 2 day BBY CRN18922  
0830-1600

### CPIC 904 TOTAL QUALITY CONTROL \$185

This one-day seminar expands on Manufacturing Excellence (CPIC 903). Emphasis will be on Total Quality Control Principles and the problem-solving process which includes total employee involvement, flow charting, cause/effect diagrams, defect check lists, Pareto charts and the 4 whys. It is a companion seminar to Manufacturing Excellence because the M.E. process (Just-in Time Manufacturing) uncovers the problems and TQC provides the tools to solve them.

Jun 24 Wed 1 day BBY CRN10840  
0830-1600



## OPERATIONS MANAGEMENT SENIOR CERTIFICATE PROGRAM FOR TRADESPERSONS

Are you ... bright? motivated? a skilled tradesperson with TQ or equivalent? a leader who needs management training?

Have you got what it takes? If you can answer yes to all of these questions then we have the training program for you.

### THE PROGRAM

BCIT Operations Management's new Senior Certificate Program for Trades offers all the expertise for which BCIT is famous. It has been designed specifically for the experienced, qualified tradesperson who wants to move into management/administration of a trades-based business.

It offers state-of-the-art training in production planning, inventory control, project planning, scheduling, maintenance planning, computers for business and engineering, and general business management.

### THE SCHEDULE

This is a nine-month full-time program beginning in September.

### CAREER OPPORTUNITIES

Graduates from this program will be qualified for exciting careers as:

- Project managers
- Maintenance superintendents
- Operations managers
- Buyers
- Materials administrators
- Production planners
- Inventory control administrators
- Technical salespersons

### SPONSORSHIP

This program may qualify for sponsorship by the Workers Compensation Board Rehabilitation program and the Unemployment Insurance Retraining Program. For more information contact your local Canada Employment Centre or the WCB.

### EMPLOYERS

This is your opportunity to realize your employees' potential by taking advantage of this accelerated training program.

### CERTIFICATE, DIPLOMA

Graduates from this program will earn credit toward a National Diploma of Technology program at BCIT.

### INFORMATION

All qualified applicants will be interviewed. For more information and an appointment please contact the Operations Management Department at 432-8385 or Student Services at 434-3304. Out-of-town enquiries, please use our HOTLINE: 1-800-242-0676.

## OPEN HOUSE '92 SEE PAGE 30

## REGISTER NOW! 434-1610



# BUSINESS



# ENGINEERING TECHNOLOGY

## THE ENGINEERING TECHNOLOGY ENTRY PROGRAM (ETE) 434-3304

This is a 15-week day school program to provide academic upgrading to students wishing to enroll in an Engineering Technology Program at BCIT.

The Engineering Technology Entry Program, ETE, will provide courses in chemistry, communication, mathematics and physics, which will meet the School of Engineering Technology prerequisites for entry into an Engineering Technology program.

The program also includes an introductory course in computer applications and learning skills.

### Who should take this program?

- Anyone who is missing 2 or more prerequisites for a BCIT Engineering Technology program.
- Anyone who wants a solid academic preparation, plus an introduction to computer applications, before entering an Engineering Technology program.
- Anyone who would like to be provisionally accepted into an Engineering Technology program while obtaining the required entry qualifications.

### What exactly does the ETE program include?

The complete ETE program consists of the following 6 courses:

- Introductory Applied Chemistry (6 hours/week)
- Introductory Communication (6 hours/week)
- Introductory Technical Mathematics (7 hours/week)
- Introductory Applied Physics (7 hours/week)
- Computer Literacy (2 hours/week)
- Technology Entry Seminar (1 hour/week)

Students may choose not to take either the physics or the chemistry course if that course is not a prerequisite for the technology program in which they plan to enroll.

### How do I get accepted into an Engineering Technology program?

Indicate your choice of Engineering Technology program at the same time you apply to the ETE program. In most cases, applicants will be provisionally accepted into their preferred Engineering Technology program. Upon successful completion of the ETE program, applicants will be fully accepted into their preferred Engineering Technology program.

In some cases applicants may be asked to make a second program choice, if there are no available seats in their first program choice.

### What do I need to enroll in this program?

To be eligible for the ETE program, you require:

- English 11 and
- either Algebra 11 or Mathematics 11.

### When does the ETE program start?

The ETE program runs three sessions per year, with intakes in September, January and May.

### Where can I find more details about the ETE program?

For further information, call Student Services at (604) 434-3304. Toll free: 1-800-242-0676.

## ADVANCED DIPLOMAS 432-8459 FAX: 432-9572

Advanced Diploma Programs are designed for practising 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 which meet the needs of specific industries. Some programs provide the opportunity to earn a university degree offered in collaboration with the B.C. Open University.

Advanced Diploma Programs available in the School of Engineering Technology include:

Computer Systems  
- Software Development

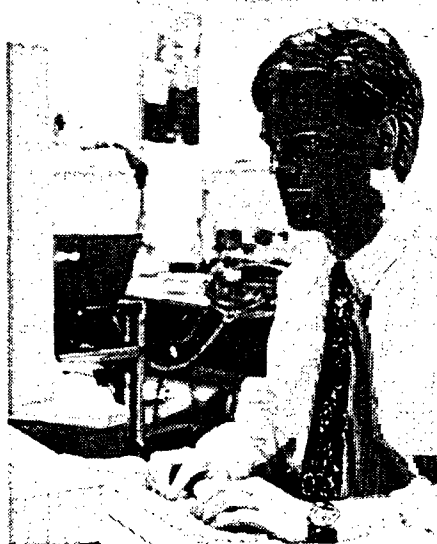
Mechanical Technology  
- Machine Vision  
- CAD Programming  
- Advanced Manufacturing

Geographic Information Systems

Engineering 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.



## OPEN HOUSE '92 SEE PAGE 30

## ADVANCED DIPLOMA IN SOFTWARE DEVELOPMENT

Computer Systems Technology offers an ADVANCED DIPLOMA PROGRAM IN SOFTWARE DEVELOPMENT. The intention is to extend the ADP into a degree-bridging program at the Bachelor's level. The ADP program is designed for a) graduates of 2-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 363**  
**OPERATING SYSTEM CONCEPTS \$234**  
Introduces basic principles of operating systems design and implementation. Topics include memory management, processor scheduling, disk organization, and file systems. Prerequisite: COMP 242, COMP 236.

May 6 Wed 12 wksBBY CRN10908

**COMP 370**  
**RELATIONAL DATABASE SYSTEMS \$390**  
Covers relational database technology, relational algebra and calculus, entity-relationship charts; data analysis and design. Prerequisite: COMP 260/270/361.

May 4 Mon/Wed 10 wksBBY CRN23278

**COMP 702**  
**APPLIED RESEARCH METHODS IN COMPUTER SYSTEMS \$237**  
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.

May 16 \*Sat 6 wks BBY CRN10962  
\*Every other Saturday

**COMP 705**  
**DATA COMMUNICATIONS PRINCIPLES \$390**  
Covers concepts, theory and practices employed in modern communication systems. Explores a wide variety of topics. Prerequisite: Algebra, Trigonometry, physics, COMP 471.

May 5 Tue 12 wksBBY CRN24347

**COMP 771**  
**ADVANCED DATABASE \$390**  
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 370 or equivalent.

May 5 Tue 12 wksBBY CRN11212

**COMP 800**  
**MANAGEMENT ISSUES IN SOFTWARE ENGINEERING \$237**  
Covers the management aspects in software development. Emphasis is on managerial (such as personnel planning, and budget control, quality assurance) issues and concerns. Complementary to COMP 700.

May 4 Mon 12 wksBBY CRN11203

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

## BUILDING

**BLDG 159**  
**ARCHITECTURAL ILLUSTRATIONS \$187**  
Introduces illustration, elements of rendering form and space, entourage techniques, perspective and photographic techniques.

Apr 16 Thr 12 wksBBY CRN25988

**BLDG 253**  
**B.C. BUILDING CODE: HOUSING \$187**  
Gives students a working knowledge of Part 9 of the 1987 Building Code for housing. 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.

May 11 Mon/Wed 6 Wks BBY CRN16322

**BLDG 351**  
**DRAFTING AND DESIGN 3: FUND OF ARCHITECTURAL DESIGN \$371**  
Studies specific aspects of design principles, design problem resolution, client statement of needs, design vocabulary and delegation of directions. Prerequisite: BLDG 251.

May 5 Tue/Thr 12 Wks BBY CRN 13199

**BLDG 353**  
**B.C. BUILDING CODE: GENERAL \$187**  
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 as of July 1, 1987, 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.

Apr 15 Wed 12 wksBBY CRN 16319

**BLDG 358**  
**COMPUTER APPLICATIONS IN BUILDING TECHNOLOGY 2 \$234**  
A continuation of BLDG 258 focusing on the further applications of spreadsheets in construction estimating, cost control and accounting. Course especially useful to small contractors, estimators and individuals concerned with construction costs and scheduling. Prerequisite: an understanding of building construction estimating and costing and some working knowledge of spreadsheets.

May 5 Tue/Wed 6 Wks BBY CRN25941

**BLDG 454**  
**PROJECT MANAGEMENT: CONSTRUCTION MANAGEMENT \$187**  
Operation of a construction company's main office. Topics include cost control of construction operations, communication and coordination of site work, project completion procedures and controls. Prerequisite: Some knowledge of building construction.

May 5 Tue/Thr 6 Wks BBY CRN 20812

**BLDG 456**  
**CONSTRUCTION ESTIMATING 3 \$187**  
Preparation of estimate summaries and bids or proposals to owners or clients. Construction cost accounting. Prerequisite: BLDG 356.

May 5 Tue/Thr 6 Wks BBY CRN 13561

## CHEMICAL SCIENCES

**CHSC 169**  
**NDT - RADIOGRAPHY LEVEL 1** \$596  
Meets the requirements for classroom training as stipulated in CGSB Standard 48-GP-4M, condition (b).

Jun 22 Mon-Fri 1 wk BBY CRN25872

**CHSC 170**  
**NDT ULTRASONICS LEVEL 1** \$596  
Meets the requirements of CGSB Standard 48-GP-7M, condition (b) for classroom training. (Maximum capacity 10.)

Jun 8 Mon-Fri 1 wk BBY CRN19424

**CHSC 171**  
**NDT EDDY CURRENT** \$596  
Meets classroom training requirements as stipulated in CGSB Standard 48-GP-13M for Levels 1 and 2.

Jun 1 Mon-Fri 1 wk BBY CRN 24952

**CHSC 172**  
**NDT MAGNETIC PARTICLE & LIQUID PENETRANT** \$596  
Meets CGSB Standard 48-GP-8M and 9M condition (b) Levels 1 & 2.

Jun 15 Mon-Fri 1 wk BBY CRN 16335



## CIVIL & STRUCTURAL

**CIVL 104**  
**CONSTRUCTION MATERIALS TESTING FUNDAMENTALS** \$173  
A laboratory oriented course to familiarize students with lab and testing procedures for testing construction materials. Prerequisite to CIVL 109, 110, 169.

Apr 15 Wed 10 Wks BBY CRN15965

**CIVL 159**  
**HYDROLOGY 1** \$124  
An introduction to the terminology, concepts and fundamentals of hydrology as related to the Engineering technologies.

Apr 16 Thr 8 Wks BBY CRN17285

**CIVL 175**  
**INTRODUCTION TO HIGHWAYS** \$161  
An introduction to the basic elements of highway and street design based on topographic mapping and geometric design standards. Prerequisite: MECH 140 or basic drafting ability or departmental approval.

Apr 14 Tue 10 wksBBY CRN15951

**CIVL 274**  
**ESTIMATES & CONTRACTS HEAVY CONSTRUCTION 2** \$187  
Allows students to gain further experience in the preparation of estimates, and to consider problems which arise in the administration of contracts for heavy construction jobs. Prerequisite: CIVL 173 or departmental approval.

Apr 14 Tue 12 wksBBY CRN20803

**CIVL 315**  
**SUBDIVISION PLANNING** \$187  
Provides students with the planning concepts and restraints for subdivision development using the Municipal Act and local bylaws. Subdivision procedures and rezoning application are also included. Prerequisite: CIVL 175, 208.

Apr 14 Tue 12 Wks BBY CRN25953

**CIVL 350**  
**STRESS ANALYSIS 2** \$161  
A more advanced examination of stress and strain in timber, steel and concrete from a civil engineering analysis and design viewpoint. Prerequisite: CIVL 250.

Apr 16 Thr 10 Wks BBY CRN17260

**CIVL 483**  
**AUTOCAD 2 FOR CIVIL ENGINEERING** \$311  
Advanced civil engineering adaptations to AutoCAD employing LISP and drawing exchange files. Prerequisite: CIVL 393 or departmental approval.

Apr 30 Thr 10 Wks BBY CRN15978  
1830-2200

### DISTANCE EDUCATION

Over 90 distance education credit courses in 20 subject areas of Civil Engineering are now available to enable you to:

- Improve your career potential
- Refresh your knowledge

For more information on courses/programs, please see Transportation Systems (Highways) Technology in the Distance Education section of this paper.

## COMPUTER AIDED ENGINEERING

Computer Aided Engineering is an Auto CAD Authorized Training Centre.



**AICO 213**  
**AUTOCAD** \$327  
An introduction to the AutoCAD workstation including basic 2D drawing creation, editing, view manipulation, text, dimensioning and plotting. Prerequisite: basic engineering graphics.

Apr 6 Mon-Fri 1 Wk BBY CRN16370

Apr 6 Mon-Fri 1 Wk DEC 16534

Apr 27 Mon-Fri 1 Wk DEC 18384

May 4 Mon-Fri 1 Wk BBY 18746

May 11 Mon-Fri 1 Wk DEC 18758

WEEKLONG

May 19 Tue/Thr 6 Wks DEC 16551

May 19 Tue/Thr 6 Wks BBY 16578

\*May 20 Mon/Wed 6 Wks BBY 13966

\*May 20 Mon/Wed 6 Wks BBY 16543

May 23 Sat 6 Wks DEC 11281

May 23 Sat 6 Wks BBY 11294

May 25 Mon-Fri 1 Wk DEC 17831

May 25 Mon-Fri 1 Wk BBY 21766

Jun 1 Mon-Fri 1 Wk BBY 22543

Jun 8 Mon-Fri 1 Wk DEC 16580

Jun 15 Mon-Fri 1 Wk DEC 22648

Jul 13 Mon-Fri 1 Wk DEC 28901

Jul 20 Mon-Fri 1 Wk DEC 28813

Aug 10 Mon-Fri 1 Wk DEC 28916

Aug 17 Mon-Fri 1 Wk DEC 28927

WEEKLONG

NOTE: \* denotes Monday/Wednesday courses where the first day of the course begins on a Wednesday.

If courses are full please have your name added to the interest list.

**AICO 214**  
**AUTOCAD 2** \$327  
A continuation of AICO 213 with the focus on increasing production by customizing the AutoCAD environment. Class assignments may be tailored to discipline areas depending on student background. Prerequisite: AICO 213 or equivalent.

May 4 Mon-Fri 1 Wk DEC CRN18872

May 11 Mon-Fri 1 Wk BBY 21700

WEEKLONG

May 19 Tue/Thr 6 Wks BBY 15796

\*May 20 Mon/Wed 6 Wks BBY 15254

May 23 Sat 6 Wks BBY 11275

0830-1530

Jun 1 Mon-Fri 1 Wk DEC 18737

Jun 8 Mon-Fri 1 Wk BBY 22858

Jun 22 Mon-Fri 1 Wk DEC 24886

Jul 27 Mon-Fri 1 Wk DEC 28824

Aug 24 Mon-Fri 1 Wk DEC 28940

0900-1700

WEEKLONG

NOTE: \* denotes Monday/Wednesday courses where the first day of the course begins on a Wednesday.

If courses are full please have your name added to the interest list.

**AICO 218**

**ARCHITECTURAL CAD (ASG)** \$327

Emphasizes the production of 2D/3D drawings for the architectural environment, using ASG, an AutoCAD third-party software package. The student will progress from basic drawings to the generation of more advanced projects using the customized ASG template. Prerequisite: AICO 213.

Jul 27 Mon-Fri 1 wk BBY CRN 28753

0830-1630 WEEKLONG

**AICO 225**

**AUTOCAD 3** \$218

An introduction to the 3D capabilities of AutoCAD. Covers the fundamentals of 3D construction, surface generation and shading using AutoSHADE. Prerequisite: AICO 214.

Apr 25 Sat 3 Wks BBY CRN 24604

0830-1530

May 19 Tue 6 Wks BBY 20830

May 20 Wed 6 Wks BBY 20829

Jun 13 Sat 3 Wks BBY 24610

0830-1530

**AICO 312**

**INTRODUCTION TO AUTOLISP** \$327

An introductory course in AutoLISP programming for those with no programming experience. Includes AutoLISP programming concepts, development of applications in parameterized drawings, user defined commands and interfacing with the drawing file database. Prerequisite: AICO 214 or equivalent.

May 19 Tue/Thr 6 Wks BBY CRN 22772

Jul 20 Mon-Fri 1 Wk BBY 28764

0830-1630 WEEKLONG

**REGISTER NOW! 434-1610**

**REGISTER BY FAX: 430-1331**





**AICO 752**

**DIGITAL IMAGE PROCESSING 1 \$327**  
The second phase of the process of utilizing machine vision is to employ computational techniques to process, modify and analyze the image data. This course deals with the techniques used in the analysis of stored images. Prerequisite: AICO 751.

May 19 Tue/Thr 5 Wks BBY CRN 25210

**AICO 819**

**ADVANCED CAM APPLICATIONS \$327**  
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 220 or 508 or equivalent.

\*May 20 M/W 6 Wks BBY CRN 11338

NOTE: \* denotes Monday/Wednesday courses where the first day of the course begins on a Wednesday.

**AICO 823**

**DATA STRUCTURES IN "C" \$327**  
A continuation of AICO 722. Emphasis on data structure, type definitions and fields using CAD and GIS problems. Prerequisite: AICO 522 or 722 or equivalent experience.

May 23 Sat 6 Wks BBY CRN 24735  
0830-1530

# UNIX

**AICO 730**

**INTRODUCTION TO UNIX \$218**  
Topics include elementary UNIX commands, files and directory structures, the VI editor, piping and shell script programming with Bourne or C shells. Taught on work stations using a hybrid system V/BSD UNIX. Prerequisite: Computer experience required. Operating system experience a definite asset.

Apr 6 M/W 2.5 days BBY CRN 24649

(M/T: 830-1630 and W: 830-1200)

Apr 8 Wed-Fri 2.5 days BBY 25012

(W: 1300-1630 and Th/F: 830-1630)

May 21 Thr 6 Wks BBY 24687

May 25 Mo-We 2.5 days BBY 24655

(M/T: 830-1630 and W: 830-1200)

May 27 Wed-Fri 2.5 days BBY 24661

(W: 1300-1630 and Th/F: 830-1630)

**AICO 732**

**INTRODUCTION TO UNIX SHELL SCRIPT PROGRAMMING \$218**  
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 730 or equivalent industry experience (minimum one year).

Apr 22 Wed-Fri 2.5 days BBY CRN 25906

(W: 1300-1630 and Th/F: 830-1630)

May 19 Tue 6 Wks BBY 25891

May 20 Wed-Fri 2.5 days BBY 25919

(W: 1300-1630 and Th/F: 830-1630)

**AICO 735**

**UNIX SYSTEM MANAGEMENT \$425**  
Reviews UNIX operating system commands and provides an introduction to system management. Topics covered include account management, system backup, startup and shutdown procedures, system accounting and system security. Taught on workstations using a hybrid system V/BSD UNIX. Prerequisite: AICO 530 or 730 or equivalent industry experience.

Jun 15 Mon-Fri 1 Wk BBY CRN 24719  
0830-1630

Jun 22 Mon-Fri 1 Wk BBY 24722  
0830-1630 WEEKLONG

## COMPUTER SYSTEMS

**NOTES:**

1. Most courses will require texts or supplies which should be purchased during the first session of the course. Course fees do not normally include texts or supplies.

2. It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

3. 12 week courses scheduled to extend to the end of July may have times altered with agreement of both instructors and students to allow an earlier last class. Total hours of the course will not change.

**COMP 901**

**COMPUTING FOR THE TIMID \$82**  
A four-week course for those who have never used a computer, and are afraid to.

May 4 Mon 4 wks BBY CRN14393  
May 9 Sat 2 wks BBY 19606  
May 10 Sun 2 wks DEC 22438  
Jun 8 Mon 4 wks BBY 14866  
Jul 6 Mon 4 wks BBY 28862

**COMP 104**

**COMPUTERS IN BUSINESS \$187**  
For those not specializing in computers to familiarize them with terminology and concepts used in the computer industry. Prerequisite: COMP 107/114/115/116 or CGA Tutorial or equivalent.

May 4 Mon 12 wks BBY CRN13783

**COMP 107**

**UNDERSTANDING PC/MS DOS \$117**  
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 901 or equivalent.

May 4 Mon 6 wks BBY CRN19445

DEC 21238

May 5 Tue 6 wks BBY 19757

May 6 Wed 6 wks BBY 23122

May 7 Thr 6 wks BBY 20073

May 23 Sat 3 wks BBY 19490

May 24 Sun 3 wks DEC 22416

Jun 16 Tue 6 wks BBY 19782

Jun 17 Wed 6 wks BBY 23135

Jun 18 Thr 6 wks BBY 20102

Jun 22 Mon 6 wks BBY 19477

DEC 21798

**COMP 114**

**WORD PROCESSING CONCEPTS \$82**  
Introduces the beginning student to the basic concepts of word processing using a microcomputer. Prerequisite: COMP 107.

May 4 Mon 4 wks BBY CRN19486

May 5 Tue 4 wks BBY 19834

Jun 13 Sat 2 wks BBY 20418

Jun 14 Sun 2 wks DEC 22401

**COMP 115**

**SPREADSHEET CONCEPTS \$82**  
Introduces the beginning student to the basic concepts of spreadsheets by using a microcomputer. Prerequisite: COMP 107.

Jun 8 Mon 4 wks BBY CRN20420

Jun 8 Tue 4 wks BBY 19688

Jun 27 Sat 2 wks BBY 19546

Jun 28 Sun 2 wks DEC 22397

## OPEN HOUSE '92 SEE PAGE 30

**COMP 116**

**MICROCOMPUTER DATABASE CONCEPTS \$82**  
Introduces the beginning student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 107.

Apr 2 Thr 4 wks BBY CRN25600

Apr 5 Sun 2 wks DEC 25625

Apr 18 Sat 2 wks BBY 25611

Jun 30 Tue 4 wks BBY 19664

Jul 6 Mon 4 wks BBY 28845

Jul 11 Sat 2 wks BBY 28831

Jul 12 Sun 2 wks DEC 28859

**COMP 126**

**PROGRAMMING CONCEPTS AND METHODOLOGY \$234**  
Covers the principles and concepts of computer programming for those intending to become involved in the computer industry. Prerequisite: COMP 107,114,115,116.

May 4 Mon 12 wks BBY CRN19635

May 5 Tue 12 wks BBY 24292

May 6 Wed 12 wks BBY 19641

May 7 Thr 12 wks BBY 22603

**COMP 130**

**ASSEMBLER PROGRAMMING LANGUAGE LEVEL 1 \$234**  
The 1st-level course of programming in Assembler on the IBM Mainframe computer. Prerequisite: COMP 126.

May 5 Tue 12 wks BBY CRN14284

**COMP 135**

**RPG PROGRAMMING LANGUAGE LEVEL 1 \$234**  
Students will obtain a working knowledge of RPG using the AS/400 and will be able to apply it to the coding of a program of medium complexity. Prerequisite: COMP 126.

May 5 Tue 12 wks BBY CRN24305

**COMP 137**

**C PROGRAMMING LANGUAGE LEVEL 1 \$234**  
A 1st-level course of programming in C language including data types, control constructs and syntax. Prerequisite: COMP 130/236.

May 4 Mon 12 wks BBY CRN15739

May 7 Thr 12 wks BBY 15309

**COMP 160**

**COMPUTER SYSTEMS INTRODUCTION LEVEL 1 \$187**  
Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 126.

May 23 Sat 6 wks BBY CRN14215

**COMP 162**

**MICROCOMPUTERS USING DBASE LEVEL 1 \$234**  
Covers the elementary programming features of dBASE IV / FOXPRO 2.0, including development of a menu-driven system. Prerequisite: COMP 126.

May 7 Thr 12 wks BBY CRN24318

**COMP 164**

**MICROSOFT WORD \$117**  
A six-week course using IBM PC's covering the basics of this word processing package which can be used on IBM PC's and Apple Macintoshes.

May 5 Tue 6 wks BBY CRN14409

**COMP 167**

**WORDPERFECT \$234**  
Covers the basic level of this current word processing package and many special features. Prerequisite: COMP 107.

May 7 Thr 12 wks BBY CRN21782

**COMP 169**

**LOTUS 1-2-3 LEVEL 1 \$234**  
All basic principles of this spreadsheet package are explained and practiced.

May 6 Wed 12 wks BBY CRN16104  
DEC 21779

**COMP 187**

**COMPUTERIZED ACCOUNTING \$234**  
Teaches the "Bedford Integrated Accounting" package to those with some knowledge of computing and accounting. Prerequisite: COMP 107, FMGT 101.

May 7 Thr 12 wks BBY CRN18657

**COMP 190**

**MEET THE MAC \$234**  
Uses hands-on experience to learn to use the Macintosh computer, an excellent introduction in the use of WINDOWS. Introduces the Mac's Network software (APPLETALK), MSWORD, MSEXCEL, Hypercard and the new SYSTEM7.

May 6 Wed 12 wks BBY CRN22469

**COMP 233**

**COBOL PROGRAMMING LANGUAGE LEVEL 1 \$187**  
A 1st-level course, which includes all language components required to write simple business report programs. Prerequisite: COMP 126.

May 5 Tue 12 wks BBY CRN13658

**COMP 236**

**PASCAL PROGRAMMING LANGUAGE \$234**  
Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in PASCAL. Prerequisite: COMP 126.

May 4 Mon 12 wks BBY CRN14273

**COMP 237**

**C PROGRAMMING LANGUAGE LEVEL 2 \$234**  
Covers development and use of program libraries and software tools in the C environment - a continuation of COMP 137. Prerequisite: COMP 137.

May 6 Wed 12 wks BBY CRN15291

**COMP 241**

**DATA COMMUNICATIONS CONCEPTS LEVEL 1 \$187**  
Students become conversant with data communication applications and related concepts. Prerequisite: Programming or systems design experience.

May 4 Mon 12 wks BBY CRN18709

**COMP 245**

**BASIC MICROCOMPUTER PROGRAMMING LANGUAGE: IBM PC LEVEL 2 \$234**  
Continues from COMP 145, using Microsoft QUICKBASIC. Prerequisite: COMP 145.

May 6 Wed 12 wks BBY CRN21196

**COMP 260**

**COMPUTER SYSTEMS INTRODUCTION LEVEL 2 \$187**  
Continuation of COMP 160 and develops analytical skills and basic computer systems design techniques. Prerequisite: COMP 160.

4 July Sat 6 wks BBY CRN26192



# ENGINEERING TECHNOLOGY

**COMP 265**  
**LOCAL AREA NETWORK THEORY** \$234  
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 107/241.

May 7 Thr 12 wks BBY CRN25276

**COMP 286**  
**NOVELL NETWORK** \$117  
Provides a complete overview of the Netware 286 operating system. Selection of equipment, Netware installation, and system administration responsibilities are discussed. Prerequisite: COMP 107, OPMT 188.

May 6 Wed 6 wks BBY CRN22452  
Jun 17 Wed 6 wks BBY 22921

**COMP 288**  
**ACTOR, OOPS & MS WINDOWS** \$234  
Uses Actor to explore powerful object-oriented programming techniques in Microsoft Windows, the industry standard for DOS-based graphical interface software and multitasking. Prerequisite: IBM Micro experience and a Level 1 programming language.

May 5 Tue 12 wks BBY CRN24336

**COMP 293**  
**INTRODUCTION TO MULTIMEDIA** \$285  
Covers developing user friendly interactive multimedia lessons on a computer by using videodisc technology and implementing instructional and screen designs, as well as covering the fundamentals of teaching using multimedia. Prerequisite: Familiarity with DOS or IBM Computers.

May 4 Mon/Wed 8 wks BBY CRN10924

**COMP 333**  
**COBOL PROGRAMMING LANGUAGE**  
**LEVEL 2** \$187  
Continuation of COMP 233. Includes tape and disk file organization, utility programs and libraries, and table look-ups. Prerequisite: COMP 233.

May 4 Mon 12 wks BBY CRN13331

**COMP 334**  
**PL/1 PROGRAMMING LANGUAGE**  
**LEVEL 2** \$187  
The second level course. A continuation of COMP 234. Includes disk and tape processing. Prerequisite: COMP 234.

May 6 Wed 12 wks BBY CRN14844

**COMP 341**  
**DATA COMMUNICATIONS**  
**CONCEPTS LEVEL 2** \$187  
Continuation of COMP 241. Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 241.

May 5 Tue 12 wks BBY CRN14857

**COMP 349**  
**POWERHOUSE PROGRAMMING**  
**LANGUAGE LEVEL 2** \$234  
A continuation of COMP 249, a more advanced study of this 4th generation language. Prerequisite: COMP 249.

May 5 Tue 12 wks BBY CRN15314

**COMP 363**  
**OPERATING SYSTEM CONCEPTS** \$234  
Introduces basic principles of operating systems design and implementation. Topics include memory management, processor scheduling, disk organization, and file systems. Prerequisite: COMP 242, COMP 236.

May 6 Wed 12 wks BBY CRN10908

**COMP 370**  
**RELATIONAL DATABASE SYSTEMS** \$390  
Covers relational database technology, relational algebra and calculus, entity-relationship charts; data analysis and design. Prerequisite: COMP 260/270/361.

May 4 Mon/Wed 10 wks BBY CRN23278

**COMP 385**  
**APPLIED ARTIFICIAL INTELLIGENCE:**  
**EXPERT SYSTEMS** \$234  
The formalization and storage of knowledge, automated reasoning strategies, problem selection, software tools and industry trends. Prerequisite: COMP 126 and a Level 1 programming language.

May 6 Wed 12 wks BBY CRN13219

## ADVANCED DIPLOMA SOFTWARE DEVELOPMENT SEE PAGE 16



## ASSOCIATE CERTIFICATE IN OFFICE COMPUTER SKILLS

### NOTES:

1. Most courses will require texts or supplies which should be purchased during the first session of the course. Course fees do not normally include texts or supplies.

2. It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

**COMP 109**  
**EXPLORING DOS** \$264  
Examines the PC/MS Disk Operating System (DOS) in depth for those who feel they know just a little about a PC. Prerequisite: COMP 901 or equivalent.

Apr 13 Mon 6 wks HOL CRN22370  
RIC 22082  
Jun 8 Mon 6 wks HOL 23141  
RIC 22483

**COMP 117**  
**WORDPERFECT 5 LEVEL 1** \$176  
Covers the concepts of word processing using WordPerfect 5.1, creating, modifying and printing a document. Prerequisite: COMP 109.

Apr 14 Tue 4 wks HOL CRN22364  
Apr 15 Wed 4 wks RIC 22193  
May 14 Thr 4 wks RIC 22044

**COMP 118**  
**WORDPERFECT 5 LEVEL 2** \$176  
Continuation from COMP 117, covering spell checking, parallel columns and macros. Prerequisite: COMP 117.

May 12 Tue 4 wks HOL CRN22335  
May 13 Wed 4 wks RIC 22025  
Jun 11 Thr 4 wks RIC 23119

**COMP 119**  
**WORDPERFECT 5 LEVEL 3** \$176  
Continuation from COMP 118, covering line drawing, graphic work calculations, outlining, sort/merge and writing macros. Prerequisite: COMP 118.

Jun 9 Tue 4 wks HOL CRN22208  
Jun 10 Wed 4 wks RIC 22057

**COMP 138**  
**VENTURA LEVEL 1** \$264  
This Xerox Approved Training Center Program desktop publishing course covers producing "typeset-quality" documents without using a print shop. Includes creating textual materials, pictures with texts, and style sheets. Prerequisite: Wordprocessing Experience.

Apr 15 Wed 6 wks RIC CRN23518

**COMP 139**  
**VENTURA LEVEL 2** \$264  
The Approved Training Center program continues from COMP 138 and focuses on skills and techniques to enhance quality. Topics will include newsletters, brochures, database directories and books. Prerequisite: COMP 138.

May 27 Wed 6 wks RIC CRN23505

**COMP 147**  
**LOTUS 1-2-3 - LEVEL 1** \$176  
Covers the concepts of a spreadsheet using LOTUS 1-2-3 version 2.2, basic functions, appearance and entering data. Prerequisite: COMP 109.

Apr 15 Wed 4 wks HOL CRN22353  
Apr 16 Thr 4 wks RIC 22187

**COMP 148**  
**LOTUS 1-2-3 LEVEL 2** \$176  
Continuation from COMP 147, covering graphs and managing databases. Prerequisite: COMP 147.

May 13 Wed 4 wks HOL CRN22322  
May 14 Thr 4 wks RIC 22098

**COMP 149**  
**LOTUS 1-2-3 LEVEL 3** \$176  
Continuation from COMP 148, covering macros, file linking, automating tasks, and menus. Prerequisite: COMP 148.

Jun 10 Wed 4 wks HOL CRN22245  
Jun 11 Thr 4 wks RIC 22033

**COMP 157**  
**DBASE IV LEVEL 1** \$176  
Covers the concepts of a microcomputer database using dBASE IV, including creating, data entry, manipulation of data and inquiry. Prerequisite: COMP 109.

Apr 14 Tue 4 wks RIC CRN22213  
Apr 16 Thr 4 wks HOL 22341

**COMP 158**  
**DBASE IV LEVEL 2** \$176  
Continuation from COMP 157, covering sorting, indexing, linking, reporting and dot prompt commands. Prerequisite: COMP 157.

May 12 Tue 4 wks RIC CRN22161  
May 14 Thr 4 wks HOL 22319

**COMP 159**  
**DBASE IV LEVEL 3** \$176  
Continuation from COMP 158, covering applications generator and dBase SQL. Prerequisite: COMP 158.

Jun 9 Tue 4 wks RIC CRN22066  
Jun 11 Thr 4 wks HOL 22231

**COMP 175**  
**ACCPAC GENERAL LEDGER** \$264  
Covers the general ledger system, including converting existing systems to Accpac, batch transaction, and printing reports. Prerequisite: COMP 109 and basic understanding of accounting principles.

Apr 13 Mon 6 wks RIC CRN22224

**COMP 183**  
**WORKING WITH WINDOWS** \$264  
Provides knowledge of the Windows environment for those who have basic PC knowledge and exposure. Covers all the Windows fundamentals including use of menus, icons, program manager, file manager, clipboard and the control panel basics. Prerequisite: COMP 109.

Apr 14 Tue 6 wks RIC CRN25373  
May 26 Tue 6 wks RIC 25384

**COMP 186**  
**ACCPAC ACCOUNTS**  
**RECEIVABLE AND PAYABLE** \$264  
Covers the entire cycles of Accounts Receivable and Payable, including the interface to the Accpac General Ledger. Prerequisite: COMP 175.

Jun 8 Mon 6 wks RIC CRN24320

**REGISTER  
NOW! 434-1610**

## ELECTRONICS TECHNOLOGY

**ELEX 204**  
**INTRODUCTION TO COMPUTER PROGRAMMING: PASCAL** \$422  
Equivalent to ELEX 201 PASCAL for Electronics. Learn the basics of PASCAL programming in a specific electronics context interfacing to the IBM PC. A specially designed interface printed circuit board introduces you to the basic interfacing functions of Digital and Analog input and output, as well as the ABCs of structured programming. The course covers all the programming topics of ELEX 201, including an introduction to DOS.

Jun 9 Tue/Thr 11 Wks BBYCRN 24890

## FISH HARVESTING AND PROCESSING

**FISH 910**  
**SEAFOOD RETAILING AND DISTRIBUTION** \$322  
Enables students to: identify fish species and fishery products; understand and evaluate seafood quality; minimize quality loss during transport, receiving, storage and display; promote seafood. Provides hands-on experience and the opportunity to learn from industry experts. For those now working at a seafood counter or specialty store or those seeking employment in this area.

Mar 31 Tue/Thr 6 wks BBY CRN66863

For further details on the above course please contact Denise Nordin at 432-8948.

## GEOGRAPHIC INFORMATION SYSTEMS

**GIST 700**  
**FUNDAMENTALS OF GIS** \$187  
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.

Apr 14 Tue 12 Wks BBY CRN25964

**GIST 709**  
**MAPPING USING MICROSTATION** \$356  
Topics covered: Microstation basics, data entry, data editing, data integrity, mapping fundamentals, TRIM data, data output.

Apr 16 Thr 12 Wks BBY CRN 25108

**GIST 726**  
**TERRASOFT GIS LEVEL 1** \$356  
Introduction to operational aspects of TERRASOFT GIS software in a microcomputer environment. Topics covered include data entry, editing and map design in TERRASOFT CAD environment, and fundamental GIS operations. Working problems drawn from resource management and urban applications.

Jun 8 Mon-Fri 1 Wk BBYCRN 24764  
0830-1630 WEEKLONG

**GIST 728**  
**ARC/INFO GIS LEVEL 1** \$356  
Introduction to operational aspects of GIS software using ARC/INFO GIS in a workstation environment. Topics include data entry and editing in ARCEDIT, map design in ARCPLLOT, and fundamental GIS operations. Working problems drawn from resource management and urban applications.

May 23 Sat 6 Wks BBYCRN 24770  
0830-1530

Jun 8 Mon-Fri 1 Wk BBY 24788  
0830-1630 WEEKLONG

**GIST 833**  
**OBJECT ORIENTED PROGRAMMING WITH C++** \$356  
Introduces concepts of object oriented programming (encapsulation, inheritance, polymorphism) using C++ in a microcomputer environment. Problems drawn from computer graphics and geographic information systems. Prerequisite: AICO 522 OR 722 or C programming skills.

Apr 13 Mon 12 Wks BBY CRN 24845

**GIST 903**  
**GIS FOR MANAGERS: INTRODUCTION** \$95  
A one day seminar covering the fundamentals of GIS from a managerial perspective. Topics include the power of GIS, GIS fundamentals, how managers can use GIS, GIS system acquisition and current GIS issues.

May 20 Wed 1 Day DECCRN 24859  
0830-1630

**GIST 905**  
**GIS WORKSTATION SOFTWARE** \$95  
A one day hands-on workshop covering the fundamentals of using GIS software on a UNIX workstation. Topics include an introduction to the operational aspects of GIS, data entry and editing, database queries.

May 22 Fri 1 Day BBYCRN 24877  
0830-1630

## LANDSCAPE

**LAND 103**  
**GRADING AND DRAINAGE PLAN PRODUCTION** \$187  
Introduces the production of detailed grading and drainage plans for land development including roadways, parking lots, building sites, sportsfields and parks.

Apr 28 Tue 12 wks BBY CRN24974

**LAND 105**  
**PLANT INTRODUCTION** \$187  
This course enables the student to identify the genus, species and variety or cultivar of approximately 150 trees, shrubs, ground covers and vines commonly used in landscape design. LAND 104 recommended but not required.

Apr 18 Sat 12 wks BBY CRN13555

**LAND 106**  
**PESTICIDES FOR RETAILERS & LANDSCAPE APPLICATORS** \$105  
For persons engaged in retailing, commercial landscape maintenance or nursery crop production.

Apr 28 Tue 6 wks BBY CRN15804

**LAND 204**  
**PARKS & RECREATION** \$279  
An introductory course in the development of parks and recreational facilities and their design/maintenance. Examines the historical differences and development of Federal/Provincial Regulations; Municipal parks with the emphasis on municipal parks and recreation areas, layout and maintenance of outdoor and indoor facilities. Course includes planning principles for passive and active indoor and outdoor recreational facilities. Sportsfields, swimming pools, ice arenas, golf, marine facilities, beaches, children's play areas. General features-fences, walls, shrubs and trees, lights, parking and general maintenance. Final 4 nights are a design workshop for a major community park.

Apr 27 Mon 18 wks BBYCRN 24969

**LAND 205**  
**MANAGEMENT FOR LANDSCAPE** \$187  
Introduces landscape technicians to management skills required in landscape development including the legal requirements affecting land use, contract documentation, ethics and professional liability. The student studies professional responsibilities in respect to the consultant's relationship to client/contractor/client relationship; production of contract documents; legal liability, contract supervision.

Apr 29 Wed 12 wks BBYCRN 24983

## LEADERSHIP TRAINING

**MTCE 102**  
**SUPERVISION/EFFECTIVE LEADERSHIP** \$268  
This course is designed specifically for supervisors/managers or those aspiring to become supervisors/managers. The focus of this two-day workshop will be on the functions and processes of leadership and the vital role played by first line supervisors and managers in their organizations. Participants can expect to enhance their ability to improve worker performance through the use of improved leadership and basic management skills.

Apr 27 Mon/Tue 2 days BBY CRN21910

**MTCE 202**  
**LEADERSHIP 2** \$268  
This workshop will further develop the skills and confidence of individuals in all aspects of leadership and teamwork. It is learning by doing - developing and enhancing the skills of leadership through the use of practice "exercises" with other participants dealing with authentic work situations generated by each individual.

May 4 Mon/Tue 2 days BBY CRN24995

**MTCE 205**  
**INSTRUCTIONAL SKILLS** \$597  
This five-day workshop focuses on the planning, instructional management, evaluation of learning, and development of skills, confidence and techniques when instructing groups or one-on-one training. The workshop consists of instructor input and demonstration, practical demonstrations and presentations by all participants, as well as instructor, individual and group assessment and evaluations or presentations. To allow for maximum participation, seating is limited to 10.

May 11 Mon-Fri 1 wk BBY CRN22132

**MTCE 206**  
**INSTRUCTIONAL SKILLS FOR COMPUTER TRAINERS** \$450  
This workshop is designed for trainers in formal classroom sessions and one-on-one in job situations. The focus is on using presentations made by all participants. To allow for maximum participation, seating is limited to 10.

May 25 Mon-Thu 4 days DEC CRN25003

For more information or to register by phone, please call Janice Pontes at (604) 432-8539 or FAX: (604) 432-9572.

VISA, MasterCard and company purchase order accepted.

## MECHANICAL TECHNOLOGY

**MECH 140**  
**DRAFTING FUNDAMENTALS** \$230  
An introductory course for persons with little or no experience in graphics.

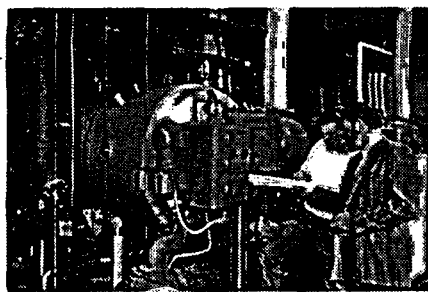
May 4 Mon-Wed 7 Wks BBY CRN 15677

**MECH 208**  
**DYNAMICS** \$284  
Kinematics: basic equation of motion, motion diagrams, trajectories. Kinetics: Newton's Laws, inertia, rectilinear and rotational kinetics, systems of bodies. Prerequisite: MECH 104.

Apr 28 Tue/Thr 10 Wks BBY CRN25922

**MSYS 320**  
**HEATING AND VENTILATING 2** \$230  
Covers the principles and practices of building zoning, fuels cost estimating, hydronic heating system components, controls, boilers, venting of appliances, gas piping, combustion and ventilation air. These will be applied to preparation of design calculations and working drawings. Prerequisite: MECH 140 or equivalent (may be taken concurrently).

Apr 28 Tue/Thr 7 Wks BBYCRN 22860





## PETROLEUM 432-8308

### 1992 BCIT NATURAL GAS AND PETROLEUM SUMMER INSTITUTE \$395

The 1992 BCIT Natural Gas and Petroleum Summer Institute is an annual 3-day technical conference, designed to enhance the overall knowledge of people involved with B.C.'s downstream Natural Gas and Petroleum Industries.

Speakers will discuss topics related to the changing roles, technologies and opportunities that confront our industry.

The conference will be divided into two sections.

The **Natural Gas Section** will highlight areas of change and challenge primarily related to gas transmission and gas distribution operations.

The **Oil Handling Section** will highlight areas of change and challenge relative to oil handling, oil transport and petroleum storage operations.

#### Who should attend this conference?

Anyone who is interested in the direction this industry is taking, the technology that is allowing it to move, and the challenges and opportunities that are waiting on the horizon. The program will also be of interest and value to those people who interface with B.C.'s Natural Gas and Petroleum Industry.

- Government Agencies
- Safety Coordinators
- Contractors and Agents
- Public Utilities

The Program  
Fundamental concepts will be stressed throughout the conference; a technical background will not be necessary to enjoy the conference.

Audiovisual presentations and group discussions are included in the program. In addition, selected equipment will be on display for examination and discussion throughout the conference.

A manual containing a complete set of speakers' papers and other material will be given to each participant at registration.

#### TOPICS

##### Natural Gas and Oil Handling

- Energy and the Economy
- Changing Markets
- N.E.B. and P.U.C. Overview
- Update on the Vancouver Island System

- Coal-Bed Methane in British Columbia?
- Disappearing Refineries
- Basic Engineering Economics
- An Overview of Computer Based Supervisory and Control Systems

#### Oil Handling

- The Product Pipeline
- Product Pipeline Quality Control
- Alternate Fuels
- Transportation Considerations of Petroleum Products ... by Truck ... by Railway
- Storage Considerations
- Emergency Response Measures

#### Natural Gas

- Gas Brokers ... Who are they?
- Co-Generation ... Up and Running in Williams Lake
- Underground Pipeline Construction in the 90's
- Earthquake Preparedness
- Underground Utility Design Considerations
- Directional Drilling and Underground Utilities
- Plastic Pipe Update
- Technology and Safety-W.C.B.

Continuing Educations Credits will be awarded for full attendance in either Gas or Oil Sections

#### The Conference Package Includes:

- Morning Continental Breakfast (Wednesday, Thursday and Friday)
- Morning and afternoon coffee
- Luncheon (Wednesday, Thursday and Friday)
- Pre-printed manual
- Classroom supplies
- BCIT Certificate of Attendance

For a detailed brochure or more information please contact:

Robin Kinney  
Technical Program Coordinator  
BCIT Petroleum Department  
3700 Willingdon Avenue  
Burnaby B.C. V5G 3H2  
Tel. (604) 432-8308 (24 hrs)  
Fax: (604) 431-9258

June 17-19, 1992  
Best Western KAMLOOPS  
TOWNE LODGE, Kamloops B.C.

## PULP & PAPER 435-1908

### CHSC 901 1992 PULP AND PAPER TECHNOLOGY SUMMER INSTITUTE \$925

The 1992 BCIT Pulp and Paper Technology Summer Institute presents an overview of the Pulp and Paper industry. The program will include about 25 speakers from the industry who will discuss the basics of Pulp and Paper Manufacturing together with current innovations in technology. The discussion will be directed primarily to the principles and methods of manufacture. The theme of this seminar is "Challenges in the 1990's; The Right Products at the Right Cost."

Emphasis will be given to subjects such as environmental legislation, zero effluent technology, fibre recycling, improved utilization and new technology. Field trips to Kraft, CTMP, Newsprint and Peroxide manufacturing plants will be included. **Early registration is recommended.**

Jun 7-12 Sun-Fri 1 wk CRN 15247  
WEEKLONG at Prince George, Coast Inn of the North

## RENEWABLE RESOURCES

#### FSTR 158

##### METRIC LOG SCALING

\$796

Prepares candidates for the B.C. Forest Service Licensed Scalers examination (Coastal). Students learn the skills involved in accurate measurement, volume estimations and grading of coastal logs for value through classroom sessions and practical scaling in various locations along the north arm of the Fraser River.

Jul 4 Sat/Sun 13 wksBBY CRN27925

#### FSTR 212

##### SOILS - AN INTRODUCTION

\$280

An introduction to soils, physical properties, chemistry and fertility. The course will deal with parent materials, rocks and minerals, soil development, classification and land use issues.

Apr 30 Thr 10 wksBBY CRN26761

#### FSTR 921

##### B.C. LOG SCALING FBM COURSE

\$404

This course is for licensed log scalers who require endorsement in imperial measurements using foot board measure. The course includes classroom sessions and practical scaling in various locations along the north arm of the Fraser River. Scale stick and life vest supplied; students must supply suitable caulk boots. Prerequisite: FSTR 157 or 158 or equivalent, or log scaling ticket.

May 23 Sat/Sun 5 wks BBY CRN14116

## NEW COURSES IN RENEWABLE RESOURCES!

### FIRE CONTROL MANAGEMENT

#### FSTR 130

##### FUNDAMENTALS OF FIRE CONTROL

\$150

Designed for inexperienced people involved in logging crews, fire department crews, park crews, initial attack crews, stand-by and correctional crews, fire wardens and other persons that may become involved in forest fire suppression.

Jun 1 Mon/Tue 2 days BBY CRN26749

#### FSTR 230

##### CREW BOSS

\$150

Designed for people who have experience in forest fire control and have shown, or require, leadership capabilities in organizing and supervising crews for fire control activities. This course includes fire line organization, safety, supervision and safety around aircraft.

Jun 8 Mon/Tue 2 days BBY CRN26755

## REGISTER BY FAX: 430-1331

## REGISTER NOW! 434-1610

## ROBOTICS & AUTOMATION

#### ROBT 900

##### INTRO TO INDUSTRIAL ROBOTICS

\$199

Investigates various types of industrial robots and the coordinate systems in which they operate. Hands-on instruction will be given on BCIT's robotic systems.

May 16 Sat 5 Wks BBY CRN 17687  
0900-1300

## SURVEYING & MAPPING

#### SURV 101

##### SURVEY INSTRUMENT

\$225

Designed for beginners who want to learn to use the level and levelling procedures. Various types of levels will be covered, reinforced with practical field projects. Emphasis will be placed on sound field practice, note-keeping, note reductions, detection of errors, field tests and adjustments for levels; production of topographic plans.

Apr 25 Sat 6 Wks BBYCRN 24927  
0900-1600

#### SURV 102

##### SURVEY INSTRUMENT OPERATIONS:

##### TRANSITS/DISTANCE

\$299

Classes are held every Saturday except for the first 3 weeks which will be alternate Saturdays. Introduction to the transit. Use of first and second order types of transits. Setting up and centering procedures. Horizontal and vertical angle measurements; notekeeping and reductions, field testing and checks on instrumental errors. Distance measurement method: chaining, stadia measurement, EDM (Electronic Distance Measurement). Chainage corrections. Errors arising from chaining and minimization of errors. EDM and reductions. Field projects.

May 9 Sat 8 Wks BBYCRN 24938  
0900-1600

#### SURV 105

##### CONSTRUCTION SURVEYING

\$230

This course will appeal to builders, carpenters and construction crews who will need to use the level and transit to carry out site surveys. The principle of differential levelling, determination of elevations/setting out elevations. Setting up of transit methods of angle measurements, setting out survey points, precise optical plumbing, control of verticality of highrise constructions. Prolonging lines etc., field tests of surveying instruments.

Apr 25 Sat 6 Wks BBYCRN 24940  
0900-1600

#### SURV 110

##### HP95LX PALMTOP APPLICATIONS

\$184

Built in functions: use internal software; applications including: filer, data communications, appointment book, memo manager, telephone directory, Lotus 123. As a calculator: Algebraic and reverse polish notation calculating logic, DOS 3.22. IBM to PALMTOP file exchange: use of file exchange software on IBM to transfer data and programs to and from the HP95LX PALMTOP.

Apr 28 Tue 8 Wks BBYCRN 25030

Continued Over

# ENGINEERING TECHNOLOGY



**SURVEYING & MAPPING CONT.**

**SURV 115**  
**INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS)** \$154  
 Basic concepts of GPS; point and differential positioning; positioning by various modes; explanations of Trimbal and Ashtech equipment; interpretation of computer software printouts; problems in GPS surveying. Prerequisite: SURV 208 or Departmental approval.

Apr 13 Mon 6 Wks BBY CRN 24901

**SURV 190**  
**SURVEY CAD: RAPID TRANSIT** \$201  
 Introductory course for rapid transit, covering coordinate geometry, creating and editing drawings, overlays, file saving and transferring, contouring and basic survey intersection, adjustment, area and traverse problems.

Apr 29 Wed 8 Wks BBYCRN 22502

**SURV 210**  
**INTERMEDIATE GLOBAL POSITIONING SYSTEMS (GPS)** \$154  
 Course includes: transformations between astronomic traditional geodetic and GPS (NAD 27 and NAD 83 and WGS 84) coordinate systems. Use of TRIMNET adjustment software and analysis of results. Compute carrier phase design matrices. Compute tropospheric and ionospheric corrections. Introduction to kinematic and semi-kinematic GPS.

May 25 Mon 6 Wks BBY CRN 24916



## TRANSPORTATION SYSTEMS (HIGHWAYS TECHNOLOGY)

432-8784

### TRANSYSTEMS DEPARTMENT PROVIDES FLEXIBLE TRAINING FOR....

- Those who wish to obtain a BCIT Certificate or Diploma of Technology but can not commit to a part-time or a full-time program.
- Those who need to gain or refresh knowledge in a specific area and need only related courses.
- ASTTBC members working towards reclassification.

The Transportation Systems (Highways) Technology program provides opportunities in Civil Highways Technology for distance education learners through home study credit courses. Three program levels are offered; the 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 75 credits, and the Diploma of Technology on completion of 150 credits. The Transportation Systems Certificate of Technology and Diploma have been accredited by the Canadian Technology Accreditation Board (CTAB) of the Canadian Council of Technicians and Technologists (CSTT).

Students are not required to be registered in a program to take advantage of the courses offered. It is advisable to complete similar subject area courses in sequence, however, registration in individual courses is open. Entry to the program(s) and individual course registration 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 in Production
- Traffic Technology
- Concrete Technology
- Asphalt Technology
- Soils Technology
- Estimating
- Contract Administration
- Engineering Economics
- Engineering Surveying
- Pavement Construction
- Highway Design
- Subdivision Planning/Design
- Geotechnical Design

For an information package, course outlines, fee and registration details, write to:

Transystems Department  
 BCIT  
 3700 Willingdon Avenue  
 Burnaby, BC V5G 3H2

# ACADEMIC STUDIES

## CHEMISTRY

**CHEM 001**  
**PRE-ENTRY CHEMISTRY 1** \$323  
 An upgrading or refresher course for those whose background in chemistry is weak. Meets Chemistry 11 entrance requirement for BCIT programs.

Apr 21 Tue/Th 12 wks BBY CRN 21107  
 1845-2145  
 Jul 13 Mon-Fri 5 wks BBY 26256  
 0900-1200

## COMMUNICATION

**COMM 001**  
**EFFECTIVE WRITING** \$103  
 Develop the basic skills needed for business and technical writing at BCIT. Course concentrates on paragraph development, organization and effective sentences in memo and letter writing.

Jul 8 Wed 6 wks BBY CRN 26713  
 0900-1300

**COMM 002**  
**INDEPENDENT LEARNING SKILLS** \$103  
 Learn how to read efficiently, cope with assignments, use computer-managed learning packages, study independently, take exams successfully, manage your time.

Jul 9 Th 6 wks BBY CRN 26212  
 0900-1300

**COMM 003**  
**COMPREHENSIVE READING, WRITING, AND LEARNING SKILLS** \$318  
 Emphasizes reading, writing and study skills needed for BCIT full-time programs. Covers topics in COMM 001 and 002, including speed reading and comprehension, library research and speaking skills. Applicants will write an English Proficiency Test to determine their eligibility for continuation, on the first night of class.

Apr 27 Mon-Wed 10 wks BBY CRN 21142  
 1800-2200  
 Apr 28 Tue/Th 10 wks BBY 21139  
 1800-2200  
 Jul 20 Mon-Fri 4 wks BBY 25629  
 1800-2200  
 Jul 13 Mon-Fri 4 wks BBY 26229  
 0830-1230  
 BBY 27867

### COMM 004 TECHNICAL ENGLISH FOR SECOND LANGUAGE STUDENTS \$318

If your first language is not English, and you have some writing experience, this course is for you. It includes 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'll also practice proof-reading 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 (a C+ standing in English 12) for selected technologies. Prerequisite: Applicants will write an English Proficiency Test to determine their eligibility for enrolment. If your language skills need upgrading, you will be required to complete COMM 005 before enrolling in COMM 004.

Apr 27 Mon/Wed 10 wks BBY CRN 12105  
 1800-2200 21121  
 Apr 28 Tue/Th 10 wks BBY 10518  
 1800-2200 21115  
 Jul 13 Mon-Fri 4 wks BBY 25950  
 0830-1230  
 BBY 26203  
 BBY 25612  
 Jul 20 Mon-Fri 4 wks BBY 25958  
 1800-2200

### COMM 005 TECHNICAL ENGLISH AS A SECOND LANGUAGE \$318

If your first language is not English, and your language skills need upgrading before you can enrol in COMM 004, this course is for you. It includes the speaking, listening, and writing skills needed to carry out writing and speaking tasks in COMM 004. This course includes intensive work on language learning strategies, speaking skills, error identification, sentence structure, guided writing, and paragraph writing. Classes will include lessons on specific grammatical structures; follow-up activities include speaking, writing, and listening tasks requiring the use of these structures. A grade of 65% in this course meets the prerequisite for COMM 004.

Apr 27 Mon/Wed 10 wks BBY CRN 24566  
 1800-2200  
 Apr 28 Tue/Th 10 wks BBY 24579  
 1800-2200  
 Jul 13 Mon-Fri 4 wks BBY 28735  
 0830-1230  
 Jul 20 Mon-Fri 4 wks BBY 28741  
 1800-2200

**COMM 160**  
**INTRO TO BUSINESS AND TECHNICAL COMMUNICATION** \$187  
Practical techniques for planning, organizing, selecting and presenting information for a business or industry environment. Routine memos, instructions, procedures, summaries and oral presentations.

May 11 Mon/Wed 6wks BBY CRN 14898  
1845-2145  
May 12 Tue/Th 6 wks DEC 21173  
1700-2000  
Jul 7 Tue/Th 6wks BBY 27875  
0900-1200

**COMM 171**  
**BUSINESS REPORTS** \$187  
Emphasizes the persuasive skills needed to sell ideas, methods and products. Comparison and recommendation reports, proposals, feasibility studies, executive summaries, formal report format, presentations and use of graphics.

May 11 Mon/Wed 6wks DEC CRN 14825  
1700-2000  
Jul 13 Mon/Wed 6wks BBY 28877  
1845-2145

**COMM 175**  
**BUSINESS AND TECHNICAL CORRESPONDENCE** \$187  
Improve your writing capabilities at work. Several types of memos and letters commonly used in the office including requests, complaints, sales and job applications, preparation and revision of resumes using different formats, are covered.

May 12 Tue/Th 6Wks BBY CRN 3979  
1845-2145  
Jul 14 Tue/Th 6wks BBY 28886  
1845-2145

**COMM 183**  
**TECHNICAL REPORTS** \$187  
Emphasizes written skills needed when solving engineering problems. Comparison and feasibility reports, technical proposals, journal reviews, executive summaries, graphics and formal report format.

May 11 Mon/Wed 6wks BBY CRN 21168  
1845-2145  
Jul 13 Mon/Wed 6wks BBY 28890  
1845-2145

**COMM 196**  
**WRITING MANUALS FOR THE COMPUTER INDUSTRY** \$137  
For anyone who writes user manuals. Planning, researching, organizing, formatting and writing a manual; testing and packaging the finished product; translating technical material for the non-technical reader.

Apr 27 Mon 6Wks BBY CRN 21150  
1845-2145

**COMM 201**  
**ADVANCED BUSINESS AND TECHNICAL COMMUNICATION 1** \$187  
This course emphasizes the research, organizing, writing and packaging techniques necessary to produce effective lengthy documents, also interview and briefing techniques and holding effective meetings. A pre-enrolment interview may be required, and some course requirements may be fulfilled by on-the-job projects, with the approval of the instructor. This course is equivalent to Term 3 of full-time Technical Communication.

Apr 14 Tue 12wks BBY CRN 24582  
1845-2145

**COMM 202**  
**ADVANCED BUSINESS AND TECHNICAL COMMUNICATION 2** \$187  
This course builds on the skills developed in COMM 201. It emphasizes the preparation of effective manuals and persuasive written and oral proposals. It also covers public relation techniques and dealing with hostile audiences. A pre-enrolment interview may be required, and some course requirements may be fulfilled by on-the-job projects with the approval of the instructor. This course is equivalent to term 4 of full-time Technical Communication. Prerequisite: COMM 201

Apr 14 Tue 12 Wks BBY CRN 24598  
1845-2145

**COMM 900**  
**ENGLISH FUNDAMENTALS** \$187  
Sentence structure, word choice, common grammatical problems, techniques for listing, paragraph structure and simple presentation strategies, for students whose first language is English.

Apr 14 Tue/Th 6Wks BBY CRN 15662  
1845-2145

## MATHEMATICS

**MATH 001**  
**TECHNICAL MATHEMATICS INTRODUCTION** \$323  
Meets the Math 12 entrance requirement for BCIT programs. Prerequisite: C or better in Math 11 or equivalent.

Apr 27 Mon/Wed 15Wks BBY CRN 13528  
1845-2145  
May 25 Mon-Fri 6wks BBY 16452  
1300-1600  
Jun 22 Mon-Fri 6wks BBY 16469  
0900-1200

**MATH 004**  
**REFRESHER MATHEMATICS** \$111  
For those who have met the Math prerequisite for their BCIT program, but who have not used basic math techniques for several years. **THIS COURSE IS NOT A SUBSTITUTE FOR MATH 001.** Covers common algebraic methods for solving equations, simplifying expressions, manipulating formulas, basic trigonometry, graphing properties of common geometric figures, techniques for solving problems. Prerequisite: Algebra 12, Math 12 or equivalent.

Aug 17 Mon-Fri 2 wks BBY CRN 27966

**MATH 101**  
**TECHNICAL MATH 1: TRIGONOMETRY** \$187  
Right angle trigonometry; radian measure; vector and triangle problems; trigonometric identities, equations, graphing and inverse functions; polar coordinates, compound and double angle formulas. Prerequisite: C+ or better in Math 12; or a minimum 65% in MATH 001.

Apr 8 Wed 12 Wks BBY CRN 13587  
1845-2145

**MATH 102**  
**TECHNICAL MATH 2: LOGARITHMS AND ANALYTIC GEOMETRY** \$187  
Plotting; interpretation and uses of logarithmic/semilogarithmic graphs; geometrical and practical properties of conic sections; polar/rectangular transformations. Prerequisite: C+ or better in Math 12; or a minimum 65% in MATH 001.

Apr 9 Thr 12 Wks BBY CRN 13576  
1845-2145

## PHYSICS

**PHYS 004**  
**REFRESHER PHYSICS** \$111  
For those who have met the Physics 11 prerequisite for their BCIT program, but who have not applied the concepts for more than one year and need to brush up their skills. **THIS COURSE IS NOT A SUBSTITUTE FOR PHYS 009.** Covers kinematics, dynamics, mechanical energy, electricity and optics, with emphasis on problem-solving. Prerequisite: Physics 11 or equivalent.

Aug 17 Mon-Fri 2 wks BBY CRN 27979

**PHYS 009**  
**PRE-ENTRY PHYSICS** \$323  
Meets Physics 11 entrance requirement for BCIT programs. Prerequisite: You are advised to have completed any necessary mathematics upgrading courses before taking PHYS 009.

Jul 6 Mon-Fri 7wks BBY CRN 26790  
0900-1200  
Mon-Fri 7 wks BBY 28260  
0900-1200

## DISTANCE EDUCATION

### BUILDING

**BLDG 253**  
**BC BUILDING CODE: HOUSING** \$182  
Gives students a working knowledge of the Building Code as it relates to housing. Of interest to practising 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 Building Code: 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, that is, duplexes and row houses. Text: \$42

This course is offered in conjunction with the BC Building Inspectors Association and successful completion of the final exam for a Level 1 Building Inspector.

CRN 14586

### MATHEMATICS

Some part-time math and physics 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 (perhaps the course is not offered when it is needed).

Whatever the reason, distance education courses may be the answer, for they can be started any time throughout the year, and completed from any location off-campus. All course fees include text.

**MATH 002**  
**TECHNICAL MATH INTRODUCTION** \$255  
Equivalent to MATH 001. Meets Math 12 entrance requirement for BCIT. (Students who have difficulty with math or who have been away from school for more than 3 years, take the classroom course MATH 001.) Prerequisite: C or better in Math 11 or equivalent.

CRN 14035

**MATH 122**  
**LOGARITHMS** \$152  
Equivalent to "logarithms" portion of MATH 102. 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 124. Prerequisite: MATH 001 or equivalent.  
CRN 14064

**MATH 123**  
**TRIGONOMETRY** \$184  
Equivalent to MATH 101. Theory and application of trigonometric functions; right angle trigonometry; vectors; trigonometric graphs; identities and equations; compound and double angle formulas; inverse functions. ASTT accredited. Prerequisite: C+ or better in Math 12; or a minimum 65% in MATH 001 or equivalent.  
CRN 14041

**MATH 124**  
**ANALYTIC GEOMETRY** \$141  
Equivalent to "analytic geometry" portion of MATH 102. Geometric and practical properties of conic sections, including polar coordinates and transformations. ASTT accredited if taken with MATH 122. Prerequisite: MATH 001 or equivalent.  
CRN 17525

**MATH 221**  
**CALCULUS: PART 1** \$198  
Equivalent to 1st part of MATH 203. Differential calculus with instantaneous rates of change; Delta-process; the derivative; implicit differentiation; curve sketching; differentiation rules for algebraic functions; applied maxima/minima. ASTT accredited if taken with MATH 222. Prerequisite: MATH 122, 123 & 124 or equivalent.  
CRN 14070

**MATH 222**  
**CALCULUS: PART 2** \$198  
Equivalent to 2nd part of MATH 203. 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 221. Prerequisite: MATH 221 or equivalent.  
CRN 14088

**MATH 227**  
**CALCULUS: PART 3** \$198  
Differentiation and integration of trigonometric, logarithmic and exponential functions. Prerequisite: MATH 222 or equivalent.  
CRN 14022

**OPEN HOUSE '92**  
**SEE PAGE 30**

**REGISTER**  
**NOW! 434-1610**

**REGISTER BY**  
**FAX: 430-1331**



# TRADES TRAINING

## AUTOMOTIVE ELECTRONICS TECHNICIAN CERTIFICATE PROGRAM 432-8205/432-8467

Mechanical Industries is now offering a CERTIFICATE IN TRADES TRAINING for our new Automotive Electronics Technician Part-Time Studies program.

Today's Automotive Industry is experiencing a radical change in technology. Automotive electronics are now in almost all areas of a vehicle controlling or operating some mechanical device: Anti-lock brakes, torque converters, automatic transmissions, air conditioning dash instrumentation, in addition to engine management electronics. This technology, in conjunction with on-board diagnostics, has created a demand for electronic diagnostic equipment and technicians who know how vehicle electronics can be tested and repaired and how to utilize the new diagnostic equipment and late model vehicles to explore the theory and application of computer technology to today's automobile.

This 480-hour part-time studies program parallels our full-time 17-week Automotive Electronics Technician program and can be scheduled over a period of up to four years. Upon successful completion of this program, students will be specialized in advanced automotive electrical diagnosis, trouble-shooting and repair.

### Program Content

- AUTO 200 Intro to Electrical Testing (30 hours)
- AUTO 202 Automotive Batteries and Starter Systems (18 hours)
- AUTO 204 Automotive Charging Systems (36 hours)
- AUTO 208 Automotive Carburation and Related Fuel Delivery (30 hours)
- AUTO 209 Automotive Tune-up and Emission Controls (42 hours)
- AUTO 214 Electronic Engine Control/Fuel Injection (30 hours)
- AUTO 216 General Motors Throttle Body Injection (24 hours)

- AUTO 218 General Motors Port Fuel Injection (24 hours)
- AUTO 220 Ford Computer Control Systems (30 hours)
- AUTO 222 Chrysler Computer Control Systems (30 hours)
- AUTO 224 Import Computer Control Systems (30 hours)
- AUTO 225 Bosch Fuel Injection (30 hours)
- AUTO 230 Automotive Automatic Transmission Computer Controls (30 hours)
- AUTO 232 Automotive A.B.S. Anti-lock Brakes (30 hours)
- AUTO 234 Automotive Electronic Accessories (42 hours)
- AUTO 236 Electronic Suspension Controls and Steering (12 hours)
- AUTO 238 Air Conditioning Electronic Controls (12 hours)

**Prerequisite:** Students are required to apply through Admissions to ensure they meet the program admission requirements. Once students have been accepted into the program they will be wait-listed for AUTO 200 - Introduction to Electrical Testing. We will inform students of the start date once we have the required number of registrants.

**One of the following prerequisites is acceptable:**

1. Apprentice with a minimum of 2 years in the trade;
2. Journeyman mechanic;
3. Successful completion of ELTT Automotive Mechanic;
4. Pre-test - available in the Mechanical Resource Centre (Monday to Friday, between 0830 and 1400).

\* For more information call 432-8205 or 432-8467

\*\* To apply for funding contact your local Canada Employment Centre.

## AUTOMOTIVE COLLISION REPAIR AND REFINISHING

### ABOD 933 C.A.R.T. OCCUPANT RESTRAINT SYSTEMS

**\$45**  
Canadian Automotive Research & Training (C.A.R.T.). Developed by I.C.B.C., this program includes methods of analyzing and repairing damage to airbag systems as well as seat-belt systems, both manual and automatic.

TBA

## AUTOMOTIVE MECHANIC

### AUTO 200 INTRODUCTION TO ELECTRICAL TESTING

**\$335**

This course is designed for the professional technician who has limited experience in electrical and electronic testing. Topics include: electrical theory, circuits, diagnosing, testing and maintenance.

TBA

### AUTO 209 AUTOMOTIVE TUNE-UP AND EMISSION CONTROL

**\$269**

This course is designed for professional automotive mechanics who wish to specialize in fuel system service, ignition tune-up and electrical circuit testing. The course gives specialized instruction in electrical/electronic ignition systems, carburation, fuel management and advanced tune-up techniques.

May 12 Tue/Thr 7wks BBYCRN 25480

### AUTO 230 AUTOMOTIVE AUTOMATIC TRANSMISSION COMPUTER CONTROLS

**\$314**

An advanced course for students who wish to qualify to diagnose and repair automatic transmission-related electronic systems in domestic and imported cars.

May 12 Tue/Thr 5 wks BBYCRN 25499

### AUTO 232 AUTOMOTIVE A.B.S. ANTI-LOCK BRAKES

**\$314**

Hands on approach to upgrading for confident servicing and diagnosis of all common A.B.S. designs.

May 12 Tue/Thr 5wks BBY CRN 25501

### AUTO 900 AUTOMOTIVE MECHANICAL REPAIR TQ REFRESHER

**\$335**

For tradespersons preparing for the Provincial Automotive Mechanical Repair TQ Examination or for those wishing to refresh their theoretical knowledge of the trade.

May 04 Mon/Wed 10wks BBY CRN 16747

### AUTO 950 NGV (NATURAL GAS) FUEL SYSTEMS FOR VEHICLES

**\$201**

Installing and servicing NGV conversions. Prepares students to write the Provincial Gas Safety Branch Licensing Exam. Prerequisite: AUTO 957.

May 23 Sat 3wks BBY CRN 15503

### AUTO 970 AIRCARE MOTOR VEHICLE EMISSIONS PROGRAM

**\$430**

For tradespersons preparing to write the AirCare Certificate Examination. Prerequisite: B.C. TQ in one of the following: Automotive Mechanics; Commercial Transport Mechanics; Heavy Duty with 3 years automotive experience; Automotive Electric and Tune-up Apprenticeship Certificate.

Apr 04 Sat 7 wks BBY CRN 25583

Apr 21 Tue/Thr 7 wks BBY 25402

\*\* TQ Examinations are conducted by the Ministry of Advanced Education, Training and Technology. Contact the area office nearest your residence to determine your eligibility and schedule an 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 enroll.

## AVIATION

### AVIA 904 AVIATION IN-HOUSE TRAINING (30 HOURS)

**\$221**

Recurrent training is now becoming a Transport Canada requirement for maintenance organizations. Learn how to train and how to evaluate training requirements, courses, and programs. The Airline Technical Instructors course uses the systematic competency-based approach to training. A 3" binder and a blank video tape are required. This course has been developed by an industry specialist catering specifically to aviation training. Keeping current and proper training are important to a growing organization. Any Aircraft Maintenance Engineer who works/has worked with an apprentice will find this course beneficial.

Apr 14 Tue/Thr 5wks SEA CRN 19560

### AVIA 905 AIR REGULATIONS (30 HOURS)

**\$187**

This course is an in-depth study of the Air Regulations required knowledge for Aircraft Maintenance Engineers. It presents the new Airworthiness Manual changes as well as the old Engineering and Inspection Manual. Mechanics wanting to write the Transport Canada exams and engineers wanting to learn about the new Air Regulation changes will find this course beneficial.

Apr 14 Tue/Thr 5wks SEA CRN 15435

### AVIA 907 PRIVATE PILOT GROUND SCHOOL (40 HOURS)

**\$208**

For those planning to write the Transport Canada Private Pilot Examination. The 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 medical factors.

Apr 14 Tue/Thr 7 wks SEA CRN 24363

### AVIA 915 AIRCRAFT MAINTENANCE ENGINEERS "S" LICENCE UPGRADING

**\$187**

Prepares qualified aircraft maintenance engineers or mechanics for the Transport Canada "S" Licence endorsement examination. Curriculum includes: wood, welded steel, stress skin and composite structures, fabric covering, corrosion control, material identification, nondestructive testing, fixed and rotary wing general knowledge.

Apr 14 Tue/Thr 5wks SEA CRN 24354

### AVIA 917 AIRCRAFT SHEET METAL INTRODUCTION (30 HOURS)

**\$187**

The introductory level course combines both theoretical and practical components to teach the fundamentals of aircraft sheet metal repair. The student is introduced to aircraft structures, structural materials, lay-out 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. Further, this course has been designed to complement AVIA 965 and may be used as a primer to the full-time day program.

Apr 14 Tue/Thr 5 wks SEA CRN 16502

### AVIA 920 AIRCRAFT SHEET METAL ADVANCED (30 HOURS)

**\$187**

A continuation of AVIA 917. Emphasizes increased shop time and more complex practical tasks.

Apr 14 Tue/Thr 5 wks SEA CRN 15422

**AVIA 922**  
**AVIATION STORESPERSON**  
(30 HOURS) \$205  
Persons currently involved with aviation parts and equipment receive advanced instruction in the operations of a stores department and the handling of sophisticated aerospace equipment. Manual and computerized inventory control systems will be discussed.

Apr 14 Tue/Thr 5wks SEA CRN19585

**AVIA 923**  
**HELICOPTER MAINTENANCE INTRO**  
(30 HOURS) \$187  
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 a daily inspection as prescribed by a helicopter manufacturer. This course is designed to suit a novice interested in helicopters, a person on the full-time program waiting list or the pilot who wants a mechanical introduction.

Apr 14 Tue/Thr 5Wks SEA CRN16262

**AVIA 924**  
**HELICOPTER MAINTENANCE**  
**ADVANCED (30 HOURS)** \$187  
AVIA 923 presents theoretical principles about the helicopter and maintenance practices. This advanced level focuses on hands-on practical training. Labs include general inspection techniques, gas turbine engine and transmission inspection, and rotor blade balancing. Prerequisites: AVIA 923 or equivalent.

Apr 18 Sat 5wks SEA CRN23547

**AVIA 925**  
**AVIONICS (30 HOURS)** \$187  
An introductory level course designed for persons considering a career in Avionics as well as persons who have already completed an electronics course and are considering a career change. No prerequisites other than a desire to learn are required. This course has been designed to complement (AVIA 900) Aircraft Electricity, (AVIA 903) Aircraft Instruments, and (AVIA 901) Troubleshooting Electrical Snags/Systems. Curriculum includes: Basic aircraft radio operating principles; high frequency; emergency locator transmitters and audio panels; compass systems; variable omnirange; localizer and glideslope navigational equipment; automatic direction finder; encoding altimeters; transponders; weather radar and gyroscopes.

Apr 14 Tue/Thr 5wks SEA CRN15419

**AVIA 927**  
**AIRCRAFT COMPOSITE REPAIR**  
(28 HOURS) \$280  
An introduction to wet lay-up repairs for aircraft composite components. The course stresses safety requirements during the handling of aircraft parts, chemicals and precision portioning of resins and hardeners. Interim and time-limited repairs are carried out on aircraft-like structures using methods required by the Boeing Aircraft Company. Due to the critically time-sensitive practical assignments it is imperative that students be punctual. Protective clothing, gloves, eye and ear protection are supplied by the Institute. Students must wear solid leather footwear, (sneakers are not permitted). Persons with allergies to solvents and resins should not attempt this course.

Apr 18 Sat 7 wks SEA CRN14981

**AVIA 930**  
**AIRCRAFT DRAFTING & BLUEPRINTING**  
(28 HOURS) \$187  
This hands-on drafting course, will enable you to read blueprints through practical assignments. Terminology, standards, views, lettering, scales and techniques are introduced.

Apr 18 Sat 7wks SEA CRN16495

**AVIA 933**  
**AVIATION TRADE MATH**  
(30 HOURS) \$187  
Math upgrading, refresher or aviation applications are easily understood with this course. Persons awaiting entry to the full-time 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, is introduced.

Apr 14 Tue/Thr 5wks SEA CRN18970

**AVIA 934**  
**SURVIVAL TECHNIQUES & FIRST AID**  
(28 HOURS) \$187  
The aviation industry strives for an accident-free shop, however, sometimes accidents happen. Many times pilots and Aircraft Maintenance Engineers work in remote areas. Don't be caught in the bush unprepared.

Apr 18 Sat 5wks SEA CRN23536

**AVIA 935**  
**AIRCRAFT MAINTENANCE INTRODUCTION**  
(30 HOURS) \$187  
This course provides the theoretical introduction to elementary aircraft maintenance. Terminology, how an aircraft flies (achieves lift), how an aircraft is constructed and of what materials, how the aircraft is controlled and basic inspection principles, are discussed in the lectures. The training is designed for the aircraft mechanic, potential maintenance engineer, pilots/owners of aircraft and in particular, individuals considering a career in maintenance or awaiting entry to the Institute's full-time maintenance program. This course has been designed to complement AVIA 938.

Apr 14 Tue/Thr 5 wks SEACRN 23325

**AVIA 940**  
**GAS TURBINE ENGINES**  
(30 HOURS) \$187  
A theoretical understanding of the gas turbine engine is presented in technical language understood by all students. In-depth knowledge of engine development, operating principles, classification and terminology is gained through this course. Any individual who wishes to know how a gas turbine engine works will find this course rewarding. A field trip is incorporated in the curriculum.

Apr 14 Tue/Thr 5 wks SEA CRN16483

**AVIA 950**  
**INTRODUCTION TO AVIATION**  
(12 HOURS) \$74  
Find out about the aviation industry. Anyone considering the industry as a career can find out about the cost of training, what training is available, what fields are available and those that are in particular demand. A tour is incorporated in the curriculum.

Apr 14 Tue/Thr 1wk SEA CRN 16474

**AVIA 960**  
**AIRCRAFT PAINTING**  
(30 HOURS) \$187  
Aircraft painting, refinishing, corrosion control and prevention are the major topic areas discussed in the lectures. Topic areas are broken down detailing: paint types, strippers, equipment, purposes and metal preparation. The potential student may have prior painting experience in automotive or general industry or no painting background at all.

Apr 14 Tue/Thr 5wks SEA CRN16277

**AVIA 970**  
**AIRCRAFT MAINTENANCE**  
**FOR THE PILOT/OWNER**  
(12 HOURS) \$93  
This course uses the Transport Canada Guidelines as the maintenance a pilot/owner can perform on his/her aircraft. From these guidelines this short course provides hands-on instruction for the tasks set out by Transport Canada. Some students may wish to use their own aircraft for the training exercise. Due to the nature of the course the supplies for the training exercise will be the responsibility of the owner. 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 at 278-4831.

Apr 14 Tue/Thr 2wks SEA CRN16286

## CARPENTRY

**CARP 905**  
**BLUEPRINT READING FOR**  
**CONSTRUCTION** \$285  
Designed for persons working in the construction trades who wish to read blueprints. Students should have related building trade experience although it is not mandatory.

Apr 28 Tue/Thr 6 wks BBYCRN 22675

**CARP 906**  
**CUSTOM CABINET CONSTRUCTION**  
**AND INSTALLATION** \$325  
Designed for carpenters and kitchen cabinet installers who must build on-site and install to specifications. Students must have experience in the use of carpentry hand and power tools, and a working knowledge of framing methods.

Apr 25 Sat 7 wks BBY CRN 18186

**CARP 907**  
**RESIDENTIAL RENOVATIONS** \$325  
Designed for homeowners, realtors, carpenters and contractors who wish to learn professional renovation skills.

Apr 25 Sat 7 wks BBY CRN 10278

**CARP 909**  
**CARPENTRY TQ REFRESHER** \$350  
Provides students with the necessary instruction to enable them to write the Provincial Carpentry Trade Qualification Examination.

Apr 21 Tue/Thr 10 wks BBY CRN 18177

**CARP 911**  
**STAIR CONSTRUCTION** \$325  
Designed for journeymen carpenters or those with a minimum of 2 years related trade experience. The course will review mathematics, design, construction, and related building codes.

Apr 25 Sat 6 wks BBY CRN 18162

**CARP 913**  
**CONCRETE FRAMEWORK** \$250  
For carpenters, contractors, those who work with concrete sales delivery, form rentals, re-bar installation and construction labourers.

Apr 28 Tue/Thr 5wks BBY CRN21904

**CARP 915**  
**CONSTRUCTION SUPERVISION AND**  
**PROJECT MANAGEMENT** \$395  
For persons with competent trade skills in the construction industry who wish to acquire supervisory skills.

Apr 27 Mon/Wed 8wks BBY CRN 18159

**CARP 917**  
**CONSTRUCTION ESTIMATING BASIC** \$285  
Designed for tradespersons involved with cost estimating and bidding on residential and renovation construction projects.

Apr 28 Tue/Thr 6wks BBY CRN 18145

**CARP 921**  
**PLATFORM, FRAMING AND LAYOUT** \$350  
A basic course for learning 2 x 4 construction methods covering typical wood frame techniques. Includes forms, floors, walls and trusses.

Apr 25 Sat 8 wks BBY CRN 18131

**CARP 922**  
**BASIC ROOF FRAMING** \$275  
A detailed course covering roof framing. Follow up to CARP 921.

Apr 25 Sat 5 wks BBYCRN 23265

**CARP 927**  
**INTERIOR FINISHING CARPENTRY** \$325  
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 3 years.

May 30 Sat 6 wks BBY CRN 18124

**CARP 935**  
**RESIDENTIAL BUILDING PROCEDURES** \$300  
Focuses on the planning, estimating and construction of new single or multi-residential units.

Apr 14 Tue 12 wks BBY CRN 18113

**CARP 939**  
**TRANSIT-CONSTRUCTION LAYOUT** \$195  
Includes a review of basic trigonometry for transit layout purposes. Hands-on training reviews how to use transit, chaining, note keeping and related onsite procedures. Beginning and advanced students will benefit from this intensive course.

May 09 Sat 6 wks BBY CRN 18094

TQ Examinations are conducted by the Ministry of Advanced Education and Job Training. Contact the area office nearest your residence to determine your eligibility and schedule an examination.

**REGISTER**  
**NOW! 434-1610**

## COMPUTER AIDED CONSTRUCTION

### CARP 918 PROJECT ESTIMATING AND CONTROL \$395

A computer-based course designed for large construction projects. Students will learn hands-on skills enabling them to monitor and control project scheduling, administration and budgets.

Apr 28 Tue/Thr 7wks BBY CRN 19878

## DRAFTING

### DRFT 901 DRAFTING: BASIC \$275

Provides a foundation in basic drafting including equipment and tools, line work, lettering, applied mathematics, plane geometry, dimensioning, sections, charts and graphs. Please note that courses run from 1730 to 2030.

May 11 Mon/Wed 7wks BBY CRN 16996  
May 11 Mon/Wed 7wks BBY 23775  
May 5 Tue/Thr 7wks BBY 17722

### DRFT 903 DRAFTING: ADVANCED \$275

Expands on the basic drafting course and allows students to progress into their drafting specialty. Please note that courses run from 1730 to 2030. Prerequisite: DRFT 901.

June 8 Mon/Wed 7wks BBY CRN 16984

### DRFT 910 DRAFTING SPECIALIZATION: ELECTRICAL 1 \$315

Includes distribution systems, single-line diagrams, motor lists and data, grounding and bonding, lighting and the inter-relationship with other plans.

Apr 14 Tue/Thr 8wks BBY CRN 19817

### DRFT 911 DRAFTING SPECIALIZATION: ELECTRICAL 2 \$275

Includes power and branch circuit layout, conduit and raceway schedules, instrumentation heat tracing. Prerequisite: DRFT 910.

June 09 Tue/Thr 5wks BBY CRN 19802

### DRFT 915 DRAFTING SPECIALIZATION: PROCESS PIPING 1 \$275

Introduces fittings, pipes, valves and welding symbols and will include the basics of isometric drawings. Students will be responsible for producing shop drawings.

Apr 14 Tue/Thr 7wks BBY CRN 19798

### DRFT 916 DRAFTING SPECIALIZATION: PROCESS PIPING 2 \$275

Involves work in process piping, flow diagrams, heat exchangers, instrumentation, compressors and pumps. The student will be responsible for producing working drawings using advanced drafting techniques. Prerequisite: DRFT 915.

June 02 Tue/Thr 7wks BBY CRN 19843

## ELECTRICAL

The following courses are designed for persons who are working in the Electrical Trade.

### TELC 905 ELECTRICAL CODE 1 \$359

Prepares students to write either the Class C or Class B Certificate Exam by giving a good working knowledge of the Canadian Electrical Code (except for high voltage). (\*\* See Electrical Contractors Examinations.)

Apr 14 Tue/Thr 10wks BBY CRN 16939

### TELC 907 ELECTRICAL CODE 2 \$359

All sections of the current Electrical Code, with particular emphasis on high voltage requirements, to prepare students for writing Class A Certificate Exam. (\*\* See Electrical Contractors Examinations.)

Apr 14 Tue/Thr 10wks BBY CRN 16921

### TELC 913 ELECTRICAL TQ 1 \$233

The 1st part of a 2-part program for tradespersons preparing for the Electrical TQ exam, and those wanting current review. (\* See Electrical TQ Certificate Examinations.)

Apr 13 Mon/Wed 5wks BBY CRN 10852  
Apr 14 Tue/Thr 5wks BBY 18478

### TELC 915 ELECTRICAL TQ 2 \$233

A continuation of TELC 913, this course completes the refresher program for the electrical trade. (\* See Electrical TQ Certificate Examinations.)

May 25 Mon/Wed 5wks BBY CRN 10869  
May 26 Tue/Thr 5wks BBY 18480

### TELC 917 FIRE ALARM SYSTEMS \$99

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.

May 23 Sat 2wks BBY CRN 23226

### TELC 920 LIGHTING \$99

Lighting principles, lighting units, incandescent, fluorescent, HID lamp types and their characteristics and operation.

May 23 Sat 2wks BBY CRN 23217

### TELC 921 MATH FOR ELECTRICIANS 1 \$388

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. (\* See Electrical TQ Certificate Examination.)

Apr 13 Mon/Wed 10wks BBY CRN 16915  
Apr 13 Mon/Wed 10wks BBY CRN 19670

### TELC 923 MATH FOR ELECTRICIANS 2 \$388

Provides students with the mathematical background they need to understand alternating current (AC) electricity. (\* See Electrical TQ Certificate Examination.)

Apr 13 Mon/Wed 10wks BBY CRN 16907  
Apr 14 Tue/Thr 10wks BBY CRN 19851

### TELC 924 DC MOTORS \$99

DC motor operation and construction, and operating characteristics of different types of DC motors.

May 04 Mon/Wed 2wks BBY CRN 23202

### TELC 925 MATH FOR ELECTRICIANS 3 \$388

For those about to enter 3rd year apprenticeship program in electrical trade, and for others interested in understanding 3-phase circuits and equipment. (\* See Electrical TQ Certificate Examination.)

Apr 13 Mon/Wed 10wks BBY CRN 16892

### TELC 926 AC MOTORS \$99

AC motor operation, construction, and operating characteristics of different types of single-phase and three-phase motors.

May 25 Mon/Wed 2wks BBY CRN 23197

### TELC 937 HVAC FOR ELECTRICIANS \$99

Includes terminology, regulations for use, different types of systems for various occupancies, and associated air handling units and control units.

May 23 Sat 2wks BBY CRN 23164

### TELC 938 AC SYSTEMS, TRANSFORMERS AND DISTRIBUTION \$99

The theory, construction and applications of single phase and three phase transformers and connections.

May 25 Mon/Wed 2wks BBY CRN 23023

### TELC 939 BLUEPRINT READING FOR ELECTRICIANS \$99

Provides an overview of architectural, mechanical and plumbing drawings leading to electrical blueprints and specifications.

Jun 13 Sat 2wks BBY CRN 23014

### TELC 960 HIGH VOLTAGE 1 \$208

Introduces basic high voltage theory, leading to gradients, electric stress. High voltage cables, terminators, fuses, switches and CB's are covered. (\*\* See Electrical Contractors Examination.)

Apr 25 Sat 5wks BBY CRN 22996

### TELC 961 HIGH VOLTAGE 2 \$263

A continuation of TELC 960. Covers practical applications for: concentric neutral cables, wrapped cone terminators and capacitive grading principles. (\*\* See Electrical Contractors Examination.) Prerequisite: TELC 960.

Jun 06 Sat 5wks BBY CRN 23058

### TELC 966 \*\*\*SECURITY ALARMS 1 \$142

An upgrade course for those wishing to write the TQ exam for Security Alarm Installer. Covers Attorney General's regulations, input/output devices, control panels including programming. Security licence required for this course.

May 19 Tue/Thr 3wks BBY CRN 23009

### TELC 967 \*\*\*SECURITY ALARMS 2 \$164

A continuation of TELC 966. Includes ULC regulations, central station monitoring equipment and operation, and documentation regarding monitoring. Security licence required for this course. Prerequisite: TELC 966.

Jun 16 Tue/Thr 3wks BBY CRN 22984

### TELC 981 CODE CALCULATIONS FOR MOTORS \$54

Includes conductor sizing, selection of overload and overcurrent devices for AC and DC motors.

Apr 25 Sat 1day BBY CRN 23794

### TELC 982 CODE CALCULATIONS FOR TRANSFORMERS AND CAPACITORS \$54

Includes conductor sizing, selection of overcurrent devices for single and three-phase transformers. Also protection and sizing of conductors for capacitors.

May 09 Sat 1day BBY CRN 23801

### TELC 983 CODE REQUIREMENTS FOR GROUNDING AND BONDING \$54

Includes conductor sizing and connection for grounding various electrical systems.

May 23 Sat 1day BBY CRN 23816

### TELC 984 CODE REQUIREMENTS FOR PROTECTION AND CONTROL \$54

Includes the installation standard for overcurrent and overload devices and the sizing and selection of various protective devices.

Jun 06 Sat 1day BBY CRN 23827

\*Electrical T Q Certificate Examinations: To become eligible to write a T Q examination, approval from the Ministry of Advanced Education and Job Training is required. It is strongly recommended by the Ministry that tradespersons contact the Ministry before registering at BCIT.

\*\*Electrical Contractors Examination: To become eligible to write the Class B or C Electrical Contractors Examination, you must be a Journeyman Electrician and have the necessary approved work experience. To become eligible to write the Class A Electrical Contractors Examination, you must have the necessary approved work experience, including work in high voltage. (The equivalent of high voltage work experience can be obtained by completing TELC 960 and TELC 961). Details can be obtained from the B.C. Ministry of Municipal Affairs, Electrical Safety Branch. It is recommended that eligibility approval be obtained before enrolling at BCIT.

\*\*\*Due to security considerations TELC 966 and 967 are restricted to existing employees of security alarm installation companies.

**REGISTER BY  
FAX: 430-1331**

**REGISTER  
NOW! 434-1610**



**TRADES TRAINING**



## ELECTRONICS TECHNICIAN

**PREREQUISITE:** Minimum Grade 10 mathematics recommended.

### TCMP 910 MICROCOMPUTER SYSTEMS MAINTENANCE \$495

Reviews analog/digital electronics, basic microcomputer architecture, 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.

Apr 14 Tue/Thr 10wks CRN23781

### TELX 949 INTRODUCTION TO ELECTRONICS: DC \$233

For those with little or no understanding of electricity, this course introduces the concepts of voltage, resistance, current, power, capacitance and inductance.

Apr 14 Tue/Thr 5wks BBY CRN22837  
May 25 Mon/Wed 5wks BBY CRN23060

### TELX 950 INTRODUCTION TO ELECTRONICS: AC \$233

This program explores the effects of AC on resistive, capacitive and inductive circuits. Impedance, reactance, resonance and bandwidth are also covered. Prerequisite: TELX 949.

Apr 13 Mon/Wed 5wks BBY CRN 13463

### TELX 951 SOLID STATE DEVICES \$249

Focuses on semiconductor theory, diodes, LEDs, Zeners and bipolar transistors. Rectification and basic power supplies are also covered. Prerequisite: TELX 950 or equivalent.

Apr 14 Tue/Thr 5wks BBY CRN13454  
May 26 Tue/Thr 5wks BBY CRN17808

### TELX 965 SOLID STATE DEVICES AND APPLICATIONS \$249

Includes common amplifier circuits using bi-polar or FET devices, regulators and transistor switching. Amplifier parameters such as input/output impedance, phasing, bandwidth and gain are also covered. Prerequisite: TELX 951 or equivalent.

Apr 13 Mon/Wed 5wks BBY CRN 10344

### TELX 952 DIGITAL FUNDAMENTALS \$249

This program introduces number systems and codes, Boolean algebra, truth tables, logic gates, combinational logic and flip-flops. Prerequisite: TELX 950 or equivalent.

Apr 13 Mon/Wed 5wks BBY CRN 13472

### TELX 953 ADVANCED DIGITAL \$249

Continuing from TELX 952, this course introduces registers, counters, arithmetic circuits, data conversion, memory devices and displays. Prerequisite: TELX 952 or equivalent.

May 26 Tue/Thr 5wks BBY CRN 14833

### TELX 955 MICROPROCESSORS 2 \$281

A continuation of TELX 954, focuses on stack operations, subroutines, input/output operations, interrupts and interfacing simple circuits. Prerequisite: TELX 954 or equivalent.

May 25 Mon/Wed 5wks BBY CRN 14387

## HEAVY DUTY MECHANIC

### HDMX 902 MOBILE HYDRAULICS \$335

For heavy equipment mechanics/operators. Preventive maintenance and the service and repair techniques used to achieve this.

May 05 Tue/Thr 8wks BBY CRN20658

### HDMX 905 HEAVY DUTY MECHANIC TQ REFRESHER \$335

For tradespersons preparing for the Provincial Heavy Duty Mechanic TQ Examination and those wanting a current review.\*\*

May 04 Mon/Thr 10wks BBY CRN 16754

### HDMX 925 AIR BRAKES FOR MECHANICS \$252

For mechanics with limited experience servicing air brakes, and for owners/operators of trucks/fleets.

May 02 Sat 6wks BBY CRN 21201

### HDMX 930 COMMERCIAL TRANSPORT MECHANIC TQ REFRESHER \$335

For tradespeople preparing for the Provincial Commercial Transport Mechanical TQ Examination, and those wanting a current review.\*\*

May 04 Mon/Thr 10wks BBY CRN 16353

### HDMX 950 COMMERCIAL VEHICLE INSPECTOR \$252

Prepares students to write the Provincial Inspectors Licence Examination. B.C. Ministry of Transportation and Highways curriculum is used. Prerequisite: Automotive, Heavy Duty or Commercial Transport B.C. TQ

May 05 Tue/Thr 5wks BBY CRN 21072  
Jun 08 Mon/Wed 5wks BBY CRN 21089

\*\* TQ Examinations are conducted by the Ministry of Advanced Education, Training and Technology. Contact the area office nearest your residence to determine your eligibility and schedule an examination.

## INDUSTRIAL COMPUTING AND CONTROL

The following courses are taken from our Advanced Industrial Computing Program (A.I.C.). A.I.C. is a 20 - week, full-time program, designed to meet technological changes.

### TCMP 903 INTRODUCTION TO COMPUTERS FOR ELECTRICIANS \$192

Introduces the personal microcomputer. This course will allow the student to become familiar with the use of the microcomputer (IBM/ compatible) and the MS-DOS operating system, including computer terminology, hardware, directories and the basic DOS commands to manage disks and files.

Apr 22 Wed/Mon 4wks BBY CRN23379

### TCMP 904 PROGRAMMING IN BASIC FOR TRADESPERSONS \$274

Designed for the tradesperson involved in the design, installation, and maintenance of systems which include, as part of a greater system, modules which require programming in BASIC.

June 01 Mon/Wed 5wks BBY CRN 23366

### TELX 927 MOTOR CONTROL 1 \$194

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.

Apr 13 Mon/Wed 5wks BBY CRN 16885  
Jun 01 Mon/Wed 5wks BBY 23170

### TELX 946 DC VARIABLE SPEED DRIVES \$99

This course 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.

May 23 Sat 2wks BBY CRN 22950

### TELX 947 AC VARIABLE FREQUENCY DRIVES \$99

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.

Jun 13 Sat 2wks BBY CRN 22939

### TELX 903 DIGITAL ELECTRONICS FOR TRADES \$208

A practical hands-on course designed to instruct the tradesman responsible for maintenance of electronic control equipment. Involves a review of discrete devices with extensive instruction on digital devices at the chip level.

Apr 13 Mon/Wed 5wks BBY CRN 22973

### TELX 904 INTRODUCTION TO MICROPROCESSORS FOR TRADES \$190

Hands-on training involving 8 bit and 16 bit microprocessors. Designed for tradesmen who intend to continue in the industrial computing environment.

Jun 01 Mon/Wed 5wks BBY CRN 22968

### TELX 926 FIBRE OPTICS 1 \$137

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.

Jun 20 Sat 2wks BBY CRN 23092

### TELX 966 DIGITAL COMMUNICATION FOR TRADES \$208

A continuation of TELX 903 involving serial and parallel communications at the microprocessor level. Designed as a prerequisite to the Programmable Controller courses. Prerequisite: TELX 952.

Apr 14 Tue/Thr 5wks BBY CRN25321

### TELX 970 OPERATIONAL AMPLIFIERS \$301

Basic linear amplifier and non-linear signal processing circuits, differentiators and integrator, voltage and current circuits, Norton op-amps and instrumentation amps. Prerequisite: TELX 951 or equivalent.

Jun 09 Tue/Thr 5wks BBY CRN 21697

### TELX 981 PROGRAMMABLE CONTROLLERS 1 \$274

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 dedicated programming terminals. Students should have industrial wiring experience and a familiarity with motor control schematics. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.

Apr 13 Mon/Wed 5wks BBY CRN 13436  
Jun 02 Tue/Thr 5wks BBY CRN 19766

### TELX 982 PROGRAMMABLE CONTROLLERS 2 \$274

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 981 and a good working knowledge of DOS.

Apr 13 Mon/Wed 5wks BBY CRN 13447  
Jun 02 Tue/Thr 5wks BBY CRN 13957

### TELX 983 PROGRAMMABLE CONTROLLERS 3 \$274

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 982.

Apr 14 Tue/Thr 5wks BBY CRN 19899

### TELX 984 PROGRAMMABLE CONTROLLERS 4 \$274

Provides an introduction to data communications, use of "smart cards" (analog, ASCII, etc.), report generation and subroutines. All programs concentrate on safe installation and programming techniques. Prerequisite: TELX 983.

Jun 2 Tue/Thr 5wks BBY CRN 26732

## INSTRUMENTATION

### TELX 936 INTRO TO COMPUTERIZED PROCESS CONTROL \$375

Of interest to 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.

Apr 27 Mon 10wks BBY CRN25657

### TELX 937 COMPUTERIZED INDUSTRIAL BOILER CONTROL \$375

An introductory course covering 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.

Apr 29 Wed 10wks BBY CRN25666

**OPEN HOUSE '92  
SEE PAGE 30**

## JOINERY

**JOIN 901**  
**WOODWORK BASIC** \$350  
For those who wish to increase their job opportunities by learning new skills. Will appeal to hobbyists familiar with hand and power tools.

Apr 28 Tue/Thr 7 wks BBY CRN 18075

**JOIN 911**  
**SYSTEM 32: ADVANCED CABINETMAKING** \$350  
Teaches the revolutionary European "System 32" to industries manufacturing European style kitchens, commercial and residential furniture. Prerequisite: Basic cabinetmaking and/or industrial cabinetmaking experience.

Apr 25 Sat 6 wks BBY CRN 23840

**JOIN 923**  
**FURNITURE FINISHING AND REFINISHING** \$225  
For students with little or no experience of furniture finishing.

May 09 Sat 6 wks BBY CRN 23852

## LEARNING SKILLS FOR TRADES

The following courses are designed as refreshers for tradespersons wishing to continue their education.

**TELC 904**  
**READING COMPREHENSION** \$99  
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.

Apr 27 Mon/Wed 4 wks BBY CRN 25307

**TELC 906**  
**STUDY SKILLS** \$48  
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.

Jun 3 Wed 4 wks BBY CRN 25315

**REGISTER NOW! 434-1610**

**REGISTER BY FAX: 430-1331**

**OPEN HOUSE '92 SEE PAGE 30**

## MACHINIST

**MACH 900**  
**MACHINIST TQ REFRESHER** \$335  
A refresher course to assist tradespersons to upgrade their theoretical abilities in preparation to write the Provincial Machinist TQ Exam or for those wishing to refresh their theoretical knowledge of the trade.\*\*

May 02 Sat 10 wks BBY CRN 18067

**MACH 905**  
**LATHE OPERATOR** \$302  
Provides a basic understanding and practical experience of engine lathe operations. Training is hands-on and theoretical work is kept to a minimum.

May 04 Mon/Wed 6 wks BBY CRN 18056

**MACH 906**  
**MILLING MACHINE OPERATOR** \$302  
Provides a basic understanding and practical experience of milling machine operations. Training is hands-on and theoretical work is kept to a minimum.

May 25 Mon/Wed 6 wks BBY CRN 18048

**MACH 909**  
**INTRODUCTION TO COMPUTERS FOR MACHINISTS** \$200  
An introductory course on the use of computers. Designed for students wishing to continue on to the CNC courses.

May 04 Mon/Wed 3 wks BBY CRN 20178

**MACH 910**  
**INTRODUCTION TO COMPUTER NUMERICAL CONTROL** \$379  
An entry level, hands-on course that introduces the concepts of CNC to those with little or no CNC experience. Prerequisite: MACH 909 or equivalent.

May 05 Tue/Thr 8 wks BBY CRN 25633

**MACH 914**  
**COMPUTER NUMERICAL CONTROL LATHE OPERATIONS** \$333  
Emphasizes basic programming, editing and setting up of a CNC lathe. The machine used will be a Mori Seiki SL3H, 2-axis lathe. All programming in this course will be compatible with the Fanuc/General Numeric CNC controls commonly found on a variety of CNC machines. Prerequisite: MACH 910 or equivalent.

May 04 Mon/Wed 7 wks BBY CRN 24544

\*\* TQ Examinations are conducted by the Ministry of Advanced Education, Training and Technology. Contact the area office nearest your residence to determine your eligibility and schedule an examination.

## MATHEMATICS FOR TRADES

**TMAT 935**  
**INDUSTRIAL MATHEMATICS 1** \$193  
Arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume are covered.

May 05 Tue/Thr 5 wks BBY CRN 23243

**TMAT 936**  
**INDUSTRIAL MATHEMATICS 2** \$153  
Algebra operations, equations and formulas, exponents and logarithms, graphs, trigonometry and trade applications are covered. Use of scientific calculators. Prerequisite: TMAT 935 or equivalent.

Jun 09 Tue/Thr 4 wks BBY CRN 17223

## MILLWRIGHT

**MILL 900**  
**MILLWRIGHT TQ REFRESHER** \$335  
Provides assistance for tradespersons to upgrade their theoretical abilities in preparation to write the Provincial Millwright Trade Qualification Exam or for those wishing to refresh their theoretical knowledge of the trade.\*\*

May 4 Mon/Wed 10 wks BBY CRN 25889

**MILL 902**  
**INDUSTRIAL HYDRAULICS STATIONARY** \$269  
Assists maintenance personnel at industrial sites in the testing, repair, examination and troubleshooting of basic fluid power circuits and component parts.

May 05 Tue/Thr 7 wks BBY CRN 15530

**MILL 910**  
**MACHINE AND COUPLING ALIGNMENT** \$269  
Designed to cover the theory and practice of coupling alignment using state-of-the-art devices including laser optical devices. Specific methods covered are: face and rim alignment, reverse dialing, face-to-face and laser aligning method. Analysis and corrections are performed by calculations, graphical solutions and the use of computers. Prerequisite: A working knowledge of basic machinery and components.

May 04 Mon/Wed 7 wks BBY CRN 24557

\*\* TQ Examinations are conducted by the Ministry of Advanced Education, Training and Technology. Contact the area office nearest your residence to determine your eligibility and schedule an examination.

## MOTORCYCLE/MARINE/SMALL ENGINE MECHANIC

**SENG 900**  
**SMALL ENGINE POWERED EQUIPMENT MAINTENANCE** \$284  
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.

May 04 Mon/Wed 8 wks BBY CRN 23188

**SENG 911**  
**INTRODUCTION TO MOTORCYCLE MAINTENANCE** \$240  
Introduces motorcycle owners and enthusiasts to the basic principles of motorcycle maintenance, basic service and diagnostic procedures on student's equipment.

May 05 Tue 8 wks BBY 21091

TQ Examinations are conducted by the Ministry of Advanced Education and Job Training. Contact the area office nearest your residence to determine your eligibility and schedule an examination.

## PIPING

**PPGS 905**  
**CROSS CONNECTION CONTROL** \$325  
Designed for persons involved in the installation and maintenance of back flow pollution prevention devices for domestic water supply.

Apr 28 Tue/Thr 7 wks BBY CRN 16968

**PPGS 909**  
**GAS FITTER B LICENSE** \$425  
This course is a requirement of the Ministry of Labour Gas and Safety Branch for students wishing to write the examination to qualify as Gas Fitter B License.

Apr 07 Tue/Thr 14 wks BBY CRN 25287  
Apr 14 Tue/Thr 14 wks BBY 25538

**PPGS 917**  
**PLUMBING: RESIDENTIAL** \$225  
This general interest course will appeal to homeowners with do-it-yourself aptitude and will provide sufficient skills for students to feel confident about the quality of their workmanship.

Apr 25 Sat 4 wks BBY CRN 10748

**PPGS 922**  
**PIPING TRADES MATH** \$175  
This course is designed for persons in the Piping Trades Industry interested in math upgrading.

Apr 27 Mon/Wed 5 wks BBY CRN 10379

**PPGS 926**  
**NFPA 13D SPRINKLER SYSTEMS** \$250  
Explains and interprets the requirements of NFPA 13D for design and installation of sprinkler systems in one and two-family dwellings and mobile homes.

May 05 Tue/Thr 5 wks BBY CRN 11822

## WOMEN IN TRADES

**TEXP 900**  
**TRADES EXPLORATORY PROGRAM FOR WOMEN** \$100  
This course is designed to help women make an informed choice about entering a skilled trade as a career.

Five trades will be explored in terms of working conditions, physical requirements, labour market conditions, wage rates and support services. The trades are: Carpentry, Aviation, Plumbing, Automotive, and Electrical. Hands-on projects in shop areas will give you an appreciation for the type of work these trades offer. Students will have ample opportunity to meet and talk with women working in the trades.

Funding may be available for those requiring assistance.

Apr 23 Tue/Thr 6 wks BBY CRN 22011  
1830-2130

## POWER ENGINEERING

### CORRESPONDENCE/ TUTORIAL COURSES

For persons currently employed in industrial plants. Provides the necessary knowledge to sit the Interprovincial Power Engineering Certification Examinations.

You can study 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, qualifying experience as outlined in the B.C. Power Engineer's and Boiler and Pressure Vessel Safety Act. Contact the nearest office of the B.C. Ministry of Municipal Affairs, Recreation and Culture, Safety Engineering Services, Boiler Branch, for detailed information.

Applicants must have good written 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 Monday 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 is allowed to complete a group from date of registration.

POWR 910 Boiler Operator Level 1

POWR 913 Fourth Class Level 1  
POWR 914 Fourth Class Level 2

POWR 915 Third Class Part A Paper 1  
POWR 916 Third Class Part A Paper 2

POWR 917 Third Class Part B Paper 1  
POWR 918 Third Class Part B Paper 2

POWR 919 Second Class Part A Paper 1  
POWR 920 Second Class Part A Paper 2  
POWR 921 Second Class Part A Paper 3

POWR 222 Second Class Part B Paper 1  
POWR 223 Second Class Part B Paper 2  
POWR 224 Second Class Part B Paper 3

POWR 225 First Class Part A Paper 1  
POWR 226 First Class Part A Paper 2

POWR 227 First Class Part A Paper 3  
POWR 228 First Class Part A Paper 4

POWR 929 First Class Part B Paper 1  
POWR 930 First Class Part B Paper 2

POWR 931 First Class Part B Paper 3  
POWR 932 First Class Part B Paper 4

## PRACTICAL HORTICULTURE

**HRTC 912  
PLANT PROPAGATION \$195**  
Of value to nursery workers and home gardening enthusiasts alike. Topics include stem, leaf and root cuttings; divisions and layering; planting procedures for seeds; environmental factors; propagation houses, grafting and budding; bulb planting.

Apr 28 Tue/Thr 3 wks BBY CRN 18854

**HRTC 915  
PROFESSIONAL LAWN  
MAINTENANCE \$175**  
For those viewing this as a job opportunity, or for homeowners wanting a quality lawn. Site preparation, seeding and sodding; mowing, fertilizing, watering and thatching; weed and moss control; insect and disease control.

May 05 Tue/Thr 3 wks BBY CRN 18847

**HRTC 918  
PRACTICAL GARDENING FOR  
THE HOMEOWNER \$275**  
Basic theory and landscape techniques; pests and diseases; plant association of trees, shrubs and perennials; small garden design; lawn establishment and care; pruning techniques; soil management and care; plant propagation; organic gardening techniques; winter flowering shrubs; greenhouses and coldframes; bulbs; difficult and rare plants.

Apr 25 Sat 5 wks BBY CRN 17347

**HRTC 919  
PRUNING BASICS \$150**  
Techniques for pruning shrubs, fruit trees, soft fruit, climbing and wall plants, trees, hedges and roses.

Apr 27 Mon/Wed 3 wks BBY CRN 10913  
Apr 25 Sat 3 wks BBY CRN 23838

**HRTC 920  
INDOOR PLANT MAINTENANCE \$225**  
Learn a skill which could lead to a new career - techniques for maintaining healthy tropical plants inside the home or office. Includes plant identification, soils, nutrition (fertilizers), pests and diseases, environmental factors, watering principles, and public relations.

Apr 25 Sat 4 wks BBY CRN 17336

**HRTC 921  
DESIGN FOR THE TOWN GARDEN 1 \$225**  
Learn to design and maintain yards and gardens successfully. Includes general layout, estimating and cost management, grading and drainage, structural facilities and materials; soil improvement; plant materials; lawn maintenance; theory and principles of design, history of landscape design.

Apr 27 Mon/Wed 4 wks BBY CRN 17320

**HRTC 922  
DESIGN FOR THE TOWN GARDEN 2 \$275**  
Learn the necessary skills to prepare a landscape plan for a town garden. Emphasis on landscape drafting. Includes use of drafting instruments; basic surveying; preparation of plan views; cross sections and elevations; landscape symbols; lettering techniques; preparation of a plant list. Prerequisite: HRTC 921 or equivalent.

May 25 Mon/Wed 5 wks BBY CRN 17318

**HRTC 931  
PLANT IDENTIFICATION 1 \$225**  
Basics of nomenclature and plant identification. Includes botanical, common and family names; plant culture, hardiness, landscape placement and propagation.

Apr 25 Sat 4 wks BBY CRN 17305

**HRTC 932  
PLANT IDENTIFICATION 2 \$225**  
Continuation of HRTC 931 with the use of plant keys and field trips included.

May 30 Sat 4 wks BBY CRN 17292

**HRTC 944  
PESTICIDES FOR APPLICATORS  
& DISPENSERS \$90**  
Includes information on safe handling, transport and storage. Legislation regulating pesticide use, information on pesticide properties. Pest control objectives and integrated pest management. Equipment also covered.

Apr 27 Mon/Wed 3 wks BBY CRN 25228

## REFRIGERATION

**TREF 913  
COMMERCIAL AIR CONDITIONING 1 \$310**  
The first of a four-part program in commercial air conditioning. This course enables students to identify the components of a refrigeration system, explain its function, join copper tubing with flares, sedge, and soft solder/hard solder connections. Prerequisite: Students must obtain "Fundamentals of Refrigeration," from Carrier Canada Limited, prior to the course.

May 04 Mon/Wed 8 wks BBY CRN 25232

**TREF 916  
COMMERCIAL AIR CONDITIONING 3 \$310**  
Students will be able to troubleshoot electrical control systems, install and adjust thermostats, remove, replace and start up compressors, clean systems. Prerequisite: TREF 915 or equivalent.

May 05 Tue/Thr 8 wks BBY CRN 12946

**TREF 917  
REFRIGERATION TQ REFRESHER \$342**  
Provides assistance for tradespersons to upgrade their theoretical abilities in preparation to write the Provincial Refrigeration TQ Exam or for those wishing to refresh their theoretical knowledge of the trade.\*\*

May 04 Mon/Wed 11 wks BBY CRN 16341

**TREF 921  
COMMERCIAL AIR CONDITIONING:  
SHOP \$404**  
Students troubleshoot A/C systems for malfunctions and carry out preventive maintenance. A certificate of completion in "Commercial Air Conditioning" is issued to students who successfully complete this course and TREF 913/915/916. Prerequisite: TREF 916 or equivalent.

May 02 Sat 6 wks BBY CRN 15768

\*\* TQ Examinations are conducted by the Ministry of Advanced Education, Training and Technology. Contact the area office nearest your residence to determine your eligibility and schedule an examination.

## STEEL FABRICATION

**STEL 909  
STEEL FABRICATION \$275**  
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.

Apr 27 Mon/Wed 5 wks BBY CRN 10382

**STEL 913  
STEEL FABRICATION: PLATE  
& PIPE DEVELOPMENT \$275**  
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).

Apr 28 Tue/Thr 6 wks BBY CRN 10046

**STWD 901  
BLUEPRINT READING FOR WELDING AND  
STEEL FABRICATION BASIC \$250**  
Training covers all aspects of blueprint reading for welding.

Apr 28 Tue/Thr 5 wks BBY CRN 10037

## WELDING

**WELD 903  
OXYACETYLENE WELDING:  
BRAZE WELDING \$275**  
A basic fuel gas welding course for beginners. Includes safety, shop practice, procedures and operation of related equipment.

Apr 25 Sat 6 wks BBY CRN 17214

**WELD 915  
SHIELDED METAL  
ARC WELDING BASIC \$300**  
A basic arc welding course for the individual who wishes to learn S.M.A.W. to trade standards.

Apr 25 Sat 6 wks BBY CRN 17209  
Apr 28 Tue/Thr 5 wks BBY 23874

**WELD 941  
GAS TUNGSTEN  
ARC WELDING BASIC \$325**  
Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of G.T.A.W.

Apr 25 Sat 6 wks BBY CRN 17194

**WELD 944  
FLUX-CORED ARC WELDING \$325**  
(Self-Shielding). This process is used by structural steel fabricators and by ironworkers in field site work. The course will cover all basic weld joints in all positions.

Apr 28 Tue/Thr 4 wks BBY CRN 23883

**WELD 957  
GAS METAL ARC WELDING BASIC \$325**  
This process is used by most metal fabricators in the province. The course will cover basic weld joints in the flat, horizontal and vertical positions. Successful completion of this course may meet credit transferability to the G.M.A.W. Section of P6 Module, Level C.

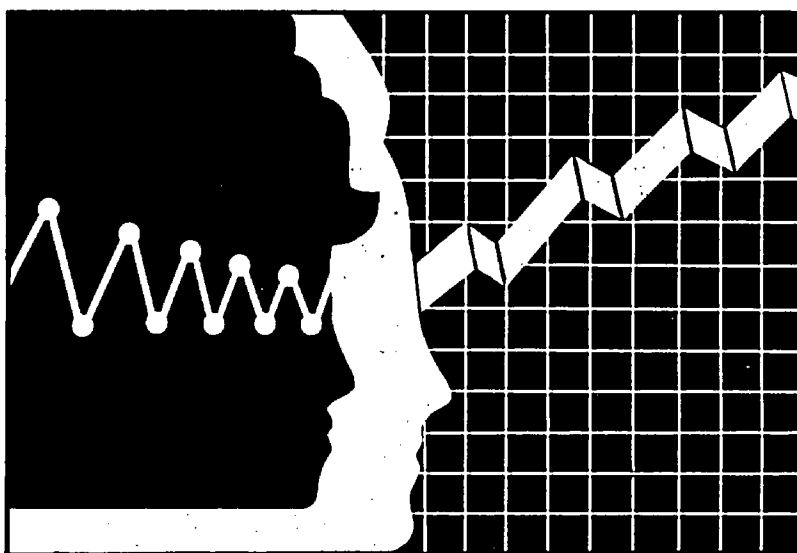
Apr 25 Sat 6 wks BBY CRN 17175



BCIT welcomes you to an open house to remember.....



Open House '84 Broadcast Journalism



Open House '86 Health Sciences

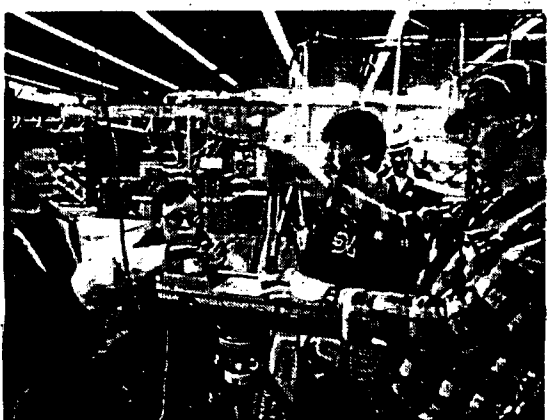


Open House '86 Computer Systems

# DISCOVER YOUR FUTURE

## BCIT OPEN HOUSE '92

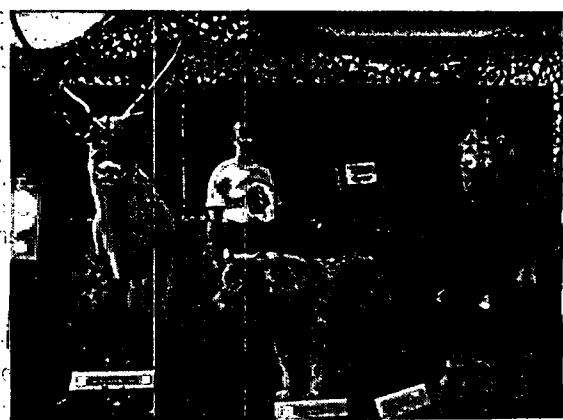
Friday April 10, 9am - 6pm  
Saturday April 11, 10am - 5pm  
Sunday April 12, 10am - 4pm



Open House '88 Construction



Open House '88 Milling Trade

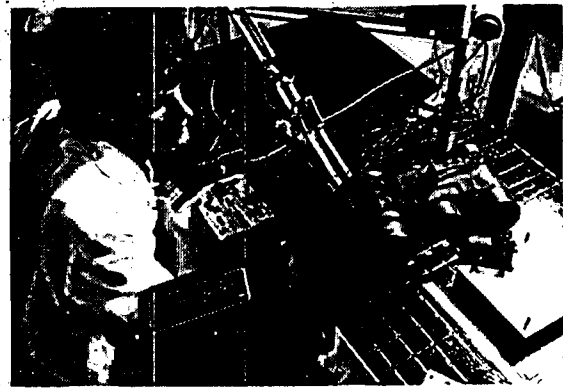


Open House '88 Fish Wildlife & Recreation



Open House '88 Welcome

- \* Over 100 program displays
- \* Career fair
- \* Regional high school science fair
- \* Live music, hot air balloon rides, skydivers, clowns, logger sports
- \* Science World Market
- \* H.R. McMillan Planetarium roadshow
- \* Ronald McDonald's Safety Show
- \* Free Admission - Free Parking



Open House '90 Robotics & Automation

Presented by BCIT Students.  
Where: Willingdon and Canada Way,  
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Buses pass by the door.

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**BCIT**

**OPEN HOUSE**

# INDEX

Actor/OOPS/Windows	19
AC Motors	26
AC Systems	26
Academic Studies	22
Accounting	9
Accounting, Computerized	18
ACCPAC	19
Administrative Management	6
Advertising	11
Air Brakes	27
Air Conditioning	29
Air Regulations	24
Aircraft Composite Repair	25
Aircraft Drafting & Blueprinting	25
Aircraft Maintenance	24,25
Aircraft Painting	25
Aircraft Sheet Metal	24
Aldus Freehand	12
Aldus Pagemaker	12
Alumni Association	4
Analytic Geometry	23
Announcing, Radio/TV	8
Apple/Desktop	12
ARC/INFO (GIS)	20
Architectural CAD (ASG)	17
Architectural Design	16
Artificial Intelligence	19
AutoCAD	17
AutoCAD, Civil	17
AutoCAD, Survey	22
AutoLISP	17
Automotive Collision Repair/ Refinishing	24
Automotive Electronics Technician	24
Automotive Emissions	24
Automotive Mechanic	24
Automotive Transmissions	24
Aviation	24
Aviation Trade Math	25
Avionics	25
BC Building Code	16,23
BASIC	18
BASIC for Trades	27
Blueprint Reading, Aircraft	25
Blueprint Reading, Carpentry	25
Blueprint Reading, Electricians	26
Blueprint Reading, Welding & Steel Fabrication	29
Brake Servicing	24
Broadcast Communications	7
Broadcast Journalism	7
Building	16,25
Business	5
Business Math	14
Business Training Centre	8
C++ (GIS)	20
"C" Programming	18
Cabinet Making	25
CAD, Civil	17
CAD, Survey	22
Calculus	23
CAM Applications	18
Campus Map	2
Campuses	3
Canadian Association for Production & Inventory Control (CAPIIC)	15
Cancellation	32
Career Search Workshops	3,7
Carpentry	25
Cashier Training	8
Certificate Programs, Business	5
Chemical Sciences	17
Chemistry	22
Civil & Structural Technology	17
Class Locations	3
Class Times	3
CNC Machinist	28
COBOL	18,19
Collision Repair & Refinishing	24
Color	10
Commercial Transport Mechanic	27
Commercial Vehicle Inspector	27
Communication	22
Communication, Technical	22
Computer Aided Construction	26
Computer Aided Engineering	17
Computer Graphics	12
Computer Manuals	23
Computer Programming	18
Computer Systems	18
Computing, Industrial	27
Concrete Formwork	25
Construction	25
Construction, Blueprint Reading	25

Construction, Estimating	16,25
Construction, Platform, Framing & Layout	25
Construction, Supervision	25
Construction Surveying	21
Cooperative Programs	5
Copywriting, Radio/TV	7
Corporate Communications	11
Cost Accounting	9
Counselling	6
Counselling Disabled Students	3
Customer Relations	11
Darkroom Techniques	12
Database Systems	16,18
DC Motors	26,27
Degrees, Business	5
Design/Drafting	16
Desktop Publishing	12
Digital Techniques	17,27
Diplomas, Business	5
Direct Employment Training	8
Directed Study/Correspondence/ Guided Learning	3
Distance Education	23
Drafting, Interior Design	10
Drafting, Mechanical	20
Drafting, Trades	26
Dynamics	20
Economics	6
Electrical Code	26
Electrical TQ	26
Electrical Trades	27
Electronics Technician	27
Electronics Technology	20
Engineering, Industrial	14
Engineering Technology	16
Engineering Technology Entry Program (ETE)	16
English	23
English, Technical ESL	22
Facilities Management	5
Fiber Optics	27
Film	8
Finance	9
Finance, Personal	9
Financial Accounting	9
Financial Assistance	3
Financial Management	9
Financial Management (Correspondence)	9
Financial Planning	9
Fire Alarms	26
Fire Control	21
Fish Harvesting/Processing	20
Food	4
Framing	24
Furniture	10
Furniture Finishing	28
Gardening, Practical	29
Gas Fitter	28
Gas Turbine Engines	25
Geographic Information Systems (GIS)	20
Global Positioning	22
Grading/Drainage	20
Graphics	12
HP95 LX Palmtop	21
Heating/Ventilation	20,26
Heavy Duty Mechanic Trade	27
Helicopter Maintenance	25
High Voltage	26
Highways	17
Horticulture Trade	29
Human Resources	6
Hydraulics	27,28
Hydrology	17
Illustration, Architects	16
Importing/Exporting	11
Industrial Computing/Control	27
Industrial Engineering	14
Industrial Management	14
Industrial Math	24
Instructional Skills	20
Instrumentation	27

Interior Design	10
Interviewing	6
Inventory Management	15
Investigative Reporting	8
Investment	9
JIT	15
Joinery	28
Journalism, Broadcast	8
Labor Relations	7
Landscape	20
LAN's	19
Lathe Operator	28
Law, Business	7
Lawns	29
Leadership Training	20
Learning Skills	22
Learning Skills for Trades	28
Legal Steno/Typist	8
Library	4
Lighting	10,26
Log Scaling	21
Logarithms	23
Lotus 1-2-3	18
MAC	18
Machinist Trade	28
Macintosh Desktop	12
Macintosh - Persuasion	12
Management	6
Manufacturing	15
Marine Engines	28
Marketing Communications	11
Marketing International	11
Marketing Management	10
Marketing Research	10
Materials Management	14
Math, Business	14
Math, Electricians	26
Math, Industrial	28
Math, Piping Trades	28
Math, Technical	23
Math, Trades	28
Mathematics	23
Mechanical Technology	20
Media Techniques	12
Medical Office Assistant	13
Micros	18
Microprocessors	27
Microsoft WORD	18
Microstation Intergraph	20
Millwright Trade	28
Motor Control	27
Motorcycles	28
Multimedia	19
Music Business	7
Natural Gas	21
NDT	17
NGV	24
Novell Network	19
Office Computer Skills	19
Operational Amplifiers	27
Operations Management	14
Organizational Behavior	6
Oxyacetylene Welding	29
Pagemaker	12
Painting/Decorating Trade	24
Parking	4
Parks/Recreation	20
PASCAL	18,20
Performance Management	7
Pesticides Retailers/Landscape	20,29
Petroleum	21
Photography	12
Physics	23
Pilot Ground School	24
Piping Trades	28
PL/1	19
Planning, Financial	7
Plants	20,29
Plumbing, Residential	28
Power Engineering	29
POWERHOUSE	19
Practical Horticulture	29
Problem-Solving/Decision-Making	6

Production Management	15
Productivity Engineering	14
Program Advising	3
Programming, Computer	18
Programmable Controllers	27
Project Management	16
Promotion	11
Pruning	29
Public Relations	11
Public Speaking	11
Pulp & Paper	21
Purchasing	14
Quark X-press	12
Radio	7,8
Rapid Transit	22
Reading Skills	22
Recreation & Athletics	4
Refrigeration	24
Refunds	32
Registration	32
Renewable Resources	21
Renovation	25
Reporting	8
Reports, Business/Technical	23
Robotics & Automation	21
Roofing	25
RPG Programming	18
Salary Administration	7
Sales	11
Seafood Retailing	20
Security Alarms	26
Service Marketing	11
Small Business	11
Small Engines	28
Software (GIS)	20
Software Development	16
Soils	21
Special Event Marketing	11
Sprinkler Systems	28
Spreadsheets	18
Stair Construction	25
Statistics	14
Steel Fabrication Trade	29
Steno/Typist, Legal	8
Stress Analysis	17
Study Skills, Trades	28
Subdivision Planning	17
Supervision	20
Supervisory Skills	6
Surveying	21
Survival Techniques	25
System 32 (Cabinetry)	28
Tax Receipts	32
Taxation	9
Technical Communication	22
Technical English	22
Technical Marketing	14
Technical Math	23
Technical Reports	23
Technical Sales	11
Technology Management	5
TERRASOFT (GIS)	20
Textbooks	4
TQC	15
Town Garden	29
Trades Training	24
Trades Math	28
Training Techniques	6
Transit Layout	25
Transportation/Logistics	14
Transportation Systems (Highways)	22
Trigonometry	23
TV Broadcasting	7
TV News	8
TV Production	8
UNIX	18
Ventura	19
Venture Growth Program	4
Video for Business	12
Welding Trade	29
Windows	19
Withdrawal	32
Women in Trades	28
Woodwork	28
WordPerfect	18
Wordprocessing	18
Writing, Dramatic	8
Writing, Media	7
Writing, Technical	22

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Saturday CLOSED

**AT THE DOWNTOWN CAMPUS**  
549 HOWE STREET, VANCOUVER.

**REGULAR HOURS OF OPERATION**

Monday to Thursday 0830-1800  
Friday 0830-1630  
Saturday CLOSED

**SUMMER HOURS OF OPERATION**

July 13, 1992 to August 15, 1992  
Monday to Thursday 0830-1700  
Friday 0830-1630  
Saturday CLOSED

**AT THE SURREY CAMPUS**  
\*PRINCESS MARGARET SCHOOL  
128 STREET & 72 AVENUE, SURREY.

**REGULAR HOURS OF OPERATION**

Monday to Thursday 0900-2030  
Friday 0900-1530  
\*Closed June 29-September 7

HOURS OF REGISTRATION ARE SUBJECT TO CHANGE

# HOW TO REGISTER

**REGISTER BY PHONE: 434-1610**

**EXPECT DELAYS OF 10-30 MINUTES IF REGISTERING BY TELEPHONE BETWEEN MAY 1 AND MAY 25.**

Students who have enrolled in courses since July 1984 can register by phone using MasterCard or Visa.

Burnaby Campus Tel. 434-1610  
Downtown Campus Tel. 687-4666

**FALL 1992 REGISTRATION**

Registration for the Fall Term opens June 1, 1992. Although the course schedule will not have been printed at the time, you can call us at 434-1610 to check on course offerings and to register.

**REGISTER BY FAX: 430-1331**

If payment can be made by Visa or MasterCard, register by completing the PART-TIME STUDIES REGISTRATION FORM below (all sections) and FAX it to 430-1331.

Your payment receipt will follow by mail, however you should confirm your registration deadlines before classes start. Confirmation that your FAX registration has been processed can be made by phoning BCIT at 434-1610 or coming to the registration area in person.

**COURSE CANCELLATIONS**

The Institute reserves the right to cancel courses if enrolments are insufficient. A full refund of tuition fees or a letter of credit will be issued for courses cancelled by the Institute.

**COURSE TRANSFER/CHANGE \$15 FEE**

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

Your course transfer/change must be made by the refund deadline dates listed.

**REFUNDS**

Course refund deadlines vary. Please check your course refund deadline when you register. Full refund, less \$25, if within the following guidelines:

Course duration	*Deadline Dates
Over 4 weeks	1 day prior to the 2nd class
4 weeks or less	1 week prior to the class start date.
Distance education	Before material has been sent.

Refund request must be received by the Institute by the refund deadline. Special fees for some courses are non-refundable and different refund requirements and deadlines may apply. Please check refund requirements and deadlines at the time of registration.

Please note that there will be a charge of \$25 per course deducted for refund processing when you withdraw from a course. A letter of credit may be issued after the deadline, based on medical reasons only. A medical note must be enclosed with the written request and forwarded to Revenue Accounting, Financial Services.

**MISCELLANEOUS FEES**

NSF/Returned Cheques	\$15
Duplicate T2202A	10
Transcript (plus \$1 each extra)	5

**TAX RECEIPTS - T2202A - 1992**

An official tax receipt will be mailed by Financial Services on or before February 28. To allow for normal mail delivery, students should wait until March 31 before contacting Financial Services if a tuition fee tax receipt has not been received. A \$10 charge will be levied for duplicate receipts.

To ensure that the receipts are sent to the correct address, students should notify the Student Records Office immediately of any change of address.

**HOW TO WITHDRAW**

Students who wish to withdraw from a course after the refund deadline, must do so officially, in writing. Withdrawal will be allowed until two-thirds of the way through the course and will result in a "W" on the transcript. If withdrawing after the deadline, the transcript will show "F" for the dropped course. Neglecting to withdraw officially (course abandonment) will result in an "OF" on the transcript. The standard refund policy applies to all withdrawals.

**CLASS TIMES**

Classes at all sites run for 3 hours per night, 1 or 2 nights a week, Monday through Thursday, UNLESS OTHERWISE NOTED IN COURSE DESCRIPTION OR AT REGISTRATION.

BURNABY (BBY) TRADES	1900-2200
BURNABY (BBY) TECHNOLOGY	1845-2145
COQUITLAM (COQ)	1845-2145
DOWNTOWN EDUCATION CENTRE (DEC)	1730-2030
HOLDOM AVENUE (HOL)	1845-2145
RICHMOND (RIC)	1845-2145
SEA ISLAND (SEA)	1900-2200
SURREY (SRY)	1900-2200

**REGISTER NOW!**

**434-1610**

**FAX: 430-1331**

## PART-TIME STUDIES REGISTRATION

**PERSONAL DATA**

Social Insurance Number				Student Name (Last Name, First Name)			
Month	Day	Year	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	Country of Citizenship <input type="checkbox"/> Canada <input type="checkbox"/> Other	Status (If Not Canadian) <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Student Authorization	
Mailing Address (Number and Street)						R.N. Number (If Applicable)	
City/Town				Prov.	Postal Code	Home Phone Number	
Work Phone Number		FAX Phone Number		Company Name			

**EDUCATIONAL RECORD**

	NAME AND LOCATION	YEARS COMPLETED	PROGRAM/DEGREE	CUMULATIVE CREDITS/GPA	PERIOD OF ATTENDANCE	FULL-TIME/PART-TIME
LAST HIGH SCHOOL						
COLLEGES AND/OR INSTITUTES						
UNIVERSITIES						

PROVINCIAL EXAM NUMBER: \_\_\_\_\_

**COURSE REGISTRATION**

Course Number	Course Ref. Number (CRN)	Course Title	Course Cost(s)		Start Date			Site
			Fee	Special Fee	Month	Day	Year	
TOTAL FEES			+	=				
Payment of Fees: <input type="checkbox"/> Full Fees Paid by You <input type="checkbox"/> Full Fees Paid by Employer (Approval Attached) <input type="checkbox"/> Special Arrangement (Approval Attached)								
FOR "MAIL IN OR FAX IN" APPLICATIONS: FAX (604) 430-1331								
Paid By: <input type="checkbox"/> Cheque/Money Order (Enclosed)		Card No.:		TOTAL AMOUNT PAID				
<input type="checkbox"/> Visa		Month Year		Month Year				
<input type="checkbox"/> MasterCard		Issue Date:		Expiry Date:				
Signature: _____		Month Year		Month Year				

**CONSENT AND ACKNOWLEDGEMENT**

I hereby consent to be bound by and observe all applicable rules, regulations, policies and procedures of BCIT and any amendments made thereto from time to time. I am aware that a copy of all such rules, regulations and procedures is available for review at the office of the Registrar for BCIT and I acknowledge that it is my responsibility to review the same.

Applicant Signature  
(Unsigned registration forms may be returned unprocessed.)

Date

Please complete and return to BCIT Registration, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2