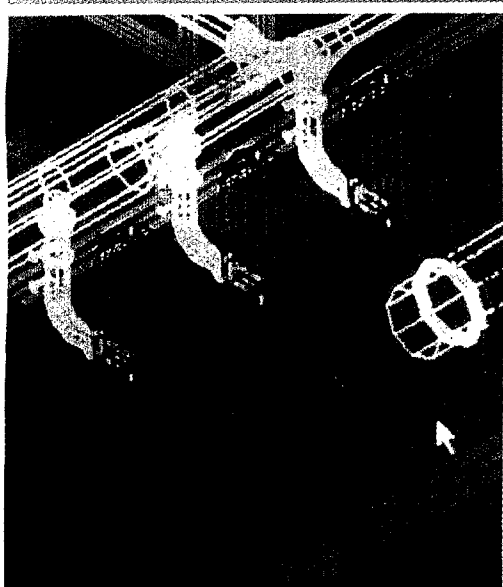
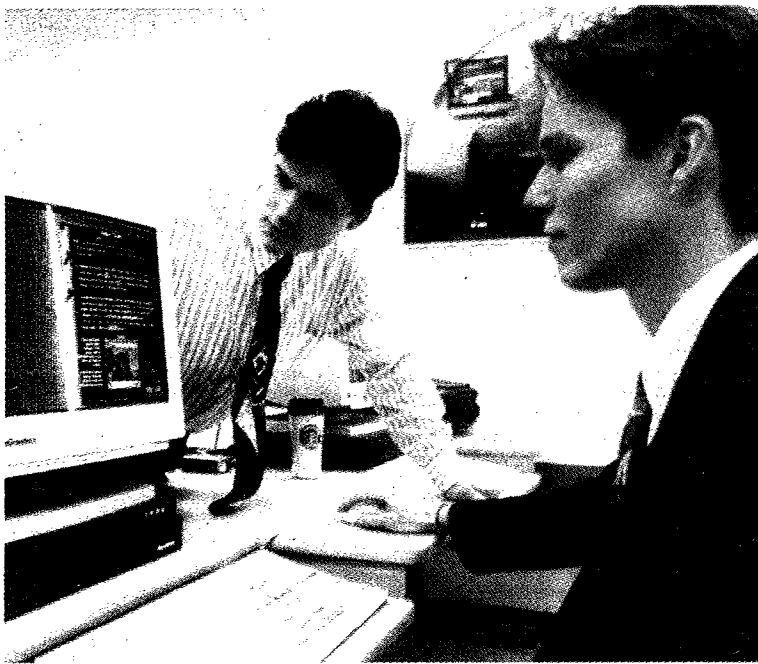




The world  
is learning.  
Keep up.




**PART-TIME**  
[www.bcit.ca](http://www.bcit.ca)



**SPRING 2000**  
Term starts April 10, 2000  
Register Now! (604) 434-1610 or 412-7777



See you there!  
**BCIT  
OPEN  
HOUSE**  
April 7-8, 2000  
Futures 2000  
See page 5.

*BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY*



# REGISTRATION & SERVICES

## CAMPUS LOCATIONS/ OFFICE HOURS

Burnaby and Downtown campuses offer year-round registration for part-time courses. Surrey and Richmond locations have limited registration services.

Please note: BCIT uses the 24-hour clock (e.g. 1730 means 5:30 p.m.)

**Burnaby/BBY** (604) 434-1610  
3700 Willingdon Avenue,  
Burnaby, B.C. V5G 3H2 Fax (604) 430-1331

Office Hours May 1 - August 12  
Mon-Fri 0830-1600  
Closed on weekends and Stat. Holidays

**Downtown Campus/DTC** (604) 412-7777  
555 Seymour Street,  
Vancouver, B.C. V6B 3H6 Fax (604) 687-2488

Office Hours May 1 - August 12  
Mon-Thr 0830-1730  
Fri 0830-1630  
Closed on weekends and Stat. Holidays

**Pacific Marine Training Campus/PMT** (604) 453-4100  
265 West Esplanade,  
North Vancouver, B.C. V7M 1A5 Fax: (604) 985-2862  
Registration Line (604) 453-4111

Office Hours  
Mon-Fri 0830-1530

**Aerospace and Technology Campus/ATC** (604) 419-3777  
3704

Vancouver Airport (South Terminal)  
Unit 200-5301 Airport Road South,  
Richmond, B.C. V7B 1B5 Fax: (604) 278-5363

Office Hours  
Mon-Fri 0730-1600

**Surrey/SRY, Registration** (604) 594-2000  
Tamanawis Senior Secondary School  
12600-66th Avenue, Surrey, B.C. V3W 2A8

Office Hours  
Mon-Thr 0900-2030  
Fri 0830-1200  
Saturday Closed Closed during July and August.

Registration takes place at Princess Margaret Senior Secondary, while classes are held at Tamanawis Senior Secondary.

Please contact the Burnaby or Downtown campus to register for courses at the following locations:

B.C. Hydro Building  
Auditorium D2, 333 Dunsmuir Street, Vancouver, B.C. V6B 4N1

Howe Street campus/HOW  
549 Howe Street, Vancouver, B.C. V6C 2C2

JIBC (Justice Institute of British Columbia)  
715 McBride Blvd., New Westminster, B.C. V3L 5T4

Kwantlen University College/KUC  
Langley Campus, 20901 Langley Bypass, Langley, B.C. V3A 8G9

Langley Secondary School/LSS  
21405-56th Avenue, Langley, B.C. V3A 4R3

Maple Ridge Secondary School/MRC  
21911-122nd Avenue, Maple Ridge, B.C. V2X 3X2

Royal Centre  
1055 Georgia Street (7th Floor), Vancouver, B.C. V6E 3S5

Vancouver Maple Leaf Language College (VLC)  
815 West Hastings Street, Suite 250, Vancouver, B.C. V6C 1B4

## CLASS TIMES

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

Burnaby Technology (BBY)	1845-2145
Burnaby Trades (BBY)	1900-2200
Downtown (DTC)	1730-2030
Howe Street (HOW)	1730-2030
Kwantlen University College/Lang.(KUC)	1900-2200
Langley Secondary School (LSS)	1830-2130
Maple Ridge Secondary (MRC)	1900-2200
Pacific Marine Training campus (PMT)	See course descriptions
Sea Island (SEA)	1900-2200
Surrey (SRY)	1900-2200

## CLASSROOM LOCATIONS

Classroom locations are not available until 1600 on the night your course begins. Classroom locations will be posted at the following Burnaby campus locations:

- NE1, JW Inglis Building, 2nd floor, South Entrance
- SW1, Building, 1st floor, Registration and Information Office
- SE2, Bookstore
- SE12, Breezeway outside Campus Cafe
- SE6, 2nd floor

Note: During the week of term start, student guides will be located in the following areas to assist you:

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

## METHODS OF PAYMENT

Cheque, Money Order, Visa, MasterCard, American Express, letter of authorization from employer to have BCIT invoice. Cash in person only. Debit card available at all campuses except the Surrey campus.

Payments: (604) 432-8732

## CONFIRMATION OF REGISTRATION/PAYMENT

Your receipt will be mailed to you; however, due to volume your receipt may be delayed and therefore should not be considered as confirmation. Please attend the first night of class unless otherwise notified.

## CREDIT CARD DECLINES

If a Visa, MasterCard or American Express has been declined, or a cheque returned NSF, the student will be sent a letter of notification. Further Registration and marks will be withheld until outstanding balance is cleared.

## COURSE AUDIT

A student may audit a course with permission from the instructor by the second night of class.

## COURSE CANCELLATIONS

Avoid course cancellations and register early. The Institute reserves the right to cancel courses if enrolments are insufficient. A full tuition refund cheque will be mailed out for cancelled courses. BCIT's new cancellation policy will provide five business days notice of a course being cancelled.

## REFUNDS

Course refund deadlines vary. Check your course refund deadline when you register. You will receive a full refund, less 15% tuition, if you withdraw within the following deadlines:

Course Duration	Deadline Dates
4 weeks or less	1 week prior to the class start date
Over 4 weeks	Prior to the 2nd class
Distance Education	Before course materials have been sent. After materials have been shipped, department approval is required.

Early Registration Refund Policy: Students who withdraw 30 days prior to the week of term start will receive a 100 per cent tuition refund.

Refund requests must be submitted to part-time Registration, Burnaby or DTC campus, by the refund deadline date.

Special fees for some courses are non-refundable and different refund requirements and deadlines may apply. International students, please refer to page 49 for refund policy information.

Refund cheque inquiries only (604) 432-8212

## TAX RECEIPTS (T2202A-1999)

An official tax receipt will be mailed by Financial Services on or before February 25. To allow for normal mail delivery, wait until March 15 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, notify the Student Records Office immediately of any change of address.

## HOW TO WITHDRAW FROM A COURSE

Students who wish to withdraw from a course after the refund deadline must do so officially, in writing, to Student Records. Withdrawal will be allowed until two-thirds of the way through the course and will result in a "W" on the transcript. If withdrawing after two-thirds of the way through the course, the transcript will show "LW" for Late Withdrawal. Neglecting to withdraw officially will result in an "V" on the transcript. A "V" indicates course abandonment.

To withdraw from a part-time course prior to the refund deadline date, contact:

Registration and Information (604) 434-1610 or (604) 412-7777  
After the refund deadline date

Student Records: (604) 432-8498

## FEES

The total cost of the course includes mandatory fees.

Part-time student activity fee:

- \$3 per course at Burnaby and the Sea Island campus.
- \$1.30 per course at locations other than Burnaby and the Sea Island campus.
- \$1 per course for distance education courses.
- \$2.15 per week for industry services at Burnaby and the Sea Island campus.
- \$.90 per week for industry services courses at other locations.

A building fee of \$5\* per course for courses with less than 3 credits and \$10\* per course with 3 or more credits.  
\*to a maximum of \$20 per term.

For more information on the student activity fee and the services it funds, please contact the BCIT Student Association at (604) 432-8600.

## TRANSFER/CHANGE FEE

A \$15 fee is charged when you request a course transfer/change. Please ensure that you are registered in the correct course at the time of registration. Your course transfer/change must be made by the refund deadline dates. This applies when you request to have your registration changed from one course to another and/or to change your time/date.

International students should refer to page 49 for information about part-time tuition fees.

Tuition does not include textbooks or material requirements unless indicated.

## MISCELLANEOUS FEES

NSF/Returned Cheques \$15 Transcript \$5 (plus \$3 each extra)  
Duplicate T2202A \$10 (See credit card declines)

## CHANGES TO CURRICULA, REGULATIONS AND SERVICES

Although every effort is made to ensure that the contents of this part-time Studies flyer are accurate at the time of publication, BCIT reserves the right to make, without prior notice, whatever changes are deemed necessary to the courses, services or regulations. The Institute reserves the right to cancel any course or service.

This part-time Studies flyer is published for information only and is not intended to be a complete statement of all procedures, policies, rules and regulations, nor is it to be construed as an irrevocable contract between the student and the Institute.

## BOOKSTORE

Web-site: bookstore.bcit.ca  
BCIT Bookstore (604) 432-8379 Fax (604) 432-7923  
bookstore@bcit.ca Campus Centre/SE2

### BURNABY BCIT Bookstore Hours-April 2000

Apr 1	0830-1230	Apr 17, 18	0830-2000
Apr 3, 4	0830-1600	Apr 19	0900-2000
Apr 5	0900-1600	Apr 20	0830-2000
Apr 6, 7	0830-1600	Apr 21, 22, 23, 24	Closed
Apr 8	Open House 2000	Apr 25	0830-1900
	0830-1600	Apr 26	0900-1900
Apr 10, 11	0830-2000	Apr 27	0830-1900
Apr 12	0900-2000	Apr 28	0830-1600
Apr 13	0830-2000	Apr 29	0830-1130
Apr 14	0830-1600		
Apr 15	0830-1230		

- Burnaby Book-rush hours are listed above, and also on the bookstore's Web site. Downtown Book Room hours are handled by the Downtown campus staff.
- The Bookstore accepts Visa, MasterCard, American Express and InterAc Direct (Credit cards with the magnetic stripe must be presented-account numbers alone will not be accepted.)
- Student accounts can be set up by companies or government agencies if billing/invoicing details are faxed to: (604) 432-7923 prior to first class. Please allow a suitable time for processing.

## SATELLITE LOCATIONS

BCIT Bookstore does not offer on-site book sales at satellite locations. It is best to come in to the Burnaby campus before your class for best selection, and to take advantage of Bookstore promotions and special value packages.

For students enrolled in Satellite Campus courses, who cannot travel to Burnaby, please call 412-7402 to arrange courier delivery of text in advance of class. At least one week's notice is best. This service is a pilot project for students attending satellite campuses-restrictions apply.

## THE THREE R'S OF RETURNS

- 1) Mandatory Course books only have returns protection, but require a Registration drop slip (proof of cancellation or withdrawal) within 14 days of book purchase. ASK FOR IT, even if withdrawing via telephone or fax. No returns on reference books or general merchandise/supplies or BCIT lab manuals, course notes, or any opened 3-hole punched materials.  
Plus
- 2) Cash register receipt-14 day window-from date of purchase to return date. Remember-14 days from the date of purchase.  
Plus
- 3) Mint condition. Book must be unmarked and shrink-wrap intact if applicable. No exceptions-if you write in it or mark it, you must keep it.

Books in a technical school can be expensive and are specialized materials. Purchase only if you're positive you need the material. It's best to go to your first class before purchasing-but you can check the booklists in the bookstore to verify information.

## USED BOOKS TO PURCHASE:

Limited quantities of selected titles may be available at term start-up. Personal shopping only.

## NEXT USED BOOK BUYBACK OPPORTUNITY:

Check our web-site bookstore.bcit.ca for the next opportunity.

There is no guarantee that a book will have a used book buyback value: new editions and course text changes determine the value. The buyback is conducted on-site only, by a used book wholesaler with access to a data base of more than 60,000 titles-the bookstore staff do not have the answers about used book value.

## CORRESPONDENCE/GUIDED SELF-LEARNING

If you can't get to any of our classroom sites, BCIT offers career-orientated 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:

Academic Studies	(604) 432-8784
Business Administration	(604) 451-7134
Engineering Technology	(604) 432-8784
Financial Management	(604) 412-7417
Health Sciences	(604) 451-7089
Industry Services	(604) 432-8234
Internet	(604) 451-6733
Power Engineering	(604) 432-8390





## How To Read Your Flyer

### Course Identification

The Course Identifier consists of a subject code, number and title. Please refer to the BCIT Part-time Flyer online at [www.bcit.ca](http://www.bcit.ca) for a complete explanation.

Subject	Course #	Course Title	Course Description	Tuition Fee
COMM	0040	MAKING MEETINGS WORK	Teaches what to do before, during, and after a meeting. Learn how to plan the meeting, control discussion, motivate meeting members, resolve conflict, and unite the group.	BBY \$187
Apr 10	Wed	1845-2145	6 wks BBY	CRN 32999
Start Date	Course time	Location	Duration	Course Reference

## CAMPUS LOCATIONS/ OFFICE HOURS

Burnaby and Downtown campuses offer year-round registration for part-time courses. Surrey and Richmond locations have limited registration services.

Please note: BCIT uses the 24-hour clock (e.g. 1730 means 5:30 p.m.)

Burnaby/BBY (604) 434-1610  
3700 Willingdon Avenue,  
Burnaby, B.C. V5G 3H2 Fax (604) 430-1331

Office Hours May 1 - August 12  
Mon-Fri 0830-1600  
Closed on weekends and Stat. Holidays

Downtown Campus/DTC (604) 412-7777  
555 Seymour Street,  
Vancouver, B.C. V6B 3H6 Fax (604) 687-2488

Office Hours May 1 - August 12  
Mon-Thr 0830-1730  
Fri 0830-1630  
Closed on weekends and Stat. Holidays

Pacific Marine Training Campus/PMT (604) 453-4100  
265 West Esplanade,  
North Vancouver, B.C. V7M 1A5 Fax: (604) 985-2862  
Registration Line (604) 453-4111

Office Hours  
Mon-Fri 0830-1530

## COURSE REGISTRATION: FIVE WAYS TO REGISTER



### 1. ONLINE - EASY, SAFE, QUICK!

From the BCIT homepage, [www.bcit.ca](http://www.bcit.ca) follow the Admissions/Registration link and you'll connect to the on-line form. Your registration will be confirmed automatically.

### 2. By Fax - Easy, direct, fast!

If registering by fax, payment for the part-time course(s) must be made by Visa, MasterCard or American Express. Your credit card number and expiry date must be included on the faxed registration form in order for your registration to be processed.

Burnaby(604) 430-1331 Downtown (604) 687-2488

### 3. By Mail - Simple and direct!

Complete the registration form and include your signature at the bottom. Clip the form out and mail to:

Part-time Studies OR BCIT Downtown Campus  
BCIT Registration and Information 555 Seymour Street,  
Willingdon Avenue, Vancouver, B.C.  
Burnaby, B.C. V5G 3H2 V6B 3H6 3700

### 4. In Person

Note: The following hours of Registration are subject to change. Please refer to page 2.

Burnaby Campus, 3700 Willingdon Avenue, Burnaby  
Mon-Thr 0830-1900 Fri 0830-1630  
Sat 0830-1230 Closed on Holiday Weekends

Downtown Campus, 555 Seymour Street, Vancouver  
Mon-Thr 0830-1800 Fri 0830-1630  
Saturday Closed

Princess Margaret Senior Secondary,  
128th St. & 72nd Ave., Surrey  
Mon-Thr 0900-2030 Fri 0900-1200  
Saturday Closed Closed July and August.

Note: Registration takes place at Princess Margaret Senior Secondary, while classes are held at Tamanawis Senior Secondary.

### 5. By Phone - Be patient, your call will be answered!

Registration by phone is available!  
If registering by phone, payment for the part-time course(s) must be made by Visa, MasterCard or American Express.

Note: During peak periods you may experience lengthy delays.

Burnaby(604) 434-1610 Downtown (604) 412-7777

# TABLE OF CONTENTS

Academic Studies . . . . .	5	Electrical and Electronics .....	42
Access Courses . . . . .	7	First Nations .....	4, 27, 45
Bachelor of Technology . . . . .	9	Health Sciences .....	45
BCIT International . . . . .	49	Index .....	55
Business . . . . .	10	Manufacturing & Industrial Mechanical....	46
Computing & Information Technologies	28	Process, Energy & Natural Resources .....	50
Construction . . . . .	34	Registration & Services .....	2
Distance Education . . . . .	40	Transportation .....	53

If you are having trouble finding your course, check the Index on page 55.

All part-time courses can be found on the Web. Register online: [www.bcit.ca](http://www.bcit.ca)

**SEE YOUR FUTURE AT BCIT OPEN HOUSE APRIL 7<sup>TH</sup> AND 8<sup>TH</sup>**



## Part-time Studies Registration Form

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

### BCIT STUDENT NUMBER

A student number may already have been issued to you, if you have previously been a BCIT student or have contacted BCIT for program information. You would find this number at the bottom of any correspondence from Registration and Information Dept. or the Registrar's Office.

If known, please enter that number here

If this number is not known, please check this box and a number will be assigned to you.

To avoid duplication of our records, please enter your sex and birthdate in the spaces provided below.

Birthdate:    Sex:  male  female

(day month year)

SOCIAL INSURANCE NUMBER (for tax purposes only)

Last Name (family name)

Legal First Name

Middle Name

Previous Last Name (e.g. Maiden Name)

**MAILING ADDRESS INFORMATION** - All official BCIT correspondence will be mailed to this address. Please notify the Registration and Information Dept. of any changes.

Street/Box No.

Town/City  Province

Country  Postal Code

Home Phone  Work Phone

Employer name/address

Course Number	Course Ref. Number (CRN)	Course Title	Course Cost(s)			Start Date			Site
			Fee	Book Fee	DD	MM	YY		

Textbooks:  Yes  No (for Correspondence use only) TOTAL FEES  +  =

You can pay by cash, cheque, money order, VISA, MasterCard or American Express. The debit card is accepted at all campuses except Surrey. A service charge for any NSF or returned cheque will be assessed.

Card Number  Expiry Date

VISA  MasterCard  American Express

cheque enclosed  full fees paid by employer (approval attached)  special arrangement (approval attached)

Your citizenship status is:  Canadian Citizen  Landed Immigrant/Permanent Resident  
 Student Authorization  Other (please specify)

Country of Citizenship if not Canada:

I declare that the information on this application is correct and complete. I acknowledge BCIT's right to cancel this application if the information contained in it has been misrepresented.

If I am admitted to BCIT, I agree to abide by its policies and regulations. If granted an award, I authorize the Student Awards and Financial Aid Office to release pertinent information to the donor of the award and provincial funding bodies.

Signature  Dated



# REGISTRATION & SERVICES

## PROGRAM ADVISING FOR PART-TIME STUDIES

(604) 434-1610 [www.bcit.ca/services\\_home.htm](http://www.bcit.ca/services_home.htm)

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

If you are beginning your studies in Engineering Technology you should confer with a part-time studies program advisor before you begin. We recommend that proposed programs be submitted to a program advisor for approval. If you are beginning your studies in the Business Technology, you may register for your first courses without program approval.

At the Burnaby campus, program advisors are available by appointment only. Please call (604) 434-1610.

## DISABILITY RESOURCE CENTRE

Voice (604) 451-6963 TTY (604) 432-8954  
Fax (604) 433-1184 [karen.harvey@bcit.ca](mailto:karen.harvey@bcit.ca)  
Building SW1, Room 2319

We offer a range of support services for students with disabilities. See page 8 under Access Courses for a selection of courses available.

## FINANCIAL AID AND AWARDS

(604) 432-8555 Hours: Mon-Fri 0830-1600

Limited financial assistance is available to eligible students registering for part-time programs or programs of short duration, based on an assessment of financial need. Applicants submitting a completed "BCIT part-time assistance application" form will be considered for all available part-time assistance programs. Every applicant is notified in writing.

BCIT part-time Assistance Application forms and further information may be obtained from Financial Aid and Awards, Building SW1, Room 2300.

APPLICATION DEADLINE: 28 calendar days before the first day of class.



## FIRST NATIONS PROGRAMS/SERVICES

(604) 432-8474  
[www.bcit.ca/~stuserv/firstnations/index.htm](http://www.bcit.ca/~stuserv/firstnations/index.htm)

The First Nations staff provides culturally appropriate programs and services for aboriginal people. First Nations Programs/Services also offers cross-cultural awareness training for professionals as well as general interest.

**FNPS 0103 FIRST NATIONS CULTURAL AWARENESS \$163.00**  
Explore history, and develop an understanding of culturally divergent beliefs and values. This course provides insight into the Aboriginal experience by examining history, current issues and the challenges facing Aboriginal People and their communities.

May 23, 25, 30 Tues/Thr 1830-2130 BBY CRN 27186

## SAFETY AND SECURITY OFFICE

Open 24-hours a day. (604) 451-6856  
Building SW1-1001

**Lost and Found**  
Lost and Found operates from the Safety and Security office in Building SW1-1001, next to the This n That store. Should you or your department locate a lost item, please take it to BCIT's Lost and Found immediately so that we can readily assist the claimant.

**Student Campus Patrol**  
As a safety/security measure, security staff or the Student Campus Patrol will escort you to and from any location on the Burnaby campus. Please call Security at (604) 451-6856. This office is open 24-hours a day.

## RECREATION SAC

(Student Athletic Centre) (604) 451-6859

BCIT offers indoor and outdoor recreational facilities at the Burnaby campus. These include four racquetball/handball courts and two squash courts, an excellent gymnasium which accommodates eight badminton, two basketball and three volleyball courts and is used for many other sports and recreational activities. Our newly expanded weight room is equipped with a strength training super circuit, free weight and excellent cardio equipment and exercise area. Other facilities include tennis courts, sports field, a fitness trail and a 396-metre track offering excellent outdoor recreation. Complete shower facilities, change and locker rooms for both men and women are available.

## LIBRARY

(604) 432-8370 [www.lib.bcit.ca](http://www.lib.bcit.ca)

The BCIT Libraries include the Burnaby Campus Library as well as specialized libraries at PMTC and ATC.

The libraries play a leading role in the educational process by providing the BCIT community with access to current materials using the latest information technology, assistance in retrieving information, and instruction in research methods.

The Burnaby Campus Library has a wide variety of books, periodicals, technical reports, videos, and maps.

There are specialized collections of legal materials, standards, Statistics Canada and government publications.

The Library Microcomputer Centre on the Lower Floor is currently undergoing extensive renovations and has been relocated for the interim to the Library's Upper Floor. When these are completed later this year students will have access to more computer workstations including personal notebook connections, study and presentation rooms, group project rooms and a work resource area for photocopying and scanning materials.

The PMTC Library collection specializes in nautical, marine engineering, marine emergency, radar simulator, and ship operations materials.

The ATC Library collection specializes in aircraft maintenance and repair, and avionics materials. The Library has the latest in computerized information including an online Library Catalogue System (accessed from the above Library web site), Internet, and in-house CD-ROM access. The libraries are also wheelchair accessible and have special needs facilities such as a print-to-voice machine for the visually challenged.

Be sure to visit the Library's web site for more detailed information about BCIT Libraries and services, the Library Catalogue System as well as the many resources and links that we have to offer.

### Library Hours (604) 432-8557

**Burnaby Campus Library**  
September to May (subject to change)  
Mon to Thr: 0730 - 2230 Sat and Sun: 0900 - 1700  
Fri: 0730 - 1700

Circulation Desk: (604) 432-8370

Reference Desk service: (604) 432-8371

**Microcomputer Centre: (604) 432-8835**  
Mon to Thr: 0800 - 2200 Sunday: 1200 - 1630  
Fri: 0800 - 1630  
Sat: 0900 - 1630

**PMTC Library (604) 453-4107**  
Mon to Fri: 0800 - 1600  
Closed Tue/Thr: 1300 - 1400

**ATC Library (604) 419-3708**  
Mon and Fri: 0730 - 1500  
Tues to Thurs: 0730 - 1800  
Closed for lunch: 1215 - 1245

## THE NOW PROJECT

(604) 451-6983 [nowproject@bcit.ca](mailto:nowproject@bcit.ca)

The NOW Project helps people who are, or have been, receiving Income Assistance through the Ministry of Human Resources (formerly Social Services) to prepare for and succeed at BCIT. Through academic and personal support, we assist students to successfully pursue their career goals.

NOW Project support and services:

- Information, assistance and advocacy on Income Assistance and training issues.
- Help with application, admission and financial aid processes and other BCIT systems and procedures.
- Help access academic assessments and upgrading for education and career planning.
- Use of resource centre for academic, career, labour market and Income Assistance information.
- Referral to workshops and tutoring.
- Resource centre computer facilities for use of computer-based training programs and the Internet.
- Assistance in exploring full-time and part-time educational options offered at BCIT.
- One-on-one support and student support groups.
- Help access appropriate services in BCIT and in the community.
- Job search coaching and workshops.

**Hours of Operation:**  
Appointments can be booked at the NOW office or call (604) 451-6983 Mon-Fri 0830-1630

**Drop-In Hours**  
Advisors will meet with registered participants on a first-come, first-serve basis Mon-Thr 1230-1600 only. Advisors are unavailable for drop-in before 1230.

## PARKING AND SECURITY

(604) 432-8719 (604) 451-6856

All vehicles parking on the Burnaby campus, day or night, must display a valid Institute parking permit or a ticket from a dispenser. Night school parking permits are available from the cashier's office adjacent to the registration area and are valid after 1630 in any staff, student or visitor parking lot, Monday to Friday and all day on week-ends and holidays. All parking enforcement is managed by IMPARK. Please direct your inquiries, i.e. tickets, tows, etc., to Impark (604) 681-7311.

Visitor parking, 0600-1630, has a one-hour maximum limit, except the visitor lot in front of SE14, which has a \$6 all-day rate.

Vehicles not displaying a valid parking permit are subject to impoundment. Vehicles should be kept locked at all times. BCIT does not accept liability for theft or damage to vehicles parked on campus. For general inquiries, please call (604) 432-8719.

**Fees are subject to change:**  
Night school term: \$16.00

Student	Daily rate: \$1.50	Jan-May term \$75.00
	Monthly: \$15.00	Sep-Dec term \$60.00

Students with disabilities:	Motorcycles
Monthly \$15.00	Monthly \$7.00

Parking rates at the Downtown campus are \$2 hour, \$8 per day and \$3 per evening. To benefit our students, evening parking rates begin at 1700 hours.

**Cashiers' Hours-Subject to change**  
Mon - Thr: 0830 - 1900 Fri 0830 - 1630  
Saturday: 0830 - 1230-closed on holiday weekends.

## FOOD

(604) 432-8642

There are many food outlets on the Burnaby campus from which to choose. Hours of operation and locations are as follows. Please note that opening hours may vary at different times of the year.

<b>Town Square Café (SE2)</b>	<b>Campus Café (SE12)</b>
Mon-Thr 0630-2100	Mon-Thr 0700-2100
Fri 0630-1500	Fri 0700-1530
Sat Closed	Sat 0800-1400

<b>J.W. Inglis (NE1) (SE1)</b>	<b>Electrical Training Centre (SE1)</b>
Mon-Thr 0600-2100	Mon-Fri 0700-1430
Fri 0600-1500	Sat Closed
Sat 0800-1400	

<b>Elephant on Campus</b>	<b>Roadrunner (SW1, Rm 2322)</b>
Mon-Thr 1100-Midnight	Mon-Thr 0730-2100
Fri 1100-0100	Fri 0730-1430
Sat 1200-1800	
Sun Closed	

Hours of operation are subject to change and are posted in each cafeteria.

## ALUMNI ASSOCIATION

(604) 432-8847 [alumni@bcit.ca](mailto:alumni@bcit.ca) [www.bcit alumni.org](http://www.bcit alumni.org)

The BCIT Alumni Association is a very exclusive membership. This association has only one requirement—you must be a graduate of BCIT! All you have to do is complete your diploma or certificate program. All BCIT, PVI and PMTC graduates who have completed programs of at least six months duration are members of the Alumni Association. Stay connected to fellow alumni and the BCIT community.

Graduates assist in fundraising activities, volunteer, and take part in giving back their experience to those who will one day do the same. Graduates are informed through the Alumni Ambassador newsletter, as well as through special events and reunions. To enjoy these opportunities and many more, keep us up to date with any address changes. After you graduate, stay in touch!

## ARE YOU READY TO GRADUATE?

Students who are completing a part-time studies certificate program or are completing a Bachelor of Technology Degree through part-time studies are required to apply to graduate. Please obtain an "Application for Certification" form from Student Records. This form must be completed and submitted to the Student Records department, Burnaby campus (SW1-1545).

If you are completing a Bachelor of Technology Degree program or a part-time studies certificate program that is 45 credits or higher, you are also eligible to attend the next available Convocation ceremony. Note: you must submit your "Application for Certification" form to Student Records by the following deadline in order to attend:

For the June Ceremony; no later than the end of the first week in May.  
For the February Ceremony; no later than the end of the first week in January.

## STUDENT EMPLOYMENT SERVICES

(604) 432-8666 [bciteps@bcit.ca](mailto:bciteps@bcit.ca)

**FIND WORK!** If you're looking for full-time, part-time work on or off campus, visit Student Employment Services. We average 200 new job listings each month. Register for Ejobs and look for work via the Internet from the comfort of your own home. Our resume review service is popular, and will help you build a resume that attracts attention and gets results. Combine this with our tips on interview techniques. We're located in Building SW1-1100. Office hours: Mon-Fri 0830-1600, closed 1300-1400.

## STUDENT ASSOCIATION SERVICES

(604) 432-8600

Several services at BCIT are available through lease and management agreements with the Student Association. The SA operates, leases and/or supports:

- Campus Crimestoppers
- Campus Travel
- Science World Pass
- Car Pooling
- Child Care Centre
- Eco-Fair
- Legal Aid
- Peer Tutoring Program
- Shinerama Fundraising
- Cystic Fibrosis Research
- Student Assistance
- Fundraising Initiative
- Environment Education
- Open Houseat BCIT
- Take Pride (representing the Gay, Lesbian and Bisexual community)

### Student Association Phone Numbers

Main office/Reception	(604) 432-8600
Brown Bag Restaurant	(604) 434-5734, local 5082
Campus Travel	(604) 451-7042
Car Pooling	(604) 451-7060
Child Care	(604) 432-8919
Copy Centre	(604) 451-7039
Campus Crimestoppers	(604) 669-TIPS
Duke's Cappuccino	(604) 435-8757
Elephant on Campus	(604) 434-4448
Environmental Education	(604) 451-7060
Legal Aid	(604) 432-8600
Link Newspaper	(604) 432-8974
Open House	(604) 451-6855
Orientation Handbook	(604) 432-8974
Recreation and Athletics	(604) 432-8287
Soaky's	(604) 433-2079
Take Pride	(604) 451-6922
TNT Convenience Store	(604) 451-7040
TNT Store	(604) 432-8889
Toastmasters	(604) 432-8765
Tutoring	(604) 451-6915
Vending Operations	(604) 432-8600
Video Arcade	(604) 432-8601
Work Study	(604) 432-8549





**COMM 0041** **BBY \$81**  
**TELEPHONE TECHNIQUES**  
 Teaches techniques for effectively dealing with customers, clients, and colleagues. Learn how to handle complaints and difficult calls. Involves discussion, problem-solving, and practice.

Apr 15 Sat 0900-1600 1 day BBY CRN 20659

**COMM 0042** **BBY \$187**  
**WRITE TO SELL - BROCHURE DESIGN**  
 Learn how to "style" your brochure to audience image and needs, and to apply a 25-point checklist for effective brochure design. This hands-on workshop shows you how to sell your products and services just like the pros do in the billion-dollar direct mail business.

Apr 11 Tue 1845-2145 6 wks BBY CRN 23801

**COMM 0043** **BBY \$187**  
**COPYWRITING THE RIGHT COPY**  
 Everything you need to know about getting to your audience in ads, flyers, newsletters, and broadcast media. Learn how to write like the pros in a hands-on workshop that shows you how to sell your products, services, or ideas anywhere.

May 23 Tue 1845-2145 6 wks BBY CRN 23802

**COMM 0056** **BBY \$85**  
**LANGUAGE SKILLS DEVELOPMENT**  
 This flexible, non-credit tutorial offers students individual and small group practice with reading, writing, listening, and speaking, with a focus on language training. Designed to provide assistance to students who are already enrolled in a first-year Communication course.

Apr 12 Wed 1130-1300 4 wks BBY CRN 27277

## GENERAL INTEREST COMMUNICATION COURSES

(604) 451-7065 ccook@bcit.ca

**COMM 0020** **BBY \$226**  
**INDEPENDENT LEARNING SKILLS**  
 Teaches how to read efficiently, cope with assignments, use computer-managed learning packages, study independently, take exams successfully, manage your time and get the most from new instruction techniques. Includes methods for reading textbooks and learning from objectives.

Jul 6 Thr 1845-2145 8 wks BBY CRN 20612

**COMM 0021** **BBY \$226**  
**EFFECTIVE WRITING**  
 Gives an overview of techniques used to make writing clearer, better organized, and more effective in the workplace.

Jul 5 Wed 1845-2145 8 wks BBY CRN 20611

**COMM 0022** **BBY \$253**  
**ENGLISH FUNDAMENTALS**  
 Reviews sentence structure, word choice, common grammatical problems, paragraph structure, and basic presentation strategies. Designed for students whose first language is English.

Apr 11 Tue 1845-2145 12 wks BBY CRN 20686

## FORENSIC SCIENCE TECHNOLOGY

(604) 451-7178 echan@bcit.ca

**FSCT 5002** **DTC \$381.30**  
**FORENSIC APPLICATIONS OF CRIMINAL LAW 2: LEGAL EVIDENCE**  
 Forensic evidence is subject to all the general rules related to the admissibility of evidence in the criminal trial process and is also subject to certain unique rules of scrutiny. This course will examine the fundamental laws of evidence within the adversarial process and provide a context for the expert in their role as witness. Prerequisite: FSCT 5001 or asset. Relevant work experience and permission of instructor and program head. (2 credits)

Apr 15 Sat 0900-1200 10 wks DTC CRN 27302

**FSCT 5004** **JIBC \$406.30**  
**BUSINESS LAW FOR COMMERCIAL CRIME INVESTIGATION**  
 The course introduces the investigator to the legal underpinnings of business transactions. The civil law of contracts, sales of goods, secured transactions and business organizations will be explored, along with the legal context within which ordinary commerce occurs and which determines the existence of a possibly criminal commercial transaction. Prerequisite: Post secondary business administration economics courses or equivalent. Relevant work experience and permission of instructor and program head. (2.5 credits)

Apr 13 Thr 1830-2130 12 wks \*JIBC CRN 28613

\*CLASSES WILL BE HELD AT THE JUSTICE INSTITUTE OF BRITISH COLUMBIA.

### PART-TIME TIP

GO THE DISTANCE. Courses offered through distance education (correspondence) are listed on page 40 and 41.



**FSCT 6009** **BBY \$458**  
**TACTICAL ANALYSIS 2**

Focuses on the work of the tactical analyst in a law enforcement organization. Students increase their knowledge of how to apply the 5-stage intelligence cycle to investigational information. Students discuss issues introduced in the Tactical Analysis course, but at a more sophisticated level. Course covers planning issues, logical reasoning in hypothesis creation, and report preparation and dissemination. Instruction focuses on using computers to collate information, to develop strong analytical skills for targeting and profiling persons, and to develop logically sound arguments for a variety of law enforcement actions. Students also discuss the use of software programs to create sophisticated charts and tables during the analysis and dissemination stages. Prerequisite: FSCT 5001, 5002, 6008 or equivalent. Relevant work experience and permission of instructor and program head. (2.5 credits)

Apr 12 Wed 1830-2130 12 wks BBY CRN 28639

**FSCT 6010** **BBY \$458**  
**CASE MANAGEMENT: MAJOR CRIMES INVESTIGATION**

The focus of this course is to train investigators in Case Management methods to enable them to understand the need for managerial skills in criminal investigations. The purpose is to provide an applied knowledge in analyzing elements of an investigation and then determining an organized method to correlate evidence and the best course of action. Prerequisite: FSCT 5001, 5002, 6007 or equivalent. Law Enforcement Officers only. Approval of instructor or program head required. (2.5 credits)

Jun 5 Mon-Fri 0830-1700 1 wk BBY CRN 28643

**FSCT 6011** **BBY \$458**  
**MEDIA COMMUNICATIONS**

The media are both interpreters and spokespersons in our communities. Increasingly, media plays a role in shaping the way people feel about police, which in turn, has influenced how police handle operations and crises. Community policing relies heavily on public support, consultation and mutual understanding. Every law enforcement person is a potential spokesperson, who may be called upon to work with the media. This course provides information about the media, practical tips on how to work with them and ideas on how to develop productive relationships. Members of the public and the media itself are also welcome to enrol. Prerequisite: Relevant work experience and permission of instructor and program head. (2.5 credits)

Apr 11 Tue 1800-2200 9 wks BBY CRN 28664

**FSCT 6203** **BBY \$458**  
**FORENSIC BIOLOGY: DNA TYPING**

This course provides instruction in Forensic biology including: evidence gathering and preservation; identification and comparison of body fluids and hair; historical aspects of DNA typing; various DNA typing techniques used in forensic science; population genetics; databases; legal issues. The course includes the identification of biological materials as well as historical and present-day techniques used in DNA typing. Discusses population genetics and current and possible future DNA legislation. A portion of the course is "hands-on" including casework examples and the interpretation of results and laboratory reports. Prerequisite: FSCT 5001 and 5002 or equivalent. Post secondary biological science course or relevant work experience and permission of instructor and program head. (2.5 credits)

Apr 13 Thr 1830-2130 12 wks BBY CRN 28665

**FSCT 6205** **BBY \$483**  
**FORENSIC ENTOMOLOGY**

Forensic entomology is the study of insects associated with a human corpse, usually a homicide victim, to determine elapsed time since death. It can also be used to determine whether the body has been moved, disturbed after death, used drugs prior to death, etc. Its use is increasing in Canadian and U.S. courts and it is the most accurate and frequently the only method of determining elapsed time since death after 72 hours. It can give a time of death up to a year or more after death. Any death investigator who handles homicide cases older than 24 hours should be familiar with the use of insects and their collection. This course covers an overview of entomology and its applications to criminal investigations; how to collect insect evidence at a crime scene in a manner defensible in court; the value of insect evidence and the results that can be expected from an entomologist. Prerequisite: FSCT 5001, 5002 or equivalent. Post secondary biological science course or relevant work experience and permission of instructor and program head. (2.5 credits)

Apr 12 Wed 1830-2130 12 wks BBY CRN 27294

**FSCT 6207** **BBY \$613**  
**FORENSIC ANTHROPOLOGY FOR LAW ENFORCEMENT PERSONNEL (RURAL)**

This course demonstrates principles of forensic anthropology, showing how these principles are used in the positive identification of human beings. The theories and methodologies employed in the examination of human skeletal remains to determine such identifying traits as racial affinity, sexual morphology, stature, chronological age at time of death, elapsed time since death, socio-economic status, etc., are examined both during lectures and in the lab. In the field component of the course, working groups are required to process a crime scene from start to finish, including: initial scene analysis; gridding; measuring; recording; screening; excavation, and recovery of the remains, concluding with a debriefing session. Prerequisite: FSCT 5001, 5002 or equivalent. Post secondary biological science course or relevant work experience and permission of instructor and program head. (3 credits)

Jun 26 Mon-Fri 0800-1700 1 wk BBY CRN 27301

**FSCT 6209** **JIBC \$611.30**  
**URBAN CRIME SCENE SEARCH FOR LAW ENFORCEMENT PERSONNEL**

This five-day course has been newly designed to meet the needs of crime scene examiners working in primarily urban settings. Covers a variety of types of scenes encountered by urban investigators and includes a considerable emphasis on examining a variety of fire scenes for physical evidence. Candidates on this course will become part of small "crime scene teams" and will work with others on several "problem based" scenarios. This course has a hands-on emphasis, and most of the class time is spent in the field. Prerequisite: FSCT 5001, 5002, 6207, 6401 or equivalent. Relevant work experience and permission of instructor and program head. (3 credits)

Aug 14 Mon-Fri 0800-1700 1 wk \*JIBC CRN 27297  
 \*CLASSES WILL BE HELD AT THE JUSTICE INSTITUTE OF BRITISH COLUMBIA.

**FSCT 6210** **DTC \$563**  
**FORENSIC BIOLOGY: ADVANCED MOLECULAR TECHNIQUES (LABORATORY EXERCISES)**

With the advent of new molecular techniques, DNA is the method of choice for forensic analysis of biological evidence. This course combines a series of didactic lectures on the fundamentals of biological and forensic DNA analysis with hands-on laboratory exercises. Introduces concepts and exercises in a manner designed to give students a feel for working on an actual case. Students are given biological "evidence" to perform a DNA extraction, quantification and analysis. The course will introduce RFLP (restriction fragment length polymorphism) as well as PCR (polymerase chain reaction) methods and fluorescent STR (short tandem repeat) detection using the latest genetic analyzer. Prerequisite: FSCT 6203 or equivalent. Post secondary biology or molecular biology course. Relevant work experience and permission of instructor and program head. (3 credits)

Jul 10 Mon-Sat 0900-1630 1 wk BBY CRN 27296

**FSCT 6305** **BBY \$408**  
**FORENSIC INVESTIGATION OF EXPLOSIVES AND INCENDIARIES: ARSON AND FIRE ACCELERANTS**

Covers the role of the forensic laboratory in the investigation of explosives and incendiaries (including fireworks) and fire accelerants involved in arson. The forensic chemist's role is examined through discussion of the potential and proper handling of exhibit materials, laboratory examination and analysis, identification and interpretation of the results and understanding of laboratory reports for investigative and court purposes. Prerequisite: FSCT 5001, 5002 or equivalent. Post secondary chemical science courses or relevant work experience. Permission of instructor and program head. (2 credits)

Apr 11 Tue 1830-2130 10 wks BBY CRN 28666

**FSCT 6406** **DTC \$506.30**  
**FORENSIC VIDEO TECHNOLOGIES**

Provides students with an in-depth analysis of the uses and evidentiary value of videotape. Through site surveys, students discover contemporary video surveillance technologies and techniques. Students interpret recent Supreme Court decisions. Investigators are challenged to look for video at every crime scene; learn how to use it and how to apply proper rules of evidence in order to protect it for court. This course analyzes the proliferation of video cameras in today's society and demonstrates to investigators how they can take advantage of this accurate and powerful source of evidence. Prerequisite: FSCT 5001 and 5002 or equivalent. Relevant work experience and permission of instructor and program head. (2.5 credits)

May 1 Mon-Fri 0900-1630 1 wk DTC CRN 27299

**FSCT 6503** **BBY \$513**  
**COMPUTER SECURITY AND NETWORKS**

Maintaining an Internet focus, this course is designed to give the investigator a general understanding of computer network systems and architectures with emphasis on overall system security and forensic techniques. After gaining an understanding of how computers communicate via the Internet, Wide and Local area Networks, combined with an overview of system administration as it pertains to police investigations, students receive hands-on training in the use of basic UNIX commands, symmetric and asymmetric cryptographic tools and firewalls. Also covered are various techniques for intercepting and tracking Internet communications, network penetration tools and an overview of hacker culture. Prerequisite: FSCT 5001, 5002, 6104 or equivalent. Experience with computers and networks is advised. Relevant work experience and permission of instructor and program head. (3 credits)

Apr 12 Wed 1800-2200 12 wks BBY CRN 28670

**FSCT 6504** **INTERNET DELIVERY \$451.30**  
**INTERNET FOR INVESTIGATIONS**

This course introduces investigators to the types of crimes which can be committed via the Internet and how the Internet impacts policing. Includes hands-on experience and training in the use of Internet resources as they relate to law enforcement activities. Students are given hands-on training in the use of on-line public databases and analytical tools and techniques. Focuses on how to use the Internet to gather information on, and ultimately track, criminals via the Information Highway. Covers Internet security issues such as encryption, virus detection and various software utilities. This class requires students to actively participate in the techniques of gathering and sharing information of interest to the law enforcement community. Prerequisite: FSCT 5001, 5002, 6104 and 6502 or equivalent. Relevant work experience and permission of instructor and program head. (2.5 credits)



**FSCT 6602 DTC \$406.30**  
**FORENSIC ACCOUNTING 1**

Those interested in forensic accounting from a business perspective develop tools to use in the work place to help control the growth or opportunity of fraud. This course provides a foundation for those wishing to pursue a career in forensic accounting. Students are invited to provide input on fraud issues based on their experience, and discuss how those situations could be addressed. Course emphasis is forensic accounting related to fraud and theft related offences. Prerequisite: FSCT 5001, 5002, 5004, accounting course or relevant work experience. Permission of instructor and program head. (2 credits)

Apr 3 Mon 1830-2200 9 wks DTC CRN 28644

**FSCT 6607 DTC \$456.30**  
**INSURANCE INVESTIGATIONS: LEVEL 1**

This course provides students with an understanding of the importance of a good investigation and the perils of an inadequate one. Emphasis is placed on personal lines insurance fraud, and the impact that this has on the industry and society in general. Provides an introduction to proper investigation, the role of the insurance investigator, and the position of the courts on fraud related issues. Students learn how to conduct effective "good faith" investigations with knowledge of the prevailing trends on policyholder's rights. Prerequisite: Post secondary business courses or equivalent. Relevant work experience and permission of instructor or program head. (2.5 credits)

May 1 Mon-Fri 0830-1700 1 wk DTC CRN 28645

**FSCT 6609 DTC \$456.30**  
**LOSS PREVENTION AND RISK ASSESSMENT**

This course provides an understanding of the importance of loss prevention as a tool to improve risk selection and loss experience, and the role of loss prevention and risk management in the corporate strategy. (2.5 credits)

Aug 14 Mon-Fri 0830-1700 1 wk DTC CRN 28646

**Technology Entry (TE) Upgrading Programs**

This full-time day school program is offered through the Academic Studies division and provide academic upgrading to students wishing to enrol in engineering, health and electronics programs at BCIT.

For more information about TE and TEWELT, please turn to page 8.

## MATHEMATICS

(604) 451-6709 clawrenc@bcit.ca

The Mathematics division of Academic Studies offers Pre-Entry and Refresher Mathematics courses for those who require an upgrade in Mathematics. For more information about these courses, please refer to the Access Courses section of this flyer.

**MATH 3431 BBY \$253**  
**TRANSFORM CALCULUS FOR ELECTRONICS**

First and second order differential equations. The Laplace transform as an integral function. Transform pairs for functions and operations, inverse transforms from tables, techniques of partial fraction expansion for inverse transformation. Poles, zeroes, s-plot, s-domain circuit diagram and applications. Transients in multimesh circuits, transfer functions and frequency response to sinusoidal inputs. Fourier series, trigonometric fourier coefficients and frequency spectrum. Prerequisite: MATH 2431 or MATH 2434/2435 (2 credits)

May 29 Mon/Wed 1845-2145 6 wks BBY CRN 24844

**COMP 1113 BBY \$489**  
**APPLIED MATHEMATICS**

Covers the basic mathematics concepts required for CST students. It is divided into two parts: A) Basic algebraic operations, functions, trigonometric functions, equations, logarithms, linear systems, vectors and matrices; B) Boolean algebra, number systems and data representation. (4 credits)

May 30 Tue/Thr 1845-2145 8 wks BBY CRN 28867

**COMP 1133 BBY \$648**  
**STATISTICS FOR COMPUTER SYSTEMS TECHNOLOGY**

An introductory-level course in analyzing data and quantifying uncertainty. Techniques of descriptive statistics lead to data analysis, estimation, hypothesis testing and linear regression. Probability topics include distribution functions, entropy and the transmission of efficiency of binary codes, network reliability/fault tolerance. The Data Analysis tools in MS Excel are used extensively. (4 credits)

Jun 5 Mon/Wed 1800-2200 8 wks BBY CRN 28866

## PHYSICS

(604) 412-7446 fdispiri@bcit.ca

The Physics division of Academic Studies offers a Pre-Entry and Refresher Physics course for those who require an upgrade in Physics. For more information about these courses please refer to the Access Courses section of this flyer.

**PHYS 1301 BBY \$588**  
**GENERAL PHYSICS 1**

Topics covered include translational and rotational kinematics and dynamics, Newton's laws, equilibrium, work, energy, power, properties of solids and fluids. This course is equivalent to general level first term Physics courses at BCIT. Prerequisite: Physics 11 and Math 12 or Applied Math 12 or equivalent. (6 credits)

Jun 5 Mon-Fri 0900-1200 6 wks BBY CRN 23753

**PHYS 2301 BBY \$588**  
**GENERAL PHYSICS 2**

Topics covered include heat, wave phenomena, electrostatics, electric circuits, magnetism and electromagnetic induction. This course is equivalent to general level second term Physics courses at BCIT. Prerequisite: PHYS 1301 or equivalent. (6 credits)

Jul 17 Mon-Fri 0900-1200 6 wks BBY CRN 23754

### PART-TIME TIP

**LET'S TALK.** Completing all courses in a program does not mean you will receive a certificate or diploma. You must contact Program Advising and have your program approved: [services@bcit.ca](mailto:services@bcit.ca) or call (604) 434-1610.



## ACCESS COURSES

### CAREER, EDUCATIONAL AND PERSONAL DEVELOPMENT

(604) 434-1610 [www.bcit.ca/services\\_home.htm](http://www.bcit.ca/services_home.htm)

**CEPD 0100 BBY \$35**  
**INTRODUCTION TO CAREER PLANNING**

Considering BCIT? Undecided about your career choice? Learn more about career planning. This two-hour course introduces the steps in the career planning process, exploring interests and researching career/educational options. Taught by a professional counsellor.

Apr. 28 Fri 1000 - 1200 BBY CRN 24759  
 June 2 Fri 1000 - 1200 BBY 25116  
 Aug. 18 Fri 1000 - 1200 BBY 25117

**CEPD 0101 BBY \$188 DTC \$186.30**  
**CAREER TESTING**

Explore your career options by writing a series of standardized tests. This eight-hour course helps you to access information: to identify your interests, aptitudes, values and personal style; and to develop a summary profile for career and lifestyle planning. Conducted by a professional counsellor. Group test interpretations are provided. Individual career testing assistance may be available for a fee and on request. Call Counseling Services: (604) 434-1610.

June 17/24 Sat 0900 - 1300 BBY CRN 25118  
 Aug 23/30 Wed 1800 - 2200 BBY 25119

**CEPD 0103 CAREER TRANSITIONS**

Designed for groups of workers or companies experiencing restructuring or downsizing. For more information, call Counseling Services: (604) 432-8435.

**HRMG 0315 BBY \$238 DTC \$236.30**  
**CAREER SEARCH WORKSHOP**

Students explore and research career options by writing tests, accessing current information and resources, and learning how to specify goals to make a career change. This 12-hour course covers interests, aptitude and values, clarification and testing, career and educational opportunities, decision-making and goal setting, and implementation. Taught by a professional counselor.

Apr. 6/13/20/27 Thurs 1730 - 2030 4 wks DTC CRN 21129  
 Apr. 29/May/6/13/20 Sat 0900 - 2000 4 wks DTC 23645  
 May 24/31 June 7/14 Wed 1845 - 2145 4 wks BBY 27364

**CEPD 0103 CAREER TRANSITIONS**

This program of tests and activities is designed for groups of workers or companies experiencing restructuring or downsizing. For more information, call Counselling Services: (604) 434-1610.

**CEPD 0200 BBY \$35**  
**BCIT PREPARATION: EARLY ORIENTATION**

This course is an early orientation for students accepted into BCIT's courses. Introduces the factors in student success, study skills, time and stress management, and accessing support and assistance at BCIT.

Aug. 25 Fri 1000 - 1200 BBY CRN 26257

### ACCESS COURSES

Access or pre-entry courses, offered through the Academic Studies division, are individual day or night courses available for students who need the necessary prerequisites to apply for their chosen technology programs, or for those who wish to prepare for a full-time program workload by reviewing the academic prerequisites.

## CHEMISTRY

(604) 432-8551 ksoulsbu@bcit.ca

**CHEM 0001 BBY \$473**  
**PRE-ENTRY CHEMISTRY**

Presents an upgrading course for those whose background in chemistry is weak, or serves as a refresher course for those who have not studied chemistry for several years. Meets the Chemistry 11 entrance requirement for BCIT programs. This course is equivalent to CHEM 0010, offered with the ETE day school program. CHEM 0010 accepts part-time studies enrolment, space permitting.

Apr 11 Tue/Thr 1845-2145 12 wks BBY CRN 20610

### PRE-ENTRY COMMUNICATION

(604) 412-7506 nabraham@bcit.ca

**COMM 0009 BBY \$529 DTC \$527.30**  
**COMMUNICATION PLACEMENT**

Before you can be enrolled in a Pre-Entry Communication course (COMM 0003, 0004, 0005 or 0008), we first need to assess your English skills so you will be placed in the appropriate course for your level of English. ALL STUDENTS, including students who have passed COMM 0003 or COMM 0004, need to enrol in COMM 0009 COMMUNICATION PLACEMENT test and write a two-hour assessment, to determine their eligibility for registration in a Pre-Entry Communication course. The \$529 OR \$527.30 fee covers the cost of the COMM 0009 exam AND one Pre-Entry Communication course.

You can write the COMM 0009 COMMUNICATION PLACEMENT test on any of the following days. Please register in COMM 0009 BEFORE the test date:

Apr 4 Tue 1800-2200 1 session BBY CRN 26741  
 May 23 Tue 0830-1230 1 session DTC 27289  
 Jul 6 Thr 0830-1230 1 session BBY 27290

BBY (Burnaby) fee is \$529 and DTC (Downtown Center) fee is \$527.30. Note: Students should bring photo ID (driver's license or passport) and fee receipt to the COMM 0009 Communication Placement Exam.

**PRE-ENTRY COMMUNICATION COURSE**  
 Once you write the COMM 0009 COMMUNICATION PLACEMENT test, you will be placed in one of following three levels of courses: COMM 0003, 0004 or 0005/COMM 0008.

\*Classes offered are subject to a minimum number of students being registered in a particular section.

The following is the schedule of classes for COMM 0003, COMM 0004, and COMM 0005/COMM 0008:

Apr 10 Mon-Thr 1300-1700 6 wks DTC  
 Apr 10 Mon-Thr 0830-1230 6 wks DTC  
 Apr 10 Mon/Wed 1800-2200 11 wks BBY  
 Apr 11 Tue/Thr 1800-2200 11 wks BBY  
 Apr 15 Sat 0830-1630 11 wks DTC

(Note: Includes three Sunday session on May 14, 28 and June 11)

Apr 15 Sat 0830-1630 11 wks BBY

(Note: Includes three Sunday session on May 14, 28 and June 11)

May 29 Mon-Thr 0830-1230 6 wks DTC  
 May 29 Mon-Thr 1300-1700 6 wks DTC  
 Jul 10 Mon-Fri 0830-1230 5 wks BBY  
 Jul 10 Mon-Fri 1300-1700 5 wks DTC  
 Jul 10 Mon-Fri 1800-2200 5 wks BBY  
 Jul 10 Mon-Fri 0830-1230 5 wks DTC

**COMM 0003 WRITING, SPEAKING, LISTENING, AND READING SKILLS FOR TECHNICAL COMMUNICATION FOR SECOND LANGUAGE STUDENTS**

This course covers the writing, speaking, listening, and reading skills needed to succeed in BCIT's other pre-entry courses. Students practice grammar skills and language structures useful for technical communication. A grade of 65% and a passing grade in the Communication Placement Exam meet the prerequisite for COMM 0004.

**COMM 0004 TECHNICAL COMMUNICATION SKILLS FOR SECOND LANGUAGE STUDENTS**

Prepares students whose English language skills need upgrading to enrol in COMM 0005. Focuses on paragraph writing for technical communication. Students prepare and interpret graphics; write classification, cause and effect, and comparison paragraphs; and make oral presentations. A grade of 65% and a passing grade COMM 0009 meet the prerequisite for COMM 0005.

CONTINUED NEXT PAGE

**COMM 0005**  
**TECHNICAL ENGLISH AND LEARNING SKILLS FOR SECOND LANGUAGE STUDENTS**

Prepares students whose first language is not English, but have good writing and speaking skills. Learn the writing, reading, speaking, listening and study skills needed for BCIT full-time programs. A grade of 65% in this course equals a "P" in English 12. Check with BCIT Admissions for the final grade that you need for your program choice.

**COMM 0008**  
**TECHNICAL ENGLISH AND LEARNING SKILLS**

Prepares students whose first language is English for entry into BCIT full-time programs. Learn the reading, writing, speaking and study skills needed for BCIT full-time programs. A grade of 65% in this course equals a "P" in English 12. Check with BCIT Admissions for the final grade that you need for your program choice.

**COMM 0011** **DTC \$198.30**  
**EFFECTIVE PRESENTATION SKILLS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE)**

Learn how to give more effective presentations at school and in the workplace. This course is designed for speakers of English as an additional language who want to improve their presentation and listening skills. Topics include planning and organizing presentations, preparing visual aids, using appropriate stress and intonation, and effectively asking and answering questions. Your presentations will be videotaped to evaluate your progress and get feedback. Prerequisite: a high level of fluency in English.

Apr 10 Mon 1730-2030 8 wks DTC CRN 24830

**COMM 0012** **DTC \$198.30**  
**ENGLISH FOR PROFESSIONALS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE)**

Learn how to write clear and correct letters, memos, and e-mail. This course is designed for professionals who speak English as an additional language and who would like to improve their written communication skills. Using documents you have written for a work situation, you will learn to identify and correct the kinds of errors you commonly make when you write. Bring along copies of workplace documents that you have written so your instructor can give you individualized feedback on your writing. Prerequisite: a high level of fluency in English.

Apr 11 Tue 1730-2030 8 wks DTC CRN 24831

## MATHEMATICS

(604) 451-6709 clawrenc@bcit.ca

**MATH 0001** **BBY \$473**  
**TECHNICAL MATHEMATICS INTRODUCTION**

An upgrading course for students who have not completed high school mathematics, or who completed it more than three years ago, or whose math background is otherwise weak. Meets Math 12 entrance requirement for BCIT Engineering Technology, Health Science or Computer Systems Technology programs. Technology programs which require a Math 12 grade of "C+" or better must achieve a final mark of 65% or higher in MATH 0001. This course is equivalent to MATH 0005 offered with the ETE day school program. MATH 0005 accepts part-time studies enrolment, space permitting. Prerequisite: "C" or better in Math 11, or equivalent.

Apr 17 Mon/Wed 1845-2145 15 wks BBY CRN 20687  
May 29 Mon-Fri 0900-1200 6 wks BBY 20688  
Jun 26 Mon-Fri 1300-1600 6 wks BBY 20689

**MATH 0004** **BBY \$153**  
**REFRESHER MATHEMATICS**

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

Aug 21 Mon-Fri 1300-1600 2 wks BBY CRN 25033

**MATH 0011** **BBY \$239**  
**TECHNICAL MATHEMATICS INTRODUCTION PART 1**

This course, along with Math 0012, is equivalent to MATH 0001. This particular course presents the first half of MATH 0001, and will run in tandem with it. Students have the opportunity to determine if their mathematics abilities are such that they would be able to successfully complete MATH 0001 at the level required for entry to BCIT. Prerequisite: "C" or better in Math 11, or equivalent.

Apr 17 Mon/Wed 1845-2145 8 wks BBY CRN 23769

**MATH 0012** **BBY \$239**  
**TECHNICAL MATHEMATICS INTRODUCTION PART 2**

This course, along with MATH 0011, is equivalent to MATH 0001. This particular course presents the second half of MATH 0001 and will run in tandem with it. Prerequisite: Successful completion of MATH 0011.

Jun 14 Mon/Wed 1845-2145 8 wks BBY CRN 23770

## PHYSICS

(604) 412-7446 fdispiri@bcit.ca

**PHYS 0304** **BBY \$153**  
**REFRESHER PHYSICS**

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

Aug 21 Mon-Fri 0900-1200 2 wks BBY CRN 23055

**PHYS 0309** **BBY \$529**  
**PRE-ENTRY PHYSICS**

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

Jul 10 Mon-Fri 0900-1200 7 wks BBY CRN 24797

## TECHNOLOGY ENTRY (TE) UPGRADING PROGRAM

(604) 451-6893 nabraham@bcit.ca

This full-time day school program provides academic upgrading to students who wish to enrol in Engineering, Health Sciences and Electronic programs at BCIT.

The TE program provides courses in chemistry, communication, mathematics and physics, which meet prerequisites in selected programs at BCIT. The program also includes an introductory course in computer applications and a learning skills course.

Students may choose not to take either the physics or the chemistry course if that course is not a prerequisite for the program in which they plan to enrol, but are expected to take all other courses in the program. All TE courses accept some part-time studies enrolment, space permitting. This full-time program is designed to emulate the workload of subsequent programs, familiarize the student with BCIT and provide academic and study skills to enable a student to succeed in subsequent programs.

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

Students enrolled in the TE program may be provisionally accepted into an Engineering, Electronic, or Health Science program in a subsequent term, subject to satisfactory completion of the TE program with marks equivalent to program prerequisites. Marks required vary with the program chosen. Provisional acceptance is based on marks obtained in TE and these marks take precedence over previous course marks where applicable.

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

**Program Length**

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

**Prerequisites**

English 11 (and equivalent courses) with a P or better, and Principles of Mathematics or Applications of Mathematics 11 (and equivalent courses) with a C or better, completed within eight years of application date.

TE is eligible for assistance funding.

**NTRY 0303** **BBY \$165**  
**STUDENT SUCCESS SURVIVE/THRIVE**

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

Aug 14 Mon-Fri 0900-1600 1 wk BBY CRN 25227  
Aug 28 Mon-Fri 0900-1600 1 wk BBY 25717

## DISABILITY RESOURCE CENTRE

Voice (604) 451-6963 Fax (604) 433-1184  
TTY (604) 432-8954  
e-mail kharvey@bcit.ca Building SW1, Room 2300

We offer a range of support services for students with disabilities. We also offer the Learning for Success Program, which provides instruction in learning strategies that can be applied in any environment where structured learning is required. The program features formal classroom instruction and access to the Learning Centre for individual assistance. For further information contact the instructor at 432-8247 or DRC reception at 451-6963.

**Spring Term (April/May/June)**

Classes in all four strands will be held Saturdays 0900 - 1500, from April 29 to June 17 at the Downtown campus.

**Summer Institute (August)**

Classes in all four strands will be held Monday to Friday 0900 - 1500, from August 21 to Sept. 1 at the Burnaby campus.

Modified strands are available with approval of the instructor.

BCIT 0141	Spring	DTC	CRN 26761	\$98.30
LEARNING FOR SUCCESS: STRAND 1				
	Summer	BBY	CRN 26765	\$100
Instruction in academic reading strategies.				

BCIT 0142	Spring	DTC	CRN 26762	\$98.30
LEARNING FOR SUCCESS: STRAND 2				
	Summer	BBY	CRN 26766	\$100
Instruction in memory strategies and critical thinking.				

BCIT 0143	Spring	DTC	CRN 26763	\$98.30
LEARNING FOR SUCCESS: STRAND 3				
	Summer	BBY	CRN 26767	\$100
Instruction in concentration, listening, note taking, and time management.				

BCIT 0144	Spring	DTC	CRN 26764	\$98.30
LEARNING FOR SUCCESS: STRAND 4				
	Summer	BBY	CRN 26768	\$100
Instruction in study strategies, test taking strategies, and enhancing academic confidence.				

## PART-TIME TIP

Ejobs. Student Employment Services.  
Call 432-8666.



# NETWORK INTEGRATION SPECIALIST PROGRAM

To meet the growing demand for people with comprehensive networking expertise, BCIT and Northwest Digital have joined forces to present an exciting new part-time program.

We offer four of the most sought-after industry certifications available in today's rapidly growing information technology marketplace: A+ Hardware Technician, Accredited Compaq Technician, Cisco Certified Network Associate, and Microsoft Certified Systems Engineer.

These credentials are recognized by industry and qualify you to effectively plan, implement, maintain, and support information systems in a wide range of computing environments.

**STARTS MARCH 20**

**FOR MORE INFORMATION:**  
Call: 451-7193

E-mail: IT\_Specialty\_Programs@bcit.ca  
Web site: http://thisisit.bcit.ca



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY



## BACHELOR OF TECHNOLOGY

(604) 434-1610

BCIT is known as a leader in providing world-class training, and our Bachelor of Technology degree continues to build a solid reputation in industry as "a degree for the real world."

### Real Growth!

Our degree exposes you to current research and innovations with interaction to the latest industry practices. It will allow you to apply your knowledge in a practical and relevant way, and take your career to new heights. That's growth!

### Real Flexibility!

Designed with your needs in mind we put you in charge of your learning style and schedule, making this degree the most flexible of its kind. Most of our degree programs can be completed in a little over two years or in a period of up to six years. The best thing about the Bachelor of Technology degree is you don't have to quit your job while you learn. That's flexibility!

### Real Future!

The BCIT Bachelor of Technology degree builds on the BCIT diploma, or equivalent, combined with two years of work experience. All programs must meet two criteria: they must be educationally relevant and they must meet the needs of industry. That's your future!

### Degree Offerings

BCIT currently offers Bachelor of Technology degrees in Accounting (p. 16), Computer Systems (p. 28), Construction Management (p. 38), Electronics (p. 43), Environmental Engineering Technology (p. 38), Environmental Health (p. 45), Geomatics (p. 50), Medical Imaging, Specialty Nursing, Management (p. 9), and Manufacturing (p. 46). Other degrees under development include Biotechnology, Forensic Studies, Forest Engineering Technology, Business Process Integration, and Nursing.

Bachelor of Technology programs are offered on a part-time basis and, in some instances, through distance education. Admission requirements include a relevant BCIT Diploma, or equivalent, English 12 and two-years of relevant work experience.

The Bachelor of Technology in Environmental Health is offered as a four-year degree through full-time studies. Admission is based on a number of criteria including specific high school courses. The Bachelor of Technology in Nursing, currently under development, will also be offered through full-time studies.

### To apply

To receive an application form for a Bachelor of Technology degree or to register in a specific program, please contact the program area or Registration and Information at (604) 434-1610.

### Liberal Education

The BCIT Bachelor of Technology Degree requires a minimum of 12 credits (usually 4 courses) of Liberal Education courses. Two courses (6 credits), Critical Reading and Writing (LIBS 7001) and Applied Ethics (LIBS 7002), are required and are offered by BCIT. The remaining six credits are elective and must be taken from another post-secondary institution.

### LIBS 7001

BBY \$450

#### CRITICAL READING AND WRITING SKILLS

Introduces advanced skills in critical analysis, close reading, and composition through analyzing and evaluating written materials from a variety of disciplines; composing documents; discussing principles of critical analysis. Documents may be selected from the following sources; technical and business journals, correspondence and reports; newspapers and magazines; non-fiction prose; and literature, film, video and the Internet. The course format will include lecture, discussion, and both individual and group activities. Prerequisite: Require 3 credits of University Academic writing or 6 credits of BCIT Communication courses or equivalent. (3 credits)

Apr 25	Tue	1830-2130	15 wks	BBY	CRN 28529
Apr 27	Thu	1830-2130	15 wks	BBY	28531

### LIBS 7002

BBY \$450

#### APPLIED ETHICS

By means of a case study approach applied to real world cases in business, engineering, health care and computing students will develop their critical thinking and communication skills in the domain of ethical decision-making. The purpose of the course is to extend the ability of students to recognize morally complicated situations in the world of work and give them the methods and procedures that are useful in deciding how to act in such situations. (3 credits)

Apr 17	Mon	1830-2130	15 wks	BBY	CRN 28681
Apr 26	Wed	1830-2130	15 wks	BBY	28680

### Please Note:

- Courses used as credit towards the Liberal Education component may not also be used as credit towards the Technical Specialty component of the BCIT Bachelor of Technology degree.
- Subject areas, covered within the two-year BCIT Diploma program that is required to gain entrance into the BCIT Degree program, may not also be used as credit towards the Liberal Education component. This applies even if you are admitted to the Degree program based on your education from another institution.

### PART-TIME TIP

**REGISTER EARLY.** Our policy is to cancel courses five business days before the start date to allow transfers to available alternate courses.



## BACHELOR OF TECHNOLOGY IN MANAGEMENT

BCIT is proud to offer Canada's first competency based management degree at the baccalaureate level. The Bachelor of Technology in Management is a self-paced and self-directed program. The program applies degree level skills and knowledge directly to the workplace. The learner builds management capabilities by focusing strategically on areas needing development, while refining areas of strength. This method is efficient, effective and most importantly - results oriented. This program is delivered in a distance education format, using e-mail, telephone, and online chats to communicate with degree coach and student groups. Students do not attend BCIT campus for lecture style classes.

### Prospective Students

The program is designed for individuals who are currently working and would like to build their generic management knowledge and skills. All of the readings, assignments and major projects are designed to improve the student's on-the-job performance. Information gathering, analytical, problem solving, strategic thinking and decision-making are applied and developed in the learner's current work situation. The application of skills and knowledge will be greatly enhanced by the in-depth knowledge of their organization and industry.

The program combines the academic (reading, report writing, student discussions, etc.) with practical behavioural skills (taking responsibility for mistakes, running effective meetings, etc.) This combination of learning/then applying the skill is deemed most effective for the mature, adult learner. The term "competency" (used throughout the degree description) refers to the level of skill (or competence) displayed by the individual.

### Program Structure

The program's learning goals are accomplished by creating a close partnership between the learner and the BCIT coach. Prior to application, each student will be asked to identify a workplace advisor. This individual should be in a position to empower the student to complete the program (possibly by allowing the student to take on additional duties to complete the required assignments.) The workplace advisor should be willing to support and encourage the student throughout the degree process.

Students begin the program in the Self Assessment and Self Management module (MGMT 8010). Students assess themselves and are assessed by employers, peers, and direct reports. The result of this assessment is a clear snapshot of the individual current level of competency in each key area. A unique roadmap for future development emerges for each student. Some students may move more quickly through modules where clear ability is already demonstrated, but proof of competency is required for all modules.

This takes the form of a final assessment for each module of work and will incorporate the learned behaviour as well as demonstrate the learned skills and knowledge by completion of a major project.

### Using Technology and the Internet

The program utilizes DevelopMentor software and course website, so learners must have a working knowledge of computer skills. The software package provides students with important information of "how to" make the behaviour changes required. Web based research is required in many modules of work. Suggested Internet sites to visit are provided. Many resources are available through the program's Web site.

### System Requirements:

The minimum system requirements are:

- 486 PC with 8 megabytes of RAM
- Microsoft Windows 95 (or better)
- Netscape 3.0

### Entrance Requirements:

The Entrance requirements for the Bachelor of Technology in Management are listed below. Please submit the entire package of information with application fee to the Registrar's Office:

- BCIT Diploma or equivalent.
- Current employment in a management or supervisory position (title is not as important as duties performed on the job.)
- Two years of relevant, full-time work experience (preference will be given to those in supervisory/managerial roles; the more senior the management position, the more likely the learner will complete the program in 2-2.5 years.)
- Diploma level Accounting course (FMGT 1100 or FMGT 1152 or equivalent)
- English 12 or equivalent.)
- Computer literacy: working knowledge of MS Word, MS Excel, e-mail and Internet.
- Strong communication skills: assessed through written letters and interview.
- Letter explaining the relationship between the degree program and the applicant's personal goals (please describe current position.)
- Letter of support from the applicant's employer stating a willingness of the organization to facilitate the employee taking the degree and also identifying workplace advisor for the employee.
- Two letters of support from colleagues, supervisors, educators, clients or customers commenting on the applicant's ability to complete the degree.
- Resume stressing skills developed, training and projects undertaken.
- An interview with the program head. The interview will not be granted until all other entrance requirements have been met.

### Program Length

The Bachelor of Technology in Management must be completed within six years from acceptance into the program. The program is self-paced, therefore the learner determines completion time. The program is designed to be completed in 2-3 years. Employment is required to complete the program. Any breaks in employment will result in a break in the program delivery, as proof of competency occurs on-the-job.

### Course Transfer Credit

The program is competency based and therefore no transfer credits are accepted for the Technical Specialty Component.

### Grading

Upon completion of each module, students will be assigned a grade of 80 per cent. BCIT degree coaches will work with each learner to develop their competence in each area until it reflects a superior level of performance. All final project packages are evaluated by an area expert (an academic specialist in the competency area) to ensure that it meets this academic standard.

### Program Content

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

Advanced Technical Component - Management Competency	48
Liberal Education	12

### TOTAL 60 CREDITS

1. Students must complete all of the following 48 credits.

A)	<b>CREDITS</b>	
MGMT 8010 Self Awareness and Self Management	3	\$450.00
DevelopMentor Software and Self -Assessment fees (one time only)		\$500.00

B) The order in which courses undertaken will be determined by student and degree coach:

	<b>CREDITS</b>	
MGMT 8110 Communicate Effectively	3	\$450.00
MGMT 8120 Build Effective Working Relationships	4	\$600.00
MGMT 8210 Develop Leadership Roles	1	\$150.00
MGMT 8220 Foster Teamwork	2	\$300.00
MGMT 8230 Lead Effectively	2	\$300.00
MGMT 8310 Prepare for Change	1	\$150.00
MGMT 8320 Plan Quality Change	2	\$300.00
MGMT 8330 Manage Change	2	\$300.00
MGMT 8410 Manage a Work Unit's Human Resources	4	\$600.00
MGMT 8420 Manage Financial Resources	6	\$900.00
MGMT 8430 Manage Operational Performance	7	\$1050.00
MGMT 8510 Know the Global Issues Affecting your Industry	1	\$150.00
MGMT 8520 Determine Implications of Law and Organizational Regulations	2	\$300.00
MGMT 8530 Organizational and Personal Ethics	2	\$300.00
MGMT 8610 Think Strategically	1	\$150.00
MGMT 8620 Formulate Strategies	2	\$300.00
MGMT 8630 Implement Strategies	2	\$300.00

### LIBERAL EDUCATION

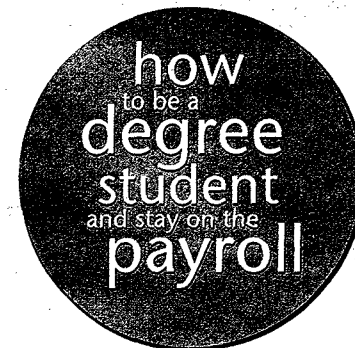
12

Students must complete 12 credits of Liberal Education. For further information, please contact the Bachelor of Technology Department in the Registrar's Office at (604) 432-8230.

For an application package or course descriptions please contact:

### Management Degree Program Office

Business Programs, BCIT  
SE6 - Room 222, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2  
(604) 432-8658, Fax: (604) 436-0810, mwright@bcit.ca



Employers told us what they wanted in a bachelor's degree. We listened.

BCIT's degree has real value in the real world so you learn the skills to get ahead—and stay ahead—in today's global marketplace.

And most of our degree programs can be taken part-time to fit your schedule.

We've expanded our degree offerings to include some of today's most dynamic fields. Bachelor of Technology programs to date:

- Accounting
- Management
- Manufacturing
- Medical Imaging
- Computer Systems
- Geomatics
- Environmental Engineering
- Construction Management
- Environmental Health
- Specialty Nursing
- Electronics



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

## WHO'S WHO

### Broadcast and Media Communications

Mary Kay Thurston, Part-time Studies Coordinator  
mthursto@bcit.ca ..... (604) 432-8668

Vicki Forbes, Program Assistant  
vforbes@bcit.ca ..... (604) 432-8611

Facilities Rental Information  
jwadsor@bcit.ca ..... (604) 432-8863

### Business Administration

Chris Gadsby, Part-time Studies/Industry Training Coordinator  
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Maria Antidormi, Program Assistant Distance Education,  
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### Financial Management

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Maria Antidormi, Program Assistant, Accounting Degree  
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Ruth MacKay, Distance Education Assistant  
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### Interior Design

Dixie Hudson, Interior Design Coordinator  
dhudson@bcit.ca ..... (604) 681-6461

Doris Kryszanski, Program Assistant  
dkrysans@bcit.ca ..... (604) 622-7838

### Marketing Management

Marie Shacker, Part-time Studies Coordinator  
mshacker@bcit.ca ..... (604) 432-8572

Vicki Forbes, Program Assistant  
vforbes@bcit.ca ..... (604) 432-8611

- Marketing Management
- Small Business Development
- Marketing Communications
- Professional Sales
- Tourism
- Event Marketing
- Customer Service
- Call Centre Marketing
- Fundraising
- Public Relations
- Sales Skills

### Media Techniques for Business

Paul Sawyer, Coordinator ..... (604) 453-4032

Terri Carde, Program Assistant  
tcarde@bcit.ca ..... (604) 451-7032

- Photography
- Pagemaker/Desktop Publishing
- Multimedia for the Mac and PC
- Web Publishing
- 3-D Animation
- Adobe Illustrator/Photoshop

### Medical Office Assistant

Terri Carde, Program Assistant  
tcarde@bcit.ca ..... (604) 451-7032

### Operations Management

Frank Gruen, Part-time Studies Coordinator  
fgruen@bcit.ca ..... (604) 451-6743

Vicki Forbes, Program Assistant  
vforbes@bcit.ca ..... (604) 432-8611

- APICS - The Educational Society for Resource Management
- Management Engineering
- Industrial Engineering
- Quality Management
- Materials Management
- Facilities Management
- International Trade & Transportation
- Business Quantitative Courses

### Program Advising

Chris Lloyd, Program Advisor, Business Part-time Studies  
clloyd@bcit.ca ..... (604) 432-8829

Simon Martin, Program Advisor, Business  
smartin@bcit.ca ..... (604) 432-8455

## WHAT'S NEW IN BUSINESS!

### Business Administration

- Revised and expanded Mediation program.
- Revised Entrepreneurial Management course.
- New course offerings: BUSA 2905 Managing Conflict in the Workplace; BUSA 3025 Negotiation 2; BUSA 3725 Intellectual Property Management; ORGB 2615 Managing Organizational Change & Development; and BLAW 3205 Computer & Internet Law.
- Internet delivery offered for the following courses: BLAW 3100 Business Law, BLAW 3205 Computers & Internet Law, BLAW 3425 International Law, BUSA 3455 Introduction to Electronic Commerce, BUSA 3465 Electronic Data Interchange, BUSA 3475 Case Studies in Electronic Commerce, BUSA 3485 Online Business Management, BUSA 7250 Management Skills & Applications, HRMG 3315 Human Resource Measurement, HRMG 4605 Human Resource Planning
- BUSA 1005 Introduction to Business; BUSA 2005 Management; ECON 1150 Economic Issues; HRMG 3105 Human Resource Management; ORGB 2205 Organizational Behaviour 1; and ORGB 2305 Organizational Behaviour 2.
- Correspondence Courses: BUSA 7250 Management Skills and Applications;
- BUSA 2005 Management; BLAW 3100 Business Law; ORGB 2205 Organizational Behaviour 1; and ORGB 2305 Organizational Behaviour 2.
- Study Ecomm on the web this Spring.

### Financial Management

- Bachelor of Technology Degree in Accounting. Entry requirements and degree course offerings are at the beginning of the Financial Management section.
- The Financial Planners Standards Council of Canada (FPSC) has confirmed that graduates of BCIT's Associate Certificate in Financial Planning program have achieved the educational prerequisite necessary to write the CFP comprehensive examination administered by the FPSC and so attain the CFP designation.

### Marketing Management

- Specialized industry training workshops in customer service, sales, media relations, database marketing and Internet marketing are now available. Programs can be specifically designed for a company as required.
- New Associate Certificate Programs: Event Marketing; Public Relations; Call Centre Marketing; Fundraising Management.
- New courses offered this term include:
  - CLCR 1101 Call Centre Communication
  - CLCR 2103 Call Centre Selling
  - CLCR 2205 Call Centre Customer Service
  - CLCR 3000 Call Centre Work Experience
  - FUND 2215 Marketing for Fundraising
  - FUND 2216 Management and Finance for Fundraising
  - FUND 2316 Grant and Proposal Writing
  - FUND 3315 Campaign Planning & Operations
  - MKTG 0016 Maximizer Applications for Marketing
  - MKTG 0017 Career Marketing Strategies
  - MKTG 1218 Inside Sales
  - MKTG 1312 Advertising Copywriting
  - MKTG 2212 Strategies in Customer Service
  - MKTG 2325 Marketing Globally
  - MKTG 3418 Advertising Design Production
  - MKTG 3421 Strategic Communications

### Multimedia

- New Media Design and Technology Certificate ¼ apply your fine arts and design training to computer-based technology. Learn 3-D animation, film production, video game development and post-production to access employment in the video entertainment field.

### Operations Management Part-time Studies

- New associate certificates in all operations management disciplines.
- Facility Planning and Design (OPMT 1193)
- Advanced Computer Integrated Facilities Management (OPMT 3135)
- Project Management Using the Internet (OPMT 2289)
- Basics of supply chain management (APIC 1171)
- Computer Applications 1 (OPMT 1600), "Get a step up on your basic computing skills."
- Computer Applications 2, spreadsheets (OPMT 2650)
- Computer Applications 3 (OPMT 2660)
- FITTskills ¼- earn an internationally recognized diploma of International Trade and meet the educational requirements to become a Certified International Trade Professional (CITP). Presented jointly with the British Columbia Institute for Studies in International Trade (BCISIT)

## BUSINESS CERTIFICATE PROGRAMS

BCIT offers many certificates that lead to rewarding careers in business. It is always advisable for students to apply for program approval - please contact Program Advising for more information. The following certificates are listed by category:

- Broadcast and Media Communications:**
  - Radio
  - Television
  - Broadcast Journalism
  - Broadcast Management
- Business Administration:**
  - Management Systems (CMS)
  - Electronic Commerce (CEC)
  - Human Resource Management (CHRM)
- Associate Certificates:**
  - Electronic Commerce (ACEC)
  - Organizational Change (ACOC)
  - International Management (ACIM)
  - Leadership (ACL)
  - Mediation (ACM)

### Career Programs:

- Interior Design
- Senior Management Certificate in Interior Design
- Media Techniques for Business

### Associate Certificates:

- Medical Office Assistant
- Desktop Publishing

### Financial Management:

- Management Certificate in Accounting
- Management Certificate in Finance

### Associate Certificate:

- Financial Planning

### Marketing Management:

- Marketing Management
- Professional Sales
- Marketing Communications
- Tourism Marketing

### Associate Certificates:

- Customer Service
- Sales Skills
- Tourism
- Marketing Communications
- Event Marketing
- Public Relations
- Call Centre Marketing
- Small Business
- Fundraising

### Operations Management:

- Industrial Engineering
- Management Engineering
- Materials Management
- Quality Management
- Facilities Management
- Transportation Logistics
- International Trade

### Associate Certificates:

- Materials Management
- Facilities Management
- Quality Management
- International Trade
- Transportation Logistics

## INDUSTRY SERVICES AND TRAINING

See the individual program areas of the flyer for more details.

### Broadcast and Media Communications:

We offer an extensive list of equipment, facilities and competencies for rent including:

- 2 complete television studio/control facility complexes
- 2 complete AVID MCXpress nonlinear computerized video editing systems
- a variety of "broadcast-oriented" props for use in video productions
- a full multi-track analog and digital audio recording facilities with large studio space
- a radio control room and radio newsroom facilities
- a wide range of broadcast-oriented locations for use in video and film work

### Business Administration:

Custom courses are designed to meet specific organizational needs or standard credit courses delivered at an employer's training facility or at a BCIT campus. Individual courses for industry training include:

- Time Management and Productivity Skills
- Training Skills for Trainers
- Achieving Career Success
- Motivating Your Staff - A Challenge for Leaders
- Leadership Skills for New Supervisors/Managers
- Coaching Skills for Managers
- Performance Management to Create a Thriving Workplace
- Managing in the Unionized Environment

### Financial Management:

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

### Marketing Management:

Specialized industry training workshops are available and can be specifically designed to meet the needs of your company:

- Press Media Relations
- Marketing Planning
- Customer Services
- Internet Marketing
- Database Marketing
- Sales and Sales Management

## BROADCAST AND MEDIA COMMUNICATIONS

(604) 432-8668 marykay.thurston@bcit.ca  
(604) 432-8611 vicki.forbes@bcit.ca

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

Registrants may wish to attend an information session prior to enrolling in Broadcast and Media Communications part-time courses. These sessions are held at 1730 in Room SE10-161 (Television Studio One in the Broadcast Centre), on the first Monday of every month thereafter through June, and the last Monday in August. (Where a first Monday is a statutory holiday, the sessions are held on the second Monday.) Confirmation of dates can be obtained by calling (604) 432-8863.

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

"Oh, no! You cancelled the course?"

Sorry, but sometimes excellent courses with super instructors are cancelled if someone waits until the last minute to register.

Our programmers make a decision five business days prior to a course start date to allow proper preparation.

Minimum class numbers must be registered at that time, so please register early to avoid disappointment.





## BROADCAST AND MEDIA COMMUNICATIONS CERTIFICATE PROGRAMS

The courses required to obtain a Certificate in Broadcast and Media Communications are listed here. Students intending to pursue this certificate must choose a specific program (Radio, Television, Broadcast Journalism or Broadcast Management). Each program requires 15 specific courses.

Students who have completed a Certificate in Broadcast and Media Communications may apply for "direct-entry" into the second-year, day school courses of their specific program, space permitting. Applicants must complete successfully a four-week day school practicum from late-April through late-May in the spring prior to entering the second year of their program. All usual application procedures and prerequisites for day school apply.

Program and course selection should be done only with the guidance and advice of a program advisor. Each applicant's education plan must be reviewed and approved by the Broadcast and Media Communications associate dean and Part-time Studies co-ordinator.

### RADIO

BCST 1101	Technical Introduction
BCST 1140	Broadcast Industry Operations
BCST 1143	The Music Business and the Broadcast Industry
BCST 1144	Writing for the Media
BCST 1145	Copywriting for Radio and TV
BCST 1148	Interviewing for Radio/TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1170	Broadcast Journalism Introduction
BCST 2251	Advanced Vocal Development
MDIA 1100	Introduction to Media Relations
COMM 1103	Introduction to Business Communications
COMM 2203	Business Reports
BLAW 3100	Business Law
BCST 1104	Computer Basic for Broadcasting

### TELEVISION

BCST 1101	Technical Introduction
BCST 1140	Broadcast Industry Operations
BCST 1145	Copywriting for Radio and TV
BCST 1160	Television Broadcasting and Video Production
BCST 1161	Film for Beginners
BCST 1165	Video Editing Workshop
BCST 1167	Assistant Director for TV
BCST 2222	Theory of Colour TV Systems
BCST 2223	Television Production Planning
COMM 1103	Introduction to Business Communications
COMM 2203	Business Reports
ECON 1150	Economic Issues
ORGB 2505	Interpersonal Skills
BLAW 3100	Business Law
BCST 1104	Computer Basics for Broadcasting

### BROADCAST JOURNALISM

BCST 1130	Introduction to News Reporting
BCST 1140	Broadcast Industry Operations
BCST 1144	Writing for the Media
BCST 1148	Interviewing for Radio and TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1160	TV Broadcasting and Video Introduction
BCST 1161	Film for Beginners
BCST 1170	Broadcast Journalism Introduction
MDIA 1100	Introduction to Media Techniques
COMM 1103	Introduction to Business Communications
COMM 2203	Business Reports
ECON 1150	Economic Issues
BLAW 3100	Business Law
BCST 1104	Computer Basics for Broadcasting

### BROADCAST MANAGEMENT

COMM 1103	Introduction to Business and Technical Communication
COMM 0040	Making Meetings Work
BUSA 1305	Supervisory Skills
BUSA 2005	Management 1
BUSA 2205	Management 2
BUSA 3405	Problem Solving/Decision-making
HRMG 3105	Human Resources Management
HRMG 3305	Selection Interviewing
HRMG 3705	Counselling 1
ORGB 2505	Interpersonal Skills
FMGT 1152	Accounting for the Manager
MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1219	Professional Sales 1
MKTG 2202	Introduction to Marketing Communications
MKTG 2341	Introduction to Marketing Research

CHECK EVERY FLYER FOR NEW COURSE OFFERINGS!!

### BCST 1101 BBY \$258 TECHNICAL INTRODUCTION

Covers the basics of electricity, magnetism, batteries, etc., and how to apply these principles to equipment found in the broadcast industry. Sound and video are traced through the entire processing and transmitting chain to its ultimate reception on the listener's receiver. This is an introduction to "how things work" technically in the broadcast industry. Creditable to day school Radio and Television programs. (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 22835

### BCST 1104 BBY \$270 COMPUTER BASICS FOR BROADCAST

Students learn computer terminology, hardware and software operations, the Disk Operating System (DOS), a word-processing package and spreadsheet package, and through lectures and practical exercises relate their applications to Broadcasting. This course is specifically designed for students who are preparing to meet the "compute literacy" requirement for entry into full-time Broadcast day school programs. (3 credits)

Apr 29 Sat	0900-1600	5 wks	BBY	CRN	23811
Apr 30 Sun	0900-1600	5 wks	BBY		24081
Aug 14 Mon-Fri	0900-1600	1 wk	BBY		24477
Aug 21 Mon-Fri	0900-1600	1 wk	BBY		28325

### BCST 1140 BBY \$277 BROADCAST INDUSTRY OPERATIONS

Directed Study. Covers regulatory bodies, government agencies and acts, audience measurement services, societal issues, music licensing, radio and television regulations, unions, broadcast policies, etc. and how they affect the day-to-day operations of broadcast outlets. This directed study course directs students to sources of information on all topics. Class meets on the first night only-all other work is done at home. Creditable to day school Radio, Television and Broadcast Journalism programs. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 20373

### BCST 1143 BBY \$258 THE MUSIC BUSINESS AND THE BROADCAST INDUSTRY

Most of radio stations depend heavily on selecting the proper format and music to program. It is difficult to make the necessary decisions without first exploring the business of broadcasting from a creative, corporate, regulatory, copyright, publishing, and songwriting perspective. BCST 1143 is designed to examine an entertainment-based product from a competitive viewpoint in the marketplace. Special attention will also be given to the historical roots of popular music. Creditable to the day school Radio program. (3 credits)

Apr 10 Mon 1845-2145 12 wks BBY CRN 20375

### BCST 1144 BBY \$258 WRITING FOR THE MEDIA

Presents a practical guide to freelance writing of various genres for radio and television, focusing on proper industry formats, presentation, style, market opportunities and methods. Students are equipped with the tools required to enter the freelance market. (3 credits)

Apr 13 Thr 1845-2145 12 wks BBY CRN 20376

### BCST 1146 DTC \$345 ART OF PROMOTIONS AND PUBLICITY

Learn the secrets of successful promotions and publicity campaigns for business and/or entertainment/music industries. Plan CD release parties, organize fundraisers and orchestrate media launches with radio, print and television reporters in attendance. Learn how to prepare professional media kits, attention-getting news releases and media proposals to help sponsor your event, as well as how to get a huge crowd to your event. 12 weeks of tips, trade secrets and hands-on work in a small group setting. (3 credits)

Apr 10 Mon 1730-2030 12 wks DTC CRN 25157

### BCST 1148 BBY \$258 INTERVIEWING FOR RADIO AND TELEVISION

Teaches students how to interview and be interviewed with confidence. Students enhance performance on video and audio tape while learning radio and television interviewing techniques. This course appeals to students and journalists who wish to bring a solid on-air presence to their work, and is suited to people of all professions who may be uncomfortable appearing on television or radio. (3 credits)

Apr 10 Mon 1845-2145 12 wks BBY CRN 21376

### BCST 1150 BBY \$285 RADIO BROADCASTING INTRODUCTION

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

Apr 10 Mon 1845-2145 12 wks BBY CRN 20378

Apr 13 Thr 1845-2145 12 wks BBY 20379

### BCST 1151 BBY \$310 RADIO AND TV ANNOUNCING

Teaches students effective verbal communication, an essential ingredient for successful business communication and self-confidence. This fun, fast-paced class where students learn all of the elements necessary to achieve strong vocal skills for radio and television announcing. Students learn about the respiratory and vocal anatomy, articulation and vocal exercises and corrective speech therapies. Much practical work is involved. No prior knowledge is required but students should be willing to take risks and perform outside their normal comfort zones. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 20380

### BCST 1153 BBY \$310 MUSIC RECORDING TECHNIQUES

Teaches students studio and control room techniques for music recording, utilizing analog and digital multi-track technology, with much practical application through the recording of live music. Students receive hands-on experience with microphone techniques, analog tape recorders, digital tape, audio consoles and signal processors. (3 credits)

Apr 13 Thr 1845-2145 12 wks BBY CRN 23807

### BCST 1155 BBY \$405 MUSIC RECORDING WORKSHOP

Designed as an advanced course for students who completed BCST 1153. This workshop will provide students with more hands-on experience and the opportunity to apply their knowledge to a variety of music recording projects. Class meets every other Saturday. (3 credits)

Apr 15 Sat 1000-1600 6 wks BBY CRN 25488

### BCST 1156 BBY \$160 RADIO/TV ANNOUNCING WORKSHOP

This two day intensive workshop demonstrates basic announcing skills, transferable to most forms of professional voice work in radio, television, freelance announcing, or in general corporate boardroom meetings/presentations. This fast-paced and fun workshop introduces the major concepts and builds confidence in the voice as a professional instrument. Be prepared for much interaction in a classroom and studio environment. (1 credit)

Apr 14/15 Sat/Sun 0900-1600 1 wk BBY CRN 27515

### BCST 1160 BBY \$385 TV BROADCASTING AND VIDEO INTRODUCTION

Teaches basic television and video equipment operation and production techniques and how to apply these through regular practical work in television studios and control rooms. Designed to introduce students seeking a career in television broadcasting and video production to the attractive and diverse career opportunities available, and to provide a solid practical basis for further study. (3 credits)

Apr 10 Mon 1845-2145 12 wks BBY CRN 20383

Apr 11 Tue 1845-2145 12 wks BBY 20382

### BCST 1165 BBY \$360 VIDEO EDITING WORKSHOP

This two-weekend workshop covers the basics of editing theory and then advances to hands-on work on video editing equipment. Topics covered include the technical layout of editing machines, set-up procedures, editing techniques, standard editing rules, procedures and troubleshooting. There are no prerequisites, but other broadcasting and/or cable experience is a definite asset. (3 credits)

Apr 29 Sat/Sun 0900-1600 2 wks BBY CRN 24867

### BCST 1168 BBY \$203 ON CAMERA PERSONAL IMAGING

How do you come across to other people? Here is the opportunity to find out. Michael Berry has developed a unique on-camera personal evaluation program that will allow you to see your public image as others do. Master the skills for a good first impression, and with proven communication techniques define your public presence. At that next job interview, making a public speech, appearing on television, you will know that you are at your best. Past participants in Michael Berry's Personal Imaging Seminars include a former premier of B.C., radio and television personalities, civic and provincial politicians, corporate executives. (1.5 credits)

Apr 30 Sun 1000-1700 2 wks BBY CRN 27522

### BCST 1170 BBY \$310 BROADCAST JOURNALISM INTRODUCTION

Covers all aspects of news operations in the broadcast industry, including basic reporting techniques, writing and presentation of radio and television news, newsroom operations, methods and practices, editing, line-up and content of news stories. Much practical work in simulated radio and television news operations is involved. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 26302

Apr 12 Wed 1845-2145 12 wks BBY 20388

### BCST 1172 BBY \$310 INVESTIGATIVE REPORTING

Takes students beyond basic broadcast journalism training into the world of investigative journalism, with all its research methods, interviewing, reporting techniques, story development techniques, etc., being analyzed and developed. (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 20389

### BCST 1180 BBY \$475 INTRODUCTION TO NONLINEAR VIDEO EDITING

Covers techniques and procedures for editing video productions on nonlinear (computer) AVID Express video editing systems in use in television and video production operations around the world. Provides a solid grounding in the management and operation of off-line and online nonlinear editing platforms. This is a hands-on course with maximum 2/1 student/machine ratio. (3 credits)

Apr 29 Sat/Sun 0900-1600 2 wks BBY CRN 25160

### BCST 2222 BBY \$258 THEORY OF COLOR TV SYSTEMS

Introduces the relationship between the human eye, the physics of light, and the psychology of the brain and invention of the color television system. Study the color television signal path from cameras and lens, through recording formats and methods, measuring and testing equipment, production equipment through to final display and acquire a firm understanding on how a television signal is created, saved, manipulated, as well as distribution limitations of the system and the latest developments. Prerequisite: BCST 1101. Creditable to the day school Television program. (3 credits)

Apr 13 Thr 1845-2145 12 wks BBY CRN 25162

### BCST 2223 BBY \$277 TELEVISION PRODUCTION PLANNING

Covers the techniques and methods used in managing and organizing the details of pre-production, production and post-production activities in a studio or location television or video production. Students acquire skills in budgeting, production, scheduling, crewing and other elements of successful productions. Prerequisite: BCST 1160. This course is creditable to day school. (3 credits)

Apr 20 Thr 1845-2145 12 wks BBY CRN 20374

**BCST 2251** **DTC \$256.30**

**ADVANCED VOCAL DEVELOPMENT**

This hands-on course covers personal exploration of voice which will benefit media performers, actors, or anyone using their voice in a professional or creative environment. You will leave this class with a much better understanding of your voice and its potential. The instructor has used Kristin Linklater's method of "Freeing the Natural Voice" for many years, each week working through several chapters and performing unusual but fascinating discovery exercises together in class. Prerequisite: BCST 1151 or special permission of the instructor (employment in media or action experience will be considered). Kevin Ribble (604) 432-8707. Successful completion of both BCST 1151 & 2251 are accepted as credit for BCST 1111 in day school Radio program (3 credits)

Apr 10 Mon 1730-2030 12 wks DTC CRN 27520

**BCST 2255** **BBY \$ 255**

**COMMERCIAL AND ANIMATION VOICEOVER**

Discover the commercial and animation voiceover industry and where you fit in. During this intense yet fun course, you will explore all aspects of voiceover work in studio. Learn how to prepare for a demo, where to find opportunities, and how to market yourself in the expanding fields of voicing for Internet, new media, commercial, animation and more traditional projects. Prerequisite: BCST 1151 or special permission of the instructor (employment in media or acting experience will be considered). (1.5 credits) Dennis O'Neill (604) 432-8414.

Apr 29 Sat 1200-1600 4 wks BBY CRN 28778

**BCST 2265** **BBY \$ 203**

**ADVANCED EDITING / PRODUCTION**

Deals with the structure and composition of edited video segments for television, professional or personal use. Focuses on the assimilation of video taped material, interview sound bites, background music, and written narration. Prerequisites: BCST 1165 - Video Editing Workshop or advanced editing skills. The ability to work with a partner or in a group is mandatory. (1.5 credits)

Jun 10 Sat/Sun 0900-1600 1 wk BBY CRN 27521

**FILM**

**FILM 1001** **BBY \$150**

**FILM INDUSTRY ORIENTATION COURSE**

This is an industry sponsored fundamental course which offers a basic understanding and expectations about work in BC's film industry. Learn about crafts and trades involved on-set production of television series, movies-of-the-week and feature films. Provides an overview of the film production process, union and guild jurisdictions, the nature of the workplace, expectations of workers, set etiquette, basic equipment, terminology, safety and WHMIS certification. (1 credit)

Apr 29 Sat/Sun 0900-1700 2days BBY CRN 28739

May 27 Sat/Sun 0900-1700 2days BBY 28740

June 17 Sat/Sun 0900-1700 2 days BBY 28741

**FILM 1101** **BBY \$360**

**FILM FOR BEGINNERS**

Covers basic cinematography through equipment operation, scripting, filming techniques and basic editing. Provides an excellent foundation for people considering work in film production, and gives students an understanding of the expanding opportunities in the motion picture industry and the skills that will be required for success. (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 28743

**BUSINESS ADMINISTRATION**

**PROFESSIONAL MANAGEMENT SERIES SEMINARS AND WORKSHOPS**

(604) 451-6784 cgadsby@bcit.ca

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

All seminars and workshops will be held at BCIT's Downtown campus, 555 Seymour Street, Vancouver unless otherwise noted. Workshops can be customized and delivered on site if desired.

Prices include GST. For more information contact:

Registration/Information: (604) 434-1610

Downtown campus: (604) 412-7777

Chris Gadsby, Coordinator, Part-time Studies and Industry Training

e-mail cgadsby@bcit.ca (604) 451-6784

**BTCW 0102** **DTC \$316.30**

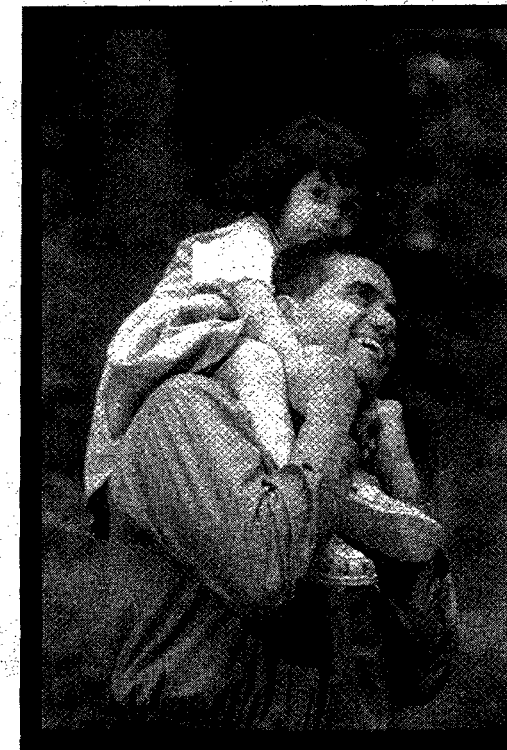
**LEADERSHIP SKILLS FOR NEW SUPERVISORS/MANAGERS**

In today's demanding work environment, learning by trial and error is neither acceptable nor affordable. New supervisors and managers must try to avoid any pitfalls before they occur. This two-day workshop focuses on handling the situations and problems that are unique and/or crucial to the early success of managers and supervisors, such as:

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

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

May 24 Wed/Th 830-1630 2 days DTC CRN 23689



**JAS SAHOTA, Dipl. T., CGA**

CANADIAN SPRINGS WATER COMPANY | Controller

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Information sessions are held every Tuesday 1:30 - 2:30 pm. Please contact the Association's office or check our website for location.

**BTCW 0106** **DTC \$316.30**

**TIME MANAGEMENT AND PRODUCTIVITY SKILLS**

Teaches the vital difference between being effective and being efficient, and the keys to achieving both. Topics include why you do the things you do - human behaviour, principles of "organization", goal-setting skills, time planning principles and practices, effectively managing multiple priorities, the keys to scheduling for balance and flexibility, avoiding "to do" list frustration, reducing interruptions, dealing effectively with time wasters and meeting management skills.

May 9 Tue/Wed 830-1630 2 days DTC CRN 23687

**BTCW 0117** **DTC \$316.30**

**TRAINING SKILLS FOR TRAINERS**

Covers all aspects of training, with an emphasis on facilitation skills. Designed for those who may have training responsibilities as part of their job. Topics include learning to pinpoint training needs, principles of effective course design for effective skill transfer, importance of "learner motivation" and how to develop it, key principles of adult learning, presentation skills, and significance of group involvement.

June 6 Tues/Wed 830-1630 2 days DTC CRN 23686

**BTCW 0125** **DTC \$199.30**

**ACHIEVING CAREER SUCCESS**

Inspire to achieve personal and business success based on your own values. Develop skills to identify and eliminate your barriers, crystallize your vision of success, understand the mind sets of successful people, increase your earning power and prepare an individual strategic plan for success. This workshop will show you how to develop a personal mission, reach your goals faster, and receive greater fulfillment from your work. The instructor provides ongoing support during the 2-week break to enhance your skills.

May 27 Sat 0900-1700 2 days DTC CRN 25953

**BTCW 0127** **DTC \$316.30**

**COACHING SKILLS FOR MANAGERS**

Equips participants with both theoretical knowledge and skills in the area of coaching employees for superior performance. Two models will be presented and practised. The first applies when managers wish to use coaching for specific and focused performance improvement. The second, more encompassing model, is for managers who wish to use coaching as their basic management tool. Examine the use of personal coaches in an organizational setting.

Apr 15 Sat 0830-1630 2 days DTC CRN 28677

**BTCW 0130** **DTC \$316.30**

**PERFORMANCE MANAGEMENT TO CREATE A THRIVING WORKPLACE**

To survive, organizations need to respond to their changing environments by developing and supporting a performance driven culture. Learn how to use performance management tools to make a positive impact on employee performance and attitude that supports organizational goals.

May 10 Wed/Th 0830-1630 2 days DTC CRN 28678

**BTCW 0131** **DTC \$316.30**

**MANAGING IN THE UNIONIZED ENVIRONMENT**

Designed for managers who are responsible for managing grievance, arbitration and collective bargaining responsibilities. Learning the skills to conduct these processes successfully, you will acquire the expertise to carry out effective discussions concerning performance appraisal, attendance, duty to accommodate, and the accepted procedures for taking corrective action. Learn how union and management can and do promote successful relationships, in a fashion that promote their own genuine interests yet serve to enhance the success of the workplace.

May 17 Wed/Th 0830-1630 2 days DTC CRN 28679

**HRMG 0100** **DTC \$150**

**TEAMWORK**

Provides an in-depth review of staged learning outcomes and a basis for understanding the internal functions of teams and their role in decision making in modern organizations, immersion of all participants into empowered teams with direct application and evaluation of results will characterize the sessions.

June 10 Sat 0900-1700 1 day DTC CRN 23780

**BUSA 0102** **DTC \$150**

**MOTIVATING YOUR STAFF - A CHALLENGE FOR LEADERS**

Designed for managers and supervisors who want to become more effective leaders at fostering an environment to increase employee motivation and commitment. Through group discussion, videos and case studies, participants will: review different forms of employee involvement that inspire employee motivation; understand how to empower and involve employees to improve organizational decision-making; learn a model to identify optimal levels of employee involvement; learn strategies to overcome potential problems with group decision-making; understand the role of leader and of manager in an organization; and determine what changes are required in their management approach to increase employee motivation and commitment.

May 20 Sat 0900-1700 1 day DTC CRN 26295

**"MANAGEMENT SKILLS FOR THE MILLENNIUM"**

**PART-TIME COURSES**

(604) 432-8860 jcovell@bcit.ca

(604) 451-6784 cgadsby@bcit.ca

This complete set of management courses prepares the student to deal with hands-on decisions in today's rapidly changing business and public sector organizations.

For existing or potential managers at all levels, the certificate programs develop the critical skills that are fundamental requirements for success in contemporary businesses of all sizes. These skills include problem solving, teamwork, analytical thinking, conflict resolution, applied law and economics, strategic, global competitive advantage development and electronic commerce.

Part-time studies courses are offered at our Downtown, Burnaby, Surrey, Maple Ridge and Langley locations. Courses are offered in a variety of formats. Look for these courses in the course description section of the flyer.

All instructors are experienced professionals and experts in their fields.

Register Early - BCIT's new cancellation policy will provide five business days notice of a course being cancelled. Please register early to try to avoid cancellation of courses.



## ASSOCIATE CERTIFICATE PROGRAMS

We are pleased to announce five new, eight course Associate Certificate programs. Content is contemporary and all credits earned may be applied to our Certificate programs. Register today!

### ELECTRONIC COMMERCE (A.C.E.C.)

This new associate certificate program examines the impact of electronic commerce on business. Students will discover the significance of this rapidly expanding and changing area by studying the global impact of its technology and business opportunities. The certificate's eight courses provide students with the knowledge, context and analytical insights that prepare them for conducting business using information technology and the Internet.

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

THIS PROGRAM CAN NOW BE COMPLETED ONLINE!

Individuals who wish to develop the technical skills that will allow them to lead the development of E-Business projects should refer to the E-Business Designer program offered by Computer Systems Technology.

Complete the following: (Recommended sequence as listed)

BUSA	1005	Introduction to Business
BUSA	3455	Introduction to Electronic Commerce
BUSA	3465	Electronic Data Interchange
BUSA	3475	Case Studies in Electronic Commerce
BUSA	3485	Online Business Management
BLAW	3205	Computer & Internet Law

Complete one of the following:

ECON	1150	Economic Issues
ECON	2100	Microeconomics
ECON	2200	Macroeconomics
OPMT	1117	Basic Quantitative Techniques in Business Administration

Complete one of the following:

Students must select and complete a computer-related course or courses involving lab time with a value of three credits. (refer to list under certificate)

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

This new Associate Certificate Program is designed to provide students with the skill areas necessary to function as managers in the global economy. Specific course areas include International Law, Economics, Intercultural Communication and Negotiations. (All courses in this program may be used as credits for Certificate Programs in Business Administration).

Complete the following:

BLAW	3425	International Law
BLAW	3205	Computer & Internet Law
BUSA	3455	Introduction to Electronic Commerce
BUSA	6800	Strategic Management
ECON	1150	Economic Issues
FMGT	1152	Accounting for the Manager
HRMG	3765	Intercultural Management
HRMG	3805	Intercultural Negotiation Skills

### LEADERSHIP (A.C.L.)

In today's business environment success is dependent on the leadership skills at all levels within the organization. Leadership today must be able to bring people together to accomplish the extraordinary. Leaders are not necessarily found in the formal structure of an organization, but may emerge from within the group or from outside the group. It is essential for today's leader to understand their role and scope of influence both formally and informally in their organization. Excellent leaders foster high performance in their staff teams with the intent of realizing mutual goals while pursuing continuous improvement and development. Eight courses are required to complete the Associate Certificate in Leadership.

Complete the following:

Sequence recommended:

ORGB	2205	Organizational Behaviour 1 (T)
HRMG	3105	Human Resource Management (T)
BUSA	3105	Leadership 1
BUSA	3155	Leadership 2
ORGB	2605	Managing Organizational Change 1
BUSA	3165	Leadership 2000

Choose two of the following:

BUSA	1305	Supervisory Skills
BUSA	2005	Management
BUSA	2205	Entrepreneurial Management
BUSA	2705	Teamwork Skills
BUSA	2905	Managing Conflict
BUSA	3405	Problem Solving/Decision-making
HRMG	3155	Enhancing People Skills
HRMG	3205	Labour Relations 1

### MEDIATION (A.C.M.)

Business Administration now offers a contemporary Associate Certificate program in Mediation. The emphasis on alternate dispute resolution will develop key skills required to manage various types of disputes in the business workplace. The following 8 courses are required to complete the Associate certificate:

BLAW	3100	Business Law
BUSA	1005	Introduction to Business
HRMG	3105	Human Resource Management
BUSA	2905	Managing Conflict in the Workplace
BLAW	3805	Human Rights & the Law
BUSA	3300	Mediating Skills
BUSA	3355	Arbitrating Skills
BUSA	3385	Practicum in Mediation and Arbitration

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

This new Associate Certificate program has been designed to train individuals employed or contracted for work with organizations to become change "buccaneers" equipped with the skills for survival while learning the tools of the change agent for operating within the contemporary organizational and global environment of risk and dynamic change. The program focuses on practical skills as well as a good basic understanding of principles of change and managing transitions. Learn important attributes of flexibility, critical thinking and problem solving, as well as gaining perspective on diagnosing and managing the need for change.

Complete the following:

ORGB	2455	Selling Organizational Change
BUSA	2635	Measuring Change Outcomes
ORGB	2605	Managing Organizational Change I
ORGB	2615	Managing Organizational Change II
BUSA	2705	Teamwork Skills
BUSA	3165	Leadership 2000

Complete two of the following:

BUSA	3205	Business Ethics for the Global Manager
BUSA	3405	Problem Solving/Decision-making
BUSA	2905	Managing Conflict
ORGB	2465	Organizational Leadership
BUSA	2645	Managers as Leaders of Change
BUSA	2675	Change Leader/Facilitation Skills
BUSA	2685	Communication Skills for Individuals and Groups

Complete one of the following:

BUSA	2695	Developing, Presenting and Marketing the Business Plan
ORGB	2505	Interpersonal Skills
HRMG	3505	Training Techniques
HRMG	4415	Strategic Performance Management
BUSA	2625	Influencing Skills for Individuals and Groups
BUSA	2715	Peer Support Training

### CERTIFICATE IN ELECTRONIC COMMERCE (C.E.C.)

We have expanded our new Associate Certificate in Electronic Commerce to a full Certificate which offers expanded skill development in Web site design, applied Internet technology and business strategy. Designed for business generalists who wish to develop a working knowledge of electronic commerce. This exciting state of the art program is taught by professionals and prepares graduates for the dynamic world of Electronic Business.



THIS PROGRAM IS NOW ONLINE.

A. Complete the following (recommended sequence for section A)

BUSA	1005	Introduction to Business
BUSA	3455	Introduction to Electronic Commerce
BUSA	2005	Management
BLAW	3100	Business Law
BLAW	3205	Computer and Internet Law
BUSA	3465	Electronic Data Interchange
BUSA	3485	Online Business Management
BUSA	3475	Case Studies in Electronic Commerce

B. Complete one of the following:

ECON	1150	Economic Issues
ECON	2100	Microeconomics
ECON	2200	Macroeconomics
OPMT	1117	Basic Quantitative Techniques in Business Administration

C. Complete four of the following:

MKTG	1102	Essentials of Marketing
MKTG	3421	Strategic Communications
MDIA	1205	Weaving the Web
OPMT	3125	Facility Management Using the Internet
ORGB	2605	Managing Organizational Change
BUSA	3005	Strategic Business Planning
BUSA	3725	Intellectual Property Management
BUSA	6800	Strategic Management

D. Select 2 or more computer courses totalling 6 credits which are appropriate to the learner's career goals and knowledge level. Recommended courses include COMP 1615, COMP 1401, COMP 1820, COMP 1270, COMP 1601, COMP 3610 and COMP 1008.

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

A. Complete the following:

BLAW	3100	Business Law
BUSA	1005	Introduction to Business
BUSA	2005	Management
FMGT	1152	Accounting for the Manager
ORGB	2205	Organizational Behaviour 1
ORGB	2305	Organizational Behaviour 2

B. Complete one of the following:

ECON	1150	Economic Issues
ECON	2100	Microeconomics
ECON	2200	Macroeconomics
OPMT	1117	Basic Quantitative Techniques in Business Administration

C. Complete four of the following:

BUSA	2705	Teamwork Skills
BUSA	3455	Introduction to Electronic Commerce
BUSA	3725	Intellectual Property Management
BUSA	6800	Strategic Management
HRMG	3105	Human Resource Management
HRMG	3205	Labour Relations 1
HRMG	3255	Labour Relations 2
MKTG	1102	Essentials of Marketing
ORGB	2505	Interpersonal Skills
BUSA	3005	Strategic Business Planning
BUSA	3405	Problem Solving and Decision-making

D. Complete one of the following:

Computer related course or courses with a value of three credits.

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

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.

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

A. Complete the following:

BLAW	3100	Business Law
BUSA	1005	Introduction to Business
BUSA	2005	Management
FMGT	1152	Accounting for the Manager
HRMG	3105	Human Resource Management
ORGB	2205	Organizational Behaviour 1
ORGB	2305	Organizational Behaviour 2

B. Complete one of the following:

ECON	1150	Economic Issues
ECON	2100	Microeconomics
ECON	2200	Macroeconomics

C. Complete three of the following:

BLAW	3805	Human Rights and the Law
BUSA	2705	Teamwork Skills
BUSA	3005	Strategic Business Planning
BUSA	3455	Introduction to Electronic Commerce
BUSA	6800	Strategic Management
HRMG	2805	Occupational Health and Safety
HRMG	3205	Labour Relations 1
HRMG	3255	Labour Relations 2
HRMG	3305	Selection Interviewing
HRMG	3315	Human Resource Measurement
HRMG	3505	Training Techniques
HRMG	4145	Human Resource Information Systems
HRMG	4405	Salary Administration
HRMG	4605	Human Resource Planning
ORGB	2505	Interpersonal Skills

D. Complete one of the following:

Computer related course or courses with a value of three credits.

E. Three courses to be selected from the list of electives listed below.

Course selection should reflect the student's career objectives.

Suggested electives (for both Management Systems and Human Resource Management):

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 advisor or the part-time studies coordinator.

BLAW	3205	Computer & Internet Law
BLAW	3425	International Law 1
BLAW	3525	International Law 2
BLAW	3555	Real Estate Law
BLAW	3705	Small Business Law
BLAW	3805	Human Rights and the Law
BUSA	1305	Supervisory Skills
BUSA	2205	Entrepreneurial Management
BUSA	2605	Decision Support
BUSA	2685	Communication Skills
BUSA	2705	Teamwork Skills
BUSA	2905	Managing Conflict
BUSA	3005	Strategic Business Planning
BUSA	3015	Negotiation
BUSA	3105	Leadership 1
BUSA	3155	Leadership 2
BUSA	3165	Leadership 2000
BUSA	3205	Business Ethics
BUSA	3300	Mediation Skills
BUSA	3355	Arbitration Skills
BUSA	3405	Problem Solving and Decision-making
BUSA	3455	Introduction to Electronic Commerce
BUSA	3465	Electronic Data Interchange
BUSA	3485	Online Business Management
BUSA	3725	Intellectual Property Management
ECON	3305	International Economics
HRMG	2805	Occupational Health and Safety
HRMG	3105	Human Resource Management
HRMG	3155	Enhancing People Skills
HRMG	3170	Human Resource Dynamics Workshop
HRMG	3205	Labour Relations 1
HRMG	3255	Labour Relations 2
HRMG	3270	Developing Effective Organizations
HRMG	3305	Selection Interviewing
HRMG	3315	Human Resource Measurement
HRMG	3505	Training Techniques
HRMG	3705	Counselling 1
HRMG	3765	International Management 1
HRMG	3775	International Management 2
HRMG	4145	Human Resource Information Systems
HRMG	4415	Strategic Performance Management
HRMG	4605	Human Resource Planning
HRMG	4705	Counselling 2
MKTG	1102	Essentials of Marketing
MKTG	1324	Small Business Development
OPMT	1117	Basic Quantitative Techniques in Administration
OPMT	1197	Statistics for Business and Industry
ORGB	2205	Organizational Behaviour 1
ORGB	2305	Organizational Behaviour 2
ORGB	2505	Interpersonal Skills
ORGB	2605	Managing Organization Change

Note: See Advanced Studies section for additional electives.

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

**Important Note:** An Associate Certificate requires eight courses (24 credits). Certificates require 15 courses (45 credits). A Senior Certificate in each of Management Systems or Human Resource Management can be achieved upon earning 90 credits. Diplomas in each of the same areas require 135 credits.

#### Credit Transferability:

Graduates of the Management Skills for Supervisors or Leadership Programs at Vancouver Community College may apply for advance credit towards a Certificate, Diploma or Degree track program at BCIT. For details, please contact Chris Lloyd, 432-8829.

## BUSINESS ADMINISTRATION AND HUMAN RESOURCES

### POST DIPLOMA PROGRAMS

The Department offers two full-time Post Diploma programs for students with Degrees, Diplomas or other Post Secondary Accreditation.

#### Post Diploma in Business Administration

Bill Hooker, program head  
bhooker@bcit.ca 451-6783

Program length: one academic year with Degree or Diploma

#### Post Diploma in Human Resource Management

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

Program length: pre-entry courses plus one academic year after Degree or Diploma

#### Direct Entry to Second Year

Direct Entry to second year is open, on a limited basis, to those having completed the equivalent of the first year of Management Systems at BCIT or elsewhere. Program requirements vary depending upon student background.

For more information please contact:

Iris Waterston, Department Secretary  
iwaterst@bcit.ca Phone: 451-7019 Fax: 439-6700

#### DISTANCE EDUCATION

To ensure course materials are received prior to term start, please register at least two weeks prior to course start. A complete package of course information will be sent to you once you are registered.

For more information on distance education and Internet courses please visit our Web site at: <http://online.bcit.ca> or contact

Maria Antidormi mantidor@bcit.ca 451-7134



#### Internet Courses:

BLAW	3100	Business Law
BLAW	3205	Computers & Internet Law
BLAW	3425	International Law
BUSA	1005	Introduction to Business
BUSA	2005	Management
BUSA	3455	Introduction to Electronic Commerce
BUSA	3465	Electronic Data Interchange
BUSA	3475	Case Studies in Electronic Commerce
BUSA	3485	Online Business Management
BUSA	7250	Management Skills & Applications
ECON	1150	Economic Issues
HRMG	3105	Human Resource Management
HRMG	3315	Human Resource Measurement
HRMG	4605	Human Resource Planning
ORGB	2205	Organizational Behaviour 1
ORGB	2305	Organizational Behaviour 2



#### Internet Course Information:

Electronic courses may allow you to complete all your course activities online. These can include assignments, quizzes, exams, cases, team discussions and projects, class discussions and presentations.

Help is provided to learn how to complete these activities. You need to be able to connect to the Internet to take these courses. You do not need to have any special computer skills or experience, beginners have been quite successful.

**Hardware/Software:** Web enable computer with a Java enabled browser, preferably Netscape 4.0 or better. A windows '95 Pentium with a minimum 28.8 K modem is recommended.

#### Correspondence:

BLAW	3100	Business Law
BUSA	2005	Management
BUSA	7250	Management Skills and Applications
ORGB	2205	Organizational Behaviour 1
ORGB	2305	Organizational Behaviour 2



#### BLAW 3100 BBY \$383 SRY/DTC/\$381.30 BUSINESS LAW (T) Rereg \$50 Correspondence & Internet Delivery \$488 (Text & shipping incl.)

Presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, sale of goods and consumer protection, secured transactions, employment, agency and business organizations. Participation in this course, taught by lawyers, prepares you to recognize and feel comfortable with the legal aspects of doing business. No prerequisite. (4 credits)

May 1	Mon/Wed	1830-2200	8 wks	BBY	CRN	21177
May 1	Mon/Wed	1730-2100	8 wks	DTC		21178
May 1	Mon/Wed	1830-2200	8 wks	SRY		24855
May 2	Tue/Thu	1830-2200	8 wks	BBY		21179
May 2	Tue/Thu	1730-2100	8 wks	DTC		21180
May 6	Sat	0900-1700	8 wks	DTC		25944
June 2	Fri	0900-1700	8 wks	BBY		25945
June 6	Tue/Thu	0900-1230	8 wks	BBY		21182
June 5	Mon/Wed	1330-1700	8 wks	BBY		21183
June 5	Mon/Wed	1330-1700	8 wks	DTC		24544
Apr 3	Correspondence		12 wks			25946
Apr 3	Internet Delivery		12 wks			27456
	Rereg					27457



#### NOW ON THE INTERNET

#### BLAW 3205 DTC \$256.30 COMPUTER & INTERNET LAW

Internet Delivery \$309 (Text & shipping incl.)  
This exciting new course covers recent Canadian and International developments in the law relating to computers, the Internet and electronic commerce. Course content relating to computers, the Internet and electronic commerce will be conveyed in a lecture and workshop setting involving exercises and case studies. Knowledge of computer and Internet law is an essential skill in the global economy. (3 credits)

Apr 13	Thu	1730-2030	12 wks	DTC	CRN	28682
Apr 3	Internet Delivery		12 wks			28615



#### NOW ON THE INTERNET

#### BLAW 3425 DTC \$256.30 INTERNATIONAL LAW

Internet Delivery \$284 (Text & Shipping Inc.)  
Explores the law and practice surrounding the international trade in goods and technology transfer and looks at international organizations and agreements such as WTO, GATT and NAFTA. Students will develop real knowledge on how to do business in the modern international economy from a Canadian perspective. No prerequisite. (3 credits)

Apr 20	Thu	1730-2030	12 wks	DTC	CRN	23489
Apr 3	Internet Delivery		12 wks			28616

#### BLAW 3705 BBY \$321.00 SMALL BUSINESS LAW

Presents the essentials of starting up and running a small business in B.C. including methods to register a partnership and corporation, partnership and share-holder agreements, buying an ongoing business, rolling over assets, tax alternatives, insurance and tort liability, dealing with the bank and employee relations. Taught by lawyers who deal with your actual problems. No prerequisite. (3.5 credits)

May 2	Tue	1830-2130	15 wks	BBY	CRN	23461
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#### BLAW 3805 BBY \$258.00 HUMAN RIGHTS AND THE LAW

Designed to provide students with an in-depth study and analysis of the B.C. Human Rights Code and the Regulations. This is a hands-on course for those who have an interest in exploring the different aspects of our provincial Human Rights legislation in a practical and policy oriented manner.

Taught by lawyers, this course offers students the opportunity to explore real life human rights cases of discrimination on the basis of race, colour, ancestry, place of origin, religion, marital and family status, physical or mental disability, sex, including sexual harassment, sexual orientation and age. Although this course addresses all of the areas covered by the legislation, its focus is on the labour and employment context. Therefore, this course will appeal to human resources, management, union representatives, and employees in the different industries. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN	25951
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#### BUSA 1005 BBY \$258 DTC/SRY/LSS/MRC \$256.30 INTRODUCTION TO BUSINESS (T)

Internet Delivery \$337 (Textbook & shipping incl.)  
Introduces the external forces in the environment and the resulting implications for organizations.

Examines the place of business in the Province of B.C. and Canada. Focus is on issues arising from government policies, economics, ethics, social environment, the forms of businesses and the basic components of business operations. (3 credits)

Apr 17	Mon	1845-2145	12 wks	BBY	CRN	23442
Apr 11	Tue	1730-2030	12 wks	DTC		23443
Apr 12	Wed	1730-2030	12 wks	DTC		23444
Apr 12	Wed	1845-2145	12 wks	LSS		26297
Apr 13	Thu	1900-2200	12 wks	SRY		23445
Apr 13	Thu	1845-2145	12 wks	MRC		27333
May 29	Mon-Fri	0900-1700	1 wk	DTC		23446
Apr 3	Internet Delivery		12 wks			25983
Apr 3	Internet Delivery		12 wks			28617

#### BUSA 1305 BBY \$258 DTC/SRY \$256.30 SUPERVISORY SKILLS

Designed for new supervisors or aspirants for leadership responsibilities. Increase your confidence and abilities to lead and establish a foundation for further training in supervision and management. The functions of management are explored through interactive case and group exercises. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN	21107
Apr 12	Wed	1900-2200	12 wks	SRY		21109
Apr 24	Mon-Fri	0900-1700	1 wk	DTC		26366



#### BUSA 2005 BBY \$321 DTC \$319.30 MANAGEMENT (T)

Correspondence & Internet Delivery \$418 (text & shipping incl.) Rereg \$50  
Investigates the primary functions of management and managerial roles in teams, projects, departments and the organization as a whole. Strategic planning, operational planning, leading, organizing and controlling for performance will be addressed. Through actual business scenarios, cases and exercises, participants gain experience and apply the skills and knowledge in work situations. (4 credits)

Apr 12	Wed	1730-2100	13 wks	DTC	CRN	23448
Apr 13	Thu	1830-2130	15 wks	BBY		23449
May 6	Sat	0900-1700	7 wks	BBY		23451
May 15	Mon-Fri	0900-1700	1 wk	DTC		23453
June 12	Mon-Fri	0900-1700	1 wk	DTC		23452
Apr 3	Correspondence		12 wks			25984
Apr 3	Internet Delivery		12 wks			26294
Apr 3	Rereg		12 wks			27063

#### BUSA 2205 DTC \$256.30 ENTREPRENEURIAL MANAGEMENT

This fully revised course is designed to provide professionals and small business owners with the skills to successfully manage their own businesses. In our rapidly changing economy, many individuals now offer their services on a contract basis. Success in this "new economy" will be significantly improved through the acquisition of the entrepreneurial skills developed. (3 credits)

Apr 11	Tues	1730-2030	12 wks	DTC	CRN	27331
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#### BUSA 2705 BBY \$258 DTC/SRY \$256.30 TEAMWORK SKILLS

Provides an in-depth review of the skills required for a high performing team. This hands-on course allows students to participate in each of the stages of team development. Specific application of teamwork skills includes decision-making and conflict resolution, with real life application to a variety of organizations for performance improvement. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN	24862
Apr 12	Wed	1845-2145	12 wks	SRY		27336
Apr 29	Sat	0900-1700	5 wks	DTC		26476

#### BUSA 2905 BBY \$258 MANAGING CONFLICT IN THE WORKPLACE

This highly interactive course is designed to identify and manage conflict in the workplace. Case studies, role playing and student experiences will contribute to the development of a specific body of knowledge for contemporary managers. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN	26367
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#### BUSA 3005 DTC \$256.30 STRATEGIC BUSINESS PLANNING

An exciting hands-on course which presents the stages and content in developing a strategic business plan in any organizational setting. Designed to complement other management topics, students learn how to integrate other skill sets in an actual business plan for their specific business unit. (3 credits)

Apr 12	Wed	1730-2030	12 wks	DTC	CRN	23454
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#### BUSA 3015 DTC \$256.30 NEGOTIATION 1

Designed to provide participants with a conceptual framework for preparing and conducting negotiations and to give them hands-on experience in using this framework. After analyzing the negotiation concepts, the major focus of the course will be on negotiation exercises designed to highlight a range of important issues about the negotiation process. This course will be relevant to entrepreneurs, managers, lawyers, human and labour relations practitioners and individuals in government. Excellent supplement to either Certificate program. (3 credits)

Apr 10	Mon	1730-2030	12 wks	DTC	CRN	28685
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#### BUSA 3025 DTC \$256.30 NEGOTIATION 2

Builds on your existing skills to listen, ask questions, deal with conflict, problem solve and negotiate effectively. Through formal lectures, role playing, personal assessment and discussion, you will gain an understanding of effectiveness as a negotiator. Prerequisite: BUSA 3015 (3 credits)

Apr 15	Sat	900-1700	5 wks	DTC	CRN	27591
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### \*COMPLETE 2 LEADERSHIP COURSES IN 10 WEEKS! JOIN US ON SATURDAY'S THIS SPRING

#### BUSA 3105 BBY \$258.00 DTC \$256.30 LEADERSHIP 1

A dynamic course for new or aspiring supervisors. Students develop strong interpersonal skills as well as increase their awareness of the importance of "people skills" in today's organizations. Developing critical core skills along with Developing Individual Performance through group interactions, role playing, lectures and practice sessions are included. No Prerequisites. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN	25432
Apr 15	Sat	0900-1700	5 wks	DTC		26149

#### BUSA 3155 DTC/MRC \$256.30 LEADERSHIP 2

Focuses on the leadership role of supervisors and managers at the front-line of organizational performance. Also, focuses on developing team performance, collaborating effectively with others, problem solving, managing change and fostering innovation. Prerequisite: BUSA 3105 (3 credits)

Apr 12	Wed	1845-2145	12 wks	MRC	CRN	26150
May 27	Sat	0900-1700	5 wks	DTC		27339

#### BUSA 3165 DTC \$256.30 LEADERSHIP 2000

Provides the skills required in organizations that are fostering a collaborative environment. Gives managers, supervisors, team leaders and individual contributors the skills they need to successfully interact with others and assist their organization in realizing their organizational goals while pursuing continuous improvement and development (3 credits)

Apr 13	Thu	1730-2030	12 wks	DTC	CRN	26152
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#### BUSA 3300 BBY \$258.00 MEDIATION SKILLS

Provides a hands-on opportunity to develop, measure and test his/her mediation skills in a number of trial runs. Taught by lawyers and mediators in private practice, provides the student with the knowledge of mediation as it applies in an organizational setting. Learn all aspects of mediation practice, including effective communication with the mediation room and in collaboration with lawyers and other experts (3 credits)

Apr 12	Wed	1845-2145	12 wks	BBY	CRN	27340
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**BUSA 3405** **DTC \$256.30**  
**PROBLEM SOLVING/DECISION-MAKING**

This exciting fully restructured course which introduces various techniques to problem solving and decision-making with emphasis on comprehensive analysis. Group interactions, demonstrations, lectures and practice sessions relating to real applications will be presented. Rational and creative problem solving methods will be taught. Students establish a high level of confidence in their ability to make effective management decisions. Prerequisite: BUSA 1105 and 2005. (3 credits)

Apr 12 Wed 1730-2030 12 wks DTC CRN 21125



**NOW ON THE INTERNET**

**BUSA 3455** **DTC \$256.30 BBY \$258**  
**INTRODUCTION TO ELECTRONIC COMMERCE**

Internet Delivery \$301 (includes text & shipping)  
 Designed to provide an overview of all aspects of commerce and opportunity on the Internet. Topics

include marketing products on the Internet, systems integration, virtual organizations, electronic payment systems, privacy and security concerns, intellectual property, customs and excise issues, emerging issues in telecommunications, and Internet issues where government regulation has been contemplated.

Apr 11 Tue 1730-2030 12 wks DTC CRN 26155  
 Apr 11 Tue 1845-2145 12 wks BBY 28691  
 Apr 3 Internet Delivery 12 wks 28619  
 Apr 3 Internet Delivery 12 wks 28618



**NOW ON THE INTERNET**

**BUSA 3465** **DTC \$256.30 BBY \$258**  
**ELECTRONIC DATA INTERCHANGE**

Internet Delivery \$246 (does not include text)  
 Designed to provide a management overview of Electronic Data Interchange (EDI). Topics include the

history of EDI, Implementing EDI systems, EDI on the Internet, Contemporary Issues in EDI, Future of EDI, EDI data communications structure. Combines a series of lectures, individual, and team-based research projects and provides you with the skills necessary to function in an EDI environment. (3 credits)

Apr 13 Thr 1730-2030 12 wks DTC CRN 26154  
 Apr 13 Thr 1845-2145 12 wks BBY 28695  
 Apr 3 Internet Delivery 12 wks 28621



**NOW ON THE INTERNET**

**BUSA 3475** **DTC \$256.30**  
**CASE STUDIES IN ELECTRONIC COMMERCE**

Internet Delivery \$246 (does not include text)

Examines current case examples of Internet trade and e-Business. The course combines research and projects and is based on team participation and case studies. Case Studies will include success stories, failures and new and evolving business. (It is recommended that students have already completed BUSA 3485 Online Business Management). (3 credits)

Apr 10 Mon 1730-2030 12 wks DTC CRN 28189  
 Apr 3 Internet Delivery 12 wks 28622



**NOW ON THE INTERNET**

**BUSA 3485** **DTC \$256.30**  
**ONLINE BUSINESS MANAGEMENT**

Internet Delivery \$246 (does not include text)  
 This is a research and project course where students will prepare a business proposal for a new company

that wishes to market products or services on the Internet. A complete strategy for online business will include market research, a cost-benefit analysis, coverage of technical and operational issues such as logistics and promotion, legal requirements, and human impact issues. Prerequisite: BUSA 3455 Introduction to Electronic Commerce or permission from the instructor.

Apr 12 Wed 1730-2030 12 wks DTC CRN 28697  
 Apr 3 Internet Delivery 12 wks 28623  
 Apr 3 Internet Delivery 12 wks 28624

**BUSA 3705** **BBY \$258**  
**SPREADSHEET MODELS FOR BUSINESS**

Focus on the development of a sound methodology to build "what if" spreadsheet models. The course begins with detailed instruction on basic commands and functions and proceeds to an examination of common business cases in which the design of the spreadsheet is of paramount importance. In addition to model building the course will cover the basics of EXCEL Charts, Names, Pivot Tables, Filters, Goal Seek and Scenarios. Designed for direct entry and post diploma students there is no course prerequisite but a basic understanding of the Windows operating environment is assumed.

June 6 Tue/Thr 1800-2100 6 wks BBY CRN 28676

**BUSA 3725** **DTC \$256.30**  
**INTELLECTUAL PROPERTY MANAGEMENT**

Aimed at professionals and students wanting to expand their knowledge of trade-marks, copyright, patents, industrial designs and trade secrets. Intellectual Property Law reflects the needs of the B.C. business community which sees knowledge based industries as the fastest growing sector of the economy. Companies rely on the manipulation of intangible assets and confidential information in our increasingly dynamic global economy. This course offers real-life applicability to those individuals involved in, but not specific to R&D, IT, marketing entertainment, software development and various other High Technology areas. (3 credits)

Apr 11 Tue 1730-2030 12 wks DTC CRN 27343



**NOW ON THE INTERNET**

**ECON 1150** **BBY \$258**  
**DTC/SRY/LSS/MRC \$256.30**

**ECONOMIC ISSUES (T)**

Internet Delivery \$320 (Text & shipping included)  
 Presents the influential concepts of both micro and macroeconomics and, in a student-based learning environment, assists you in applying these notions to your career. A professional economist will work with you in discovering the laws of supply and demand, consumer decision-making, producer profit maximization, competition and monopoly regulation in microeconomics. Use of fiscal, monetary and exchange rate policy to influence unemployment, inflation and economic growth is also covered. Familiarization with spreadsheets is strongly recommended for those intending to register in the Internet Delivery section. (3 credits)

Apr 11 Tue/Thr 1730-2030 6 wks DTC CRN 21201  
 Apr 12 Wed 1845-2145 12 wks LSS 27361  
 Apr 12 Wed 1830-2130 12 wks BBY 21199  
 Apr 12 Wed 1900-2200 12 wks SRY 24857  
 Apr 13 Thr 1845-2145 12 wks MRC 27359  
 Apr 3 Internet Delivery 12 wks 25985  
 Apr 3 Internet Delivery 12 wks 28627

**ECON 2100** **BBY \$321 DTC \$319.30**  
**MICROECONOMICS (T)**

Investigates economic analysis, focusing on fundamentals of markets, supply and demand, consumer and producer behaviour, and monopoly and competition. Optional areas of business application may explore labour markets, government intervention and environmental regulation. Prepares students to identify, evaluate the economic considerations they will undoubtedly encounter in business. No prerequisite. (3 credits)

May 2 Tue 1730-2030 15 wks DTC CRN 21203  
 May 3 Wed 1830-2130 15 wks BBY 21204  
 May 4 Thr 1830-2130 15 wks BBY 28880  
 July 4 Tue/Thr 0900-1200 8 wks BBY 21209  
 July 4 Tue/Thr 0900-1200 8 wks BBY 28149

**ECON 2200** **BBY \$383 DTC \$381.30**  
**MACROECONOMICS (T)**

Presents a challenging overview of the workings of an economy. Stresses measurement and determination of national economic activity, the role of monetary and fiscal policy, and the understanding of inflation, unemployment, and growth in an international environment. Prepares students to weigh political and economic issues as they relate to their business ventures. No prerequisite. (4 credits)

May 1 Mon 1830-2200 15 wks BBY CRN 21212  
 May 29 Mon/Wed 1830-2200 8 wks BBY 21214  
 Apr 29 Sat 0900-1700 8 wks BBY 24859  
 May 2 Tue/Thr 1730-2130 8 wks DTC 24861  
 July 3 Mon/Wed 0900-1230 8 wks BBY 28211  
 July 4 Tue/Thr 1830-2200 8 wks DTC 28212

**HRMG 0315** **BBY \$238 DTC \$236.30**  
**CAREER SEARCH WORKSHOP**

If you want to explore and research career options by writing tests, accessing current information and resources and learning how to specify goals to make a career change. Covers interest, aptitude and values clarification and testing, career and educational opportunities, decision-making, and goal setting. This course is taught by a professional counsellor.

Apr 6 Thr 1730-2030 4 wks DTC CRN 21129  
 Apr 29 Sat 0900-1200 4 wks DTC 23645  
 May 24 Wed 1845-2145 4 wks BBY 27364



**NOW ON THE INTERNET**

**HRMG 3105** **BBY \$323 DTC \$321.30**  
**HUMAN RESOURCE MANAGEMENT (T)**

Internet Delivery \$409. (Includes text & shipping)  
 Develops an understanding of the significant human resource management programs and systems utilized in today's business and government organizations. Covers the major human resource management functions with some emphasis on practical application of the techniques studied. Recommended for all persons interested in management and/or supervision. Prerequisite: ORGB 2205 or permission from the instructor (4 credits)

May 2 Tue/Thr 1730-2030 8 wks DTC CRN 21139  
 May 6 Sat 0900-1700 7 wks DTC 21143  
 Jun 6 Tue/Thr 0900-1200 8 wks BBY 21141  
 July 4 Tue/Thr 1830-2200 8 wks BBY 21138  
 Apr 3 Internet Delivery 12 wks 27458

**HRMG 3155** **DTC \$256.30**  
**ENHANCING PEOPLE SKILLS**

This contemporary human resource management course introduced students to the interpersonal skills, personal management skills and teamwork skills necessary for effective functioning in the work environment. Strengthens the students' ability to listen, ask questions, deal with conflict, problem solve, value diversity in the workplace, and to apply positive attitudes and behaviour and effective communication skills in contemporary organizations. Through mini lectures, games, personal assessment using the Myers-Briggs Type Indicator (MBTI) and discussion, students gain an understanding of their Personality Type and how this affects their professional relationships with others. (3 credits)

May 8 Mon-Fri 0900-1700 1 wk DTC CRN 26156

**HRMG 3170** **BBY \$258**  
**HUMAN RESOURCE DYNAMICS WORKSHOP**

Designed for the HR practitioner or someone who is studying to become an HR practitioner. Concentrates on the development of skills for building and maintaining effective relationships, including conflict resolution and team skills. Explore the contemporary issues facing HR practitioners and develop approaches for assisting managers and supervisors to resolve HR matters. The course provides a "learning lab" atmosphere, using role-play and small group work. Prerequisite: ORGB 2305 or ORGB 2100. (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 28714

**COMPLETE BOTH LABOUR RELATIONS COURSES IN TWO WEEKS THIS SPRING!**

**HRMG 3205** **BBY \$258 DTC/SRY \$256.30**  
**LABOUR RELATIONS 1**

A necessary skill set in today's world - designed for those involved in, or associated with, labour relations as management or union. Covers the collective bargaining process and day-to-day contract administration. Related laws, typical contract clauses, grievance procedures, responsibilities of the supervisor and the shop steward, and current activities in the labour relations field. Students will learn to approach their responsibilities for matters covered by collective agreements with more confidence and expertise. Prerequisite: ORGB 2205. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 21142  
 Apr 12 Wed 1900-2200 12 wks SRY 25205  
 June 12 Mon-Fri 0900-1700 1 wk DTC 21146

**HRMG 3255** **BBY \$258 DTC \$256.30**  
**LABOUR RELATIONS 2 (T)**

A thorough explanation of collective administration, agreements, wage issues, economic supplements, arbitration, mediation, preparation for collective bargaining and collective bargaining techniques. Prerequisite: HRMG 3205. (3 credits)

Apr 10 Mon 1845-2145 12 wks BBY CRN 21150  
 June 19 Mon-Fri 0900-1700 1 wk DTC 21151

**HRMG 3270** **DTC \$256.30**  
**DEVELOPING EFFECTIVE ORGANIZATIONS**

This course aligns acquisition of knowledge about effective organizational development with the skills in using organizational assessment tools and planning interventions. Extensive use of case studies, selected reading materials, and application exercises will make this course very pragmatic and transferable to the students own organization upon course completion. (3 credits)

Apr 11 Tue 1730-2030 12 wks DTC CRN 28715

**STARTING YOUR OWN BUSINESS?**  
**THE VENTURE PROGRAM**

(604) 412-7651 VENT 1000

Profit from a lifetime of learning by employing your hard-earned skills as an entrepreneur.

The BCIT Venture Program offers a comprehensive training program targeted towards individuals in the launch phase of a business start-up (regardless of their business background.)

During this three-month program you will learn how to research a business concept and produce a realistic business plan. You will develop practical entrepreneurial planning skills to start and operate a business, and gain valuable computer modeling skills for forecasting and planning purposes.

The uniqueness of this program is its environment. The Venture Centre offers one of Vancouver's only fully furnished high tech incubation centres. Here program participants are able to investigate and start their businesses. Ultimately, you will leave the program with the ability to run your own business and the skills to make it a success!

Enrolment inquiries are welcome now, as space is limited.

Program start dates are as follows:

**Fall 2000** - starts September 11, 2000  
**Spring 2001** - starts February 5, 2001

We encourage individuals interested in the program to make an appointment with the program advisor to discuss your business concept and how the Venture Program can help you. For more information or for an appointment, call or write to:

**The Venture Program**  
 7th Floor-555 Seymour Street  
 Vancouver, BC V6B 3H6  
 Telephone: (604) 412-7651  
 E-mail: llarsson@bcit.ca  
 www.bcitventure.com

Anyone can start a business, but you have to learn how to make it work!



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

## HRMG 3305 BBY \$258 DTC \$256.30

### RECRUITMENT AND SELECTION

Designed for people in the fields of personnel, management, supervision and anyone involved in interviewing applicants for employment. It identifies techniques, styles, stages, uses, pitfalls and key points in interviewing, with particular emphasis on questioning techniques and selective listening. Prerequisite: HRMG 3105 (4 credits)

Apr 12	Wed	1845-2145	12 wks	BBY	CRN 28713
Apr 13	Thr	1730-2030	12 wks	DTC	21158
Apr 24	Mon-Fri	0900-1700	1 wk	DTC	21157



### NOW ON THE INTERNET

#### HRMG 3315

#### HUMAN RESOURCE MEASUREMENT

Internet Delivery \$246.00 (does not include text) Examines applications and issues associated with human resources measurement, survey and feedback systems. Employment and career progression testing, employee surveys and training assessments are examples of systems and procedures, measurement issues and the legal and ethical considerations associated with the subject area. Proficiency with statistical methodologies is not required. Prerequisite: HRMG 3105 or permission of the instructor (3 credits)

Apr 3	Internet Delivery	12 wks	CRN 28862
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## HRMG 3505 BBY \$258 DTC \$256.30

### TRAINING TECHNIQUES

A first line management course for people responsible for personnel training; members of personnel departments contemplating a training program, or who are involved with on-the-job training will be particularly interested. Develops a good grounding in current training methodology, techniques and aids. Topics include learning theory, determining training needs, writing objectives, designing training programs using outside resources and evaluation. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 21159
Apr 24	Mon-Fri	0900-1700	1 wk	DTC	21160

## HRMG 4145 DTC \$256.30

### HUMAN RESOURCE INFO SYSTEMS

Examines human resource management information systems from the perspective of the specialist responsible for their development and administration. Familiarizes the student with software programs applicable to the personnel/industrial relations field. Develops an appreciation for the effective use of human resource information systems in various work situations (3 credits)

Apr 15	Sat	0900-1700	5 wks	DTC	CRN 26299
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### NOW ON THE INTERNET

#### HRMG 4605

#### HUMAN RESOURCE PLANNING

Internet Delivery \$308 (includes text & shipping) Presents techniques for utilizing people potential within organizations. Topics include methods of assessing human resource stocks/flows, projections. Sources of supply, related strategic policies, budgeting and costing and program evaluation. Prerequisite: HRMG 3105 (4 credits)

Apr 13	Thr	1730-2030	12 wks	DTC	CRN 28669
Apr 3	Internet Delivery	12 wks	28669		



## ORGB 2205

### ORGANIZATIONAL BEHAVIOUR 1

Correspondence & Internet Delivery \$339.

(incl text & shipping) Rereg \$50

Develops skills to understand and participate in the dynamics and evolution of modern organizations. Topics include the determinants of individual behaviour: perceptions, attitudes, learning, motivation, individual decision-making and communication. Prerequisite: BUSA 1005 and 2105 or BUSA 1005 and 2005. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 21166
Apr 12	Wed	1730-2030	12 wks	DTC	21167
Apr 17	Mon/Thr	1900-2200	6 wks	SRY	21164
Jun 5	Mon-Fri	0900-1700	1 wk	DTC	21169
Apr 3	Correspondence	12 wks	25987		
Apr 3	Internet Delivery	12 wks	27459		
Apr 3	Rereg	12 wks	27460		



## ORGB 2305

### ORGANIZATIONAL BEHAVIOUR 2 (T)

Correspondence & Internet Delivery \$339.

(Incl. text & shipping) Rereg \$50

Continues from Organizational Behaviour 1 (ORGB 2205). Focuses on the skills required to effectively work with others in today's organization. Through interactive learning, participants will gain understanding of the dynamics and processes of, as well as skills in, teamwork, decision-making, leadership, managing change, power and politics and conflict resolution. Prerequisite: ORGB 2205. (3 credits)

Apr 13	Thr	1845-2145	12 wks	BBY	CRN 21131
May 16	Tue/Thr	1730-2030	6 wks	DTC	21135
June 12	Mon-Fri	0900-1700	1 wk	BBY	21171
Apr 3	Correspondence	12 wks	28671		
Apr 3	Internet Delivery	12 wks	28672		
Apr 3	Rereg	12 wks	28673		

## ORGB 2505 BBY \$258 DTC/SRY \$256.30

### INTERPERSONAL SKILLS

Develops personal-problem solving skills, with emphasis on role playing, teamwork and analysis by students acting in a variety of supervisory/management situations. Participant have the opportunity to practice skills that will enhance their effectiveness in working with people. These skills include effective listening, assertive communication and conflict resolution. Upon completion of the course, students have a clear appreciation of the interpersonal skills required for effective supervision and management. (3 credits)

Apr 11	Tue	1730-2030	12 wks	DTC	CRN 21175
Apr 17	Mon	1845-2145	12 wks	BBY	21173
June 12	Mon-Fri	0900-1700	1 wk	DTC	28716

## ORGB 2615 DTC \$256.30

### MANAGING ORGANIZATION CHANGE 2

This second level course offers participants an important opportunity to understand and develop their own skills as change consultants. This course revolves around the concept of using six different lenses or ways of visioning an organization and its need for change. This "tool kit" will be invaluable to understanding how organizations can cope with and manage change processes. (3 credits)

Apr 13	Thr	1730-2030	12 wks	DTC	CRN 27377
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### DEGREE COMPLETION

All students enrolled in any of the Bachelor of Technology programs are required to enrol in the Advanced Management course listed below. Offered in a correspondence format and on the Internet. Enrolment is limited, register today!

## BUSA 7250 \$350 (SHIPPING INCLUDED)

### MANAGEMENT SKILLS AND APPLICATIONS REREG \$50

Provides an overview of the basic skills of a manager and applies these skills through a series of projects and case studies. Examines the evolution of management and the organizational culture and environment. It also teaches the skills of decision-making and the skills involved in planning, organizing, leading and controlling, including planning and facilitating change, teamwork, applying motivational techniques and effective communication. (3 credits)

13 weeks to complete (two re-registrations allowed)

Apr 3	Correspondence	13 wks	CRN 25223
Apr 3	Correspondence	13 wks	26478
Apr 3	Internet Delivery	13 wks	TBA
Apr 3	Rereg	13 wks	25483
Apr 3	Rereg	13 wks	27455

## ADVANCED STUDIES IN BUSINESS DEGREE COMPLETION

(604) 451-6839

Provides BCIT Business Diploma graduates with additional educational opportunities to meet the needs of B.C. business, government and industry. Advanced Studies courses may be taken as part of a Bachelor's Degree in Business Administration or as electives in either of our Certificate Programs. For specific information, please call Kevin Wainwright, program head at (604) 451-6839.

### DEGREE COMPLETION

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

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

### BCIT ADMISSION AND REGISTRATION PROCEDURES FOR THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE OFFERED IN COLLABORATION WITH THE OPEN UNIVERSITY

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

- 1. Apply to the Open University**  
The Open University is responsible for reviewing the student's academic record from BCIT and any other post-secondary institution the student has attended, to determine the amount of credit that will be awarded toward the degree. This critical first step tells the student what courses they require to earn the degree. Contact OLA's Student Services at (604) 431-3300 for a complete information package containing admissions instructions.
- 2. Apply to BCIT**  
Submit a full-time Application for Admission together with a copy of the Open University approved Program Plan as soon as possible. Students are not required to submit transcripts from other post-secondary institutions with their application. Admission is based on the following:
  - a. academic performance in the student's BCIT Diploma program;
  - b. a 500-word statement indicating reasons for choosing the program;
  - c. evidence of computer fluency since graduation, e.g., familiarity with microcomputers and software.

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

Applications for part-time enrolment in the Degree Completion Program for Diploma Graduates may be made at any time, but acceptance into the September 2000 term depends upon space availability. The Open University requires at least six weeks to process applications.

### 3. Course Registration

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

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

## BUSA 4800 BBY \$350

### MANAGEMENT POLICY

Analyses of business strategy formulation to give the student practice experience and confidence in handling complex business situations. Comprehensive business cases will be selected in fields such as finance, control, personnel, production, marketing and general management. Acquaints the student with management decision making and effective verbal and written business analysis.

Teamwork and organizational change are addressed as elements of strategy implementation. Prerequisite: Permission from the program head (4 credits)

May 15	Mon/Wed	1800-2100	9 wks	BBY	CRN 21419
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## OPMT 5700 BBY \$355

### MATHEMATICS FOR MANAGEMENT

Provides the mathematical knowledge required to move into the more advanced business math courses. Topics include linear and quadratic equations and inequalities, polynomials, rational functions, exponential and logarithmic functions, sequences and series. Applications to economics and finance used. Prerequisite: Diploma of Technology in Business (4 credits)

Apr 10	Mon/Wed	1800-2200	7 wks	BBY	CRN 28771
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## OPMT 5751 BBY \$355

### MATH MODELS FOR BUSINESS

Presents a second course in the application of statistical methods to business problems. Provides detailed theoretical understanding and practical applications of two the most commonly used techniques in mathematical modeling: Linear Regression and Time Series Analysis. Learn how to view business situations as mathematical models and formulate the equations required for the model solution. Extensive lab work using computer software will lead to theoretical solutions. You will then learn how to interpret these solutions as a guide to practical management action. Provides the opportunity to use and evaluate current software. (3 credits)

Apr 11	Tues/Thr	1800-2100	7 wks	BBY	CRN 25969
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## BACHELOR OF TECHNOLOGY IN ACCOUNTING

(604) 451-7134

Maria\_Antidormi@bcit.ca

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

### Entrance Requirements:

- Financial Management Diploma or equivalent with an average of at least 70 per cent.
- English 12 or equivalent
- An interview with the program head (call (604) 432-8786)

To enrol in degree courses, you must be accepted into the degree program or have the permission of the program head call (604) 432-8786. Degree courses being offered this term are listed below. For information about FMGT 7120 - Advanced Accounting, see the Financial Management section of this flyer.

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

## FMGT 7210 DTC \$461.30

### ADVANCED MANAGEMENT ACCOUNTING

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

May 6- July 8	Sat	0900-1600	8 wks	DTC	CRN 28816
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## FMGT 8120 BBY \$463

### ACCOUNTING THEORY

Reviews the history of accounting and the theories underlying current accounting practice. Alternative theories and methods are critically assessed and possible future directions evaluated. Prerequisite: FMGT 7120 or 7121

May 2	Tue	1800-2130	13 wks	BBY	CRN 28817
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## FMGT 8910 DTC \$686.30

### INTEGRATIVE BUSINESS MANAGEMENT PRACTICE

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

Please call (604) 451-7134 for information regarding dates and times for this course.

### PART-TIME TIP

IT'S EASY. Register online at [www.bcit.ca](http://www.bcit.ca) and click on Registration.







## FINANCIAL MANAGEMENT

(604) 432-8609 Candace\_Schaap@bcit.ca  
 (604) 412-7453 Tim\_Edwards@bcit.ca

### Management Certificate in Accounting

#### 1) Required courses

FMGT 1100	Accounting 1
FMGT 2100	Accounting 2
FMGT 3110	Financial Accounting 1
FMGT 3210	Cost and Managerial Accounting 1
FMGT 3420	Income Tax 1
FMGT 4110	Financial Accounting 2
FMGT 4210	Cost and Managerial Accounting 2
FMGT 4420	Income Tax 2
OPMT 1102	Basic Mathematics of Finance

#### 2) Must complete

ECON 2200	Macroeconomics or
ORGB 2205	Organizational Behaviour 1 or
OPMT 1197	Statistics for Business and Industry

#### 3) Must complete

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

#### 4) Electives

Courses with a combined minimum of 90 course contact hours should be selected to ensure that the proposed program meets your career and educational objectives. Courses may be selected from the Financial Management or other technologies in the BCIT Business Programs, and should be submitted with your proposed program for approval by the Financial Management technology.

### Management Certificate in Finance

#### 1) Required courses

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

#### 2) Must complete

FMGT 3210	Cost and Managerial Accounting 1 and
FMGT 4210	Cost and Managerial Accounting 2; or
FMGT 3420	Income Tax 1 and
FMGT 4420	Income Tax 2; or
ECON 2100	Microeconomics and
ECON 2200	Macroeconomics

#### 3) Must complete

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

#### 4) Electives

Courses with a combined minimum of 90 course contact hours should be selected to ensure that the proposed program meets your career and educational objectives. The courses may be selected from the Financial Management or other technologies in the BCIT Business Programs, and should be submitted with your proposed program for approval by the Financial Management technology.

## CORRESPONDENCE COURSES

(604) 412-7417 Ruth\_Mackay@bcit.ca

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

#### Correspondence Course Information

- You may start your course at any time.
- You may proceed in the course at your own speed, within the 36 week time limit.
- You must have the prerequisites required.
- Regular assignments are to be submitted for marking and will be returned to you with comments.
- Examination dates are flexible.
- Courses completed by correspondence are transferable for course credit to full-time and part-time programs.
- The textbook fee is in addition to the course fee. However, in a two-part course (i.e. Finance 1 and Finance 2) the textbook is normally used in both parts 1 and 2.
- BCIT refund policy permits a refund less 15 per cent for correspondence courses prior to mailing of course materials.

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

## FINANCIAL PLANNING

(604) 451-6754 Rick\_McCallum@bcit.ca  
 (604) 432-8609 Candace\_Schaap@bcit.ca

### Associate Certificate in Financial Planning

BCIT and the B.C. Chapter of the Canadian Association of Financial Planners have together designed this program of studies leading to the BCIT Associate Certificate in Financial Planning.

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

Graduates of this Associate Certificate program have achieved the educational prerequisites necessary to pursue the professional financial planning designations "CFP" (Certified Financial Planner), awarded by the Financial Planners Standards Council of Canada. To obtain further information about becoming a CFP, graduates should contact the FPSC directly.

### CFP Examination Preparation Session

In addition to a broad review of the topics identified in the Certified Financial Planner's curriculum, this workshop will address areas of the material less commonly encountered in day to day practice. The presentation format will be a combination of lecture and problem-solving. Registrants should be familiar with and bring a financial calculator to the class. If there are particular questions that you want answered, please e-mail details to Rick\_McCallum@bcit.ca prior to the session.

### FMGT 0810

<b>CFP EXAM- PREPARATION SESSION</b>	
<b>BCIT GRADUATES \$261.30 OTHER PARTICIP. \$311.30</b>	
May 12/13	F/S 0900-1630 2 day DTC CRN 27642 GRAD 27646 OTHER
June 2/3	F/S 0900-1630 2 day BBY 27643 GRAD 27648 OTHER

### Credit Courses to Professional Accounting Bodies

The majority of Financial Management courses, and several courses offered by Administrative Management, Operations Management and Computer Systems technologies, are transferable to the Chartered Accountants', the Certified General Accountants', and the Certified Management Accountants' educational programs.

Financial Management courses are also recognized by the following additional professional organizations:

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

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

### FMGT 1100 BBY \$258 DTC/SRY \$256.30

#### ACCOUNTING 1

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

Apr 10	Mon	1845-2145	12 wks	BBY	CRN 27510
Apr 10	Mon/Thr	1845-2145	6 wks	BBY	20401
Apr 11	Tues	1845-2145	12 wks	BBY	20404
Apr 12	Wed	1900-2200	12 wks	SRY	27627
Apr 12	Wed	1730-2030	12 wks	DTC	20403
Apr 13	Thr	1730-2030	12 wks	DTC	20405
Apr 14	Fri	0900-1700	5 wks	DTC	20394
Apr 15	Sat	0900-1200	12 wks	BBY	27511
Jun 2	Fri	0900-1700	5 wks	DTC	28795
Jun 5	MTWR	1300-1600	3 wks	BBY	20397
Jul 6	Thr/Mon	1845-2145	6 wks	BBY	20400

Correspondence: Tuition \$248, \$10 courier fee.

Text fee \$113 (subject to change)	36 wks	CRN 21034
Re-registration \$50	(36-wk extension)	21035

### FMGT 1152 BBY \$258 DTC/SRY \$256.30

#### ACCOUNTING FOR THE MANAGER

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

Apr 10	Mon	1730-2030	12 wks	DTC	CRN 20428
Apr 11	Tue	1845-2145	12 wks	BBY	27512
Apr 12	Wed	1900-2200	12 wks	SRY	25491
Apr 13	Thr	1845-2145	12 wks	BBY	20429
Apr 15	Sat	0900-1700	5 wks	BBY	20425
May 27	Sat	0900-1700	5 wks	BBY	25572

### FMGT 1810 BBY \$258 DTC/SRY \$256.30

#### PERSONAL FINANCIAL PLANNING 1

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

Apr 11	Tue	1730-2030	12 wks	DTC	CRN 26757
Apr 12	Wed	1845-2145	12 wks	BBY	25482
Apr 13	Thr	1845-2145	12 wks	BBY	20433

### FMGT 2100 BBY \$383 DTC \$381.30

#### ACCOUNTING 2

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

Apr 10	Mon/Thr	1845-2145	9 wks	BBY	CRN 20412
Apr 11	Tue	1730-2130	13 wks	DTC	20407
Apr 11	Tue	1800-2200	13 wks	BBY	26161
Apr 12	Wed	1800-2200	13 wks	BBY	20409
Apr 13	Thr	1730-2130	13 wks	DTC	27652
Apr 13	Thr	1730-2130	13 wks	BBY	22636
Apr 14	Fri	0900-1700	7 wks	DTC	27513
Apr 15	Sat	0900-1300	13 wks	BBY	26162
Apr 15	Sat	0900-1300	13 wks	DTC	26163
May 19	Fri	0900-1700	7 wks	DTC	28796
Jun 5	MTWR	0800-1200	4 wks	BBY	20410
Jul 6	Thr/Mon	1800-2230	6 wks	BBY	26160

Correspondence: Tuition \$373 and \$10 courier fee. Text not included. 36 wks CRN 21037

### FMGT 2820 BBY \$258 DTC/SRY \$256.30

#### INVESTMENT AND RISK MANAGEMENT

Provides an overview of Canada's capital markets. Includes a review of securities, international funds, insurance aspects and other financial institutions. Emphasizes portfolio input from a financial planning perspective. Students are expected to have a working knowledge of accounting. Students who have completed the CSC may be exempted from this course. Please contact the program head at 451-6754.

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 23045
Apr 13	Thr	1730-2030	12 wks	DTC	20439

### FMGT 3110 BBY \$258 DTC \$256.30

#### FINANCIAL ACCOUNTING 1

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

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 20421
Apr 12	Wed	1730-2030	12 wks	DTC	20424
Apr 15	Sat	0900-1200	12 wks	BBY	26165
Jun 5	MTWRF	0900-1200	3 wks	BBY	21391

Correspondence: Tuition \$248, \$10 courier fee.  
 Text fee \$154 (subject to change). 36 wks 21042  
 Re-registration \$50 (36-wk extension) 21043

### FMGT 3210 BBY \$258 DTC \$256.30

#### COST/MANAGERIAL ACCOUNTING 1

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

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 20418
Apr 12	Wed	1730-2030	12 wks	DTC	20419
Apr 13	Thr	1845-2145	12 wks	BBY	20420

Correspondence: Tuition \$248, \$10 courier fee.  
 Text fee \$118 (subject to change). 36 wks 21039  
 Re-registration \$50 (36-wk extension) CRN 21040

### FMGT 3310 DTC \$256.30

#### AUDITING 1

Covers the meaning and purpose of the audit function and an introduction to techniques and procedures. Prerequisite FMGT 2100 or 2190.

Apr 11	Tue	1730-2030	12 wks	DTC	CRN 28797
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### FMGT 3420 BBY \$258 DTC \$256.30

#### INCOME TAX 1

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

Apr 11	Tue	1730-2030	12 wks	DTC	CRN 20436
Apr 12	Wed	1845-2145	12 wks	BBY	26166

### FMGT 3430 BBY \$258 DTC \$256.30

#### TAXATION AND FINANCIAL PLANNING

Provides the financial planner with a good understanding of the general rules of taxation. Topics include determination of residency, income, application of CCA and the taxation of capital gains. Prerequisite: FMGT 1152 or 2100 or 2190.

Apr 11	Tue	1730-2030	12 wks	DTC	CRN 20438
Apr 13	Thr	1845-2145	12 wks	BBY	26167

### FMGT 3510 BBY \$258 DTC \$256.30

#### FINANCE 1

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

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 22637
Apr 13	Thr	1730-2030	12 wks	DTC	21385

Correspondence: Tuition \$248, \$10 courier fee.  
 Text fee \$86 (subject to change). 36 wks CRN 21044.  
 Re-registration \$50 (36-wk extension) 21045

### FMGT 4110 BBY \$383 DTC \$381.30

#### FINANCIAL ACCOUNTING 2

Helps students develop sufficient accounting knowledge for an intermediate-level financial accounting position and exemption (subject to achieving a prescribed mark) from the equivalent course offered by the professional accounting bodies. Prerequisite: FMGT 3110.

Apr 10	Mon/Thr	1845-2145	9 wks	BBY	CRN 21380
Apr 11	Tue	1800-2200	13 wks	BBY	23139
Jun 26	Mon-Fri	0900-1200	4 wks	BBY	23167

Correspondence: Tuition \$373 and \$10 courier fee.  
 Text not included. 36 wks CRN 21048  
 Re-registration \$50 (36-wk extension) 21049

### FMGT 4210 BBY \$383

#### COST AND MANAGERIAL ACCOUNTING 2

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

Apr 10	Mon/Thr	1845-2145	9 wks	BBY	CRN 22639
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Correspondence: Tuition \$373 and \$10 courier fee.  
 Text not included. 36 wks CRN 21046  
 Re-registration \$50 (36-wk extension) 21047

### FMGT 4310 DTC \$381.30

#### AUDITING 2

Teaches the student general auditing principles and specific audit procedures. Enables the student to critically assess accounting procedures. Prerequisite: FMGT 3310

Apr 12	Wed	1730-2130	13 wks	DTC	CRN 28798
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**FMGT 4420 INCOME TAX 2** **BBY \$258 DTC \$256.30**  
Covers computation of tax for individuals, corporations and trusts; examination of corporate surplus accounts, international income and administration. Prerequisite: FMGT 3420 or 3430.

Apr 11	Tue	1730-2030	12 wks	DTC	CRN	20442
Apr 12	Wed	1845-2145	12 wks	BBY		20440
Apr 15	Sat	0900-1200	12 wks	BBY		24883

**FMGT 4510 FINANCE 2** **BBY \$383**  
Instructs students on how to raise capital to finance a firm. Topics include the cost of capital, short, medium and long-term financing, leasing, refinancing, security analysis, the Canadian capital and money markets and pension portfolios as they affect business decisions of the Canadian firm. Prerequisite: FMGT 3510.

Apr 10	Mon/Th	1845-2145	9 wks	BBY		21384
Correspondence: Tuition \$373 and \$10 courier fee.						
Text not included. 36 wks 21050						
Re-registration \$50 (36-wk extension) 21052						

**FMGT 4810 PERSONAL FINANCIAL PLANNING 2** **BBY \$258 DTC/SRY \$256.30**  
This is the concluding course in the Associate Certificate program in Financial Planning. It covers advanced topics and also draws on subjects learned in the six prerequisite courses. Prerequisites: FMGT 1152, 1810, 3420 or 3430, 2820, BLAW 3100 and ECON 1150.

Apr 11	Tue	1730-2030	12 wks	DTC	CRN	24884
Apr 12	Wed	1900-2200	12 wks	SRY		26331
Apr 13	Th	1845-2145	12 wks	BBY		20448

**FMGT 7120 ACCOUNTING ADVANCED** **BBY \$383**  
Reviews GAAP and objectives of financial reporting. Examines corporate combinations, including consolidations for wholly-owned subsidiaries; non-wholly-owned subsidiaries (both in the year of acquisition and subsequent years) and pooling of interest. Consolidations will be examined for up to two subsidiaries. Accounting for foreign-currency transactions, fund accounting and branch operations. Prerequisite: FMGT 4110 or 4190. (Students are advised not to enrol in this course until they have achieved a mark of at least 65 per cent in either of the prerequisite courses.

May 25	Th/Mon	1845-2145	9 wks	BBY	CRN	22638
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## INTERIOR DESIGN PROGRAMS

(604) 681-6461 dhudson@bcit.ca  
(604) 622-7838 dkryans@bcit.ca

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

**Any of these courses may be done part-time or in a Fast Track schedule allowing completion in one year. They are shown broken into four terms for the Fast Track Schedule.**

INTD	1000	Interior Design Basic
INTD	1020	Interior Design Drafting 1
INTD	2000	Color and Lighting
INTD	3070	Materials
INTD	1010	History of Furniture
INTD	2020	Interior Design Drafting 2
INTD	3040	Space Planning 1
AICO	1000	AutoCAD 1 for Interior Designers
INTD	3010	Graphic Presentation
INTD	3050	Detailing & Construction Materials
INTD	4040	Space Planning 2
INTD	4060	AutoCAD 2 for Interior Designers
INTD	2030	Business Practices for Interior Design
INTD	4000	Directed Study Project

**INTD 1000 INTERIOR DESIGN BASIC** **BBY \$258 HOW \$256.30**  
Introduces the field of interior design. Students will gain a good understanding of the interior design art form. This is the prerequisite for all other courses in the certificate program but may be taken concurrently with INTD 1010; 1020; INTD 2000 or INTD 3070 only. (3 credits)

Apr 10	Mon	1730-2030	12 wks	HOW	CRN	20963
Apr 10	Mon	1845-2145	12 wks	BBY		20964
Apr 11	Tue	1845-2145	12 wks	BBY		20967
Apr 12	Wed	0900-1600	6 wks	HOW		21296
Apr 15	Sat	0900-1200	12 wks	HOW		20965
May 22	M-F	0900-1700	1 wk	HOW		28813
Jul 24	M-F	0900-1700	1 wk	HOW		20962

**INTD 1010 HISTORY OF FURNITURE** **BBY \$258 HOW \$256.30**  
Covers the history of furniture from ancient Egypt to the present. Prerequisite: INTD 1000. (3 credits)

Apr 10	Mon	0900-1200	12 wks	HOW	CRN	27507
Apr 11	Tue	1845-2145	12 wks	BBY		20968
Apr 12	Wed	1730-2030	12 wks	HOW		20969

**INTD 1020 INTERIOR DESIGN DRAFTING 1** **BBY \$587 HOW \$585.30**  
Presents aspects of architectural drafting beginning with lettering, equipment awareness and technical vocabulary. Enables students to present plans, elevations, site and plot plans with correct architectural symbols in presentation. Prerequisite: INTD 1000. (6 credits)

Apr 10	Mon/Wed	1730-2030	12 wks	HOW	CRN	26307
Apr 12	Wed	0900-1600	12 wks	HOW		22816
Apr 15	Sat	0900-1600	12 wks	BBY		28637

**INTD 2000 COLOUR AND LIGHTING** **BBY \$279 HOW \$277.30**  
Provides students with theory concentrating on colour boards and characteristics of lamps. Prerequisite: INTD 1000. (3 credits)

Apr 11	Tue	1730-2030	12 wks	HOW	CRN	20970
Apr 11	Tue	1845-2145	12 wks	BBY		20971
May 31	Wed	0900-1600	6 wks	HOW		21297

**INTD 2020 INTERIOR DESIGN DRAFTING 2** **BBY \$587 HOW \$585.30**  
Presents isometric views, shadow and light. Provides training in the presentation of sections through walls, windows, doors and other architectural components. Focuses on the presentation of one- and two-point perspective. Prerequisite: INTD 1020. (6 credits)

Apr 11	Tue/Thur	1845-2145	12 wks	BBY	CRN	20972
Apr 12	Wed	900-1600	12 wks	HOW		28783

**INTD 2030 BUSINESS PRACTICES FOR INTERIOR DESIGN** **BBY \$173 HOW \$171.30**  
Presents information on basic business and marketing practices. Topics include portfolios, presentations and interviews relating to interior design. Prerequisite: INTD 1000. (1.5 credits)

Apr 11	Tue	1845-2145	6 wks	BBY	CRN	20980
Jul 03	Mon/Wed	0900-1200	3 wks	HOW		24095
Jul 04	Tue/Th	0900-1200	3 wks	HOW		26082

**INTD 3010 GRAPHIC PRESENTATION** **HOW \$256.30**  
Teaches students to present design plans, elevations and perspectives graphically. Prerequisite: INTD 2020. (3 credits)

Apr 10	Mon	0900-1200	12 wks	HOW	CRN	24906
Apr 11	Tue	0900-1200	12 wks	HOW		23579
Apr 13	Th	1730-2030	12 wks	HOW		20973

**INTD 3040 SPACE PLANNING 1** **HOW \$301.30**  
Introduces factors in residential space planning, including zoning and circulation considerations. Prerequisite: INTD 1020 (3 credits)

Apr 10	Mon	1730-2030	12 wks	HOW	CRN	24907
Apr 12	Wed	1730-2030	12 wks	HOW		24909

**INTD 3050 DETAILING/CONSTRUCTION MATERIALS** **HOW \$256.30**  
Acquaints students with the properties, characteristics and uses of materials used for interior construction. Introduces the methods and techniques involved in the preparation of working drawings for interior construction elements, building components, millwork, built-in cabinets. Prerequisite: INTD 2020. (3 credits)

Apr 10	Mon	1300-1600	12 wks	HOW	CRN	28804
Apr 13	Th	0900-1200	12 wks	HOW		23581
Apr 13	Th	1730-2030	12 wks	HOW		24908

**AICO 1000 AUTOCAD 1** **HOW \$443.30**  
Formerly INTD 3060. Introduces the AutoCad workstation on the PC including basic 2D drawing creation, editing, view manipulation, text, dimensioning, introduction to blocks, hatching and plotting. Interior Design students should ensure they are registering into one of the following CRN's. Prerequisite: INTD 1020, 2020 and AICO 0050 or familiarity with Windows '95. \* Note: Please bring proof of completed prerequisites for first night of class. (3 credits)

Apr 03	Mon	0900-1600	6 wks	DTC	CRN	26776
Apr 12	Wed	1300-1600	12 wks	DTC		26774
Apr 12	Wed	1730-2030	12 wks	DTC		26773

**INTD 3070 MATERIALS 1** **BBY \$258 HOW \$256.30**  
Covers interior finishing materials for floors, walls, ceilings and windows and the characteristics of fabrics. Prerequisite: INTD 1000. (3 credits)

Apr 10	Mon	0900-1200	12 wks	HOW	CRN	27498
Apr 13	Th	1845-2145	12 wks	BBY		20978

**INTD 4000 DIRECTED STUDIES PROJECT** **HOW \$251.30**  
Allows students to incorporate all material from previous courses in a major project. Prerequisite: all other Interior Design certificate program with a 65 per cent minimum. This course must be completed prior to registration into the senior certificate program. (1.5 credits)

May 25	Th	1730-2030	6 wks	HOW	CRN	20979
Jul 25	Tue/Th	0900-1200	3 wks	HOW		24093
Jul 25	Tue/Th	1300-1600	3 wks	HOW		27126

**INTD 4040 SPACE PLANNING 2** **HOW \$301.30**  
Introduces factors in commercial space planning and problem solving using recognized factors. Topics include offices, restaurants and retail stores. Prerequisite: INTD 3040. (3 credits)

Apr 11	Tue	0900-1200	12 wks	HOW	CRN	23585
Apr 11	Tue	1730-2030	12 wks	HOW		20981
Apr 14	Fri	0900-1200	12 wks	HOW		25049

**INTD 4060 AUTOCAD 2 FOR INTERIOR DESIGN** **HOW \$443.30**  
Use of AutoCAD to produce 2D architectural drawings for the PC. Emphasis is on practising the commands learned in AutoCAD 1 and applying them to a set of architectural drawings. Introduction of external references, paper space/model space, and attributes. Prerequisites: AICO 1000 (INTD 3060). (3 credits)

Apr 10	Mon	0900-1600	6 wks	DTC	CRN	28802
Apr 12	Wed	0900-1200	12 wks	DTC		28803
Apr 14	Fri	0900-1200	12 wks	DTC		23582

**INTERIOR DESIGN SENIOR CERTIFICATE**  
The senior certificate program is designed for students who have completed the Interior Design Certificate Program and wish to obtain a higher level of certification. Certain courses have been selected to complement the certificate program and may not require completion of INTD 4000 Directed Studies. Students are advised to ensure prerequisites have been met prior to registration. Students who do not meet the prerequisite requirements will not be permitted to continue in the course. Required courses in the Senior Certificate program are:

**Any of these courses may be done part-time or in a Fast Track schedule allowing completion in one year. They are shown broken into four terms for the Fast Track Schedule.**

INTD	2070	Lighting 2*
INTD	2180	Design Theory*
INTD	3110	Graphic Presentation 2*
INTD	3160	AutoCad 3*
INTD	2010	Contemporary Furniture, Architecture & Design*
INTD	2080	Color 2*
INTD	3120	Human and Environmental Factors
INTD	3170	Millwork Drawings
INTD	4140	Space Planning 3
INTD	2101	Barrier-free Design and Building Code
INTD	3130	Visual Merchandising & Display*
INTD	3150	Interior Construction & Renovation
INTD	3190	Design Project
INTD	4160	Archibus
INTD	4170	Materials 2
INTD	3140	Marketing and Work Week
INTD	4100	Project Management
INTD	4400	Furniture Design
INTD	4500	Directed Studies

\* These courses may be taken prior to completion of the certificate program but may have prerequisites.

**INTD 2101 BARRIER-FREE DESIGN AND BUILDING CODES** **DTC \$193.30**  
Students will study residential and commercial barrier free planning as it pertains to interior design. After successful completion of the course, students will have a basic understanding of how to use the National Building Code. Prerequisite: INTD 4000. (1.5 credits)

May 24	Wed	1300-1600	6 wks	HOW	CRN	25140
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**INTD 2010 CONTEMPORARY FURNITURE, ARCHITECTURE AND DESIGN** **HOW \$256.30**  
In this course students will study the history of furniture architecture and design from the industrial revolution to present day. Examples of 20th century designers and architects work will be covered as a part of the course. Prerequisite: INTD 1010. (3 credits)

Apr 13	Th	1730-2030	12 wks	HOW	CRN	25141
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**INTD 2080 COLOUR 2** **HOW \$171.30**  
Course of study will concentrate on colour as it pertains to residential and commercial spaces such as offices and restaurants. \*Prerequisites: INTD 1000, 1010, 1020 and 2000. (1.5 credits)

Apr 12	Wed	1730-2030	6 wks	HOW	CRN	27503
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**INTD 3110 GRAPHIC PRESENTATION 2** **HOW \$256.30**  
Further exploration of free-hand sketching with an emphasis on 3-dimensional creative visualization, quick sketches and model making. Students will learn advanced methods of rendering techniques. Prerequisite: all Interior Design management certificate courses except INTD 4000. Students can take this course while completing AICO 1000, INTD 4060. (3 credits)

Apr 11	Tues	1730-2030	12 wks	HOW	CRN	27634
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**INTD 3120 HUMAN/ENVIRONMENTAL FACTORS** **HOW \$256.30**  
Studies will include the history and evolution of office systems furniture from mid 20th century to present day. Future trends and issues, anthropometrics, and technology as it applies to the office environment will be examined. Prerequisites: All level 1 courses and INTD 2180. (3 credits)

Apr 13	Th	1300-1600	12 wks	HOW	CRN	28801
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**INTD 3130 VISUAL MERCHANDISING AND DISPLAY** **HOW \$193.30**  
Examine display areas, the elements used in arranging objects and artwork and learn how to use colour shape scale texture and finish to create vignettes. Prerequisite: INTD 1000; 1020 and 2000. (1.5 credits)

Apr 12	Wed	1300-1600	6 wks	HOW	CRN	25142
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**INTD 3140 MARKETING AND WORKWEEK** **HOW \$171.30**  
Research the current job market and focus on an area of interest. Different types of marketing strategies, such as using the Internet and networking will be discussed. Placement in a design firm or related work experience will be permitted for students with 80% average only. (1.5 credits)

Jul 05	Wed	900-1200	3 wks	HOW	CRN	26173
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### PART-TIME TIP

GET CONNECTED. You can register online at [www.bcit.ca](http://www.bcit.ca)





**INTD 3150 HOW \$251.30**

**INTERIOR CONSTRUCTION AND RENOVATION - RESIDENTIAL**

Wood-frame construction and other construction methods will be studied. A small residential project will incorporate manual drafting, budgets and finishes as it pertains to a renovation. Prerequisites: INTD 4000, INTD 4140. (3 credits)

Apr 10 Mon 1300-1600 12 wks HOW CRN 26084

**INTD 3160 HOW \$443.30**

**AUTOCAD 3 FOR INTERIOR DESIGN**

Further advancement in AutoCAD training on for the PC. Upon completion, students will be able to do 3D projection and interior construction drawings. Prerequisites: INTD 4060. (3 credits)

Apr 12 Wed 1730-2030 12 wks DTC CRN 28800  
Apr 13 Thr 1300-1600 12 wks DTC 28799

**INTD 3170 HOW \$171.30**

**MILLWORK DRAWINGS**

Focus will be on designing and detailing built-in furniture with emphasis on commercial spaces. Students can expect to have some interaction with professional cabinetmakers. Prerequisites: All level 1 courses and INTD 2180, which may be taken concurrently with this course. (1.5 credits)

Apr 14 Fri 1300-1600 6 wks HOW CRN 27499

**INTD 3190 HOW \$251.30**

**DESIGN PROJECT**

Working through one comprehensive project, students will learn how to take the basic design concept and develop it to completion. The project will encompass space planning, material and finish selection, full interior construction drawings, furniture selection, millwork details, and a 3-D model. Prerequisites: INTD 4000, 2080, 2070, 2180, 3110, 3150 and 3170. (3 credits)

Apr 13 Thr 1300-1600 12 wks HOW CRN 26085

**INTD 4100 HOW \$256.30**

**PROJECT MANAGEMENT**

Follows through timeline of the job criteria this include keeping track of all areas of scheduling, bids etc. Prerequisite: INTD 4140. (3 credits)

Jul 4 Tue/Thur 1300-1600 6 wks HOW CRN 26172

**INTD 4140 HOW \$301.30**

**SPACE PLANNING 3**

The emphasis of the course will be on creating distinct design concepts for commercial spaces. Prerequisites INTD 2180 and 2070 and 3160. (3 credits)

Apr 10 Mon 1730-2030 12 wks HOW CRN 27502

**INTD 4160 BBY \$445**

**ARCHIBUS**

A PC program used in many large design firms for filing & scheduling furniture. (3 credits)

May 26 Fri 1300-1600 12 wks BBY CRN 26086

**INTD 4170 HOW \$171.30**

**MATERIALS 2**

Covers estimating the practical application of materials and commercial materials, standards and specifications. (1.5 credits)

Apr 11 Tue 0900-1200 6 wks HOW CRN 26171

**INTD 4400 HOW \$171.30**

**FURNITURE DESIGN**

A continuation of millwork drawings and detailing. Prerequisites: INTD 3170. (1.5 credits)

Jul 03 Mon 0900-1200 6 wks HOW CRN 26175

**INTD 4500 HOW \$251.30**

**DIRECTED STUDIES 2**

Students are given an in-depth project to complete, using information and teachings covered in all the previous courses. (1.5 credits)

Aug 15 Tue/Fri 0900-1200 3 wks HOW CRN 26174

## MARKETING MANAGEMENT

(604) 432-8611  
(604) 432-8572

vicki\_forbes@bcit.ca  
morie\_shacker@bcit.ca

**MARKETING MANAGEMENT CERTIFICATE PROGRAMS**

(All Certificate Programs require a minimum of 15 three credit courses)

**MANAGEMENT CERTIFICATE IN MARKETING MANAGEMENT**

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

Required	
MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1219	Professional Sales 1
MKTG 2202	Introduction to Marketing Communications
MKTG 2205	Marketing of Services
MKTG 2341	Introduction to Marketing Research
MKTG 3322	Promotional Strategies
MKTG 4340	Marketing Planning Fundamentals
MKTG 4501	Strategic Marketing Management Simulation

As well, complete four from the following: (or other Marketing courses not listed)

MKTG 1323	Effective Public Speaking
MKTG 1324	Small Business Development
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2212	Strategies in Customer Service
MKTG 2325	Marketing Globally
MKTG 2438	Direct Marketing Dynamics
MKTG 3321	Public Relations
MKTG 3406	New Product/Service Development

**And Two Electives**

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

**MANAGEMENT CERTIFICATE IN MARKETING COMMUNICATIONS**

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

Required	
MKTG 1102	Essentials of Marketing
MKTG 1219	Professional Sales 1
MKTG 2202	Introduction to Marketing Communications
MKTG 2317	Sales Promotion Techniques
MKTG 2341	Introduction to Marketing Research
MKTG 2438	Direct Marketing Dynamics
MKTG 3218	Introduction to Media
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies

As well, complete four courses from the following:

MKTG 1019	Press/Media Relations
MKTG 1112	Customer Relations
MKTG 1119	Sports Marketing
MKTG 1120	Special Event Marketing
MKTG 1312	Advertising Copywriting
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 3418	Advertising Design Production
MKTG 3421	Strategic Communications
MKTG 4318	Media Planning

**And Two Electives**

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

**MANAGEMENT CERTIFICATE IN PROFESSIONAL SALES**

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

Required	
MKTG 1102	Essentials of Marketing
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 2220	Skills for Sales Management
MKTG 2319	Professional Sales 2/CPA Skills for Sales Success
MKTG 3332	Key Account Selling
MKTG 3342	Negotiating Skills

As well, complete four courses from the following:

MKTG 1112	Customer Relations
MKTG 1218	Inside Sales
MKTG 2325	Marketing Globally
MKTG 2212	Strategies in Customer Service
MKTG 2341	Introduction to Marketing Research
MKTG 2438	Direct Marketing Dynamics
MKTG 3406	New Product/Service Development
MKTG 4340	Marketing Planning Fundamentals

**And Two Electives**

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

**ASSOCIATE CERTIFICATES IN MARKETING MANAGEMENT**

(All Associate Certificates require a minimum of 8 three-credit courses)

For students who do not wish or require a complete certificate, or desire a fast track for developing specific skills, we offer eight course Associate Certificate packages in: (Students may substitute up to 2 courses in these programs.)

- Customer Service
- Event Marketing
- Marketing Communications
- Public Relations
- Sales Skills
- Small Business

Customer Service	
MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1218	Inside Sales
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 2205	Marketing of Services
MKTG 2212	Strategies in Customer Service
MKTG 3321	Public Relations

**Event Marketing**

FUND 1215	Introduction to Fund Raising
MKTG 1019	Press/Media Relations
MKTG 1102	Essentials of Marketing
MKTG 1119	Sports Marketing
MKTG 1120	Special Event Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 1342	Trade/Consumer Show Marketing
TOUR 2304	Conventions/Meetings/Incentive Travel

**Marketing Communications**

MKTG 1019	Press/Media Relations
MKTG 1102	Essentials of Marketing
MKTG 1120	Special Event Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 2317	Sales Promotion Techniques
MKTG 3218	Introduction to Media
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies

**Public Relations**

BCST 1144	Writing for the Media
FUND 1215	Introduction to Fund Raising
MKTG 1019	Press/Media Relations
MKTG 1102	Essentials of Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 1323	Effective Public Speaking
MKTG 3321	Public Relations
MKTG 3421	Strategic Communications

**Sales Skills**

MKTG 1218	Inside Sales
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2220	Skills for Sales Management
MKTG 2319	Professional Sales 2/CPA Skills for Sales Success
MKTG 2438	Direct Marketing Dynamics
MKTG 3332	Key Account Selling



**Small Business**

MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1219	Professional Sales 1
MKTG 1324	Small Business Development
BUSA 1005	Introduction to Business
BUSA 2205	Entrepreneurial Management
COMP 1223	MS Office 97 Applications
FMGT 1152	Accounting for the Manager

**Non-Credit Workshops**



**MKTG 0016 BBY \$270.70 DTC \$269**

**MAXIMIZER APPLICATIONS FOR MARKETING**

Marketing Professions currently use Maximizer as a basic contact management tool. This workshop will enhance your usage of the program by providing you with List Management techniques that will help you maximize the program. The E-commerce segment uses Maximizer's award winning eBuilding software, an easy way to use and powerful Web site creation and management tool which enables small business users to create an e-commerce enabled Web site without requiring technical or design skills.

Apr 6/7	Thu/Fri	0900-1700	2 days	DTC	CRN 28590
May 25/26	Thu/Fri	0900-1700	2 days	BBY	28592



**MKTG 0017 BBY \$200.70**

**CAREER MARKETING STRATEGIES**

Having the right skills and knowing how to market yourself to find work in the constantly changing workplace environment is imperative for success. Develop a market-oriented and sales-minded approach to your work search will be prepared for whatever career changes and choices they may experience. Designed for those who are just starting out, wanting to move within your current company, or changing career paths, the skills you will learn in this program will assist you in successfully managing your career.

Apr 29	Sat	1000-1500	5 wks	BBY	CRN 28593
Apr 20	Thu	1845-2145	8 wks	BBY	28594

**MKTG 0113 DTC \$302.30**

**MARKETING THROUGH THE INTERNET**

Provides the skills necessary to harness the Internet as a tool for researching, prospecting and reaching target markets. Features four hands-on sessions in BCIT's futuristic Advanced Management Technology Lab, where participants will have direct access to the Internet to practice and hone the skills developed in the lecture sessions. Topics include: researching competitors, industries and markets; using e-mail as a prospecting and networking tool; developing and publicising an effective World Wide Web site; integrating the Internet into existing sales and marketing strategies. An ideal course for mid to senior executive levels and owner/managers of small businesses. Limited enrolment.

Jun 12/13 Mon/Tue 0900-1700 1 wk DTC CRN 26387

**MKTG 0213 DTC \$185.30**

**RESEARCH USING THE INTERNET**

Designed to introduce Internet users to beginning and advanced techniques for doing research using the Internet. Participants will understand how to use the Internet effectively. Includes: locate information on the World Wide Web using advanced search techniques; explore some "super sites" which are useful information sources, bookmark useful sites for ongoing reference, makes use of Internet Newsgroups as an information source, use e-mail as a competitive intelligence tool. Limited enrolment.

Jun 14 Wed 0830-1630 1 day DTC CRN 27311

## CREDIT COURSES

**MKTG 1019 PRESS/MEDIA RELATIONS** DTC \$256.30

Provides a definition of the media: basic media process; developing media strategy; news room realities; packaging your message; the media as messenger; interview techniques and critiques; and crisis communications. In today's communications environment, business is front page news. At any given moment, a company, large or small, can become the focus of intense media scrutiny. The "media" is a business like any other. Its product is controversy. By knowing the rules of the game, astute managers can make the media work for them. (3 credits)

Apr 11	Tue	1730-2030	12 wks	DTC	CRN 27487
Jun 5	Mon-Fri	0900-1600	1 wk	DTC	27488

**MKTG 1102 ESSENTIALS OF MARKETING** BBY \$258 DTC \$256.30

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

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 20345
		1730-2030	12 wks	DTC	20358
Apr 13	Thu	1845-2145	12 wks	BBY	20360
		1730-2030	12 wks	DTC	20359
Apr 29	Sat	0900-1600	6 wks	BBY	20362
		0900-1600	6 wks	DTC	23784
Jun 05	Mon-Fri	09001700	1 wk	DTC	20363
Jul 10	Mon-Fri	0900-1700	1 wk	DTC	20355
Aug 14	Mon-Fri	09001600	1 wk	BBY	23048

**MKTG 1112 CUSTOMER RELATIONS** BBY \$258 DTC \$256.30

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

Apr 29	Sat	0900-1600	6 wks	DTC	CRN 20320
Jun 12	Mon-Fri	0900-1600	1 wk	BBY	25219

**MKTG 1119 SPORTS MARKETING** DTC \$256.30

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

Apr 12	Wed	1730-2030	12 wks	DTC	CRN 28598
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**MKTG 1120 SPECIAL EVENT MARKETING** BBY \$258 DTC \$256.30

Teaches students how to plan, market, sell, produce and manage any type of special event from company social functions to major conventions. This projects based course will focus on the principle components of planning and executing special events. (3 credits)

Apr 11	Tue	1730-2030	12 wks	DTC	CRN 25220
Apr 12	Wed	1845-2145	12 wks	BBY	20322
Jun 19	Mon-Fri	0900-1600	1 wk	DTC	27312

**MKTG 1218 INSIDE SALES** BBY \$258

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

May 16	Tue/Thu	1845-2145	6 wks	BBY	CRN 28605
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**MKTG 1219 PROFESSIONAL SALES 1** BBY \$258 DTC \$256.30

Provides basic training for the sales aspirant or person with no formal sales training. Develop selling techniques through practical applications and role playing. Ideal for people in sales who require or desire to "brush up" on their sales skills. To be successful in this course, students must be able to communicate well in English. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 22626
Apr 12	Wed	1730-2030	12 wks	DTC	20327
Apr 13	Thu	1845-2145	12 wks	BBY	20329
Jun 12	Mon-Fri	0900-1700	1 wk	DTC	20328
Aug 21	Mon-Fri	0900-1700	1 wk	BBY	23049

**MKTG-1312 ADVERTISING COPYWRITING** DTC \$256.30

Covers the key elements required to write effective advertising copy that sells. A "hands-on" approach to the basics of creating copy for products or services for all media. (3 credits)

Apr 12	Wed	1730-2030	12 wks	DTC	CRN 28601
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**MKTG 1323 EFFECTIVE PUBLIC SPEAKING** BBY \$258 DTC \$256.30

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. To be successful in this course, students must be able to communicate well in English. (3 credits)

Apr 13	Thr	1845-2145	12 wks	BBY	CRN 20336
Apr 29	Sat	0900-1600	6 wks	BBY	20335
May 29	Mon-Fri	0900-1700	1 wks	DTC	20333
Aug 04	Mon-Fri	0900-1700	1 wk	BBY	23050

**MKTG 1324 SMALL BUSINESS DEVELOPMENT** BBY \$258

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

Apr 12	Wed	1845-2145	12 wks	BBY	CRN 20337
Jun 05	Mon-Fri	0900-1700	1 wk	BBY	23788

**MKTG 1342 TRADE/CONSUMER SHOW MARKETING** DTC \$256.30

Examines how a trade/consumer show is an effective marketing opportunity for businesses of all sizes. Focuses on the application of marketing principles through the medium of trade or consumer shows. Also covers how to position a trade or consumer show as an active marketing tool within a business overall marketing strategy. A key component of this course will be the development of a major project involving a strategic plan for a trade/consumer show. (3 credits)

May 08	Mon-Fri	0900-1700	1 wk	DTC	CRN 22851
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**MKTG 2202 INTRODUCTION TO MARKETING COMMUNICATIONS** BBY \$258 DTC \$256.30

Presents an overview of promotional strategies; advertising, sales promotion, direct marketing, event marketing, publicity, trade shows and public relations. Intended for those pursuing a concentrated marketing program. Examines those areas of promotion on the basis of where each fits in the promotional mix and when you should best use them. Prerequisite: MKTG 1102. (4 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 26402
		1730-2030	12 wks	DTC	20364
Apr 13	Thu	1845-2145	12 wks	BBY	20366
		1730-2030	12 wks	DTC	26406
Apr 29	Sat	0900-1600	6 wks	DTC	20365
Jun 19	Mon-Fri	0900-1700	1 wk	DTC	28879
Aug 21	Mon-Fri	0900-1700	1 wk	BBY	23051

**MKTG 2205 MARKETING OF SERVICES** DTC \$256.30

Focuses on the differences between developing strategies for services rather than products. Covers the complete marketing management process from setting objectives, developing a plan of action, to reviewing the effectiveness of the marketing plan. Prerequisite: MKTG 1102 or department permission. (3 credits)

Apr 11	Tue	1730-2030	12 wks	DTC	CRN 25932
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**MKTG 2212 STRATEGIES IN CUSTOMER SERVICE** DTC \$256.30

Provides an overview of what constitutes the area of customer service. Designed to cover customer service from a strategic perspective and will cover such things as corporate image, personal presentations, customer interaction, customer definition, service definition and industry trends. Focuses on the importance of selecting, training, and empowering employees to work on behalf of the customer. (3 credits)

Jun 5	Mon-Fri	0900-1700	1 wk	DTC	CRN 28724
Apr 12	Wed	1730-2030	12 wks	DTC	27514

**MKTG 2220 SKILLS FOR SALES MANAGEMENT** BBY \$258 DTC \$256.30

The role of the sales manager in planning, directing and controlling will be the focus of this course including the selection of sales representatives as well as training, supervision, motivation and leadership. Prerequisite: MKTG 1219. (3 credits)

Jun 12	Mon-Fri	0900-1700	1 wk	BBY	CRN 28725
Apr 20	Thu	1730-2030	12 wks	DTC	25935

**MKTG 2317 SALES PROMOTION TECHNIQUES** DTC \$256.30

Focuses on the practical application of sales promotions techniques, both trade and consumer. Covers couponing, contests, sweepstakes, bonus packs, premiums, package promotions and price offs. A major objective of the course is for the student to be able to develop a basic sales promotion plan. Prerequisite: MKTG 2202 or permission from the department. (3 credits)

Apr 12	Wed	1730-2030	12 wks	DTC	CRN 26408
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**MKTG 2319 PROFESSIONAL SALES 2/CPSA SKILLS FOR SALES SUCCESS** BBY \$299

Uses lectures, films and class discussion 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 1219 or previous sales experience. (3 credits)

Apr 17	Mon/Wed	1845-2145	7 wks	BBY	CRN 26419
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**MKTG 2325 MARKETING GLOBALLY** BBY \$258

Importing and exporting. Designed to equip business people and the individual with the right skills to successfully participate in this highly lucrative business. The student will be presented with the complexities, advantages, and disadvantages of international trade. Practical strategies are very prominent in this course.

Apr 12	Wed	1845-2145	12 wks	BBY	CRN 28607
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**MKTG 2341 INTRODUCTION TO MARKETING RESEARCH** BBY \$258

Examines the basic approaches to market research. Discusses research techniques and tools and relates these tools to the decision-making process. Special applications of marketing research to simulated real-life situations are examined. Prerequisite: MKTG 2202. (3 credits)

Apr 12	Wed	1845-2145	12 wks	BBY	CRN 23793
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**MKTG 2438 DIRECT MARKETING DYNAMICS** DTC \$256.30

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

Apr 13	Thu	1730-2030	12 wks	DTC	CRN 28611
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**MKTG 3218 INTRODUCTION TO MEDIA** DTC \$256.30

Designed for advertising agency and media sales personnel and individuals considering career entry in the advertising industry. Covers media/industry terminology, strength and limitations of media vehicles. Industry related research and the roles of those involved in planning buying and selling media time and space. (3 credits)

Apr 10	Mon	1730-2030	12 wks	DTC	CRN 28612
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**MKTG 3321 PUBLIC RELATIONS** BBY \$258 DTC \$256.30

Designed for anyone in business, government, associations and organizations, responsible for internal and external communication. Learn to fulfill your information and communication assignments with increased confidence and competence. Topics include planning and executing a public relations program; communication techniques, principles of news writing and preparation of news photographs; utilizing the media; press and community relations; external/internal communications and meetings. Prerequisite: MKTG 2202 or department permission. (3 credits)

Apr 12	Wed	1730-2030	12 wks	DTC	CRN 20331
Apr 13	Thu	1845-2145	12 wks	BBY	26420
Jun 12	Mon-Fri	0900-1700	1 wk	DTC	27315

**MKTG 3322 PROMOTIONAL STRATEGIES** DTC \$256.30

Provides the opportunity to develop a complete communications plan from the situation analysis to creative solutions. Reviews the role of strategic planning as it applies to media, creative, sales promotion and research. Prerequisite: MKTG 2202. (3 credits)

Apr 12	Wed	1730-2030	12 wks	DTC	CRN 27518
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**MKTG 3342 NEGOTIATING SKILLS** BBY \$258

Designed to cover the key elements that take place within the marketing or sales negotiation context. Students will explore negotiating styles, strategies and tactics. You will also prepare for, conduct, then evaluate an actual negotiating situation. The impact of ethics, power and culture are also examined through case studies, role play simulations, lectures and discussions. (3 credits)

Jun 05	Mon-Fri	0900-1600	1 wk	BBY	CRN 27519
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**MKTG 3406 NEW PRODUCT / SERVICE DEVELOPMENT** BBY \$258

Studies effective processes for generating product ideas, design planning, performance evaluation and market testing. Commercialization of highly innovative products is emphasized. Prerequisite: MKTG 1102. (3 credits)

Apr 12	Wed	1845-2145	12 wks	BBY	CRN 24872
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**MKTG 3418 ADVERTISING DESIGN PRODUCTION** BBY \$412 DTC \$410.30

A practical "how-to" course that starts with design principles and finishes with inside marketing techniques for print, broadcast and internet advertising. Examines typography, colour, layout, artwork, copywriting and production for newspaper, magazine, broadcast, internet and POP advertising. Develop your own marketing materials with QuarkXpress 4.0 (the industry standard). For those in marketing, advertising, media and graphic/printing sales as well as graphic designers. Limited enrolment. (3 credits)

Apr 13	Thr	1845-2145	12 wks	BBY	CRN 27482
Apr 11	Tue	1730-2030	12 wks	DTC	28019

**MKTG 3421 STRATEGIC COMMUNICATIONS** DTC \$256.30

Examines how communicating a corporate strategy is critical to an organization's success at all levels. Covers the importance of market research in developing a communications strategy, how to set communication objectives that reflect the business plan, how to communicate strategic KUC with internal and external audiences and the importance of investor relations for both public and private corporations. Analyzes case studies extensively. (3 credits)

Apr 13	Thu	1730-2030	12 wks	DTC	CRN 27609
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**MKTG 4318** **DTC \$256.30**  
**MEDIA PLANNING**  
 Examines the development and execution of the media plan. Close contact is maintained by students with agency media buyers and other industry factors to ensure a practical direction to the course. Quantitative media planning techniques are evaluated in light of most recent computer applications. Provides marketable skills in media planning and buying, to qualify students for career entry consideration in advertising agencies. Prerequisite: MKTG 3218 or a minimum of one year's experience in an agency media department.

Apr 11 Tue 1730-2030 12 wks DTC CRN 23797

**MKTG 4501** **DTC \$256.30**  
**STRATEGIC MARKETING MANAGEMENT SIMULATION**  
 Provides students with a multi-dimensional learning environment through lectures, reading, discussions and simulation exercises. The role and importance of planning and information for marketing decision-making is the underlying precept. Simulations are intended for application of knowledge and practical experience. This course demands that students draw heavily from marketing expertise gained in previous courses. Prerequisite: MKTG 2202, 4340. (3 credits)

Apr 13 Thr 1730-2030 12 wks DTC CRN 28608

## ASSOCIATE CERTIFICATE IN CALL CENTRE MARKETING

**NEW** A program developed to meet the specific skill requirements of the growing call centre industry in B.C. These skills, in addition to foundation skills in business, communication and computers and a strong aptitude for customer service, are the essential qualifiers for employment in call centre and careers in this expanding industry.

CLCR 1101	Call Centre Communications
CLCR 2205	Call Centre Customer Service
CLCR 2103	Call Centre Selling
CLCR 3000	Call Centre Work GXP
MKTG 1102	Essentials of Marketing
MKTG 2205	Marketing of Services
MKTG 2438	Direct Marketing Dynamics
MKTG 2439	Data Base Marketing

Students completing all the CLCR designated courses will receive "The Call Centre of Excellence Citation. This citation represents the skills which industry leaders have determined as essential for customer service representatives in major call centres.

**CLCR 1101** **DTC \$350**  
**CALL CENTRE COMMUNICATIONS**  
 Develops business communication skills for call centre applications, where customer interaction must depend upon non-visual communication. Gain a basic understanding of the call centre industry, the communication technology in call centres and how it is applied to achieve significant improvements in customer service and business results. Skills for using this technology are developed and practiced in a state-of-the-art call centre training lab, using advanced applications in computer-telephony integration. Prerequisites: Introductory college-level courses in Communications, Microsoft Windows Applications and Business. (3 credits)

May 1 Mon-Fri 0900-1700 1 wk DTC 28584

**CLCR 2103** **DTC \$350**  
**CALL CENTRE ENHANCED SALES AND SERVICE**  
 Develops the essential skills for sales applications in inbound and outbound call centres. These skills include building rapport, identifying needs and buying signals, up-selling and cross-selling techniques, overcoming objections and achieving closure. Special emphasis on business ethics and value for customer. Skills are developed and practiced in a state-of-the-art call centre training lab with examples that are typical of call centres in the financial, telecommunication, retail trade and tourism industries. Prerequisites: CLCR 1101 - Call Centre Communications. (3 credits)

May 15 Mon-Fri 0900-1700 1 wk DTC 28585

**CLCR 2205** **DTC \$350**  
**CALL CENTRE CUSTOMER SERVICE**  
 Develops the essential skills for serving customers through a call centre. These skills include eliciting customer needs, using problem-solving and creative techniques to find solutions, handling difficult customers, team work and achieving professional success and personal satisfaction from working in a call centre environment. Skills are developed and practiced in a state-of-the-art call centre training lab with examples that are typical of call centres and help desks in the financial service, telecommunication health care and transportation industries. Prerequisites: CLCR 1101 - Call Centre Communications. (3 credits)

May 8 Mon-Fri 0900-1700 1 wk DTC 28586

**CLCR 3000** **DTC \$256.30**  
**CALL CENTRE WORK EXPERIENCE**  
 Provides the opportunity to gain first-hand experience in the call centre industry while refining skills under the supervision of an employer. Students are required to apply directly to employers who have agreed to cooperate with BCIT. Successful applicants will have various opportunities within the workplace to learn by structured observation and hands-on activities. Successful completion of this course depends upon a formal performance assessment by the sponsoring employer. Prerequisites: CLCR 2012 - Call Centre Customer Service or CLCR 2013. (3 credits)

May 23 Tue-Mon 0900-1700 1 wk DTC 28587

**TRAINING FOR TODAY'S CALL CENTRE AGENTS WORKSHOP SERIES**  
 (604) 622-7838 www.callcentrereading.com

**CLCR 1040** **DTC \$295**  
**CUSTOMER SERVICE SKILLS (1 credit)**  
 A two-day course highlighting:

- How to elicit customer needs
- Using problem solving & creative thinking techniques to find solutions
- How to handle difficult customers
- How to evaluate your own customer service strengths and areas for improvement.

Apr 17/18 Mon/Tue 0900-1600 2 days DTC CRN 27680

**CLCR 1050** **DTC \$295**  
**TELEPHONE SELLING SKILLS (1 credit)**  
 A two-day course highlighting:

- How to handle objections
- How to implement a proven and effective sales process
- Up-selling and cross-selling techniques
- How to evaluate your own telephone selling strengths and areas for improvement. (1 credit)

Apr 26/27 Wed/Thur 0900-1600 2 days DTC CRN 27681

**CLCR 1060** **DTC \$175**  
**TEAM DYNAMICS AND STRESS MANAGEMENT**  
 A one-day course highlighting: (.5 credit)

- How to build an effective team
- How to manage and resolve team conflict
- Problem-solving and decision-making methods
- Strategies to prevent and reduce stress in a call Centre environment
- Creative stress management techniques

Apr 25 Tue 0900-1600 1 day DTC CRN 27682

**CLCR 2001** **DTC \$395**  
**COACHING SKILLS FOR CALL CENTRE SUPERVISORS**  
 A two-day course highlighting: (1 credit)

- The purpose and benefits of coaching
- How to identify when and whom to coach
- How to successfully coach employees at all developmental levels
- How to assess your own coaching strengths and areas for improvement

June 6/7 Tue/Wed 0900-1600 2 day DTC CRN 27684

**CLCR 2003** **DTC \$195**  
**MOTIVATING CALL CENTRE AGENTS**  
 A one-day course highlighting: (.5 credit)

- Why motivation programs are effective in a call Centre
- Effective motivational techniques for call Centres
- How to develop a motivational tool kit
- How to evaluate motivational strategies

June 8 Thur 0900-1600 1 day DTC CRN 27686

## ASSOCIATE CERTIFICATE IN FUNDRAISING

**NEW** A new program endorsed by the NSFRE, Vancouver Chapter, which focuses on the skills necessary to be a Fundraising Professional.

**Fundraising**

FUND 1215	Introduction to Fundraising
FUND 2215	Marketing for Fundraising
FUND 2216	Management and Finance for Fundraising
FUND 2316	Grant & Proposal Writing (1.5 credits)
FUND 3315	Campaign Planning and Operations
FUND 3317	Managing Organizational Dynamics
FUND 4415	Fundraising Practicum

ELECTIVE: Any computer course of combination totalling 18 Hrs (Approved by the Department)

**NEW** **FUND 2215** **DTC \$256.30**  
**MARKETING FOR FUNDRAISING**  
 Understanding marketing principles as the foundation for organizational relationships. Build skills in constituency analysis and the use of demographics and socio-graphics. Generational patterns in philanthropy are explored. The marketing plan, writing and printing of publications, media relations, special constituency relations and the use of direct mail, telemarketing, and other broadly based techniques and technologies for reaching contributors are covered. (3 credits)

Apr 12 Wed 1730-2030 12 wks DTC CRN 27317

**NEW** **FUND 2216** **DTC \$256.30**  
**MANAGEMENT AND FINANCE FOR FUNDRAISING**  
 Provides students with a background for practical management skills and an understanding of organizational and fundraising budgets. The focus is on developing leadership, board and staff roles in finance and management, ethics, strategic and operational planning, budget development, how to evaluate software and information systems, organizational structure, human resources and accountability. Prerequisite: FUND 1215 or Dept. permission. (3 credits)

Apr 11 Tue 1730-2030 12 wks DTC CRN 28595

**NEW** **FUND 2316** **DTC \$256.30**  
**GRANT AND PROPOSAL WRITING**  
 A practical introduction to the elements of proposal and grant writing: the purpose and responsibility, research, mechanics of preparation, outline of a formal proposal/grant, presentation, follow-up, accepting the answer graciously and post-grant reporting. Gain skills in hands-on practice developing the case statement and grant writing. (Prerequisite: FUND 1215 or Dept. permissions). (1.5 credits)

Apr 13 Thu 1730-2030 12 wks DTC CRN 28597

## TOURISM MANAGEMENT CERTIFICATE IN TOURISM MARKETING

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

**Required**

MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1219	Professional Sales 1
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2202	Introduction to Marketing Communications
TOUR 1261	B.C. Tourism Issues
TOUR 1301	Group Travel and Tours
TOUR 2304	Conventions/Meetings/Incentive Travel
TOUR 2324	Tourism Marketing Planning

As well, choose four of the following:

MKTG 1120	Special Event Marketing
MKTG 1324	Small Business Development
MKTG 2212	Strategies in Customer Service
MKTG 3321	Public Relations
TOUR 1250	Introduction to Travel Agency Operations,
TOUR 2307	Resort/Hotel Marketing
TOUR 2330	Community Tourism Development

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

## ASSOCIATE CERTIFICATE IN TOURISM

TOUR 1250	Introduction to Travel Agency Operations
TOUR 1261	B.C. Tourism Issues
TOUR 1301	Group Travel and Tours
TOUR 2304	Conventions/Meetings/Incentive Travel
TOUR 2307	Resort/Hotel Marketing
MKTG 1102	Essentials of Marketing
MKTG 1120	Special Event Marketing
MKTG 1219	Professional Sales 1

**TOUR 1261** **BBY \$258**  
**B.C. TOURISM ISSUES**  
 Examines the evolution, function and direction of tourism. Topics will include historical influences, basic ingredients of community tourism, government, role and function, tourism industry conflicts and recreational influences, the psychology of travel and instructional influences, social costs of tourism development, and development strategies. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 20370

**TOUR 2307** **BBY \$258**  
**RESORT/HOTEL MARKETING**  
 Focuses on the application of marketing principles and strategies to the Accommodation sector of Tourism. Includes how a variety of resort/hotel marketing departments are organized, responsibilities assigned and functions established. The role of personal selling, sales reporting and monitoring techniques, as well as communication and media used to effectively reach specified target markets will also be examined. (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 28588

## MEDIA TECHNIQUES FOR BUSINESS

(604) 451-7032 tcarde@bcit.ca  
 (604) 453-4032 psawyer@bcit.ca

The complete certificate program integrates Media Techniques for Business courses with those from other disciplines. Students have a wide range of electives to choose from and can therefore develop a program to meet their specific needs and goals. The Media Techniques for Business Certificate program requires the completion of the following 10 basic courses, totaling 27 credits and a minimum of 6 elective courses totaling 18 credits from the offerings listed.

**Required Courses:**

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

CONTINUED NEXT PAGE

Two of the following:

MDIA 1050	PageMaker PC 1
MDIA 1090	PageMaker Mac 1
MDIA 1150	QuarkXpress Mac 1
MDIA 1160	Illustrator Mac 1
MDIA 1260	Illustrator PC 1
MDIA 1170	Photoshop PC 1
MDIA 1180	Photoshop Mac 1
MDIA 2050	PageMaker PC 2
MDIA 2090	PageMaker Mac 2
MDIA 2150	QuarkXpress Mac 2
MDIA 2260	Illustrator Mac 2
MDIA 2261	Illustrator PC 2
MDIA 2170	Photoshop PC 2
MDIA 2180	Photoshop Mac 2

**Elective courses:**

BCST 1145	Copywriting for Radio and TV
BCST 1148	Writing for the Media
BCST 2252	Commercial Audio Production
BUSA 1305	Supervisory Skills
COMM 2202	Letters and Memos
COMM 2204	Technical Reports
FMGT 1152	Accounting for the Manager
MDIA 1020	Designing Business Forms
MDIA 1050	PageMaker PC 1
MDIA 1090	PageMaker Mac 1
MDIA 1130	CorelDraw 1
MDIA 1140	Colour Theory for Publishers
MDIA 1150	QuarkXpress Mac 1
MDIA 1155	QuarkXpress PC 1
MDIA 1180	Adobe Photoshop Mac 1
MDIA 1300	Multimedia Literacy
MDIA 2000	Typography
MDIA 2050	PageMaker PC 2
MDIA 2090	PageMaker Mac 2
MDIA 2130	CorelDraw 2
MDIA 2150	QuarkXpress Mac 2
MDIA 2160	Advanced Photography 1
MDIA 2170	Advanced Photography 2
MDIA 2300	Multimedia Authoring
MDIA 3010	Commercial Photography
MKTG 1102	Essentials of Marketing
MKTG 2202	Introduction to Marketing Communications

Other elective courses are being developed. Check future flyers for additional choices. Not all courses are offered every term. Check current flyers under Media Techniques for Business or other areas such as Broadcast and Media Communications or Marketing for current offerings and specific course descriptions.

## BUSINESS CERTIFICATE IN MEDIA TECHNIQUES AND MARKETING COMMUNICATIONS

A hands-on program designed to combine the strategic approach of Marketing Communications with the techniques of multimedia technology. The program is skills-based, focusing on specialized training in media techniques and the components of promotional marketing. It is a value to anyone who wishes to pursue a career in the communications area of any business, from home-based business to major corporations.

Required basic courses:

MKTG 1102	Essentials of Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies
MKTG 3421	Strategic Communications
MDIA 1100	Intro to Media Techniques for Business
MDIA 2060	Effective Presentation Techniques
MDIA 1040	Graphic 1
MDIA 2040	Graphic 2

In addition, select from the following list of electives for the equivalent of 18 credits:

MDIA 1050	PageMaker 1 for the PC
MDIA 2050	PageMaker 2 for the PC
MDIA 1090	PageMaker 1 for the MAC
MDIA 2090	PageMaker 2 for the MAC
MDIA 1150	Quark X Press for the MAC
MDIA 2150	Quark X Press for the MAC
MDIA 1170	Adobe PhotoShop for the PC 1
MDIA 2270	Adobe PhotoShop for the PC 2
MDIA 1180	Adobe PhotoShop for the MAC 1
MDIA 2180	Adobe PhotoShop for the MAC 2
MDIA 1160	Illustrator for the MAC 1
MDIA 2260	Illustrator for the MAC 2
MDIA 1260	Illustrator for the PC 1
MDIA 2261	Illustrator for the PC 2
MDIA 1130	CorelDraw 1
MDIA 2130	CorelDraw 2
MKTG 1019	Press/Media Relations
MKTG 2317	Sales Promotion Techniques
MKTG 1120	Special Event Marketing
MKTG 2438	Direct Marketing Dynamics
MKTG 3218	Introduction to Media (Advertising Media)

**MDIA 0199 PHOTOGRAPHY ENTRY LEVEL** BBY \$148

Learn to handle a 35mm Single Lens Reflex camera and accessories. Learn basic photographic concepts. Students with an interest, but no previous experience in photography, are encouraged to enroll in this exploratory course. Students need 35mm SLR with 50mm lens and must supply their own film. A tripod is recommended.

Apr 12 Wed 1900-2200 4 wks BBY CRN 20999

**MDIA 1010 PHOTOGRAPHY** BBY \$293

Improves knowledge of handling 35mm equipment/accessories. Topics include composition, selecting film and lighting. Students carry out assignments using their own equipment, get hands-on experience in processing and printing black and white film and learn to set up their own darkroom. Prerequisite: MDIA 0199 or permission from the instructor. (3 credits)

May 10 Wed 1900-2200 8 wks BBY CRN 21000

**MDIA 1015 PEOPLE PHOTOGRAPHY** BBY \$218

Introduces students to a variety of portraiture from children, groups and executives. Gain hands on experience photographing people in the areas of advertising, editorial and consumer oriented portraiture. Equipment, lighting, and communication projects provide critical information to help students create powerful portraits. Prerequisite: MDIA 1010 or permission from the instructor. (1.5 credits)

May 27 Sat 0900-1200 6 wks BBY CRN 26087

**MDIA 1040 GRAPHICS 1** BBY \$301

Introduces the many facets of graphics. Topics include: lettering/typography; layout/design; drawing/illustration techniques; logo design; colour process; producing artwork using traditional and digital methods. No previous experience in graphic art is required to attend this exploratory course. Note: This course is NOT computer-based. (3 credits)

Apr 10 Mon/Wed 1845-2145 6 wks BBY CRN 21001

**MDIA 1040 GRAPHICS 2** BBY \$301

Covers detailed areas of graphics and print production. Include paper choice/selection, four colour process printing and mechanical requirements, imposition, commercial photography, special printing techniques, stitching/binding, magazine production, designing advertisements, preparing an advertising campaign using various production and print media. Preparing a portfolio, future education and employment opportunities are discussed. Prerequisite: MDIA 1040. (3 credits)

May 22 Mon/Wed 1845-2145 6 wks BBY CRN 21004

**MDIA 2060 EFFECTIVE PRESENTATION TECHNIQUES** BBY \$258

Prepares students to effectively present material, both written and spoken. Covers what to say and how to say it, using the right words and proper grammar. Builds written communication skills that allow students to write confidently and make certain they are understood. Teaches speaking skills using proper pronunciation, phrasing and emphasis. (3 credits)

Apr 13 Thr 1845-2145 12 wks BBY CRN 21005

**MDIA 2160 ADVANCED PHOTOGRAPHY 1** BBY \$218

Combines classroom sessions and workshops in the studio (including a make-up demonstration) so students can develop skills to plan and carry out assignments in editorial and people photography. Students learn to recognize the potential of lighting, and how to work from a layout to meet a client's requirements. Prerequisite: MDIA 1010 or permission from the instructor. (1.5 credits)

Apr 13 Thr 1900-2200 6 wks BBY CRN 26467

## ASSOCIATE CERTIFICATE DESKTOP PUBLISHING

The Desktop publishing Associate Certificate program requires the completion of the following 6 basic courses, totaling 15 credits, and a minimum of 3 elective courses totaling 9 credits for a total of 24, from the list below:

Required basic courses:

MDIA 1040	Graphics 1
MDIA 1140	Colour Theory for Publishers
MDIA 1111	Scanning
MDIA 2000	Typography
MDIA 2095	Portfolio Production
MDIA 2060	Effective Presentation Techniques

In addition, choice of:

- I. Choice of: (Levels 1 and 2 required)
  - MDIA 1050 and 2050 PageMaker for the PC (Levels 1 and 2)
  - MDIA 1090 and 2090 PageMaker for the Macintosh (Levels 1 and 2)
  - MDIA 1150 and 2150 QuarkXpress (Levels 1 and 2)
  - MDIA 1155 AND 2155 QuarkXpress for PC (Levels 1 and 2)
  - MDIA 1049 and 2049 Adobe In-Design (Levels 1 and 2)
- II. Choice of: (Levels 1 and 2 required)
  - MDIA 1130 and 2130 CorelDraw (Levels 1 and 2)
  - MDIA 1160 and 2160 Adobe Illustrator for the Macintosh (Levels 1 and 2)
  - MDIA 1260 AND 2261 Adobe Illustrator for the PC (Levels 1 and 2)
- III. Choice of: (Levels 1 and 2 required)
  - MDIA 1170 and 2270 Adobe PhotoShop for the PC (Levels 1 and 2)
  - MDIA 1180 and 2180 Adobe PhotoShop for the Macintosh (Levels 1 and 2).

### PART-TIME TIP

**KNOW THYSELF** It's your responsibility to ensure you have all prerequisites for each course in which you register.



## DESKTOP PUBLISHING AND GRAPHICS FOR THE MACINTOSH

(604) 451-7032 tcarde@bcit.ca  
(604) 453-4032 psawyer@bcit.ca

**MDIA 1090 PAGEMAKER MAC 1** BBY \$344

Introduces and teaches design, layout and production of professional publications, using the Adobe PageMaker assembly software program. Learn to create projects, advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation using a Macintosh computer for this hands-on course. (1.5 credits)

Apr 14 Fri 1845-2145 6 wks BBY CRN 21011

**MDIA 1111 DESKTOP SCANNING** BBY \$384 DTC \$382.30

Learn to use your desktop scanner. Work with a desktop scanner from your own computer terminals. Covers basic colour theory, reflection/flatbed scanners, and transmission such as slide scanners and digital cameras. Issues affecting quality/accuracy of scanned images are discussed; resolution, dynamic range and the removing of unwanted colourcasts. PhotoShop is used extensively in this course. (1.5 credits)

Apr 12 Wed 1845-2145 6 wks BBY CRN 24948  
Apr 14 Fri 0900-1600 3 wks DTC 24947

**MDIA 1049 ADOBE INDESIGN - LEVEL 1** DTC \$342.30

This sophisticated page layout and design program is designed for the future of professional publishing. Delivers unparalleled creative freedom, productivity and precision for designing superb pages. InDesign works seamlessly with PhotoShop and Illustrator providing a single integrated design environment that does not interrupt your creative process. Covers; the InDesign toolbox, Master multiple pages, guides and grids, text placing and handling, integrating elements into your pages, links, text and graphic frames, gradient fills and strokes, multiple views, document wide layers; typographical composition techniques, scaling and shearing of text and graphics, navigator control and applying colors. (1.5 credits)

Apr 15 Sat 1300-1600 6 wks DTC CRN 28831

**MDIA 1140 COLOUR AND THEORY FOR PUBLISHERS** BBY \$435

Introduces the principles of colour in relation to physics, physiology and communication. Explores the additive primaries red green and blue (light) and the subtractive primaries cyan, magenta and yellow (pigment). Exercises will lead to an understanding of the terminology relating to light and pigment such as contrast, hue, saturation, value, tint and shade. Also covers colour models used in computer graphics programs, through hands-on use of Adobe Illustrator on the Macintosh. (3 credits)

Apr 13 Thr 1845-2145 12 wks BBY CRN 23567

**MDIA 1150 QUARKXPRESS MAC 1** DTC \$342.30

Introduces the most powerful page layout program currently available. Gives a complete overview of the abilities of QuarkXpress, providing a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation. Prerequisite: A solid working knowledge of the Macintosh. (1.5 credits)

Apr 10 Mon 1730-2030 6 wks DTC CRN 24940  
July 06 Thr 1730-2030 6 wks DTC 21301

**MDIA 1160 ADOBE ILLUSTRATOR MAC 1** BBY \$384 DTC \$ 382.30

Learn tools by examining the toolbox; view artwork in different modes, edit, use rule guides, learn about layers, painting objects, applying custom colour and gradient fills and using the pen tool. Draw straight lines and curves, convert points, and use primitives to create basic shapes. Work with type, change type attributes, import text and link text blocks, wrap text around an object and more. (1.5 credits)

Apr 14 Fri 1730-2030 6 wks DTC CRN 23577  
Apr 15 Sat 0900-1200 6 wks BBY 24941

**MDIA 1180 ADOBE PHOTOSHOP FOR MAC 1** BBY \$384 DTC \$382.30

Produce colour and black and white images right at the desktop. Students work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and options, understand image size and resolution, create type, ghost back type on an image and airbrushing. Individual work stations. (1.5 credits)

Apr 11 Tue 1845-2145 6 wks BBY CRN 21025  
May 26 Fri 0900-1600 3 wks DTC 24942  
May 28 Sun 1300-1600 6 wks BBY 21026  
July 04 Tue 1845-2145 6 wks BBY 21303

**MDIA 1188 ADOBE PREMIER** DTC \$382.30

Premier makes it easier to create digital movies and videotapes. Covers editing to make changes easily, learning the Premier graphical interface, trimming and playing back windows motion control and recording to disk. Graphics and titles will be imported from Adobe Illustrator. Students have their own workstation and user guide. (1.5 credits)

May 15 Mon 1845-2145 6 wks BBY CRN 24951



**MDIA 2000** **DTC \$433.30**  
**TYPOGRAPHY**  
 Gives students an understanding of typesetting rules and techniques. Covers type history, development and usage. The following nine evenings will be spent using QuarkXpress to complete a variety of projects. Emphasis will be a quality rather than quantity. Prerequisites: MDIA 1150 and MDIA 2150 or MDIA 1090 and MDIA 2090. (3 credits)

Apr 13 Thr 1730-2030 12 wks DTC CRN 23578

**MDIA 2049** **DTC \$344.30**  
**ADOBE INDESIGN - LEVEL 2**  
 Builds on the strengths learned in the Level 1 course. Additional topics will consist of: automatic layout adjustment, precision control techniques, pen tool paths, layer modes, scissor tools, rotation from the transform palette, tracking and kerning techniques, Bezier paths, making special gradients, step and repeat options, nested text and graphic frames, color separations, RGB, CMYK and lab mode colors, trapping issues, full Adobe Acrobat PDF support and more. Prerequisite: mdia 1040 level 1 or permission from instructor (1.5 credits)

May 26 Sat 1300-1600 6 wks DTC CRN 28832

**MDIA 2090** **BBY \$384**  
**PAGEMAKER MAC 2**  
 Guides students through advanced features. Create your documents in readiness for sending files to a service bureau, thus reducing pre-press costs. Learn how to create colour separation files and work with a desktop scanner. Students will have their own workstation using a Macintosh computer. Prerequisite: MDIA 1090 or permission from the instructor. (1.5 credits)

May 19 Fri 1845-2145 6 wks BBY CRN 26468

**MDIA 2095** **BBY \$258**  
**PORTFOLIO PRODUCTION**  
 Participants consolidate their experience, learning, and talent by compiling a portfolio that focuses on individual interest and strength, and showcasing their work. Prepare an effective medium to assist in furthering their careers, as well as identify professional development needs and set future goals. Recommended last course in Certificate. (3 credits)

Apr 15 Sat 0900-1200 12 wks BBY CRN 27562

**MDIA 2111** **BBY \$384 DTC \$382.30**  
**DESKTOP SCANNING 2**  
 Continuates on from Desktop Scanning 1. Adobe PhotoShop is used extensively. Prerequisite: MDIA 1111. (1.5 credits)

May 24 Wed 1845-2145 6 wks BBY CRN 29836  
 May 5 Fri 0900-1600 3 wks DTC 24949

**MDIA 2150** **DTC \$342.30**  
**QUARKXPRESS MAC 2**  
 Teaches advanced publishing techniques using QuarkXpress including integration with work processing and graphics software and the use of spot and process colours. Students will have their own workstation. Prerequisite: MDIA 1150 or permission from the instructor. (1.5 credits)

May 29 Mon 1730-2030 6 wks DTC CRN 24944

**MDIA 2180** **BBY \$384 DTC \$382.30**  
**ADOBE PHOTOSHOP FOR MAC 2**  
 Manipulate scanned photolithographs, slides and original artwork. Learn how to look at colour models, adjust midtones, shadows and highlights, use the information palette as a densitometer and adjust the colour balance of an image. Teaches resolution, determining correct scan resolution, crating releases around images with paths and more. Prerequisite: MDIA 1180. (1.5 credits)

May 23 Tue 1845-2145 6 wks BBY CRN 21027  
 Jun 16 Fri 0900-1600 3 wks DTC 24945

**MDIA 2189** **DTC \$433.30**  
**AFTER EFFECTS**  
 Provides a working knowledge of some of the software used for video production. Create portfolio quality Quick Time movies that can be integrated into multimedia projects digital nonlinear video editing and Adobe After Effects for composing, animation and effects. Topics include video production process, compression for animation. (3 credits)

Apr 12 Wed 1730-2030 12 wks DTC CRN 27555

**MDIA 2260** **BBY \$384 DTC \$382.30**  
**ADOBE ILLUSTRATOR MAC 2**  
 This course is a continuation of MDIA 1160. (1.5 credits)

May 26 Fri 1730-2030 6 wks DTC CRN 28837  
 May 27 Sat 0900-1200 6 wks BBY 23584

## DESKTOP PUBLISHING AND GRAPHICS FOR THE PC

(604) 451-7032 tcarde@bcit.ca  
 (604) 432-8614 ldavie@bcit.ca

**MDIA 1050** **DTC \$342.30**  
**PAGEMAKER PC 1**  
 Teaches design, layout and production of professional publications, using the Adobe PageMaker assembly software program. Students will learn to create numerous publishing projects including advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation. (1.5 credits)

Apr 11 Tue 1730-2030 6 wks DTC CRN 21009  
 Apr 15 Sat 0900-1200 6 wks DTC 21010

**MDIA 1130** **BBY \$384**  
**CORELDRAW 1**  
 Covers principles of vector art used in CorelDraw. Learn to transform, modify and organize objects, use layers and styles, create multiple page layouts and prepare work for printing at a service bureau. Designed for those with a fundamental operating knowledge of the Window 95 environment. (1.5 credits)

Apr 15 Sat 0900-1200 6 wks BBY CRN 21016

**MDIA 1155** **DTC \$342.30**  
**QUARKXPRESS PC 1**  
 Introduces page layout using QuarkXpress. Gives an overview of the abilities of Quark providing a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation, using state-of-the art technology. (1.5 credits)

Apr 14 Fri 1730-2030 6 wks DTC CRN 27550

**MDIA 1170** **BBY \$384**  
**ADOBE PHOTOSHOP FOR WINDOWS 1**  
 Create and produce colour and black and white images right at the desktop. Students create and work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and paint options, understand image size and resolution, ghost back type on an image. Individual workstations. (1.5 credits)

Apr 15 Sat 1300-1600 6 wks BBY CRN 21030

**MDIA 1260** **BBY \$384**  
**ILLUSTRATOR PC 1**  
 View artwork in different modes, edit a segment, construct a drawing, and learn about layers, group/ungroup objects. Learn painting objects, creating process colours, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves, and use primitives to create basic shapes. Work with type, change attributes, import text and more. (1.5 credits)

Apr 12 Wed 1845-2145 6 wks BBY CRN 25164

**MDIA 2050** **DTC \$342.30**  
**PAGEMAKER PC 2**  
 Learn how to create documents in readiness for sending files to a service bureau thereby reducing pre-press costs. Students will learn how to create colour separation files. Prerequisite: MDIA 1050 or permission from the instructor. (1.5 credits)

May 23 Tue 1730-2030 6 wks DTC CRN 21019  
 May 27 Sat 0900-1200 6 wks DTC 24943

**MDIA 2130** **BBY \$384**  
**CORELDRAW 2**  
 Focuses on the inter-relationship between CorelDraw, CorelChart and PhotoPaint. Students will be expected to produce at least four complete pieces suitable for portfolio. Prerequisite: MDIA 1130 or permission from the instructor. (1.5 credits)

May 27 Sat 0900-1200 6 wks BBY CRN 21022

**MDIA 2261** **BBY \$384**  
**ADOBE ILLUSTRATOR PC 2 (1.5 credits)**

May 24 Tue 1845-2145 6 wks BBY CRN 28839

**MDIA 2270** **BBY \$384**  
**ADOBE PHOTOSHOP WINDOWS 2**  
 Create and produce digital images. Manipulate scanned photolithographs, slides and original artwork in a variety of ways. Learn colour models and perform precise colour corrections, use the information palette as a densitometer, adjust the colour balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor. (1.5 credits)

May 25 Thr 1845-2145 6 wks BBY CRN 28838  
 May 27 Sat 1300-1600 6 wks BBY 21903

## INTERNET

(604) 451-7032 tcarde@bcit.ca  
 (604) 453-4032 psawyer@bcit.ca

Web Technologies - Publishing on the Internet  
 MDIA 1205 Weaving the Web: Publishing on the Internet 1  
 MDIA 2205 Weaving the Web: Publishing on the Internet 2  
 MDIA 3205 Imaging Technologies for Web Publishing  
 MDIA 3206 Audio and Video Technologies for Web Publishing  
 MDIA 3207 Using Scripting Language on the Web  
 MDIA 3208 Using New Media on the Web  
 MDIA 4205 Website and Network Management  
 MDIA 4206 Major Project

**MDIA 1195** **BBY \$380**  
**INTRODUCING THE INTERNET**  
 Covers user skills in search engines, downloading software, e-mail ISPs and Newscast Push technology. Emphasis will be placed on supercharging your search engines and finding relevant information on the WEB. Emphasis will be placed on the most popular browsers Netscape, Internet Explorer and the areas of e-mail and Push Technology. (1.5 credits)

Apr 11 Tue 1845-2145 6 wks BBY CRN 24878  
 Apr 13 Thr 1845-2145 6 wks BBY 28835  
 Apr 15 Sat 0900-1600 3 wks BBY 24938

**MDIA 1200** **BBY \$380**  
**ADVANCED INTERNET**  
 Create eye-catching pages on the Web. Learn to set up Web Pages using HTML Editors such as FrontPage and Netscape Composer. Templates, wizards, tables, frames, forms and Plug-ins such as Java Applets will be discussed and used. Prerequisite: MDIA 1195 or equivalent Internet experience. (1.5 credits)

May 23 Tue 1845-2145 6 wks BBY CRN 23566  
 May 06 Sat 0900-1600 3 wks BBY 23640

**MDIA 1205** **\$551**  
**WEAVING THE WEB: PUBLISHING ON THE INTERNET (LEVEL 1)**  
 A basic course in Web authoring offered entirely on the Internet. Students must have access to the Internet, a personal e-mail account, and a PC Pentium or Macintosh PPC with 32-64 Megs of RAM. Software required: Netscape Communicator. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm> (3 credits)

Apr 10 Mon Internet 12 wks CRN 26447

**MDIA 2205** **\$551**  
**WEAVING THE WEB: PUBLISHING ON THE INTERNET (LEVEL 2)**  
 Topics include manual HTML coding of forms, frames, and cascading style sheets (CSS). The course will be offered entirely on the Internet. See MDIA 1205 for technical requirements. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm> Prerequisite: MDIA 1205 or demonstrated competence. (2 credits)

Apr 10 Mon Internet 12 wks CRN 27807

**MDIA 3205** **\$367**  
**IMAGING TECHNOLOGIES FOR WEB PUBLISHING**  
 Topics include image file formats, browser-safe colours, transparency, tiling, typography, scanning, animations, image mapping, and graphic layout. The course will be offered entirely on the Internet. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm>. Software required: a graphics application (such as Adobe ImageReady, Photoshop, or Macromedia Fireworks). Prerequisite: MDIA 1205 and 2205 or demonstrated competence. (2 credits)

May 25 Tue Internet 6 wks CRN 27808

**MDIA 3206** **\$367**  
**AUDIO AND VIDEO TECHNOLOGIES FOR WEB PUBLISHING**  
 Topics include: audio file formats, audio sample rates, audio resolution, audio compression, video file formats, and video compression. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm>. Students must have access to hardware capable of digitizing sound as well as an audio digitizing software package such as SoundEdit 16, SoundForge, BAIS Peak, or similar. Assignments will not require the digitization of video. Prerequisite: MDIA 1205, 2205 and 3205 or demonstrated competence. (1.5 credits)

May 22 Mon Internet 6 wks CRN 28828

**MDIA 3207** **\$551**  
**USING SCRIPTING LANGUAGE ON THE WEB**  
 Concentrates on using and modifying commercial and/or freeware JavaScript routines to enhance the content of Web pages. To fully understand how JavaScript work and how they may be modified, students will be asked to create short JavaScript routines using manual coding. Other topics will include Java Applets (no coding required), Dynamic HTML (DHTML), and embedded fonts. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm> (3 credits)

Apr 10 Mon Internet 12 wks CRN 28829

**MDIA 3208** **\$551**  
**USING NEW MEDIA ON THE WEB**  
 Concentrates on using new media to enhance Web pages. While utilizing Shockwave/Flash will form the basis of this course, students will be encouraged to employ other new media, as it becomes available. The use of Macromedia Director to create dynamic Web pages will be discussed and students who have access to this software will be encouraged to use it. Prerequisites: MDIA 1205, 2205, 3205, 3206 and 3207 or demonstrated competence. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm> (3 credits)

Apr 10 Mon Internet 12 wks CRN 28830

## MULTIMEDIA

(604) 451-7032 tcarde@bcit.ca  
 (604) 433-8614 ldavie@bcit.ca

**MDIA 1450** **DTC \$382.30**  
**MACROMEDIA DIRECTOR 1**  
 Guides you through the practical aspects of working with Macromedia Director. The focus will be on screen and interface design as well as incorporation video, audio, graphics and animation. You will create a real interactive multimedia project with techniques that will apply to both MAC and PC platforms.

Apr 11 Tue 1730-2030 6 wks DTC CRN 25168  
 July 04 Tue 1730-2030 6 wks DTC 28827

**MDIA 2450** **DTC \$382.30**  
**MACROMEDIA DIRECTOR 2**  
 Builds on skills learned in Macromedia 1. Prerequisite: MDIA 1450. (1.5 credits)

May 30 Tue 1730-2030 6 wks DTC CRN 26586

## 2D ANIMATION

(604) 451-7032 tcarde@bcit.ca  
(604) 432-8614 ldavie@bcit.ca

**MDIA 5850 BBY \$590**  
**TRADITIONAL 2D ANIMATION**

Covers basic concepts involved in animation. Develop drawing skills while learning basic animation principles of squash and stretch, follow-through, overlapping action, anticipation, timing, key frames and inbetweening. The AXA program will be used as a means of compiling, pencil testing and critiquing animation. (6 credits)

Apr 11 Tue/Thr 1845-2145 12 wks BBY CRN 27580

## 3D ANIMATION

(604) 451-7032 tcarde@bcit.ca  
(604) 432-8614 ldavie@bcit.ca

**MDIA 2400 DTC \$711.30**  
**BASIC SOFTIMAGE 1**

Supplies a solid overview of classic computer animation techniques including modeling, motion, property editing, and rendering. Inverse Kinematics and motion capture also give students skills needed in today's competitive market. (3 credits)

Apr 10 Mon/Fri 1800-2100 6 wks DTC CRN 24066

**MDIA 2600 BBY \$ 384**  
**MAYA 1**

This is a hands-on introductory course to 3D computer graphics using Maya PowerAnimator software. The focus of this foundation course will be software concepts, modeling and rendering. (1.5 credits)

Apr 10 Mon 1845-2145 6 wks BBY CRN 24910  
Apr 15 Sat 1300-1600 6 wks BBY 24911

**MDIA 2700 BBY \$384**  
**MAYA 2**

This course is hands-on and builds upon the modeling and rendering experience gained in MDIA 2600 as well as providing an introduction to animation techniques such as key framing, motion path and motion dynamics. Prerequisite: MDIA 2600 or permission of instructor. (1.5 credits)

May 29 Mon 1845-2145 6 wks BBY CRN 24912  
May 27 Sat 1300-1600 6 wks BBY 24913

**MDIA 3000 BBY \$713**  
**MAYA INTERMEDIATE**

Alias Intermediate will focus on advanced modeling and rendering techniques as well as the practical application of animation. The lesson structure will be such that the student will be able to pursue personal projects. Prerequisite: MDIA 2700 or permission of instructor. (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 24914

**MDIA 3400 DTC \$711.30**  
**SOFTIMAGE 2**

A continuation of skills learned in MDIA 2400. (3 credits)

May 26 Mon/Fri 1800-2100 6 wks DTC CRN 26587

## MEDICAL OFFICE ASSISTANT

(604) 451-7032 tcarde@bcit.ca

**OFFC 1001 BBY \$276**  
**ANATOMY AND TERMINOLOGY 1**

Combines both medical and terminology and basic human anatomy and physiology. The medical systems of the body are explored using the format of anatomical and physiological terminology, combining forms, pathological terminology, laboratory tests and abbreviations. Disease processes are explored as they relate to each body system. An emphasis is placed on correct spelling, pronunciation and meaning of the language of medicine. Note: Anatomy and Terminology I and II replace our previous courses: Anatomy and Physiology (OFFC 1000) and Medical Terminology (OFFC 1010). (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 26073

**OFFC 1002 BBY \$276**  
**ANATOMY AND TERMINOLOGY 2**

This course is a continuation of Anatomy and Terminology 1. Prerequisite: OFFC 1000. (3 credits)

Apr 10 Mon 1845-2145 12 wks BBY CRN 26074

**OFFC 1003 BBY \$323**  
**OFFICE PRACTICE**

Introduces MOA administration duties and professional conduct. Topics include appointment scheduling, pharmacology, reception, charts and filing. The last six weeks of this course introduce the basic features of medical practice management systems using PSREGENTS Smart Series billing software. This course emphasizes computerized medical billing, the day sheet record, patient registration, Teleplan, reporting and computerized lab results. Note: this course replaces OFFC 1030 and OFFC 1070. Prerequisite: basic computer and keyboarding skills. (3.5 credits)

Apr 12 Wed 1815-2145 12 wks BBY CRN 26076

**OFFC 1020 BBY \$303**  
**TRANSCRIPTION**

Introduces the student to the sounds and words of medical practice through a dictate/transcribe machine. Medical words previously studied will synchronize with those being heard on tape. This course is also appropriate for medical office personnel who want to upgrade their transcription skills. Prerequisite: OFFC 1001, 1002, 1060 and typing speed of 40 wpm is recommended. (3 credits)

Apr 15 Sat 0900-1600 6 wks BBY CRN 22653  
May 27 Sat 0900-1600 6 wks BBY 22652

**OFFC 1040 BBY \$272**  
**CLINICAL PROCEDURES**

Presents basic clinical procedures and tests commonly performed in medical office setting. Students are taught relevant theory about procedures and tests and will develop a beginning competency in selected clinical skills. The clinical skills taught are based on the guidelines developed and approved by the Medical Office Assistants Association of B.C. Students will familiarize themselves with common medical emergencies and will become certified in basic lifesaver CPR, renewable annually. (3 credits)

Apr 13 Thr 1845-2145 12 wks BBY CRN 22656

**OFFC 1060 BBY \$170**  
**MEDICAL DOCUMENTATION**

Introduces the basic features of Word for Windows through the production of medical documents. Emphasis will be on letter format, speed and accuracy in preparation for medical transcription. Prerequisite: computer literacy and keyboarding skills. This is the prerequisite course for OFFC 1020. (1.5 credits)

Apr 12 Wed 1845-2145 6 wks BBY CRN 23574

**OFFC 2000 BBY \$258**  
**PRACTICUM**

Provides work experience for students that have successfully completed all of the MOA courses. Includes classroom instruction on the first and last class, plus two 30-hour practicum placements in a physician's office, hospital department and/or related field. Prerequisites: completion of all OFFC courses as listed above, all OFFC courses required prior to program changes in January 1998, or in special circumstances, with permission of the program coordinator. (4 credits)

May 23 Tue 1845-2145 6 wks BBY CRN 22658

## INTERNATIONAL TRADE TRAINING PROGRAM

(604) 412-7686 dale\_harvey@bcit.ca  
www.fi



British Columbia Institute for Studies in International Trade

FITskills is a hands-on, comprehensive, eight-course training program focusing on the practical aspects of international business. The program includes logistics, trade finance, marketing, legal issues, market-entry strategies and sound international management techniques. Graduates of this Diploma program meet the educational requirements to become a Certified International Trade Professional (C.I.T.P.), the only professional designation in Canada for International trade practitioners. The 26 country International Association of Trade Organization (IATTO) recognizes the FITskills Diploma.

In foreign markets there is no room for error. You need to hit the ground running. That's why the Forum for International Trade Training (FITT) developed the FITskills program with the assistance of the federal government. The program is delivered across Canada.

Take the entire program, or take one or more of the modules to suit your needs.

Courses in the program include:

- FITT 0100 Global Entrepreneurship
- FITT 0105 International Trade Research
- FITT 0110 International Trade Finance
- FITT 0115 International Trade Logistics
- FITT 0120 Market Entry & Distribution
- FITT 0125 International Marketing
- FITT 0130 Legal Aspects of International Trade
- FITT 0135 International Trade Management

Each course module is 35 classroom hours over four weeks. Classes are held two evenings per week plus one Saturday. Courses may be taken in any order however it is recommended that students have completed at least five other courses in the program before enrolling in the International Trade Management module (FITT 0135).

**COURSES OFFERED THIS TERM:**

Note: Course fees include all course materials.

**FITT 0130 HYDRO \$575**  
**LEGAL ASPECTS OF INTERNATIONAL TRADE**

Issues surrounding such things as trade agreements and the enforcement of rules and regulations in areas such as technical standards, health and safety, and environmental protections can directly affect success in international trade. Presents a management perspective of these and other vital issues and creates an awareness of the international legal implications of expansion into the global marketplace.

Apr 3 Mon/Wed 1730-2130 4 wks Hydro CRN 28418  
Apr 15 Sat 0900-1700

**FITT 0105 DTC \$575**  
**INTERNATIONAL TRADE RESEARCH**

Develop an in-depth understanding of target markets, including planning and developing the research process, evaluation opportunities, sources of information and applying the results. Participants will use these skills to research a product or service of their choice and develop their own research plan.

Apr 4 Tue/Thr 1730-2100 4 wks DTC CRN 28419  
Apr 15 Sat 0900-1700

**FITT 0135 HYDRO \$575**  
**INTERNATIONAL TRADE MANAGEMENT**

Learn what today's most successful international corporations know about forging alliances, business planning, risk management, and using information technologies strategically. Covers how to operate an export office and manage human resources internationally. Learn how to manage international trade activities more effectively with an eye to competitive advantage.

May 1 Mon/Wed 1730-2100 4 wks Hydro CRN 28421  
May 27 Sat 0900-1700

**FITT 0110 DTC \$575**  
**INTERNATIONAL TRADE FINANCE**

Emphasizes the importance of international finance through a range of topics that can be adapted to actual business environments. Covers risk analysis, forms of financing, export costing, export credit insurance, cash flow planning, factoring, sources of trade finance and more.

May 9 Tue/Thr 1730-2100 4 wks DTC CRN 28420  
May 27 Sat 0900-1700

## OPERATIONS MANAGEMENT

(604) 432-8611 vicki\_forbes@bcit.ca  
(604) 451-6743 frank\_gruen@bcit.ca

**APICS** APICS--The Educational Society for Resource Management is a not-for-profit international educational organization respected throughout the world for its education and professional certification programs. With more than 70,000 individual and corporate members in 20,000 companies worldwide, APICS is dedicated to using education to improve the business bottom line. APICS is recognized globally as the source of knowledge and expertise for manufacturing and service industries across the entire supply chain - in such areas as materials management, information services, purchasing and quality. In BC, there are two APICS Chapters, one in Vancouver and the other in Kelowna, with a combined membership of over 300 people.

BCIT, in co-operation with APICS, offers a series of courses that assist individuals in becoming certified in two internationally recognized certification programs, Certified in Production and Inventory Management (CPIM), and Certified in Integrated Resource Management (CIRM). See below for details. For specific information on becoming a member of APICS, please contact the local APICS office, PH: (604) 435-9530 or the web site <http://www.apics8.org>

## CPIM Certified in Production and Inventory Management (CPIM)

Provides professionals with in-depth knowledge of the key aspects of production and inventory management.

**BENEFITS OF BECOMING CERTIFIED**

The in-depth, functional knowledge gained through the CPIM program can help you:

- increase profitability by optimizing your inventory investment
- delight your customers by delivering products and services just-in-time
- streamline operations by accurately forecasting to meet your master plan
- increase productivity by using material requirements planning and capacity requirements
- planning to meet your long-, medium-, and short-range goals
- improve customer service by understanding all aspects of the supply chain
- gain a competitive edge by maximizing your systems and technologies.

**HIGHLIGHTS OF THE CPIM CURRICULUM**

Certification in production and inventory management confirms understanding of the design, operation, and control of systems for the manufacture and distribution of products and services. The CPIM curriculum is divided into seven interrelated modules, each concluding with an examination.

- Basics of Supply Chain Management
- Inventory Management
- Just-in-Time (IT)
- Master Planning
- Material and Capacity Requirements Planning
- Production Activity Control
- Systems and Technologies

To become certified, a candidate must pass an exam for six of the seven CPIM modules. APICS recommends that candidates take the Basics of Supply Chain Management exam first since it covers fundamental information which is assumed as a prerequisite for the other six modules. The remaining modules can be taken in any order.

**APIC 1171 BBY \$345**  
**BASICS OF SUPPLY CHAIN MANAGEMENT**

Covers basic concepts in managing the complete flow of materials that represents a supply chain from suppliers to customers. Introducing basic business wide concepts, including an understanding of the various production environments. Demand management is covered, including a basic understanding of markets and customer expectations and a fundamental overview of demand forecasting. Demand management is an input into the area of design, management and control of the product transformation process. Includes the design of products, processes and the information systems used for planning. The final portion of the course is devoted to supply issues, covering concepts about inventory, purchasing and physical distribution. Fee includes workbook but does not include computer based testing.

Apr 12 Wed 1845-2145 12 wks BBY CRN 25964



## APICS CPIM CERTIFICATION REVIEW COURSE SCHEDULE OFFERED THROUGH BCIT PART-TIME STUDIES

Fall Term Starts September Winter Term Starts January Spring Term Starts April

\* Subject to Revision for September 2000

Level	Fall Term	Winter Term	Spring Term
Level I	Basics of Supply Chain Management APIC 1171 Wednesday-12 Wks	Basics of Supply Chain Management APIC 1171 Wednesday-12 Wks	Basics of Supply Chain Management APIC 1171 Wednesday-12 Wks
Level II	Material & Capacity Planning APIC 1350 Tuesday-9 Wks	Material & Capacity Planning APIC 1350 Tuesday-9 Wks	Material & Capacity Planning APIC 1350 Tuesday-9 Wks
	Production Activity Control; APIC 1510 Tuesday-9 Wks		n/a
Level III	Master Planning APIC 1105 Wednesday-9 Wks	Master Planning APIC 1105 Wednesday-9 Wks	n/a
	Inventory Management APIC 1210 Tuesday-9 Wks	Inventory Management APIC 1210 Tuesday-9 Wks	Inventory Management APIC 1210 Tuesday-9 Wks
Level IV	Just-In-Time APIC 1600 Tuesday-9 Wks	Designing Products & Processes APIC 1710 Tuesday-12 Wks	n/a
	Designing Products & Processes APIC 1710 Tuesday-12 Wks		n/a

### APIC 1210 INVENTORY MANAGEMENT BBY \$300

Covers basic methods of planning and controlling inventory in manufacturing, institutional, distribution and retail environments. The questions of what to stock, when to stock, how much to stock, and how to control stock are addressed through an examination of the current and evolving technologies of inventory management. Intended for those who have little or no experience in inventory management. Fee includes workbook, but does not include computer based testing. (2.5 credits)

Apr 11 Tue 1845-2145 9 wks BBY CRN 28744

### APIC 1350 MATERIAL/CAPACITY REQUIREMENTS PLANNING CERTIFICATION REVIEW BBY \$300

Provides an understanding of material requirements planning and how capacity influences decision-making. Includes MRP logic and examines the detailed inputs-master planning, bills of material, inventory status, and lead times. Topics such as planned orders, rough cut, routing and work centre balance are explained. Fee includes workbook, but does not include computer based testing. (2.5 credits)

Apr 11 Tue 1845-2145 9 wks BBY CRN 27523

## CIRM Certified in Integrated Resource Management (CIRM)

CIRM prepares professionals to meet the challenges of today's cross-functional workplace by teaching them techniques to abolish the walls that traditionally have separated people based on departments, divisions, functions, disciplines, and culture.

### Benefits of Becoming Certified in CIRM

- The CIRM certification program creates professionals who can:
- provide effective leadership to self-directed work teams
  - understand the implications of strategic and tactical actions through the supply chain
  - make decisions that will be in the best interest of an organization
  - successfully initiate and manage change within an organization
  - contribute directly to the improved operational performance of an organization
  - build strategic alliances with co-workers, suppliers, and customers
  - adapt to rapidly changing business conditions
  - integrate people, technology, and resources for competitive advantage
  - take actions to continually increase the value of an organization

### Highlights of the CIRM Curriculum

The curriculum of the CIRM program was created specifically to develop individuals as business leaders and influencers who are capable of transforming organizations into value-driven enterprises.

The CIRM curriculum is divided into five interrelated modules.

- Enterprise Concepts and Fundamentals
- Identifying and Creating Demand
- Delivering Products and Services
- Designing Products and Processes
- Integrated Enterprise Management

### PART-TIME TIP

**CAN'T WAIT?** Your registration is confirmed immediately when you register online at [www.bcit.ca](http://www.bcit.ca)



## 12TH ANNUAL MATERIALS MANAGEMENT AND BUSINESS PROCESS IMPROVEMENT WORKSHOPS

### Sponsored by

BCIT OPERATIONS MANAGEMENT TECHNOLOGY  
Bringing people and technology together to improve business performance

### APICS

The Educational Society For Resource Management

All workshops will be held at Burnaby BCIT campus  
To Register please call Ken Takeuchi 453-4002 or 432-8761  
Group Discounts are available

Let's face it-running an organization is a challenge. People must juggle demands on resources, re-adjust priorities and make tough decisions to insure short-term profitability and long-term survival. These workshops have been offered for the last ten years. Hundreds of satisfied participants have been able to implement cost-effective solutions to their operational problems. Manufacturers, distributors, retailers, as well as service organizations will benefit by enrolling to or more of their employees to enhance implementation efforts.

The workshop format is highly instructive, combining lectures, group discussions, case studies and "hands-on" activities. All workshop participants receive a workbook containing workshop proceedings, worksheets, and a bibliography of useful articles and books.

### APIC 0170 INVENTORY MANAGEMENT BBY \$395

Does your company hold a large inventory investment with inventory controls that are weak, unreliable, and with little or no accountability? Inventory is a major asset for manufacturers, distributors, and retailers. How you manage this asset will have a significant impact on profits. What items should you stock? How many should you buy at one time? How do you control slow-moving or dead stock? These are but a few of the questions that will be answered during this workshop. Potential savings can be significant if the right changes are implemented.

The workshop focuses on the practical aspects of managing inventory. You'll gain new insight into managing the total supply chain. Topics include managing for results, financial impact of inventory, formal systems, inventory classification systems, when to order, how much to order, safety stock, aggregate planning, material requirements planning, and measuring inventory performance.

June 5, 6 Mon/Tues 0830-1600 2 days BBY CRN 26423

### APIC 0172 MANUFACTURING PLANNING AND SCHEDULING BBY \$395

Manufacturing planning and scheduling is a very complex task. Management must ensure that it has all of the hundreds of parts needed for the product plus all the required labor skills, equipment and time available. How do you manage this?

Fortunately, the last few years have seen the development of inexpensive, user-friendly computer software that makes the task easier. MRP II and ERP are information systems that include production planning, materials planning, production scheduling, and shop floor control. Companies that have implemented these systems have experienced reduced inventory, improved customer service, improved on-time delivery, fewer material shortages, less expediting and better use of labour and equipment.

If your company is considering an MRP II or ERP manufacturing information system, or is in the process of installing one, this workshop is a must for you. Topics include production planning, forecasting production requirements, master scheduling, rough-cut capacity, bills of material, the logic of MRP, lot sizing, MRP output, scheduling, data collection, and justification/implementation.

June 8, 9 Thr/Fri 0830-1600 2 days BBY CRN 26424

### APIC 0174 HIGH PERFORMANCE MANUFACTURING BBY \$395

This workshop covers foundation concepts common to JIT, World Class Manufacturing, Time Based Manufacturing, Agile Manufacturing, and Lean Thinking. High Performance Manufacturing is a practical strategy for achieving significant improvements in lead times, inventory, floor space requirements, and manufacturing costs including labor and material. It has application in repetitive manufacturing as well as low-volume job shops.

If your concerns include high work in process, high overhead, long lead times, quality problems, production schedule difficulties, and poor equipment utilization, you must attend this workshop. This workshop will provide practical information and methods used by companies to achieve dramatic improvements in performance and customer satisfaction. Topics include elimination of waste, pull systems (Kanban), lead-time reduction, set-up reduction, housekeeping, work cells, supplier relations and performance measures.

June 12,13 Mon/Tue 0830-1600 2 days BBY CRN 26425

### APIC 0175 PROCESS MAPPING BBY \$395

Process Mapping is a vehicle for expressing and releasing the knowledge, creativity and energy that lies within every group, regardless of its position or level within an organization. This workshop provides essential tools and techniques to place your process on a path of constant improvement. You will map your present process and develop an action plan to close the gap to higher levels of performance. Team activities are used to select the best process to work on, define the process boundaries, map the process and reduce cycle time and cost of the process. Maximum benefit is derived when participants are sent in teams of three or more so they can work on real problems in class, but anyone can learn from this workshop and apply it when they return to the workplace. This workshop is valuable for a wide variety of industries, including manufacturing, health-care, government, high-tech, service and nonprofit.

June 19,20 Mon/Tue 0830-1600 2 days BBY CRN 27525

### APIC 0176 PROJECT MANAGEMENT BBY \$395

More and more, as companies and government agencies attempt to do more with less and carry out enterprise-wide, cross-functional endeavors, team-based techniques are being used to plan and control company projects. In a recent survey performed by the IIE, 95% of respondents said they were part of a project management team. This gives evidence to the overwhelming widespread use of a team based approach to project management.

This workshop provides you with an easy-to-use roadmap for managing all types of projects using a team-based approach. Whether your organization is planning the construction of a new facility, installing a new ERP software package, or implementing ISO 9000, it will help you avoid typical problems and pitfalls associated with project work.

The workshop covers a broad range of valuable topics, from project concept to completion, that are consistent with industry standard approaches such as the PMI's Project Management Body of Knowledge. Participation and empowerment, individual accountability, and bottom line project results are emphasized in the training. It is designed for new and experienced project leaders, team members and sponsors, and anyone who works on a project from start-to-finish.

June 22,23 Thr/Fri 0830-1600 2 days BBY CRN 27526

### APIC 0177 TEAMWORK BBY \$200

This workshop is designed to provide participants with the tools necessary to participate effectively in an empowered work environment. It covers several key ingredients for team success and gives insights, guidelines and practical examples to help teams get focused and productive. Participants will learn how to set team rules and communication guidelines that lead to action. The workshop delivers invaluable insights into how to run a meeting and how to make decisions in a team environment. Topics include setting team goals, team ground rules, decision-making, team roles, running effective meetings, and beneficial team behaviors.

June 15 Thr 0830-1600 1 day BBY CRN 26426

### APIC 0178 CONTINUOUS IMPROVEMENT BBY \$200

This workshop covers the continuous improvement tools and techniques used by many of the world's top companies to achieve better performance. HP, Kodak, Toyota, and AT&T are all companies that have used these tools in their manufacturing plants and office procedures. The workshop will help your team to design and build quality processes, products, and services. It covers a structured approach for leading improvement activities and developing innovative solutions. Participants will gain experience with the basic tools of continuous improvement by using them in a simulated problem situation. Topics include: a structured continuous improvement approach, creating effective problem statements, flow-charting, cause and effect analysis, Pareto analysis, check sheets, brainstorming, evaluating solution alternatives and action planning.

June 16 Fri 0830-1600 1 day BBY CRN 26433

## DIRECT ENTRY TO SECOND YEAR OPERATIONS MANAGEMENT DIPLOMA PROGRAM

If you have a diploma or a university degree, and you meet the pre-entry program requirements, you will be eligible to enter the second year of the Operations Management Diploma program.

In nine months, you could have a widely recognized and coveted diploma that serves as an entrée to a rewarding career in the operations side of any kind of manufacturing or service enterprise.

Operations Management graduates enjoy the best average starting salaries and the highest placement rates of the Business PROGRAMS at BCIT.

For more information, attend an information session that is held the first Wednesday of every month from February to May from 1800-1900 at the Burnaby Campus in one of the Town Square meeting rooms. To register for the information sessions, call (604) 434-1610.

To speak directly to someone about this direct entry option, call the program head, Jonathan Young at 451-6779 or e-mail jyoung@bcit.ca.

## OPERATIONS MANAGEMENT

(604) 432-8611 vforbes@bcit.ca  
(604) 451-6743 fgruen@bcit.ca

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

All Operations Management programs are currently under review and Associate Speciality Certificates are being developed.

**MANAGEMENT CERTIFICATE IN INDUSTRIAL ENGINEERING**  
This program is designed for people who work, or wish to work, in the manufacturing/warehousing functions of an organization. It is suited to those who are or will be production forepersons, analysts or supervisors in inventory control, product cost estimating, standard setting, production planning and control, project administration and technical sales. This program is currently under review and an Associate Certificate is being developed.

<b>Required courses</b>	
BUSA 1305	Supervisory Skills
COMM 2203	Business and Technical Reports
FMGT 1152	Accounting for the Manager
OPMT 1102	Basic Mathematics of Finance
OPMT 1106	Quality Assurance 1 Manufacturing
OPMT 1187	Project Planning and Scheduling
OPMT 1188	Management Information Systems
OPMT 1191	Purchasing
OPMT 1192	Inventory Planning and Control
OPMT 1197	Statistics for Business and Industry
OPMT 1198	Introduction to Operations Management
OPMT 2290	Performance Measurement
OPMT 2298	Business Process Re-engineering

<b>Plus two electives</b>	
OPMT 1142	Introduction to Quality Control Methods
OPMT 1175	Warehouse Management
OPMT 1193	Facility Planning and Design
OPMT 2206	Quality Assurance 2 Manufacturing
OPMT 2242	Intermediate Quality Control Methods
OPMT 2287	Project Cost Estimating
OPMT 3306	ISO 9000 Standards for Quality Systems

### MANAGEMENT CERTIFICATE IN MANAGEMENT ENGINEERING

This program is designed for people who work in the private and public sectors of service industries ¼ 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. This program is currently under review and an Associate Certificate is being developed.

<b>Required courses</b>	
BUSA 1305	Supervisory Skills; or Management
COMM 2203	Business and Technical Reports
FMGT 1152	Accounting for the Manager
HRMG 2805	Occupational Health and Safety
OPMT 1102	Basic Mathematics of Finance
OPMT 1106	Quality Assurance 1 Manufacturing
OPMT 1187	Project Planning and Scheduling
OPMT 1188	Management Information Systems
OPMT 1191	Purchasing
OPMT 1197	Statistics for Business and Industry
OPMT 1198	Introduction to Operations Management
OPMT 2290	Performance Measurement
OPMT 2298	Business Process Re-engineering

<b>Plus two electives</b>	
OPMT 1105	Engineering Economics
OPMT 1107	Quality Management for Service Industries
OPMT 1116	Vendor Quality Management
OPMT 1193	Facility Planning and Design
ORGB 2205	Organizational Behaviour 1
OPMT 3306	ISO 9000 Standards for Quality Systems

### MANAGEMENT CERTIFICATE IN MATERIALS MANAGEMENT

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

<b>Required courses</b>	
BUSA 1305	Supervisory Skills
COMM 2203	Business and Technical Reports
APIC 1105	Master Planning Certification Review
APIC 1171	Basics of Supply/Chain Management
APIC 1210	Inventory Management Certification Review OR OPMT 1192

APIC 1350	Material/Capacity Requirements Planning
APIC 1510	Production Activity Control
APIC 1600	Just-In-Time Certification Review
APIC 1615	Systems and Technologies Certification Review

OPMT 1106	Quality Assurance 1 Manufacturing
OPMT 1175	Warehouse Management
OPMT 1191	Purchasing
OPMT 1192	Inventory Planning and Control OR APIC 1210
OPMT 1193	Facility Planning and Design
OPMT 1198	Introduction to Operations Management
OPMT 2275	Warehouse Management 2
OPMT 2298	Business Process Re-engineering
TDMT 1409	Introduction to Canada Customs Procedures & NAFTA

<b>Plus one elective</b>	
OPMT 1105	Engineering Economics
OPMT 1117	Basic Quantitative Techniques in Administration
OPMT 1116	Vendor Quality Management
OPMT 3344	Total Quality Management (TQM)

### MANAGEMENT CERTIFICATE IN QUALITY MANAGEMENT

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

<b>Required courses</b>	
COMM 2203	Business and Technical Reports
OPMT 1106	Quality Assurance 1 Manufacturing
OPMT 1107	Quality Management for Service Industries
OPMT 1142	Introduction to Quality Control Methods
OPMT 2206	Quality Assurance 2
OPMT 2242	Intermediate Quality Control Methods
OPMT 3306	ISO 9000 Standards for Quality Systems
OPMT 3342	Statistical Design of Experiments for Industry
OPMT 3344	Total Quality Management (TQM) in Manufacturing
OPMT 3345	Quality Auditing
OPMT 3346	Reliability Principles

<b>Plus electives that total at least four units (144 hrs)</b>	
FMGT 1152	Accounting
OPMT 1102	Basic Mathematics of Finance
OPMT 1115	Software Quality Assurance
OPMT 1116	Vendor Quality Management
OPMT 1188	Management Information Systems
OPMT 1192	Inventory Planning and Control
OPMT 1193	Facility Planning and Design
OPMT 1197	Statistics for Business and Industry
OPMT 1198	Introduction to Operations Management
OPMT 4306	Using ISO 9000 for Continuous Improvement
ORGB 2505	Interpersonal Skills

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

### MANAGEMENT CERTIFICATE IN FACILITIES MANAGEMENT

Facilities Management involves the management and development of the workplace to integrate people and their work in the operation to achieve the objectives of the organization. The certificate in Facilities Management represents a collection of course offerings from Business, Engineering and Health Sciences specifically developed to appeal to those wishing to enter the field of Facilities Management or those currently in the field who want to upgrade or formalize their knowledge. This program has been developed in conjunction with the International Facilities Management Association (IFMA) B.C. Chapter. This program is currently under review and an Associate Certificate is being developed.

<b>Required courses</b>	
BLDG 3870	Project Management: Introduction to Building Development
BLDG 3875	Construction Law in Project Management
BUSA 1305	Supervisory Skills; or Management
BUSA 2005	Management
BUSA 3405	Problem Solving and Decision Making
COMM 2203	Business and Technical Reports
FMGT 1152	Accounting for the Manager
HRMG 2805	Occupational Health and Safety
OPMT 1117	Basic Quantitative Techniques in Administration

OPMT 1125	Facilities Space Planning
OPMT 1187	Project Planning and Scheduling
OPMT 1198	Introduction to Operations Management
OPMT 2125	Advanced Computer Aided Facility Management Using Archibus Software AND/OR
OPMT 3135	Advanced Computer Integrated Facilities Management

Plus electives that total three units (108 hrs)

AICO 1000	Auto CAD 1 and
AICO 2000	Auto CAD 2
BLDG 2830	Architectural CADD (AUTO ARCH)
BUSA 2005	Management
OPMT 1107	Quality Management for Service Industries
OPMT 1193	Facility Planning and Design
OPMT 2286	Planning and Scheduling with MS Project
OPMT 2287	Project Cost Estimating
OPMT 2289	Project Management Using the Internet
OPMT 3125	Facility Management Using the Internet
OPMT 3306	ISO 9000 Standards for Quality Systems

**OPMT 0199 BBY \$336**

### MATH FOR BUSINESS

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

Apr 11	Tue/Thr	1845-2145	8 wks	BBY	CRN	20465
Apr 15	Sat	0830-1300	11 wks	BBY		20466
May 01	Mon/Wed	1845-2145	8 wks	BBY		20467
Jul 04	Tue/Thr	1800-2100	8 wks	BBY		20463
Jul 24	Mon-Thu	1800-2100	4 wks	BBY		23052
Aug 8	Mon-Thu	0900-1600	2 wks	BBY		24079
Aug 14	Mon-Thu	0900-1600	2 wks	BBY		24080

**OPMT 1102 BBY \$258 DTC \$256.30**

### BASIC MATH OF FINANCE

Discusses interest and its effects upon business and industry. Learn to discriminate between common situations, apply necessary analysis and perform appropriate calculations. Topics include simple and compound interest, present values and discounts, annuities, evaluation methods and basic replacement analysis. Prerequisite: Basic algebraic skills to at least Grade 11 level. Others should consider OPMT 0199. A minimum grade of 65 per cent is required for course credit in OPMT 1110. (Do not buy a calculator until first class meeting.) (3 credits)

Apr 10	Mon/Wed	1845-2145	6 wks	BBY	CRN	20470
Apr 10	Mon/Wed	1730-2030	6 wks	DTC		20471

**OPMT 1106 BBY \$258**

### QUALITY ASSURANCE 1 MANUFACTURING

Introduces quality assurance for the manufacturing industries. Presents a general overview of quality management topics: establishing the desired product quality and reliability and the conditions necessary to achieve them; quality planning; standards for quality management problems; economic factors; quality assurance and production; inspection and test operations; total quality control concepts. Class activities include films, video, group discussions and in-class group exercises. No prerequisites. (3 credits)

Apr 10	Mon/Wed	1845-2145	6 wks	BBY	CRN	22839
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**OPMT 1110 BBY \$341**

### BUSINESS MATHEMATICS

Reviews basic mathematics applicable to business and industry. Topics include consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, leases, depreciation methods, capitalized costs, cash flow analysis, NPV and IRR. Emphasis is on maximum use of pre-programmed calculator and practical applications from the field of Financial Management. (4 credits)

Jun 01	Tue/Thr	1800-2200	6 wks	BBY	CRN	21421
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**OPMT 1187 DTC \$256.30**

### PROJECT PLANNING AND SCHEDULING

Designed for those who require basic information about the critical path method (CPM) and its application to project management. Introduces the fundamentals of CPM as used in planning, scheduling, resource allocation and project management. It includes an introduction to planning and scheduling techniques; Gantt charts, arrow diagrams; procedure diagrams, PERT; time/cost relationships; resource allocation; bid determination; project management and the role of the computer. (3 credits)

Apr 11	Tue	1730-2030	12 wks	DTC	CRN	27530
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**OPMT 1188 BBY \$258**

### MANAGEMENT INFORMATION SYSTEMS

An introduction to business information systems for business operations and management decision making. Management information requirements will be discussed along with how an information system can fulfil these requirements. Through the discussion and demonstration of current trends such as ERP, the Internet and data warehousing, the student will understand how information systems can be used to gain strategic advantage beyond the year 2000. (3 credits)

Apr 12	Wed	1845-2145	12 wks	BBY	CRN	22838
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### 1 WEEK COURSE

**OPMT 1191 BBY \$258**

### PURCHASING

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

Jun 19	Mon-Fri	0830-1630	1 wk	BBY	CRN	20476
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**OPMT 1193 BBY \$258**

**FACILITY PLANNING AND DESIGN**

Introduces the basic principles and techniques used to plan and design industrial facilities. Students will learn how to work with architects and engineers to develop effective new facilities. The process from functional concept to building plan is examined using real-world examples. Topics include systematic layout planning, workstation design, materials handling, building systems, governing codes, and regulation and project management. (3 credits)

Apr 10 Mon 1845-2145 12 wks BBY CRN 27527

**OPMT 1197 BBY \$383**

**STATISTICS FOR BUSINESS AND INDUSTRY**

Presents a comprehensive study of elementary statistical methods as applied to objective decision-making in business and industry. Students will be required to purchase a textbook and a pre-programmed statistical calculator. (Do not buy until first class meeting.) (4.5 credits)

Apr 10 Mon/Wed 1845-2145 9 wks BBY CRN 20481  
Jun 07 M/W/F 0830-1230 5 wks BBY 20479  
Jun 07 M/W 1800-2200 5 wks BBY 20480  
Sat 0830-1230

**OPMT 1198 BBY \$258**

**INTRODUCTION TO OPERATIONS MANAGEMENT**

Presents the fundamentals in productivity improvement based on a systematic, scientific approach to problem solving methods/improvements. Includes economic feasibility, recording techniques, assembly and analysis of data, critical examination, the development and selection of alternative solutions. Case materials will explore applications to manufacturing, warehouse, office, materials management and general management engineering. (3 credits)

Apr 10 Mon/Wed 1845-2145 6 wks BBY CRN 20482

**OPMT 1600 BBY \$320**

**COMPUTER APPLICATIONS 1**

Get a step up on your basic computing skills. Begins the process of teaching the business student to appreciate the microcomputer as an aid to management. Provides an introduction to basic business software, which may include one or more of the following: MS Windows, MS Word, MS Excel, MS Access, the Internet and the World Wide Web. (3 credits)

Jul 24 Mon/Wed 1830-2130 5 wks BBY CRN 28745  
Sat 0900-1200

**OPMT 2197 BBY \$258**

**QUANTITATIVE METHODS FOR BUSINESS**

Continues from OPMT 1197 by introducing computer software to perform basic descriptive statistics, inferential statistics and includes additional quantitative models such as decision-trees, multiple regression and the fundamentals of linear programming. Prerequisite: OPMT 1197 with a minimum grade of 65 per cent or an equivalent college-level business statistics course (with minimum C+ grade), accessibility to and basic knowledge of personal computer. The CGA of B.C. allows exemption for Quantitative Methods 2 with a grade of 65 per cent or better in this course. (3 credits)

Apr 10 Mon/Wed 1845-2145 6 wks BBY CRN 24065  
Jun 19 Mon/Wed 1845-2145 6 wks BBY 23635

**OPMT 2206 BBY \$258**

**QUALITY ASSURANCE 2 (MANUFACTURING)**

Includes quality assurance as it relates to marketing, engineering, purchasing and customer relation; QA support for marketing; the role of quality assurance during product development and design review; concepts of Taguchi methods; vendor quality assurance; rating systems and vendor certification; the relationship between Just-in-Time production and quality; quality auditing, legal aspects and product liability, human factors in quality control; and employee motivation and involvement. (3 credits)

Apr 11 Tue/Thu 1845-2145 6 wks BBY CRN 23636

**OPMT 2298 BBY \$258**

**BUSINESS PROCESS RE-ENGINEERING**

Examines why organizations should consider re-engineering initiatives, current practices and the challenges of re-engineering projects. Through lecture, discussion and case studies, students will develop an understanding of business redesign and the methods required to meet this challenge. Learn how to become an agent of change within the process of business renewal. Prerequisite: OPMT 1198 Introduction to Operations Management, or permission of the coordinator. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 20483

**OPMT 2650 BBY \$258**

**COMPUTER APPLICATIONS 2 (SPREADSHEETS)**

Begins with a brief review of introductory Windows and Excel concepts covered in introductory computer application courses. From there the course moves onto more advanced Excel commands and applications (larger and more professional worksheets). Topics include "if-then modelling", built-in functions, charting, transferring data to and across applications and/or macros. Prerequisite: OPMT1600 equivalent or permission of the instructor. (2 credits)

Jun 5 Mon/Wed 1845-2145 6 wks BBY CRN 28751

**OPMT 2660 BBY \$258**

**COMPUTER APPLICATIONS 3**

Builds on OPMT 2650. Topics will include an introduction to database management and other software applications specific to the Business Programs. Prerequisite: OPMT 2650

Jul 19 Mon/Wed 1845-2145 6 wks BBY CRN 28765

**OPMT 3125 BBY \$395**

**FACILITIES MANAGEMENT USING THE INTERNET**

A hands-on course focused on Web-based Project and Facilities Management and related interactive technologies. Shows you how to push the boundaries of data delivery beyond the limits of traditional LAN based CAFM. Learn how facility managers can use dynamic intranet tools not only to integrate disparate CAFM functions into easily accessible browser views, but also to disseminate facility information to a broader cross-section of end users both inside and outside the organization. Web publishing technologies can make even the most intricate drawings and reports available to users without CAD or database skills - even without CAD or database software on their computers. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 27528

**OPMT 3342 BBY \$258**

**DESIGN OF EXPERIMENTS FOR INDUSTRY**

Covers basic concepts of statistical experimentation. One-factor experiments, analysis of variance, two-factor experiments, randomized blocks, Latin Square model, fixed and random models. Factorial experiments including confounding and multi-level factors. Intro to Taguchi methods and experimental parameter design. Designed to help candidates prepare for the CQE certification examination of the ASQ in this area. Prerequisite: OPMT 1197, 2242 or equivalent.

Apr 10 M/W 1845-2145 6 wks BBY CRN 28870

**ADVANCED STUDIES IN DEGREE COMPLETION**

**OPMT 5700 BBY \$355**

**MATHEMATICS FOR MANAGEMENT**

Provides the mathematical knowledge required to move into the more advanced business math courses. Topics include linear and quadratic equations and inequalities, polynomials, rational functions, exponential and logarithmic functions, sequences and series. Applications to economics and finance used. Prerequisite: Diploma of Technology in Business. (4 credits)

Apr 10 Mon/Wed 1800-2200 7 wks BBY CRN 28771

**OPMT 5751 BBY \$355**

**MATH MODELS FOR BUSINESS**

Presents a second course in the application of statistical methods to business problems. Provides detailed theoretical understanding and practical applications of two of the most commonly used techniques in mathematical modeling: Linear Regression and Time Series Analysis. Learn how to view business situations as mathematical models and formulate the equations required for the model solution. Extensive lab work using computer software will lead to theoretical solutions. You will then learn how to interpret these solutions as a guide to practical management action. Provides the opportunity to use and evaluate current software. (3 credits)

Apr 11 Tue/Thu 1800-2100 7 wks BBY CRN 25969

**BACHELOR OF TECHNOLOGY IN MANUFACTURING**

See page 46 in this flyer for additional information.

**OPMT 7023 BBY \$448**

**MATERIAL LOGISTICS**

Teaches students the tools that allow them to plan, schedule, control and optimize the supply of materials to support the manufacturing process. Topics include applying the Theory of Constraints, procuring goods and services to meet quantity, quality, and price requirements, applying "Just-in-Time" and "Kanban" methods to inventory and work in process control, and applying manufacturing excellence techniques such as signalling systems, vendor partnering a point-of-use storage. (3 credits)

Apr 10 Mon 1830-2215 12 wks BBY CRN 27531

**INTERNATIONAL TRADE AND TRANSPORTATION LOGISTICS**

(604) 432-8611 vicki\_forbes@bcit.ca  
(604) 451-6743 frank\_gruen@bcit.ca

**MANAGEMENT CERTIFICATE IN INTERNATIONAL TRADE AND TRANSPORTATION LOGISTICS**

International business depends on successful market analysis and effective entry strategies, knowledge of transportation alternatives and sound logistics planning. This program is designed for those engaged in both the buying and selling of goods and their movement. With the increased dependency on global trade, the demand for international trade and transportation services has increased dramatically.

The International Trade and Transportation Certificate Program provides graduates with the technical skills and flexibility to participate in the global marketplace. The technical skills gained from the program allow graduates to continue onto additional industry certifications. This program is currently under review and an Associate Certificate is being developed.

**Required Courses totalling 33 Credit Hours:**

- OPMT 1102 Basic Mathematics of Finance
- OPMT 1197 Statistics for Business and Industry
- TDMT 1104 International Trade 1
- TDMT 1150 Distribution 1 (CITT); OR
- TDMT 1204 Freight Forwarding 1 (CITFA);
- TDMT 1409 Intro to Canada Customs NAFTA
- TDMT 2203 Transportation Economics
- TDMT 2204 International Trade 2
- TDMT 2250 Distribution 2 (CITT) OR
- TDMT 1205 Freight Forwarding II (CITFA)
- TDMT 4410 Logistics Management

Plus any of the following electives for a certificate total of 45 credit hours:

- FMGT 1152 Accounting for the Manager
- FMGT 1151 Accounting Essentials for Small Business
- ECON 1150 Economic Issues
- BUSA 1350 Supervisory Skills; OR
- OPMT 1188 Management Information Systems
- OPMT 1191 Purchasing
- OPMT 1198 Intro to Operations Management
- OPMT 1175 Warehouse Management 1
- MKTG 1102 Essentials of Marketing
- MKTG 1212 Principles of Customer Service

**COURSES OFFERED**

**TDMT 1150 BBY \$429.20**

**DISTRIBUTION 1 (CITT)**

Covers transportation regulations; Canadian transportation modes including water, rail air and pipeline; intermediate transportation agencies; domestic and international transportation rates, tolls and tariffs. A CITT fee of \$160 plus GST (\$171.20) is included to cover the cost of the text materials and the CITT exam. (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 24864

**TDMT 2204 BBY \$258**

**INTERNATIONAL TRADE 2**

Focuses on the importance of the customer. As a continuation of International Trade 1 (TDMT 1104) the student will be exposed to the comprehensive planning necessary for international markets. Topics include ownership, marketing, transportation, technology transfer and inter-company linkage strategies. Prerequisite: TDMT 1104. (3 credits)

Apr 10 Mon 1845-2145 12 wks BBY CRN 23776

**TDMT 4410 BBY \$383**

**LOGISTICS MANAGEMENT**

An overview of the total distribution concept. The course examines distribution facility location analysis, information systems, control systems and distribution economics and profitability. With heavy emphasis on customer services and profitability, the course prepares the student to conduct transportation, customer service and complete distribution audits.

Apr 11 Tue/Thu 1845-2145 9 wks BBY CRN 23773

**INTERNATIONAL FREIGHT FORWARDING**

(604) 432-8611 vicki\_forbes@bcit.ca  
(604) 451-6743 frank\_gruen@bcit.ca

**CERTIFICATE IN INTERNATIONAL FREIGHT FORWARDING**

Offered by The Canadian International Freight Forwarding Association and BCIT.

The BCIT/Canadian International Freight Forwarding Association (CITFA) professional training program is created for staff members of international freight forwarders who wish to acquire a general knowledge of the theory and mechanics of handling international freight cargo movement. A joint certificate from BCIT/CITFA in International Freight Forwarding is awarded upon the successful completion of the courses Freight Forwarding I and Freight Forwarding II. Check website <http://www.citfa.com/>

Registration and Information: Call Craig McKay at Adanac International Forwarders Association Ltd. at (604) 273-8611 (e-mail: cmckay@adanac.ca)

**TDMT 1204 FREIGHT FORWARDING I**

Introduces students to the fundamentals of international freight forwarding. Topics include ocean, air, and land transportation systems; commercial documentation; international payment schemes; and intercoms.

**TDMT 1205 FREIGHT FORWARDING II**

Covers the topics: Consolidation in airfreight and ocean freight, marine insurance, packaging and warehousing; international transportation law; cost estimating; quotation preparation; customer invoicing; and marketing logistics and supply chain management. Prerequisite: TDMT 1204.

**FNPS 0105 \$363**

**FIRST NATIONS CULTURAL AWARENESS IN BUSINESS**

(604) 432-8474 cspinks@bcit.ca

Understanding business development as it relates to First Nations communities is becoming increasingly relevant for economic growth in a global environment. This course covers the business implications of treaty settlement in B.C., provides understanding of current parameters of doing business for and with First Nations as well as the protocol involved in developing relationships with First Nations. Course fee includes a traditional Coast Salish feast.

May 6,13,20 Sat 0900-1600 CRN 27640

**Part-time instructor Opportunities**

Are you an "expert" in some area of computing or information technology? Are you interested in communicating the excitement of high technology to others? Would you be interested in teaching Computer courses at BCIT?

Ideally you would possess the qualifications, experience and demonstrated ability in: Operating systems, C, C++, UNIX/LINUX, Oracle, Access Development, MS Visual Basic 6, MS-SQL 7, Client server, LAN/WAN, DOS, Internet and Intranet Technologies. Other areas of expertise may also be of interest to us.

To explore Part-time instructor opportunities in Computer Systems Technology, please e-mail your current resume in MS Word 97 format to: [kcudihee@bcit.ca](mailto:kcudihee@bcit.ca)

## BACHELOR OF TECHNOLOGY IN COMPUTER SYSTEMS

(604) 432-8459

### Introduction

The Bachelor of Technology in Computer Systems is a career-enhancement degree designed to increase the depth of knowledge and practical skills of computer technologists, and to assist them in widening their career opportunities or advancing in their career paths. Graduates are awarded a credential that will be highly valued by industry.

There are two components to the degree program. The first is a Technical component, which comprises of coursework in the Computer Systems and Management areas. The second is the liberal or general education component, comprised of 12 credits of liberal education.

The Bachelor of Technology in Computer Systems is offered in a flexible delivery format to serve the needs of working professionals. Candidates can take course loads ranging from a minimum of three courses per year to an equivalent of a full-time program of studies. Most courses are offered in the evening or on weekends; some are offered during the day. Applicants who have fulfilled the entrance requirements can apply to the program anytime throughout the year.

Computer Systems Technology offers a Bachelor of Technology in Computer Systems. The program is designed for:

- Graduates of two-year diploma programs in Computer Systems (CST) or equivalent.
- Computer professionals wishing to acquire advanced formal qualifications.
- Degree holders in other disciplines, making a career change into the computer industry.

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

### COMP 2653 BBY \$1210

#### COMP SYS TECH FOUNDATION 1

An intensive course for applicants to the Bachelor of Technology degree program in Computer Systems needing COMP 2425 (C Programming Language 1), COMP 2605 (Data Communications Concepts 1), COMP 2610 (Exploring Technical Aspects), and COMP 1615 (Computer Systems Introduction 1) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments is used to cover the material. Prerequisite: COMP 1450 or COMP 1457 or permission of program head or instructor. (12 credits)

Apr 10 Mon 1845-2145 12 wks BBY CRN 24894

### COMP 3653 BBY \$910

#### COMP SYS TECH FOUNDATION 2

An intensive course for applicants to the Bachelor of Technology degree program in Computer Systems needing COMP 3425 (C Programming Language 2), COMP 3605 (Data Communications Concepts 2) and COMP 3640 (Operating Systems Concepts) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments is used to cover the material. Prerequisite: COMP 2653 or permission of program head or instructor. (9 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 25995

### COMP 7071 BBY \$380

#### DATABASE DESIGN

Focuses on two major aspects of database design: logical data modeling; and relational database design and optimization. Prerequisite: COMP 3710 and admission to the Bachelor of Technology Program or permission of the program head. (3 credits)

Apr 13 Thr 1830-2200 12 wks BBY CRN 26035

### COMP 7081 BBY \$380

#### TECHNICAL ISSUES IN SOFTWARE DEVELOPMENT

Presents an overview of technical issues in software development. Addresses major activities and techniques in developing software and the resulting documentation and outputs produced. Presents only selected approaches with emphasis on overall understanding of software development and uses a case study. Prerequisite: Admission to the Bachelor of Technology Program or permission of the program head. (3 credits)

Apr 10 Mon 1830-2200 12 wks BBY CRN 24897

Apr 11 Tue 1400-1730 12 wks BBY 27590

### COMP 7401 BBY \$380

#### ADVANCED TOPICS IN PROGRAMMING METHODOLOGY

This introductory course in XML (eXtensible Markup Language) focuses on learning syntax; familiarizes students with XSL (XMK Style Sheet), developing and deploying web/helpdesk applications using Xlink and Xpointer. The commercial benefits and competitive advantages of XML are discussed. Provides an overview of DOM (Document Object Model) and a wide variety of available XML toolkits, editor parsers and browsers are compared. Prerequisite: COMP 7081 and acceptance into the Bachelor of Technology Program or permission of the program head. (3 credits)

Apr 12 Wed 1400-1730 12 wks BBY CRN 28747

### COMP 7615 BBY \$380

#### SELECTED TOPICS IN COMPUTER SYSTEMS

Explores firmware development for small systems with an embedded microprocessor. Focuses on real-world application development in control, instrumentation and communication of embedded systems. Topics include design issues, peripherals, hardware interface techniques, testing, debugging, and real-time control of physical devices. Assembly language experience is an asset. Prerequisite: COMP 3425 and admission to the Bachelor of Technology Program or permission of the program head. (3 credits)

Apr 13 Thr 1830-2200 12 wks BBY CRN 27592

### COMP 7881 BBY \$380

#### ADVANCED TOPICS IN SOFTWARE ENGINEERING

Focuses on learning and using the language of choice for reliable systems as well as embedded systems, Ada 95. Topics include software packaging for reuse and team implementation, object-oriented programming, and multitasking. Provides examples of interfacing to operating system and kernel calls (such as TCP/IP), as well as developing COM components in Ada 95. Prerequisite: COMP 7081 and admission to the Bachelor of Technology Program. Strong fluency in C, C++, Java, or Pascal is also required. (3 credits)

Apr 10 Mon 1800-2130 12 wks BBY CRN 27594

### COMP 8005 BBY \$380

#### DATA COMMUNICATIONS APPLICATIONS

Covers Communication protocols, reference models and case studies of transmission protocols. Examines higher layers in the OSI reference model. Includes Internetworks: naming issues, multicast/broadcast in the internetwork; Local networks: multiple-access and ring architectures; Implementation aspects: modularity and efficiency in the implementation of protocols, case studies. Introduces client-server models. Prerequisite: COMP 7005, or permission of instructor and program head. (3 credits)

Apr 11 Tue 1730-2100 12 wks BBY CRN 27603

### COMP 8061 BBY \$380

#### DISTRIBUTED SYSTEMS APPLICATIONS

Focuses on Client-Server based systems and Distributed Systems that include database servers. Students develop in-depth knowledge and understanding of principles, architectures, issues and future directions of Client-Server based database systems. Various paradigms that include E-SQL, JDBC, ODBC, and Microsoft's DB-ADO are analyzed and evaluated. Applications involve multiple database servers, the role of database Gateways as well as transaction Processors/Monitors. Emphasis is hands-on experience through lab exercises and using servers such as Oracle, SQL Server, Informix and Gemstone. Prerequisite: COMP 7061 and Admission to the Bachelor of Technology Program or permission of the program head. (3 credits)

Apr 11 Tue 1830-2200 12 wks BBY CRN 27604

### COMP 8081 BBY \$380

#### MANAGEMENT ISSUES IN SOFTWARE ENGINEERING

Presents topics important to managing software development projects. Concentrates on understanding and applying state-of-the-art management techniques to improve software productivity. Emphasizes management issues: project leadership, communication, critical thinking and problem-solving skills. Prerequisite: COMP 7081 or permission of instructor and program head. (3 credits)

Apr 12 Wed 1830-2200 12 wks BBY CRN 25996

Apr 13 Thr\* 1400-1730 12 wks BBY 27596

\* The daytime section will be run as a web-based course, with occasional face-to-face meetings.

The initial meeting will be Thursday, April 13 at 1400-1730.

### COMP 8505 BBY \$380

#### SELECTED TOPICS IN DATA COMMUNICATIONS

Conducts an in-depth study of specific and highly specialized areas in Data Communications. Develops a substantial project in the selected area, and produces an application or project report, or both, on completion. Prerequisite: COMP 8005, or permission of instructor and program head. (3 credits)

Apr 13 Thr 1730-2100 12 wks BBY CRN 25997

### COMP 8511 BBY \$380

#### SELECTED TOPICS COMPUTER GRAPHICS

Explains image processing (sizing, contrast stretching, filtering, transforming), and the use of JAVA in Computer Animation. Student projects include the topics Morphing, Computer Animation (with VERTIGO), Fractals, Stereograms, Particle Systems, Wavelets, Ray Tracing, Radiosity Models, etc. Prerequisite: COMP 8011, or permission of instructor and program head. (3 credits)

Apr 10 Mon 1730-2100 12 wks BBY CRN 24900

### COMP 8561 BBY \$380

#### ADVANCED TOPICS IN DISTRIBUTED SYSTEMS

Focuses on advanced topics in Client/Server systems, Distributed Systems and Network Computing. Examines strategies and algorithms to achieve design goals such as performance, reliability, scalability, consistency and security in a distributed system. Topics include Parallel Processing and Scheduling; Performance Modeling; Concurrency Control, Recovery in multi-user and distributed data servers; Security and Fault Tolerance; Embedded and Real Time distributed systems; multimedia storage and transmission. Prerequisite: COMP 8061 and admission into Bachelor of Technology or permission of the program head. (3 credits)

Apr 12 Wed 1830-2200 12 wks BBY CRN 28748

### COMP 8571 BBY \$380

#### SELECTED TOPICS IN DATABASE

Discusses emerging object-oriented database technology, object-oriented design and development, database systems, data administration, data dictionary systems, data access standards for client/server and distributed database systems. Prerequisite: COMP 3710 or permission of instructor and program head. (3 credits)

Apr 12 Wed 1730-2100 12 wks BBY CRN 25998

## COMPUTER SYSTEMS TECHNOLOGY

**NOTE:** Most courses require that texts or supplies be purchased during the first session of the course. Course Fees do not normally include texts or supplies. Software purchase may be required in some courses.

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

**ENGLISH:** All students are required to be able to communicate English at a B.C. High School Grade 12 level or better. Students who do not have both oral and written English skills at a B.C. High School Grade 12 level should obtain those skills before attempting to take any Computer Systems Technology courses at BCIT. Please look in the Pre-entry Communication section of this flyer for complete details.

Before you can be enrolled in a Pre-entry communication course, we first need to assess your English skills so that you will be placed in the appropriate course for your level of English. Please enroll in COMM 0009, COMMUNICATION PLACEMENT test and write a two-hour assessment TEST to determine your eligibility for registration in a Pre-entry Communication course.

## COMPUTER BASICS

(604) 432-8465

### COMP 0001 BBY \$114 DTC \$112.30

#### COMPUTING FOR THE TIMID

Introduces the computer to those who have never used one and are fearful. Prerequisite: None.

Apr 10	Mon	1845-2145	4 wks	BBY	CRN	20304
Apr 12	Wed	0600-0900	4 wks	DTC		27598
Apr 15	Sat	0900-1600	2 wks	BBY		20306
Apr 16	Sun	0900-1600	2 wks	DTC		20307
May 15	Mon	1845-2145	4 wks	BBY		20305
Jun 19	Mon	1845-2145	4 wks	BBY		20308

### COMP 1001 BBY \$161

#### UNDERSTANDING PC/MS DOS

Provides an in-depth knowledge of the PC/MS Disk Operating System (DOS) to those who feel they know little about a PC. Prerequisite: COMP 0001 or equivalent. (1.5 credits)

Apr 10	Mon	1845-2145	6 wks	BBY	CRN	20221
Apr 11	Tue	1845-2145	6 wks	BBY		20224
May 23	Tue	1845-2145	6 wks	BBY		20225
Jun 5	Mon	1845-2145	6 wks	BBY		20222

### COMP 1007 BBY \$356 DTC \$354.30

#### UNDERSTANDING WINDOWS 95

Introduces the new Windows 95 interface and covers basic and beyond basic tasks. Covers the Start menu, taskbar and explorer. Uses the Control Panel to change the Systems settings for the way Windows looks and works. Topics include organizing files and folders, and working within documents and printing from Windows. Prerequisite: COMP 0001. (1.5 credits)

Apr 10	Mon	1730-2030	6 wks	DTC	CRN	27605
Apr 13	Thr	1845-2145	6 wks	BBY		23523
May 6	Sat	0900-1600	3 wks	BBY		25992
May 7	Sun	0900-1600	3 wks	DTC		26027
May 10	Wed	0600-0900	6 wks	DTC		27606
May 25	Thr	1845-2145	6 wks	BBY		23522
Jun 5	Mon	1730-2030	6 wks	DTC		26133

### COMP 1010 BBY \$114 DTC \$112.30

#### WORD PROCESSING CONCEPTS

Introduces the beginner-level student to the basic concepts of word processing using a microcomputer. Prerequisite: COMP 1007 or equivalent. (1 credit)

Apr 10	Mon	1845-2145	4 wks	BBY	CRN	20236
May 27	Sat	0900-1600	2 wks	BBY		20238
Jun 4	Sun	0900-1600	2 wks	DTC		20239

### COMP 1012 DTC \$322.

#### SYSTEMS SUPPORT FUNDAMENTALS

Pre-entry course. Provides a working knowledge of computer terminology, DOS, Win95 and WinNT Workstation 4.0 operating systems to persons who wish to prepare for the pre-assessment test for the: Technology Support Professional (TSP), Software Systems Development (SSD) and Network Integration Specialist (NIS) programs. This course includes a team project. Prerequisite: Related work experience. (3 credits)

Apr 14	Fri	1800-2100	12 wks	DTC	CRN	26777
Jul 11	Tue & Thur	1800-2100	6 wks	DTC		26592

### COMP 1015 BBY \$114 DTC \$112.30

#### SPREADSHEET CONCEPTS

Introduces the beginner-level student to the basic concepts of spreadsheets by using a microcomputer. Prerequisite: COMP 1007 or equivalent. (1 credit)

May 15	Mon	1845-2145	4 wks	BBY	CRN	20242
Jun 10	Sat	0900-1600	2 wks	BBY		20240
Jun 18	Sun	0900-1600	2 wks	DTC		20243

## PART-TIME TIP

See your future at Open House 2000.  
[www.openhouse.bcit.ca](http://www.openhouse.bcit.ca)





**COMP 1020 BBY \$114 DTC \$112.30**

**MICRO DATABASE CONCEPTS**

Introduces the beginner-level student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 1007 or equivalent. (1 credit)

Jun 19	Mon	1845-2145	4 wks	BBY	CRN	20244
Jun 24	Sat	0900-1600	2 wks	BBY		20246
Jul 9	Sun	0900-1600	2 wks	DTC		20247

**COMP 1022 DTC \$354.30**

**WORKING WITH NT WORKSTATION**

Provides a working knowledge of Windows NT Workstation operating system to those with a basic knowledge of personal computers. Covers working effectively with the new GUI interface. Introduces NT features including Desktop, NT Explorer, Disk Management, some Administrative Tools and Control Panel Options. Discusses Windows NT basic functions for end users in a non-technical manner. Prerequisite: COMP 0001 or equivalent. (1.5 credits)

Apr 10	Mon	1800-2100	6 wks	DTC	CRN	26028
Jun 5	Mon	1800-2100	6 wks	DTC		26471

**COMP 1023 DTC \$354.30**

**WORKING WITH NT WORKSTATION COMMUNICATION**

Discusses the OSI Reference Model in relation to Communications. Defines IP addressing and subnet masks, uses the Dial-Up Networking and Network options to configure TCP/IP, investigates NT Messaging, FTP and Telnet, installing and managing Peer Web Services, uses the Internet Explorer. Minimal discussion of Windows NT Server, discusses basic NT communication topics for end users in a non-technical manner. Prerequisite: COMP 1024 or equivalent. (3 credits)

May 23	Tue	1800-2100	6 wks	DTC	CRN	24903
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**COMP 1024 DTC \$354.30**

**NT WORKSTATION ADMINISTRATION**

Provides a working knowledge of administration functions to current users of Windows NT Workstation 4.0. Presents the advanced topics of creating and managing user accounts, security policies and granting user rights on local machines. Addresses shares, directory and file permissions. Uses the registry and system policy editor. Discusses basic administration topics for end users in a non-technical manner. Prerequisite: COMP 1022 or equivalent. (1.5 credits)

Apr 11	Tue	1800-2100	6 wks	DTC	CRN	27607
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**COMP 1104 DTC \$398.30**

**INTRODUCTION TO COMPUTING**

Uses lectures and practical exercises to present topics on computer terminology, hardware, software, the Disk Operating System (DOS), a word processing package and a spreadsheet package. Prerequisite: none. (3 credits)

Apr 10	Mon	0600-0900	14 wks	DTC	CRN	27608
Apr 12	Wed	0900-1200	14 wks	DTC		22759

**OFFICE EFFICIENCY AND SKILLS**

(604) 432-8465

The following workshops are tailored for those who like to increase their efficiency in their day to day tasks. Participants will gain a working knowledge of applications in a short period of time. Those wishing to obtain BCIT credit for these courses will have an option to write an exam for an additional fee. Please note that unless you have a good prior knowledge of the material covered, we recommend that you leave some time between the two levels of courses.

For more information on the Office Efficiency and Skills seminars and workshops, phone 432-8465

**COMP 0031 BBY \$180**

**EXPLORING YOUR PC**

One day workshop. Presents participants with a working knowledge of the hardware and software in their PC. Provides an opportunity to look inside the PC and become familiar with all the components and how they inter-relate. Basic set-up configurations will be explored. Prerequisite: None.

May 27	Sat	0900-1700	1 day	BBY	CRN	25991
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**COMP 0261 DTC \$180.00**

**EXCEL FOR WINDOWS 95 LEVEL 1**

Intensive one-day seminar. Covers fundamental principals required to produce worksheets and workbooks. Includes using formulae and built-in functions, editing and formatting, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Apr 12	Wed	0900-1700	1 day	DTC	CRN	26000
Apr 29	Sat	0900-1700	1 day	DTC		28750
May 8	Mon	0900-1700	1 day	DTC		26001
Jun 8	Thu	0900-1700	1 day	DTC		26002
Jun 18	Sun	0900-1700	1 day	DTC		28749

**COMP 0264 DTC \$180.00**

**EXCEL FOR WINDOWS 95 LEVEL 2**

Intensive one-day seminar. Covers advanced topics in spreadsheet design. Includes creating and using Templates, Charts, Database Lists and Filters, Subtotals, Outlines, Macros, 3D Formulae, and linking and consolidating multiple workbooks and worksheets. Prerequisite: COMP 0261 or equivalent experience.

Apr 25	Tue	0900-1700	1 day	DTC	CRN	26004
May 23	Tue	0900-1700	1 day	DTC		26005
Jun 3	Sat	0900-1700	1 day	DTC		26442
Jun 11	Sun	0900-1700	1 day	DTC		28752
Jun 21	Wed	0900-1700	1 day	DTC		26006

**COMP 0266 DTC \$180.00**

**WORD FOR WINDOWS 95 LEVEL 1**

Intensive one-day seminar. Covers basic word processing topics of styles, tabs and indents, multicolumn documents, headers and footers, spell check, search and replace, and working with multiple documents. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Apr 11	Tue	0900-1700	1 day	DTC	CRN	26007
May 11	Thu	0900-1700	1 day	DTC		26008
May 27	Sat	0900-1700	1 day	DTC		28753
Jun 7	Wed	0900-1700	1 day	DTC		26009

**COMP 0267 DTC \$180.00**

**WORD FOR WINDOWS 95 LEVEL 2**

Intensive one-day seminar. Covers the more advanced word processing topics creating templates, using Tables and Pictures, using Frames and Text Boxes, recording and running Macros, using Mail Merge, customizing the Toolbar, Menus and keyboard. Prerequisite: COMP 0266 or equivalent experience.

Apr 28	Fri	0900-1700	1 day	DTC	CRN	26010
May 13	Sat	0900-1700	1 day	DTC		26440
May 26	Fri	0900-1700	1 day	DTC		26011
Jun 20	Tue	0900-1700	1 day	DTC		26012

**COMP 0271 DTC \$180.00**

**ACCESS FOR WINDOWS 95 LEVEL 1**

Intensive one-day seminar. Covers skills required to create a database with multiple tables, create forms, reports and queries. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Apr 13	Thu	0900-1700	1 day	DTC	CRN	26013
May 9	Tue	0900-1700	1 day	DTC		26014
May 28	Sun	0900-1700	1 day	DTC		28755
Jun 6	Tue	0900-1700	1 day	DTC		26015
Jun 17	Sat	0900-1700	1 day	DTC		28754

**COMP 0272 DTC \$180.00**

**ACCESS FOR WINDOWS 95 LEVEL 2**

Intensive one-day seminar. Covers advanced topics in database design such as advanced form and query creation, use of OLE to add graphics and pictures, import and export from spreadsheet and other database applications. Prerequisite: COMP 0271 or equivalent experience.

Apr 26	Wed	0900-1700	1 day	DTC	CRN	26016
May 24	Wed	0900-1700	1 day	DTC		26017
Jun 4	Sun	0900-1700	1 day	DTC		28757
Jun 10	Sat	0900-1700	1 day	DTC		28758
Jun 19	Mon	0900-1700	1 day	DTC		26018

**COMP 0282 DTC \$180.00**

**POWERPOINT FOR WINDOWS 95 LEVEL 1**

Intensive one-day seminar. Provides an introduction to presentation graphics and covers basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Apr 14	Fri	0900-1700	1 day	DTC	CRN	26019
Apr 30	Sun	0900-1700	1 day	DTC		28759
May 10	Wed	0900-1700	1 day	DTC		26020

**COMP 0283 DTC \$180.00**

**POWERPOINT FOR WINDOWS 95 LEVEL 2**

Intensive one-day seminar. Covers advanced topics in presentation design. Includes creating and adding graphs, clip art, tables and organization charts, linking information from other programs and using built in features to create topic effects, adding transitions, setting slide timings and creating a drill-down document. Prerequisite: COMP 0282 or equivalent experience.

Apr 27	Thu	0900-1700	1 day	DTC	CRN	26022
May 14	Sun	0900-1700	1 day	DTC		26024
May 25	Thu	0900-1700	1 day	DTC		26023

**COMP 0665 BBY \$180**

**UNDERSTANDING NETWORKS**

Intensive one-day seminar. Goes through the basics of network installation. The seminar is intended to give participants an understanding of how a network is installed and configured. Provides an understanding of different types of networks, the equipment and administration. Hands-on installation training not provided. Prerequisite: None.

May 13	Sat	0900-1700	1 day	BBY	CRN	26026
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**OFFICE COMPUTER APPLICATIONS**

(604) 432-8465

**COMP 1223 DTC \$518.30**

**MS OFFICE 97 APPLICATIONS**

Provides a complete overview of Microsoft Office 97 applications while using hands-on exercises and lectures to demonstrate the features. Topics include a complete PowerPoint presentation, tips, tricks and features of Word, creating simple formulas, designing and building charts and worksheets in Excel, creating databases, queries, forms and reports in Access, and using the information management system of Outlook. Prerequisite: COMP 1007. (2 credits)

Apr 11	Tue	1800-2100	8 wks	DTC	CRN	26336
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**COMP 1224 DTC \$397**

**MICROSOFT OFFICE 2000**

This is a transition course and was designed specifically for experienced users of MS Office 97,95 (or earlier). We will examine in detail, the rich assortment of new features and changes (particularly Web based) made to: Word 2000, Excel 2000, Access 2000, PowerPoint 2000 and Outlook 2000. Upgrading issues will also be discussed. Prerequisites: Students are required to have strong keyboarding and file management skills as well as a working knowledge of word processing, spreadsheet and database software.

Apr 14	Fri	18:00- 21:00	6 wks	DTC	CRN	28881
Jun 9	Fri	18:00- 21:00	6 wks	DTC		28882

**COMP 1228 BBY \$356**

**MICROSOFT OUTLOOK**

Explains the features and functions of this contact, e-mail, and appointment management application. Includes staying organized, efficient, and on-schedule; a time-management tool; making and managing appointments; tracking contacts, documents, and entire projects; e-mail handling; accessing vital data. Emphasizes customizing application features. Highlights Outlook's powerful integration with other Microsoft Office applications. Prerequisite: COMP 1007 or 1022 or equivalent. (1.5 credits)

Apr 12	Wed	1845-2145	6 wks	BBY	CRN	27570
May 24	Wed	1845-2145	6 wks	BBY		27567

**COMP 1245 DTC \$354.30**

**ACCPAC GENERAL LEDGER**

Covers the general ledger system, including converting existing systems to Accpac, batch transaction, and printing reports. Prerequisite: COMP 1001 and 1007 and basic understanding of accounting principles. (1.5 credits)

Apr 10	Mon	1800-2100	6 wks	DTC	CRN	20281
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**COMP 1246 DTC \$354.30**

**ACCPAC A/R AND A/P**

Covers the entire cycles of Accounts Receivable and Payable, including the interface to the Accpac General Ledger. Prerequisite: COMP 1245. (1.5 credits)

Jun 5	Mon	1800-2100	6 wks	DTC	CRN	20284
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**Information Technology Professional Program**

Ride the wave of the future. BCIT's one-year Information Technology Professional (ITP) program combines business, interpersonal and technical training using a hands-on business simulation.

ITP is designed for post-secondary graduates, from any field of study, interested in pursuing rewarding careers within the rapidly expanding information technology sector.

**Program intake dates: April, July, September and January**

To find out more about this exciting program please contact:

Kim Morgan  
ITP Program  
Tel. 412-7621  
e-mail. kim\_morgan@bcit.ca  
http://itp.bcit.ca



GRADUATES CAN BE CERTIFIED IN:

- Microsoft Certification (MCSE)
- CompTIA Certification (A+)
- ITP Program Certification
- Novell Certification (CNA)
- Lotus Certification (CLP)
- BCIT Credential

**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

**COMP 1250 BBY \$356**

**CRYSTAL REPORTS**

Provides skills for this report generator included with Visual Basic. Covers extracting focused sets of data from database and spreadsheet sources to produce reports. Topics include: report design, organization and formatting, grouping, selecting and sorting records, creating formulas, producing cross-tab reports, pictures, graphs and logos, working with databases, and exporting reports to Excel, Word, e-mail, and the Web. Prerequisite: COMP 1007 or COMP 1022. (1.5 credits)

Apr 11	Tue	1845-2145	6 wks	BBY	CRN 26338
May 23	Tue	1845-2145	6 wks	BBY	27576

**COMP 1255 BBY \$322**

**COMPUTERIZED ACCOUNTING**

Teaches the Simply Accounting for Windows integrated package to those with some knowledge of computing and accounting. Covers setting up a complete set of books including G/L, accounts receivable, accounts payable, inventory & payroll. Prerequisite: COMP 1001 or 1007 and FMGT 1100. (3 credits)

Apr 13	Thr	1845-2145	12 wks	BBY	CRN 22764
Jul 4	Tu/Thur	1800-2100	6 wks	BBY	28726

**COMP 1261 BBY \$356 DTC \$354.30**

**EXCEL LEVEL 1**

Provides comprehensive coverage of this Windows spreadsheet program, including fundamental principles and practical skills required to produce professional-looking worksheets. Includes workbook and worksheet basics, formulae and built-in functions, editing and formatting, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. (Version 97). Prerequisite: COMP 1007 or equivalent. (1.5 credits)

Apr 11	Tue	1845-2145	6 wks	BBY	CRN 22708
Apr 13	Thr	1800-2100	6 wks	DTC	23534

**COMP 1262 BBY \$356 DTC \$354.30**

**EXCEL LEVEL 2**

Covers advanced topics in spreadsheet design. Includes creating and using Templates, Charts, Database Lists and Filters, Subtotals, Outlines, Macros, 3D Formulae, and linking and consolidating multiple workbooks and worksheets. (Version 97). Prerequisite: COMP 1261 or equivalent. (1.5 credits)

May 23	Tue	1845-2145	6 wks	BBY	CRN 22709
May 25	Thr	1800-2100	6 wks	DTC	23535

**COMP 1263 BBY \$356**

**MS PROJECT/WINDOWS LEVEL 1**

Reviews features, including the extensive on-line Help facility and Cue Cards of Microsoft Project, a powerful full-featured project management tool. Topics include: creating and organizing a schedule and task lists, assigning resources and costs, working with views, printing view and reports. (Version 98). Prerequisite: COMP 1007 or equivalent. (1.5 credits)

Apr 11	Tue	1845-2145	6 wks	BBY	CRN 23537
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**COMP 1264 BBY \$356**

**MS PROJECT/WINDOWS LEVEL 2**

Continues from COMP 1263 Level 1. Covers working with multiple projects, automating work, customizing Project, and sharing information between applications. (Version 98). Prerequisite: COMP 1263. (1.5 credits)

May 23	Tue	1845-2145	6 wks	BBY	CRN 23538
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**COMP 1266 BBY \$356**

**WORD FOR WINDOWS LEVEL 1**

Includes word processing basics, formatting, styles, setting tabs and indents, multi-column documents, headers and footers, spelling checker, search and replace; and working with multiple documents. (Version 97). Prerequisite: COMP 1007 or equivalent. (1.5 credits)

Apr 13	Thr	1845-2145	6 wks	BBY	CRN 22710
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**COMP 1267 BBY \$356**

**WORD FOR WINDOWS LEVEL 2**

Covers advanced techniques including creating Templates, using Tables and Pictures, using Frames and Text Boxes, recording and running Macros, using Mail Merge; and customizing the Toolbar, Menus and keyboard. (Version 97). Prerequisite: COMP 1266. (1.5 credits)

May 25	Thr	1845-2145	6 wks	BBY	CRN 22719
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**COMP 1270 BBY \$356 DTC \$354.30**

**MICROSOFT ACCESS 1**

Begins with an overview of Access and its object-oriented approach to relational database management. Provides the experience and skills necessary to create a database with multiple tables, create forms, reports and queries. (Version 97). Prerequisite: COMP 1007 or equivalent. (1.5 credits)

Apr 10	Mon	1800-2100	6 wks	DTC	CRN 23543
Apr 12	Wed	1845-2145	6 wks	BBY	22711

**COMP 1271 BBY \$356 DTC \$354.30**

**MICROSOFT ACCESS 2**

Continues from COMP 1270 and provides the skills to use advanced features of form and query creation. Includes use of OLE to add graphs and pictures from other applications, and import and export from spreadsheets and other Database application packages. (Version 97). Prerequisite: COMP 1270. (1.5 credits)

May 24	Wed	1845-2145	6 wks	BBY	CRN 22712
Jun 5	Mon	1800-2100	6 wks	DTC	23544

**COMP 1281 BBY \$356**

**MICROSOFT POWERPOINT 1**

Provides a comprehensive introduction to this presentation graphics software package, which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers the basic tools needed to produce slides, overheads and on-screen presentations. (Version 97). Prerequisite: COMP 1007 or equivalent. (1.5 credits)

Apr 10	Mon	1845-2145	6 wks	BBY	CRN 22720
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**COMP 1282 BBY \$356**

**MICROSOFT POWERPOINT 2**

Covers advanced topics in presentation design. Includes creating and adding graphs, clip art, tables and organization charts, linking information from other products such as Microsoft Word and Microsoft Excel. Uses the Build feature to create topic effects, adding transitions for special effects, setting slide timings and creating a drill-down document. (Version 97). Prerequisite: COMP 1281. (1.5 credits)

Jun 5	Mon	1845-2145	6 wks	BBY	CRN 22721
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**SELF-GUIDED LEARNING**

(604) 432-8465

The following courses are held on Tuesday mornings at the Downtown Campus. No lectures are given, but an instructor is available in the classroom. Students work at their own speed, in our classroom, at a place of their own choosing, or both. Registration for any of these courses will be accepted until March 17, 2000.

**COMP 1008 DTC \$198.30**

**INSIDE WINDOWS**

Examines Windows 95 and is useful to those who already know windows 3.1. Covers basic operations such as the Start Menu. Explains and uses the Task Bar, the '95 Graphical User Interfaces (GUI), My Computer and Explorer. Illustrates the file handling topics of create, copy, move, rename and delete. Explores running multiple programs and customizing the Windows 95 environment. Prerequisite: COMP 0001. (1.5 credits)

Apr 11	Tue	0900-1200	12 wks	DTC	CRN 26229
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**COMP 1258 DTC \$248.30**

**EXCEL LEVEL 1**

Covers introductory topics to Word such as file handling, creating, saving, retrieving, and editing a document. Topics include toolbars, setting tabs and indents, formatting text, creating headers and footers, working with sections and columns, paragraph and character styles, search and replace, and the spelling checker. (Version 97). Prerequisite: COMP 1008. (1.5 credits)

Apr 11	Tue	0900-1200	12 wks	DTC	CRN 26230
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**COMP 1259 DTC \$248.30**

**EXCEL LEVEL 2**

Covers advanced topics of Excel, multiple windows and workbooks, 3D formulas, and other multiple worksheet topics. Explores charts, creating Worksheet outlines automatically and manually, database features, filtering lists, setting criteria, searching, sorting data, recording and running macros, Visual Basic for Applications, using VLOOKUP, and the IF function. (Version 97). Prerequisite: COMP 1258 or COMP 1261. (1.5 credits)

Apr 11	Tue	0900-1200	12 wks	DTC	CRN 26231
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**COMP 1268 DTC \$248.30**

**MICROSOFT WORD LEVEL 1**

Covers introductory topics to Word such as file handling, creating, saving, retrieving, and editing a document. Topics include toolbars, setting tabs and indents, formatting text, creating headers and footers, working with sections and columns, paragraph and character styles, search and replace, and the spelling checker. (Version 97). Prerequisite: COMP 1008. (1.5 credits)

Apr 11	Tue	0900-1200	12 wks	DTC	CRN 26233
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**COMP 1269 DTC \$248.30**

**MICROSOFT WORD LEVEL 2**

Covers advanced topics of Word. Includes Mail Merge, Manipulating Tables, Creating templates, drop down lists, checkboxes, and text boxes, customizing toolbars, and working with the Forms toolbar. Examines using built-in templates and Wizards, pictures, frames, and creating and using Macros. (Version 97). Prerequisite: COMP 1268 or COMP 1266. (1.5 credits)

Apr 11	Tue	0900-1200	12 wks	DTC	CRN 26234
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**COMP 1276 DTC \$248.30**

**ACCESS LEVEL 1**

Covers introductory topics to Access such as the basic database operations of creating tables, queries, forms and reports. Further topics include designing and planning a database, defining relationships between tables, using various wizards, setting field properties, creating select queries, using criteria, creating calculated fields, working with formats in tables and reports. (Version 97). Prerequisite: COMP 1008. (1.5 credits)

Apr 11	Tue	0900-1200	12 wks	DTC	CRN 26235
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**COMP 1277 DTC \$248.30**

**ACCESS LEVEL 2**

Covers advanced topics of using Access, including setting control properties, form design, labels, textboxes, option groups, list boxes, combo boxes, and default editing modes. Explores subforms, expressions within forms, pictures and graphs, embedding vs. linking, bound vs. unbound objects, importing, exporting, attaching, macros, creation of macros and attaching macros to events. (Version 97) Prerequisite: COMP 1270 or COMP 1276. (1.5 credits)

Apr 11	Tue	0900-1200	12 wks	DTC	CRN 26236
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**COMP 2058 DTC \$198.30**

**INSIDE WINDOWS LEVEL 2**

Expands on COMP 1008 to provide more in-depth windows knowledge. Covers searching for files and data, working with MS Paint, object linking and embedding, Media player, understanding the clipboard, managing the printer, Plug and Play, Fonts, network neighbourhood, and Disk maintenance. Prerequisite: COMP 1007 or 1008. (1.5 credits)

Apr 11	Tue	0900-1200	12 wks	DTC	CRN 26235
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**WEEKEND TECHNOLOGY SEMINAR SERIES**

(604) 432-8465

**COMP 0215 BBY \$318**

**UNDERSTANDING MICROSOFT EXCHANGE SERVER**

Seminar. Overviews basic tasks and installation for Microsoft Exchange Server. Examines architecture and core service components. Explores the Administrator program and the different need available connectors and connecting two different sites. Examines adding mailboxes, distribution lists, custom recipients and how to install and configure Public Folders. Prerequisite: COMP 1022, 1023 and Knowledge of Windows NT trust relationship.

Apr 15	Sat/Sun	0900-1700	1 wknd	BBY	CRN 28721
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**COMP 0430 BBY \$400**

**TCP/IP PROTOCOL**

Seminar. Covers how to install and configure any TCP/IP stacks using examples of implementation for Windows 95 or NT, to trouble shoot protocol problems. Topics include exploring the TCP/IP stack, comparing the four layer protocol to the OSI model, the first level of the TCP/IP stack "network Interface", what network interfaces are available, network interface frame format, Internet layer, application layer. Prerequisite: COMP 1007.

Jun 10	Sat/Sun	0900-1700	1 wknd	BBY	CRN 26038
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**COMP 0435 BBY \$400**

**WINDOWS NT WORKSHOP**

Seminar. Provides technical users with an aptitude and understanding of Windows NT 4.0 server including administrative tools and techniques. Explains deploying, installing and configuring the NT 4.0 server, setting up RAID systems, file backup, NT 4.0 server registry, network protocols, configuring Windows 95 clients for networking, connecting other PC clients to and administering a secure network, optimizing network server performance and troubleshooting. Prerequisite: COMP 3665.

May 6	Sat/Sun	0900-1700	1 wknd	BBY	CRN 26039
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**PROGRAMMING AND LANGUAGES**

(604) 432-8465

**COMP 1401 BBY \$322 DTC \$320.30**

**PROGRAMMING CONCEPTS/METHODS**

Introduces the principles and concepts of computer programming. Covers standard problem analysis tools: flow charting, Nassi-Schneiderman, decision tables, systems analysis, flow charts, structure charts, and Database Management. Lectures and hands-on exercises are used to present the principles of programming. This course is a prerequisite for part-time studies systems and programming courses. Students should not be registered in any advanced systems or programming courses before they have taken this course. Prerequisite: (COMP (1001 or 1007) and 1010 and 1015 and 1020) or equivalent. (3 credits)

Apr 11	Tue	0600-0900	12 wks	DTC	CRN 27610
Apr 11	Tue	1845-2145	12 wks	BBY	20256
Apr 12	Wed	1845-2145	12 wks	BBY	20254
Apr 13	Thr	1845-2145	12 wks	BBY	27577
Apr 14	Fri	1845-2145	12 wks	BBY	28728
Apr 15	Sat	0900-1200	12 wks	BBY	24887
Jul 11	Tue/Thr	1800-2100	6 wks	BBY	20252

**COMP 1410 BBY \$322**

**MICROCOMPUTER PC ASSEMBLER PROGRAMMING LANGUAGE 1**

Presents a first-level course in programming using the Assembler Language on the IBM PC microcomputer. Prerequisite: COMP 1401. (3 credits)

Apr 12	Wed	1845-2145	12 wks	BBY	CRN 28729
Apr 14	Fri	1845-2145	12 wks	BBY	20262

**COMP 1430 BBY \$322**

**QUICK BASIC PROGRAMMING LANGUAGE 1**

Provides an understanding of Quick BASIC programming language as used on an IBM-type PC, including basic applications, validating input data, files, string handling, subroutines and writing reports. Prerequisite: COMP 1401. (3 credits)

Apr 10	Mon	1845-2145	12 wks	BBY	CRN 21290
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**COMP 1435 BBY \$322**

**DATABASE PROGRAMMING LANGUAGE 1**

Covers the elementary programming features of dBase, FoxPro and CLIPPER (all versions), including development of a menu-driven system. Software not provided for take home. Prerequisite: COMP 1401.(3 credits)

Apr 13	Thr	1845-2145	12 wks	BBY	CRN 20277
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**COMP 1440 BBY \$258**

**COBOL PROGRAMMING LANGUAGE 1**

Introduces all language components required to write simple business report programs. Prerequisite: COMP 1401 or 1510. (3 credits)

Apr 12	Wed	1845-2145	12 wks	BBY	CRN 20289
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**COMP 1450 BBY \$322**

**PASCAL PROGRAMMING LANGUAGE**

Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. Prerequisite: COMP 1401. (3 credits)

Apr 10	Mon	1845-2145	12 wks	BBY	CRN 20291
Apr 11	Tue	1845-2145	12 wks	BBY	20292
Apr 16	Sun	0900-1200	12 wks	BBY	27788
Jul 11	Tue/Thr	1800-2100	6 wks	BBY	20290





## COMP 1457 DELPHI PROGRAMMING LANGUAGE BBY \$322

Presents modern principles of programming and programming methodologies using the advanced modern visual language, Delphi. Students write programs that are readable, reusable and easy to maintain. Prerequisite: COMP 1401 and COMP 1450. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 25993
Apr 13	Thu	1845-2145	12 wks	BBY	27584

## COMP 2425 C PROGRAMMING LANGUAGE 1 BBY \$322

Introduces Level 1 programming in C language including data types, control constructs and syntax. Also discusses the language's evolution into C++. Compiler not provided. Prerequisite: COMP (1405 or 1410) and 1450. (3 credits)

Apr 10	Mon	1845-2145	12 wks	BBY	CRN 20261
Apr 13	Thu	1845-2145	12 wks	BBY	20260
Jul 11	Tue/Thu	1800-2100	6 wks	BBY	20259

## COMP 2435 DATABASE PROGRAMMING LANGUAGE 2 BBY \$322

Builds on the fundamentals learned in level 1 (COMP 1435) and introduces advanced xBase programming techniques including complex screen handling, multi-user programming and SQL. Prerequisite: COMP 1435 or a thorough knowledge of the FoxPro 2.x or dBase IV Command Language. (3 credits)

Apr 12	Wed	1845-2145	12 wks	BBY	CRN 22723
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## COMP 2440 COBOL PROGRAMMING LANGUAGE 2 BBY \$258

Continues from COMP 1440. Includes tape and disk file organization, utility programs and libraries, and table look-ups. Prerequisite: COMP 1440 or previous programming experience in COBOL. (3 credits)

Apr 10	Mon	1845-2145	12 wks	BBY	CRN 20302
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## COMP 3425 C PROGRAMMING LANGUAGE 2 BBY \$322

Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. Prerequisite: COMP 2425. (3 credits)

Apr 12	Wed	1845-2145	12 wks	BBY	CRN 20311
Apr 14	Fri	1845-2145	12 wks	BBY	21515
Jul 12	Wed/Fri	1800-2100	6 wks	BBY	21516

## COMP 3475 C++ FOR OBJECT-ORIENTED PROGRAMMING BBY \$322

Emphasizes the Object-Oriented (OO) features of C++, abstract data types, and C++ use in implementing OO designs. OO technology has emerged as a leading trend in software development, and C++ (the successor to C) as the dominant language for its realization. Prerequisite: COMP 3425 and 3670. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 20310
Apr 13	Thu	1845-2145	12 wks	BBY	20309
Jul 11	Tue/Thu	1800-2100	6 wks	BBY	24895

## COMP 4425 C PROGRAMMING LANGUAGE 3 BBY \$322

Designed for programmers who want to learn more about advanced C programming techniques, and to write carefully constructed, readable programs, high-quality, error-free software. Prerequisite: COMP 3425. (3 credits)

Apr 14	Fri	1845-2145	12 wks	BBY	CRN 20303
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## COMP 4475 C++ PROGRAMMING LANGUAGE 2 BBY \$322

Covers elements and collaborations of classes, inheritance, class re-use, collection classes, class libraries, error handling, memory management design patterns, and use of iostream library. Prerequisite: COMP 3475. (3 credits)

Apr 10	Mon	1845-2145	12 wks	BBY	CRN 26225
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## WINDOWS PROGRAMMING

(604) 432-8465

## COMP 1292 ACCESS DEVELOPMENT - LEVEL 1 BBY \$431

Covers the process of designing applications using MS Access 97. Explores the built-in data design features such as event properties, custom menus, macros and an introduction to VBA programming. The course also covers advanced topics using reports, subreports, subforms, tab control, list boxes, combo boxes and built-in functions. Prerequisite: COMP 1270 and COMP 1271 or equivalent. (3 credits)

Apr 15	Sat	0900-1200	12 wks	BBY	CRN 28727
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## COMP 1403 WINDOWS PROGRAMMING CONCEPTS BBY \$322

Covers Windows applications programming/design considerations. Introduces Windows controls (dialog boxes, radio button, combo boxes, scroll bars). Uses Visual Basic as a tool to describe events, properties and basic control. Explores the Windows Software Development Life Cycle and common programming structures, shortcut keys, window styles, menu creation, toolbars, OLE considerations, help file, and the API. Prerequisite: COMP 1007 or equivalent. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 22722
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## COMP 1495 INTRODUCTION TO VISUAL BASIC BBY \$322

This is an introduction course to Visual Basic with the main focus on the fundamentals of writing structured programs. Covers validating input data, string handling, subroutines, text files and delimited ASCII files and writing reports. Prerequisite: COMP 1007, COMP 1401 and COMP 1403. (3 credits)

Apr 15	Sat	1300-1600	12 wks	BBY	CRN 28730
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## COMP 2292 ACCESS DEVELOPMENT - LEVEL 2 BBY \$431

Builds on the topics covered in Access Development Level 1. The course explores and works with VBA (MS Access programming language), Data Access Objects (DAO), and the process of handling user input. Events, Modules, Procedures and Structures will also be discussed. Error handling, advanced report programming, and looping through recordsets will be discussed. Prerequisite: COMP 1292, COMP 1401 and COMP 1403 or equivalent experience. (3 credits)

Apr 13	Thu	1845-2145	12 wks	BBY	CRN 28732
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## COMP 2473 DATABASE DEVELOPMENT WITH VISUAL BASIC, LEVEL 1 BBY \$322

Introduces database development using Visual Basic. Includes Data Objects, Data Control, ODBC, DDE, OLE2, Client/Server issues and the Help compiler in this intensive database development course. Prerequisite: COMP 1401, and 1403 and (1430 or 1495) and Systems Design and at least one PC programming language and Excel and Word basics. (3 credits)

Apr 14	Fri	1845-2145	12 wks	BBY	CRN 22827
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## COMP 2495 VISUAL BASIC PROGRAMMING LANGUAGE 1 BBY \$322

Teaches fundamentals of object-oriented and GUI programming using Microsoft VISUAL BASIC under WINDOWS. Covers designing and building applications; event-driven programming; displaying and printing information; data storage; file system controls; building menus, pop-up menus, and dialogs; modules, subroutines and functions; and much more. Prerequisite: COMP 1403 and 1430 or 1495. (3 credits)

Apr 10	Mon	1845-2145	12 wks	BBY	CRN 26324
Apr 15	Sat	0900-1200	12 wks	BBY	26810
Apr 15	Sat	1300-1600	12 wks	BBY	27585

## COMP 3292 ACCESS DEVELOPMENT - LEVEL 3 BBY \$431

This course builds on Access Development 2. Covers advanced programming topics using MS Access 97. Explores Objects and Collections, using querydefs. The course covers Access SQL statements, using recordset clone, collections, creating worktables in code, attaching SQL Server through ODBC32, setting up security and other advanced topics. Prerequisite: COMP 1292 and COMP 2292. (3 credits)

Apr 15	Sat	1300-1600	12 wks	BBY	CRN 28733
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## COMP 3495 VISUAL BASIC PROGRAMMING LANGUAGE 2 BBY \$322

Expands on the knowledge obtained in COMP 2495. Covers designing and building applications; interface design; objects and instances; handling run-time errors; arrays and collections; random-access files; object-oriented programming with classes and objects; accessing databases with the Data Control and SQL language; reports and online help; OLE (Object Linking and Embedding); introduces Windows API; creating ActiveX controls. (3 credits)

Apr 12	Wed	1845-2145	12 wks	BBY	CRN 28734
Jul 4	Tue & Thu	1800-2100	6 wks	BBY	28735

## IBM - AS/400 COMPUTER

(604) 432-8465

## COMP 1632 INTRODUCING THE IBM AS/400 BBY \$322

Introduces the AS/400 concepts and architecture as it applies to practical business requirements. Some topics are Libraries and Objects, AS/400 Relational Database and Data Management, user profiles and AS/400 security. Prerequisite: COMP 0001 or equivalent. (3 credits)

Apr 13	Thu	1845-2145	12 wks	BBY	CRN 20276
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## COMP 1420 RPG PROGRAMMING LANGUAGE 1 BBY \$322

Provides a working knowledge of RPG using the AS/400 that they can apply to the coding of a program of medium complexity. Prerequisite: COMP 1401. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 20258
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## SYSTEMS ANALYSIS & DESIGN

(604) 432-8465

## COMP 1615 COMPUTER SYSTEMS INTRODUCTION 1 BBY \$258

Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 1401. (3 credits)

May 27	Sat	0900-1600	6 wks	BBY	CRN 20275
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## COMP 2615 COMPUTER SYSTEMS INTRODUCTION 2 BBY \$258

Continues from COMP 1615. Develops analytical skills and basic computer systems design techniques. Prerequisite: COMP 1615. (3 credits)

Jul 15	Sat	0900-1600	6 wks	BBY	CRN 20297
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## COMP 3615 COMPUTER SYSTEMS INTRODUCTION 3 BBY \$322

Focuses on commonly used Systems Projects techniques. Presents case study projects using Analysis and Design skills. Emphasizes full Systems Life Cycles including Project Management, Feasibility Analysis, Systems Analysis, Process and Data Modeling. Examines Systems Design, User Interface, Systems Planning, Implementation and ongoing Support. Explores JAD, ER Diagrams, Object Modeling, RAD and Prototyping techniques. Prerequisite: COMP 2615. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 26177
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## COMP 3635 CASE TECHNOLOGY BBY \$322

Examines how CASE Technology facilitates planning and design of systems using CASE tools as a design workbench. Prerequisite: Knowledge of structured techniques. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 21371
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## COMP 3710 RELATIONAL DATABASE SYSTEMS BBY \$635

Covers relational database model, database design techniques, normalization, functional dependency, relational algebra, Entity-Relationship (ER) modeling, distributed database systems, database administration, implementation of relationship database using SQL. Prerequisite: COMP 2615 or 2710. (4 credits)

Apr 10	Mon/Wed	1845-2145	12 wks	BBY	CRN 20217
Jun 1	Sun & Thu	0900-1200	12 wks	BBY	25716
		1845-2145			
Jun 3	Sat	0900-1600	12 wks	BBY	22461

## COMP 4663 INTRODUCTION TO MS SQL SERVER BBY \$322

Covers application development and administration using MS SQL Server as the database engine. Topics include SQL Server Installation, System Architecture, Database Devices, Managing Databases, Transact-SQL, Using Indexes, Views, Stored Procedures, Triggers and Backup/Restore. Prerequisite: COMP3710 or equivalent experience. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 27587
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## NETWORKS & CLIENT SERVER

(604) 432-8465

## COMP 2630 NOVELL NETWARE BBY \$322

Provides a complete overview of the NetWare 4 operating system. Selection of equipment, NetWare installation, and system administration responsibilities are discussed. Prerequisite: COMP 1001 and COMP 1007 and OPMT 1188. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 20299
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## COMP 2665 LOCAL AREA NETWORK THEORY BBY \$322 DTC \$320.30

Develops skills to design and implement networks. Examines details of Ethernet, Arcnet, and Token Ring. This theory course also looks at file server selections, cable and media installation, performance issues and managing problems. Prerequisite: COMP 1001 and 2605. (3 credits)

Apr 11	Tue	1800-2100	12 wks	DTC	CRN 26029
Apr 13	Thu	1845-2145	12 wks	BBY	20298

## COMP 3665 ADVANCED NETWORK DESIGN DTC \$320.30

Covers theory and market implementation, of higher speed network protocols (100BaseT, FDDI, ATM) and how advanced network devices provide options for network growth and expansion. No hands-on. Prerequisite: COMP 1001 or 1007 and 2665. (3 credits)

Apr 13	Thu	1800-2100	12 wks	DTC	CRN 23549
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## COMP 4666 LAN INTERNETWORKING DTC \$320.30

Explores issues and software related to the internetworking of Novell NetWare 4.1, Windows NT 4.0 Server, NT 4.0 Workstation, LINUX (Unix) and Windows 95 operating system platforms. Provides hands-on experience interconnecting these platforms with TCP/IP and IPX protocols. Prerequisite: COMP 2665 and COMP 2630 or experience with Novell NetWare, and COMP 1007 or equivalent. (3 credits)

Apr 13	Thu	1800-2100	12 wks	DTC	CRN 25093
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## COMP 4840 CLIENT SERVER COMPUTING DTC \$320.30

Covers client/server computing technologies based on the Internet and Java networking. Provides hands on experience in building client/server applications using RMI, JDK1.1, Java Sockets, Java's net classes and URL-related classes. Presents case studies of several companies migrating to Three-tier client/server applications. Prerequisite: COMP 3475, or COMP 3425 and COMP 3670. (3 credits)

Apr 12	Wed	1800-2100	12 wks	DTC	CRN 26332
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## DATA COMMUNICATION

(604) 432-8465

## COMP 2605 DATA COMMUNICATIONS CONCEPTS 1 BBY \$258

Familiarizes students with data communication applications and related concepts. Prerequisite: Programming or systems design experience. (3 credits)

Apr 10	Mon	1845-2145	12 wks	BBY	CRN 20293
Apr 12	Wed	1845-2145	12 wks	BBY	20294

## COMP 3605 DATA COMMUNICATIONS CONCEPTS 2 BBY \$258

Continues from COMP 2605. Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 2605. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN 20312
Apr 15	Sat	0900-1200	12 wks	BBY	28746

## UNIX

(604) 432-8465

### COMP 1030 WORKING WITH LINUX - BASICS DTC \$371.30

Provides a working knowledge of LINUX to persons who have a basic knowledge of personal computers and who have some command line (DOS) experience. Overviews and addresses the installation and configuration of Red Hat LINUX. Uses LINUX command line utilities and the Shell. Understanding the File and Directory System and managing files and directories. Discusses basic LINUX topics for end users in a non-technical manner. Prerequisites: COMP1001 - Understanding DOS or equivalent. (1.5 credits)

Note: Software and manual purchase at the first session. Note: Uses LINUX Red Hat

Apr 15 Sat 0900-1200 6 wks DTC CRN 28761

### COMP 1032 WORKING WITH LINUX - INTERMEDIATE DTC \$371.30

This course discusses advanced LINUX topics including custom installation, and TCP/IP network file sharing. Topics are for more technical users and providing a working knowledge of LINUX account management, system administration and security concepts. Prerequisites include workstation installation, use of the bash shell, and KDE and GNOME window managers, covered in COMP 1030 - Working with LINUX Basics. (1.5 credits) Note: Software and manual purchase at the first session. Note: Uses LINUX Red Hat

Jun 3 Sat 0900-1200 6 wks DTC CRN 28762

### COMP 1626 INTRO TO SCO UNIX SYSTEM V DTC \$503.30

Provides an insight to the SCO UNIX System V to system administrators who are new to the UNIX operating system, and to end users who work with SCO Unix Systems. Covers several computer basics in the-UNIX environment. Prerequisite: COMP 1001 or equivalent. (2 credits)

Apr 12 Wed 1800-2100 8 wks DTC CRN 24888

### COMP 2627 SCO UNIX OPEN SERVER RELEASE 5 ADMIN & SHELL PROG DTC \$1559.00

Provides technicians, engineers, system administrators and technical users who require a broad level of aptitude and understanding of SCO UNIX OSR 5 with the basic administrative tools and techniques. Examines the Bourne Shell and the uses of shell script. Prerequisite: COMP 1626. (5 credits)

Apr 11 Tue/Thu 1800-2100 10 wks DTC CRN 27614

### COMP 2628 SCO UNIX SYSTEM V: UUCP, TCP/IP & NFS DTC \$958.30

Explores planning, configuring, administering and troubleshooting sophisticated communications systems, local-area networking using TCP/IP and NFS software for technical personnel. Prerequisite: COMP 2627. (3 credits)

Apr 10 Mon 1800-2100 12 wks DTC CRN 25994

### COMP 4645 ADVANCED UNIX SYSTEMS PROGRAMMING DTC \$428.30

Continues from COMP 3645. A continuation of technical details of Interprocess Communication (IPC) facilities and a comparative performance of the various facilities. Emphasizes implementation of client-server solutions using C, including connection-based servers and connectionless servers. Prerequisite: COMP 3645. Completion of an advanced C programming course is strongly recommended. (4 credits)

Apr 15 Sat 1300-1600 12 wks DTC CRN 22783

## INTERNET

(604) 432-8465

### COMP 0401 INTERNET, THE WHY AND THE HOW BBY \$255

Seminar. Addresses the concepts and their application of the Internet, either as a user or a provider of Internet-based information. The client side includes hardware (modem, router or LAN-based), software (WWW browser, news, e-mail) and connection (Internet Service Provider). The server side includes hardware (host computer, router), software (content preparation, WWW server, news server, mail server), and connection (upstream ISP). Prerequisite: None.

Apr 15 Sat/Sun 0900-1600 1 wknd BBY CRN 23845

### COMP 0403 WEB SITE IMPLEMENTATION/ADMIN BBY \$255

Beginner seminar for webmasters responsible for implementation/operation of website. Includes: network needs, platform/technology options, control mechanisms, security, deployment strategy, host system monitoring, management, content creation, structure, hyperlinks, server features. Hands-on, a text website will be set up. Prerequisite: Web browsing ability, navigating files, folders, editing text in a Win95/NT environment.

Apr 29 Sat/Sun 0900-1600 1 wknd BBY CRN 23846

### COMP 0405 CREATE/PROGRAM WWW DATABASES BBY \$255

Seminar. Addresses server scripts or applications needed to interface a conventional relational database to a WWW server so end-users can interact with the database using their WWW browser. Students author an HTML document with database navigation and query, and implement a supporting script to interact on the server side with the relational database. Prerequisite: None.

May 6 Sat/Sun 0900-1600 1 wknd BBY CRN 23847

### COMP 0407 HTML AUTHORIZING BBY \$255

Seminar. Addresses the concepts underlying hypermedia content on the WWW, content design and preparation, and simple supporting scripts. Students prepare a simple Web page using a text editor, embedding their own HTML tags and then a more sophisticated frame-based page using Netscape Navigator Gold. Sample media content will be supplied. Prerequisite: None.

May 13 Sat/Sun 0900-1600 1 wknd BBY CRN 23848

### COMP 1820 HTML AND THE WORLD-WIDE WEB BBY \$259

Introduces HTML, the "Hyper-Text Markup Language" used on the WWW by creating HTML documents. General text editors and specialized HTML editors are used, and students may load their documents onto a live web server for viewing on the Internet. Includes coverage of UNIX basics required to upload completed HTML documents to the server. Prerequisite: COMP 1267 or equivalent, and WWW user experience. (1.5 credits)

Apr 15 Sat 0900-1200 6 wks BBY CRN 23756

## COMPUTER GRAPHICS

(604) 432-8465

### COMP 1811 3D MAX GRAPHICS LEVEL 1 DTC \$911.30

Teaches the 3D Max interface and the coordinate systems used in 3D space. Covers modeling, editing and transforming 3D objects, using precise measurement controls, applying materials using the Material Editor, and creating lights and cameras. Students compose scenes in 3D Max, which are then animated using basic animation controllers. Prerequisite: COMP 1007 or COMP 1022, and experience using a drawing program. (3 credits)

Apr 11 Tue 1800-2100 12 wks DTC CRN 26339

## MULTIMEDIA SOFTWARE DEVELOPMENT

(604) 412-7618

The following Java Programming courses are designed to lead up to an Associate Certificate in Just Java though they are open to any student meeting the prerequisites. Not all required courses are offered this semester. Please refer to our web site for details: [www.multimedia.bcit.ca](http://www.multimedia.bcit.ca)

### COMP 0409 JAVA PRIMER DTC \$253.30

Seminar. Introduces the Java paradigm, and then programming of Java applets and applications. Promotes an appreciation of where Java is appropriate to deploy in the organization by using examples and hands-on practice. Prerequisite: Object-Oriented Programming Concepts.

May 27 Sat/Sun 0900-1600 1 wknd DTC CRN 23849

### COMP 0411 MULTIMEDIA ON THE INTERNET DTC \$253.30

Seminar. Introduces effective multimedia content design, preparation and delivery over the Internet. Includes preparing images, audio and video data; for both immediate and delayed delivery using a suitable WWW browser. Does not deal with original content creation, but rather the steps needed to make such content useful over the Internet. Prerequisite: None.

June 3/4 Sat/Sun 0900-1600 1 wknd DTC CRN 23850

**NEW** We are pleased to offer special 2-week summer sections of our JAVA courses. There are still 36 instructor contact hours and Tuesday through Friday afternoons are open labs. Registered students are encouraged to attend and use the facilities.

### MMSD 3610 JAVA PROGRAMMING 1 BBY \$322 DTC \$320.30

Provides a thorough introduction to the Java programming language and to the Java distributed objects paradigm. Topics include: the Java language and environment, creating user interfaces with the AWT, developing synchronized multi-threaded applications, handling multimedia and image manipulation, and managing interface collections. Prerequisite: COMP 3670 and any Object-Oriented programming course. (3 credits)

Apr 10 Mon 1730-2030 12 wks DTC CRN 26030

Apr 10 Mon 1845-2145 12 wks BBY 28736

Apr 11 Tue 1845-2145 12 wks BBY 28737

Apr 12 Wed 1730-2030 12 wks DTC 25560

Apr 15 Sat 0900-1200 12 wks DTC 28029

Jun 19 Mon & 0900-1600 2 wks DTC 26316

Tue-Fri 0900-1200\*

Jul 10 Mon & 0900-1600 2 wks DTC 28777

Tue-Fri 0900-1200\*

Aug 14 Mon & 0900-1600 2 wks DTC 28776

Tue-Fri 0900-1200\*

### MMSD 3620 JAVA PROGRAMMING 2 DTC \$320.30

Continues from MMSD 3610, addressing advanced Java programming techniques for both applets and applications. Topics include application design guidelines, process and thread synchronization, smooth animation techniques, local file I/O, and the Java event model. Prerequisite: (COMP 3640 or 3730) and (MMSD 3610 or COMP 4409.) (3 credits)

Apr 11 Tue 1730-2030 12 wks DTC CRN 26031

Jul 10 Mon & 0900-1600 2 wks DTC 25561

Tue-Fri 0900-1200\*

Jul 24 Mon & 0900-1600 2 wks DTC 25569

Tue-Fri 0900-1200\*

### MMSD 4620 JAVA DATABASE CONNECTIVITY DTC \$320.30

Address the dynamic delivery of database content using Java, conforming to the Java Enterprise API. Topics include client/server application design, remote method invocation (RMI), and JDBC. Prerequisite: MMSD 3620 or permission of instructor. (3 credits)

Apr 13 Thr 1730-2030 12 wks DTC CRN 26033

### MMSD 4630 COMPONENT FRAMEWORKS FOR JAVA DTC \$320.30

Addresses the design and implementation of Java components. Topics include Java Beans for a stand-alone environment, Enterprise Java Beans (EJB) for a distributed environment, and application builder (IDE) integration. Prerequisite: MMSD 3620 or permission of instructor. (3 credits)

Apr 14 Fri 1730-2030 12 wks DTC CRN 28785

### MMSD 4640 MEDIA FRAMEWORKS FOR JAVA DTC \$320.30

Addresses the design and implementation of Java programs that deliver media-rich content in conformance with the Java Media Framework (JMF). Topics include the base JMF guidelines, synchronization, JavaSound, Java2D, Java3D, streaming media, and JavaTV. Prerequisite: MMSD 3620 or permission of instructor. (3 credits)

Jul 24 Mon & 0900-1600 2 wks DTC CRN 28883

Tue-Fri 0900-1200\*

### MMSD 4650 INTERNETWORKING WITH JAVA DTC \$320.30

Addresses the design and implementation of server-side Java components. Topics include Java servlets, JavaWebServer, browser interaction, server interaction, and JavaServerPages. Prerequisite: MMSD 3620 or permission of instructor. (3 credits)

Jul 17 Mon & 0900-1600 2 wks DTC CRN 25566

Tue-Fri 0900-1200\*

### MMSD 4660 2D GRAPHICS WITH JAVA DTC \$320.30

Addresses the design and implementation of Java programs to perform advanced graphics and imaging. Topics include the Java 2D API, and the Java Advanced Imaging (JAI) API. Prerequisite: MMSD 3620 or permission of instructor. (1.5 credits)

Aug 14 Tue-Fri 0900-1200 2 wks DTC CRN 28791

## EMERGING TECHNOLOGY SEMINARS

The following non-credit weekend seminars are intended to explain and explore today's "hot topics". You should have some knowledge and understanding of the subject matter.

### MMSD 0410 XML PRIMER DTC \$250.30

Provides an introduction to the extensible markup language (XML). Topics include the document object model (DOM), XML DTDs, XSL, creating XML, storing XML, manipulating XML, and presenting XML. Prerequisite: a good understanding of object technology.

May 6 Sat-Sun 0900-1600 1 wk DTC CRN 28769

### MMSD 0412 UML PRIMER DTC \$250.30

Provides an introduction to the unified modeling language (UML). Topics include: the unified process, UML, object modeling strategies, creating UML diagrams, and integrating UML with IDEs. Prerequisite: a good understanding of object technology.

May 13 Sat-Sun 0900-1600 1 wk DTC CRN 28770

### MMSD 0420 JAVA-POWERED SERVERS DTC \$250.30

Provides a survey of server-side technologies that are Java-based. Topics include JAVA servers, web servers, app servers, presentation servers, XML, and JSP. Prerequisite: a good understanding of object technology and O-O programming.

Jun 3 Sat-Sun 0900-1600 1 wk DTC CRN 28772

### MMSD 0422 ELECTRONIC COMMERCE PRIMER DTC \$250.30

Provides a survey of server-side technologies that are needed to "dot com" a business. Topics include web servers, connected to app servers; connected to database servers, credit transaction servers, and fulfillment servers.

Jun 10 Sat-Sun 0900-1600 1 wk DTC CRN 28773

### MMSD 0430 MP3 PRIMER DTC \$250.30

Provides a survey of MP3, the digital audio standard. Topics include: introduction to MP3 and digital sound, creating MP3 files, manipulating and managing MP3 files, and serving MP3 files.

Jun 17 Sat-Sun 0900-1600 1 wk DTC CRN 28774

### MMSD 0432 MPEG PRIMER DTC \$250.30

Provides a survey of MPEG, the digital video standard. Topics include: introduction to MPEG and digital video, creating MPEG files, manipulating and managing MPEG files, and serving MPEG files.

Jun 24 Sat-Sun 0900-1600 1 wk DTC CRN 28775

For more information on courses currently under development and when they will be offered, phone (604) 412-7618, or visit our web site at [www.multimedia.bcit.ca](http://www.multimedia.bcit.ca)



## OTHER SPECIALTIES

(604) 432-8465

**COMP 1601** **BBY \$258**  
**COMPUTERS IN BUSINESS**

Familiarizes those who are not specializing in computers with terminology and concepts used in the computer industry. Prerequisite: COMP 1001 or 1007 and 1010 and 1015 and 1020 or CGA Tutorial or equivalent. (3 credits)

Apr 10	Mon	1845-2145	12 wks	BBY	CRN 20219
Jul 11	Tue/Thr	1800-2100	6 wks	BBY	20218

**COMP 1825** **DTC \$354.30**  
**HELP DESK SUPPORT**

Covers a wide range of issues dealing with technical computer support. Topics include providing quality technical support, handling support calls, problem solving and trouble shooting. Other areas that will be explored are communication skills, quality customer service and alternative methods of support such as expert systems and knowledge based technology. Prerequisite: COMP 1007. (1.5 credits)

Apr 13	Thr	1800-2100	6 wks	DTC	CRN 26333
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**COMP 3640** **DTC \$320.30**  
**OPERATING SYSTEMS CONCEPTS**

Introduces basic principles of operating systems design and implementation. Topics include memory management, processor scheduling, disk organization, and file systems. Students must have a programming and systems background. Prerequisite: COMP 1450 and 2610. (3 credits)

Apr 12	Wed	1800-2100	12 wks	DTC	CRN 20313
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**COMP 3670** **BBY \$258**  
**UNDERSTANDING OBJECTS**

Covers Object-Oriented concepts, fundamentals, essentials of the Object Model, and real-world problems using object-oriented analysis. Prerequisite: COMP 2615 or equivalent. (3 credits)

Apr 13	Thr	1845-2145	12 wks	BBY	CRN 20319
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## E-BUSINESS

(604) 432-8465

**COMP 1040** **DTC \$591.30**  
**FUNDAMENTALS E-BUSINESS PROJECT MANAGEMENT**

Introduces e-Business and the common methodologies. Covers managing and controlling e-Business projects, tracking deliverables and accessing project information for trade-off decision making between cost, schedule and quality. The project-planning component uses MS Project 98 and covers necessary planning skills including business process design, data and application design, quality assurance, testing and implementation. Prerequisite: COMP 1007 or equivalent. (3 credits)

Apr 11	Tue	1800-2100	12 wks	DTC	CRN 28763
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**COMP 1041** **DTC \$591.30**  
**FUNDAMENTALS E-BUSINESS PROCESS DESIGN**

Focusing on the technologies and methodologies unique to e-Business this course presents techniques used to define and re-engineer strategic business processes, so that e-Business solutions are successful. The concepts and tools used in the business process design in common e-Business applications are covered. Participants will understand the main business processes and design workflow programs using Visio. Prerequisite: COMP 1007 or equivalent. (3 credits)

Apr 15	Sat	1300-1600	12 wks	DTC	CRN 28764
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**COMP 1042** **DTC \$591.30**  
**FUNDAMENTALS E-BUSINESS SITE MAP PLANNING**

Introduces the e-Business site map planning process including design of site architecture and a model of the navigational structure. Building on the e-Business Process Design course, the re-designed business process is incorporated into navigational structure. Technical issues affecting the client PC, server and networks are reviewed. Introduces MS Visual Studio, specifically Visual InterDev, and a web application development tool. Prerequisite: COMP 1007 and COMP 1041 or equivalent. (3 credits)

Apr 15	Sat	1700-2000	12 wks	DTC	CRN 28766
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## A+ HARDWARE TECHNICIAN

(604) 432-8465

**COMP 1045** **DTC \$911.30**  
**A+ CERTIFICATION PREPARATION**

Prepares the student to pass the CompTIA A+ hardware and Dos/Windows certification exam. Prepares for continuing on to Network +, CNE or MCSE certification. Topics include hardware, DOS and MS Windows 3.x and 9.x. Hands-on lab exercises reinforce the covered topics. Runs on two nights and a Saturday for 6 weeks. Prerequisite: None. (6 credits)

Apr 13	Thr & Fri	1800-2100	6 wks	DTC	CRN 28767
	& Sat	1000-1700			
Jun 1	Thr & Fri	1800-2100	6 wks	DTC	CRN 28768
	& Sat	1000-1700			

### PART-TIME TIP

#### DEGREES FOR THE REAL WORLD

If you have a BCIT diploma or equivalent in any field and wish to become a manager in your area of expertise, then find out about our management degree programs.

See page. 9.



## DENTAL RECEPTION

(604) 432-8465

**COMP 0285** **DTC \$333.30**  
**DENTAL OFFICE SYSTEM/WINDOWS**

Gives hands-on experience using the Exan/Mercedes Dental System for Windows to cover front desk procedures in a dental office. Upon successful completion, any other dental computer system can be used. This course is eligible for continuing dental education credits as per the College of Dental Surgeons of BC. This course may be taken simultaneously with COMP 0885. Prerequisite: Dental or Medical office experience or completion of a Dental Receptionist program.

Apr 11	Tue	1830-2130	12 wks	DTC	CRN 23757
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**COMP 0885** **DTC \$543.30**  
**DENTAL RECEPTIONIST**

Presents skills to become a dental receptionist. Includes dental terminology, Insurance Company's protocol, scheduling and billing procedures, accounting and communications, telephone techniques and professional manner development. Upon successful completion of this course and COMP 0285, students receive a certificate. Skills may be enhanced during a practicum in a dental office. This course is eligible for continuing dental education credits as per the College of Dental Surgeons of BC. COMP 0885 and COMP 0285 may be taken simultaneously. Prerequisite: None.

Apr 10	Mon/Thr	1830-2130	12 wks	DTC	CRN 24904
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**COMP 0985** **DTC \$250.30**  
**DENTAL BILLING/INSURANCE PROTOCOL**

This comprehensive course is designed for dental personnel who wish information on front desk billing procedures performed in a dental office. Includes dental office fee guides, insurance company's rules and regulations, claim forms, pre-authorizations, insurance and patient payments, day, month end procedures and information about dental computer systems. Course is eligible for continuing dental education credits as per the College of Dental Surgeons of BC. Prerequisite: Dental office experience or completion of a Dental Receptionist or Dental Assisting program or COMP 0885.

May 24	Wed	1830-2130	6 wks	DTC	CRN 28760
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### SUMMER KID'S CAMP 2000 AT BCIT

Summer Learning can be fun at BCIT; we have taken some of the most popular BCIT offerings and re-designed them as one-week programs for students 10-16 years of age. Our summer camps operate from 9:00am to 4:00pm, Monday to Friday and include Lunch, Snacks and Recreational activities. We provide a high level of supervision from 8:00am to 5:00pm, with drop-off and pick-up times at our Recreation Center. These courses will be offered at our Burnaby Campus and supervised by experienced childcare coordinators. Each one-week program will cost \$250. Please call 432-8465 for course information.

## INDUSTRY DRIVEN SPECIALTY PROGRAMS

For more information, please E-mail [It\\_Specialty\\_Programs@bcit.ca](mailto:It_Specialty_Programs@bcit.ca) or call (604) 451-7193 Please refer to our web site for complete details. <http://thisisit.bcit.ca>

**SOFTWARE SYSTEMS DEVELOPMENT PROGRAM (SSD)** **BBY \$6,000**

The BCIT Computer Systems Technology Department is offering a full time systems development program. This 30-week full time program is designed to prepare individuals for the rapidly expanding high-tech computer industry. Applicants are not required to have a computer programming background, but all applicants must demonstrate sound logical and reasoning skills through an assessment test. A programming language course, such as Basic, C, C++ or Fortran is a preferred prerequisite.

This program consists of 30 weeks of highly intensive formal classroom instruction and hands-on lab work. Successful graduates of this program may apply for acceptance in the Bachelor of Technology degree program in Computer Systems; additional prerequisite courses will be required. Registration is by special admission only.

#### Admission Requirements:

- High school graduation or its equivalent;
- English 12 (50% or better) or its equivalent;
- Completion of at least one year post-secondary education;
- Working knowledge of DOS and Windows environments;
- Successful completion of the pre-entry exam on logical reasoning skills and knowledge of DOS and Windows skills (70% or better).

**TECHNOLOGY SUPPORT PROFESSIONAL PROGRAM (TSP)** **DTC \$8,000**

The Technology Support Professional Program, offered in conjunction with GP Learning Technologies, is a 24-week full time program designed to prepare learners for the rapidly expanding high-tech computer industry. The program content has recently been revised in response to emerging industry demand for User Support Specialists with product knowledge, project management skills, help desk administration skills and experience in user training.

This program has two components: 16 weeks of highly intensive formal classroom instruction and hands-on lab work, followed by 8 weeks of work practicum. This program is especially designed for individuals entering into the IT industry, who do not have previous education or background work experience in this area. It is also ideal for individuals who need to re-train or upgrade their present computer skills.

Upon completion, students will be challenged to complete two vendor specific exams. Successful completion of these exams will grant students the A+ Hardware Technician Certification.

Classes are held on Mondays to Fridays from 8:30am to 4:30pm.

There will be no extended breaks except for statutory holidays. Classes are held at the BCIT Downtown Campus (555 Seymour Street, Vancouver, BC).

Proposed Intake Dates:  
April 26, 2000 and September 2000.

#### Admission Requirements:

- High school graduation or equivalent;
- English 12 (C+ or better) or equivalent;
- Aptitude for working with computers;
- Working knowledge of a Windows environment;
- Successful completion of written computer aptitude pre-entry exam with a 70% or better;
- After successful completion of the pre-entry exam, there will be an interview with both BCIT and GP Learning Technology Coordinators.

**NETWORK INTEGRATION SPECIALIST PROGRAM™ (NIS)** **DTC \$15,500**

BCIT is a Microsoft Authorized Academic Training Partner (AATP) and is offering this program in partnership with Northwest Digital. The NIS™ program was developed to meet a growing demand within the technology marketplace for individuals with comprehensive networking expertise. This intensive program is designed to provide you with the skills and knowledge necessary to obtain four of the most sought after industry certifications available today. These include A+ Hardware Technician, Microsoft Certified Systems Engineer, Accredited Compaq Technician and Cisco Certified Network Associate.

This intensive program is designed for people who are working full-time. It is offered on a part-time basis and is currently delivered two evenings a week and all day Saturdays, over a ten-month period. The tuition includes the cost of official Microsoft courseware, and thirteen exam vouchers. Registration is by special admission only.

#### Admission Requirements:

- High school graduation or its equivalent;
- English 12 (C+ or better) or its equivalent;
- Completion of at least one year post-secondary education, preferably in a related discipline;
- Successful completion of the pre-entry exam on computer terminology based on hardware (75% or better);
- Familiarity with PCs (basic components, operating system commands and ability to use at least one desktop application).

Network Integration Specialist™ is a trademark of NWD Systems (Vancouver) Inc.

**INFORMATION TECHNOLOGY PROFESSIONAL PROGRAM (ITP)** **DTC \$20,500**

The Information Technology Professional (ITP) Program is a full-time, twelve-month interactive learning experience that includes a three-month work term. ITP is designed for post-secondary graduates, from any field of study, who are interested in pursuing rewarding careers within the rapidly expanding information technology sector. Delivering a fast-paced, current and relevant curriculum, ITP focuses on technical training, business applications, and business development skills. During the entire 12 months of the program, students run a simulated business, 'The Millennium Corporation', and utilize their business and interpersonal skills learned during their time at ITP.

ITP prides itself on the dynamic array of curriculum that is presented to students. Business, interpersonal, communication, technical and vendor certified courses are always changing, thus, so is our curriculum. Some ITP courses include: MCSE Curriculum, Lotus Development, Novell Administration, JavaScript, HTML, MS Office, MS Project, FrontPage, Project Management, Business Improvement, Presentation Skills, Writing Skills, Marketing, ISO 9000, Financial Management among others.

Classes are held Mondays to Fridays from 0830 in the morning to 1630 in the afternoon at the BCIT Downtown Campus (555 Seymour Street, Vancouver, BC).

Scheduled intakes for the ITP program: April 4, 2000 and September 2000.

#### Admission Requirements:

- English 12 (C+ or better) or its equivalent;
- \*Post secondary graduate (either a college diploma or a university degree from a recognized institution) from any discipline;
- Successful applicants will be required to undergo a selection interview process with the Facilitator or Site Manager, prior to acceptance into the program.

\* Applicants who have attained their diploma or degree outside of Canada are required to have their diploma or degree assessed by ICES (International Credential Evaluation Service) as part of the application process. Results of the assessment must be submitted as part of their application package.

For more information, please call (604) 412-7621

Or e-mail [kmorgan@itpmain.bcit.ca](mailto:kmorgan@itpmain.bcit.ca)

Please refer to our web site for complete details.

<http://itp.bcit.ca>

### DID YOU KNOW?

Computer Systems Technology Part-time Studies currently has eight separate certificate programs including associate certificates and a Diploma available on a part-time basis. To enhance student success, we will be offering a new, directed approach to the part-time CST Diploma, starting in September 2000.

This new method offers assistance to students to help organize their studies, provide guidance, special labs and guest speakers. Students will be shown how to obtain the CST Diploma on a part-time basis in just over four years. This is normally a two-year full time program. For more information, please check the following web site and attend an information session.

[www.itnow.bcit.ca](http://www.itnow.bcit.ca)

## WHO'S WHO

### TRADES PROGRAMS

Carpentry, John Eliason	(604) 432-8678
Construction Safety Officer, Kal Klasen	(604) 412-7515
Drafting, Gary Cullen	(604) 432-8626
Joinery / CNC Joinery, Dave Stimson	(604) 432-989
Painting/Drywall/Glazing, Dave Lick	(604) 432-8694
Plumbing / Gasfitting, Dave Bowles	(604) 432-8420
Scenic Carpenter, Kal Klasen	(604) 412-7515
Sheet Metal Working, Ted Kondo	(604) 432-8242
Snow Board Technician, Kal Klasen	(604) 412-7515
Steel Trades, Kevin Neustaedter	(604) 451-6833
Welding, Brian Finnie	(604) 432-8203
Nancy Naylor, Program Assistant	(604) 432-8556
Paula Rossetti, Program Assistant	(604) 412-7564
Canadian Housing & Construction Centre	
Wayne Stevens	(604) 430-8854

### TECHNOLOGY PROGRAMS

- Building Engineering Technology, Construction Operations and Supervision Programs, Associate Certificate in Building Design & Architectural CADD, Associate Certificate in Building Construction Technology Certificate in Building Engineering Technology
- Beverly McQuarrie, Program Assistant (604) 432-8586
- Maureen Connelly, Part-time Studies Coordinator (604) 412-7477
- Civil & Structural Engineering Technology, Intermediate Certificate of Technology, Public Works Operations
- Bette Bayley, Program Assistant (604) 432-8521
- David Wong, Part-time Studies Coordinator (604) 451-6969

### DEGREE PROGRAMS

- Construction Management (B. Tech.)
- Mary Sadowski, Acting Program Assistant (604) 412-7469
- Lorne Sampson, (Interim) program head (604) 432-8344
- Construction Management (MSc)
- Phil Cunningham, Program Administrator (604) 451-6871
- Environmental Engineering (B. Tech.)
- Cathie Aspden, Program Assistant (604) 451-6906
- Lorne Sampson, program head (604) 432-8344

## WHAT'S NEW IN CONSTRUCTION TRADES

- Snowboarders! Check the new Service Technician course
- Construction Safety Officer - look courses available

### TECHNOLOGIES

- Building Engineering Technology:**
- New Cad/computer lab tutorial sessions being offered on Saturday's
  - Associate Certificate programs - new courses now available
  - Intermediate Certificate of Technology being phased out
  - Certificate in Building Engineering Technology - new course requirements
  - Prior Learning Assessment and Recognition - assessment process for individuals to gain academic credit for previously unrecognized education/training or experience (Construction Operations and Supervision programs)

### DEGREES

- Environmental Engineering (Bachelor of Technology):**
- Check out the new web site: [www.eng.bcit.ca/enviro/home](http://www.eng.bcit.ca/enviro/home)
- Construction Management (Bachelor of Technology):**
- New courses available starting this Spring
  - Look for the new BLDD 6020/30 courses relating to Project Mgt for Building Construction.
- Construction Management by Distance Learning (Master of Science):**
- Inquire for the September 2000 intake.

## FREE INFORMATION SESSIONS

### CONSTRUCTION PROGRAMS

#### General Information Session

If you are interested in exploring a career, or wanting to attend a full-time trades or technology program, then please come and join us at this free information session. Representatives from all of our program areas (see list of Who's Who above) will be available to answer any of your questions. Whether you are considering upgrading your current skills and competencies or starting afresh, come and explore the range of choices you have.

Date: March 8th, Time: 1800 - 2000hrs  
 Location: BCIT Burnaby Campus, Building SE2, Town Square A&B

If you wish to attend, please call (604) 451-6735 (or [inforeg@bcit.ca](mailto:inforeg@bcit.ca)) to reserve a seat.

### CONSTRUCTION TRADES PROGRAMS

430-8854 wayne\_stevens@bcit.ca

BCIT offers a variety of construction trades programs. You are invited to attend one of the following Information Sessions that will provide you with a better understanding of the following construction programs: Boilermaking, Carpentry, Drafting Ironworking, Joinery, Painting & Decorating, Drywall, Plumbing, Sheet Metal Working, Steamfitting, Steel Fabricating, and Welding. Topics covered will include content and scope of programs, entrance requirements, career options and information on the Provincial Apprenticeship program. A question and answer period will follow.

Dates: April 3, Sept 11, June 5, Oct 2, Dec 4

Location: BCIT Burnaby Campus, Building NW5

Time: 1800 - 2000hrs (6:30-8:00p.m.)

If you wish to attend, please contact Wayne Stevens at (604) 430-8854 to reserve a seat.

### CONSTRUCTION OPERATIONS AND SUPERVISION PROGRAMS

432-8586 bmcquarr@bcit.ca

You are invited to attend one of the following Information Sessions so that you may better understand the content and scope of the program, entrance requirements and scheduling of courses. A question and answer session will follow. Attendance at one of these sessions is mandatory before the formal interview.

Dates: March 8 (6:00 p.m.), April 5 (6:00 p.m.), August 28th (16:30 hrs)

Location: BCIT Burnaby Campus, Building SW1, Room 1125

Time: Note earlier start time for the presentation in August.

If you wish to attend, please contact Beverly McQuarrie at (604) 432-8586 to reserve a seat.

### ASSOCIATE CERTIFICATES IN BUILDING ENGINEERING TECHNOLOGY

432-8586 bmcquarr@bcit.ca

- Information Sessions to outline our new programs
- Associate Certificate in Building Design and Architectural CADD,
- Associate Certificate in Building Construction Technology, and
- Certificate in Building Engineering Technology

Program representatives will be on the following occasions to discuss entrance requirements and course scheduling.

Dates: March 22, August 28

Location: BCIT Burnaby Campus, Building SW1, Room 1125

Times: 18:00 hrs (6:00 p.m.)

If you wish to attend, please contact Beverly McQuarrie at (604) 432-8586 to reserve a seat.

### BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT

(604) 412-7469 mary\_sadowski@bcit.ca (604) 451-6871

The Construction Management department invites you to attend one of the following Information Sessions so that you may better understand the content and scope of the program, entrance requirements and scheduling of courses. A question and answer session will follow. Attendance at one of these sessions is mandatory before the formal interview.

Dates: March 8, April 5, June 5, August 21

Location: BCIT Burnaby Campus, Building SW1, Room 1125

Times: 1930 - 2100hrs (7:30 p.m. - 9:30 p.m.)

If you wish to attend, please contact Mary Sadowski at (604) 412-7469 to reserve a seat.

### BACHELOR OF TECHNOLOGY IN ENVIRONMENTAL ENGINEERING

(604) 451-6906 cathie\_aspden@bcit.ca (604) 432-8344

The Environmental Engineering department invites anyone interested in pursuing a Bachelor of Technology in Environmental Engineering to attend one of our Information Sessions. Program content and study modes will be discussed.

Dates: May 10, August 16, November 15

Location: BCIT Burnaby Campus, Building SW1, Room 1205

Times: 1830 - 2000hrs (6:30 p.m. - 8:00 p.m.)

If you wish to attend, please contact Cathie Aspden at (604) 451-6906 to reserve a seat.

## CARPENTRY

(604) 432-8678 jeliassen@bcit.ca

### CARP 0100 CARPENTRY CQ REFRESHER

Prepares participants for the Carpenter Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 4 Tue/Thr 1830-2130 10 wks BBY CRN 20699

### CARP 0110 BLUEPRINT READING FOR CARPENTRY

Introduces students to development of drawings, visualization and gradual understanding of orthographic and isometric drawings as applied to the construction industry. Topics will include terminology, abbreviations, symbols, conventions and the language of linework. Also included are reading typical residential and commercial drawings which include site plans, foundation and floor plans, elevations, cross sections and details. Architectural, structural and mechanical drawing will be covered with a focus on cross-referencing and understanding the application of specification language.

Apr 18 Tue/Thr 1830-2130 6 wks BBY CRN 28462

## DRAFTING

(604) 432-8626 gcullen@bcit.ca

### DRFT 1010 CORE DRAFTING

Provides a foundation in basic drafting in orthographic and isometric projections, imperial/metric scales, plane geometry, lettering/linework, dimensioning, section and auxiliary view and equipment use. This course is required and provides 3 credits towards a certificate in any of the four regular full-time drafting courses (Architectural, Civil, Structural, and Mechanical). (3 credits)

Apr 10 Mon/Wed 1830-2130 7.5 wks BBY CRN 27569  
 Apr 11 Tue/Thr 1830-2130 7.5 wks BBY 27626

### DRFT 1110 CAD 1

Introduces the use of computer as a tool in drafting using AutoCAD Ver. 14. Includes the basic operations, commands, layout techniques and plotting processes used in a drafting office.

Apr 11 Tue/Thr 1830-2130 7.5 wks BBY CRN 28471

### DRFT 0102 DRAFTING 2

Expands on the basic drafting course and allows students to progress into their drafting specialty. Prerequisite: DRFT 1010.

Apr 10 Mon/Wed 1830-2130 7 wks BBY CRN 20820

## GLAZING

(604) 432-8694 dlick@bcit.ca

### GLAZ 0105 BLUEPRINT READING FOR GLAZIERS

Assists glaziers to improve their understanding of blueprints as applied specifically to the glazing trade. Intensive use of architectural drawings and shop drawings will give individual glaziers more confidence and a more complete understanding of blueprint reading.

Apr 25 Tue/Thr 1800-2100 3 wks BBY CRN 28463

## IRONWORKER

(604) 451-6833 kneustaedter@bcit.ca

### REDUCED IWKR 0115 PRACTICAL RE-BAR PLACING

Introduces re-bar placing wall structures, columns and beams, concrete clearance and ties. Experience in construction is helpful but not mandatory. CSA approved work boots with steel toes are required.

Apr 15 Sat 0800-1300 6 wks BBY CRN 23607

## JOINERY

(604) 451-7168 dstimson@bcit.ca

### JOIN 0102 BASIC CABINETMAKING

Learn basic cabinetmaking. Covers how to use hand tools, power tools, routers and templates; layout; basic joints used in wood construction, construction methods, assembling with glue and preparations for finishing. During the second half of the course, students will be working on a small project of their own choice. CSA approved work boots with steel toes are required.

Apr 1 Sat 0830-1430 5 wks BBY CRN 27447

### JOIN 0215 BIESSE OPERATOR/PROGRAMMER

Prepares the student to use and program a Biesse machining centre. Explains set-up and operation of the machine as well as basic programming, jigs, maintenance and troubleshooting. The machine used in this course has an XNC controller. Prerequisite: Prior computer experience.

May 1 Mon-Fri 0730-1530 1 wk BBY CRN 27085

### NEW JOIN 0217 BIESSE PROGRAMMER

Builds on the skills acquired in JOIN 0215. Emphasis is on programming drilling and routing operations using the XNC controller software. Students will gain proficiency with sub-programs and parametric programming. Objective is to increase productivity by providing the programming knowledge to expand equipment use. Prerequisite: JOIN 0215 or prior experience.

Jun 5 Mon-Fri 0730-1430 1 wk BBY CRN 28460

### NEW JOIN 0219 MORBIDELLI OPERATOR/PROGRAMMER

Prepares the student to use and program a Morbidelli machining centre. Explains set-up and operation of the machine as well as basic programming, jigs, maintenance and troubleshooting. This course is suitable for operators of machines using TRAI, XILOG or KVARA controller software. Prerequisite: Prior computer experience.

May 8 Mon-Fri 0730-1530 1 wk BBY CRN 28461

### JOIN 0225 ASPAN CAD/CAM

Focuses on the Morbidelli "Aspan" CAD/CAM software. Part drawing and program generation using Aspan is for those who wish to make full use of this manufacturer's package. Prerequisite: JOIN 0219, JOIN 0220, or Morbidelli experience recommended. Prior CAD experience would be an asset.

May 2 Tue/Thr 1800-2100 5 wks BBY CRN 27708





## PAINTING AND DECORATING

(604) 432-8694

dlick@bcit.ca

### PDEC 0100 BBY \$470 PAINTING/DECORATING CQ REFRESHER

Prepares participants for the Painter and Decorator Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half year's experience in the trade.

Apr 11 Tue/Thr 1800-2100 10 wks BBY CRN 20713

### PDEC 0150 BBY \$398 MOTION PICTURE SET PAINTING

Intensive hands-on workshop of painting methods and special techniques required for employment in the television, theatre, and motion picture industry. Very valuable to the commercial or decorative painter. Successful participants may apply for permit status to the Motion Picture Studio Production Technicians, Local 891 (I.A.T.S.E.). Prerequisite: Journeyman status or graduate from BCIT pre-employment Painting and Decorating program or 5 years experience in commercial, artistic, or entertainment painting.

Apr 15 Sat 0800-1600 7 wks BBY CRN 28223

## PIPING

(604) 432-8420

dbowles@bcit.ca

Most piping courses require textbooks available at the BCIT Bookstore.

### PPGS 0105 BBY \$437 CROSS CONNECTION CONTROL

Teaches cross connection control to those involved in the installation and maintenance of back flow pollution prevention devices for domestic water supply. Prerequisite for Cross Connection examination: Water Purveyor (Municipal Employees), Journeyman or Apprentice Plumbers, Steamfitters or Sprinklerfitters, Civil or Mechanical Engineer, Manufacturer's Agent, Irrigation-related Personnel, or Public Health Official. There will be an additional fee to write the AWWA Cross Connection Control Certification examination.

May 8 Mon-Fri 0730-1630 1 wk BBY CRN 28209

### PPGS 0200 \$810 INDUSTRIAL GAS FITTER (A LICENSE)

Please turn to Distance Education on page 41 for details.

### PPGS 0110 BBY \$570 GAS FITTER B PROGRAM

Prepares students to write the examination for a Gas Fitter B License and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. Provincial Class B examination fee is additional. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required and recommended before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration.

Apr 17 Mon/Wed 1830-2130 14 wks BBY CRN 26906

### PPGS 0250 \$810 DOMESTIC COMMERCIAL GAS FITTER (B LICENSE)

Please turn to Distance Education on page 41 for details.

### PPGS 0120 BBY \$570 GAS FITTER C PROGRAM

Prepares students to write the exam to qualify for Gas Fitter C License and is a requirement of the Ministry of Municipal Affairs, Gas Safety Branch. Provincial Class C examination fee is additional.

Apr 17 Mon/Wed 1830-2130 14 wks BBY CRN 27451

### PPGS 0140 BBY \$305 HYDRONIC SYSTEMS DESIGN

Trains those working with hot water heating to properly design a residential hot water heating system to meet the guidelines established by the Residential Hot Water Heating Association of BC. After successful completion of the Certification Exam, students can, for a fee, register with the RHWHA as being Certified in Hydronic Systems Design. Prerequisite: Should be working with residential hot water heating systems or a related field.

Apr 10 Mon-Fri 0730-1630 1 wk BBY CRN 27453

### TELX 0119 BBY \$425 ELECTRICAL FUNDAMENTALS FOR PIPING TRADES

Designed for the piping tradesperson as a prerequisite to the hydronic and furnace servicing courses. Provides hands-on training in the use of multi-meters, interpretation of control drawings and schematics, and troubleshooting component failures and of control drawings and schematics, and troubleshooting component failures and control circuits. Prerequisite: Students should be actively working in the piping trades.

Apr 10 Mon/Wed 1820-2130 6wks BBY CRN 27262

## SAFETY TRADES

(604) 432-8556

nnaylor@bcit.ca

### CNST 0105 BBY \$129 INDUSTRIAL RIGGING BASIC

Introduces safe rigging practices and working loads, chokers, shackles, chains, hooks, rigging calculations, hand signals, WCB regulations, hoisting with mobile crane, knots and hitches, and handrigging. CSA approved work boots with steel toes required.

Apr 18 Tue/Thr 1900-2130 3 wks BBY CRN 25046

### CNST 0121 BBY \$62 FALL ARREST TRAINING

This course reviews all aspects of fall protection as it applies to the construction industry and in accordance with the recent changes in the Workers Compensation Board Occupational Health and Safety Regulations (1998). Course benefits principal and sub contractors and their employees. Students learn pre-planning requirements in addition to the proper application of fall protection systems, fall restraining systems, fall arrest systems and various personal fall protection systems. Reviews various approved anchors that meet CSA requirements and the correct use of full body harnesses in practical situations. CSA approved safety boots with steel toes and safety glasses are required.

May 13 Sat 0900-1500 1 day BBY CRN 28464

### CNST 0125 BBY \$62 CONFINED SPACE ENTRY

Course covers the mandatory requirements of the Workers Compensation Board Occupational Health and Safety Regulations (1998). Topics include approved lockout procedures, work permit systems and the correct use of personal protective equipment. Suitable for all related construction trades involved with confined space access. Prerequisite: Minimum 1-year construction or trade related experience. CSA approved work boots with steel toes are required.

May 6 Sat 0900-1500 1 day BBY CRN 28465

### CNST 0126 BBY \$78 TRAFFIC CONTROL TRAINING

Traffic control training is a requirement in many public works jurisdictions including road maintenance, construction, and the movie production industry. Course covers theory and testing. Fee includes text and examination. CSA approved work boots with steel toes are required.

Apr 15 Sat 0900-1600 1 day BBY CRN 28466

May 20 Sat 0900-1600 1 day BBY 28467

Jun 17 Sat 0900-1600 1 day BBY 28468

### REDUCED CNST 0127 BBY \$185 SCAFFOLDING CONSTRUCTION AND ERECTION

Participants will learn to interpret regulations and safe working procedures in accordance with Workers' Compensation Board Health and Safety Regulations (1998). Participants, through both classroom and hands-on training will apply assembly procedures for three of the basic scaffold component families: end frame and cross-brace, tube and clamp (coupler), and system scaffolds. CSA approved safety boots with steel toes and safety glasses are required.

Apr 29 Sat 0900-1500 3 wks BBY CRN 28469

May 27 Sat 0900-1500 3 wks BBY 28470

For information about the Construction Safety Passport training, please refer to Welding section of this flyer.

## SHEET METAL

(604) 432-8242

tkondo@bcit.ca

### SMTL 0111 BBY \$239 LAYOUT AND FABRICATION

Provides instruction for layout and fabrication of round and rectangular ventilation fittings using a blend of conventional and short cut methods. Prerequisite: Sheet Metal Journeyman or Apprentice.

Apr 18 Tue/Thr 1830-2130 4 wks BBY CRN 23609

### SMTL 0121 BBY \$315 STAINLESS STEEL FABRICATING AND FINISHING BASIC

Introduces fabricating and finishing stainless projects. This basic hands-on course follows a shop project from start to finish. Prerequisite: Sheet Metal Journeyman or Apprentice.

Apr 18 Tue/Thr 1830-2130 4 wks BBY CRN 24933

### SMTL 0125 BBY \$165 QUALITY FIRST

Instructs how to produce a system for residential heating using forced air guidelines. Topics include heat loss calculations, select proper appliances, and duct sizing for residential heating. Prerequisite: Sheet Metal Journeyman or Apprentice.

May 16 Tue/Thr 1830-2130 2.5 wks BBY CRN 24935

### SMTL 0129 BBY \$264 GAS VENTING

This course is a requirement of the Ministry of Municipal Affairs Gas Safety Branch for those wishing to write the examination for the gas venting license. Course reviews the necessary requirements for sizing and installing as vents. Prerequisite: Must be the holder of a sheet Metal Trades Qualification.

Jun 1 Thr/Tue 1830-2130 4 wks BBY CRN 26838

## STEEL FABRICATION

(604) 451-6833

kneustoe@bcit.ca

### REDUCED STEL 0100 BBY \$276 STEEL FABRICATION CQ REFRESHER

Prepares participants for the Steel Fabrication Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Includes mathematics, plate development, print reading, codes and procedures, burning/welding, and layout/fitting. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an exam. Prerequisite: Minimum of six years experience in the trade.

Apr 15 Sat 0800-1300 8 wks BBY CRN 27461

### REDUCED STEL 0110 BBY \$254 STEEL FABRICATION (BASIC)

Focuses on math, pattern development, blueprint reading, welding and proper use of industrial machines. Typical steel fabrication project is followed from initial design to shop production. CSA approved work boots with steel toes required.

Apr 15 Sat 0800-1300 6 wks BBY CRN 20785

### STEL 0115 BBY \$208 BLUEPRINT READING FOR WELDERS AND STEEL FABRICATORS

Covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of steel fabrication. CSA approved steel toe work boots required.

Apr 15 Sat 0800-1300 6 BBY CRN 20787

### STEL 0131 BBY \$208 INTRODUCTION TO PRECISION FORMING

Course covers application of basic math and trigonometry to the trade for general use and layout of flat sheet patterns. Topics include the basics with lines types, orthographic projection, isometric views, section views, auxiliary views, dimensioning, symbols and abbreviations; weld symbols, assembly drawings, and blueprints.

Apr 15 Sat 0800-1300 6 wks BBY CRN 26118

### STEL 0180 BBY \$618 INTRODUCTION TO CNC THERMAL MACHINING

Learn to operate a CNC burning machine. Topics include adjusting oxy-fuel flame, plasma cutter, and loading shapes into CNC burning machine.

Apr 15 Sat 0800-1300 6 wks BBY CRN 28028

## WELDING

(604) 412-7407

(604) 412-7564

### WELD 0100 BBY \$323 INTER-PROVINCIAL UPGRADE

Refreshes theoretical knowledge in preparation for the Welding Inter-provincial Red Seal Endorsement examination. Pre-requisite: 4.5 years experience in the trade and a "B" level proficiency.

Apr 08 Sat 0830-1430 6 wks BBY CRN 27478

### WELD 0103 BBY \$332 OXYACETYLENE/BRAZE/ WELD/CUT

Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment. CSA approved steel-toed work boots and 100 per cent cotton coveralls are required.

Apr 08 Sat 0830-1330 6 wks BBY CRN 20788

Apr 18 Tue/Thr 1900-2200 5 wks BBY 28451

### WELD 0104 BBY \$327 SHIELDED METAL ARC WELDING BASIC

Stick welding for those who have previous knowledge of the basics and wish to work toward CWB or ASME structural or pressure procedures. Covers all position groove welding practices. CSA approved steel-toed work boots and 100 per cent cotton coveralls are required.

Apr 08 Sat 0830-1330 6 wks BBY CRN 20789

Apr 18 Tue/Thr 1900-2200 5 wks BBY 27476

### WELD 0106 BBY \$354 GAS METAL ARC WELDING BASIC

MIG welding covers different gases and transfers geared towards your specific needs, i.e. sheet metal, open root passes, production spray transfer. Includes heavy deposition welding with self-shielding and dual shield wire, set-up of equipment, maintenance, and use of related gases. CSA approved steel-toed work boots and 100 per cent cotton coveralls are required.

Apr 08 Sat 0830-1330 6 wks BBY CRN 20791

Apr 18 Tue/Thr 1900-2200 5 wks BBY 27477

### WELD 0110 BBY \$354 GAS TUNGSTEN ARC WELDING BASIC

Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of GTAW on mild steel, stainless steel and aluminum. CSA approved steel-toed work boots and 100 per cent cotton coveralls are required.

Apr 08 Sat 0830-1330 6 wks BBY CRN 20790

Apr 18 Tue/Thr 1900-2200 5 wks BBY 28452

### NEW WELD 0140 BBY \$108 CONSTRUCTION SAFETY PASSPORT

A one-day basic construction safety training course offered via CD-Rom. This training is mandatory for trades people working on the mega projects in Alberta but is also useful to construction workers in British Columbia.

CRN 28458

\* To schedule training and for registration information contact 412-7564

## HOBBY WELDING

(604) 412-7407

(604) 412-7564

### WELD 0120 BBY \$332 WELDING FOR THE ARTISAN

Presents a general interest course for those interested in artwork, furniture building and minor repair jobs around the home and shop. Particularly designed for the hobby enthusiast or cottage industries person. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.

Apr 08 Sat 0830-1330 6 wks BBY CRN 25100

Apr 18 Tue/Thr 1900-2200 5 wks BBY 28453

CONTINUED NEXT PAGE

## WELD 0126 BBY \$354

### MICROWIRE WELDING AND FLAME CUTTING

Welding for the person who owns or plans to purchase a small wire-feed welder. Learn before you buy or increase your skills. Oxy-cutting will also be covered. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.

Apr 08 Sat 0830-1330 6 wks BBY CRN 28454  
Apr 18 Tue/Thr 1900-2200 5 wks BBY 28455

## WELD 0128 BBY \$327

### STICK WELDING AND CUTTING

For the home welder that owns or plans to purchase basic arc welding and oxy-cutting equipment. Learn before you buy or increase your skills. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.

Apr 08 Sat 0830-1330 6 wks BBY CRN 28456  
Apr 18 Tue/Thr 1900-2200 5 wks BBY 28457

## BUILDING ENGINEERING TECHNOLOGY

(604) 432-8586

bmcquarr@bcit.ca

Building Engineering Technology Part Time Studies offers courses that reflect the requirements of the construction industry and the needs of the part-time learner. Programs are designed for individuals who have limited experience in the industry and for individuals who are employed in the industry and who require specific upgrading knowledge and skills. Programs consist of mandatory core courses with elective courses that accommodate the part time learner's goals and lead to the award of an Associate Certificate and the Certificate of Technology. All programs must be submitted to the Program advisor for approval by the technology department.

Courses have been designed to satisfy some of the academic requirements of the following organizations:

- ASTTBC Applied Science Technologists and Technicians of British Columbia
- BDIBC Building Designers Institute of British Columbia
- BIABC Building Inspectors Association of British Columbia
- IDIBC Interior Designers Institute of British Columbia
- QSSBC Quantity Surveyors Society of British Columbia

### WHAT'S NEW IN BUILDING ENGINEERING TECHNOLOGY

- Note the name change from Building Technology in the School of Engineering to Building Engineering Technology in the BCIT Construction Group. The Part-time Studies Construction Group offers programs in Trade certification, Certificates of Technologies, and a Bachelor Degree in Construction Management.
- We are pleased to offer two new Associate Certificate programs, Building Design and Architectural CAD and Building Construction Technology.
- The Certificate in Building Engineering Technology has been revised to meet the industry's continual growth and changing technology. Industry current courses in computers and building envelope performance highlight the revisions to program content.
- The Intermediate Certificate in Technology (ICOT) is no longer being offered. Students on a previously approved program of studies must complete all requirements by June 2001 in order to receive the Intermediate Certificate.
- If you are currently enrolled in an approved program of studies your credits may be applied to the new certificate programs in Building Engineering Technology.
- Some BLDG courses have been replaced with courses of similar content and listed as BLDC courses. Part-time Studies courses listed as BLDC have been developed to align content with first year courses in the full-time diploma program in Building Engineering Technology. Course credits may now be granted to students transferring to the full-time program on an individual basis.
- For individuals with work experience in the construction industry, Prior Learning Assessment and Recognition (PLAR) is now available to students in the Construction Operations Program. See program information.
- We are publishing a projected course offering for the upcoming fall and winter terms to assist you to plan your academic year.

### PROGRAMS OF STUDY

- Statement of Completion in Construction Operations
- Associate Certificate in Construction Supervision
- Associate Certificate in Building Design and Architectural CAD
- Associate Certificate in Building Construction Technology
- Certificate in Building Engineering Technology
- Certified Property Inspector courses - ASTTBC certification
- Courses for professional development
- Non Credit - interest courses

### Construction Operations - Statement of Completion

BCIT and the Vancouver Regional Construction Association (VRCA) have teamed up to offer a multi-level, part time studies training program for people who wish to enter the construction industry and for people already in the industry who wish to enhance their career potential. The Construction Operations program is open to anyone, subject to minimum entrance requirements (Grade 10) and is specifically designed to accommodate individuals with a trade background. Attendance at an Information Session is required.

REQUIREMENTS	CREDITS
BLDT 1010 Applied Construction Mathematics	3
BLDT 1020 Construction Drawings	2
BLDT 1030 Site Processes in Construction	2
BLDT 1040 Basic Estimating with Computer Applications	2
BLDT 1050 Technical Writing and Communication Skills	3
BLDT 1060 Basic Management Skills	2
BLDT 1070 Construction Ethics and Site Safety	0.5
BLDT 1080 Basic Environmental Considerations	0.5
<b>Total Credits Required</b>	<b>15</b>

## CONSTRUCTION SUPERVISION -

### ASSOCIATE CERTIFICATE

The Construction Supervision Program is open to individuals who have completed the Construction Operations program and to individuals who receive departmental approval for direct entry. Registration in the full program requires an interview and departmental approval.

REQUIREMENTS	CREDITS
Statement of Completion in Construction Operations	15
BLDT 2010 Construction Documents and Contracts	3
BLDT 2020 Basic Project Management Skills	3
BLDT 2030 Technical Writing/Interpersonal Skills	3
BLDT 2041 Basic Construction Design Principles 1	3
BLDT 2042 Basic Construction Design Principles 2	3
BLDT 2050 Construction Materials and Assemblies	2
BLDT 2060 Computer Applications in Construction	2
BLDT 2070 Safety Legislation	0.5
BLDT 2080 Environmental Legislation	0.5
<b>Total Credits Required</b>	<b>35.0</b>

### Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition (PLAR) is now available to students in the Construction Operations and Construction Supervision Programs. This program's PLAR framework helps adults gain academic credit for previously unrecognized education/training or experience in the Construction Industry. PLAR must be completed before the course begins. It is mandatory for candidates to attend an Information Session.

## ASSOCIATE CERTIFICATE IN BUILDING DESIGN AND ARCHITECTURAL CAD

This new Associate Certificate program is designed to provide students with a competency skill level for working in the field of housing design and presentation graphics. Recommended to individuals who want to advance in their careers or are currently working in home design offices, material suppliers, retail, real estate marketing and municipal offices. All credits earned may be applied to the Certificate in Building Engineering Technology.

REQUIREMENTS	CREDITS
BLDC 1000 Architectural Graphics	3
BLDC 1200 Construction 1A	3
BLDC 2000 Architectural Planning 1	3
BLDC 2005 Architectural Planning 2	3
BLDC 2400 Architectural CAD 1	3
BLDC 2405 Architectural CAD 2	3
Electives	3
<b>Total Credits Required</b>	<b>21</b>

## ASSOCIATE CERTIFICATE IN BUILDING CONSTRUCTION TECHNOLOGY

This new Associate Certificate program is designed to provide students with a competency skill level for working in the field of housing and small building design and construction. Recommended to individuals, who want to advance in their careers or are currently working in design/build offices, working with construction documents, material suppliers and installers, estimating, and municipal offices. All credits earned may be applied to the Certificate in Building Engineering Technology.

### Certificate Program Courses

APRIL 2000	SEPTEMBER 2000	JANUARY 2001
BLDC 1300	BLDC 1000	BLDC 1050
BLDC 1500	BLDC 1200	BLDC 1205
BLDC 2005	BLDC 1300	BLDC 1500
BLDC 2050	BLDC 1500	BLDC 2000
BLDC 2400	BLDC 2200	BLDC 2300
BLDC 2405	BLDC 2205	BLDC 2400
BLDC 3050	BLDC 2400	BLDC 2405
	BLDG 2405	BLDC 3050
	BLDG 3050	
BLDG 2915	BLDG 2915	BLDG 2915
BLDG 2925	BLDG 2925	BLDG 2925
BLDG 2935	BLDG 2935	BLDG 2935
BLDG 2945	BLDG 2945	BLDG 2945
BLDT 1030	BLDT 1010	BLDT 1010
BLDT 1040	BLDT 1020	BLDT 1020
BLDT 1060	BLDT 1030	BLDT 1040
BLDT 1080	BLDT 1050	BLDT 1050
		BLDT 1060
		BLDT 1070
BLDT 2030	BLDT 2010	BLDT 2010
BLDT 2042	BLDT 2020	BLDT 2041
BLDT 2050	BLDT 2060	BLDT 2050
BLDT 2070		BLDT 2060
BLDT 2080		
	<b>ELECTIVES</b>	
BLDG 3840	BLDG 1820	BLDG 1820
	BLDG 2860	BLDG 1825
	BLDG 2865	BLDG 2860
	BLDG 3840	BLDG 2865

For required courses in Civil, Communications, and Mathematics see course offerings under appropriate department listing.

### NON CREDIT COURSES

BLDG 0001	BLDG 0001	BLDG 0001
BLDG 0002	BLDG 0008	BLDG 0008

\* Register Early!! BCIT's new cancellation policy will provide five business days notice of a course being cancelled. Please register early to try to avoid cancellation of courses.

\* This part-time Studies course flyer is published for information only and is subject to change.

## REQUIREMENTS

BLDC 1050	Material and Methods 1	3
BLDC 1200	Construction 1A	3
BLDC 1205	Construction 1B	3
BLDC 1300	Estimating 1	3
BLDC 1500	Building Code: Part 9 (SFD)	3
BLDC 2050	Material and Methods 2	3
	Electives	3
<b>Total Credits Required</b>		<b>21</b>

## CERTIFICATE IN BUILDING

### ENGINEERING TECHNOLOGY

The requirements for the Certificate in Building Engineering Technology have been revised starting September 1999 to meet the industry's continual growth and changing technology. If you are currently enrolled in an approved program of studies your credits may be applied to the new certificate programs. Recommended to individuals who want to advance in their careers or are currently working in design / build offices for homes and small commercial projects, material suppliers and installers, estimating, and real estate marketing, property management and municipal offices. Part-time Studies courses listed as BLDC have been developed to align content with first year courses in the full-time Diploma Program in Building Engineering Technology. Course credits may now be granted to students on an individual basis transferring to two-year full time Diploma Program.

REQUIREMENTS	CREDITS
BLDC 1000 Architectural Graphics	3
BLDC 2000 Architectural Planning 1	3
BLDC 2005 Architectural Planning 2	3
BLDC 1500 Building Code: Part 9 (SFD)	3
BLDC 1200 Construction 1A	3
BLDC 1205 Construction 1B	3
BLDC 2200 Construction 2A	4.5
BLDC 2205 Construction 2B	4.5
BLDC 2400 Architectural CAD 1	3
BLDC 2405 Architectural CAD 2	3
BLDC 1300 Estimating 1	3
BLDC 2300 Estimating 2	3
BLDC 1050 Materials and Methods 1	3
BLDC 2050 Materials and Methods 2	3
BLDC 3050 Building Envelope Performance	3
BLDT 2010 Construction Documents and Contracts	3
COMM 1103 Intro to Business and Technical Communications	3
MATH 1011 Trigonometry	3
MATH 1012 Analytical Geometry and Logarithms	3
CIVL 1000 Statics	6
Electives	9
<b>Total Credits Required</b>	<b>75</b>

### RECOMMENDED ELECTIVES:

BLDG 1820	BC Building Code: Part 3 General	4.5
BLDG 1825	BC Building Code: Part 9 Multi Unit	3
BLDG 2860	VectorWorks 1	1.5
BLDG 2865	VectorWorks 2	1.5
BLDG 3760	Pricing and Bidding	3
BLDG 3840	Computer Construction Estimating	3



## HOUSE INSPECTION COURSES

BCIT in cooperation with the Applied Science Technologists and Technicians of BC

(ASTTBC), offers a series of courses in the house and property inspection field. BCIT offers the following courses that meet the academic requirements of ASTTBC for the Certified Home Inspector (CHI) and Certified Property Inspector (CPI) designations. A final grade of 70 percent in each course is required by ASTTBC. For information on requirements for certification, please contact: ASTTBC, Tel: (604) 585-2788, or e-mail techinfo@asttbc.org.

BLDG 2915	House Inspection 1
BLDG 2925	House Inspection 2
BLDG 2935	House Inspection 3: Report Writing
BLDG 2945	House Inspection 4: Field Inspection

## NON CREDIT COURSE OFFERINGS

### IN BUILDING TECHNOLOGY

BLDG 0001	Building Your Own House	6 weeks
BLDG 0008	Residential Landscape Design	6 weeks

### Courses Offered

<b>BLDC 1300</b>	<b>BBY \$285</b>
<b>ESTIMATING 1</b>	
Introduces the student to reading construction drawings and specification and the measurement of construction work. Specific study of methods of measurement techniques applicable to sitework, concrete and masonry. (3 credits)	
Apr 13	Thr 1845-2145 12 wks BBY CRN 28701

<b>BLDC 1500</b>	<b>BBY \$285</b>
<b>BC BUILDING CODE: PART 9 (SFD)</b>	

Provides a working knowledge of Part 9 of the 1998 B.C. Building Code. Prepares students to check plans, inspect buildings and deal with questions relating to Part 9. Covers acceptable materials, systems and methods used in housing construction. Students must bring B.C. Building Code text to the first class. (3 credits)

Apr 12	Wed 1845-2145 12 wks BBY CRN 28712
Note: Students who wish to write the B.O.A.B.C. Level 1 Certification exam should register for either BLDC1500, listed above, or TSDA1810, listed in the Engineering Technology Distance Education section of this flyer. Contact Roz Hobbs, 270-9516 at B.O.A.B.C. to determine eligibility and to schedule an examination.	

<b>BLDC 2005</b>	<b>BBY \$285</b>
<b>ARCHITECTURAL PLANNING 2</b>	

Introduces municipal policies and regulations, which govern property development. Emphasis is placed on zoning and parking by-laws and their impact on types of uses and building size. Presents the development permit application process. Prerequisite: BLDC 2000. (3 credits)

Apr 11	Tue 1845-2145 12 wks BBY CRN 28702
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**BLDC 2050 BBY \$285**

**MATERIALS AND METHODS 2**  
Continues from BLDC 1050 acquainting students with the manufacturing process of various materials and emphasizing the methods in which they are implemented in a construction project. Div 7 to 16 of Masterformat. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 28703

**BLDC 2400 BBY \$445**

**ARCHITECTURAL CAD 1**  
Introduces CAD for Architects, building designers and builders. Designed to familiarize the student with the operation of AutoCAD in the architectural environment utilizing the most recent release of the software. Prerequisite: BLDC 1000 or BLDG 1700 and familiarity with Windows 95. (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 28704

**BLDC 2405 BBY \$445**

**ARCHITECTURAL CAD 2**  
Continues from BLDC 2400 utilizing the most recent release of the software. Emphasis is on application of software in production of drawings for presentation, development and building permits, and working drawings. Prerequisite: BLDC 2400 or BLDG 2840 (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 28709

**BLDC 3050 BBY \$285**

**BUILDING ENVELOPE PERFORMANCE**  
Overview of design and construction considerations for a durable building enclosure. Covers evaluation of assemblies, cladding and windows for thermal, moisture and wind resistance; correct application of air, moisture and vapour barriers for pressure equalized rainscreens and face-sealed systems. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 28710

**BLDG 0001 BBY \$172**

**BUILDING YOUR OWN HOUSE**  
Demonstrates how to build your house within a budget. Beginning with site and design selection, the participant is guided through the permit, budget and construction process. Also covers various contracting alternatives and selection of trade contractors. This course will be of interest to property owners and first time house builders.

Apr 13 Thr 1845-2145 5 wks BBY CRN 23851

Note: BLDG 0001 (23851) also includes a field trip, To be announced

May 18 Thr 1845-2145 5 wks BBY CRN 26856

Note: BLDG 0001 (26856) also includes a field trip, To be announced

**BLDG 0002 BBY \$175**

**HOUSE RENOVATIONS**  
Covers the basic requirements for starting a home renovation. Who is involved? How to begin? Where can we add floor area to a house? When will it be finished? Cost? This course consists of 5 classes and a field trip. Prerequisite: Some familiarity of house construction.

Apr 19 Wed 1845-2145 6 wks BBY CRN 24836



**HOUSE INSPECTION COURSES**

BCIT in cooperation with the ASTTBC, offers a series of courses in the house and property inspection field. BCIT offers the following courses that meet the academic requirements of ASTTBC for the Certified Home Inspector (CHI) and Certified Property Inspector (CPI) designations. A final grade of 70 percent in each course is required by ASTTBC. For information on requirements for certification, please contact: ASTTBC, Tel: (604) 585-2788, or e-mail [techinfo@asttbc.org](mailto:techinfo@asttbc.org).

**BLDG 2915 BBY \$458**

**HOUSE INSPECTION 1**  
Provides practical and theoretical information required to inspect existing houses for visible defects. It is the first of a series of courses that meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for their Certification. Prerequisite: An understanding and general knowledge of house construction. (3 credits)

Apr 11 Tue/Thr 1845-2145 6 wks BBY CRN 20935

**BLDG 2925 BBY \$506**

**HOUSE INSPECTION 2**  
Demonstrates how to analyze the major components/systems in built houses, with special emphasis on identification of problems inherent in these systems. Includes a field trip. Prerequisite: BLDG 2915 and knowledge of components/systems in houses and Part 9 of the B.C. Building Code. (3 credits)

May 23 Tue/Thr 1845-2145 6 wks BBY CRN 26469

**BLDG 2935 BBY \$291**

**HOUSE INSPECTION 3: REPORT WRITING**  
Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures, and house inspection reports. Prerequisite: English 12 or equivalent. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 27261

**BLDG 2945 BBY \$610**

**HOUSE INSPECTION 4: FIELD INSPECTION**  
Provides students with practical experience in conducting house inspections. Includes five field trips to conduct inspections, each followed by a classroom session to review inspections. Prerequisite: BLDG 2915, BLDG 2925 and BLDG 2935 (BLDG 2936) with a final grade of 70 per cent in each course. (3 credits)

Apr 10 Mon/Wed 1845-2145 5 wks BBY CRN 26862  
Jul 10 Mon-Fri 0900-1630 1 wk BBY 28711

For specific information on requirements on becoming certified, please contact ASTTBC, Tel: (604) 585-2788, or e-mail [techinfo@asttbc.org](mailto:techinfo@asttbc.org).

**BLDG 3840 BBY \$424**

**COMPUTER CONSTRUCTION ESTIMATING**  
Covers measurement and pricing of construction work using TIMBERLINE Precision Estimating Software. Includes "take-off" procedures, building databases and designing simple work packages. Prerequisite: BLDG 1760 or construction estimating experience with departmental approval. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 20939

**BLDT 1030 BBY \$191**

**SITE PROCESSES IN CONSTRUCTION**  
Enables students who successfully complete this course to: identify and layout the site general requirements; understand the basic contractual and organizational arrangements of a typical construction project; undertake in the planning for the efficient management of a construction site in the areas of material procurement, equipment selection, layout and scheduling. Prerequisite: Grade 10 English and Grade 10 Math or preapproved program. (2 credits)

Apr 12 Wed 1845-2145 9 wks BBY CRN 28694

**BLDT 1040 BBY \$150**

**BASIC ESTIMATING WITH COMPUTER APPLICATIONS**  
Covers basic components and requirements for sound estimating procedure, emphasizing method and accuracy and using the spread sheet format to take off quantities and applying material and labour prices. Overview of various contracts as they pertain to lump sum and unit pricing. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program. (2 credits)

Apr 11 Tue 1845-2145 7 wks BBY CRN 24842

**BLDT 1060 BBY \$150**

**BASIC MANAGEMENT SKILLS**  
This entry level course covers basic management skills for construction site supervision. It is intended to assist students to develop skills and attributes necessary to attain the goal of becoming an effective manager. Through interactive learning, participants will gain understanding of the dynamics and processes of: teamwork, decision making, leadership, managing change and conflict resolution in the construction contracting environment. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program. (2 credits)

May 1 Mon 1845-2145 7 wks BBY CRN 27500

**BLDT 1080 BBY \$70**

**BASIC ENVIRONMENTAL CONSIDERATIONS**  
Upon completion of this course students will be able to identify the provincial and local government agencies having jurisdiction over site assessments, the process of standard practice in Phases I, II and III; develop an on site method to control construction waste. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program. (0.5 credit)

Apr 13 Thr 1845-2145 3 wks BBY CRN 24834

**BLDT 2030 BBY \$280**

**TECHNICAL WRITING/INTERPERSONAL SKILLS**  
Continues from BLDT 1050. Further development of writing skills required in the construction industry as well as basic instruction in interpersonal skills and human relations. Prerequisite: Successful completion of Construction Operations program or department approval. (3 credits)

Apr 6 Thr 1845-2145 13 wks BBY CRN 26071

**BLDT 2042 BBY \$285**

**BASIC CONSTRUCTION DESIGN PRINCIPLES 2**  
Continues from BLDT 2041. Instructs students in basic design principles of statics. These principles will then be applied to different modes of construction, earthworks, formwork and concrete. Prerequisite: Successful completion of Construction Operations program or department approval and BLDT 2041. (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 28696

**BLDT 2050 BBY \$230**

**CONSTRUCTION MATERIALS AND ASSEMBLIES**  
An introductory course that acquaints students with materials and assemblies encountered in project work from Divisions 1 through 10. Reviews the physical properties of the materials, how these properties are implemented in the construction project, selection, handling, and purchasing materials as part of the project technical/management team. Prerequisite: Successful completion of Construction Operations program or department approval. (2 credits)

Apr 18 Tue 1845-2145 10 wks BBY CRN 28698

**BLDT 2070 BBY \$90**

**SAFETY LEGISLATION**  
Builds on BLDT 1070 and further defines the contractor's and owner's role in construction as it pertains to site safety and accident prevention. Prerequisite: Successful completion of Construction Operations program or department approval. (0.5 credit)

May 4 Thr 1845-2145 4 wks BBY CRN 28699

**BLDT 2080 BBY \$90**

**ENVIRONMENTAL LEGISLATION**  
Builds on BLDT 1080 and further defines the contractor's and owner's role in construction as it pertains to site environment accountability. Prerequisite: Successful completion of Construction Operations program or department approval. (0.5 credit)

Jun 1 Thr 1845-2145 4 wks BBY CRN 28700

## CIVIL AND STRUCTURAL ENGINEERING TECHNOLOGY

(604) 451-6969 (604) 432-8521

**CIVL 1580 BBY \$235**

**CONSTRUCTION MATERIALS TESTING FUNDAMENTALS**  
Familiarizes students with lab and testing procedures for testing construction materials. Prerequisite to CIVL 1080, 2224, 2582. (2.5 credits)

Apr 19 Wed 1845-2145 10 wks BBY CRN 20736

**CIVL 2002 BBY \$525**

**MECHANICS OF MATERIALS**  
Introduces the stress-strain relationships in three common construction materials (timber, steel and concrete), shear stresses in beams, deflection and rotation, restrained and continuous beams, eccentric loading and combined stresses. Mohr's circle analysis and column theory. Prerequisite: CIVL 1000. (4 credits)

Part 1  
Apr 12 Wed 1845-2145 10 wks BBY CRN 28522

Part 2  
Jun 26 Mon/Thu 1845-2145 5 wks

Note: For students who have already completed CIVL 2500 - Stress Analysis 1, they may register for CIVL 3500 - Stress Analysis 2 instead of CIVL 2002. Please use the following course information for registration.

**CIVL 3500 BBY \$223**

**STRESS ANALYSIS 2**  
Continues and completes the topic of restrained and continuous beams introduced in CIVL 2002. Also include eccentric loading and combined stresses. Mohr's circle analysis and column theory. (3 credits)

Jun 26 Mon/Thu 1845-2145 5 wks BBY CRN 27994

**CIVL 2522 \$223**

**CIVIL CONSTRUCTION 2**  
Applies information and knowledge gained in the prerequisite course to construction scheduling. Productivity rates, crew sizes and duration of construction activities are now estimated for input into various scheduling techniques. Critical Path Methods principles will then be applied to several precedent diagram methods, concluding with discussion on cost control and documentation. Prerequisite: CIVL 1522. (3 credits)

Apr 18 Tue 1845-2145 10 wks BBY CRN 28527

**CIVL 2545 BBY \$525**

**HYDROSTATICS AND PIPE FLOW**  
Covers hydrostatics, including forces on plane and curved surfaces, and buoyancy. Introduces pipe flow and covers Bernoulli's equation and pipe friction. Also includes pump selection, flow measurement and network analysis. Prerequisite: CIVL 1000. (4 credits)

This course replaces 2 previous courses: CIVL 2541 Hydraulics 1 and CIVL 3541 Hydraulics 2.

Apr 10 Mon/Thu 1845-2145 9 wks BBY CRN 27426

Note: For students who have already completed CIVL 2541 - Hydraulics 1, they may register for CIVL 3541 - Hydraulics 2 instead of CIVL 2545. Please use the following course information for registration.

**CIVL 3541 BBY \$258**

**HYDRAULICS 2**  
Continues and completes the topic of pipe flow introduced in CIVL 2541. Also include pump selection, flow measurement, and network analysis. Prerequisite: CIVL 2541. (3 credits)

May 1 Mon/Thu 1845-2145 6 wks BBY CRN 27428

**CIVL 3621 BBY \$258**

**LAND USE PLANNING**  
Provides an understanding of the basic relationship between the natural characteristics of raw land and the planning, engineering, economic considerations and existing regulations to produce orderly development. (3 credits)

Apr 18 Tue 1845-2145 12 wks BBY CRN 27235

## PUBLIC WORKS OPERATIONS

(604) 451-6969 (604) 432-8521

**PUBW 1001 BBY \$208**

**INTRODUCTION TO PUBLIC WORKS OPERATIONS**  
Identifies and explains many of the activities related to the construction, operation and maintenance of municipal roads and utilities. On completion, students will be eligible to continue with a more in depth program in sewers, water mains or roadworks training courses. (1 credit)

Apr 11 Tue 1830-2130 6 wks BBY CRN 28523

**PUBW 1121 BBY \$238**

**ROADWORKS MAINTENANCE 1**  
Covers the topics of pavement failures and pavement repair techniques, asphalt mixes, crack sealing and the types of equipment used, street lighting systems, pavement marking and street signs, vegetation control, sweeping and shoulder maintenance. Maintenance management and pavement management systems and their integration with job costing are reviewed. Prerequisite: PUBW 1001 (2.5 credits)

Apr 10 Mon 1830-2130 10 wks BBY CRN 28524

**PUBW 1113 WATER DISTRIBUTION 1** **BBY \$435**  
 Introduces the student to both the technical and practical aspects of the construction, operation and maintenance of a municipal water distribution system. This course is offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification Program (EOCP) Level 1 exam with 3.0 CEUs available. Prerequisite or co-requisite: PUBW 1001. (3 credits)  
 Apr 18 Tue 1830-2130 12 wks BBY CRN 28869

**PUBW 2102 STORM SEWERS 1** **BBY \$218**  
 Covers the detailed operation and maintenance of all storm drainage aspects, including inlet/outlet structures, detention facilities, catch basins and culverts. Emphasis is placed on safety, record keeping, responding to public complaints and public relations. Prerequisite or co-requisite: PUBW 1001. (2.5 credits)  
 Apr 20 Thr 1830-2130 10 wks BBY CRN 27236

**PUBW 2103 WASTE WATER COLLECTION 1** **BBY \$435**  
 Provides general knowledge of repair, maintenance and construction of sanitary sewer systems including tools, records, materials, blockages, and testing. This course is offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification Program (EOCP) Level 1 exam with 3.0 CEUs available. Prerequisite or co-requisite: PUBW 1001. (3 credits)  
 Apr 11 Tue 1830-2130 12 wks BBY CRN 28525

**PUBW 2112 WATER DISTRIBUTION 2** **BBY \$435**  
 Provides advanced knowledge of water distribution practices and focuses on the practical aspects of construction, operation, and maintenance of water distribution systems. This course is offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification Program (EOCP) Level 2 exam with 3 CEUs available. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 1113 or PUBW 1112 or PUBW 1111. (3 credits)  
 Apr 12 Wed 1830-2130 12 wks BBY CRN 28526

**PUBW 2203 PUMPS: STORM** **BBY \$403**  
 The operation and maintenance of storm drainage pumping facilities requires a broad knowledge of the mechanical, electrical and instrumentation components of the facility. This course demonstrates common types of pumps and typical maintenance procedures. Examples of mechanical components will be clearly demonstrated, including dismantling of pumps. Consideration will also be given to stilling wells, flood boxes, flap gates, ditches, canals and box culverts. Prerequisite: PUBW 1201 (3 credits)  
 Apr 19 Wed 1830-2130 12 wks BBY CRN 21406

**PUBW 2204 FLOW CONTROL DEVICES** **BBY \$403**  
 Assists in the selection and sizing of the wide range of devices used to control flow through any pressurized sewage or potable water system. Devices range from corporation stops to butterfly valves. Other control devices for pressure relief, altitude, surge and flow limiting valves are also included. In addition, a wide range of valve actuators are discussed together with remote control systems. A demonstration of the dismantling and testing of butterfly valves is also included. Prerequisite or co-requisite: PUBW 1113. (3 credits)  
 Apr 13 Thr 1830-2130 12 wks BBY CRN 27231

## BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT

(604) 412-7469 (604) 451-6871  
 mary\_sadowski@bcit.ca

**Program Information sessions - FREE OF CHARGE**  
 Attendance at one of these sessions is mandatory before the formal interview.

See page 34 of the Construction section in this flyer.

### The Program

Developed with the guidance of senior industry representatives, the curriculum has been divided into the following sections: Construction Controls and Techniques, Construction Management, Stakeholder Management, an Industry based Project and liberal education courses. Presented by industry based practitioners, the topics will be both challenging and practical. Graduates of the program will be able to methodically and rationally select or develop suitable construction procedures, schedule, manage, utilize human resources and equipment within the complex environment of labour relations and business decision making.

Offered, at this time, only through part-time studies this program is presented in a flexible format of short modular courses. The evening format allows you to continue your studies while maintaining your employment. These courses may also be of interest to current professionals who may wish to participate on a professional development basis.

### Entrance Requirements

To be formally accepted into the program, you must have:

- a recognized Diploma of Technology in a related engineering or science discipline, or a degree in Engineering, Architecture, Applied Science or related field,
- 2 years work experience, subject to departmental approval,
- English 12 or equivalent

Subject to approval by the program head, individuals may register in some courses while completing the balance of the required work experience. All participants will be required to meet with the program head to review the initial application for acceptance.

Program Brochure

For detailed information on the entire program, including descriptions of all courses being offered, entrance requirements and the application process, then please phone either of the numbers listed above or contact us directly by e-mail at mary\_sadowski@bcit.ca We would be pleased to mail an information package to you.

**CMGT 7120 CONSTRUCTION PROJECT CONTROLS 3** **BBY \$172**  
 In this third and final part of this series on Project Controls, participants are shown how to use schedules for claim preparation. More advanced techniques such as expert systems are reviewed and discussed. The use of software such as Primavera will be used in a lab setting to develop and simulate these skills. Prerequisite: CMGT 7110 (1 credit)  
 Apr 20 Thr 1830-2130 6 wks BBY CRN 27466  
 Jun 8 Thr 1830-2130 6 wks BBY 28517

**CMGT 7210 MANAGEMENT OF CONSTRUCTION EQUIPMENT AND PLANT 2** **BBY \$172**  
 Construction managers develop systems and procedures for the efficient management and maintenance of construction equipment and plant. Analyse the development of equipment maintenance systems and the options on whether to buy, rent or hire equipment. Prerequisite: CMGT 7200 (1 credit)  
 Apr 17 Mon 1830-2130 6 wks BBY CRN 27468

**CMGT 7220 HEALTH AND SAFETY IN CONSTRUCTION** **BBY \$172**  
 Presents the role of key stakeholders involved in health and safety issues in construction. Sessions include: Role of Workers, Compensation Board; accident prevention on the construction site; protection of the public; health hazards and the cost of accidents in construction. Prerequisite: Acceptance into the Construction Management degree program or by departmental approval. (1 credit)  
 Apr 19 Wed 1830-2130 6 wks BBY CRN 27469

**CMGT 7320 CONSTRUCTION FINANCE 3** **BBY \$172**  
 Concluding this series, this course presents methods for monitoring and controlling costs of construction projects, while emphasizing the importance of a proactive approach to corrective actions. Illustrates the relationship of cost control systems to the financial accounting of the organization as a whole. Prerequisite: CMGT 7310. (1 credit)  
 Apr 20 Thr 1830-2130 6 wks BBY CRN 27470

**CMGT 7610 INDUSTRIAL RELATIONS IN BUILDING CONSTRUCTION 2** **BBY \$172**  
 The construction manager becomes involved in the management of industrial relations in the modern workforce. This second course discusses the relationship of labour relations associations and their involvement in the collective bargaining process. It also relates the management of construction trades and professionals to the evolving construction environment. There will also be a review and discussion of current B.C. labour legislation, both contemplated and existing. Prerequisite: CMGT 7600 (1 credit)  
 Apr 18 Tue 1830-2130 6 wks BBY CRN 27472

**CMGT 7800 PROJECT REPORTS** **BBY \$172**  
 Intended for the preparation of the final report for the Industry Sponsored Project, this course will provide the basis and format for all technical reports required in the program. Emphasis will be placed on the overall structure, organization of information and the logical progression of concepts. This course should be completed at an early stage in the program. Prerequisite: CMGT 7100 (1 credit)  
 Apr 19 Wed 1830-2130 10 wks BBY CRN 28514  
 Note: CMGT 7800 - there will be 6 classroom sessions offered over 10 weeks. The dates will be April 19, May 3, 17 & 31, June 14 & 21

**CMGT 8220 SPECIAL TECHNIQUES FOR LARGE CONSTRUCTION PROJECTS 3** **BBY \$172**  
 In this final section on special techniques, emphasis is placed on the selection and management of temporary structural support systems for buildings and steel framed structures. Scaffolding systems, formwork operations, special formwork and falsework techniques are discussed. The course concludes with a detailed review of steel frame and roof truss erection procedures. Prerequisite: CMGT 8210 (1 credit)  
 Apr 18 Tue 1830-2130 6 wks BBY CRN 28515

**CMGT 8440 MANAGEMENT OF CONSTRUCTION ENTERPRISE 2** **BBY \$172**  
 Participants are introduced to elements of management of a construction enterprise with respect to estimating, bidding and contractual obligations. With contract management as a critical function of every construction company, emphasis is given to managing projects under the terms of a stipulated price contract. Prerequisite: CMGT 8430 (1 credit)  
 Apr 19 Wed 1830-2130 6 wks BBY CRN 27474

**CMGT 8450 INTERNATIONAL CONSTRUCTION MANAGEMENT** **BBY \$172**  
 Participants are introduced to special considerations in the management of an international construction project, including logistical and cultural implications. Guest lecturers present topics based on their own experience and illustrated with case studies. Prerequisite: CMGT 8440 (1 credit)  
 Apr 17 Mon 1830-2130 6 wks BBY CRN 28516

**BUSA 7250 MANAGEMENT SKILLS AND APPLICATIONS** **CORRESPONDENCE \$350**  
 This course is a pre-requisite for some courses in the Bachelor of Technology in Construction Management program. Please refer to the Business Administration Degree Completion section of this flyer for the course description and registration information (3 credits).

**LIBS 7001 CRITICAL READING AND WRITING** **BBY \$450**  
 This course is one of the new Liberal Arts courses to be offered at BCIT. Please refer to the Bachelor of Technology section of this flyer for the course description and registration information (3 credits).

**LIBS 7002 APPLIED ETHICS** **BBY \$450**  
 This course is one of the new Liberal Arts courses to be offered at BCIT. Please refer to the Bachelor of Technology section of this flyer for the course description and registration information (3 credits).

## BACHELOR OF TECHNOLOGY IN ENVIRONMENTAL ENGINEERING TECHNOLOGY

(604) 451-6906 (604) 432-8344  
 e-mail: caspden@bcit.ca

### Our Next Information Session is:

April 12th @ 1830 (6:30 p.m.) in SW3 Room 1750  
 May 10th @ 18:30 (6:30 p.m.) in SW1 Room 1205  
 Please contact: Cathie Aspden to reserve seating

VISIT OUR HOME PAGE AT: [www.eng.bcit.ca/enviro/home](http://www.eng.bcit.ca/enviro/home)

### Program Objective

The program objective is to prepare the graduate to function as part of an engineering team working on:

- The investigation and cleanup of existing environmental problems.
- The planning, design and construction of new projects in order to minimize environmental damage.

This program is intended to provide the additional skills and knowledge that Engineering Technology and Science graduates require to successfully work on environmental problems faced by the engineering and construction industries. It should also serve the professional development needs of practicing technologists and engineers working in the environmental areas. The program is structured to accommodate the requirements of applicants from a wide range of science or engineering backgrounds.

### Entry Requirement:

- A recognized Diploma of Technology in an engineering or science discipline or a degree in engineering or science discipline.
- Two years work experience, subject to departmental approval.

### A. Common Core

(All courses required, exceptions based on eligible transfer credits)

EENG 7700	Environmental Case Studies
EENG 7710	Chemistry 1 for EET
EENG 7711	Chemistry 2 for EET
EENG 7712	Organic Chemistry for EET
EENG 7713	Environmental Analytical Chemistry
EENG 7714	Methods of Wastewater Analysis
EENG 7715	Hydraulics 1 for EET
EENG 7716	Soil Mechanics & Groundwater for EET
EENG 7717	Hydrology for EET
EENG 7718	Hydraulics 2 for EET
EENG 7719	Survey Techniques for EET
EENG 7720	Applied Microbiology
EENG 7721	Applied Toxicology

### B. Management REQUIRED:

EENG 8780	Environmental Law 1
EENG 8781	Risk Assessment
EENG 8782	Value Analysis & Environmental Management
EENG 8783	Risk Management
BUSA 7250	Management Skills & Applications

### ELECTIVES (2 CREDITS REQUIRED):

EENG 8760	Solid Waste Management
EENG 8761	Recycling & Reduction Techniques
EENG 8768	Advanced Residuals Management
EENG 8784	Environmental Law 2
EENG 8785	Decision-making in Environmental Management
TMGT 7103, 7111, 7112, 7121-24, 7131, 7134	

### C. Major Elective Studies

(19 credits from 4 topic areas)

EENG 7740-7742	Groundwater (5 credits)
EENG 8750-8755	Liquid Waste (6 credits)
EENG 8760-8763	Solid Waste (4 credits)
EENG 8768-8769	Residuals Management (4 credits)
EENG 8770-8774	Contaminated Sites (5 credits)
EENG 8790-8792	Air Quality Management (6 credits)
EENG 8801-8804	Integrated Resource Management (5 credits)
EENG 8810-8812	Advanced Process Technologies (6 credits)
EENG 8820-8824	Advanced Chemical Analysis (6 credits)

### D. Graduating Project

EENG 8900	Project Reports
EENG 8901	Project Proposal
EENG 8902	Technical Presentations
EENG 8903	Applied Research Project

E. Liberal Education  
 (12 credits required)

CHECK ROOM LOCATIONS & SCHEDULE UPDATES ON THE WEB AT: [WWW.BCIT.CA/ADMISSIONS\\_HOME.HTM](http://WWW.BCIT.CA/ADMISSIONS_HOME.HTM)





**EENG 7712 BBY \$172**  
**ORGANIC CHEMISTRY FOR EET**

This course introduces students to organic chemistry. The nomenclature, physical properties, and reactivities of the more common classes of organic compounds are discussed with special attention given to industrial chemicals and organics that are environmental hazards. Prerequisite: EENG 7711. (1 credit)

Apr 19 Wed 1830-2130 6 wks BBY CRN 24813

**EENG 7714 BBY \$336**  
**METHODS OF WASTEWATER ANALYSIS**

This course introduces students to some of the analytical methods used to determine common pollutants in water and wastewater. The theoretical aspects of each analysis as well as typical industrial pollution problems related to local industry are discussed during the lecture periods. Students practice the use of laboratory equipment in accordance with proper procedures in the laboratory periods. Prerequisite: EENG 7712. (2 credits)

Apr 20 Thr 1830-2130 12 wks BBY CRN 25973

**EENG 7717 BBY \$172**  
**HYDROLOGY FOR EET**

An introduction to hydrology, including precipitation, drainage basins, rational formula, SCS method, frequency analysis of extreme flows, regional analysis, low flow analysis and measurement of hydrologic parameters. Prerequisite: EENG 7716. (1 credit)

Apr 10 Mon 1830-2130 6 wks BBY CRN 24812

**EENG 7719 BBY \$172**  
**SURVEY TECHNIQUES FOR EET**

An introduction to the fundamental concepts of surveying with applications for applied waste management. Topics include an introduction to survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations, including position determination using GPS satellite technology. Prerequisite: EENG 7700 or with departmental approval. (1 credit)

Apr 15 Sat 0900-1200 6 wks BBY CRN 24804

**EENG 7720 BBY \$172**  
**APPLIED MICROBIOLOGY**

This course examines the types and functions of microorganisms as applicable to the engineering field. Topics include: bacteria characteristics, nutrient cycles, oxidation and reduction, waste treatment, pollution and bioremediation. Case studies of applied microbiological projects will be reviewed including: constructed wetlands, drinking-water distribution systems and pollution monitoring. Prerequisites: EENG 7710, 7711, & 7712 or Departmental Approval. (1 credit)

Jun 5 Mon 1830-2130 6 wks BBY CRN 25037

**EENG 7721 BBY \$172**  
**APPLIED TOXICOLOGY**

This course provides an introduction to the principles of toxicology, as applied to environmental engineering. Course topics include a review of biological, organic and inorganic substances and their properties and behaviour in the environment; the biological responses of cells and animals to toxic substances; and the application of toxicology to risk assessment and the development of water-quality guidelines. Prerequisite: EENG 7710 & 7711. (1 credit)

Apr 18 Tue 1830-2130 6 wks BBY CRN 25042

**EENG 7742 BBY \$336**  
**GROUNDWATER MODELLING: NUMERICAL METHODS**

This course introduces students to the basics of two major modeling tools used in industry: finite difference and finite element. The course explores mathematical basis of the two methods and allows students to experiment with simple models of each type, using computers. Prerequisite: EENG 7741. (may be taken concurrently - 2 credits.)

Apr 18 Tue 1830-2130 12 wks BBY CRN 25039

Apr 20 Thr 1830-2130 12 wks BBY CRN 25975

**EENG 8752 BBY \$172**  
**MUNICIPAL WASTEWATER TREATMENT 3**

This is the third and last course in the municipal wastewater treatment series and covers advanced treatment involving biological nutrient removal, effluent disinfection and sludge processing. Practical and operational aspects would be emphasized. Prerequisites: EENG 8751. (1 credit)

Apr 10 Mon 1830-2130 6 wks BBY CRN 27188

**EENG 8753 BBY \$172**  
**INDUSTRIAL WASTEWATER TREATMENT 1**

This course is the first of a two-course series on industrial wastewater treatment. Topics include characteristics of industrial wastewater, industrial wastewater survey, waste minimization, quality equalization, neutralization and oil-water separation. Practical and operational aspects would be emphasized. Prerequisite: EENG 7714, 7721 & 8750. (1 credit)

Apr 19 Wed 1400-1700 6 wks BBY CRN 25971

**EENG 8754 BBY \$172**  
**INDUSTRIAL WASTEWATER TREATMENT 2**

This is the last course in the industrial wastewater treatment series. It examines additional physical/chemical unit processes including chemical coagulation, chemical precipitation of heavy metals, chemical phosphorus removal, adsorption, ion exchange, membrane separation, chemical oxidation, and gas transfer. Practical and operational aspects would be emphasized. Prerequisite: EENG 8753. (1 credit)

Apr 19 Wed 1830-2130 6 wks BBY CRN 24805

Jun 7 Wed 1400-1700 6 wks BBY CRN 25980

**EENG 8755 BBY \$172**  
**DRINKING WATER TREATMENT**

This course covers drinking water quality and associated public health concerns. Particular emphasis is placed on the multiple-barrier concept for the inactivation of Giardia and Cryptosporidium, as well as the control of disinfection by-products. A substantial portion of the course covers practical design of commonly used treatment processes for the production of potable water. Prerequisite: EENG 7712. (1 credit)

Apr 19 Wed 1830-2130 6 wks BBY CRN 25970

**EENG 8762 BBY \$172**  
**LANDFILL DESIGN AND OPERATION**

This course examines landfill site selection, landfill capacity analysis, landfill construction and operations, environment systems overview of leachate generation and landfill gas. Prerequisites: EENG 8761 & 7741. (1 credit)

Apr 10 Mon 1830-2130 6 wks BBY CRN 24810

**EENG 8763 BBY \$172**  
**ENVIRONMENTAL CONTROLS FOR LANDFILLS**

This course examines state-of-the-art environmental control systems that are being used in BC and in the USA to meet new government regulations. The course includes environmental issues, leachate composition, predicting leachate qualities within the EPA HELP model, landfill closure, leachate containment, leachate treatment, landfill gas collection and environmental monitoring. Prerequisite: EENG 8762. (1 credit)

Jun 5 Mon 1830-2130 6 wks BBY CRN 25043

**EENG 8768 BBY \$336**  
**ADVANCED RESIDUALS MANAGEMENT**

This course is designed to help students learn about the various aspects of hazardous material and waste management. Major emphasis will be on Acts and Regulations governing hazardous material and waste as well as determination, classification, handling and storage of hazardous waste. Covers other topics such as pollution prevention and waste minimization. Prerequisite: EENG 8760. (2 credits)

Apr 19 Wed 1830-2130 12 wks BBY CRN 24806

**EENG 8771 BBY \$172**  
**CONTAMINATED SITE INVESTIGATION PROCESS**

This course highlights the importance of site characterization in terms of soil, water and sediment, as an essential and integral part of the overall management of contaminated sites. It focuses on the role of the site investigator, and on a phased planning approach to obtaining proper data to characterize site contamination, evaluate remedial alternatives and assess risks. Prerequisites: EENG 7741 & 8770. (1 credit)

Apr 20 Thr 1830-2130 6 wks BBY CRN 28447

**EENG 8772 BBY \$172**  
**SITE REMEDIATION & RISK ASSESSMENT PROCESS**

This course introduces students to site remediation and risk assessment. Focusing on the role of the site investigator, the course promotes a scientific approach for evaluating and selecting options to manage site contamination including treatment, removal or containment. This course covers toxicological principles of risk assessment, and evaluation and design processes for site remediation. Prerequisite: EENG 8771. (1 credit)

Apr 18 Tues 1400-1700 6 wks BBY CRN 24832

**EENG 8774 BBY \$172**  
**SITE REMEDIATION TECHNOLOGIES**

This course focuses on the range of remedial technologies that are available and provides students with the skills to apply appropriate technologies in given situations. Discusses techniques to monitor and evaluate performance of the selected remedial options. Since this is the final course in the series, this course also focuses on integrating the material from the first four courses. Prerequisite: EENG 8773. (1 credit)

Apr 10 Mon 1830-2130 6 wk BBY CRN 28794

Jun 6 Tue 1400-1700 6 wks BBY CRN 24811

**EENG 8782 BBY \$172**  
**VALUE ANALYSIS AND ENVIRONMENTAL MANAGEMENT**

This course provides the student with the knowledge and tools needed to apply cost benefit analysis method for appraisal of environmental projects including putting value on environmental effects. Other topics include Environmental Management Systems (EMS), life-cycle analysis; environmental risks and liabilities. Prerequisite: EENG 8781. (1 credit)

Apr 19 Wed 1830-2130 6 wks BBY CRN 25044

**EENG 8783 BBY \$172**  
**RISK MANAGEMENT**

This course covers factors affecting management decisions: regulatory requirements, corporate standards, employee politics, public and media, financial limitations and risk communication. Examines other risk management options, including prevention planning, emergency response, containment, on-site treatment, off-site treatment, landfill and other storage means. Prerequisite: EENG 8781. (1 credit)

Jun 8 Thr 1830-2130 6 wks BBY CRN 25036

**EENG 8784 BBY \$172**  
**ENVIRONMENTAL LAW 2**

This course addresses environmental regulation of various natural resources sectors in B.C., including forestry, mining, energy and fishing. The course covers laws regulating environmental impact assessment and environmental aspects of municipal and regional land use planning processes and the role of aboriginal rights in environmental and natural resources management. Prerequisite: EENG 8780. (1 credit)

Jun 7 Wed 1830-2130 6 wks BBY CRN 25979

**EENG 8785 BBY \$336**  
**DECISION MAKING IN ENVIRONMENTAL MANAGEMENT**

This course examines decision making and decision planning models as they relate to environmental management. Topics include the historical roots of environmental management; rational decision-making processes; the institutional structure and methods of decision making in environmental management; and the relationship between current decision making models and sustainable development. Prerequisites: EENG 8780 and EENG 8782. A working knowledge of environmental legislation and management practices are recommended. (2 credits)

Apr 19 Wed 1830-2130 12 wks BBY CRN 28446

**EENG 8801 \$172**  
**TERRAIN MAPPING & EROSION PROCESSES**

This course covers terrain and interpretive maps with emphasis on utilization. Topics include; delineation of polygons (air photo interpretation and ground truthing), mapping conventions and development of polygon labels (ELUC, 1988, 1997), determination of mass wasting, erosion and sediment delivery hazards. Surface erosion and sedimentation processes will also be covered. A field trip is arranged when and if suitable sites are available. (1 credit)

May 12 Fri/Sat 0830-1730 2 days BBY CRN 26443

**EENG 8802 \$172**  
**FOREST ROAD DESIGN & CONSTRUCTION**

This course covers applicable sections of the Forest Practices Code Act, Forest Road Regulations and Engineering Guidelines. Other topics include preliminary road location surveys and terrain stability assessments with emphasis on minimization of environmental risks. Various construction techniques are presented along with the basic elements of drainage design. A field trip is arranged when and if suitable sites are available. Prerequisite: EENG 8801. (1 credit)

May 26 Fri/Sat 0830-1730 2 days BBY CRN 26444

**EENG 8803 \$172**  
**FOREST ROAD REHABILITATION**

This course covers the applicable sections of the Forest Practices Code Act, Forest Road Regulation. Road maintenance and upgrade during harvesting operations will be discussed, as well as deactivation after harvesting operations and silvicultural commitments have expired. Other topics include field assessment procedures, mapping and the development of appropriate prescriptions. A field trip is arranged when and if suitable sites are available. Prerequisite: EENG 8801. (1 credit)

Jun 9 Fri/Sat 0830-1730 2 days BBY CRN 26445

**EENG 8804 \$172**  
**HYDROLOGICAL MAPPING & HYDROMETRICS**

This course covers the procedures involved in the creation of hydrological maps, with emphasis on utilization. Topics include: delineation of slope drainage networks and mapping conventions, the measurement of streamflow, snowpack and water quality. The use of hydrometric instruments is demonstrated. A field trip is arranged when and if suitable sites are available. Prerequisite: EENG 7715, 7717 and 7718. (1 credit)

Jun 23 Fri/Sat 0830-1730 2 days BBY CRN 26446

**EENG 8805 \$172**  
**STREAM CHANNEL ASSESSMENT**

This course covers applicable sections of the Forest Practices Code Act. The collection and interpretation of data down a stream channel is outlined. Other topics include: USDA Forest Service methodology, MOELP Channel Assessment Procedures, the effects of timber harvesting on stream channel morphology and channel restoration strategies. A field trip is arranged when and if suitable sites are available. (1 credit)

Jul 7 Fri/Sat 0830-1730 2 days BBY CRN 27037

**EENG 8900 BBY \$172**  
**PROJECT REPORTS**

Intended for preparation of the final report for the Industry Sponsored Project, this course provides the basis and format for all technical reports required in the program. Emphasis is placed on the overall structure, organization of information and the logical progression of concepts. This course should be completed during the Common Core portion of the program. Prerequisite: EENG 7700 or with departmental approval. (1 credit)

Apr 19 Wed 1830-2130 6 wks BBY CRN 27239

**EENG 8901 BBY \$172**  
**PROJECT PROPOSAL**

After selecting the research project topic, this course helps the student conduct a literature review to clearly define the problem and to prepare an effective proposal for the project. If by this time the student has selected an industry sponsor the proposal can be submitted to the Department for approval. Prerequisite: EENG 8900. (1 credit)

Apr 29 Sat 0900-1200 2 wks BBY CRN 24809

**EENG 8903 \$500**  
**APPLIED RESEARCH PROJECT**

In conjunction with an industry sponsor, the student solves a technical problem relating to the environment. The research project must contain elements that are innovative, experimental, or exploratory in nature. A departmental committee will supervise the progress of the project, provide guidance and direction where appropriate, and evaluate the final report and its presentation. Prerequisite: Completion of Major Elective Studies and Departmental approval. (8 credits) Prerequisite: Departmental Approval. (8 credits)

## COMPUTER SYSTEMS TECHNOLOGY

- You must have the prerequisites required
- You may start the course anytime and examination dates are flexible.
- You may proceed in the course at your own speed, within the number of weeks allowed.
- Regular assignments are to be submitted for marking and will be returned to you with comments.
- Courses completed by correspondence may be included in part-time certificate programs.
- The cost of textbook and materials are included in the course fee.
- BCIT refund policy permits a refund less 15 per cent for correspondence courses, PRIOR to mailing course materials. There will be no refunds after materials have been mailed.
- To register, call 451-6733.
- For individual course descriptions, please see the listing below.

Computer Systems Technology currently offers four papers based correspondence courses.

**COMP 0001 TUIFION \$152.**  
**COMPUTING FOR THE TIMID** (INCLUDES TEXT AND MATERIALS)  
 Introduces the computer to first time users who have never used a PC before and are afraid to do so. This course builds confidence in basic PC usage and terminology. Prerequisite: None.

Apr 10 Distance 18 wks DIS CRN 22951

**COMP 1009 TUIFION \$331**  
**EXPLORING WINDOWS** (INCLUDES TEXT AND MATERIALS)  
 Provides understanding of the Windows environment and its relationship with DOS. Using self pacing, the student works through lessons on manipulating windows, using File Manager, creating Write documents, building batch files and macros, and using the Windows Terminal Accessory to connect to an Internet site and send electronic mail. Prerequisite: None. COMP 0001 recommended. (1.5 credits)

Apr 10 Distance 18 wks DIS CRN 23524

**COMP 1402 TUIFION \$406.**  
**PROGRAMMING CONCEPTS AND METHODS DE** (INCLUDES TEXT AND MATERIALS)  
 Covers the principles and concepts of computer programming theory in Distance Ed format for those intending to become involved in computer systems and/or programming. Learning outcome and credits are the same as COMP 1401. Prerequisite: (COMP 1001 or 1007 or 1009) and 1010 Word Processing and 1015 Spreadsheet and 1020 Database) or Equivalent. (3 credits)

Apr 10 Distance 24 wks DIS CRN 27578

**COMP 2496 TUIFION \$416**  
**VISUAL BASIC 1 (DE)** (INCLUDES TEXT AND MATERIALS)  
 Introduces the fundamentals of object-oriented and GUI programming. Covers designing and building applications using MS Visual Basic for Windows. Learning outcome and credits are the same as COMP 2495. Prerequisite: COMP 1403 Windows Programming and COMP 1430 Quick Basic Programming or COMP 1495 Introduction to Visual Basic. (3 credits)

Apr 10 Distance 24 wks DIS CRN 27586

## ENGINEERING TECHNOLOGY DISTANCE EDUCATION

Many courses are offered as correspondence (distance education) courses. These serve students who may need a course for upgrading, general information or as an equivalency; and who find it inconvenient or impossible to take a regularly-scheduled course. Distance Education courses can be started any time throughout the year and completed from any location off-campus. All course fees include text unless otherwise indicated. The student generally has up to one year to complete any course.

For registration information on any of the courses detailed below, please contact:

Shari Monsma: (604) 432-8784  
 Dina Patterson: (604) 451-6984  
 Toll-free: 1-800-663-3606  
 Fax: (604) 436-6113 or  
 E-mail: smonsma@bcit.ca

Engineering Technology Distance Education (ETDE) Dept.  
 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2  
 Web site: www.eng.bcit.ca/etdisted

## CIVIL TECHNOLOGY-TRANSPORTATION SYSTEMS (HIGHWAYS) TECHNOLOGY

The Engineering Technology Distance Education Dept. provides flexible, self-paced credit courses in Civil Technology for:

- those who wish to obtain a BCIT credential but cannot commit to night school or a full-time program.
- those who need to gain or refresh knowledge/expertise in a specific area and need only related courses.
- ASTTC members working toward reclassification.

Four program levels are offered; course selection for each program must be approved in advance.

The Associate Certificate is awarded upon completion of 25 credits in a specific subject area; The Intermediate Certificate of Technology upon completion of 35 credits; the Certificate of Technology upon completion of 77 credits; and the Diploma of Technology upon completion of 150 credits. The Transportation Systems Certificate of Technology is accredited by the Canadian Technology Accreditation Board (CTAB) of the Canadian Council of Technicians and Technologists (CCTT). Students are not required to be registered in a program to take advantage of the courses offered, but it is advisable to complete similar subject area courses in sequence. Registration in individual courses is based on a student's self-assessed capability, need and prerequisite knowledge. Courses are now available in:

- Technical Communications
- Engineering Economics
- Mathematics
- Engineering Surveying
- Graphical Communications
- Pavement Construction
- Strength of Materials
- Highway Construction
- Hydrology/Hydraulics
- Pavement Design

- Aggregates
- Traffic Technology
- Concrete Technology
- Bridge Inspection
- Asphalt Technology/Geotechnical Design
- Highway Design
- Contract Administration
- Estimating
- Subdivision Planning/Design
- Soils Technology

## FOREST ENGINEERING TECHNOLOGY PROGRAM

BCIT's Forest Engineering Certificate program provides flexible, self-paced training for individuals to upgrade their current technical skills and knowledge while working in B.C.'s diverse and challenging forest industry. All courses are offered in distance education (correspondence) format. There are three levels of certification:

- Associate Certificate of Forest Engineering Technology (25 credits)
- Intermediate Certificate of Forest Engineering Technology (45 credits)
- Certificate of Forest Engineering Technology (75 credits)

Courses in the program generally have values of 2 - 3 credits. One BCIT credit is normally awarded for the equivalent of 12 - 15 hours of classroom instruction.

Students taking these courses should be prepared to complete practical, field based assignments. Typically these assignments require the individual to prepare short technical reports based on their personal observations in the field, supported with appropriate sketches and photographs of the scenario.

- Courses are now available in the following areas:
- Technology Fundamentals
  - Road Construction and Maintenance
  - Road Deactivation
  - Cost Estimating
  - Contracts/Administration/Economics
  - Surveying and Mapping
  - Bridge Fundamentals
  - Operational Harvest Planning
  - Timber Harvesting

Current course information is available on BCIT's Forest Engineering website at: www.eng.bcit.ca/etdisted/forest

## DEVELOPMENT APPROVALS

The Development Approvals program provides training for individuals or organizations involved in creating or evaluating proposals and applications for land subdivision, zoning alterations, servicing and utilities, access to public roads, and other issues related to the development and improvement of land. Such positions are typically found within the Ministry of Transportation and Highways, Municipalities, Regional Districts, and other regulatory agencies affected by land development referrals, as well as utilities, consulting firms and private developers. The program was developed in conjunction with the Ministry of Transportation and Highways, and will be of interest to employees of the Ministry, other agencies at various levels of government and those in business and industry who are involved or interested in the development approvals process.

Courses in the Development Approvals program are offered primarily by correspondence, although seminars can be arranged. The courses available in correspondence or distance education format are offered on an open registration basis in a self-paced format. Seminar courses are available on request, subject to demand and funding, at centers throughout the Province. Although general offerings of seminar courses may be made in some instances, seminar instruction is typically sponsored by employers or other agencies.

The program leads to an Associate Certificate for students who successfully complete a program of studies and attain the required credit level.

## PARKS MANAGEMENT SAFETY & SECURITY (PMSS)

This is a general program that will be of interest to those involved in the safe operation of public and private recreation facilities. Several courses are now available including Law and its Administration, WHMS and CPTED (Crime Prevention Through Environmental Design), etc. Program courses under development include: Safety Program Compliance, Managing Safety Compliance, Transportation of Dangerous Goods (TDG) and Risk Management. Please contact the ETDE department for further information on this Associate Certificate program.

## PARK FACILITY MAINTENANCE MANAGEMENT AND INSPECTION (FMMI)

Nine courses in this eleven course (25 credit) Associate Certificate program are now available via distance education. The courses are based on the BC Parks Facility Inventory System but the concepts, methods and techniques are widely applicable to federal, provincial, regional, local and private sector recreational facility operations. The intent of the courses is to give practical guidance in the inspection, reporting and planning of maintenance for parks' facilities.

The program has a foundation course in Facility Maintenance Management (PRKS 3600) followed by 10 'inspection' courses covering the major components of a park system. The following courses are currently available:

- PRKS 3600 Introduction to Maintenance Management
- PRKS 3610 Parks Sewer and Sanitary Systems
- PRKS 3611 Park Buildings Inspection
- PRKS 3613 Furniture Maintenance Inspection
- PRKS 3614 Park Grounds Inspection
- PRKS 3615 Park Roadways Inspection
- PRKS 3616 Park Structures Inspection
- PRKS 3617 Trails Maintenance Inspection
- PRKS 3619 Park Signs and Marking Inspection

## BUILDING

**TSDA 1810 1998 BC BUILDING CODE: HOUSING \$375**  
**(CODEBOOK \$125.00)**

Gives students a working knowledge of the 1998 Building Code for housing. It will be of interest to building officials or those who are contemplating entering the field. Persons engaged in the housing construction business and those working with inspectors and plan checkers will find the course useful.

The course relates specifically to Part 9 of the B.C. Building Code which applies to housing of the following types: buildings which contain one dwelling only (houses); and buildings which contain two or more side-by-side dwelling units whose total area does not exceed 600 square metres.

This course is offered in conjunction with the Building Officials' Association of B.C. Successful completion of the final exam (80 per cent+) meets the academic requirements for Level 1 Building Inspector certification. Please note you must also have two years suitable practical experience before certification. Suitability of practical experience is at the discretion of the BOABC.

**BLDG 2936 \$223**  
**HOUSE INSPECTIONS 3 - REPORT WRITING**

Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions; procedures and house inspection reports.

## SPRINKLER DESIGN

Two distance education courses covering the basics of Automatic Sprinkler Design have been developed. They are equivalent to night school courses MECH 4080 and MECH 4082.

MECH 4081 Automatic Sprinkler Design Part 1 \$248 + Text Fee  
 MECH 4083 Automatic Sprinkler Design Part 2 \$248 + Text Fee

## FOOD TECHNOLOGY

**FOOD 1021 INTRODUCTION TO FOOD MICROBIOLOGY \$223 + VIDEO \$15**

Contains indispensable information for anyone in the food industry who handles or processes food. Tiny living organisms such as bacteria, mold and yeast can be used to preserve food by fermentation, but can also cause food safety concerns. This introductory distance education course will assist you in understanding how microorganisms can spoil food and cause food borne disease. Techniques for measurement and control of bacteria, and food safety problems relating to foods such as meat, milk and vegetables will be presented. Principles relating to microbial growth and control will help you understand how to control food borne microorganisms.

## MATHEMATICS

**MATH 0002 \$361**  
**TECHNICAL MATH: INTRODUCTION**

Equivalent to MATH 0001. Meets Math 12 entrance requirement for BCIT. (For students who have difficulty with math or who have been away from school for more than three years, take the classroom course MATH 0001.) Prerequisite: Pass or better in Math 11 or approved equivalent.

**MATH 1041 \$171**  
**TRIGONOMETRY**

Equivalent to MATH 1011. Textbook not included. This course can be taken using a number of texts. Please phone for further information. Topics include theory and application of trigonometric functions, right angle trigonometry, vectors, trigonometric graphs, identities and equations, compound and double angle formulae and inverse functions. ASTT accredited. Prerequisite: C+ or better in Math 12; or 65 per cent or higher in MATH 0001 or approved equivalent.

**MATH 1042 \$196**  
**LOGARITHMS**

Equivalent to "logarithms" portion of MATH 1012. Covers theory and applications of common and natural logarithms, including plotting of logarithmic and semi-logarithmic graphs and their interpretation. ASTT accredited if taken with MATH 1043. Prerequisite: MATH 0001 or approved equivalent.

**MATH 1043 \$196**  
**ANALYTIC GEOMETRY**

Equivalent to "analytic geometry" portion of MATH 1012. Geometric and practical properties of conic sections, including polar coordinates and transformations. ASTT accredited if taken with MATH 1042. Prerequisite: C+ or better in Math 12 or 65 per cent or higher in MATH 0001 or approved equivalent.

**MATH 1491 \$396**  
**BASIC TECHNICAL MATHEMATICS FOR MECHANICAL**

Introduces differential and integral calculus of polynomial functions including appropriate support topics from algebra, analytical geometry, plane geometry, solid geometry, trigonometry and the theory of logarithms and exponential functions. There will be strong emphasis on illustrating the mathematics with applications from technology, engineering and the physical sciences. Prerequisite: Recent Math 12 or equivalent, with a "C+" or better or 65 per cent or higher in MATH 0001.

**MATH 2041 \$234**  
**CALCULUS: 1A**

Equivalent to first part of MATH 2011. Covers differential calculus with instantaneous rates of change, Delta-process, the derivative, implicit differentiation, curve sketching, differentiation rules for algebraic functions and applied maxima/minima. ASTT accredited if taken with MATH 2042. Prerequisite: MATH 1042, 1041 and 1043 or approved equivalent.

**MATH 2042 \$234**  
**CALCULUS: 1B**

Equivalent to second part of MATH 2011. Covers integral calculus including the indefinite and definite (with application to areas, volumes and centroids), trapezoidal rule and anti-differentiation. ASTT accredited if taken with MATH 2041. Prerequisite: MATH 2041 or approved equivalent. Same text as MATH 2041.

**MATH 2043 \$234**  
**CALCULUS: 1C**

Covers differentiation and integration of trigonometric, logarithmic and exponential functions. Same text as MATH 2041 and 2042. Prerequisite: MATH 2042 or approved equivalent.

**MATH 2491 \$396**  
**CALCULUS FOR MECHANICAL**

Continues from the differential and integral calculus that was presented in MATH 1491. Topics include calculus of the transcendental functions; curve sketching; maxima and minima; areas and volumes; centroids and moments of inertia; calculation of work and force due to fluid pressure; functions of several variables and partial derivatives; elementary first order differential equations. Illustrating the mathematics with applications from technology, engineering and the physical sciences will be emphasized. Prerequisite: MATH 1491 or equivalent.





**MATH 3491** **NUMERICAL METHODS MECHANICAL** **\$396**  
 Introduces the application of numerical methods to engineering problems. Topics include numerical integration, solution of non-linear equations; linear programming, numerical differentiation, solution of systems of linear equations and differential equations. Prerequisite: MATH 2491 or equivalent.

## ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

The following courses are currently available in Distance Education format:

TMGT 7102	Project Management
TMGT 7111	High Tech Marketing Strategies
TMGT 7112	Market Research
TMGT 7113	Marketing Programs and Plans
TMGT 7114	Product Planning and Marketing Implementation
TMGT 7121	Principles of Finance
TMGT 7123	Technology Information Systems
TMGT 7124	Technology and International Finance
TMGT 7131	Business Strategy and Structure
TMGT 7132	Technological Innovation and Entrepreneurship
TMGT 7134	Technology and International Trade and Competition
TMGT 7141	Managing in a Technical Environment
TMGT 7142	Technology Management Communication
TMGT 7143	Problem Solving and Decision Making
TMGT 7144	Human Resource Planning

For more information on the Advanced Diploma Program/Bachelor of Technology in Technology Management consult the BCIT Web site at: [www.eng.bcit.ca/adptmgt/](http://www.eng.bcit.ca/adptmgt/)

For an information package, course outlines, fee and registration details on ANY of the Engineering Technology correspondence programs, write to: Engineering Distance Education Technology BCIT, 3700 Willingdon Avenue Burnaby, B.C. V5G 3H2 or phone:

Shari Monsma: ..... Tel. (604) 432-8784 or Dina Patterson: ..... Tel. (604) 451-6984 or Toll-free: ..... 1-800-663-3606 or Fax: ..... (604) 436-6113 E-mail: ..... smonsma@bcit.ca Web site: ..... [www.eng.bcit.ca/etdisted/](http://www.eng.bcit.ca/etdisted/)

## GEOGRAPHIC INFORMATION SYSTEMS

DISTANCE EDUCATION VIA THE INTERNET

**GIST 7159** **COURSE FEE \$395**  
**TEXTBOOK \$55** **SOFTWARE (IF REQUIRED) \$340**  
**MAPPING USING MICROSTATION**

Using the Internet, a printed workbook, and MicroStation software, this course introduces students to MicroStation 95, a powerful CAD program used worldwide for mapping and GIS. Topics include design plane setup, element placement and symbology, text placement, precision input, and element manipulation. Examples are based on mapping and GIS. For more information: <http://www.gis.bcit.ca/outlines/7159info.htm>.

To register for the Internet course GIST 7159 only, please contact Shari Monsma at [smonsma@bcit.ca](mailto:smonsma@bcit.ca). For course information, contact Ross Miller at [rmiller@bcit.ca](mailto:rmiller@bcit.ca).

## DISTANCE EDUCATION FOR TRADES

**PIPING/GAS FITTING**

(604) 432-8420 [dbowles@bcit.ca](mailto:dbowles@bcit.ca)

The Piping Trades now offer Level "B" and "A" Gas Fitters training via Distance Education. These courses are accessible using a combination of directed home-study and instructor supervised practical training. For more information, visit the Gas Fitter Distance Education home page at [www.bcit.ca/~sott/distanted/gasfit.htm](http://www.bcit.ca/~sott/distanted/gasfit.htm). To register call (604) 451-6733.

**PPGS 0250** **DOMESTIC COMMERCIAL GAS FITTER (B LICENSE)** **\$810**

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second 2-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter B License and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration. Provincial Class B examination fee is additional. To register call (604) 451-6733.

April	CRN 26341
May	26347
June	26348
July	26349
August	26350

**PPGS 0200** **INDUSTRIAL GAS FITTER (A LICENSE)** **\$810**

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second 2-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter A License and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: Students must have class B for two years. Provincial Class A examination fee is additional. To register call (604) 451-6733.

April	CRN 25087
May	25088
June	25089
July	25090
August	25091

Spring 2000 Part-time Studies

## POWER ENGINEERING DISTANCE EDUCATION

(604) 432-8390 [bcowen@bcit.ca](mailto:bcowen@bcit.ca)

Five complete programs (21 courses) are available specifically for those currently employed in industrial plants that wish to upgrade. Programs provide the knowledge to sit for the Interprovincial Power Engineering Certification Examinations in Canada, and also satisfy the education requirements for operating industrial power plants in the United States. Registration is ongoing, with students registered from across Canada and the United States.

Provides those currently employed in industrial plants with the knowledge to take the Interprovincial power engineering certification examinations. Study can be done at-home (correspondence) or in class (tutorial) using telephone or drop-in help from experienced instructors.

In order to write the Interprovincial examinations, candidates must have specified practical and qualifying experience as outlined in the BC Power Engineer's and Boiler and Pressure Vessel Safety Act.

Applicants must have good writing skills. First, second and third class applicants must possess the next lower certificate, unless exempted by the Boiler Branch. Classroom attendance is flexible to accommodate shift schedules. Classroom hours are from 0800 to 1500 Monday to Friday. From mid-October to mid-May, evening instruction is available Tuesday through Thursday until 1930.

Participants use self-study learning materials to complete written assignments. Direct instructor assistance is provided when necessary. A reference library and instructional videotapes are available to supplement course materials. Registration in fourth, third, second and first class programs is in groups of two as indicated. One year from date of registration is allowed to complete a group.

Visit our Web site at [www.bcit.ca/~sott/programs/industrial/powereng/index.htm](http://www.bcit.ca/~sott/programs/industrial/powereng/index.htm)

**POWR 1210 BOILER OPERATOR (FIFTH CLASS BOILER ENDORSEMENT)**

Tutorial CRN 24971 Correspondence CRN 24970

**POWR 1213 FOURTH CLASS PART A**

Tutorial CRN 24966 Correspondence CRN 24965

**POWR 1214 FOURTH CLASS PART B**

Tutorial CRN 24975 Correspondence CRN 24974

**POWR 1215 THIRD CLASS PART A PAPER 1**

Tutorial CRN 24981 Correspondence CRN 24980

**POWR 1216 THIRD CLASS PART A PAPER 2**

Tutorial CRN 24983 Correspondence CRN 24982

**POWR 1217 THIRD CLASS PART B PAPER 1**

Tutorial CRN 24987 Correspondence CRN 24986

**POWR 1218 THIRD CLASS PART B PAPER 2**

Tutorial CRN 24989 Correspondence CRN 24988

**POWR 1219 SECOND CLASS PART A PAPER 1**

Tutorial CRN 24993 Correspondence CRN 24992

**POWR 1220 SECOND CLASS PART A PAPER 2**

Tutorial CRN 24995 Correspondence CRN 24994

**POWR 1221 SECOND CLASS PART A PAPER 3**

Tutorial CRN 24997 Correspondence CRN 24996

**POWR 1222 SECOND CLASS PART B PAPER 1**

Tutorial CRN 25001 Correspondence CRN 25000

**POWR 1223 SECOND CLASS PART B PAPER 2**

Tutorial CRN 25003 Correspondence CRN 25002

**POWR 1224 SECOND CLASS PART B PAPER 3**

Tutorial CRN 25005 Correspondence CRN 25004

**POWR 1225 FIRST CLASS PART A PAPER 1**

Tutorial CRN 25009 Correspondence CRN 25008

**POWR 1226 FIRST CLASS PART A PAPER 2**

Tutorial CRN 25011 Correspondence CRN 25010

**POWR 1227 FIRST CLASS PART A PAPER 3**

Tutorial CRN 25015 Correspondence CRN 25014

**POWR 1228 FIRST CLASS PART A PAPER 4**

Tutorial CRN 25017 Correspondence CRN 25016

**POWR 1229 FIRST CLASS PART B PAPER 1**

Tutorial CRN 25021 Correspondence CRN 25020

**POWR 1230 FIRST CLASS PART B PAPER 2**

Tutorial CRN 25023 Correspondence CRN 25022

**POWR 1231 FIRST CLASS PART B PAPER 3**

Tutorial CRN 25027 Correspondence CRN 25026

**POWR 1232 FIRST CLASS PART B PAPER 4**

Tutorial CRN 25029 Correspondence CRN 25028

## BUSINESS ADMINISTRATION DISTANCE EDUCATION

- Business Law
- Introduction to Business
- Management
- Economic Issues
- Electronic Data Interchange
- Organizational Behaviour 1
- Case Studies in Electronic Commerce
- Online Business Management
- Human Resource Measurement
- Human Resource Management
- Introduction to Electronic Commerce
- International Law
- Computers & Internet Law
- Microeconomics
- Management Skills & Applications
- Human Resource Planning
- Organizational Behaviour 2

Please turn to the Business section, page 14, for course descriptions and details.

## HEALTH SCIENCES

Distance Education provides flexible and accessible alternatives to innovative learning options, at home or in the workplace, to benefit those who wish to upgrade or update their knowledge, businesses and industries interested in group or industry training or retraining contracts, and organizations wishing to partner with BCIT on specific projects. BCIT Health Sciences offers close to 200 courses leading to certificates, diplomas and degrees in the following programs:

- Adult Echocardiography
- Basic Health Sciences
- Medical Imaging
- Clinical Research
- Environmental Health
- Health Administration/Health Care Management
- Health Information Systems Technology
- Cardiology/Cardiovascular Technology
- Occupational Health and Safety
- Specialty Nursing
- Nuclear Medicine
- Health Technology Management

CALL TOLL-FREE (1-800) 663-6542 OR (604) 451-7089, OR VISIT THE HEALTH SCIENCES WEBSITE AT [WWW.HEALTH.BCIT.CA](http://WWW.HEALTH.BCIT.CA)

**OCHS 1144** **OH&S LEGISLATION** **\$328**

General concepts of legislation relevant to the safety field, including history of the Canadian legal system, claims management, safety policies, the concept of workers' compensation, structure of the workers' compensation system, the OH&S systems in the US and world-wide, and safety resource organizations. (4 credits)

DISTANCE CRN 28556

**OCHS 1161** **PRINCIPLES OF LOSS MANAGEMENT** **\$410 + TEXT**

History of the safety movement, accident investigation, job safety analysis, inspections, management of an OH&S program, leadership and ethics in the safety profession, safety committees, maintaining interest in safety, safety training, dealing with safety issues in the workplace, and off-the-job safety. (5 credits)

DISTANCE CRN 20393

**OCHS 1262** **HAZARDOUS MATERIALS MANAGEMENT** **\$328 + TEXT**

Legislation regulating hazardous materials in the workplace and the environment. Chemical hazards, WHMIS, Transportation of Dangerous Goods (TDG), emergency preparedness, disaster planning and recovery, asbestos management and lead abatement. (4 credits)

DISTANCE CRN 22678

**OCHS 1300** **ERGONOMICS** **\$246 + TEXT**

Human factors in the scientific study of people at work, especially worker safety, health, efficiency and comfort. Recent trends in the ergonomics field; including physical working environment, adaptation of tools and the workplace to the worker, equipment design, impact on productivity, and involvement of workers and management. (3 credits)

DISTANCE CRN 28557

**OCHS 1461** **FIRE PROTECTION 1** **\$246**

Chemistry of fire, fire hazards and causes, fire statistics, flammable and combustible liquids, fire codes and regulations, occupancy considerations for fire safety, and construction considerations for fire safety. (3 credits)

DISTANCE CRN 28558

**OCHS 1462** **FIRE PROTECTION 2** **\$246**

Fire detection systems, portable fire extinguishers, automatic sprinkler systems, fire alarms, chemical hazards, and electrical hazards. Prerequisite: OCHS 1461 - Fire Protection 1. (3 credits)

DISTANCE CRN 28559

**OCHS 1463** **FIRE PROTECTION 3 (SECURITY SYSTEMS)** **\$123**

Security aspects of a safety program. Security survey, alarms, perimeter security, security personnel, threat assessment, and training requirements. (1.5 credits)

DISTANCE CRN 28560

**OCHS 3359** **RISK MANAGEMENT** **\$246**

Concepts of loss control and risk management, definitions, methods and parameters for dealing with risk, principles of insurance, obtaining the best insurance coverage at the lowest cost, cost benefit analysis, product liability, measuring the state of safety in an organization, and introduction to fault tree analysis. (3 credits)

DISTANCE CRN 28887

**OCHS 3372** **SAFETY IN THE WORKPLACE** **\$246**

Safety issues and controls for more than 20 industries. Historical and current issues for each industry sector including forest products, construction, health care, manufacturing, office environment, and government organizations, and dealing with major concerns. (3 credits)

DISTANCE CRN 28887

**OCHS 5109** **EMERGENCY PREPAREDNESS/EMERGENCY RESPONSE** **\$246 + TEXT**

Reduction of the effects of disaster through established and proven emergency procedures. Evaluation of time periods prior to, during and immediately following an emergency, and long-range recovery. (3 credits)

DISTANCE CRN 20798

## MSC CONSTRUCTION MANAGEMENT

This master's degree (developed by the University of Bath, UK) is now available in Canada through BCIT. Offered through distance learning across Canada, this program features high-level industry experts to provide a North American context to this international credential. Information can be obtained at any one of the Information Sessions for the Bachelor of Technology in Construction Management program, or directly by contacting:

Phil Cunnington, PEng. (604) 451-6871 [phil\\_cunnington@bcit.ca](mailto:phil_cunnington@bcit.ca)

## ELECTRICAL AND ELECTRONIC TRADES AND TECHNOLOGY

(604) 432-8637 eeinfo@bcit.ca

### Class Times and Locations

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

BCIT offers Intermediate Certificates of Technology in its part-time Studies Program. These are designed to award credentials after a certain number of courses have been completed. They are also stepping stones towards completion of a BCIT Diploma of Technology. Please contact the Part-time Studies Coordinator at (604) 432-8785 e-mail adunlop@bcit.ca

Burnaby (BBY) Trades Technical 1830-2130  
Burnaby (BBY) Technology 1845-2145

CITX Courses-Computing and Information Technology  
ELEX Courses-Electronics Engineering  
TELC Courses-Electrical Trades  
TELX Courses-Technician

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

### SYMBOL: ●

Entry level course for people wishing to participate at an introductory level for personal interest or to enhance career opportunities.

### SYMBOL: □

Course is of interest to those looking to enhance professional development and career opportunities. Participants are generally working in a related field. Some groupings of these courses are packaged into certificate programs.

### SYMBOL: ◆

Advanced level courses for continued professional development. Course covers technically complex material

## COMPUTER SYSTEMS

(604) 432-8637 eeinfo@bcit.ca

□ ELEX 2125 BBY \$524

### C PROGRAMMING (T)

Introduces DOS, and the "C" programming language. Programming assignments are based on engineering applications. Students will document and debug software using available software libraries. (4.5 credits)

June 5 Mon-Fri 0830-1230 4 wks BBY CRN 22670

## A+ TECHNICIAN

(604) 432-8637 eeinfo@bcit.ca

● CITX 0110 BBY \$649

### A+ TECHNICIAN

A+ certified technicians possess the knowledge and skills essential for becoming successful computer service technicians. This program covers the hardware and software technologies required in today's workplace and the material examined in the A+ certification exam, including Windows 95, DOS and Networking. Recommend access to a PC with internet connection.

Apr 10 Mon/Wed 1830-2130 10 wks BBY CRN 28686

## COMPUTER HARDWARE

□ CITX 0120 BBY \$549

### COMPUTER HARDWARE -SETUP CONFIGURATION AND MAINTENANCE

This hands-on course will familiarize the student with the internal hardware construction of a PC. The course covers the various components that make up a multimedia PC platform, troubleshooting and the resolution of configuration issues.

Apr 10 Mon/Wed 1830-2130 6 wks BBY CRN 28687

□ ELEX 2865 BBY \$443

### INTRO TO COMPUTER HARDWARE (T)

Assembler and C programming are used for interfacing digital and analogue I/O. Explores ports, buffers, latches, decoding, memory, 8254 timer chip, 8259 programmable interrupt controller, 8250 UART. Prerequisite: COMP 2510, 2720. (4 credits)

June 5 M/W/F 0830-1230 5 wks BBY CRN 21274

NEW ◆ ELEX 3314 (T) BBY \$565

PC HARDWARE WITH C PROGRAMMING (T)  
This PC-based hardware/software course consists of programming in C & interfacing into analog and digital circuitry. Includes: bit manipulation techniques, operation of external I/O interfaces and interfacing to PC buses. (3 credits)

June 5 M/T/Th/F 0900-1500 2 wks BBY CRN 28663

## LOCAL AREA NETWORK

● CITX 0140 BBY \$349

### LOCAL AREA NETWORK-HANDS-ON

Learn how to set up and configure computer networks. This hands-on, entry-level course introduces the fundamental network concepts required to set-up and configure a network. Training covers both peer to peer and client server applications, as well as network operating systems. Includes server selection, cable and media installation, performance/system management issues.

Apr 10 Mon/Wed 1830-2100 6 wks BBY CRN 28689

## NETWORK+ TECHNICIAN

NEW ● CITX 0145 BBY \$ 775

### NETWORK+ TECHNICIAN

Provides an introduction to networking technologies and prepares students to write CompTIA's Network+ certification exam. Covers LAN, WAN, protocols, topologies, transmission media, security and TCP/IP. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional's standpoint, making it a practical preparation for the real world.

Apr 11 Tue/Thr 1830-2130 12 wks BBY CRN 28684

## STRUCTURED CABLING FOR COMPUTER NETWORKS

NEW ● CITX 0150 BBY \$485

### STRUCTURED CABLING FOR COMPUTER NETWORKS

This course covers the installation and testing of UTP (unshielded twisted pair) for computer networks, focusing on Category 5 and Giga speed circuits.

June 3 Sat 0900-1500 3 wks BBY CRN 28656

## ELECTRICAL CONTRACTORS PROGRAM

(604) 432-8637 eeinfo@bcit.ca

Designed for the Electrical Contracting Industry. Participants are required to submit proof of your electrical TQ as well as a letter recommending participation in Level 1 and Level 2 course from their employer. Applications will be reviewed prior to acceptance into these courses.

\*ESTIMATING LEVEL 1 AND 2 WILL BE OFFERED AGAIN IN SEPTEMBER 2000

NEW □ TELC 0116 BBY \$395

### ELECTRICAL ESTIMATING LEVEL 2

This course is designed for those wishing to further develop their knowledge of the estimating process. Topics include creating multiple bid summaries, dealing with typical takeoffs, and creating databases for projects. Prerequisite: Successful completion of Electrical Estimating Level 1.

Apr 11 Tue/Thr 1800-2200 5 wks BBY CRN 28657

## ELECTRICAL AND ELECTRONICS GENERAL

(604) 432-8637 eeinfo@bcit.ca

□ ELEX 2120 (T) BBY \$629

### ELECTRONIC CIRCUITS 1 (T)

Introduction to semi-conductor circuits. Topics include bipolar and field-effect transistor devices and circuits for use in various current and voltage amplifier configurations. Students will also study oscillators; power amplifiers; power supplies and switching devices. Prerequisites: MATH 1431, ELEX 1105. (7 credits)

June 5 M/T/Th/F 0900-1500 4 wks BBY CRN 28662

## PHOTOVOLTAIC PROGRAM AT BCIT

BCIT will be offering a new and exciting Photovoltaic Program beginning in September 2000. The program will consist of two courses-Photovoltaics 1 and 2. The first course is designed for anyone interested in the practical application of photovoltaic technology and introduces all of the components used in photovoltaic systems. Students receive a Statement of Completion upon successful completion of the course. There is no prerequisite for Photovoltaics 1. However, basic knowledge of electrical circuits would be beneficial.

The prerequisite requirement for Photovoltaics 2 will be an electrical TQ as well as successful completion of Photovoltaics 1. Photovoltaics 2 emphasizes the proper electrical design and installation of complete stand-alone and grid-connected photovoltaic systems. Upon successful completion of Photovoltaics 2, students receive recognition in the form of a Photovoltaic Specialist certificate that will allow electricians to install photovoltaic systems.

Seats are limited. To pre-register for this program, please call: Hanne Loggn at 432-8637

## INTRODUCTION TO ELECTRONICS

(604) 432-8637 eeinfo@bcit.ca

This short-term program is intended for those who require a basic working knowledge of electronics for their jobs, or those who want to learn more about electronics. A Statement of Completion in Electronics (Basics) will be issued to students who successfully complete the following four courses.

TELX 0176 Solid State Devices will run in September 2000.

TELX 0177 Digital Devices will run in September 2000.

TELEX 0178 Microprocessors will run in January 2001.

● TELX 0175 BBY \$554

### ELECTRONICS: PASSIVE DEVICES

Focuses on the basic elements of electronics covering DC and AC circuits, introducing the concepts of voltage, current, resistance, series and parallel circuits, Ohm's Law, power, frequency, resonance, impedance and phase shift. Apply theory to construct circuits and prove the theory by making electrical measurements using standard test equipment.

Apr 10 Mon/Wed 1830-2130 10 wks BBY CRN 20920

## ELECTRICAL UPGRADING AND CODE

(604) 432-8637 eeinfo@bcit.ca

The following courses are designed for persons working in the electrical trade.

□ TELC 0105 BBY \$572

### ELECTRICAL I.P./T.Q. EXAM REFRESHER

Designed for electricians preparing to write I.P./T.Q. Exam. Students must have approved electrical work experience. Approval must be obtained from the ITAC area office nearest to you before registering. Prerequisite: Knowledge of wiring methods and terminology. Text book is the current edition of the Canadian Electrical Code Part I.

Apr 10 Mon/Wed 1830-2130 10 wks BBY CRN 20836

□ TELC 0107 BBY \$400, LSS \$398.30, 6 DAYS \$799

### ELECTRICAL CODE

Wanting to become a Registered Rep. or write the Accredited Rep. Exam? This course covers all sections of the Canadian Electrical Code including the latest Bulletins and Amendments as well as the Electrical Safety Regulation. It is ideal for electricians specializing in commercial, industrial and high voltage installations. Course and instructor recognized by the Electrical Safety Branch.

Apr 10 Mon/Wed 1830-2100 10 wks BBY CRN 20834

Apr 11 Tue/Thr 1830-2100 10 wks BBY 24848

Apr 10 Mon/Wed 1830-2100 10 wks LSS 26106

June 12 Mon-Sat 0800-1700 6 days BBY 28660

● TELC 0113 BBY \$350

### ENTERTAINMENT INDUSTRY CODE (LE/FE)

Designed for those persons doing Electrical work in the Entertainment Industry. This course follows the Electrical Safety Branch guidelines and prepares the student to write the LE or FE code exam. Prerequisite: experience with three phase electrical systems. A current edition of the Canadian Electrical Code is required.

Apr 15 Sat 0900-1500 5 wks BBY CRN 27579

NEW ● TELC 0148 BBY \$249

### FIRE PROTECTION REQUIREMENTS FOR BUILDING CONSTRUCTION

This seminar is specifically designed for Electricians working in the construction industry and provides a basic understanding of the fire protection issues involved in the construction of a modern building. Topics include: purpose of fire separations, fire stopping requirements, flame spread ratings and smoke control.

May 13 Sat 0900-1600 1 day BBY CRN 28659

□ TELC 0144 BBY \$649

### LOW ENERGY ELECTRICAL WORKER

See Data Cabling and Wiring

● TELC 0121 BBY \$477

### MATH FOR ELECTRICIANS 1

A mathematics upgrade course to strengthen student's understanding of basic electrical concepts: fundamental electrical laws and mathematical expressions, algebra refresher, DC electricity and resistive circuit analysis. It is recommended that Apprentices take this course prior to attending school for Level 1 apprenticeship training.

Apr 10 Mon/Wed 1830-2130 10 wks BBY CRN 20839

● TELC 0122 BBY \$477

### MATH FOR ELECTRICIANS 2

Provides the mathematical background needed to understand alternating current AC electricity as well as single phase AC circuit analysis and single phase transformer calculations. It is recommended that Apprentices take this course prior to attending school for Level 2 apprenticeship training.

Apr 10 Mon/Wed 1830-2130 10 wks BBY CRN 20860

● TELC 0123 BBY \$477

### MATH FOR ELECTRICIANS 3

Covers three-phase fundamentals and three-phase circuit calculations, three-phase transformers and connections. It is recommended that Apprentices take this course prior to attending school for Level 3 apprenticeship training.

Apr 10 Mon/Wed 1830-2130 10 wks BBY CRN 20870

## ELECTRICAL EQUIPMENT AND DISTRIBUTION SYSTEMS

(604) 432-8637 eeinfo@bcit.ca

□ TELC 0130 BBY \$263

### MOTOR CONTROL

Covers the basic principles of conventional motor control for those working in an industrial setting. Prerequisite: Familiarity with wiring methods and AC-Motor operation.

Apr 17 Mon/Wed 1845-2145 5 wks BBY CRN 20872

NEW □ TELC 0155 BBY \$649

### ELECTRONIC VARIABLE SPEED DRIVES

Explains the theories of electronic drive operation and how to troubleshoot, maintain modern drives. DC and AC drives are covered. Emphasis will be given to hands-on use of lab equipment. Prerequisites: A good understanding of solid-state devices and DC and AC motor operation.

Apr 11 Tue/Thr 1830-2130 10 wks BBY CRN 28658



**TELX 0163 BBY \$400**  
**HIGH VOLTAGE DISTRIBUTION SYSTEMS 1**  
 Introduces basic high voltage theory including voltage gradients, High Voltage distribution systems, High Voltage cables, terminations, fuses, switches and CB's. High Voltage safety practices are also covered. This course may be considered as part of the High Voltage experience required by the Electrical Safety Branch to obtain the Class "A" Accredited Rep. certification.

Apr 11 Tue/Thr 1830-2130 5 wks BBY CRN 27566

## PRINTED CIRCUIT BOARD FABRICATION AND REPAIR

(604) 432-8637 eeinfo@bcit.ca

**TELX 0115 BBY \$595**  
**PACE SURFACE MOUNT 2 DAY WORKSHOP**  
 Teaches the latest rework and repair techniques using state-of-the-art PACE equipment. Covers the safe and reliable installation and removal methods for a wide variety of SMT components and all aspects of SMT Soldering and Rework.

May 24 Wed/Thr 0800-1700 2 days BBY CRN 26495

## DATA CABLING AND WIRING

(604) 432-8637 eeinfo@bcit.ca

**TELX 0130 BBY \$566**  
**TELECOM STRUCTURED CABLING SYSTEMS**  
 Hands-on installation, testing of data and voice circuits using unshielded twisted pair cable (U.T.P.), RJ-11, RJ-12, and RJ-45 connection as well as BIX, R-66 and 110 type terminal blocks, level three, four and five data circuits will also be installed. Testing using state-of-the-art, FLUKE, WAVETEK and MICROTST equipment.

Apr 11 Tue/Thr 1830-2130 5wks BBY CRN 21420

**TELX 0133 BBY \$595**  
**AMP ACT 1**  
 Provides an overview of LAN cabling systems and actual connectorization sections for shielded and unshielded twisted pair, coax and fiber optics. Please call (604) 432-8637 to register.

**TELX 0138 BBY \$895**  
**AMP ACT 2**  
 Advance your test equipment and trouble-shooting skills must keep pace so you do not become caught in a tangle of complex telecommunications cabling problems. Equips you with the certifying and troubleshooting know how you will need to enhance your companies quality control, cost effectiveness and profitability. Please call (604) 432-8637 to register.

**TELX 3311 BBY \$1095**  
**FIBER OPTICS (T)**  
 See Telecommunications below.

**TELX 0144 BBY \$649**  
**LOW ENERGY ELECTRICAL WORKER**  
 Covers the basic electrical concepts required for the installation, alteration, repair or maintenance of Class 2 circuits limited to rated output of 100 VA, this includes installation of 120 volt feeds for class 2 power supplies, use of multimeters, as well as the pertinent electrical and building code requirements. Prerequisite: Experience with Class 2 circuits.

Apr 10 Mon/Wed 1830-2130 10 wks BBY CRN 26684

## TELECOMMUNICATIONS

(604) 432-8637 eeinfo@bcit.ca

**ELEX 3525 (T) BBY \$599**  
**DATA COMMUNICATIONS (T)**  
 This course covers the history and overview of Datacom; protocols; terminal and communications equipment; messages, codes and transmission channels; asynchronous modems, synchronous transmission, modulation, PC communications and programming; ADSL, USB, cable modems. Prerequisites: C programming knowledge, AC/DC circuits, Digital circuits. (5.5 credits)

June 5 M/T/Th/F 0900-1500 4 wks BBY CRN 28614

**TELX 0130 BBY \$566**  
**TELECOM STRUCTURED CABLING SYSTEMS**  
 Provides hands-on installation and testing of data and voice circuits using unshielded twisted pair cable (U.T.P.), RJ-11, RJ-12, and RJ-45 connection as well as BIX, R-66 and 110 type terminal blocks. Level three, four and five data circuits will also be installed. Extensive testing using state-of-the-art, FLUKE, WAVETEK and MICROTST equipment.

Apr 11 Tue/Thr 1830-2130 5wks BBY CRN 21420

**TELX 0133 BBY \$595**  
**AMP ACT 1**  
 Please call department for information at 432-8637.

**TELX 0138 BBY \$895**  
**AMP ACT 2**  
 Please call department for information at 432-8637.

**TELX 3311 BBY \$1095**  
**FIBER OPTICS (T)**  
 Offers theory of fiber optics with a hands-on approach. Topics include fiber transmission systems versus copper transmission systems, light, detectors, connectors, cables, splices, couplers, power budgets and test equipment. Provides experience in the areas of; connectors splicing; installation and testing using an OTDR, light source and power meter. (4 credits)

Apr 10 Mon/Wed 1830-2130 10 wks BBY CRN 22669

## BUILDING AUTOMATION SYSTEMS

(604) 432-8637 eeinfo@bcit.ca

**TELX 0141 BBY \$396**  
**SECURITY SYSTEMS**  
 Covers rules and regulations including mandatory Trades Qualification requirements, basic electronics, testing and servicing, wiring methods, input, output and control equipment; central station communications, access and CCTV systems. Designed for installers about to write the T.Q. exam, crime prevention officers and sales and administrators working with security alarm systems.

Apr 11 Tue/Thr 1830-2130 7 wks BBY CRN 20910

**NEW TELX 0146 BBY \$649**  
**FIRE DETECTION AND ALARM SYSTEMS**  
 Designed to provide students with the skills to install, maintain and test a modern fire alarm system. Topics include building code requirements, fire alarm hardware, installation standards and system sequence of operation. The course emphasizes both initial commissioning and periodic inspection techniques. Prerequisite: Must be a qualified electrician

Apr 10 Mon/Wed 1830-2130 10 wks BBY CRN 28779

## PROGRAMMABLE LOGIC CONTROLLERS AND INDUSTRIAL CONTROL

(604) 432-8637 eeinfo@bcit.ca

**TELX 0130 BBY \$263**  
**MOTOR CONTROL**  
**SEE ELECTRICAL EQUIPMENT AND DISTRIBUTION SYSTEMS**

**TELX 0186 BBY \$527**  
**PROGRAMMABLE LOGIC CONTROLLERS 1**  
 Covers the basic knowledge required to operate a programmable logic controller (PLC). Overview and advantages of PLC's, installation, hardware requirements, peripheral devices, system operation and hands-on programming to relay replacement level using industry accepted software. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.

Apr 11 Tue/Thr 1830-2130 6 wks BBY CRN 27574  
 May 29 Mon-Fri 0800-1600 1 wk BBY CRN 28599

**TELX 0182 BBY \$439**  
**PROGRAMMABLE CONTROLLERS 2**  
 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 0186 and a good working knowledge of DOS.

May 23 Tue/Thr 1830-2130 5 wks BBY CRN 20823

**ELEX 0610 BBY \$550**  
**ELECTROHYDRAULIC CONTROL SYSTEMS**  
 Basic components of fluid power and hydraulics systems (pumps, filters, valves, cylinders, etc.) are described in detail and application to common hydraulic circuits using industrial symbology. Hands-on labs with industrial equipment and A-B PLC5 controllers used to demonstrate hydraulic control principles.

Apr 17 Tue/Thr 1830-2130 5 wks BBY CRN 28683

## MICROPROCESSORS

(604) 432-8637 eeinfo@bcit.ca

**ELEX 3305 (T) BBY \$629**  
**MICROCONTROLLER SYSTEMS 1 (T)**  
 Applies the knowledge in ELEX 1115/2115 to perform a detailed study of a microcontroller system. Includes internal architecture, memory devices, machine/assembly/high level language programming of an operating system, software development tools, input and output ports. Prerequisite: ELEX 2125, or 2115, 3320 or 3515, or 3205 or equivalent. (7.0 credits)

June 5 M/T/Th/F 0900-1500 4 wks BBY CRN 28609

## DIPLOMA TRANSFER COURSES

(604) 432-8637 eeinfo@bcit.ca

**ELEX 2120 BBY \$629**  
**ELECTRONIC CIRCUIT 1 (T)**  
**SEE ELECTRICAL AND ELECTRONICS GENERAL** (7 credits)

**ELEX 2125 BBY \$629**  
**C PROGRAMMING (T)**  
**SEE COMPUTER SYSTEMS** (4.5 credits)

**ELEX 2865 BBY \$629**  
**INTRODUCTION TO COMPUTER HARDWARE (T)**  
**SEE COMPUTER SYSTEMS** (4 credits)

**ELEX 3305 BBY \$629**  
**MICROCONTROLLER SYSTEMS 1 (T)**  
**SEE MICROPROCESSORS** (7 Credits)

**ELEX 3314 BBY \$629**  
**PC HARDWARE WITH C PROGRAMMING (T)**  
**SEE COMPUTER SYSTEMS** (3 credits)

**ELEX 3525 BBY \$629**  
**DATA COMMUNICATIONS (T)**  
**SEE TELECOMMUNICATIONS** (5.5 Credits)

In addition to the part-time courses offered in Electrical and Electronic Technology, we also offer a broad range of courses for industry through our Industry Services department. For more information on how we can help you achieve your training goals, please contact:

Sandy Shaw, Manager-Business Development  
 Electrical and Electronic Programs  
 (604) 432-8728  
 Sandy\_Shaw@bcit.ca

## BACHELOR OF TECHNOLOGY IN ELECTRONICS

(604) 432-8637 eeinfo@bcit.ca

The Bachelor of Technology in Electronics is designed for electronics technologists (or equivalent) who wish to pursue a degree while working. The program provides the necessary skills and analytical background to function at an engineering level capacity in either the Automation or Telecommunication fields. The program has a strong industry focus while maintaining a high level of rigor and analysis.

This program is scheduled on a part-time basis to serve the needs of working professionals. Classes are held in the evenings, weekends, or in intensive six to eight week full-time sessions. The program provides students with a strong background in fundamental engineering subjects-mathematics, physics, signal analysis, and control as well as specialized knowledge in telecommunication areas and process control and automation areas.

**Web Page**  
 Please refer to BCIT's new web page on the Bachelor of Technology in Electronics. The URL of this page is: <http://www.bcit.ca/~ee/BTech>

**Entrance Requirements**  
 1. An ASTTBC accredited diploma of Technology in an electronics, robotics or automation related technology with a minimum course average of 65 per cent or the equivalent level of formal training/education at the post-secondary level. Applicants without an ASTTBC accredited diploma of technology must obtain ASTTBC accreditation as a technologist before being admitted in to the program.  
 2. At least two years of appropriate work experience.

**Registration Procedure**  
 The applicant may request an interview with the program head prior to sending in the application. Contact the Program Administrative Assistant at (604) 432-8369 or the program head (432-8484) for more information.

Candidates may select and register for courses after reviewing each term's course offerings in the BCIT part-time studies flyer.

**Program Length**  
 As a part-time studies program, a period of three to five years may be required to complete the program.

Prior to acceptance into the program, candidates may complete:

- a maximum of 6 credits of Technical Studies/Management course work
- a maximum of 12 credits of Liberal Education Component course work
- and a maximum of 6 credits of Mathematics

**Program Structure**  
 The general requirement for a Bachelor of Technology in Electronics degree program is a minimum of 67 credits from five components.

Components	Credits
1. Degree Core	29.0
2. Specialization Electives	12.0
3. Management Component	9.0
4. Liberal Education Section	12.0
5. Industry Project	5.0

1. Degree Core (29 credits/ all courses must be completed)		
ELEX 7010	Engineering Statistics	2.0
ELEX 7020	Multivariable Calculus and Dynamic Systems	3.0
ELEX 7030	Thermodynamics	3.0
ELEX 7040	Engineering Materials	3.0
ELEX 7110	Transform Methods in Engineering	3.0
ELEX 7120	Linear Algebra and Vector Calculus	3.0
COMP 7081	Technical Issues in Software Design	3.0
ELEX 7210	Physical Systems and Signals	3.0
ELEX 7220	Feedback Control	3.0
ELEX 7230	Electromagnetism	3.0
2. Specialization Electives (12 credits required);		
ELEX 8010	Data Communications	3.0
ELEX 8020	Computer Architecture	3.0
ELEX 8110	Telecommunications System Design	3.0
ELEX 8120	Signal Theory and Processing	3.0
ELEX 8130	Computer Networks	3.0
ELEX 8140	Mobile Communications	3.0
ELEX 8150	Microwave and Fiber Optic Engineering	3.0
ELEX 8160	Electric Machines	3.0
ELEX 8170	Industrial System Electric Design	3.0
ELEX 8180	Advanced Process Control	3.0
ELEX 8190	Fluid Power Control	3.0
ELEX 8210	Motion Control Systems	3.0
ELEX 8220	Industrial Processes	3.0
ELEX 8260	Advanced Electric Machines	3.0
ELEX 8270	Power System Analysis	3.0
ELEX 8275	RF Design Engineering	3.0

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**3. Management Component (9 credits required) CREDITS**  
 BUSA 7250 Management Skills and Applications 3(required)  
 ELEX 8290 Entrepreneurship and Engineering Economics 3(required)

Please contact the Electronics department at BCIT to select the three remaining business management credits.

**4. Liberal Education Studies Section (12 credits)**  
 Students must complete 12 credits of Liberal Education.  
 For further information please contact the Registrars Office at (604) 432-8230.

LIBS 7002 Applied Ethics (required)  
 LIBS 7001 Critical Reading and Writing (required)

**5. Industry Project (5 credits)**  
 Each degree program student, after completing the prescribed course work, will have to complete an industry sponsored project in their selected area.

ELEX 8300 Industry Project 5

## DEGREE COURSES OFFERED THIS TERM

- \*BUSA 7250 Management Skills and Applications
- \*COMP 7081 Technical Issues in Software Design
- \*LIBS 7001 Critical Reading and Writing
- \*LIBS 7002 Applied Ethics

\*See the appropriate section of the part-time studies flyer for a description and course information.

**ELEX 7010 ENGINEERING STATISTICS BBY \$343**  
 Probability theory, discrete, continuous random variables, probability distributions ( binomial, geometric, hypergeometric, Poisson, uniform, exponential, normal, and erlang-k), sampling and sampling distributions, confidence interval estimates, testing of hypotheses, simple and multiple linear regression, experimental design, analysis of variance, quality control. (2 credits)

April 25 Tue/Thr 1830-2000 11 wks BBY - CRN 28650

**ELEX 7040 ENGINEERING MATERIALS BBY \$523**  
 Overview of materials used in engineering-metals, ceramics, plastics, semiconductors and wood. Examines microstructure of materials and macroscopic properties such as modulus of elasticity and tensile and shear strengths. Topics such as phase diagrams, solid state transformations, fracture, corrosion and sizing are included. Some laboratory demonstrations. (3 credits)

Apr 17 Mon/Tue 1830-2130 2 wks BBY CRN 27645  
 May 2 Tue/Thr 1830-2130 6 wks BBY

**ELEX 7110 LINEAR PHYSICAL SYSTEMS BBY \$523**  
 Modeling and analysis of physical systems. Fourier, Laplace and z-transform modelling. System responses, sampling, state space models, Kalman filters, observability, controllability, feedback interconnections, Nyquist stability, system identification, computer simulation. Labs with various processes form an integral part of the course. (3 credits)

May 1-22 Mon 1745-1915 4 wks BBY CRN 28651  
 May 29-July 5 M/W 1030-1230 6 wks BBY 28651  
 May 29-July 5 Wed 1430-1730 6 wks BBY 28651  
 July 10-17 Mon 1745-1915 2 wks BBY 28651

\* Two 3 hour Saturday morning tutorials may be scheduled.

**ELEX 7120 LINEAR ALGEBRA & VECTOR CALCULUS BBY \$523**  
 Covers vectors, matrix operations, transformations, systems of algebraic and differential equations, eigenvalue/eigenvector problems, as well as integral theorems (Green's Theorem, Stoke's Theorem) and vector calculus. Applications in electromagnetism, fluid flow and partial differential equations are considered. Prerequisites: ELEX 7020 & 5020 or approval by BTech program head (3.0 credits).

April 24 Mon/Wed 1830-2030 12 wks BBY CRN 28652

**ELEX 7210 SIGNAL THEORY AND PROCESSING BBY \$523**  
 Signal representation, identification, discrete Fourier transform, sampling, FIR and IIR filter analysis and design, windowing methods, DFT and FFT computations, multirate filters, filter banks, subband decomposition and coding, wavelets, quadratic mirror filter banks. Labs in machine vision (image processing), voice processing, filter design, data compression, and analysis of data. (3 credits)

May 1-22 Mon 1930-2100 4 wks BBY CRN 28653  
 May 29-July 5 M/W 0800-1000 6 wks BBY 28653  
 May 29-July 5 Mon 1430-1730 6 wks BBY 28653  
 July 10-17 Mon 1930-2100 2 wks BBY 28653

\* Two 3 hour Saturday morning tutorials may be scheduled.

**ELEX 7220 FEEDBACK CONTROL BBY \$523**  
 Linear controller design in a variety of application areas. Model equations from first principles, empirical models. Continuous and discrete time frameworks. PID control analysis, transform controller design, state feedback design, the linear quadratic Gaussian regulator problem, dead time compensation, sensitivity analysis, predictive control. Hands on labs form an integral part of the course. (3 credits)

May 1-22 Wed 1930-2100 4 wks BBY CRN 28654  
 May 29-July 5 Tue/Th 1030-1230 6 wks BBY 28654  
 May 29-July 5 Thr 1430-1730 6 wks BBY 28654  
 July 10-17 Wed 1930-2100 2 wks BBY 28654

\* Two 3 hour Saturday morning tutorials may be scheduled.

**ELEX 8110 DATA COMMUNICATION BBY \$523**  
 Overview of data communication. ISO/OSI seven-layer protocol model. Role and function of communication protocols, particularly at the physical and data-link layers. Protocol operation, error detection and control, encoding, modulation techniques and data-compression. Hands on data communication programming and hardware labs are incorporated into the course. (3 credits)

May 3-24 Wed 1745-1915 4 wks BBY CRN 28655  
 May 30-July 7 Tue 1330-1530 6 wks BBY 28655  
 May 30-July 7 Fri 0800-1000 6 wks BBY 28655  
 May 30-July 7 Fri 1200-1500 6 wks BBY 28655  
 July 12-19 Wed 1745-1915 2 wks BBY 28655

\* Two 3 hour Saturday morning tutorials may be scheduled

### PART-TIME TIP

**REGISTER EARLY.** Our policy is to cancel courses five business days before the start date to allow transfers to available alternate courses.



## SUMMER 2000 - SIGNALS AND SYSTEMS INTENSIVE SESSION

In the summer of 2000, BCIT will offer its first intensive session for the Bachelor of Technology in Electronics. The intensive session allows students to accelerate their progress through the program. The intensive session will consist of 4 courses, for a total of 12 credits. The courses in the Signals and Systems Intensive Session \* are:

1. ELEX 7110 Linear Physical systems
2. ELEX 7210 Signal Theory and Processing
3. ELEX 7220 Feedback Control
4. ELEX 8010 Data Communications

The Signals and Systems Intensive Session will last 12 weeks, 6 of which will require a full time work leave. The timeline for the session is as follows:

May 1 to May 26th - Part Time Evening Course Work  
 May 27th to July 7th - Full time day long lecture and laboratory work  
 July 10th to July 24th - Part time Evening Course Work

Students interested in joining an intensive session should contact the BCIT Electronics department at 432-8369 as soon as possible. Participants in the intensive session typically make arrangements with their employers for a work leave months in advance.

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**Phone** (604) 431-3300 (BC Lower Mainland)  
 1-800-663-9711 (Toll-free in Canada)

**Fax** (604) 431-3444

**Email** student@ola.bc.ca

**Website** www.ola.bc.ca/bcou





## COURSE INFORMATION AND PROGRAM ASSISTANCE

For information and to request brochures detailing courses offered in Health Sciences programs, call toll-free in Canada and the US 1-800-663-6542, or the appropriate number below. To register in Health Sciences Part-time courses, call (604) 451-6733, visit the BCIT registration website at [www.bcit.ca/admissions\\_home.htm](http://www.bcit.ca/admissions_home.htm), or in person at the Burnaby campus.

### Health Technology Programs-Part-time Studies

Basic Health Sciences,  
Medical Imaging, Nuclear Medicine ..... (604) 432-8727  
Environmental Health,  
Occupational Health and Safety ..... (604) 432-8429  
Biomedical Engineering,  
Health Care Management ..... (604) 451-7117  
Adult Echocardiography,  
Cardiology, Cardiovascular Technology ..... (604) 451-7137  
Specialty Nursing Programs, Core Courses  
Critical Care ..... (604) 451-7103  
Emergency, Nephrology ..... (604) 451-7094  
Neonatal, Pediatric, Pediatric Critical Care,  
Perinatal ..... (604) 432-8982  
Occupational Health, Perioperative ..... (604) 451-7102

## COURSE DELIVERY OPTIONS

### Advanced Placement (Nursing Clinical Courses)

Experienced nurses may request credit for experiential learning toward clinical courses by contacting the program head prior to registration.

### Challenge

If you have experiential learning and wish to register in a challenge section of a distance education course, you may register at any time but must write the final course examination within the timelines of that term. Textbooks are available from BCIT for some Challenge Courses.

### Classroom

Register at least one week, but preferably three weeks prior to the start of classes.

BCIT reserves the right to cancel courses due to insufficient registration.

### Clinical

Clinical courses are offered full or part-time at clinical sites throughout B.C. Clinical placements outside of B.C. may be negotiated individually. Contact the program head prior to registration for a registration/ approval package. Payment of the application fee is due February 15 (Spring Term); July 15 (Fall Term); November 15 (Winter Term). Fees are non-refundable.

### Compressed Timeframe Program (Specialty Nursing)

A special offering of courses in a "compressed timeframe" format can be arranged with hospitals and/or institutions. These arrangements are made through the program head of each specialty.

### Guided Learning/Distance Education

Courses are provided in distance education format: self-directed study supported by telephone tutoring. To ensure delivery of course materials, register one month prior to term start. Course material is sent by courier. In-person pick-up is not available. Fees are non-refundable after course materials have been shipped.

### Weekend

For those weekend courses where pre-reading is necessary, register six weeks prior to the start date to ensure timely delivery of materials. Fees are non-refundable after course materials have been shipped.

### Credentials

The Bachelor of Technology degree is unique to BCIT, incorporating specialization and advanced studies with management and liberal education. The degree is now available in Medical Imaging, Environmental Health and Specialty Nursing.

### Programs and Courses

Programs and individual courses are available at introductory, certificate and advanced levels. They may be taken for professional development (continuing education), or as credit toward a BCIT credential.

- Adult Echocardiography Certificate Program
- Bachelor of Technology Degree in Environmental Health (Public Health Inspector)
- Bachelor of Technology Degree in Medical Imaging
- Biomedical Engineering courses
- Cardiology Technology Certificate and Diploma Programs
- Cardiovascular Technology Diploma Program
- Computed Tomography Certificate Program
- Health Administration Program (MHA Bridging Program)  
This program bridges with the second year of the UBC Masters in Health Administration (MHA) Degree. Applicants must apply to UBC for admission and possess a baccalaureate degree. For further information call (604) 822-5405 or visit Web sites [www.healthcare.ubc.ca/mhainfo.html](http://www.healthcare.ubc.ca/mhainfo.html) and <http://www.health.bcit.ca/hlthmgmt/index.html>
- Health Care Management Level 1 and 2 Certificate Program
- Clinical Research Advanced Specialty Certificate Program
- Health Technology Management Advanced Specialty Certificate Program
- Health Information Systems Technology Advanced Specialty Certificate Program
- Magnetic Resonance Imaging Certificate Program
- Occupational Health and Safety Certificate Program
- Specialty Nursing Certificates: Critical Care, Emergency, Neonatal, Nephrology, Occupational Health, Pediatric, Pediatric Critical Care, Perinatal, Perioperative
- Bachelor of Technology in Specialty Nursing, the only Bachelor of Technology degree program in B.C. preparing registered nurses for employment in specialty nursing practice. Graduates enter the workforce skilled in professionalism, communication, collaboration, growth, reflective critical thinking and systematic inquiry.

## OCCUPATIONAL HEALTH & SAFETY PROGRAM

**OCHS 0501 \$295**

### TDG: REFRESHER COURSE

For those who have previously completed the five-day TDG Train the Trainer course and need to renew their B.C. Certification. Offered on Demand. Further info call: (604) 432-8429 or 1-800-663-6542

CLASSROOM

**OCHS 1410 \$126 + LAB FEE \$84**  
**FIRE EXTINGUISHER SERVICE TECHNICIAN**

For people who want to service fire extinguishers. Course meets City of Vancouver bylaw requiring certification of fire extinguisher technicians. ASTT certification upon successful completion. (1.5 credits)

Apr 6 Th 1845-2145 6 weeks BBY CRN 27637  
CLASSROOM

**OCHS 1500 \$995**  
**TDG: TRAIN THE TRAINER, TRANSPORTATION OF DANGEROUS GOODS**

Three-level instructor certificate program providing skills needed to develop and deliver an in-house TDG training program. (3 credits)

Jun 12 Mon-Fri 0800-1600 1 week BBY CRN 19667  
CLASSROOM

**OCHS 5120 BBY \$295 + TEXT (TBA)**  
**DISABILITY MANAGEMENT**

For advocates of return to work opportunities for injured workers. Disability management, rehabilitation and return to work, legislation, policies, ethics, research and evaluation of disability management and collective agreements, basics of assessment and treatment, negotiation skills, disability management in industry, case studies and practical plans for disability management.

(3 credits) CLASSROOM  
Apr 10 Mon 1845-2145 12 wks BBY CRN 28885

## DISTANCE EDUCATION

The following Occupational Health and Safety Health Sciences courses are offered this term through distance education:

Emergency Preparedness/Emergency Response, Ergonomics, Fire Protection 1, Fire Protection 2, Fire Protection 3 (Security Systems), Hazardous Materials Management, OH&S Legislation, Principles of Loss Management, Risk Management, Safety in the Workplace. For course descriptions and details, please turn to the Distance Education section on page 41.

## WORKSAFE COURSES

Each of these eight-hour courses were designed by the Workers' Compensation Board of B.C., and are worth 0.5 credit applicable toward the elective component of the Occupational Health and Safety Certificate. WorkSafe courses are offered at the BCIT campus, but can also be delivered at your place of work.

All courses are offered on demand.

Further info: (604) 432-8429 or (1-800) 663-6542

For courses conducted at the employer's premises, the fee is \$1100 for a maximum of 18 participants.

**OCHS 1001 \$88**  
**OCCUPATIONAL SAFETY AND HEALTH COMMITTEE TRAINING**

Effective safety and health programs, safety committee functions and responsibilities, workplace inspections and accident investigations.

**OCHS 1002 \$88**  
**OCCUPATIONAL SAFETY AND HEALTH IN SMALL BUSINESS**

"Due diligence", WCB work site inspection policies, workplace safety and health programs and managing WCB assessments and claims costs.

**OCHS 1003 \$88**

### HAZARD RECOGNITION AND CONTROL

Requirements for workplace inspections, identification, control and evaluation of hazards, and how to use the WCB Occupational Health & Safety Regulation.

**OCHS 1004 \$88**

### PREVENTING VIOLENCE IN THE WORKPLACE

Explanations and applications of the WCB regulations on workplace violence, and risk assessment techniques, violence prevention strategies, and development of a workplace violence prevention program.

**OCHS 1005 \$88**

### SUPERVISOR SAFETY MANAGEMENT

Supervision of a safe work environment, safety inspections, accident investigations and "due diligence".

**OCHS 1006 \$88**

### INVESTIGATING & CONTROLLING STRAINS AND SPRAINS

Prevention of back injuries, repetitive strain injuries and other musculoskeletal (bone, muscle, ligament, tendon, and nerve) disorders.

**OCHS 1007 \$88**

### INCIDENT INVESTIGATION & SAFETY INSPECTION WORKSHOP

Practical workshop building on the WCB WorkSafe courses. Participants conduct practice safety inspections and incident investigations. Designed for learners who have completed OCHS 1001 and/or OCHS 1005.

## BIOMEDICAL ENGINEERING

For information on dates, locations and fees, please contact Program Head Anthony Chan at (604) 432-8994, email [anthony\\_chan@bcit.ca](mailto:anthony_chan@bcit.ca), or check the Biomedical Engineering website at [www.bcit.ca/~bme/](http://www.bcit.ca/~bme/) for up-to-date course and program announcements.

**BMET 0905 (NON-CREDIT) FEE TBA**

### DIGITAL IMAGE ACQUISITION AND PROCESSING

Principles involved in the acquisition and processing of two-dimensional digital images. Theory is reinforced with applications in various modalities in medical imaging. Laboratory component provides practical experience with many of the concepts presented in the lectures.

CLASSROOM

**BMET 0908 (NON-CREDIT) FEE TBA**

### INTRODUCTION TO SERVICING MEDICAL RADIOGRAPHIC EQUIPMENT

Three-day hands-on workshop introducing the principles and practice of servicing medical radiographic equipment and systems. Emphasizes practical laboratory sessions to teach basic operation, quality assurance and preventive maintenance of the X-ray system.

CLASSROOM

**BMET 0909 (NON-CREDIT) FEE TBA**

### PRACTICAL ASPECTS OF MEDICAL X-RAY FLUOROSCOPY

Two-day workshop teaching the principles and standards of medical fluoroscopic imaging systems. Covers properties and physical limitations of components in the imaging chain and illustrates how they affect the overall image quality of the system.

CLASSROOM



**FNPS 0101 \$363**

### FIRST NATIONS CULTURAL AWARENESS FOR HEALTH PROFESSIONALS

Information: tel: 604.432.8474  
[cspink@bcit.ca](mailto:cspink@bcit.ca)

Participants will develop an understanding of and formulate an approach to address issues related to the cultural diversity among Aboriginal People in BC. Current Aboriginal health concerns, the relevance of traditional healing practices, and the importance of family relationships will be examined as well as techniques for dealing with Aboriginal patients, communities and agencies. Course fee includes a traditional Coast Salish Feast.

June 3, 10, 17 Sat 0900-1600 CRN 27641

## BACHELOR OF TECHNOLOGY DEGREE PROGRAM IN ENVIRONMENTAL HEALTH

### Full-Time Studies

Looking for a dynamic, multi-faceted profession that protects the health of the public where they work, live, eat, or play? If so, then Environmental Health is for you!

This four-year degree program leads to certification as a Public Health/Environmental Health Officer. A two-year option is available if you hold an appropriate BSc or Diploma of Technology.

Now accepting applications for September 2000.



### For information please contact:

Lorraine Woolsey, Program Head  
Tel: (604) 432-8807  
Email: [lorraine\\_woolsey@bcit.ca](mailto:lorraine_woolsey@bcit.ca)  
Web site: [www.health.bcit.ca](http://www.health.bcit.ca)

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

## WHO'S WHO

### Manufacturing and Industrial Mechanical

#### Bachelor of Technology in Manufacturing

Mick Andic ..... (604) 432-8330  
Cindy Mirafab ..... (604) 432-8274  
mechtech@bcit.ca

#### Computer Aided Engineering

AutoCAD Courses/AutoCAD/GIS Training  
AutoCAD Training Centre ..... (604) 432-8828  
Bette Bayley, Program Assistant ..... (604) 432-8521

#### Mechanical/Mechanical Systems

mechtech@bcit.ca  
Cindy Mirafab ..... (604) 432-8274  
Bette Bayley, Program Assistant ..... (604) 432-8521

#### Nondestructive Testing

Bob Pike ..... (604) 432-8946  
Sharon Cameron, Program Assistant ..... (604) 432-8723

#### Plastics

Bill Shaw ..... (604) 432-8971  
Bette Bayley, Program Assistant ..... (604) 432-8521

#### Robotics and Automation

Cindy Mirafab ..... (604) 432-8274  
Bette Bayley, Program Assistant ..... (604) 432-8521

#### Ventilation, Air Conditioning and Refrigeration

Ron Verch ..... (604) 451-6861  
Dee Riedel, Program Assistant, Part-Time Studies ..... (604) 432-8539

#### Machinist

Ian Marshall ..... (604) 432-8214  
Dee Riedel, Program Assistant, Part-Time Studies ..... (604) 432-8539

#### Mathematics for Trades

Ian Marshall ..... (604) 432-8214  
Dee Riedel, Program Assistant, Part-Time Studies ..... (604) 432-8539

#### Millwright

Ross Grigsby ..... (604) 432-8426  
Dee Riedel, Program Assistant, Part-Time Studies ..... (604) 432-8539

#### Power Engineering

Garry White ..... (604) 432-8558  
Dee Riedel, Program Assistant, Part-Time Studies ..... (604) 432-8539

#### Wood Products Manufacturing

Eric Worthy ..... (604) 432-8885  
Sharon Cameron, Program Assistant ..... (604) 432-8723

#### Associate Certificate in Wood Products

Manufacturing Technology  
Ernie Hamm ..... (604) 412-7432  
Sharon Cameron, Program Assistant ..... (604) 432-8723

## BACHELOR OF TECHNOLOGY IN MANUFACTURING

(604) 432-8274 ..... mechtech@bcit.ca  
(604) 432-8521

This new Bachelor of Technology Degree in Manufacturing Program is now accepting applications. The goal of the degree is to prepare students to assume a lead role in a manufacturing environment. The program allows graduate technologists and engineers to enhance their technical and management skills through part-time, evening courses in the following areas:

#### Automation and Control

- Introduction to Machine Vision
- Applications in Machine Vision
- Manufacturing Control Systems
- Manufacturing Automation Systems

#### Manufacturing Processes

- Advanced CAM Applications
- Computer Aided Process Planning
- Inspection Methods for Quality Control
- Fixture and Tool Design
- Plastics Processes and Materials
- Manufacturing Processes for Wood Products

#### Product Design

- Parametric Solid Modeling
- Introduction to Finite Element Methods
- Plastic Product Design
- Industrial Design
- Design for Manufacture and Assembly

#### Materials

- Advanced Engineering Materials

As a finale to the program, each degree candidate must complete an industry sponsored project in an area of interest.

Please see the following sections of this flyer for other courses in this program:

- **Operations Management (OPMT 7203 Material Logistics, page 27)**
- **Financial Management**
- **Business Administration (BUSA 7250 Management Skills and Applications, page 16)**
- **Technology Management (TMGT 7121, TMGT 7141, TMGT 7142, page 50)**

#### Program Prerequisite

Minimum prerequisite for the program is a Technology Diploma in an appropriate discipline (Mechanical Engineering Technology, Plastics or Robotics and Automation) plus two years of relevant work experience.

### \*NOTE: ALL MTEC COURSES INCLUDE

#### A COMBINED SATURDAY

JUNE 3, 2000 SESSION. TIME: 0900-1500

#### MTEC 7000 BBY \$445

##### PARAMETRIC MODELING

Explores the use of parametrics and solid modeling in the design and production phase of manufacturing. Topics include advantages/disadvantages of solid modeling and parametrics, dimensional and positional constraints, model construction, extracting working drawings, exchanging data with other applications, and determining mass properties. Prerequisite: MTEC 7045 and AICO 2000 or equivalent. (3 credits)

Apr 13 Thr 1830-2145 12 wks BBY CRN 27539

#### MTEC 7051 BBY \$445

##### INTRODUCTION TO MACHINE VISION

Provides an introduction to machine vision using state-of-the-art techniques and equipment. Topics include image acquisition, filtering, enhancement, thresholding and edge detection. Emphasis is placed on the use of software to preprocess images. Prerequisite: MECH 1171, MTEC 7052, MATH 1342 or MATH 1491. (3 credits)

Apr 13 Thr 1830-2145 12 wks BBY CRN 27543

#### MTEC 8015 BBY \$445

##### FIXTURE AND TOOL DESIGN

Further knowledge of tooling methods used to increase manufacturing productivity. Covers modern methods of prototype manufacture and the use of currently available techniques to reduce manufacturing cycle times. Prerequisite: MTEC 7045, MTEC 8012. (3 credits)

Apr 12 Wed 1830-2145 12 wks BBY CRN 28504

#### MTEC 8045 BBY \$445

##### DESIGN FOR MANUFACTURE AND ASSEMBLY

Explores the techniques used to reduce production and assembly costs for manual and automated production. Topics include practical techniques for selection of materials and processes, design considerations for production, manual assembly and automated assembly, and Boothroyd and Dewhurst methods. Students review case studies and analyze several production assemblies. Prerequisite: MTEC 7045, OPMT 1411. (3 credits)

Apr 11 Tue 1830-2145 12 wks BBY CRN 28503

The course schedule and/or course offerings may vary from the above. For more information contact:

Cindy Mirafab, Program Assistant, Tel. (604) 432-8274

## COMPUTER AIDED ENGINEERING

(604) 432-8828 ..... (604) 432-8521  
atc@bcit.ca ..... www.atc.bcit.ca

Please see the following in the Computer Aided Engineering section:

- Associate Certificate in Computer Aided Design Technology
- Associate Certificate in Computer Aided Manufacturing Technology
- Schedule of courses offered this term

### ASSOCIATE CERTIFICATE IN COMPUTER AIDED DESIGN TECHNOLOGY

A selection of part-time studies courses are offered that lead to an Associate Certificate in Computer Aided Design Technology. Computer Aided Design (CAD) tools are increasingly used in engineering and architectural fields. As well, CAD has relevant applications in other areas such as facilities management, geomatics and interior design.

The Associate Certificate program is intended for:

- draftspersons, technicians or individuals who are skilled in a technical field who need to develop their CAD proficiency
- individuals who require a formalization of their technical abilities in CAD

The associate certificate program courses are taught at a level that assumes students have completed senior secondary Math, Science and English or equivalent.

The program consists of two sections; core courses and elective courses as listed below. To be awarded an associate certificate, the student must complete the core courses and obtain a minimum of 10.5 credits from the list of elective courses to achieve a total of 21 credits.

Program requirements: Associate Certificate in Computer Aided Design

Core Courses (10.5 credits)

			CREDITS
MECH	1000	Drafting Fundamentals	3
AICO	1000	AutoCAD 1	3
AICO	4090*	Practicum	3
COMP	1007**	Understanding Windows 95	1.5

**AICO 4090\*** to be performed upon completion of all other credits.  
**COMP 1001\*\*** Understanding PC/MS DOS or COMP 1006 Understanding Windows 1 can be substituted for COMP 1007.

Elective Courses

ACGS	2000	AutoCAD Map 1	1.5
ACGS	3000	AutoCAD Map 2	1.5
AICO	2000	AutoCAD 2	3
AICO	2020	AutoCAD Customization 1	3
AICO	3001	AutoCAD 3D	3
AICO	3005	AutoCAD Customization 2	3
AICO	3042	Architectural Desktop 1	1.5
AICO	3050	CAD System Management	1.5
AICO	4010	3D Studio Max for Engineering 1	1.5
AICO	4015	3D Studio Max for Engineering 2	1.5

AICO	4020	3D Studio VIZ for Architecture 1	1.5
AICO	4025	3D Studio VIZ for Architecture 2	1.5
AICO	4041	Mechanical Desktop	3
AICO	4042	Architectural Desktop 2	1.5
AICO	4044	Autodesk Inventor	3
AICO	4045	Pro/ENGINEER	3
AICO	4050	VBA Programming for AutoCAD	3
BLDC	2400	Architectural CAD 1	3
BLDC	2405	Architectural CAD 2	3

NOTE: Discontinued courses; but students who previously completed these courses may apply their credits towards the certificate.

AICO	2010	AutoCAD for Windows	1.5
AICO	3000	AutoCAD 3	1.5
AICO	3040	Mechanical Desktop 1: Designer	1.5
AICO	3075	CAD Customization Using AutoLISP	3
AICO	4040	Mechanical Desktop 2: AutoSurf and Assembly Modeling	1.5
BLDG	2830	Architectural CAD (ASG)	3
BLDG	2840	Architectural CAD 1	3
BLDG	2845	Architectural CAD 2	3
BLDG	2850	Architectural CAD 3	3

Transfer credit may be applied for, but in no case can the total of transfer credits exceed 10 credits. Substitution of credits requires departmental approval.

All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments in computer aided engineering.

## ASSOCIATE CERTIFICATE IN COMPUTER AIDED MANUFACTURING

A selection of part-time studies courses will be offered that will lead to an Associate Certificate in Computer Aided Manufacturing Technology. Computer Aided Manufacturing (CAM) tools are being increasingly used in manufacturing fields.

The Associate Certificate program is intended for:

- machinists, technicians or individuals experienced in the operation of machine tools
- individuals who are working in the manufacturing field who need to develop their CAM proficiency
- individuals who require a formalization of their technical abilities in manufacturing

For program details, please contact Program Advising, 434-1610.



Please see our web page:

www.atc.bcit.ca  
(604) 432-8828 ..... (604) 432-8521

## AUTOCAD & RELATED COURSES

### AICO 1000 BBY \$445 DTC \$443.30

#### AUTOCAD 1

Training in CAD requires a thorough knowledge of commands and features of the CAD software. This intensive, hands-on course prepares students with the knowledge and skills necessary for creating a basic 2D drawing. Other areas of study include editing, view manipulation, text, dimensioning, hatching and plotting techniques. Prerequisite: AICO 0050 or familiarity with Microsoft Windows and basic drafting knowledge. (3 credits)

Apr 8	Sat	0830-1630	5 wks	BBY	CRN 21230
Apr 10	Mon-Fri	0900-1700	1 wk	DTC	21231
Apr 11	Tue	1730-2030	12 wks	DTC	21226
Apr 11	Tue	1845-2145	12 wks	BBY	21225
Apr 13	Thr	1845-2145	12 wks	BBY	21228
Apr 17	Mon-Thu	0830-1300	2 wks	BBY	26080
Apr 28	Fri/Sat	1730-2030	2 wks	DTC	21229
May 1	Mon-Fri	0900-1700	1 wk	BBY	21242
May 8	Mon-Fri	0900-1700	1 wk	DTC	21244
May 15	Mon-Fri	0900-1700	1 wk	DTC	21243
May 27	Sat	0830-1630	5 wks	BBY	21241
May 29	Mon-Fri	0900-1700	1 wk	DTC	21237
Jun 5	Mon-Fri	0830-1630	1 wk	BBY	21245
Jul 4	Tue-Sat	0830-1630	1 wk	BBY	21223
Jul 10	Mon-Fri	0900-1700	1 wk	DTC	21224

### AICO 2000 BBY \$445 DTC \$443.30

#### AUTOCAD 2

This advanced level course develops the required skills for preparing working drawings. It introduces the most efficient commands for various tasks to enhance CAD productivity. The course continues with advanced techniques for drawing, editing, annotating, external references, symbol libraries, working with attributes and plotting. Prerequisite: AICO 0050 or familiarity with Microsoft Windows and AICO 1000. (3 credits)

Apr 8	Sat	0830-1630	5 wks	BBY	CRN 21249
Apr 10	Mon-Fri	0830-1630	1 wk	BBY	21252
Apr 12	Wed	1845-2145	12 wks	BBY	21246
Apr 13	Thr	1730-2030	12 wks	DTC	21248
May 1	Mon-Fri	0900-1700	1 wk	DTC	21255
May 15	Mon-Fri	0830-1230	2 wks	BBY	28493
May 26	Fri/Sat	1730-2030	2 wks	DTC	21254
May 27	Sat	0900-1700	5 wks	BBY	21253
Jun 5	Mon-Fri	0900-1700	1 wk	DTC	21257
Jun 12	Mon-Fri	0830-1630	1 wk	BBY	21251
Jul 17	Mon-Fri	0900-1700	1 wk	DTC	25801



**AICO 2020 BBY \$445 DTC \$443.30**

**AUTOCAD CUSTOMIZATION 1**

Designed for experienced AutoCAD users who wish to take advantage of AutoCAD's customization features to increase productivity and ease of use. Topics include configuration, modifying the ACAD.PGP file, accelerator-keys, menu customization, command macros, sources of AutoCAD utilities, script files, slide libraries, custom linetypes and basic DJESEL. Prerequisite: AICO 0050 or familiarity with Microsoft Windows and AICO 2000. (3 credits)

Apr 12	Wed	1845-2145	12 wks	BBY	CRN	23464
Jun 19	Mon-Fri	0900-1700	1 wk	DTC		23466

**AICO 3001 BBY \$445 DTC \$443.30**

**AUTOCAD 3D**

Introduces AutoCAD's 3D modeling and visualization capabilities. With AutoCAD three dimensional wireframe, surface and ACIS solid models can be created and viewed. The rendering of 3D surface and solid models is an effective way to visualize and communicate designs. Prerequisite: AICO 0050 or familiarity with Microsoft Windows and AICO 2000. (3 credits)

Apr 8	Sat	0830-1630	5 wks	BBY	CRN	26111
Apr 11	Tue	1845-2145	12 wks	BBY		26112
May 27	Sat	0830-1630	5 wks	BBY		26113
Jun 19	Mon-Fri	0830-1630	1 wk	BBY		26114
Jul 24	Mon-Fri	0900-1700	1 wk	DTC		28494

**AICO 3005 BBY \$445**

**AUTOCAD CUSTOMIZATION 2**

Introduces the AutoLISP programming environment. Includes AutoLISP programming concepts, development of applications in parameterized drawings, user defined commands, and interfacing with the drawing file database. Prerequisite: AICO 0050 or familiarity with Microsoft Windows and AICO 2000 (AICO 2020 recommended). (3 credits)

Apr 13	Thur	1845-2145	12 wks	BBY	CRN	20955
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**AICO 3050 BBY \$295**

**CAD SYSTEM MANAGEMENT**

Covers issues related to the acquisition, implementation and management of computer systems for CAD applications. Discusses hardware acquisition and upgrades, drawing files management, data management, software selection, networking, security, and maintenance. Prepares students to assume significant system management responsibilities in a CAD office. Prerequisite: AICO 2000 or equivalent. (1.5 credits)

Apr 10	Mon	1845-2145	6 wks	BBY	CRN	26315
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**AICO 4010 BBY \$295**

**3D STUDIO MAX FOR ENGINEERING 1**

Basic elements of 3D STUDIO MAX including file management, main interface layout and navigation and basic object creation is discussed. Skills for transforming objects and applying basic modifiers are taught. Includes an introduction to material selection, rendering and basic concepts of keyframing (animation). Ideal for development of photo realistic models in engineering and design applications. Prerequisite: AICO 3001 and familiarity with Microsoft Windows. (1.5 credits)

Apr 15	Sat	0900-1230	5 wks	BBY	CRN	21265
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**AICO 4015 BBY \$295**

**3D STUDIO MAX FOR ENGINEERING 2**

Advanced topics in object creation including lofting, boolean and other modifiers. Elements of lights, cameras and material/texture definitions are incorporated in development of photo realistic scenes. Includes advanced rendering and animation techniques, as well as basic video post concepts. Prerequisite: AICO 4010 and familiarity with Microsoft Windows. (1.5 credits)

May 27	Sat	0900-1230	5 wks	BBY	CRN	23467
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**AICO 4020 BBY \$315**

**3D STUDIO VIZ FOR ARCHITECTURE 1**

An introduction to computer aided modeling and visualization techniques. Prepares students to generate photo realistic images for architectural applications. Explores the user interface, some related AutoCAD features and essential VIZ concepts. Hands-on practice and step by step procedures for creating and animating 3D scenes. Prerequisite: AICO 3001 or AICO 3042 or equivalent. (1.5 credits)

Apr 11	Tue	1845-2145	6 wks	BBY	CRN	28495
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**AICO 4025 BBY \$315**

**3D STUDIO VIZ FOR ARCHITECTURE 2**

Provides advanced learning, additional skills and insights for using 3D Studio VIZ more productively. Topics such as AutoCAD Linking, NURBS Modeling and the Materials Editor are covered extensively. Presents the knowledge and techniques for generating professional models, scenes and animations. Prerequisite: AICO 4020. (1.5 credits)

May 23	Tue	1845-2145	6 wks	BBY	CRN	28496
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**AICO 4041 BBY \$590 DTC \$588.30**

**MECHANICAL DESKTOP**

Presents a combination of mechanical design and surface modeling techniques. Utilizes tools for part modeling, assembly modeling and surface modeling in one integrated package. Mechanical Desktop lets students work in intuitive ways to quickly design mechanical products with standard features like holes and fillets as well as complex surfaces. New productivity tools include the Feature Browser, parametric booleans, and Table-driven parts. (AICO 4041 replaces AICO 3040 and AICO 4040). Prerequisite: AICO 2000 or equivalent (AICO 3001 recommended). (3 credits)

Apr 13	Thur	1845-2145	12 wks	BBY	CRN	27537
Jun 9	Fri/Sat	1730-2030	2 wks	DTC		27538

**AICO 4042 BBY \$315**

**ARCHITECTURAL DESKTOP 2**

Covers software capabilities related to the design development cycle including conceptual design, working drawings, and modeling. Customization techniques for optimum productivity in the context of architectural design are discussed. Prerequisite: AICO 3042. (1.5 credits)

Apr 11	Tue	1845-2145	6 wks	BBY	CRN	28497
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**AICO 4043 DTC \$293.30**

**MECHANICAL DESKTOP POWER PACK**

Power Pack extends the functionality of Mechanical Desktop. It includes a large library of industry standard features and components for machinery and power transmission design. Power Pack also contains part generators and engineering calculators. This course is of interest to people upgrading from Mechanical Desktop 3.0 as well as MDT 4.0 users. Prerequisite: AICO 4041 or AICO 4040. (1.5 credits)

Apr 14	Fri/Sat/Sun	1730-2030	1 weekend	DTC	CRN	28498
		0900-1700				
Jun 23	Fri/Sat/Sun	1730-2030	1 weekend	DTC		28500
		0900-1700				

**AICO 4044 BBY \$590**

**AUTODESK INVENTOR**

Covers sketching, part modeling, assemblies and design documentation. Autodesk Inventor uses adaptive technology to speed and simplify the mechanical design process. A dedicated 3D mechanical computer aided design package, it is ideally suited for conceptual design. Prerequisite: MCAD experience and familiarity with Microsoft Windows. (3 credits)

Apr 3	Mon	1830-2145	11 wks	BBY	CRN	28501
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**AICO 4050 BBY \$445**

**VBA PROGRAMMING FOR AUTOCAD**

Intended for the AutoLISP programmer who wants to program in Visual Basic for Applications (VBA). VBA is a powerful and exciting new programming interface to AutoCAD. This course shows students how to create programs in VBA to automate CAD drawing and data management. The emphasis is on AutoCAD programming; it is not intended to be a comprehensive VB or VBA course. Prerequisite: An introductory level course in AutoLISP (a second level course is preferred) and some programming experience. An introduction to Windows programming using VBA macros, C, VB or any other languages would be a definite asset although it is not required. (3 credits)

Apr 3	Mon	1830-2145	11 wks	BBY	CRN	26317
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**AUTOCAD SKILLS ENHANCEMENT COURSES**

**AICO 0004 BBY \$195 DTC \$193.30**

**AUTOCAD RELEASE 2000 UPDATE**

For users of R14, this update provides insights into the new features of AutoCAD 2000. These features include: design environment, improved access and usability, streamlined output, expanded reach, customization and extensibility and Express tools. Prerequisite: Working knowledge of AutoCAD R14.

Apr 4	Tue-Wed	0830-1630	2 days	BBY	CRN	28491
Jun 12	Mon-Tue	0900-1700	2 days	DTC		28492

**AICO 0050 BBY \$113 DTC \$111.30**

**WINDOWS FUNDAMENTALS FOR AUTOCAD**

With the latest release of AutoCAD, it is essential that AutoCAD users be familiar with the Microsoft Windows graphical user interface. This course explores the fundamentals of running applications, managing files, navigating local and network directories, and customizing the desktop layout as related to AutoCAD Release 14 and the Windows 95/NT interface. Individuals with working knowledge of Windows 95/NT need not take this course.

Apr 3	Mon	0830-1530	1 day	BBY	CRN	26120
Apr 4	Tue/Thur	1845-2145	2 eves	BBY		26117
May 27	Sat	0900-1600	1 day	DTC		26122

**AUTOCAD/GIS TRAINING**

**ACGS 2000 BBY \$445**

**AUTOCAD MAP 1**

Covers the basic technical skills required in spatial data collection and management. Discusses AutoCAD Map fundamentals with an emphasis on CAD issues, the Workflow model, and map spatial data tools. Prerequisite: AICO 1000. (1.5 credits)

Jun 12	Mon/Tue/Wed	0830-1700	2.5 days	BBY	CRN	27533
		0830-1130				

**ACGS 3000 BBY \$445**

**AUTOCAD MAP 2**

Explores the advanced issues of AutoCAD map and utilizes complex tool sets. Emphasis on GIS definitions, Topology (spatial relationships), advanced Queries and Property Alteration and Spatial Analysis. Prerequisite: ACGS 2000. (1.5 credits)

Jun 14	Wed/Thur/Fri	1400-1700	2.5 days	BBY	CRN	27534
		0830-1700				

**OTHER COURSES**

**AICO 1009 BBY \$445**

**MICROSTATION 1**

Introduces Microstation including machine log-on procedures and creation of simple 2D drawings. Emphasis on orthographic projection, dimensioning and text. Prerequisite: AICO 0050 or familiarity with Microsoft Windows and basic drafting knowledge. (3 credits)

Apr 12	Wed	1845-2145	12 wks	BBY	CRN	27536
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**AICO 1010 BBY \$445**

**CAM APPLICATIONS - MASTERCAM**

Presents the use of CAM software for automatically generating toolpaths such as 2D contouring, pocketing and drilling operations. Some programs may be proven on BCIT's machine tools. Includes a brief introduction to G-code programming. Prerequisite: AICO 0050 or familiarity with Microsoft Windows. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN	21258
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**AICO 3072 BBY \$445**

**C++ PROGRAMMING 1**

Emphasizes the development of computer programs to solve technical problems in CAD, GIS and related technologies. Programming language is C++ with emphasis on object oriented design. Relevant components of the C++ language are introduced along with techniques for solving technical problems. A visual development tool for Windows programming is used. Prerequisite: AICO 0050 or familiarity with Microsoft Windows. (3 credits)

Apr 11	Tue	1845-2145	12 wks	BBY	CRN	26079
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**MECHANICAL/MECHANICAL SYSTEMS**

(604) 432-8274 mechtech@bcit.ca  
(604) 432-8521

**ASSOCIATE CERTIFICATE PROGRAM IN MECHANICAL SYSTEMS**

Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs in the options of Heating Systems, Plumbing Systems and Air Conditioning Systems.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary Math, Science and English or equivalent.

We recommend that proposed programs be submitted to a part-time studies Program Advisor for approval before you begin your studies. At the Burnaby Campus, Program Advisors are available by appointment, with evening appointments available during fall and winter terms. To make an appointment, please call Program Advising at (604) 434-1610.

To qualify for an Associate Certificate, the student must complete a minimum of 21 credits as follows:

- All mandatory courses
  - A minimum of a first level and a second level course in a given option
  - Approved elective courses to fulfill credit requirements
- Courses are subject to change, reflecting the continuing development of the program.

MANDATORY COURSES		CREDITS
AICO	1000 AutoCAD 1	3
MECH	1000 Drafting Fundamentals	3
MSYS	1070 Building Construction for Mechanical	4
*MSYS	4090 Practicum	3

\*MSYS 4090 to be performed upon completion of all other credits

**Options**

**HEATING SYSTEMS**

LEVEL 1		CREDITS
MSYS	2079 HVAC Load Analysis	3.5
MSYS	3079 Air Heating Systems	3.5

LEVEL 2		CREDITS
MSYS	3179 Hydronic Heating Systems	3.5

**PLUMBING SYSTEMS**

LEVEL 1		CREDITS
MSYS	1086 Potable Water Plumbing Design	2

LEVEL 2		CREDITS
MSYS	1087 Drainage Plumbing Design	2

**AIR CONDITIONING SYSTEMS**

LEVEL 1		CREDITS
MSYS	2079 HVAC Load Analysis	3.5
MSYS	3050 HVAC Control Systems	2.5
MSYS	3079 Air Heating Systems	3.5
MSYS	4079 Air Handling Systems	3.5

LEVEL 2		CREDITS
MSYS	4179 Computer-Aided HVAC Design	1.5

**ELECTIVE COURSES**

MSYS 4470 Project Management and MSYS 4486 Energy Management may be used as electives for all options.

Other approved elective courses may be chosen from a variety of programs including Business Administration, Marketing, Operations Management or Engineering.

**COURSES OFFERED THIS TERM**

**MECH 1000 BBY \$315**

**DRAFTING FUNDAMENTALS**

Covers techniques required to communicate technical information in a graphic form. Includes sketching, orthographics, pictorials, sections, mechanical connections, auxiliary drawings and developments to provide the basics for developing CAD working drawings. Emphasis on understanding rather than draftsmanship. Example drawings are analyzed. Recommended as a prerequisite to CAD graphics courses. (3 credits)

Apr 11	Tue/Thur	1845-2145	7 wks	BBY	CRN	20953
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**MECH 2245 BBY \$388**

**DYNAMICS**

Presents kinematics: basic equation of motion, motion diagrams, trajectories. Kinetics: Newton's Laws, inertia, rectilinear and rotational kinetics, systems of bodies. Work, energy, power and efficiency. Introduction to mechanisms. Prerequisite: MECH 1140. (5.5 credits)

Apr 10	Mon/Wed	1845-2145	10 wks	BBY	CRN	25421
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**MECH 4080 BBY \$258**

**AUTOMATIC SPRINKLER SYSTEMS DESIGN 1**

Enables those involved in engineering, design, supervision or inspection of commercial and industrial automatic sprinkler systems to gain an understanding of pipe schedule systems and water supply system analysis. Prerequisite: MECH 3325 or departmental approval. (3 credits)

Apr 13	Thur	1845-2145	12 wks	BBY	CRN	28519
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# MANUFACTURING & INDUSTRIAL MECHANICAL

## MECH 4440 BBY \$504

### MACHINE DESIGN 2

Continues from MECH 3340. Covers couplings, brakes and clutches; anti-friction and journal bearings; helical, bevel and worm gearing, power screws, springs and machine frame components; introduction to mechanical vibrations with emphasis on critical speeds of rotating bodies. Includes an introductory treatment of bulk materials handling systems. Problems are handled in both S.I. and Imperial Units. Prerequisite: MECH 3340. (6.5 credits)

Apr 10 Mon/Thr 1845-2145 12 wks BBY CRN 27434

## MSYS 1075 BBY \$199

### B.C. FIRE CODE

Covers Parts 2, 6 and 7 of the B.C. Fire Code Regulation 1998 with some of the requirements of the Vancouver Fire By-law. Gives students an overall view of the fire safety requirements in and around buildings. Highlights the inspection, testing and maintenance requirements for fire protection systems in buildings. Students must bring the B.C. Fire Code to the first class. (1.5 credits)

Apr 13 Thr 1845-2145 6 wks BBY CRN 26181

## MSYS 1077 BBY \$254

### EMERGENCY LIGHTING SYSTEMS

Provides an overview of the inspection and testing requirements for unit equipment for emergency lighting systems. Students work with various types of batteries, chargers and testers, and perform applicable electronic calculations. Students must bring a digital meter (20 amp scale) to the first class. Prerequisite: TELC 0139 or general knowledge of basic electricity and basic electronics. (1.5 credits)

Apr 11 Tue 1845-2145 6 wks BBY CRN 26077

## MSYS 1086 BBY \$158

### POTABLE WATER PLUMBING DESIGN

A study of principles and practices of plumbing systems with a strong emphasis on achieving an acceptable level of proficiency in understanding components, materials and design layout as applied to potable water systems. Examples for sizing components and piping are reviewed. (2 credits)

Apr 10 Mon 1845-2145 8 wks BBY CRN 22765

## MSYS 1087 BBY \$158

### DRAINAGE PLUMBING DESIGN

A study of principles and practices of plumbing systems with a strong emphasis on achieving an acceptable level of proficiency in understanding components, materials and design layout as applied to drainage water systems. Examples for sizing components and piping are reviewed. (2 credits)

Apr 19 Wed 1845-2145 8 wks BBY CRN 22766

## MSYS 2080 BBY \$341

### AUTOMATIC SPRINKLER AND STANDPIPE TESTING

Provides those who operate, test and inspect these systems with an understanding of components and their operation; procedures for completing commissioning tests, weekly, monthly, annual and other tests required. Testing of water supplies; interpreting test results, recommending changes for code compliance. Prerequisite: Industry experience or departmental approval. (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 20954

## MSYS 2084 BBY \$341

### FIRE ALARM SYSTEMS: INSPECTION AND TESTING

Reviews the components, functions and operational principles of fire alarm systems. Covers the requirements for the inspection and testing of fire alarm systems in accordance with applicable codes, standards and regulations. Completion of inspection and test reports are covered. Includes field trips. Prerequisite: TELC 0139 or general knowledge of fire alarm wiring, basic electricity and basic electronics. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 26075

Jun 5 Mon-Fri 0830-1630 1 wk BBY 28784

## MSYS 3050 BBY \$440

### HVAC CONTROL SYSTEMS

Provides an overview of HVAC control systems emphasizing DDC controls. The elements of common HVAC control systems and the overall system architecture are discussed. Students develop elementary programs using industry standard software, and use simulation programs to test their operation. Prerequisite: Detailed knowledge of HVAC systems and basic computer literacy. (2.5 credits)

Apr 13 Thr 1845-2145 10 wks BBY CRN 28518

## NONDESTRUCTIVE TESTING

Course information: (604) 432-8946 bpik@bcit.ca

Registration: (604) 432-8723 scameron@bcit.ca

Course schedules are determined by industry demand for training. Most of our workshops run between November and March, although we run three workshops in spring (see below). Please contact Sharon Cameron at (604) 432-8723 to add your name to the waitlist; to confirm the current schedule, if available; or to inquire about industry training for your company.

The following is a list of courses in our program area:

NDTE	1151	Materials and Processes (24 hrs)	\$450
NDTE	1169	Radiography Level 1 (40 hrs)	\$802
NDTE	1170	Ultrasonics Level 1 (40 hrs)	\$802
NDTE	1175	Eddy Current Level 1 (40 hrs)	\$802
NDTE	2177	Liquid Penetrant Inspection Levels 1 & 2 (40 hrs)	\$802
NDTE	2178	Magnetic Particle Inspection Levels 1 & 2 (40hrs)	\$802
NDTE	2269	Radiography Level 2 (40 hrs)	\$802
NDTE	2270	Ultrasonics Level 2(40 hrs)	\$802
NDTE	2275	Eddy Current Level 2 (40 hrs)	\$802

## NDTE 1169 \$802

### RADIOGRAPHY LEVEL 1

Apr 3 Mon-Fri 0800-1700 1 wk BBY CRN 28486

## NDTE 2177 \$802

### LIQUID PENETRANT INSPECTION LEVELS 1 & 2 (3 CREDITS)

May 29 Mon-Fri 0800-1700 1 wk BBY CRN 26352

## NDTE 2178 \$802

### MAGNETIC PARTICLE INSPECTION LEVELS 1 & 2 (3 CREDITS)

Jun 5 Mon-Fri 0800-1700 1 wk BBY CRN 26354

## NDTE 1170 \$802

### ULTRASONICS LEVEL 1 (3 CREDITS)

Jun 12 Mon-Fri 0800-1700 1 wk BBY CRN 20451

## PLASTICS

(604) 432-8971 (604) 432-8350

### PLASTICS ASSOCIATE CERTIFICATE PROGRAM

A course selection is offered that can be completed through an evening study program and leads to an Associate Certificate in Plastics Technology.

The courses are aimed at:

- upgrading existing plastics processing machine operators who have the general prerequisites
- people with no previous plastics experience but who are interested in obtaining employment in the plastics industry
- current plastics industry employees who are not production operators but wish to improve their knowledge. These employees may be involved in quality assurance, scheduling, engineering, planning, purchasing, sales, etc.

The Associate Certificate program courses are taught at a level that assumes students have completed secondary Math, Science and English or equivalent.

The program consists of three sections

Mandatory courses, mandatory option courses and elective courses as outlined below. To be presented with an Associate Certificate, the student must complete all the mandatory courses, a minimum of one group of mandatory option courses, and such elective courses to achieve a total of 20 credits.

### MANDATORY COURSES: CREDITS

PLAS	1001	Introduction/Plastics Industry	1
PLAS	1002	Properties of Materials	1
PLAS	1003	Polymer Rheology	1
PLAS	1004	Materials Laboratory	1
PLAS	1011	Health/Safety/Environmental	1
PLAS	1016	Overview of Plastics Processes	1
PLAS	1070	Plastics SPC 1	1
PLAS	1071	Plastics SPC 2	1
PLAS	1072	Plastics SPC 3	1
PLAS	1091	Industry Practicum (36 hours)	3

(PLAS 1091 to be performed after completion of all other credits required for the Associate Certificate)

### Mandatory Options

At least one group of the following must be taken. More than one group can be taken to complete the certificate requirements, or other courses from an Elective Group can be used if approved by the Plastics Technology Department.

Group 1	Injection Molding (4 courses)	4
Group 2	Extrusion Process (4 courses)	4
Group 3	Composites (3 courses)	3
Group 4	Rotational and Compression Molding, Thermoforming and Fabrication (4 courses)	2
Group 5	Blow Molding (4 courses)	4

### Elective Courses

Approved courses may be chosen from a variety of programs including: Business Administration, Marketing, Operations Management or Engineering.

### COURSES OFFERED THIS TERM

#### PLAS 1031 BBY \$147

##### EXTRUSION: PIPE/PROFILE/CAST

Concentrates on the principles of pipe extrusion, the process, equipment and materials generally used. The principles of profile extrusion and cast/sheet extrusion are also discussed along with typical materials used in the process. Prerequisite: PLAS 1030. (1 credit)

May 1 Mon 1845-2145 4 wks BBY CRN 28520

#### PLAS 1071 BBY \$147

##### PLASTICS SPC 2

Continues from PLAS 1070. Covers frequency curves, numerical methods of describing data with required statistical calculations, measures of variability, and the development of control charts. Discusses the detection of out-of-control data and handling such data. Prerequisite: PLAS1070 (1 credit)

Apr 25 Tue 1845-2145 4 wks BBY CRN 24822

## WOOD PRODUCTS MANUFACTURING

(604) 432-8885 eworthy@bcit.ca

### WOOD 1001 BBY \$1,004

#### LUMBER DRY KILN OPERATION

Basic knowledge required by all kiln personnel-operators, supervisors, kiln servicing employees (e.g. lift-truck drivers.) Covers the critical elements required for successful wood drying, regardless of the type of kiln or kiln controller. The information is the root fundamental needed to optimize drying time while minimizing degrade. Participants are also given information on the use of more advanced tools and techniques that can be applied to their own specific kiln operations. A combination of hands-on exercises, classroom training and a field trip. Although the information presented is applicable to the drying of all species, interior and coastal variants are also covered. No prior kiln operation experience or training is required. A Statement of Completion is issued to participants who successfully complete the course. The certificate holder is entitled to appropriate BCIT and COFI Master Lumberman credits. (3 credits)

Jun 5-9 Mon-Fri 0830-1700 1 week BBY CRN 27620

## WOOD 1020 BBY \$321

### LUMBER FINISHING AND SAW TECHNOLOGY

Learn about the technology associated with finishing rough lumber and saw technology. Topics include kiln drying (8 hrs), lumber surfacing (6 hrs), machine stress rating (2 hrs), secondary wood products (2 hrs) and saw technology (6 hrs). This is one of three courses in a series on the production of lumber. (2 credits)

\* NOTE: Two parallel sessions are run so participants can choose the session most compatible with their current work schedule; however, shiftworkers should initially register in the day session.

Apr 5 Wed 1845-2145 8 wks BBY CRN 24068

Apr 5 Wed 1130-1430 8 wks BBY 24071

### ASSOCIATE CERTIFICATE IN WOOD PRODUCTS

#### MANUFACTURING TECHNOLOGY

(604) 451-7432 ehamm@bcit.ca

A selection of part-time courses are offered to obtain the Associate Certificate in Wood Products Manufacturing Technology (primary and secondary manufacturing.) This certificate program was developed in response to the growing demand for training in the secondary manufacturing of wood products. The province is encouraging this industry because of the value added to the forest resource and the creation of additional employment opportunities. For more information, contact Ernie Hamm at (604) 421-7432 or e-mail ehamm@bcit.ca

## HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

(604) 432-8539 driedel@bcit.ca

Upon successful completion of the following five courses, a BCIT Statement of Completion in Refrigeration Systems will be issued.

HVAC	0102	Basic Refrigeration Systems 1
HVAC	0104	Basic Refrigeration Systems 2
HVAC	0106	Basic Refrigeration Systems 3
HVAC	0110	Advanced Refrigeration Systems 1
HVAC	0112	Advanced Refrigeration Systems 2

#### HVAC 0102 BBY \$417

##### BASIC REFRIGERATION SYSTEMS 1

Covers fundamentals of the refrigeration cycle and identification; operation and function of basic system components; use and application of refrigerant types; proper use of refrigerant recovery/recycling equipment; and proper charging and system evacuation to meet industry requirements and existing provincial regulation. Prerequisite: HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 10 Mon/Wed 1900-2200 8 wks BBY CRN 21093

#### HVAC 0104 BBY \$417

##### BASIC REFRIGERATION SYSTEMS 2

Continues from HVAC 0102. Topics include basic electrical theory, alternating current fundamentals, single-phase motor theory, practical exercises in interpreting elementary electrical diagrams, demonstrations on use of electrical test instruments, electrical diagrams on computer simulators and hands-on shop projects. Prerequisite: HVAC 0102 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 10 Mon/Wed 1900-2200 8 wks BBY CRN 21097

#### HVAC 0106 BBY \$417

##### BASIC REFRIGERATION SYSTEMS 3

This is the third in a five-part program covering heating, ventilation and air conditioning systems. This module cover: types of systems, the psychrometric chart for studying air properties, proper HVAC installation procedures, troubleshooting, and tune-ups. Preventive maintenance is discussed and basic troubleshooting skills are performed on computer simulators/window air conditioning units in shop.

Apr 11 Tu/Th 1900-2200 8 wks BBY CRN 23438

#### HVAC 0110 BBY \$196

##### ADVANCED REFRIGERATION SYSTEMS 1

This is the fourth in a five-part series of heating, ventilation and air conditioning systems courses. This module covers in-depth the operating sequences of residential and light commercial heat pump systems. Topics include: application, installation control sequences and mechanical/electrical troubleshooting techniques.

Jun 10 Sat 0830-1630 3 wks BBY CRN 23439

#### HVAC 0145 BBY \$119

##### CFC EMISSIONS IN REFRIGERATION

Teaches environmental awareness on ozone depleting substances. Covers environmentally correct equipment design and proper handling of ozone depleting substances. Upon successful completion, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls, and a certificate number for refrigerant handling as required under current BC regulations.

Apr 15 Sat 0830-1630 1 day BBY CRN 21098

May 27 Sat 0830-1630 1 day BBY 21099

Jun 24 Sat 0830-1630 1 day BBY 21100

Jul 22 Sat 0830-1630 1 day BBY 23440

#### HVAC 0200 BBY \$135

##### REFRIGERATION ELECTRICAL

Prepares trade qualified refrigeration mechanics for the electrical R.E. examination. Canadian electrical code topics include: branch protection, conductor sizing, Class 2 control circuits, and multi-circuit load calculation for hermetic motors and compressors. Prerequisite: BC TQ or IP in Refrigeration.

May 13 Sat 0830-1630 2 wks BBY CRN 28477



## MACHINIST

(604) 432-8539 driedel@bcit.ca

### MACH 0105 LATHE OPERATOR BBY \$406

Provides a basic understanding and practical experience of engine lathe operations. Safety glasses and footwear with steel toes required.

Apr 18 Tue/Thu 1900-2200 6 wks BBY CRN 24924

### MACH 0110 MILLING MACHINE OPERATOR BBY \$406

Provides a basic understanding and practical experience of milling machine operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and footwear with steel toes required.

Jun 06 Tue/Thu 1900-2200 6 wks BBY CRN 26044

### MACH 0120 INTRODUCTION TO COMPUTERS FOR MACHINISTS BBY \$271

Introduces machinists to the use of computers. Designed for students wishing to continue on to the computer numerical control (CNC) courses.

Apr 29 Sat 0830-1630 3 wks BBY CRN 22631

### MACH 0125 INTRODUCTION TO CNC BBY \$446

Introduces the concepts of computer numerical control (CNC) using Haas simulators. Intended for those with little or no CNC experience. Prerequisite: MACH 0120 or basic computer knowledge. Safety glasses required.

May 16 Tu/Th 1900-2200 8 wks BBY CRN 28472

### MACH 3100 MASTERCAM 1 BBY \$554

Focuses on the creation of 2D geometry for preparing of machining operations featured in Mastercam version 7.2/ Explores the techniques and methods that can be used to design 2D drawing.

Apr 25 Mon-Thu 1900-2200 8 wks BBY CRN 28473

### MACH 3102 MASTERCAM 2 BBY \$554

Focuses on the creation of 2D tool paths using Mastercam version 7.2. The 2D tool paths include drilling, contour, pocket, threading, etc. in milling and turning operations. Explores the techniques and methods that can be used to generate NC program for 2D drawing. Also introduces post processor in Mastercam.

May 29 Mon-Thu 1800-2200 4 wks BBY CRN 27481

### MACH 3103 MASTERCAM 3 BBY \$554

Focuses on the creation of 3D surface and 3D tool paths using Mastercam version 7.2. Topics include creation of complex geometry, surface and surface models.

Jul 3 Mon-Thu 1800-2200 4 wks BBY CRN 27484

## MATHEMATICS FOR TRADES

(604) 432-8539 driedel@bcit.ca

### TMAT 0120 INDUSTRIAL MATHEMATICS BBY \$305

Upgrades trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Students receive assignments based on their own trade area.

Apr 18 Tue/Thu 1900-2200 8 wks BBY CRN 26323

## MILLWRIGHT

(604) 432-8539 driedel@bcit.ca

### MILL 0101 MILLWRIGHT AND CQ REFRESHER BBY \$599

Intended to assist tradespersons in refreshing their theoretical knowledge of the millwright trade prior to writing the Millwright Certificate of Qualification with Red Seal Endorsement (IP) examination. Topics include general fitting practices, hydraulics, pneumatics and lubrication, material handling, machine components and machine installation.

Apr 18 Tu/Th 1800-2100 12 wks BBY CRN 27602

### MILL 0105 INDUSTRIAL HYDRAULICS STATIONARY BBY \$362

Assists personnel at industrial sites in the basic theory of fluid power; examining, testing, troubleshooting and repairing fluid power circuits and components. Safety footwear with steel toes required.

Apr 18 Tu/Th 1800-2100 7 wks BBY CRN 25082

### MILL 0111 SHAFT ALIGNMENT BBY \$445

Teaches how to effectively align rotating equipment. Includes formula method of rim and face, formula and graph method of cross (reverse indicator) dialing, and laser alignment. Covers methods to determine and incorporate bar sag, to determine and repair soft foot, and to deal with axial float. Introduces vibration, heat, noise condition, monitoring tools, and how they can assist in maximizing equipment life. Both theory and hands-on training are applied.

Apr 25 Tu/Th 1830-2130 8 wks BBY CRN 27486

## POWER ENGINEERING

(604) 432-8539 driedel@bcit.ca

### POWR 0108 REFRIGERATION SAFETY AWARENESS BBY \$130

Provides individuals working in recreational facilities (ice rinks) and in refrigeration plants, not exceeding 1000kw prime mover name plate rating, with sufficient "safety awareness" to safely shut down a refrigeration plant in the event of an emergency. It is not a license to operate the plant, only to shut down the plant. A refrigeration safety awareness certificate is issued to successful participants.

Apr 18 Tu/Th 1900-2200 3 wks BBY CRN 26151

### POWR 0107 BOILER SAFETY AWARENESS BBY \$105

Raises safety awareness and operating efficiency of individuals who operate small hot water and steam boilers that are not covered under the Boiler and Pressure Vessel Safety Branch Act and Regulations (i.e. dry cleaners, small food processors, apartment building managers, etc.)

May 9 Tu/Th 1900-2200 1 wk BBY CRN 28476

## PART-TIME TIP

ACCESS COURSES bring you up to speed. See page 7 for details.



# BCIT INTERNATIONAL

## PROGRAMS & SERVICES

(604) 432-8816 e-mail: infoBCIT@bcit.ca

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

The philosophy of BCIT International is to:

- Provide quality programs that will prepare international students and new permanent residents for academic success.
- Assist international students and new permanent residents with their integration into BCIT and the surrounding community.

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

International students require a student authorization from Citizenship and Immigration Canada (CIC) and proof of medical insurance coverage prior to attending.

## ENGLISH PLACEMENT EXAMINATION

No TOEFL Score? BCIT conducts English Placement Tests at a cost of \$35 for students who do not have a TOEFL score and wish to assess their eligibility to study at BCIT. The spring test dates are May 12, 26, June 9, 23, July 14, 28 and August 11, 25, 2000. To register to write the English Placement Test, please call (604) 432-8816.

## INTERNATIONAL PROGRAMS

BCIT International has developed a series of "English Plus" programs which offer students an opportunity to earn credits in BCIT courses while continuing to develop their English language skills.

**Academic Business Program (ABP)**  
An eight-month, two-term intensive program. ABP is a cooperative training program with term one at Vancouver Maple Leaf Language College (VLC). Prerequisite: high school graduation and TOEFL score of 450 or equivalent. Direct entry to term 2, TOEFL 513 or equivalent.

Start: January 5, May 8, 2000 or September 5, 2000  
Fees: \$500 Deposit \$3400 Term 1 \$3900 Term 2

(Tuition fees for all programs are subject to change.)

**Associate Certificate in Business Management Studies (BMS)**  
An eight-month, two term program. Students who complete (BMS) can apply to BCIT business diploma programs or to other Canadian or U.S. institutions and transfer credits when accepted. Prerequisite: high school graduation and TOEFL score of 513 or equivalent.

Start: January 5, May 3, 2000 or September 6, 2000  
Fees: \$200 Application Fee \$3900 per term

### Certificate in Interior Design Program (IDP)

This 12-month, three-term certificate program combines English language training with an introduction to residential Interior Design preparing students for careers in design offices, retail stores or industry suppliers featuring residential or office design. This program is delivered primarily at the Howe Street campus. Prerequisite: TOEFL 500 or equivalent.

Start: January 5 or September 6, 2000  
Fees: \$200 Application Fee \$3900 per term

### Associate Certificate in International Management (ACIM)

This 6 month, two-term associate certificate program combines English language training with specific courses in international management and prepares students for employment opportunities with international firms. The ACIM program includes 8 credit courses delivered by BCIT and is offered in collaboration with our partner in training who provides English for International Management. The location for this program is to be determined. Prerequisite: TOEFL 500 or equivalent.

Start: TBA and September annually  
Fees: \$200 Application Fee \$3900 per term

### Associate Certificate in Tourism (ACT)

This 6 month, two-term associate certificate program combines English language training with specific courses in Tourism and prepares students for employment opportunities in the Tourism industry. The ACT program includes 8 credit courses delivered by BCIT and is offered in collaboration with our partner in training who provides English for International Management. The location for this program is to be determined. Prerequisite: TOEFL 500 or equivalent.

Start: TBA and September annually  
Fees: \$200 Application Fee \$3900 per term

## INFORMATION SESSIONS

Students studying BCIT International Interior Design, Business Management Studies or Academic Business Programs pay the published fee regardless of their residence status.

BCIT International conducts information sessions about programs available for second language and International students. For information about the next session or to make an appointment with an assistant, please call 432-8816.

## PART-TIME STUDIES COURSES

**NOTE:** International Students studying part-time Students who do not hold Canadian Citizenship or permanent residence status pay 2.2 times the published part-time studies course fee, excluding the building fee and part-time student activity fee. Should immigration status change on or prior to the refund deadline for the course, the differential fee will be refunded.

## SPANISH COMMUNICATIONS

These 12-week, 48-hour courses focus on Spanish language communication skills in listening comprehension, reading, writing and speaking. Provides the learner with the necessary skills for employment in a Spanish speaking environment.

Have you had previous Spanish Language training? Not sure which level you are at? BCIT International can arrange an informal telephone assessment through a 1.5 hour examination at a cost of \$35. To arrange a test time or a formal assessment, or for more information, call 432-8816.

To register for these courses, please see Five Ways to Register at the front of this Flyer. These courses are not eligible as credit towards the Liberal Education component of the BCIT Bachelor of Technology.

### INTL 0501 PRACTICAL SPANISH COMMUNICATION I BBY \$307 DTC \$305.30

Emphasis on phonetics. Introduces and develops basic Spanish language skills for listening comprehension, reading, writing and speaking. Concentrates on present tense. Provides gradual thematically-oriented vocabulary acquisition of 500 words.

Apr 17 Mon/Wed 1730-1930 12 wks BBY CRN 27421  
Apr 18 Tue/Thu 1730-1930 12 wks DTC CRN 26430

### INTL 0502 PRACTICAL SPANISH COMMUNICATION II BBY \$307 DTC \$305.30

Emphasis on speech development. Continues basic Spanish language skills for listening comprehension, reading, writing and speaking. Concentrates on preterit and imperfect verb tenses. Provides gradual thematically-oriented vocabulary acquisition of 500 words, and cultural awareness. Prerequisite: INTL 0501 or 450-word vocabulary.

Apr 17 Mon/Wed 1730-1930 12 wks DTC CRN 26431

### INTL 0503 PRACTICAL SPANISH COMMUNICATION III DTC \$305.30

Emphasis on thought development. Develops intermediate-advanced language skills for Spanish communication. Concentrates on future, subjunctive and conditional verb tenses. Provides cultural awareness and gradual thematically-oriented vocabulary acquisition of 500 words. Prerequisite: INTL 0502 or 1000-word vocabulary.

Apr 18 Tue/Thu 1730-1930 12 wks DTC CRN 27422

## WHO'S WHO

### PROCESS, ENERGY AND NATURAL RESOURCES

#### Advanced Diploma in Technology Management

Luis Curran ..... (604) 8942  
 Robertha Pajunen, Program Assistant ..... (604) 432-8459

#### Bachelor of Technology in Geomatics

GIS Option  
 Ross Miller ..... (604) 432-8737

Survey/Mapping Option  
 Ken Schuurman ..... (604) 432-8490

#### Biotechnology

Paul Barran ..... (604) 432-8324/8985  
 Sharon Cameron, Program Assistant ..... (604) 432-8723

#### Chemical Sciences Technology

Elaine Woo ..... (604) 432-8393  
 Sharon Cameron, Program Assistant ..... (604) 432-8723

#### Engineering Technology Distance Education

Shari Monsma, Program Assistant ..... (604) 432-8784  
 Dina Patterson, Clerical Assistant ..... (604) 451-6984

#### Fish Harvesting and Processing Technology

Denise DeLeebeck ..... (604) 432-8948  
 Sharon Cameron, Program Assistant ..... (604) 432-8723

#### Food Technology

Vic Martens ..... (604) 432-8561  
 Sharon Cameron, Program Assistant ..... (604) 432-8723

#### Forest Engineering Technology

Jim Rudolph ..... (604) 432-8941

#### Geographic Information Systems

Jon Candy ..... (604) 432-8378  
 Bette Bayley, Program Assistant ..... (604) 432-8521

#### Geomatics

Nick Wong ..... (604) 432-8992  
 Bette Bayley, Program Assistant ..... (604) 432-8521

#### Mining

Rob Edmonds ..... (604) 432-8323  
 Sharon Cameron, Program Assistant ..... (604) 432-8723

#### Petroleum

Robin Kinney ..... (604) 432-8308  
 Sharon Cameron, Program Assistant ..... (604) 432-8723

#### Renewable Resources

Judith Hall ..... (604) 451-6911

#### Forest Resources Technician Program

Rob Lihou ..... (604) 453-4023  
 Dee Riedel, Program Assistant ..... (604) 432-8539

#### Urban and Community Forestry Program

Wayne Horvath ..... (604) 432-8506  
 Dee Riedel, Program Assistant ..... (604) 432-8539

## ADVANCED DIPLOMA IN GEOGRAPHIC INFORMATION SYSTEMS

(604) 434-1610

BCIT offers an Advanced Diploma program (ADP) in Geographic Information Systems. The program can be completed through part-time studies or one year of full-time study. The entrance requirement is a degree or diploma of technology in a related discipline.

Please call Program Advising at (604) 434-1610 and ask to be mailed the GIS Advanced Diploma Program booklet. The booklet will explain how you can become a full-time or part-time GIS Advanced Diploma student and which courses you should take.

You do not have to become a GIS Advanced Diploma student if you want to take a selection of our part-time GIS courses to help your career advancement. You can just register for any part-time GIS course, though you should make sure you meet any course prerequisites. For course availability, please see the Geographic Information Systems section of this flyer.

Check the GIS home page for any last minute part-time course offerings or to read more about the part-time GIS Advanced Diploma Program. You can access the GIS Home page from the BCIT web site GIS program pages ([www.gis.bcit.ca](http://www.gis.bcit.ca)).

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces.

"Oh, no! You cancelled the course?"

Sorry, but sometimes excellent courses with super instructors are cancelled if someone waits until the last minute to register.

Our programmers make a decision five business days prior to a course start date to allow proper preparation.

Minimum class numbers must be registered at that time, so please register early to avoid disappointment.

## BACHELOR OF TECHNOLOGY IN GEOMATICS

GIS Option (604) 432-8737 ..... rmliller@bcit.ca  
 Survey/Mapping Option (604) 432-8490 ..... kschuurm@bcit.ca

#### Program Information Session: Free of Charge

You are invited to attend the following information session so that you may better understand the content and scope of the program, entrance requirements and scheduling of courses.

Date: Wednesday, May 10, 2000  
 Time: 1930 - 2100 (7:30 - 9:30 p.m.)  
 Location: BCIT Burnaby campus, Town Square C

If you wish to attend, please contact Ken Schuurman at kschuurm@bcit.ca or (604) 432-8490 to reserve a seat.

#### The Program

With rapid changes in spatial data capture and management, BCIT's Bachelor of Technology in Geomatics/GIS degree provides excellent opportunities for career enhancement and professional growth. There are two program options to choose from - Surveying/Mapping and GIS. The first will appeal to graduate Surveying and Mapping technologists who wish to pursue Professional Accreditation as a BC Land Surveyor. The second option will appeal to graduates from many areas - for example Surveying and Mapping, Forestry, Civil, Environmental, and Mining - who wish to learn how to integrate GIS technology in their profession. The program comprises five components: 12 credits of common technical core studies, 13 credits from either the GIS or Surveying and Mapping options, 9 credits of management courses, 2 credits of technical electives, 12 credits of liberal education and an industry project worth 12 credits.

Offered at this time only through part-time studies, this program allows you to continue your studies while maintaining your employment. These courses may also be of interest to current professionals who wish to participate on a professional development basis.

#### Entrance Requirements

The minimum entrance requirement is:

- a recognized Diploma of Technology or equivalent in a related engineering or science discipline or related field, or a degree in Engineering, Science, Applied Science or related field,
- 2 years relevant work experience
- English 12 or equivalent
- Students whose native language is not English and who have completed their degree/diploma at a post-secondary institution where English was not the language of instruction are required to satisfactorily complete a BCIT Communications Department English Language Competency Test.

Subject to approval by the program head, individuals may register in some courses while completing the balance of the required work experience. All participants will be required to meet with the program head to review the initial application for acceptance. Supplemental courses may be required in order to fulfill the educational background required for practice in the geomatics and GIS industry.

#### Program Brochure

For detailed information on the entire program, including descriptions of all courses being offered and the application process, please e-mail or phone us at either of the addresses or numbers listed above.

#### COURSES OFFERED THIS TERM

**GEOM 7105 INTRODUCTION TO AUTOCAD LAND DEVELOPMENT DESKTOP** ..... \$495

Provides an introduction to the creation and management of projects and associated drawings using Land Development Desktop software. Topics include point object basics, labeling, description keys, point groups, horizontal alignment, parcel definition and terrain modelling. Prerequisite: AICO 1000 or SURV 4465 or departmental approval. (2 credits)

Jun 5 Mon-Fri 0830-1600 1 wk BBY CRN 28806

**GEOM 7205 GPS FOR RESOURCE SURVEYS** ..... BBY \$583

Provides a comprehensive conceptual and practical introduction to GPS technology as used in resource surveys in British Columbia. This course covers GPS techniques for accuracy requirements greater than 1-2 metres. Participants will learn fundamental concepts of GPS positioning, how to use GPS equipment and software, and how to minimize GPS errors and correctly integrate GPS data with data from other sources. Upon successful completion of this course, students will receive a RIC (Resource Inventory Committee) training certificate that will qualify them to perform GPS resource surveys within the Province of British Columbia. Prerequisite: SURV 5108 or equivalent. (2 credits)

Jun 5 Mon-Fri 0830-1600 1 wk BBY CRN 28809

**GEOM 7305 HIGH ACCURACY SATELLITE POSITIONING** ..... BBY \$483

Introduces the concepts and procedures for using satellite systems to perform high accuracy positioning. This course provides an overview of static, kinematic and real time surveying techniques. Topics include: signal structure; code and phase observables; phase ambiguities; accuracy; modes of operation; project planning; hands-on operation; data downloading, conversion, exporting and processing with an emphasis on network adjustment. Prerequisite: SURV 5208 or Department approval. (2 credits)

May 29 Mon-Thr 0830-1730 4 days BBY CRN 28811

**GEOM 8320 SATELLITE SURVEYING PROJECT MANAGEMENT** ..... BBY \$225

Helps you design a satellite surveying plan based on accuracy and area of interest specifications. Topics include: consideration of GPS performance, observation methods, error sources, site selection, observation strategy, cost estimation, and refinement of observation strategy in response to accuracies achieved. Prerequisite: GEOM 7305 or Department approval. (1 credit)

Jun 2 Fri-Sat 0830-1730 2 days BBY CRN 28810

**GEOM 8342 ADVANCED TOPICS IN ADJUSTMENTS AND STATISTICAL TESTING** ..... BBY \$436

Helps you understand network adjustment software used for processing GPS and conventional survey networks. Topics include parametric and conditional least squares models, outlier detection, data snooping, reliability measures, and network organization. Practical exercises include the evaluation of GPS network data using program GEOLAB. Prerequisite: A basic understanding of parametric and conditional least squares models. (2 credits)

May 15 Mon-Sat 0900-1500 1 wk BBY CRN 28808

**GIST 7159 MAPPING USING MICROSTATION**

This course is offered as a Distance Education course via the Internet. See the Engineering Technology Distance Education Section in this flyer (page 41).

## ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

(604) 432-8459

e-mail: rpajunen@bcit.ca

Engineering Technology offers an ADVANCED DIPLOMA PROGRAM IN TECHNOLOGY MANAGEMENT. The ADP can lead to a Bachelor of Technology Degree in Technology Management, offered collaboratively with the Open Learning Agency of B.C.

#### THE ADP PROGRAM IS DESIGNED FOR:

- graduates of an Engineering Technology Diploma Program from BCIT or equivalent institution
- those who hold degrees in related disciplines

**TMGT 7103 RESEARCH AND DEVELOPMENT MANAGEMENT** ..... BBY \$172

Provides the candidate with the skills necessary to successfully manage a small corporate research and development department. Emphasis is on identifying the unique characteristics of an R&D department in terms of its funding, its personnel, and mandate to be creative and productive. (1 credit)

Apr 20 Thr 1830-2130 5 wks BBY CRN 24849

**TMGT 7114 PRODUCT PLANNING AND MARKETING IMPLEMENTATION** ..... BBY \$172

Enables candidates to develop a product marketing plan which will enable them to manage the delivery of a commercially viable product to market. To accomplish this, the course examines a proven methodology of developing a product from conception to full commercial development. Completion of TMGT 7111 is recommended. (1 credit)

Apr 12 Wed 1830-2130 5 wks BBY CRN 25989

**TMGT 7121 PRINCIPLES OF FINANCE** ..... BBY \$172

Equips candidates with an in-depth understanding of financing business undertakings, exploring sources of money, the role of business plans, equity capital, the role of debt financing, R&D funding, taxation issues, and the role and responsibilities of directors and officers. Prerequisite: TMGT 7122. (1 credit)

Apr 11 Tue 1830-2130 5 wks BBY CRN 23593

**TMGT 7122 ACCOUNTING FOR TECHNOLOGISTS** ..... BBY \$172

Involves the candidate with aspects of accounting that impact on their roles as employees/managers within a technical organization. The course involves the student in accounting principles, concepts and the practical application of these. (1 credit)

Jun 1 Thr 1830-2130 5 wks BBY CRN 27557

**TMGT 7141 MANAGING IN A TECHNICAL ENVIRONMENT** ..... BBY \$172

Identifies skills necessary to manage effectively in a technology-based organization. Emphasizes issues of leadership and the skills required to do an effective job, which includes improving performance by constructive feedback, giving and receiving effective information, handling disruptive behaviour, and providing positive recognition. (1 credit)

May 16 Tue 1830-2130 5 wks BBY CRN 27560

**TMGT 7142 TECHNOLOGY MANAGEMENT COMMUNICATION** ..... BBY \$172

Examines the specific communication process necessary to convey messages effectively in both written and oral formats. It is designed to give candidates hands-on practice and feedback using the specialized techniques in the communication process. (1 credit)

May 17 Wed 1830-2130 6 wks BBY CRN 23595

**TMGT 7154 EMERGING TECHNOLOGIES STRATEGY** ..... BBY \$402

Provides candidates with the knowledge to understand trends in new and emerging technologies and identifies strategies for managing the introduction of these technologies in today's organizations. Covers advances in data management/communications, electronic commerce and multimedia technologies. (3 credits)

Apr 10 Mon 1830-2130 10 wks BBY CRN 28489  
 May 14 Sun 0830-1530





## BIOTECHNOLOGY

(604) 432-8324 pbarran@bcit.ca

The Biotechnology Program currently offers two workshops designed to meet the rising demand for current information and training in this field. For more information regarding these workshops, please contact the program head, Paul Barran, at (604) 432-8324.

### BIOT 1131

#### AN INTRODUCTION TO THE SCIENCE OF BIOTECHNOLOGY

(16 hours) ¾ A two-day workshop specifically geared to non-scientific audiences to provide a comprehensive overview of biotechnology, its components and applications. The workshop surveys the technologies that make up biotechnology and their application in science and industry. Technologies covered include genetic engineering, cell culture and fermentation. Applications covered include human health, forestry, agriculture and waste management. The course is offered in partnership with the B.C. Biotechnology Alliance (BCBA). For information contact the BCBA at (604) 221-3026 or e-mail: www.biotech.bc.ca (1 credit)

### BIOT 5320

#### MOLECULAR GENETICS TECHNOLOGY

(80 hours) - A workshop that provides a comprehensive overview of the theory and practice of modern molecular genetics. Students receive practical hands-on training in the basic techniques of molecular genetics (Southern/Northern/Western Blot, PCR, DNA/RNA preparation, DNA sequencing, and cloning), as well as theoretical training in genetic analysis. Topics include genetic analysis, recombinant DNA technology, and the application of this technology to the analysis of genes and their products. This course is the same as MGEN 5800 of BCIT's Molecular Genetics Upgrading Program in Health Sciences and as such, may be offered by Health Sciences. For schedule/registration information contact Fred Bauder at (604) 432-8296 or e-mail fbauder@bcit.ca: (3 credits)

## CHEMICAL SCIENCES TECHNOLOGY

(604) 432-8393 ewoo@bcit.ca  
(604) 432-8723 scameron@bcit.ca

There are no part-time courses scheduled at this time so we may develop a new course which will be a combination of CHSC 7826 Laboratory Quality Assurance and CHSC 7827 The Laboratory Quality System. If you wish to be kept informed, call Sharon Cameron at (604) 432-8723 or e-mail scameron@bcit.ca to be put on our mail list.

## ASSAYER CERTIFICATION TRAINING

(604) 432-8393 ewoo@bcit.ca

Comprehensive assayer training is available through Chemical Sciences Technology on a part-time studies basis (as night school, distance education, workshop or internet courses). The training was developed to meet the mining industry's growing demands for skilled and competent assayers in BC. The advanced training we offer in applied analytical chemistry prepares successful students to become eligible to write the exam for provincial certification given by the BC Ministry of Energy and Mines.

Students can also opt to take any part of the training for the purposes of job upgrading, information only, or as a "refresher". The complete training involves 1½ - 2 years of combined classroom work and lab practicums. Lab practicums (considered an essential component of this training) help students gain maximum benefit from classroom work; it also helps students develop speed and accuracy in analytical work. Enrolment in each course is limited to 12 students.

#### Assayer Certification Training covers:

- Introduction to assaying.
- Fire assaying and mineral identification.
- Classical wet assaying and qualitative analysis.
- Selectivity and specificity of analytical procedures.
- Analytical instrumentation-theory and practical.
- Sampling theory and methods.
- Statistical analysis.
- Reference standards.
- Laboratory practicum.

Contact Elaine Woo (instructor/coordinator) for more information: phone (604) 432-8393 or e-mail ewoo@bcit.ca

## FISH HARVESTING AND PROCESSING TECHNOLOGY

Course Info: (604) 432-8948 ddeleebe@bcit.ca  
Registration: (604) 432-8723 scameron@bcit.ca

This program operates according to the current requirements of the fishing industry. Courses and workshops are developed with the assistance of industry committees and scheduled, as needed. Contact Sharon Cameron at (604) 432-8723 to be put on our mailing list for notification of upcoming activities.

#### Recently completed workshops included:

- Introduction to HACCP (FISH 0122)
- Revising Your QMP Plan (FISH 0123)
- Overview of the Revised QMP (FISH 0124)
- Orientation to Sanitation & Hygiene (FISH 0131)
- Factory Clean-Up (FISH 0132)
- Facilities & Equipment Sanitation & Hygiene (FISH 0133)
- Can Screening Line Theory and Operation (FISH 0141)
- Metal Can Defect I.D. & Classification (FISH 0143)
- Introduction to Can Screening Theory & Operation (FISH 0144)

- Canned Foods: Thermal Processing & Container Evaluation (FISH 0145)
- First Line Supervisor (FISH 0150)
- Food Microbiological Control (FISH 0200)

Contact the coordinator, Denise DeLeebeek, at (604) 432-8948 for course information.

#### CD-ROM Training Tutorials on Metal Can Defects

The following CD-ROMs are now available as part of Fish Harvesting and Processing Technology program:

- "Origins of Metal Can Manufacturing Defects"
- "Origins of Double Seam Defects"
- "Identification of Metal Can Defects"

These tutorials are based on material from the Canadian Food Inspection Agency (CFIA) manual, "Metal Can Defects - Identification and Classification". They include a total of 84 defects with over 400 photo images and Self-Tests on subsections, sections and the whole tutorials. These tutorials have been extensively validated by a committee of B.C. salmon canners, a can manufacturer, Canadian Food Inspection Agency and Health Canada.

The target audience is canned food inspectors in processing plants, can screening warehouses, government and private testing laboratories and import facilities as well as inspectors in can manufacturing plants.

To order the CDs, contact Distance Education, Engineering Technology, BCIT Phone: (604) 451-6984 or Fax: (604) 436-6113. For more information on content, design and computer system requirements, contact Denise DeLeebeek at (604) 432-8948, Fax (604) 434-6986, e-mail: ddeleebe@bcit.ca.

## FOOD TECHNOLOGY

Course information: (604) 432-8561 vmartens@bcit.ca  
Registration: (604) 432-8723 scameron@bcit.ca

### FOOD 2024 WINE TECHNOLOGY BBY \$173

Wine continues to be one of the most popular beverages over the centuries. With increasing interest in high quality wines, the consumer often becomes an amateur winemaker. This course is designed to provide the novice with an enhanced understanding of the technology involved in the production of quality wines. For those interested in a career in winemaking, it is an excellent start. Topics include basic processes, wine cultures, fermentation problems, sanitation, wine variations (sparkling/ciders/coolers/varietals), finishing and packaging, aging and care of wine. There are five classroom sessions and one field trip to a winery (scheduled by the class). (1 credit)

May 02 Tue 1830-2130 5 wks BBY CRN 28864

## GEOGRAPHIC INFORMATION SYSTEMS

(604) 432-8521

You may take any or all of our part-time GIS courses to help your career advancement. You may also complete a part-time GIS Advanced Diploma for job-ready skills. For more information, call Program Advising at (604) 434-1610 and ask to be mailed the GIS program booklet. If you are a GIS business owner or government agency, your employees may take courses tailored to your business needs at our campuses or at the work place. Check the GIS home page at www.gis.bcit.ca for future on-line courses, any last minute part-time course offerings or to read more about the GIS program.

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces.

### GIST 5001 GIS PROGRAMMING 1 BBY \$255

Prepares students for GIS macro programming, GIS utility programming, GIS database programming and other GIS courses. Students use logical steps and QBasic to manipulate GIS spatial and attribute data values. This course is for students with no programming experience. (1 credit)

Apr 13 Thr 1845-2145 6 wks BBY CRN 27229

### GIST 5002 GIS PROGRAMMING 2: VISUAL BASIC BBY \$255

Builds on the course content of GIST 5001 GIS Programming 1. The course will introduce Visual Basic and will cover such additional topics as sub-programs and functions, arrays, file output and introduction to computer graphics. As in GIST 5001, the examples will be based on GIS and related topics. Prerequisite: GIST 5001. (1 credit)

May 25 Thr 1845-2145 6 wks BBY CRN 27230

### GIST 5028 ARCVIEW DTC \$425.30

Presents a hands-on course which introduces ARCVIEW, a powerful desktop GIS software package. Teaches students how to use ARCVIEW to perform spatial query and analysis, produce maps, charts and reports. The course fee includes a 675 page colour manual and a CD-ROM with a demonstration copy of ArcView GIS software. (1 credit)

May 25 Thr-Fri 0830-1630 2 days DTC CRN 26053  
May 29 Mon-Tue 0830-1630 2 days DTC 24820

### GIST 5100 FUNDAMENTALS OF GEOGRAPHIC INFORMATION SYSTEMS BBY \$258

Discusses fundamental GIS 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. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 20731

### GIST 5128 ARC/INFO GIS 1 BBY \$433

Introduces operational aspects of GIS software using Arc/Info GIS in a NT workstation environment. Topics include data entry and editing, data analysis, and fundamental GIS operations. Working problems are drawn from resource management and urban applications. (3 credits)

Apr 15 Sat 0830-1530 6 wks BBY CRN 20733  
Note: No class on Saturday, April 22, 2000.

Jun 5 Mon-Fri 0830-1630 1 wk BBY 23229

### GIST 6028 AVENUE DTC \$335.30

Introduces AVENUE, the object oriented programming language used to customize ARCVIEW. In this course students learn about customizing the ARCVIEW interface, AVENUE classes, objects and requests, and the programming features of AVENUE. Prerequisite: GIST 5028. Previous programming experience is essential (for example, AICO 4072). (1 credit)

May 31 Wed-Thr 0830-1630 2 days DTC CRN 26054

### GIST 6128 ARC/INFO GIS 2 BBY \$483

Continues from GIST 5128, covering customization, edge matching, digital terrain modelling, analytical GIS functions and importing and exporting of data. Prerequisite: GIST 5128. Previous programming experience is helpful (GIST 5001). (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 20735

### GIST 6138 ARC/INFO GIS 3 BBY \$483

Begins by examining ArcInfo customization with ODE programming using VISUAL BASIC. The second half of this course examines GIS spatial modelling including a vector model using NETWORK and raster models using GRID. Prerequisite: GIST 6128. Previous programming experience is essential (for example GIST 5002). (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 26052

### GIST 7159 MAPPING USING MICROSTATION

This course is offered as a Distance Education course via the Internet. See the Engineering Technology Distance Education Section in this flyer (page 41).

## AUTOCAD/GIS TRAINING

### ACGS 2000 AUTOCAD MAP 1 BBY \$445

Covers the basic technical skills required in spatial data collection and management. AutoCAD Map fundamentals with an emphasis on CAD issues, the Workflow model, and map spatial data tools are discussed. Prerequisite: AICO 1000. (1.5 credits)

Jun 12 Mon/Tue/ 0830-1700 2.5 days BBY CRN 27533  
Wed 0830-1130

### ACGS 3000 AUTOCAD MAP 2 BBY \$445

Explores the advanced issues of AutoCAD map and utilizes complex tool sets. The emphasis is on GIS definitions, Topology (spatial relationships), advanced Queries and Property Alteration and Spatial Analysis. Prerequisite: ACGS 2000. (1.5 credits)

Jun 14 Wed/ 1400-1700 2.5 days BBY CRN 27534  
Thr/Fri 0830-1700

## GEOMATICS

(604) 432-8992 nwong@bcit.ca  
(604) 432-8521

### SURV 1100 SURVEY FUNDAMENTALS FOR INSPECTORS BBY \$189

Covers identification and significance of survey monuments; interpretation of legal and engineering plans; slope and horizontal distance measurements with determination of offsets. Introduces terminology associated with levelling, levelling field procedures, notekeeping and reductions. Note: The course runs Tuesdays April 11 - May 2, 2000 and the last six hours of the course are held Saturday, May 6, 2000. The last class is a practical session in the use of basic survey equipment. (1.5 credits)

Apr 11 Tue 1845-2145 4 wks BBY CRN 21404

Note: The last session of this class is Saturday, May 6, 2000.

### SURV 1101 SURVEY INSTRUMENT OPERATIONS: LEVELS BBY \$253

Introduces the basic principle of differential levelling. Hands-on with the automatic level. Bench mark and detail levelling procedures. Industry prescribed booking formats and note reductions. Practical levelling projects: sewer-line layout, grade and invert calculations, cut and fill and "as-built" surveys. Field-oriented to assimilate to actual engineering projects. (2.5 credits)

Apr 15 Sat 0900-1600 5 wks BBY CRN 27238

## PART-TIME TIP

GET CONNECTED. You can register online at [www.bcit.ca](http://www.bcit.ca)



**SURV 1104 BBY \$253**

**BASIC SURVEYING WITH TOTAL STATIONS**  
Teaches students to acquire the basic steps of setting up, centering and levelling the instrument. Introduces different makes of total stations; reflector constant determination. Surveying with total stations: angle measurement procedures, horizontal distances and elevation difference determinations, running traverses and topographic/detail survey. Basic data collection and processing. (2.5 credits)

May 13 Sat 0900-1600 5 wks BBY CRN 23477

**SURV 1113 BBY \$358**

**PLANE SURVEYING COMPUTATIONS 1**  
Reviews plane trigonometry fundamentals, solutions of triangles. Open and closed traverse computations, inverse, the location of blunders and adjustment procedures. Omitted parts in closed traverses, area computations, subdividing lots with straight property lines: Circular curve calculations and layout procedures, building layout data calculations. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 28487

**SURV 1114 BBY \$358**

**PLANE SURVEYING COMPUTATIONS 2**  
Includes the reduction of measured distances to the horizontal and to sea level. Three types of intersection problems will be covered. The elements, laying out procedures and special problems involving horizontal curves and vertical curves. Areas of cross-section; volumes for roadwork and borrow pit excavations. Introduces coordinate transformations. Prerequisite: SURV 1113. (3 credits)

Apr 12 Wed 1845-2145 12 wks BBY CRN 26056

**SURV 1117 BBY \$418**

**INTRODUCTION TO GPS DATA COLLECTION AND PROCESSING**

Topics include: Basic GPS concepts. Field GPS modes and methods. Appropriate hardware, software, and methods for specific applications. Problems in GPS surveying. GPS mission planning. Hands-on code and carrier phase data collection and processing. Explanation of output files. Network adjustment and transformations. (3 credits)

Apr 11 Tue 1845-2145 12 wks BBY CRN 28488

**SURV 1118 BBY \$271**

**PROGRAMMING THE HP48G(X): SURVEYING APPLICATIONS**

Includes models HP48G and HP48GX. Manual operations with emphasis on the use of mathematical functions for solving surveying problems. Development of programs for survey applications including input/output (I/O) capabilities for transferring data. (2 credits)

Apr 12 Wed 1845-2145 8 wks BBY CRN 25032

**SURV 1400 BBY \$255**

**SURVEYING FOR ARCHEOLOGICAL APPLICATIONS**

Introduces the basic principles in surveying, use of levels and total stations to establish vertical and horizontal control framework for detailed site surveys. Layout of rectangular grids. Manual survey and electronic data collection with total stations, data processing and computer-generated plans. (2.5 credits)

Apr 28 Fri-Sun 0900-1530 2 wks BBY CRN 27789  
Note: SURV 1400 runs Friday, Saturday, Sunday, April 28 - 30, and Saturday, Sunday, May 6 - 7; 2000

**SURV 2001 BBY \$260**

**LEICA GPS REAL TIME**

Introduces the fundamental concepts and theory of GPS; the hardware and software with particular reference and usage of Leica GPS receivers; discusses GPS specifications and accuracy; project planning and cost. Introduces Basic GPS Real Time operations; conducts field exercises, overview of its applications and export Real Time results in different formats. This course is suitable for engineers, surveyors, utility company and mining personnel. (1 credit)

Jun 7 Wed-Thr 0830-1630 2 days BBY CRN 27551

**SURV 2105 BBY \$315**

**CONSTRUCTION SURVEYING TECHNIQUES**

Teaches builders, carpenters, site survey technicians and construction crews how to use the level and transit to carry out site surveys, for example, in highrise construction. Topics include establishing control points, grids, referencing, bench marks; setting out elevations and survey points by various methods; independent field checks and quality control. Prerequisite: SURV 1103, 1104 and 1108 or Departmental approval (3 credits)

Apr 15 Sat 0900-1600 6 wks BBY CRN 20944

**SURV 5108 BBY \$172**

**FUNDAMENTALS OF SURVEYING**

Introduces fundamental concepts of surveying and will demonstrate various surveying procedures. Topics include an introduction to the survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations. This course is a requirement for students of the GIS Advanced Diploma program. (1.5 credits)

Apr 15 Sat 0900-1200 6 wks BBY CRN 26351

**SURV 5208 BBY \$200**

**FUNDAMENTALS OF GLOBAL POSITIONING SYSTEM**

Introduces the fundamental concepts of Global Positioning System (GPS). Covers coordinate systems, datums, map projections, and accuracy and reliability of spatial data. Explores GPS resources available on the Internet. This course will be of interest to all outdoor enthusiasts who use GPS for navigation. Prerequisite: SURV 5108. (1.5 credits)

Jun 10 Sat 0900-1600 3 wks BBY CRN 26312

## MINI-TECHNOLOGY SUMMER CAMPS

(604) 432-8393 ewoo@bcit.ca  
(604) 432-8723 scameron@bcit.ca

Once again we are offering two mini-technology summer camps of fun-filled exploration and fascinating learning! We provide a chance for young people to see, hear and feel how their everyday world relates to science, engineering & technology, in interesting, easy-to-understand terms that make sense to ages 11-15. We get them involved in safe, hands-on experiments—all under the supervision of BCIT instructors and volunteers at our Burnaby campus.

Seats are very limited so please register early (we always have disappointed parents). **REGISTRATION STARTS APRIL 3rd.** To register, contact Sharon Cameron at (604) 432-8723. For more information on summer camp activities, contact Elaine Woo at (604) 432-8393 or Terry Malakoff at (604) 432-8401.

**YOUNG ENGINEERING SCIENTISTS \$138**  
Five days of fun for boys and girls aged 11-14. July 10th - 14th, 8:30 am - 3:30 pm, Mon - Fri.

**GIRLS IN SCIENCE, ENGINEERING & TECHNOLOGY \$138**  
Five days of more fun for girls only aged 11-15. July 17th - 21st, 8:30 am - 3:30 pm, Mon - Fri.

## MINING

(604) 432-8323 redmunds@bcit.ca

There are no part-time courses scheduled at this time. For information on the types of courses available, contact the program head Rob Edmunds at (604) 432-8323.

## PETROLEUM

(604) 432-8308 rkinney@bcit.ca

There are no part-time courses scheduled at this time. For information on the types of courses available, contact the coordinator, Robin Kinney, at (604) 432-8308.

## RENEWABLE RESOURCE TECHNOLOGY

(604) 451-6911 jhall@bcit.ca

For information on the types of courses available, contact the coordinator, Judith Hall at (604) 451-6911, jhall@bcit.ca, or

Visit our Website for up-to-date information [www.renewres.bcit.ca](http://www.renewres.bcit.ca)

**REN2142 BBY \$270**

**DIGITAL MAPPING II**

This course covers the mapping portion of the Photo Interpretation and Mapping course RENR 2141. Develops practical mapping and computer application skills to utilize field collected and computer transferred data in resource based mapping applications. (3 credits)

Aug. 21 Mon 0830-1430 2 wks BBY CRN 28360

**REN2510 BBY \$438**

**LOG RESIDUE & WASTE SURVEY CERTIFICATION**

A course on BC coastal log waste and residue surveying. The course will be a combination of class and field studies and will prepare participants for provincial certification examinations. Actual certification will be dependent on individual skills and abilities. (2 credits)

May 15 Mon-Fri 0830-1630 1 wk BBY CRN 23058

May 8 Mon-Fri 0830-1630 1 wk BBY CRN 25355

## URBAN AND COMMUNITY FORESTRY STATEMENT OF COMPLETION

**RRUF 1204 BBY \$65**

**URBAN/RURAL FOREST FIRE INTERFACE**

Introduces residents of forest/urban interface areas to methods of protecting ones property from fire. Includes methods of making a property safe from fire, basic instruction in fire fighting methods, use of common equipment, personal safety and jurisdiction and responsibility. This course is appropriate for residents of forest/urban interface areas and rural or cottages property owners.

Prerequisite: none.  
April 12 Wed 1830-2130 2 days BBY CRN 28787  
April 15 Sat 1000-1530

**RRUF 1304 BBY \$65**

**FOREST RESTORATION**

Introduces the planning and consultative process used to accurately assess an urban forest restoration problem, as well as the technical range of factors, which commonly determine an appropriate solution. These principles will be demonstrated in a field trip to a five-year old forest restoration project in the city. Prerequisite: none.

April 26 Wed 1830-2130 2 days BBY CRN 28863  
April 29 Sat 1000-1530

**RRUF 1403 BBY \$65**

**STREET TREE SAMPLING**

Inventory techniques for identifying, classifying, and measuring trees and associated vegetation in an urban setting. Prerequisite: none.

April 5 Wed 1830-2130 2 days BBY CRN 28675  
April 8 Sat 1000-1530

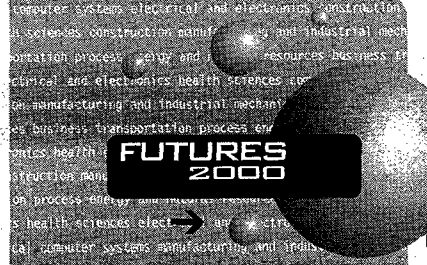
Renewable Resources is offering a selection of short courses in Urban and Community Forestry. Each 8-hour course will be scheduled on a Wednesday from 1830 - 2130 (3 hrs), and Saturday from 1000 - 1530 (5 hrs). Contact Dee Riedel at (604) 432-8539 or e-mail: [driedel@bcit.ca](mailto:driedel@bcit.ca) to be put on our mailing list for notification of upcoming course times and dates. Contact Judith Hall at (604) 451-6911 or e-mail: [jhall@bcit.ca](mailto:jhall@bcit.ca) for course information, or visit our Website at [www.renewres.bcit.ca/urban](http://www.renewres.bcit.ca/urban)

**Courses to be scheduled are:**



- RRUF 1104 Soil Conservation
- RRUF 1201 Pruning Woody Plants
- RRUF 1203 Plant Appraisal
- RRUF 1204 Urban/Rural Forest Fire Interface
- RRUF 1301 Plant Biodiversity
- RRUF 1302 Animal Biodiversity
- RRUF 1303 Watershed Restoration
- RRUF 1401 Right Tree, Right Place (2)
- RRUF 1404 Urban Silviculture
- RRUF 1501 Utility Forestry
- RRUF 1502 Recreational Urban Forests
- RRUF 1503 Greenbelt Forests

**FOREST RESOURCE TECHNICIAN PROGRAM**

You may take any or all of our part-time Forest Resources Technician courses. You may also complete a part-time Certificate of Technology by successfully completing all courses in the Forest Resources Technician program. Contact Dee Riedel at (604) 432-8539 or e-mail: [driedel@bcit.ca](mailto:driedel@bcit.ca) to be put on our mailing list for notification of upcoming course times and dates. For more information about the program, please contact Wayne Horvath at 432-8506 ([whorvath@bcit.ca](mailto:whorvath@bcit.ca)) or Jacé Standish at 432-8862 ([jstandis@bcit.ca](mailto:jstandis@bcit.ca)). All registrations must be approved by the department. Courses will be offered in short blocks and are subject to change. Visit our Website at [www.renewres.bcit.ca](http://www.renewres.bcit.ca)



**open house**  
april 7-8

**BCIT Open House 2000**  
BCIT Burnaby campus  
3700 Willingdon Avenue, Burnaby, B.C.  
Friday, April 7 and Saturday, April 8, 2000  
9:30am to 4:30pm.

**Futures 2000 highlights**

- Interactive program and industry displays
- Main-Stage events
- Seminar Series
- Official Ceremonies (April 8th)
- Skills Canada Robotics Competition (April 7th)

**Want more info? Just ask us**  
Phone: 451.6806 or 451.6799 Fax: 434.2761  
E-mail: [openhouse@bcit.ca](mailto:openhouse@bcit.ca)  
Internet: [www.openhouse.bcit.ca](http://www.openhouse.bcit.ca)

see your future



## AVIATION

(604) 419-3704 or (604) 419-3777 [lmitchell@bcit.ca](mailto:lmitchell@bcit.ca)

The Aviation Division offers a variety of full-time, part-time, and customized training programs in the following:

- Aircraft Electronics
- Composite Fundamentals
- Helicopter Maintenance
- Sheet Metal
- Aviation Regulations
- Gas Turbine Engines
- Private Pilot Ground School

The following part-time courses are scheduled during the Spring at BCIT's Aerospace and Technology Campus located at 5301 Airport Road South, Richmond, B.C. Fax: (604) 278-5363.

### AVIA 0120 ATC \$253 CARS

Provides an in-depth review of the Canadian Aviation Regulations (CARs) that apply to the maintenance of aeronautical products and airworthiness of aircraft. Learn first hand your responsibilities as an aviation technician, aircraft owner and operator of private or commercial aircraft. Find out about the regulatory organization and how it affects you. Students will become familiar with airworthiness standards, ministerial orders, operating rules and indictable offenses. Those studying for the Transport Canada examinations relating to aircraft maintenance, apprentices, aircraft owners, A.M.E.'s, aircraft maintenance managers, technicians, pilots, and anyone exposed to aviation maintenance will benefit from this course.

Apr 25	Tue/Thr	1900-2200	5 wks	ATC	CRN 21081
Jun 5	Tue/Thr	1900-2200	5 wks	ATC	25685

### AVIA 0165 ATC \$253

#### AIRCRAFT SHEET METAL INTRODUCTION

Combines theoretical and practical components to teach the fundamentals of aircraft sheet metal repair at an introductory level. Introduces aircraft structures, structural materials, layout and forming techniques, bend allowances, hand tools, fasteners and rivets. Hands-on instruction for the proper use of equipment, techniques and safe practices is provided.

Apr 17	Mon/Wed	1900-2200	5 wks	ATC	CRN 21082
Apr 25	Tue/Thr	1900-2200	5 wks	ATC	26787

### AVIA 0166 ATC \$253

#### AIRCRAFT SHEET METAL ADVANCED

Continues from AVIA 0165. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0165 or equivalent.

Jun 5	Mon/Wed	1900-2200	5 wks	ATC	CRN 21083
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### AVIA 0180 ATC \$253

#### HELICOPTER MAINTENANCE INTRODUCTION

Presents a theoretical introduction to how the helicopter flies (achieves lift), how to steer (control direction), and basic maintenance. Practical work includes instruction in inspection techniques and practices by performing daily inspections as prescribed by a helicopter manufacturer. This course is designed to suit a novice interested in helicopters, a person on the full-time program waiting list, or the pilot who wants a mechanical introduction.

Apr 17	Mon/Wed	1900-2200	5 wks	ATC	CRN 21084
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### AVIA 0181 ATC \$253

#### HELICOPTER MAINTENANCE ADVANCED

Focuses on hands-on practical training for advanced helicopter maintenance. Labs include general inspection techniques, gas turbine engine and transmission inspection, and rotor blade balancing. Prerequisite: AVIA 0180 or equivalent.

Jun 5	Mon/Wed	0900-1600	5 wks	ATC	CRN 26363
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### AVIA 0195 ATC \$253

#### AIRCRAFT ELECTRONICS (AVIONICS)

Introduces the field of Aircraft Electronics-Avionics. Intended for those evaluating Avionics as a trade, pilots wishing to better understand operation and use of avionic equipment in general, A.M.E.'s without "E" endorsement who want a basic understanding of Avionics, and anyone involved in aviation with a general interest.

Apr 17	Mon/Wed	1900-2200	5 wks	ATC	CRN 21086
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### AVIA 0240 ATC \$253

#### INTRODUCTION TO GAS TURBINE ENGINES

Presents a theoretical understanding of the gas turbine engine in technical language. Provides in-depth knowledge of engine development, operating principles, classification and terminology. This course is for those who wish to know how a gas turbine engine works. A field trip is included in the curriculum.

Apr 25	Tue/Thr	1900-2200	5 wks	ATC	CRN 21089
Jun 5	Mon/Wed	1900-2200	5 wks	ATC	28591

## PART-TIME TIP

Study Spanish at BCIT. Call 432-8816.  
See page 49



## COMPOSITE COURSES

The following Composite courses are currently being considered for Transport Canada and Canadian Aircraft Maintenance Council approval. Strong job growth in the composite field is an indication that the Composite Fundamentals, Intermediate and Advanced courses will help you gain marketable skills within the auto, boat and aircraft related fields.

### NEW AVIA 0253 ATC \$1198 COMPOSITE FUNDAMENTALS & INTERMEDIATE (FIBER GLASSING TECHNIQUES)

Upgrades students who have little or no experience in the application of composites. In theoretical and instructor led workshops, students will conduct a gel plate test, make a mould, create a laminate and repair a composite panel. Intermediate level will develop includes developing a multiple ply unidirectional laminate, syntactic foam core panel using the composite clock and a thermosetting epoxy resin. The student will complete these projects by applying the advanced composite hot bond vacuum bag system.

Course includes use of specialized tooling and supplies.

May 24	Wed/Fri/Sat/Sun	4 wks	ATC	CRN 28528
	Wed/Fri (May 24,26, Jun 7,9,16)			1900-2200
	Sat/Sun (May 27,28, Jun 3,4,10,11,17,18)			0800-1600

### AVIA 0265 ATC \$498

#### COMPOSITE FUNDAMENTALS ADVANCED

This course teaches how to repair previously manufactured panels. Through Instructor led shop and practical applications, the student will accomplish a Tapersand Wet Layup, Nomex honeycomb core replacement and a preimpregnated graphite unidirectional repair. All repairs use the Advanced Composite hot Bond Vacuum Bag Method. Certificate of completion will also include Canadian Aviation Council Committee approval. Prerequisite: Composite Introduction and Intermediate.

Jul 5	Wed/Fri/Sat/Sun	2 wks	ATC	CRN 28886
	Wed/Fri (Jul 5,7,14)			1900-2200
	Sat/Sun (Jul 8,9,15,16)			0800-1600

### NEW AVIA 0296 ATC \$329

#### PARK 'N FLY, SEE THE SKY

An introduction to aviation. Learn the theory of flight, navigation and basic piloting skills. You will have 3 hours of ground school and take an introductory flying lesson in a single engine cessna airplane, weather permitting. Lunch is included. You must have your own transportation, and if under the age of 19, a release letter is required from your parents.

Apr 15	Sat	1 day	ATC	CRN 28530
May 6	Sat	1 day	ATC	28892
Jun 3	Sat	1 day	ATC	28893

### AVIA 0323 ATC \$88

#### OCCUPATIONAL FIRST AID LEVEL 1

Learn CPR, your ABC's, shock management, major bleeds and c-spine control to name a few. You'll be able to recognize and respond to emergency situations. A must in any workplace.

Jun 5	Mon/Wed	0800-1600	1 day	ATC	CRN 23803
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## MARINE

The Marine Division offers a variety of full-time, part-time, and customized training programs in the following:

- Commercial and Recreational Diving
- Electronic Navigation
- Marine Engineering
- Maritime Logistics and Port Operations
- Safety and Seamanship
- Nautical

The following part-time courses are scheduled during the Spring at BCIT's Pacific Marine Training Campus located at 265 West Esplanade, North Vancouver, B.C. Fax: (604) 985-2862.

## COMMERCIAL AND RECREATIONAL DIVING

(604) 453-4111

### DIVE 1000 PMT \$3000

#### COMMERCIAL DIVER LEVEL 1

Covers the fundamental and mandatory skills needed to enter the occupational diving industry and to conduct safe and effective diving operations. Certifications: WCB Occupational Scuba - Unrestricted 40m; CSA Z-275.4 - 97 Standard; UK (HSE) Part 4 (Scuba) Equivalent and CODA's Diving Certification. Prerequisites: Basic scuba certification; and enter the program as a competent (minimum 20 dives in last 2 years) diver. (12.5 credits)

May 1	Mon-Fri	0830-1600	4 wks	PMT	CRN 28448
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### DIVE 2000 PMT \$6000

#### COMMERCIAL DIVER LEVEL 2

Provides the needed skills and dive time to enter the diving industry as a WCB Restricted Surface Supplied diver, which is the certification to perform light construction work and salvage diving using surface-supplied diving equipment. Certifications: WCB Surface Supplied-Restricted 30m; CSA Z275.4-97 Standard; UK (HSE) Part 3 (Inshore) Equivalent. (15 credits)

May 1	Mon-Fri	0830-1600	6 wks	PMT	CRN 28449
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For information on our Offshore Diver and Recreational Diving Instructor programs, please call Geoff Greenwell, Canadian Diving Group at (604) 453-4157, (604) 904-5655 or e-mail at: [info@divinggroup.com](mailto:info@divinggroup.com).

## MARITIME LOGISTICS AND PORT OPERATIONS

(604) 453-4111

### MLPO 1021 PMT \$323.30

#### PORT LOGISTICS

Emphasizes the role a seaport plays in the operations of international trade, including the various elements that constitute a port, process of port operations, management, and port industrial relations. Focuses on the Canadian port system with comparisons to international ports. (3.5 credits)

May 9	Tue/Thr	1800-2100	5 wks	PMT	CRN 28450
	Sat (May 20)	0900-1600			

## NAUTICAL

(604) 453-4111

### MEDI-1060 PMT \$150

#### MED D SENIOR OFFICER

Trains students to respond to any marine emergency situation by ship's senior management personnel. Designed for those wishing to earn senior certificates of competency required for Master, Chief Officer, Chief Engineer and Second Engineer positions. Prerequisites: Successful completion of MED C. (1 credit)

May 6	Sat	0830-1600	3 days	PMT	CRN 26880
	Mon/Tue	1800-2100			

## MOTIVE POWER

The Motive Power Division offers a variety of full-time, part-time and customized training programs in the following:

- Auto Collision Repair
- Automotive Electronics
- Commercial Transport Mechanic
- Diesel Mechanics
- Heavy Duty Mechanic
- Motorcycle Mechanics
- Auto Refinishing
- Automotive Service Technician
- Diesel Electronics
- Equipment Operator
- Marine Mechanics
- Power Equipment Technician

The following part-time courses are scheduled during the Spring at BCIT's Burnaby campus, located at 3700 Willingdon Avenue, Burnaby, B.C. Fax (604) 439-0426.

## AUTOMOTIVE MECHANIC

(604) 432-8205

### AUTO 0100 BBY \$451

#### AUTOMOTIVE MECHANICAL REPAIR REFRESHER

Refreshes theoretical knowledge of the trade. Prerequisite: Experience in the automotive trade.

Apr 10	Mon/Wed	1900-2200	10 wks	BBY	CRN 26043
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### AUTO 0105 BBY \$451

#### AUTOMOTIVE AIR CONDITIONING

Introduces the principles of air conditioning systems, including refrigerant theory, system construction and operation, inspection and service, refrigerant recovery, recycling, and charging. Shop exercises involve performance testing and inspections including refrigerant identification, over and undercharging effects, and leak detection. Safety glasses and steel toed footwear required.

Apr 11	Tue/Thr	1830-2130	7 wks	BBY	CRN 26040
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### AUTO 0106 BBY \$355

#### AIR CONDITIONING 134A RETROFIT (MINISTRY APPROVED)

Upgrades automotive technicians in the conversion of motor vehicle air conditioning systems from ozone depleting refrigerants to non-ODS 134A refrigerants. Covers issues of R12 equipment and disposal. Theory and hands-on training will be applied. Prerequisite: Automotive air conditioning experience, and AUTO 0145 or equivalent. Safety glasses and steel toed footwear required.

May 1	Mon/Wed	1830-2130	3 wks	BBY	CRN 23618
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### AUTO 0107 BBY \$107

#### 134A RETROFIT REGULATIONS (MINISTRY APPROVED)

Upgrades automotive technicians, service advisors and shop administrators in the procedures and regulations of air conditioning 134A retrofit. This theory awareness course provides current information on the impact of the Ozone Depleting Substances Regulation on customer vehicles. Successful participants will receive Air Conditioning Retrofit certification.

Mar 15	Wed	1800-2200	1 day	BBY	CRN 19132
May 31	Wed	1800-2200	1 day	BBY	25540

### AUTO 0128 BBY \$135

#### DIESEL FUEL AND ELECTRICAL SYSTEMS 1

Introduces automotive and light duty truck diesel fuel and electrical systems. Covers: safety precautions; diesel fuel properties; fuel system cleaning; theory of operation; typical fuel injection system components; smoke, rough idle and MPG diagnosis; glow plug, electrical, and emission control systems; fuel filtration; and transmission controls. Coverage includes vehicles, built from 1978-1993, using mechanical type fuel injection systems. Safety glasses and footwear with steel toes required.

May 1	Mon/Wed	1830-2130	2 wks	BBY	CRN 27497
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### AUTO 0131 BBY \$360

#### PROPANE FUEL SYSTEMS FOR VEHICLES

Provides the theoretical instruction required to write The Provincial Gas Safety Branch Licensing Examination. Practical training ensures competency in identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. Prerequisite: Minimum Third Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel toed footwear required.

Apr 10	Mon/Wed	1830-2130	4 wks	BBY	CRN 27638
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# TRANSPORTATION

## AUTO 0134 BBY \$360

### NATURAL GAS FUEL SYSTEMS FOR VEHICLES

Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training ensures competency in identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. Prerequisite: Minimum Third Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel toed footwear required.

May 15 Mon/Wed 1830-2130 4 wks BBY CRN 27639

## AUTO 0140 BBY \$529

### AIRCARE THEORY AND OPERATIONS

Prepares certified technicians, who have not previously been AirCare Certified, to write the AirCare Repair Service Technician Examination. Prerequisite: B.C. TQ in Automotive, Commercial Transport or Heavy Duty Mechanic with three years automotive experience.

Apr 11 Tue/Thr 1830-2130 7 wks BBY CRN 20570

## AUTO 0141 BBY \$580

### AIRCARE PRACTICAL (RECERTIFICATION)

Updates certified technicians in the diagnosis and repair of emission control system failures. Mandatory for AirCare technicians who have failed the AirCare recertification exam. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive, Commercial Transport or Heavy Duty Mechanic with three years automotive experience. Safety glasses and steel toed footwear required.

Apr 11 Tue/Thr 1830-2130 7 wks BBY CRN 21514

## AUTO 0145 BBY \$119

### CFC EMISSIONS IN AUTOMOTIVE

Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. Participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls and a certificate number for refrigerant handling as required under current B.C. regulations. Required for technicians who perform 134A retrofits.

Apr 15 Sat 0900-1700 1 day BBY CRN 20573

May 27 Sat 0900-1700 1 day BBY 28499

## AUTO 2200 BBY \$365

### INTRODUCTION TO ELECTRICAL TESTING

Introduces electrical testing to professional technicians with limited experience in electrical and electronic testing. Topics include electrical theory, circuits, diagnosis, testing and maintenance. Safety glasses and steel toed footwear required.

Apr 10 Mon/Wed 1830-2130 5 wks BBY CRN 28502

## AUTO 2214 BBY \$451

### ELECTRONIC ENGINE CONTROL/FUEL INJECTION

Provides specialized instruction in diagnosing and servicing PCM controlled engine, emission and fuel injection systems. Topics include domestic TBI and EFI, Bosch "K", "L" and "LH", data stream interpretation, scan tool and lab scope use, OBDII and the new Ford EECV.

Apr 18 Tue/Thr 1900-2200 5 wks BBY CRN 20545

## AUTO 2215 BBY \$414

### OBDII FOR GM FUEL INJECTED VEHICLES

Updates the experienced tune-up/driveability technician to handle OBDII diagnostics on General Motors (GM) cars and light duty trucks. Theory information will be supported by practical work using the new style GM service manuals, electronic service information, and GM factory tools and procedures. This information can be applied to other manufacturers. Safety glasses and steel toed footwear required.

Apr 11 Tue/Thr 1830-2130 4 wks BBY CRN 27489

## CTMX 0110 BBY \$231

### COMMERCIAL VEHICLE INSPECTOR

Prepares students for the Commercial Vehicle Inspector Authorization examination. This Authorization permits the inspection of commercial and private vehicles including out-of-province. Up-to-date information on recent and upcoming changes to the inspection program will also be covered. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel toed footwear required.

Apr 3 Mon/Wed 1830-2130 3 wks BBY CRN 20580

May 2 Tue/Thr 1830-2130 3 wks BBY 20585

Jun 3 Sat 0830-1430 3 wks BBY 24919

## COMMERCIAL TRANSPORT MECHANIC

(604) 432-8205 sbutler@bcit.ca

## CTMX 0100 BBY \$451

### COMMERCIAL TRANSPORT MECHANIC CQ REFRESHER

Prepares participants for the Commercial Transport Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 17 Mon/Wed 1830-2130 10 wks BBY CRN 20577

## CTMX 0101 BBY \$290

### TRANSPORT REFRIGERATION BASIC MAINTENANCE

Increases awareness of the Transport Refrigeration field. Course covers refrigeration theory, components and location, basic electrical, basic electronics, basic electrical schematic reading, and test equipment. Freon flow charts of Carrier and Thermo King refrigeration units will be discussed. Safety glasses and steel toed footwear required.

May 9 Tue/Thr 1830-2130 4 wks BBY CRN 27494

## CTMX 0104 BBY \$365

### TRANSPORT CAB AIR CONDITIONING

Covers theory and practical applications of transport air conditioning including retrofit to 134A freon. Successful participants will receive Air Conditioning Retrofit certification as required by the current B.C. Ozone Depleting Substances Regulation. Prerequisite: CFC/HCFC/HFC Controls Certification (AUTO 0145 or CTMX 0145). Coveralls, safety glasses and steel toed footwear required.

Apr 17 Mon/Wed 1830-2130 5 wks BBY CRN 28506

## CTMX 0110 BBY \$231

### COMMERCIAL VEHICLE INSPECTOR

Prepares students for the Commercial Vehicle Inspector Authorization examination. This Authorization permits the inspection of commercial and private vehicles including out-of-province. Up-to-date information on recent and upcoming changes to the inspection program will also be covered. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel toed footwear required.

Apr 3 Mon/Wed 1830-2130 3 wks BBY CRN 20580

May 2 Tue/Thr 1830-2130 3 wks BBY 20585

Jun 3 Sat 0830-1430 3 wks BBY 24919

## CTMX 0111 BBY \$60

### COMMERCIAL VEHICLE INSPECTOR UPDATE

Updates commercial vehicle inspectors with changes that have occurred in the commercial vehicle inspection program over the last few years. Covers vitally important updates essential to the ongoing effectiveness of performing and recording accurate vehicle inspections. Material covered will be the most recent and upcoming changes implemented since 1996. Prerequisite: Commercial Vehicle Inspector Certification.

Apr 26 Wed 1800-2200 1 day BBY CRN 27492

May 25 Wed 1800-2200 1 day BBY 27493

Jun 24 Sat 0900-1300 1 day BBY 28505

## DIESEL ENGINE ELECTRONICS

(604) 432-8205 sbutler@bcit.ca

Upon successful completion of the following courses, a BCIT

Certificate of Trades Training in Diesel Engine Electronics will be issued.

DELX 2100	Electrical Advanced 1
DELX 2101	Electrical Advanced 2
DELX 2102	Detroit Diesel Electronic Control
DELX 2103	Caterpillar Electronic Control
DELX 2104	Cummins Electronic Control

## DELX 2104 BBY \$410

### CUMMINS ELECTRONIC CONTROL

Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals for Cummins diesel engines. Enables students to become competent in the repair, troubleshooting and diagnosis of electronic fuel systems for Cummins engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Steel toed footwear required. (4.0 credits)

May 8 Mon/Wed 1830-2130 5 wks BBY CRN 24922

## EQUIPMENT OPERATOR

(604) 432-8205 sbutler@bcit.ca

Forklift Operator Training is in **high demand** - additional courses may be scheduled. Call (604) 432-8205 for current course availability. Group training options are also available.

## CTMX 0115 BBY \$203

### FORKLIFT OPERATOR CERTIFICATION

Provides both theory and practical training for those with proven experience in the operation of forklifts. Successful participants will receive an Ives and Associates SD/CB Lift-truck Operator Certificate valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Workbook included. Prerequisite: Forklift operation experience. Steel toed footwear required.

Apr 4 Tue/Thr 1830-2130 2 wks BBY CRN 23620

Jun 6 Tue/Thr 1830-2130 2 wks BBY 23621

## CTMX 0116 BBY \$295

### FORKLIFT OPERATOR TRAINING/CERTIFICATION

Provides both theory and practical training for those with no experience in the operation of forklifts. Successful participants will receive an Ives and Associates SD/CB Lift-truck Operator Certificate valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Workbook included. Prerequisite: Driving experience. Steel toed footwear required.

Apr 18 Tue/Thr 1830-2130 3 wks BBY CRN 23622

May 16 Tue/Thr 1830-2130 3 wks BBY 23623

## CTMX 0117 BBY \$125

### FORKLIFT OPERATOR RECERTIFICATION

Provides review, testing, and recertification to individuals who have previously obtained Forklift Operator Certification. Successful participants will receive an Ives and Associates SD/CB Lift-truck Operator Certificate valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Steel toed footwear required.

May 6 Sat 0830-1430 1 day BBY CRN 28175

## CTMX 0119 BBY \$231

### AERIAL BOOM LIFT OPERATOR

Provides both theory and practical training in the operation of aerial boom lifts. Successful participants will receive an Ives and Associates Aerial Boom Lift Operator Certificate. This program meets current WCB guidelines and CSA Standards for aerial boom lift operators. Workbook included. Prerequisite: Driving experience. Steel toed footwear required.

May 3 Wed 0830-1430 1 day BBY CRN 28508

Jun 10 Sat 0830-1430 1 day BBY 28509

## CTMX 0120 BBY \$205

### SCISSOR LIFT OPERATOR

Provides training in the operation of scissor lifts. Includes both theory and practical training. Successful participants will receive an Ives and Associates Scissor Lift Operator Certificate. This program meets current WCB guidelines and CSA Standards for scissor lift operators. Workbook included. Prerequisite: Driving experience. Steel toed footwear required.

May 27 Sat 0830-1430 1 day BBY CRN 28510

Jun 24 Sat 0830-1430 1 day BBY 28511

## CTMX 0121 BBY \$395

### ROUGH TERRAIN FORKLIFT OPERATOR

Provides rough terrain forklift training for those with previous experience in the operation of forklifts. Includes both theory and practical training. Successful participants will receive an Ives and Associates Rough Terrain Forklift Operator Certificate valid for two years. This program meets current WCB guidelines and CSA Standards for rough terrain forklift operators. Workbook included. Prerequisite: Valid forklift operator certificate. Steel toed footwear required.

May 27 Sat 0830-1430 2 wks BBY CRN 28521

## FIRST AID

(604) 432-8205 sbutler@bcit.ca

## CTMX 0201 BBY \$88

### OCCUPATIONAL FIRST AID - LEVEL 1

Covers basic first aid with rescuer C.P.R. Personal identification must be produced to the instructor.

Mar 27 Mon/Wed 1830-2200 1 wk BBY CRN 42908

May 23 Tue/Thr 1830-2200 1 wk BBY 28512

Jun 24 Sat 0800-1600 1 day BBY 28513

## HEAVY DUTY MECHANIC

(604) 432-8205 sbutler@bcit.ca

## HDMX 0100 BBY \$451

### HEAVY DUTY MECHANIC CQ REFRESHER

Prepares participants for the Heavy Duty Mechanic Certificate of Qualification with Red Seal Endorsement IP and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 17 Mon/Wed 1830-2130 10 wks BBY CRN 20575

## HDMX 0105 BBY \$451

### MOBILE HYDRAULICS

Upgrades your knowledge of hydraulics for forklifts, front-end loaders and stationary equipment with the emphasis on mobile equipment. Prerequisite: A basic understanding of operating and repairing heavy equipment. Steel toed footwear required.

Apr 18 Tue/Thr 1830-2130 8 wks BBY CRN 28507

## INBOARD/OUTBOARD MECHANIC

(604) 432-8205 sbutler@bcit.ca

## IOMX 0103 BBY \$355

### OUTBOARD MOTOR MAINTENANCE

Provides the boat owner with outboard motor maintenance practical service knowledge. Covers basic operation principles of the outboard motor through a combination of theory and hands-on training. You'll receive the knowledge to troubleshoot, repair and tune-up an outboard motor. Focuses on fuel, electrical, ignition, lubrication, and cooling systems, troubleshooting, corrosion and galvanic protection. Steel toed footwear required.

Apr 17 Mon/Wed 1900-2200 6 wks BBY CRN 26042

## MOTORCYCLE MECHANIC

(604) 432-8205 sbutler@bcit.ca

## MCMX 0115 BBY \$214

### MOTORCYCLE MAINTENANCE

Covers all aspects of general maintenance of the modern motorcycle. Combines lectures, demonstrations and hands-on practical training to present material. Steel toed footwear required.

May 8 Mon/Wed/Sat 3 wks BBY CRN 25081

Mon/Wed (May 8, 10, 15 & 17: 1830-2130)

Sat (May 27: 0830-1430)

## POWER EQUIPMENT MECHANIC

(604) 432-8205 sbutler@bcit.ca

## PEMX 0105 BBY \$352

### SMALL ENGINE POWERED EQUIPMENT MAINTENANCE

Covers maintenance and general engine repairs on lawn mowers, chainsaws, generator units and other utilities powered by air-cooled two- and four-stroke engines. Steel toed footwear required.



# INDEX



2D .....12, 18, 24, 32, 46, 47, 49  
3D .....19, 24, 29, 30, 32, 46, 47, 49

**A** A+ .....8, 33, 42  
APICS .....24  
Academic Studies .....2, 3, 5, 6, 7, 55  
Access Courses .....3, 4, 5, 7, 8  
Accounting .....16, 17, 18, 30, 50  
ACCPAC .....29  
Adobe .....10, 22, 23  
Advanced Studies in Business .....14  
Advertising .....10, 19, 20, 21, 22, 55  
Aerial Boom Lift Operator .....54  
Air Conditioning .....46, 47, 48, 53, 54  
Air Quality .....38  
Aircare .....54  
Aircraft .....4, 53  
Alarm .....41, 43, 48  
Algebra .....7, 8, 26, 31, 40, 42, 43, 44, 49  
Alumni Association .....4  
APICS .....24  
Animation .....10, 12, 23, 24, 28, 32, 47  
Applied Science Technologists  
& Technicians .....36, 37  
ARC Welding .....35, 36  
Architectural .....18, 26, 34, 36, 37, 46, 47  
Assayer Certification .....51  
Assembler .....30, 42  
Associate Certificates .....10, 19, 33, 34  
ASTTBC .....36, 37, 40, 43  
Auditing .....17, 26, 27  
AutoCAD .....18, 19, 34, 37, 46, 47  
Automotive .....53, 54  
Aviation .....53  
Awareness .....4, 14, 24, 27, 45, 49, 53

**B** Bachelor of Technology .....9  
BCIT International .....3, 49  
BCISIT .....24  
Biomedical Engineering .....45  
Biological Evidence .....6  
Biotechnology .....51  
Blueprint Reading 3 .....4, 35  
Boiler .....41  
Boiler Operator .....41  
Bookstore .....2  
Broadcast & Media Communications .....10, 11, 22  
Building .....36  
Building Automation .....43  
Building Code .....36, 37, 40  
Building Engineering .....34, 36  
Business Administration .....12

**C** C Programming 28, 30, 31, 32, 34, 40  
Cabinetmaking .....34  
CAD .....26, 27, 34, 36, 37, 41, 46, 47, 51  
Calculus .....7, 8, 40, 43, 44  
Call Centre .....10, 21  
Cancellations .....2  
Carpentry .....34  
Certificate Programs .....10, 11, 13, 16, 19, 33  
.....34, 36, 40, 42, 47  
CFC Emissions .....48, 54  
Chemical Sciences .....51  
Chemistry .....5, 7, 8, 38, 39, 41, 51  
Chromatography .....5  
CIRM .....25  
Civil .....6, 34, 35, 36, 37, 40, 50  
CPIM .....24  
CNC .....34, 35, 49  
Commercial and Recreational Diving .....53  
Commercial Transport .....53, 54  
Commercial Vehicle Inspector .....54  
Communication .....5, 6, 10, 11, 19, 20, 28,  
.....31, 50  
Compression .....23, 44, 48  
Computing & Information Technologies 28, 29  
.....30, 31, 32, 33, 42  
Computer Applications .....8, 10, 21, 27, 36, 37  
Computer Hardware .....28, 29, 32, 33, 42, 43  
Computer Networks .....6, 31, 42, 43  
Computer Programming .....8, 30, 33, 40  
Computer Systems Degree .....28  
Construction .....9, 18, 19, 26, 34, 35, 36,  
.....37, 38, 39, 40, 41, 42, 46, 47, 52, 53  
Construction Drawings .....19, 36  
Construction Management .....9, 34, 36, 38, 41  
Construction Management Degree .....38  
Copywriting .....6, 10, 11, 19, 20, 22  
CorelDraw .....22, 23  
Correspondence .....2, 17, 40, 41  
Counselling Services .....3, 7  
Crime .....6, 40, 43  
Crime Investigation .....6  
Cross Connection Control .....35  
Cultural .....4, 5, 27, 38, 45, 49  
Customer Relations .....11, 19, 20, 21  
Customer Service .....10, 19, 20, 27, 33

**D** Data Cabling and Wiring .....42, 43  
Data Communications .....15, 28, 31  
.....43, 44  
Database .....28, 29, 31, 32,  
Database Systems .....28, 31, 51

Decorating .....34, 35  
Degree .....See Bachelor of Technology  
Dental Reception .....33  
Desktop Publishing .....10, 22, 23  
Diesel Engine .....54  
Digital Image .....45  
Disability Resource .....8  
Disease .....24, 40  
Distance Education .....2, 9, 10, 14, 16, 36, 40,  
.....41, 45, 50, 51  
Distribution .....11, 17, 24, 25, 27, 30, 38, 39,  
.....42, 43, 55  
Drafting .....18, 19, 34, 46, 47  
Drawings .....18, 19, 27, 34, 35, 46, 47, 50  
Drywall .....34

**E** E-Business .....13, 15, 33  
Electrical .....3, 4, 35, 38, 41, 42, 43  
Electrical & Electronics General .....43  
Electrical Code .....42, 48  
Electrical Contractor .....42  
Electrical Equipment .....42, 43  
Electrical Estimating .....42  
Electrical I.P.T.Q. ....42  
Electricity .....42, 48  
Electronic Commerce 10, 12, 13, 14, 15, 32,  
.....41, 50  
Electronic Variable Speed Drives .....42  
Electronics .....7, 9, 42, 43, 44, 48, 53, 54  
Electronics Degree .....43  
Emergency .....4, 39, 41, 45, 48, 49, 53  
Engineering .....40, 41, 42, 43, 44  
Engineering Technology Distance Ed. ....40, 41  
English .....5, 6, 7, 8, 9, 20, 28, 38  
English Placement .....49  
Entertainment Industry Code .....42  
Entrepreneurial .....10, 13, 14, 15  
Environmental .....4, 5, 34, 36, 37, 38, 39, 40,  
.....45, 48, 50, 52, 54  
Equipment Operator .....53, 54  
Estimating .....19, 26, 27, 36, 37, 38, 40, 42  
Ethics .....9, 13, 14, 20, 21, 36, 38, 41, 44, 45  
Event Marketing .....10, 19, 20, 21, 22  
Excel .....7, 9, 15, 27, 29, 30  
Exploration .....12, 18, 52

**F** Fabrication .....35, 43, 48  
Facilities Management .....10, 26, 46  
Facilities Management .....27  
Fees .....2  
Fiber Optics .....43  
First Aid .....53, 54  
Film .....9, 10, 11, 12, 21, 22  
Finance .....16, 17, 18, 21, 24, 26, 27, 38,  
.....41, 50  
Financial Aid .....3, 4  
Financial Management .....10, 16, 17, 19,  
.....26, 33, 46  
Finishing .....18, 34, 35, 48, 51  
Fire Detection & Alarm Systems .....43  
Fire Protection .....41, 42, 45, 48  
First Nations .....4, 27, 45  
Fish Harvesting & Processing .....51  
Food Technology .....4, 5, 40, 51  
Forensic Science .....6  
Forest Engineering .....9, 40, 50  
Forest Resources .....50, 52  
Forklift Operator .....54  
Framing .....24  
Freight Forwarding .....27  
Fundraising .....4, 10, 21  
Furnace .....35

**G** Gas Fitter .....41  
Gas Fitters .....41  
Gas Turbine .....53  
Geographic .....41, 50, 51  
Geomatics .....9, 46, 50, 51  
Geometry .....34, 36, 40, 49  
Geographic Information Systems .....46, 47, 50,  
.....51, 52  
Glazing .....34  
Graphical .....22, 26, 30, 40, 47, 50, 51  
Graphics .....22, 23, 24, 28, 30, 32, 47, 51

**H** Health Sciences .....41, 45  
Heating .....35, 47, 48  
Heavy Duty Mechanic .....53, 54  
Helicopter .....53  
Highways .....40  
Hobby Welding .....35  
House Inspection .....36, 37, 40  
HTML .....23, 32, 33, 45  
Human Resources .....14, 16,  
HVAC .....47, 48  
Hydraulics .....37, 38, 40, 43, 49, 54  
Hydrology .....39, 40  
Hydrometrics .....39  
Hydronic .....35, 47  
Hygiene .....51

**I** Inboard/Outboard .....54  
Income Tax .....17, 18  
Index .....3, 4  
Industrial Control .....43

Industry Services .....2, 43  
Information Systems 8, 13, 16, 21, 24, 25, 26  
.....27, 41, 42, 45, 50, 51  
Inspections .....37  
Instrumentation .....28, 38, 39, 51, 52  
Interior Design .....10, 18, 19, 36, 46, 49  
International Freight Forwarding .....27  
International Programs .....49  
International Trade .....10, 14, 24, 27  
Internet .....6, 19, 23, 28, 29, 30, 31, 32  
Ironworker .....34  
ISO 9000 .....25, 26, 33

**J** Java .....14, 23, 28, 31, 32  
Joinery .....34  
Journalism .....10, 11

**L** Labour Relations .....13, 15, 38  
Land Development .....40, 50  
Landfill .....39  
Landscape Design .....36  
Lathe .....49  
Law 6, 9, 10, 11, 13, 14, 15, 17, 26, 27, 38  
Library .....4  
LINUX .....31, 32  
Liquid Penetrant .....48  
Local Area Network .....31, 42  
Low Energy Electrical Worker .....42, 43

**M** Machinist .....46, 49  
Macroeconomics .....15, 17  
Management Degree .....9  
Manufacturing .....9, 25, 26, 27, 37,  
.....41, 46, 47, 48, 49, 51  
Manufacturing & Industrial Mechanical .....46  
Manufacturing Degree .....46  
Mapping .....25, 39, 40, 41, 50, 52  
Marine .....2, 4, 27, 53  
Marketing .....5, 10, 11, 13, 15, 18, 19, 20, 21,  
.....22, 24, 27, 33, 36, 41, 50  
Mastercam .....47, 49  
Materials Management .....26  
Math for Electricians .....42  
Mathematics 7, 8, 17, 26, 27, 35, 36, 40, 42,  
.....43, 46, 49  
Maximizer .....10, 19  
Mechanical 8, 22, 34, 35, 38, 40, 41, 46, 47,  
.....48, 49, 53, 55  
Media .....6, 10, 11, 20, 21, 23  
Medical Office Assistant .....24  
Millwright .....46, 49  
Mini-Tech Summer Camps .....52  
Mining .....52  
Molecular Genetics .....51  
Motion Picture .....12, 35  
Motive Power .....53  
Motor Control .....42, 43  
Motorcycle .....53, 54  
Multimedia .....10, 22, 23, 28, 32, 42, 50  
Music .....11, 12

**N** Natural Gas .....54  
Natural Resources .....39, 50, 51, 52  
Nautical .....53  
Networking 18, 19, 29, 30, 31, 32  
.....33, 42  
Networks and Client Server .....31  
Nondestructive Testing .....48  
NT Workstation .....29, 51

**O** Occupational Health & Safety 13, 26  
.....35, 41, 45  
Office Efficiency and Skills .....29  
Operations Management .....10, 24, 25, 26,  
.....27, 46

**P** Pagemaker .....10, 22, 23  
Painting .....22, 23, 34, 35  
Parks Facility .....40  
Passive Devices .....42  
Personal Development .....7  
Petroleum .....52  
Photography .....10, 21, 22  
Photovoltaic .....42  
Physics .....7, 8, 22, 43  
Pilot .....2, 53  
Piping .....35, 41, 48  
Plastics .....44, 46, 48  
Plumbing .....34, 35, 41, 47, 48  
Power Engineering .....2, 41, 46, 49  
Pre-Entry .....5, 7, 8, 26, 28, 33  
Process, Energy  
& Natural Resources .....50, 51, 52  
Professional Sales .....10, 11, 19, 20, 21  
Programmable Logic Controllers .....43  
Programmer .....34, 47  
Programming .....40, 41  
Project Management .....10, 25, 26, 27,  
.....33, 41, 50  
Propane .....53  
Public Relations .....10, 19, 20, 21, 22, 38  
Public Works .....34, 35, 37, 38  
Pulp & Paper .....Contact Ken at 453-4002  
Pumps .....38, 43  
Purchasing .....26

**Q** Quality Assurance .....26, 27, 48, 51  
Quality Control .....26, 27, 43  
QuarkXpress .....20, 22, 23

**R** Radio .....10, 11, 12, 22, 31  
Radiography .....48  
Real Time .....28, 50, 52  
Recreational .....4, 21, 33, 40, 49  
.....52, 53  
Recycling .....38, 48, 53  
Refrigeration .....35  
Registration & Services .....2, 3, 4  
Renewable Resources .....50, 52  
Renovations .....37  
Report Writing .....9, 36, 37, 40  
RF Design Engineering .....43  
Rigging .....35  
Robotics .....43, 46, 52

**S** Safety Trades .....35  
Sales .....10, 19, 20, 21  
Scaffolding .....35, 38  
Security Systems .....41, 43, 45  
Set Painting .....35  
Sheet Metal .....34, 35, 53  
Site Investigation .....39  
Small Business .....14, 20, 27  
Soil .....38, 39, 52  
Solid State Devices .....42  
Solid Waste .....38  
Spanish .....49  
Specialty Nursing .....45  
Statement of Completion .....36, 42, 48, 52  
Statistics .....4, 7, 13, 17, 26, 27, 41, 43, 44  
Steel Fabrication .....35  
Stream .....39, 54  
Structured Cabling .....42, 43  
Studio Max .....46, 47  
Summer Camps - Science .....52  
Systems Analysis & Design .....31  
Surveying .....39, 40, 50, 52

**T** Technical Writing .....36, 37  
Technology Entry .....8  
Technology Management .....41, 45, 46,  
.....50  
Telecom Structured Cabling .....43  
Telecommunications .....15, 43  
Telephony .....43  
Thermal .....35, 37, 51  
Thermoforming .....48  
TOEFL .....49  
Tourism .....10, 21, 49  
Toxicology .....38, 39  
Traffic Control .....35  
Transportation .....40, 45, 53, 54  
Trigonometry .....8, 35, 36, 40, 49, 52  
Tuition Fees .....2  
TV Broadcasting .....11  
Typography .....20, 22, 23

**U** UNIX .....6, 27, 31, 32  
Urban Forestry .....52

**V** Ventilation .....35, 46, 48  
Video 4, 5, 6, 9, 10, 11, 12, 23, 26,  
.....32, 40, 47

**W** Wastewater .....38, 39  
Watershed .....52  
Welding .....34, 35  
Windows .....28, 29, 30, 31, 40  
Wood Products Manufacturing .....48  
Wood Products Manufacturing Tech. Associate  
Certificate .....48  
Word .....27, 28, 29, 30, 31, 40,  
WorkSafe .....45  
Writing .....30, 31, 33

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Dave Gardine, Andy & Franz Koberwitz



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STAMP OF APPROVAL  
Wendy Copeland-Knott

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— Andy Koberwitz, West Coast Log Homes

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